QUICK REFERENCE CARD FOR ZOOM ROOMS

JOIN A MEETING
Join a scheduled meeting with a single touch.

MAKE A CALL
Dial a phone number and make a call, just like that.

START A MEETING
Easily start a new meeting and add invitees.

PRESENT
Share content from the connected console.

Select **Meet Now** to start a new meeting. Select a name or number to invite people. After invitees are added to the list, select **Meet Now**. Your meeting will begin automatically.

Join a scheduled meeting with the Zoom Room by tapping the calendar entry from the **Meeting List** and selecting **Start**.

Select **Join** to enter a meeting code and join the meeting from the Zoom Room. After entering the meeting code, tap the “Join” circle in the keypad.
**MEETING CONTROLS**

- **Select Change View** to change your video display layout.
- **Speaker View** switches between active speakers.
- **Gallery View** shows all attendees in a grid.

**Logitech Tap**

- **Mute/Unmute** in-room microphone
- **Start/Stop** the in-room video
- **Share content** from your laptop or mobile device
  - **Direct Share with Zoom Rooms**
    Logitech Tap for Zoom Rooms generates an ultrasonic signal that can be detected by the Zoom Desktop Client on a Mac or Windows PC. If your Zoom client detects the signal in a Zoom Room, it automatically connects to the Zoom Room when you click **Share Screen** from your desktop.
  - **Wireless Screen Share via share.zoom.us**
    Go to share.zoom.us on a browser and enter the Meeting ID or personal link name and the passcode (if prompted). Select the desktop or application to share, and click **Share Screen**.
  - **Screen Share Using Airplay Mirroring**
    If Airplay Mirroring is activated for the Zoom Room, start or join a meeting and tap **Share Content** on the Zoom Rooms controller, then tap **Share iPhone/iPad/Mac**.
  - **Wired HDMI Screen Share via Capture Device**
    Share content from a laptop or mobile device to a Logitech Tap Zoom Room by simply plugging in the cable and pressing **Share Content**.

**Adjust in-room speaker volume**

**Leave or end the meeting**

**Manage and view the meeting participants**

**Start Recording** meeting to the cloud

**Invite** new participant(s) via contact info, email, phone, or room system

**Open the meeting Chat window**

**Provides meeting info (Meeting ID, Participant ID, and Dial in)**

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