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.

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 refresh icon if you recently updated the room calendar.
Tip: Tap the ñ í 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 **v** 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 Email**
Tap **Invite by Email**. Enter the invitee’s email address. Tap **Send Invitation**.

**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 Room System**
Enter the IP address or E.164 number of the device you’re calling. Tap **H.323** or **SIP**. Tap **Call**.
Presentation

1 Tap the Presentation icon on the menu bar.

2 Choose the device you want to share.

Meet Now

1 Follow the instructions on the controller.

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.

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

- Mute/unmute the room microphone
- Start/stop the room video
- Share content from your laptop or mobile device
- 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
- View and manage the meeting participants
- Leave the meeting or end the meeting if host
- Invite by contact, email, phone, or room system
- Your meeting join info (meeting ID, participant ID, and dial in)
- Access room settings (requires app lock code)
- Start recording to the cloud
- Adjust room speaker volume

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**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**.