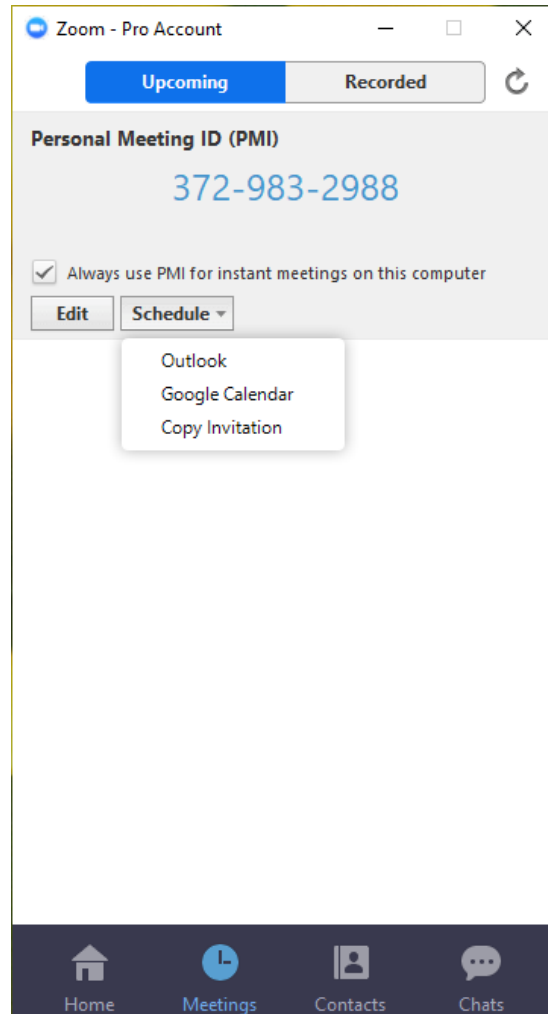


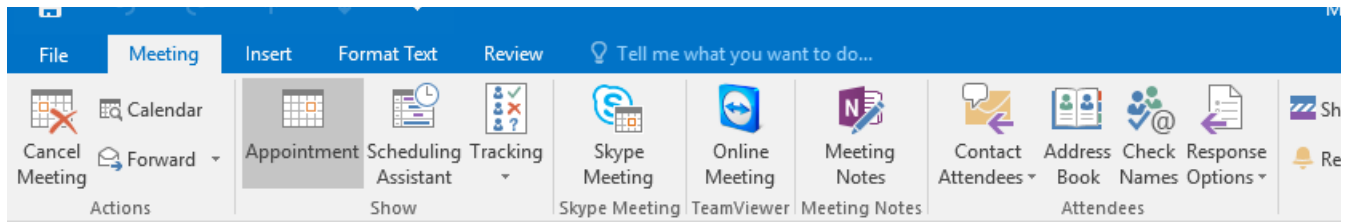
## Zoom Pro Account Polycom Room Setup

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)



- 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.



**i** No responses have been received for this meeting.  
This appointment conflicts with another one on your calendar.

Send Update	To...			
	Subject	Megan Welker's Personal Meeting Room		
	Location	<a href="https://wsu.zoom.us/j/3729832988">https://wsu.zoom.us/j/3729832988</a>		
	Start time	Wed 3/13/2019	8:48 AM	<input type="checkbox"/> All day event
	End time	Wed 3/13/2019	9:48 AM	

Megan Welker is inviting you to a scheduled Zoom meeting.

Topic: Megan Welker's Personal Meeting Room

Meeting ID: 372 983 2988

Join Zoom Meeting

<https://wsu.zoom.us/j/3729832988>

One tap mobile (Phone Call)

+16699006833,,3729832988# US (San Jose)

+19294362866,,3729832988# US (New York)

Find your local Zoom phone number: <https://zoom.us/u/ablicgSNep>

Join by Conference Room System with SIP (Polycom) [3729832988@zoomcrc.com](mailto:3729832988@zoomcrc.com)

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 '#' signs, and no spaces)  
162.255.37.11##372 983 2988

Note: If you are hosting the meeting from a Conference Room System (Polycom), you may be prompted to enter your host key. Using the

Host key can be obtained by logging into zoom.us->My Account->Profile->Host Key->Show Each user has a unique host key

For support in your conference room, contact your local IT Support Team.

For technical support with Zoom, please contact [vc.support@wsu.edu](mailto: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.

Join by Conference Room System with SIP (Polycom) [3729832988@zoomcrc.com](mailto:3729832988@zoomcrc.com)

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 '#' signs, and no spaces):  
162.255.37.11##372 983 2988

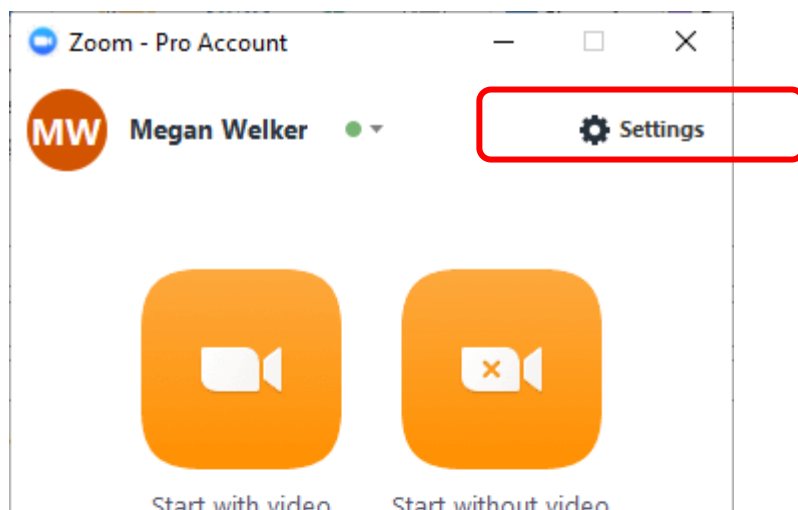
~~Note: If you are hosting the meeting from a Conference Room System (Polycom), you may be prompted to enter your host key. Using the dial pad or host key followed by a # sign.~~

Host key can be obtained by logging into [zoom.us](https://zoom.us)->My Account->Profile->Host Key->Show Each user has a unique host key

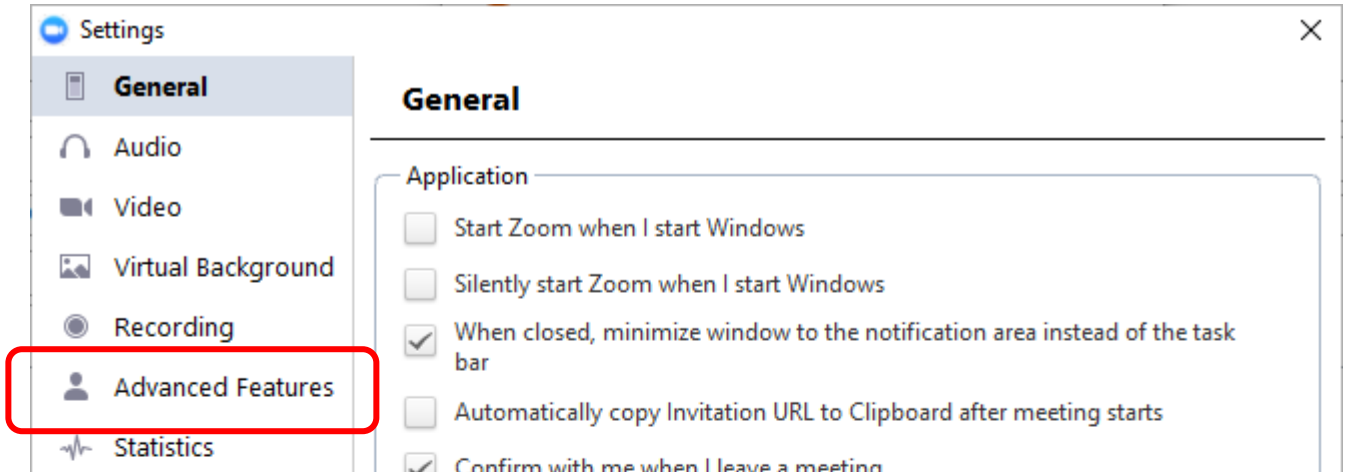
For support in your conference room, contact your local IT Support Team.

For technical support with Zoom, please contact [vc.support@wsu.edu](mailto:vc.support@wsu.edu)

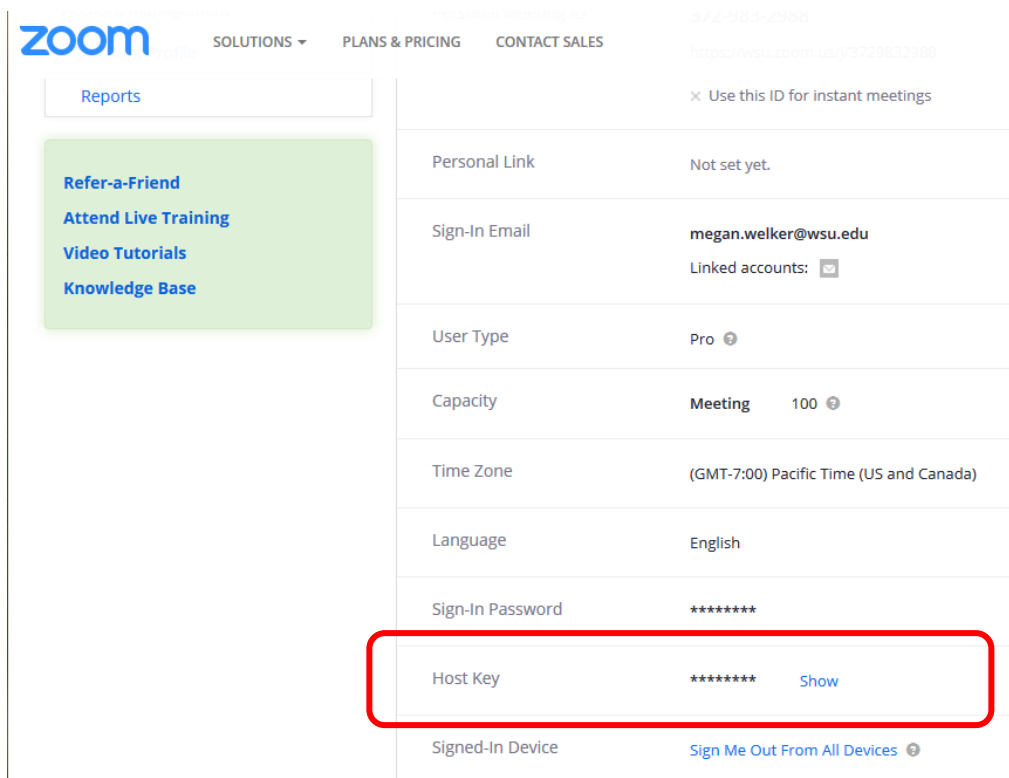
- If you need a room here at the center, schedule a room using the Room Scheduler. You will add the call in number (listed from screen shot above)
- On the day of your meeting, come about 5-10 minutes early for your first time using Zoom with our Polycom equipment. As the host you will also have to put 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



- 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.



#### About

Zoom Blog  
Customers  
Our Team  
Why Zoom

#### Download

Meetings Client  
Zoom Rooms Client  
Browser Extension  
Outlook Plug-in

#### Sales

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 Overlay 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.

Join Zoom Meeting

<https://wsu.zoom.us/j/3729832988>

One tap mobile (Phone Call)

+16699006833,,3729832988# US (San Jose)

+19294362866,,3729832988# US (New York)





Find your local Zoom phone number: <https://zoom.us/u/ablicgSNep>

Join by Conference Room System with SIP (Polycom) [3729832988@zoomcrc.com](mailto:3729832988@zoomcrc.com)

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 '#' sign)  
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.

Location	<a href="https://wsu.zoom.us/j/3729832988">https://wsu.zoom.us/j/3729832988</a>		
Start time	Wed 3/13/2019 	11:00 AM 	<input type="checkbox"/> All day event
End time	Wed 3/13/2019 	12:00 PM 	

Meeting ID: 372 983 2988

Join Zoom Meeting

<https://wsu.zoom.us/j/3729832988>

One tap mobile (Phone Call)

+16699006833,,3729832988# US (San Jose)

+19294362866,,3729832988# US (New York)

Find your local Zoom phone number: <https://zoom.us/u/ablicgSNep>

Join by Conference Room System with SIP (Polycom) [3729832988@zoomcrc.com](mailto:3729832988@zoomcrc.com)

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.