



DOs & DON'Ts



Zoom Phone made easy

For more information, please visit the Zoom Phone website at <https://zoomphone.fullerton.edu>



+ DOs



Start Up with Zoom App

Do start Zoom App when you login to the computer.



Simultaneous Ringtone

Do use a separate audio device to play ringtones simultaneously if you aren't wearing the headset.



Update Zoom App

Do keep your Zoom App up-to-date with the latest version.



MFA DUO App as Backup

Do use MFA DUO App as a backup if you respond to MFA calls via your office extension.

X DON'Ts



Login on Multiple Devices

Don't login on multiple devices for each device-type. Your Zoom license allows 1 device for PC/MAC, 1 for mobile, and 1 for tablet. Multiple logins on the same device-type will automatically disconnect you.



Roam and Call via WiFi

Don't use Wi-Fi when taking Zoom Phone calls on the go around campus. Disabling Wi-Fi temporarily during the Zoom call can keep the conversation uninterrupted.



Close Zoom App

Don't close or log off Zoom App on your laptop / mobile device, or you will miss phone calls; instead, minimize the app.



Dial 9 for External Calls

Don't dial 9 when starting calls to outside lines.