

LIGHTWERKS Zoom Rooms Platform For Video and Audio Conferencing



LIGHTWERKS Zoom Rooms Platform For Video and Audio Conferencing User Guide

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LIGHTWERKS Zoom Rooms Platform For Video and Audio Conferencing



Specifications:

- Connection Types: HDMI wired, Wireless

Product Information:

Welcome to Zoom Rooms by LightWerks. This collaboration space can function as a mirrored display of your device or be used for starting or joining Zoom meetings to view and share content through the Zoom Rooms platform.

Product Usage Instructions

Joining a Meeting:

1. Tap the Home icon on the menu bar.
2. Tap the Join icon on the Home screen.
3. Enter the Meeting ID.
4. Tap Join to start the meeting.

Sharing:

1. Tap the Share icon.
2. Choose the device you want to share.
3. The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.
4. Tap Stop Sharing when you are done.

Invitations:

- Invite by Contacts: Search by name or scroll to find rooms, contacts, or H.323/SIP endpoints. Click Invite.
- Invite by Email: Tap Email, enter the invitee's email address, and tap Send.
- Invite by Phone: Tap the +1 to select the country you are calling. Enter the phone number and tap the blue phone icon to call.

Managing Participants:

After tapping Manage Participants in the meeting controls:

- Tap the participant's name to perform various actions like starting/stopping video, pinning/spotlighting video, allowing recording, making host, or removing from the meeting.

Mute All participants, Unmute All participants, or tap More to Lock the Meeting, or choose to Mute Participants on Entry.

Meeting Controls:

- Mute/unmute the room microphone
- Start/stop the room video
- Share content from your laptop or mobile device
- Lock meetings, enable waiting room and allow participants to\ share screen, chat, rename, unmute themselves

Frequently Asked Questions

- **Q: How do I join an instant meeting?**
 - **A:** To join an instant meeting, tap the Home icon on the menu bar and then tap New Meeting on the Home screen to start an instant meeting.
- **Q: How can I share content in a Zoom Room?**
 - **A:** To share content, tap the Share icon, choose the device you want to share, and tap Stop Sharing when you are done sharing.
- **Q: How do I manage participants in a meeting?**
 - **A:** After tapping Manage Participants in the meeting controls, you can perform various actions like muting/unmuting participants, making someone a host, or removing them from the meeting.

QUICK START GUIDE

Welcome to your Zoom Rooms by LightWerks. This collaboration space can function as a mirrored display of your device. Alternatively, you can use the Zoom Rooms integration to start or join a Zoom meeting, allowing you to view and share your content through the Zoom Rooms platform.

CONNECTION TYPES

Direct (HDMI wired) connection

- This room operates as a mirrored display of your laptop or tablet on\ the room's display via an HDMI connection.

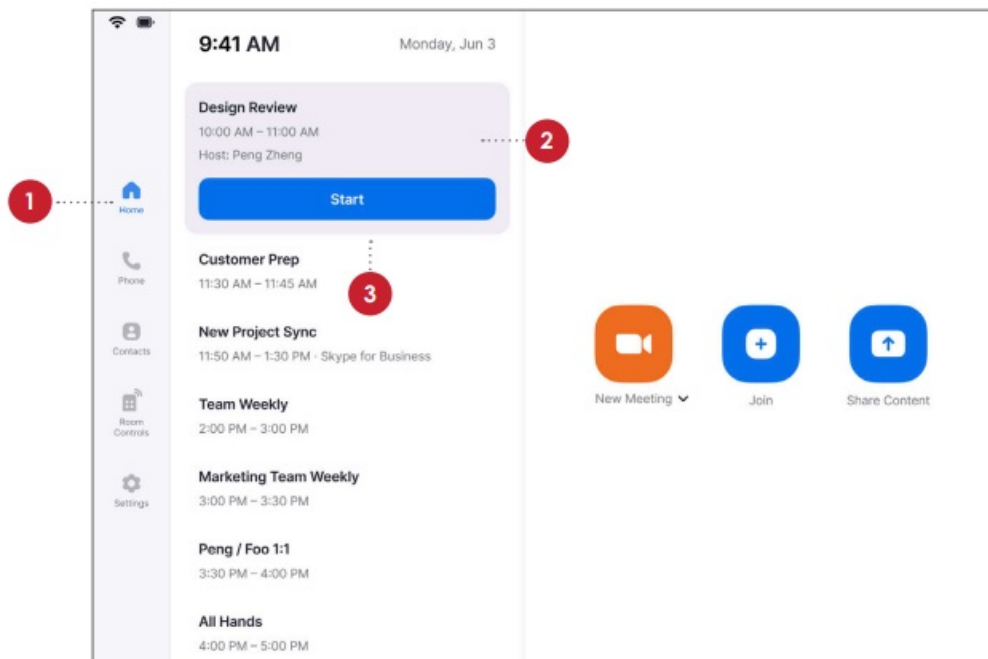
- Plug in your device (laptop or tablet) using the HDMI cable that is fed into the HDMI input of the room system equipment.

Wireless connection

- Connect to the Zoom Rooms app and join the meeting
- Share into the meeting that the room system is joined into

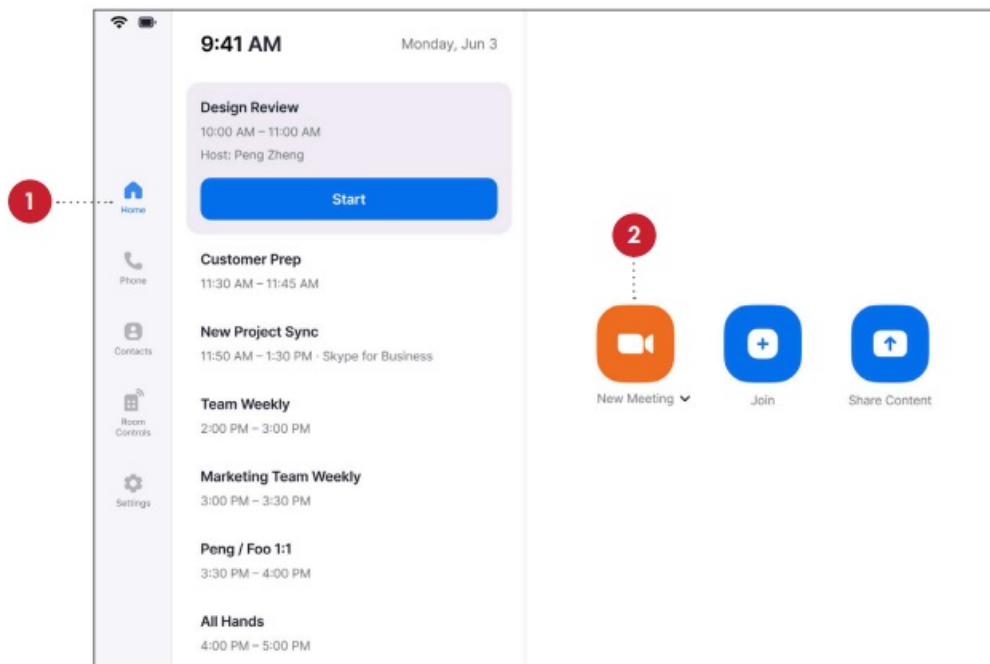
Start a Scheduled Meeting

1. Tap the Home icon on the menu bar.
2. Tap your scheduled topic on the meeting list.
3. Tap Start to start the meeting.



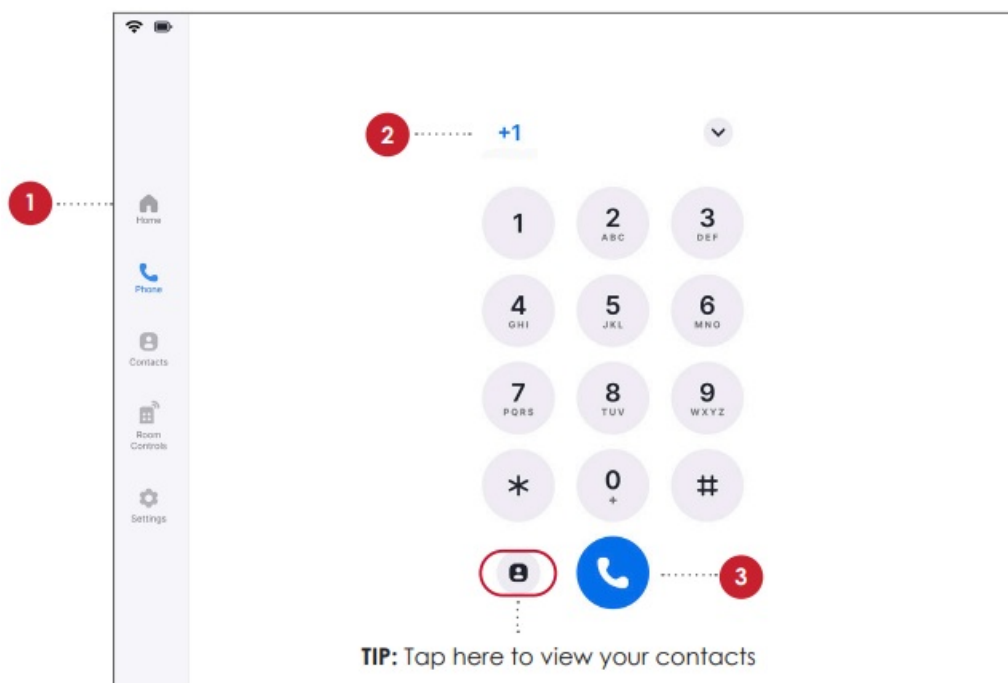
Start an Instant Meeting

1. Tap the Home icon on the menu bar.
2. Tap New Meeting on the Home screen to start an instant meeting.



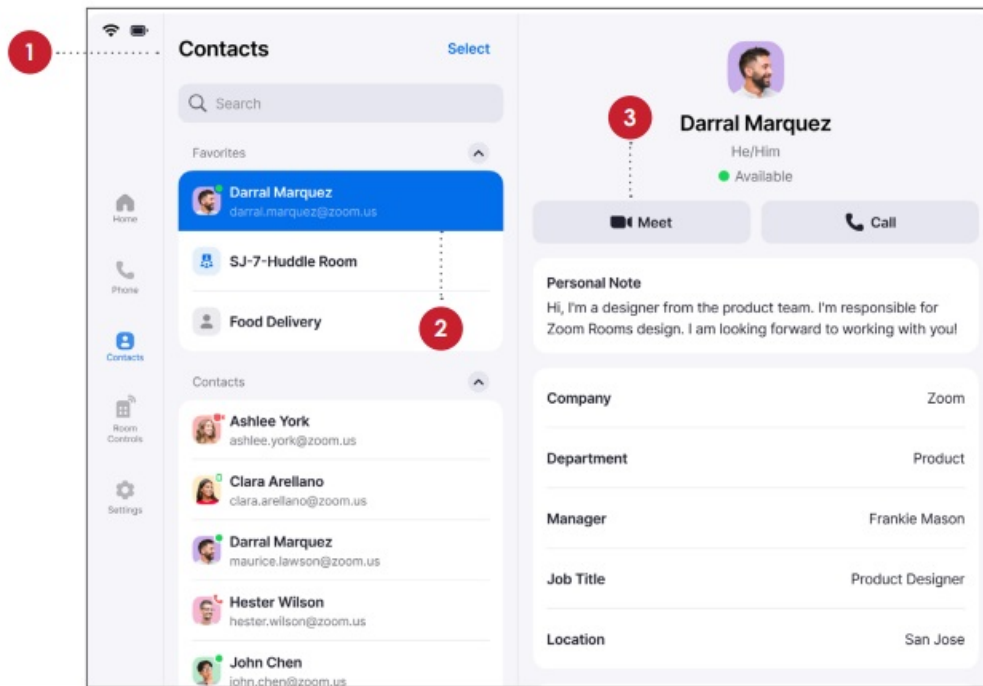
Make a Phone Call

1. Tap the Phone icon on the menu bar.
2. Tap country code to choose a country. Enter a phone number.
3. Tap Phone icon to start the call.



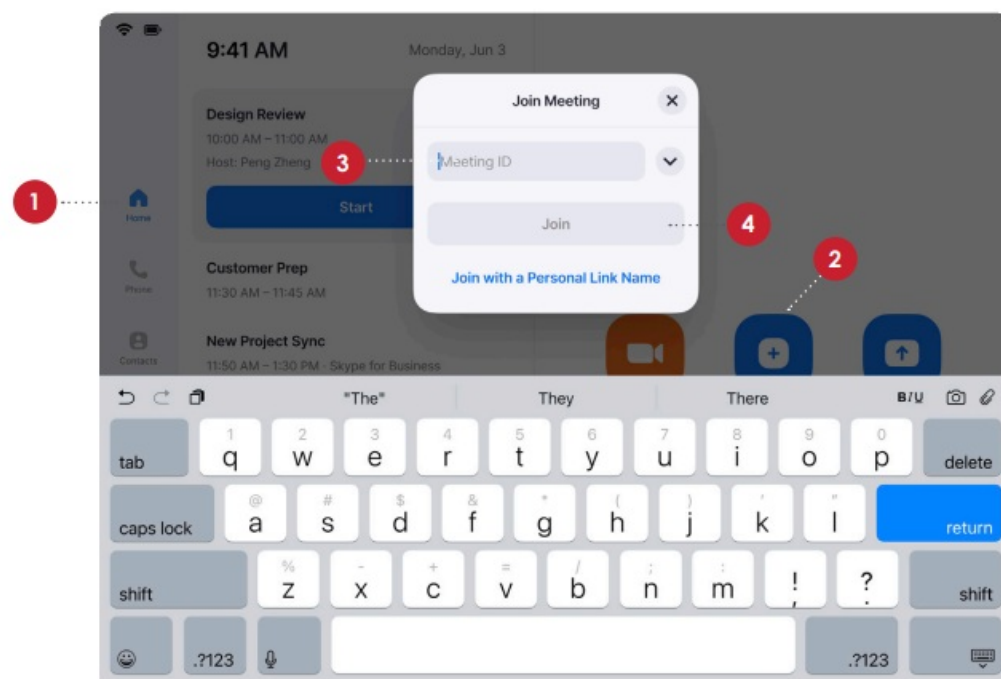
Call a Contact

1. Tap the Contacts icon on the menu bar.
2. Select a contact.
3. Tap Meet to start a meeting.



Join a Meeting

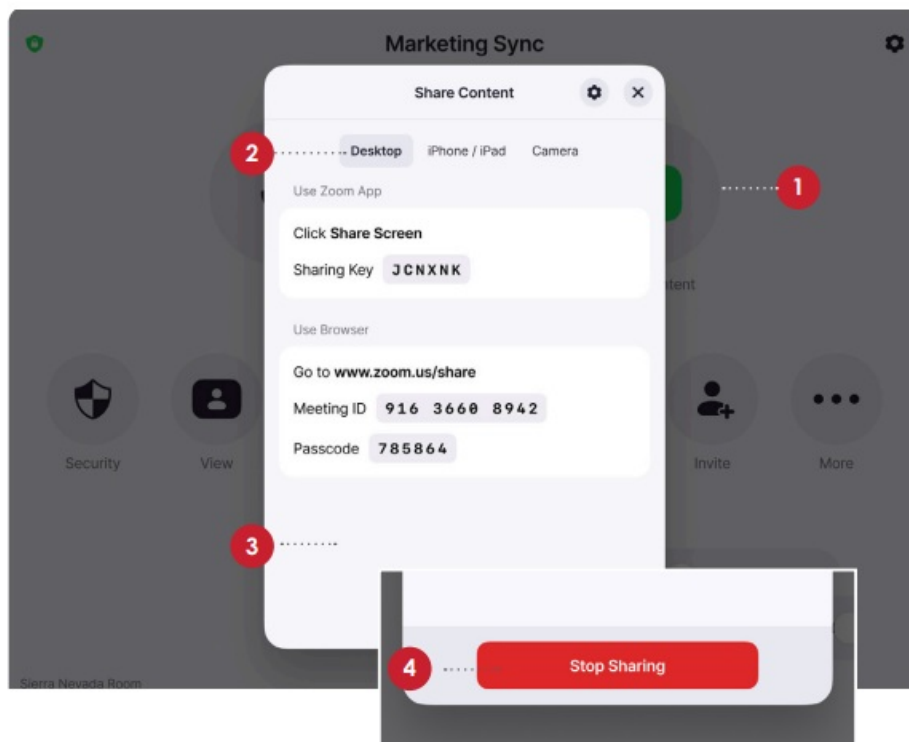
1. Tap the Home icon on the menu bar.
2. Tap the Join icon on the Home screen.
3. Enter the Meeting ID.
4. Tap Join to start the meeting.



Share

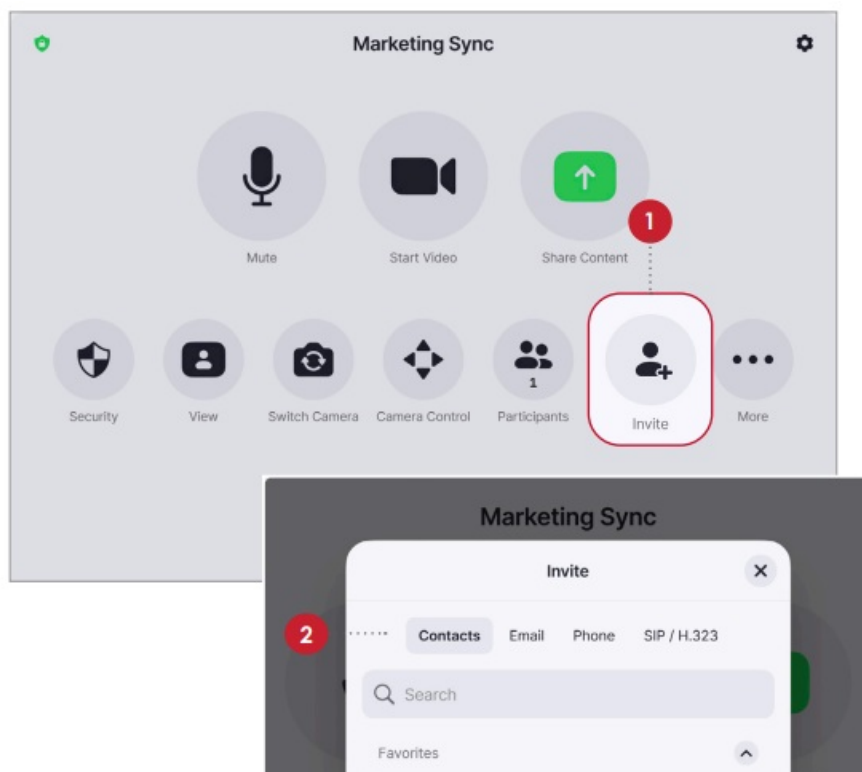
1. Tap the Share icon.
2. Choose the device you want to share.
3. The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.

4. Tap Stop Sharing when you are done.



Invite when in a Meeting

1. Tap Invite on the Controller.
2. Select how you want to invite at the top of the modal

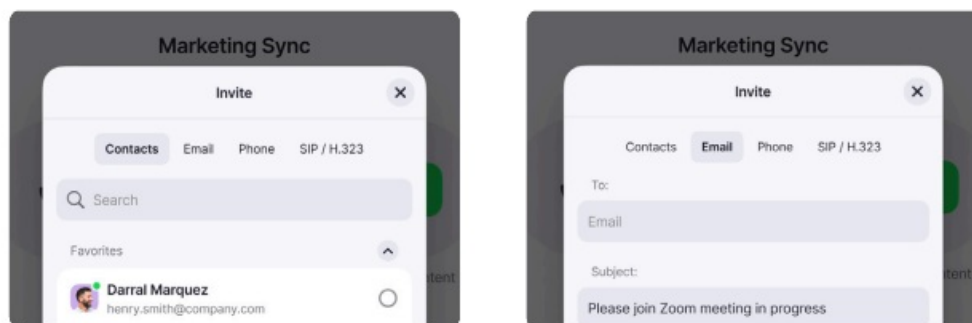


Invite by Contacts

Search by name, or scroll to find rooms, contacts or H.323/SIP endpoints. Click Invite.

Invite by Email

Tap Email. Enter the invitee's email address. Tap Send.

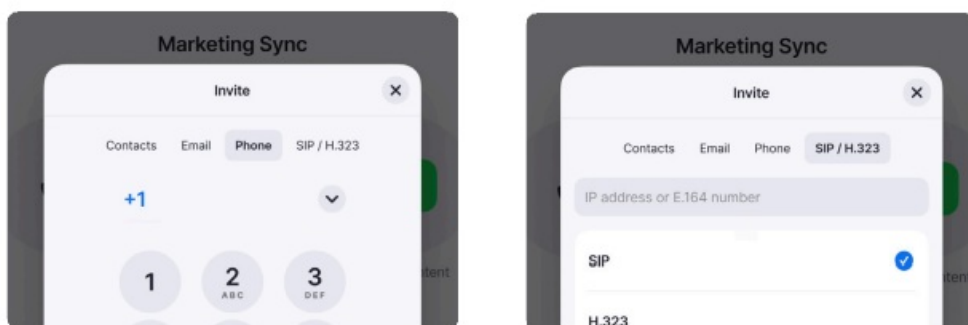


Invite by Phone

Tap the +1 to select the country you are calling. Enter the phone number and tap the blue phone icon to call.

Invite by Room System

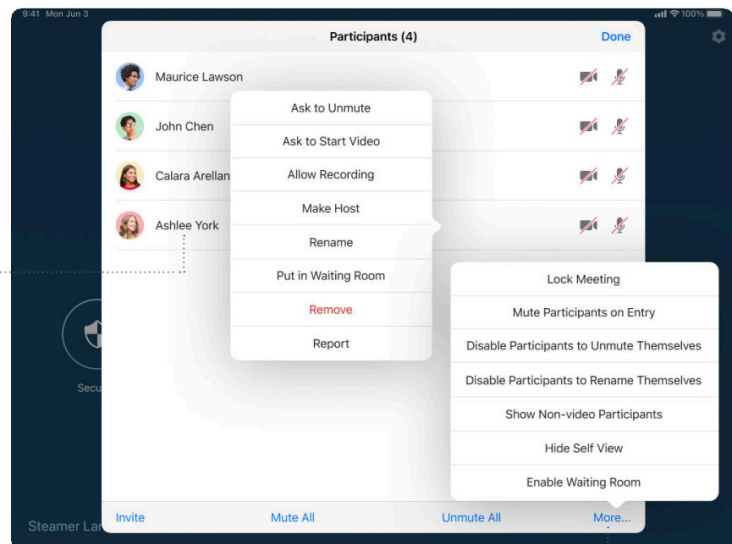
Enter the IP address or E.164 number of the device you're calling. Tap H.323 or SIP. TapCall.



Manage Participants as Host

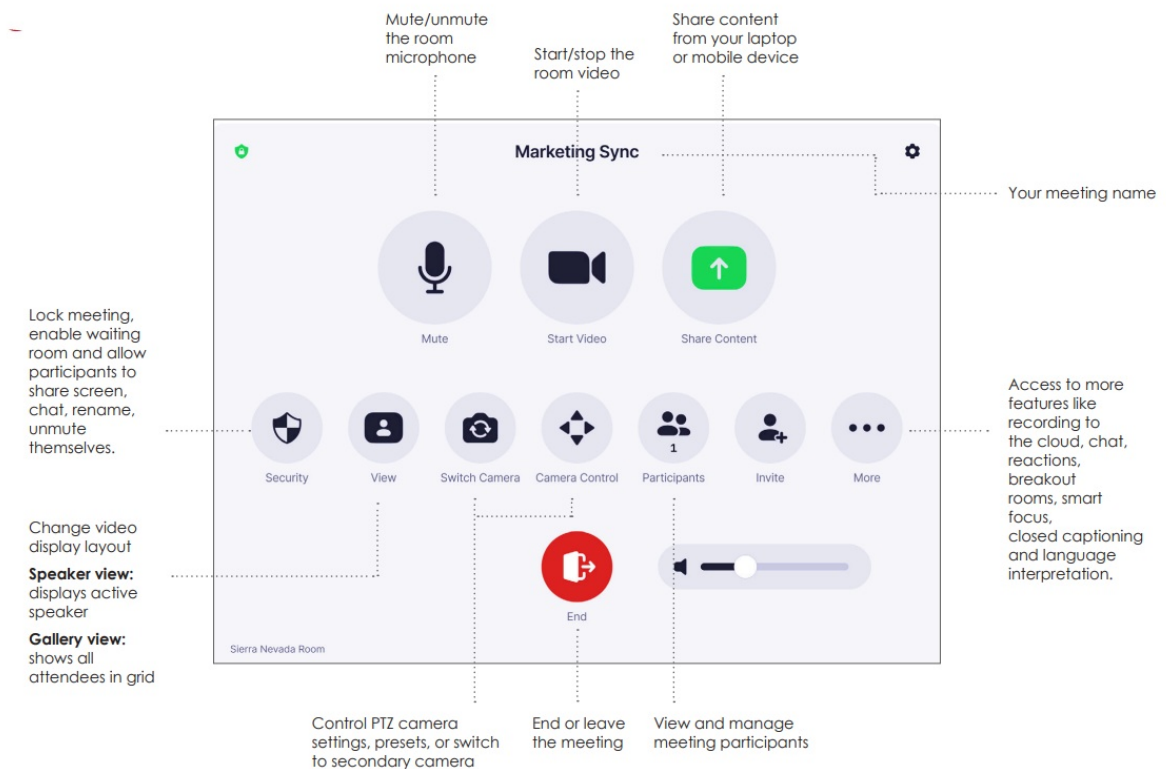
After tapping **Manage Participants** in the meeting controls:

Tap the participant's name to ask them to start their video or stop their video, pin or spotlight their video, allow them to record, make them the host, or remove them from the meeting.



Mute All participants, Unmute All participants, or tap More to Lock the Meeting, or choose to Mute Participants on Entry.


Meeting Controls



Contact

- www.LightWerks.com
- [888-454-4489](tel:888-454-4489)

Documents / Resources

	LIGHTWERKS Zoom Rooms Platform For Video and Audio Conferencing [pdf] User Guide Zoom Rooms Platform For Video and Audio Conferencing, Rooms Platform For Video and Audio Conferencing, Platform For Video and Audio Conferencing, Video and Audio Conferencing, Audio Conferencing
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References

- [AV Solutions - Los Angeles, Portland, San Diego - Lightwerks](#)
- [User Manual](#)

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