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.

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.
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.

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.
Invite when in a Meeting

1. Tap Invite on the Controller.

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

**Invitation Options**

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

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

- **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.

- **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.
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.

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**Marketing Sync**

- **Share Content**
  - **Use Zoom App**
  - **Click Share Screen**
    - Sharing Key: JCNXNK
  - **Use Browser**
    - Go to [www.zoom.us/share](http://www.zoom.us/share)
    - Meeting ID: 916 3668 8942
    - Passcode: 785864

**Stop Sharing**
Meeting Controls

- **Mute/unmute the room microphone**
- **Start/stop the room video**
- **Share content from your laptop or mobile device**
- Your meeting name
- Access to more features like recording to the cloud, chat, reactions, breakout rooms, smart focus, closed captioning, and language interpretation.

**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**.