

Zoom Manual

Joining via the Zoom Desktop app

- After your registration you will receive an email confirmation and a reminder one day before the event.
- Participation requires a computer, smartphone or tablet, as well as power and a stable internet connection.
- Please be aware that the access to certain functions might be limited when using a smartphone or a tablet.
- After your registration, you will receive an email containing the link for joining the meeting.
- To participate, click on the link in your confirmation email. You will be placed in the virtual waiting room until the event begins.
- **Important:** To be able to access all functions available, we ask you to download the most up-to-date version of Zoom before attending the event. If Zoom is already installed on your computer, please **update the software before attending**. To do so, open the Zoom app on your computer. Click on your profile picture and then click "Check for Updates." If there is a newer version, Zoom will download and install it.
- If it's the first time you use Zoom it will automatically download and install the latest version. You don't need to register with Zoom to participate.
- If you have questions or comments please feel free to contact Gina Jeske at jeske@sophiensaale.com or call **+49 30 27 89 00 35**.
- If you need help during the event, you can contact our Tech-Support at any time via the chat.

Joining by telephone

- You can join a Zoom meeting using a traditional phone.
- **Please note:** When joining via telephone, only the original audio can be heard and not the simultaneous translation.
- If you are in Germany, please dial the landline number **0049**

69502596. Otherwise, check the local number for your country in the confirmation e-mail or on the Zoom website: <https://bit.ly/3kklltK>

- You will be asked for the meeting ID. You can find the ID in the confirmation e-mail that has been send to you upon registration.
- **Important:** The meeting ID is always terminated by the hash sign (usually at the bottom right of the keyboard).

Interpretation and live captions (if available)

- To select simultaneous interpretation click either on the world symbol, on "Interpretation" or on the three dots or on "More" in the zoom toolbar at the bottom right of your screen. Choose the language you would like to listen to.
- After selecting a simultaneous translation, the original audio runs in the background at 20% by default. Click on "Mute / unmute original audio" respectively to deactivate or reactivate it.
- To select live captions, click on "CC / Closed Captions" in the zoom toolbar at the bottom right.
- To adjust the size of the captions, click on the small arrow next to "CC" and then on "Subtitle Settings". A window will pop up in which you can adjust the size of the captions.
- The subtitles can be clicked and dragged to move their position in the meeting window. Click "View Full Transcript" to view the transcript in the side panel of the meeting.

Sign language interpretation (if available)

- All sign language interpreters as well as signing participants will always be spotlighted while signing. This means that their video will be visible on a larger scale than the other participants videos.
- We recommend to use a device with a big screen and to select "speaker view" instead of "gallery view" in the upper right corner of your screen to make sure you see the spotlighted videos on large scale.

Zoom use with screen reader

Selecting simultaneous interpretation on the computer

- In the main meeting window navigate to Interpretation with Tab.

- Press Enter to open the Interpreting menu.
- Use the cursor keys to select the desired channel, e.g. English or German and confirm with Enter.
- The selected channel is activated immediately.
- The Interpretation button regains focus. Pressing Enter again calls up the menu. Here, the original audio can optionally be muted or the muting of the original audio can be canceled.
- By default the original audio is heard with 20% in the background.
- If an interpretation channel is activated, the name of the interpretation button changes accordingly, e.g. English. This is only voiced correctly by the Screen Reader when the button is refocused, e.g. by Tab Shift Tab. However, the button can still be selected by Enter.
- If an interpretation channel is activated, there is no message from the Screen Reader. However, the sound should be heard immediately. If not, there may be a speaking pause in the selected channel. In this case, wait several seconds.

Selecting simultaneous translation on the smartphone (with screen reader)

- Double-tap the more button
- Double-tap on Interpretation
- Double-tap to select the desired channel and then double-tap the Done button. The selected channel becomes active immediately.
- If an interpreting channel is active, the Interpreting button appears on the main screen followed by the active channel, e.g. "English".
- Double-tap to call up the menu again and make a new selection.

Basic settings

- You can turn your audio and video on and off via the Zoom control bar at the bottom of your screen. Use the buttons "Audio on" or "Mute" and "Start video" or "Cancel video". The keyboard shortcuts are Alt A for audio and Alt V for video.
- The name you entered at registration is displayed in your video window.

If you would like to change it, hover over the window of your video and click the three dots at the top right. A menu will open. Select "rename".

- You have several options to arrange your view of the other participants. In the upper right corner you can choose between "Speaker" and "Gallery" in the "View" field.
- We recommend "Speaker" view.

Interaction

- If you want to ask a question, please use the "Raise Hand" function. You find it on the bottom right under "Reactions".
- On the desktop, the keyboard shortcut is Alt-y. On the phone you dial *9.
- To mute or unmute yourself when entering the discussion, you can use the keyboard shortcut Alt-a. On the phone you dial *6.
- You can also ask questions using the chat. The keyboard shortcut to open the chat is Alt-h.

Accessibility

- Zoom supports keyboard access and screen readers. The desktop app can be operated with keyboard shortcuts. You can find an overview under the following link: [Keyboard shortcuts on Zoom](#)
- Further information on accessibility at Zoom can be found at the following link: [Accessibility on Zoom](#)

Privacy

- We use Zoom because this video conference tool currently offers the best possible accessibility for a diverse audience. By participating in the event, you agree to Zoom's [privacy policy](#) and thus to the transfer of your data to the USA.

Contact

If you have any further questions about registration and participation or need technical support, please contact Gina Jeske at jeske@sophiensaale.com or call **+49 30 27 89 00 35**.