## Zoom Hearing Set Up Recommendations | Settings Prior to the Meeting

<table>
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<th>Recommendation</th>
<th>Instructions</th>
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</table>
| Turn On The **Waiting Room** | • Log in to the [Zoom website](https://zoom.us).  
• 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**” |
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
- □ 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 for each participant
- □ Save chat messages from the meeting/webinar

**Advanced cloud recording settings**

- □ Add a timestamp to the recording
- □ Display participants’ names in the recording
- □ Record thumbnails when sharing
- □ Optimize the recording for 3rd party video editor
- □ Audio transcript
- □ Recording highlights
- □ Save panelist chat to the recording
- □ Save poll results shared during the meeting/webinar
- □ Save closed caption as a VTT file
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

**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**”
Zoom Hearing Set Up Recommendations | Settings In the Meeting

- **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