



## New Jersey Antique Radio Club – Virtual Meetings

For the duration of the COVID 19 Virus health crisis, the New Jersey Antique Radio Club will be hosting **Virtual Monthly Meetings** using **Zoom Cloud Meetings'** video conferencing software. Participating in a Zoom video conference is free using your smartphone, tablet or computer. There is also an option to participate via telephone if you do not have an internet connection. If you have questions or are having difficulties using Zoom to connect to our Virtual Meetings, please reach out to the "Help Desk" numbers listed at the end of this document and we will try to assist you.

Below are separate instructions for joining the Virtual Meeting via telephone, via smartphone and tablets, and via PC and Mac computers.

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### How to connect to an NJARC Virtual Meeting using Zoom:

#### *For those who do not have internet connectivity:*

#### *Join the Virtual Meeting via telephone audio:*

Dial: 646-558-8656 (New York)

When prompted, enter meeting ID: 732 927 1459 and then press #

If the system asks you for a password, enter 076202 and then press #

One connected, you will be put on hold until the meeting organizer lets you in.

By default, the audio from all attendees will be muted to keep background noise to a minimum.

- Press \*6 if you would like to unmute yourself to speak.
- Press \*6 again to mute yourself after you are done speaking.

*Note:* The dial-in number is in New York City. Please check with your telephone service provider if you are concerned whether long distance charges or per-minute charges will apply.

## *For those with Smartphones and Tablets (Apple and Android):*

### *Setup:*

Before the Virtual Meeting start time, if you will be joining with a smartphone tablet and you do not already have the **Zoom Cloud Meetings** app on your device.

- For Apple iPhone or iPad, open the **App Store**, use search to find **Zoom Cloud Meetings**, and click “+Get”. This will install Zoom on your device for free.
- For Android phones and tablets, open the **Play Store**, use search to find **Zoom Cloud Meetings**, and click “Install”. This will install Zoom on your device for free.

### *Connecting to the Virtual Meeting for the first time:*

*Note:* You do not need to create a Zoom account to join a Virtual Meeting.

When it is time to connect to the Virtual Meeting, click the link provided in the link you received via email from the **NJARC Communicator**. Or open the Zoom app and manually enter the meeting number and password if necessary.

(After clicking the link, Android users may be asked what to “Open with”, in which case select “Zoom” and then “Always”)

The steps below are for both Apple and Android phones and tablets, but note that some devices can have a slightly different experience. Also, during these steps you may be prompted by your device for permission to allow “Zoom” to access your device/computer’s microphone and camera. Please allow.

- **Enter Participant Name:** You will first be asked to enter your name. The name field might be prepopulated with your device’s name. Please replace it with your first name and your last name so people attending the meeting will know who you are.
- **Wait for Meeting Host:** You will get a message to please wait until the meeting host lets you in.
- **Add Audio:** Once the meeting host lets you in, you will be asked to please join audio. Select “Call using Internet Audio” or in Android “Call via Device Audio”.
- **Android, Allow recording?:** NJARC will be recording the Virtual Meeting for later on-demand viewing on our YouTube channel; however some Android devices will be asking your permission to allow pictures to be taken and to record audio. Select your preference to either allow or deny.
- **Enter the Virtual Meeting:** You will enter the meeting room and see the host or if not yet started, the NJARC Logo.
- **Start your video:** By default, your camera will be off. If you would like to be seen, tap anywhere on the screen to show the toolbar and then select the red “Start Video”

camera icon. You can follow the same steps to turn off your video at any time. We recommend turning your camera on; we don't care about your bad hair or your messy room, we'd like to see you at the meeting!

- **Your microphone will be muted when you join:** As you join the meeting your microphone will be muted to cut down on background noise. If you would like to speak, you must unmute your microphone. To do so, tap your screen anywhere until you see the toolbar with the red unmute microphone icon. Click "Unmute" to turn your microphone on. Always keep your microphone muted when you are not actively speaking to the group or the background noise can build up very quickly to intolerable levels.

**VERY Important!** If multiple people on multiple devices attend Virtual Meeting in the same room, you may create a local audio feedback loop that can disrupt the entire group, especially at points in the meeting when the host unmutes microphones. To prevent feedback, please choose only one person's device in the room to be the collective audio/microphone source, or as an alternative you can use headphones.

- **You can leave at any time:** Should you need to leave the Virtual Meeting early, tap your screen anywhere to show the menu option and select the red "Leave" or "Leave Meeting" option.

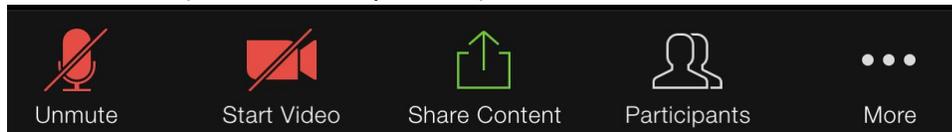
**Connecting to the NJARC Virtual Meeting next time:**

Next time you connect to the Virtual Meeting there will be far fewer steps. Simply click the link you receive in the **NJARC Communicator** email.

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## iPhone and Android Smartphone and Tablet controls

iPhone menu (Android is very similar)



**Unmute/Mute:** The microphone icon appears red with slash through to indicate when your mic is muted (silenced so you cannot be heard). When you join, you will be muted by default. To unmute so you can speak, tap this microphone icon. The icon will change to a white microphone without slash through indicating it is now on. Tap again to mute when you are done speaking. It is best practice to mute when you are not speaking to avoid creating unwanted background noise during a Virtual Meeting.

**Note:** Meetings will start with all microphones muted by default (passive mute). The host will be able to unmute all microphones during the meeting. If you do not wish to be unmuted, then at any time, click the microphone icon to intentionally mute yourself. Once intentionally muted, if the host tries to unmute you will be prompted to give permission.

**Start/Stop Video:** The camera icon appears red with slash through to indicate when your video is not on. When you join, your camera will be off by default. To turn your camera on so you can be seen, tap this camera icon. The icon will change to a white camera without slash through indicating it is now on. Tap again at any time to turn off your camera.

**Share Content:** This feature is disabled during our Virtual Meeting.

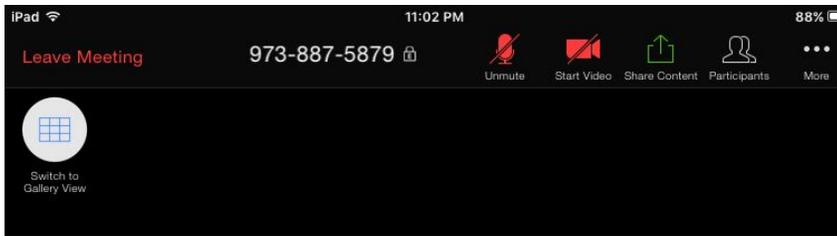
**Participants:** This option opens a listing of all participants attending the Virtual Meeting. Click close in upper left to return to the video.

**More (...)** : Here you can explore the additional options available.

**Swipe left for Gallery View:** Swipe the screen to see other participants in the meeting. Reverse swipe to return to viewing the host.

**Leave Meeting:** Click the red “Leave” option at the top right of your screen when the Virtual Meeting concludes, or at any time during the Virtual Meeting if you need to disconnect.

## iPad controls *(skip to next page for iPhone and Android)*



By default, the iPad will hide the control menu during the meeting. To view the control menu, tap anywhere on the screen. From top left to right:

**Leave Meeting:** Click Leave Meeting when the Virtual Meeting concludes, or at any time during the Virtual Meeting if you need to disconnect.

**Meeting ID:** The New Jersey Antique Radio Club’s Zoom meeting number 732-927-1459 displays. This meeting I.D. number is the same as the club’s telephone number.

**Unmute/Mute:** The microphone icon appears red with a slash through it to indicate when your mic is muted (silenced so you cannot be heard.) When you join, you will be muted by default (passive mute). To unmute so you can speak, tap this microphone icon. The icon will change to a white microphone without a slash through it indicating it is now on. Tap again to mute when you are done speaking. It is best practice to mute when you are not speaking to avoid creating unwanted background noise during the Virtual Meeting.

**Note:** Meetings will start with all microphones muted by default (passive mute). The meeting host will be able to unmute all microphones during the meeting. If you do not wish to be unmuted, then at any time, click the microphone icon to intentionally mute yourself. Once intentionally muted, if the host tries to unmute you will be prompted to give permission.

**Start/Stop Video:** The camera icon appears red with a slash through it to indicate when your video is not on. When you join, your camera will be off by default. To turn your camera on so you can be seen, tap this camera icon. The icon will change to a white camera without a slash through it indicating it is now on. Tap again at any time to turn off your camera.

**Share Content:** This feature is disabled during the Virtual Meeting.

**Participants:** This option opens a listing of all participants in the Virtual Meeting. Click ‘Close’ in the upper left to return to the video.

**More (...)** : Here you can explore the additional options available.

**Switch to Gallery View:** This icon will allow you to toggle between for “Speaker” and “Gallery” views.

- Speaker view will show the person currently speaking.
- Gallery view will show multiple smaller windows showing the meeting participants.

## *For those using PC and Mac Computers*

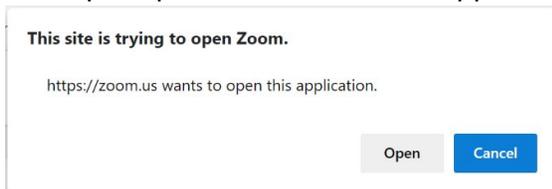
### **Setup for PC and Mac computers:**

It is advised to set up Zoom on your PC before you attempt to join your first Zoom meeting. You can download the Zoom client here: <https://zoom.us/support/download>.

Once downloaded, open the file to install the software. After installation it will start the Zoom application with a prompt to 'Join Meeting' (do not click).

Instead, close the Zoom application and click the link provided in the **NJARC Communicator** email. This link will remain the same for all Virtual Meetings.

When prompted to use the Zoom application, click open



The meeting will start in the Zoom app.

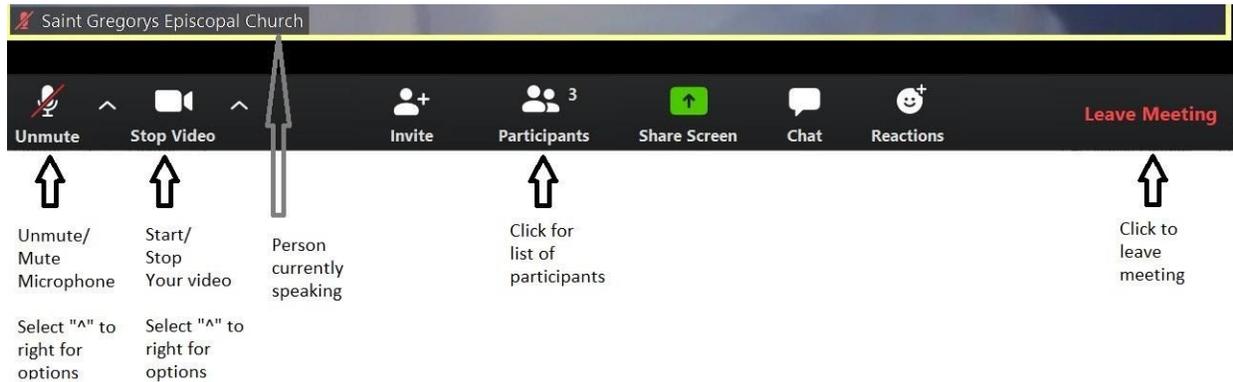
(If clicking the link does not work for you, open the Zoom application and enter the meeting ID and password manually.)

You will need to wait for the host to let you into the room.  
Below is an explanation of the control menu.

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## Computer Controls (PC Windows/Mac)

The control toolbar will auto-hide by default. To view the toolbar, move your mouse anywhere in the meeting screen.



**Note:** Meetings will start with all microphones muted by default (passive mute). The meeting host will be able to unmute all microphones during the meeting. If you do not wish to be unmuted, then at any time, click the microphone icon to intentionally mute yourself. Once intentionally muted, if the host tries to unmute you will be prompted to give permission.

**Speaker/Gallery View:** At the top of your screen, you will find the toggle for “Speaker” and “Gallery” views.

- Speaker view will show the person currently speaking in the larger window. You will see some of the participants in a smaller window where you will have the option to hide or show multiple participants.
- Gallery view will show multiple small windows showing the meeting participants

**Full Screen:** At the top of your screen to the right of the speaker/gallery toggle, you will find the symbol for Full Screen mode. In full screen mode, you will see an option to exit full screen, or you can press the ESC key or double click on the screen to exit full screen mode.

**Minimize:** If you minimize the meeting, the meeting will continue in a small minimized video window. Click the green arrow icon to exit minimized video mode.

**Note:** Your desktop PC or older laptop may not have a built-in microphone or camera. You can always install a headset (or microphone and headphones) and an outboard USB webcam. But don't worry, you can still attend the meeting and both see and hear the presentation even if you don't have a webcam or microphone. We just won't be able to see or hear you, although we'd like to!

## *How does a Virtual Meeting work? (What to expect)*

**Our meeting space:** though virtual, will still gather together in one space at the same time. Occasionally we might even use a photo of our regular meeting room at InfoAge or Bowen Hall as a backdrop (or perhaps our meeting prester may choose to work from a virtual island in the South Pacific.)

**Your camera:** By default your camera will be off. When you join the Virtual Meeting, you will need to share your video to be seen. We would love to see you! Don't worry too much if you're having a bad hair day; these days most of us are. We also don't care if your house is messy!

**Your microphone:** When joining, your microphone will be muted upon joining to reduce background noise. Unmute your microphone if you would like to speak. (For those joining by telephone, press \*6 to unmute. When you are done speaking, press \*6 again to go back to mute)

### **Some Tips for having the best experience:**

- Virtual Meetings like this work better if you use a headset. Your voice sounds clearer and there is no chance that there will be audio feedback that might disrupt the meeting. Even just using headphones or earbuds helps. It won't make your voice any clearer to the other meeting participants, but it will prevent an annoying echo from possibly happening.
- Please enter your full name (first name and last name) when logging in. That way the rest of the attendees will know who's in the meeting. (You may not know who DaveCPE1704TKS is, but you will know who I am when you see my full name displayed.)
- Please be mindful of your environment before joining. Sitting in front of a sunny window isn't the best, neither is having a tv on in the background nor is eating or pushing furniture across the room. Please keep your microphone muted and/or keep noise to a minimum. If your chair creaks or your dog barks and your mike is not muted, the camera may cut to you each time there is a noise, disrupting the meeting. (Recent viral videos have also shown that best practice also includes not using the bathroom while you're in a virtual meeting.)
- During the meeting, the host may unmute all microphones if there is a reason to do so. If you do not want to be heard during the meeting, please intentionally toggle your microphone icon to mute. Once you are intentionally muted, you will need to give permission if the meeting host asks you to unmute. You will always have the option to remain on mute.
- Our virtual monthly meetings will typically be conducted in two ways during the meeting: the first part of the meeting will consist of club business, typically presented by our club president, just as we do at our in-person meetings, followed by the scheduled "Tech Talk" presentation. We may or may not include a short "intermission" between these two parts of the meeting. After the "Tech Talk" concludes, the meeting will change to an open forum, where we can all have a conversation with each other.
- The "Tech Talk" may include PowerPoint slides or other visuals in addition to a view of the person presenting. This information will appear on your screen much as it appears in front of you in the room during an in-person meeting. If during the presentation, you have a question or a comment, you can 'raise your hand' using the 'raise hand' button in the Zoom program. The presenter can turn the floor over to you at which point the viewers will see and hear you as you speak. But as during an in-person meeting, we are primarily watching a presentation, not having a group discussion.

- For the Open Forum part of the meeting, we ARE having a group discussion and everyone's microphone will be on. At this time, you may want to switch the participant video windows on your screen to be in the 'Gallery View' so you can see all the other participants at once. When you speak, the system automatically switches to your camera. PLEASE be polite during the open forum, since if everyone speaks at the same time, the audio will just be a babble of voices.
- HELP DESK: Several of our members with experience using the system will be available to offer help in assisting you if you experience difficulty connecting to the meeting. Please DO NOT call the meeting host, as they will be busy hosting the meeting.
  - Bill Sloma      802-233-1717
  - Al Klase        908-892-5465
  - Dave Sica      732-382-0618