Flintshire LDP Examination

Zoom guidance Note

General Guidance

- Do not forward the hearing session link to other people.
- Familiarize yourself with Zoom ahead of the hearing session.
- Join the hearing session at least 15 minutes before the start time.
- Ensure you have a quiet working environment.

Joining the hearing as a participant or observer

1. **Zoom App**. It is essential to download the Zoom App so that you can access all the services the system provides rather than going into Zoom through a search engine.
2. **Screen Name** Make sure your screen name is correct as it is important that everyone at the hearing session knows who is attending and who is speaking. To change your name please do the following - Zoom will show you a pop up with your username and the option to change it. Tap on the "Rename" option. You will see the "Enter a new screen name" frame appear on the screen. Enter a new screen name and tap the "OK" button to confirm the change.

If changing your name during a meeting click on 'participants' and then next to your name (the list should appear on the right hand side of your screen) click 'more' and the option will be there to rename. If you can please make sure this is done prior to the hearing session when you are familiarising yourself with Zoom and its features. If you are an observer please make sure your video and audio links are turned off.

3. **Screen Saver** Ensure that you have an appropriate and non-offensive screen saver
4. **Translation** .If you require the Welsh Language translation system use the following instructions: (Please note the translation system does not work on a Chromebook)

If you're joining the meeting on a laptop, please follow these instructions:

When everybody has arrived in the meeting, and when the translator has been set up on the system, you will see a notification on screen to choose a language.

(Please note, if you arrive late, then you need to click on the symbol of the globe ⊕ Interpretation at the bottom of the screen in order to choose your language).
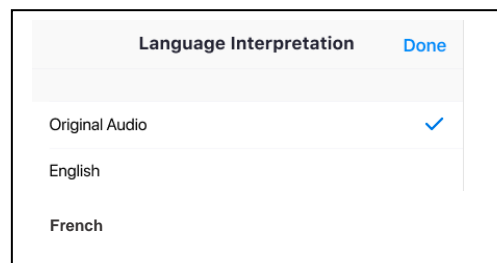
There are 3 language options:
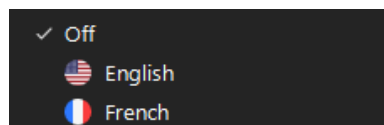
1. If you understand Welsh, you do not need to do anything.

2. If you **DO NOT** understand Welsh, and therefore will need to use the simultaneous translation service if somebody speaks in Welsh, then you need to choose **ENGLISH** as your language.

If you're joining the meeting on a phone / iPad, please follow these instructions:

When everybody has arrived in the meeting, and when the translator has been set up on the system, you will see a notification on screen to choose a language.

(Please note, if you arrive late, then you need to click on the three dots **. . .** at the top right hand side of the screen, and then click on Language Interpretation in order to choose your language).

There are 3 language options, please choose one of the options below:

Language Interpretation	Done
Original Audio	✓
English	
French	

1. If you understand Welsh you do **NOT** need to do anything.

3. If you **DO NOT** understand Welsh, and therefore will need to use the simultaneous translation service if somebody speaks in Welsh, then you need to choose **ENGLISH** as your language.

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5. **Raise hand/lower hand** – At the bottom of your meeting screen will be a button that says 'More'. Click on this and select 'raise hand'. Please then follow the instructions below when it is your turn to speak. To 'lower hand' please follow the same process and then continue with instructions below to turn your camera off and mute yourself after you have finished speaking.
6. **Mute/unmute** – You will enter the meeting on mute. The microphone icon is at the bottom left of your meeting screen – it will be red with a line through it. To unmute click the microphone and it will turn blue. This will enable you to be heard. Only one person at a time will be invited to speak.
7. **Turn video on/off** – You will enter the meeting with your camera off. The camera icon at the bottom of your screen (you may need to move your cursor to find this)