

## Conference Call Etiquette – ZOOM Dial-In Info

- *If you can hear it, so can everyone else.*
- With ZOOM, the camera sees EVERYTHING!
- Remember, if at home or in a car, you must be aware of any background noise when you are speaking.
- If you step outside as your location is getting noisy, that is normally a quiet place, but trucks, cars, neighbors walking by and saying hello, motorcycles and yep, even birds penetrate the call.
- When there is background noise, it is often enough that it is “clipping out” the voices of those speaking or interrupting their conversation so frequently, the others cannot understand.
- Keep the phone close to your mouth if you are speaking. Being on Speaker phone is OK but not as good as holding it close to your mouth. If on speaker, please place it as close to your head as possible.
- If you are on speaker phone, it captures even more of the background noise. There is no noise cancelling function in your phone once you change it to speaker – and speaker includes Bluetooth connections if you are driving down the road!
- If you are in your car and your phone is on one of those holders 2-3 feet away and you’re screaming at it, it sounds like that. Please, pick it up and hold it close to your mouth.
- Don’t tap on your phone or desk, slide drawers in/out, staple papers, type on your keyboard, etc etc. UNLESS in Mute mode – it all comes through
- Again, try not to step on each other if you are making comments.
- We may recognize your voice but when you want to comment, say something to the effect, “Ted, this is Peter”. This allows all of us to know who’s speaking which will be even more important once we have 30-50 people online vs a couple of dozen as in an officers’ meeting.

Dial-In Information - Call in about 5 minutes before the scheduled meeting.

Oct 5<sup>th</sup> - Dial In – Dial 646-558-8656 and follow the prompts.



They will ask for your code. The Code is: **998 8093 1985#**

From your Mac or PC Join via this link:

<https://zoom.us/j/99880931985?pwd=YVVQaE9paENxT1gwOHE1MHB3M3RTdz09>

From the ZOOM App (which you must download for smart phones, tablets, iPads) Open the Zoom App and Enter Code:  
**998 8093 1985#**

As you call in, the moderator will welcome you and ask you to now mute your phone/tablet/computer.

Zoom uses a microphone icon -  located on the bottom left of the main page where you will be seeing all the brothers in the call. Just click on that microphone to mute/unmute your device. It is very evident on a computer, but you may have to use the menu icon  on your phone/tablet to make it display.

The Moderator can mute us all, so don’t worry, he can also just target YOU 😊

If you run across any errors in these instructions, please let me know so I can correct asap.