

How To Host A Zoom Meeting In A Webex Collaborative Space

- Each UNCP Zoom account is equipped with a Cloud Room Connector which allows Zoom Meetings to be hosted in Webex enabled spaces across campus.
- To get started, schedule your meeting and then locate the SIP URI address towards the lower bottom of your Zoom meeting invitation (Image 1.1).
- Next, tap the touch panel to turn on your room system. Tap the green call button and type in your SIP URI address (Image 1.2 & 1.3). After entering the SIP address, a voice prompt will ask you to enter your meeting passcode followed by #. Your passcode is located towards top of your meeting invitation under the Meeting ID.
- Once completed, the system will ask *"If Are You The Meeting Host, Enter the Host Key"*. Enter your Host Key followed by #. Note, your Host Key is located under your account profile at uncp.zoom.us (Image 1.4)
- After entering your Host Key you're done! Note, if you're in a collaborative space with one display, the participant(s) will be in full view and will go into picture-in-picture mode if computer content is shared. If the room is equipped with two displays, the participant(s) will be on one display and the shared computer content will be located on the second display.
- If your meeting has "mute on entry" enabled you will need to press 1 then press 2 # on the touch panel to unmute. Also, if you have the waiting room feature enabled, you'll be prompted to allow each person in the room

Meeting Invitation

Dial by your location

+1 301 715 8592 US (Washington DC)
 +1 312 626 6799 US (Chicago)
 +1 646 558 8656 US (New York)
 +1 253 215 8782 US (Tacoma)
 +1 346 248 7799 US (Houston)
 +1 669 900 9128 US (San Jose)

Meeting ID: 914 7658 7337

Find your local number: <https://zoom.us/j/91476587337>

Join by SIP

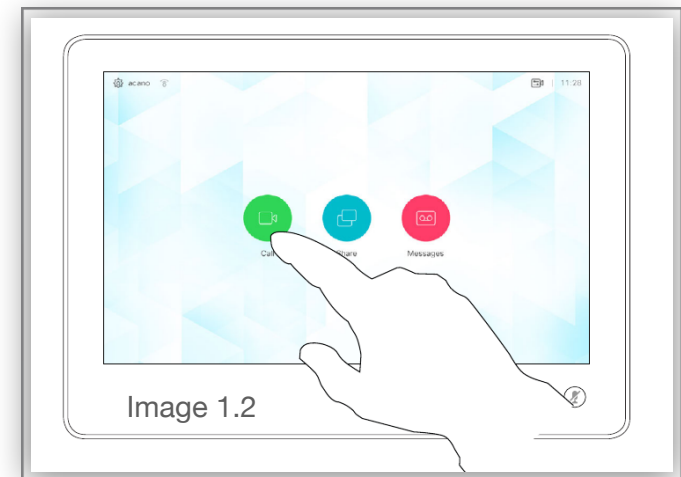
91476587337@zoomcrc.com

← SIP URI Address

Join by H.323

162.255.37.11 (US West)
 162.255.36.11 (US East)
 115.114.131.7 (India Mumbai)
 115.114.115.7 (India Hyderabad)
 213.19.144.110 (Amsterdam Netherlands)
 213.244.140.110 (Germany)

Image 1.1



Alternatively, tap the Search or Dial field. This will invoke the virtual keyboard.

Language	English	
Date and Time	Time Zone	(GMT-4:00) Eastern Time (US and Canada)
	Date Format	mm/dd/yyyy Example: 08/15/2011
	Time Format	× Use 24-hour time
Calendar and Contacts Integration	We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365	
	Configure Calendar and Contacts Service	
Data center regions for meeting/webinar data in transit	Include all data center regions to provide the best experience for participants joining from those regions. Opting out of data center regions may limit CRC, Dial-in, Call Me, and Invite by Phone for participants joining from those regions.	
Sign-In Password	*****	
Host Key	*****	Show
Two-factor Authentication	Turned off	

← HOST KEY

Image 1.4