

INSTRUCTIONS TO ACCESS GCP ACTIVITIES & MEETINGS

BY TELEPHONE

Some of our activities and meetings are now on the computer or phone where you can speak to everyone live. We use a platform called **Zoom** for this.

Details of what is on offer is here: www.grassmarket.org/planc

These instructions are to help you to access Zoom in one of the following ways:

1. Using a **PC or laptop**
2. Using a **smart phone or tablet** (using a screen)
3. **By telephone** – landline or mobile (without using a screen)

These instructions help you to access **by telephone**. If you need other instructions please go to www.grassmarket.org/planc.

HOW TO USE ZOOM – USING A TELEPHONE

You do not need a computer, or a smart phone or even a mobile phone to connect to our activities and meetings.

The following does include information you can find on the GCP website. If you do not have access to the website you can also get this information by calling us on 0131 225 3626.

1. Dial the GCP Zoom number 0131 460 1196

- Please note standard rates/minutes apply. It is not a premium number. The cost will depend on your own network/telephone service.
- This is the number to use for any activity, and can be found at www.grassmarket.org/planc.

2. You will then be prompted to enter the Meeting ID followed by #

- Again this can be found on our website as part of activity information
- Note – this is different for every activity but is always 9 digits.
- For example, if you want to join in the Choir on Wednesdays at 5pm you would enter 777 286 151 when asked for the meeting ID, followed by #

3. You will be asked for a participant ID – or if you do not have one to enter #

- You do NOT need a participant ID to join in these activities
- You can just enter # and move on

4. You will then be asked for the password

- Note – this is different for every activity but for telephone access is always 6 digits (not a word).
- E.g. if you want to join in the Choir on Wednesday you would enter 792 454

5. **If you are early, or there is a waiting room enabled, the operator voice will ask you to wait while the activity leader lets you in. Don't worry, we will find you.**
6. **Once the meeting has started, you will hear the activity conversation and other participants will be able to hear you.** Enjoy the activity. If you are new or unsure of anything, ask the activity leader and others will be happy to help you.

Having problems connecting?

Call 0131 225 3626 or text 07860 021 262 or email info@grassmarket.org

There is also a video link www.grassmarket.org/zoom