Zoom Pro Account Polycom Room Setup

To create a Zoom Meeting to use in any of the Conference Rooms, a different location or through your computer, please use the following steps:

- Open your Zoom Pro Account (The one WSU issued you)
- Click the Schedule Button and then Schedule in Outlook (or your google account, you just need it to go onto your calendar so you can get the meeting information needed)

Zoom - Pro Account	- 🗆	×
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Personal Meeting ID (PMI)		
372-98	33-2988	
Always use PMI for instant	meetings on this compute	r
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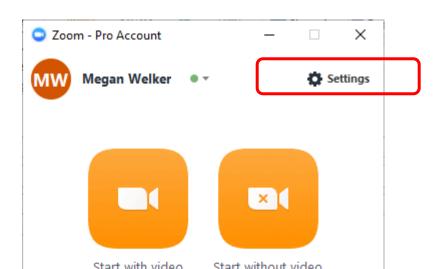
• Outlook will have a Personal Meeting Room Window Pop up. Enter the start day and time and end day and time. Add the people you want to invite to your meeting (this can be anyone, anywhere) Then change the Subject line to the name of your meeting.

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	End time	Wed 3/13/	2019		9:48 AM	•					
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Note: I	f you are hos	ting the me	eeting from a C	Conferenc	e Room Syste	m (Polycon	n), you may be	prompted	to enter yo	our host key. U	sing the
Host ke	Host key can be obtained by logging into zoom.us->My Account->Profile->Host Key->Show Each user has a unique host key										
For sup	For support in your conference room, contact your local IT Support Team.										
For tec	For technical support with Zoom, please contact vc.support@wsu.edu										

- After you have entered all the information for your meeting, click the Send Update Button. As the meeting host, you will not receive an email about your meeting, it will go to your personal meeting calendar. You can enter a reminder for your meeting if needed. Your invitees will receive an email from Zoom that will give them all the information they need to join the meeting.
- If you are wanting to use the Polycom system here at the Center for your meeting, you will use the "Join by Conference Room System with h.323 (Polycom) that will be on your meeting information. You will need to enter the . (dots) and the pound signs, but NOT the spaces.

erence Room System with SIP (Polycom) <u>3729832988@zoomcrc.com</u>
erence Room System with h.323 (Polycom) remote control, or touch panel, place a call and enter the following dial string (including periods, two '#' signs, and no spaces): 5.37.11##372 983 2988
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in your conference room, contact your local IT Support Team.
l support with Zoom, please contact <u>vc.support@wsu.edu</u>
e r i i

- If you need a room here at the center, schedule a room using the Room Scheduler. You will add the call in number (listed from screen shot above)
- On the day of your meeting, come about 5-10 minutes early for your first time using Zoom with our Polycom equipment. As the host you will also have to put in your host key number (a pop up screen will show on the conference room screen after you put in the call in number on the Polycom)
- To find your Host Number go to the Settings in your Zoom Pro Account



• A new screen will open and you will click Advanced Features

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	General	General	
\cap	Audio	- Application	
	Video	Start Zoom when I start Windows	
	Virtual Background	Silently start Zoom when I start Windows	
۲	Recording	When closed, minimize window to the notification area instead of the task	
-	Advanced Features	bar Automatically copy Invitation URL to Clipboard after meeting starts	
-Mr-	Statistics	Confirm with me when I leave a meeting	

- Then you will click Edit my Profile
- Then a new screen will open in your browser, and you will see Host Key. Click the Show button to show your specific host key.

Reports		× Use t	his ID for instant meetings
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	Zoom Blog Customers Our Team Why Zoom	Meetings Client Zoom Rooms Client Browser Extension Outlook Plug-in	1.888.799.0125 Contact Sales Plans & Pricing Request a Demo

- You will use that Host Key on the Polycom unit using the keypad on the Pad in the Stockwell and Large Conference Room or on the remote control in the Overley or Small Conference Room. You will then be able to begin your meeting through the Polycom system.
- If you have invitees that need to call by phone they will use the "One tap mobile (Phone Call) instructions in their email they received.

	https://wsu.zoom.us/j/3729832988
$\left(\right)$	One tap mobile (Phone Call) +16699006833,,3729832988# US (San Jose) +19294362866,,3729832988# US (New York) Find your local Zoom phone number: <u>https://zoom.us/u/ablicgSNep</u>
	Join by Conference Room System with SIP (Polycom) <u>3729832988@zoomcrc.com</u>
	Join by Conference Room System with h.323 (Polycom) Using the remote control, or touch panel, place a call and enter the following dial string (including periods, two 162.255.37.11##372 983 2988

• Or if they would like to join from their personal computer they would use the Join Zoom Meeting link that is in their email.

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	Location	https://wsu.zoom.us/j/3729832988						
	Start time	Wed 3/13/2019 11:00 AM - All day event						
	End time	Wed 3/13/2019 12:00 PM -						
	Weeting 10, 372 303	2300						
$\left(\right)$	Join Zoom Meeting https://wsu.zoom.us	Join Zoom Meeting https://wsu.zoom.us/j/3729832988						
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	Join by Conference Room System with h.323 (Polycom)							

- And if you have another Polycom user that would like to join from their Polycom system, they would just join by entering the Polycom number on their unit.
- If you have questions about Zoom you can contact the AMS/Polycom help in Pullman

HELPFUL TIPS:

If your audio is going up and down, make sure that people connected that are using their computers or laptops have their microphone set to just a regular microphone, not Cinema. Headsets always will work better.