

# **Connecting to Zoom Meetings**

## **Job Aid: Connecting Zoom Meetings**

### What is Zoom?

Zoom is a video conference platform similar to Webex that external parties may use. Zoom is *not compatible* with all city devices and connection methods. Therefore, if a video conference room meeting is required, creating a Webex meeting and inviting the external users is optimal. If you must use Zoom, this document outlines ways to connect to the meeting.

## **Requirements for a Conference Room Connection**

To connect a city conference room to a Zoom meeting, the following are needed:

- 1. The external organizer must enable the **Zoom Cloud Room Connector** (CRC).
- The organizer needs to send a meeting with the phone number and/or SIP address (see Figure 1).

**Warning:** If there is no phone number or SIP, you **cannot** connect a conference room to the meeting (See <u>Individual Attendee</u> to connect a laptop or phone as an individual for more information).

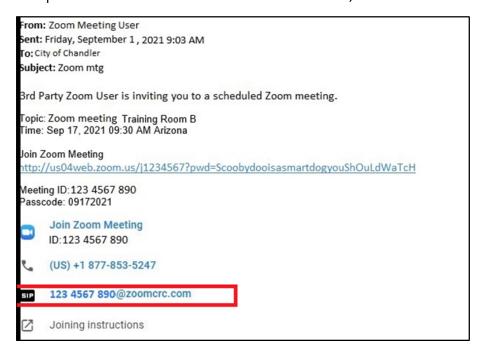


Figure 1



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### Starting the Conference Room Meeting

- 1. Touch the CISCO Touch 10 pad to wake it up.
- 2. Tap Call.
- 3. Enter the meeting **phone number** or **SIP address**.
- 4. When prompted, enter the **Meeting ID** and **Passcode**.

### **Individual Attendee**

Individual users can connect to the meeting from any internet enabled device. They can also call in if the meeting invite includes a phone number.

- To connect via the internet, click the meeting **Join Zoom Meeting** link in the meeting invite (Figure 2).
  - o If prompted, enter the Meeting ID and Passcode.
- If the meeting invite includes a phone number (see Figure 1 in Requirements for a Conference Room Connection). Any phone can be used to dial in.

From: Zoom Meeting User
Sent: Friday, September 1 , 2021 9:03 AM
To: City of Chandler
Subject: Zoom mtg

3rd Party Zoom User is inviting you to a scheduled Zoom meeting.

Topic: Zoom meeting Training Room B
Time: Sep 17, 2021 09:30 AM Arizona

Join Zoom Meeting
http://us04web.zoom.us/j1234567?pwd=ScoobydooisasmartdogyouShOuLdWaTcH

Meeting ID:123 4567 890
Passcode: 09172021

Figure 2