

# zoomrooms

## Quick Start Guide to Meeting Controls

### Start Meeting

Start an instant meeting by inviting others

Scheduled meetings for the room appear here

Join a Zoom meeting by entering a meeting ID

Share content from your laptop or mobile device



One touch to start a scheduled meeting

### Control Meeting

Mute/unmute room microphone

Change video display layout

**Speaker view:** displays active speaker

**Gallery view:** shows all attendees in grid

View and manage meeting participants



Share content from your laptop or mobile device

View meeting chat messages. You can even enable chat messages for the room display.

Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)

Leave the meeting or end the meeting if host

Invite others into the meeting