

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)**.
2. 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 [Individual Attendee](#) to connect a laptop or phone as an individual for more information).

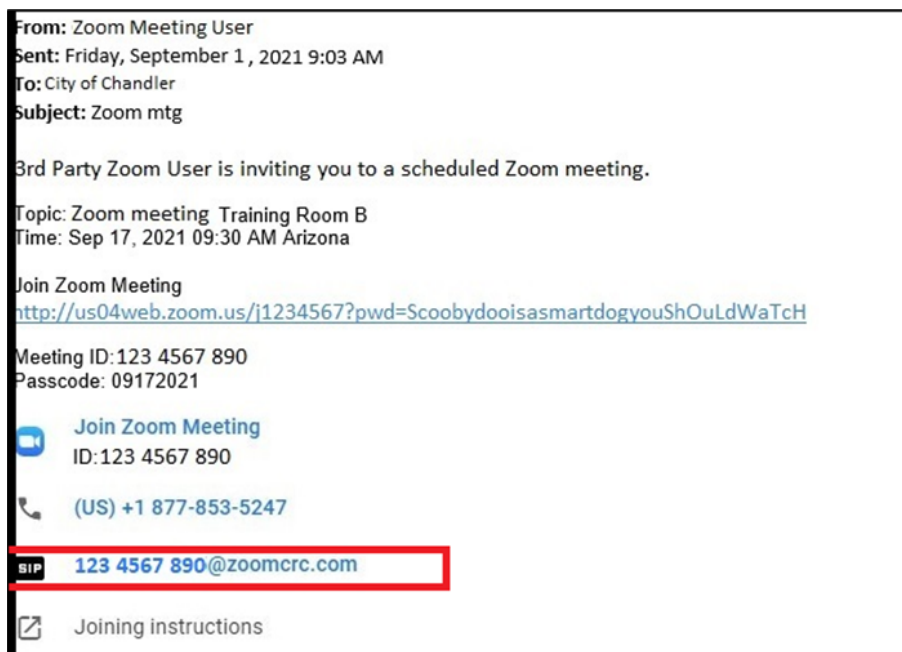


Figure 1

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).
 - 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.

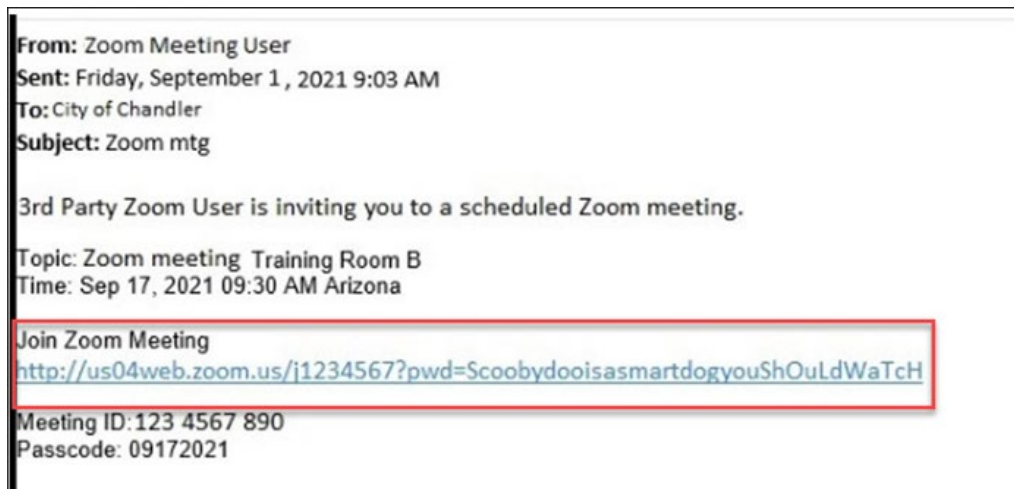


Figure 2