

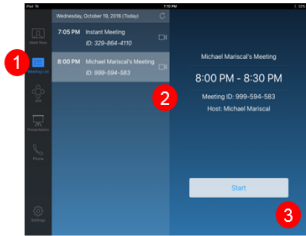
Start, Join & Meet Now

Start a Scheduled Meeting

Tap the **MEETING LIST** icon on the menu bar

Tap your **SCHEDULED TOPIC** on the meeting list

Tap **START** to start the meeting

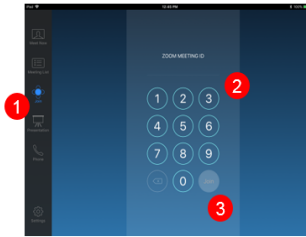


Join a Meeting

Tap the **JOIN** icon on the menu bar

Enter the **MEETING ID** on the number pad

Tap **JOIN** to join the meeting

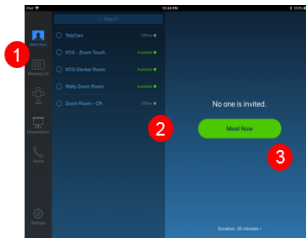


Meet Now

Tap the **MEET NOW** icon on the menu bar

Select **ROOMS, CONTACTS, and H.323/SIP** endpoints to invite to the meeting

Tap the green **MEET NOW** button to start your instant meeting



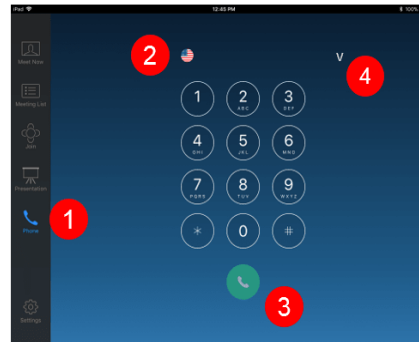
Make a Phone Call

Tap the **PHONE** icon on the menu bar

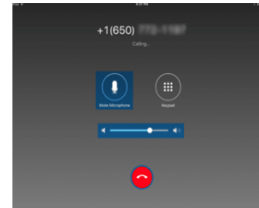
Tap the **FLAG** icon to choose a country (if required) or begin typing the phone number

Tap the **GREEN PHONE** icon to dial/start the call

Tap the **DOWN ARROW** icon to view all recently dialed numbers



Tap the **NUMBER PAD** icon for any number interaction when needed



Tap the **MICROPHONE** icon to mute and unmute the room's microphone

Touch the **SLIDER** to control the call's volume

Tap the **RED PHONE** icon to end/hang-up the call

Meeting Controls

Mute / Unmute the room microphone

Start / Stop the room video

Share content from your laptop or mobile device

Access room settings (requires lock code)

Change display view:

Speaker: switches between active speakers
Gallery: shows all attendees in grid

Control camera settings, presets or switch camera (if multiple cameras available)

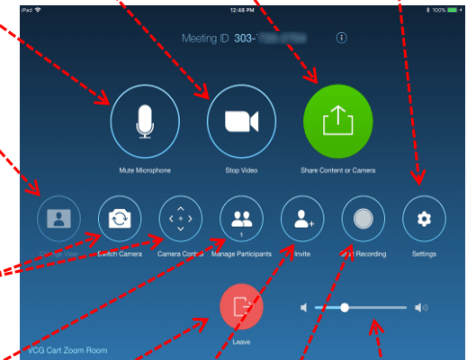
View / Manage meeting participants

Leave meeting or end meeting if host

Invite by contact, email, phone or room system

Start / Stop recording

Volume adjustment control



Tips for successful ZOOM PARTICIPATION

1



MUTE your mic when you're not speaking

2



BACKGROUND NOISE watch when turning on mic

3



Limit the DISTRACTIONS around you

4



Look at the CAMERA not your screen

5



PREPARE & queue docs or links that you plan to share

6



Stay FOCUSED by not texting or side conversations

7



Use GALLERY VIEW to see all participants

8



Use CHAT to ask questions or share resources

