

The Zoom logo is positioned in the top right corner of the page, set against a blue background. It consists of the word "zoom" in a lowercase, white, sans-serif font.

Zoom Rooms User Guide

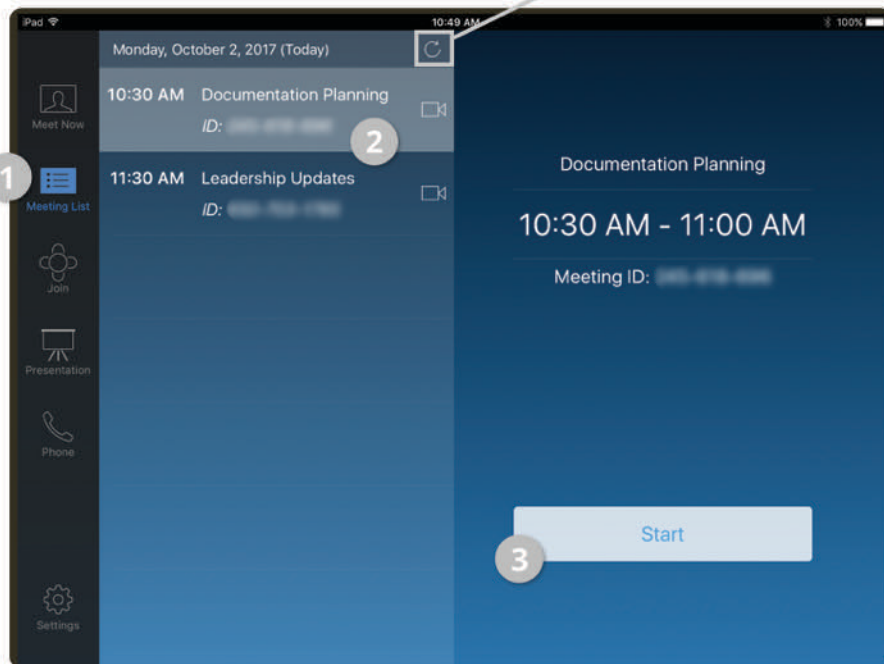
Updated February 2018



Start a Scheduled Meeting

Tip Tap the **refresh icon** if you recently updated the room calendar.

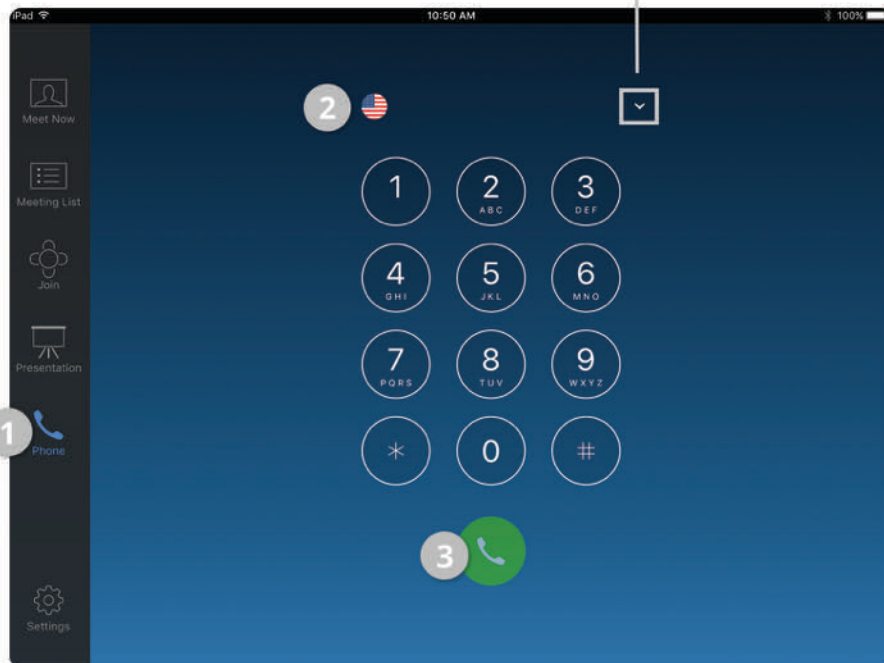
- 1 Tap the **Meeting List** icon on the menu bar.
- 2 Tap your **scheduled topic** on the meeting list.
- 3 Tap **Start** to start the meeting.



Dial Out

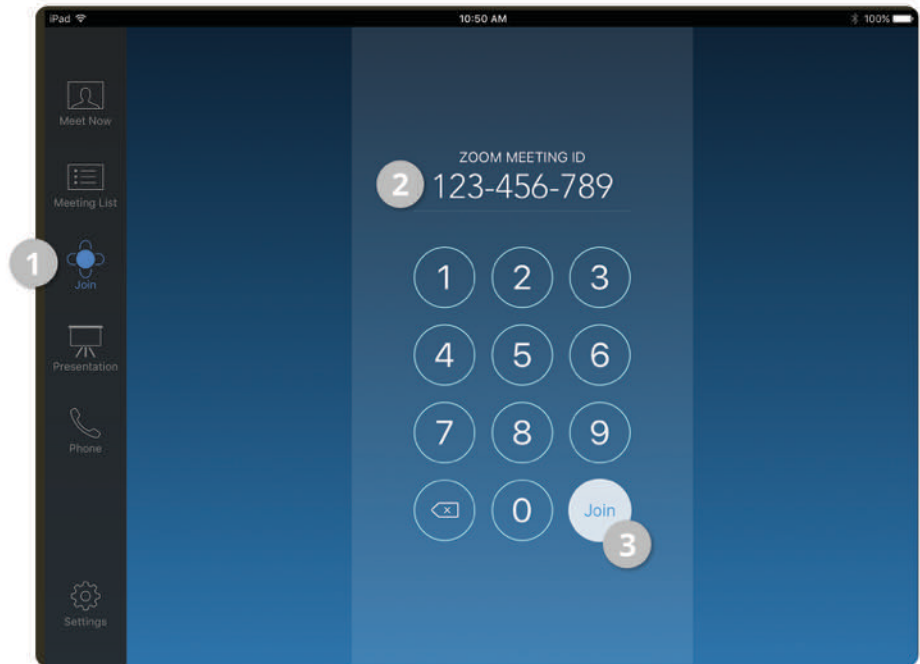
Tip Tap the **∨** icon to view recently dialed numbers.

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



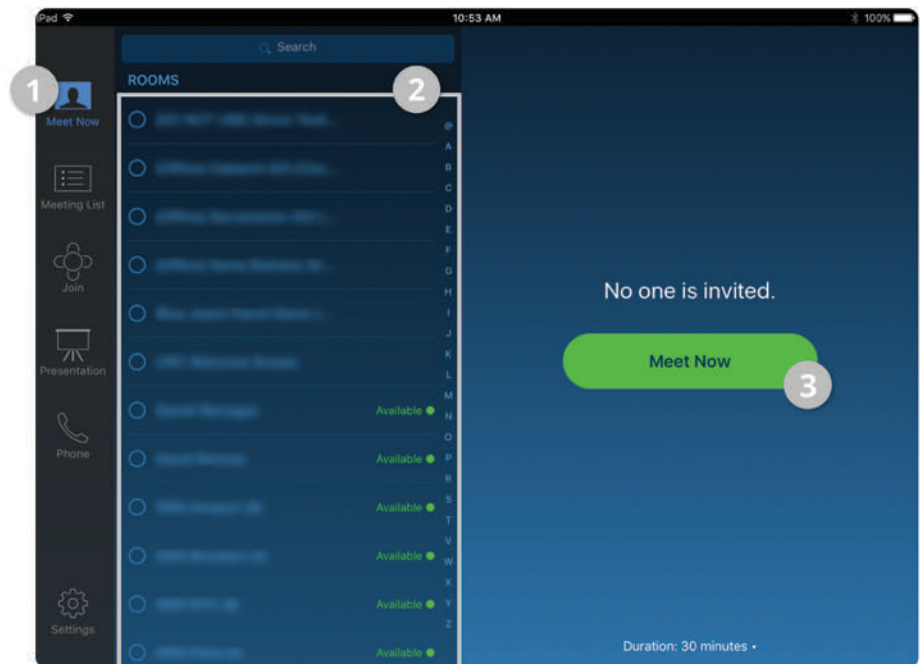
Join a Meeting

- 1 Tap the **Join** icon on the menu bar.
- 2 Enter the **Meeting ID** on the number pad.
- 3 Tap **Join** to join 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.

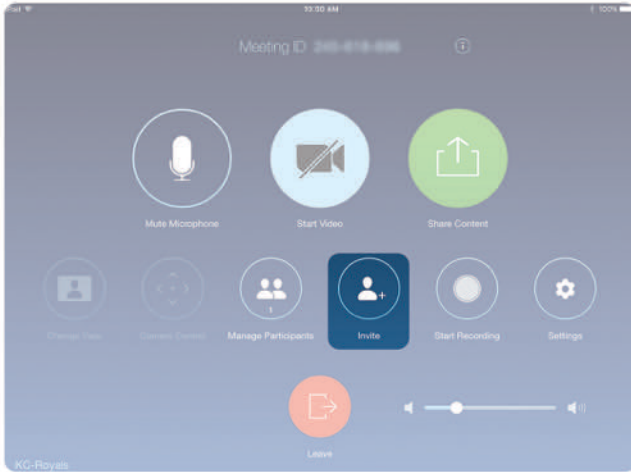


Tip

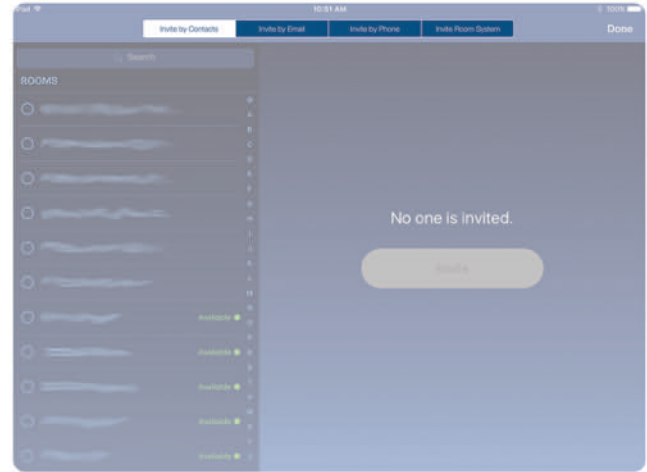
Tap the **∨** icon to adjust the duration of the meeting.

Invite when in a Meeting

1 Tap **Invite** on the Controller.

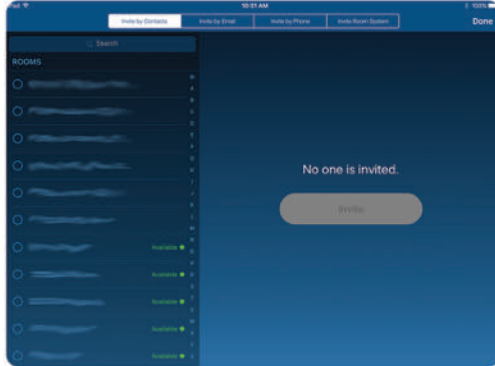


2 Select how you want to invite from the top of the controller



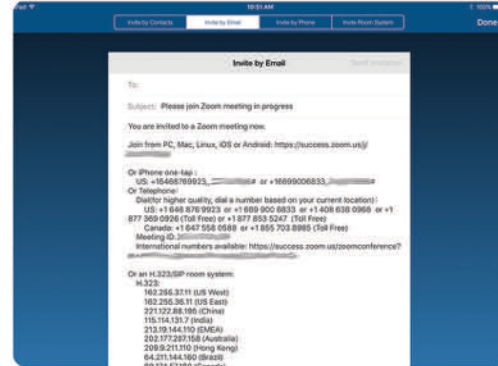
Invite by Contacts

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



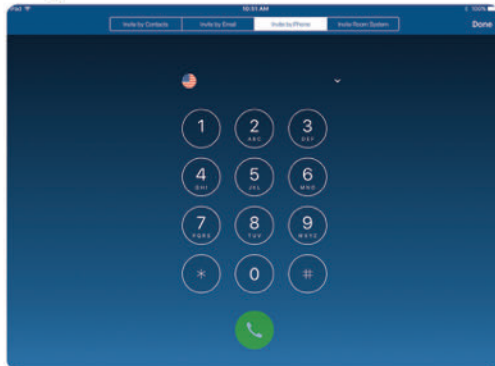
Invite by Email

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



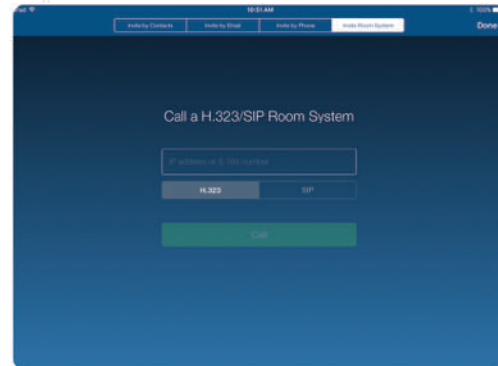
Invite by Phone

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**.



Presentation

- 1 Tap the **Presentation** icon on the menu bar.
- 2 Choose the device you want to share.

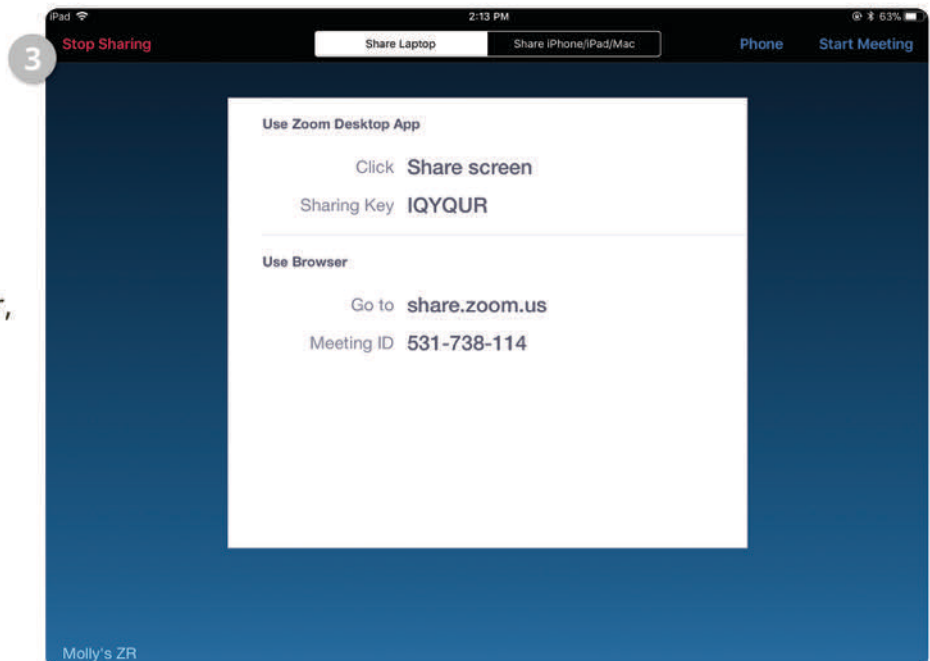


Meet Now

Tip

Tap **Phone** to dial out or **Start Meeting** to turn the presentation into a meeting.

- 1 Follow the instructions on the controller.
- 2 The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.
- 3 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)

Change your video display layout
Speaker View: switches between active speaker
Gallery View: shows all attendees in grid

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

Access room settings (requires app lock code)

Start recording to the cloud

Adjust room speaker volume

View and manage the meeting participants

Leave the meeting or end the meeting if host

Invite by contact, email, phone, or room system

Manage Participants as Host

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

Participants (2)

- KC-Royals (Host, me)
- Molly Parker

Ask to Start Video

Pin Video

Allow Recording

Make Host

Remove

Lock Meeting

Mute Participants On Entry

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**