



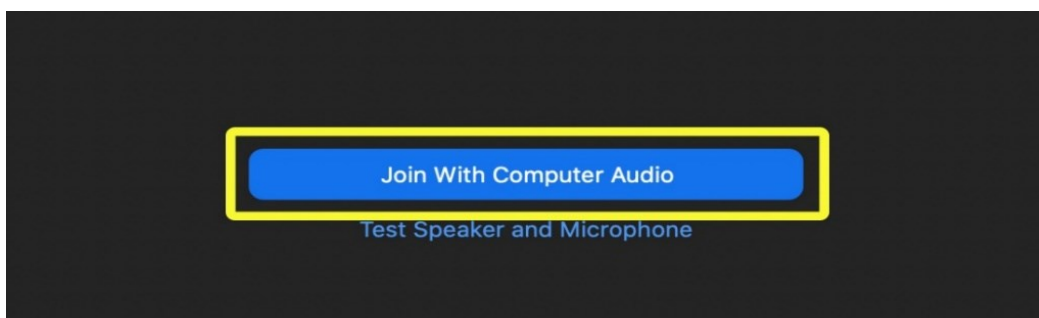
GUIDE ON THE USE OF VIDEO CONFERENCING FOR HEARINGS BEFORE THE REGISTRAR VIA ZOOM

Getting Started With Zoom

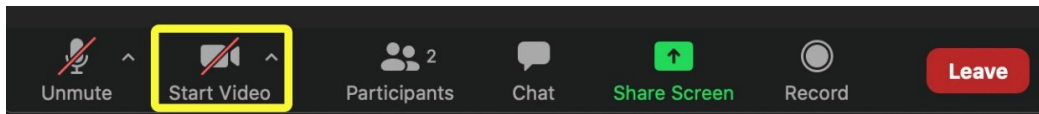
Download the free Zoom Cloud Meetings app from the App Store (for iOS devices), Google Play Store (Android devices) or access the Zoom service at <https://zoom.us/>.

Hearings Via Zoom

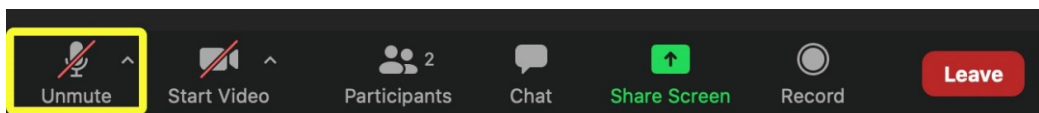
- 1 It is recommended that you use a desktop computer, laptop or a suitable mobile device e.g. a tablet for good visual and audio experience.
- 2 The system requirements for the hearing are:
 - (a) a stable Internet connection;
 - (b) speakers and a microphone (built-in, USB plug-in or Bluetooth); and
 - (c) a webcam (built-in or USB plug-in)
- 3 You may wish to test the video and audio quality at <https://zoom.us/test> before the hearing starts.
- 4 You can find the Meeting Link, Meeting ID and Meeting Password for the hearing in the Registrar's Notice.
- 5 There are three ways to join the Zoom meeting:
 - (i) use the Meeting Link;
 - (ii) manually enter the Meeting ID and Meeting Password after launching the installed app;or
 - (iii) manually enter the Meeting ID and Meeting Password after accessing Zoom via <https://zoom.us/>
- 6 Once you have joined the Zoom meeting, you will enter a Waiting Room. You will see the message "Please wait, the meeting host will let you in soon".
- 7 When the Registrar is ready to hear the matter, you will be admitted to the Zoom meeting. At this point, please:
 - (a) Tap or click "Join with Computer Audio".



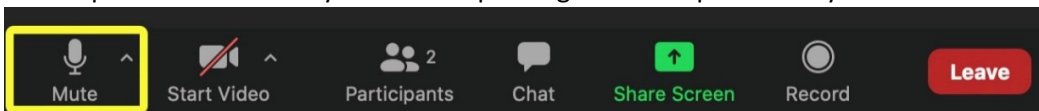
- (b) Tap or click “Start Video”. Once the video function is activated, there will be no red diagonal line across the video icon.



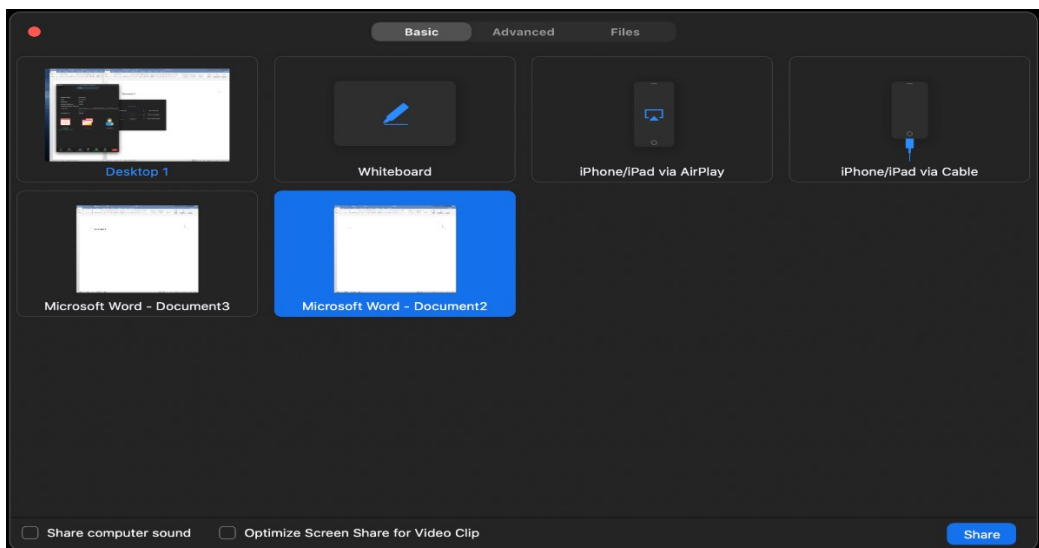
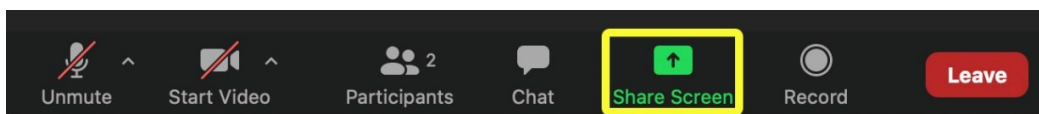
- (c) Tap or click “Unmute”. Once the microphone function is activated, there will be no red diagonal line across the microphone icon.



Tap or click “Mute” if you are not speaking. This is to prevent any audio echo.



- 8 If you are required or wish to show any document, please tap or click “Share Screen” to share any document on your device.



- 9 Once the hearing has ended, please tap or click “Leave”.

