zoomrooms

User Guide

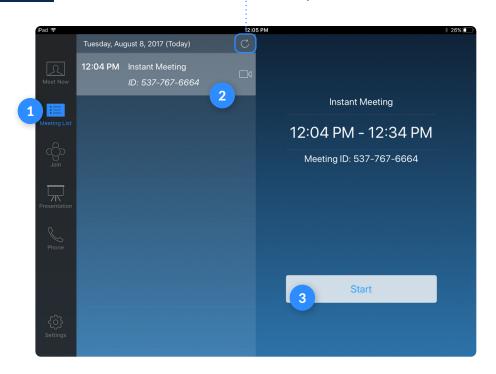
Updated May 2021



Start a Scheduled Meeting

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

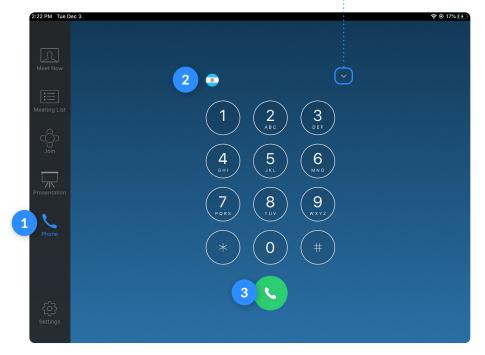
- Tap the **Meeting List** icon on the menu bar.
- Tap your scheduled topic on the meeting list.
- Tap **Start** to start the meeting.



Dial Out

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

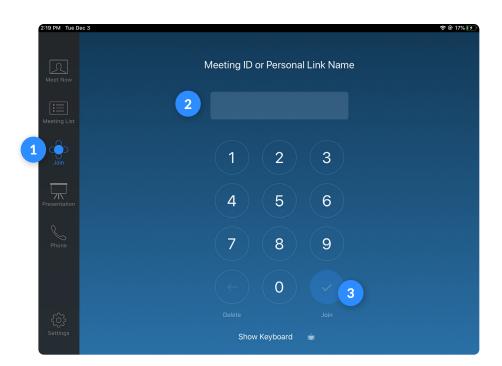
- Tap the **Phone** icon on the menu bar.
- Tap your **Flag** icon to choose a country. Enter a phone number.
- Tap the green Phone icon to start the call.





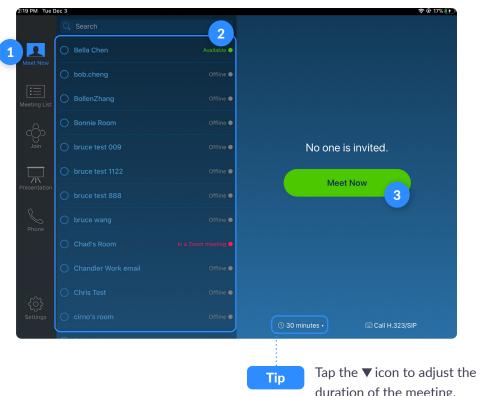
Join a Meeting

- Tap the **Join** icon on the menu bar.
- Enter the **Meeting ID** on the number pad.
- Tap **Join** to start the meeting.



Meet Now

- Tap the **Meet Now** icon on the menu bar.
- Select rooms, contacts and H.323/SIP endpoints to invite.
- Tap Meet Now to start an instant meeting.

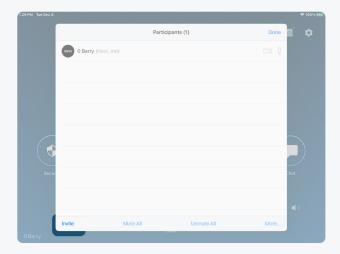


Invite when in a Meeting

Tap **Participants** on the Controller.

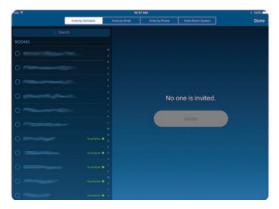


Select how you want to invite from the bottom left button.



Invite by Contacts

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



Invite by 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 Email

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



Invite by Room System

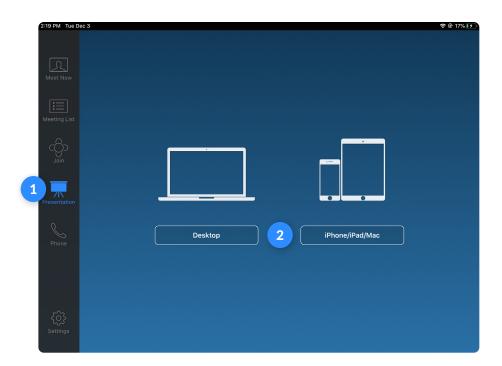
Enter the IP address or E.164 number of the device you're calling. Tap H.323 or SIP. Tap Call.





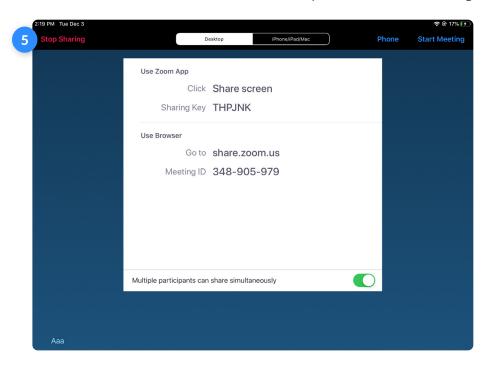
Presentation

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

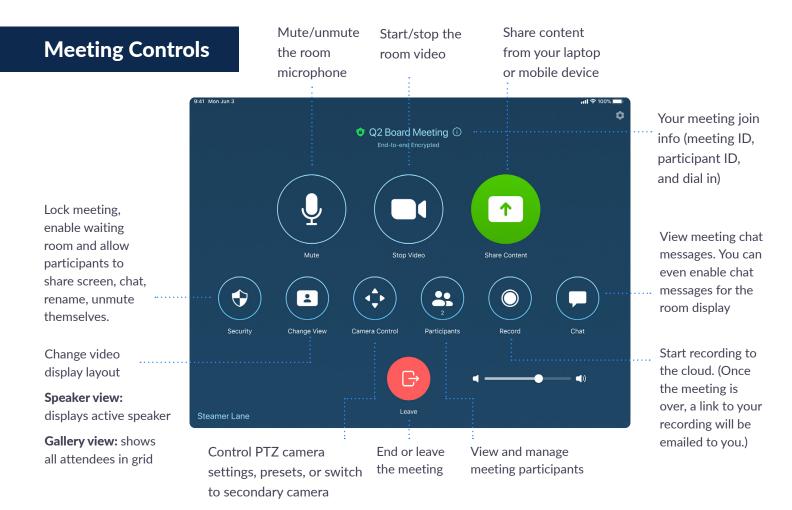


Tap Phone to dial out or Start Meeting Tip to turn the presentation into a meeting.

- Follow the instructions on the controller.
- The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.
- Tap Stop Sharing when you are done.

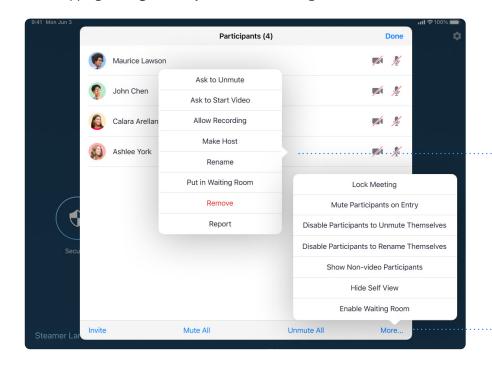






Manage Participants as Host

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**

