Zoom Room Quick Reference Guide

Print this and keep it in the meeting room

Starting a Meeting

Option 1: Scheduled Meeting (with zoomroom@wfanet.org)

1. Walk into the meeting room
2. Your meeting is displayed on screen with title and time
3. Tap **"Start Meeting"** on your scheduled meeting
4. Done!

Option 2: Join Meeting Manually

1. Get Meeting ID from your Outlook invitation
2. Tap **"Join"** on controller
3. Enter Meeting ID
4. Tap **"Join Meeting"**

Option 3: Instant Meeting

1. Tap **"Start Instant Meeting"** on controller
2. Share the displayed Meeting ID with participants

Scheduling Meetings

To schedule for the Zoom Room (recommended): 1. Create meeting in Outlook Calendar 2. Add Zoom meeting link (Zoom add-in) 3. **Add `zoomroom@wfanet.org` as location or attendee** 4. Send invitation 5. On meeting day: Walk in and tap "Start Meeting"

The room resource auto-accepts and meeting appears on display

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Remote Setup (From Your Laptop)

Anyone with a WFA Zoom account can do this:

1. Open **Zoom Room Controller App** on your laptop
2. Select **WFA meeting room**
3. Click **"Start Meeting"** or **"Join Meeting"**
4. Walk to the meeting room (it's already running)

Note: Requires Zoom Room Controller add-on and WFA network access

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Important: Meeting End Times

Meetings do NOT automatically end at scheduled time! - You must manually tap **"End Meeting"** when finished - Check display for next scheduled meeting - Be respectful of next booking - end on time

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Essential Controls

Action	How To
Mute/Unmute	Tap microphone icon on controller
Adjust Volume	Use volume buttons on controller
End Meeting	Tap "End" button
Share Your Screen	Tap "Share" → follow pairing code instructions
Invite More People	Tap "Invite" button

Delegation (When Organizer Can't Attend)

Option 1: Organizer assigns **Alternative Hosts** when scheduling (in Zoom meeting settings)

Option 2: Organizer briefly joins, makes someone **Co-Host**, then leaves: - Participants list → hover over name → "Make Co-Host"

Option 3: Anyone with Meeting ID can join from Zoom Room (works for most meetings)

Quick Troubleshooting

Problem	Solution
Meeting not showing on display	Check if zoomroom@wfanet.org was added when scheduling
No audio	Check mute button / increase volume
Can't hear room	Check microphone mute on controller
Wrong meeting showing	End current meeting, start your scheduled one
Controller not responding	Tap screen to wake up

Need Help?

Contact IT Support or check the full manual: README.md

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