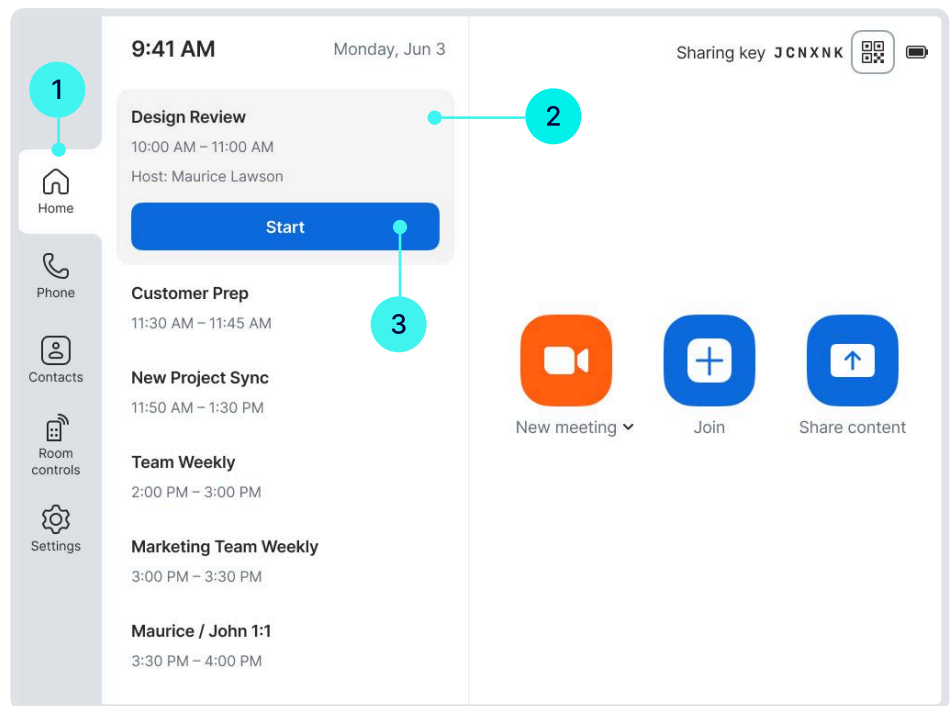




User Guide

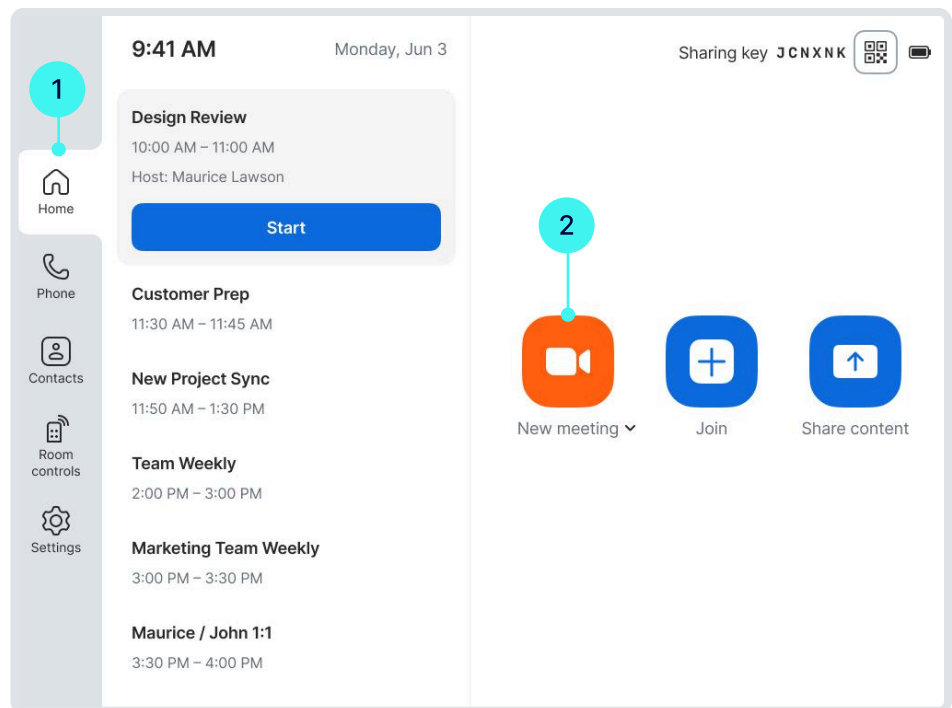
Start a Scheduled Meeting

- 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.



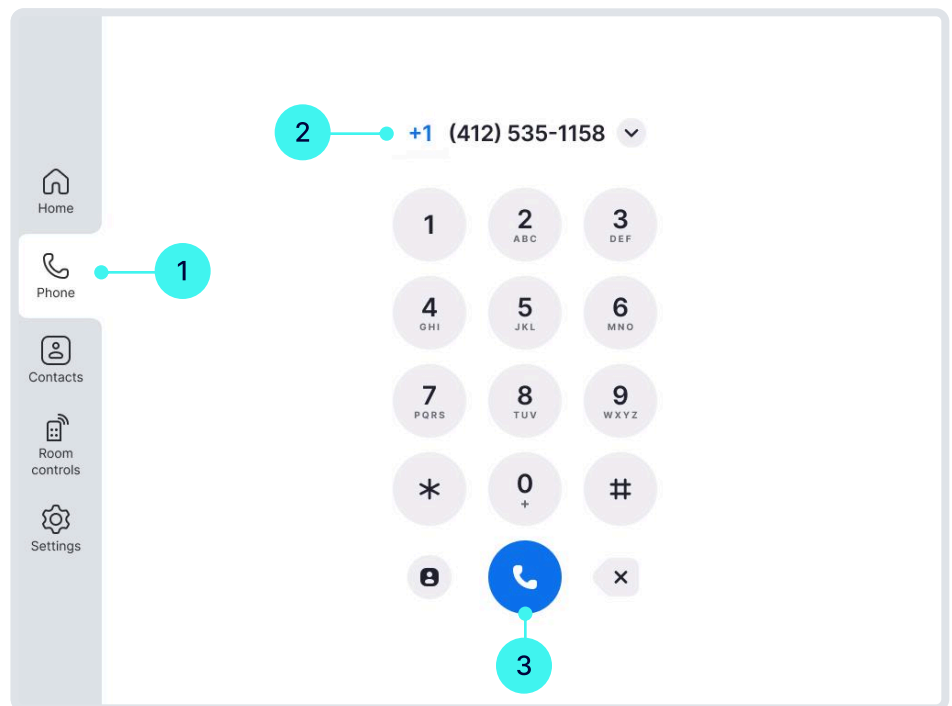
Start an Instant Meeting

- 1 Tap the Home icon on the menu bar.
- 2 Tap New Meeting on the Home screen to start an instant meeting.



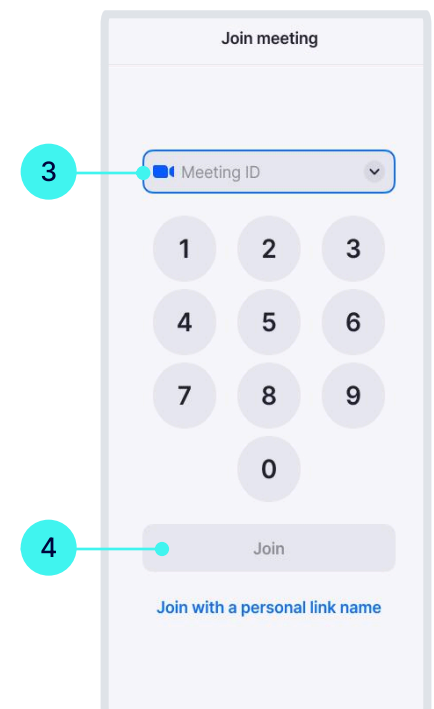
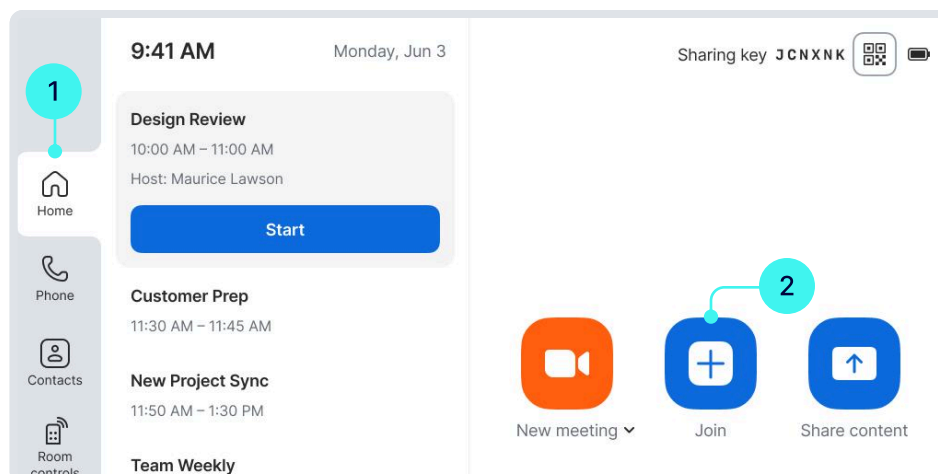
Make a Phone Call

- 1 Tap the **Phone** icon on the menu bar.
- 2 Tap country code to choose a country then enter a phone number area code + number.
- 3 Tap the **phone** icon to make the call.



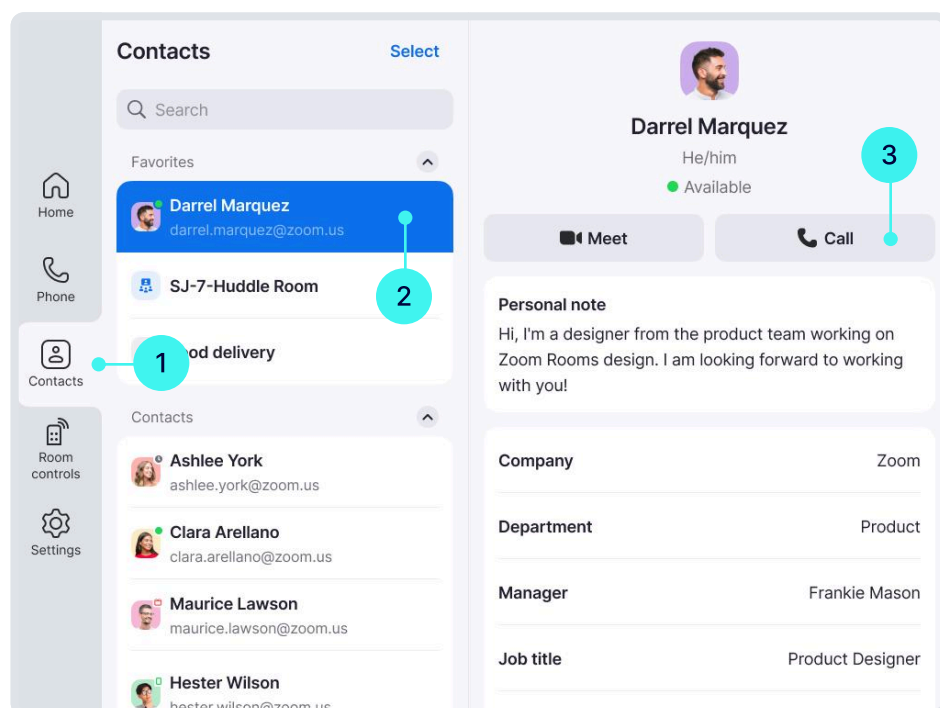
Join a Meeting

- 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.



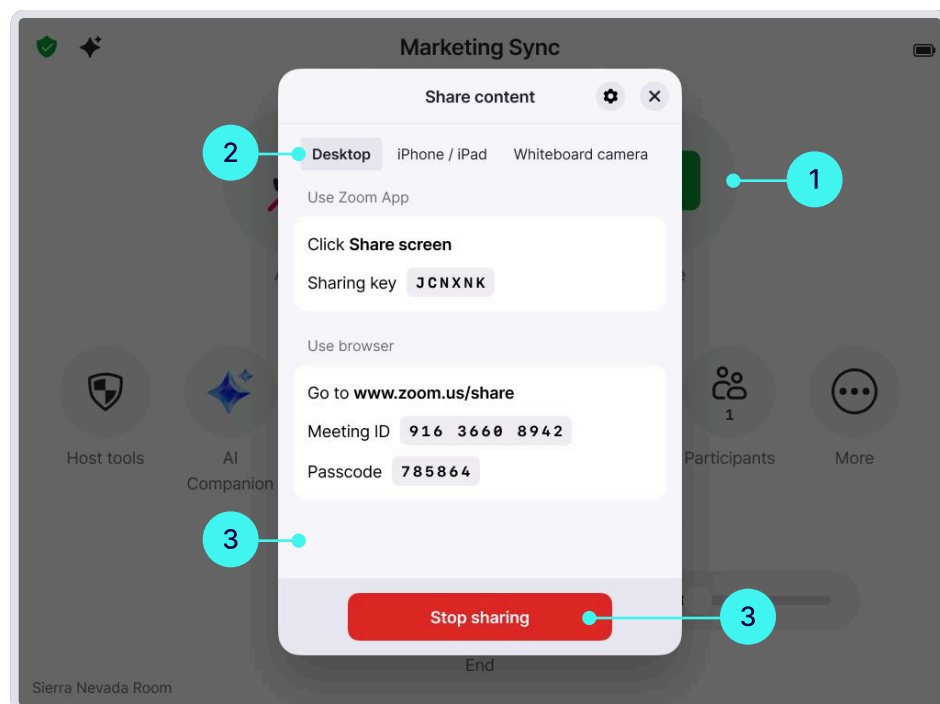
Call a Contact

- 1 Tap the **Contacts** icon on the menu bar.
- 2 Select a contact.
- 3 Tap **Call** to make a call.



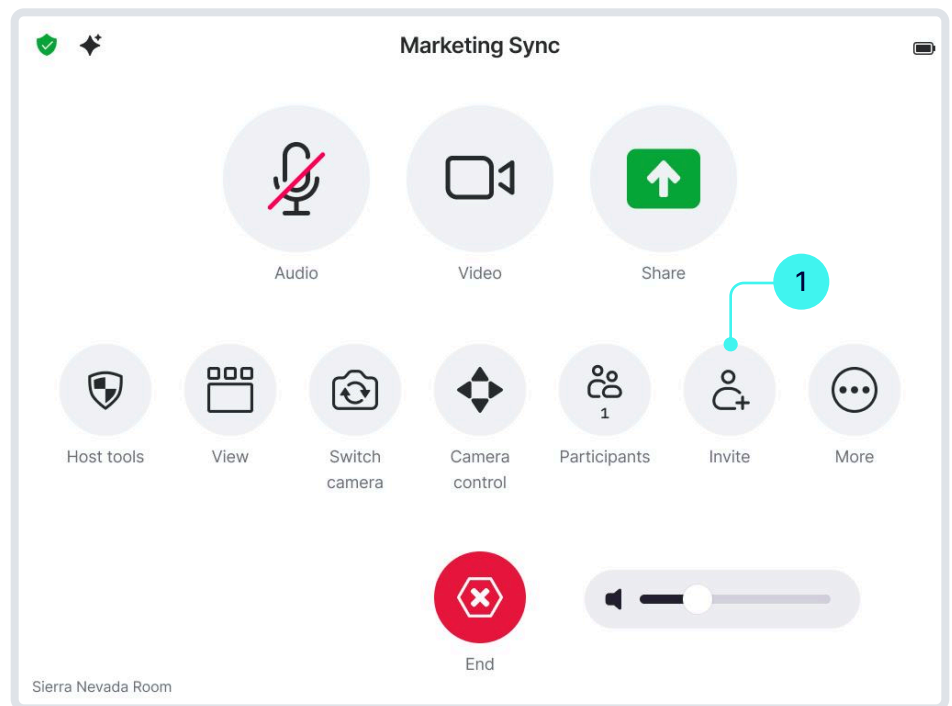
Share

- 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

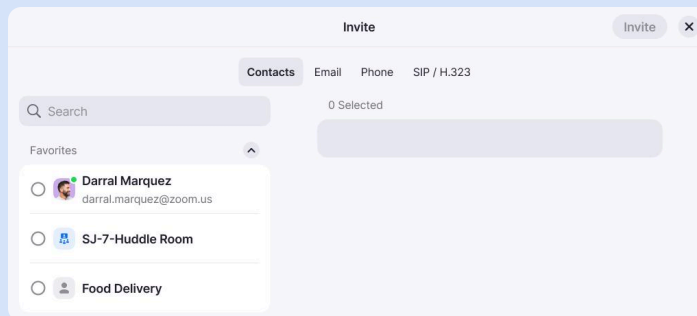
- 1 Tap **Invite** on the Controller.
- 2 Select how you want to invite at the top of the modal. **You will see several options to choose from.**



OPTION 1

Invite by Contacts

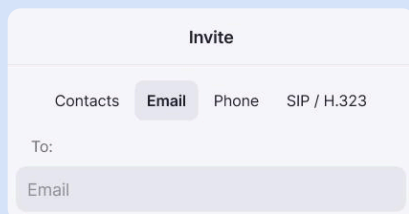
Search by name, or scroll to find rooms, contacts or H.323/SIP endpoints. Click Invite.



OPTION 2

Invite by Email

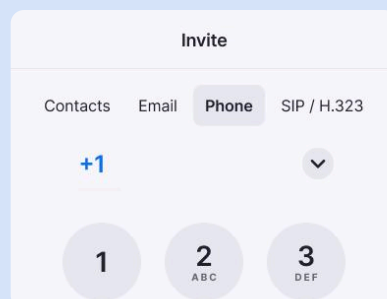
Tap Email. Enter the invitee's email address. Tap Send.



OPTION 3

Invite by Phone

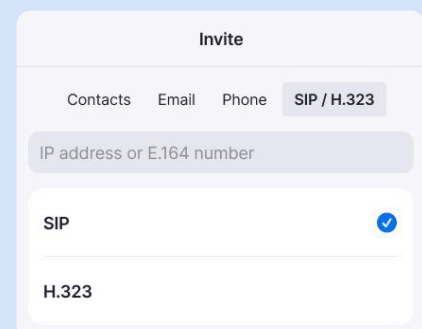
Tap the +1 to select the country you are calling. Enter the phone number and tap the blue phone icon to call.



OPTION 4

Invite by Room System

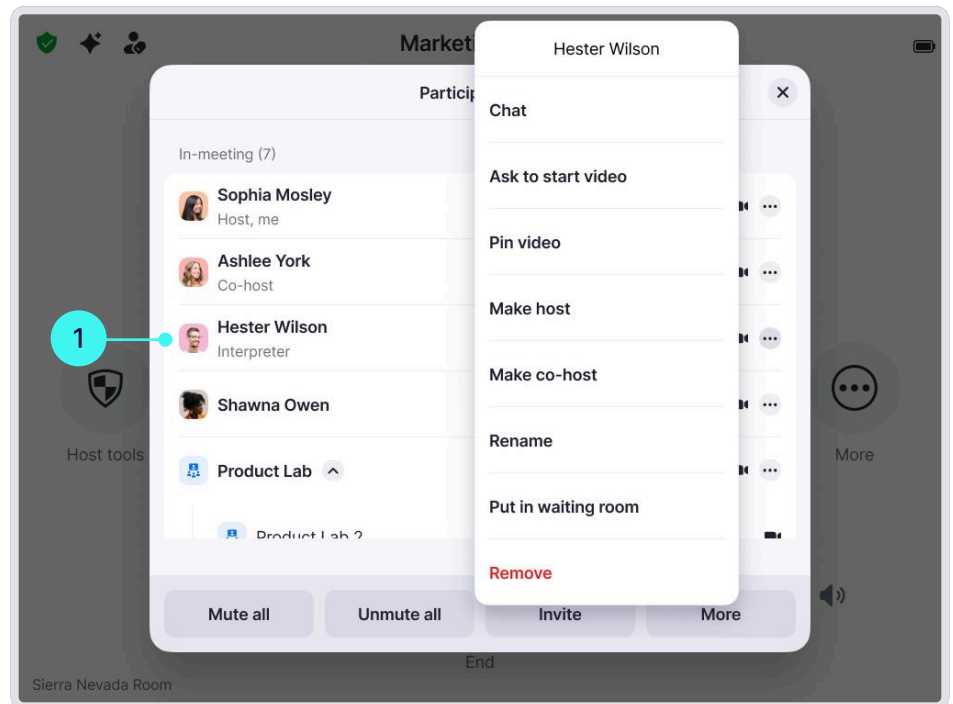
Enter the IP address or E.164 number of the device you're calling. Tap H.323 or SIP. Tap Call.



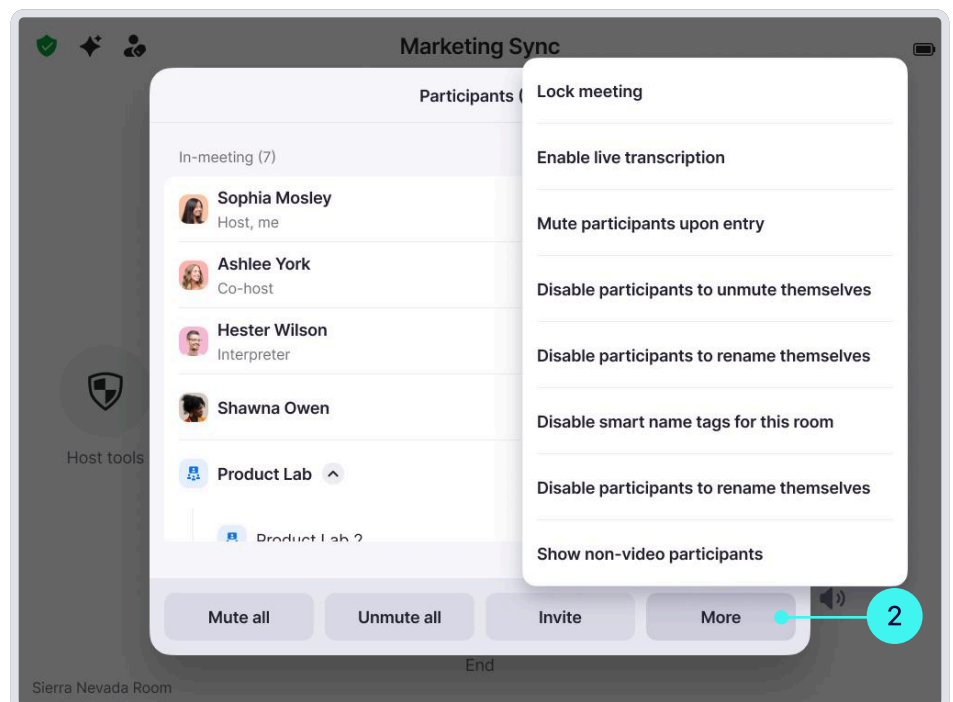
Manage Participants as Host

After tapping Manage Participants in the meeting controls:

- 1 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



- 2 Mute All participants, Unmute All participants, or tap More to Lock the Meeting, or choose to Mute Participants on Entry



Meeting Controls

