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 your **Flag** icon to choose a country. Enter a phone number.
3. Tap the **green Phone** icon to start the call.

Tip: Tap the **v** 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 start 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 **Participants** on the Controller.

2 Select how you want to invite from the bottom left button.

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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 the **flag** icon to select the country you are calling. Enter the phone number and tap the **phone** icon to call.

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

**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 **Presentation** icon on the menu bar.

2 Choose the device you want to share.

3 Follow the instructions on the controller.

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

5 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
- Your meeting join info (meeting ID, participant ID, and dial in)
- View meeting chat messages. You can even enable chat messages for the room display
- Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)

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.