Zoom Rooms
user guide

zoom
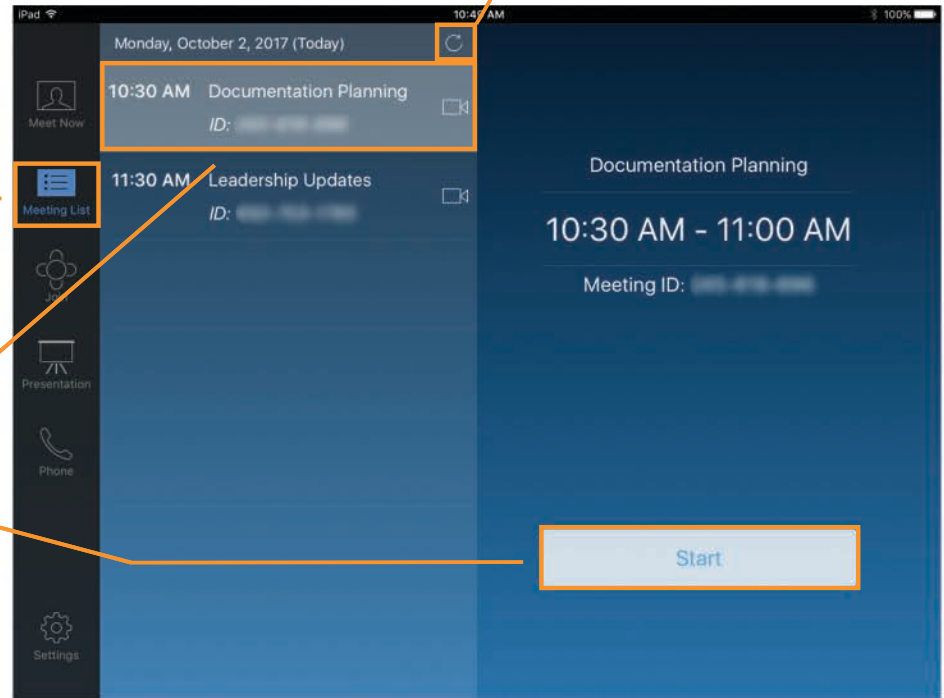
1.888.799.9666
support.zoom.us

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
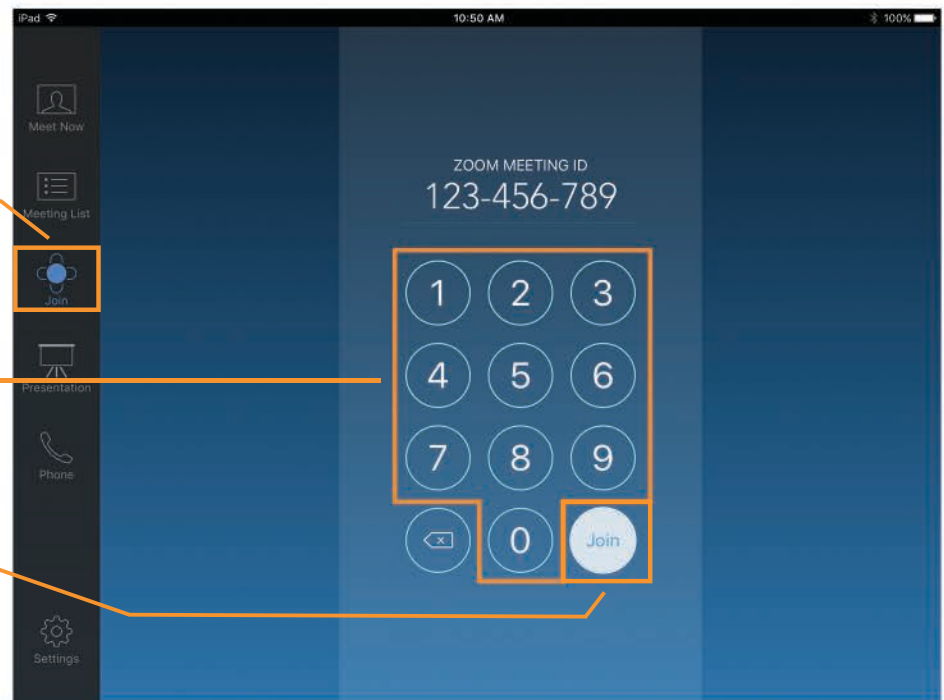
Tip Tap the ⌄ icon to view recently dialed numbers.

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

2 Tap the **Flag** icon to choose a country. Enter a phone number.
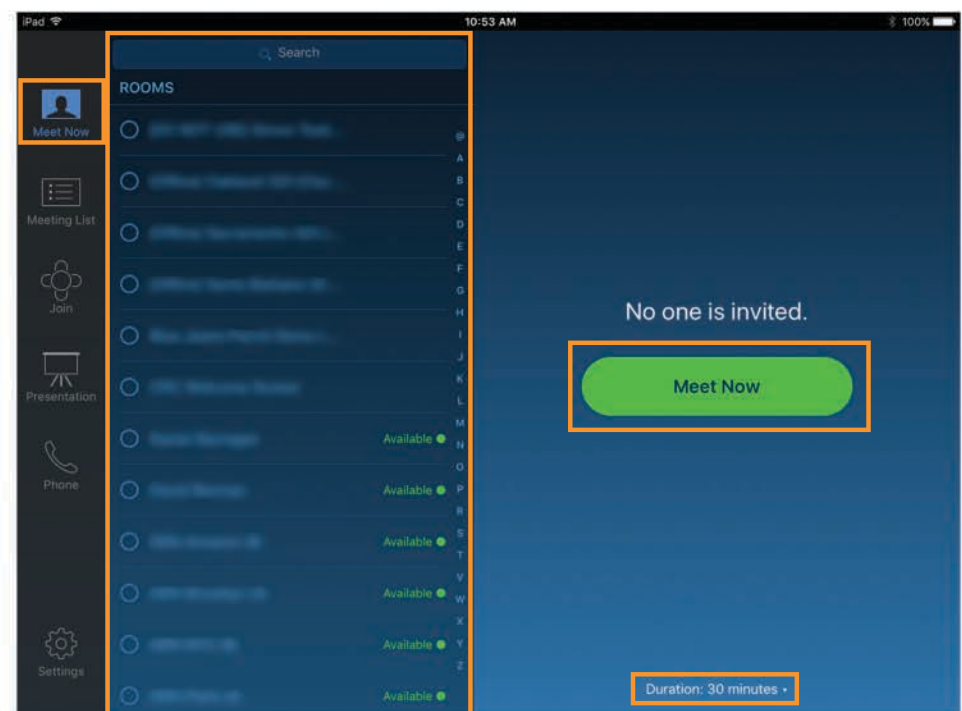
3 Tap the **green Phone** icon to start the call.
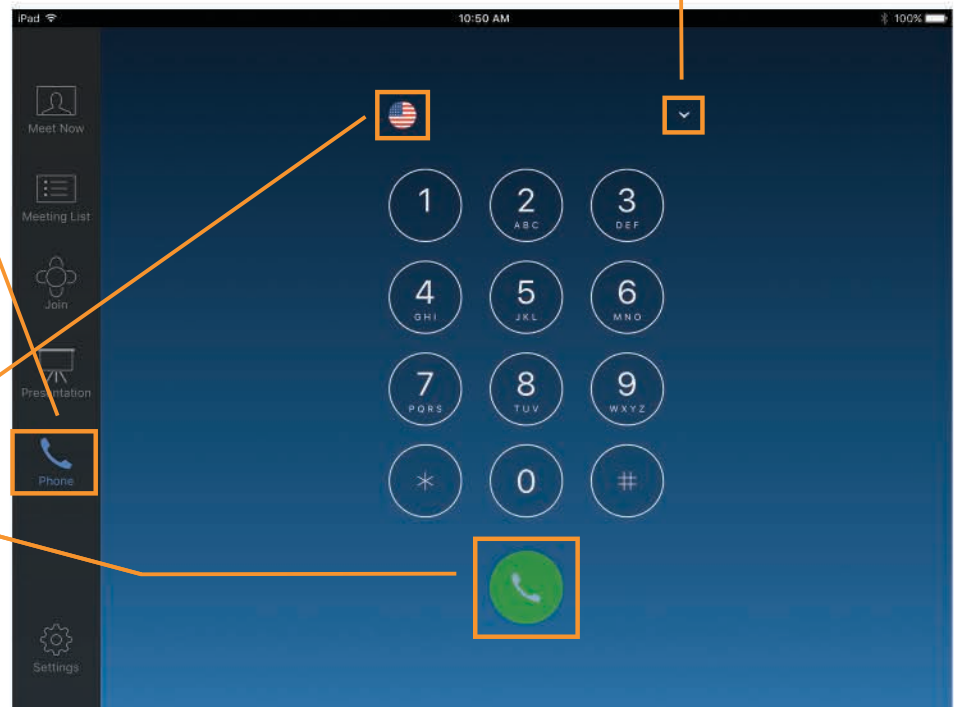
join a meeting

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.
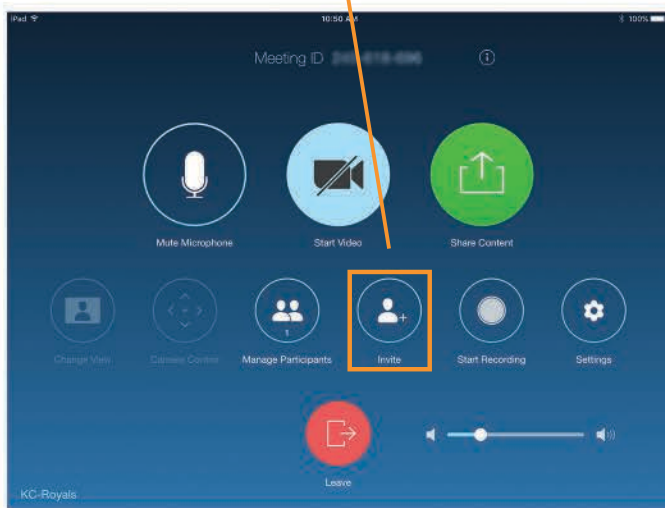

meet now

1 Tap the **Meet Now** icon on the menu bar.

2 Select **rooms, contacts and H.323/SIP** endpoints to invite.

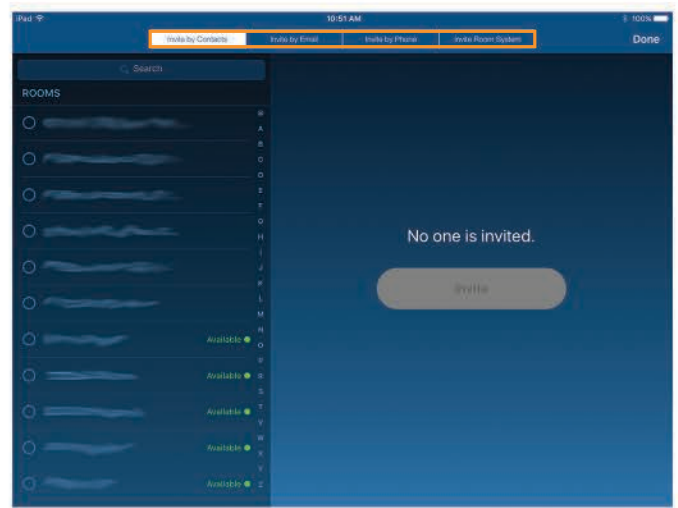**3** Tap **Meet Now** to start an instant meeting.

Tip Tap the ▼ icon to adjust the duration of the meeting.

invite when in a meeting
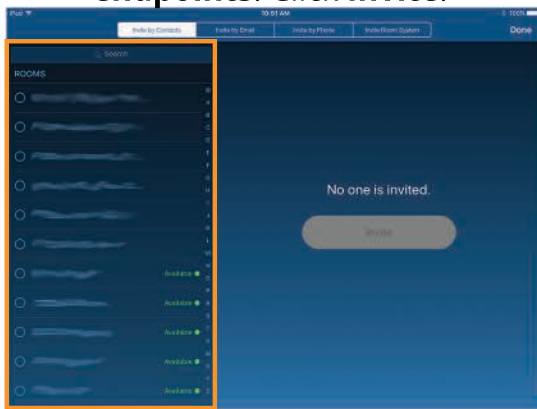
1 Tap **Invite** on the Controller.

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

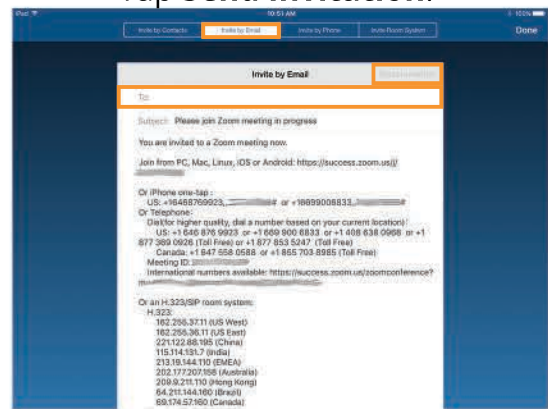
Invite by Contacts

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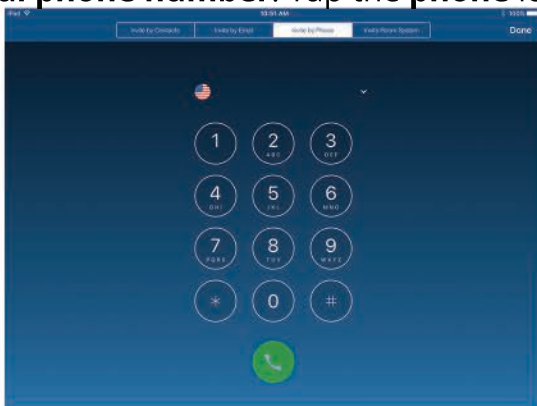

Invite by Email

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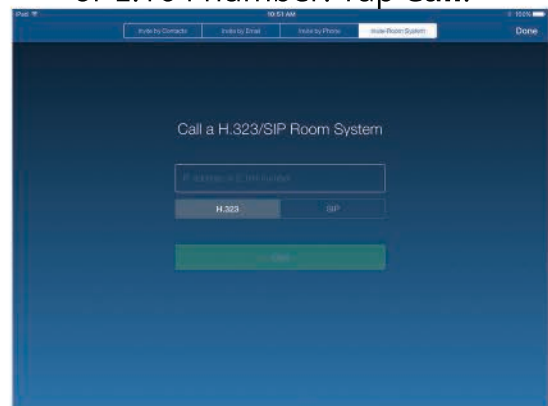

Invite by Phone

Tap **Invite by Phone**. Tap the **flag** to select the country. Enter the **invitee's local phone number**. Tap the **phone** icon.

Invite Room System

Tap **Invite Room System**. Enter the device's public IP address or E.164 number. Tap **Call**.

presentation

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

2 Choose the device you want to share.
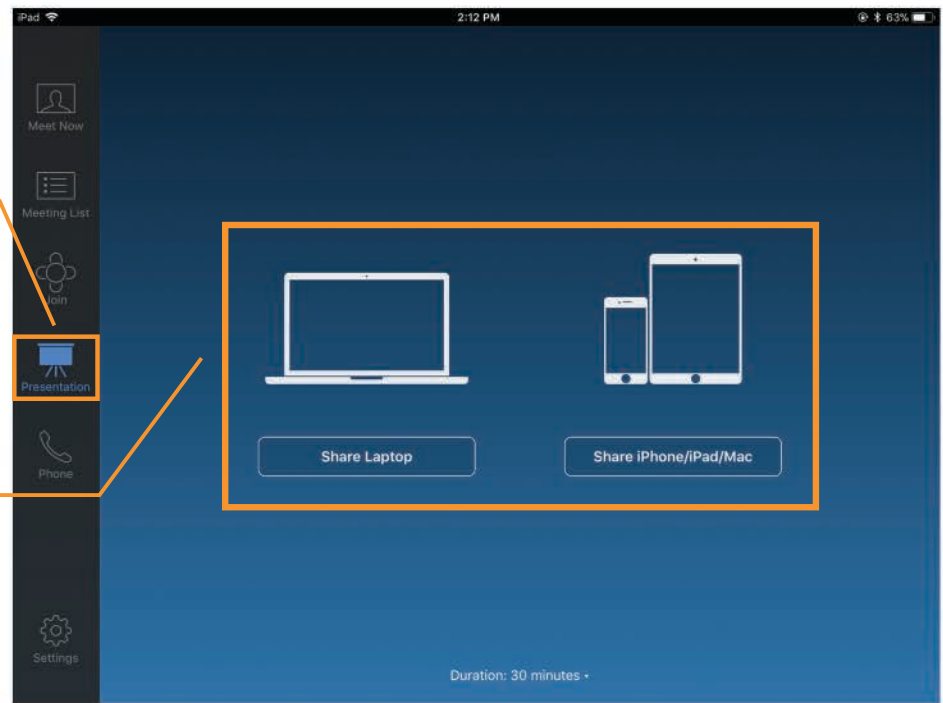
> **Tip** Tap **Phone** to dial out or **Start Meeting** to turn the presentation into a meeting.

1 Follow the instructions on your device.

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
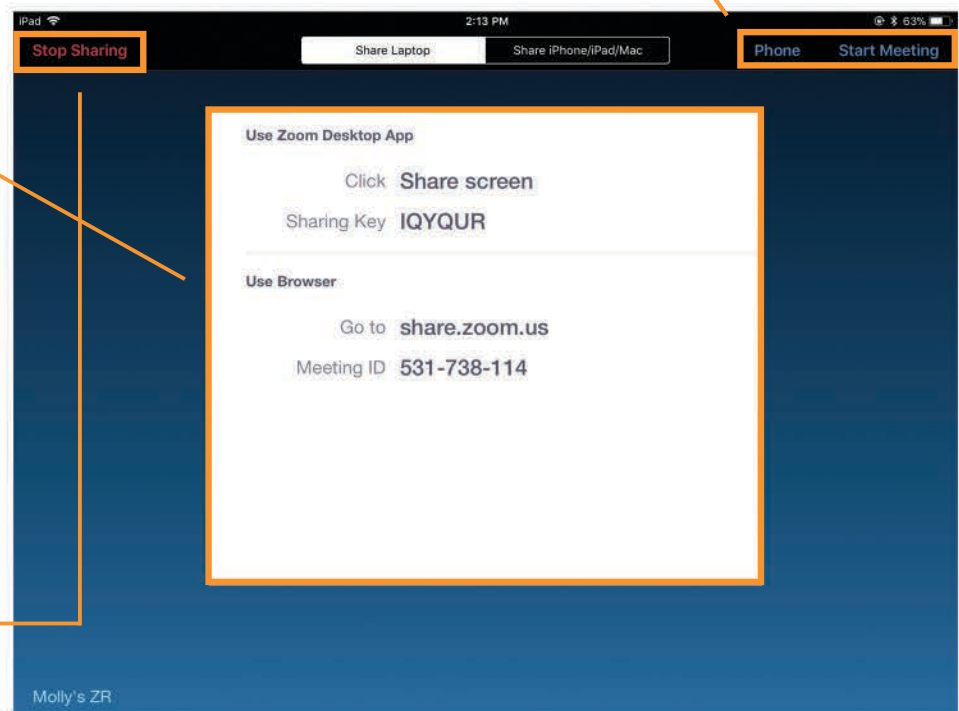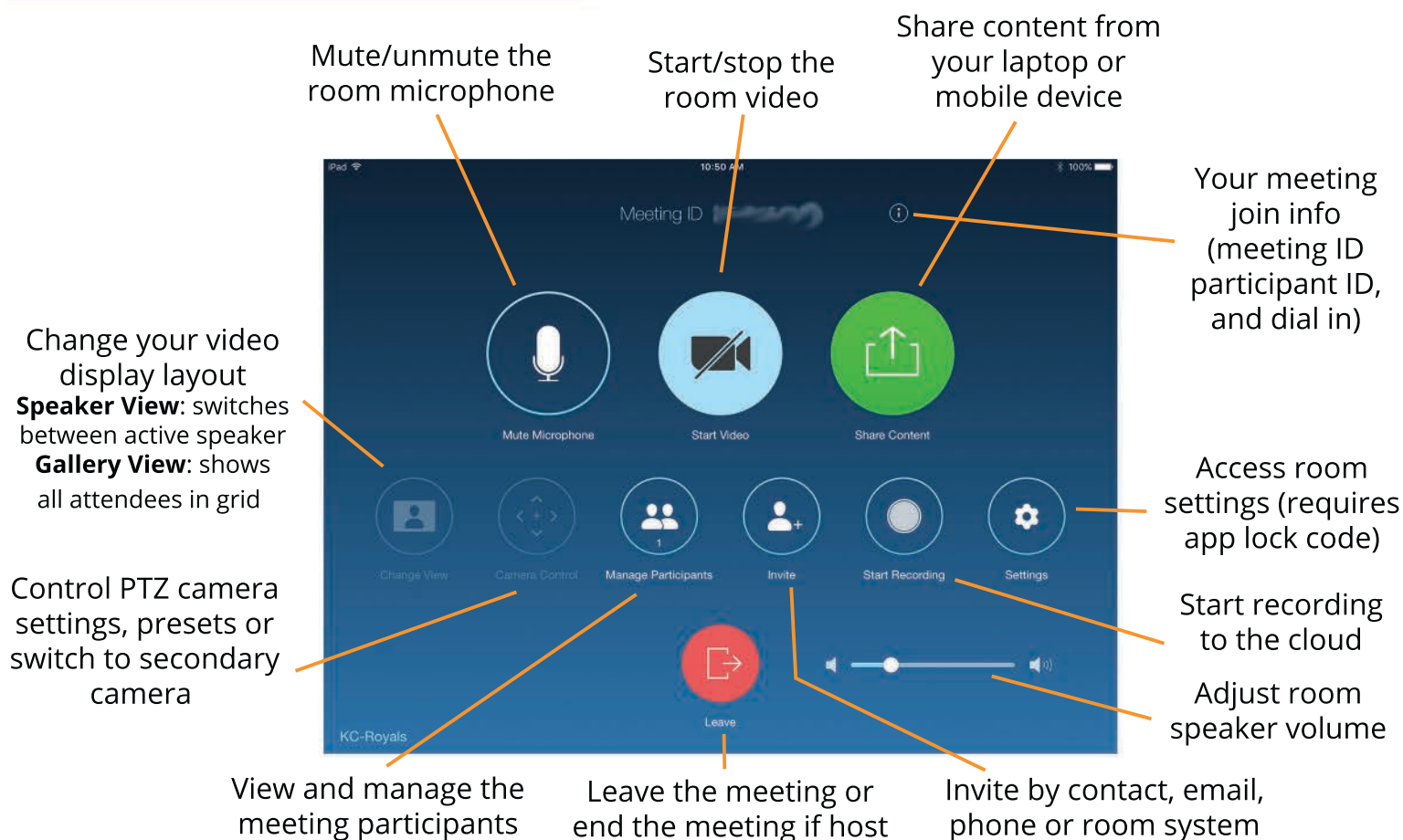
Mute/unmute the room microphone

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 clicking on **Manage Participants** in the meeting controls:
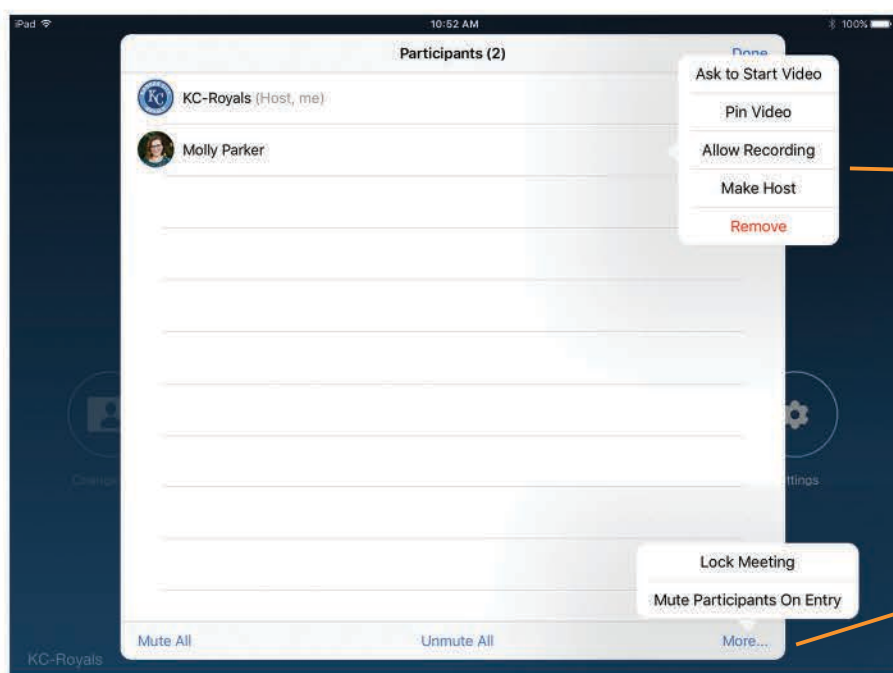
Tap the participant's name to ask them to start their video or turn off their video, pin or spotlight their video, allow them to record, make them the host, or remove them from the meeting

Mute All participants, **Unmute All** participants, or click **More** to lock the meeting, or choose to **Mute Participants On Entry**