

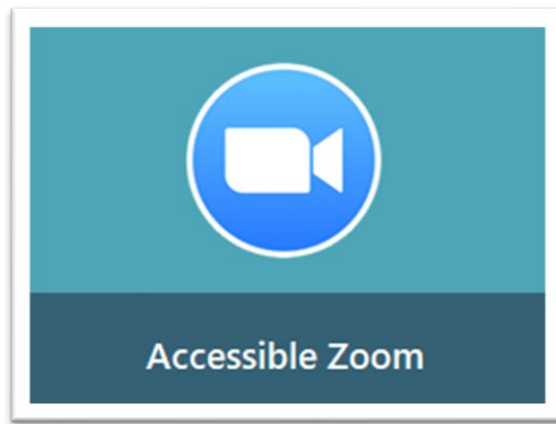


Digital life made easy

Join-In for Communicator 5

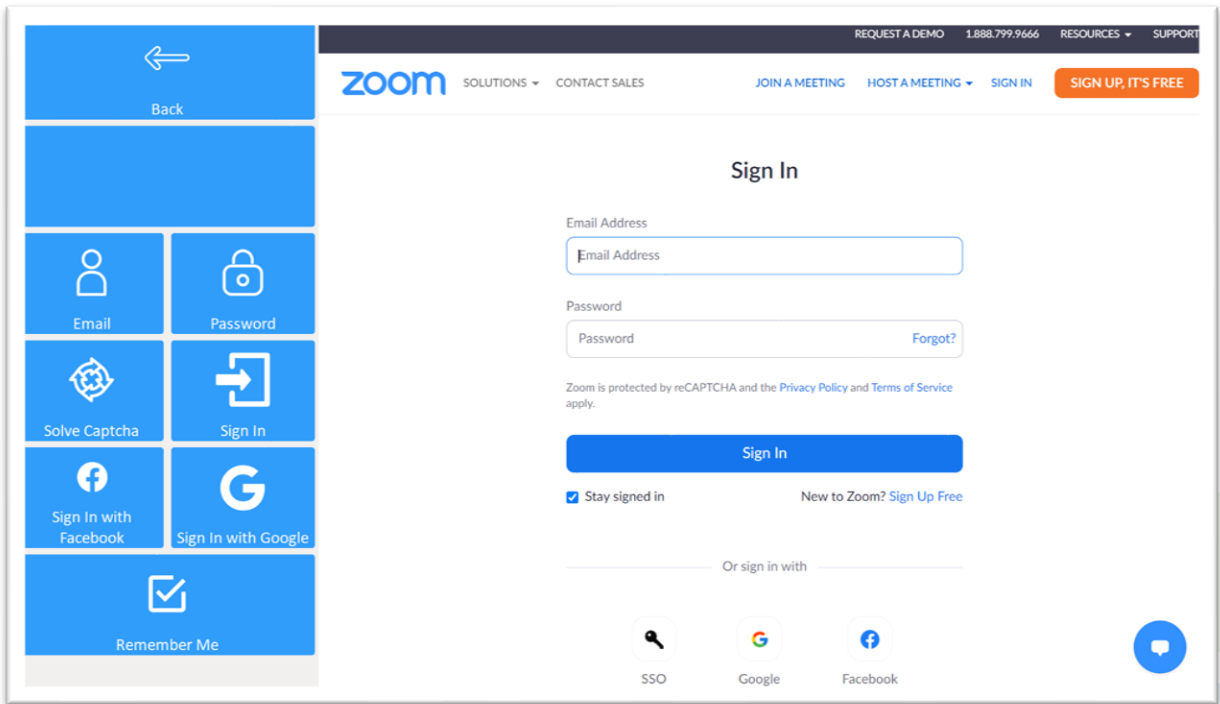
Accessible Zoom





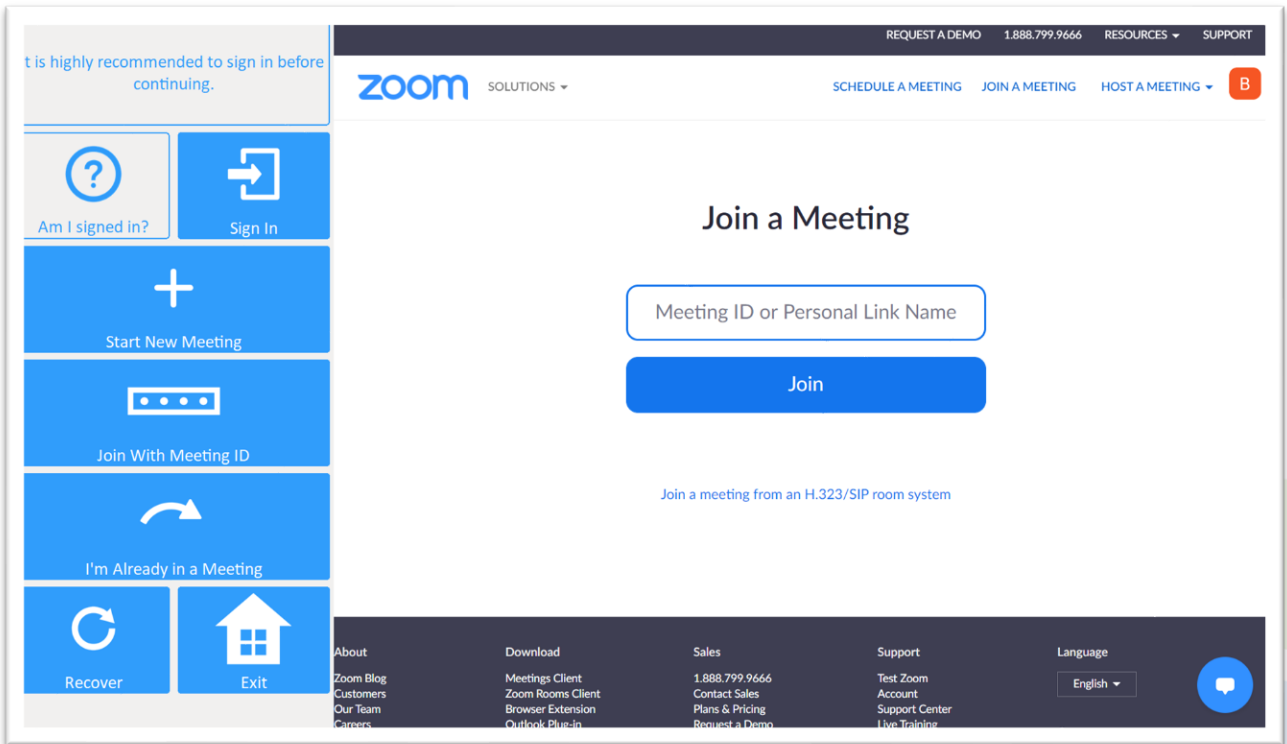
About Accessible Zoom

- Accessible Zoom supports the following main activities:
- Create a Zoom meeting and invite others to join. The invitation link can be sent using Join-In messaging applications; WhatsApp, Facebook Messenger or SMS.
- Join a meeting that you have been invited to. Joining can be done by clicking a meeting link sent to you by WhatsApp, Facebook Messenger or SMS (Android Messages). You can also join by manually enter the meeting number and password.
- While in a meeting, you can talk (using your Communicator 5 voice), participate in the chat, share your screen, adjust your settings, etc.
- ***For security reasons, Zoom does not keep you logged in all the time. Because you will need to log in manually many times, we recommend that you do it, using your Facebook or Google accounts. This makes the login process very simple.***
- From time to time Zoom may ask you to confirm that you are not a robot, and to solve a Captcha. Accessible Zoom provides an “I’m not a robot” button. To solve the Captcha (if required) you can either open Computer Control, or click the Solve Captcha button. ***To minimize the number of times the Captcha appears, we recommend that you always make sure that you are logged in, before trying to join a meeting.***



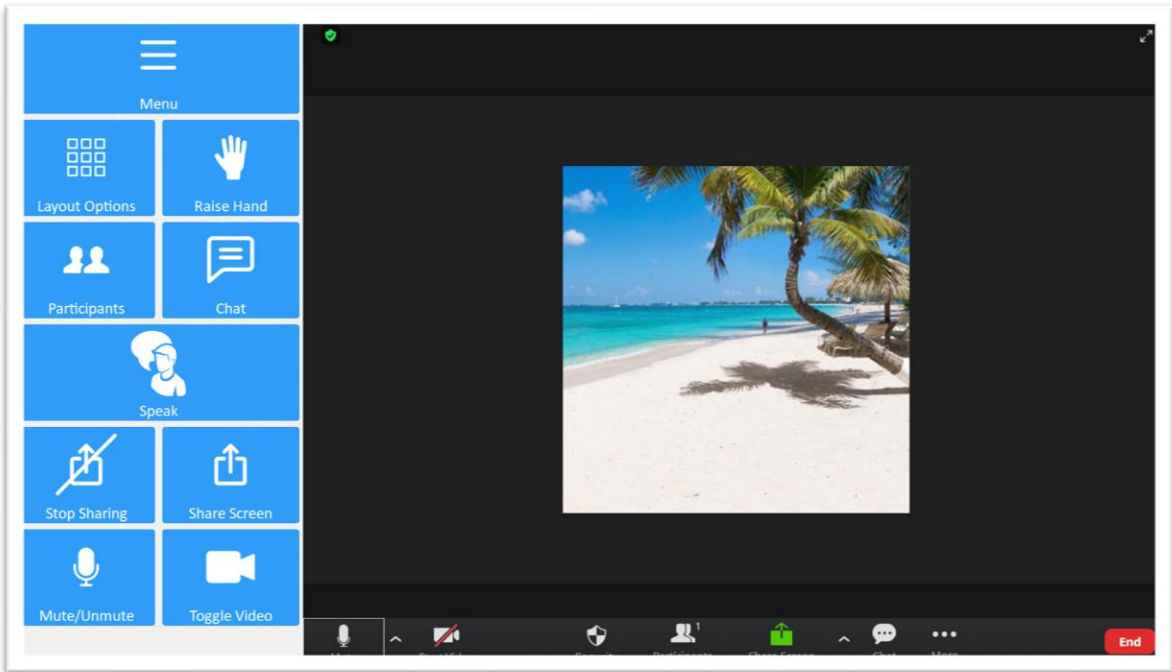
Getting Started

- Requirements – there are no requirements for using Zoom, but logging in is recommended. Logged in users will face fewer security challenges from Zoom.
- Unlike most other apps, Zoom will log you out from time to time. To avoid having to key in your username and password every time Zoom logs you out, we recommend logging in using your Google or you Facebook accounts – a process that involves only a single click.
- Click **Login and Info** when you first open Accessible Zoom to arrive at the login options and controls page. You can also access this page by clicking **Sign In** on the Join a Meeting page.
- Use **Sign in with Facebook** or **Sign in with Google** to access the controls for either method. Enter **Username** and **Password** if required, but if you have logged in previously this should not be necessary.



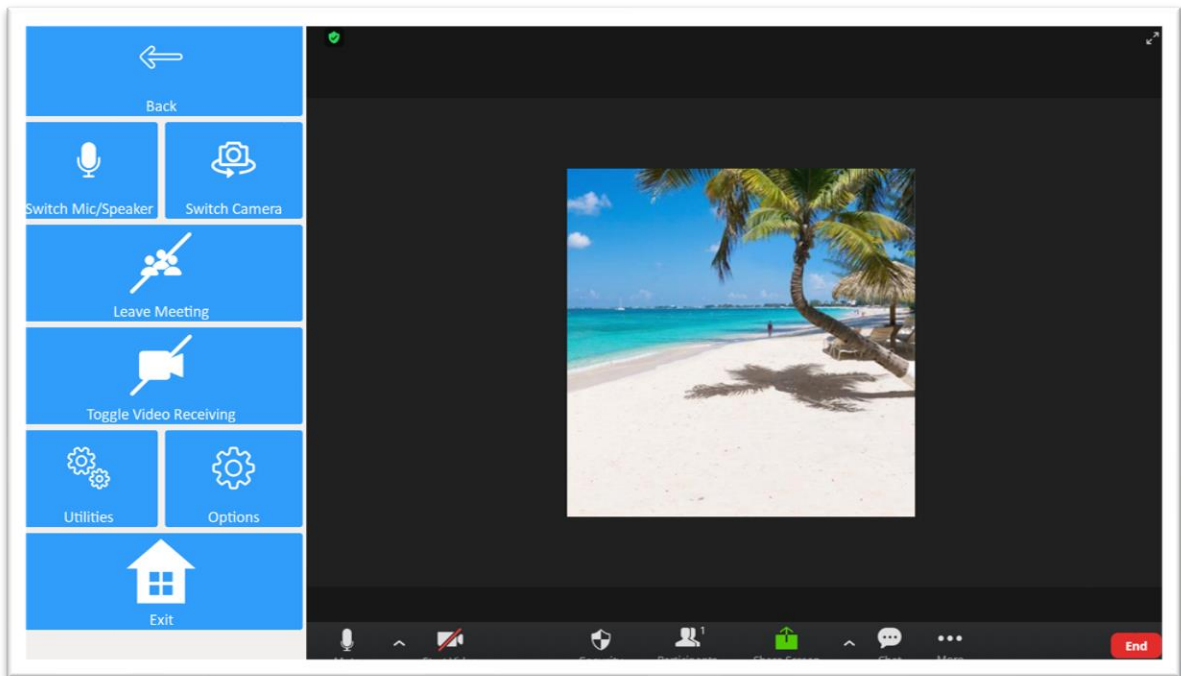
Join a Meeting

- This is the 'home' page of Zoom that you arrive at when you open the app.
- **Am I signed in?** – click to check if you are signed in.
- **Sign In** – go to the sign in page and choose how you want to sign in.
- **Start New Meeting** – click this button if you want to create a new meeting for other people to join.
- **Join with Meeting ID** – click this button if you were invited to a meeting, and you have the meeting number and password (if required).
- **I'm Already in a Meeting** – click this button if you exited Accessible Zoom without closing the browser, and you are already in a meeting (usually you will be able to skip this phase, as Accessible Zoom will take you to the meeting automatically).
- **Recover** – click in case you closed Accessible Zoom by mistake, or something in the application got stuck.
- **Exit (Communicator Home Page)** – exit Accessible Zoom.



Meeting Controls

- **Menu** – go to Accessible Zoom menu.
- **Layout Options** – choose **Speaker View** or **Gallery View** to change how you view the other participants.
- **Raise Hand** – raise your hand, to get the attention of the moderator. This will be visible in the **Chat** window.
- **Chat View** – open the chat window. In the chat window you will be able to read the messages that other participants wrote, and write your own messages to the participants. Accessible Zoom now also allows you to save and use **Ready Messages** for sending pre-prepared or common messages to the chat.
- **Participants** – allows you to manage the meeting with **Share Invitation Link** and **Admit Guests**.
- **Speak** – Open your Communicator keyboard, to type a message and have Communicator read it aloud so the other participants will be able to hear it.
- **Share Screen** – share your screen with the meeting participants.
- **Stop Sharing** – stop sharing your screen.
- **Mute/Unmute** – mute or unmute yourself. After entering a meeting, you will need to click this button to join with audio.
- **Toggle Video** – start or stop sending video from your camera.



Menu

- **Switch Mic/Speaker** – select the microphone and speaker to be used by Zoom.
- **Switch Camera** – select the camera to be used by Zoom.
- **Show/Hide Chat** – show or hide the chat window.
- **Leave Meeting** – leave the current meeting.
- **Toggle Video Receiving** – turn videos of other participants on or off.
- **Utilities** – recover / reopen Zoom, close windows you do not need, **Allow Touch** or **Block Touch** access, close pop-up messages, zoom in or zoom out, etc.
- **Options** – change the computer volume, turn auto-read of messages in the chat on or off, adjust text enlargement settings, and access the [Join-In Settings](#) app from this page.
- **Exit (Communicator Home Page)** – exit Accessible Zoom.