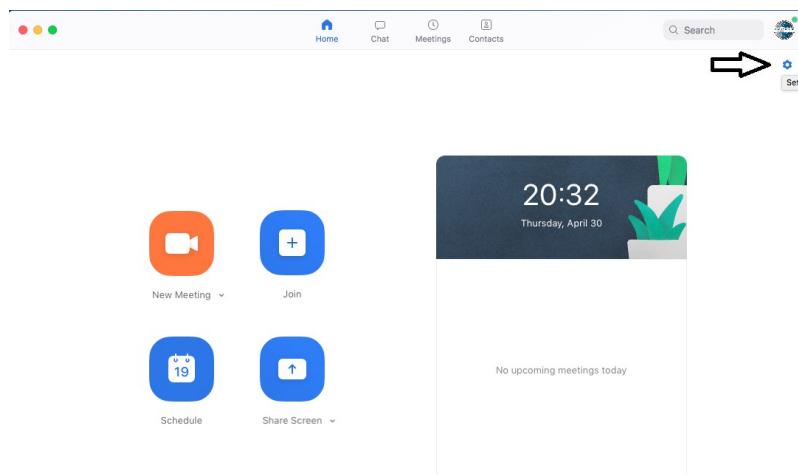


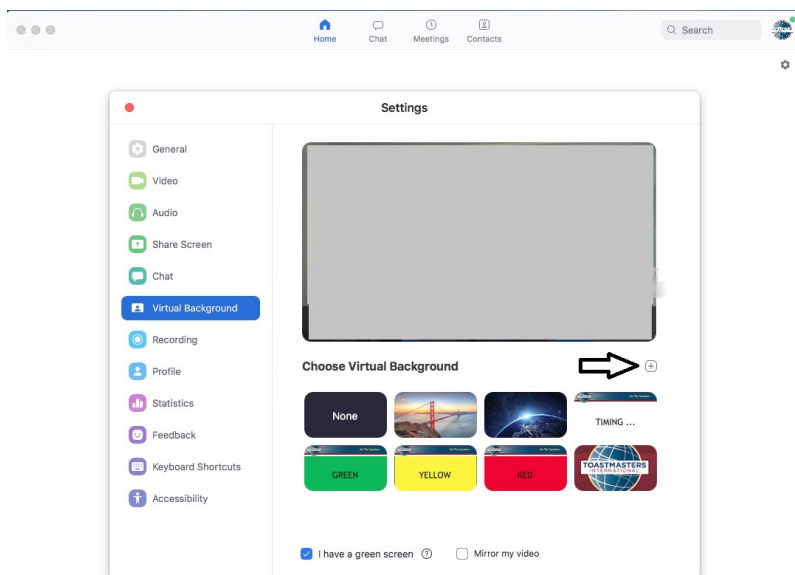
As this document is created in early May, 2020, the COVID situation has resulted in our meetings and contests being conducted online using the Zoom program. For the person serving as timer for a Division G event, these instructions will help you access the set of four image files to be used in Zoom as virtual background images during the timing of speeches.

Prior to the event - Download the ZIP file containing these instructions and the four timer image files from the Division G Web site via the Images menu in the Resources section, save it to your computer, then extract all the files. The five files are: Division G Zoom Timer VB Images Instructions.pdf, Division G Zoom Timer Green.png, Division G Zoom Timer Yellow.png, Division G Zoom Timer Timing.png, and Division G Zoom Timer Red.png.

Launch the Zoom program on the computer you will be using for the event and access the Home screen. Note: You must be participating with video turned on. Access the settings screen by clicking on the gear image at the top right of the screen:



The following screen appears after you choose Virtual Background on the menu:

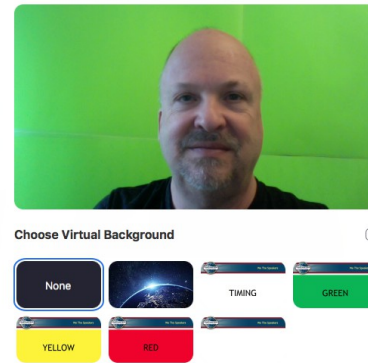
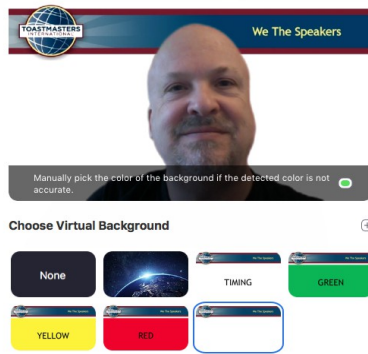


Here, you will load the four timer image files as selectable virtual background images. They should, for ease of use, be loaded into Zoom in the order shown above: Timing, Green, Yellow, and Red. This allows you to cycle quickly using either the mouse or the right arrow keyboard key. To load the images, click on the plus "+" sign button indicated above with the arrow. Some computers (like the author's vintage mid-2010 MacBook Pro) require the use of a green screen, others don't. You'll find out if you need one if you attempt to uncheck the "I have a green screen" checkbox and an error message appears. Zoom states, "You will have a better virtual background quality if you use a green screen."

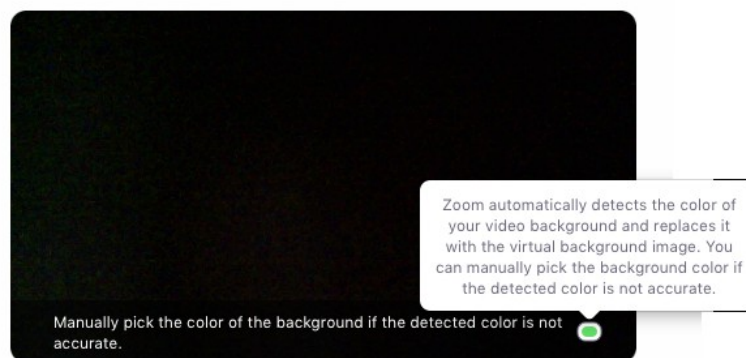
Upon arrival at the event - Have available a stopwatch or other timing device and be sure you understand how to operate it. You should preface your name in the Zoom display with "TIMER". Do this by clicking on the "...". in the upper right corner of your video display window and selecting the "Rename" option.

Prepare for proper display of the four timing images as follows:

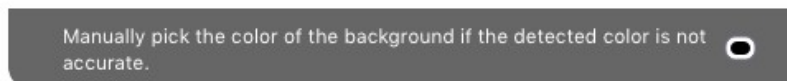
1. Select your default non-timing virtual background. This might be your division banner (available as file Division G Zoom Division Banner VB Image.png via the Images download menu). **Note:** You should *not* use any of the four timer image files previously loaded, as all of them are properly used *only* during the course of timing a speech. If you don't have an image and your background is not distracting, select None for your virtual background. Your default image or room background with you in front of it should show in the video preview window, as shown below:



2. Cover your camera. If you leave the camera uncovered you will block much of the image. A folded piece of cardboard works well for the camera built into a laptop computer's lid. The video preview window will be dark, as shown here:



3. At the bottom right corner of the video preview window, click on the manual color selection button then anywhere in the darkened window. Your default image will appear.



During the event - You might be asked to demonstrate the display of the sequence of the four virtual background images. To do so, select the Timing background image and explain that when the speaker begins, this will be displayed. When the speaker reaches the minimum, midpoint, and maximum times, the green, yellow, and red images will be displayed (cycle

through them during your explanation). Also advise attendees how to pin the timer's video while they are speaking by reading the following two steps:

1. At the top of your meeting window, hover over the video of the participant you want to pin and click "..."
2. From the menu, click Pin.