

## Zoom user guide AV Touch Panel

### General information

Zoom meetings involving one or more centrally bookable videoconference enabled rooms are usually scheduled by VAVS to connect automatically, provided [videoconferencing@jcu.edu.au](mailto:videoconferencing@jcu.edu.au) is invited by the organizer. Hence, the only requirement for the room participants, is to turn on the AV system and setting it in **Videoconference mode** (where applicable).

### Join a Zoom meeting manually

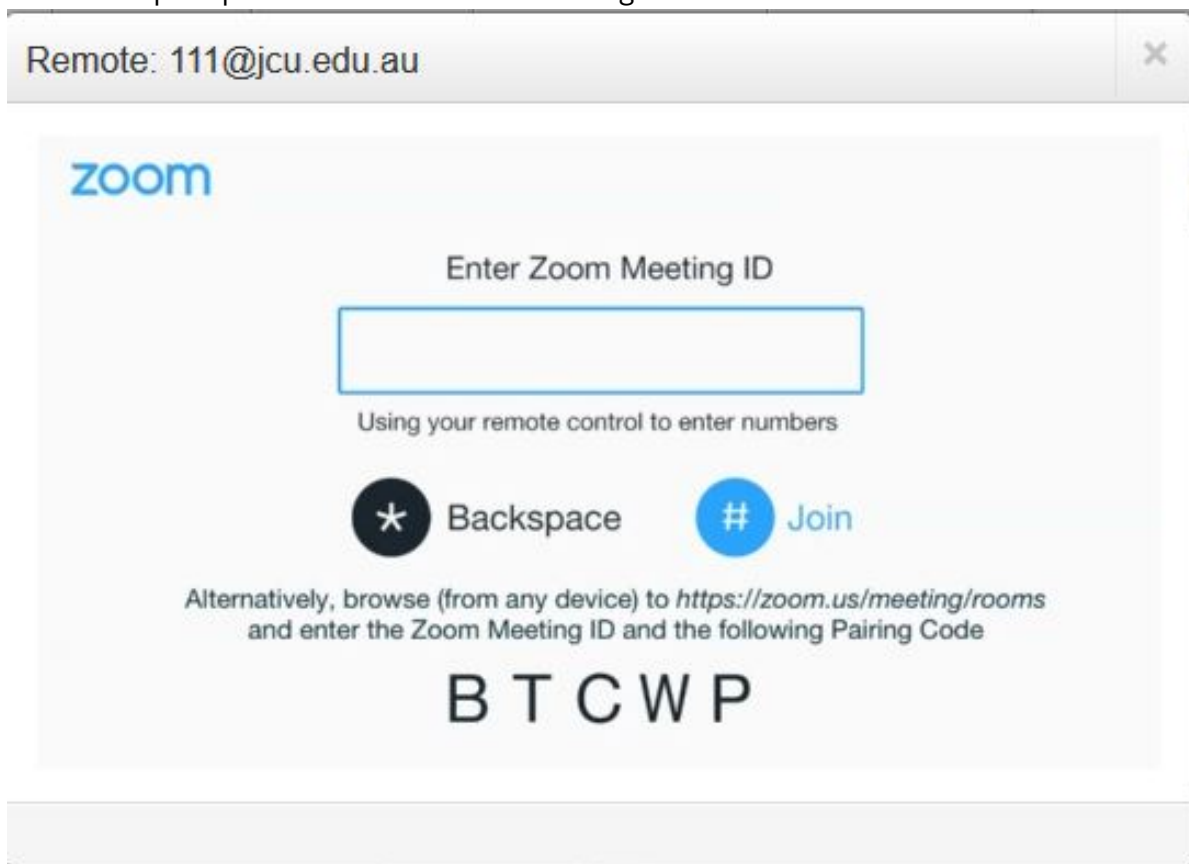
1. Set the AV system in Videoconference Mode
2. Touch the VC Control tab



3. Touch the Dial button
4. Enter 111 and press the **Call** button – a connection to the Zoom Bridge is established



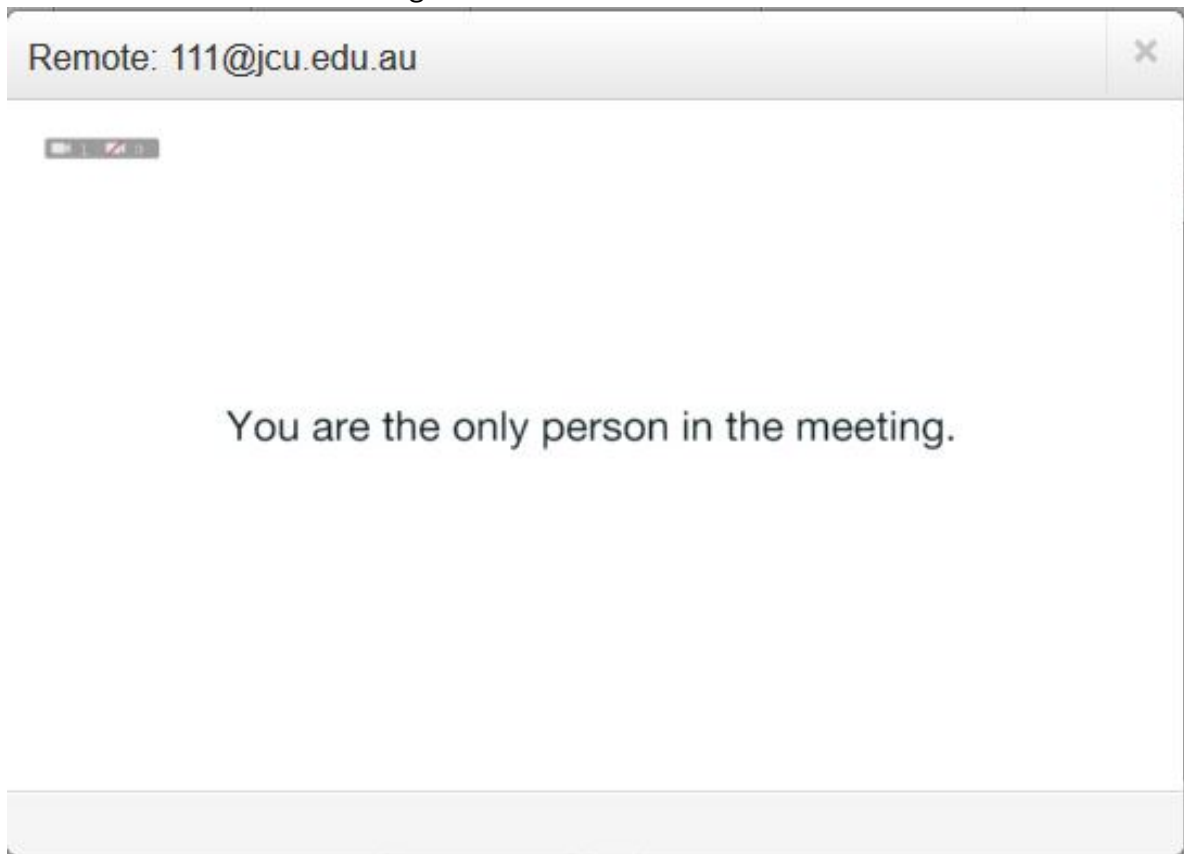
5. You will be prompted to enter the Zoom Meeting ID



6. Touch the Keypad button and enter the Zoom Meeting ID followed by the #-key



7. Connected to the Zoom Meeting



8. If the host has not allowed guests to join before the host, you will be prompted to enter the host key. The host key is associated with the person who scheduled the Zoom Meeting