zoomrooms

Quick Start Guide to Meeting Controls

Start Meeting

Start a scheduled meeting ....

Make a phone call ....

Call a contact ....

9:41 AM   Monday, Jun 3

Design Review
10:00 AM – 11:00 AM
Host: Peng Zheng

[Start]

Customer Prep
11:30 AM – 11:45 AM

New Project Sync
11:50 AM – 1:30 PM · Skype for Business

Team Weekly
2:00 PM – 3:00 PM

Marketing Team Weekly
3:00 PM – 3:30 PM

Peng / Foo 1:1
3:30 PM – 4:00 PM

All Hands
4:00 PM – 5:00 PM

Home
Phone
Contacts
Room Controls
Settings

New Meeting ⌄   Join   Share Content

.... 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

Lock meeting, enable waiting room and allow participants to share screen, chat, rename, unmute themselves.

Marketing Sync ....

Your meeting name

Mute   Start Video   Share Content

Security   View   Switch Camera   Camera Control   Participants 1   Invite   More

End

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

Change video display layout

Speaker view: displays active speaker

Gallery view: shows all attendees in grid

Sierra Nevada Room

Control PTZ camera settings, presets, or switch to secondary camera

End or leave the meeting

View and manage meeting participants