

Start Video Conference Zoom Online in conference rooms at BioClinicum J5-J10

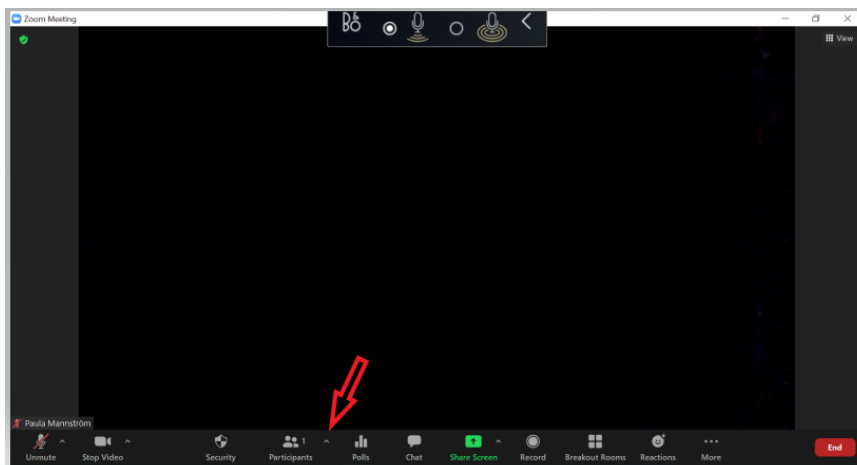
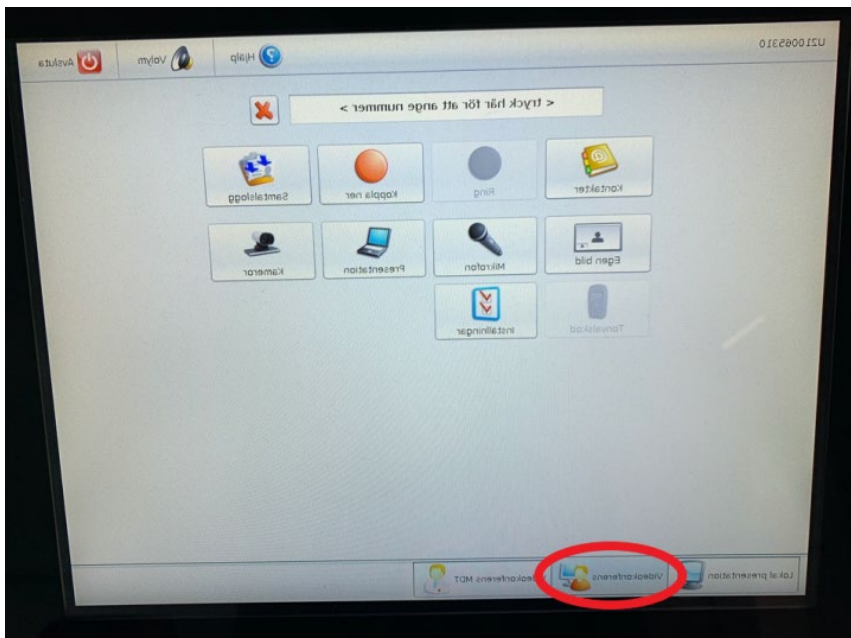
Short Guide to connect your ZOOM Meeting to audio-video equipment in the conference rooms:

You can invite the video/microphone system in the seminar room as a member of your meeting by using the conference system. **To avoid echoes you need to turn of the microphone and loudspeaker in your (and others) computer.**

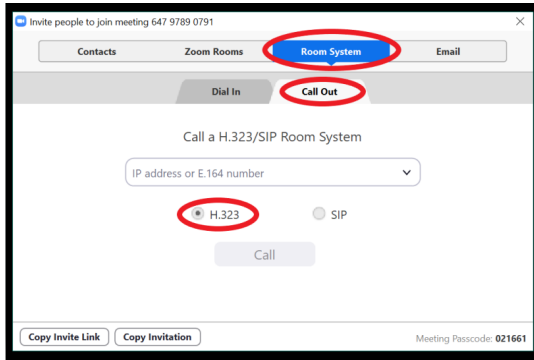
There are two ways of doing this, either **call out** or **dial in** from the conference system. Call out is easier. If no IP-address is visible on the screen, but use the **dial in** (go to point 6).

CALL OUT INSTRUCTION

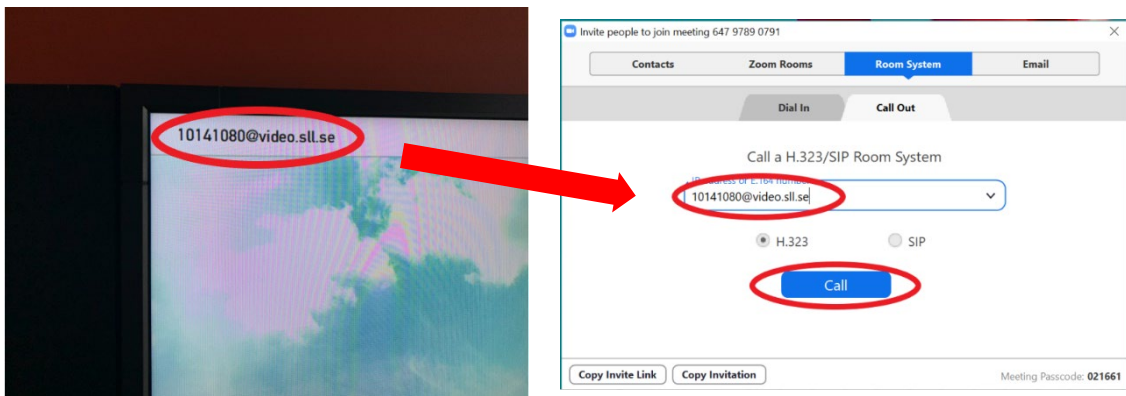
1. Start up the video equipment in the room
2. Choose video-conference tab on the touch screen.



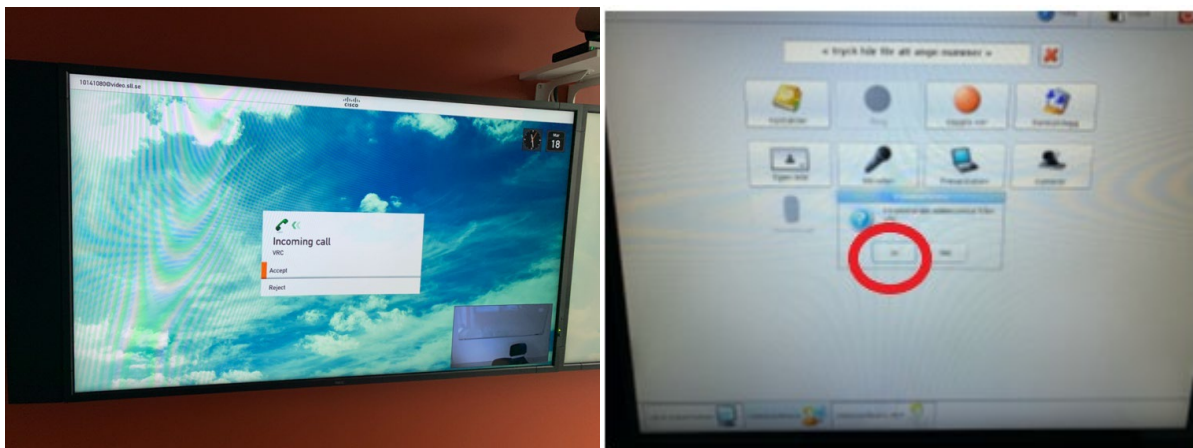
4. Click on **Invite** and a new window opens.
5. Choose the tab for **Room Systems**, the tab for **Call Out** and check **H.323**.



6. In the window for IP address you write the address of the conference system in the room, which can be found in the upper left corner of the conference screen. In this case write: 10141080@video.sll.se. Then press **Call**.



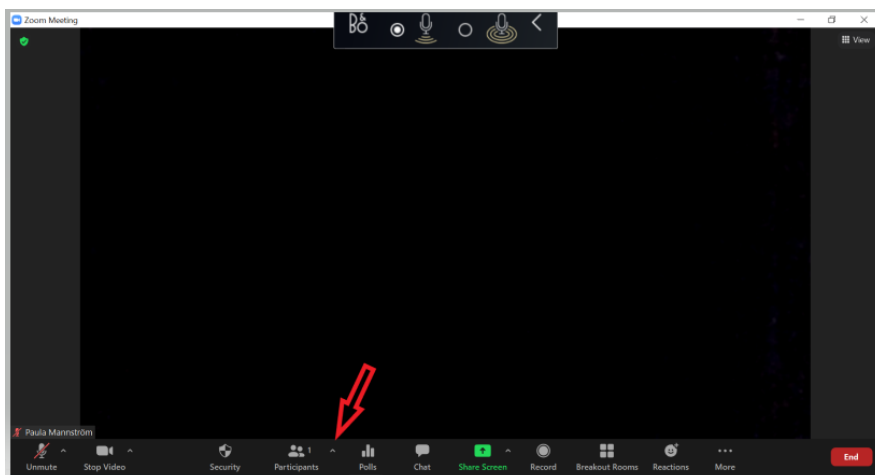
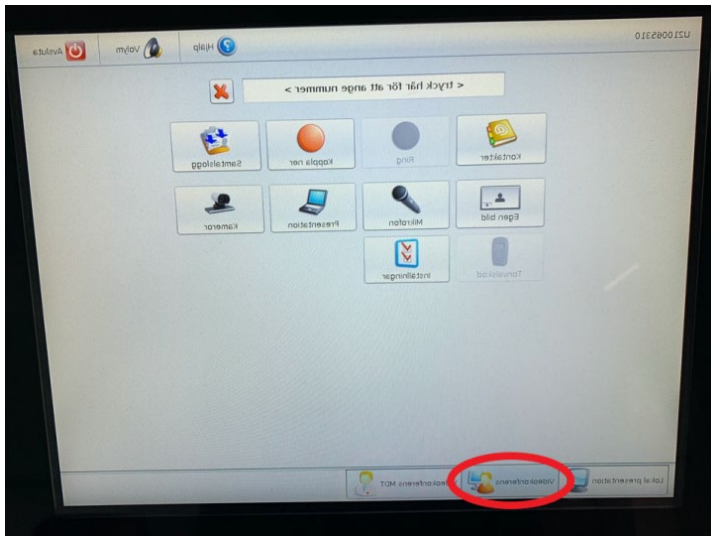
7. Zoom will now call the conference system, on the screen you can see the incoming call. The touch screen now asks if you want to answer the call, press **Ja**. Now you are connected.



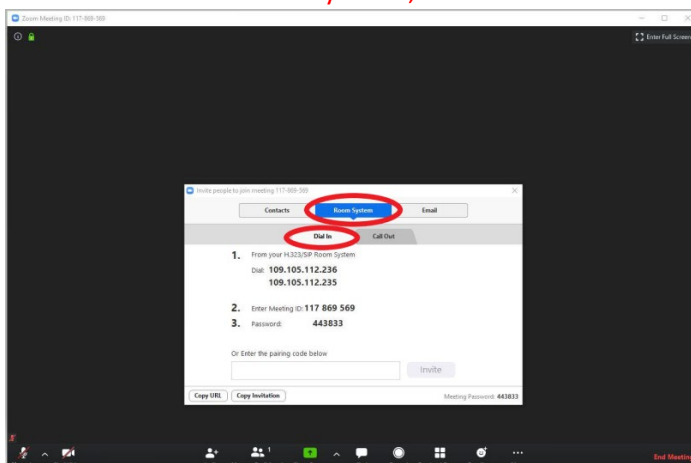
8. From now it is the camera/microphone and loudspeakers in the room that is connected and you can change their settings on the touch screening if needed. If you still get echoes, turn off all microphones/loudspeakers on all other devices that are in the room!

DIAL IN INSTRUCTION

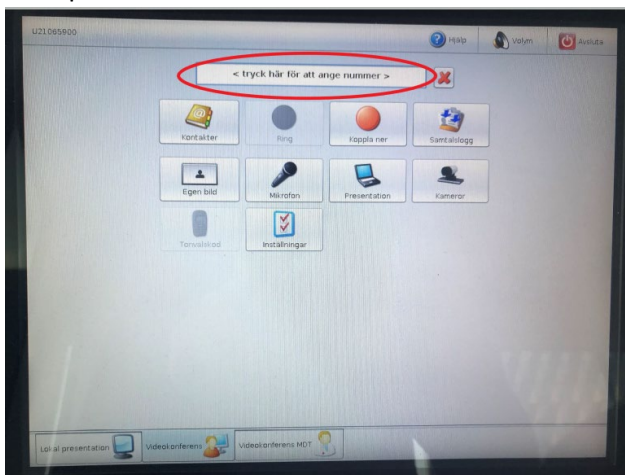
1. Start up the video equipment in the room



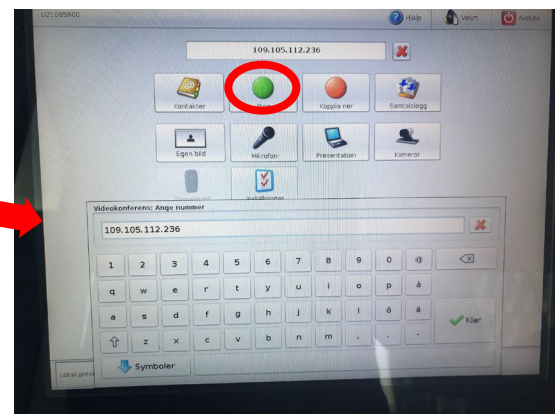
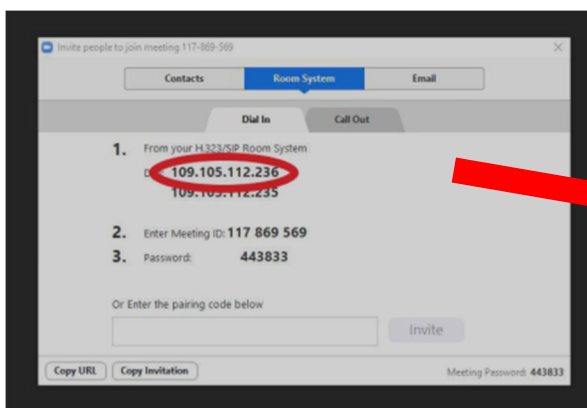
4. Click on **Invite** and a new window opens.
5. Choose the tab for **Room Systems**, the tab for **Dial in**



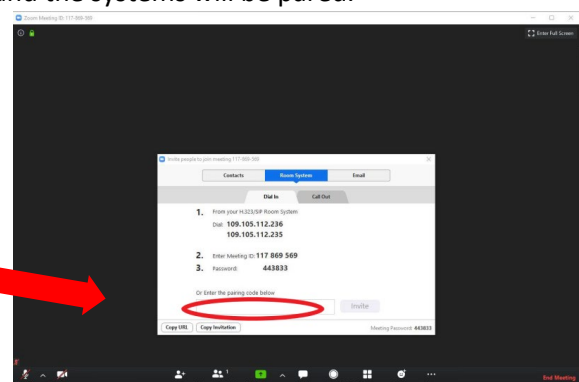
- Go to the touch screen and click on the box **<Tryck här för att ange nummer>**. A keyboard will open.



- Write the number from your Zoom screen into the touch screen and press **Ring**



- On the video screen a window will appear and a voice which asks you to pair the systems. Write the **pairing code** in the zoom window and the systems will be paired.



- From now it is the camera/microphone and loudspeakers in the room that is connected and you can change their settings on the touch screening if needed. If you still get echoes, turn off all microphones/loudspeakers for all other devices!

Happy conferencing!