

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.

Note: The number of buttons displayed on the Zoom control menu depend on screen size. Some smaller laptops may display a menu more like that of a tablet, putting some controls under the "More" button.

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/Closed Captioning

- **Desktop/Laptop:** The button is found on the main Zoom menu, and should be labeled "Show Captions." Click on that and you will see the transcript begin in the main window.

[To adjust subtitle size/color, click the Up Arrow on the Captions button and select Caption Settings. This opens the Accessibility tab of the Settings window. The top option should be a slider control. Move it to the left or right to adjust the caption size.]

- **Tablets & smartphones:** There should be a Captions button on the main Zoom menu at the bottom of the screen. If you do not see it, 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: There should be a Raise Hand Button on the main Zoom Menu. If not, look for the Reactions button. Click on it; you should see a small pop-up menu appear containing several icons. Look for the largest button, labeled 'Raise Hand.'

Tablets & smartphones: Reactions may be part of the main menu. If so, tap on it, and you will see the button as described above. If not, 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 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:** On the main control bar, or 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 and Co-hosts.

In the past, the Chat function was used as a method for voting when multiple voting members were sharing a device; however, that will no longer be the case. **Beginning in 2023, online votes for the assembly may only be submitted using the Zoom Poll.** (See below)

Voting: The Polling function

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

1. All voting members will choose Yes or No to cast their vote.
2. Visitors, Guests, and Corresponding Members to the meeting should choose ‘I am a Visitor.’ (If a guest is viewing the meeting by sharing another attendee’s device, no response is needed for that guest.)

Only one response may be submitted per device; therefore, if you are a voting member of the assembly who is attending online, **you must register for the meeting**, receive your individual link, and you must connect to the meeting by your link using a separate computer, tablet, or smartphone.

Other information for using Zoom:

[Instructions for Joining Zoom on various platforms](#)

[Changing your displayed name on Zoom](#)

[In-depth information for all Zoom Participant meeting controls](#)