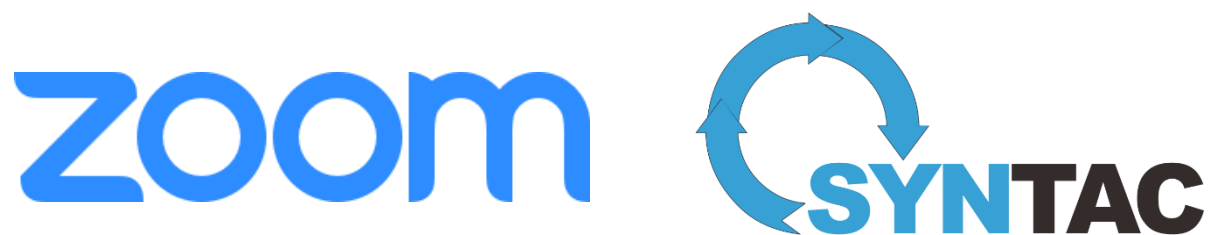


Zoom Client Quick Manual



Version 2016-05-05 (1.1.08)

1、ZOOM client download

1.1 Download Link

You can go to <http://syntac.zoom.us/download> 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 :

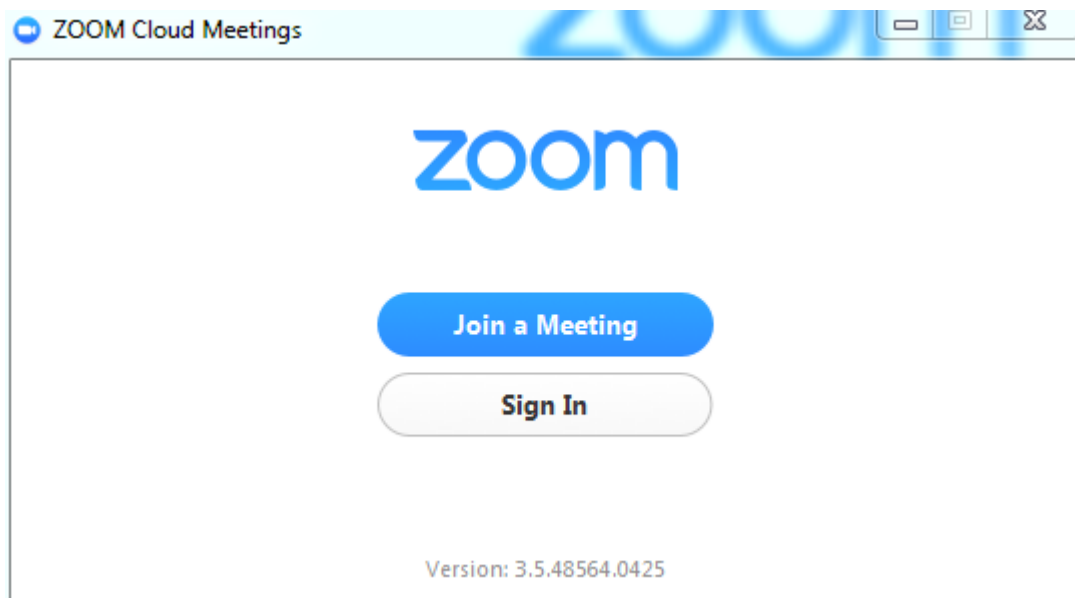
- Access <http://www.sanyuanshi.com/>
- Click “Zoom 免费下载” enter Chinese version download page
- Download client software base on your OS version

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 home page after started

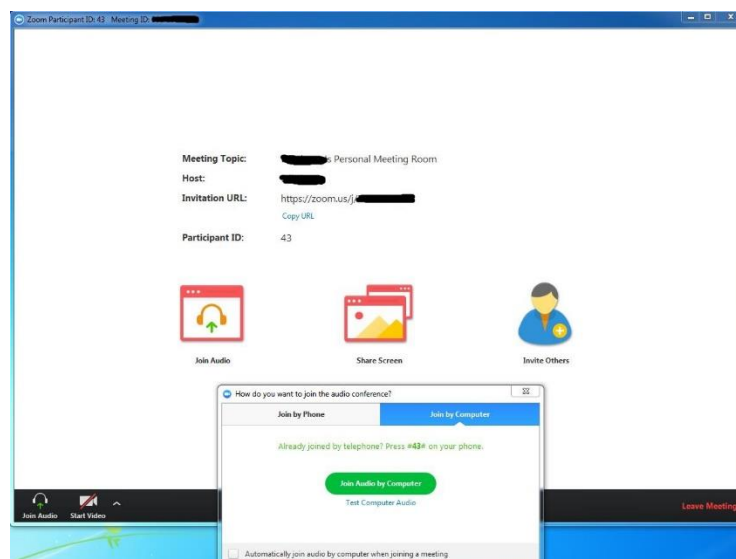
3、Join Meeting

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

The image shows the Zoom 'Join Meeting' dialog box. It has a title bar with the Zoom logo and a close button. The main area contains a text input field with the meeting ID '123 456 789', a text input field with the name 'Demo', and three checkboxes: 'Remember my name for future meetings' (checked), 'Don't connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom is a blue 'Join' button.

Page after click “Join a Meeting”

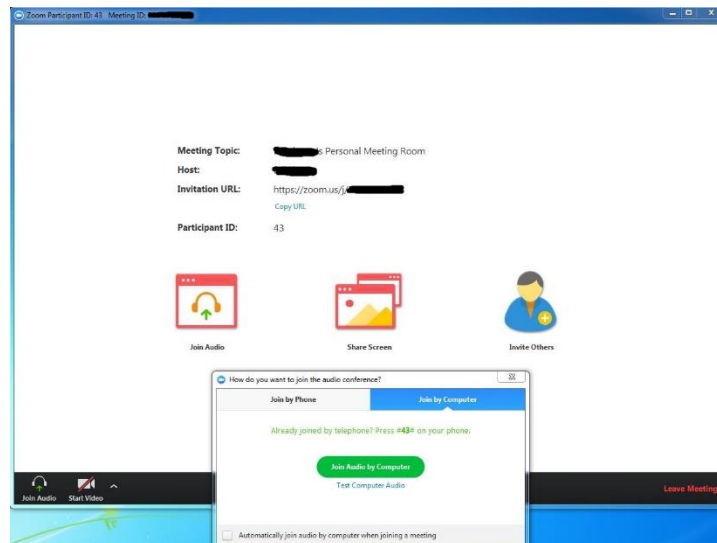
- Input the meeting ID you have received---Input meeting ID at “123-456-789” position
- Input the your name you want to display in this meeting --- input name at “Demo” position
- Click “Join” you can enter the meeting



After join meeting

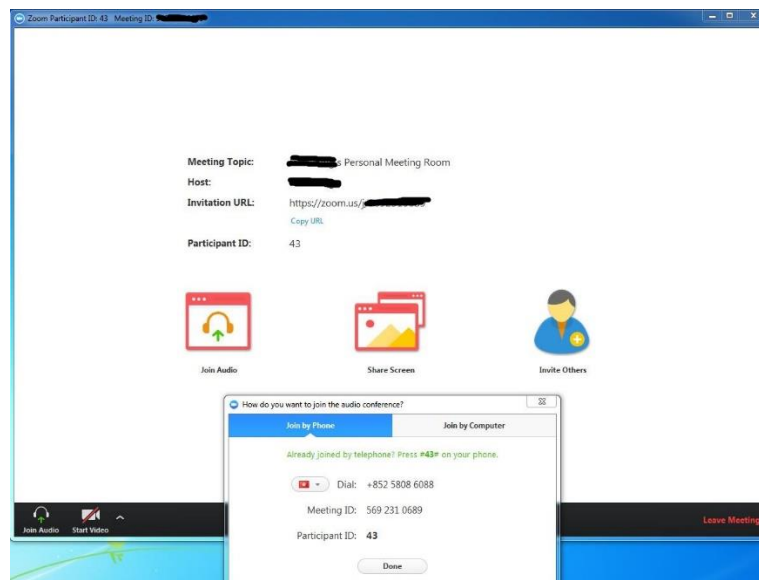
- Join by computer(HD voice call ,recommended)
Click “Join Audio by Computer”, If you are using laptop, Zoom will use mic and

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



Join By Computer

- Join by Phone



Join by Phone

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

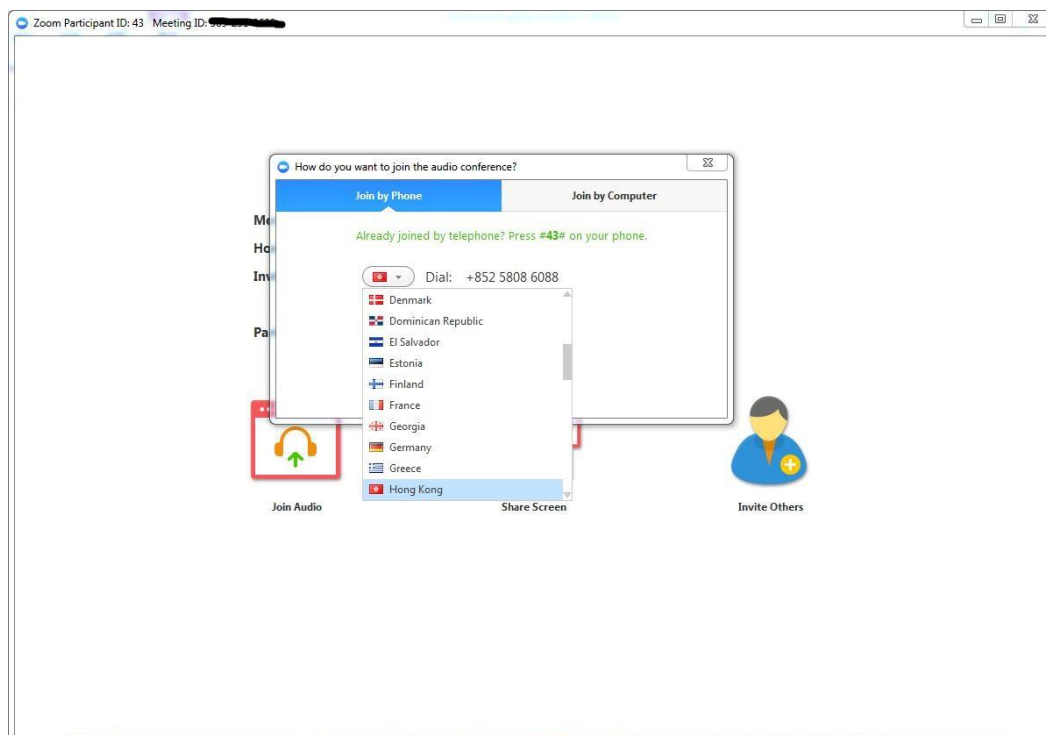
Due to restriction of China Mainland, we do not support toll free call in now (we are still working closely with local provide to solve this problem). If you want to use phone system to call in meeting please contact us: sales@syntac.com.hk ;sales@sanyuanshi.com or your account manager. We will provide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

asked to enter your meeting ID to join in
International Numbers

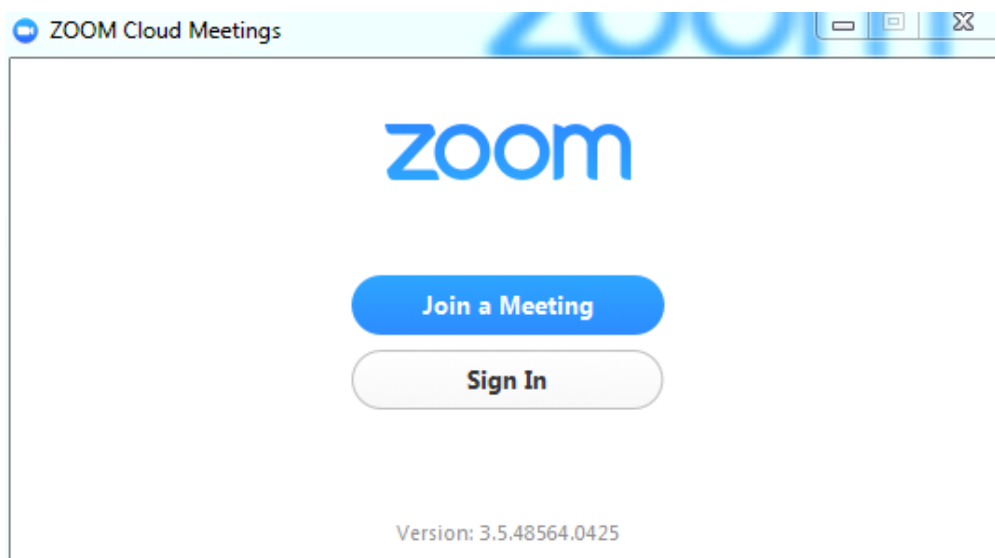
Country	Conference Number	Country	Conference Number
Argentina	+54 341 512 2188	Latvia	+371 6303 1888
Australia	+61 (0) 2 8015 2088	Lithuania	+370 5214 1488
Austria	+43 (0) 72 011 5988	Luxembourg	+352 2786 1188
Bahrain	+973 1619 8488	Malaysia	+60 3 9212 1727
Belgium	+32 (0) 2 588 4188	Malta	+356 2778 1288
Brazil	+55 11 4680 6788	Mexico	+52 554 161 4288
Brazil	+55 21 3958 7888	Netherlands	+31 (0) 20 241 0288
Bulgaria	+359 2 492 5688	New Zealand	+64 (0) 9 801 1188
Canada	+1 647 558 0588	Norway	+47 2396 0588
Chile	+56 41 256 0288	Panama	+507 380 3900
Colombia	+57 1 508 7702	Panama	+507 833 9588
Colombia	+57 2 620 7388	Peru	+51 1 707 5788
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	+1 787 945 1488
Denmark	+45 89 88 37 88	Romania	+40 31 630 1088
Dominican Republic	+1 829 956 2188	Singapore	+65 3158 7288
El Salvador	+503 2113 9088	Slovakia	+421 233 056 888
Estonia	+372 880 1188	Slovenia	+386 1888 8788
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	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	+1 415 762 9988
Israel	+972 3 978 6688	United States	+1 646 568 7788
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



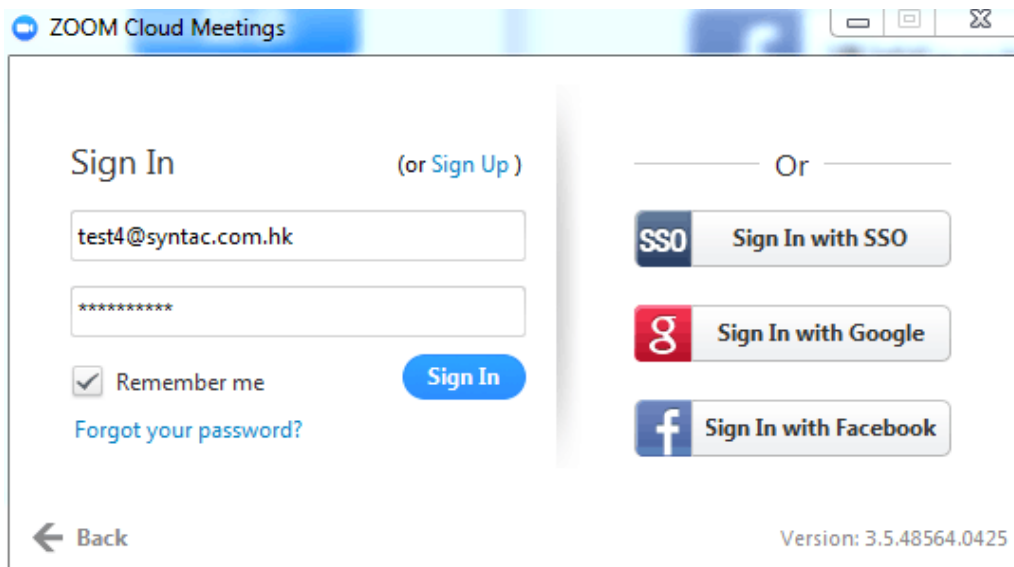
Regions supported inside Zoom client

3.2 If you already have Zoom account

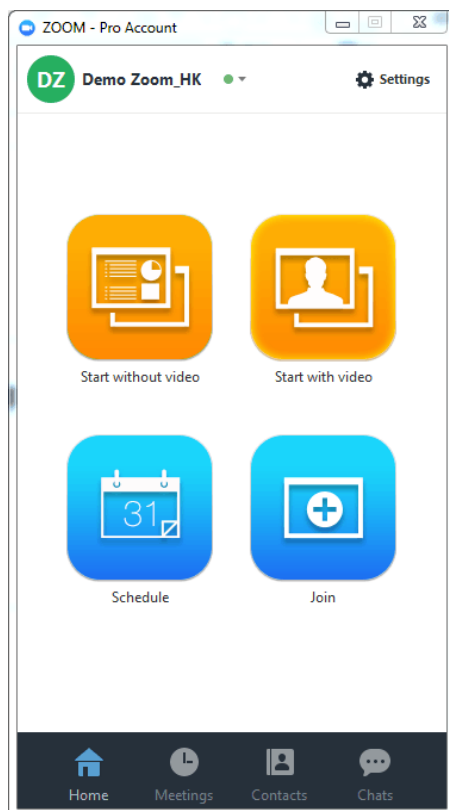


Click "Sign In"

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



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 with video



Schedule



Join

- **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

Zoom - Schedule a Meeting

Topic: Demo Zoom_HK's Zoom Meeting

When

Start: Sun May 8, 2016 08:00 PM

Duration: 1 Hr 0 Min

Time Zone: (GMT+8:00)China Standard Time

☐ Recurring meeting

Video (when joining a meeting)

Host: ☒ On ☐ Off

Participants: ☒ On ☐ Off

Audio Options

☐ Telephone Only ☐ Voip Only ☒ Both

Meeting Options

☒ Require meeting password

☒ Enable join before host

☒ Use Personal Meeting ID 333-XXXXXX

Calendar

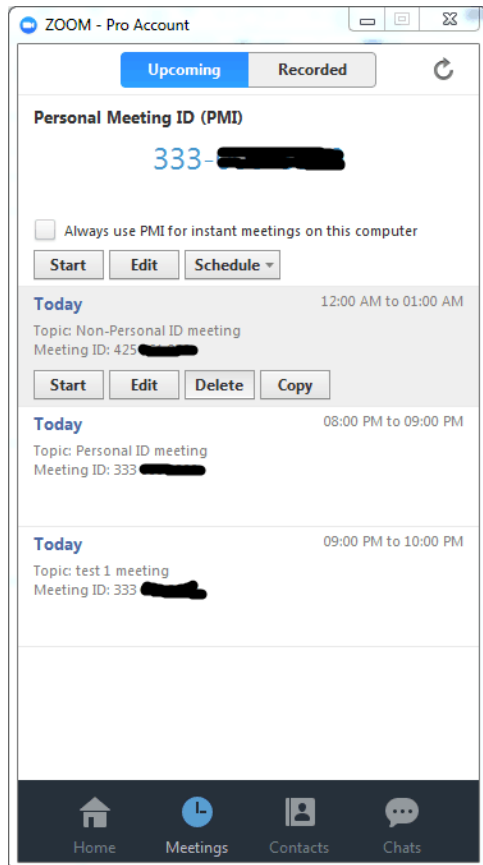
☒ Outlook ☐ Google Calendar ☐ Other Calendars

Schedule

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



Meetings page

Display all scheduled coming meetings

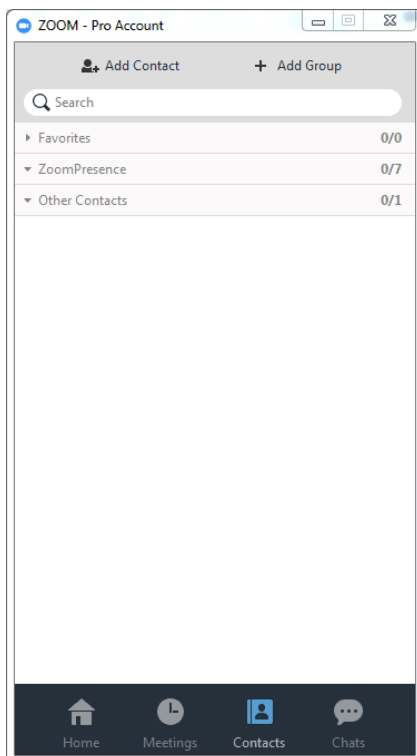
Difference of choose personal ID:

> 12:00AM meeting using Non-personal ID

> 08:00PM meeting using Personal ID

This is the difference when you choose “use personal ID”

4.3 联系人

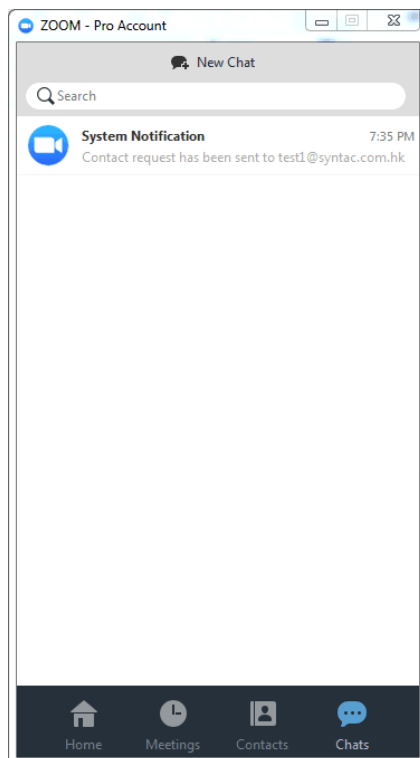


Contacts

Add Contac- Add Zoom contacts

Add Group-Add Zoom Group chat

4.4 Chat

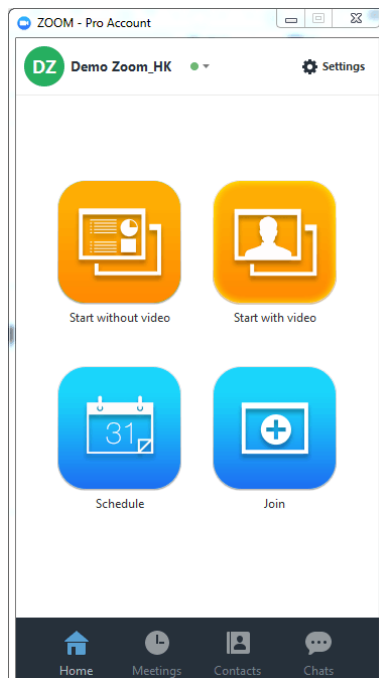


You can view history of chat
Double click you can enter the chat window

Chat Page

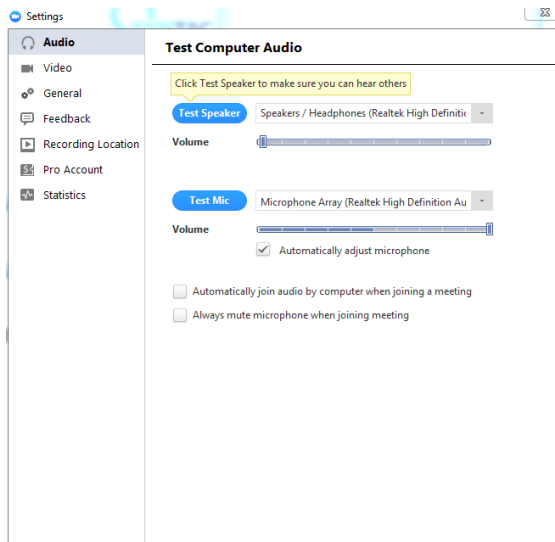
4.5 Settings

Enter setting page



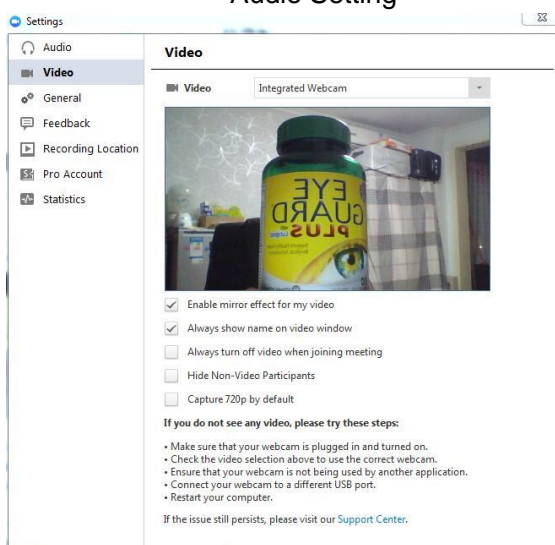
Click the top right corner "settings"
To enter setting page

Settings



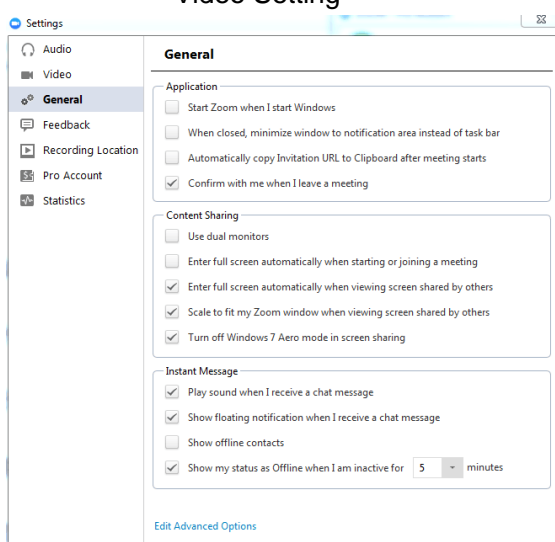
- Choose speaker and adjust the volume
- Choose mic and adjust the volume
- Automatically join audio by computer when join a meeting (default not join audio)
- Always mute microphone when join meeting (default open microphone)

Audio Setting

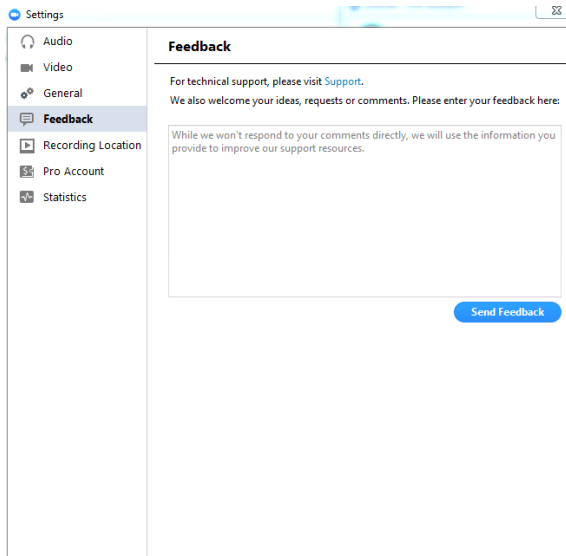


- Choose camera
- Enable mirror effect for my video (Default On)
- Always show name on video window (Default On)
- Always turn off video when joining meeting (Default On)
- Hide Non-video Participants (Default off)
- Capture 720p by default (not auto select based on internet speed, force using 720p capture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

Video Setting

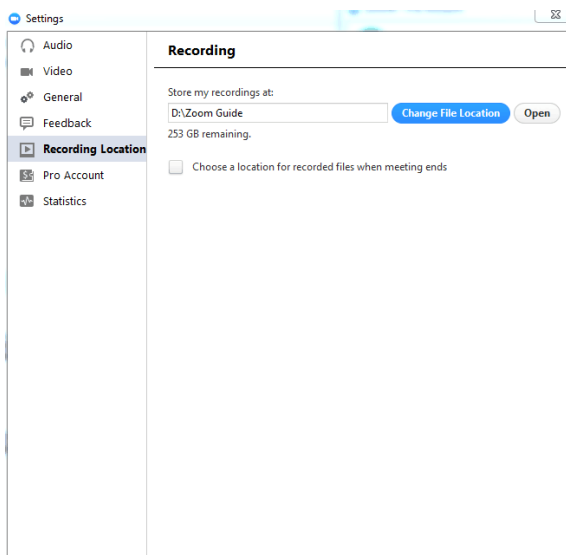


General Setting



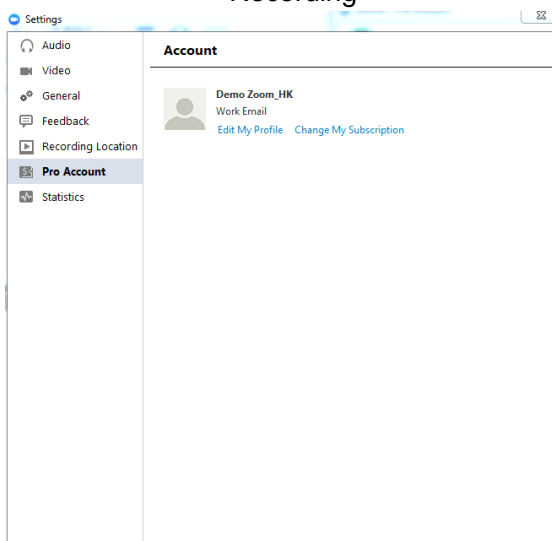
Provide feedback to Zoom

Feedback



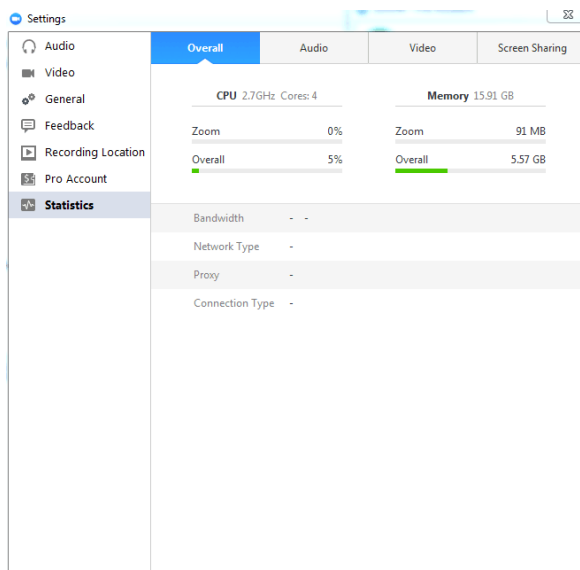
- Choose local location of recording
- You will see how many space you have in this location
- Choose a location for recorded files when meeting ends

Recording



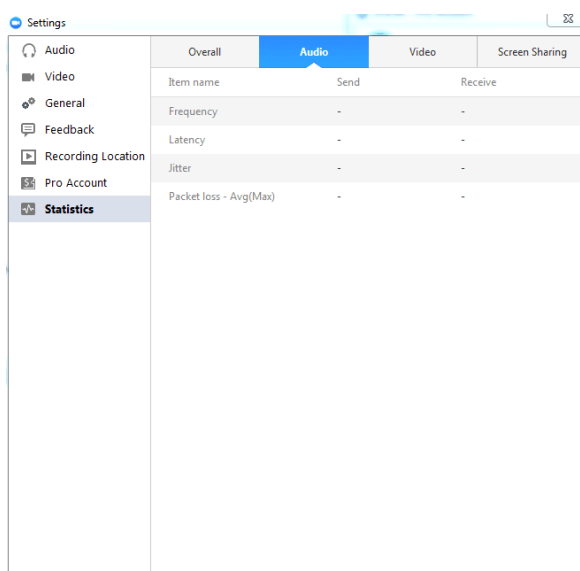
Account type you are using

Account type



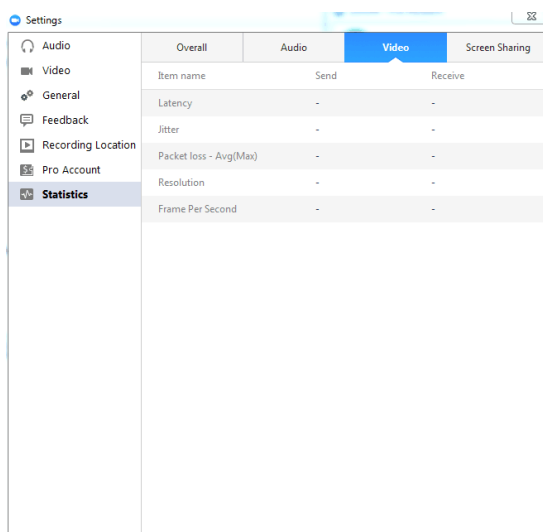
Monitor all laptop CPU, Memory and how many Zoom consumes, include bandwidth Zoom using now.

Statistics-Overall



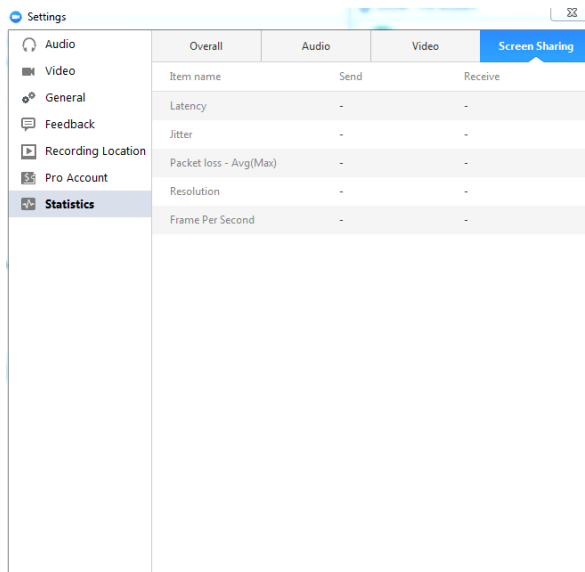
Monitor Audio statistics

Statistics-Audio



Monitor Video statistics

Statistics-Video

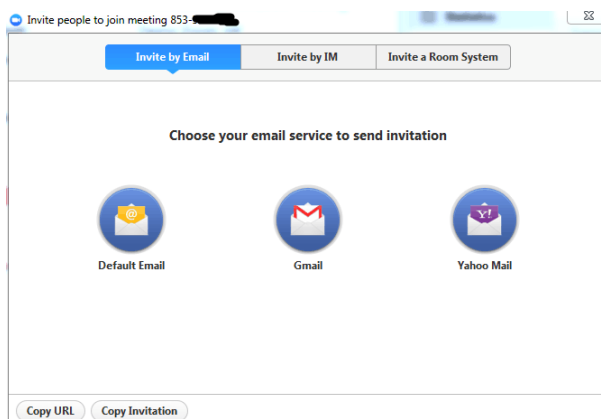


Monitor Screen share statistics

Statistics-Screen share

5、Using Zoom host a meeting

5.1 Invite people join meeting



Invite by email

Default Email-Use default email client to send invitation

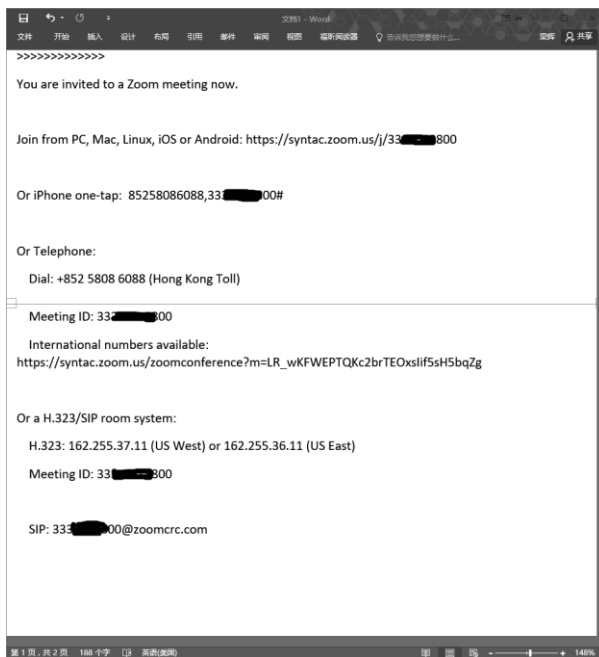
Gmail-Use Gmail send invitation

Yahoo Mail-Use Yahoo Mail send invitation

Copy URL- Copy Meeting link

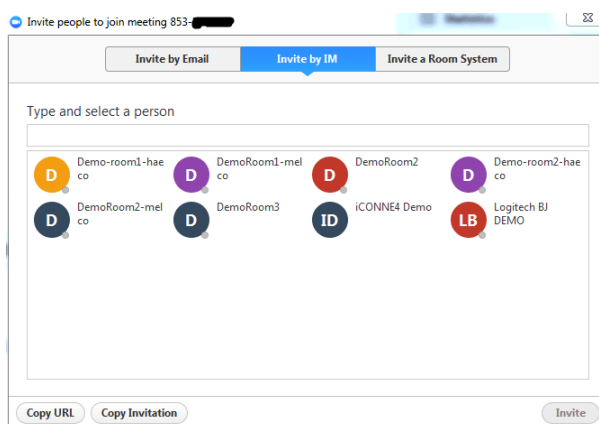
Copy Invitation-Copy invitation information and use your favorite apps send to participants(Like Wechat, QQ, Whatsapp, etc...)

Invite by Email



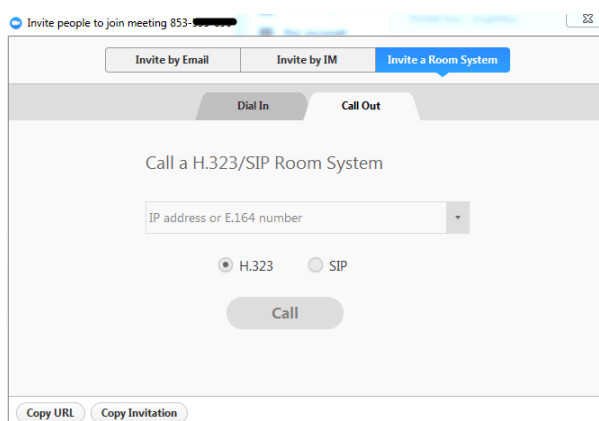
Invitation email generated by system

Invitation Email



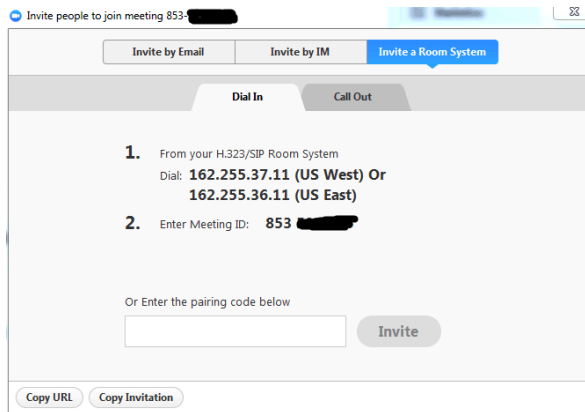
Invite by IM—invite people by Zoom IM

Invite by IM



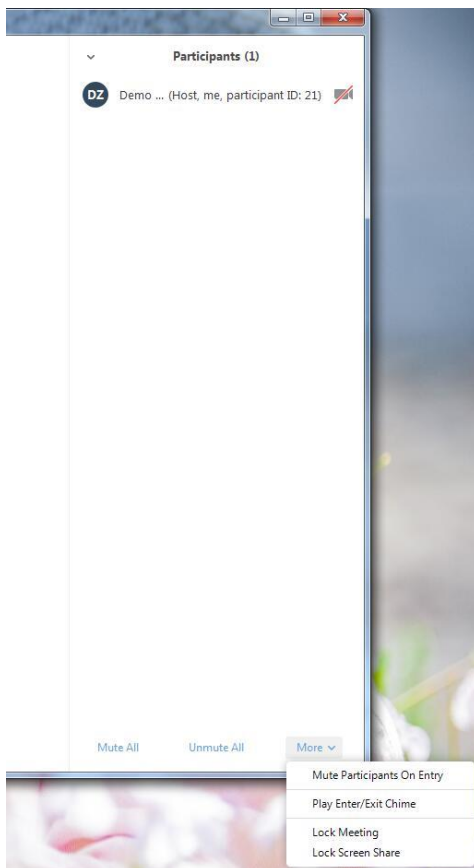
Invite a Room System call out -Invite third party room system join meeting (Support H323/SIP) compatible with CISCO, Polycom, Huawei, ZTE etc...

Invite a Room System-Call out



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

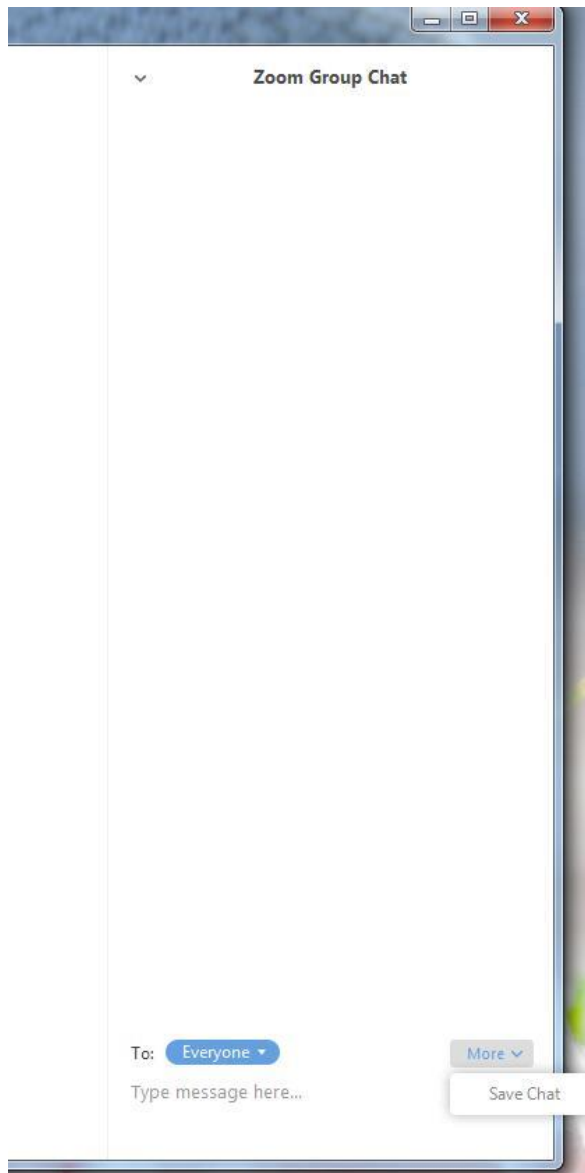
Invite Room system-Dial In



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

Manage Participants



Chat Manage

Can send message to everyone

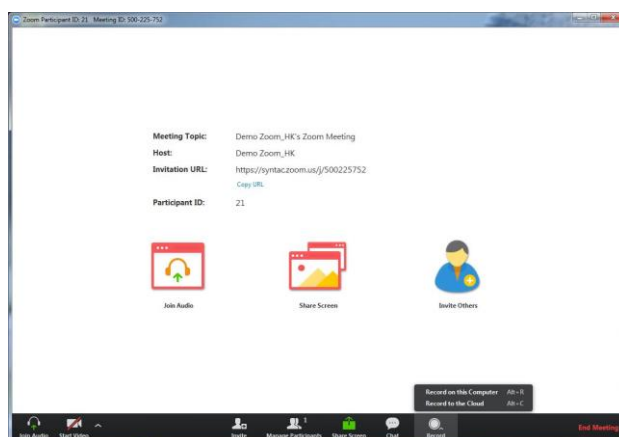
Chat privately with certain participant

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



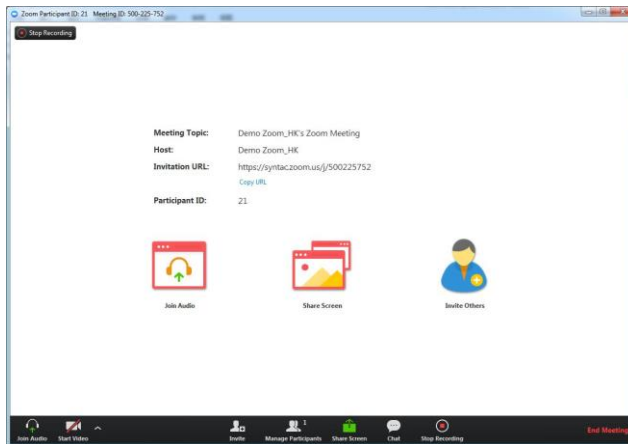
Record Meeting

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)

Record Meeting

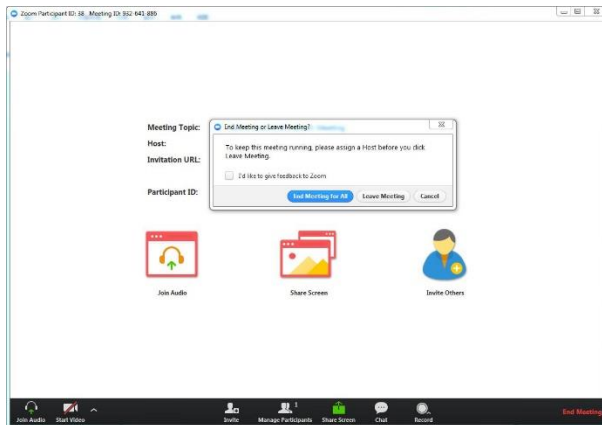


Record start

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)

Record Start

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 sales@syntac.com.hk | sales@sanyuanshi.com or contact your account manager for more help

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Syntac Limited Certification



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