

zoomrooms

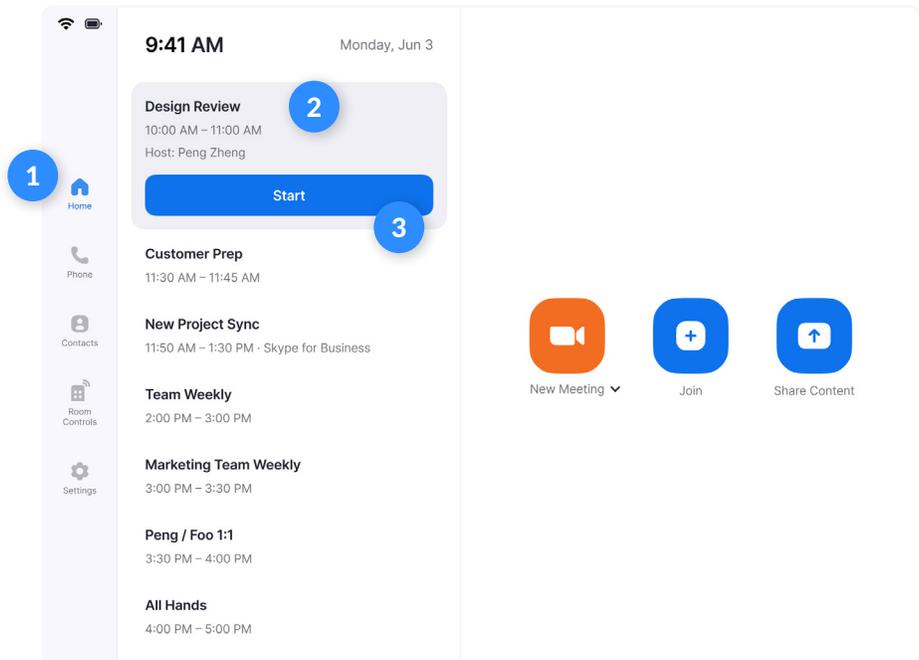
User Guide

Updated March 2022



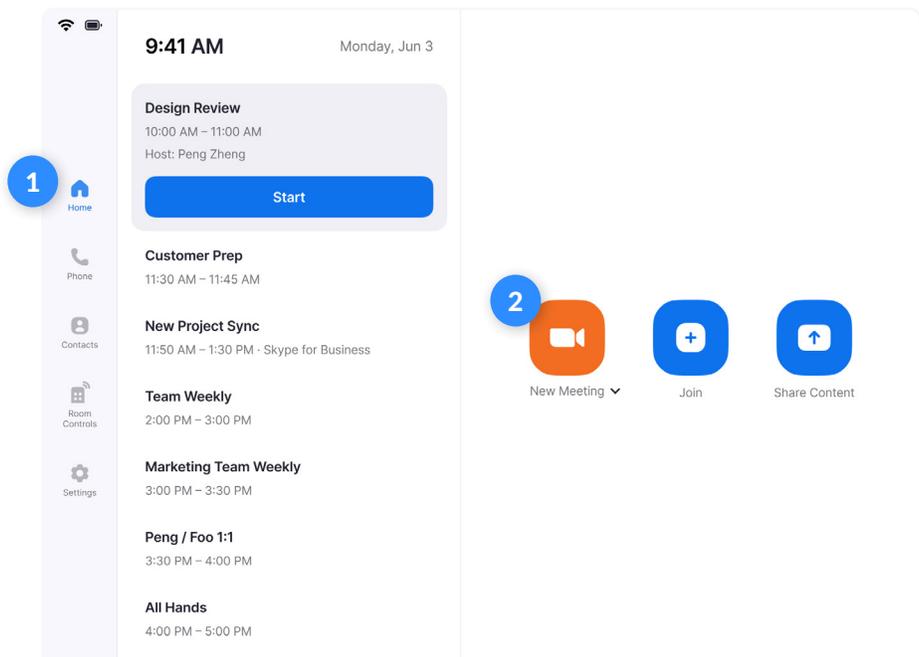
Start a Scheduled Meeting

- 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.



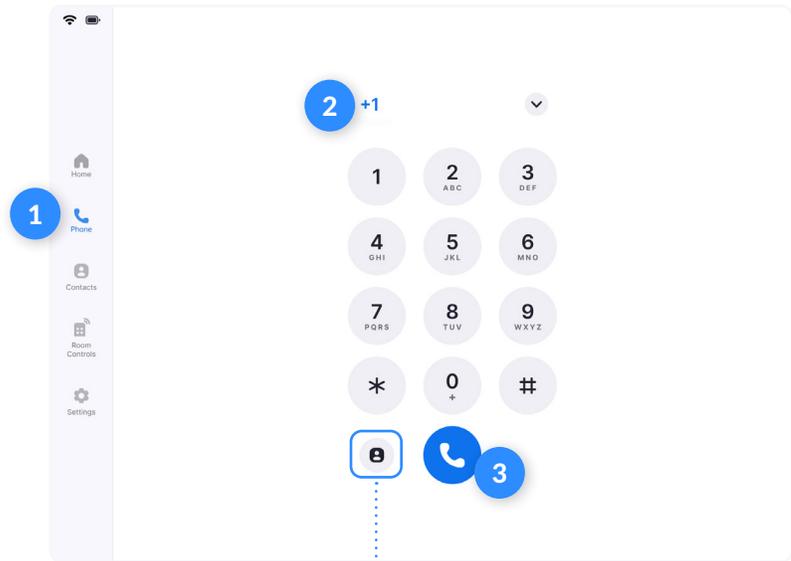
Start an Instant Meeting

- 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

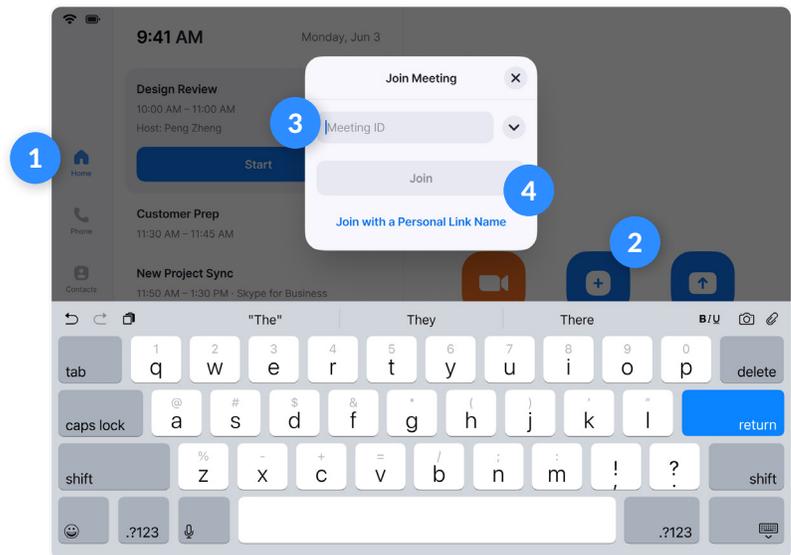
- 1 Tap the **Phone icon** on the menu bar.
- 2 Tap **country code** to choose a country. Enter a phone number.
- 3 Tap the **Phone icon** to start the call.



Tip Tap here to view your contacts.

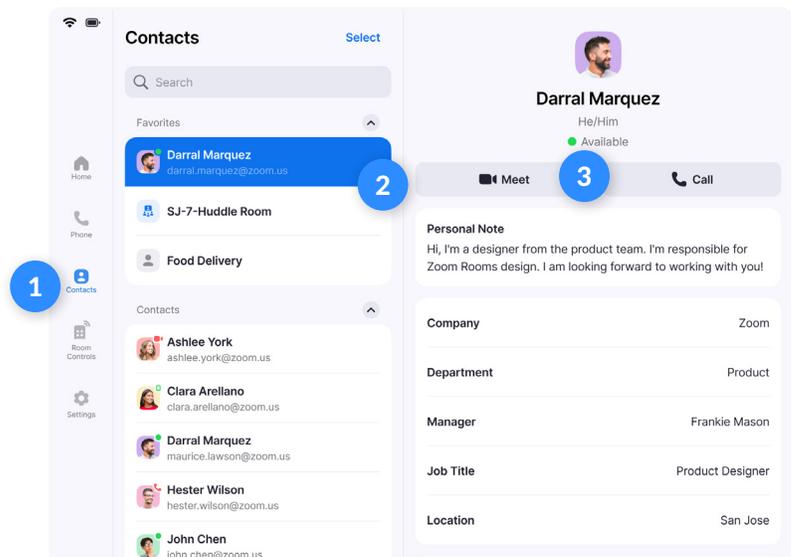
Join a Meeting

- 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.



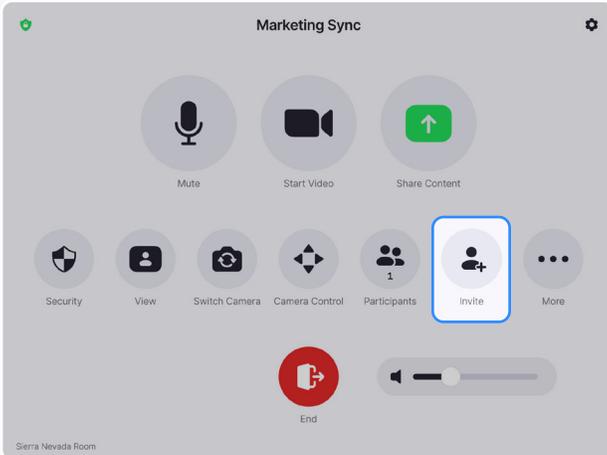
Call a Contact

- 1 Tap the **Contacts icon** on the menu bar.
- 2 Select a **contact**.
- 3 Tap **Meet** to start a meeting.

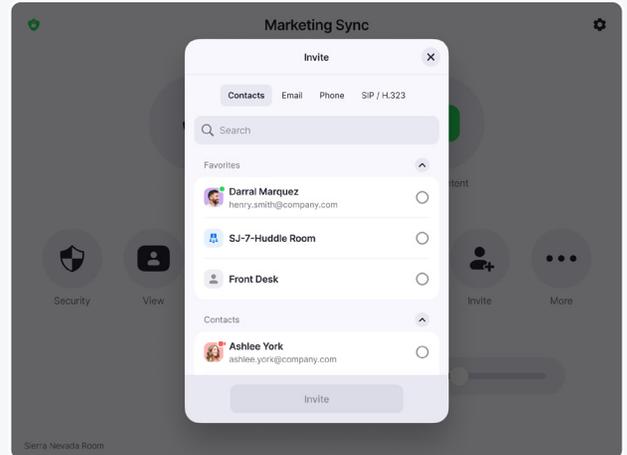


Invite when in a Meeting

1 Tap **Invite** on the Controller.

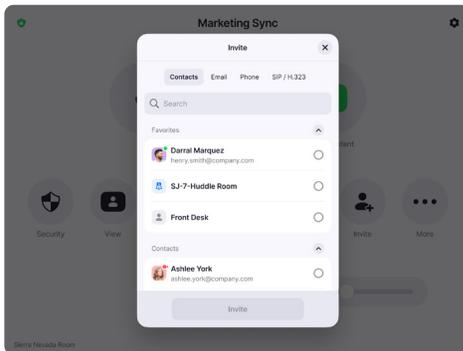


2 Select how you want to invite at the top of the modal.



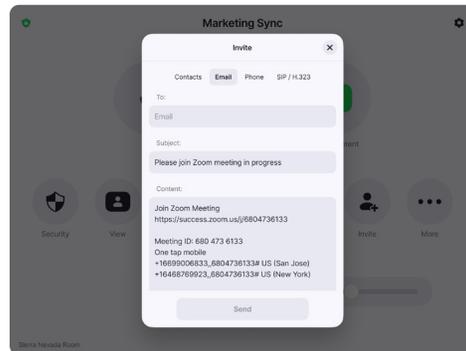
Invite by Contacts

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



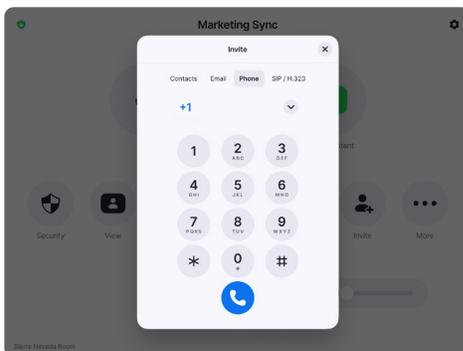
Invite by Email

Tap **Email**. Enter the invitee's email address. Tap **Send**.



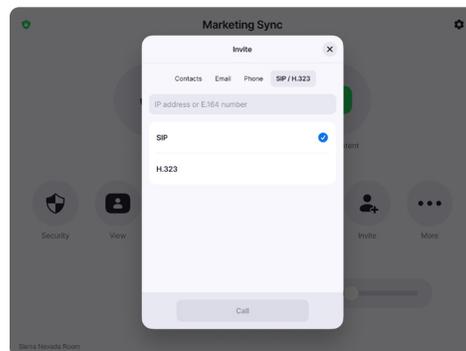
Invite by Phone

Tap the **+1** to select the country you are calling. Enter the phone number and tap the blue **phone** icon to call.



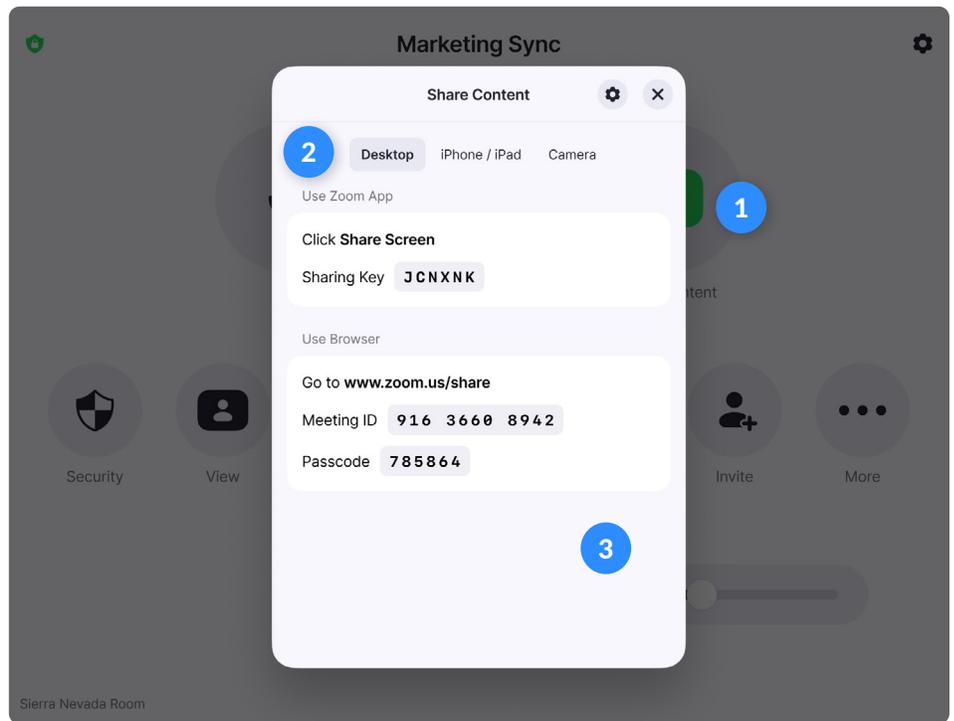
Invite by Room System

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

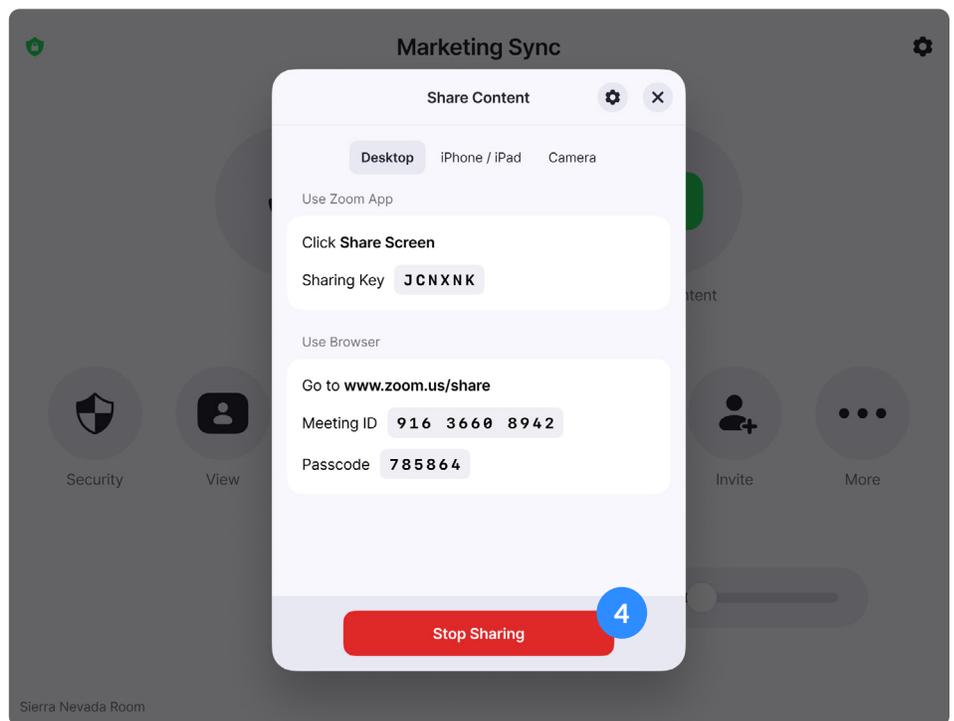


Share

- 1 Tap the **Share** icon.
- 2 Choose the device you want to share.
- 3 The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.



- 4 Tap **Stop Sharing** when you are done.



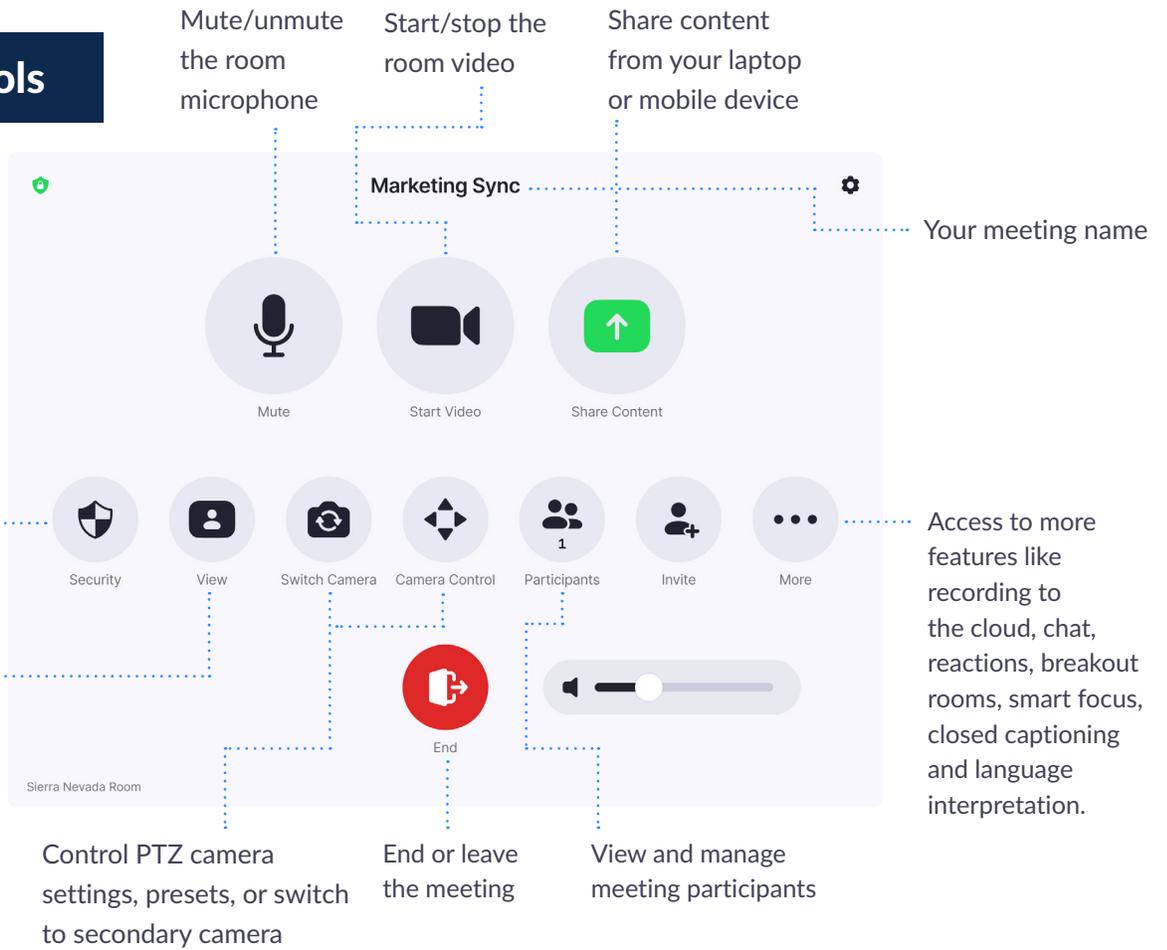
Meeting Controls

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

Change video display layout

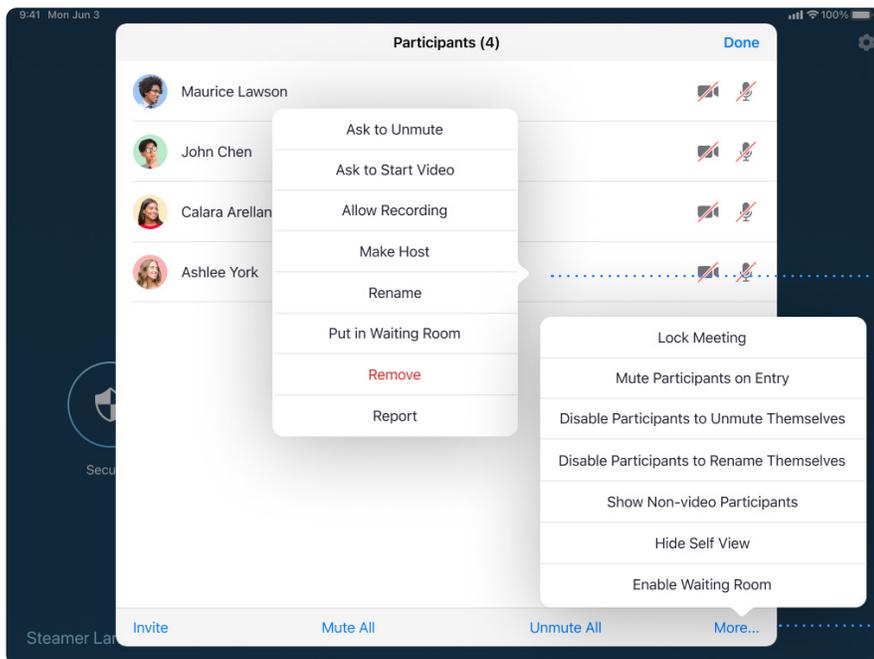
Speaker view: displays active speaker

Gallery view: shows all attendees in grid



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**