# Zoom Room Guide

Instructions

On the Polycom controller on the table, you can view today's scheduled meetings and tap **Start** at the time of the meeting. You can also:

- **Meet Now**: Start an instant meeting.
- **Join**: Join a meeting by entering the meeting ID.
- **Phone**: Call out to a phone number, if enabled.
- **Presentation**: Start a local screen share within the room.
- **Settings**: Tap the gear icon at the top right to access the settings.
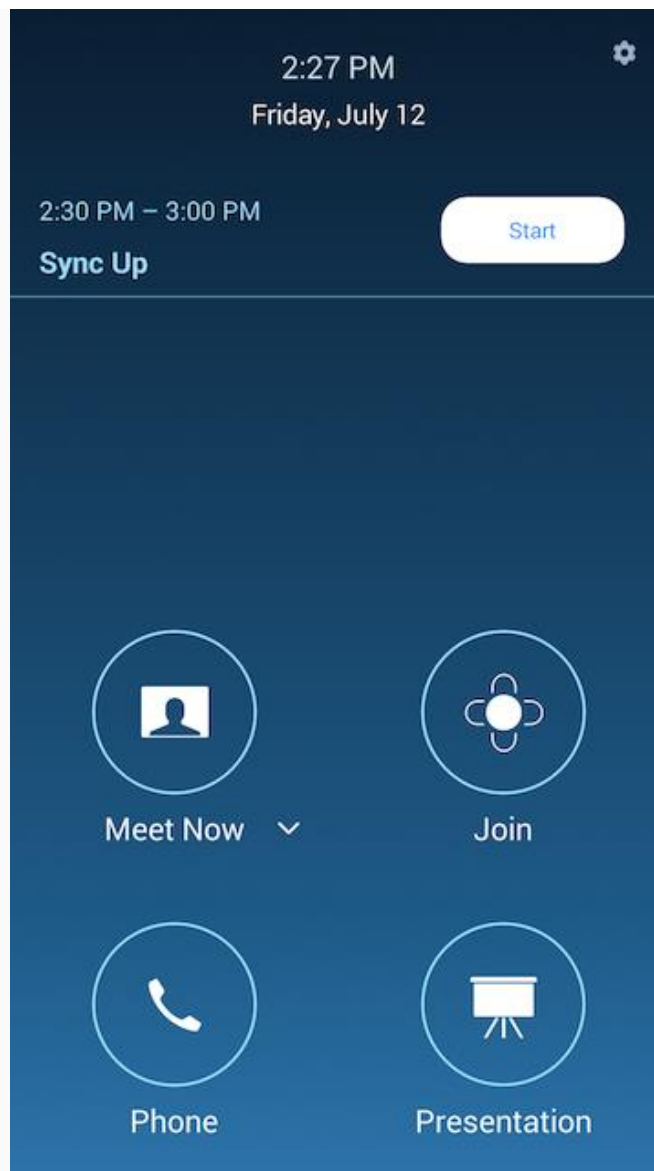
If upcoming meeting alerts are enabled, you will also see an orange alert when a scheduled meeting begins in the next ten minutes. Tap **Start** to begin the meeting or **Dismiss** to return to the regular room controls.
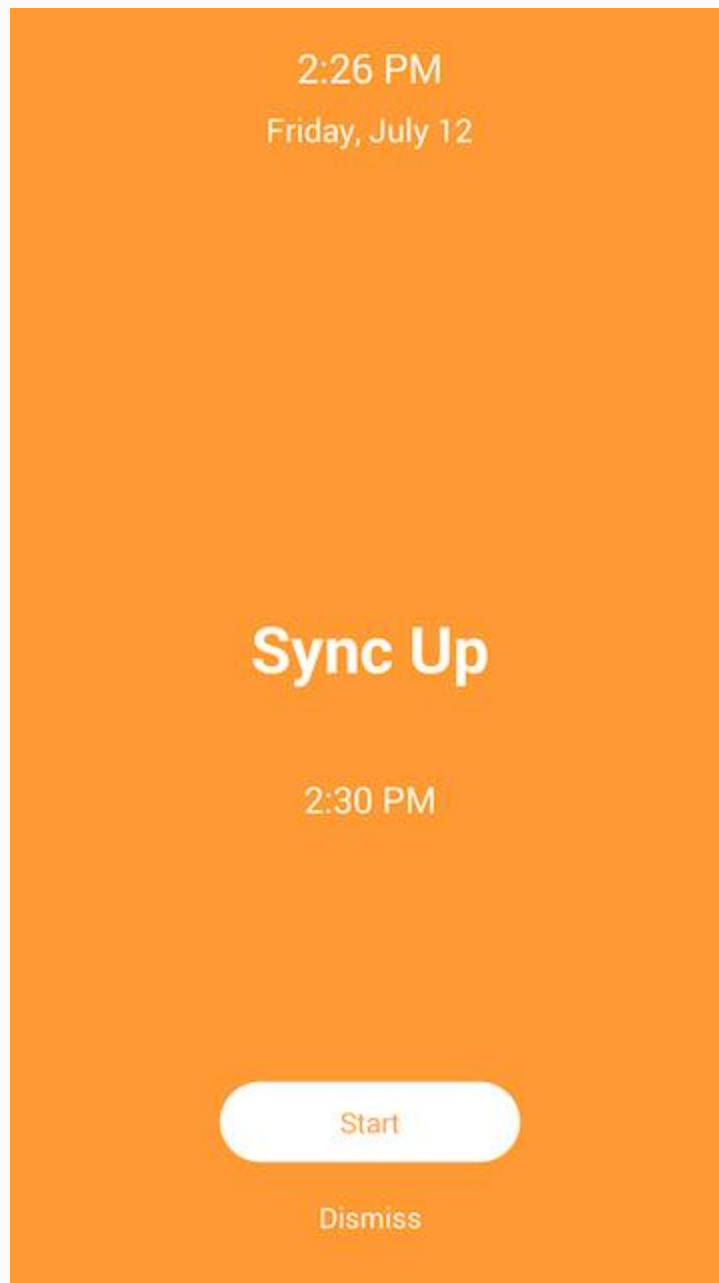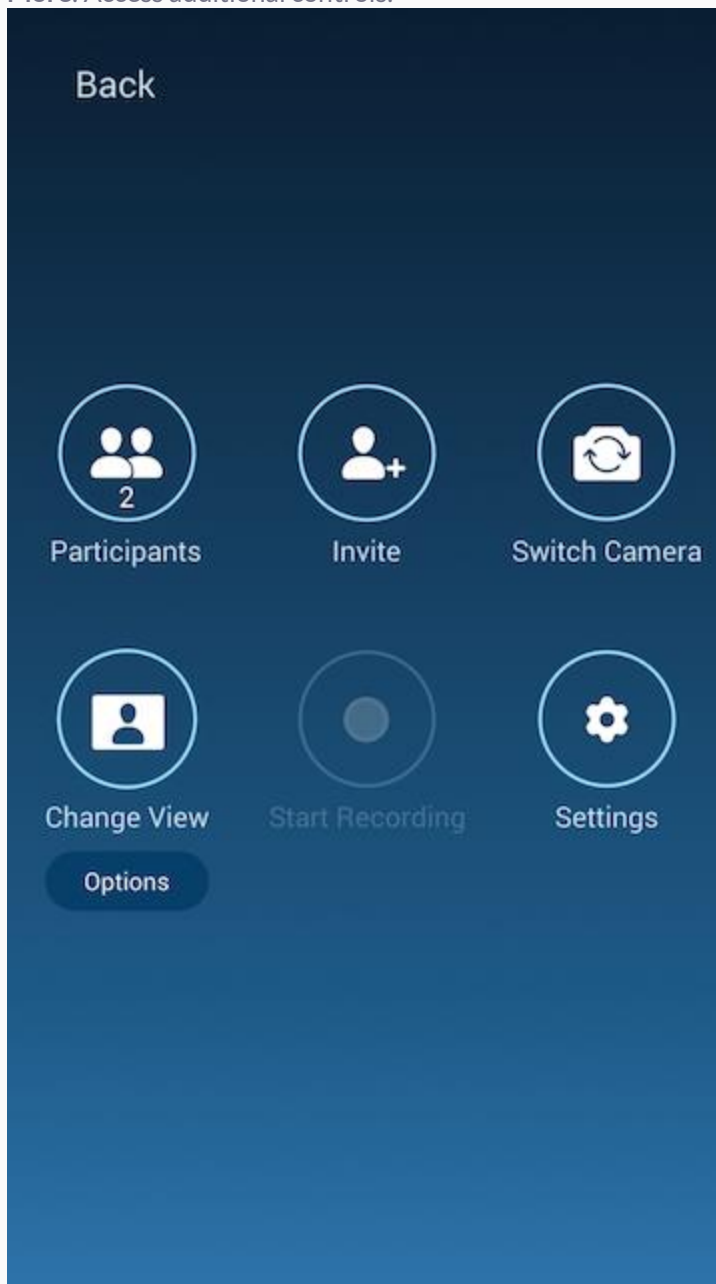
In-Meeting Controls
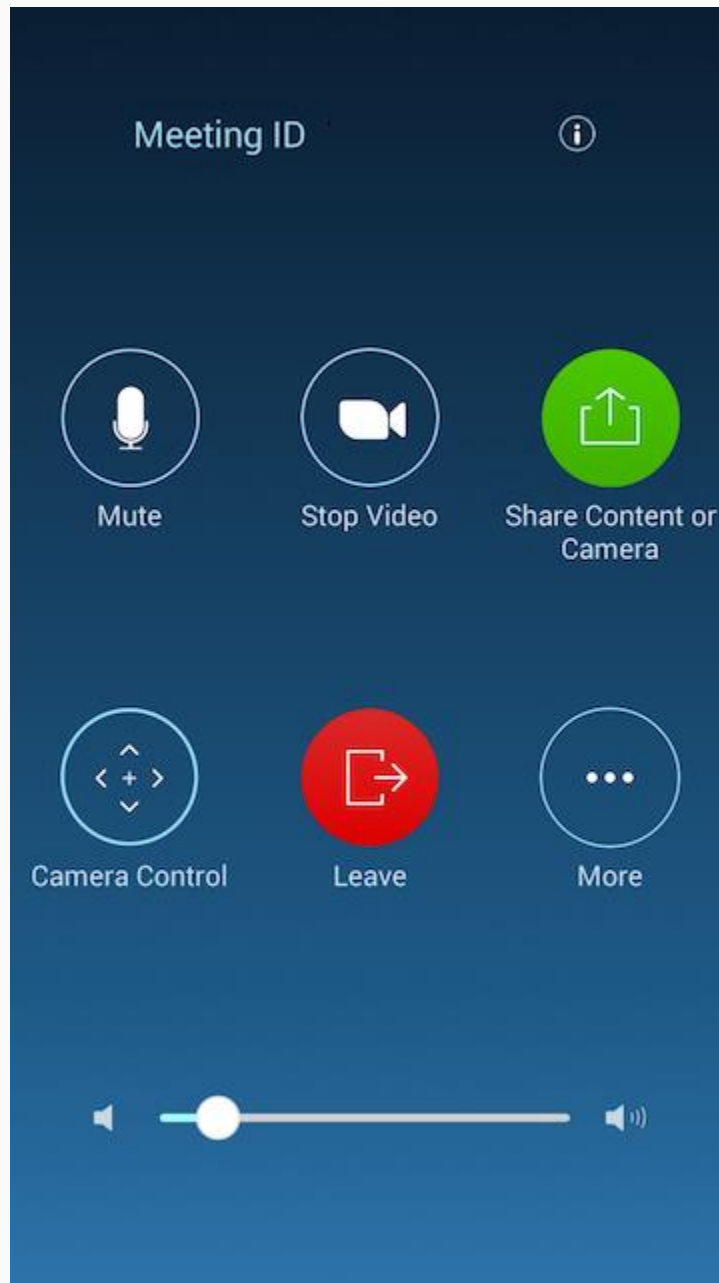
- **Mute/Unmute Microphone**: Mute or unmute the room's microphone.
- **Start/Stop Video**: Start or stop the room's video camera.
- **Share Content or Camera**: Display instructions to share content from your laptop or mobile device.
- **Camera Control**: Change PTZ camera settings or presets.

- **More**: Access additional controls.

- **Manage Participants** / **Participants**: View the meeting participants. If you're the host, you will see controls to manage participants.
- **Invite**: Invite by contact, email, phone, or room system.
- **Switch Camera**: Switch to a secondary camera.
- **Change View**: Change your video display layout to one of these options.
  - **Speaker**: Display the video of the active speaker.
  - **Thumbnail**: Display the video of the active speaker. All other attendees are displayed with thumbnails below the active speaker.
  - **Gallery**: Display all attendees in a grid layout.
- **Settings**: Access room settings (requires room passcode).

Join a Meeting

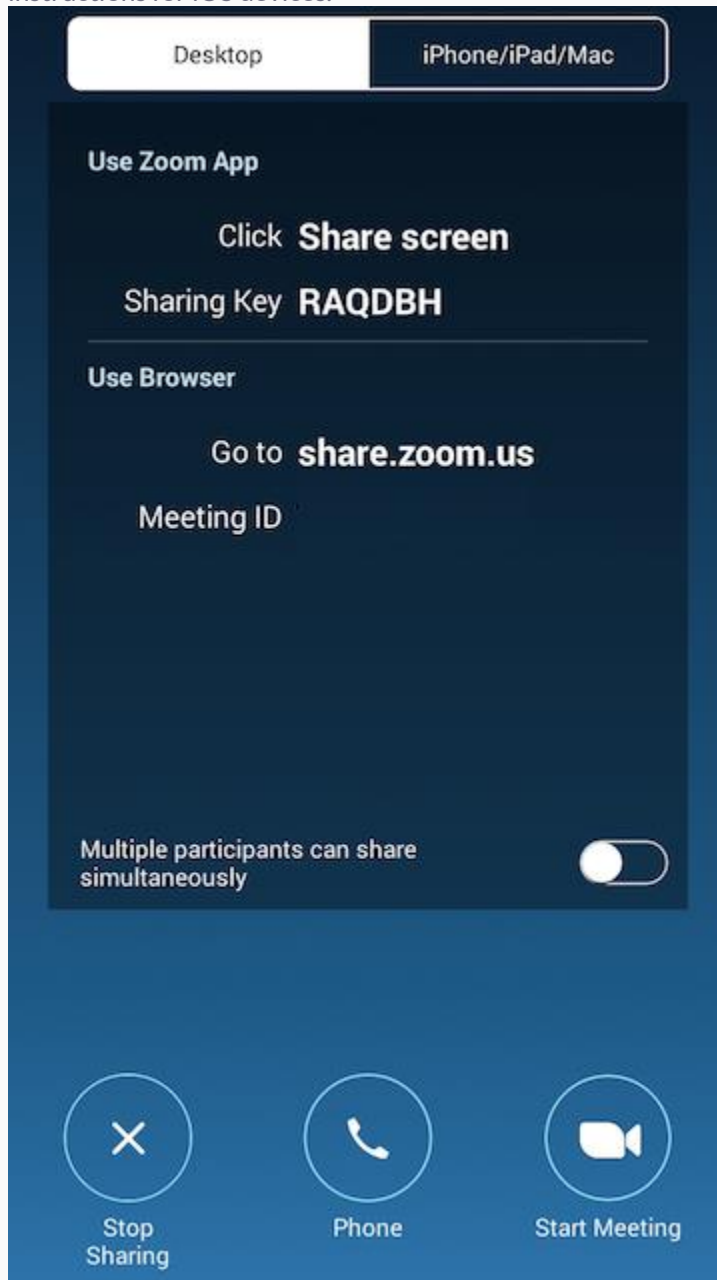To Join a Meeting by Meeting ID or Personal Link Name:

1. Tap **Join**.
2. Enter the meeting ID. You can also tap **Show Keyboard** to enter a personal link name.
3. Tap **Join**.
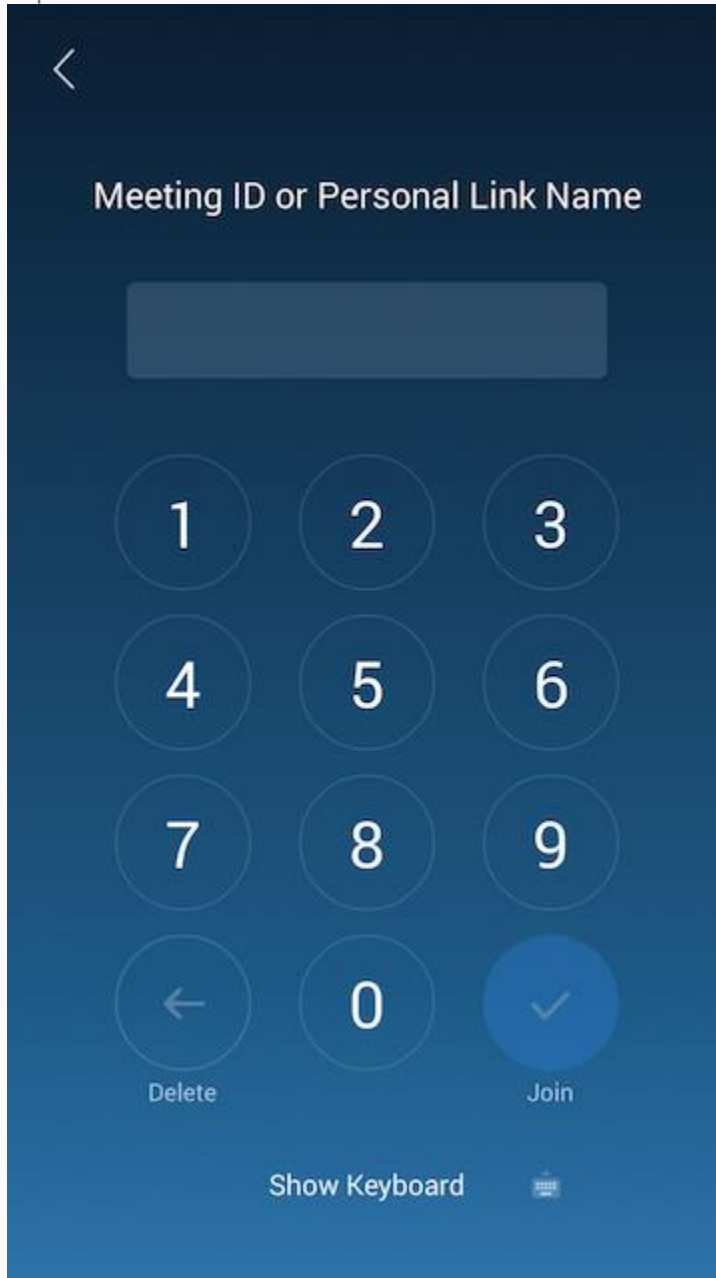
Presentation

To Share a Screen within the Room:

1. Tap Presentation.
2. Follow the on-screen instructions for sharing a computer screen, or tap **iPhone/iPad/Mac** to view the instructions for iOS devices.

3. You can also:

  - **Stop Sharing**: Tap Stop Sharing on the control to end the share.
  - **Phone**: Call out to a phone number, if enabled.
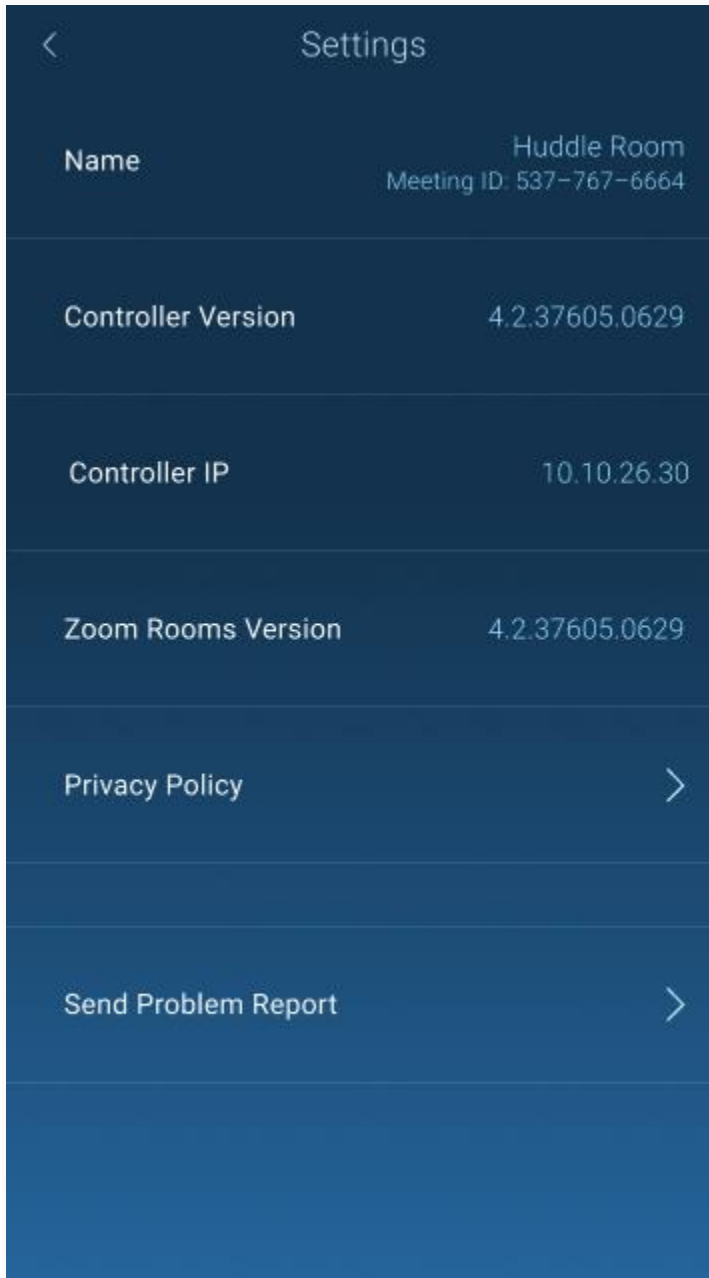 - **Start Meeting**: Tap Start meeting to start a Zoom meeting.

Phone Call-Out

1. Tap **Phone**.
2. Tap the flag icon to select the country you're calling out to.
3. Enter the phone number.
4. Tap the phone icon.
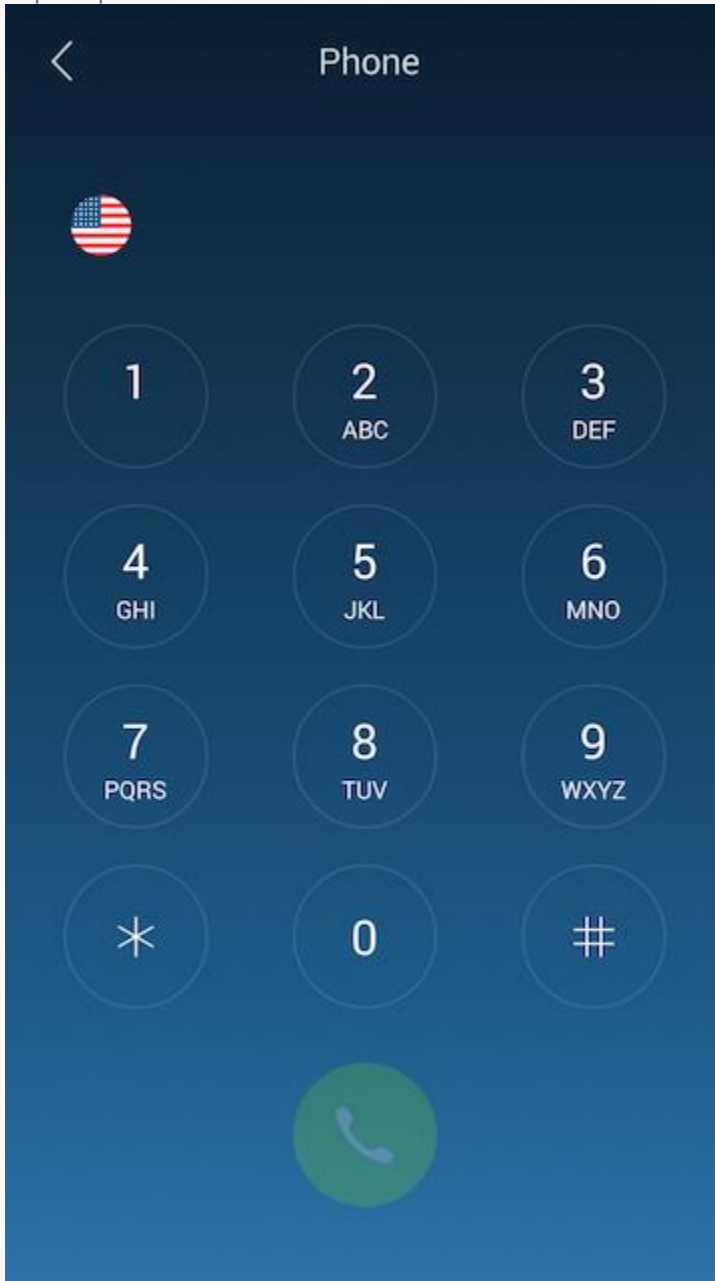
Settings

You can access the room settings at any time by tapping the gear icon at the top right, when not in a meeting, or by tapping **More** > **Settings** when in a meeting.

Join a Microsoft Teams Meeting

To Join a Microsoft Teams Meeting by Meeting ID or Personal Link Name:

1. Tap the meeting on the Polycom. It should display the meeting organizer's name with Microsoft Teams under it.
2. Tap Join.
3. You will see a message mentioning that you are joining the meeting.
4. If you are the organizer, log in on your laptop and Admit the conference room from the lobby (it will show up as "Meeting Room Name (Guest)" – e.g. Hiawatha (Guest)).
5. By default, the camera and Polycom microphone should be on.
6. Use the Polycom interface to stop video, mute/unmute, and leave the meeting.
7. If you would like to share content, please also join the Teams meeting from a laptop and share from there. That will broadcast to the TV in the conference room, as well as all remote attendees.
   1. Remember to mute your laptop speaker and microphone when joining the Teams meeting to avoid audio feedback.