联合国大数据全球平台中国区域中心第二届大数据国际研讨班
Second International Seminar on Big Data of the United Nations Global Platform for Big Data China Hub

Zoom使用指南
Zoom Use Guidelines

会议主题 | **Topic:** Second International Seminar on Big Data of the United Nations Global Platform for Big Data China Hub

会议时间 | **Time:** 9:00 AM (Beijing Time), September 9, 2021

会议链接 | **Join Zoom Meeting:**
https://us06web.zoom.us/j/84096273014?pwd=ZU9ka0lBRVQyd29XV05LZGdQOVlCUT09

会议ID | **Meeting ID:** 840 9627 3014

会议密码 | **Pin code:** 另行发送 to be sent privately

登陆时，请把名称按 "国家-姓名"的格式输入 When logging in, enter your name in the format of "country - person's name".

具体步骤｜Steps:

- 如果已经安装了Zoom软件并有账号，可以直接通过软件登陆，并输入会议ID与密码，加入会议

- If you have installed the Zoom software and have an account, you can log in directly through the software and enter the Meeting ID and pin code to join the meeting.

- 如果没有账号，可以点击会议链接，在提示页下载Zoom软件（zoom下载链接：https://zoom.us/download），安装后加入会议

- If you do not have an account, you can click the link to download Zoom software on the pop-out page (download link: https://zoom.us/download), and join the meeting after installation.

ZOOM系统使用方法｜Tips for Use

1. 如何使用同传功能？ ｜ How to use interpretation service?

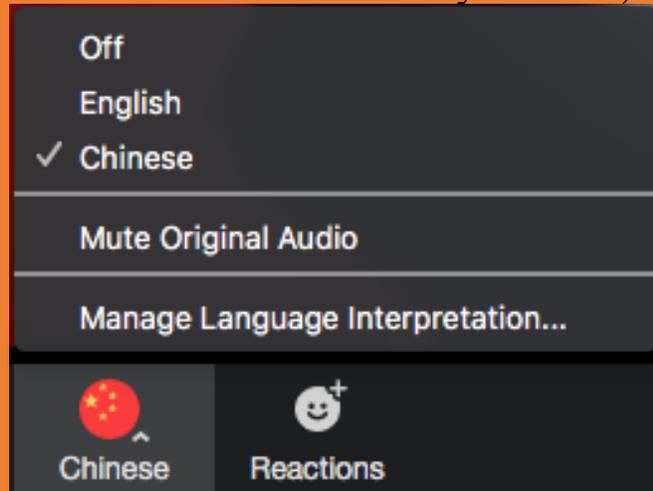a) 使用界面下方的翻译功能 ｜Click the "interpretation" at the bottom of the interface

Breakout Rooms　Interpretation　Reactions

我可以看到这个功能！I have this!

我没有这个功能 I don't have it

b) 根据希望收听的频道选择语言（如不选择频道可按Off按钮）｜Choose the channel you wish to use (Select OFF if you don't want to choose any channel)

Off
English
✓ Chinese
Mute Original Audio
Manage Language Interpretation...

Chinese　Reactions

b) 检查Zoom客户端版本： 下载使用最新版本（5.7）
｜ Check your Zoom version

◆ 请使用此链接下载最新版本：
Link for the latest version:
https://zoom.us/download

完成！可以使用！Done! Ready for use!

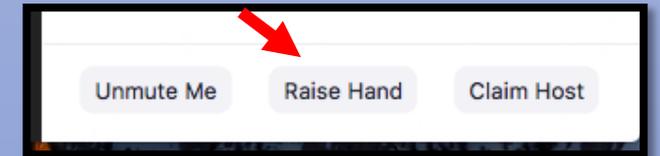如有问题请随时联系我们 Contact us

2. 如何静音、举手或放下手？ ｜ How to mute yourself and what to do if you want to speak?

打开"Participants" 面板｜Click "Participants"

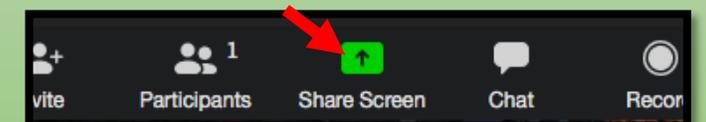Invite　Participants 1　Share Screen　Chat

举手发言请点击"raise your hand" ｜Click "raise your hand" if you want to speak

Unmute Me　Raise Hand　Claim Host

发言后请点击"lower your hand" ｜ Click "lower your hand" when you finish

Unmute Me　Lower Hand　Claim Host

3. 如何分享屏幕？ ｜ How to share Screen?

vite　Participants 1　Share Screen　Chat　Recor

使用时 ｜ When using

1. 若您选择的是中文频道｜If you choose Chinese
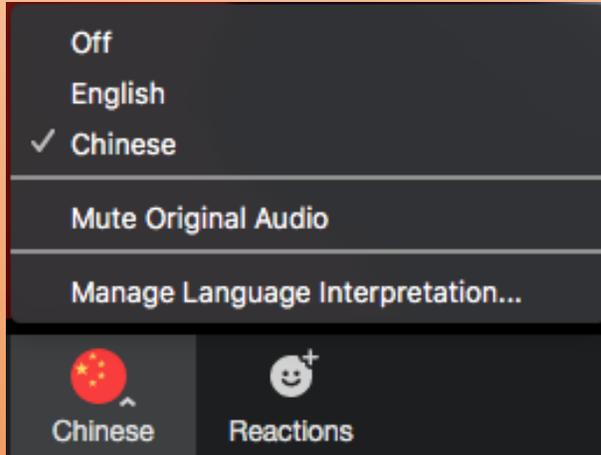
➤ 您将会直接听到中文发言 ｜ You will hear Chinese

➤ 当有嘉宾用英文发言时 ｜ When the speaker is using English
   - ◆ 您将会听到同声传译｜You will hear Chinese from the interpreter
   - ◆ 您会听到微弱的嘉宾原声（若您不想听到原声，请点击"Mute Original Audio"） ｜ You will hear the voice of the speaker vaguely (Please click "Mute Original Audio" if you don't want to hear the original voice)

➤ **发言时请选择相应的语言通道（说中文时选中文通道，说英文时选英文通道） ｜ Please choose the language channel in "interpretation" when you are speaking (If you speak Chinese, please choose Chinese channel; if you speak English, please click English)**
   - ◆ 您将不会听到您自己发言的同声传译 ｜ You will not hear the interpretation of your own speech

2.请确保您能找到静音和举手/放下手按键？ ｜ Please make sure you find out the buttons for "mute", "raise your hand", and "lower your hand".

打开"Participants" 面板｜Click "Participants"

举手发言请点击"raise your hand" ｜ Click "raise your hand" if you want to speak

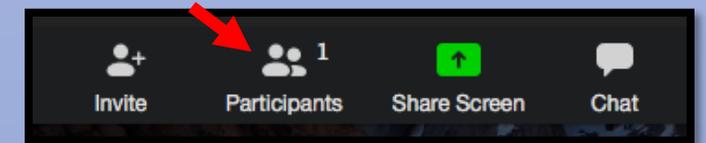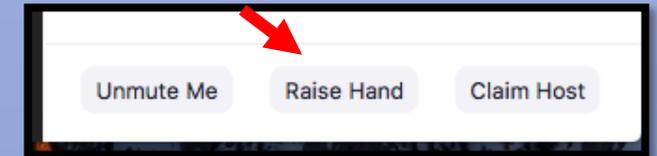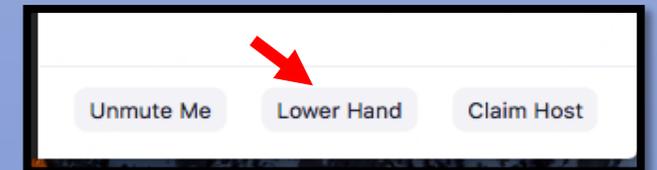发言后请点击"lower your hand" ｜ Click "lower your hand" when you finish

ZOOM系统使用举例 ｜ Zoom Use Example

使用时 ｜ When using

英文翻译 English Translation	英文发言 English Speech	中文发言 Chinese Speech	中文翻译 Chinese Translation
	This meeting aims to share existing progress and next-step work plan of BRIGC, 10 Thematic Partnerships, and the major BRIGC research programs, and collect comments and suggestions on BRIGC activities from the participants.		会议将重点交流联盟及专题伙伴关系进展与2020年工作计划，分享联盟主要研究报告工作进展，探讨联盟2020年重点工作安排。
The main goal of BRIGC is to promote international consensus, understanding, cooperation and concerted actions to achieve green development of BRI, to integrate sustainable development into the BRI through joint efforts, and to facilitate BRI participating countries to implement integration of environment and development elements of the SDGs.		联盟的主要目标是促进实现"一带一路"绿色发展国际共识、合作和一致行动，将可持续发展融入"一带一路"倡议，助力"一带一路"共建国家实现2030年可持续发展目标中环境与发展有关指标。	

英文频道 English Channel

无翻译（会场原音）
No Interpretation (Original Audio)

中文频道 Chinese Channel

Zoom使用指南

zoom

1 同传功能使用指南 How to use interpretation function

请选择您需要收听的频道 Select the channel your

Windows | macOS

1. In your meeting/webinar controls, click **Interpretation**.

2. Click the language that you would like to hear.

Off
✓ EN English
CH Chinese
FR French
GE German

Mute Original Audio

EN
English

3. (Optional) To only hear the interpreted language, click **Mute Original Audio**.

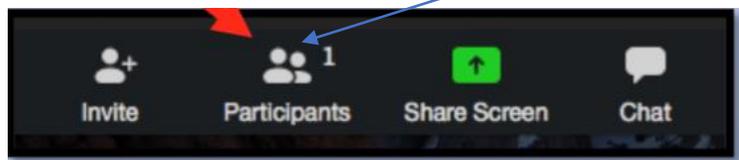1、请在您的网络会议控制按钮中选择"Interpretation"（翻译）——一个小地球图标

2、请选择您需要收听的语言

3、您可以选择"原音静音"，这样您只听到译员的声音，效果更佳清晰

注意：如果您是发言人，请务必选择与您的发言语言相同的频道，比如说中文的发言人，请务必将您的收听频道也设为"中文"。

ZOOM

2 会议功能使用指南

如何举手发言how to raise hand and speak

点击"Participants"按钮

点击"Raise Hand"（举手）按钮
主持人看到您"举手"之后，如果同意您发言，您的静音将被取消，并且您的姓名会出现在发言嘉宾的名单中。

Windows | Mac

1. Click **Raise Hand** in the Webinar Controls.

2. The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.

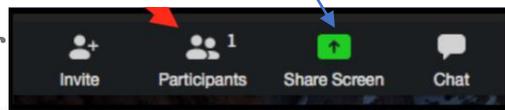3. Click **Lower Hand** to lower it if needed. This will not mute yourself if you are unmuted.

如果有必要，你也可以点击"Lower Hand"（放下手）按钮，但是这一选择不会自动将您静音。

2 会议功能使用指南

如何分享屏幕how to share scr

点击"Share Screen"（屏幕分享）按钮

之后，您可以选择"Basic"模式——分享您的整个屏幕，或"Advanced"模式——分享绿框之内的部分屏幕，或只分享电脑的音频

🪟 Windows | 🍎 Mac

Sharing your screen or content

1. Click the **Share Screen** button located in your meeting controls.

2. Select one of these screen share options:

   • **Basic**: Share your entire desktop, specific application window, whiteboard, or iPhone/iPad screen.

• **Advanced**

   • **Portion of Screen**: Share a portion of your screen represented by a green border.

   • **Music or Computer Sound Only**: Only share your computer's audio (your selected speaker in your audio settings).

   • **Content from 2nd Camera**: Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.

zoom

（附录）同传功能的软件版本 Versions with interpretation service

系统要求：只有zoom美国版本才具备同传功能，zoom中国版本不具备同传功能，请检查您的版本 Only US version of zoom can provide interpretation, and the Chinese version can't. Please check the version of your zoom.

确保您使用的Zoom是最新版本（5.7.7）＞ 如果不是，请使用此链接下载最新版本 Make sure your version is the latest (5.7.7). You can use the link to download the correct version: http://zoom.us/download

联系我们 Contact us

如果您在使用zoom过程中遇到任何问题，欢迎联系我们的技术支持人员
If you have any issue using Zoom for the seminar, feel free to contact our technicians

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