

zoomrooms

Quick Start Guide to Meeting Controls

Start a Scheduled Meeting

Start a scheduled meeting

Make a phone call

Call a contact

Share content from your laptop or mobile device

Start an instant meeting

Join a Zoom meeting by entering a meeting ID

Meeting Controls

Mute/unmute the room microphone

Start/stop the room video

Share content from your laptop or mobile device

Your meeting name

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

Change video display layout

Speaker view: displays active speaker

Gallery view: shows all attendees in grid

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

End or leave the meeting

View and manage meeting participants

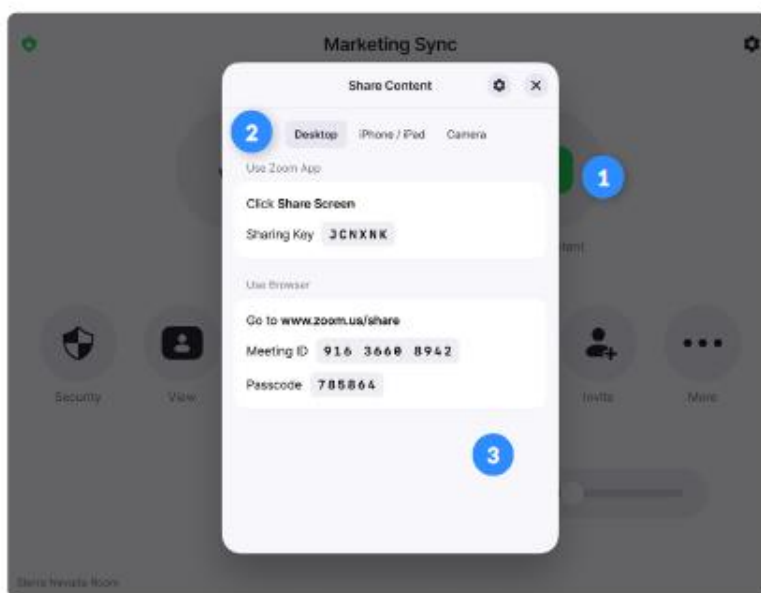
Access to more features like chat and breakout rooms.

Participants in Zoom Rooms can use one-click direct screen sharing from a Zoom Desktop Client on a Mac or Windows PC. Ultrasonic sound proximity detection enables the Zoom Room controller to generate an ultrasonic signal that can be detected by the Zoom Desktop Client.

- If the Zoom client detects the signal in a Zoom Room, it automatically connects to the Zoom Room when the attendee clicks **Share Screen**. (could take up to 30sec to connect)
- If proximity detection is not available, participants can activate direct screen share by entering a Sharing Key, which consists of a string of letters.

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.

