



## Zoom Console Instructions for Conference Rooms

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**Start a New Meeting** – Use this option when you want to **begin an instant meeting** in the room.

**Steps:**

- On the Zoom Console home screen, tap **New Meeting**.
- The room display will immediately start a Zoom meeting.
- Participants can join remotely using the on-screen **Invite** button.
- In-room users can join automatically through the room system.

**When to use:**

- Ad-hoc meetings
  - Walk-in meetings
  - Brainstorming or quick discussions
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**Join a Meeting** – Use this option to **join a scheduled** or external Zoom meeting.

**Steps:**

- On the Zoom Console home screen, tap **Join**.
- Enter one of the following:
  1. **Meeting ID** and **Passcode**, or
  2. Select a scheduled meeting if it appears on the calendar (one-touch join).
- Tap **Join** to enter the meeting.

**When to use:**

- Scheduled meetings
  - External meetings hosted by another organization
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**Share Screen** – Use for in-room users to present content to the room and/or to remote participants.

**Option A: Share via Sharing Code** – Use this when you want to share wirelessly without joining a meeting from your device. You can:

- Share only to the room, with no Zoom meeting in progress.
- Or share to a Zoom meeting that is in progress on the room's system.

**Steps:**

- Tap **Share Content** on the room's Zoom Console.
- Select **Share via Code**.
- A **sharing key/code** will appear on the room display.
- On your laptop:
  1. Open the Zoom desktop app, or
  2. Go to **zoom.us/share**
- Enter the sharing code and start sharing your screen.

**Best for:**

- Quick, wireless sharing
- Guests or users without full meeting controls

**Option B: BYOD (Bring Your Own Device – Cable)** – Use this when you are physically in the room with a laptop.

**Steps:**

- To initiate BOYD mode, plug the provided USB-C cord into the device that will be presenting
- Choose **Share from Laptop** (BYOD).
- Connect using one of the following:
  1. **HDMI/USB-C cable** (if available), or
  2. **Wireless sharing** (Zoom may prompt you to open the Zoom desktop app).
- Select the screen or application you want to share from your laptop.

**Best for:**

- Presentations
- Documents
- Web demos