Steps to Join a Mobile TelePresence Cart or Next Generation Classroom to a Zoom Meeting Session

This guide will provide the steps to have a Mobile TelePresence Cart or Next Generation Classroom join a Zoom meeting session you are hosting.

Part 1: Steps to sign into Zoom and start a session.

1. Go to https://sjsu.zoom.us. To log into your Zoom account, click on the "Sign In" button.

2. Next, log in with your SJSU Id and Password to access your Zoom account.

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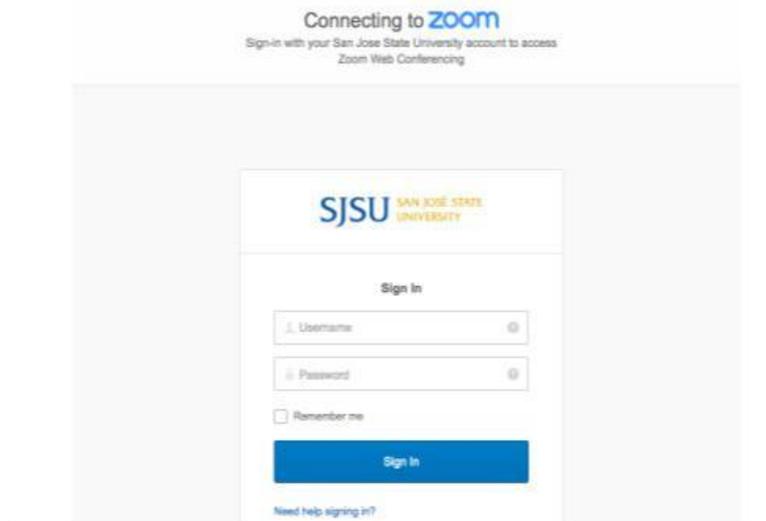
3. Locate the name of your meeting and click Start.
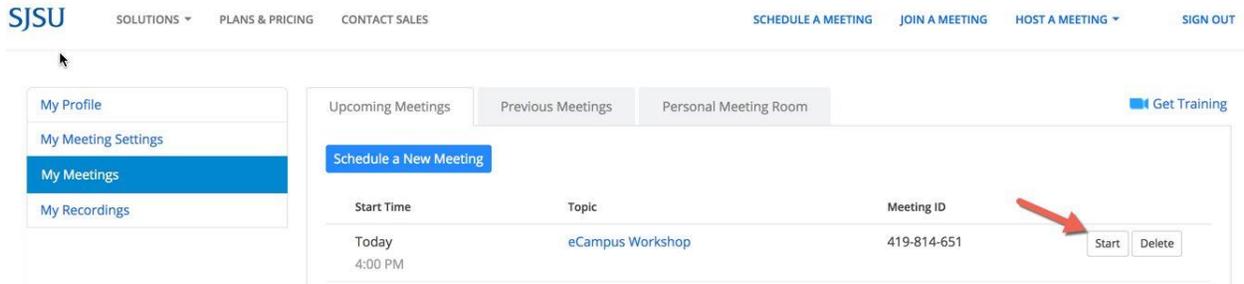
Part 2: Inviting and Joining the Session

1. Once the session begins, select you audio preference and connect your audio/video. Note: If you plan to use the mobile cart or room audio, mute your audio once connected to avoid feedback.
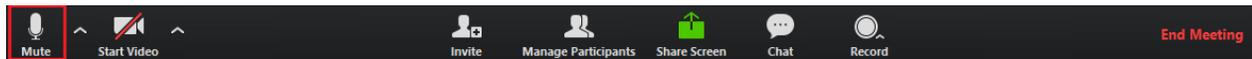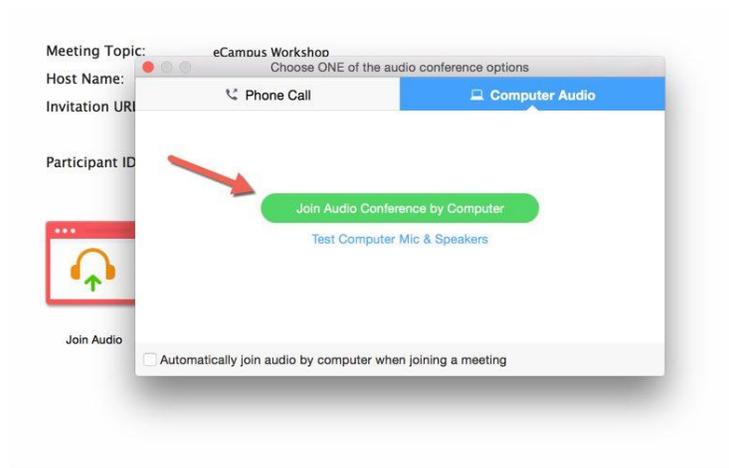
2. Click on the "Invite" button to display the invite options available for the meeting.

3. Three invite options appear. Click on the "Room System" tab and the "Dial In" tab. Note the *Dial* and *Meeting ID* numbers.
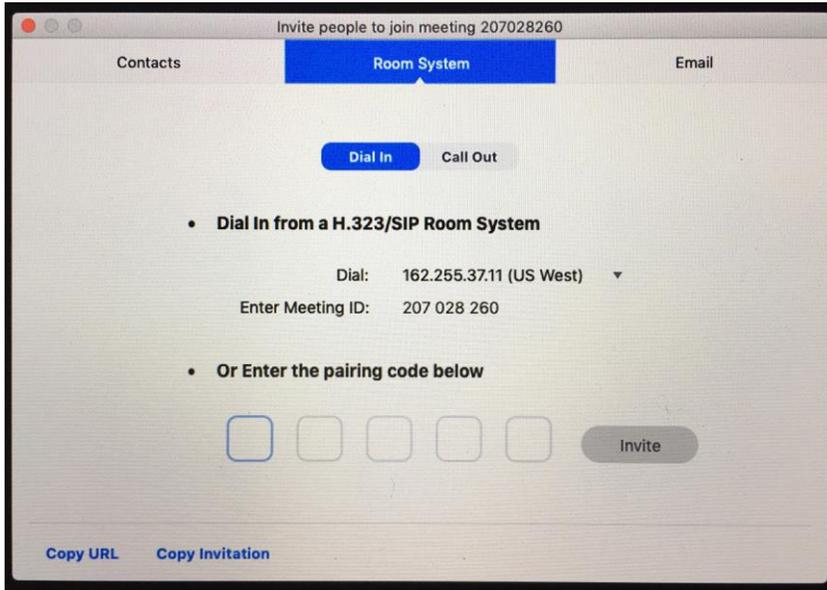
4. Using the Control panel in the room or on the cart, enter the Dial number, including the periods. The Dial number, an IP address, looks similar to this: 162.255.37.11 Then press the green *Call* button.

5. After clicking the *Call* button, the room or cart will display an incoming call message. Note the *Pairing* code at the bottom of the screen.
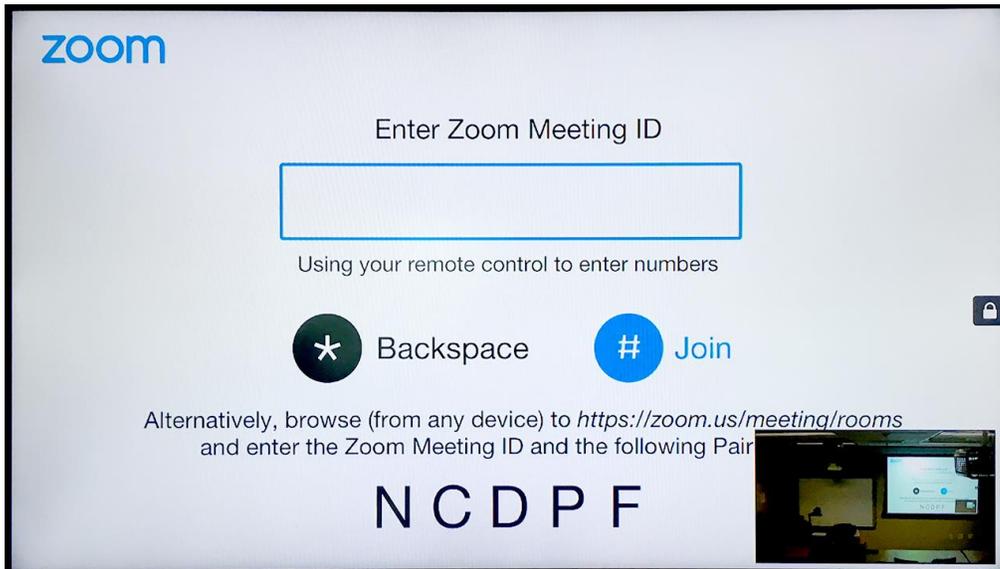
6. Enter the *Pairing Code* (NCDPF in this example) and press the blue *Invite* button.
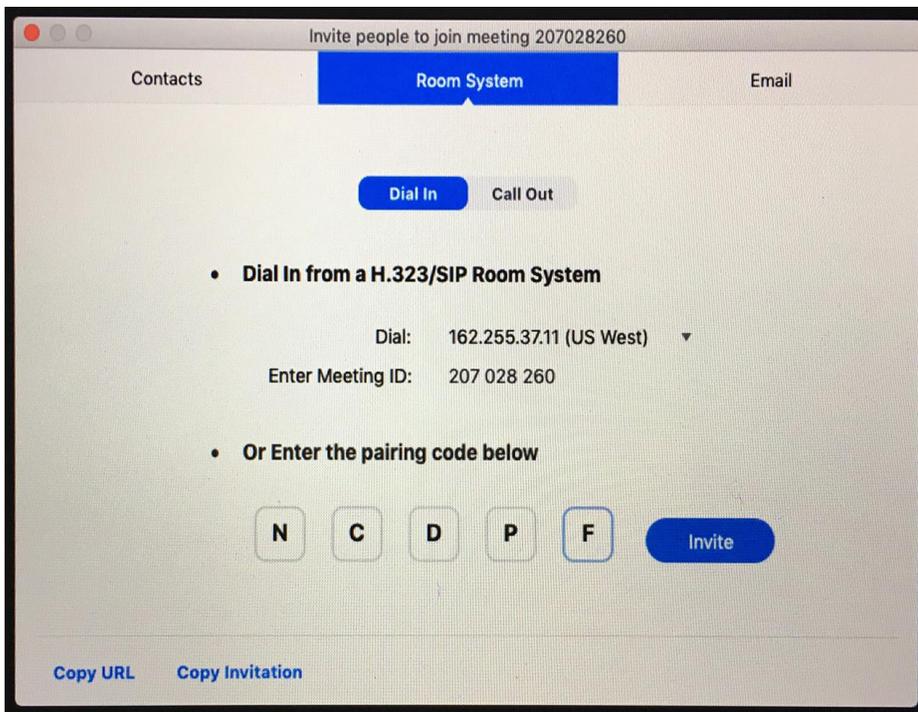
7. The Zoom meeting interface displays the *Device Connected* message. The cart/room has now successfully joined the meeting.