Zoom Hearing Set Up Recommendations | Settings Prior to the Meeting

GRAND RIVER SOLUTIONS

	Turn On The **Waiting Room**	• Log in to the **Zoom website**. • Click "**Settings**" in left menu. • Under "**Meeting**" (top navigation) and "**Security**" (second level left). • Under "**Waiting Room**", make sure it is **turned on** (white dot on the right with a blue background)
	Decide If You Want People On **Camera** The Entire Time Or Only When Speaking	• If **only when speaking**, set the meeting to **begin with cameras off**: • Click "**Settings**" in left menu. • Under "**Meeting**" (top navigation) and "**Schedule Meeting**" (second level left). • Make sure "**Participants Video**" is **turned off**
	Set The Meeting To Begin With Everyone's **Microphone Muted**	• Click "**Settings**" in left menu. • Under "**Meeting**" (top navigation) and "**Schedule Meeting**" (second level left). • Make sure "**Mute all participants**" is **turned on**
	Set The **Chat** So That Participants Can Only Message The Host And Co-Host	• Click "**Settings**" in left menu. • Under "**Meeting**" (top navigation) and "**In Meeting (Basic)**" (second level left). • Under "**Chat**": **1.** Make sure Chat is turned on **2.** Make sure the "Allow users to save chats" is not clicked
	Make sure **Screen Sharing** is Set To "Host Only"	• Click "**Settings**" in left menu. • Under "**Meeting**" (top navigation) and "**In Meeting (Basic)**" (second level left)
	Make Sure **Meeting Reactions** Are Turned Off	• Click "**Settings**" in left menu • Under "**Meeting**" (top navigation) and "**In Meeting (Basic)**" (second level left
	Consider Turning Off **Profile/Account Photos**	• Click "**Settings**" in left menu • Under "**Meeting**" (top navigation) and "**In Meeting (Basic)**" (second level left) • "**Hide participant profile pictures in a meeting**"
	Consider Turning Off **Virtual Backgrounds**	• Under "**Meeting**" (top navigation) and "**In Meeting (Advanced)**" (second level left) • "**Virtual background**"

GRAND RIVER
S O L U T I O N S

Set Cloud **Recording**
Options

- Click "**Recording**" from the top menu

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

☐ Record active speaker with shared screen

☑ Record gallery view with shared screen ⑦

☐ Record active speaker, gallery view and shared screen separately

☑ Record audio-only files

    ☑ Record one audio file for all participants

    ☐ Record a separate audio file of each participant ⑦

☑ Save chat messages from the meeting / webinar

Advanced cloud recording settings

☑ Add a timestamp to the recording ⑦

☑ Display participants' names in the recording

☑ Record thumbnails when sharing ⑦

☐ Optimize the recording for 3rd party video editor ⑦

☑ Audio transcript ⑦

☐ Recording highlights ⑦ NEW

☐ Save panelist chat to the recording ⑦

☐ Save poll results shared during the meeting/webinar ⑦

☑ Save closed caption as a VTT file
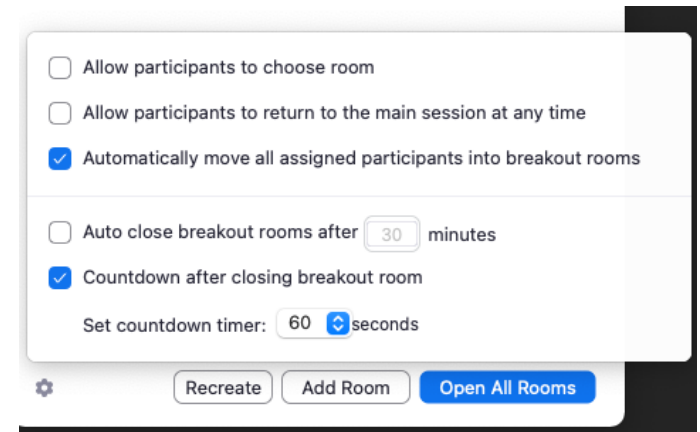
GRAND RIVER
S O L U T I O N S

Log In **15-30 Minutes**
Before The Hearing

Set Up
Breakout Rooms

- One breakout room for each party and their advisor
- Make sure "**Allow participants to return to the main session at any time**" is **turned off**
- In the meeting, while assigning breakout rooms, there is a small wheel in the bottom left-hand corner – click that to adjust settings


☐ Allow participants to choose room

☐ Allow participants to return to the main session at any time

☑ Automatically move all assigned participants into breakout rooms

☐ Auto close breakout rooms after 30 minutes

☑ Countdown after closing breakout room

Set countdown timer: 60 ⬍ seconds

⚙ | Recreate | Add Room | Open All Rooms

Make The Decision-Maker/Panel Chair And Any Other Panelists "**Co-Hosts**"

- Click "**Participants**"
- In the **Participants Panel**, hover over the person's name
- Click "**More**"
- Click "**Make Co-Host**"

GRAND RIVER
S O L U T I O N S

CC Turn On The **Live Transcript** Function

- Click "**Live Transcript**" at the bottom
- Choose "**Enable**" from the pop-up menu
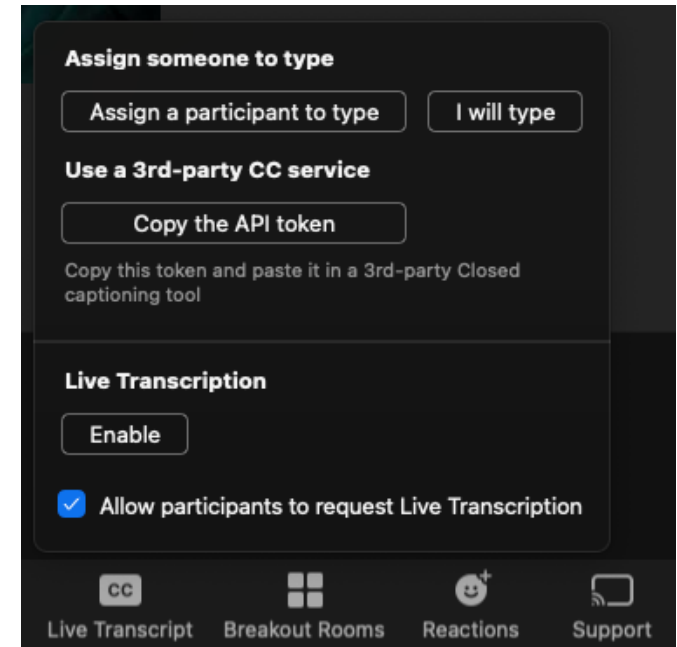
Set To Record To The **Cloud**, Not Your Computer

- Click "**Record**" at the bottom
- Choose **"Record to the Cloud"** from the pop-up menu
- Remember to pause the recording during breaks and to resume when hearing resumes