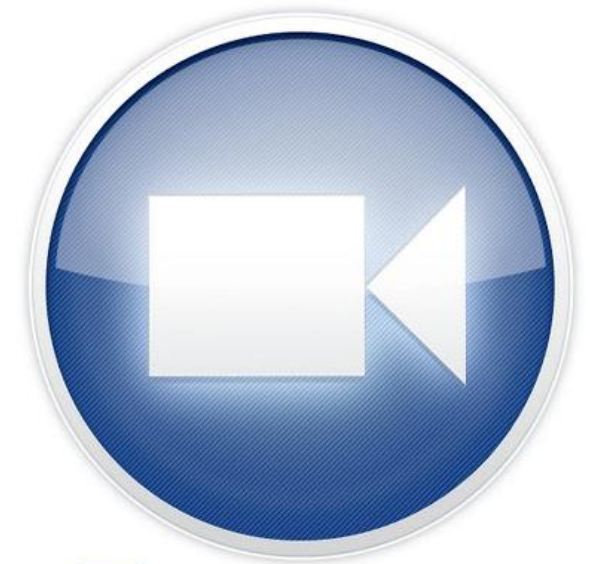


# Zoom Video Conferencing Overview

May 1, 2017



**Zoom.us**

# Audio and Video Conference

- ABET uses a product called Zoom a cloud-based video conferencing service, that can support audio or video conferencing.
- The website is [www.Zoom.us](https://www.Zoom.us)
- Contact Ellen Stokes at [estokes@abet.org](mailto:estokes@abet.org) to arrange Zoom meetings.

# Audio and Video Conference-Compatibility

- Video conferencing can be done using your computer, Web browser, iPhone or iPad, Software-based video clients such as Skype or a room conference system.
- Video conferencing is compatible with the following web browsers - Internet Explorer, Firefox, Google Chrome and Safari.

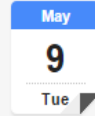
# Audio and Video Conference- Requesting Pre-Visit Meeting

Please provide the following information for scheduling meetings:

- Date
- Time (be sure to mention if Pacific, Mountain, Central, or Eastern)
- Participants (include name, email, and numbers)
- Length of Meeting

# Audio and Video Conference

- Once a meeting has been scheduled, you will receive an email with the following information.
- Video conferencing is an optional feature. To conduct a standard phone conference without video, use the dial-in number and follow voice prompts.

	<b>Test Zoom Meeting</b> <a href="#">View on Google Calendar</a>	<b>Agenda</b> Tue May 9, 2017
	When Tue May 9, 2017 2pm – 2:30pm (EDT)	<i>No earlier events</i>
	Where <a href="https://zoom.us/j/566672856">https://zoom.us/j/566672856</a>	2pm Test Zoom Meeting
	Who Joe Luksic*	<i>No later events</i>
	<input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/>	

Hi there,

Joe Luksic is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/566672856>

Or iPhone one-tap (US Toll): [+14086380968](tel:+14086380968),566672856# or [+16465588656](tel:+16465588656),566672856#

Or Telephone:

Dial:

[+1 408 638 0968](tel:+14086380968) (US Toll)

[+1 646 558 8656](tel:+16465588656) (US Toll)

400 669 9381 (China Toll Free)

000 800 040 1530 (India Toll Free)

[+90 216 900 1866](tel:+902169001866) (Turkey Toll)

Meeting ID: 566 672 856

International numbers available: <https://zoom.us/join?m=T5-u8ASCWvrMcAIYXh38sG-fA6cjRQIZ>

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India)

213.19.144.110 (EMEA)

202.177.207.158 (Australia)

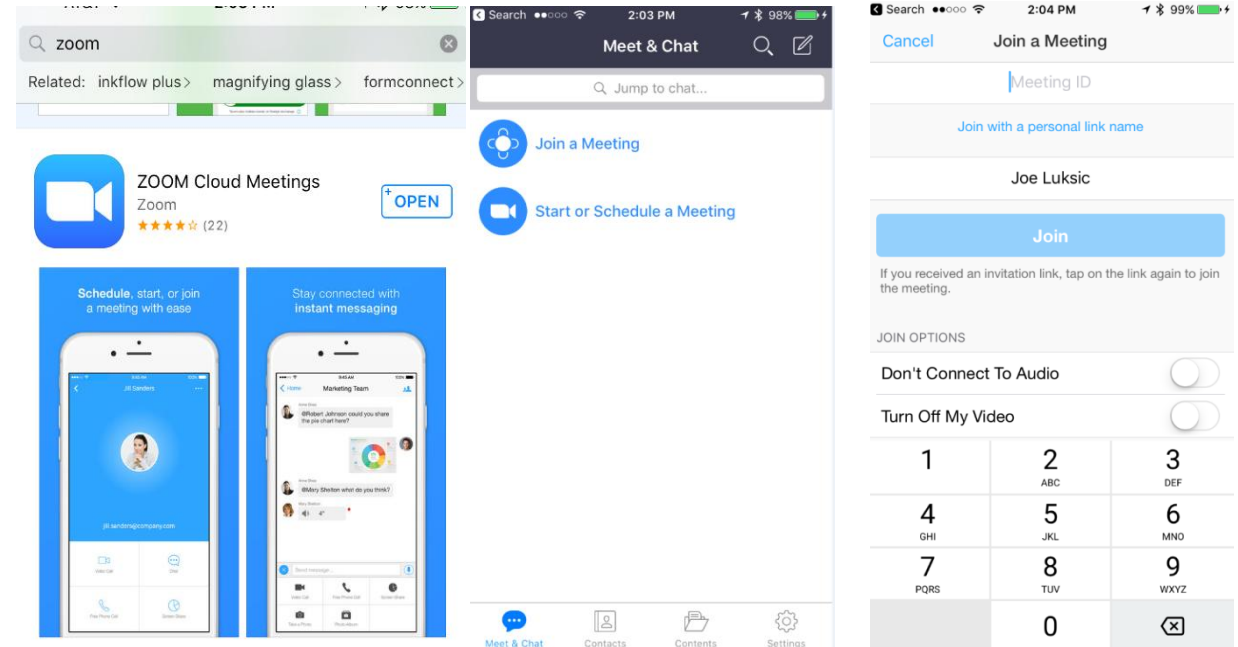
209.9.211.110 (Hong Kong)

Meeting ID: 566 672 856

This is example of GMail

# Audio and Video Conference-utilizing your iPad, iPhone, or Android

IPad, iPhone or Android- You must go to the app store and download the Zoom app. You can enter the information manually. If the meeting is saved on your calendar it will show up automatically.



# Audio and Video Conference- Room Systems

Hi there,

Joe Luksic is inviting you to a scheduled Zoom meeting.

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Or iPhone one-tap (US Toll): [+14086380968](tel:+14086380968),566672856# or [+16465588656](tel:+16465588656),566672856#

Or Telephone:

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202.177.207.158 (Australia)

209.9.211.110 (Hong Kong)

Meeting ID: 566 672 856

SIP: [566672856@zoomcrc.com](mailto:566672856@zoomcrc.com)

For video room systems enter the Zoom system's IP address. You will be redirected to the site. Enter the meeting ID to connect to the meeting.

# Audio and Video Conference- TIPS

- Hard wire your computer if you can. Some newer laptops only have wireless. You can lose throughput with wireless which will make the meeting choppy.
- Make sure the light is in front of you and not behind you. Bright light behind you or on the side will create a shadowy effect.
- Headsets will keep the echoing down. Not all computers have sound cancellation, so the last thing you want is to have the sound from the speaker going into the microphone.



# Audio and Video Conference- TIPS

- Get a USB High Definition Camera.
- Be aware of background sounds which can be distracting to others. If you are typing or doing something else, be sure to mute your phone.
- If you have an older computer, close down as many programs as you can. It does take some power to process all of the voice and video coming in and out of your computer.