

How to Join a Zoom Video Conference Call with Your Device

Our church is now using Zoom video conferencing technology for church meetings, Sunday School classes and weekday classes. Here is how you can participate depending on the type of device(s) you have at your house. You must have access to email to receive the invitation to the conference call, but beyond this, all you need is a plain old telephone at the minimum. If you have a device with a camera and microphone, you can enjoy the full experience of video conferencing.

Click on the link for your device type:

[By Regular Telephone](#)

[By Smartphone or Tablet](#)

[By Laptop Computer with Integrated Microphone and Camera](#)

[By Desktop Computer or Laptop Computer without Integrated Microphone and Camera](#)

Appendixes

[Home Video Conferencing Hardware Selection & Installation](#)

[Notes for Happier Video Conferencing](#)

[Online Training](#)

By Regular Telephone

Contact the meeting leader to make sure they have your email address to send you the meeting invitation. Receive the invitation by email from the meeting leader. Note the dial-in phone numbers down near the bottom of the email. The Houston phone number is best for our area. At the date and time of the meeting, dial the Houston number and connect to the meeting in audio-only mode: You will be asked to enter the Meeting ID followed by the # sign. Then you will be asked to enter a participant number, followed by a # sign. Just enter a # sign, because we don't use participant numbers. Finally, you will be asked to enter the Password followed by the # sign. Once you do that, you will enter the "Waiting Room" for the meeting. The meeting organizer will admit you to the meeting. You will not be able to see the other participants, but you will be able to hear them and they will be able to hear you. This is like an old-time conference call.

Cedar Park First UMC is inviting you to a scheduled Zoom meeting.

Join the Zoom Meeting by clicking on the link below:

<https://zoom.us/j/727277952?pwd=MGFpODRYaDFQL0U1NVhWWkJoTjhzQT09>

Meeting ID: 727 277 952

Password: 025903

One tap mobile

+13462487799,,727277952# US (Houston)

+16699006833,,727277952# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 727 277 952

Find your local number: <https://zoom.us/j/727277952?pwd=MGFpODRYaDFQL0U1NVhWWkJoTjhzQT09>

By Smartphone or Tablet

Contact the meeting leader to make sure they have your email address to send you the meeting invitation. Receive the invitation by email from the meeting leader. Prepare your smartphone or tablet by getting the free Zoom app for your device from either the Apple App Store, or Google Play. You must have an account to access and install the Zoom app from the App Store, so make sure you have your login credentials for that (ID and password) or set up a new account for yourself. It's free. When the day and time of the meeting arrives, start your Zoom app.

Enter your name and the Meeting ID and Password that you received in the email (below) to join the meeting. Select Video On if prompted. Once you do that, you will enter the "Waiting Room" for the meeting. The meeting organizer will admit you to the meeting. You will then join the meeting with both audio and video enabled. You should be able to see and hear other participants and they should be able to see and hear you. Make sure and point your device camera at your face so we can see you. Try to avoid a location where there are bright lights behind you from a window or indoor light.

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Find your local number: <https://zoom.us/u/abzggkgSqb>

By Laptop or Desktop Computer with Installed Microphone and Camera

Contact the meeting leader to make sure they have your email address to send you the meeting invitation. Receive the invitation by email from the meeting leader. When the day and time of the meeting arrives, click on the blue link in the email you received from the meeting leader. Select Video On if prompted. Once you do that, you will enter the "Waiting Room" for the meeting. The meeting organizer will admit you to the meeting. You will then join the meeting with both audio and video enabled. You should be able to see and hear other participants and they should be able to see and hear you.

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By Desktop Computer or Laptop Computer without a Microphone and Camera

First, you need to **upgrade** your system to add a microphone and video camera. The easiest way to do this is to purchase and install a webcam. A webcam is a device which contains both a microphone and a video camera. It usually plugs in to a USB port on your desktop computer or laptop and does not require a separate power cable. They cost between \$20 and \$200 depending in features and construction. See the article below about *Home Video Conferencing Hardware Selection & Installation* for more information on webcams.

Once your webcam is installed, contact the meeting leader to make sure they have your email address to send you the meeting invitation. Receive the invitation by email from the meeting leader. When the day and time of the meeting arrives, click on the blue link in the email you received from the meeting leader.

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Find your local number: <https://zoom.us/u/abzggkgSqb>

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Home Video Conferencing Hardware Selection & Installation

Requirements

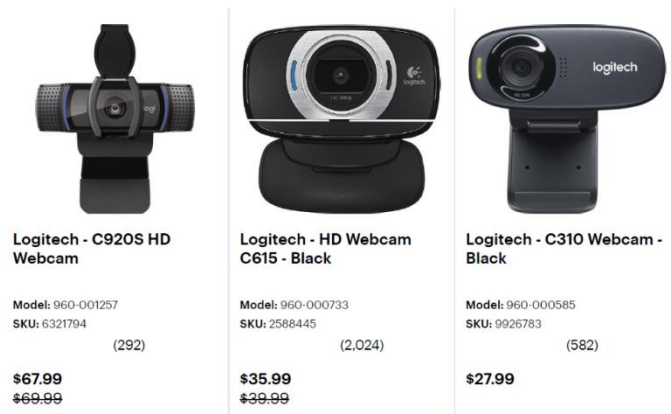
Your home computer (desktop or laptop) must have the following available to do video conferencing:

1. Internet Access (at least 4MB/s bandwidth. The more the better.)
2. Home desktop computer or a laptop with an available USB port.
3. Speakers connected to your desktop or integrated as part of your laptop computer
4. Video camera (this may be embedded in the lid of your laptop)
5. Microphone (this may be separate or combined with your video camera = webcam) or embedded in your laptop.

Webcam Options

Separate webcams suitable for video conferencing range in price from \$20 to \$200 depending on resolution and frame rates. A decent camera should do at least 720p (1280 x 720 pixels) and 30 frames per second (fps). Webcams are currently in short supply during the coronavirus pandemic as demand has outstripped supply and the majority are assembled in China. Some price-gouging is present, so check the MSRP carefully before you purchase.

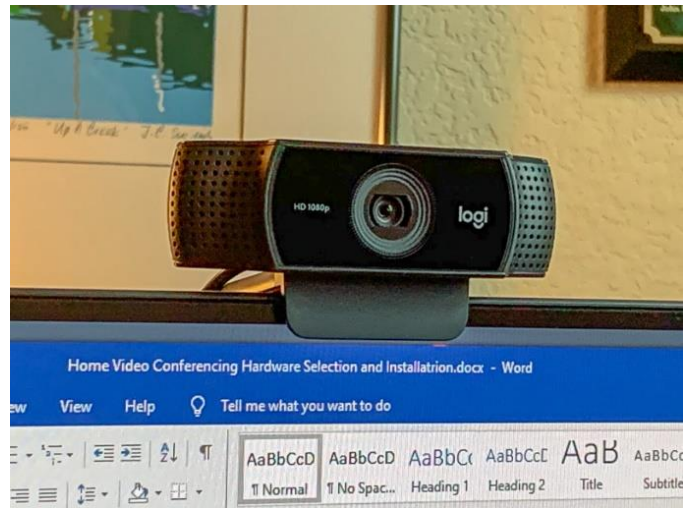
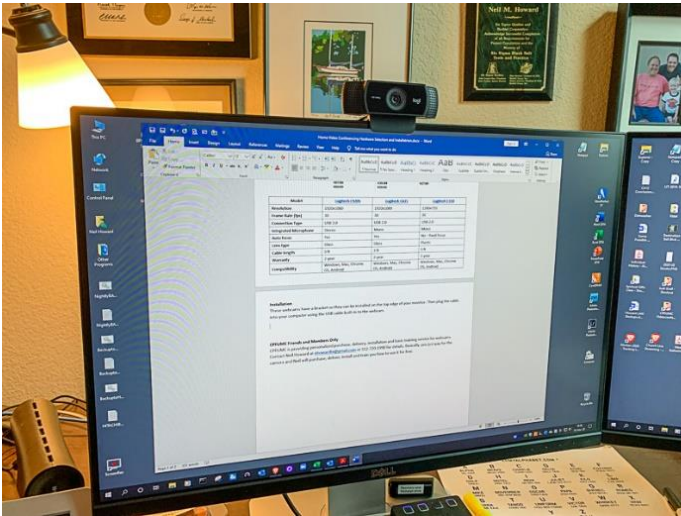
A recommended specification is a webcam with Full HD capability (1920x1080) and 30fps. A webcam like this should cost around \$70; any of the options below from Logitech should perform just fine. Logitech is a reputable vendor. Before the pandemic, their cameras used to be widely available (Walmart, Best Buy, Target, Amazon). Now (26Mar20) they are hard to find as demand has overwhelmed supply. Prices are from Best Buy. Other vendors prices are comparable. Currently, some vendors are price-gouging, so check around before you buy. Check eBay as well.



Model		Logitech C920S	Logitech C615	Logitech C310
Resolution		1920x1080	1920x1080	1280x720
Frame Rate (fps)		30	30	30
Connection Type		USB 3.0	USB 2.0	USB 2.0
Integrated Microphone		Stereo	Mono	Mono
Auto focus		Yes	Yes	No – fixed focus
Lens type		Glass	Glass	Plastic
Cable length		5 ft	3 ft	5 ft
Warranty		2-year	2-year	2-year
Compatibility		Windows, Mac, Chrome OS, Android	Windows, Mac, Chrome OS, Android	Windows, Mac, Chrome OS, Android

Installation

These webcams have a bracket so they can be installed on the top edge of your monitor or older laptop. Then plug the cable into an open USB port on your computer using the USB cable built-in to the webcam.



For Window 10 machines, the hardware drivers will install automatically once the webcam is plugged in to the USB port, but check the manufacturer's installation instructions. Some manufacturers required driver installation before connecting the camera. You are now ready for video conferencing!

CPFUMC Friends and Members Only

CPFUMC is providing personalized consultation, purchase, delivery, installation and basic training service for webcams. Contact Neil Howard at for details. Basically, you just pay for the camera and Neil will purchase, deliver, install and train you how to use it for free. The church has one loaner webcam currently in use. This could be freed-up for loan at any time.

Updated April 5, 2020

Walmart - Whitestone



Webcams - March 11, 2020



No More Webcams - March 21, 2020

Notes for Happier Video Conferencing

Once you have connected to your video conference, here are some guidelines to make the experience better for you and the other participants:

1. **Mute your mic** unless you are going to speak. While your mic is muted, you can use your keyboard space bar as a “Push to Talk” switch, if you are using a keyboard. Unmute when you want to talk. This is especially important if you are connecting from a noisy environment. Find a quiet place.
2. Arrange your camera so that it is not looking at a bright background behind you such as a window or overhead light. Find a spot where the light is from the side or, preferably, from in front of you.
3. Point your camera at yourself and not at the ceiling or the floor. Duh! This may require propping your smartphone up vertically in front of you with a few books or something else.

Online Training

Take advantage of the Zoom online training videos to familiarize yourself with the user interface. These are short (about 1 minute) training videos. All of these are at the [Zoom Help Center](#):

- [Getting Started](#)
- [Getting Started on Windows and Mac](#)
- [Getting Started with iOS](#)
- [Getting Started with Android](#)
- [Zoom Web Client](#)