Quick Guide for Zoom Updates & Settings		
1. Double click on Zoom Desktop App	Zoom Return to Building Te	
2. Find Zoom icon on Menu bar on the bottom right side of the Desktop		
3. Right click on the Zoom icon and then click on "Check for Updates"	Join Meeting Share Screen Open Zoom Settings Switch Languages Check for Updates About Sign Out Exit Circle I I I I I I I I I I I I I I I I I I I	
 If Zoom has an update you will see the following screen- 	Zeorn Update X Vpdate Available! Mew version 4.6.19253.0401 is inveitable. You have 4.6.7 (18176.0801). Release notes of 4.6.19253.0401: -fixed the UPNC link issue. Release notes of 4.6.19170.0322: New and enhanced features -View a customizable disclaimer for recording and remote control -Security enhancements Resolwed Issues -Minor Bug Fixes -Minor Bug Fixes -Mute original audio with language interpretation Later Later	

5. Let the app update. When it finishes, right click on the Zoom icon again and choose "Settings"	Join Meeting Share Screen Open Zoom Settings Switch Languages About Sign Out Exit Exit
6. To check the speakers and microphone, go to "Audio". Click on "Test Speaker" to check for sound and then "Test Mic". You must speak for the microphone to do the test and then listen for the playback.	Settings × General Speaker Video Test Speaker Speaker Speakers (Conexant ISST Audio) Audio Output Level: Volume: Image: State Screen Share Screen Use separate audio device to play ringtone simultaneously Chat Microphone Background & Filters Input Level: Recording Volume: Profile Suppress background noise Learn more Auto Low (faint background noises) Keyboard Shortcuts High (typing, dog barks)
 7. If you can hear the speaker sound and the recording, your new device is good to go! 	*If you cannot hear the speaker sound and/or the playback from the microphone recording, please do the following: a. Click on the drop down and choose another speaker/microphone to test; b. If there is still no sound from speaker/playback, please call IT Help Desk at 703-791-8826 or put in a Help Request ticket to PWCS IT Dept. at <u>pwcshelpdesk@pwcs.edu</u> for assistance; c. If the issue is not resolved in 24-48 hours, please email the Benton Middle School Help Desk at <u>btms-hepdesk@pwcs.edu</u> for further assistance.