



AV Equipment Guide

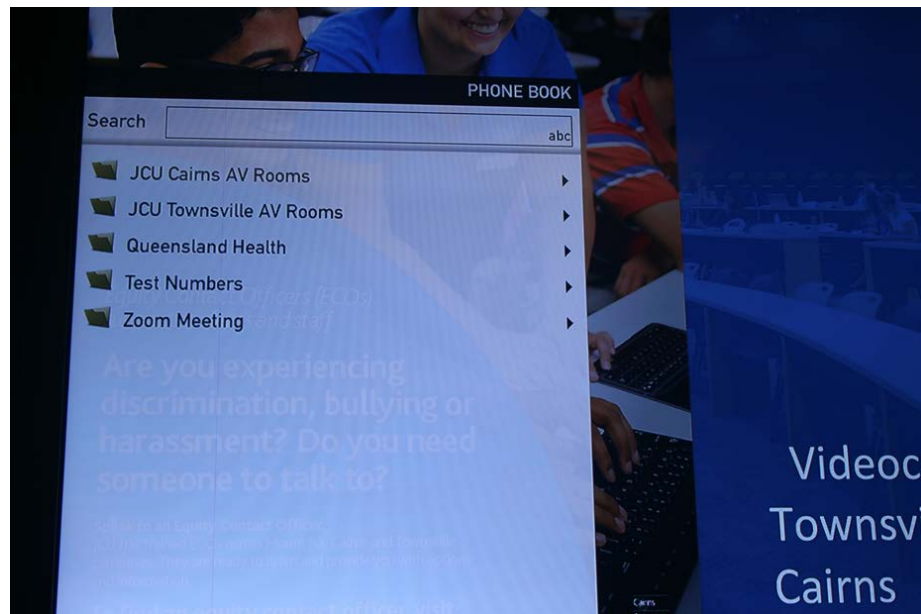
Zoom user guide Tandberg TRC4 remote control

General information

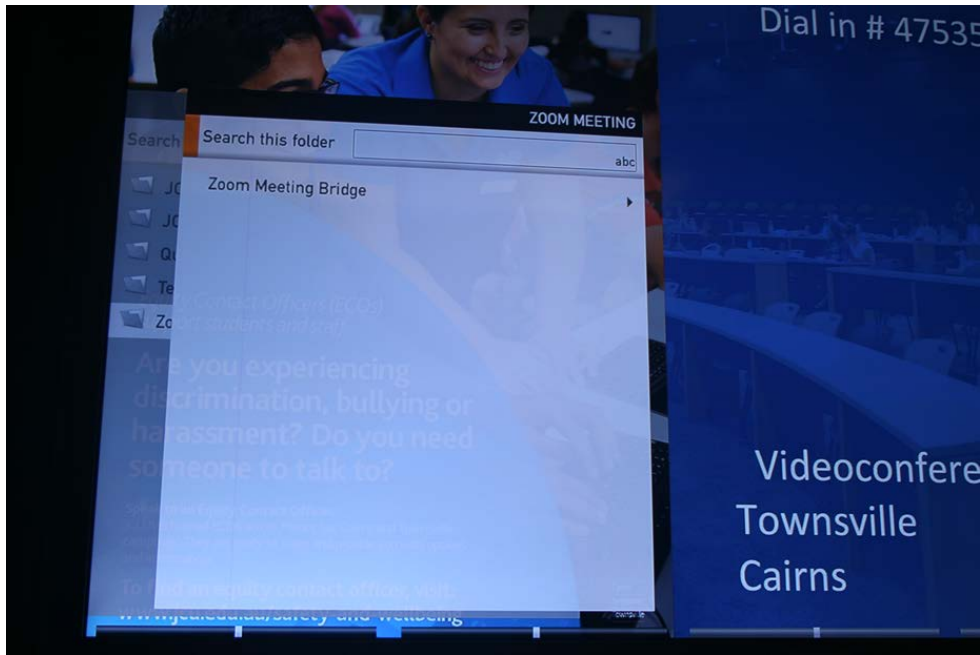
Zoom meetings involving one or more centrally bookable videoconference enabled rooms are usually scheduled by VAVS to connect automatically, provided videoconferencing@jcu.edu.au is invited by the organizer. Hence, the only requirement for the room participants, is to turn on the AV system and setting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

Join a Zoom meeting manually

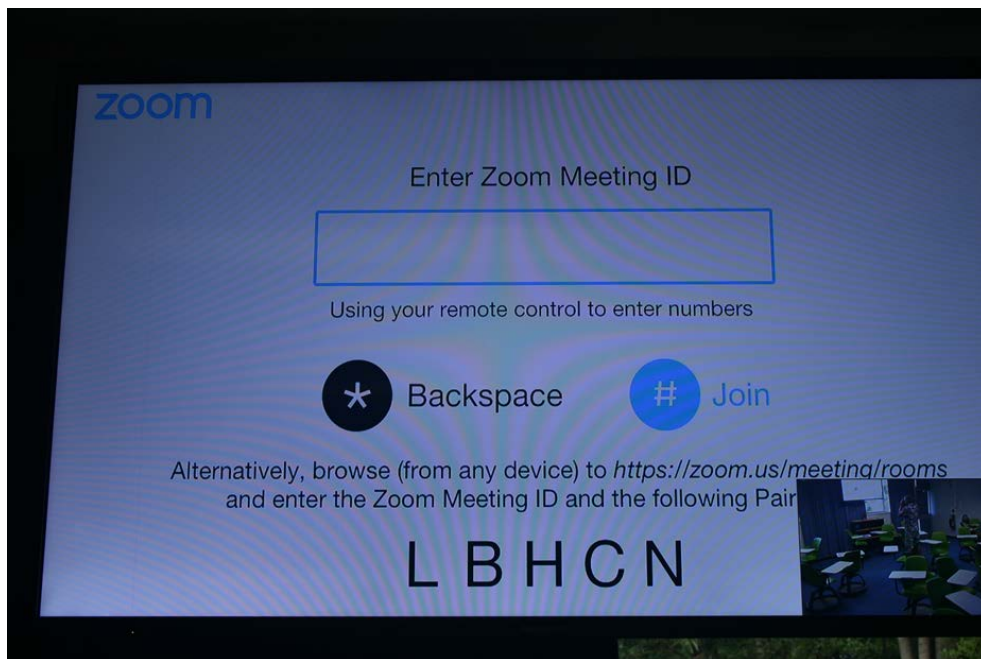
1. Press the **Phone-book** button (located between the green and red handset buttons) – a **Contacts Folder** view will be shown on the display.



2. Navigate to the folder called **Zoom Meeting** by pressing the **arrow down** key and press the **OK** button or the **right arrow** key.



3. To connect to the bridge, press the **arrow down** key and the **green handset** button.
4. After a short voice announcement the display will prompt you for a **Zoom meeting ID**. You will find the ID in the invitation you received.



5. To join the meeting, enter the meeting ID by pressing the **number** keys on the remote followed by the **#** key.