

# Orford Music

## Online Academy Instructions

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Basic technical instructions to get the most out of your Online Academy classes and how to join an online lesson.

### 1. EQUIPMENT AND SETUP REQUIREMENTS

### 2. INTERNET QUALITY AND CONNECTIVITY

The stability of the connection is more important than speed, a wired connection is better than Wi-Fi.

### 3. AUDIO QUALITY

Acoustics, microphone quality, distance, audio controls, earphones.

### 4. VIDEO QUALITY

Use good lighting, avoid backlighting, processors.

### 5. JOINING A LESSON

## 1. Equipment and Requirements

- For better results, use a good-quality laptop.
  - Use the Zoom app rather than the website. Download Zoom here : <https://zoom.us/download> OR check if you have the latest version : <https://support.zoom.us/hc/en-us/articles/360043555772-Updating-to-Zoom-version-5-0>.
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## 2. Internet Connection and Internet Quality

- A good internet connection is the key to a successful online music lesson. The stability of your connection is more important than the speed. We recommend a minimum of 15 MB download and of 5MB upload speed.
  - You can test your connection here: <https://www.speedtest.net/>
  - We recommend that you use an Ethernet cable to connect your computer directly to your router. For best results, you may also want to turn off your Wi-Fi. If you are not able to connect with a cable and need to use Wi-Fi, make sure that you are sitting near your router and that no walls or floors separate you.
  - If other people have access to your internet connection, ask them not to use the same Wi-Fi connection as you during lessons. If someone else is streaming or is playing online during your lesson, it can make the connection unstable.
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## 3. Audio Quality

- ROOM ACOUSTICS will make a big difference to the quality of the sound. You want a dry acoustic for online lessons. If you are in a room where the sound bounces around, your microphone will struggle. Choose a room with carpets, curtains and cushions as they tend to absorb sound. Try out different locations and listen for the best sound.
- DISTANCE AND ANGLE of your microphone.  
You will need to experiment at the beginning of a lesson to find the best place to stand while you play. Are you close enough to the microphone? Are you playing directly into it or are you off to the side? Brass instruments often need to be further away from the microphone. In general, distance a good thing, but be careful not to stand too far away either. It's all about finding the sweet spot!

As an example, an ideal distance between the cello and the microphone is about 1 meter, for the double-bass and piano it's about 1.5 to 2 meters and 40 cm to 1 meter for the violin.

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### 3.1 AUDIO SETTINGS

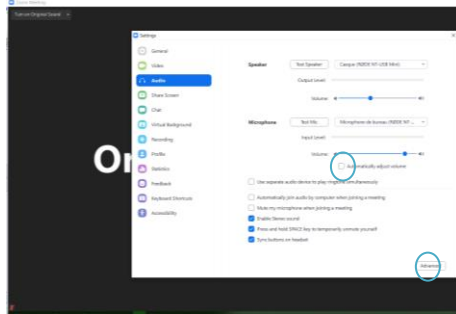
Make sure to adjust the audio settings as followed for the original sound.

a) Open the Audio settings of Zoom.



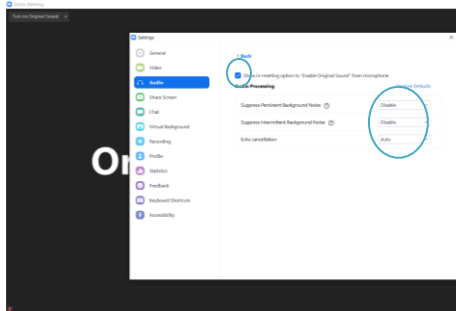
b) Disable the "Automatically adjust volume" option.

c) Then click on the "Advanced" button for more options.



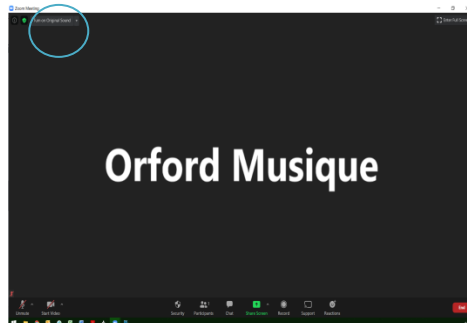
d) IMPORTANT: Select "Show in-meeting option to "Enable Original Sound" form microphone".

e) Disable the first two options of the "Audio Processing" and choose "Auto" for the Echo cancellation.



f) Close the "Audio Setting" window.

g) IMPORTANT : Before each lesson, activate the original sound by selecting the icon below.



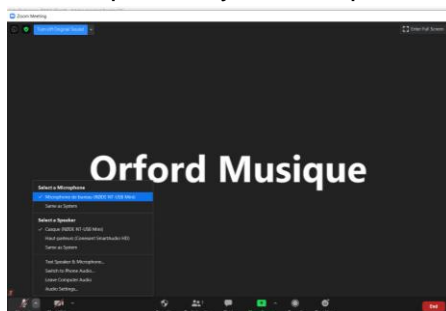
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### 3.2 EXTERNAL MICROPHONE

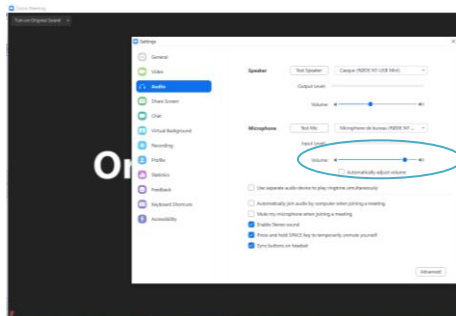
Is the sound too loud or too soft? Is there distortion in the sound?

The first step is to make sure that Zoom uses the right devices for your microphone and speaker.

- a) By clicking on the arrow next to the "Mute" button, select the microphone and speaker you want to use. Notice: Do you want to hear the sound from your computer or your headphones?



- b) Choose the "Audio Settings" as presented above. In the "Microphone" section, you will have control over the volume of your mic.



Tips :

- Try not to put your microphone on a surface that will conduct the vibration of your instrument, especially for low instruments and the piano.
- Piano and double-bass: Lowering the sound of your microphone will help us hear every note you play. However, when you want to talk, make sure to get closer to the microphone so we can hear you well.
- Flute and violin: If you are doing exercises in which you practice high notes, ask your teacher if he or she wants you to step away from the mic.

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### 3.3 EARPONES

Wearing quality earphones will help you hear nuances better. Any type of external devices will be an improvement over the sound from your computer's built-in speakers.

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## 4. Video Quality

- It can be distracting when all you can see is the outline of a student or a teacher. Try to make sure that you are well-lit for your online music lesson. The best light is daylight. If possible, play facing a window so the daylight falls on your face/instrument/body.
  - Light behind you will create a dark halo effect, which will make it difficult for others to see details. Take some time to get the lighting right for you!
  - For best video quality, we recommend, once again, that you connect your laptop to your router with an Ethernet cable for better stability.
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## 5. Joining a Lesson

- BY EMAIL: You will receive your schedule the week before your class. This schedule is based on the EDT time zone (Eastern Daylight Time). Remember to convert the time indicated to your time zone if needed. This website can help you: <https://www.zeitverschiebung.net/en/>.
- You will also receive a Zoom link. This will be the link you use for all your lessons unless your teacher tells you otherwise.