

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

Resources and Help:

- Go to the [Request Assistance](#) page
- For Immediate Assistance, call: **(877) 377- 4357**

Getting Started:

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- [Join a Meeting with the Meeting ID and Passcode](#)
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In-meeting Functionalities:

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- [Change Display Views](#)
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- [Translate Captions Languages](#)
- [Record your Meeting](#)

How to:

Identify a Zoom Room vs a Plug-In Room



Click ^ Go to Main Menu

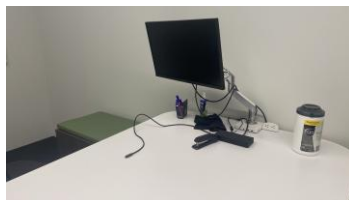


Use Case *Be able to understand the technology in each type of room so you will know how to connect to it, present content, and have meetings.*

Plug-in Room

This is what a Plug-in room looks like

(These rooms generally have one monitor and no cameras or microphones)



You will see a USBC or HDMI cable on the tabletop



Connect the cable to your laptop to display its video on the room display.

Note: Use your laptop display settings to extend or duplicate your desktop.

Zoom Room

This is what a Zoom Room looks like (Zoom Rooms may have one, two, or three monitors)



You will see a Touch Panel in the room or on a wall and there will be various Zoom Room images on the video monitor(s).

Use your Laptop Zoom app to connect to the room to present content and have meetings.

Continue to the [Zoom Room User Guide](#) or further instructions and videos.

How to:

Share Content from your Laptop, Phone, or iPad



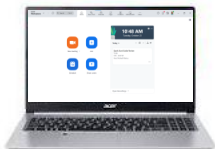
Click ^ Go to Main Menu



- Use Cases:**
- Local only presentations in the room with no remote participants
 - Also, a quick way to Share Content in a meeting – you'll need the Meeting Passcode

Laptops

1. Open your Zoom app on your **laptop**

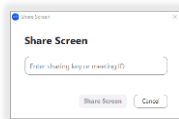


2. Click **Share Screen**



3. The Laptop connects to the room using [proximity detection](#).

If it doesn't, the **Share Screen** window opens

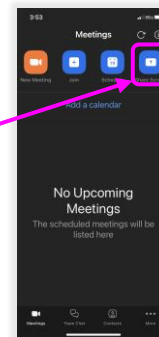


4. Enter the **Sharing Key**
5. Click **Share screen**

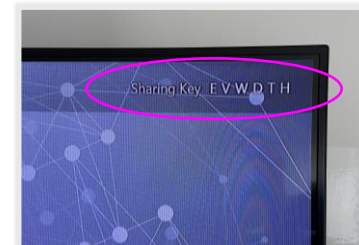
Share screen

Phones and iPads

1. Open the **Zoom app** on your device
2. Click **Share Screen**
3. Enter the **Sharing Key**
4. Tap **Okay**
5. Then tap **Start Broadcast**



Sharing Key



The **Sharing Key** is a six-letter code located in the top right corner of the room monitor.

How to:

Start a Scheduled Meeting with One-Touch button

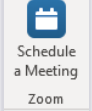

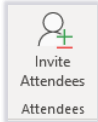



Click ^ Go to Main Menu




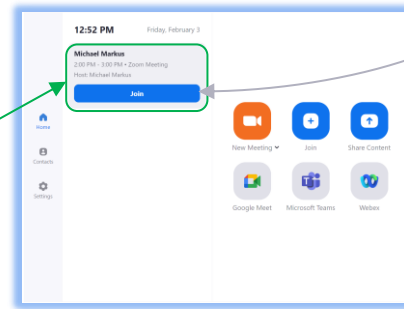
- Use** • One-Touch buttons make it easy to Join the room to a pre-scheduled meeting.
- Cases:** • They are created when the room is invited to a Zoom Meeting in Outlook.

Create a One-Touch button in Outlook

-  Using your **Outlook** app on your laptop, phone or tablet to schedule a **Zoom meeting**.  Confirm that the Zoom Invitation information populates the **notes section** of the Invitation.
-  Invite the **Room** and all the **participants**. **Note:** In certain Rooms, only Authorized persons can invite the **Room**, such as Hospitality.
- Click**  The **One-Touch button** will appear on the left side of the Controller touch panel on the day of the meeting.

Instructions

- Tap the One-Touch **Join**  button on the Room Controller
- The room connects to the meeting



Room Controller Touch Panel

How to:

Join a Zoom Meeting with the Meeting ID and Passcode



Click ^ Go to Main Menu



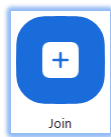
- Use Cases:**
- Connect to any Zoom Meeting, anytime.
 - Note: the Host may have to Admit you to the meeting.

Step 1



On the Room **Controller**

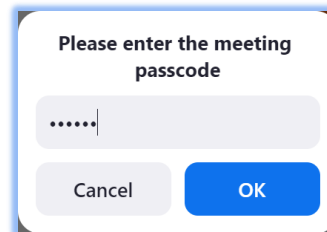


Tap **Join**



Step 2

1. Enter the **Meeting ID**
2. And tap 
3. Enter the **Passcode**
4. And tap 



➤ *The room connects to the meeting*

Quick Tip!



A good place to find the **Meeting ID** and **Passcode** is in the Outlook Zoom invitation.

How to:

Join your Meeting to the Room and your Laptop

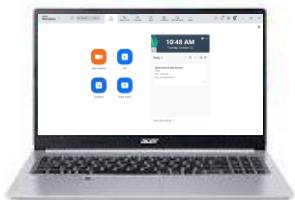


Click ^ Go to Main Menu

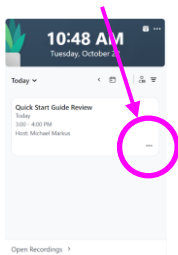
Use Case: Connect your Laptop AND the Room to a pre-scheduled meeting

Step 1

Open your Zoom app **on your laptop**.

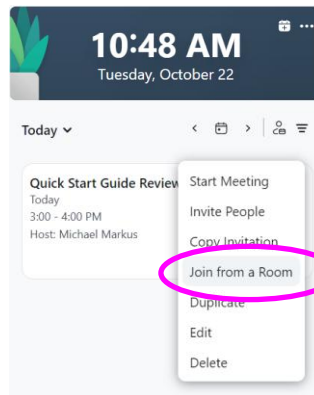


Then click the **ellipse**, for your meeting.



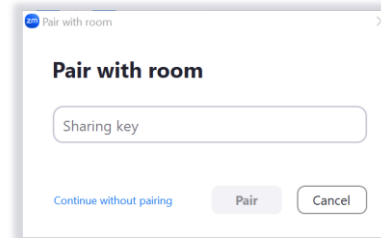
Step 2

Click **Join from a Room** from the meetings options list



Step 3

Enter the **Sharing key** located in the top right corner of the monitor in the room.



❖ *The room and your laptop will both connect to the meeting*

How to:

Start a New Meeting from the Room



Click ^ Go to Main Menu

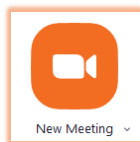
- Use Cases**
- Start an impromptu meeting anytime.
 - The Room will initially be the Host but can be reassigned

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



Recording Notice

- **Recording is not possible for Instant Meetings started from the Room Controller.**
- To be able to Record your meeting, Schedule or Create the meeting from your computer through the Zoom app or Outlook.
- Links to recordings are sent only to the person who created or scheduled the Zoom meeting.

[* See the Record your Meeting page](#)

How to:

Join a Laptop to a Zoom Room in Companion Mode



Click ^ Go to Main Menu

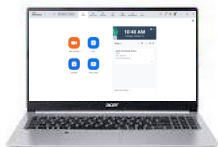
Use Cases:

- Improve audio quality by using the Laptop's Microphone
- See Shared Content on the Laptop display
- Connect your Assisted Listening device

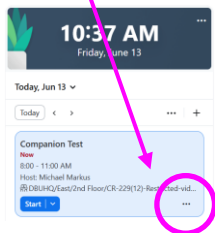
Step 1

The Laptop's Zoom app must have a Zoom meeting in its Scheduled Meeting List.

Open your Zoom app on your laptop.

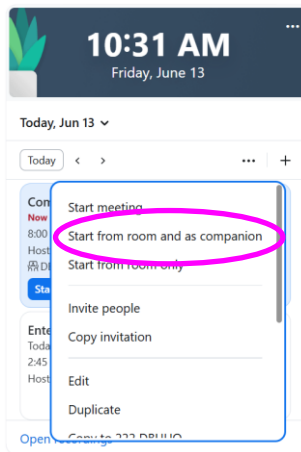


Then click the **ellipse**, for your meeting.



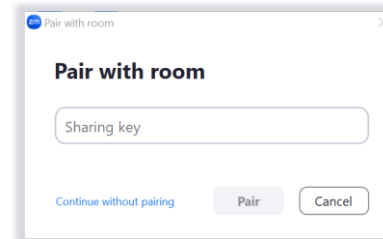
Step 2

Click **Start from room and as companion** from the meetings options list.



Step 3

Enter the **Sharing key** located in the top right corner of the monitor in the room.



❖ *The meeting starts in the room, and your laptop will be joined in Companion Mode*

How to:

Join a Portable Meeting Board in Companion Mode



[Click ^ Go to Main Menu](#)

Use Cases:

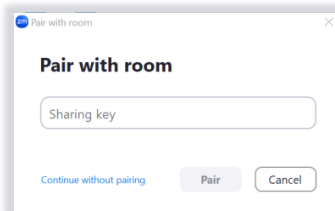
- *Add White Board Functionality – Create and Collaborate Digital White Board Content*
- *Add a Video Display – Show Meeting Participants, Shared or White Board Content*
- *Add a Camera – Show the in-room Audience or the Presenter(s), or other activities*

Initialize

1. Turn on the Meeting Board in the Zoom Room
2. Tap the “Switch to companion mode” button, that appears in the lower left corner of the screen.

Connecting

1. The meeting board will automatically connect to the Zoom Room.
2. If it doesn't connect automatically, enter the Sharing Key located at the top right corner of the Zoom Room display.



Connected

Once Connected:

- *The Meeting Board's camera opens and becomes another camera in the meeting.*
- *The Meeting Board's microphone and speakers are disabled; the meeting uses Zoom Room microphones and speakers.*
- *Complete White Board Functionality is available for your meeting.*

How to:

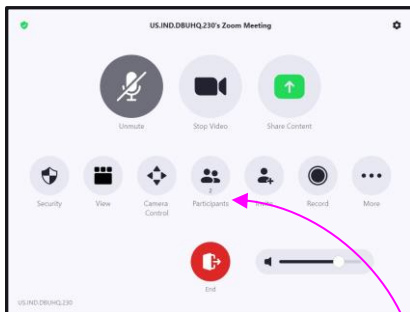
Make a Participant Host or Co-host



Click ^ Go to Main Menu

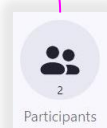
Use Case To make a Participant a Host from the Controller, the Zoom Room must be the Host – only Hosts can assign Host privileges to a Participant

Step 1



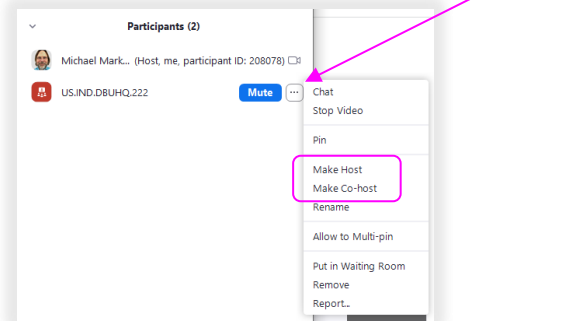
1. On the Room Controller, tap **Participants**

- the participants list will open



Step 2

2. Hover over the name of the participant and click the Ellipse



3. Click **Make Host** or **Make Co-host**.

How to: Invite Participants

Click ^ Go to Main Menu

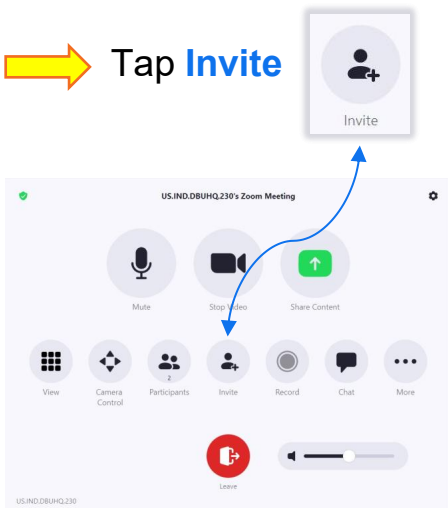


Use Case: *Invite Participants during a meeting*

Step 1

Once in a meeting

Tap **Invite**



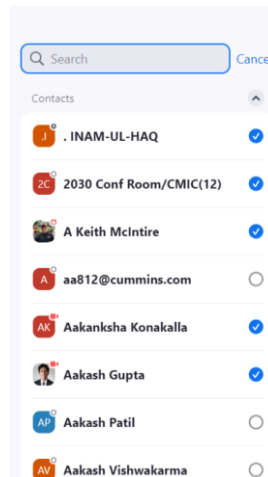
Step 2

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

b) Tap the **radial button** to Select

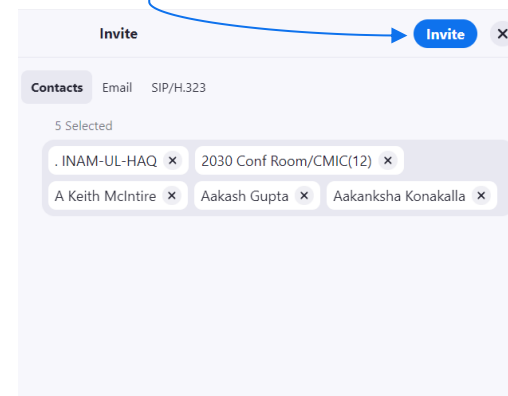
c) The names will populate a list on the right side.

(see Step 3)



Step 3

Tap **Invite** when done Selecting



➤ *The Invitations will be sent*

How to:

Adjust the Room Camera



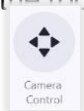
Click ^ Go to Main Menu



- Use Cases**
- Adjust the Camera(s) for the desired image to share with remote participants
 - There are various camera types, configurations and quantities – call for assistance if needed

1. Join or Start a meeting in the room.

2. Tap the Camera Controls button



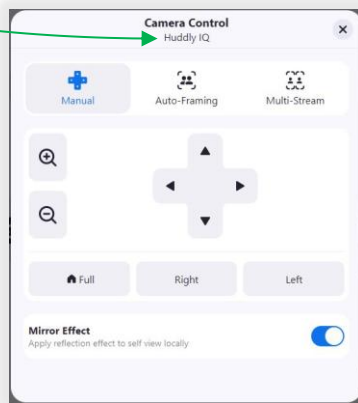
- the Camera Controls page opens

3. If multiple Cameras, select the Camera to adjust at the top.

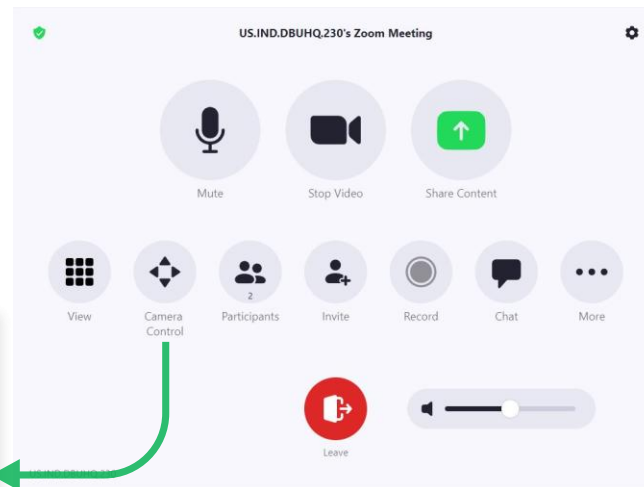
4. Tap the **Pan** and **Tilt** buttons to adjust the camera image *left* and *right*, *up* and *down*.

5. Tap the + and – buttons to zoom the camera image *in* and *out*.

6. Press a **Preset** button to recall the *saved* camera image



Camera Controls page



To Set Presets:

Quick Tip!



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

How to: Change Display Views

Click ^ Go to Main Menu



- Use Cases**
- Change what is displayed on each video monitor in the room
 - Control Content, Self View, and Non-video Participants

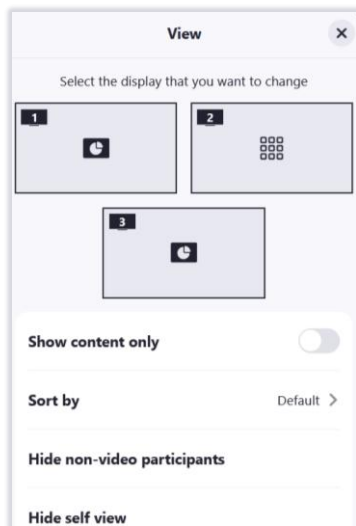
Select a Display

1. On the Controller, tap View



➤ *the View control screen opens*

2. Tap the Display you want to change, *and the View Selections control screen opens*



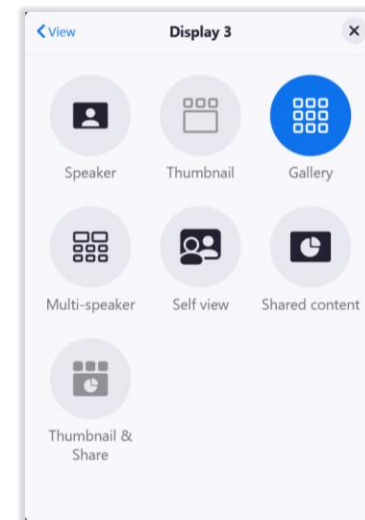
View

Other options include:

- [Show content only](#)
- [Sort by](#)
- [Hide non-video participants](#)
- [Hide self view](#)

Select a View

1. Tap the View you want to place on the selected Display.
2. Tap **<View** to go back and repeat for other Displays as needed.
3. Tap the **X** to close



View Selections

How to:

Spotlight and Pin

Click ^ Go to Main Menu



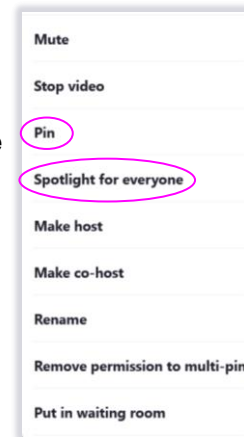
Use Case To lock (Pin) one to nine active participant(s) on to a display or selected displays in a Zoom Room or (Spotlight) to all everyone in the meeting.

Things to Know

- 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 one to nine participant(s) 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.**

To Pin or Spotlight in a Zoom Room

- On the Zoom Room Controller, tap **Participants**
- Tap the **Participant** you wish to **Spotlight** or **Pin**
 - *Participants Options open*
- Then tap **Pin** or **Spotlight for everyone**
 - *Then select the display if the room has multiple displays*
- To remove, tap the **Participant** and remove the **Spotlight** or **Pin**



How to:

Translate Captions Languages



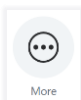
Click ^ Go to Main Menu

Use Case

- Enables you to understand someone speaking in a different language by reading captions translated live in your meeting

In a live meeting

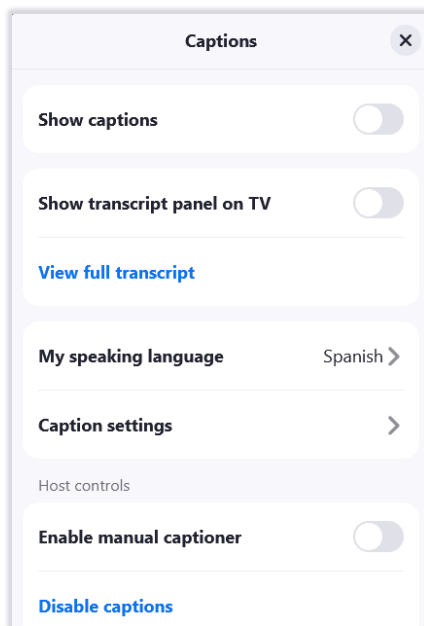
1. Tap More



2. Then tap Captions



➤ *The Captions options open*



Select a View

Enable to show **Captions** on Room Displays

Enable to show **Transcript** on Room Displays

Tap to show **Full Transcript** on Room Displays

Tap the language to open **Language Select** options

Tap to choose the **size** of the captions

Enable, to type the **captions manually**

Tap to **Disable/Enable** Captions on Room Displays

How to: Record your Meeting

Click ^ Go to Main Menu



Use Record the audio, video and shared content of your meeting
Case The meeting Originator will receive a link to the recording when the meeting ends.

Things to Know

- Only the **meeting Originator**, the person who created or scheduled the meeting, will receive the link to the recording.
- Only Hosts and Co-hosts can start, pause, and stop Recording.
- If a Participant tries to record, they will be directed to request that the Host to Start Recording.
- Review [Cummins Recording Policy](#)



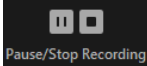
Recording is not available for Meetings started as an Instant Meeting from the Room Controller

Instructions

1. On the **Host laptop**, click **Record**.



➤ *The recording begins*

- The Record button will change to two buttons, **Pause** and **Stop**.
A square button with two icons: a pause symbol and a stop symbol, with the text 'Pause/Stop Recording' below them.
- **Pause** - stops the recording which can be resumed by clicking Resume.
- **Stop Recording** - ends the recording.
- After the **Meeting is Ended**; the Original Host will receive an email containing a link to retrieve the Recording



We are happy to help with all Conference Room Technologies, Meetings, and Events!

Zoom Room Support



For immediate assistance, call: (877) 377-4357

- 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.

How to:

Share Content via Proximity Detection

Click ^ Go to Main Menu



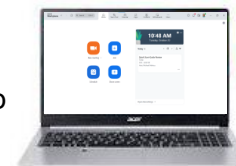
Zoom technology uses **Proximity Detection to Share your device's screen automatically**. It uses an ultra high frequency to communicate between the Controller touch panel and the device, (Laptop, Phone, or iPad)

Proximity Detection Requirements

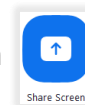
- The Controller touch panel must have Proximity Detection functionality – these include Neat Bar Pro and certain Yealink models.
- The Laptop, Phone, or iPad:
 - Be on the same network as the Zoom Room
 - Have its microphone enabled
 - Be located closer than 20 feet from the Controller touch panel

Instructions

1. Open your Zoom app on your **laptop**



2. Click **Share Screen**



❖ *Your laptop screen will automatically be shared*

How to:

Additional Display View Controls



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[Go Back to Previous Slide](#)

These controls help customize what appears on Zoom Room displays to improve meeting focus and clarity. They're useful for reducing distractions, organizing participant views, and optimizing screen space.

Show content only

- Use this option to display only the shared content (e.g., presentation, screen share) on the selected monitor.
- This hides participant video feeds and other meeting elements to reduce distractions and focus on the content.

Sort by

- Allows you to organize participant tiles based on criteria such as name, activity, or role (e.g., host, co-host).
- Useful for quickly locating specific individuals in large meetings.

Hide non-video participants

- This setting removes participants who have their video turned off from the display.
- It helps declutter the screen and prioritize active video participants.

Hide self view

- This option hides your own video feed from your display.
- It can help reduce self-consciousness or free up screen space, especially in rooms with limited monitor real estate.