



# Your guide to using Zoom at Planning Panels Victoria

Western Outer Ring Main Gas  
Pipeline Project Inquiry

**Planning  
Panels  
Victoria**

# 1 Before the Hearing

- Zoom can be downloaded for free at <https://zoom.us/download>.  
Alternatively, you can download it from the app store on your device.
- If you don't want to download Zoom, simply click on the Hearing link below or copy and paste it into your internet browser. It's recommended that you use Google Chrome:

<https://us02web.zoom.us/j/85411740564?pwd=ckJIQ1I1cVBPRE52NFhxNURsZkN0Zz09>

Meeting ID: 854 1174 0564

Passcode: 721977

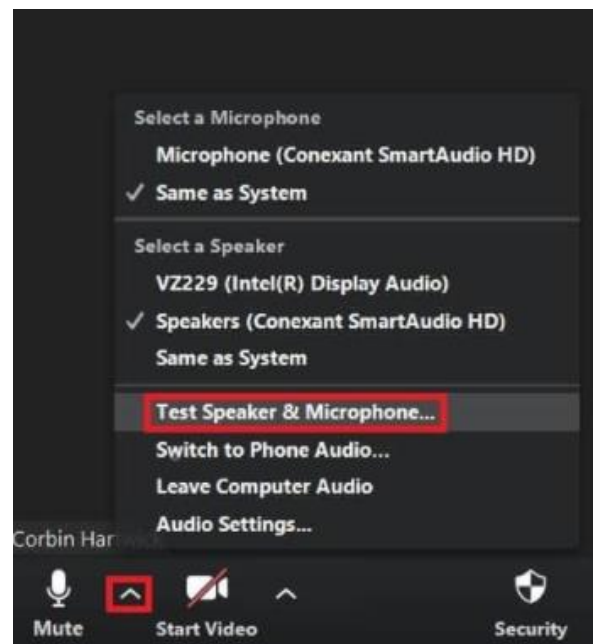
- It's recommended that you use a desktop or laptop computer. Tablets and smart phones can also be used.

## Dial in option

- You can also dial into the Hearing by telephone. Please note this option is audio only. To use this option:
  1. Dial +61370182005
  2. Input the meeting ID: 854 1174 0564 followed by the '#' key
  3. Input meeting passcode: 721977 followed by the '#' key.
- If calling from a landline, find your local number here:  
<https://us02web.zoom.us/u/kca5sK09tD>

# 2 During the Hearing

- Join the Hearing at least 15 minutes before your scheduled presentation time.
- Check that your microphone and speaker are working by clicking on the ^ (arrow up) icon next to the 'Mute' icon and select 'Test Speaker & Microphone' and then follow the prompts.

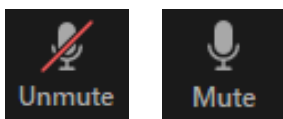


- To maximise the Zoom window, click "Enter Full Screen" to use the whole screen.



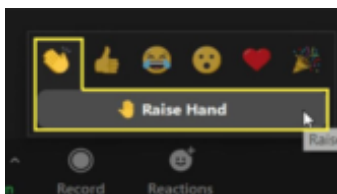
## Audio settings

- To minimise background noise, please keep your microphone on mute unless you need to speak.
- To mute or unmute your microphone, find the microphone icon, and click it.
- When there is no red line through it, participants can hear you.



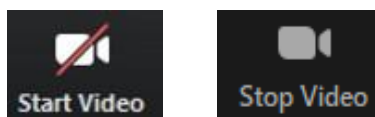
## Speaking

- If you need to raise a question with the Committee, please click the 'Reactions' button and then click the raise hand icon.



## Video Settings

- To start your video, click the video icon. When there is no red line through it, participants can hear you.



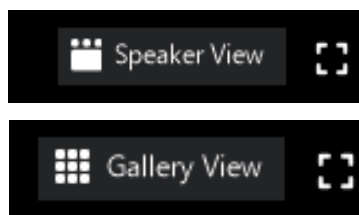
## Sharing your screen

- To share your screen, press the 'Share Screen' icon and select the document or window you would like to share from the options.



## Viewing participants

- Toggle between 'gallery view' (view all participants) and 'speaker view' (view primary speaker only) by clicking on the appropriate icon found in the top right-hand corner of the window.



## Troubleshooting

- Ensure you have a strong internet connection.
- If are experiencing a poor connection, try leaving the meeting and then re-joining again.
- If you experience technical issues or have questions about Zoom, please call the technical support line on **03 9453 2857** from Monday 30 August 2021 between 9.00am – 5.00pm for support.