## ZOOM AUDIO VOLUME

If the audio coming from the speaker is too loud in the room, it can be adjusted under AUDIO SETTINGS in Zoom.

## Leave SUPPRESS BACKGROUND NOISE set to Auto. Any other setting causes voices in the room to be very muffled to those listening on Zoom.

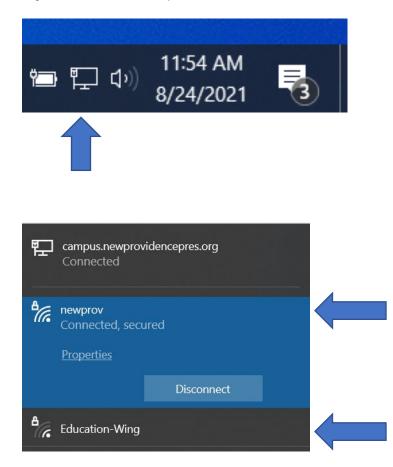
Select a Microphone	
Microphone (Realtek Aud	lio)
🗸 Echo Cancelling Speakerp	phone (2- Meeting Owl Pro)
Same as System	
Colorda Constant	
Select a Speaker Speakers / Headphones (	
and have the second second second	
<ul> <li>Echo Cancelling Speakerp</li> </ul>	
NS-39E340A13 (Intel(R) D Same as System	ispiay Audioj
Same as system	
Test Speaker & Micropho	ne
Switch to Phone Audio	
Leave Computer Audio	
Audio Settings	
Audio Settings	
I	
Mute Stop Video	
Brook with the second sec	
	L.
Settings	×
General	Snaskar
	Speaker
🕽 Video	Test Speaker Echo Cancelling Speakerphone (2- Meeting Owl Y
	Output Level:
Audio	Volume:
Share Screen	Use separate audio device to play ringtone simultaneously
Share Screen Background & Filters	Microphone
Background & Filters	
Background & Filters	Microphone
<ul> <li>Background &amp; Filters</li> <li>Recording</li> </ul>	Microphone       Test Mic     Echo Cancelling Speakerphone (2- Meeting Owl ~       Input Level:
Background & Filters	Microphone       Test Mic       Input Level:       Volume:
<ul> <li>Background &amp; Filters</li> <li>Recording</li> </ul>	Microphone       Test Mic     Echo Cancelling Speakerphone (2- Meeting Owl ~       Input Level:
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone       Test Mic       Input Level:       Volume:
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> </ul>	Microphone Test Mic Echo Cancelling Speakerphone (2- Meeting Owl v Input Level: Volume: • • • • • • • • • • • • • • • • • • •
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone Test Mic Echo Cancelling Speakerphone (2- Meeting Owl v Input Level: Volume: • • • • • • • • • • • • • • • • • • •
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone Test Mic Echo Cancelling Speakerphone (2- Meeting Owl v Input Level: Volume: • • • • • • • • • • • • • • • • • • •
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone          Test Mic       Echo Cancelling Speakerphone (2- Meeting Owl )         Input Level:       Input Level:         Volume:       Improvement         Automatically adjust microphone volume         Suppress background noise Learn more         Auto         Low (name background noises)         Medium (computer fan, pen taps)
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone Test Mic Echo Cancelling Speakerphone (2- Meeting Owl v Input Level: Volume: • • • • • • • • • • • • • • • • • • •
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone          Test Mic       Echo Cancelling Speakerphone (2- Meeting Owl )         Input Level:       Input Level:         Volume:       Improvement         Automatically adjust microphone volume         Suppress background noise Learn more         Auto         Low (name background noises)         Medium (computer fan, pen taps)
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone         Test Mic       Echo Cancelling Speakerphone (2- Meeting Owl )         Input Level:       Input Level:         Volume:       Imput Level:         Volume:       Imput Level:         Automatically adjust microphone volume         Suppress background noise Learn more         Auto         Low (name background noises)         Medium (computer fan, pen taps)         High (typing, dog barks)         Music and Professional Audio
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone          Test Mic       Echo Cancelling Speakerphone (2- Meeting Owl v)         Input Level:       Volume:         Volume:       • • • • • • • • • • • • • • • • • • •
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone         Test Mic       Echo Cancelling Speakerphone (2- Meeting Owl )         Input Level:       Input Level:         Volume:       Imput Level:         Volume:       Imput Level:         Automatically adjust microphone volume         Suppress background noise Learn more         Auto         Low (name background noises)         Medium (computer fan, pen taps)         High (typing, dog barks)         Music and Professional Audio
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone         Test Mic       Echo Cancelling Speakerphone (2- Meeting Owl v)         Input Level:       ••••••••••••••••••••••••••••••••••••
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone         Test Mic       Echo Cancelling Speakerphone (2- Meeting Owl v)         Input Level:       ••••••••••••••••••••••••••••••••••••
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone         Test Mic       Echo Cancelling Speakerphone (2- Meeting Owl v)         Input Level:       ••••••••••••••••••••••••••••••••••••
<ul> <li>Background &amp; Filters</li> <li>Recording</li> <li>Statistics</li> <li>Keyboard Shortcuts</li> </ul>	Microphone         Test Mic       Echo Cancelling Speakerphone (2- Meeting Owl v)         Input Level:       ••••••••••••••••••••••••••••••••••••

## WIFI CONNECTION

If your Zoom connection seems to be slow or breaking up, check your wi-fi setting. Click the Internet access icon at the bottom right of the screen.

The *newprov* wi-fi will work in the majority of the building, but choose *Education-Wing* if you are meeting upstairs in the main building such as in the old Youth Room.

If you're asked for a password to connect to the wi-fi, it is !rosewindow01.



## NOTES

- We recommend using the church laptop because all the cables work with that PC. If you use a different device, remember that you need HDMI and USB connections.
- In a larger room like the old youth room upstairs, it's very effective to use a monitor on a stand that can be brought closer to those in the room rather than one attached to the wall. It makes everyone feel more connected, and it's easier to see when someone on zoom raises their hand when they want to speak.
- Just like in all Zoom meetings, encourage people to speak one at a time and limit side conversations so everyone can hear what's being said, both in the room and on Zoom.