

Zoom In-Meeting Controls During a Presbytery Assembly Meeting

It is important to make sure that you are using the most recent version of the program. Please make sure to update Zoom before the meeting!

To reveal the control options:

- **Desktop and laptop computers:** move your mouse over the Zoom window
- **Tablets and smartphones:** tap on the screen.
- **Telephone (Call-in) use keypad controls.** See below.

Video and Audio Controls for all platforms are in the bottom left-hand corner of the screen

- The Video Button turns your video feed on and off.
If you have your video turned off, and you would like to speak during the meeting, please turn your video on so that we will be able to spotlight you, for the other attendees.
- The Microphone Icon will mute and unmute you.
- **Telephone (Call-in):** Use the *6 keys on the phone to mute and unmute.

To minimize the potential for background sound, we ask that you leave your microphone muted unless you are called on. At that point, you may unmute yourself.

Live Transcription – NEW!

- **Desktop/Laptop:** Found on the main Zoom menu, and has the Closed Caption symbol—a little square with two C's inside—as its icon. Click on that, then select 'Show Subtitle' or 'Show full transcript,' you will see the transcript begin in the main window, or in a side panel.

[To adjust subtitle size, click the Up Arrow beside the video icon on the main Zoom menu. This will open the Settings window. Select Video Settings, and then click on Accessibility. Under the Closed Captions label, move the slider control to the left or right to adjust the caption size.]

- **Tablets & smartphones:** Select the Settings option, then select Meeting, and toggle Closed Captioning to On. The transcript will automatically begin at the bottom of your screen. Resizing is currently unavailable on mobile devices.

Speaking during the meeting: the Raise Hand function.

Desktop or laptop computer: look for the Reactions button along the bottom of the screen. Click that button; you should see a small pop-up menu appear containing several icons. The important one is at the bottom of the pop-up, labelled 'Raise Hand.'

Tablets & smartphones: choose the More icon on your menu, and then select 'Non-verbal Feedback.' Raise Hand will be in the list of reactions displayed. Smartphone users may need to turn the phone on its side to view the extra menu options.

Telephone (Call-in): use the *9 keys to activate Raise Hand.

Choosing Raise Hand notifies the Host that you would like to speak by displaying a hand icon on your video window, and beside your name in the participants list.

Once your 'hand' is raised, the option for 'Raise hand' is replaced with 'Lower Hand' in the list of reactions; however, please do not 'lower' your own hand, unless you no longer wish to speak. We will take care of 'lowering hands' as each person finish speaking.

The Chat Control

- **Desktop and laptop computers:** On the main control bar.
- **Smartphones and tablets:** Located under the 'More' menu.

Chat opens an additional panel in Zoom that's used to send messages. For Assembly meetings, it can only be used to send messages to the Host because it will be used to cast votes for members who are sharing a device with another attendee. See next section.

Voting: The Polling (& Chat) function

When a vote is called, a small screen will open with the question to be voted on, and the options for your answer.

1. Attendees using their own computer, etc.:
 - a. If you are a Visitor or Guest to the meeting: choose the 'I am a Visitor' option.
 - b. All voting members will choose the Yes or No option to cast their vote.
2. If you are a Voting member on **telephone (call-in)** who cannot access the poll:
 - a. To submit a vote, press the *9 keys. This will raise your hand and we will call on you to cast your vote verbally.
3. Voting members sharing a device with another attendee:
 - a. The person who owns the device should respond to the poll by choosing Yes or No.
 - b. Then, votes for any other **voting members** sharing that same device will be sent to the Host separately, via the Chat window in the following manner:
 - Click on the Chat button to open the Chat pane.
 - Type in the person's name and their vote, and press the enter key (or press the Send icon on tablets & smartphones).
 - Repeat until a vote for each person has been submitted.

Example: A minister member is sharing a computer with the elder commissioner for their congregation. The minister would cast their vote using the poll. Then, they would open the Chat window and cast the commissioner's vote by typing "Jane Smith Yes," and pressing the Enter key. In the case that there is a commissioner for another congregation, member by reason of office, etc. present, enter the next name with their vote and send again.

If a visitor to the assembly is sharing a computer with another attendee, there is no need to submit a response for that person. If a visitor is the device owner, sharing with a minister, commissioner, etc., the voting member may use the Poll to respond and visitor does not need to respond.