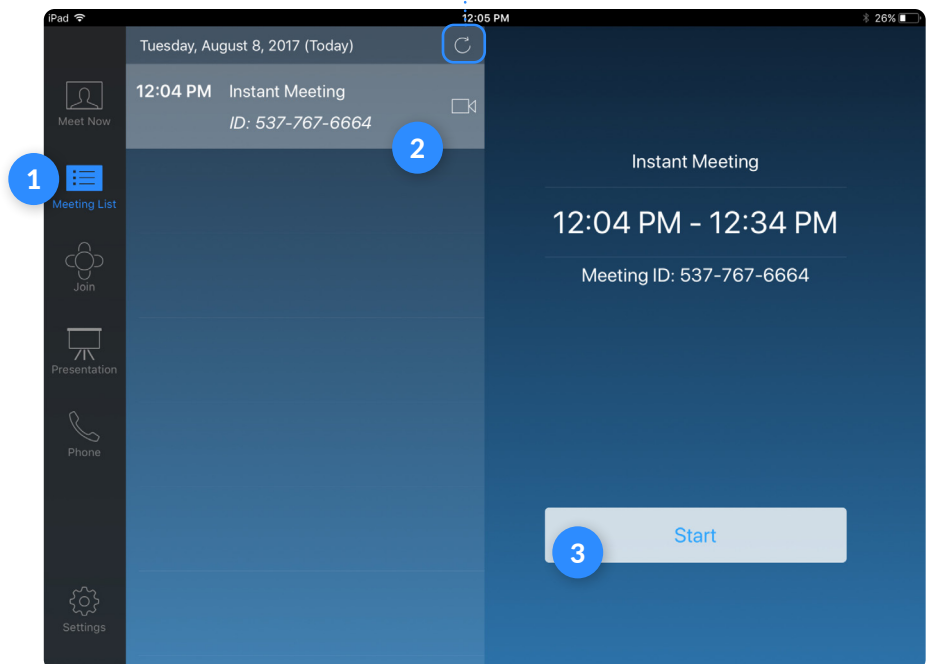# zoomrooms

User Guide

Updated May 2021
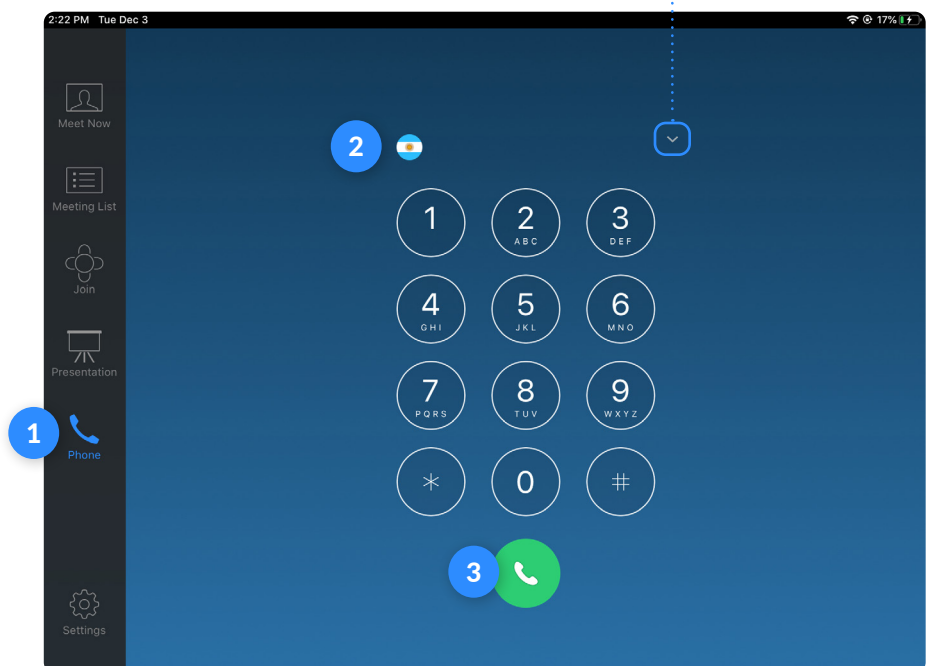
Start a Scheduled Meeting

1 Tap the **Meeting List** icon on the menu bar.

2 Tap your **scheduled topic** on the meeting list.
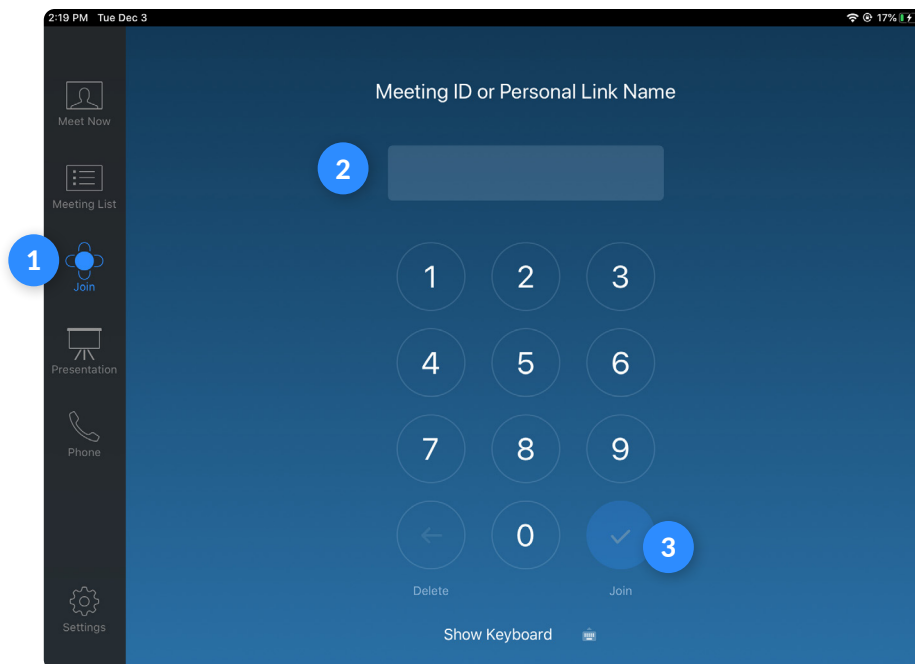
3 Tap **Start** to start the meeting.

Dial Out

1 Tap the **Phone** icon on the menu bar.

2 Tap your **Flag** icon to choose a country. Enter a phone number.

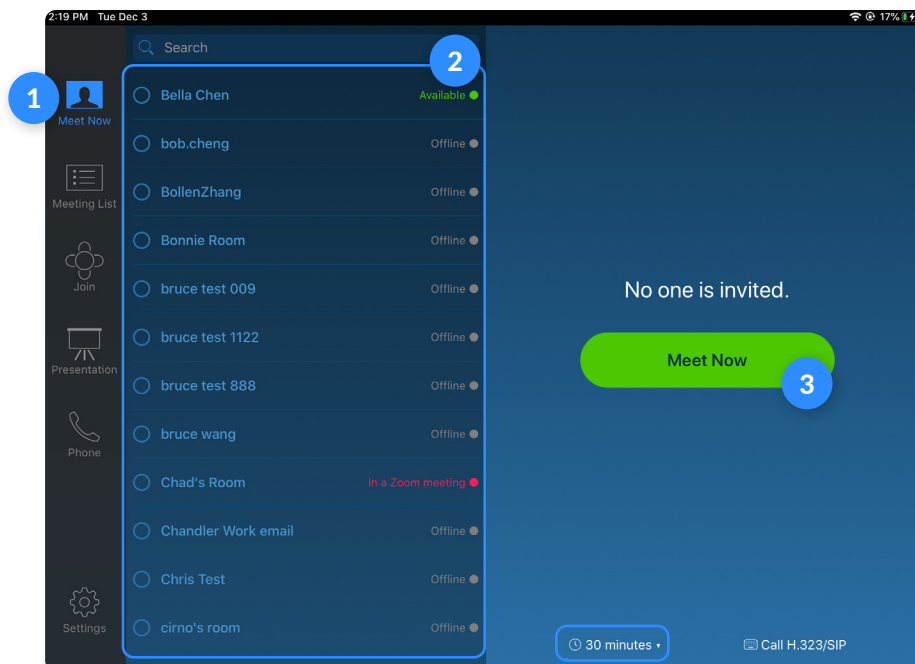**3** Tap the **green Phone** icon to start the call.

zoom

Join a Meeting

1. Tap the **Join** icon on the menu bar.

2. Enter the **Meeting ID** on the number pad.

3. Tap **Join** to start the meeting.

Meet Now

1. Tap the **Meet Now** icon on the menu bar.

2. Select **rooms, contacts and H.323/SIP** endpoints to invite.
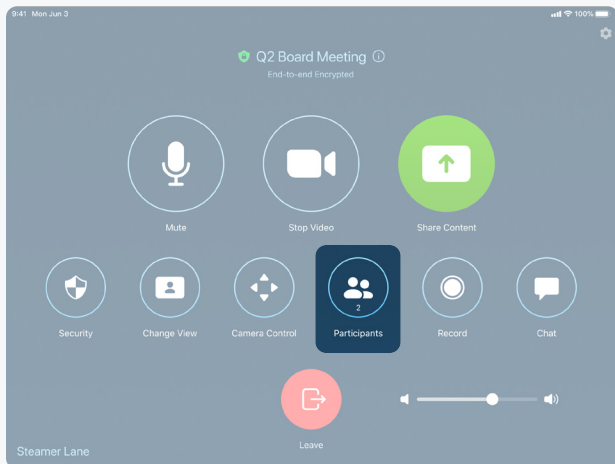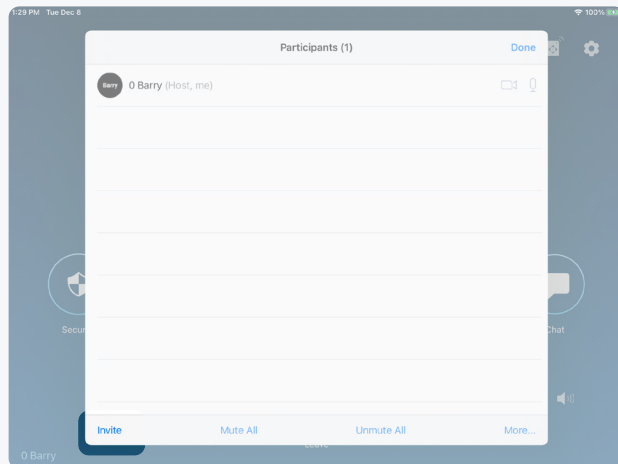
3. Tap **Meet Now** to start an instant meeting.

Tip Tap the ▼ icon to adjust the duration of the meeting.

Invite when in a Meeting
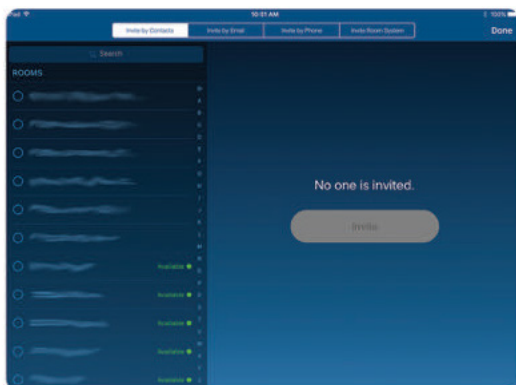
1 Tap **Participants** on the Controller.

2 Select how you want to invite from the bottom left button.

Invite by Contacts

Search by name, or scroll to find **rooms, contacts or H.323/SIP endpoints.** Click **Invite.**

Invite by Email

Tap **Invite by Email.** Enter the invitee's email address. Tap **Send Invitation.**
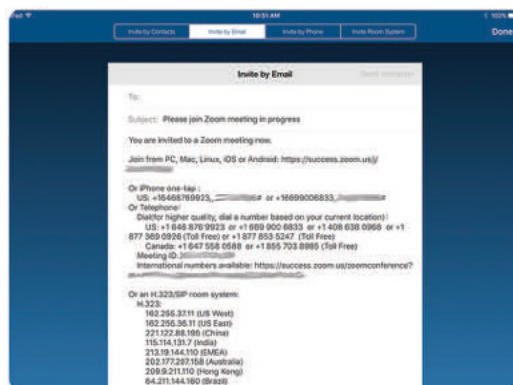
Invite by Phone

Tap the **flag** icon to select the country you are calling. Enter the phone number and tap the **phone** icon to call.

Invite by Room System

Enter the IP address or E.164 number of the device you're calling. Tap **H.323** or **SIP**. Tap **Call**.

zoom

Presentation

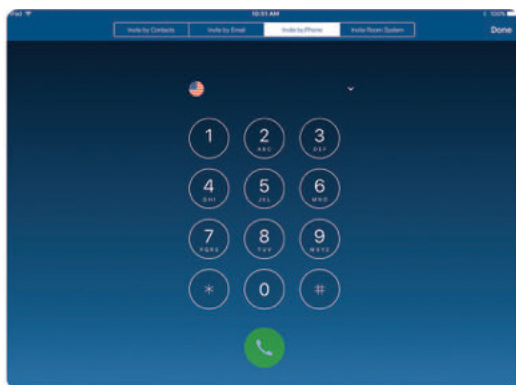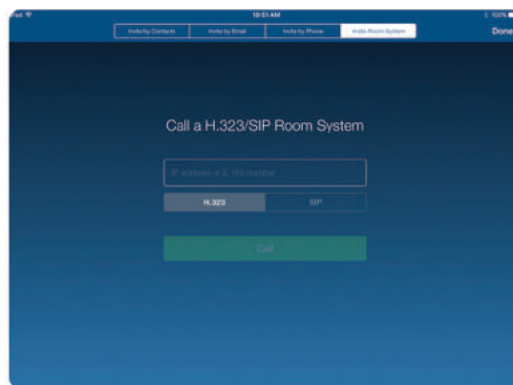**1**   Tap the **Presentation** icon on the menu bar.

2   Choose the device you want to share.
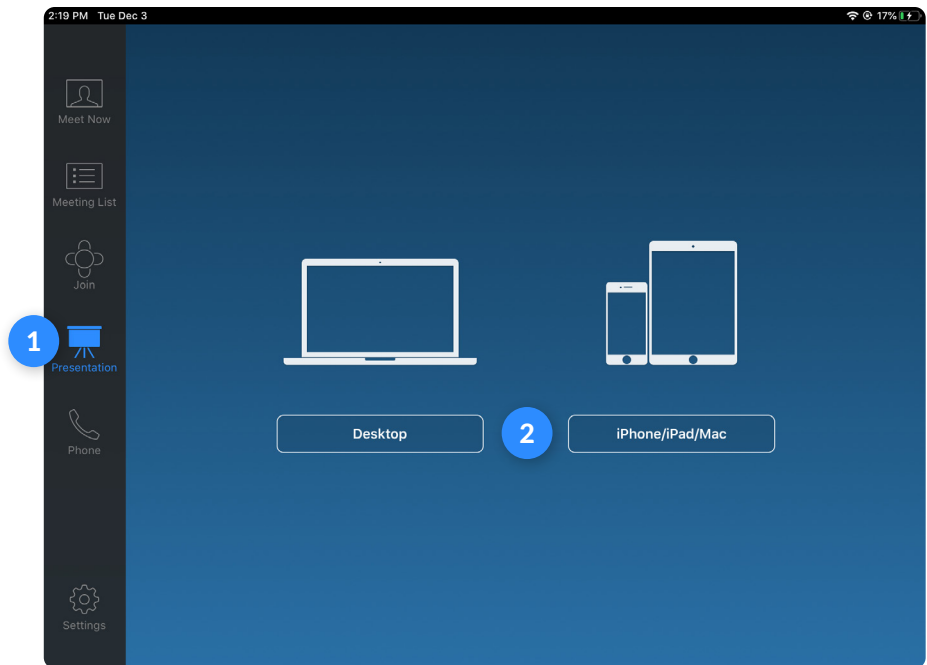
Tip   Tap **Phone** to dial out or **Start Meeting** to turn the presentation into a meeting.

3   Follow the instructions on the controller.

4   The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.

5   Tap **Stop Sharing** when you are done.

Meeting Controls

Mute/unmute the room microphone

Start/stop the room video

Share content from your laptop or mobile device

Your meeting join info (meeting ID, participant ID, and dial in)

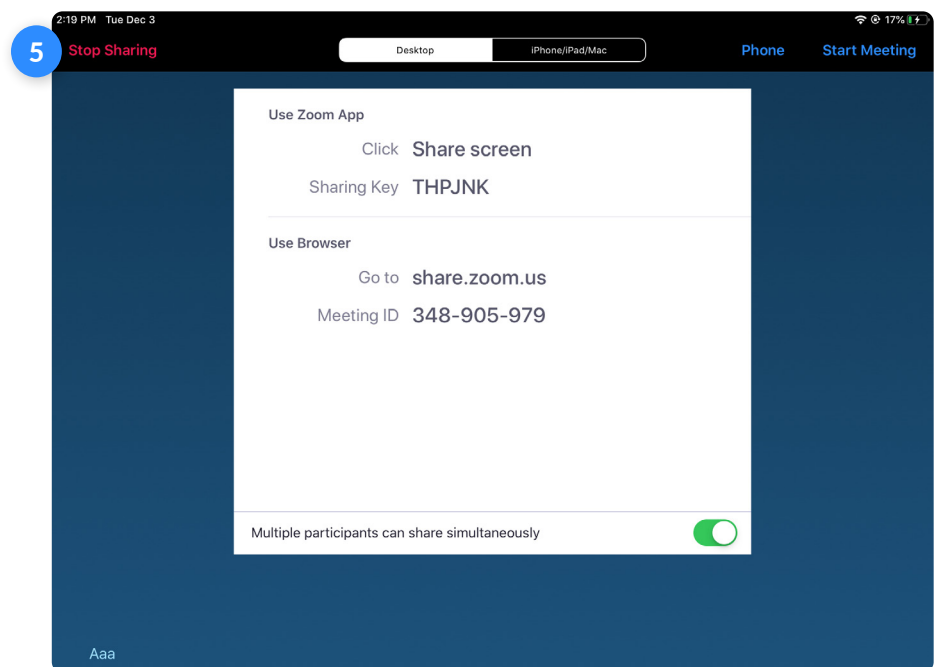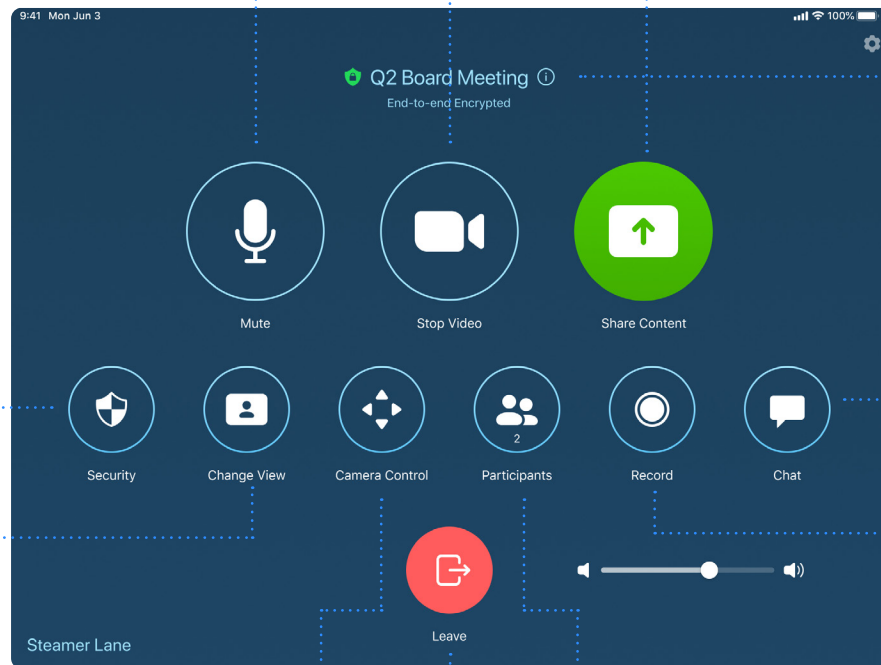Lock meeting, enable waiting room and allow participants to share screen, chat, rename, unmute themselves.

View meeting chat messages. You can even enable chat messages for the room display

Change video display layout

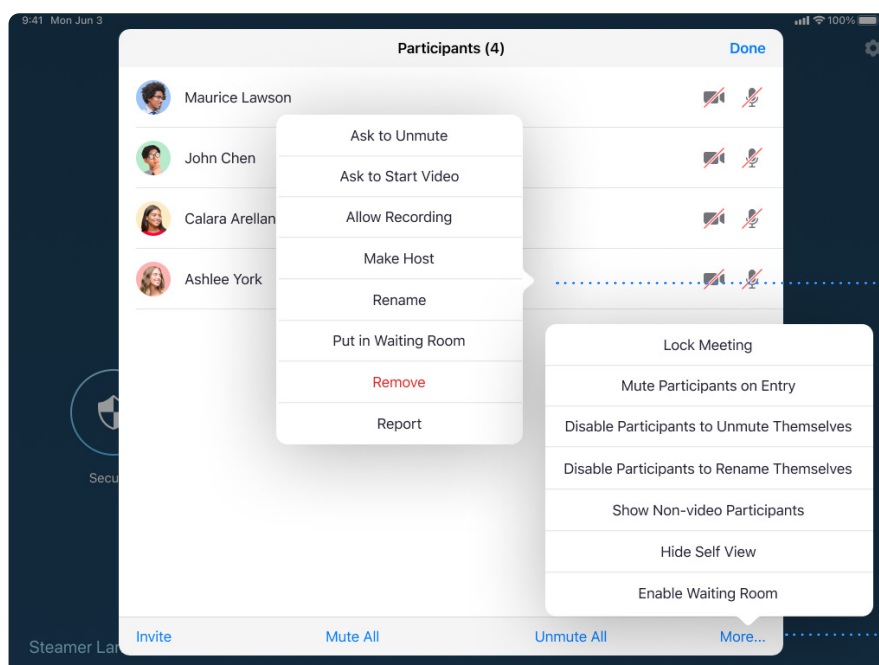**Speaker view:** displays active speaker

Gallery view: shows all attendees in grid

Control PTZ camera settings, presets, or switch to secondary camera

End or leave the meeting

View and manage meeting participants

Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)

Meeting screen

9:41 Mon Jun 3

🛡️ Q2 Board Meeting ⓘ
End-to-end Encrypted

Mute

Stop Video

Share Content

Security

Change View

Camera Control

Participants
2

Record

Chat

Leave

Steamer Lane

Manage Participants as Host

After tapping **Manage Participants** in the meeting controls:

Participants panel

9:41 Mon Jun 3

Participants (4)   Done

Maurice Lawson

    Ask to Unmute

John Chen

    Ask to Start Video

Calara Arellan

    Allow Recording

Ashlee York

    Make Host

    Rename

    Put in Waiting Room

    Remove

    Report

Lock Meeting

Mute Participants on Entry

Disable Participants to Unmute Themselves

Disable Participants to Rename Themselves

Show Non-video Participants

Hide Self View

Enable Waiting Room

Secu

Steamer Lan

Invite   Mute All   Unmute All   More...

Tap the participant's name to ask them to start their video or stop their video, pin or spotlight their video, allow them to record, make them the host, or remove them from the meeting

Mute All participants, **Unmute All** participants, or tap More to Lock the Meeting, or choose to **Mute Participants on Entry**

zoom