




Starting an AAU ZOOM meeting from a video conferencing system

Process	Description	Activity
<p>IMPORTANT: Do not forget to mark the "Enable join before host" box under "Advanced Options" when you create the AAU ZOOM meeting. If you forget to do so, a "Host key" needs to be used if the host is not logged on to AAU ZOOM from his/her PC. You can read more about host key here: https://support.zoom.us/hc/en-us/articles/205172555-Using-your-host-key</p>		
Connect to the AAU ZOOM meeting	<ol style="list-style-type: none">1. Select the option "Lookup an AAU contact" and find the "AAU ZOOM" room by scrolling down the list, or searching in the search box.2. When you have found and marked the room "AAU ZOOM", you click the green button with the phone icon. The equipment will now call the room.3. On the touch panel, press the "DTMF" button and a keyboard will appear on the panel. You can use this for typing in the spaces on the screen.	



4. Enter the meeting ID from the AAU ZOOM meeting request in the box "Enter Zoom Meeting ID".
Then click the # key on the keyboard.
5. Enter the password from the AAU ZOOM meeting request.
Then click the # key on the keyboard.

