温城国语教会 WCMC － ZOOM 远程网上主日敬拜的准备

Using ZOOM Video Conferencing software/app to practice Sunday Worship Gathering:

WCMC ZOOM meeting ID: 204-284-7903

WCMC ZOOM meeting password: (no password)

Option #1 (- For all church members, and all who has a server role during Sunday Worship, and members who will use ZOOM to attend a group meeting, Sunday School, Bible study, it is recommended to complete the following steps to setup yourself and get ready to attend.)

1) download ZOOM to your Phone (iphone or Andriod), and/or your computer (Windows or Mac)

2) Sign-up: to sign-up is to create your own account with ZOOM (your user name: usually your email address, and your own password)

3) Sign-in: at the time a meeting is called or Sunday Worship Gathering is to start, you can sign-in with your name and password, type in WCMC meeting ID to join in the meeting and get ready to start.

Option #2

1) download ZOOM to your Phone (iphone or Andriod), and/or your computer (Windows or Mac)

2) Open and start ZOOM: Type in WCMC meeting ID and your name, then Join-in

Option #3

1) On your computer/laptop, use internet browser (Chrome, Firefox, Edge, or others) on your phone or computer, type in: Join.zoom.us
2) Type in WCMC meeting ID (the Browser will automatically download ZOOM for your to start) Type in your name, then Join-in

Option #4 (no video, just audio and listening)

1) Use your phone to dial: 204-515-1268
2) On voice prompt, Type in WCMC meeting ID and #

Please see Church website for more information: www.wcmchurch.net

Additional Notes for using ZOOM:

1)   Everyone is to download Zoom Video conferencing to phone and/or Computer. You can download to both – for some meeting you can use phone to join the meeting, for some meeting you may join with computer.

2)   Sign-up : everyone is to sign-up to create your own account with ZOOM (your user name: usually your email address, and your own password)

3)   Sign-in: after you sign-up successfully, anytime when a meeting called you will sign-in and be ready to attend the meeting (sign-in by using the name/password you signed up)

4)   WCMC purchased a plan with a Church ZOOM account, a fixed WCMC meeting ID 204-284-7903. Using this account to sign-in you will become the meeting Host to schedule/inviting/host the meeting. It is better for meeting Host to use computer to sign-in to get better control. Also an ADMIN code can be assigned to any other participant to grant Admin privileges.

5)   Any participant who will do presentation during the meeting, such as present PPT, Video, it is better to use computer/laptop to sign-in as well for better control.

6)   If a few people in one room joining the meeting, it is better to use one account to sign-in, otherwise there will be interference among them. The one signed in can extend the screen by using USB-HDMI, or USB-C to HDMI adapting cable to extend the screen from phone/computer to big TV / projector.

7)   With Church ZOOM account to sign-in, we can setup some meeting channels for each group to use, such as 'Deacon Board', 'Timothy Fellowship committee'. When a meeting is to be called, the host can sign-in and use that meeting channel to send invite to members under that channel. Each one will get an invitation/notice.

8)   If it is a meeting with certain things discussed with confidential info, please make sure you are the only person around your phone/computer in the room when you are attending the meeting, and using headphone is a better choice.

9)   We will start using ZOOM for meetings, and group bible study and to practice the use for Sunday worship gathering on Mar 15, 2020. Procedure is to be optimized after each practice.

温城国语教会 WCMC – ZOOM 远程网上主日敬拜的准备

使用 ZOOM 视频会议软件/应用程序练习周日崇拜聚会：

WCMC ZOOM 会议 ID：204-284-7903
WCMC ZOOM 会议密码：（无密码）

选项 1（-对于所有教会成员以及所有在周日崇拜期间担任事奉角色的人，以及将使用 ZOOM 参加小组会议，周日学校和圣经学习的会员，建议完成以下步骤进行自我设置并准备参加。）
1）将 ZOOM 下载到您的手机（iphone 或 Andriod）和/或计算机（Windows 或 Mac）
2）注册：注册就是使用 ZOOM 创建您自己的帐户（您的用户名：通常是您的电子邮件地址和您自己的密码）
3）登录：在召集会议或开始周日敬拜聚会时，您可以使用您的名称和密码登录，输入 WCMC 会议 ID 参加会议并准备开始。

选项＃2
1）将 ZOOM 下载到您的手机（iphone 或 Andriod）和/或计算机（Windows 或 Mac）
2）打开并启动 ZOOM：输入 WCMC 会议 ID 和您的姓名，然后加入

选项＃3
1）在计算机上使用 Internet 浏览器（Chrome，Firefox，Edge 或其他），输入：
   join.zoom.us
2）输入 WCMC 会议 ID（浏览器将自动下载 ZOOM，供您启动）
   输入您的姓名，然后加入

选项＃4（无视频，只有音频和收听声音）
1）使用手机拨打：204-515-1268
2）在语音提示上，键入 WCMC 会议 ID 和＃

请访问教堂网站了解更多信息：www.wcmchurch.net

使用 ZOOM 的其它注意事项：
1）每个人都应将 ZOOM 视频会议下载到电话和/或计算机。您可以同时下载到两者-对于某些会议，您可以使用电话加入会议，对于某些会议，您可以使用计算机加入。
2）sign-up 注册：每个人都将注册以使用 ZOOM 创建您自己的帐户（您的用户名：通常

是您的电子邮件地址和您自己的密码）

3）sign-in 登录：成功注册后，在任何时候召开的会议上您都将登录并准备参加会议（使用您注册的名称/密码登录）

4）WCMC 使用 Church ZOOM 帐户购买了一个计划，该计划是固定的 WCMC 会议 ID 204-284-7903。使用此帐户登录，您将成为会议主持人，以安排/邀请/主持会议。最好让会议主持人使用计算机登录以获得更好的控制。还可以将 ADMIN 代码分配给其他任何参与者以授予 Admin 特权。

5）在会议期间进行演示的任何参与者，例如上载 PPT，视频等，最好也使用计算机/笔记本电脑登录以更好地控制。

6）如果一个房间中有几个人加入会议，最好使用一个帐户登录，否则会相互干扰。登录的人可以使用 USB-HDMI 或 USB-C 至 HDMI 适配电缆来扩展屏幕，从而将屏幕从电话/计算机扩展到大型电视/投影仪。

7）使用 Church ZOOM 帐户登录后，我们可以为每个小组使用一些会议渠道，例如"执事会"，"提摩太团契委员会"。当要召开会议时，主持人可以登录并使用该会议频道将邀请发送给该频道下的成员。每个人都会收到邀请/通知。

8）如果这是一次会议，其中某些事项已与机密信息进行了讨论，请确保您在参加会议时是房间中电话/计算机周围唯一的人，并且使用耳机是更好的选择。

9）我们将开始使用 ZOOM 进行会议和小组圣经研究，并在 2020 年 3 月 15 日开始星期日远程网上敬拜聚会。每次练习后都要优化程序流程。