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 the **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.

**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**.
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**

- **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**

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