



Virtual Dance Room (VDR) Technical Guide

brought to you by

**Ethnic Dance Chicago
Door County Folk Festival**



<https://zoom.us/j/8478468139>



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Technical Notes for Hosts / Co-Hosts

Please share your learnings and experiences so that we all get better at doing this
(virtualdancerroom@ethnicedance.net)

- You'll see this issue again under "Caveats / Things to Consider"

- **Important Host Note** for sessions with **tablet/phone users**:
hosts **cannot** completely mute tablet/phone participants
the mute symbol will appear on such users' thumbnails, **but they are not fully muted**
be sure to ask such users to lower/raise their volumes **manually** as needed



- **Paid account owners** may customize/standardize their ZOOM meetings, by "claiming" a Personal Meeting ID to use for all sessions (any ID that's **not** already claimed/used)

- Owners can "claim" a custom meeting ID under <https://zoom.us/profile>
then by selecting ADMIN / Personal Meeting ID / Edit
- For example, I've used my cell number as my ZOOM Personal Meeting ID

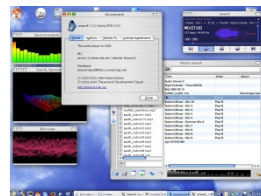


- **Meeting URL formats:**

- Participant format is: **[https://zoom.us/j/\[10-digit meeting ID\]](https://zoom.us/j/[10-digit meeting ID])** – note "j" is for join
- Host format is: **[https://zoom.us/s/\[10-digit meeting ID\]](https://zoom.us/s/[10-digit meeting ID])** – "s" is for start
- If you use a Personal Meeting ID and know how to create desktop shortcuts, you can paste or type this URL into a shortcut. The you will then have the convenience of clicking a desktop icon to start or join a meeting

Share Music without Screen Sharing

1. Host will **Spotlight** your thumbnail video which has the effect of everyone pinning you
2. Click “**Unmute Myself**” to the prompt “Host has spotlighted your video for everyone”
3. **Launch your music player outside of ZOOM**
4. **Go to ZOOM window**
5. Click green **Share Screen** Button (middle bottom)
6. Check **Share Computer Sound** Box (lower left)
7. Select **Advanced** Tab (top, middle of 3 tabs)
8. Select blue **Computer Sound Only** box (middle of 3 boxes on top)
9. Click **Share** Button (lower right)
(please do all of the above steps (5-9), otherwise the music will sound very tinny)
10. **Go to your music player** (ALT-Tab [WIN] or COMMAND-Tab [MAC] or whatever works for you)
11. Launch your music player and start/stop as needed
12. As you view your music player, everyone else sees your enlarged spotlighted thumbnail
13. **Go back and forth** as needed between your **Music Player** window (to control music) and your **spotlighted thumbnail** window (to see how your presenter image appears to the group)
(use ALT-Tab or Command-Tab or whatever works for you)
14. When you're done, click red **Stop Share** Button (center top)
15. Host will **Cancel Spotlight** of your thumbnail video



Installing / Running

- **Download/Install ZOOM on your device in advance of the session**

- no registration needed - you don't have to have to sign up for an account or pay
- be sure you're downloading ZOOM from a website/store that's using this logo:
(there are a number of impostors using some form of the name ZOOM)



- **Supported Devices/Operating Systems**

- PC: Windows (10, 8, 8.1, 7, Vista/SP1, XP/SP3)
- MAC: macOS X with macOS 10.7 or later
- iPhone: iOS 7.0 or later / iPadOS 13 or later
- Android 4.0x or later
- Surface PRO 2 (Win 8.1), Surface PRO 3 (Win 10)
- Others - <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux/>



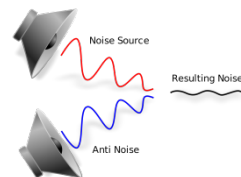
- **Login Suggestions:**

- <https://zoom.us/j/8478468139>
Register/Subscribe: www.ethnicdance.net/register/
- on login enter your name, city and country (all optional)
once in you may edit your name / if you prefer anonymity you may obscure your identity
- login with your device audio on (if your device's microphone/speaker works with ZOOM)
you may also lookup a local phone number and dial in: <https://zoom.us/u/abhqBbEwe0>
- to be seen, login with your device video turned on (optional) / you may switch video on/off



Caveats / Things to Consider

- You may run ZOOM on computers (recommended), tablets and smart phones
- Tablet/smart phone users note:
 - host **cannot** fully mute you – lower/raise volume manually as appropriate
 - rotate tablets/phones to horizontal for better viewing
 - many tablet/phone controls different from computer controls (screen swipes & taps)
 - some ZOOM controls hard to find or not available on phones/devices
- **Many factors affect the speed/quality/synchronization of video and audio on your device**
 - your (and host's/co-host's) internet upload/download speeds and router/modem speeds
 - your (and host's/co-host's) computer speed and amount of memory installed
 - volume of internet traffic during session and number of participants in session
 - ZOOM has implemented a **new policy** “to preserve internet bandwidth” that limits availability of HD video for meetings of 3+ people hosted from desktops/devices. Our virtual dance meetings will have standard video capabilities but may experience intermittent availability of HD video.
- **Some of us may experience audio/video glitches and some of us may not**
 - participant's video/audio may lag about 1-2 seconds (or more) behind host/co-host video/audio
 - video/audio may break up, speed up/slow down at times
 - please learn to accept this



Joining the Virtual Dance Room

- ZOOM Meeting URL: <https://zoom.us/j/8478468139>
- **For best performance:**
 - use a computer (preferred), but you may also use a tablet or smart phone
 - reboot your computer / restart your device before launching ZOOM
 - connect your device to a charger to maintain power
 - connect your computer to your router/modem with an ethernet cable (instead of wireless)
 - shut down most other applications – exceptions: anything required to run ZOOM
 - keep running messaging applications (email, text, Facebook, Twitter, Whatsapp, etc.)
in case we need to send you messages outside of ZOOM during the session
 - If you have multiple devices, use the one with most memory and fastest processing speed
this will provide better audio performance and video resolution



- **Video after Login:**
 - You may use your device's internal video or connect an external USB video camera
 - » you may stop/start your device's video in order to hide/show your thumbnail video
 - » right click your thumbnail video and EDIT your screen name to add your city and/or state (optional)
 - » However, it's great to show the group where you're from
 - » However, it's OK to obscure your name with an alias, initials or an alter ego if you prefer



- **Audio after Login:**
 - You may use your device's audio or you may locate your nearest phone# and dial in with a phone
 - » To find the nearest phone: <https://zoom.us/u/abhqBbEwe0>
 - » If you use a tablet/phone, lower/raise microphone volume when host mutes/unmutes everyone





End

Virtual Dance Room

Technical Guide

...Restarting...

Download this document:

www.ethnicdance.net/virtualmeetingroom/participantguide/

While there is no charge to participate, please consider making a donation to support production of the Virtual Dance Room.

This will help us survive this period of social distancing when all of our events have been postponed.

You may donate using a PayPal account or a major credit/debit card at: www.ethnicdance.net/virtualdanceroomdonation/

Thanks for your participation and support!

