



FORUM PERPUSTAKAAN PERGURUAN TINGGI INDONESIA
BEKERJASAMA DENGAN
PERPUSTAKAAN NASIONAL REPUBLIK INDONESIA

FPPTI KNOWLEDGE SHARING SERIES (KSS) II
**“MANAJEMEN PERPUSTAKAAN DI ERA NORMAL BARU:
MENUJU TERSUSUNNYA PROTOKOL UNTUK PERPUSTAKAAN DI INDONESIA”**

Panduan FPPTI KSS II

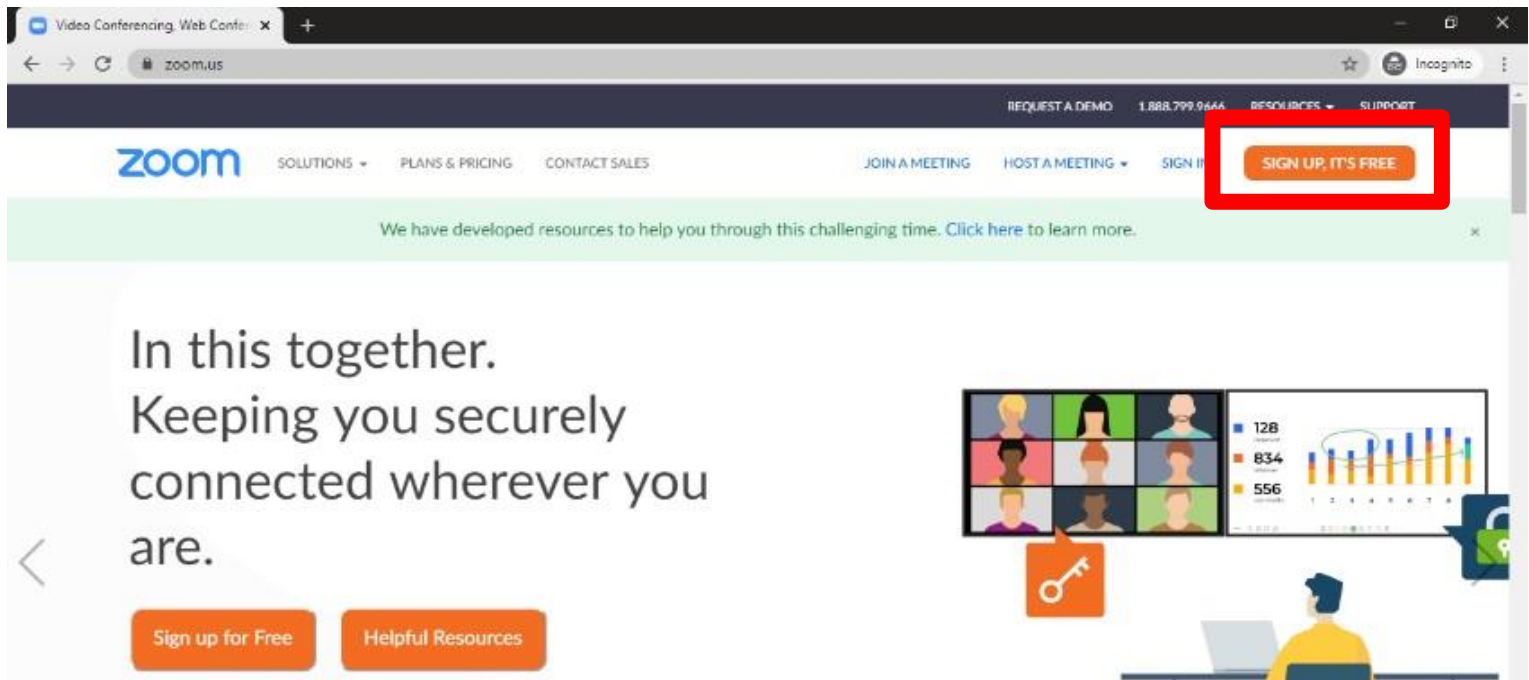
Menggunakan Zoom



Sign Up Account khusus bagi yang BELUM memiliki account zoom

Sign-Up Zoom Account

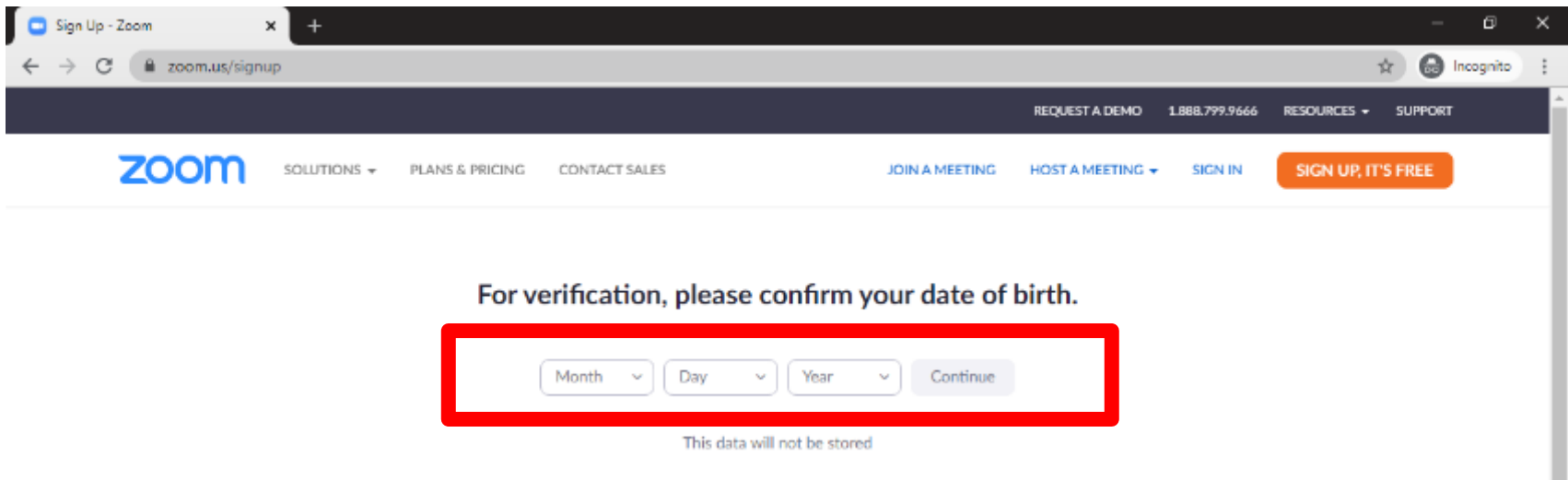
- Buka browser, dan masukkan <http://zoom.us>
- Klik tombol SIGN UP, IT'S FREE.



The screenshot shows the Zoom website homepage in a browser window. The address bar displays "zoom.us". The navigation menu includes "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", and "SIGN UP". The "SIGN UP" button is highlighted with a red box and contains the text "SIGN UP, IT'S FREE". Below the navigation bar, there is a green banner with the text "We have developed resources to help you through this challenging time. [Click here](#) to learn more." The main content area features the text "In this together. Keeping you securely connected wherever you are." and two buttons: "Sign up for Free" and "Helpful Resources". On the right side, there is a graphic showing a grid of video thumbnails, a bar chart with data points (128, 834, 556), and a person sitting at a desk with a laptop.

Sign-Up Zoom Account (cont..)

- Masukkan tanggal lahir Bapak / Ibu
- Klik Continue



The screenshot shows the Zoom sign-up page in a browser window. The URL is zoom.us/signup. The page has a dark blue header with navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent orange button labeled SIGN UP, IT'S FREE. Below the header, the main content area displays the text "For verification, please confirm your date of birth." followed by a form. The form consists of three dropdown menus for "Month", "Day", and "Year", and a "Continue" button. A red rectangular box highlights the entire form area. Below the form, the text "This data will not be stored" is visible.

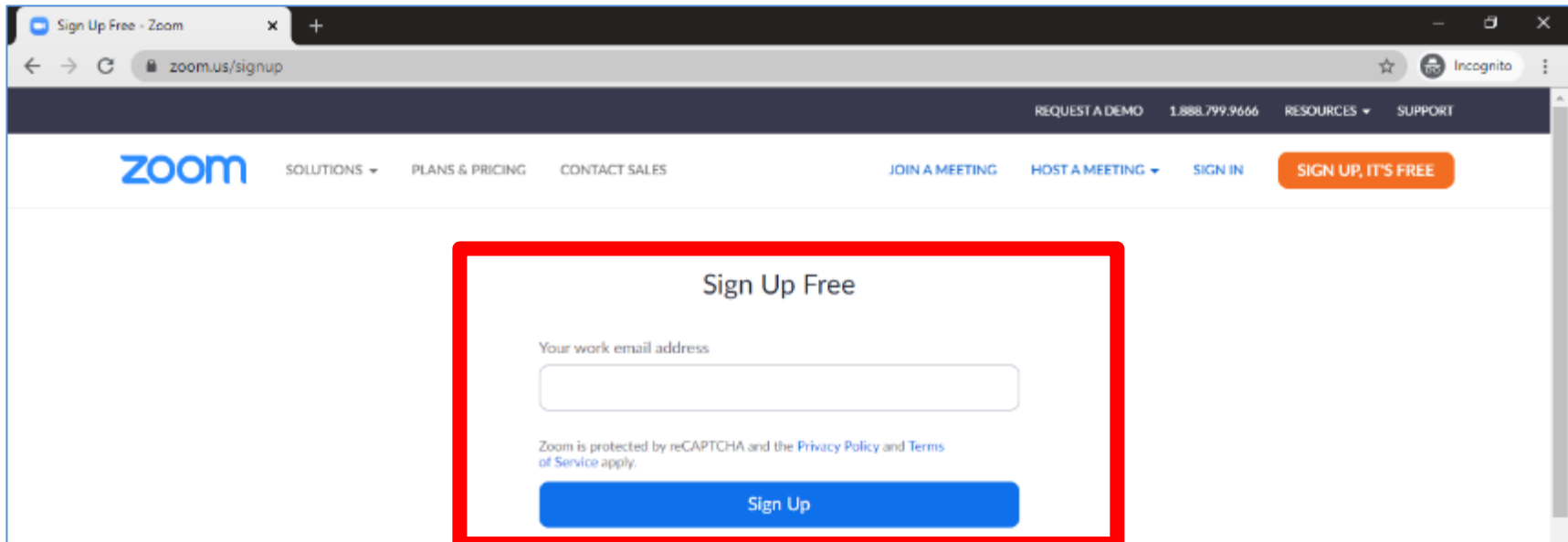
For verification, please confirm your date of birth.

Month Day Year Continue

This data will not be stored

Sign-Up Zoom Account (cont..)

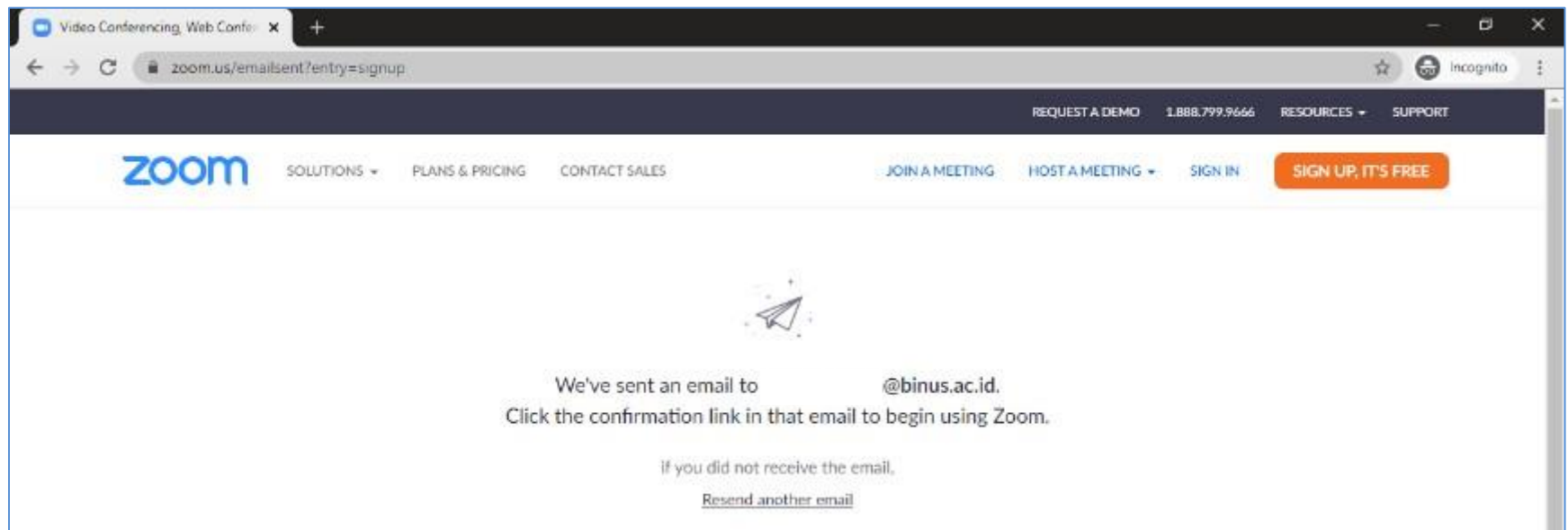
- Masukkan **alamat email** milik Bapak / Ibu
- menggunakan email pribadi
- Klik Sign Up



The screenshot shows the Zoom sign-up page in a browser. The URL is zoom.us/signup. The page features a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent orange button labeled SIGN UP, IT'S FREE. The main content area is titled "Sign Up Free" and contains a form with the label "Your work email address" and an empty text input field. Below the input field, there is a note: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." At the bottom of the form is a blue "Sign Up" button. A red rectangular box highlights the entire sign-up form area.

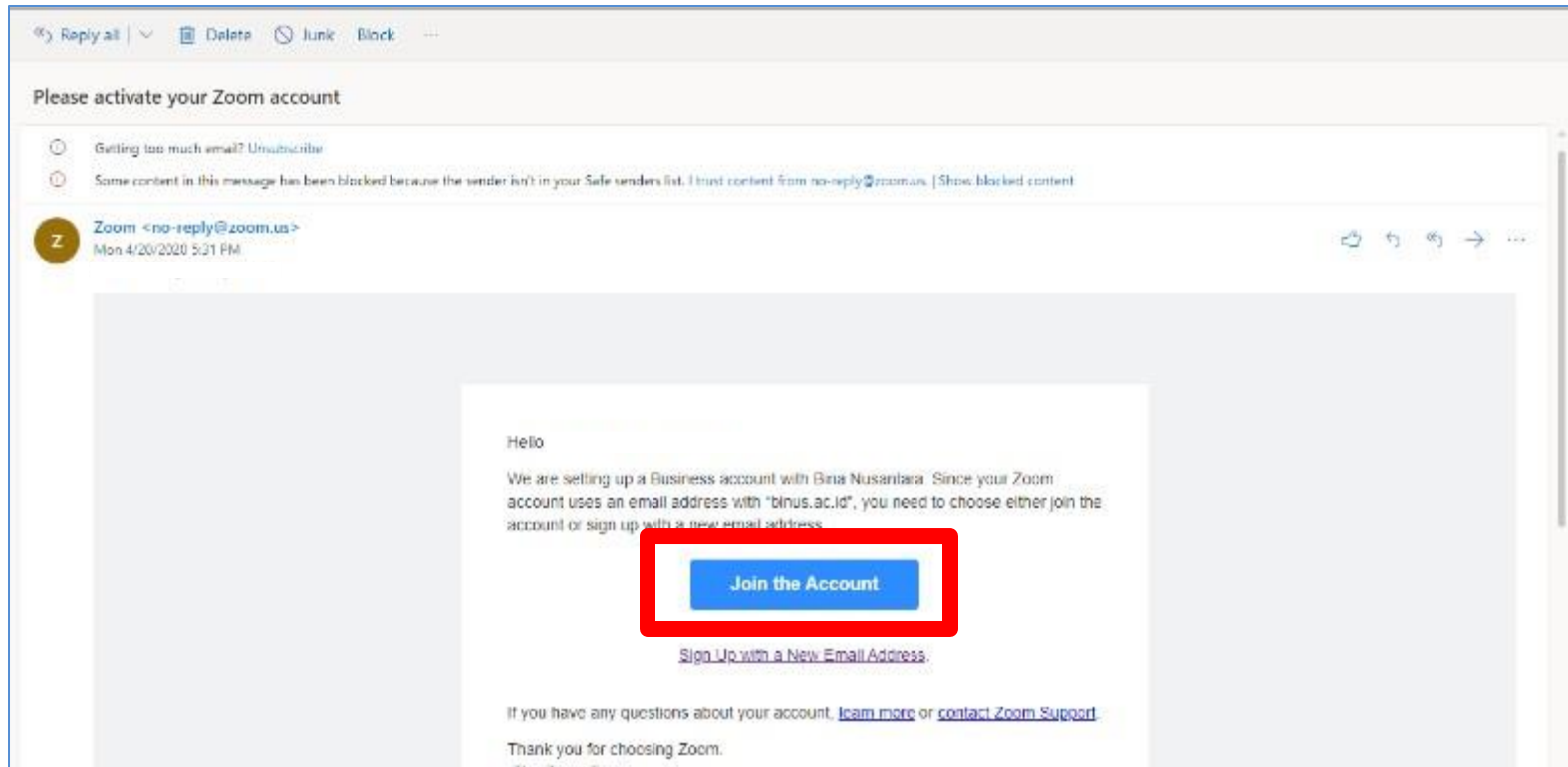
Sign-Up Zoom Account (cont..)

Zoom akan mengirimkan konfirmasi pendaftaran ke email



Sign-Up Zoom Account (cont..)

- Buka email Bapak / Ibu, dan buka pesan yang masuk dari Zoom
- Klik tombol Join the Account



Sign-Up Zoom Account (cont..)

Welcome to Zoom

Hi, Your account has been successfully created. Please list your name and create a password to continue.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

- Zoom akan membuka sebuah tab baru pada browser Bapak / Ibu
- Masukkan First Name, Last Name, dan Password yang Bapak / Ibu kehendaki
- Untuk password, mohon diperhatikan ketentuan yang ada, yaitu:
 - Memiliki minimal 8 karakter
 - Memiliki minimal 1 huruf (a, b, c...)
 - Memiliki minimal 1 angka (1, 2, 3...)
 - Mengandung karakter Huruf Besar dan Huruf Kecil
 - Tidak boleh hanya terdiri dari 1 karakter (11111111 atau aaaaaaaa)
 - Tidak mengandung karakter yang berurutan (12345678 atau abcdefgh)
- Jika sudah selesai mengisi, silakan klik Continue

Sign-Up Zoom Account (cont..)

Don't Zoom Alone.


Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

I'm not a robot 
reCAPTCHA
Privacy · Terms

[Invite](#) [Skip this step](#)

- Pada halaman ini, Bapak / Ibu bebas untuk mengundang siapa saja yang ingin diinformasikan mengenai aplikasi Zoom.
- Langkah ini dapat dilewati dengan menekan tombol Skip this step

Sign-Up Zoom Account (cont..)

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://binus.zoom.us/j/>

Start Meeting Now

Go to My Account

Save time by scheduling your meetings directly from your calendar.



Microsoft Outlook Plugin
Download



Chrome Extension
Download

- Bapak / Ibu telah menyelesaikan pendaftaran account
- **Notes** :
 - Account yang Bapak / Ibu daftarkan merupakan versi Free, dalam artian Bapak / Ibu dapat membuat sebuah meeting, namun dengan limitasi durasi 40 menit saja.



Join Meeting (FPPT KSS II)

Persiapan

- Download aplikasi zoom
- Buka browser, dan masukkan <http://zoom.us>
- Klik Resources -> Download Zoom Client

A screenshot of the Zoom website homepage. The top navigation bar is dark grey and contains links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES' (highlighted with a red box), and 'SUPPORT'. Below this, the Zoom logo is on the left, followed by 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right, there are links for 'JOIN A MEETING' and 'HOST A MEETING'. A dropdown menu is open under 'RESOURCES', with 'Download Zoom Client' highlighted in a blue box and also circled in red. Other items in the dropdown include 'Video Tutorials', 'Live Training', 'Webinars and Events', 'Zoom Blog', 'FAQ', 'Privacy and Security', and 'Security Resources'. The main content area features a large text block: 'In this together. Keeping you securely connected wherever you are.' Below this are two orange buttons: 'Sign up for Free' and 'Helpful Resources'. On the right side, there is a grid of avatars representing a meeting, a bar chart showing '834' and '556', and an illustration of a person at a desk with a laptop.



Persiapan (Cont...)

- Klik download untuk Zoom Client for Meetings

The screenshot shows the Zoom website's Download Center. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white navigation bar with the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent orange 'SIGN UP, IT'S FREE' button. The main content area has a light blue header with 'Download Center' and a link for 'Download for IT Admin'. The main heading is 'Zoom Client for Meetings', followed by a paragraph: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' Below this text is a blue 'Download' button, which is highlighted with a red rectangular box. To the right of the button, the text 'Version 4.6.11 (20559.0413)' is visible.

Persiapan (Cont...)

- Buka file installer yang telah di-download, dan mulai proses install sampai selesai
- Klik tombol Sign In





Persiapan (Cont...)

Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in

or

Sign In with SSO

Sign In with Google

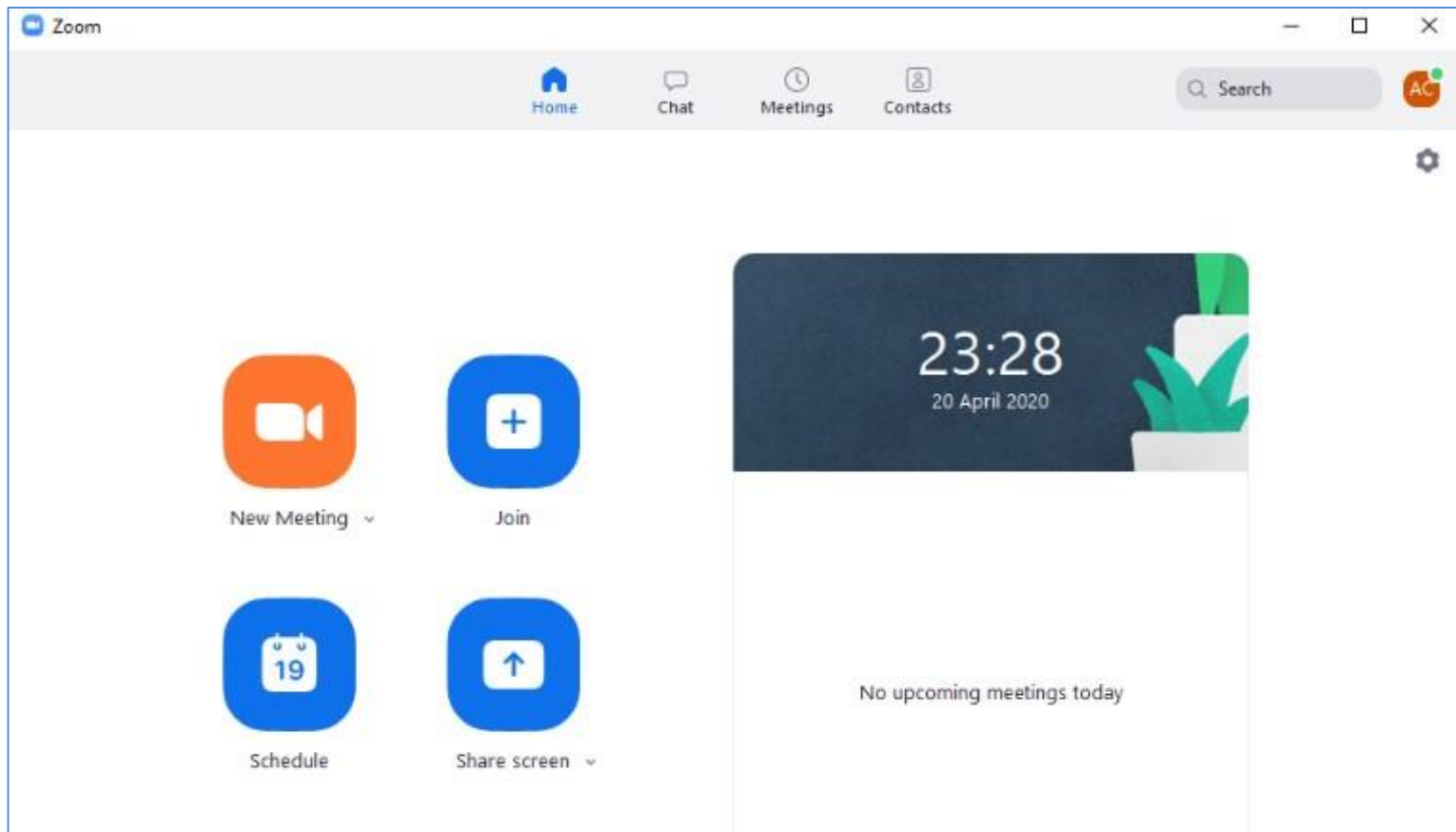
Sign In with Facebook

[< Back](#) [Sign Up Free](#)

- Masukkan Email dan Password yang telah didaftarkan sebelumnya
- Centang bagian “**Keep me signed in**” supaya tidak perlu login Kembali untuk berikutnya
- Klik Sign In

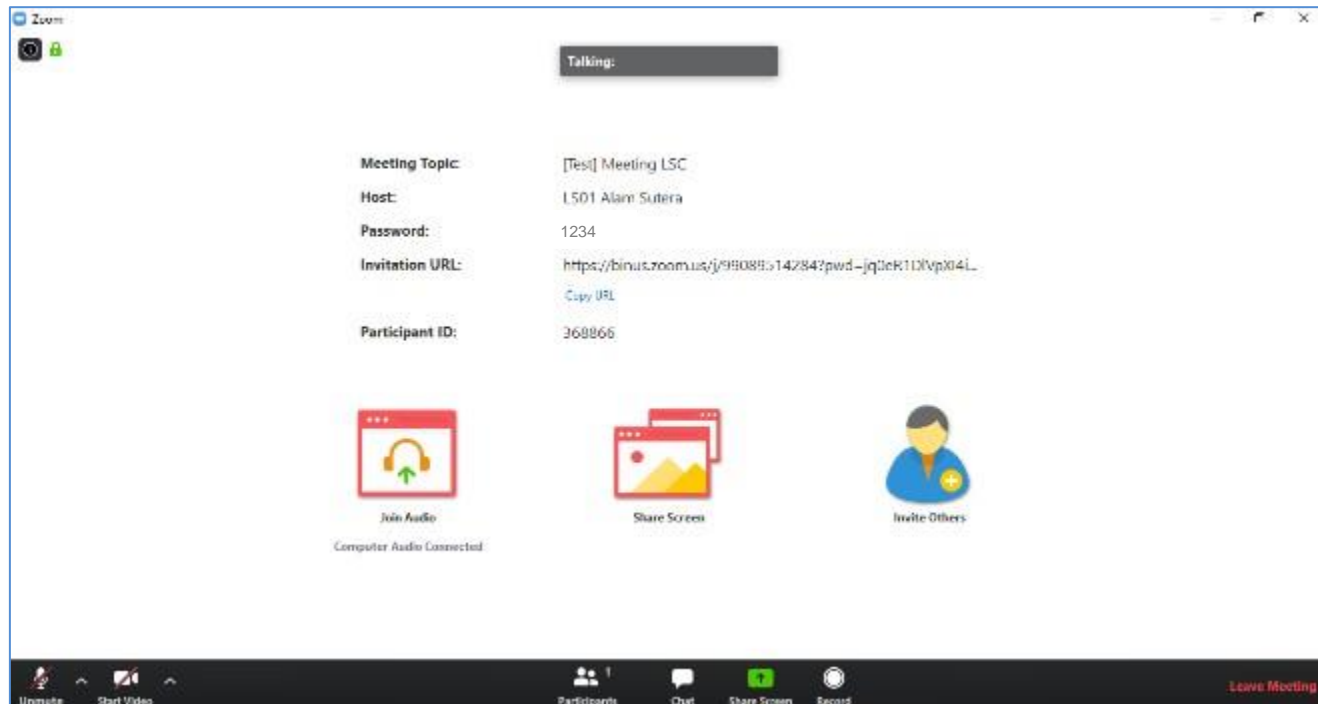
Persiapan (Cont...)

- Aplikasi Zoom siap digunakan



FPPTI KSS II #...

- Klik link Zoom meeting pada informasi/email undangan yang dikirimkan oleh panitia
- Aplikasi Zoom akan terbuka dan Bapak / Ibu akan langsung masuk ke dalam series FPPTI KSS II #...



Icon Penting



- **Unmute / Mute**

Untuk mengaktifkan / me-nonaktifkan microphone Bapak/Ibu



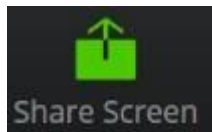
- **Start Video**

– Untuk mengaktifkan / me-nonaktifkan Web Camera Bapak/Ibu



- **Participants**

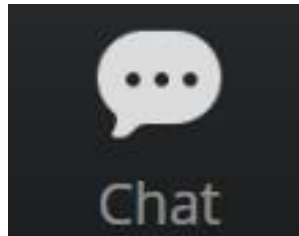
– Untuk melihat peserta webinar FPPTI KSS II



- **Share Screen**

Untuk membagikan tampilan layar Bapak/Ibu kepada peserta webinar FPPTI KSS II

Icon Penting



- **Chat**
 - Untuk berkomunikasi dengan peserta webinar FPPTI KSS II secara tertulis. Dapat dilakukan ke satu orang (private), maupun seluruh peserta

- **End Meeting**

- Untuk mengakhiri webinar FPPTI KSS II



- **Record**

- Untuk merekam webinar FPPTI KSS II

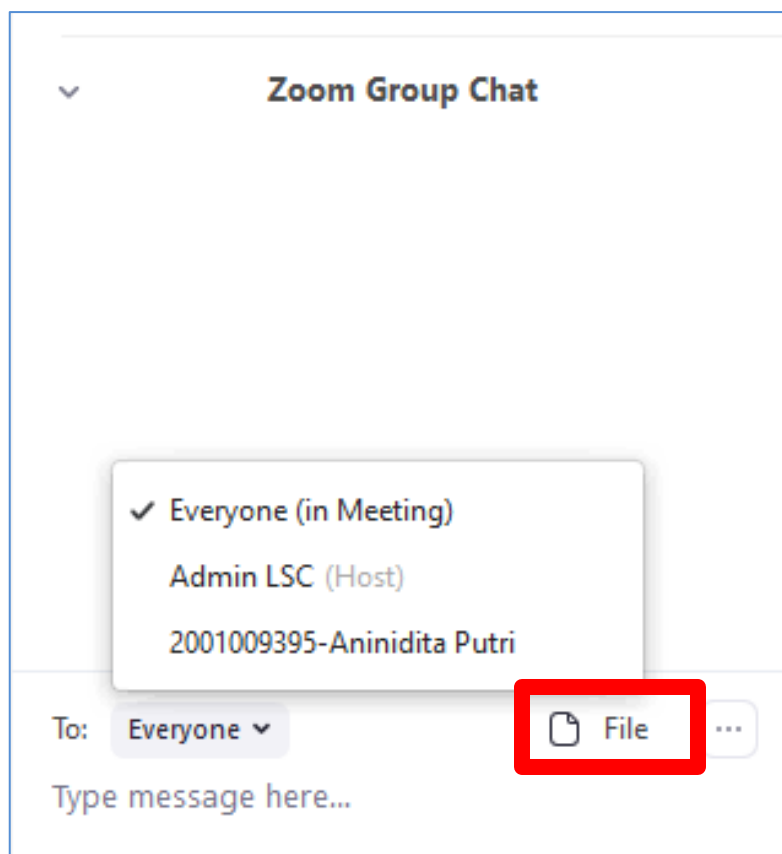
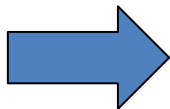
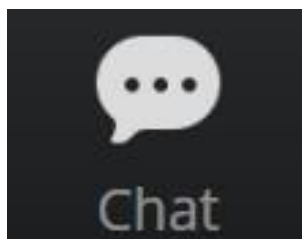


Tips Share Screen

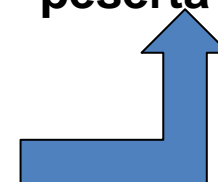
Saat series FPPTI KSS II #... dimulai, yang dapat melakukan share screen hanyalah host dan co-host saja.

Tips fitur Chat dan Send File

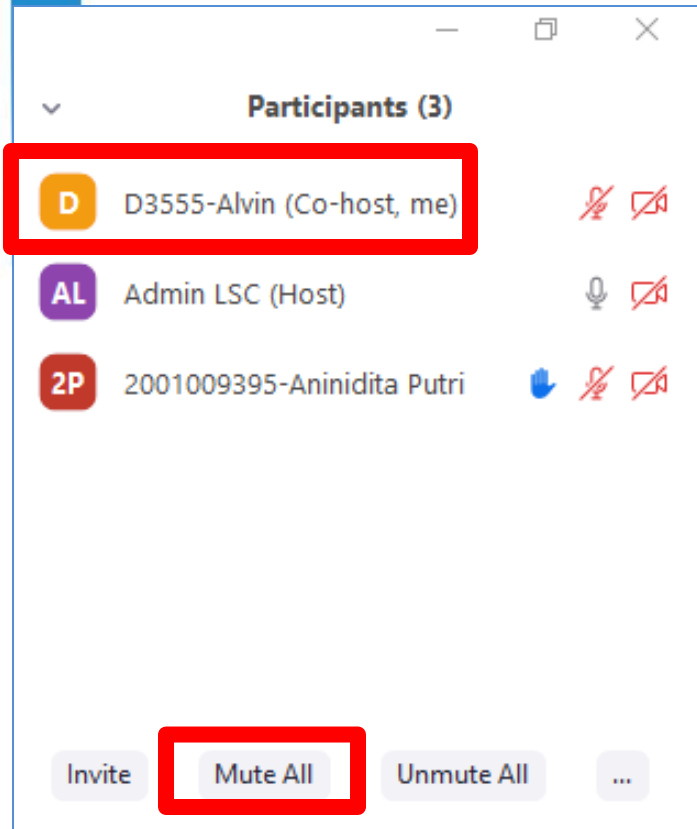
Bapak / Ibu dapat berkomunikasi melalui chat secara Pribadi ke host, co-host, maupun ke seluruh peserta



Tekan tombol ini apabila ingin mengirimkan file kepada seluruh peserta



Tips Saat Mengikuti Webinar FPPTI KSS II



Pastikan nama Bapak/Ibu mengikuti format:

Nama Asli- Nama Instansi

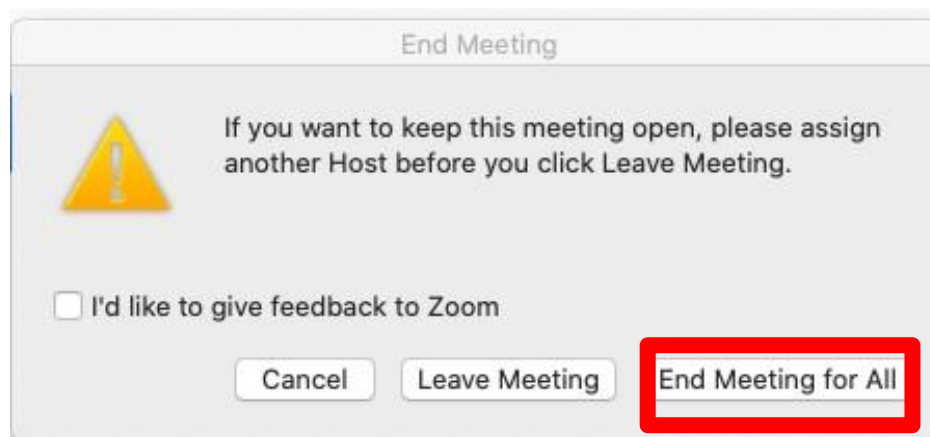
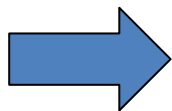
Ingatkan peserta untuk melakukan **mute** untuk menghindari noise yang dapat mengganggu aktivitas webinar.

Bapak / Ibu juga dapat me-nonaktifkan suara seluruh participant secara bersamaan, menggunakan fitur **Mute All**



Mengakhiri Webinar

Akhiri webinar ini dengan menekan **End Meeting**, pilih **End Meeting for All**



Terima Kasih