**Quick Start Guide to Meeting Controls**

### Start 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**

### Control Meeting

- **Mute/unmute the room microphone**
- **Start/stop the room video**
- **Share content from your laptop or mobile device**

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

- **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**

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**Zoom Rooms Controller Guide**