FAU College of Medicine Support Center

Zoom Meeting Controls

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Zoom Rooms meeting controls and settings

Zoom Rooms in-meeting controls appear on your controller. They allow you to control various aspects of the meeting like adjusting the volume or managing participants.

For a printable version of this information, see the Zoom Room user guide.

This article covers:

- How to use in-meeting controls for Zoom Rooms
- How to use the participants list controls as the host in Zoom Rooms
- How to use the participants list controls as an attendee in Zoom Rooms
- How to use in-meeting settings for Zoom Rooms

How to use in-meeting controls for Zoom Rooms

Note: If you're using Zoom Rooms for Touch or a Zoom for Home device, tap the ellipses icon (**...**) at the bottom-right corner of the screen to display the on-screen controller.

- **Mute**  **/ Unmute**  : Mute or unmute the room's microphone.
- **Start Video**  **/ StopVideo**  : Start or stop the room's video camera.
- **Share Content or Camera** : Display instructions to share content from your laptop or mobile device.
- **Advanced Sharing Options**: Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.
    - **Annotate on Shared Content**: Allow other participants to annotate on the shared screen initiated from the Zoom Room.
      Note: This option is only available when a participant shares their screen using direct sharing, share.zoom.us, or Apple screen mirroring. Make sure the admin has enabled annotation in the room's web portal settings.
    - **Optimize Full-screen Video Sharing**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
- **Security**  (only available if the room is the host or co-host): Enable or disable certain in-meeting features. Some of these settings can also be found in the participants list.
- **LockMeeting**: Don't allow other participants to join the meeting in progress.
- **Enable Waiting Room**: Enable or disable Waiting Room for the current meeting.
- **Allow Participants to**: Enable or disable the following features for all participants.
    - **Share Screen**
    - **Chat**
    - **Rename Themselves**: Allow participants to change their name displayed to other participants in the current meeting.
    - **Unmute Themselves**
    - **Annotate on Shared Content**: Allow other participants to annotate on the shared screen initiated from the Zoom Room.
      Note: This option is only available when a participant shares their screen using direct sharing, share.zoom.us, or Apple screen mirroring. Make sure the admin has enabled annotation in the room's web portal settings.
- **Remove Participant**: Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants to rejoin.

- **Report**: If you need to report an incident that you believe violates our Terms of Service or Acceptable Use Guidelines, you can do so here.
- **ChangeView** : Change your video layout shown in the room display.
- **CameraControl**: Change PTZ camera settings, presets, or switch to different camera from a list.
- **ManageParticipants / Participants** : View the meeting participants. If you're the host, you will see controls to manage participants.
- **StartRecording** : Start recording to the cloud.
- **Chat** : Access in-meeting chat.
- Tap the Settings gear icon  to access chat settings:
  - **Show notification on TV**: Show chat messages as notifications on the Zoom Room display.
  - **Show full chat panel on TV**: Show the full chat transcript on the Zoom Room display.
- **Settings** : Access room settings (requires room passcode).
- **Volumeslider**: Adjust the volume of the room's speaker (this will revert back to the room default after the meeting has ended).
- **Leave / End** : **Leave** the meeting or **End Meeting for All** (if the Zoom Room is the host of the meeting)

How to use the participants list controls as the host in Zoom Rooms

If you are the meeting host, tap **ManageParticipants** in the meeting controls to access these features.

If you're using Zoom Rooms for Touch or a Zoom for Home device, tap the ellipses icon (**...**) at the bottom-right corner of the screen to display the on-screen controller.

- Tap the participant's name for these options:

- **Start Video / Stop Video**: Start or stop their video for the Zoom Room and all other participants.
- **Pin Video**: Pin their video.
- **Request Camera Control**
- **Allow Recording**: Allow the participant to record.
- **Make Host / Make Co-host**: Make them host or co-host.
- **Assign to Type Closed Caption**: Assign them to type closed caption.
- **Put on hold**: Put the participant on hold to temporarily disconnect their video and audio.
- **Put in Waiting Room**:
- **Remove**: Remove them from the meeting. You can also allow them to rejoin.
- **Report**: Report the participant for inappropriate behavior.
- **Invite**: Invite by contact, email, phone, or room system.
  Note: The room does not receive a notification if the contact was not available or declined the meeting. The room also does not receive notification that new participants have joined. You can see new participants as they join by displaying Gallery View. You can also see their names in the Participants list.
- **MuteAll**: Mutes all participants. The room's microphone will remain on.
- **UnmuteAll**: Ask all participants to unmutes themselves. Participants will see a prompt that allows them to unmute or stay muted.
- Tap **More** for these options:
- **LockMeeting**: Don't allow other participants to join the meeting in progress.
- **Mute Participants on Entry**: Automatically mute participants as they join the meeting.
- **Show Non-video Participants / Hide Non-video Participants**: Show or hide participant's name or profile picture on the Zoom Room's display if their video is turned off.
- **Show Self View / Hide Self View**: Show or Hide your video feed on the Zoom Room's display. If video is turned off, this will show or hide your name or profile picture.
- **Enable Waiting Room / Disable Waiting Room**: Enable or disable Waiting Room for the current meeting.

How to use the participants list controls as an attendee in Zoom Rooms

Tap **Participants** in the meeting controls to access these features.

If you're using Zoom Rooms for Touch or a Zoom for Home device, tap the ellipses icon (**...**) at the bottom-right corner of the screen to display the on-screen controller.

- Tap your name in the participants list, then tap **RaiseHand** to indicate that you need something from the meeting host. You will see a hand icon beside your name in the participants list.
- **ClaimHost**: Switch to the host. You will be prompted to enter the host key.
- **Show/Hide Non-video Participants**: Show or hide participant's name or profile picture on the Zoom Room's display if their video is turned off.
- **Show/Hide self view**: Show or hide your video feed on the Zoom Room's display. If video is turned off, this will show or hide your name or profile picture.

How to use in-meeting settings for Zoom Rooms

Tap the gear icon in the top-right corner to access in-meeting settings.

If you're using Zoom Rooms for Touch or a Zoom for Home device, tap the ellipses icon (**...**) at the bottom-right corner of the screen to display the on-screen controller.

Note: Requires the room passcode.

Microphone

- **Volume**: Displays the microphone sensitivity.
- **Source**: Displays the microphone being used in the Zoom Room. Tap another source to change the microphone.
- **Advanced**: Enable **Software Audio Processing** if you want Zoom Rooms to manage microphone settings to optimize quality.

Speaker

- **Volume**: Displays the room's speaker volume. You can change this by using the volume slider on the meeting controls.
- **Source**: Displays the speaker being used in the Zoom Room. Tap another source to change the speaker.

Camera

Source: Displays the camera being used in the Zoom Room. Tap another source to change the camera.

Display Top Banner

Display the top banner on the display. The banner may contain the room, time, and sharing key.

Note: This setting only applies to the current meeting. You will not see this section and setting if the **Display top banner on TV in meeting** setting is turned off in the room's settings.

Advanced

Display up to 49 participants per screen in Gallery View

- Tags
- Zoom