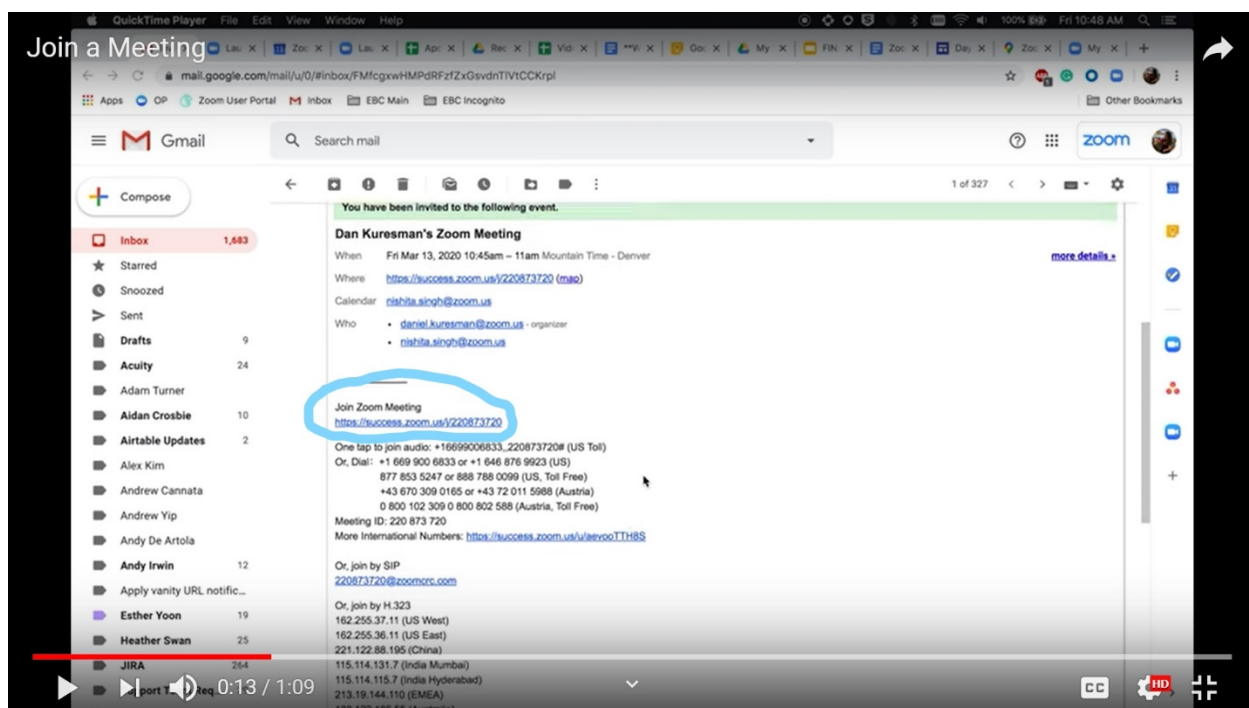


# Hidden Valley Early Music Online Classes via Zoom

## INSTRUCTIONS FOR PARTICIPANTS

Welcome to Hidden Valley Music Seminars Early Music Online! We have provided these instructions so that you can have the best possible experience in these classes. We know that online learning may be unfamiliar to some of you, so it's very important that you read these instructions. You'll need to change some default settings in your Zoom app to allow for optimal hearing of music.

- First, download Zoom onto your computer or get the Zoom app on your iPad or other tablet (you don't have to have the app to join a class, but you won't be able to change audio settings until the class has started. For tablets you must make these changes before class, in your Zoom account).
  - o <https://zoom.us/support/download>
  - o You will **receive an e-mail** from Tish Berlin that will include an invitation to join a zoom meeting, along with the name and email of the meeting host. **You should wait until 15 minutes before your class begins (30 minutes on Monday)** to click on the link in the e-mail.
  - o If you have not received this invitation by an hour before the meeting time, please contact your host before class starts. If you do not join the meeting the host will assume you have decided not to take the class.



- The link will open Zoom on your computer and take you to a screen that says Join Meeting
- You will see a dialogue box with a green or blue bar that says Join Audio by Computer – click that bar.
- If you leave the call for some reason, you can re-join by clicking on the original link you were sent.

## MUTING YOURSELF/TURNING OFF VIDEO

- LEARN to MUTE your Microphone. The teacher will ask you to mute and unmute your microphone at various times during the class. Here's how you do it:

Move your cursor anywhere over the Zoom window during the meeting, or, if you are using a tablet, touch your screen.

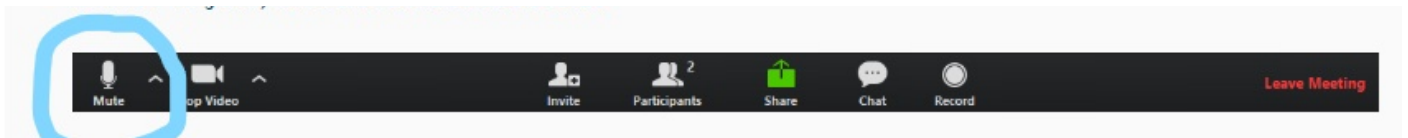
You will see a row of icons at the bottom of the Zoom window, or in an upper corner of a tablet.

On laptops and computers, the icon on the far left is the microphone icon. Click on it to mute (a diagonal red line will appear through the icon); click the icon again to unmute.

You can temporarily unmute yourself by depressing the space bar - keep it down while you talk.

You can also turn off your video if you don't want or need to be seen. Just click on your video icon which is next to the microphone icon, or on a tablet it may be under "More". You'll still be able to see the teacher and the class but they won't see you.

Zoom Controls are found at the bottom of the Zoom window.



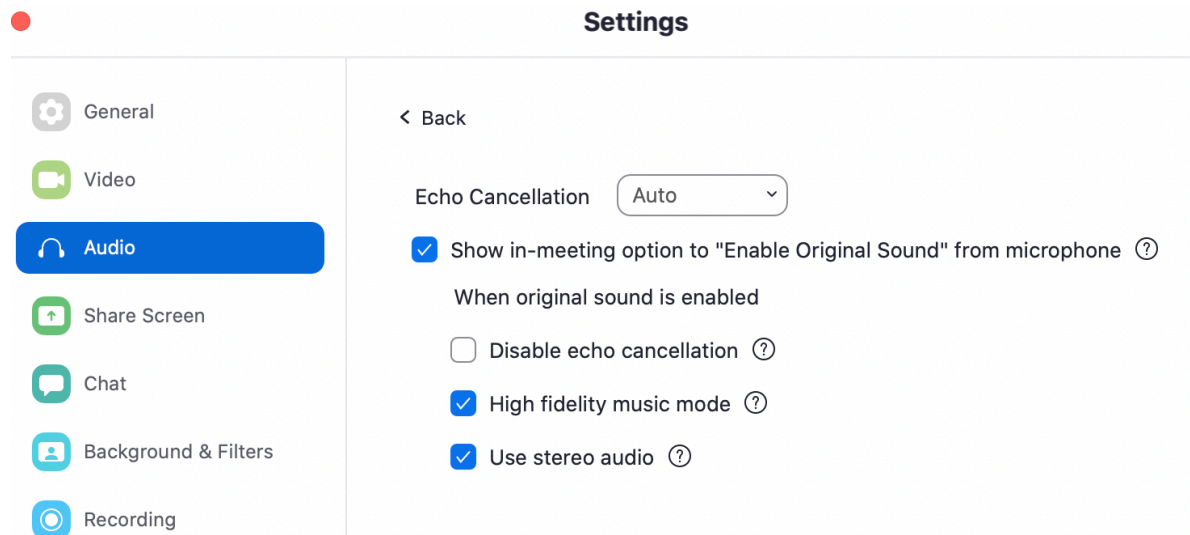
If you want to ask a question, rather than unmuting your microphone, use the Chat function. The Chat button is the icon next to the green Share icon. You can type your question and the teacher will call on you or answer via Chat. On tablets, the Chat area may be found under "More" or by clicking on three little dots.

To always see the teacher as the larger image on your screen, move your cursor to the teacher's image, (tablets touch the teacher's thumbnail image) and click on the three blue dots. Choose "Pin Video".

### Audio settings

(VERY IMPORTANT: the platform thinks some registers are background noise so you must change the default settings)

1. Click on the arrow next to the microphone icon. In the pop-up menu choose "built-in microphone" unless you are using an external microphone, in which case choose your external microphone. (Tablet users will need to change settings in their account at [zoom.us](https://zoom.us)). Do the same for the speaker.
2. Click on Audio Settings in this pop-up menu. Look for "Automatically adjust microphone volume" and make sure it is not selected. You can adjust your microphone and speaker volume on this page.
3. Go to Advanced (button on the lower right hand corner of the screen). Enable "Show in-meeting option to "Enable Original Sound" from microphone (see screen shot below)
4. Choose "Auto" for Echo Cancellation.



5. Tablet users with a Zoom account should be able to enable original sound in their settings at [zoom.us](https://zoom.us), or in their Zoom window before they join a meeting.

6. Select High fidelity music mode. If you see “Use stereo audio”, select it.

7. If you are using headphones, select “Disable echo cancellation”.

8. Click out of the Advanced Audio Settings screen, and you will be back at your meeting window. Check that the Original Sound bar says “Turn Off Original Sound”. This means original sound is on. If the bar says “Turn On Original Sound”, click on the words, not the arrow, and you will switch to “Turn Off...”

These settings make it doubly important that everyone eliminate as much background noise as possible - no dogs barking, children crying, leaf blowers blowing, dishwashers running, etc.

### **AUDIO FOR PERFORMERS AND PARTICIPANTS WHO WILL PLAY ALONG WITH TEACHER**

For optimal sound, attach an external speaker to your computer, or use a bluetooth speaker, or use headphones. If you will be playing along with the teacher, we recommend using a good external speaker, or one earbud so you can still hear yourself.

For performers, an external microphone is very helpful for making your sound heard. Don't place it too close to your computer. Check your sound with a friend on a test Zoom call.

### **Enabling Original Sound on iPads**

#### **Mobile app**

1. Sign out and sign back in to the Zoom mobile app.
2. Tap **Settings**.




- 3.
4. Tap **Meeting**.
5. Tap the toggle to **Use Original Sound**.

### **Preserving original sound in a meeting**

## Mobile app

**Note:** Make sure you have version 4.6 or higher and you [enable the in-meeting option for original sound \(mobile app\)](#).

1. Sign in to the Zoom Mobile App.
2. [Start](#) or [join](#) a meeting.
3. Tap **More**.
4. 
5. Tap **Enable Original Sound**.