

*The 12th International Symposium on
the Science and Processing of Cast Iron (SPCI-XII)*

How to setup Zoom in your private PC for SPCI-XII

Preparation for online conference

Please finish this preparation before conference

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1. Introduction

SPCI-XII serves online conference while we have to prevent infection of COVID-19. This is the manual on how to use [Zoom](#) for conferences so that all the researchers can attend.

2. Devices for Online conference

You can get access to Zoom online conference after install the software of Zoom on your PC or Tablet and MAC.

3. Zoom Installation and Connection Testing

This section explains zoom installation and connection testing

3.1 Setup for **Windows PC users**.

For MAC and iPad users, please follow [Installing the Zoom application on macOS](#). Then jump directly to 6).

- 1) Get access to the page zoom.us/download with web-brouser like Internet Explorer.
- 2) Go to the bottom of the page and select the language. This manual will be in **Japanese**. (Figure 1)

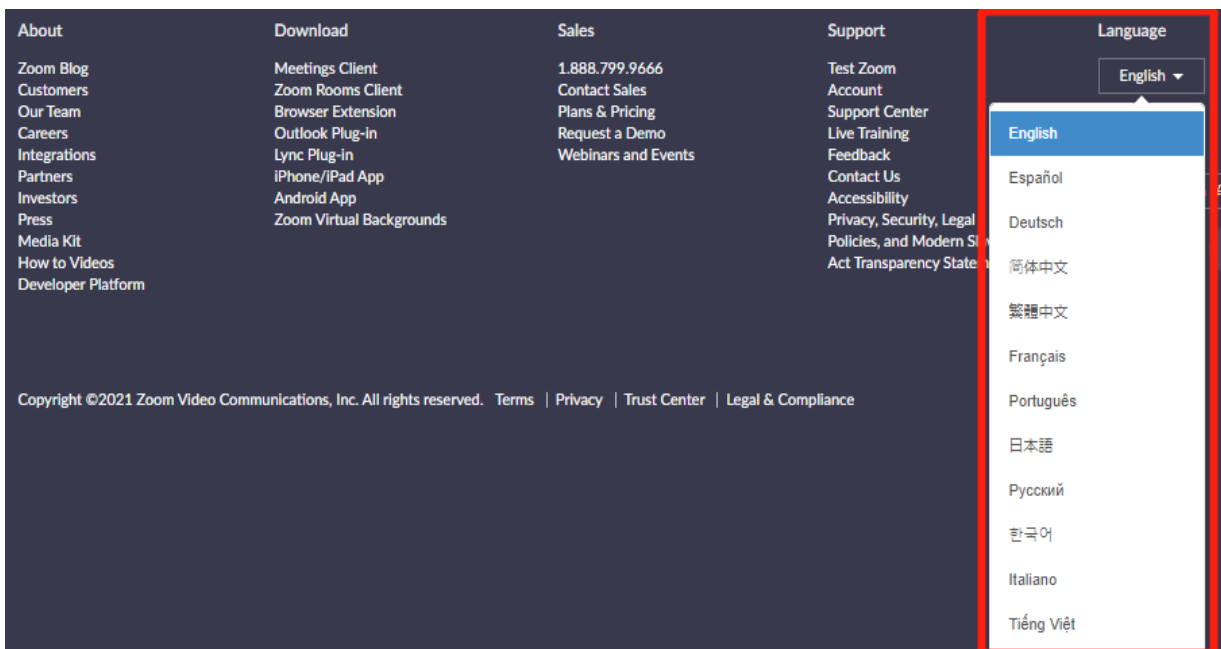


Figure 1, language

PS: If you want to change the display language inside the ZOOM (After installation) , please click [here](#) and follow the prompts on the website to make changes.

3) Download the software Zoom and Install. (Figure 2)

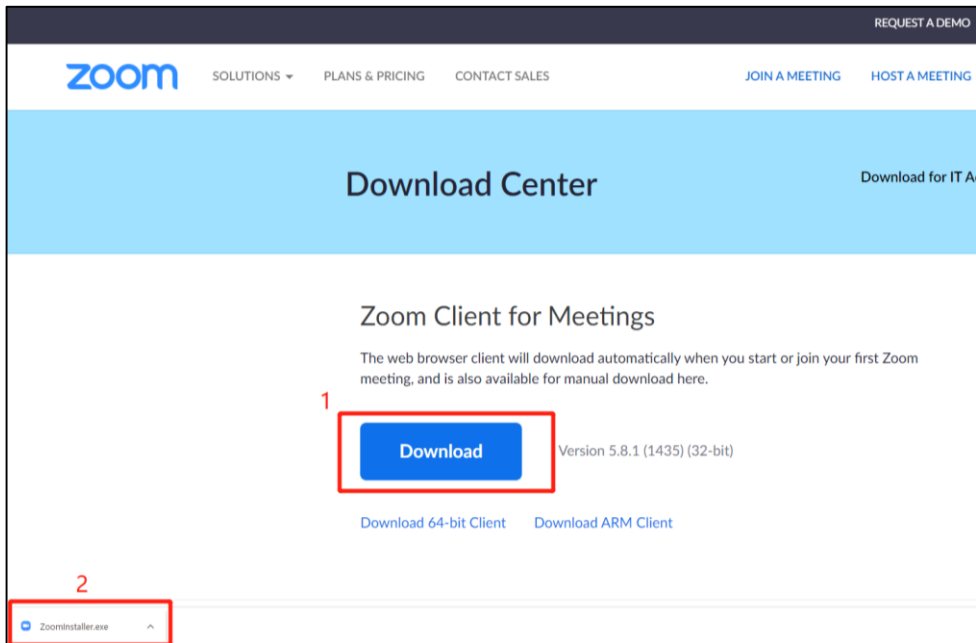


Figure 2, Zoom Download and Installation

4) Close the browser, then you will finish all the software installation.

From now on, the explanation of connection testing starts.

5) Activate Zoom software. You can enter “zoom” in the search box at the bottom left corner of the desktop to search for the app, and click 開く to open zoom.(Figure 3)

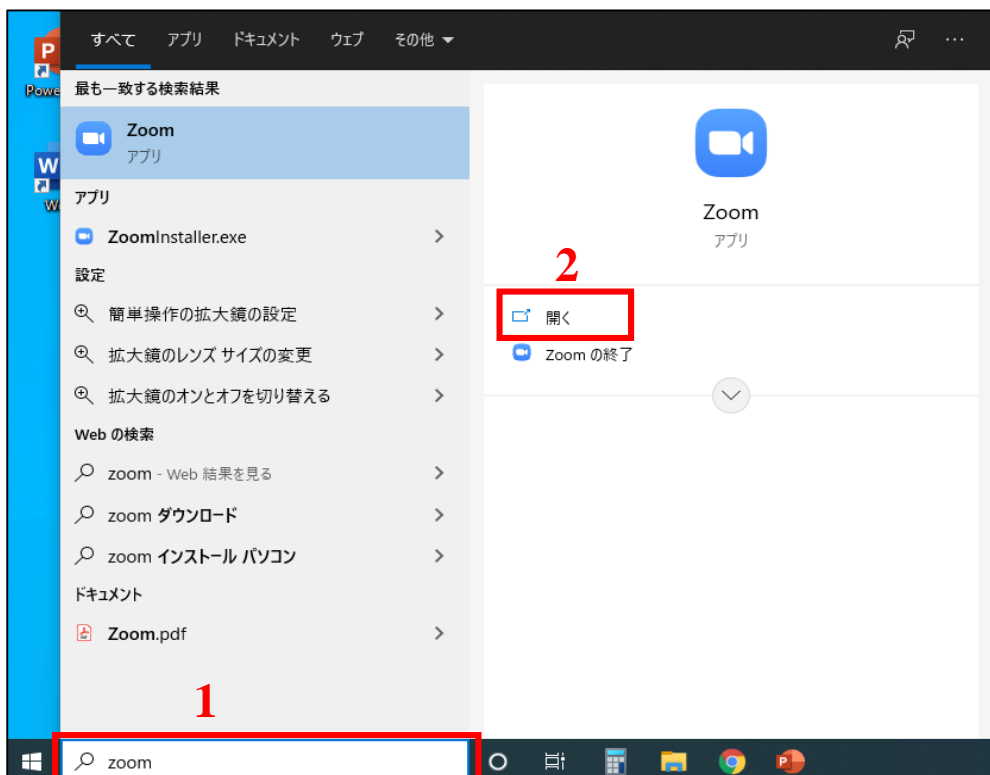


Figure 3, Activate Zoom software.

6) Join the ZOOM Meeting. Please follow the 10-step process shown in Figure 4 to complete joining the meeting.

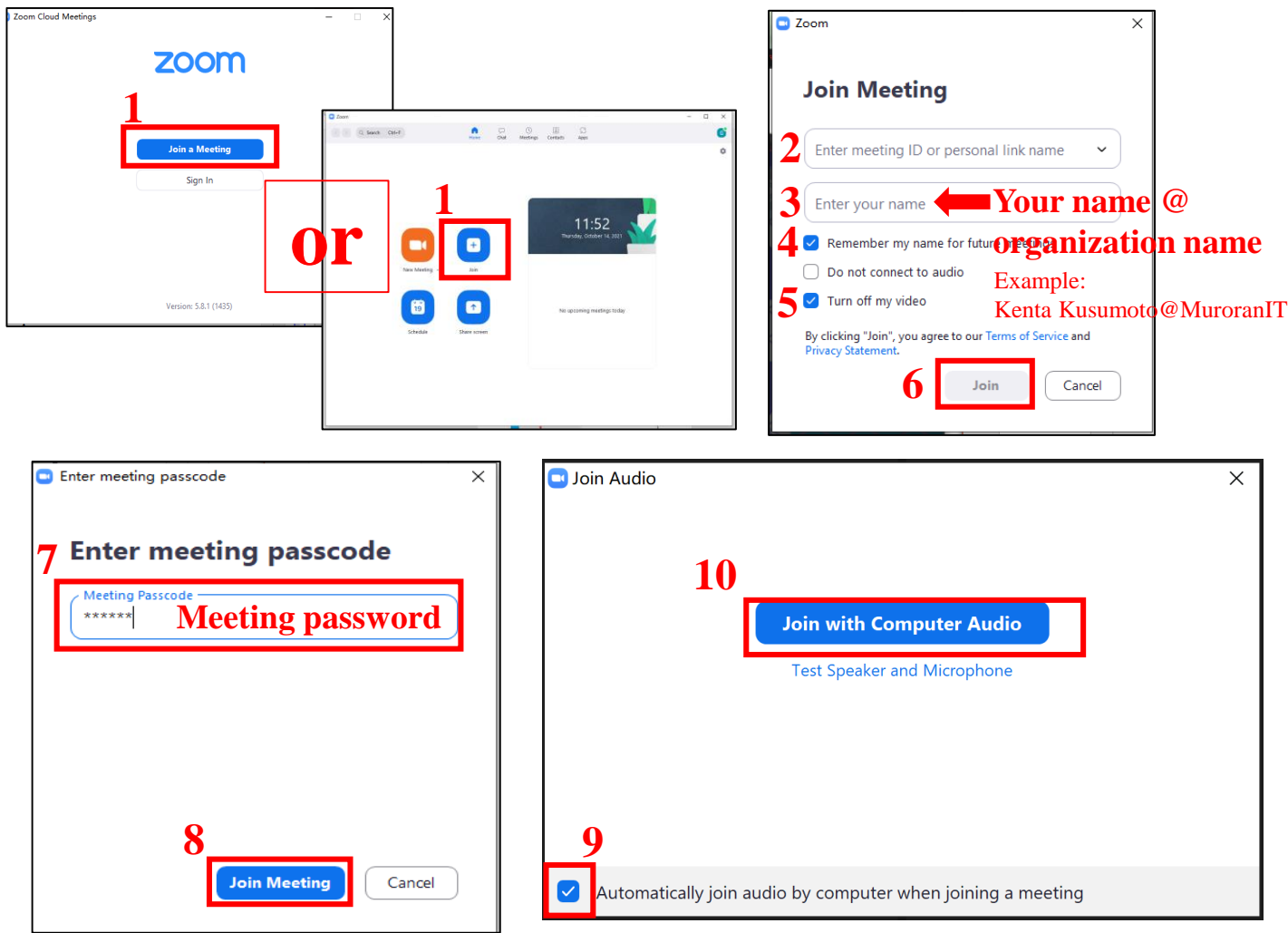


Figure 4, Process for participate in Meeting

7) In order to keep the web conference quiet, please **turn off the audio(click to mute)**. That is, the first icon in the lower left corner is the same as shown in **Figure 5**. If it is as shown in **Figure 6**, click the icon. But if it becomes the same as shown in **Figure 7** after clicking, it means that the audio of your device is **not available**. Please fix it before your presentation.

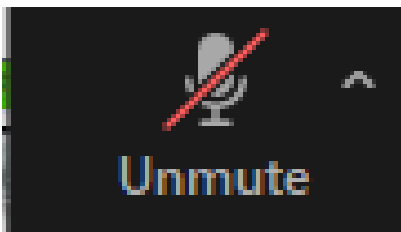


Figure 5, Mute audio

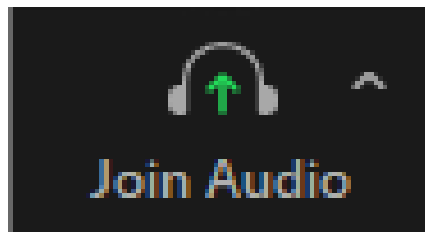


Figure 6, Mute audio

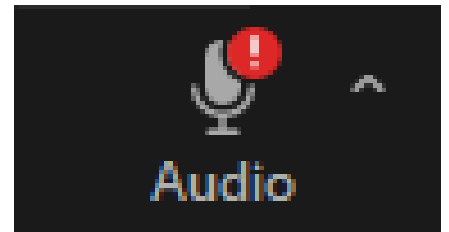
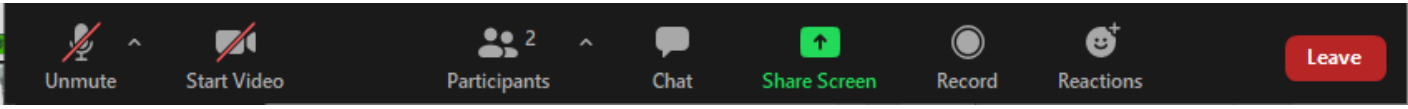


Figure 7, Mute audio

Warning: *It is forbidden to take photos, videos and screenshots during the ZOOM meeting*

4. How to use Zoom



- ①
- ②
- ③
- ④
- ⑤
- ⑥
- ⑦
- ⑧

A screenshot of the Zoom audio settings menu. The menu is titled 'Select a Microphone' and 'Select a Speaker'. Under 'Select a Microphone', there are three options: 'Microphone (Realtek High Definition Audio)', 'Stereo Mix (Realtek High Definition Audio)', and 'Same as System'. Under 'Select a Speaker', there are three options: '扬声器 (Realtek High Definition Audio)', 'EV2456 (NVIDIA High Definition Audio)', and 'Same as System'. There are also options for 'Test Speaker & Microphone...', 'Leave Computer Audio', and 'Audio Settings...'. The 'Unmute' and 'Start Video' icons from the toolbar are visible at the bottom of the screenshot.

① Here you can select the speaker (audio output) and microphone (audio input). And can test whether the equipment is available. In order for the meeting to proceed smoothly according to the process, please make sure that the microphone and speakers are available before the presentation.

A screenshot of a Zoom error message box. The title is 'Zoom is unable to detect a camera'. The text below says 'Make sure that your camera is powered on and is connected to your computer'. There is a blue 'OK' button at the bottom right.

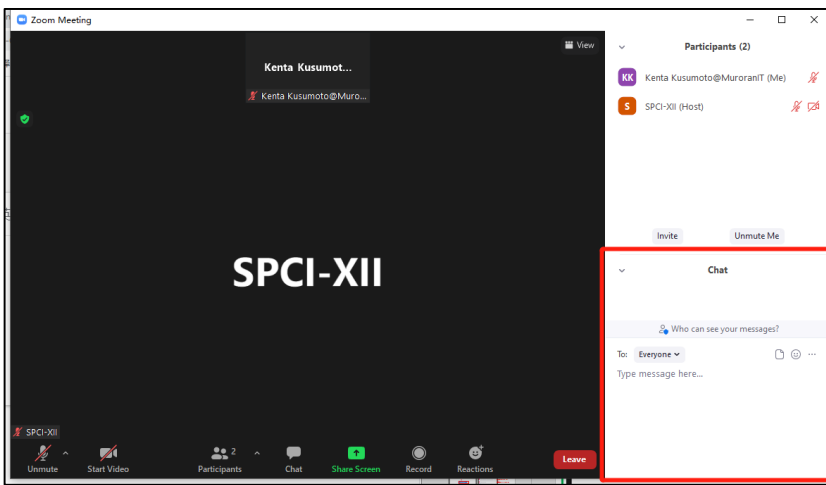
② Click this icon to turn on the camera. If a prompt like the picture on the left appears, it indicates that the device does not have a camera or the camera cannot be used.

A screenshot of the Zoom meeting interface. The main window shows 'SPCI-XII' as the current screen. On the right side, there is a 'Participants (2)' list. The list contains two entries: 'Kenta Kusumoto@MuroanIT (Me)' and 'SPCI-XII (Host)'. The 'More' button next to the first entry is highlighted with a red box.

③ After clicking this icon, the participant list as shown on the left will appear on the right side of the zoom main interface. The name can also be changed here.

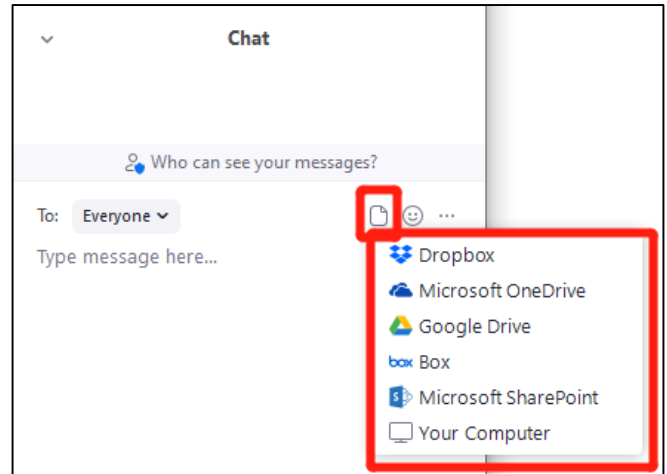
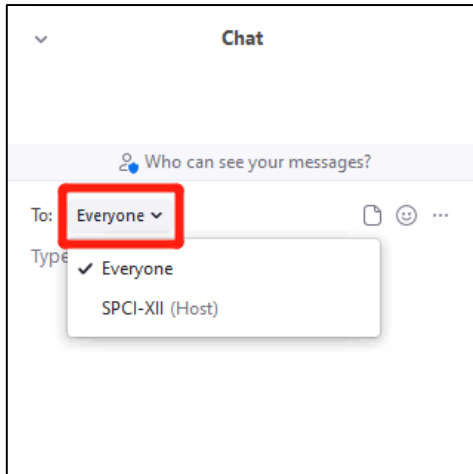
A close-up screenshot of the participant list. The list shows 'Kenta Kus... (Me)' and 'SPCI-XII (Host)'. The 'More' button next to 'Kenta Kus...' is highlighted with a red box. A dropdown menu is open, showing 'Rename' as an option.

Move the cursor to your name area and click the "More".



④

After clicking the icon, a chat box will appear in the lower right part. Here you can talk to everyone, or talk to the host alone. And also can send files.



⑤

For presentation, ⑤ is the most important part. Because you need to use this function to share your PPT (or Poster) to everyone when it is presented.

For specific operations, please click [here](#) to watch the official operation demonstration video from ZOOM. **It should be noted that you need to open your PPT in advance.**

For more demonstrations about Screen Sharing, please click [here](#) to watch.

⑥

Click this icon to record the meeting, but the moderator needs to open the recording permission.

⑦

Here you can use some emoticons, such as during the Q&A period to express that you have questions and want to ask.

⑧

Click the icon to exit when you want to exit the meeting.