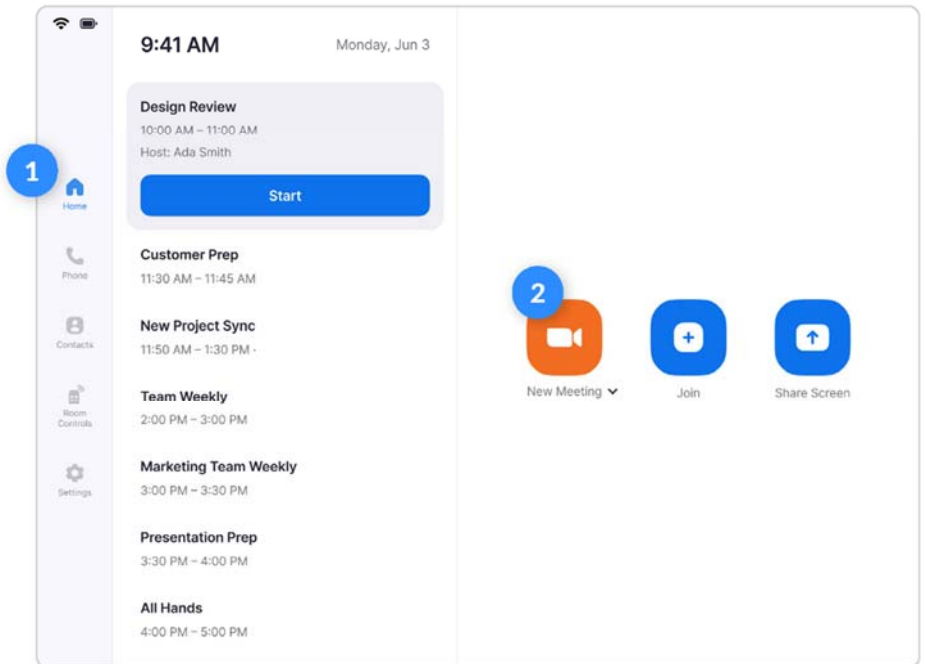


zoomrooms

User Guide

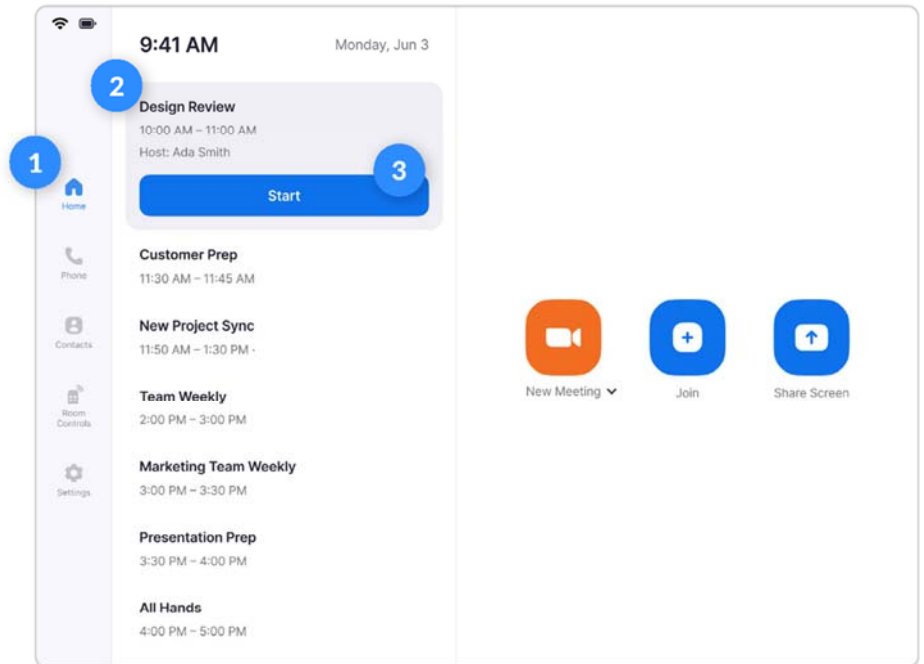
Start an Instant Meeting

- 1 Tap the **Home icon** on the menu bar.
- 2 Tap **New Meeting** on the Home screen to start an instant meeting.



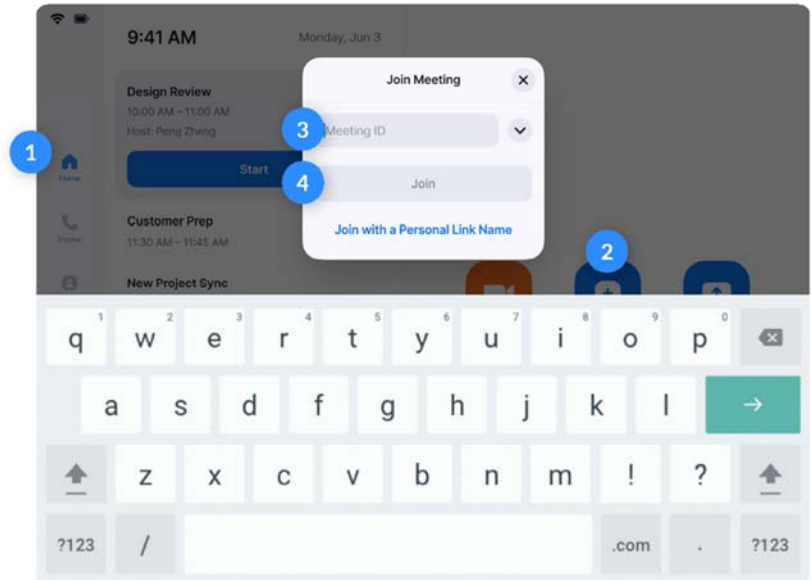
Start a Scheduled Meeting

- 1 Tap the **Home** icon on the menu bar.
- 2 Tap your **scheduled topic** on the meeting list.
- 3 Tap **Start** to start the meeting.



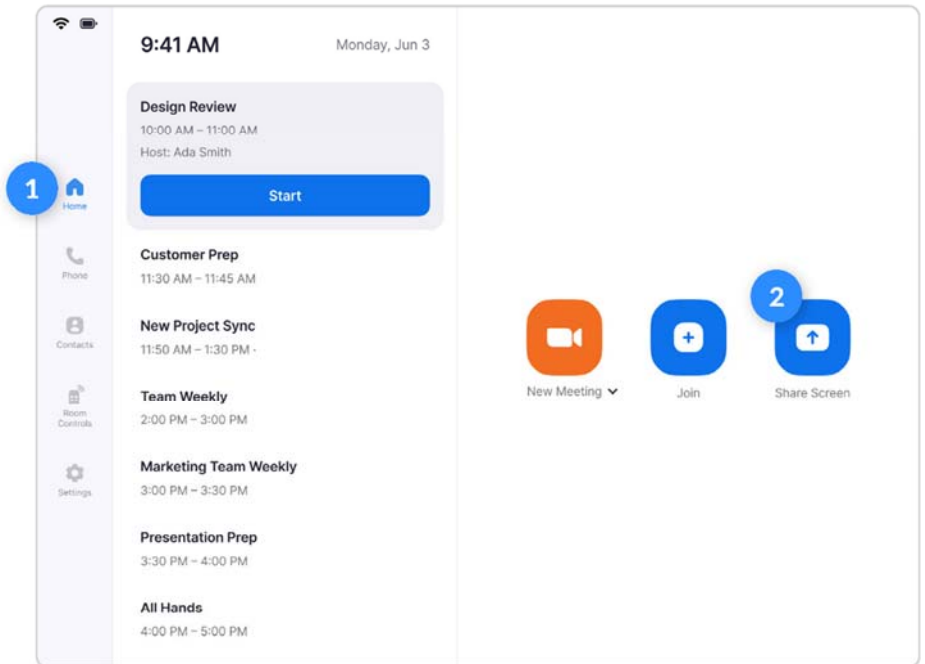
Join a Meeting

- 1 Tap the **Home icon** on the menu bar.
- 2 Tap the **Join icon** on the Home screen.
- 3 Enter the **Meeting ID**.
- 4 Tap **Join** to start the meeting.



Share Content

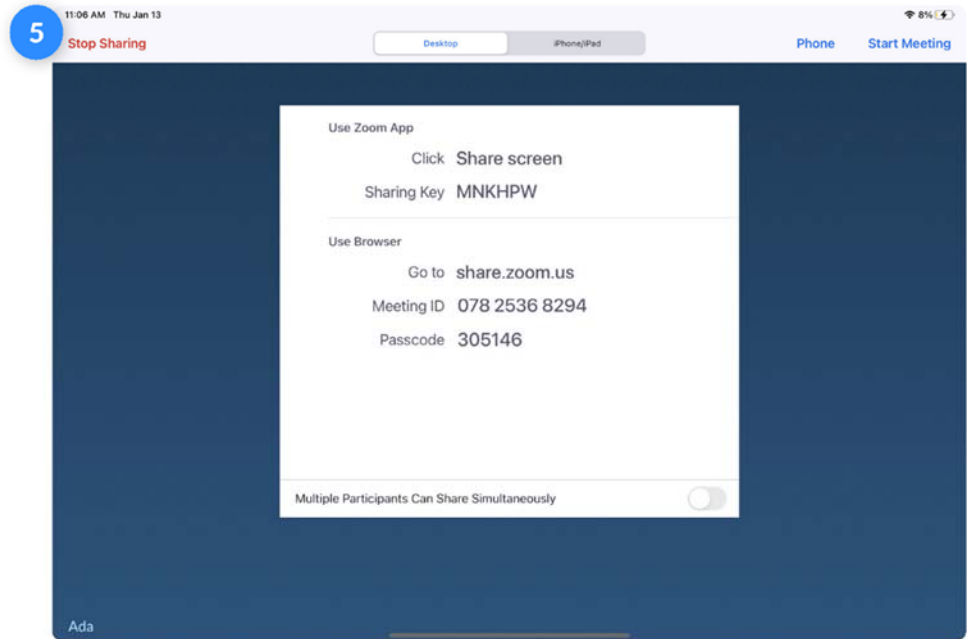
- 1 Tap the **Home icon** on the menu bar.
- 2 Tap the **Share Screen** icon on the Home screen.



Share Content

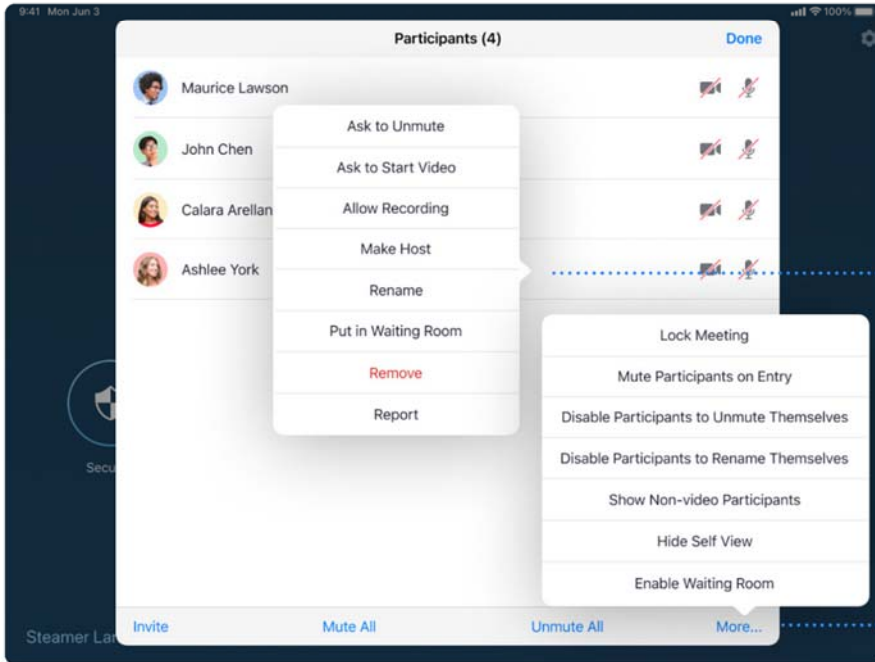
Cont.

- 3 Follow the instructions on the controller.
- 4 The instructions will remain on the controller, even after the share is displayed on the Zoom Room display.
- 5 Tap **Stop Sharing** when you are done.



Manage Participants as Host

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



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**

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)

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

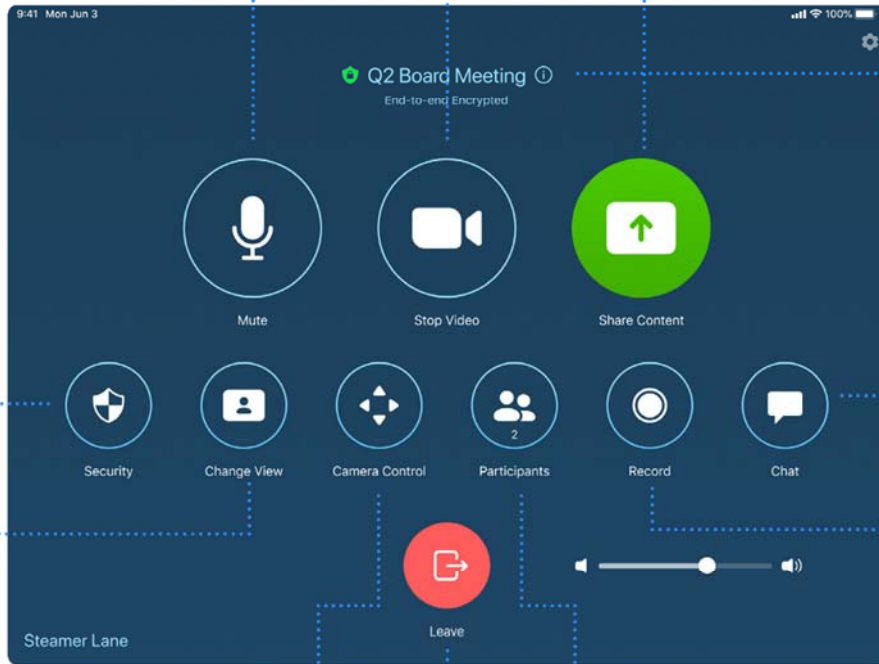
Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)

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

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