

## Quick Start Guide to Meeting Controls

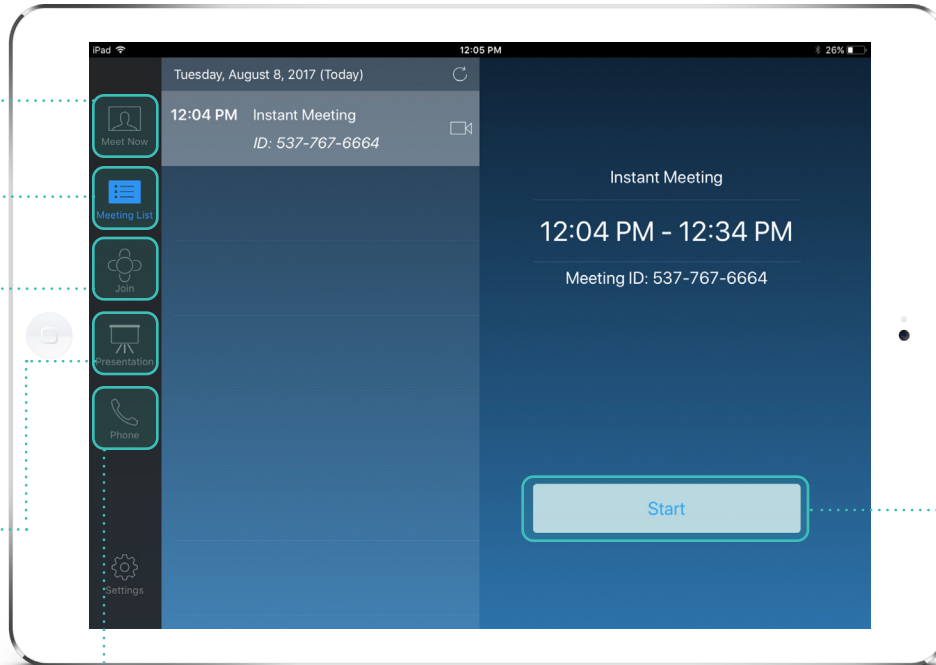
### Start Meeting

Start an instant meeting by inviting others

Scheduled meetings for the room appear here

Join a Zoom meeting by entering a meeting ID

Share content from your laptop or mobile device



One touch to start a scheduled meeting

Make a phone call

### Control Meeting

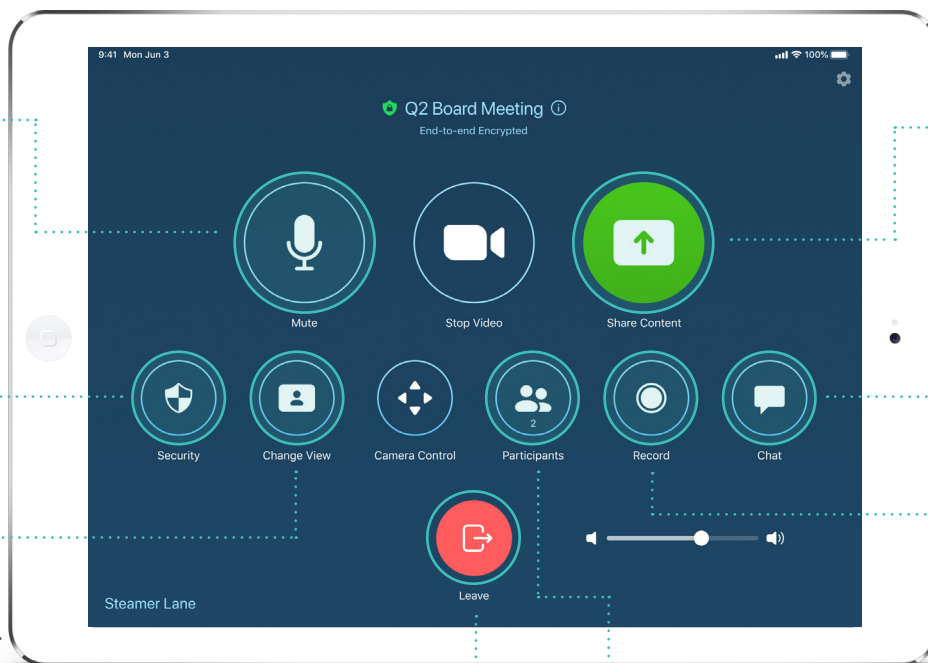
Mute/unmute room microphone

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



Share content from your laptop or mobile device

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.)

End or leave the meeting

View and manage meeting participants