Getting Started with Zoom Conference Rooms

This guide will provide information on using Zoom Rooms in conference rooms such as how to start and join meetings, use the in-meeting controls, share content, and make calls.

💡   Your Zoom Conference Room consists of:

- **Neat Pad** - touch screen device from which you can control the meeting
- **Neat Bar** - contains the speaker, microphone, and camera

⚠️   To use the Zoom Conference Room, you will only need to interact with the Neat Pad or a connected device such as a laptop, tablet, or mobile phone.

❗   **Mute your speaker and microphone to avoid feedback** if you will be joining a meeting on your device while also being in a Zoom Room conference space.

What would you like to do?

Join an existing meeting

Start a new meeting

Share content (e.g. Powerpoint) from your device

Use the in-meeting controls (e.g. Mute, Manage Participants, Record, Change View, Camera Controls)

Make a phone call or dial in to audio only conference call

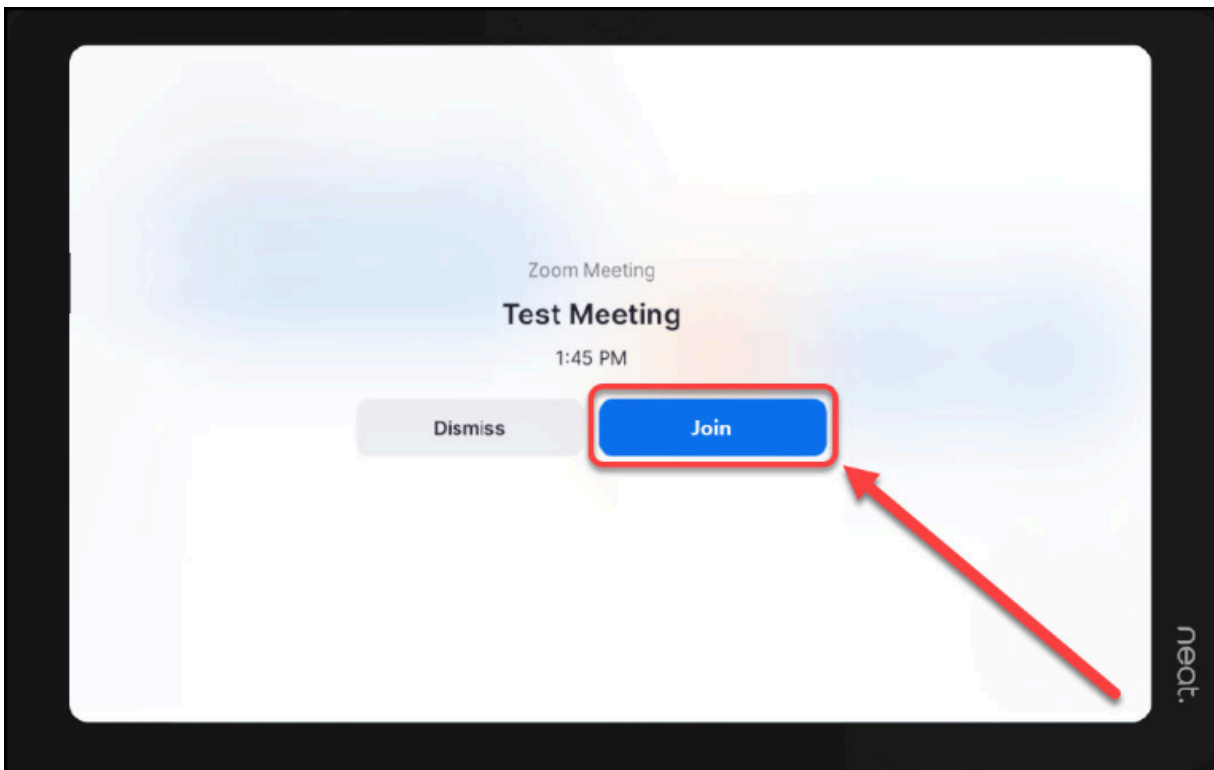Did you already invite the Zoom Conference Room to the meeting?

Yes

No

I don't know

Do you see the upcoming meeting alert?

Yes

No

1. Click Join to join the meeting.
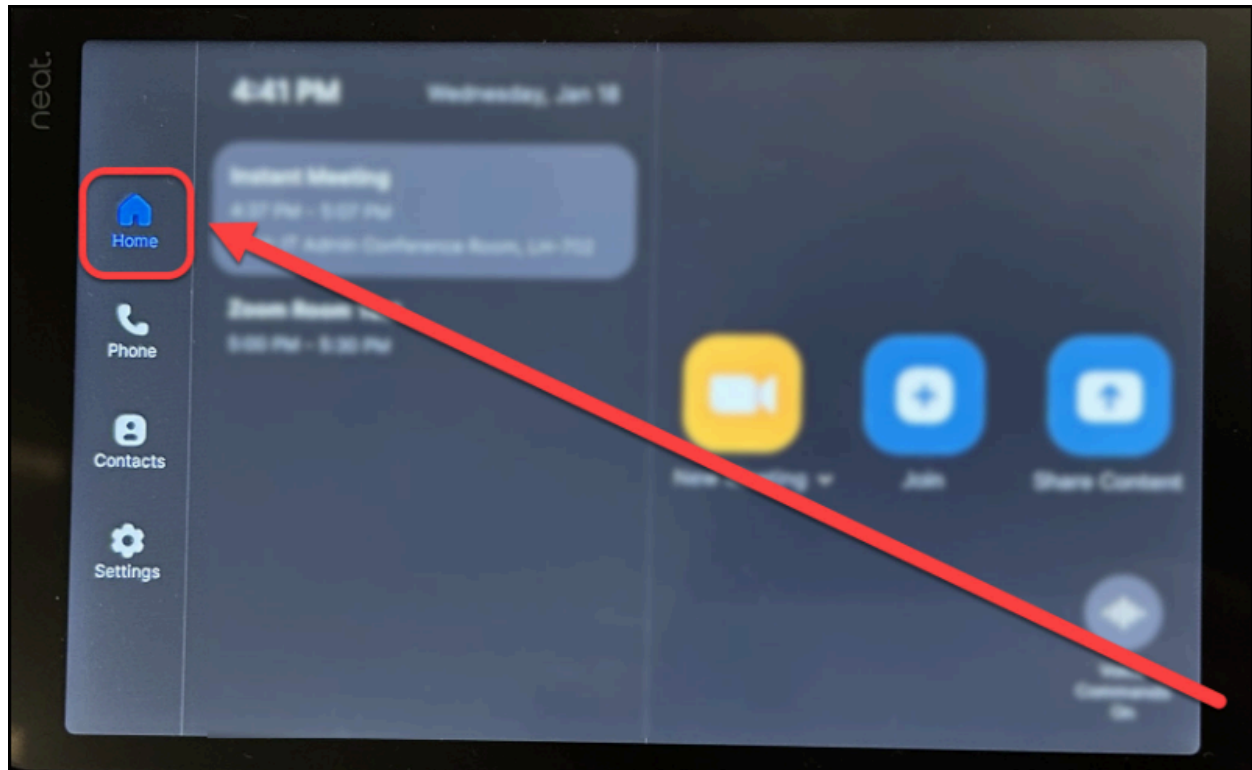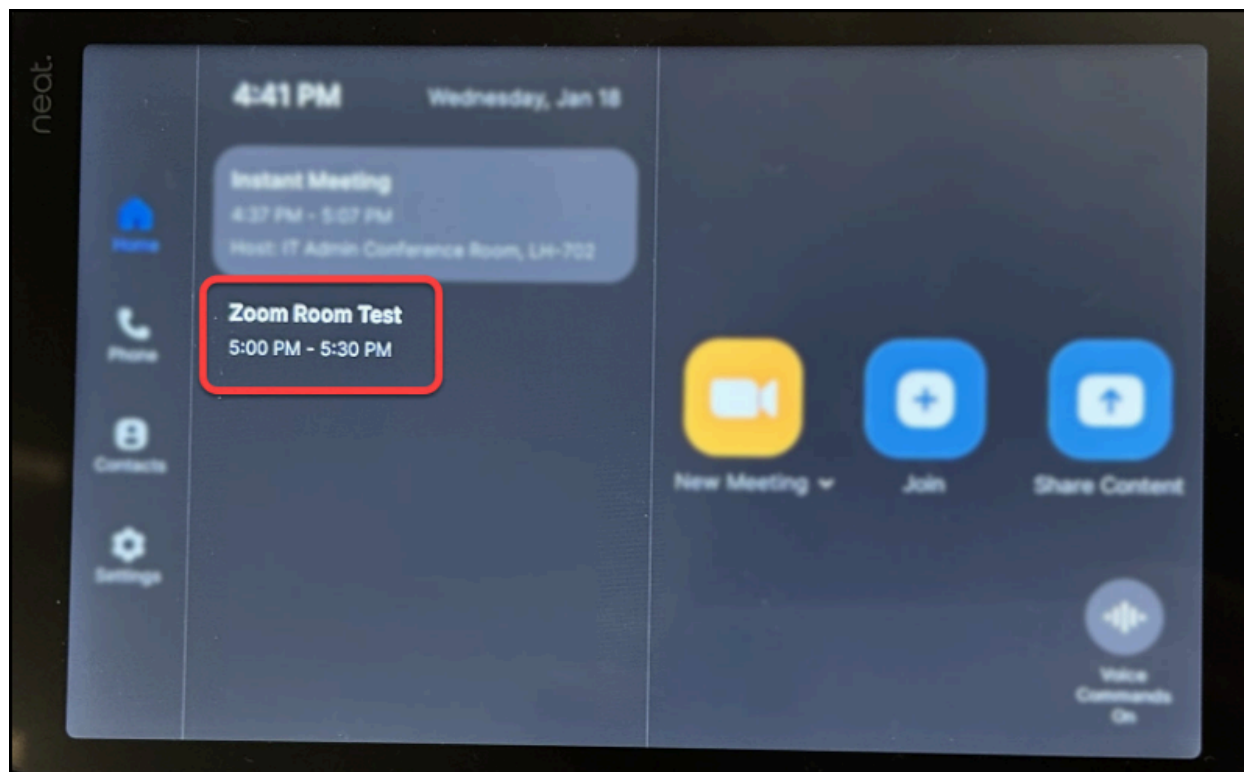
💡 If the Zoom Conference Room is the meeting host, you may see Start instead of Join. If this is the case, you can tap **Start** to begin the meeting.

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Page 2

1. Go to the Home page by tapping on the home icon.

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2. Tap the meeting that you want to join.

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3. Tap Join to begin the meeting.

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1. Go to the Home page by tapping on the home icon.

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only valid as of the day/time when it is downloaded. Please view the original web document for the current version.
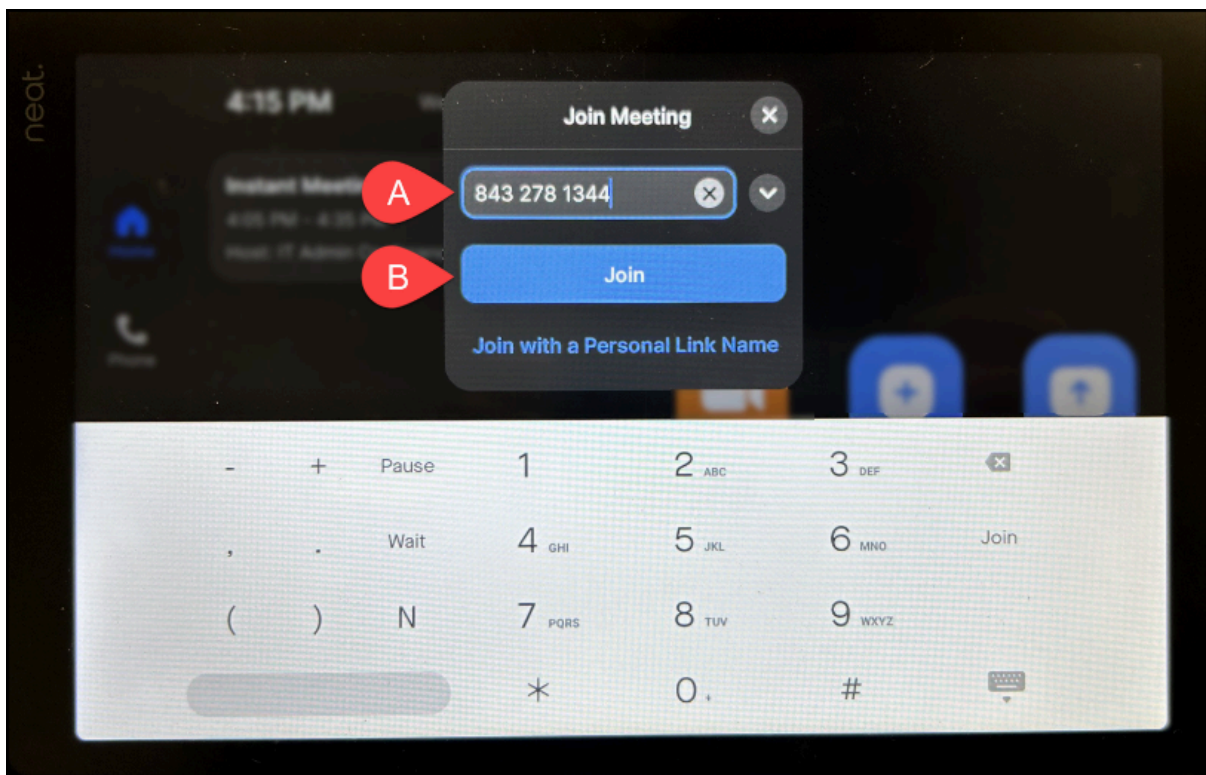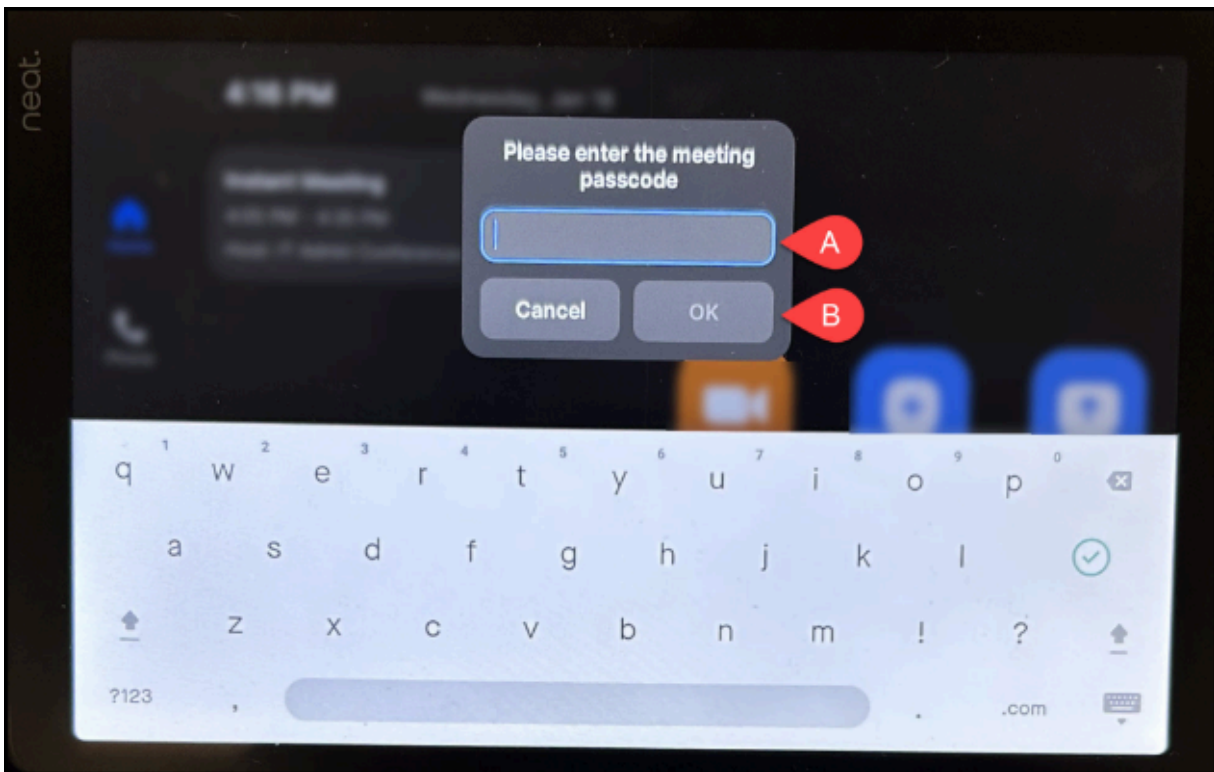
Page 6

2. Tap Join.

3. Use the keypad to enter the Zoom Meeting ID when prompted. Then, tap Join.

💡 Refer to the meeting invite in your email for the Meeting ID (and Passcode, if applicable).

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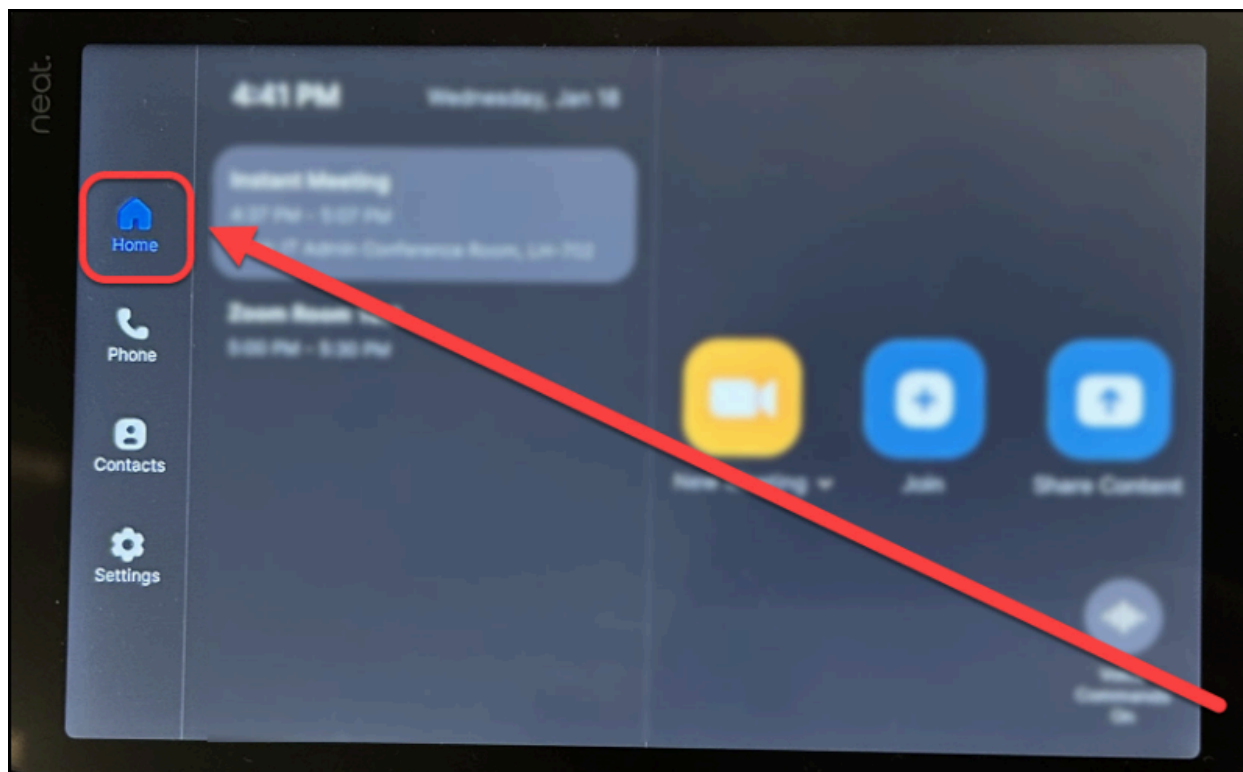
Page 7

A. Enter the Meeting ID.
B. Tap **Join**.

4. If the meeting has a passcode, another window will appear. Use the keypad to enter the passcode. Then, tap OK.

A. Enter the passcode.
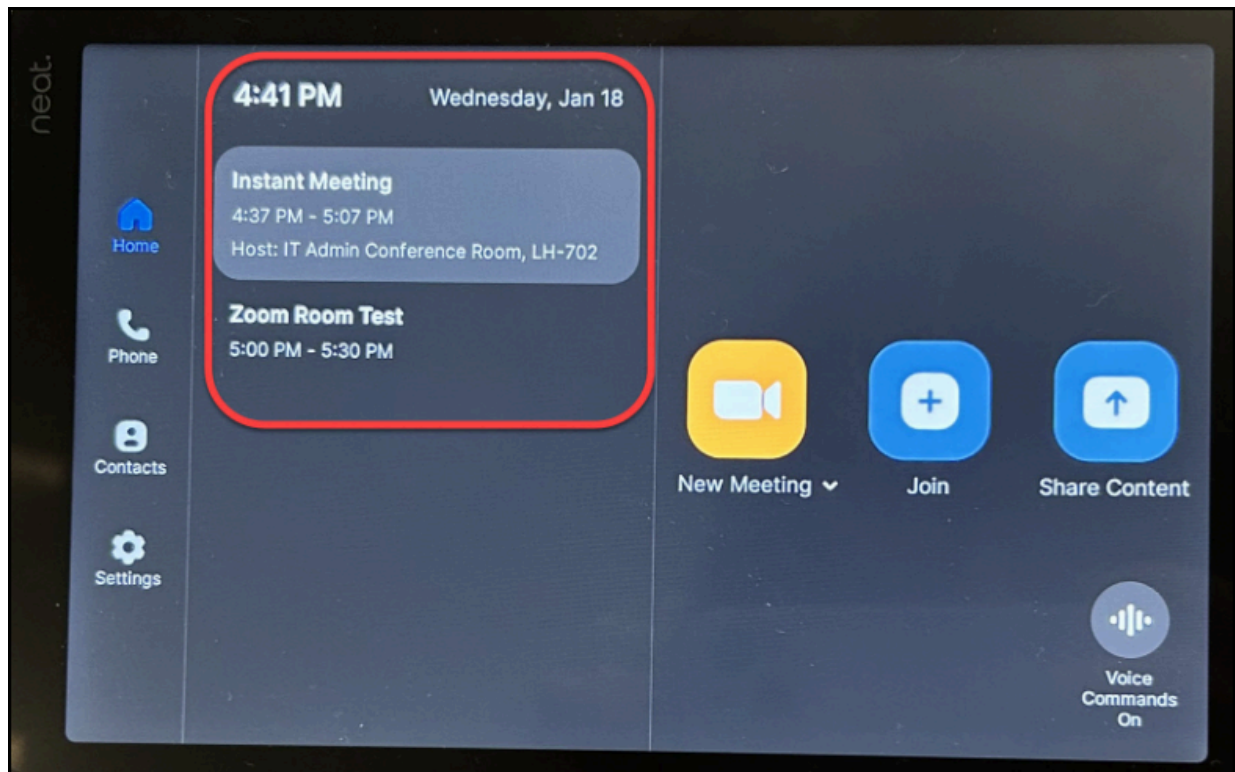B. Tap **OK**.

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1. Go to the Home page by tapping on the home icon.

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2. Check the meeting list to see if you can find the meeting that you want to join.

Did you find the meeting?

Yes

No

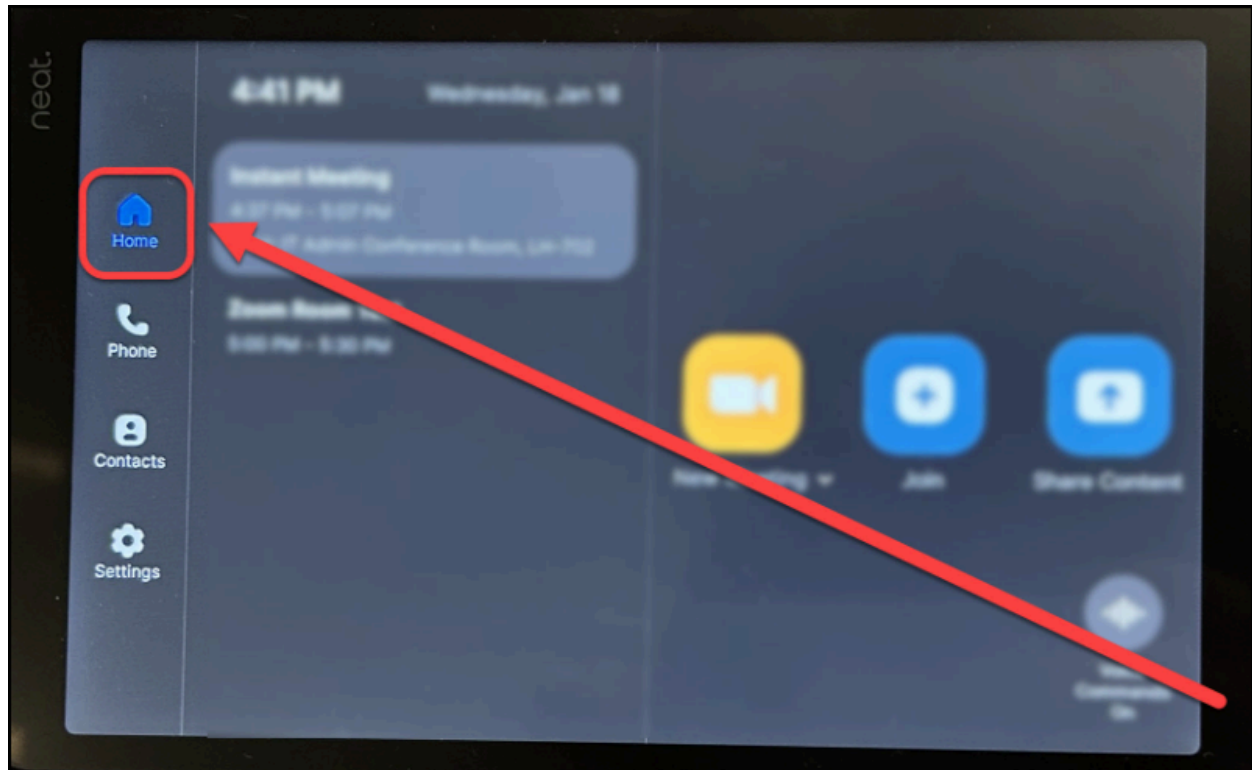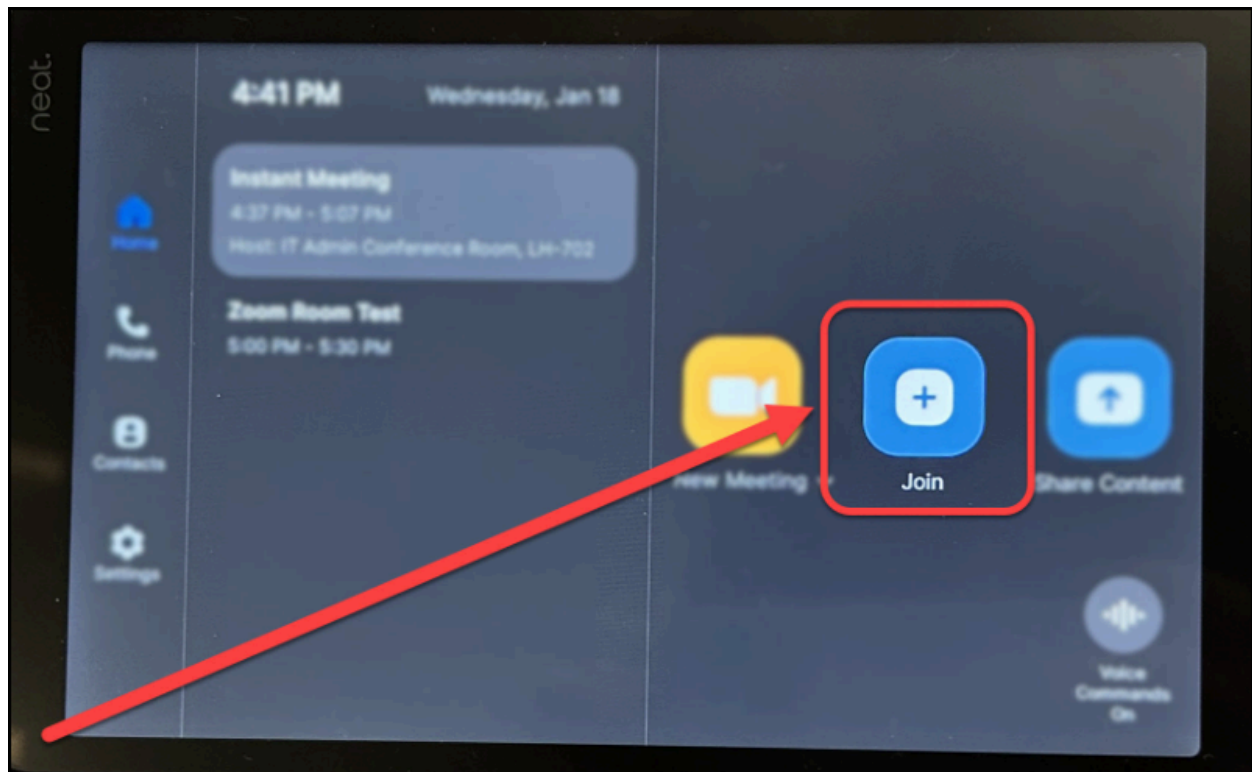Getting Started with Zoom Conference Rooms // Downloaded: 08-12-2023 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

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1. Tap Join to begin the meeting.

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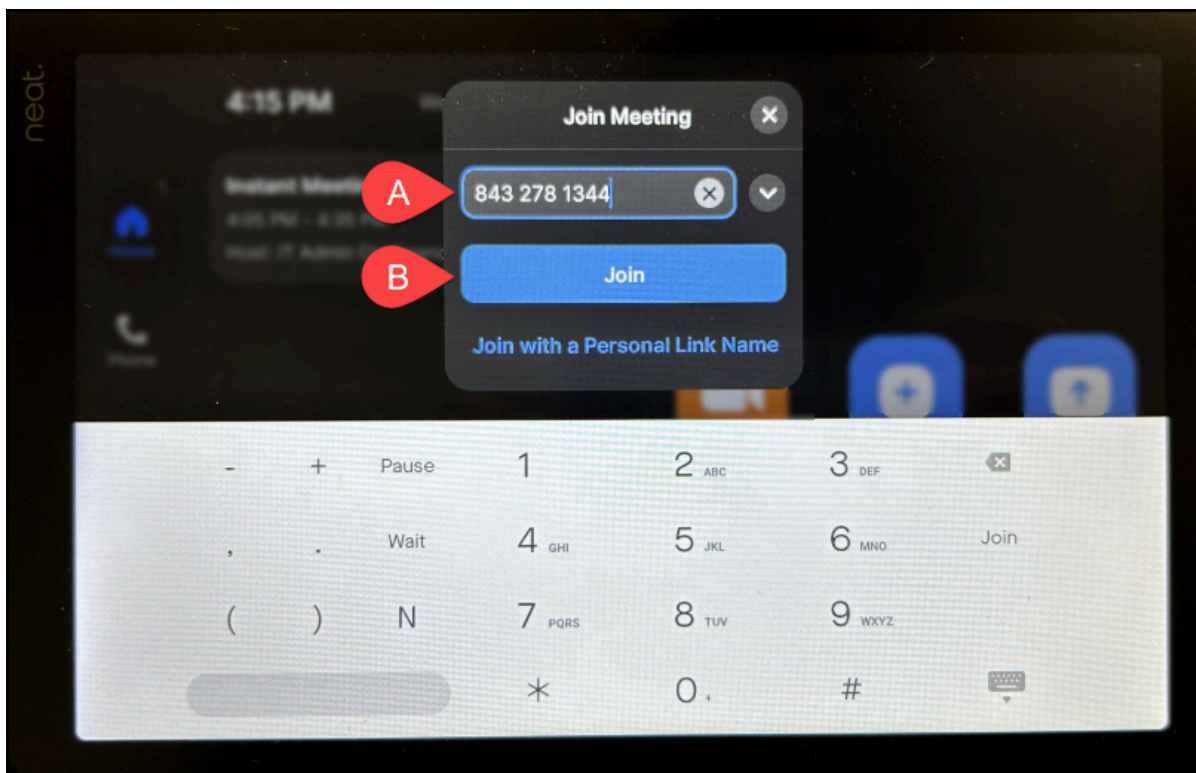# 1. Go to the Home page by tapping on the home icon.
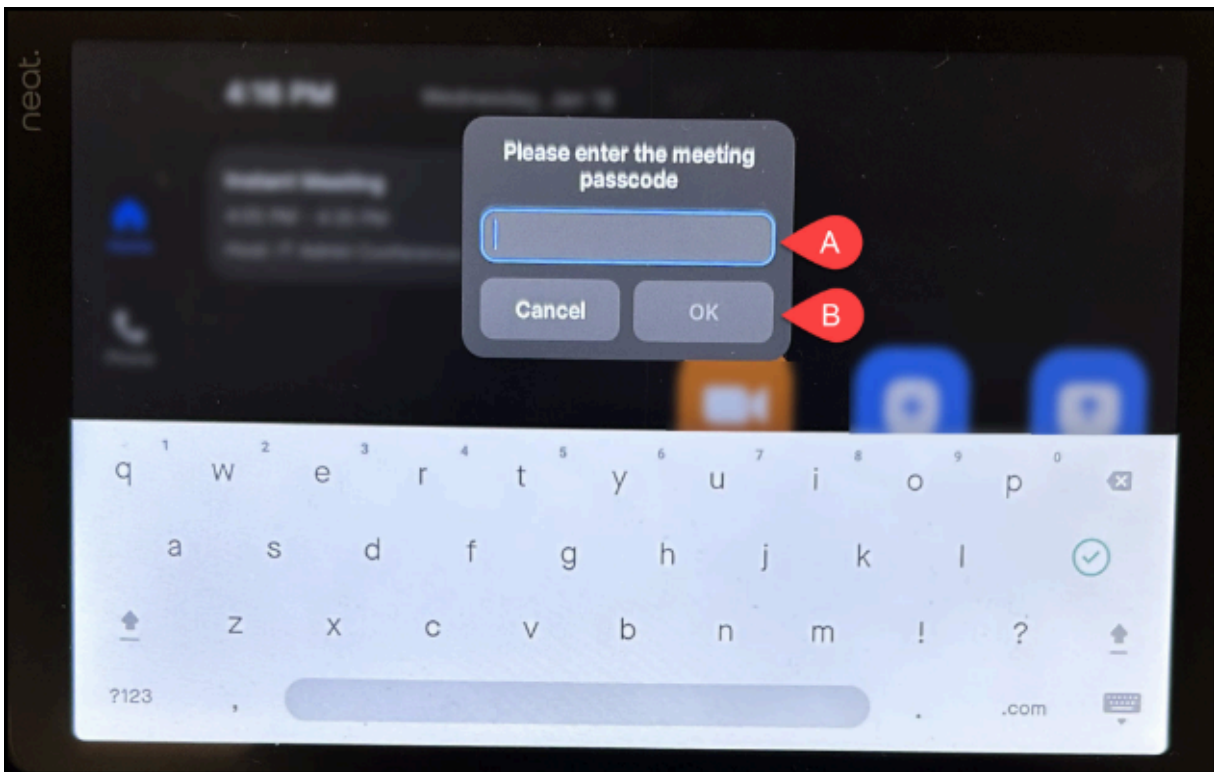
2. Tap Join.

3. Use the keypad to enter the Zoom Meeting ID when prompted. Then, tap Join.

💡 Refer to the meeting invite in your email for the Meeting ID (and Passcode, if applicable).
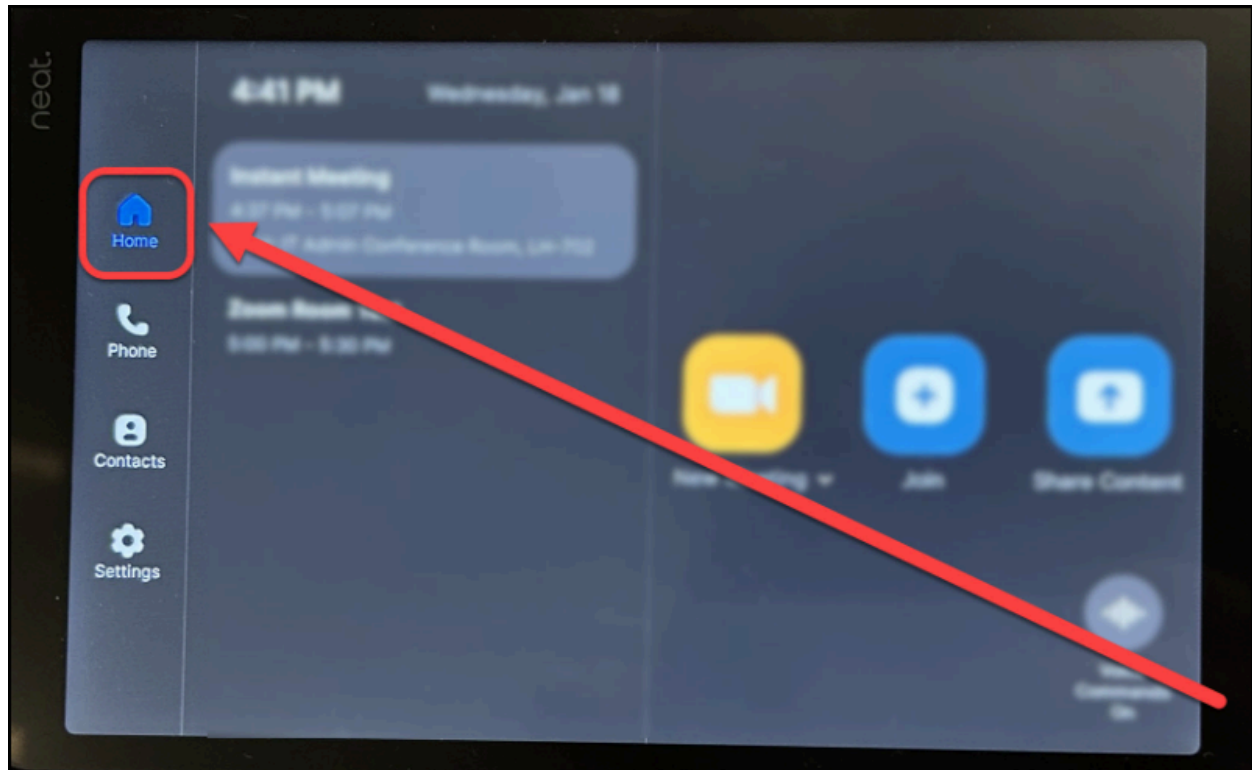
A. Enter the Meeting ID.
B. Tap **Join**.

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only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

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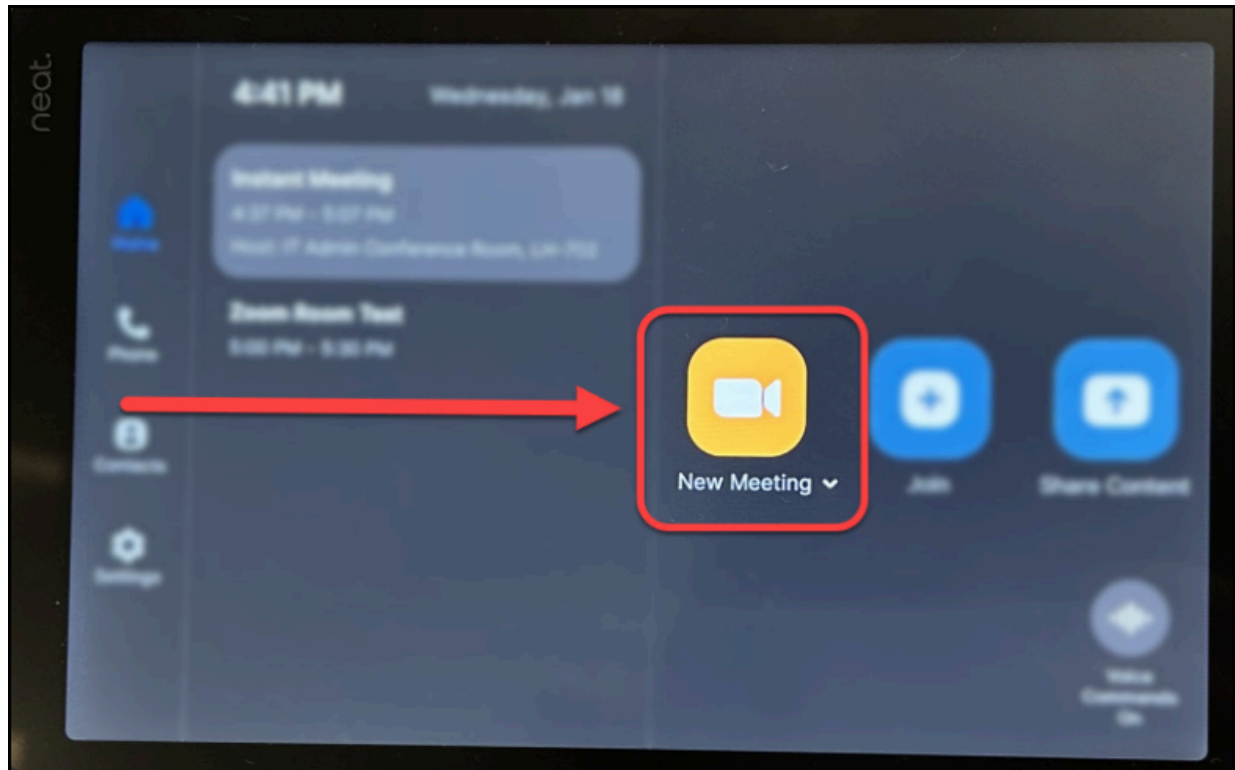## 4. If the meeting has a passcode, another window will appear. Use the keypad to enter the passcode. Then, tap OK.

A. Enter the passcode.
B. Tap **OK**.

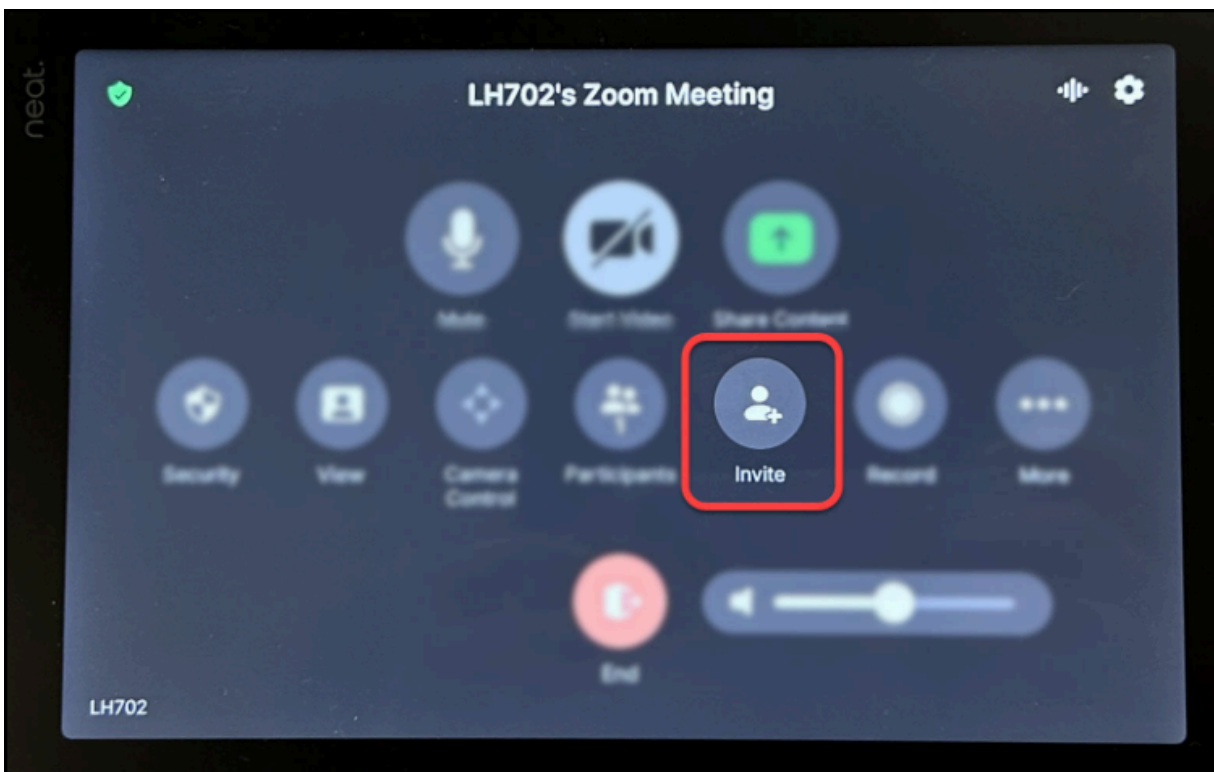Getting Started with Zoom Conference Rooms // Downloaded: 08-12-2023 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

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1. Go to the Home page by tapping on the home icon.

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2. Tap New Meeting to start an instant meeting.

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3. To invite participants to the meeting, select Invite from the in-meeting controls.

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# 4. Select whether you would like to invite participants by Contacts or Email.
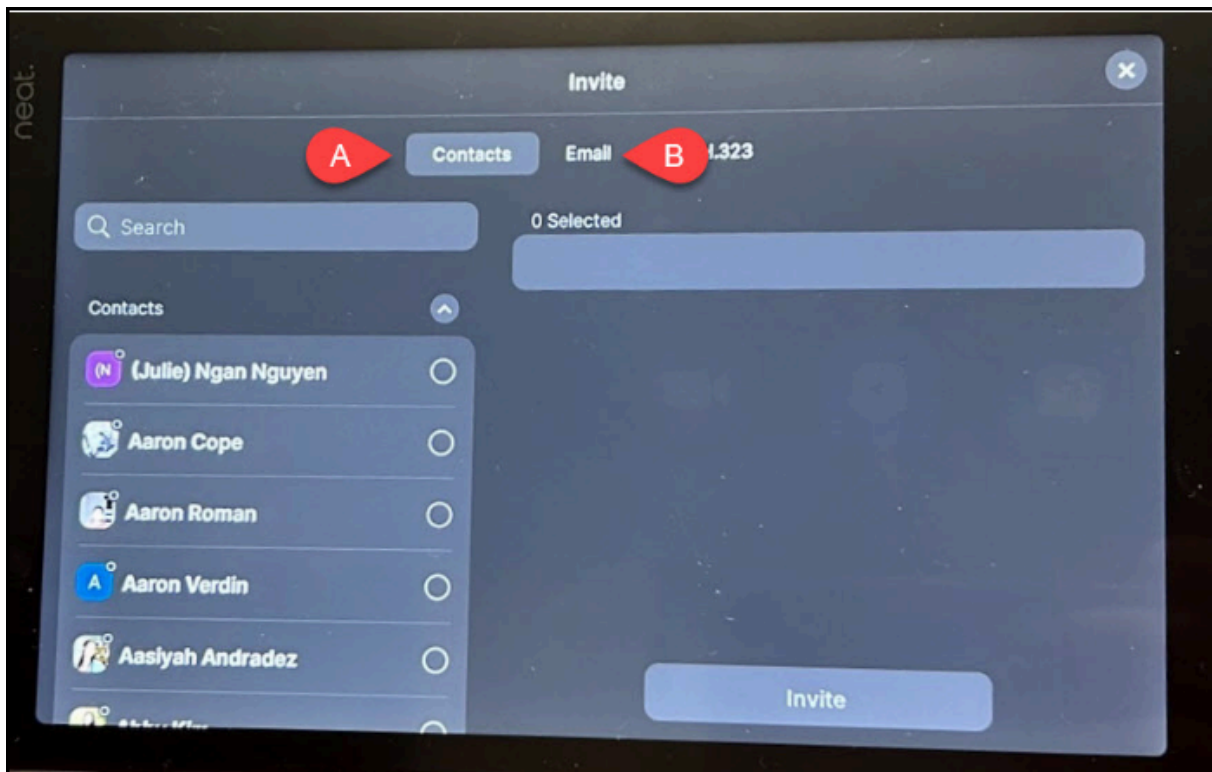
A. Tap **Contacts** to invite participants from your contacts list.
B. Tap **Email** to enter in the emails of the participants that you want to invite.

Do you want to Invite by Contacts or Email?

Contacts
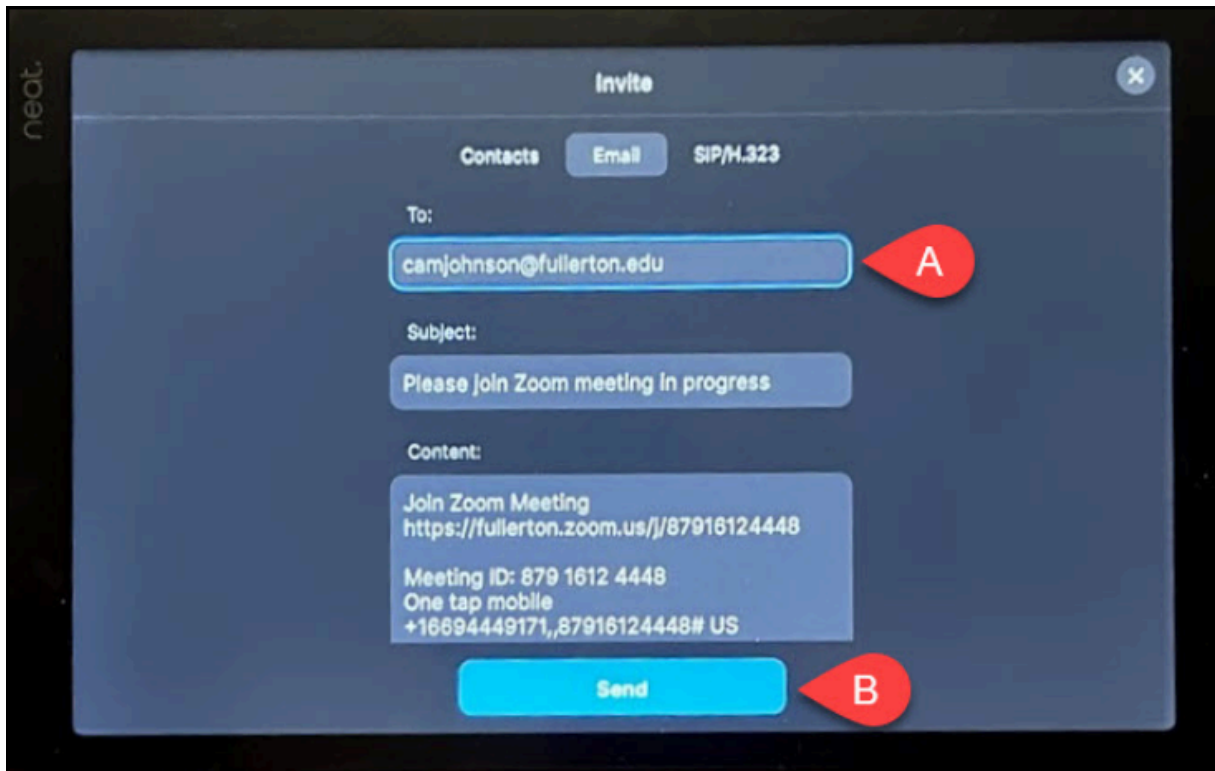
Email

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1. Search by name or scroll to find rooms or contacts. Tap the radio buttons to add contacts to the Selected list. Then, tap Invite.
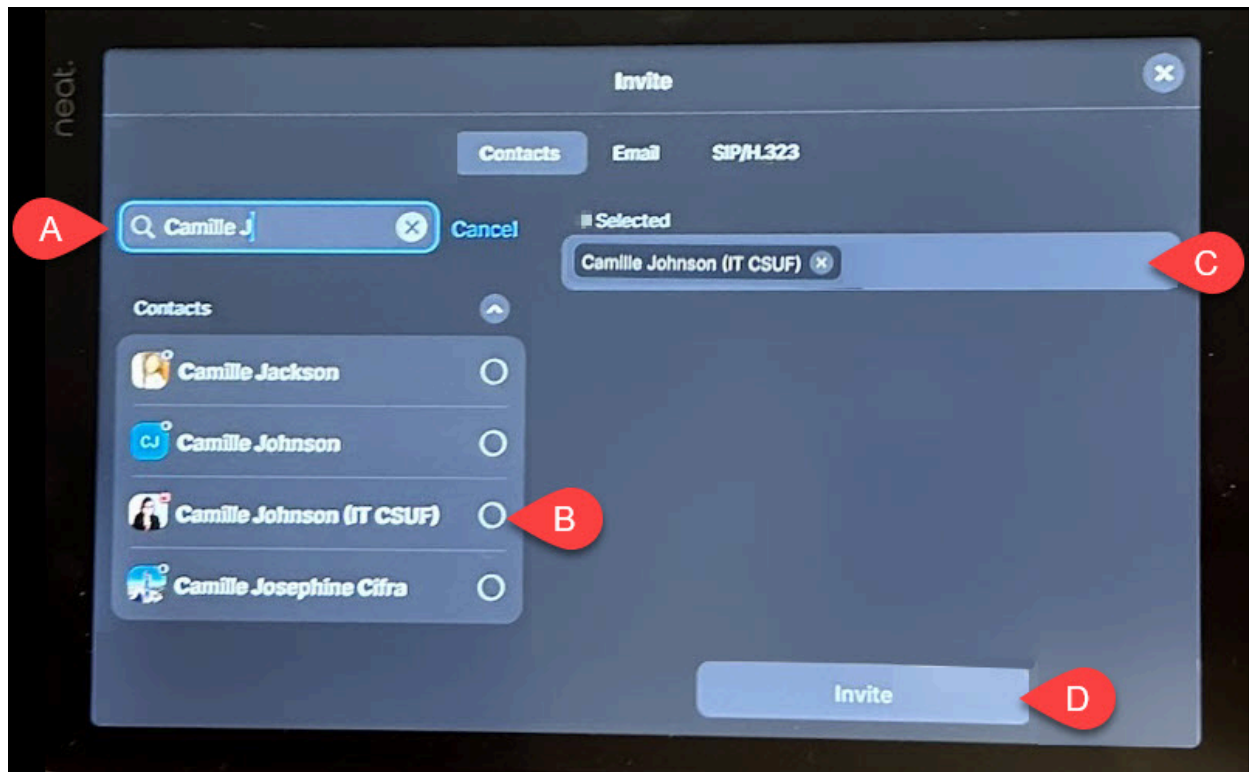
A. Enter the name of the person or room you want added to the meeting.
B. Tap the radio button(s) next to the participant(s) that you want to invite.
C. The participant(s) will be added to the Selected list.
D. Tap **Invite**.

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1. Enter the email of the participant you want to invite. To invite multiple participants, put a space between email addresses. Tap Send to send an email invite to the intended participants.

A. Enter the email address(es) to which you want to email the meeting invite.
B. Press **Send**.

⚠ Make sure that screen sharing is enabled for participants!

Does the user sharing their screen have a Zoom account?
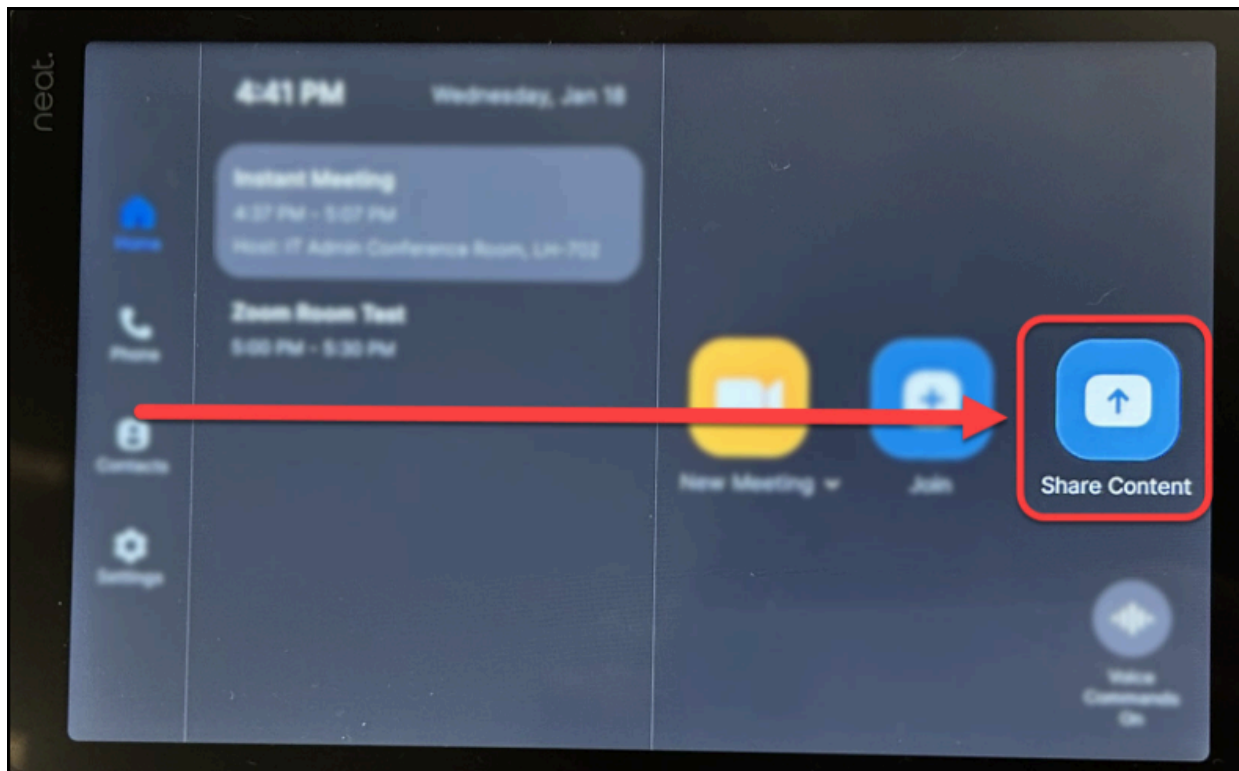
Yes

No

Is the meeting online or in-person?

Online / Hybrid online and in-person

In-person only

💡 Join the Zoom meeting on the device that will be sharing content before following these steps!

## 1. On the Neat Pad, tap Share Content.

2. Confirm that the Meeting ID matches the meeting you've joined or will join on your device. Make note of the Sharing Key in case you need it later.

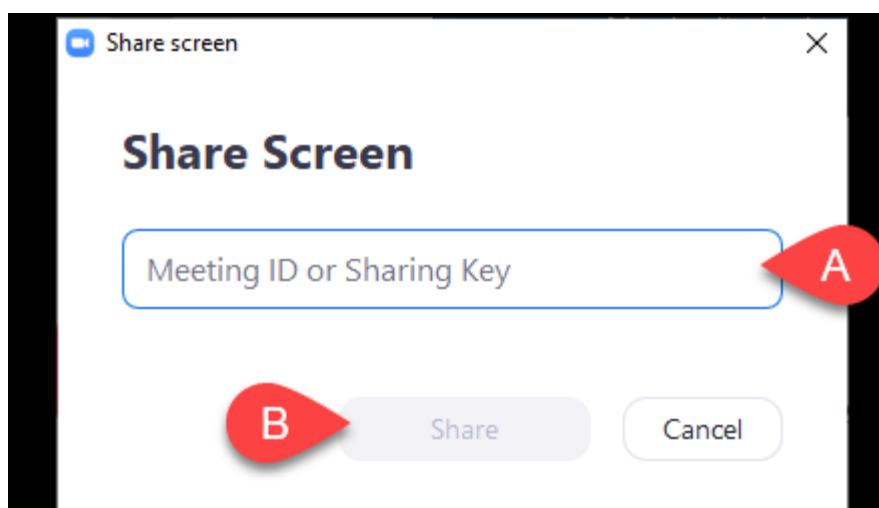💡 This information will show up on the Neat Pad and Zoom Room screen!

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⚠️ In most cases, the Zoom Room should be able to detect your signal. If it doesn't, that's when you'll need the Sharing Key.
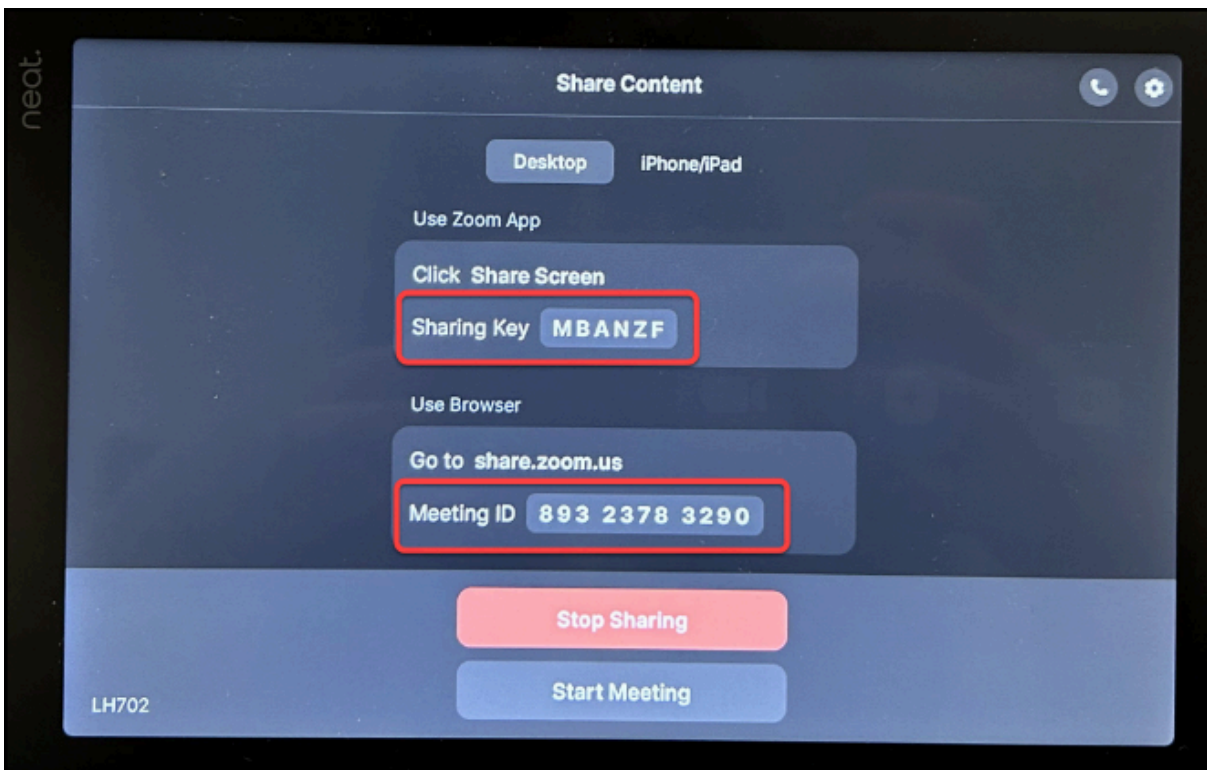
3. On the device that will be sharing content, click or tap Share Screen.
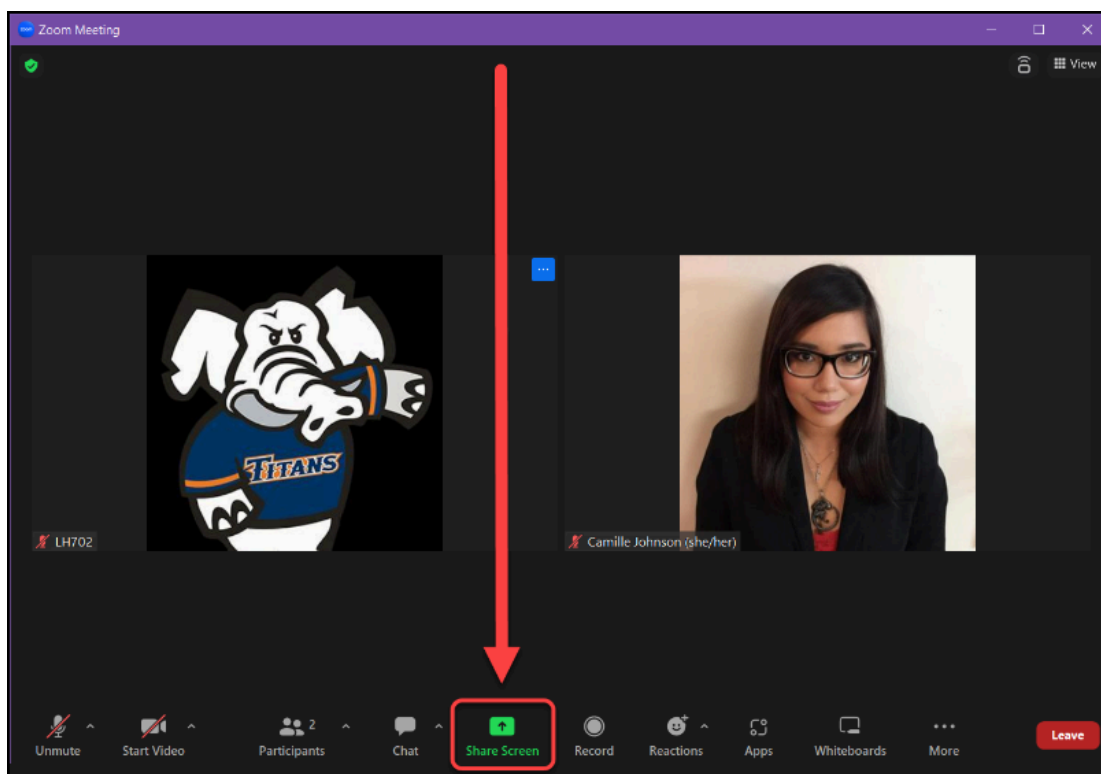
# 4. If prompted, enter the Sharing Key. Then, click or tap Share.

A. Enter the Sharing Key in the data field.
B. Click or tap **Share**.

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5. Select what content to share. Then, click or tap Share.

💡 Sharing your screen will allow users to see anything on that screen, so if you need to switch back and forth between different content (e.g. if you begin a presentation with a Powerpoint but will switch to a software demo), you may want to share your screen instead of a particular application.
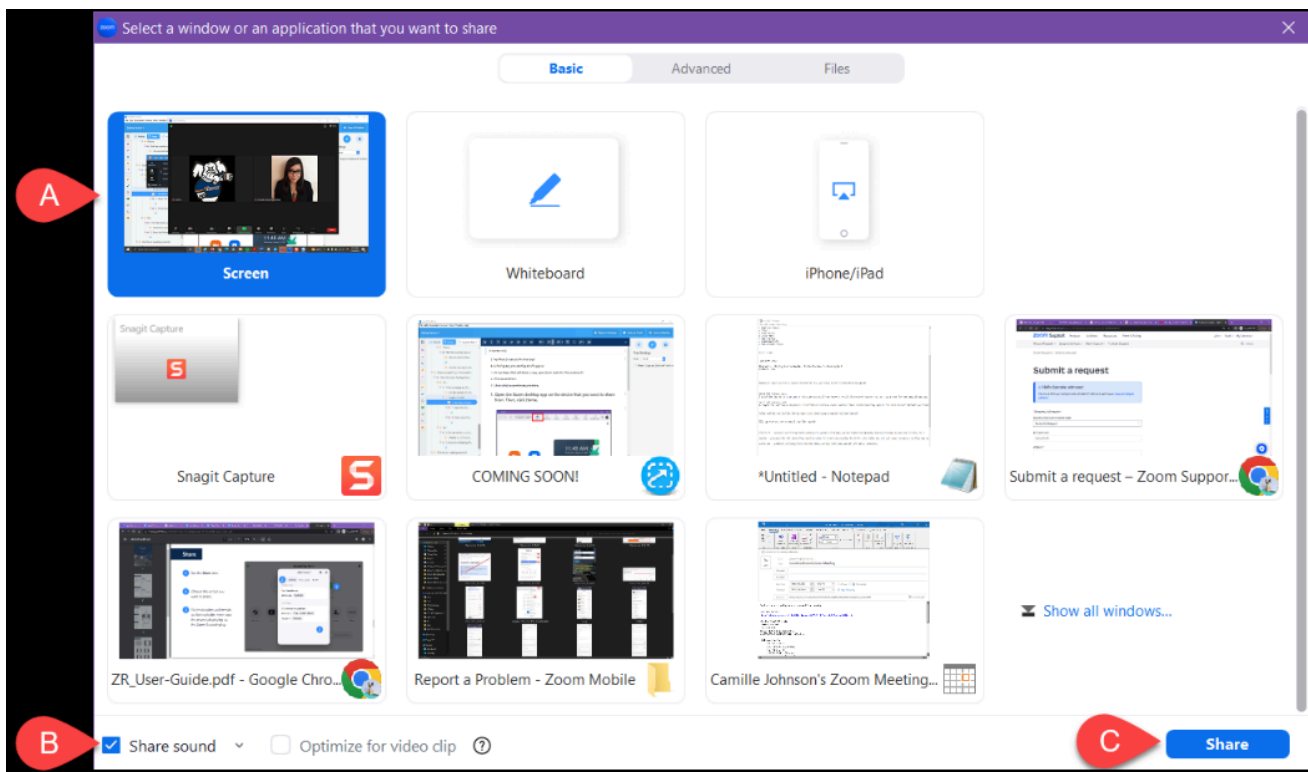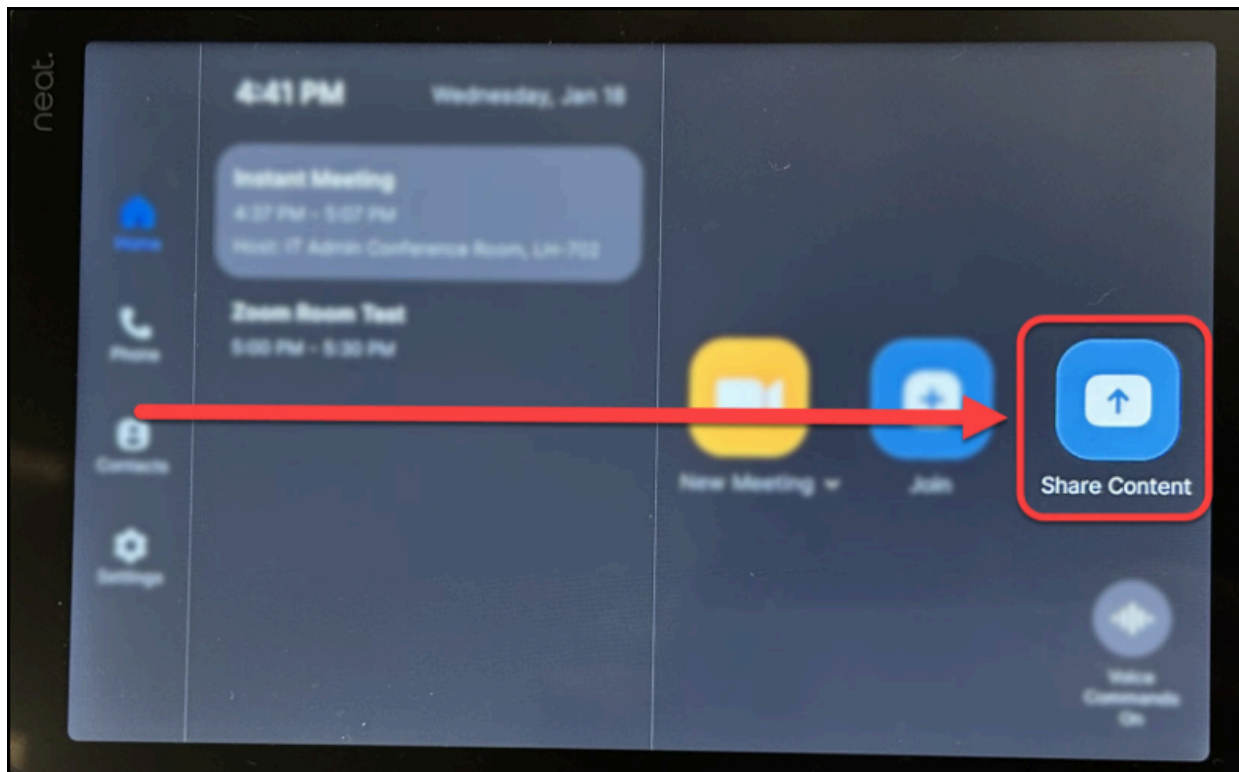

A. Click or tap the window or application you want to share.
B. If you would like to share a video, check **Share sound** to enable audio sharing.
C. Click or tap **Share** to share your screen.

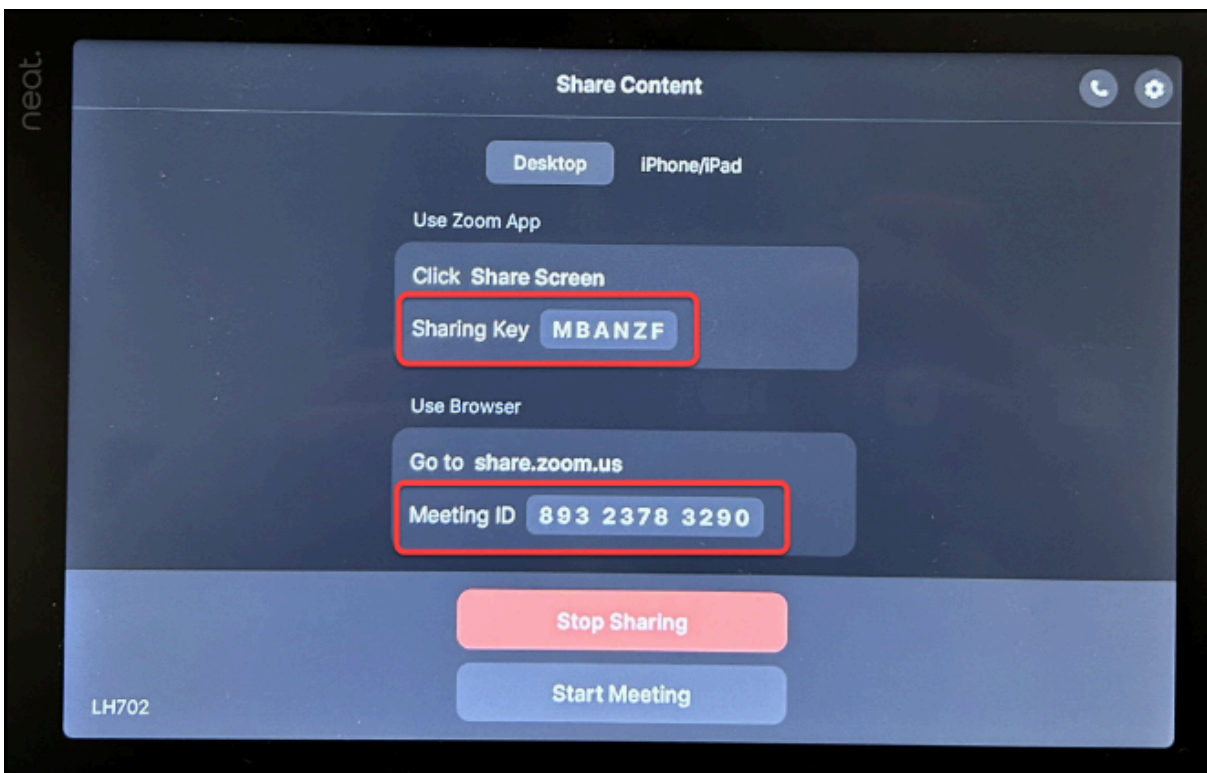What device are you sharing content from?

Desktop/laptop

iPhone/iPad

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1. On the Neat Pad, tap Share Content.
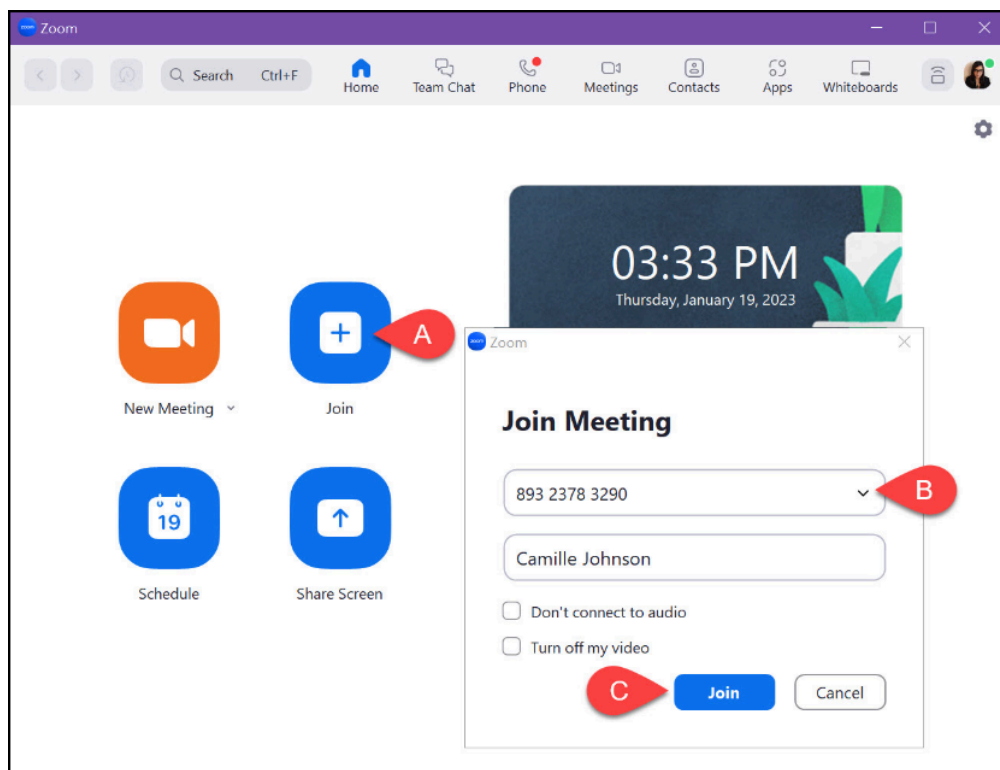

2. Make note of the Meeting ID and Sharing Key.

💡   This information will show up on the Neat Pad and Zoom Room screen.

⚠️   In most cases, the Zoom Room should be able to detect your signal. If it doesn't, you will be prompted to enter the Sharing Key.
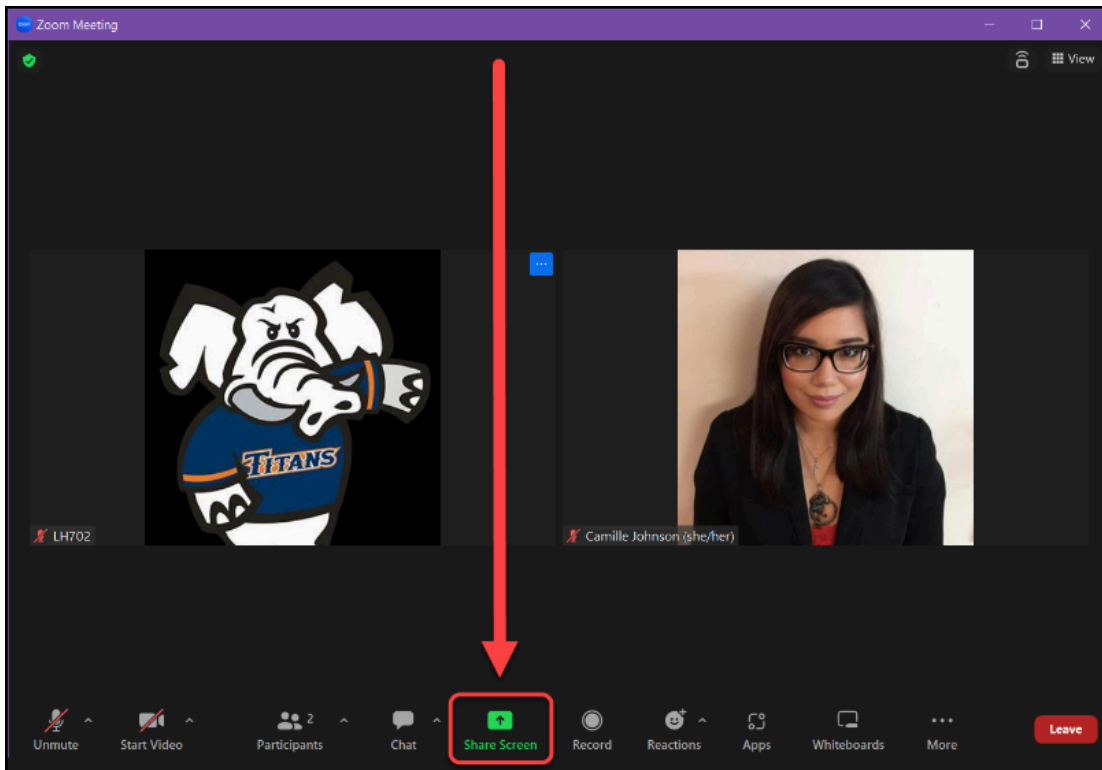
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3. Open Zoom on the device that will be sharing content. Click the Join tile. Then, enter the Meeting ID. Click Join.

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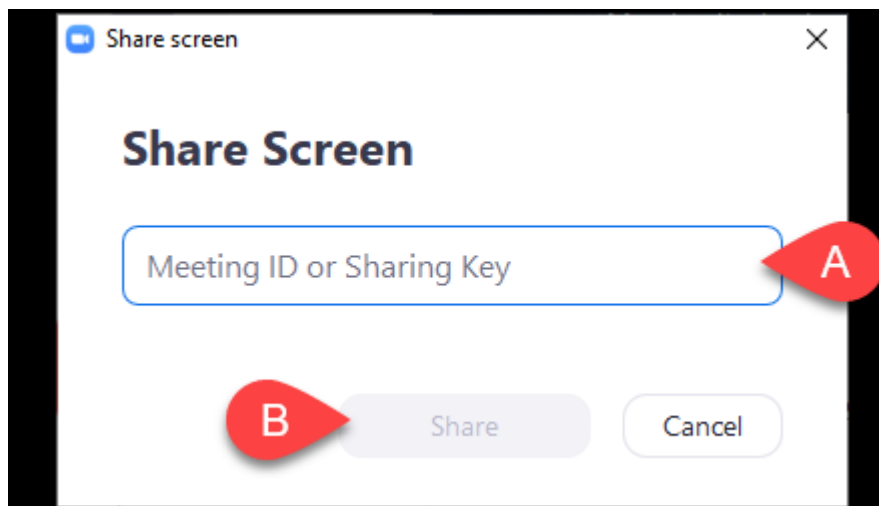
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A. On the Zoom home screen, click or tap **Join** to open the Join Meeting prompt.
B. Enter the Meeting ID from the Neat Pad/Zoom Room screen.
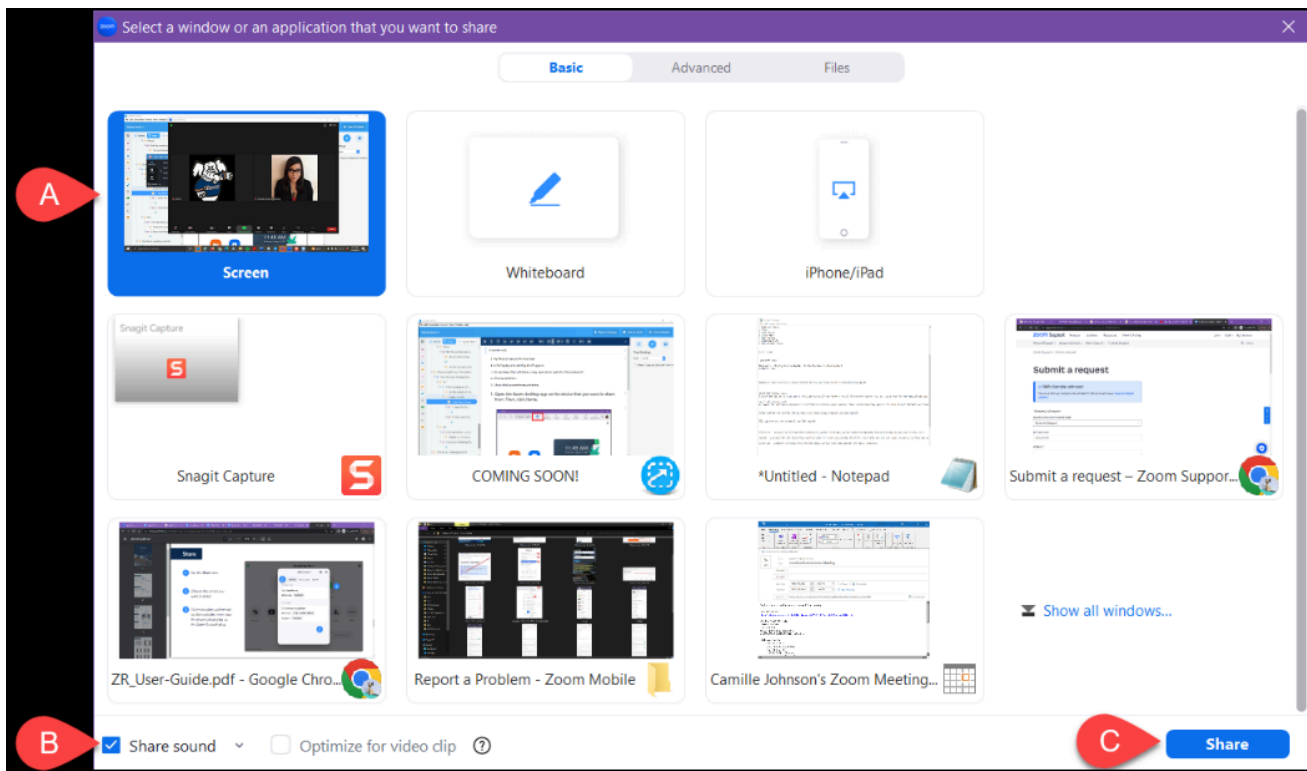C. Click or tap **Join**.

4. Click Share Screen.

5. If prompted, enter the Sharing Key. Then, click Share.

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A. Enter the Sharing Key in the data field.
B. Click or tap **Share**.

6. Select what content to share. Then, click Share.

💡 Sharing your screen will allow users to see anything on that screen, so if you need to switch back and forth between different content (e.g. if you begin a presentation with a Powerpoint but will switch to a software demo), you may want to share your screen instead of only a particular application.
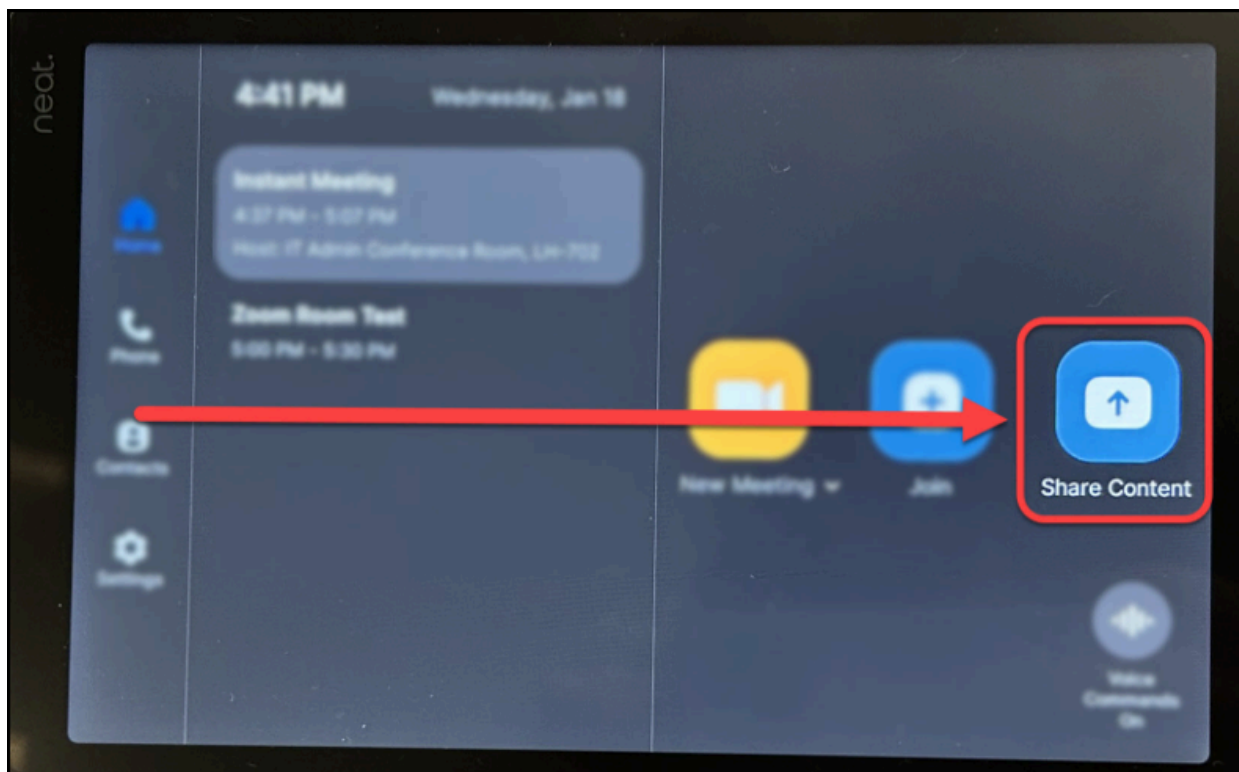

A. Click or tap the window or application you want to share.
B. If you would like to share a video, check **Share sound** to enable audio sharing.
C. Click or tap **Share** to share your screen.

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7. To stop screen sharing, tap Stop Sharing on the Neat Pad or click Stop Share on the device that's sharing content.
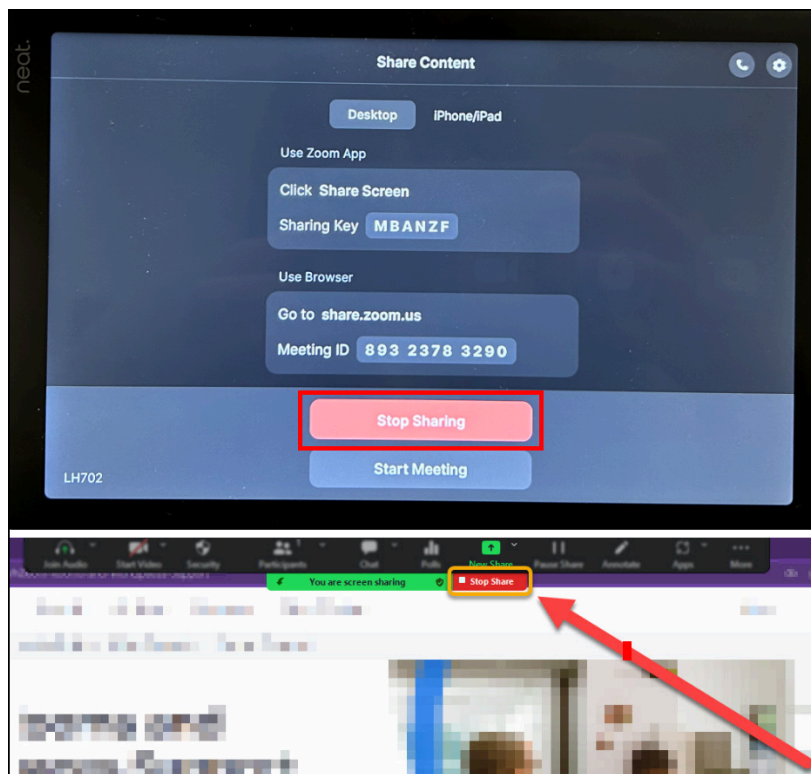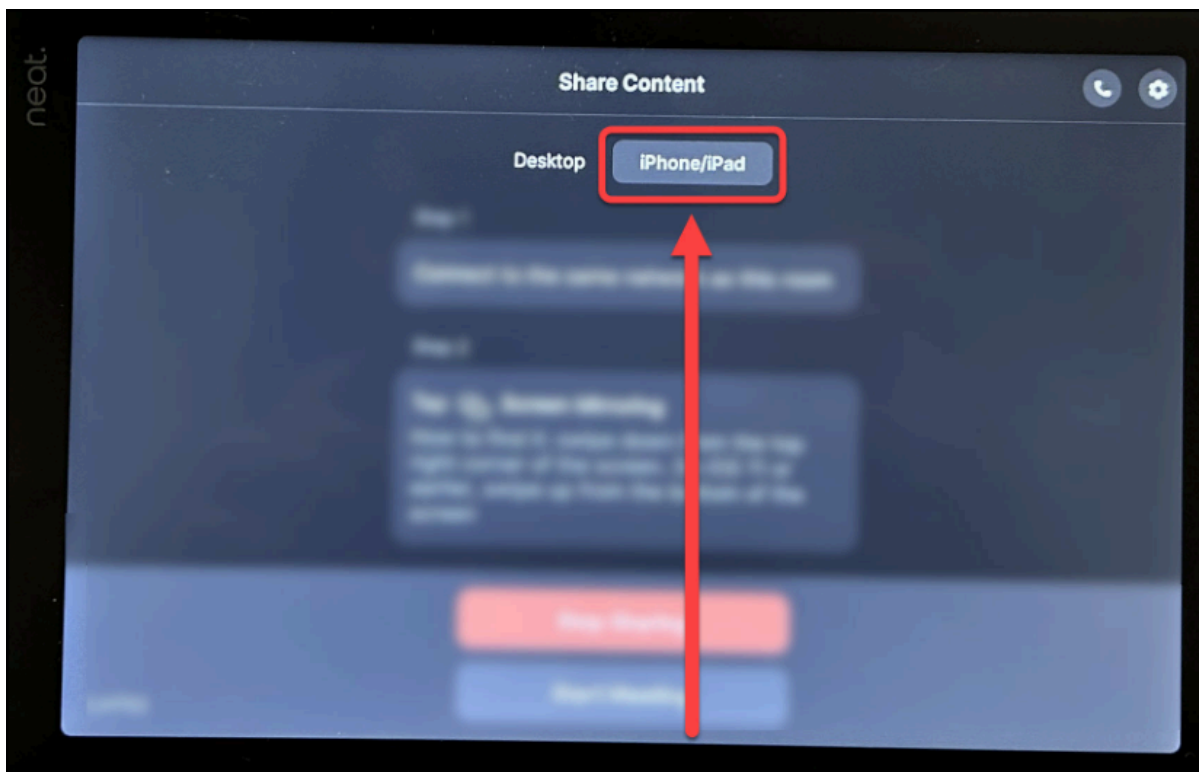

💡 Connect to the same network (eduroam) as the Zoom Room before starting!

View the CSUF Wireless Internet Access page for more information on connecting to eduroam.

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1. On the Neat Pad, tap Share Content.

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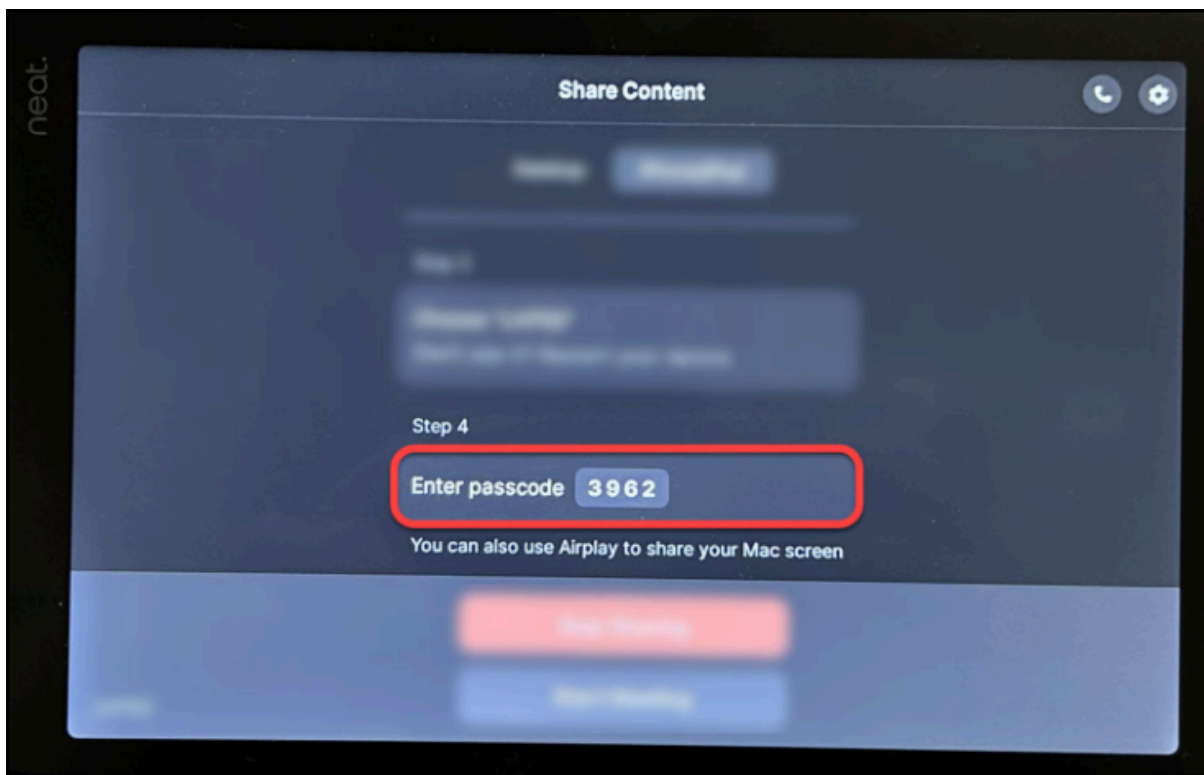
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2. Tap iPhone/iPad.

3. Scroll down until you find the passcode.

💡 The passcode will also appear on the Zoom Room screen.

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only valid as of the day/time when it is downloaded. Please view the original web document for the current version.
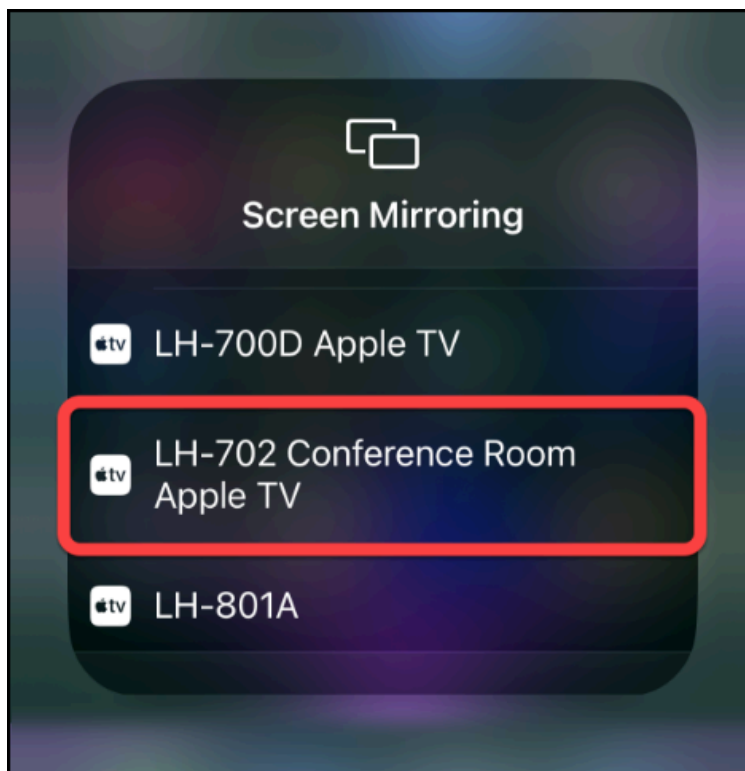
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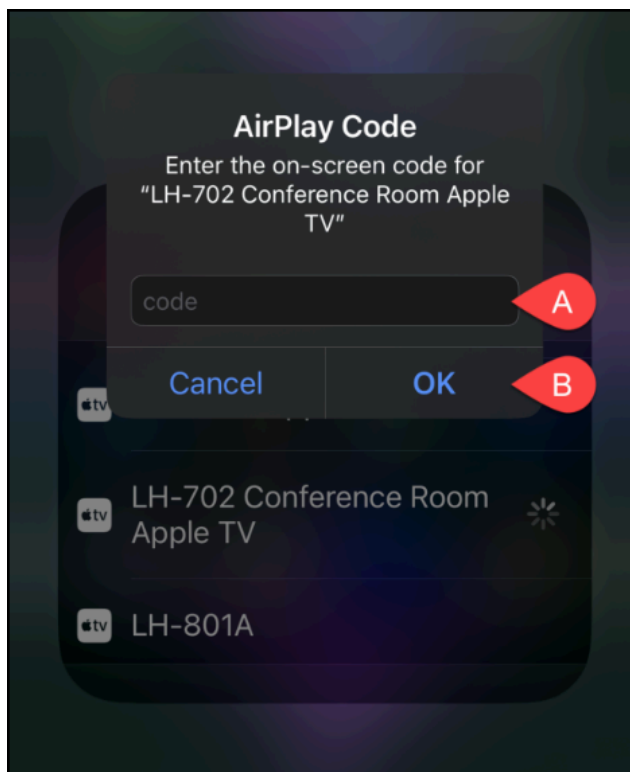## 4. On the device you want to share from, open Control Center and tap the Screen Mirroring icon.

💡 To open Control Center, swipe down from the top right corner of the screen. On iOS 11 and earlier, swipe up from the bottom of the screen. The Screen Mirroring icon is the two overlapping rectangles.

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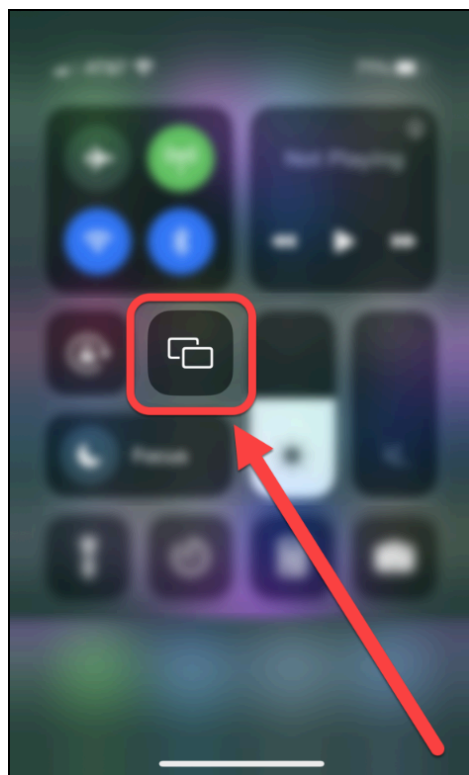
5. Tap the Zoom Room you want to connect to.

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6. Enter the passcode. Then tap OK.

A. Enter the passcode from the Neat Pad/Zoom Room screen.
B. Tap **OK**.

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7. To stop content sharing, tap Stop Sharing on the Neat Pad. Or, if you want to stop screen sharing from the iOS device, go back to the Control Center, tap Screen Mirroring, then tap Stop Mirroring.
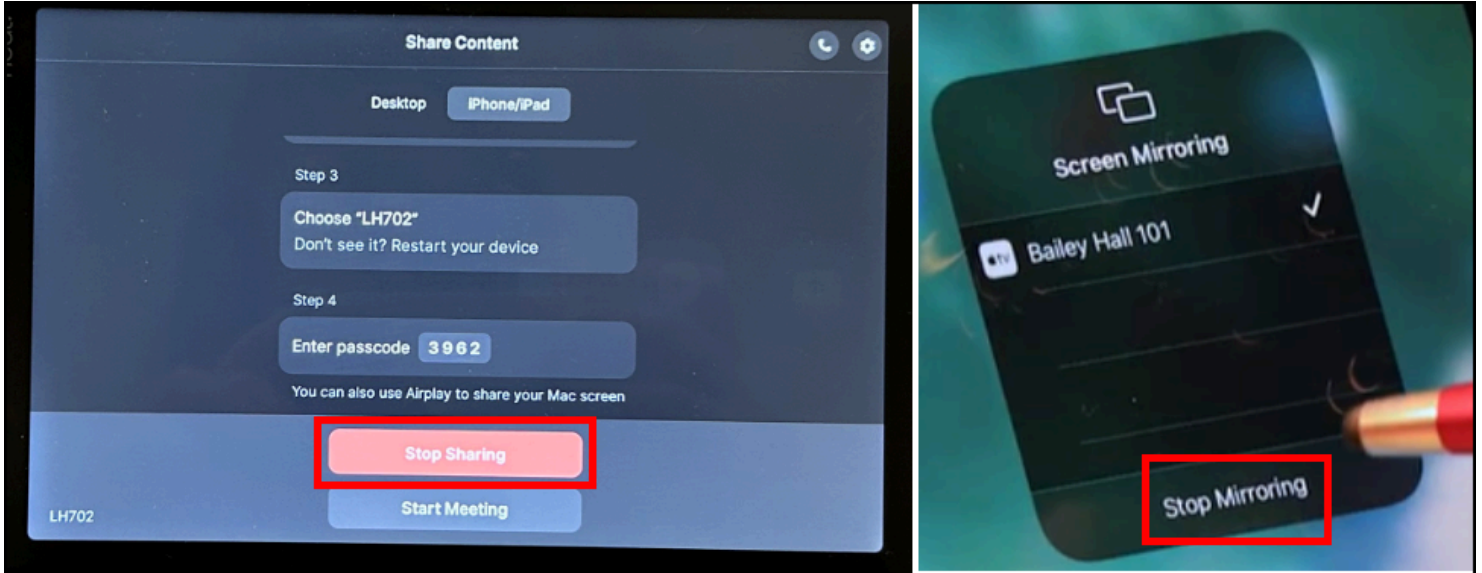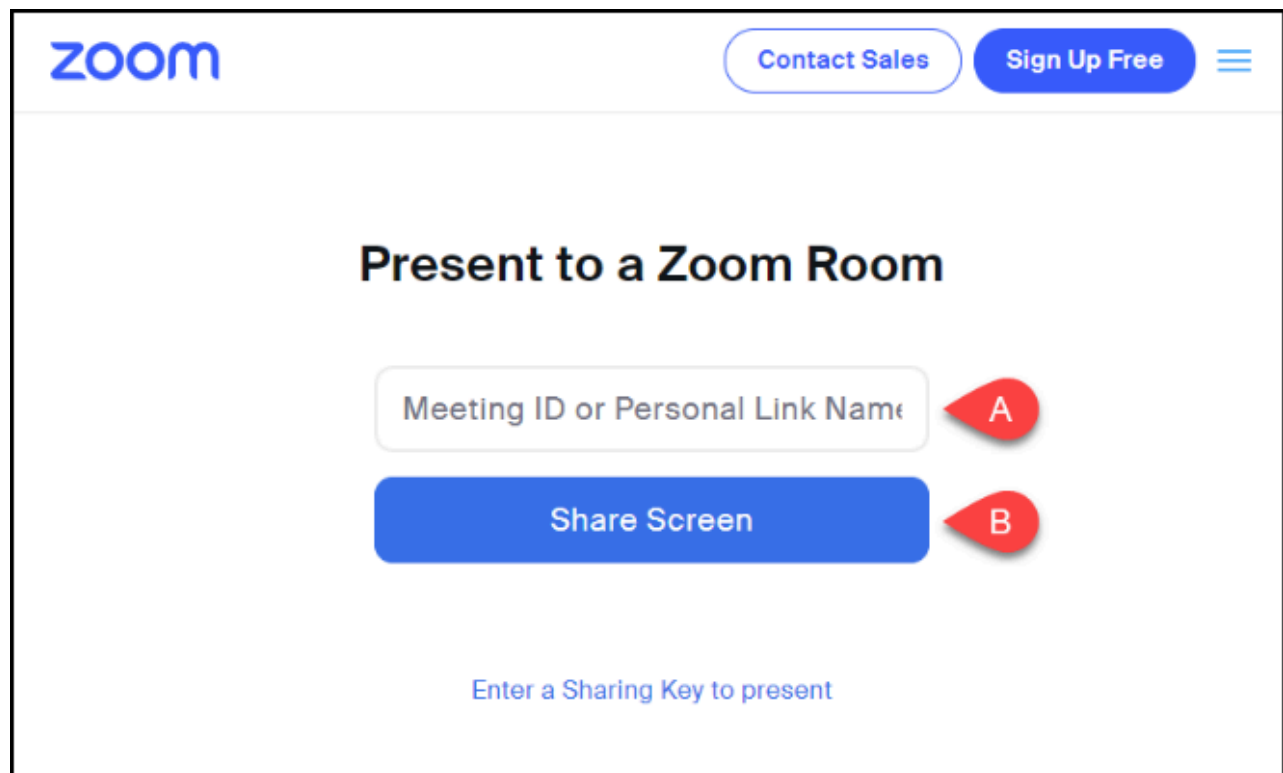

1. On the device you want to share from, open the Present to a Zoom Room website.

[Present to a Zoom Room website](#)

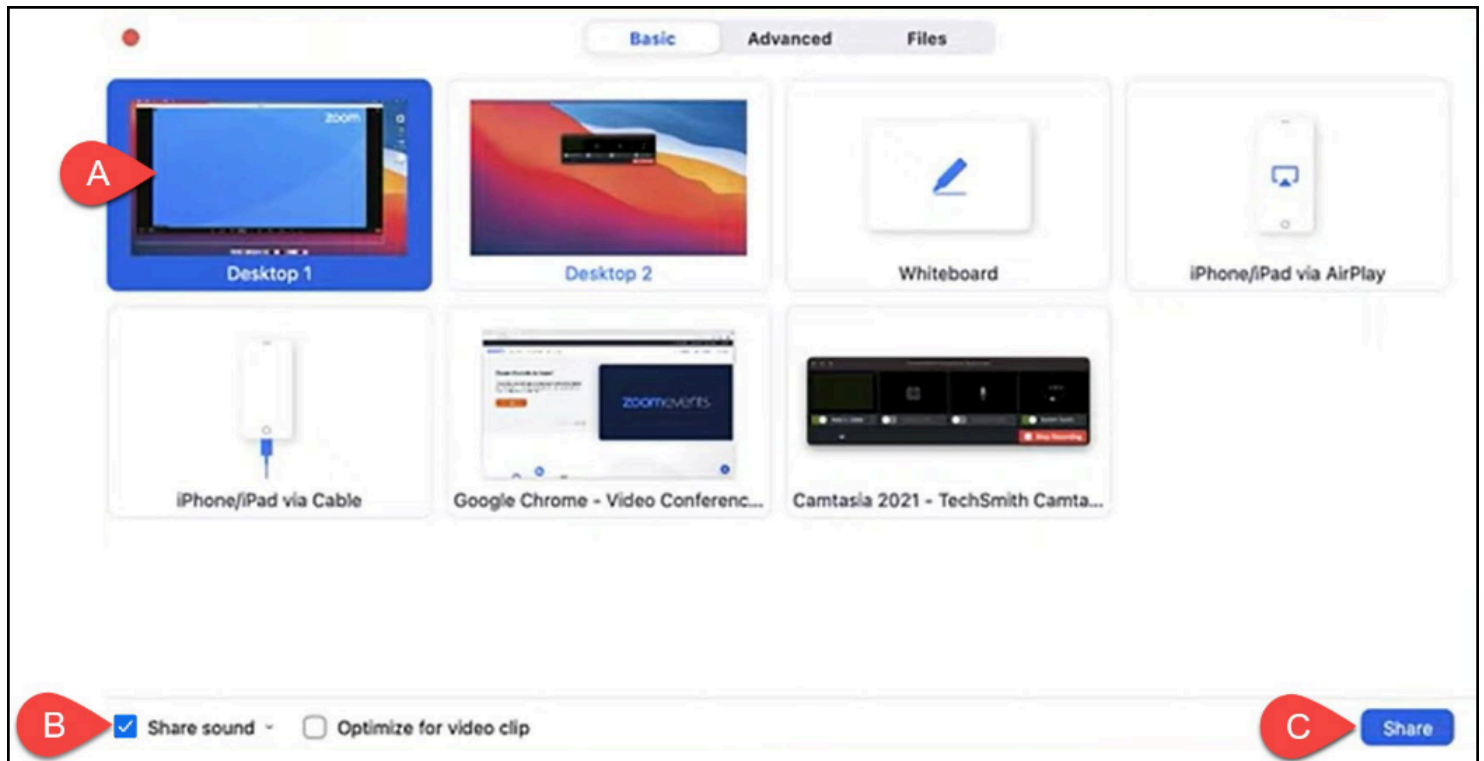**2. Enter the Meeting ID. Then, click or Tap Share Screen.**

> 💡 If you have the Sharing Key available, you could also choose **Enter a Sharing Key to present**, then provide the Sharing Key that is shown on the Zoom Room screen and Neat Pad.

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A. Enter the Meeting ID into the data field.
B. Click or tap **Share Screen.**

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3. Select what content to share. Then, click or tap Share.

A. Click or tap the window or application you want to share.
B. If you would like to share a video, check **Share sound** to enable audio sharing.
C. Click or tap **Share** to share your screen.

💡 These controls will appear on the Neat Pad after you've joined a meeting.
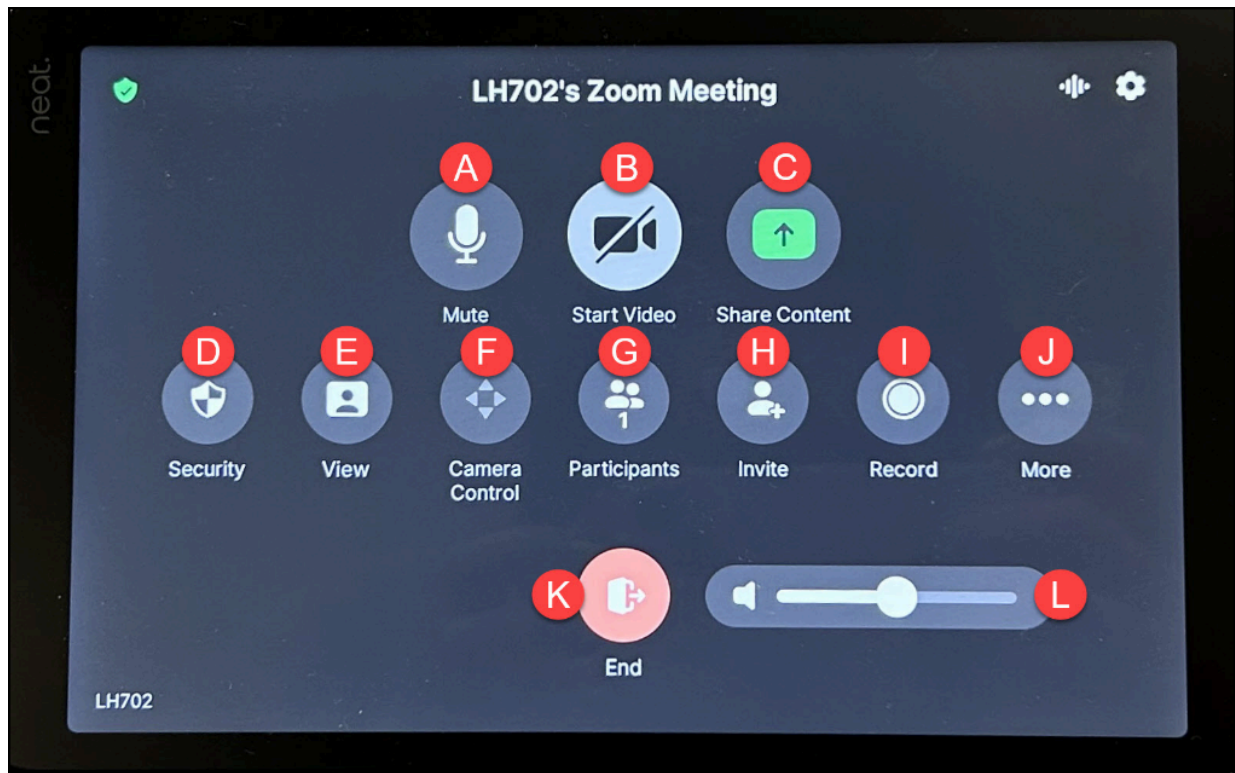
A. Mute/Unmute
B. Start/Stop Video
C. Share Content
D. Security (Lock Meeting, Enable Waiting Room, Allow Participants to: share screen, chat, rename themselves, unmute themselves, annotate on shared content)
E. View (Change video layout, i.e. Speaker, Thumbnail, Gallery view)
F. Camera Control (Manual, Auto-Framing, Multi-Stream, Mirror Effect)
G. Participants
H. Invite
 I. Record (**Note:** the meeting host will receive an email with a link to the recording(s) from the meeting.)
 J. More (Chat, Reactions, Polls, Captions, Breakout Rooms)
K. Leave/End
 L. Volume slider

Camera Control settings

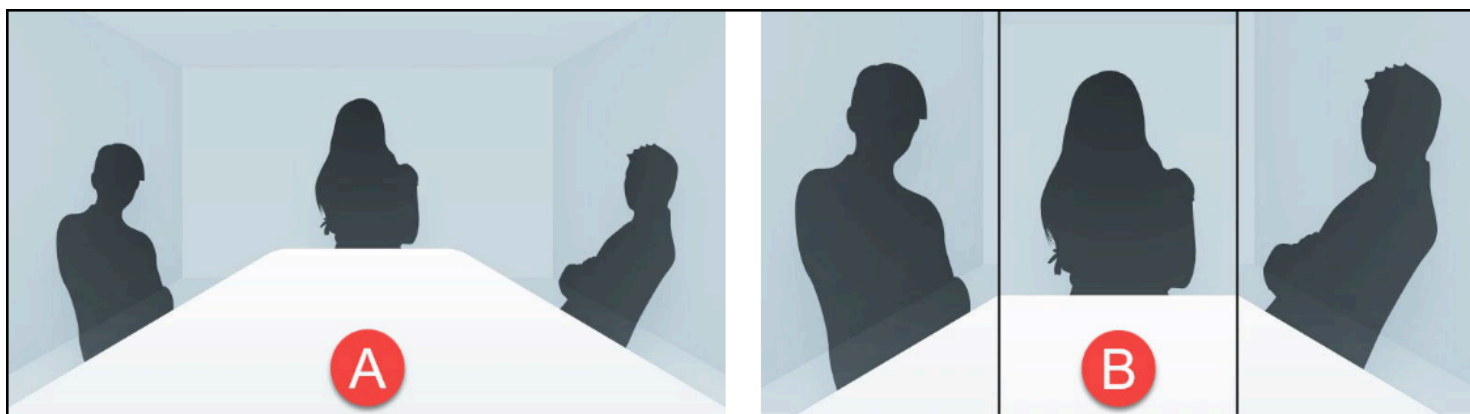# View the available camera control settings and how to change them

Manual

ℹ️ In **Manual** mode, the camera is in a fixed position throughout the meeting, This is the default setting.
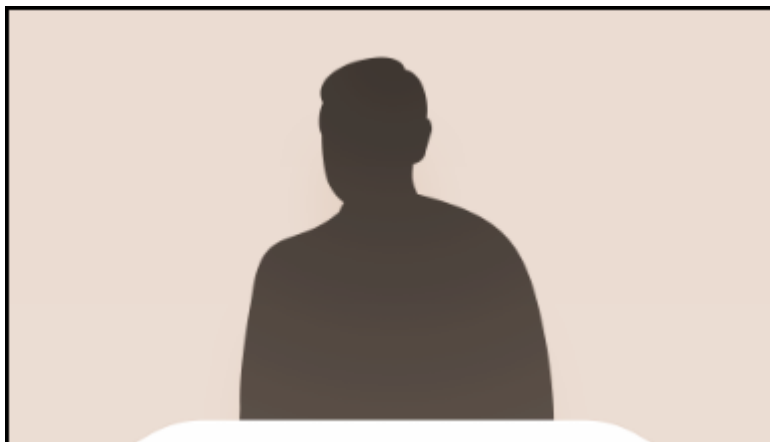
Auto-Framing

ℹ️ **Auto-framing** groups meeting participants in a single frame.

💡 You can toggle on **Multi-focus framing** which will combine individuals into a single frame but with partitions between each individual.

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A. Regular auto-framing
B. Multi-focus framing

Multi-Stream

ℹ️ **Multi-stream** enables multiple video streams to show the view of the entire room plus frame(s) of individual participants.

💡 Multi-stream is best viewed in Gallery mode. In Speaker mode, Zoom will only select the full room view as the speaker instead of the individual person speaking.
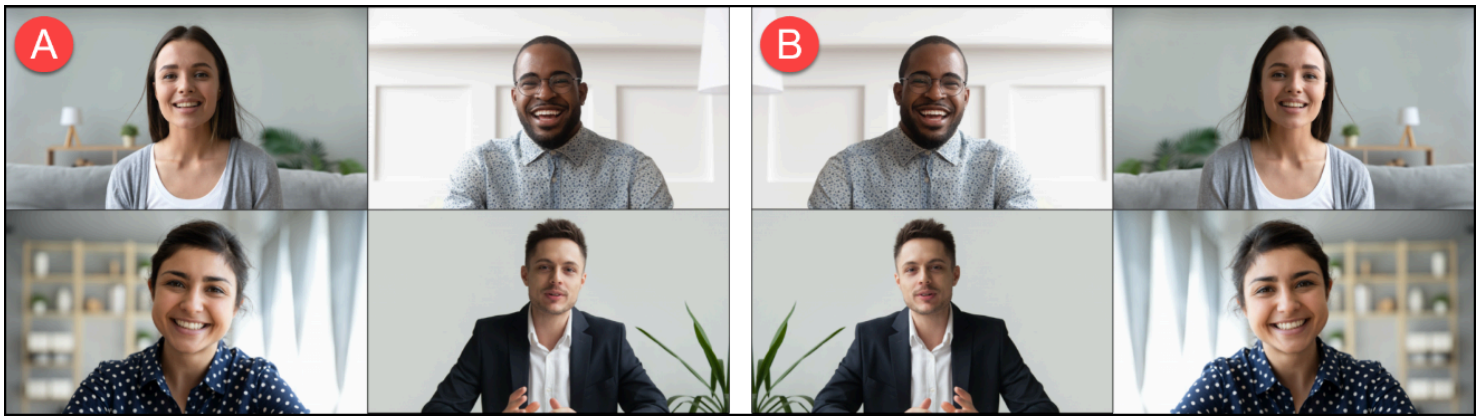
⚠️ If there are too many people in the room or if people are too close together, Zoom may not be able to put everyone in an individual frame.
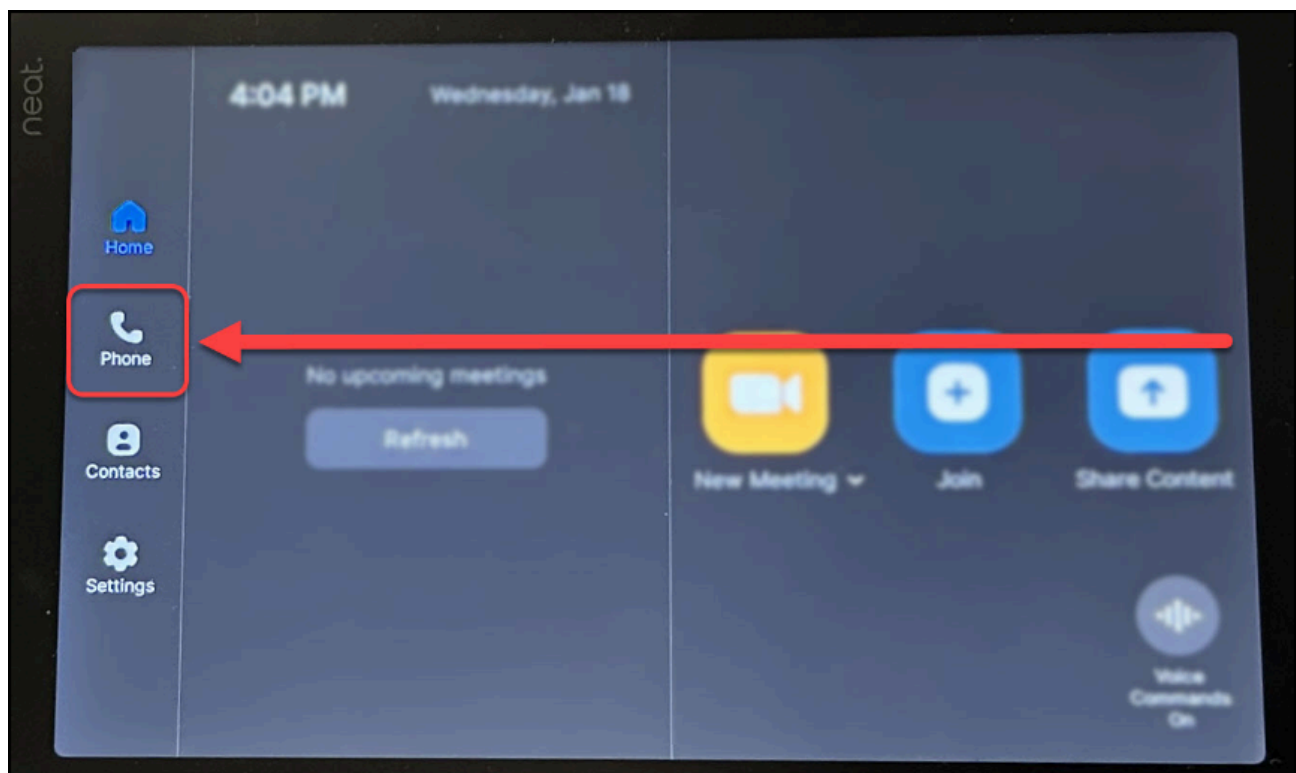
Mirror VIew

ℹ️ Mirror View flips the video horizontally so you are viewing participants (including yourself) the way you would if you were looking in a mirror.

⚠️ Enabling this feature does **not** change the way participants in the Zoom meeting see your video.

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A. Original view
B. Mirror view

1. On the Neat Pad, tap Phone.

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2. Use the number pad to dial the number you want to call. Tap the Call button to initiate the call.

💡 You can dial the four-digit extension for internal callers. To add an external caller, dial 1 + the ten-digit phone number.
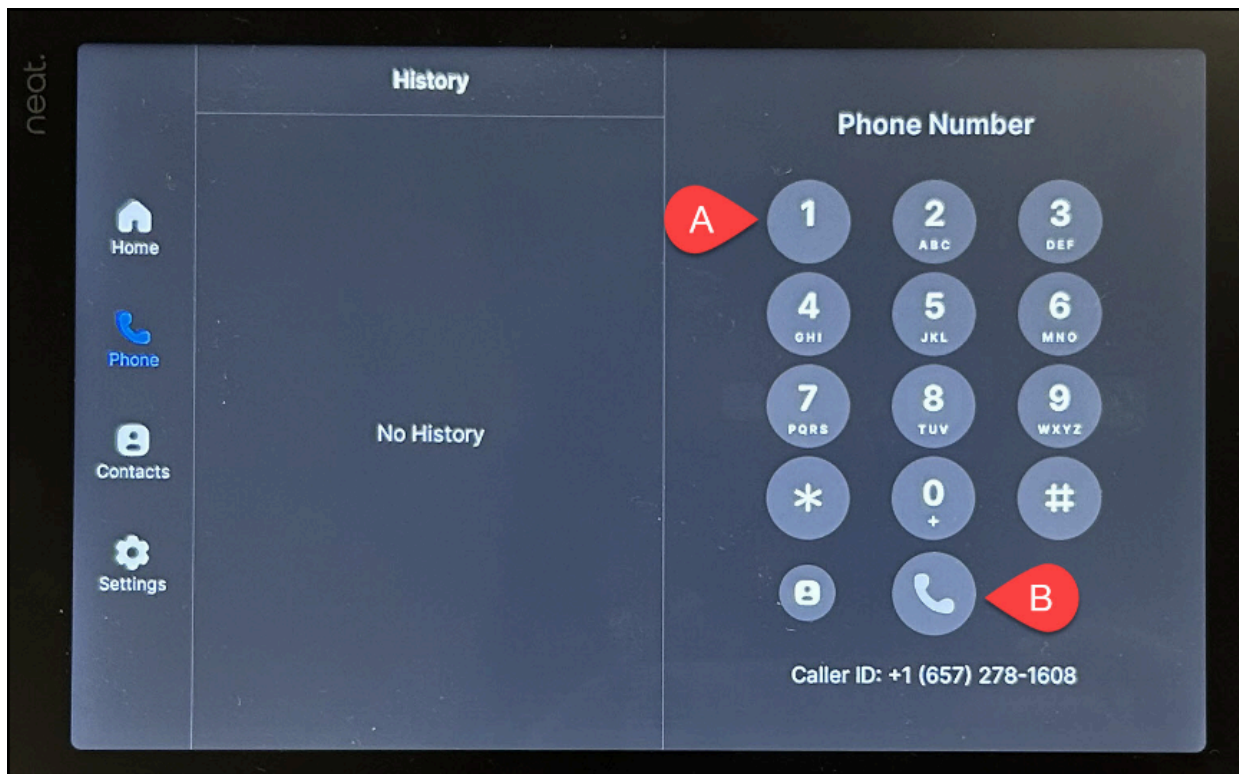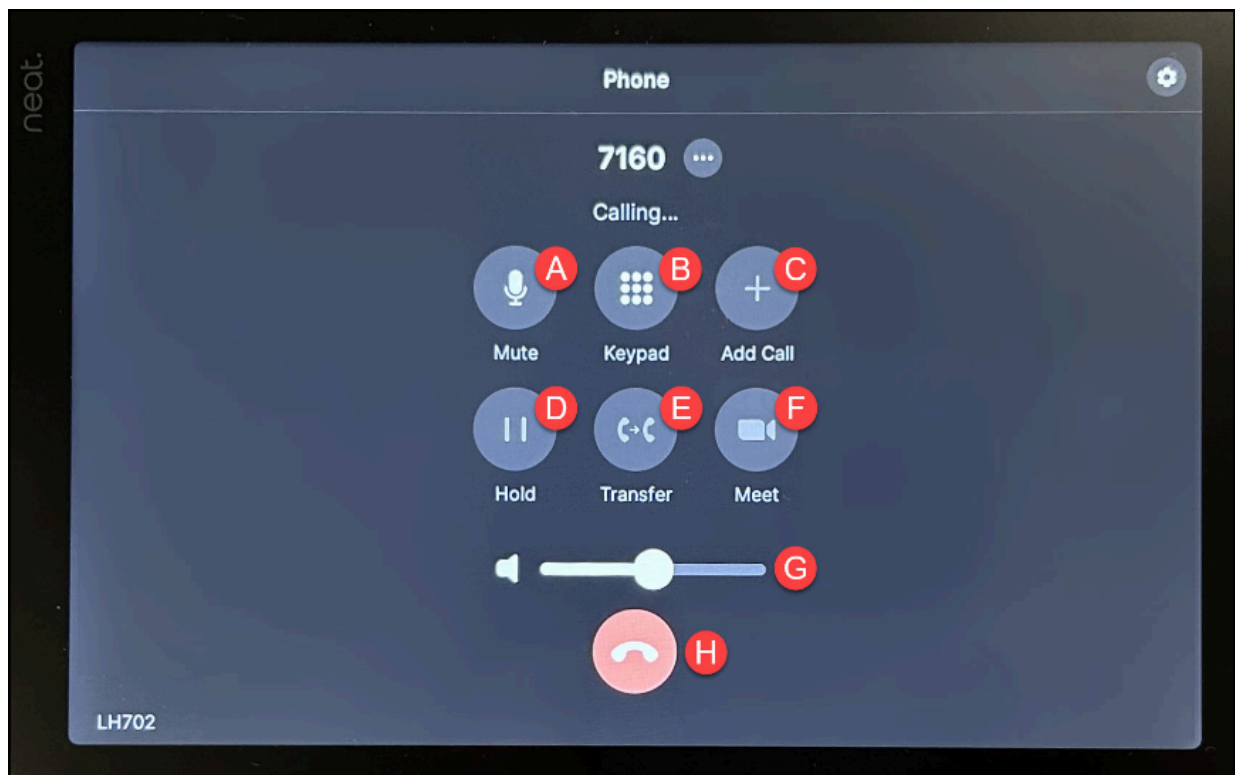

A. Tap the keys on the number pad to dial the phone number.
B. Tap the **Call** button.

3. The call will appear on the Neat Pad and Zoom Room screen.

4. Use the in-call controls on the Neat Pad.

The in-call controls are similar to the ones on the Zoom Phone apps! View guides on the Zoom Phone desktop app and Zoom Phone mobile app for more information.

A. Mute/Unmute
B. Keypad
C. Add Call (use this to create a new conference call or add callers to conference call)
D. Hold/Unhold
E. Transfer
F. Meet (use this to convert a call to a Zoom meeting)
G. Volume slider
H. End Call

Need More Help?

Contact the Helpdesk at helpdesk@fullerton.edu or 657-278-7777 for assistance.

Zoom Support - [Zoom Room Quick Start Guide](#)

Zoom Support - [Zoom Rooms User Guide](#)

Congratulations, you are done!

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