

Zoom Room How to... Guide



How to: find the help you are looking for

Click a **Link** below to go that page – Click **How to:** in the top left corner to return to this page

- [Share Laptop / iPad / Phone Content in the Room](#)
- [Start a Scheduled Meeting with **One-Touch button**](#)
- [Join your Meeting to the Room with your Laptop](#)
- [Join a Meeting with the **Meeting ID** and **Passcode**](#)
- [Start a **New Meeting** from the Room](#)
- [Invite Participants](#)
- [Adjust the Room **Camera**](#)
- [Change **Views**](#)
- [Spotlight and Pin](#)
- [Make the Participant **Host**](#)
- [Record your Meeting](#)
- [Request **Assistance**](#)
- ❖ [Cummins Connect - Conference Room Technologies \(secured\) **SharePoint Site**](#)

** Cummins Credentials Required*


How to:

Share Laptop / iPad / Phone Content in the Room

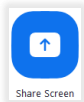


Click ^ to Return

Laptop Step 1

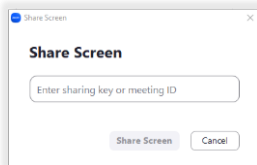
1. Open your Zoom app  on your laptop.

2. On the Home page, click the **Share Screen** button



– laptop content will be automatically shared in the room.

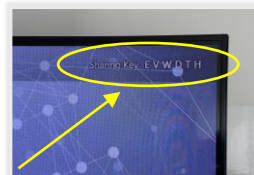
➤ If the text entry, **Share Screen** opens asking to



enter the **Sharing Key**, go to **Step 2**

Laptop Step 2 - if needed

1. Enter the **Sharing Key** located at the top right corner of the monitor the room.



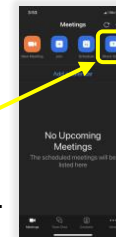
2. Click **Share Screen**
– content will be directly shared in the room.

Share with Phone / iPad

To Share content from your **phone** or **iPad**:

1. Open the **Zoom app** on the device.

2. Click the **Share Screen** button on the **Meetings** page.



3. Enter the **Sharing Key** located at the top right of the monitor room.



4. Tap **Okay**.

5. Then tap **Start Broadcast**.

How to:

Start a Scheduled Meeting with One-Touch button

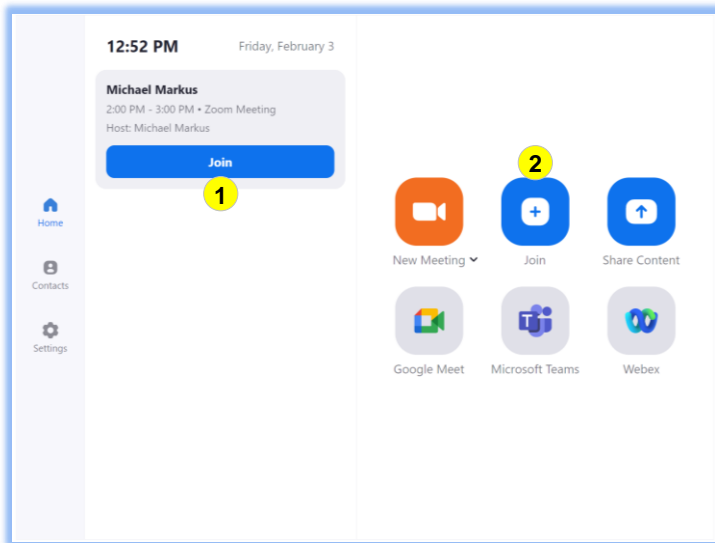


Click ^ to Return

1

Tap the One-Touch **Join** button on the Room Controller

➤ *The room connects to the meeting*



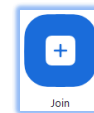
Room Controller Touch Panel

2

If there isn't a One-Touch button:



Tap **Join**

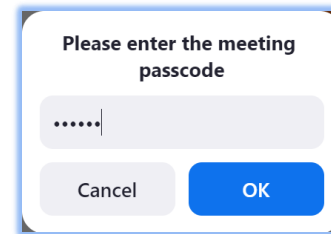


a) Enter the **Meeting ID**

b) And tap **Join**

c) Enter the **Passcode**

d) And tap **OK**



➤ *The room connects to the meeting*

How to:

Click ^ to Return

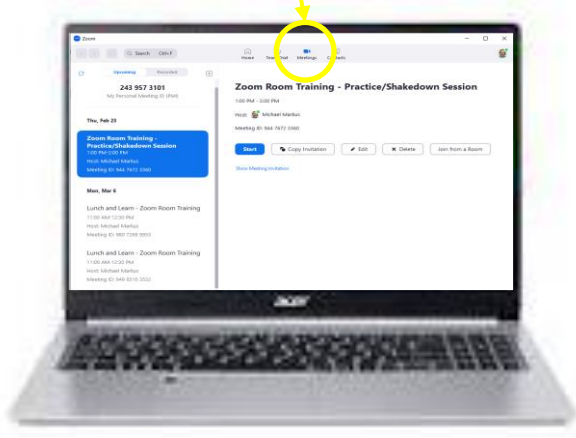
Join your Meeting to the Room ... and your Laptop

wirelessly (📶)

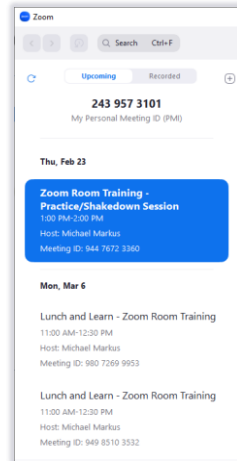


Step 1

1. Open your Zoom app **on your laptop** and click the **Meeting** button at the top.



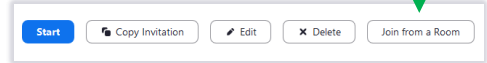
Step 2



Select your meeting
on the left

Step 3 - if needed

Click **“Join from a Room”**



*The room will automatically
connect to the meeting*

If the room does not Join, go to:
[Join a Zoom Meeting with the Meeting ID and Passcode](#)

How to:

Join a Zoom Meeting with the Meeting ID and Passcode

Click ^ to Return

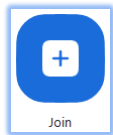


Step 1



On the Room **Controller**

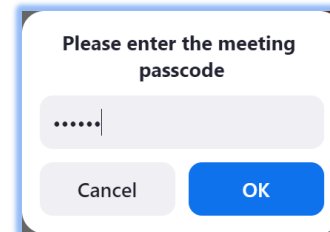


Tap **Join**



Step 2

- Enter the **Meeting ID**
- And tap 
- Enter the **Passcode**
- And tap 



➤ *The room connects to the meeting*

Quick Tip!



The best place to find the **Meeting ID** and **Passcode** is in the Outlook Zoom invitation.

How to:

Start a New Meeting from the Room

Click ^ to Return

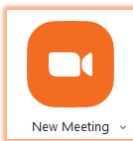


Step 1

On the Room **Controller**



Tap **New Meeting**



The room will start a meeting.

Step 2

Use 'in-meeting' controls to:

- Make someone else the **Host**
- **Invite** Participants
- **Share** Content
- And more



Please **DO NOT Record** from the Controller

Links to recordings are sent only to the Host email address - you will not have access to the link.

* [See the Recording Information page](#)

How to: Invite Participants

Click ^ to Return

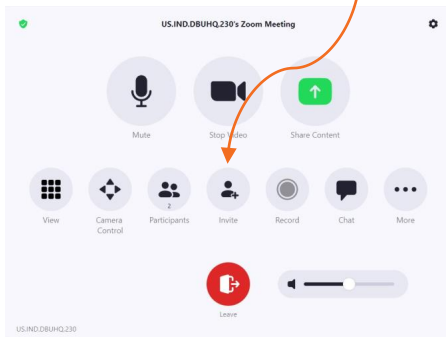


Step 1

Once in a meeting



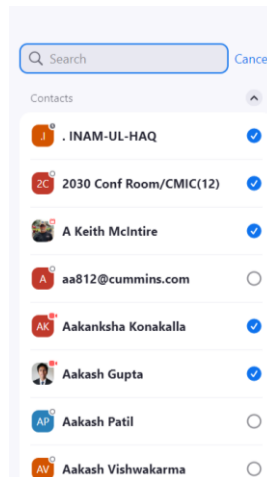
Tap **Invite**



➤ *The room will start a meeting.*

Step 2

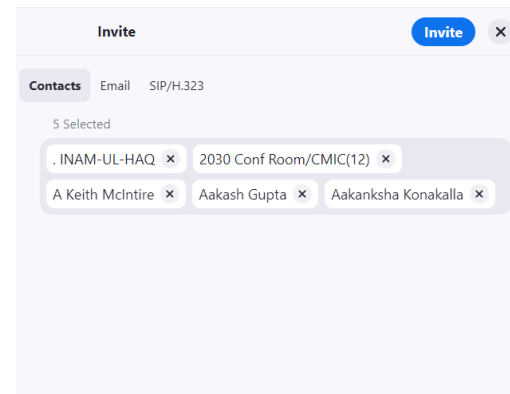
- a) **Search** for, or **Scroll** the **Cummins Directory** to a **Name** or **Room**



- b) Tap the **radial button** to **Select**
- c) The names will populate a list on the right side.
(see Step 3)

Step 3

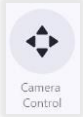
Tap **Invite** when done Selecting
The Invitations will be sent

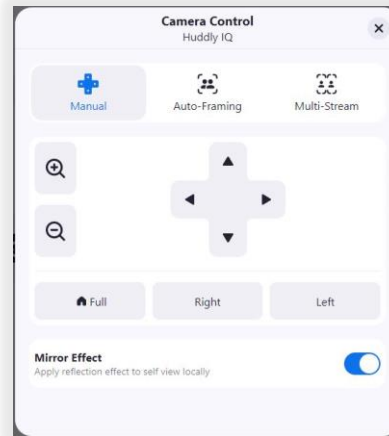


How to: Adjust the Room Camera

Click ^ to Return



1. **Join** or **Start** a meeting in the room.
2. Tap the **Camera Controls**  button
- the Camera Controls page opens
3. Tap the **Pan** and **Tilt** buttons to adjust the camera image *left* and *right*, *up* and *down*.
4. Tap the **+** and **-** buttons to zoom the camera image *in* and *out*.
5. Press a **Preset** button to recall the *saved* camera image



To Set Presets:



Please call: **(877) 377-4357**
for assistance with Presetting
camera images.

How to: Change Views

Click ^ to Return



How to change the layout in a Zoom Room with one display

1. Start or join a meeting.
2. Tap View.
3. Tap the icon with the view you want to display.



Zoom Rooms with [multiple displays](#)

In Zoom Rooms with two or three displays, the display settings for each screen are customized by the Zoom Rooms administrator. Contact Support if you need further help.



Active Speaker View



Thumbnail View



Gallery View

Thumbnail view



Thumbnail combines the Speaker view with a scaled down version of the Gallery view. A small strip of thumbnails, showing up to 8 participants, displays above or beneath a relatively larger view of the active speaker. The thumbnails show the participants who were most recently the active speakers. This view is available in Zoom Rooms with multiple screens, but not in Zoom Rooms for Touch.

Active Speaker view



Active Speaker View displays a large view of the person currently speaking, with a smaller thumbnail of the previous speaker as a picture-within-picture. During screen sharing, the shared screen is in the large display and the thumbnail shows the person who is sharing. This view includes an **Advanced** option, where you can choose the size and location of the thumbnail or choose to display the active speaker or shared screen without a thumbnail.

Gallery View




Gallery View displays up to 25 participants per screen by default or up to 49 participants per screen if enabled in the settings. The active speaker is highlighted in Gallery View. If there are more than participants than the per-screen limit, an arrow displays next to the icon. Tap the right arrow to display the next group of participants on the screen and tap the left arrow to display the previous set. This view is not available in a Zoom Room with one screen when screen sharing is active.

How to: Spotlight and Pin

Click ^ to Return



1. Start a new or scheduled meeting.
2. Tap **Participants**  on the Zoom Room Controller.
3. Tap the host or participant's name, and then tap **Pin** or **Spotlight** Video.
4. If you have multiple screens in your Zoom Room, you can choose which screen to pin the video to.

You can only [pin](#) or [spotlight](#) a video during a meeting.

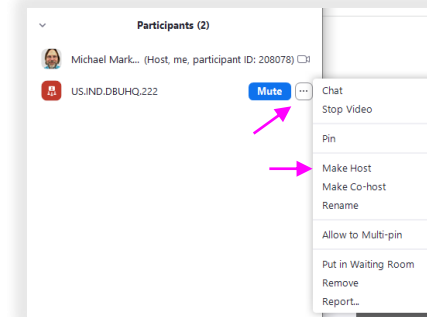
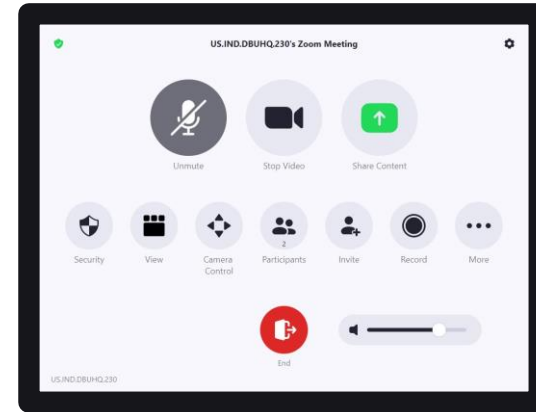
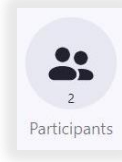
- **Pinning** a screen allows you to disable active speaker view and watch a specific speaker. Pinning another user's video will only affect your local view in the Zoom Room, not the view of other participants, and it will not affect cloud recordings.
- **Spotlighting** a video puts a user as the primary active speaker for all participants in the meeting and cloud recordings. To spotlight, you need at least 3 participants in the meeting with their videos on. **Spotlighting can only be done by the host.**

How to: Make a Participant Host

Click ^ to Return



1. To make a Participant a Host from the Controller, the **Zoom Room must be the Host** – *only Hosts can assign Host privileges to a Participant*
2. In the host controls, click **Participants**.
- this will open the participants list.
3. Hover over the name of the participant you want to make the host and click **More**, the [3 dots] icon.
4. Click **Make Host**.

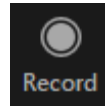


How to: Record your Meeting

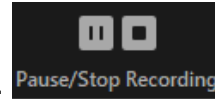
Click ^ to Return



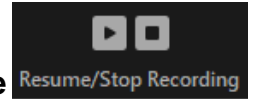
1. **Schedule** in Outlook or **Start** the meeting with the Zoom app on your laptop – recordings go to the **Original Host**, even if you have transferred Host Privileges to someone else. A different person can be Host and Record, but still the Original Host will be the only one who receives the link to retrieve the recording.



2. Once your meeting has started, click the **Record** button on your laptop Zoom app – recording begins
Note: if your Record button is 'grayed-out' then you do not have Host Privileges.



3. The Record button will change to two buttons, **Pause** and **Stop**. **Pause** and **Resume** as needed. Stop when completed. – after stopping you, the Original Host will receive an email containing a link to retrieve the Recording



Review [Cummins Recording Policy](#)



- Do NOT Start a meeting using the Zoom Controller in the room and then start a recording from the Controller. The recording will not be retrievable.
- Recordings should only be made by the person who Scheduled or Started the meeting.

How to: Request Assistance

Click ^ to Return



Zoom Room Support



For immediate assistance, call: 001-866-455-8790

- Please call to address problems that are occurring just before starting... and in your current meeting.

Open a Ticket:

[Service Now - Answers](#)

- Please open a Ticket in Service Now. This is the best way for us to track our progress and improve our systems.

Email:

Ops.Video@Cummins.Com

- Please send an email to address any other concerns, solutions, and offer your valuable feedback.