ZOOMIOOMS User Guide

Updated January 2022



Start a Scheduled Meeting



Start an Instant Meeting

? ■ 9:41 AM Monday, Jun 3 Design Review Tap the **Home icon** on 10:00 AM - 11:00 AM Host: Ada Smith the menu bar. • Tap New Meeting on the 5 **Customer Prep** Home screen to start an 11:30 AM - 11:45 AM instant meeting. 8 New Project Sync 1 11:50 AM - 1:30 PM New Meeting 🗸 • Share Screen Team Weekly Join 2:00 PM - 3:00 PM Marketing Team Weekly \$ 3:00 PM - 3:30 PM Presentation Prep 3:30 PM - 4:00 PM All Hands 4:00 PM - 5:00 PM

Make a Phone Call

1 Tap the **Phone icon** on the menu bar.

- 2 Tap **country code** to choose a country. Enter a phone number.
- 3 Tap the **Phone icon** to start the call.

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



2 Select a **contact**.

3 Tap **Meet** to start a meeting.





	Contacts			
	Q Search			
	Favorites	^	Darral Ma He/Hi	•
2	Darral Marquez darral.marquez@zoom.us		Availa	
	B SJ-7-Huddle Room		3 Meet	📞 Call
	Food Deliverry		Company	Zoo
5	Contacts	^	Department	Marketir
	Ashlee York ashlee.york@zoom.us		Job Title	Graphic Design
	Clara Arellano clara.arellano@zoom.us		Location	San Jo:
	Darral Marquez maurice.lawson@zoom.us		Internal	
	Hester Wilson hester.wilson@zoom.us		Extension	
	John Chen john.chen@zoom.us		Direct Number	

Invite when in a Meeting



Tap **Participants** on the Controller.



Invite by Contacts

Search by name, or scroll to find **rooms**, **contacts or H.323/SIP endpoints.** Click **Invite.**

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			No	one is invited.			
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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.



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

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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**.

•	10:01AM					
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Share Content

- 1 Tap the **Home icon** on the menu bar.
- Tap the **Share Screen** icon on the Home screen.



- 3 Follow the instructions on the controller.
- 4 The instructions will remain on the controller, even after the share is displayed on the Zoom Room display.
- 5 Tap **Stop Sharing** when you are done.







Manage Participants as Host

After tapping Manage Participants in the meeting controls:

9:41 Mon Jun 3			······ 〒100% 🔲
		Participants (4)	Done
(Maurice Lawson		1
	John Chen	Ask to Unmute	The second se
A	John Chen	Ask to Start Video	1
	Calara Arellan	Allow Recording	1
	Ashlee York	Make Host	· · · · · · · · · · · · · · · · · · ·
81×	Ashiec tork	Rename	9/2° - 72
		Put in Waiting Room	Lock Meeting
		Remove	Mute Participants on Entry
		Report	Disable Participants to Unmute Themselves
Secu			Disable Participants to Rename Themselves
			Show Non-video Participants
			Hide Self View
			Enable Waiting Room
Steamer Lar	e	Mute All	Unmute All More

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