Zoom Client Quick Manual



Version 2016-05-05 (1.1.08)





1、ZOOM client download

1.1 Download Link

You can go to <u>http://syntac.zoom.us/download</u> download zoom client. This page is automatically fit your laptop OS

- Using web browser based on Microsoft Windows OS, you will only be able to download software works on Windows system
- Using web browser based on MAC OS, you will only be able to download software works on MAC OS system
- Using web browser based on Linux OS, you will only be able to download software works on Linux system

You can also access Zoom great China region partner's website to download Simplified Chinese version :

- > Access <u>http://www.sanyuanshi.com/</u>
- ➢ Click "Zoom 免费下载" enter Chinese version download page
- Download client software base on your OS version

1.2 Installation Client software

Double click the software to install the software

2、Login Page

After installation finished, you will be able to see following login page:

ZOOM Cloud Meetings	
	zoom
	Join a Meeting Sign In
	Version: 3.5.48564.0425

Zoom home page after started





3、 Join Meeting

3.1 If you are not the host of Zoom meeting, you can just click "Join a Meeting" to join the meeting

0	Zoom
	123 456 789
	Demo
	Remember my name for future meetings
	Don't connect to audio
	Turn off my video
	Join

Page after click "Join a Meeting"

- Input the meeting ID you have received---Input meeting ID at "123-456-789" position
- Input the your name you want to display in this meeting --- input name at "Demo" position
- Click "Join" you can enter the meeting

Zoom Participant ID: 43 Meeting ID: 4000000	-			×
	Meeting Topic:	Sector Personal Meeting Room		
	Host:			
	Invitation URL:	https://zoom.us/j/		
		Copy URL		
	Participant ID:	43		
		(
		• • • •		
	T			
	Join Audio	Share Screen	Invite Others	
	How do	you want to join the audio conference?		
		Join by Phone Join by Con	sputer	
		Already joined by telephone? Press #43# on your ph	one.	
		Join Audio by Computer		
		Test Computer Audio		
Join Audio Start Video		Test Computer Audio		
	Autor	matically join audio by computer when joining a meeting		
	CONTRACTOR OF STREET, STRE			

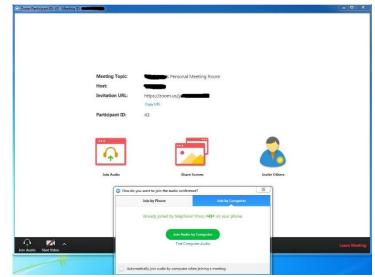
After join meeting

- Join by computer(HD voice call ,recommended) Click "Join Audio by Computer", If you are using laptop, Zoom will use mic and





speaker of laptop to join this meeting. You can enjoy HD voice call of Zoom now.



Join By Computer

- Join by Phone

			- 0
	S Personal Meeting Room		
Invitation URL:	https://zoom.us/jectites/sources		
Participant ID:	43		
Join Audio	Share Screen	Invite Others	
Join Audio	Share Screen	Invite Others	
Join Audio	you want to join the audio conference?		
Join Audio	you want to join the audio conference?	Computer	
Join Audio	you want to join the audio conference? Join by Phone Join by C	Computer	
Join Audio	you want to join the audio conference? Join by Phone Join by C Already joined by telephone? Press #43# on your	Computer	Lauve M
Join Audio	vo want to join the audio contensor? Join by Thune Join by Charles All and by C Already joined by telephone? Press #43# on your Diat: +852 5808 6088	Computer	Leave M
	Meeting Topic: Host: Invitation URL: Participant ID:	Meeting Topic: Personal Meeting Room Host: Invitation URL: https://toom.us/ Copy UBL	Meeting Topic: Compose Personal Meeting Room Host: Invitation URL: https://zoomus/jeconomic Copy URL Participant ID: 43

Join by Phone

Using telephone system of your local service provider (landline or wireless) to call in this meeting

Due to restriction of China Mainland, we do not support toll free call in now (we are still working closely with local provide to solve this problem). If you want to use phone system to call in meeting please contact us: <u>sales@syntac.com.hk</u>;<u>sales@sanyuanshi.com</u> or your account manager. We will provide workaround solutions for you.

We listed our supported toll free call in number of global regions as below: In those regions, you can call in local toll free numbers, and then you will be

zoom



asked to enter your meeting ID to join in

International Numbers

Agencha +54 341 51 22183 = Latvia +371 6303 1888 Australia +61 (0) 2 8015 2088 = Litviania +370 5214 1488 Australia +43 (0) 72 011 5988 = Lixvembourg +352 276 1188 Bahrain +973 1619 4488 = Malaysia +60 3 921 21727 Belgium +320 02 588 4188 = Malaysia +505 2778 1288 Brazil +551 1 4680 6788 = Mexico +52 554 161 4288 Brazil +551 958 588 = New Zealand +64 (0) 9801 1188 Brazil +551 556 0588 = New Zealand +67 0593 0390 cattration Chada +164 7556 0588 = New Zealand +60 09 8001 1188 Chada +561 550 0588 = Norway +67 0593 0390 cattration Chada +567 1508 702 = Panama +507 833 9588 Colombia +57 1508 702 = Panama +511 907 930 930 Cattration Colombia +57 1508 702 = Panama +402 230 3488 Corba +537 220 0088 = Notragal +31 070 753 0380 Corba +527 220 0388 = Notragal				
Austral +61(0) 2 8015 2088 = Lithuania +370 5214 1488 Austral +43(0) 72 011 5988 = Luxembourg +352 2786 1188 Bahrain +973 1619 B488 = Malaysia +60 39212 1727 Belgium +32(0) 2 588 4188 = Malaysia +60 39212 1727 Belgium +32(0) 2 588 4188 = Mata +366 2778 1288 Brazil +55 1 14680 6788 = Mexico +52 554 161 4288 Brazil +55 21 3958 7888 = Netherlands +31(0) 0.0 241 0288 Bulgaria +359 2 492 5688 = Nerway +47 2396 0588 Chile +56 41 256 0288 = Panama +507 380 3900 Colombia +57 1508 7702 = Panama +507 330 5988 Colombia +57 2 620 7388 = Poland +48 22 307 3488 Coratia +385 1300 0988 = Poland +48 23 07 3488 Coratia +358 2780 = Poland +48 22 307 3488 Denmark +458 98 37 88 = Sovalia +301 63 1088 Dominican Republic +1829 956 2188 = Sovalia +201 233 06 6888	Country	Conference Number	Country	Conference Number
Austria +43(0) 72 011 5988 Luxembourg +352 2786 1188 Bahrain +973 1619 8488 Malaysia +60 3 9212 1727 Belgium +32 (0) 2 588 4188 Mala +63 6 3 9212 1727 Belgium +32 (0) 2 588 4188 Mala +66 (0) 9 801 1188 Brazil +55 21 3958 7888 Mexico +52 554 161 4288 Bulgaria +359 2 492 5688 New Zealand +64 (0) 9 801 1188 Canada +1647 558 0588 Neway +47 2396 0588 Chile +56 41 256 0288 Panama +507 380 3900 Colombia +57 1 508 7702 Panama +507 383 9588 Colombia +57 2 620 7388 Poland +492 207 3488 Coratia +359 2 200 0888 Poland +492 307 3488 Coratia +359 2 200 0888 Poland +31 100 5788 Coratia +359 2 200 0888 Poland +40 31 630 1088 Demmark +458 99 56 2188 South Africa +21 233 056 888 Dominican Republic +1829 956 2188 South Africa +21 233 056 888 <t< td=""><td> Argentina </td><td>+54 341 512 2188</td><td>Latvia</td><td>+371 6303 1888</td></t<>	 Argentina 	+54 341 512 2188	Latvia	+371 6303 1888
Bahrain +973 1619 &488 Malayaia +60 3 9212 1727 Belgium +32 (0) 2 588 4188 Malta +552 778 1288 Brazil +551 14680 6788 Mexico +52 554 161 4288 Brazil +552 1955 7888 Netherlands +31 (0) 20 241 0288 Bulgaria +552 1955 788 New Zealand +64 (0) 9 801 1188 Canada +1647 558 0588 New Zealand +47 2396 0588 Colombia +561 1256 0288 Norway +47 2396 0588 Colombia +57 1508 7702 Panama +507 833 9588 Colombia +57 1262 07388 Peru +511 707 5788 Colombia +57 2 200 0888 Peru +48 22 307 3488 Colombia +353 200 0881 Portugal +40 31 630 1088 Colombia +420 2 2888 2388 Portugal +40 31 630 1088 Dominican Republic +1829 956 2188 Singapore +65 3158 7288 E Slavador +353 (0) 14245 1488 South Korea +22 75 51 7702 Finland +358 (0) 94245 1488 South Korea +22 (0) 2 6002 2322	Australia	+61 (0) 2 8015 2088	📕 Lithuania	+370 5214 1488
Belgium ÷32 (0) 2 588 4188 i Mata ÷356 2778 1288 B razil ÷55 11 4680 6788 i Mexico ÷25 554 164 4288 B razil ÷55 1 3958 7888 i Netverlands ÷31 (0) 20 241 0288 B lugaria ÷55 1 3958 7888 i New Zealand ÷4(0) 98 011 1188 G nada ÷1647 558 0588 i Norway ÷47 2396 0588 C nada ÷641 256 0288 i Norway ÷47 2396 0588 C olombia ÷57 1 508 7702 i Panama ÷507 339 39508 C olombia ÷57 1 508 7702 i Panama ÷51 1707 5788 C olombia ÷57 2 620 7388 i Portugal ÷51 1707 5788 C olombia ÷57 2 620 7388 i Portugal ÷31 030 804 188 C olombia ÷52 2 00 888 i Portugal ÷41 02 3 058 4818 C bernark ÷420 2 2888 238 i Norwai ÷40 31 630 1088 D bernark ÷429 956 2188 i Songapore ÷53 158 7288 E boninican Republic ÷133 001 821 483 i South Africa ÷27 87 551 7702 E boninican Republic ÷338 (0) 14245 1488 i Sou	Austria	+43 (0) 72 011 5988	Luxembourg	+352 2786 1188
Brazil +5511 4680 6788 IMexico +5254 161 4288 Brazil +5521 3958 7888 IMexico +31(0) 20 241 0288 Bulgaria +359 2 492 5688 IMexizo +64(0) 9 801 1188 Canada +164 758 0588 IMexizo +72 396 0588 Chile +56 41 256 0288 IMexizo +72 396 0588 Colombia +56 13 058 702 IMexizo +507 833 9588 Colombia +57 2 60 7388 IMexizo +507 833 9588 Colombia +57 2 60 738 IMexizo +507 833 9588 Colombia +57 2 60 738 IMexizo +507 833 9588 Colombia +57 2 60 738 IMexizo +507 833 9588 Colombia +57 2 60 738 IMexizo +503 808 108 Coratia +385 130 0988 IMexizo +503 138 208 Coratia +52 2 60 738 IMexizo +503 138 208 Coratia +52 700 888 078 IMexizo +503 138 208 Coratia +420 2 288 238 IMexizo +26 3158 208 Dominican Republic +182 9956	Bahrain	+973 1619 8488	Malaysia	+60 3 9212 1727
Brazil +55 21 3958 7888 INetherlands +31 (0) 20 241 0288 Bulgaria +359 2 492 5688 INew Zealand +64 (0) 9 801 1188 Canada +1647 558 0588 INew Zealand +47 2396 0588 Chile +5641 256 0288 INew Zealand +507 380 3900 Chile +5641 256 0288 INew Zealand +507 803 3900 Cholombia +571 508 7702 INemana +507 833 9588 Colombia +572 620 7388 INetherlands +507 833 9588 Colombia +572 200 0888 INetherlands +48 22 307 3488 Croatia +385 1300 0984 INetherlands +385 1308 804 188 Colombia +385 1300 0988 INetherlands +385 1308 804 188 Corotai +385 1300 0988 INetherlands +385 1308 804 188 Corotai +385 1300 0988 INetherlands +385 130 0388 Demmark +420 2288 2388 INetherlands +365 1358 8788 El Salvador +1829 956 2188 INetherlands +403 1630 1088 El Salvador +383 (0) 1428 1488 INetherlands </td <td>Belgium</td> <td>+32 (0) 2 588 4188</td> <td>Malta</td> <td>+356 2778 1288</td>	Belgium	+32 (0) 2 588 4188	Malta	+356 2778 1288
Bulgaria 359 2 492 5688 I New Zealand 464 (0) 9 801 1188 Ganada +1647 558 0588 I Norway +47 2396 0588 Chile +561 256 0288 I Norway +47 2396 0588 Colombia +561 256 0288 I Panama +507 380 3900 Colombia +57 1508 7702 I Panama +507 383 9588 Colombia +57 2 620 738 I Peru +51 1707 5788 Colombia +57 2 620 738 I Peru +48 22 307 3488 Colombia +57 2 620 738 Poland +48 22 307 3488 Colombia +57 2 620 7388 Poland +48 22 307 3488 Colombia +351 300 0988 Poland +48 22 307 3488 Colombia +352 200 0888 Poland +48 23 307 3488 Colombia +420 2 2888 2388 Poland +387 938 Dominican Republic +182 956 2188 Polanai +40 1 630 1088 E Islavador +393 01 182 0188 South Africa +22 07 551 7702 F Fance +330 01 4245 1488 South Korea +26 (0) 2 6002 122 222	👁 Brazil	+55 11 4680 6788	Mexico	+52 554 161 4288
Canada +1 647 558 0588 1 Norway +47 2396 0588 Chile +56 41 256 0288 1 Panama +507 380 3900 Colombia +57 1 508 7702 1 Panama +507 833 9588 Colombia +57 2 620 7388 1 Peru +507 833 9588 Colombia +57 2 620 7388 1 Peru +48 22 307 3488 Colombia +357 2 200 0888 Portugal +48 22 307 3488 Croatia +385 1300 0988 Portugal +48 23 07 3488 Croatia +357 2 200 0888 Portugal +48 23 07 3488 Croatia +357 2 200 0888 Portugal +48 23 07 3488 Croatia +357 2 200 0888 Portugal +48 23 07 3488 Croatia +357 2 200 0888 Portugal +351 308 804 188 Denmark +45 98 83 7 88 Portugal +40 31 630 1088 E Salvador +1829 956 2188 Slovakia +421 233 056 888 E Isalvador +353 01188 Slovakia +27 87 551 7702 F Finland +358 (0) 94245 1488 Slovakia +27 87 551 7702	💿 Brazil	+55 21 3958 7888	Netherlands	+31 (0) 20 241 0288
Chile +5641256 0288 Panama +507 380 3900 Colombia +571 508 7702 Panama +507 833 3958 Colombia +572 620 7388 Peru +511 707 578 Colombia +572 620 7388 Peru +511 707 578 Colombia +351 200 0888 Poland +48 23 07 3488 Cyprus +357 200 0888 Portugal +351 308 804 188 Cyprus +357 200 0888 Portugal +351 308 804 188 Cyprus +357 200 0888 Portugal +361 300 1088 Cyprus +402 2888 2388 Portugal +351 308 804 188 Denmark +458 98 37 88 Romania +40 31 630 1088 Dominican Republic 182 955 2188 Siggapore +65 3158 7288 El Salvador +503 2113 9088 Silovakia +27 87 551 7702 Finland +358 (0) 9 4245 1488 South Africa +27 87 551 7702 Finland +393 (0) 1828 0188 South Korea +82 (0) 2 6022 1392 Finland +995 3224 73988 South Korea +24 01 31 520 988	Bulgaria	+359 2 492 5688	🔤 New Zealand	+64 (0) 9 801 1188
Colombia +571 508 7702 IP Panama +507 833 9588 Colombia +572 620 7388 IP Peru +511 707 5788 Croatia +385 1300 0988 IP Peru +48 22 307 3488 Croatia +385 1300 0988 IP Poland +48 22 307 3488 Croatia +385 1300 0988 IP Poland +48 22 307 3488 Croatia +307 2200 0888 IP Portugal +48 22 307 3488 Croatia +420 2 2888 2388 IP Portugal +48 22 307 3488 Denmark +420 2 2888 2388 IP Norunal +40 31 630 1088 Dominican Republic +429 956 2188 IP Norunal +40 31 630 1088 Dominican Republic +1829 956 2188 IP Norunal +21 23 3056 888 El Salvador +1829 956 2188 IP Norunal +21 23 3056 888 El Islavador +372 880 1188 IP Norunal +21 23 3056 888 El Fance +33 (0) 1 4245 1488 IP Norunal +27 87 51 7702 IP France +33 (0) 1 8288 0188 IP Norunal +20 (0) 2 6022 2322 IP France +30 (0) 30 3080 6188 IP	🕙 Canada	+1 647 558 0588	Norway	+47 2396 0588
i Colombia +572 620 7388 ii Peru +511 707 5788 i Croatia +385 1300 0988 ii Poland +48 22 307 3488 i Cyprus +357 2 200 0888 ii Portugal +351 308 004 188 i Czech Republic +420 2 2888 2388 ii Portugal +403 1 630 1088 i Denmark +45 99 88 37 88 ii Romania +40 31 630 1088 i Dominican Republic +1829 956 2188 ii Romania +65 3158 7288 i Blavador +503 2113 908 ii Slovakia +21 233 056 888 i Estonia +352 (0) 9 4245 1488 ii Slovenia +27 87 551 7702 i France +330 (0) 18288 0188 ii South Korea +28 (0) 2 6022 2322 i France +39 (0) 30 3080 6188 ii Sweden +46 (0) 8 4468 2488 i Georgia +99 5322 7398 ii Sweden +41 (0) 31 528 0988 i Greec +302 11 198 4488 ii Sweden +40 (0) 20 3690 6186 i Hong Kong +852 5808 6088 ii Turkey +90 216 900 1866 i Hungary +361 701 0488 ii United Kingdom +44 (0) 20 3695 0088 i Ireland +353 (0) 1691 7488 ii United States +1456 568 7788 <td>Chile</td> <td>+56 41 256 0288</td> <td>📑 Panama</td> <td>+507 380 3900</td>	Chile	+56 41 256 0288	📑 Panama	+507 380 3900
Croatia +385 1300 0988 - Poland +48 22 307 3488 Cyprus +357 2 200 0888 - Portugal +351 308 804 188 Czech Republic +420 2 2888 2388 - Puerto Rico +1787 945 1488 Denmark +45 89 88 37 88 - Romania +40 31 630 1088 Dominican Republic +1829 956 2188 - Singapore +65 3158 7288 E ISalvador +503 2113 9088 - Slovakia +421 233 056 888 E Isonia +372 880 1188 - Slovenia +22 87 751 7702 Finland +358 (0) 9 4245 1488 - Slovenia +22 07 751 7702 France +33 (0) 1 8288 0188 - South Korea +26 (0) 8 4458 2488 Georgia +995 3224 7398 - Sweden +46 (0) 8 4468 2488 Gerece +30 211 198 4488 - Sweden +41 (0) 31 528 0988 Hong Kong +85 100 1 466 6088 - Turkey +90 216 900 1866 Hungary +361 701 0488 - Turkey +90 216 900 1866 I reland +353 (0) 1 691 7488 - United States +1415 762 9988 I reland +972 3 978 6688 - United States +1465 568 7788	Colombia	+57 1 508 7702	Panama	+507 833 9588
Cyprus +357 2 200 0888 IP Portugal +351 308 804 188 Czech Republic +420 2 2888 2388 IP Porto Rico +1787 945 1488 Denmark +45 89 88 37 88 IP Romania +40 31 630 1088 Dominican Republic +1829 956 2188 IP Romania +40 31 630 1088 Dominican Republic +1829 956 2188 IP Romania +421 233 056 888 E I Salvador +503 2113 9088 IP Solvakia +386 1888 8788 E Istonia +372 880 1188 IP Solvakia +2787 551 7702 IP France +33 (0) 1 8288 0188 IP Solvakia +82 (0) 2 6022 2322 IP France +33 (0) 1 8288 0188 IP Solvakia +27 87 551 7702 IP France +33 (0) 1 8288 0188 IP Solvakia +82 (0) 2 6022 2322 IP France +33 (0) 1 8288 0188 IP Solvakia +82 (0) 2 6022 2322 IP France +99 (0) 30 3080 6188 IP Solvakia +82 (0) 2 6002 2322 IP France +49 (0) 30 3080 6188 IP Solvakia +41 (0) 31 528 0988 IP Hong Kong +85 25808 6088 IP Turkey +90 216 900 1866	Colombia	+57 2 620 7388	Peru	+51 1 707 5788
Czech Republic +420 2 2888 2388 E Puerto Rico +1 787 945 1488 Denmark +45 89 88 37 88 I Romania +40 31 630 1088 Dominican Republic +1 829 956 2188 I Romania +65 3158 7288 E I Salvador +1 829 956 2188 I Singapore +65 3158 7288 E I Salvador +303 2113 9088 I Slovakia +421 233 056 888 E I Salvador +372 880 1188 I Slovenia +27 87 551 7702 Finland +358 (0) 9 4245 1488 I South Africa +27 87 551 7702 France +330 () 1 8288 0188 I South Korea +82 (0) 2 6022 2322 F Georgia +995 3224 73988 I Spain +34 91 198 0188 Germany +49 (0) 30 3080 6188 I Sweden +46 (0) 8 4468 2488 Greece +30 211 198 4488 I Switzerland +41 (0) 31 528 0988 Hong Kong +852 5808 6088 I United Kingdom +44 (0) 20 3695 0088 Hungary +36 1701 0488 I United States +1415 762 9988 I Ireland +353 (0) 1 691 7488 I United States +1 646 558 7788 I Italy +90 094 80 6488 I United States +1 646 558 7788	🕿 Croatia	+385 1300 0988	Poland	+48 22 307 3488
Denmark +45 89 88 37 88 I Romania +40 31 630 1088 Dominican Republic +1 829 956 2188 I Singapore +65 3158 7288 E IS alvador +50 3113 9088 I Slovakia +421 233 056 888 E IS alvador +372 880 1188 I Slovenia +386 1888 8788 Finland +358 (0) 9 4245 1488 I Slovenia +27 87 551 7702 Finland +330 (0) 18288 0188 I South Korea +82 (0) 2 6022 2322 France +330 (0) 18288 0188 I Spain +34 91 198 0188 Georgia +995 3224 73988 I Sweden +46 (0) 8 4468 2488 Germany +49 (0) 30 3080 6188 I Sweden +41 (0) 31 528 0988 Greece +30 211 198 4488 I Switzerland +41 (0) 31 528 0988 Hungary +36 1 701 0488 I United Kingdom +44 (0) 20 3695 0088 I Ireland +353 (0) 1 691 7488 I United States +1415 762 9988 I Ireland +972 3 978 6688 I United States +1645 568 7788 I Italy +39 069 480 6488 United States +1645 568 7788	🗸 Cyprus	+357 2 200 0888	Portugal	+351 308 804 188
Pominican Republic +1 829 956 2188 Image: Singapore +65 3158 7288 El Salvador +503 2113 9088 Image: Singapore +421 233 056 888 El Salvador +372 880 1188 Image: Singapore +386 1888 8788 El Salvador +372 880 1188 Image: Singapore +386 1888 8788 Finland +358 (0) 9 4245 1488 Image: Singapore +27 87 551 7702 Finland +338 (0) 1 8288 0188 Image: Singapore +282 (0) 2 6022 2322 France +33 (0) 1 8288 0188 Image: Singapore +282 (0) 2 6022 2322 France +33 (0) 1 8288 0188 Image: Singapore +282 (0) 2 6022 2322 France +33 (0) 1 8288 0188 Image: Singapore +34 91 198 0188 Georgia +995 3224 7398 Image: Singapore +46 (0) 8 4468 2488 Germany +990 30 3080 6188 Image: Singapore +41 (0) 31 528 0988 Forge: Gerece +30 211 198 4488 Image: Singapore +41 (0) 31 528 0988 Hong Kong +85 25808 6088 Image: Singapore +44 (0) 20 3695 0088 Hong Kong +351 (0) 1691 7488 Image: United Kingdom +1415 762 9988 Image: Ireland <	Czech Republic	+420 2 2888 2388	Puerto Rico	+1 787 945 1488
Image: Section of the section of th	Denmark	+45 89 88 37 88	Romania	+40 31 630 1088
Estonia +372 880 1188 = Slovenia +386 1888 8788 Finland +358 (0) 9 4245 1488 Es South Africa +27 87 551 7702 France +33 (0) 1 8288 0188 Es South Korea +82 (0) 2 6022 2322 Georgia +995 3224 73988 Es South Korea +34 91 198 0188 Germany +49 (0) 30 3080 6188 Es Sweden +46 (0) 8 4468 2488 Gerece +30 211 198 4488 Es Switzerland +41 (0) 31 528 0988 Hong Kong +353 (0) 1 691 7488 Es United Kingdom +44 (0) 20 3695 0088 Ireland +353 (0) 1 691 7488 Es United States +1415 762 9988 Ireland +972 3 978 6688 United States +16 6568 7788 Italy +39 069 480 6488 United States +16 6558 8656	Dominican Republic	+1 829 956 2188	Singapore	+65 3158 7288
Finland +358 (0) 9 4245 1488 South Africa +27 87 551 7702 France +33 (0) 1 8288 0188 South Korea +82 (0) 2 6022 2322 Georgia +995 3224 73988 Spain +34 91 198 0188 Germany +49 (0) 30 3080 6188 Sweden +46 (0) 8 4468 2488 Greece +30 211 198 4488 Switzerland +41 (0) 31 528 0988 Hong Kong +852 5808 6088 Suitzerland +90 216 900 1866 Hungary +36 1 701 0488 Suitzerland +44 (0) 20 3695 0088 I lreland +353 (0) 1 691 7488 United Kingdom +1415 762 9988 I lreland +972 3 978 6688 United States +1 646 568 7788 I ltaly +39 069 480 6488 United States +1 646 558 8656	El Salvador	+503 2113 9088	Slovakia	+421 233 056 888
I France +33 (0) 1 8288 0188 Image: South Korea +82 (0) 2 6022 2322 I Georgia +995 3224 73988 Image: Spain +34 91 198 0188 I Germany +49 (0) 30 3080 6188 Image: Sweden +46 (0) 8 4468 2488 I Greece +30 211 198 4488 Image: Sweden +41 (0) 31 528 0988 I Hong Kong +852 5808 6088 Image: Sweden +41 (0) 20 3695 0088 I Hong Kong +36 1 701 0488 Image: Sweden +44 (0) 20 3695 0088 I Ireland +353 (0) 1 691 7488 Image: United Kingdom +44 (0) 20 3695 0088 I Ireland +353 (0) 1 691 7488 Image: United States +115 762 9988 I Ireland +972 3 978 6688 Image: United States +164 558 8656 I Italy +39 069 480 6488 United States +164 558 8656	Estonia	+372 880 1188	Slovenia	+386 1888 8788
Hi Georgia +995 3224 73988 Image: Spain +34 91 198 0188 Germany +49 (0) 30 3080 6188 Image: Sweden +46 (0) 8 4468 2488 Greece +30 211 198 4488 Image: Switzerland +41 (0) 31 528 0988 Hong Kong +852 5808 6088 Image: Switzerland +90 216 900 1866 Hungary +36 1 701 0488 Image: Switzerland +44 (0) 20 3695 0088 I Ireland +353 (0) 1 691 7488 Image: United States +1 415 762 9988 Israel +972 3 978 6688 Image: United States +1 646 568 7788 I Italy +39 069 480 6488 United States +1 646 558 8656	Finland	+358 (0) 9 4245 1488	🔀 South Africa	+27 87 551 7702
Germany +49 (0) 30 3080 6188 Image: Sweden +46 (0) 8 4468 2488 Greece +30 211 198 4488 Image: Switzerland +41 (0) 31 528 0988 Hong Kong +852 5808 6088 Image: Turkey +90 216 900 1866 Hungary +36 1 701 0488 Image: Turkey +90 216 900 1866 Image: Ireland +353 (0) 1 691 7488 Image: Turkey +44 (0) 20 3695 0088 Image: Ireland +353 (0) 1 691 7488 Image: Turkey +1415 762 9988 Image: Ireland +972 3 978 6688 Image: Turkey +1646 568 7788 Image: Ireland +39 069 480 6488 Image: Turkey +1646 558 8656	France	+33 (0) 1 8288 0188	💌 South Korea	+82 (0) 2 6022 2322
Greece +30 211 198 4488 Switzerland +41 (0) 31 528 0988 Hong Kong +852 5808 6088 Turkey +90 216 900 1866 Hungary +36 1 701 0488 United Kingdom +44 (0) 20 3695 0088 Ireland +353 (0) 1 691 7488 United States +1415 762 9988 Israel +972 3 978 6688 United States +1 646 568 7788 Italy +39 069 480 6488 United States +1 646 558 8656	Georgia	+995 3224 73988	Spain	+34 91 198 0188
Image: Hong Kong +852 5808 6088 Image: Turkey +90 216 900 1866 Image: Hungary +36 1 701 0488 Image: United Kingdom +44 (0) 20 3695 0088 Image:	Germany	+49 (0) 30 3080 6188	Sweden	+46 (0) 8 4468 2488
Hungary +36 1 701 0488 Image: United Kingdom +44 (0) 20 3695 0088 I Ireland +353 (0) 1 691 7488 Image: United States +1 415 762 9988 Israel +972 3 978 6688 Image: United States +1 646 568 7788 Italy +39 069 480 6488 United States +1 646 558 8656	Greece	+30 211 198 4488	Switzerland	+41 (0) 31 528 0988
I Ireland +353 (0) 1 691 7488 I United States +1 415 762 9988 Israel +972 3 978 6688 United States +1 646 568 7788 I Italy +39 069 480 6488 United States +1 646 558 8656	Hong Kong	+852 5808 6088	Turkey	+90 216 900 1866
Israel +972 3 978 6688 Image: United States +1 646 558 7788 Italy +39 069 480 6488 Image: United States +1 646 558 8656	Hungary	+36 1 701 0488	🔠 United Kingdom	+44 (0) 20 3695 0088
I taly +39 069 480 6488 🖷 United States +1 646 558 8656	Ireland	+353 (0) 1 691 7488	United States	+1 415 762 9988
	 Israel 	+972 3 978 6688	United States	+1 646 568 7788
 Japan +81 (0) 3 4578 1488 United States +1 408 638 0968 	Italy	+39 069 480 6488	United States	+1 646 558 8656
	• Japan	+81 (0) 3 4578 1488	United States	+1 408 638 0968

Call in number of global regions





How do you want to join the audio conference? Solin by Phone Join by Phone Join by Phone Join by Computer Already joined by telephone? Press #43# on your phone. The Denmark De
Join Audio Share Screen Invite Others

Regions supported inside Zoom client

3.2 If you already have Zoom account

ZOOM Cloud Meetings	
	zoom
	Join a Meeting Sign In
	Version: 3.5.48564.0425

Click "Sign In"

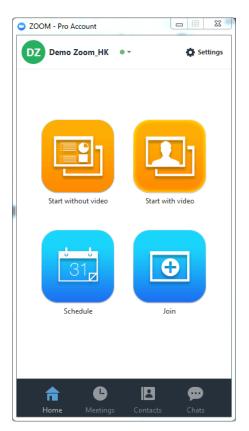
You will enter login page, enter your working email, password, click "Sign In", you will login to Zoom.





ZOOM Cloud Meetings	-	
Sign In	(or Sign Up)	Or
test4@syntac.com.hk		SSO Sign In with SSO
******		Sign In with Google
Remember me Forgot your password?	Sign In	f Sign In with Facebook
Back		Version: 3.5.48564.04

After click "Sign In"



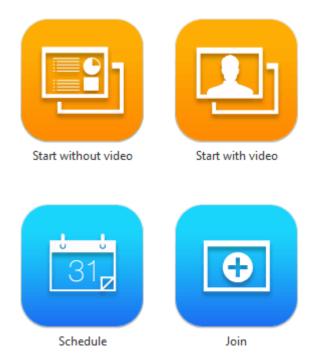
Click "Join", you will enter the procedure same as 3.1 in this guide, follow the same guide to enter meeting

Home Page after login

- 4、 Home Page button introduction
 - 4.1 Home







- Start without video

Start meeting, only with voice and screen share, NOT using camera as default. Voice + Screen share

- Start with video

Start video conference meeting, default open camera, all attendees with join using their own camera. Video + voice + screen share

- Schedule

Schedule a meeting

Topic: De	mo Zoom_HK's Zoom Meeting
When	
Start:	Sun May 8, 2016 - 08:00 PM
Duration:	1 Hr 0 Vin
Time Zone:	(GMT+8:00)China Standard Time
Recurri	ng meeting
Video (whe	n joining a meeting)
Host:	On Off
Participants	💿 On 🔵 Off
Telepho	ne Only 📃 Voip Only 💿 Both
Meeting Op	otions
Meeting Op	
Meeting Op	otions
Meeting Op Require Enable	neeting password
Meeting Op Require Enable	ntions meeting password join before host
Meeting Op Require Enable j Use Per	otions meeting password join before host sonal Meeting ID 3334
Meeting Op Calendar Mequire Calendar Outlool	otions meeting password join before host sonal Meeting ID 3334
Meeting Op Require Enable j Use Per Calendar Outlool Google	otions meeting password ioin before host sonal Meeting ID 333





From top to bottom

- Topic : Topic of this scheduled meeting
- Start : Choose when start your meeting and durations(a quarter as minimum)
- **Time Zone**: Choose your schedule based on which time zone
- Recurring meeting: Define this meeting is one time or recurring
- Video (when join a meeting):
 - -Host: open camera of host or not
 - -Participants: open cameras of participants or not
- Audio options:
 - -Telephone only: Only allow telephone join the meeting
 - -VoIP only: Only allow using Zoom VoIP to join the meeting
 - -Both: Allow both telephone and Zoom VoIP join the meeting

- Meeting options:

-Require meeting password: Whether need password when participants join this meeting, if yes you can enter password here

-Enable join before host: Whether allow participants join meeting before host

-Use Personal Meeting ID: Whether using the personal ID start meeting, or you will have a random meeting ID after you click schedule, recommend choose this option

- Calendar:

-Outlook: Create invitation email base on pre-defined template, using outlook to send invitation email

(-iCal: If you using MAC OS, this item will be changed to iCal)

-Google: Create invitation email base on pre-defined template, using Gmail to send invitation email

-Other: Create invitation email base on pre-defined template, you can copy and paste to any email or instant message to send invitation

- Join

Join zoom meeting, same as 3.1, please refer to 3.1 in this guide.

4.2 Meetings





⊃ ZOOM - F	Pro Account				23
	Upcomi	ng R	ecorded		Ċ
Personal I	Meeting ID (PMI)			
	333				
Always	use PMI for in	stant meetin	gs on this co	omputer	
Start	Edit S	chedule 🔻			
Today			12:00 A	M to 01:	MA 00
Topic: Non- Meeting ID:	Personal ID me 425	eting			
Start	Edit D	elete C	ору		
Today			08:00	PM to 09:	00 PM
Topic: Perso Meeting ID:	nal ID meeting				
,					
Today			09:00	PM to 10:	00 PM
Topic: test 1					
Meeting ID:	333)			
	Marti				
Home	e Meeti	ngs Co	ntacts	Chats	

Display all scheduled coming meetings Difference of choose personal ID:

> 12:00AM meeting using Non-personal ID

> 08:00PM meeting using Personal ID

This is the difference when you choose "use personal ID"

Meetings page

4.3 联系人



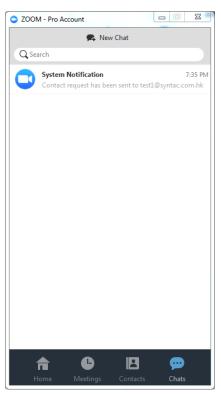
Contacts

Add Contac- Add Zoom contacts Add Group-Add Zoom Group chat





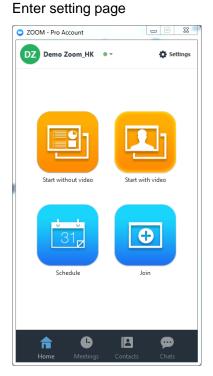
4.4 Chat



You can view history of chat Double click you can enter the chat window

Chat Page

4.5 Settings



Click the top right corner "settings" To enter setting page

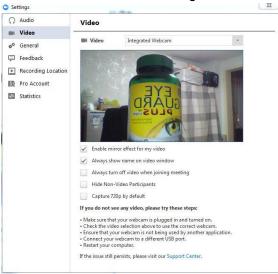
Settings





Settings	23
O Audio Test Computer Audio	
	iκ •

Audio Setting



Video Setting

Settings		Σ
Audio	General	
🖿 Video		
o [©] General	Start Zoom when I start Windows	
📮 Feedback	When closed, minimize window to notification area instead of task bar	
Recording Location	Automatically copy Invitation URL to Clipboard after meeting starts	
Pro Account	Confirm with me when I leave a meeting	
Statistics	Content Sharing	
	 Use dual monitors Enter full screen automatically when starting or joining a meeting Enter full screen automatically when viewing screen shared by others Scale to fit my Zoom window when viewing screen shared by others Turn off Windows 7 Aero mode in screen sharing Instant Message Play sound when I receive a chat message Show floating notification when I receive a chat message Show offline contacts Show my status as Offline when I am inactive for 5 • minutes Edit Advanced Options	

General Setting

- Choose speaker and adjust the volume
- Choose mic and adjust the volume
- Automatically join audio by computer when join a meeting (default not join audio)

- Always mute microphone when join meeting (default open microphone)

- Choose camera
- Enable mirror effect for my video (Default On)
- Always show name on video window (Default On)
- Always turn off video when joining meeting (Default On)
- Hide Non-video Participants (Default off)
- Capture 720p by default (not auto select based on internet speed, force using 720p capture video)



Settings

🖬 Video

o[©] General

📮 Feedback

► Recording Loc

📓 Pro Account

M Statistics



Audio	Feedback
N Video	
General	For technical support, please visit Support. We also welcome your ideas, requests or comments. Please enter your feedback here
Feedback	
Recording Location	While we won't respond to your comments directly, we will use the information you provide to improve our support resources.
Pro Account	
Statistics	
	Send Feedback

Feedback

Choose a location for recorded files when meeting ends

Recording

D:\Zoom Guide

253 GB remaining.

Store my recordings at:

Provide feedback to Zoom

- Choose local location of recording

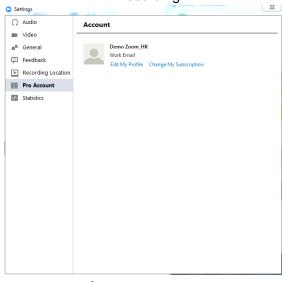
83

Change File Location Open

You will see how many space you have in this location

- Choose a location for recorded files when meeting ends

Recording



Account type you are using

Account type

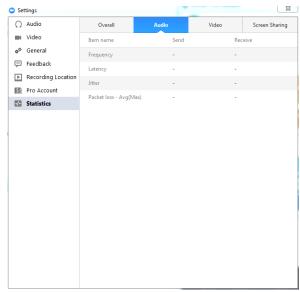




Settings		17		X	
🞧 Audio	Overall	Audio	Video	Screen Sharing	
🖿 Video					
o [©] General	CPU 2.7GH	z Cores: 4	Memory 15.91 GB		
Feedback	Zoom	0%	Zoom	91 MB	
Recording Location	Overall	5%	Overall	5.57 GB	
Pro Account	-				
Statistics	Bandwidth				
	Network Type				
	Proxy	-			
	Connection Type				

Monitor all laptop CPU, Memory and how many Zoom consumes, include bandwidth Zoom using now.

Statistics-Overall



Monitor Audio statistics

Statistics-Audio

🗋 Audio	Overall	Audio	Video Screen S	haring
N Video	Item name	Send	Receive	
General	Latency	-	-	
Feedback	Jitter			
Recording Location	Packet loss - Avg(Max)	-		
Pro Account	Resolution			
Statistics	Frame Per Second		-	

Monitor Video statistics

Statistics-Video



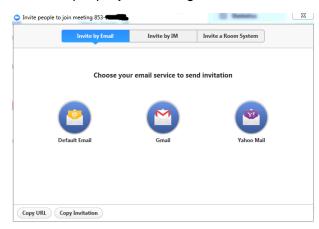


🗋 Audio	Overall	Audio	Video	Screen Sharing
N Video	Item name	Send	Re	eive
• General	Latency	-	-	
Feedback	Jitter			
Recording Location	Packet loss - Avg(Max)	-	-	
Pro Account	Resolution			
Statistics	Frame Per Second	-		

Monitor Screen share statistics

Statistics-Screen share

5. Using Zoom host a meeting5.1 Invite people join meeting

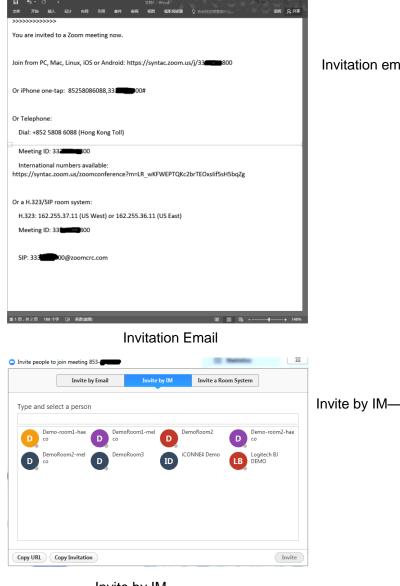


Invite by Email

Invite by email
Default Email-Use default email client to send
invitation
Gmail-Use Gmail send invitation
Yahoo Mail-Use Yahoo Mail send invitation
Copy URL- Copy Meeting link
Copy Invitation-Copy invitation information and use your
favorite apps send to participants(Like Wechat, QQ, Whatsapp,
etc)







Invitation email generated by system

Invite by IM—invite people by Zoom IM

Invite by IM

Invite by IM	Invite a Room Syste
Call Ou	ıt
Room Syster	n
umber	*
3 O SIP	
Call	
	Call Or Room Syster umber 3 SIP

Invite a Room System call out -Invite third party room system join meeting (Support H323/SIP) compatible with CISCO, Polycom, Huawei, ZTE etc...

Invite a Room System-Call out





Inv	ite by Email	Inv	rite by IM	Invite a Room Sy
		Dial In	Call	Out
1.	From your H			
	Dial: 162.2 162.2		1 (US Wes 1 (US East	
2.	Enter Meetin	g ID: 85	3	•
Or E	nter the pairing	code belo	N	
				Invite

Invite Room system-Dial In



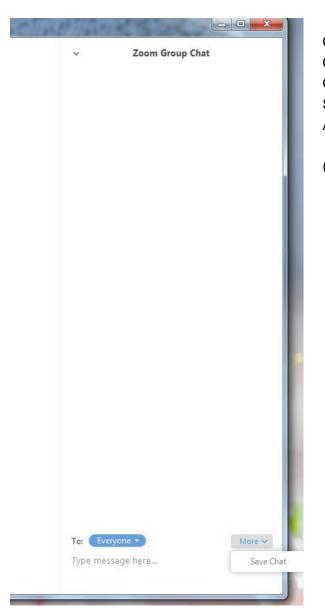
Manage Participants

Invite a Room System Dial In -Invite third party room system join meeting (Support H323/SIP) compatible with CISCO, Polycom, Huawei, ZTE etc...

Manage Participants Mute all/Unmute all –you can remove background noise by mute Lock Scree Share-Force all participants watch the screen share Lock Meeting Play Enter/Exit Chime – Play sound while join or leave meeting Mute Participants On Entry—Auto mute participants while they join the meeting



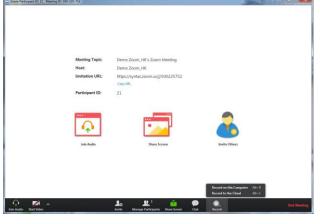




Chat Manage

Can send message to everyone Chat privately with certain participant Save chat log to a txt file Also you can set participants cannot chat with each other in web portal (Need to login to http://syntac.zoom.us)

Chat Manage



Record Meeting

Record Meeting

You can record everything showed on your screen, include voice, video, screen share, you can save those to one MP4 or mov file Record on this computer- save the MP4 file on your local hard drive (Default, free of charge)

Record to the cloud-Save the video on Zoom cloud drive (Need additional charge)





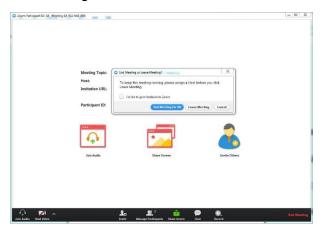
Meeting Topic:	Demo Zoom_HK's Zoom Meeting		
Host	Demo Zoom_HK		
Invitation URL:	https://syntaczoom.us/j/500225752		
	Copy URL		
Participant ID:	21		
A	· · ·	-	
Join Audio	Share Screen	Invite Others	

Record Start

Record start

After record finished, Zoom may compress the video to small file. This might take some time to finish the compression (Depends on how long is the recording)

6、End Meeting



Click End Meeting on the right bottom corner End Meeting for All-End this meeting Leave Meeting- Host leave the meeting others can keep going in the meeting Cancel-Back to the meeting

If you have any questions Please contact <u>sales@syntac.com.hk</u> | <u>sales@sanyuanshi.com</u> or contact your account manager for more help

zoom



Hong Kong (香港公司)

SYNTAC Limited ROOM1, 12/F, SHUN FAT INDUSTRIAL BUILDING 17 WANG HOI ROAD KOWLOON BAY, KOWLOON, HONG KONG. +852.3050.6823 sales@syntac.com.hk

China Mainland(中国大陆)

深圳市三原石科技有限公司 中国深圳市南山区新西路 7 号, 兰光科技大厦 B710 室 Sanyuanshi Tech B710,Languangkeji Tower,7th Xinxi Road, Nanshan, Shenzhen, PRC. +86.755.2265.1997 sales@sanyuanshi.com



Syntac Limited Certification







深圳三原石科技(China Mainland Branch company)Certification