



OFFICER GUIDE

HOW TO INITIATE A ZOOM MEETING AND ADMIT VISITORS

This guide will show you how initiate a Zoom meeting using a pre-existing account and admit visitors to the meeting

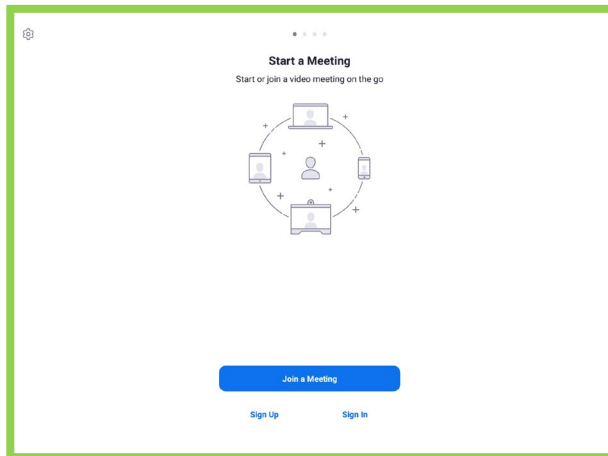
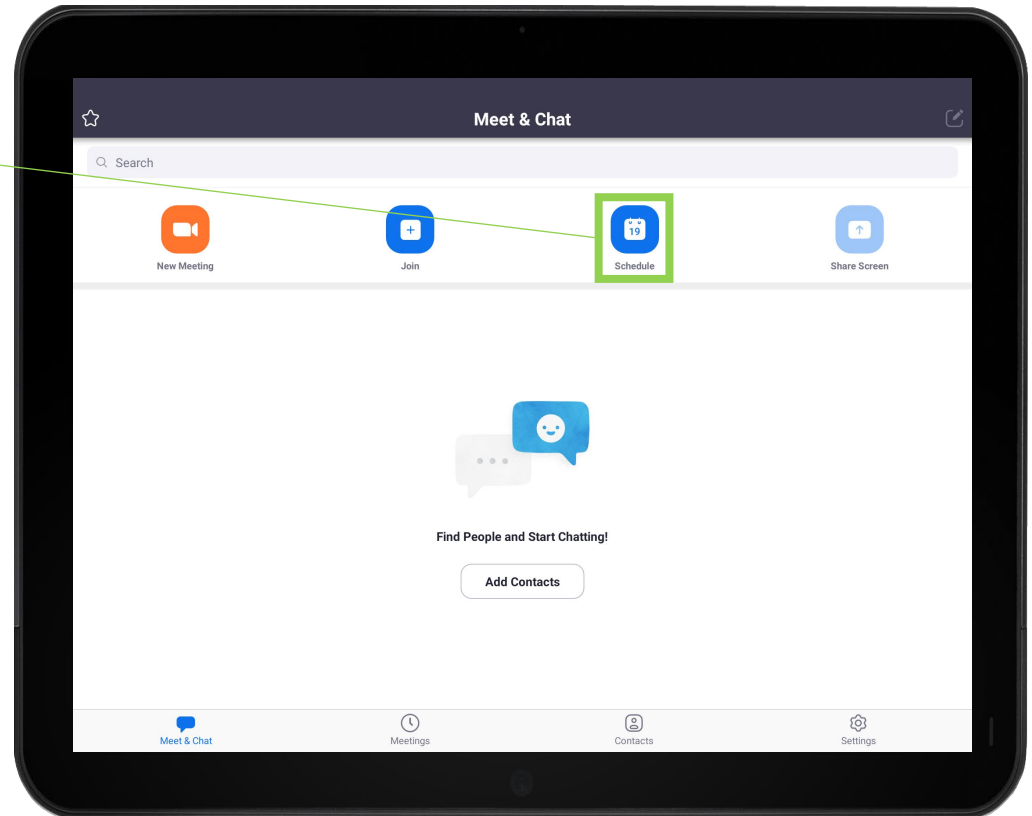
SCHEDULE A NEW MEETING

STEP 1

The tablet should be locked into the Zoom app on this screen

To start a new meeting, tap **Schedule**

If you see a screen like below, you will need to sign the tablet into a Zoom account. Please see [Appendix A](#) for instructions on how to do this



SCHEDULE THE MEETING

STEP 2

On the Schedule Meeting screen, change the

Date

From

To

Make sure all other settings are as pictured in the screenshot

Select Done

Cancel Schedule Meeting Done

CS Officer's Zoom Meeting

Date 14/4/20 >

From 12:00 pm >

To 12:30 pm >

Time Zone GMT+10:00, Australian Eastern Standard Time >

Repeat Never >

Use Personal Meeting ID (PMI) ☒

616-289-4709

If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID.

PASSWORD

Meeting Password ☒

Password abc123

MEETING OPTIONS

Host Video On ☒

Participant Video On ☒

[Advanced Options](#)

Advanced Options

Audio Option Device Audio >

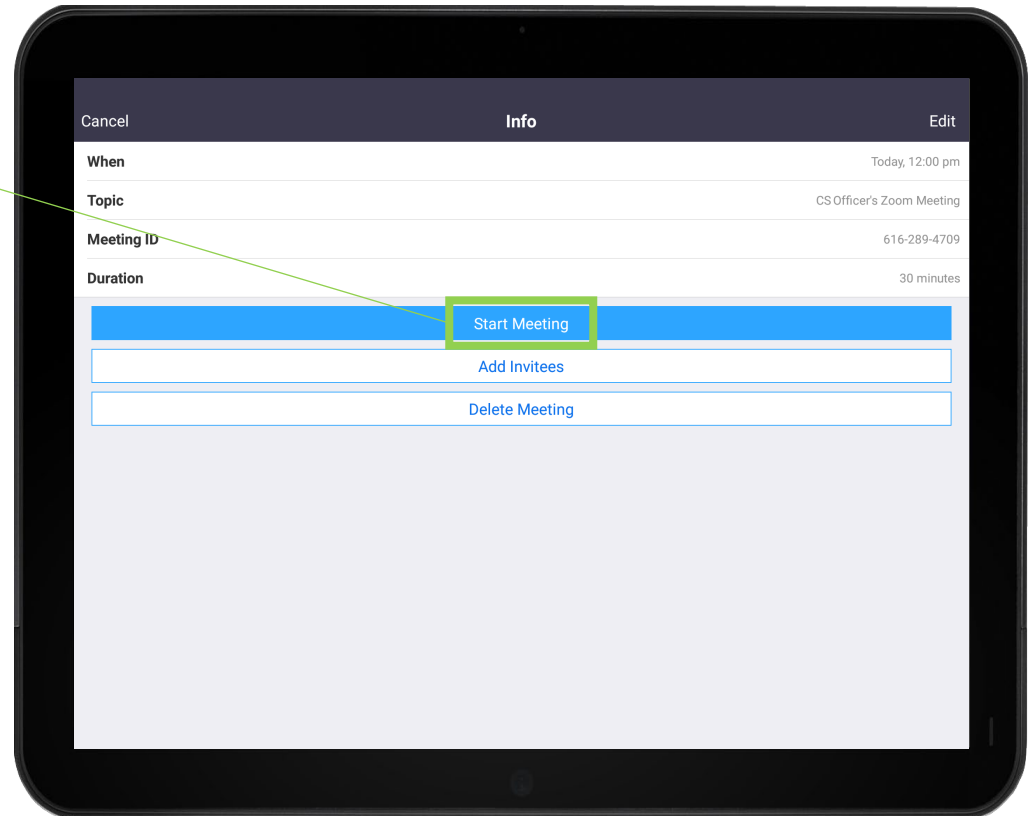
Participant Video On ☒

Host Video On ☒

START THE MEETING

STEP 3

Select **Start Meeting** to begin the meeting



DURING MEETING

STEP 4

The meeting has now started and the visitors can join from their devices



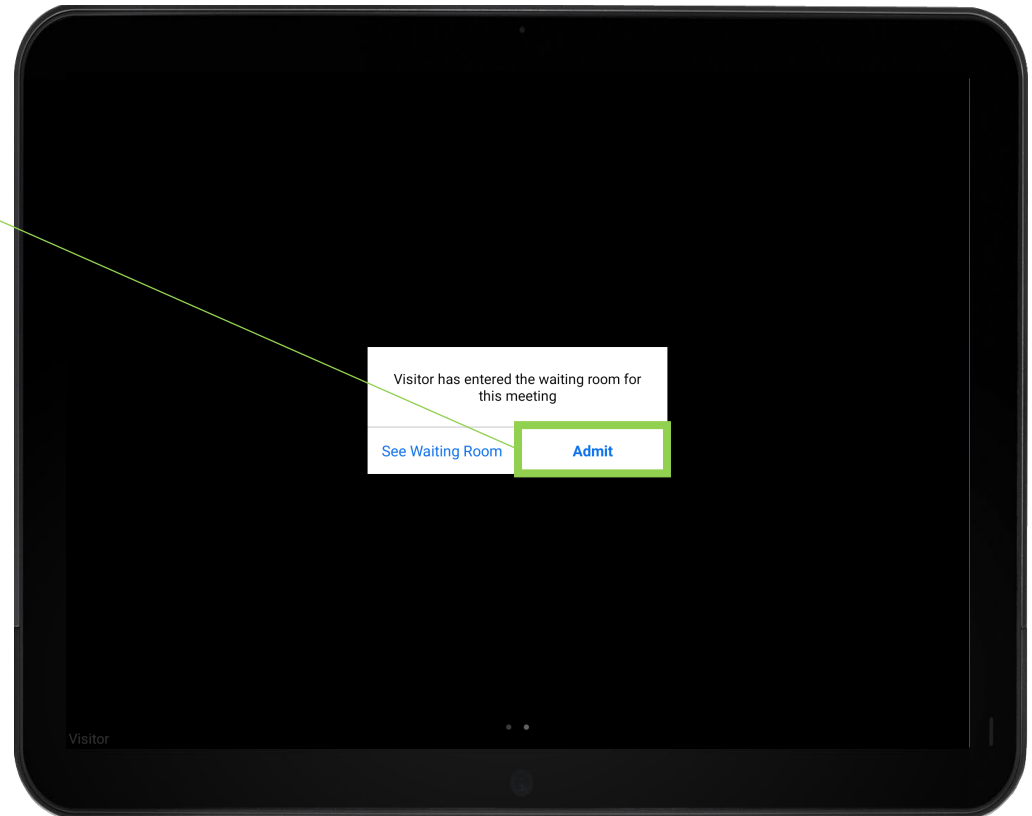
ADMIT VISITORS TO THE MEETING

STEP 5

When a visitor joins the meeting,
a pop-up will appear

Select **Admit**

The meeting can now commence

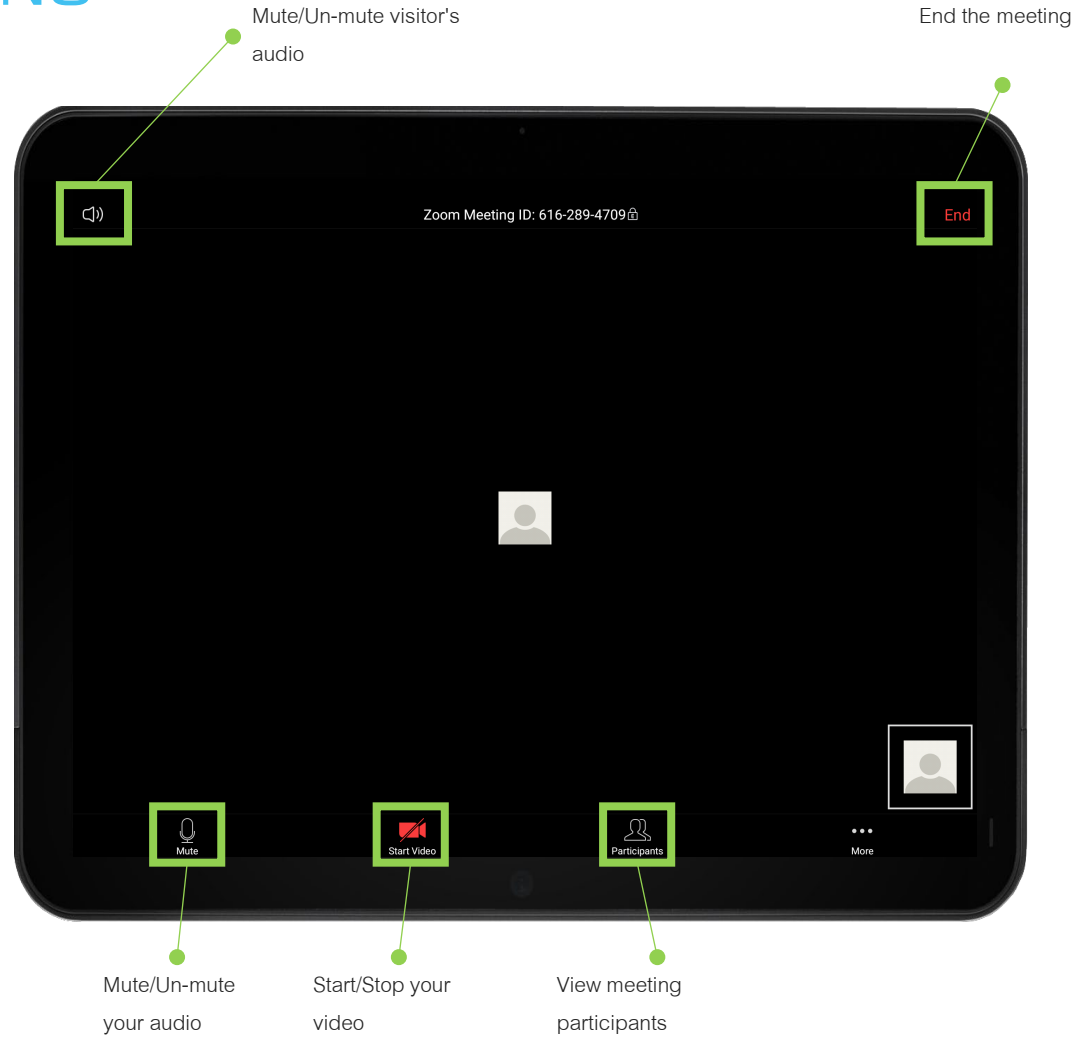


OPTIONS DURING A MEETING

STEP 6

During the meeting, there are various options highlighted

To remove a visitor from the meeting, please refer to [Appendix B](#)



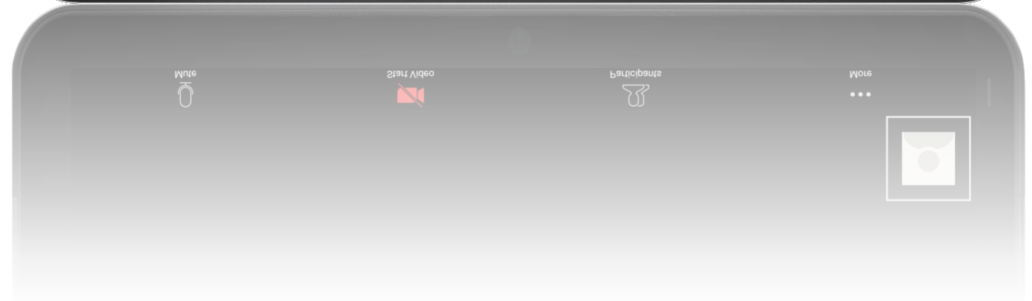
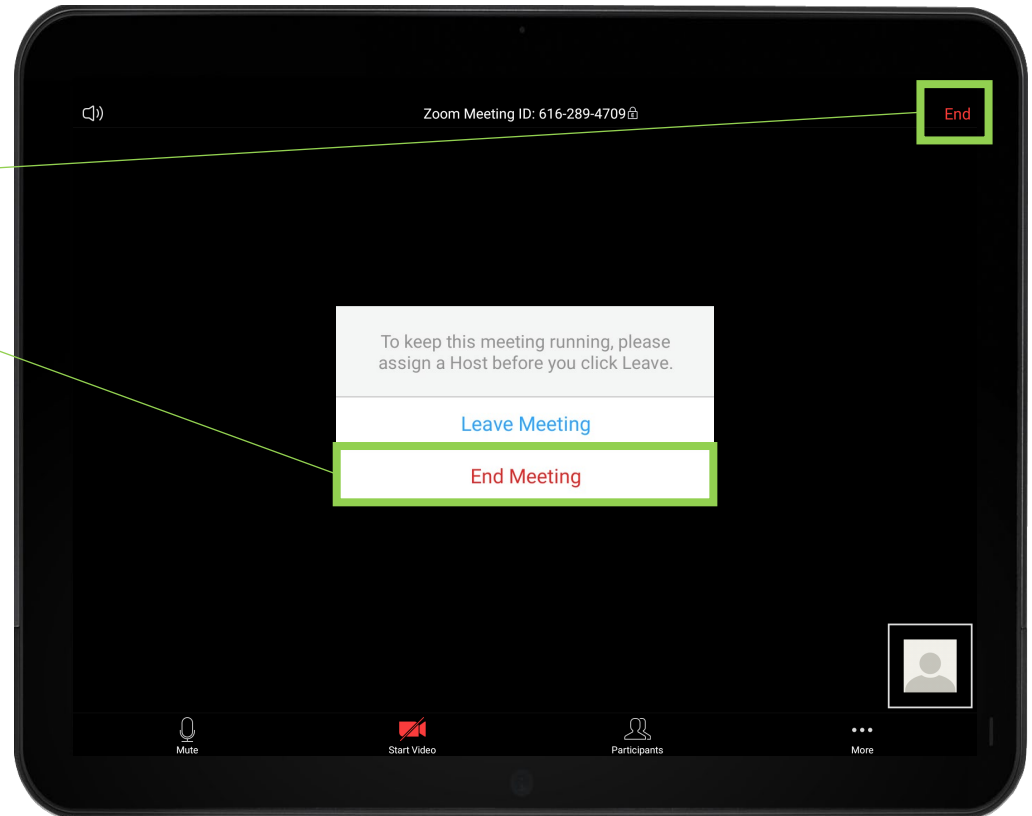
ENDING A MEETING

STEP 7

The meeting can be ended at any time
by selecting **End**

Select **End Meeting** to end the meeting session for both the inmate and
the visitor

*Selecting **Leave Meeting** will leave the meeting running for the visitor
even if the
inmate tablet has left*



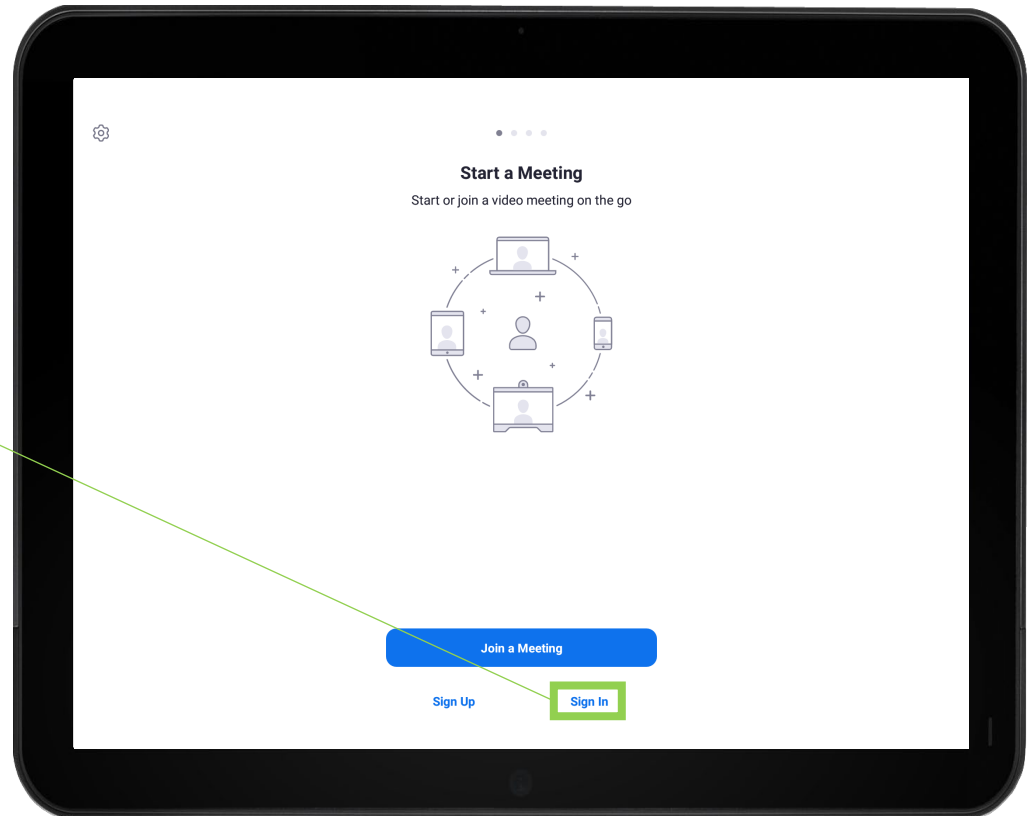
APPENDIX A SIGNING INTO A ZOOM ACCOUNT

STEP 1

If your tablet displays this screen, it is not signed into a Zoom account

All inmate tablets must be signed into an account to conduct a Zoom meeting

To sign in, select **Sign In**



APPENDIX A SIGNING INTO A ZOOM ACCOUNT

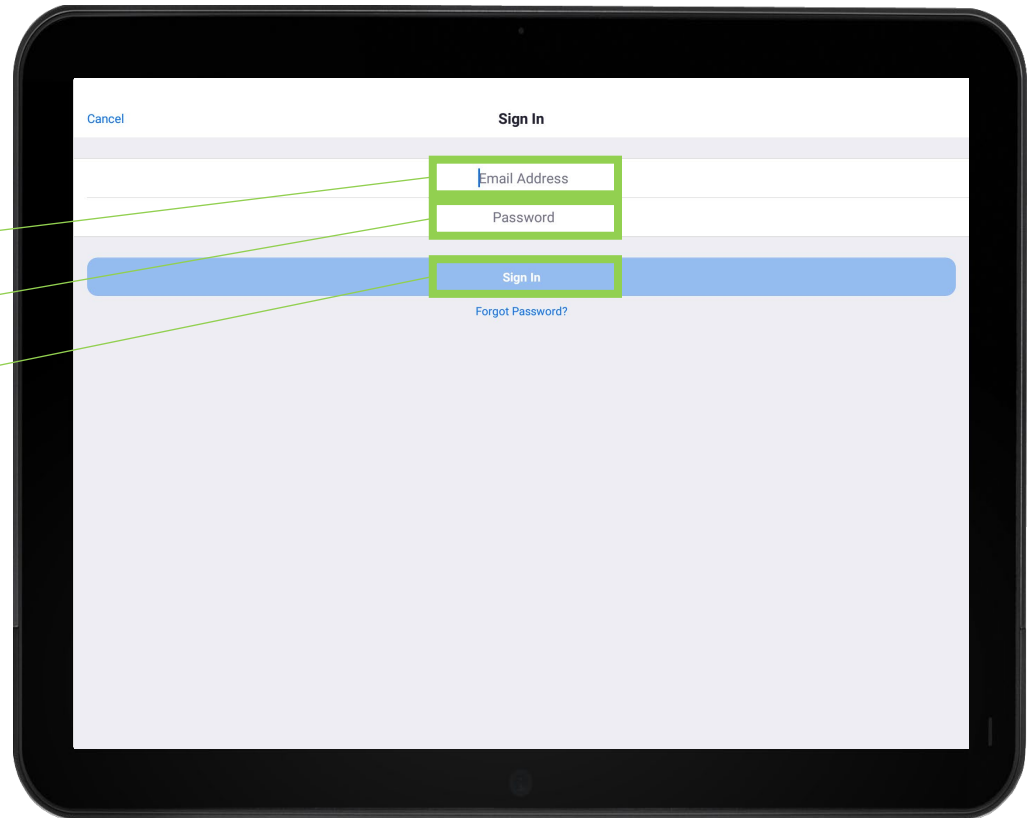
STEP 2

Sign in using one of the accounts provided
in the Excel spreadsheet

Input the **username**

Input the **password**

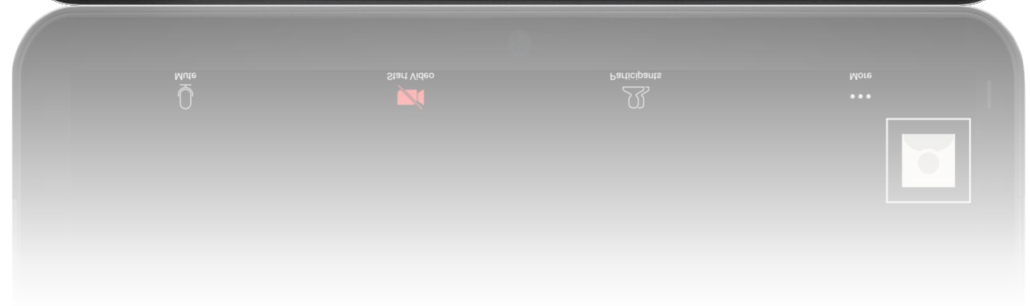
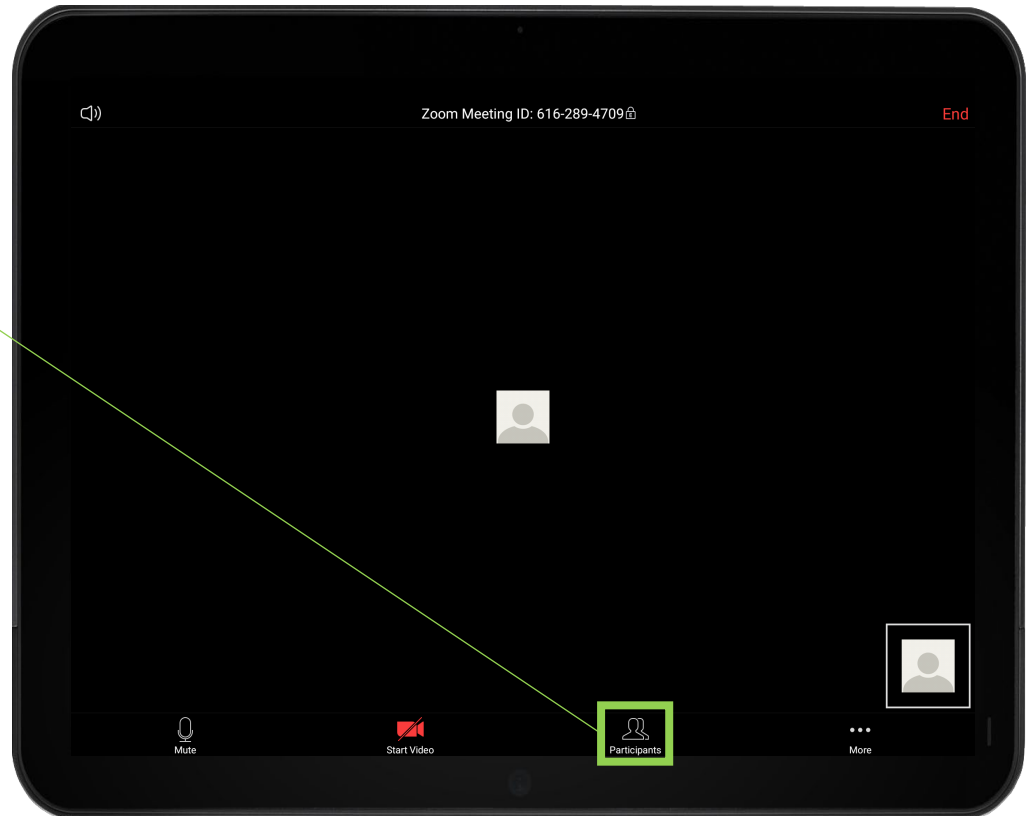
Select **Sign In**



APPENDIX B REMOVING A PARTICIPANT FROM THE MEETING

STEP 1

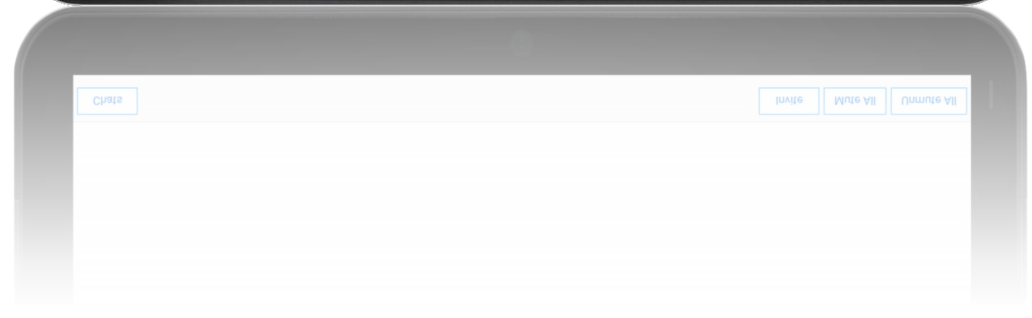
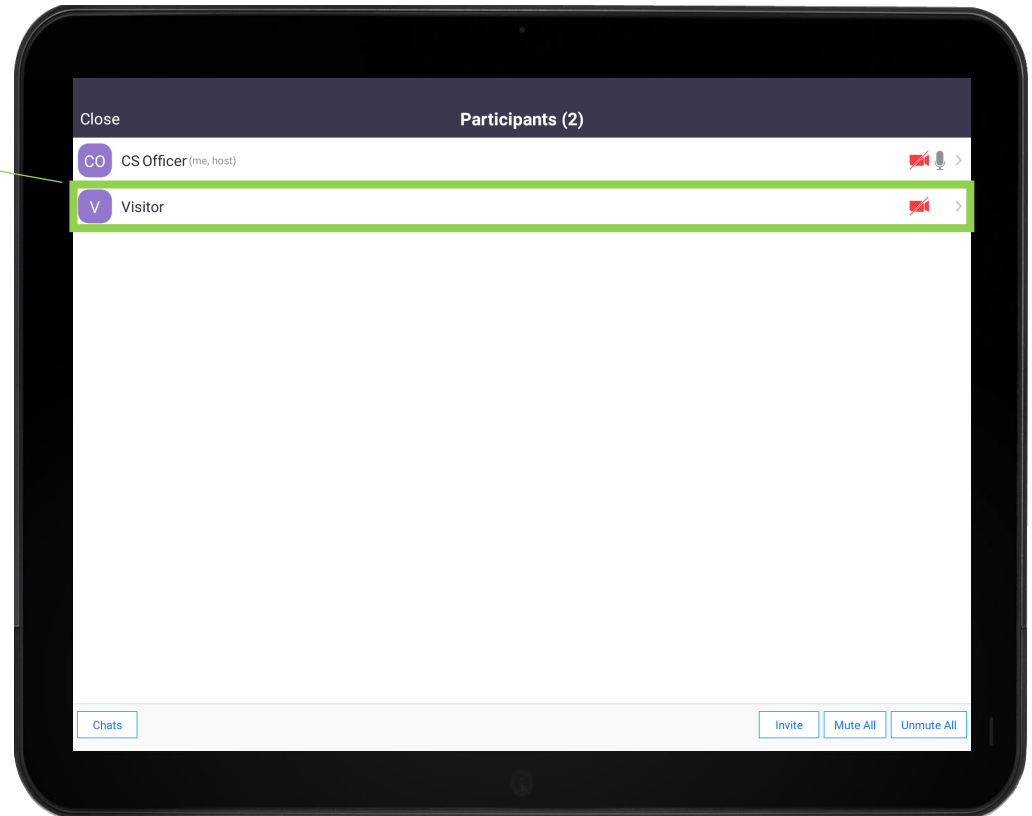
If there is a requirement to remove a participant from the meeting, this can be done by selecting **Participants**



APPENDIX B REMOVING A PARTICIPANT FROM THE MEETING

STEP 2

Select the *Visitor's Name* from the list

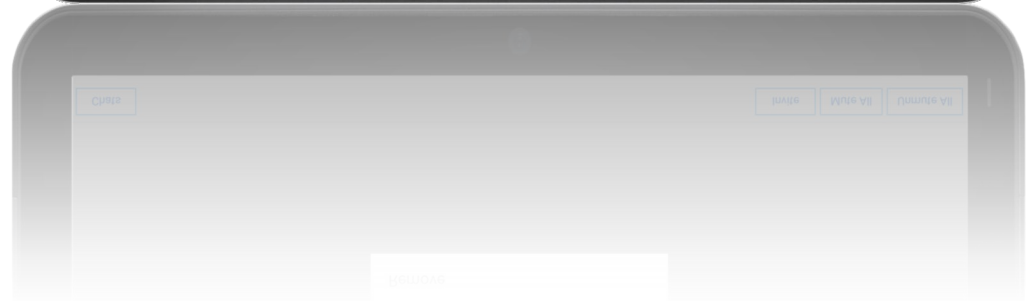
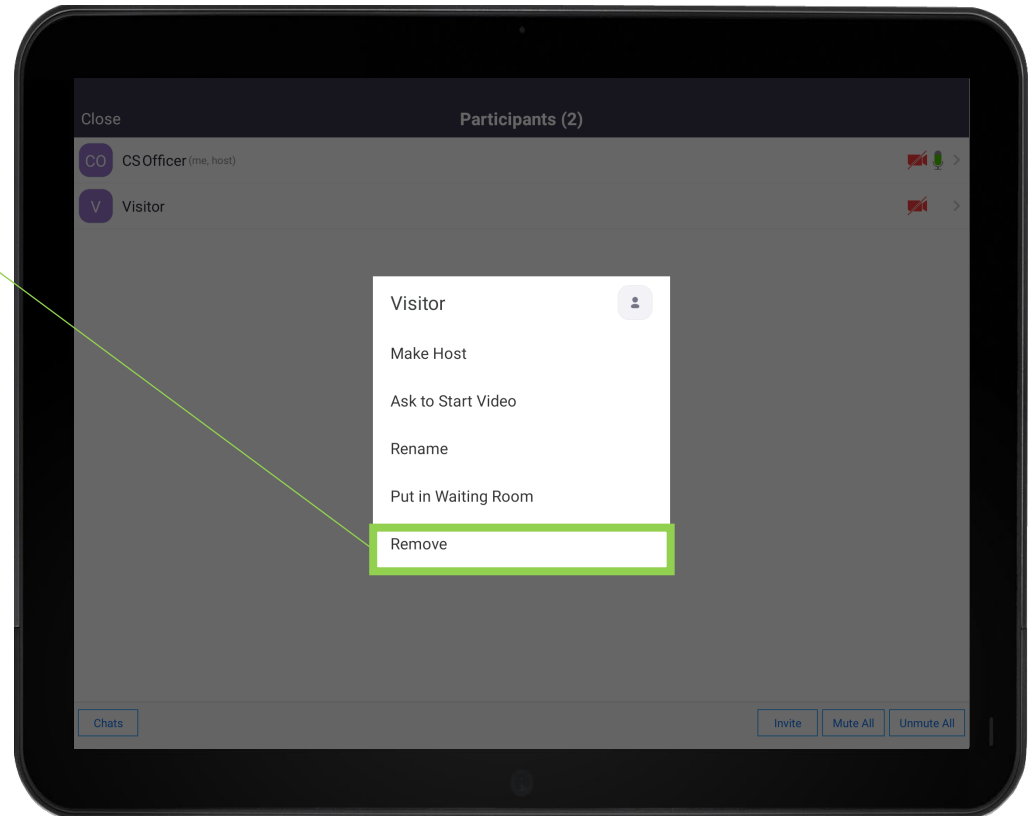


APPENDIX B REMOVING A PARTICIPANT FROM THE MEETING

STEP 3

Select *Remove*

The visitor will be removed from the meeting and will not be allowed to re-join





We are more than
trusted advisors.

We are your
true partners.