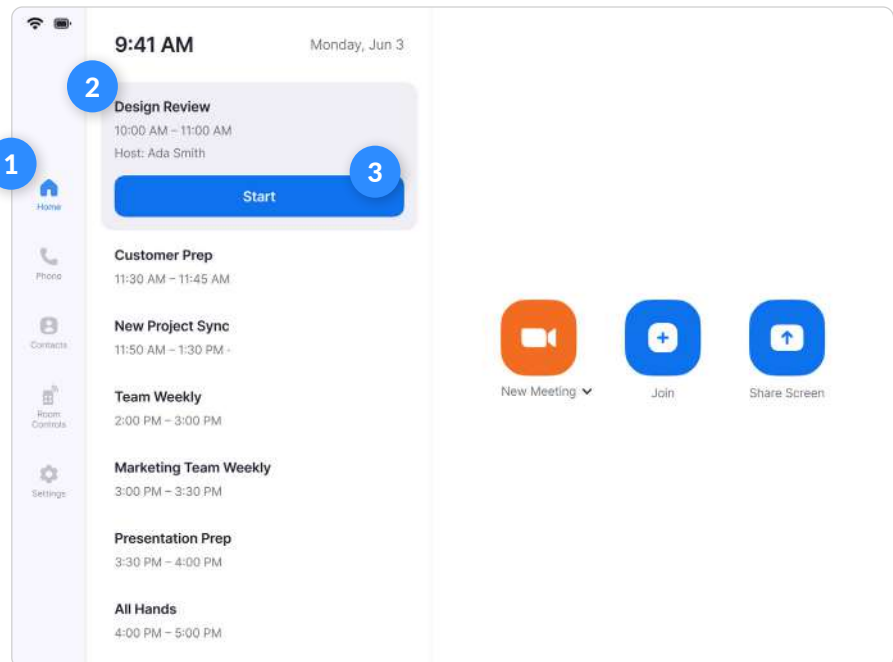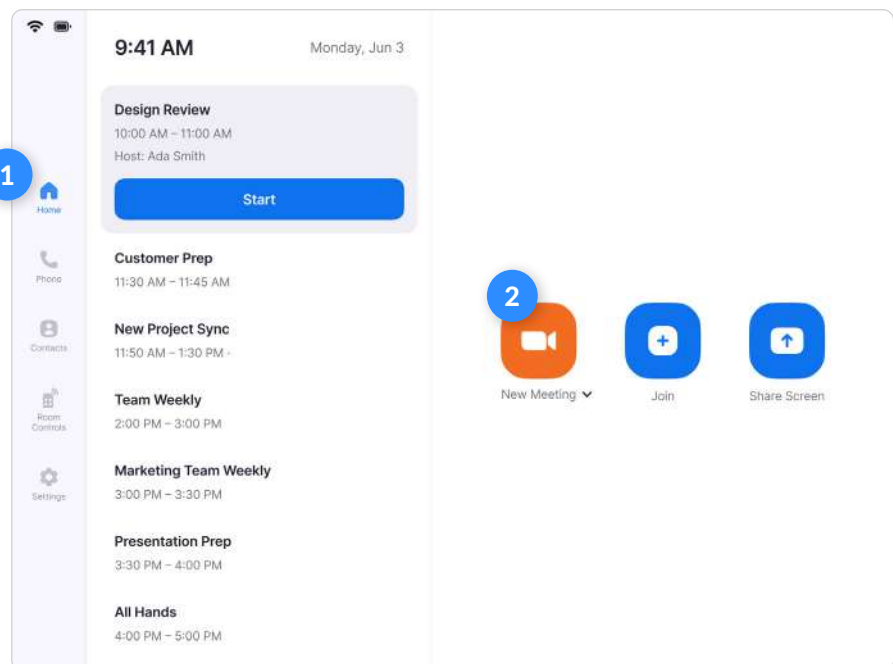# zoomrooms

User Guide

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Updated January 2022

Start a Scheduled Meeting

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

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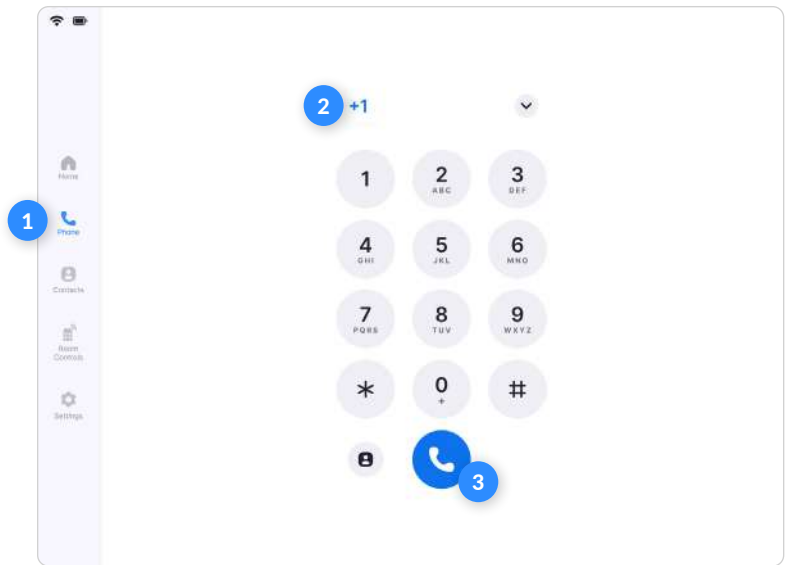
3 Tap **Start** to start the meeting.

Start an Instant Meeting

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

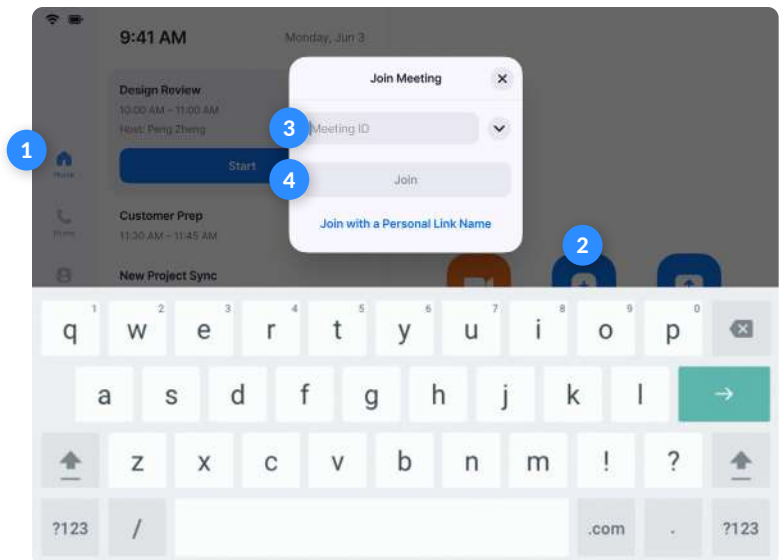2 Tap **New Meeting** on the Home screen to start an instant meeting.

Make a Phone Call

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

2. Tap **country code** to choose a country. Enter a phone number.
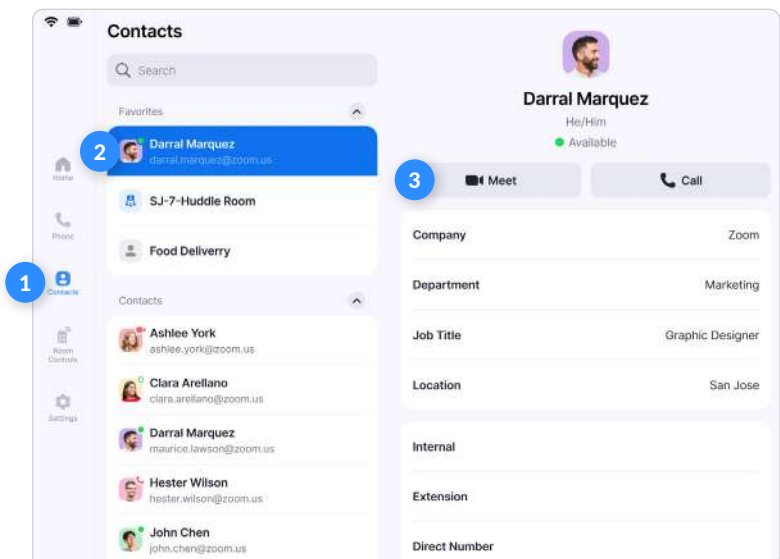
3. Tap the **Phone icon** to start the call.

Join a Meeting

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

2. Tap the **Join icon** on the Home screen.

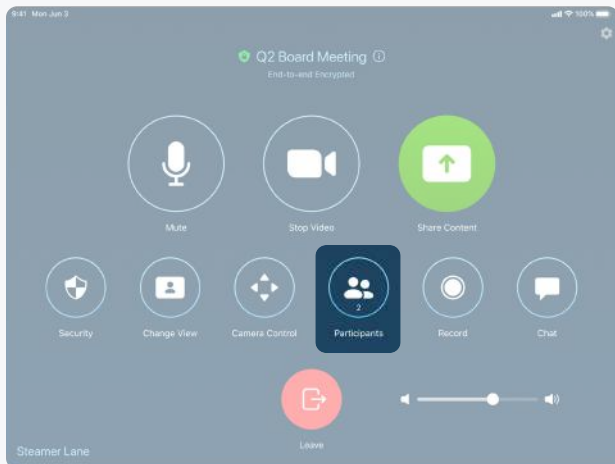3. Enter the **Meeting ID.**

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

Call a Contact

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

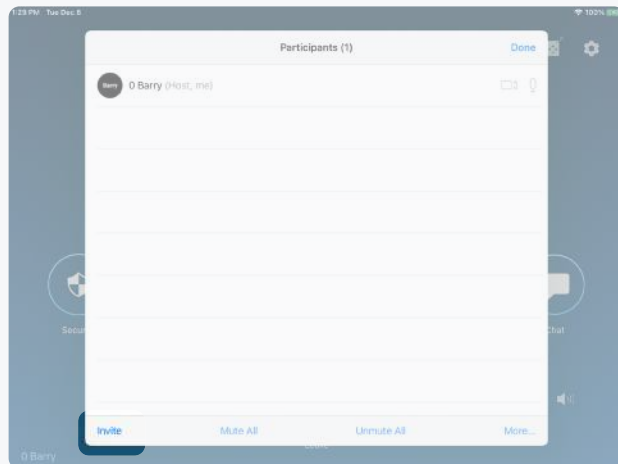2. Select a **contact**.

3. Tap **Meet** to start a meeting.

zoom

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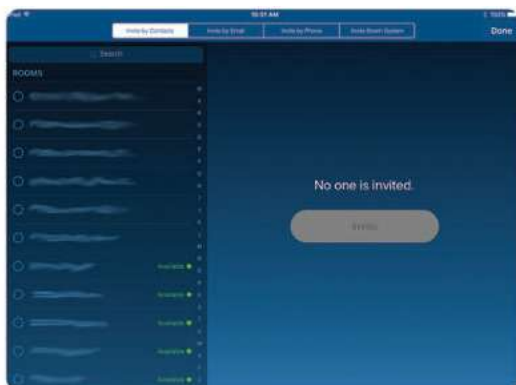
1 Tap **Participants** on the Controller.

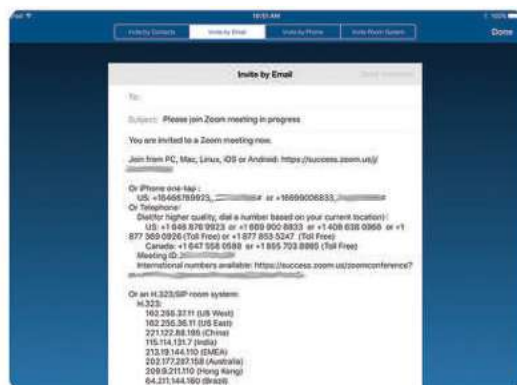**2** Select how you want to invite from the bottom left button.

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.
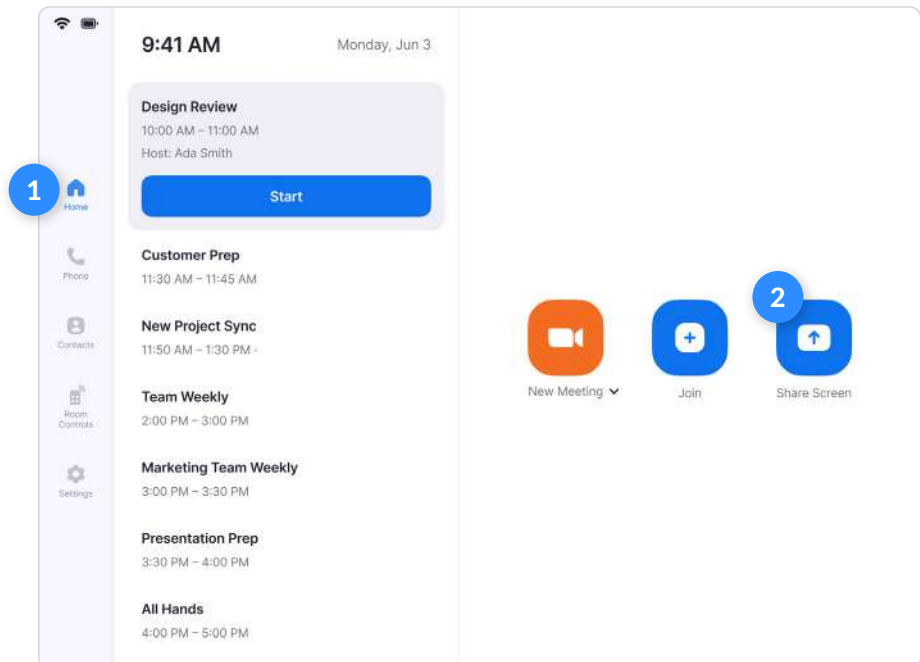

Invite by Room System

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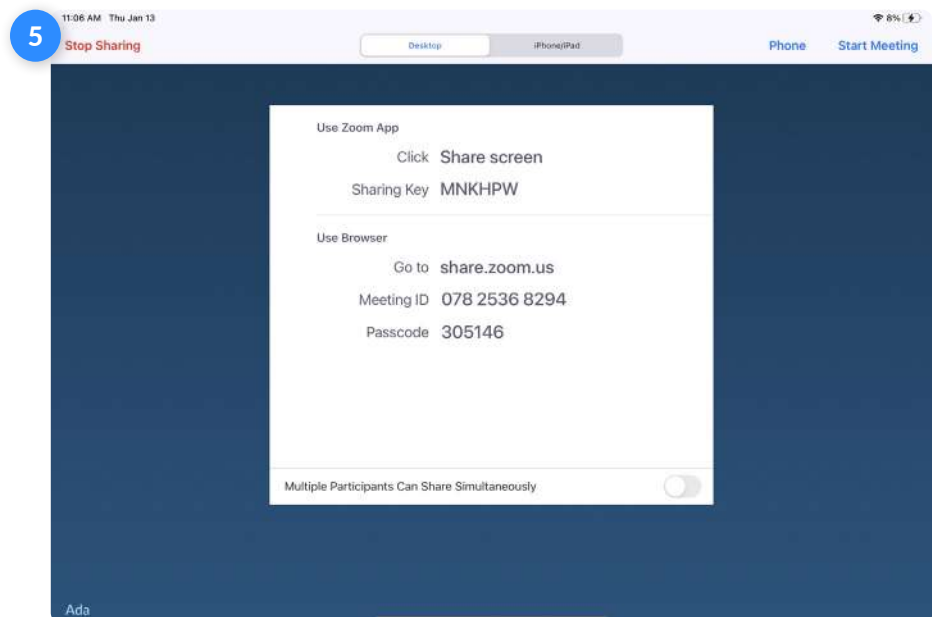Tap **Call**.

Share Content

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

2. Tap the **Share Screen** icon on the Home screen.

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.

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

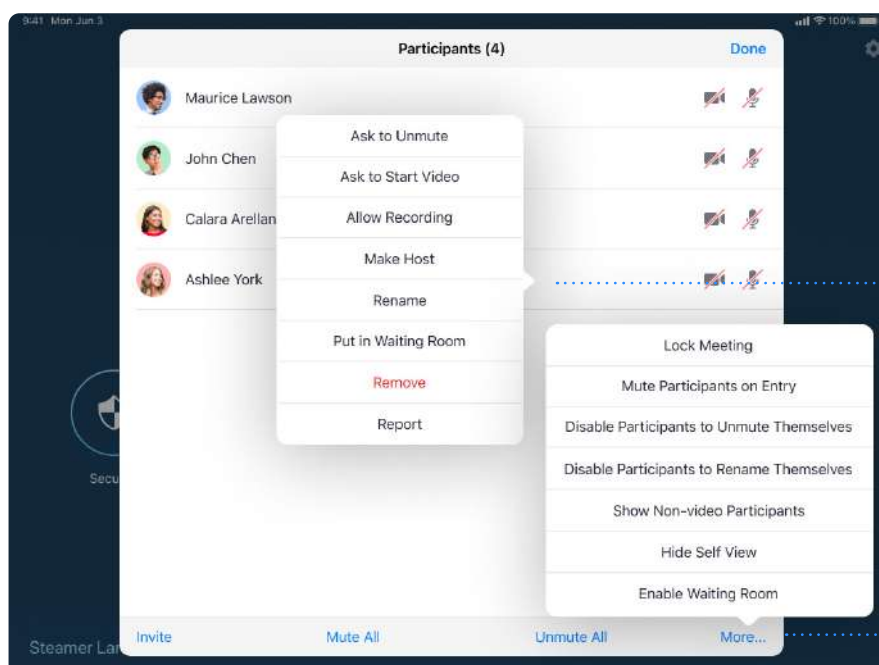Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)
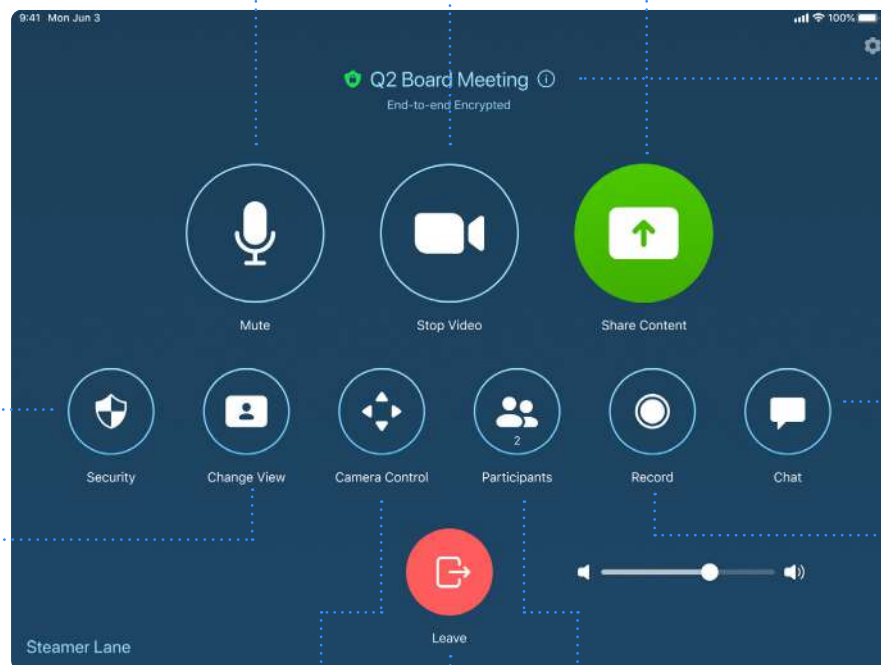
Control PTZ camera settings, presets, or switch to secondary camera

End or leave the meeting

View and manage meeting participants

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**

zoom