

Quick Start Guide to Meeting Controls

Start Meeting

The screenshot shows the Zoom Rooms app interface. On the left is a sidebar with navigation options: Home, Phone, Contacts, Room Controls, and Settings. The main area displays a list of scheduled meetings for Monday, Jun 3, including 'Design Review', 'Customer Prep', 'New Project Sync', 'Team Weekly', 'Marketing Team Weekly', 'Peng / Foo 1:1', and 'All Hands'. Each meeting has a 'Start' button. To the right of the list are three large action buttons: 'New Meeting' (with a dropdown arrow), 'Join', and 'Share Content'. Dotted lines connect these elements to descriptive text labels.

Start a scheduled meeting

Make a phone call

Call a contact

Share content from your laptop or mobile device

Start an instant meeting

Join a Zoom meeting by entering a meeting ID

Control Meeting

The screenshot shows the Zoom Rooms app meeting control panel. At the top, it displays the meeting name 'Marketing Sync' and a settings gear icon. Below this are three large circular buttons: 'Mute' (microphone icon), 'Start Video' (video camera icon), and 'Share Content' (upload icon). A second row of smaller buttons includes 'Security' (shield icon), 'View' (person icon), 'Switch Camera' (camera icon), 'Camera Control' (directional pad icon), 'Participants' (group of people icon), 'Invite' (person with plus icon), and 'More' (three dots icon). At the bottom, there is a red 'End' button (power icon) and a volume slider. Dotted lines connect these elements to descriptive text labels.

Mute/unmute the room microphone

Start/stop the room video

Share content from your laptop or mobile device

Your meeting name

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

Change video display layout

Speaker view: displays active speaker

Gallery view: shows all attendees in grid

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

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

End or leave the meeting

View and manage meeting participants