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.
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 “Invite a Room System” option. Next, click on the “Call Out” tab. A box now appears for an IP address or URL. Enter the Mobile TelePresence Cart or Next Generation Classroom unique email address in this box. Note: See steps 3a/b below regarding where to find this email address. Check the radio button SIP and click the Call button.

a. Email address location for a Next Generation Classroom – The email address in a Next Generation Classroom is located on the iPad console. It appears on the upper left corner.
b. Email address location for a Mobile TelePresence Cart – The email address for a Mobile TelePresence Cart is located on the console. Click on the name of the Mobile Unit on the upper left corner of the console. A drop down menu appears, which displays the email address.

4. After clicking the “Call” button, the room or cart will display an incoming call message. Press the accept button.

5. You will now see the cart/room as an additional participant within the Zoom meeting interface. The cart/room has now successfully joined the meeting.