### Start a Scheduled Meeting

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.

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

### Dial Out

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.

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

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**Invite by Contacts**

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

**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 by Email**

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

**Invite Room System**

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

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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.
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.