

Use Zoom from our meeting rooms

Videolink/C-touch

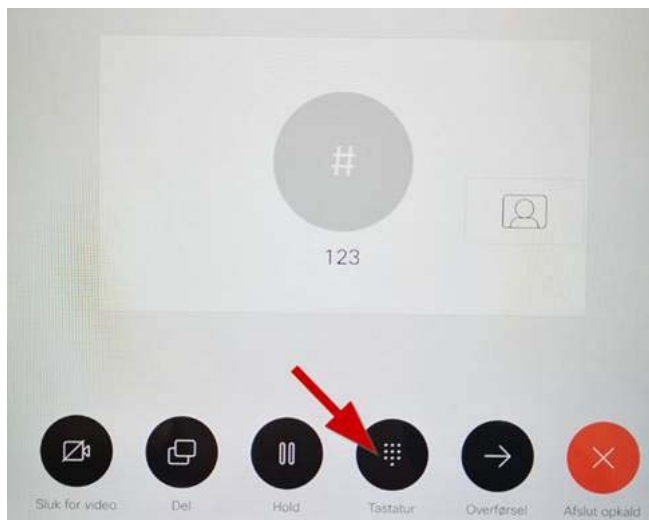
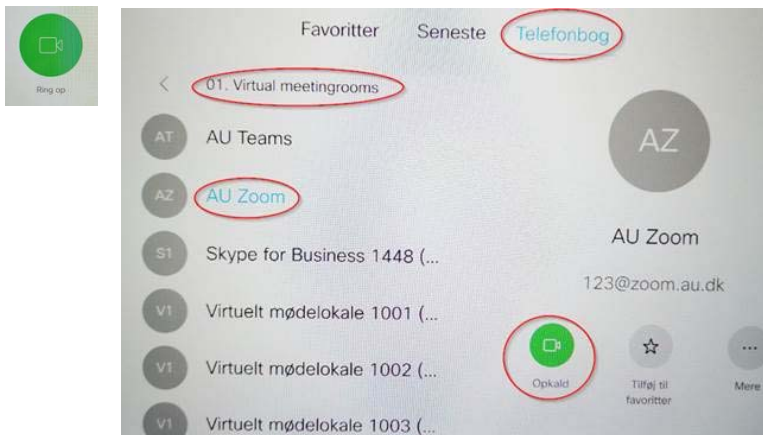
CONNECT USING IPAD IN MEETING ROOM

1. Call
2. Directory
 - 01. Virtual meetingrooms
 - AU Zoom
 - Call

3. Open keyboard

4. Enter

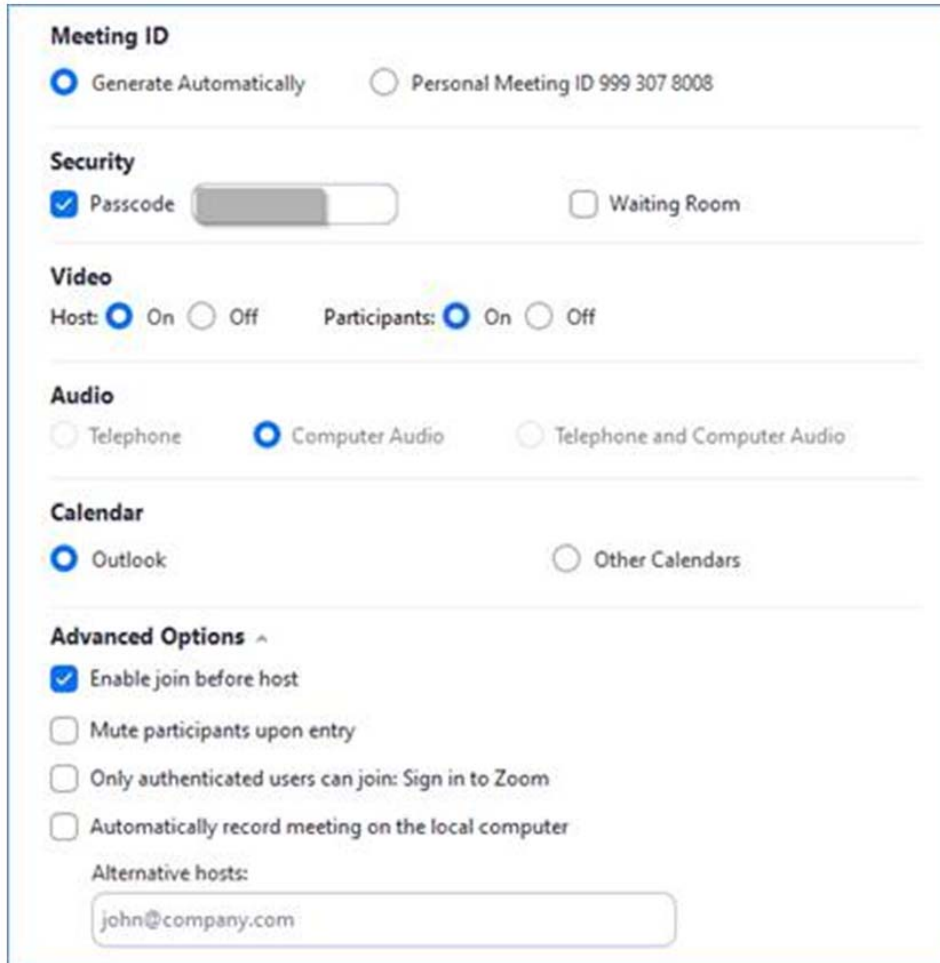
Meeting ID: End with #
Passcode: End with #



TIP - check your settings:

Side 2/2

- If the meeting is for internal participants only, we recommend the following settings:



The image shows a screenshot of the Zoom meeting settings interface. The settings are organized into several sections:

- Meeting ID:** Generate Automatically, Personal Meeting ID 999 307 8008
- Security:** Passcode (with a greyed-out input field), Waiting Room
- Video:** Host: On, Off; Participants: On, Off
- Audio:** Telephone, Computer Audio, Telephone and Computer Audio
- Calendar:** Outlook, Other Calendars
- Advanced Options:** Enable join before host, Mute participants upon entry, Only authenticated users can join: Sign in to Zoom, Automatically record meeting on the local computer
- Alternative hosts:** A text input field containing "john@company.com"