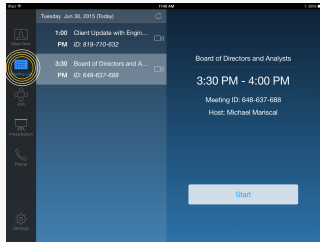


Meeting List

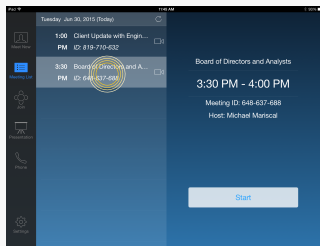
1

Tap the **Meeting List icon** on the menu bar



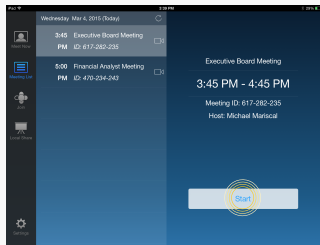
2

Tap your **scheduled topic** on the meeting list



3

Tap **Start** to start the meeting



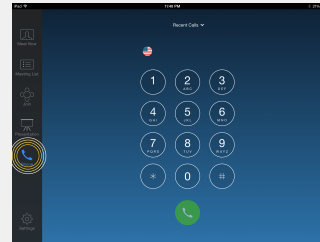
Tips

Tap the **refresh icon** next to the date if you have recently updated any meetings on your calendar

Dial Out

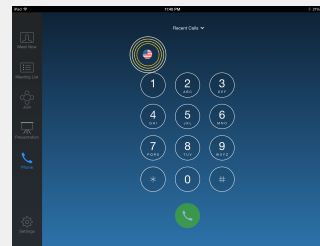
1

Tap the **Phone Icon** in the menu bar



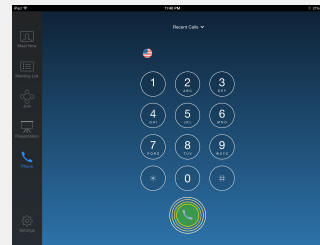
2

Tap the **Country Flag Icon** to choose a country



3

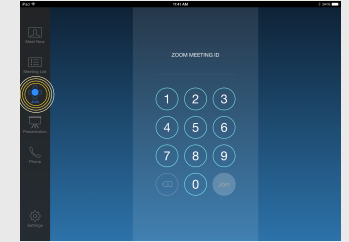
Click the **Green Telephone Icon** to start the call



Join Meeting

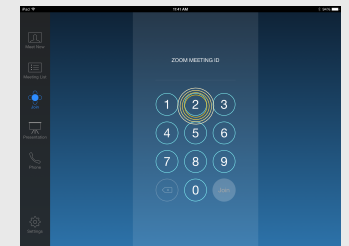
1

Tap the **Join icon** on the menu bar



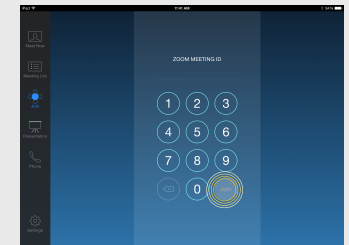
2

Enter the **Meeting ID** on the number pad



3

Click **Join** after you have entered the meeting ID

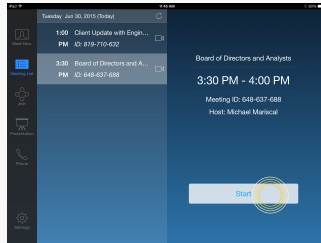


Invite

Meeting Controls

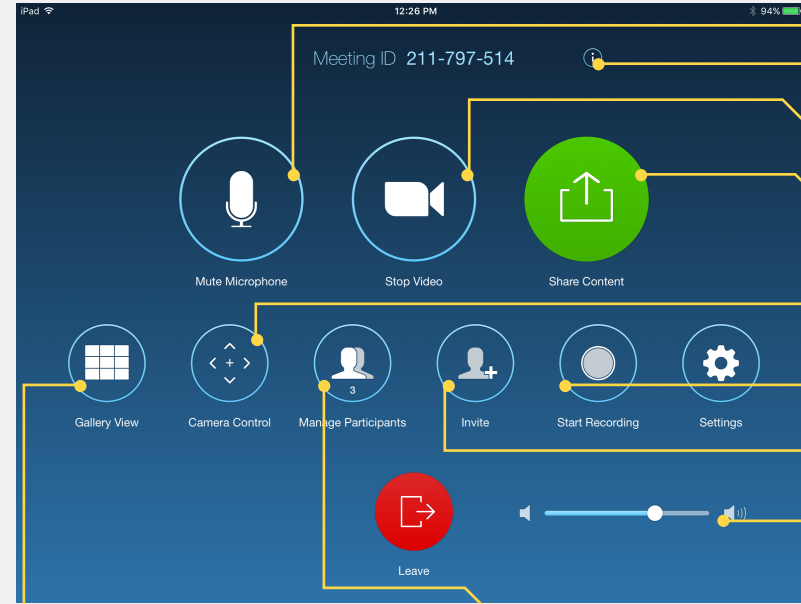
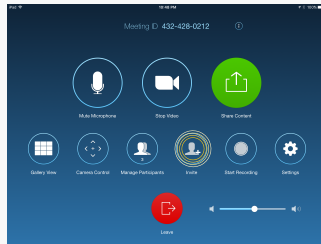
1

Start a scheduled meeting from
Meeting List



2

Click on the **Invite** Icon



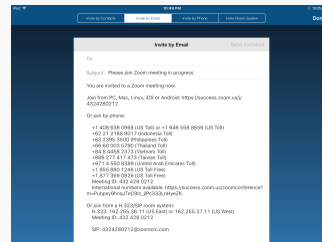
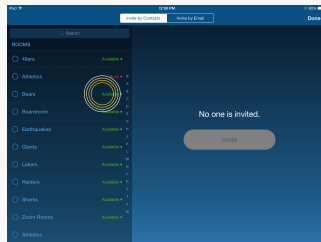
- Mute your audio
- Your join meeting info (meeting ID, participant ID, dial-in)
- Turn off your video
- Share content from your laptop or mobile device
- Tap to control local PTZ camera
- Start recording to the cloud
- Invite by directory, email, phone or room system
- Adjust microphone volume input from Zoom Rooms iPad controller

- Change your video display layout :
 - Speaker view shows active speaker and thumbnail attendees
 - Gallery view shows all attendees in a grid
 - Single or dual-screen

- Perform the following:
 - Mute or unmute, lock meeting, grant host control, allow record or remove participants
 - Mute or un-mute all participants and lock the meeting

3

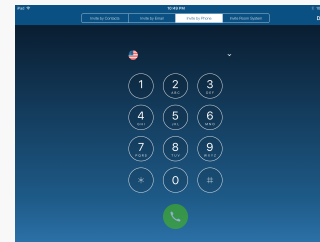
Search by **first name** or scroll to find **rooms, contacts or h. 323/SIP endpoints**



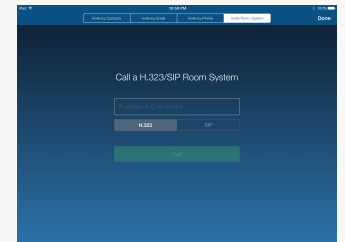
- 4 Tap **Invite by Email**
Enter the attendee's email address

5

Tap **Invite by Phone**
Tap on the **Country Flag Icon** to edit country code. Input the **user's local number** on dial pad



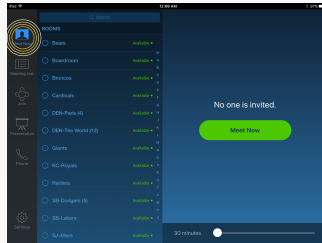
- 6 Tap **Invite Room System**
Tap **Call**



Meet Now

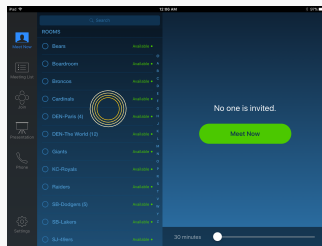
1

Tap the **Meet Now** icon on the menu bar



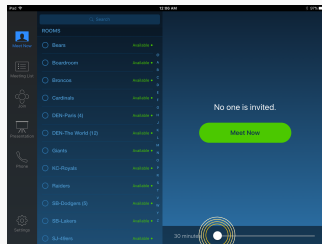
2

Select **rooms, contacts and H.323/SIP endpoints** you would like to invite to your instant meeting



3

Tap the slide bar next to the default time of **30 minutes** to adjust the duration you would like to book the room for



Content Sharing

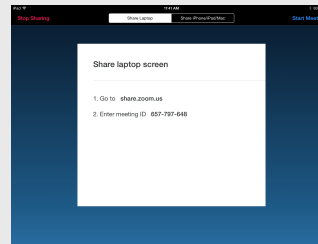
1

Tap on **Presentation > Share Laptop**



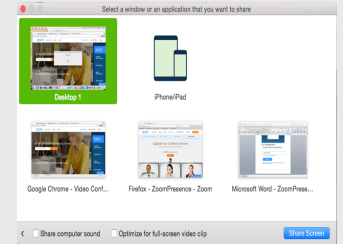
2

Open a browser and go to **share.zoom.us**, and then enter the **Meeting ID**



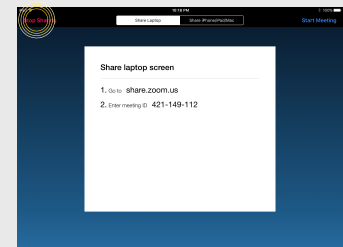
3

Select application or window to share



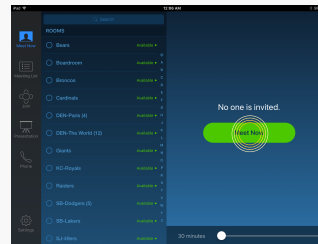
4

Select **Stop Sharing** to stop share or **Start Meeting** to start a meeting



4

Tap **Meet Now** (Will always start using your room's Personal Meeting ID)



zoom

Helpdesk: support.zoom.us

Telephone: 1.888.799.9666