

## 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'.

Annotations with dotted lines point to various elements:

- Start a scheduled meeting:** Points to the 'Start' button on the 'Design Review' meeting card.
- Make a phone call:** Points to the 'Phone' icon in the sidebar.
- Call a contact:** Points to the 'Contacts' icon in the sidebar.
- Start an instant meeting:** Points to the 'New Meeting' button.
- Join a Zoom meeting by entering a meeting ID:** Points to the 'Join' button.
- Share content from your laptop or mobile device:** Points to the 'Share Content' button.

### Control Meeting

The screenshot shows the Zoom Rooms 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 contains seven smaller circular buttons: 'Security' (shield icon), 'View' (person icon), 'Switch Camera' (camera icon), 'Camera Control' (directional pad icon), 'Participants' (group of people icon with '1'), '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.

Annotations with dotted lines point to various elements:

- Mute/unmute the room microphone:** Points to the 'Mute' button.
- Start/stop the room video:** Points to the 'Start Video' button.
- Share content from your laptop or mobile device:** Points to the 'Share Content' button.
- Your meeting name:** Points to the 'Marketing Sync' text at the top.
- Lock meeting, enable waiting room and allow participants to share screen, chat, rename, unmute themselves:** Points to the 'Security' button.
- Change video display layout:** Points to the 'View' button.
- Speaker view: displays active speaker**
- Gallery view: shows all attendees in grid**
- Control PTZ camera settings, presets, or switch to secondary camera:** Points to the 'Camera Control' button.
- End or leave the meeting:** Points to the 'End' button.
- View and manage meeting participants:** Points to the 'Participants' button.
- Access to more features like recording to the cloud, chat, reactions, breakout rooms, smart focus, closed captioning and language interpretation:** Points to the 'More' button.