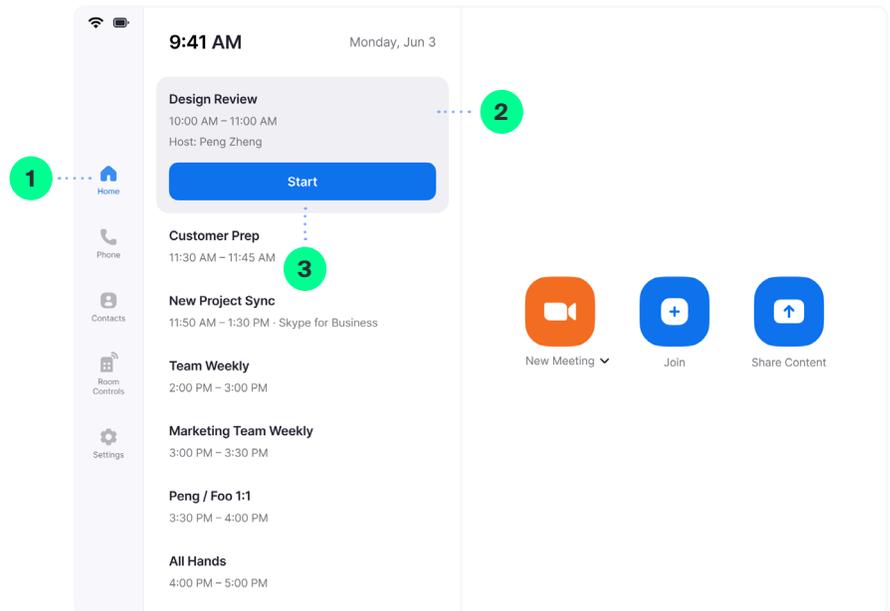# ZOOM Rooms

User Guide

Updated May 2023
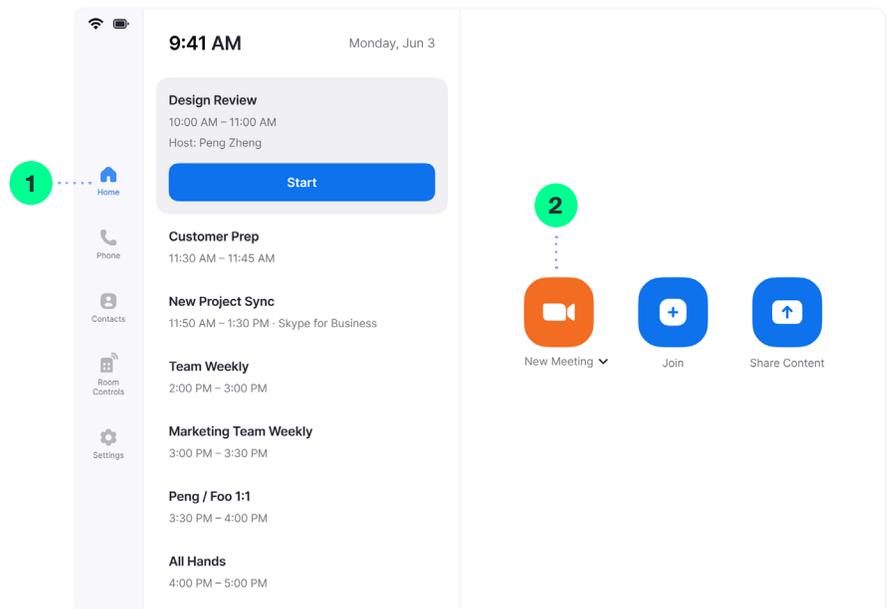
Start a Scheduled Meeting

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

2 Tap your scheduled topic on the meeting list.

3 Tap **Start** to start the meeting.

9:41 AM   Monday, Jun 3

Design Review
10:00 AM – 11:00 AM
Host: Peng Zheng

Start

Customer Prep
11:30 AM – 11:45 AM

New Project Sync
11:50 AM – 1:30 PM · Skype for Business

Team Weekly
2:00 PM – 3:00 PM

Marketing Team Weekly
3:00 PM – 3:30 PM

Peng / Foo 1:1
3:30 PM – 4:00 PM

All Hands
4:00 PM – 5:00 PM

Home
Phone
Contacts
Room Controls
Settings

New Meeting   Join   Share Content

Start an Instant Meeting

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

2 Tap **New Meeting** on the Home screen to start an instant meeting.

9:41 AM   Monday, Jun 3

Design Review
10:00 AM – 11:00 AM
Host: Peng Zheng

Start

Customer Prep
11:30 AM – 11:45 AM

New Project Sync
11:50 AM – 1:30 PM · Skype for Business

Team Weekly
2:00 PM – 3:00 PM

Marketing Team Weekly
3:00 PM – 3:30 PM

Peng / Foo 1:1
3:30 PM – 4:00 PM

All Hands
4:00 PM – 5:00 PM

Home
Phone
Contacts
Room Controls
Settings

New Meeting   Join   Share Content

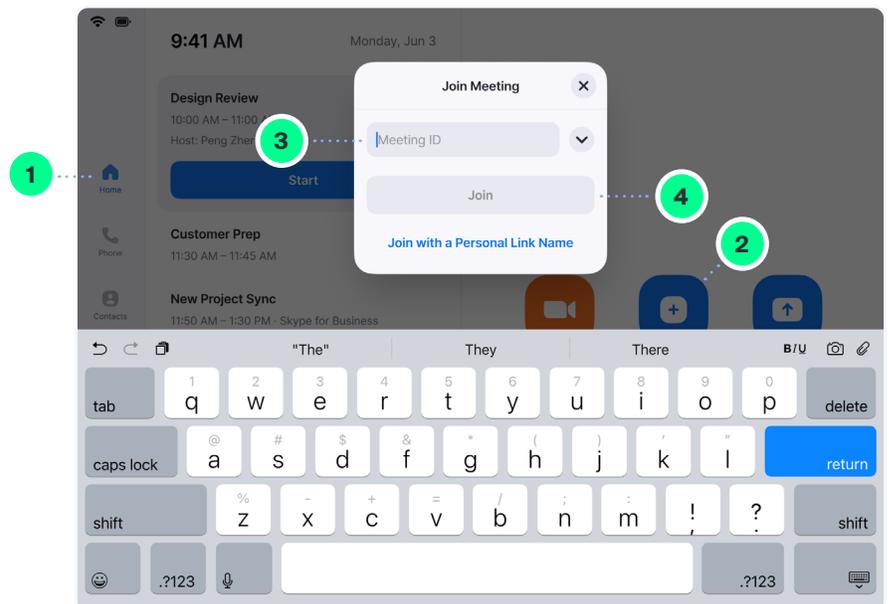**zoom**

Make a Phone Call

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

2 Tap **country code** to choose a country. Enter a phone number.

3 Tap the **Phone** icon to start the call.
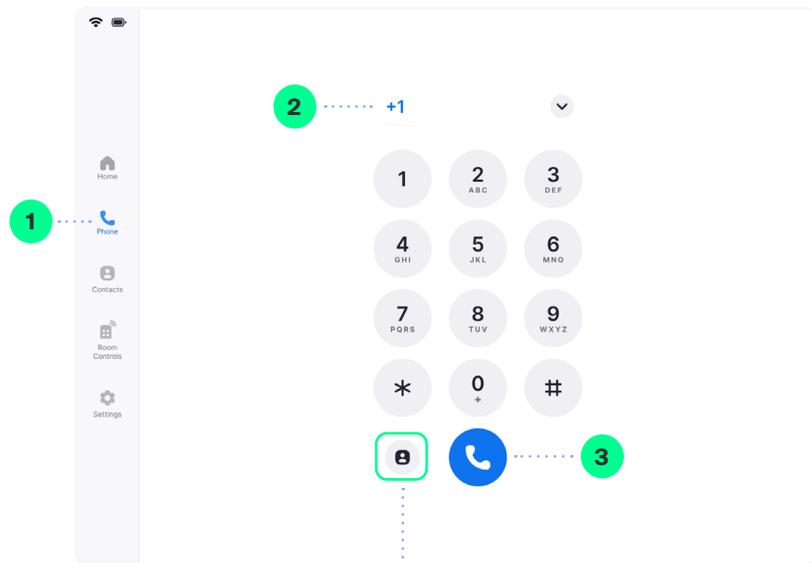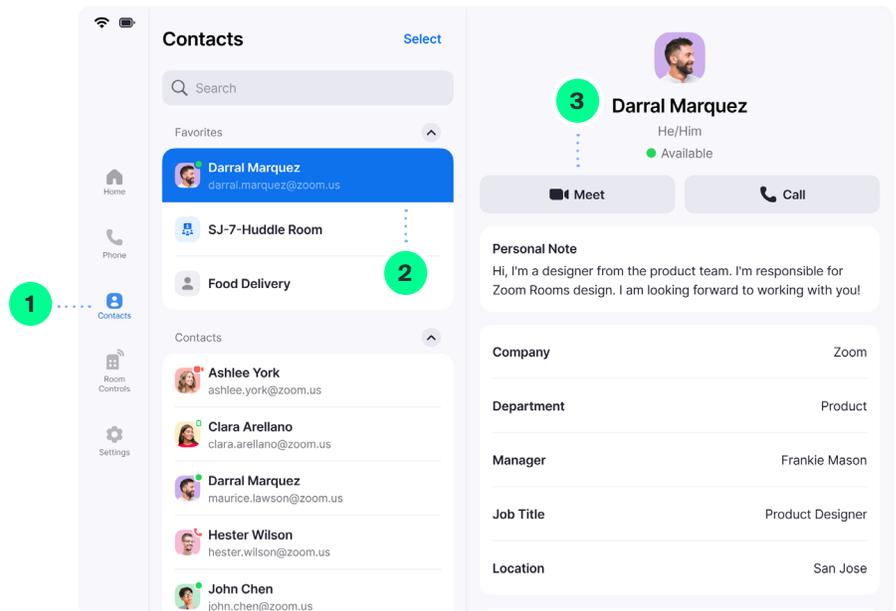
Tip Tap here to view your contacts.

Join a Meeting

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

2 Tap the **Join** icon on the Home screen.

3 Enter the **Meeting ID**.

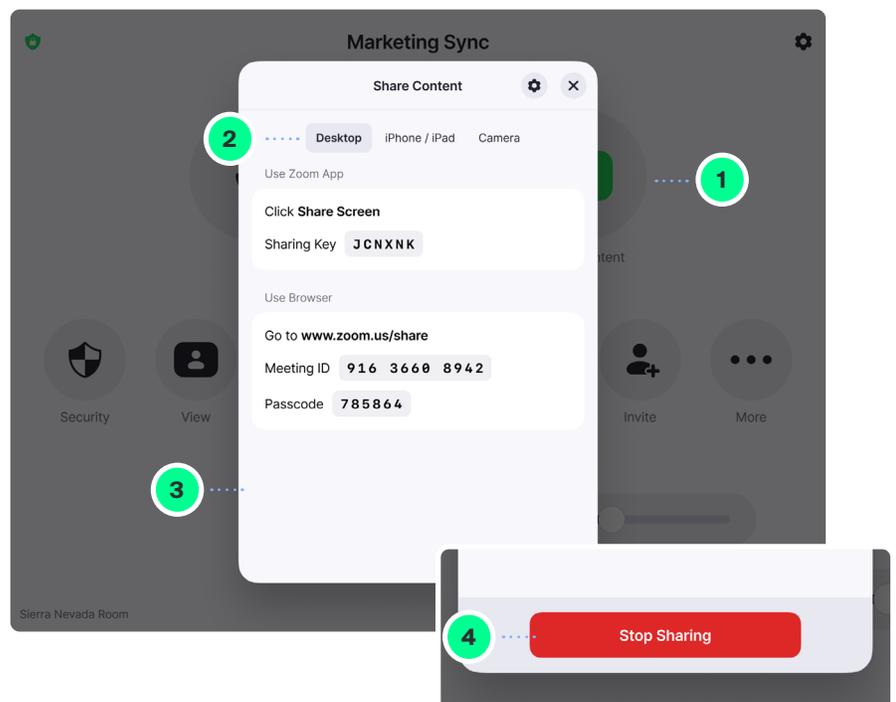**4** Tap **Join** to start the meeting.

Call a Contact

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

2 Select a contact.
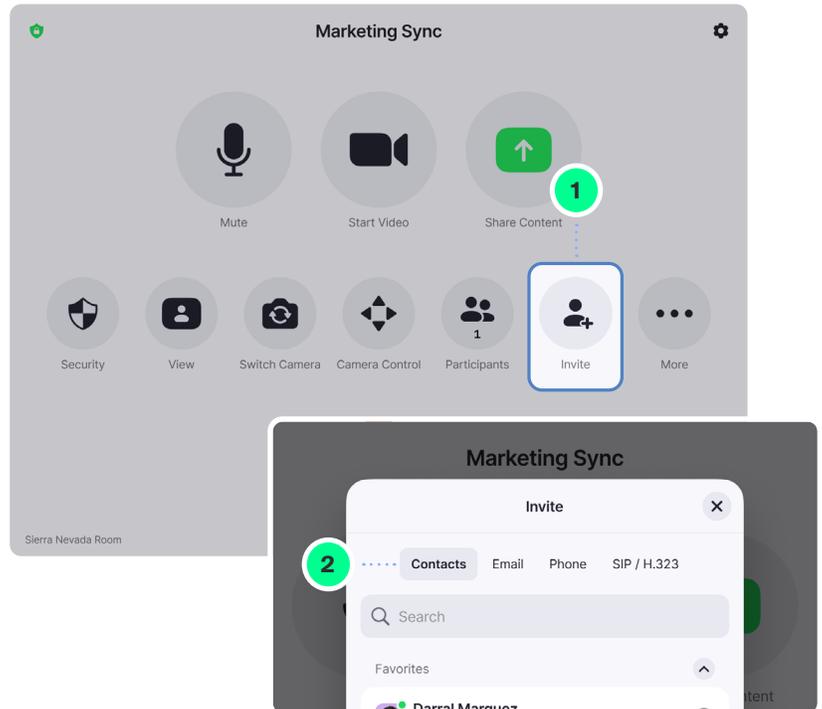
3 Tap **Meet** to start a meeting.

Share

1 Tap the **Share** icon.

2 Choose the device you want to share.

3 The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.

4 Tap **Stop Sharing** when you are done.

Invite when in a Meeting

1   Tap **Invite** on the Controller.

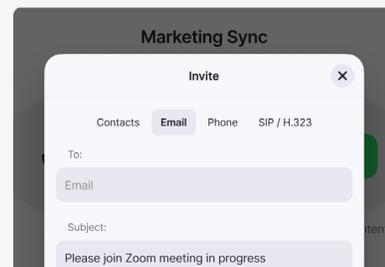**2**   Select how you want to invite at the top of the modal.

Marketing Sync

Mute   Start Video   Share Content

Security   View   Switch Camera   Camera Control   Participants   Invite   More

Sierra Nevada Room

Marketing Sync

Invite

Contacts   Email   Phone   SIP / H.323

Search

Favorites

Darral Marquez

Invite by Contacts

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

Marketing Sync

Invite

Contacts   Email   Phone   SIP / H.323

Search

Favorites

Darral Marquez
henry.smith@company.com

Invite by Email

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

Marketing Sync

Invite

Contacts   Email   Phone   SIP / H.323

To:

Email

Subject:

Please join Zoom meeting in progress

Invite by Phone

Tap the **+1** to select the country you are calling. Enter the phone number and tap the blue **phone** icon to call.

Marketing Sync

Invite

Contacts   Email   Phone   SIP / H.323

+1

1   2 ABC   3 DEF

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**.

Marketing Sync

Invite

Contacts   Email   Phone   SIP / H.323

IP address or E.164 number

SIP

H.323

zoom
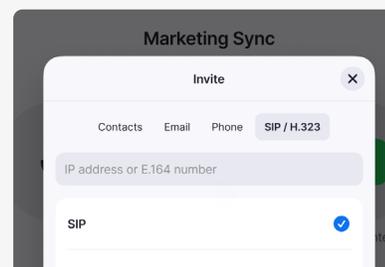
Manage Participants as Host

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
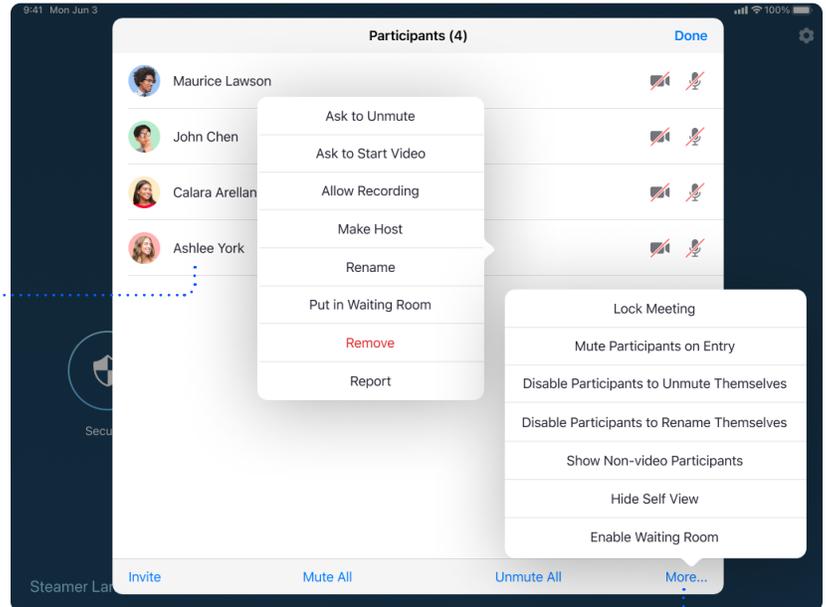
Mute All participants, Unmute All participants, or tap More to Lock the Meeting, or choose to Mute Participants on Entry

Meeting Controls

Mute/unmute the room microphone

Start/stop the room video

Share content from your laptop or mobile device

Marketing Sync

Your meeting name

🛡

⚙

🎤
Mute

🎥
Start Video

⬆
Share Content

Lock meeting, enable waiting room and allow participants to share screen, chat, rename, unmute themselves.

🛡
Security

👤
View

📷
Switch Camera

✛
Camera Control

👥
1
Participants

👤+
Invite

•••
More

Access to more features like recording to the cloud, chat, reactions, breakout rooms, smart focus, closed captioning and language interpretation.

Change video display layout

Speaker view: displays active speaker

Gallery view: shows all attendees in grid

End

Sierra Nevada Room

🔊━━━●━━━

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

End or leave the meeting

View and manage meeting participants