

Virtual Timer Quick Guide

Toastmasters International — Zoom Background Setup & Instructions

1. UPLOAD TO ZOOM

- 1 **Open Settings:** Click the arrow (^) next to **Start/Stop Video** → **Choose Virtual Background...**
- 2 **Add Images:** Click the + button (top right) and select **Add Image**.
- 3 **Upload All 3:** Select the included Green, Yellow, and Red background image files.

2. SWAP LIVE DURING SPEECHES

- 1 **Keep Menu Open:** Leave the background window open to the side while timing.
- 2 **1-Click Switch:** Click Green, Yellow, or Red tile when thresholds are hit.
- 3 **Reset:** Return to neutral/standard background when completed.

Pro Tip for Solid Full-Screen Signals: Step out of camera frame or cover your camera lens with a sticky note so your video box turns into a clean, solid-color signal card.

3. STANDARD SPEECH TIMING REFERENCE

Speech Type	Green (Min Time)	Yellow (Target)	Red (Max Time)
Table Topics	1:00 min	1:30 min	2:00 min
Speech Evaluation	2:00 min	2:30 min	3:00 min
Ice Breaker Speech	4:00 min	5:00 min	6:00 min
Standard Pathways Speech	5:00 min	6:00 min	7:00 min

4. HOW TO PIN THE TIMER'S VIDEO

Speakers should pin the Timer's video window to keep signals visible throughout their speech:

Computer (Windows / Mac)

- Hover over the **Timer's video tile**.
- Click the **three dots (...)** in top-right.
- Select **Pin** (or *Pin for Me*).
- To undo: Click **Remove Pin** (top-left).

Mobile / Tablet (iOS / Android)

- Swipe screen to view Gallery View.
- **Double-tap** on the Timer's video tile.
- To undo: Double-tap again or tap **Unpin Video**.