Audio Conferencing Using Zoom

We recommend a practice run to familiarize yourself with this technology before you use it for business.

You have to create a zoom meeting which generates an id#. Otherwise, there is no way to hold an audio meeting.

Contact the Information Systems office for the Zoom credentials if necessary.

Users—Join by telephone

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply.
   - United States
     - +1 669 900 6833
     - +1 929 205 6099

2. You will be prompted to enter the meeting ID - the nine (9) or ten (10) digit ID provided to you by the host and generated by our Zoom account, followed by #
   If the meeting has not already started and Join before Host is not enabled, you will be prompted to enter the Host Key to start the meeting, (for webinar@archmil.org the Host Key = 249744) or press # to wait if you are participant.

3. If you are prompted to enter your unique participant ID, know that this applies only if you have joined on a computer or mobile device AND/OR are a panelist in a webinar. Press # to skip.

Host—Join by telephone

You can join and start any Zoom meeting from your telephone and control the meeting with DTMF tones. To be recognized as the host, you will need to enter your host key:

Host Key = 249744

Note: If you enable Join Before Host and join only from your telephone, you will not be recognized as the host and will not have host controls. So, if you plan or need to host a meeting from your phone with full host controls, uncheck Join Before Host in the settings for this meeting. The option is checked by default when you create a meeting.
Phone controls for all dial-in participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom Meeting:

- *6 - Toggle mute/un-mute
- *9 - Toggle raise/lower hand

Phone controls for the meeting host

If you have entered the Host Key to start the meeting, you will have host controls available to you by entering DTMF tones on your dial pad. To hear all available commands, enter ** on your phone. Some include:

- *4 - End the meeting for all participants
- *5 - Lock or Unlock the meeting
- *6 - Mute or unmute yourself
- *7 - Start or Stop Recording
- *# - Hear the number of participants in the meeting
- 99 - Mute or unmute all participants

A tip….in the zoom session if you wish to change from computer audio to phone audio...

1. Click the arrow next to Mute/Unmute.

2. Click Leave Computer Audio.

3. Click Phone Call and follow the prompt to dial in.