



Section 1: Setup

The purpose of this brochure is to share all relevant information regarding what equipment you'll need, as well as a few settings that will help provide the best possible sound quality. Please read it thoroughly - you'll be ready for lesson setup when ALL the boxes are checked!

Equipment Needed

- ☐ Free zoom.us account
- ☐ Piano - tuned regularly OR Digital Keyboard
 - Minimum 76 keys (weighted)
 - Sustain pedal
- ☐ Device (laptop, tablet, or phone) positioned to show your face
- ☐ Webcam or phone positioned above the keyboard, high enough to view at 4 octaves (a span of around 30 white keys)
- ☐ Something to securely attach the webcam or phone to approx. 3 feet above the keys
Examples:

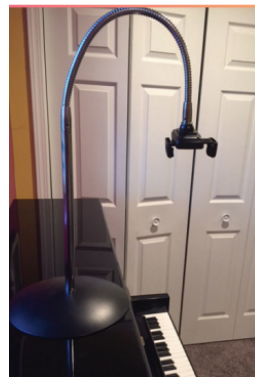
WEBCAM



Webcam setup pictured:

- Tripod stand
- Smatree Flexible Jaws Clamp
- Logitech C920 Webcam

SMARTPHONE



Phone mount pictured:

- SCP-RB: Round Base
- SCP-RA12: 12" Rigid Arm
- SCP-GN18: 18" Flexible Gooseneck Arm
- SCP-SP: Smartphone Mount

(snakeclamp.com)

- ☐ (Optional) External microphone for better sound quality

I will conduct a 'tech check' with you prior to the first lesson
to be sure everything is ready to go

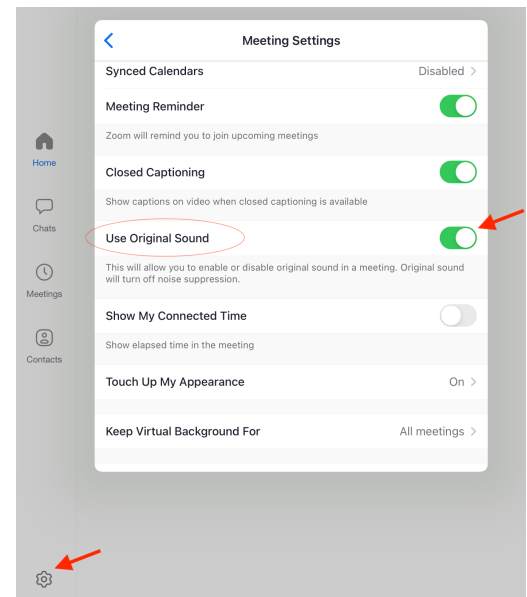
Section 2: Zoom Audio Settings

A few quick steps will help the sound quality during lessons immensely.

☐ **BEFORE** joining the zoom room the first time:

This step only needs to be completed ONCE

- In the Zoom app, tap the Settings (gear) icon
- Select Meetings
- Scroll down to the "Use Original Sound" option
- Be sure it is enabled or turned on



Every time you join the lesson:

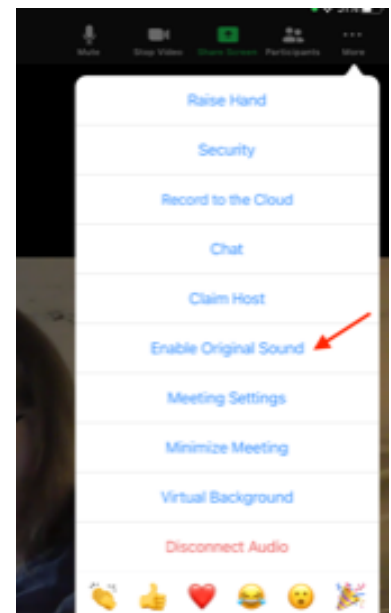
Enable Original Sound!

Tablet or phone:

- Tap the More menu (3 dots, upper right corner)
- Ensure "Enable Original Sound" is selected (when selected, menu will say "Disable Original Sound")

Laptop/Desktop:

- Toggle the indicator button (upper left of screen) so it reads "Original Sound: On"



If using a smartphone for the keyboard view:

You must "Disconnect Audio" to avoid feedback noise. This is different than muting your device. There are 2 ways to do this:

- 1) When joining the meeting: Select "No Audio"
- 2) If you're in the meeting: Tap the 3 dots ("More" menu) and select "Disconnect Audio"

Section 3: Attending Your Virtual Lesson

Please follow these guidelines. A little preparation will help us get the absolute most out of our virtual time together!

BEFORE the Lesson

1. **Set up necessary equipment** 5-10 minutes prior to the start time including positioning your views.

Instructions for mounting a smart phone above keyboard

- Be sure the orientation lock is not on
- Position as follows:

Mounting Device Above Keyboard

You must position it exactly in this order to have your keyboard appear in landscape orientation (very important!):

01. Facing you
Portrait Mode

02. Facing you, turn
to Landscape

03. Flip down to face
keyboard

04. Turn 180° so your
keyboard won't
appear upside-down



Now you are ready to secure it in the mount.

2. **Go to the zoom room** at <https://us02web.zoom.us/j/2708569559>

If you are in the zoom app, you may click 'Join' and enter the room number **270 856 9559**.

3. **Gather all lesson materials** that you might use during your lesson.

Of course this includes your Playlist! Open any relevant books to the page you are currently working on.

4. **Submit any written assignments** no later than the day before your lesson, by submitting via my Dropbox link included in the relevant assignment.

DURING the Lesson

1. Screen Views

Gallery View displays all of the views in equal-sized boxes

Speaker View displays current speaker full screen and thumbnails of other participants

One icon toggles between the two. The location of the icon depends upon the device:

- Laptop/desktop: Upper right corner of the screen.
- Tablet: Upper left portion of screen
- Smartphone: Swipe left for Gallery View, right for Active Speaker View

To **'pin' my keyboard full-screen when I'm demonstrating**, go to Speaker View, then double-click/tap on my keyboard.

2. Audio Clarity

Please **reduce background noise!** It can be very distracting. This means:

- In a separate room with the door closed if possible
- Phones set to 'Do Not Disturb'
- Pets in a separate room
- Coaches distraction-free

3. Latency

Expect a **slight amount of latency**, or lag time, in the audio/video. A stable high-speed internet connection helps immensely with this issue.

4. Coach (Parent) Support in Lesson

Coaches, please be prepared to be hands-on when processing new content, as I obviously cannot be. This is necessary for tactile learning.

5. Connection Issues

- If your internet connection is unstable, try turning your face video OFF (video icon on zoom screen toggles between on and off).
- In the event we are disconnected and unable to reconnect, I will contact you about rescheduling the remainder of the lesson if more than 10 minutes are lost.