

Options for connecting a Polycom-style room

You can connect a Polycom-style room videoconferencing unit (H.323 or SIP protocol) to a Zoom Meeting, allowing a number of different connections and device types to interact in the same meeting.

Option 1: Call from the Videoconferencing Unit

Each meeting invitation includes the videoconferencing (VC) connection information.

1. Turn on the Polycom system and select **Place a Call**.
2. Refer to the meeting invitation, or if you are a host, sign in at kansas.zoom.us to view the meeting information.
3. From the Polycom dial screen, use the VC unit's remote control to enter in a **H.323 IP address (US West)** listed in the invitation. (Note: Be sure to enter the dots.)
4. Select **Call**.
5. Use the VC unit's remote control, or touch the remote button on the panel to enter the **Meeting ID** from the meeting invitation starting and ending with pound (#).

If you need to make a **SIP** call instead, use the **SIP address** from the meeting invitation to connect.

Or an H.323/SIP room system:

H.323:

162.255.37 (US West)

162.255.36 (US East)

221.122.88 (China)

115.114.1 (India)

213.19.144 (EMEA)

202.177.207 (Australia)

209.9.211 (Hong Kong)

Meeting ID: 995 3

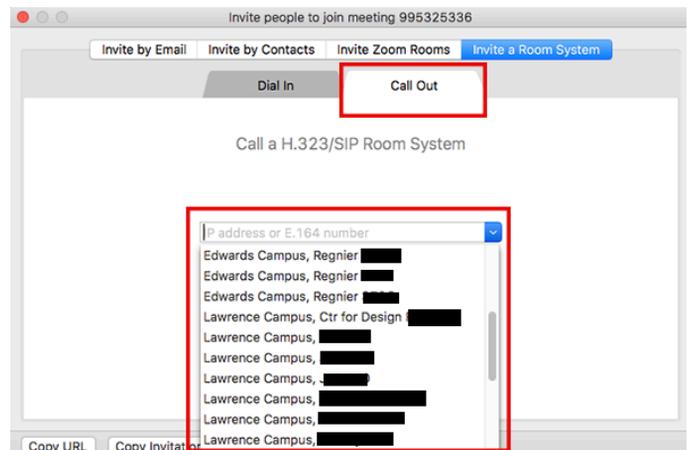
SIP: 995 @zoomcrc.com

Option 2: Call a Videoconferencing (VC) Unit from the Zoom Meeting Room:

The easiest way to connect to the room's videoconferencing (VC) system is to "Call Out" to it from the Zoom meeting room. If you'd like to have your department's VC unit placed in KU's Directory, contact the Media Production Studio

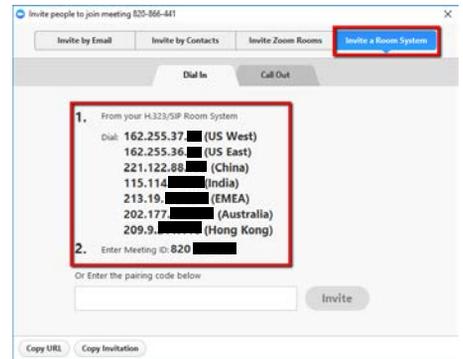
(itmps@ku.edu).

1. Click on the Zoom meeting link from a computer, or if you are a host, sign in at kansas.zoom.us to view meeting information.
2. Select **Join audio conference from computer**.
3. Select **Invite**.
4. Choose **Invite a Room System > Call Out**.
5. Select your **registered VC unit** from the drop-down menu.
6. Select **Call**.
7. Your VC unit will begin ringing. To connect, answer the call with the VC unit's remote control.



Option 3: Connect from the Zoom Meeting Room

1. Click on the Zoom meeting link from a computer or workstation, or if you are a host sign in at kansas.zoom.us to view meeting information.
2. Select **Join audio conference from computer**.
3. Click **Invite**.
4. Choose **Invite a Room System**.
5. Turn on the Polycom system and choose **Place a Call**.
6. Enter the **IP Address (US West)** using the VC unit's remote.
7. Select **Call**.
8. Enter the **Meeting ID** using the VC unit's remote.
9. Select **#Join**.



Other ways to join a Zoom meeting:

From a meeting invitation or email:

1. Locate the meeting invitation or email.
2. Double-click on the link next to **Join from PC, Mac, Linux, iOS or Android**. *Note: If this is the first time you are joining a meeting from your computer, you will be prompted to install the Zoom app.*
3. If you have a microphone, choose **Join Audio Conference by Computer**, otherwise, choose **Phone Call** to call into the meeting.

If you know the Meeting ID:

1. Browse to <https://kansas.zoom.us/>.
2. Select **Join a Meeting**.
3. Enter the **Meeting ID**. *Note: If this is the first time you are joining a meeting from your workstation, you will be prompted to install the Zoom app.*
4. If you have a microphone, choose **Join Audio Conference by Computer**, otherwise, choose **Phone Call** to call into the meeting.

Using the Zoom app:

After installing the Zoom app, you can use it from your computer. You'll find it under your programs.

1. After locating the Zoom application, select **Sign in with SSO** then enter **kansas.zoom.us** for the company domain.
2. Sign in with your KU Online ID and password when prompted.

After signing into the application, you can:

- Start impromptu meetings
- Join a meeting
- Schedule meetings
- See all meetings you have access to under the **Meetings** tab at the bottom.



Schedule a meeting:

1. Browse to <https://kansas.zoom.us/>
2. Select **Sign In** to log in using your KU Online ID and password.
3. Choose **Schedule a Meeting**.
4. **Set a specific time** for your meeting (*to schedule a meeting that you can use any time, select **Recurring Meeting** > **Recurrence** > **No Fixed Time***.)
5. Select Save then choose to add the meeting to your Outlook calendar or copy and send meeting information to participants.

Note: Once you've signed in through the browser, you can schedule meetings through the desktop app or through an Outlook plug-in. However using the browser, you'll have the most options.