

**Zoom main menu options**

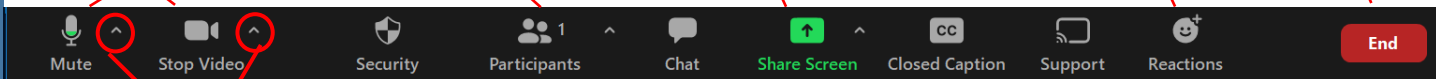
Mute microphone/camera

View participant list, allow participants to join call

Share specific window or entire screen with participants

Share reaction emoji (will last 10 seconds)

End call



Change video/audio settings

Change participant settings, lock room

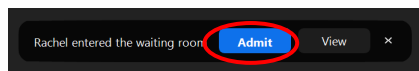
Chat with group or individual participants

Appoint yourself, participant, or third party to provide captions

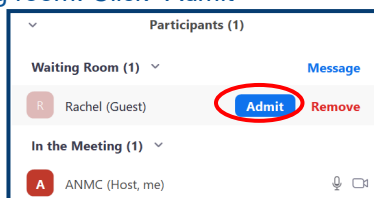
**Admitting participants**

There are two ways to admit participants:

**A.** Click “Admit” when the participant name pops up at the top of the screen.



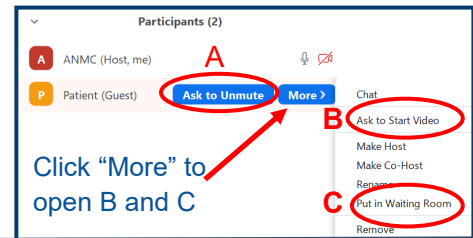
**B.** Click “Participants” in the main menu to open participant list. View names of patients currently in waiting room. Click “Admit”



**Managing participants**

Click “Participants” in the main menu to access these controls:

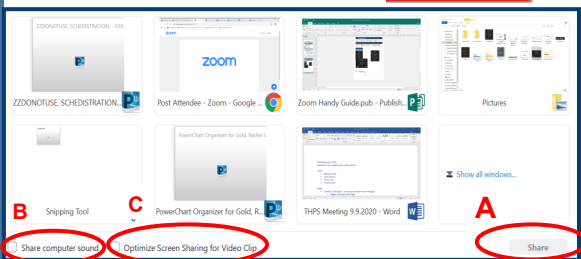
- A.** Click to ask patients to unmute
- B.** Click to ask patients to turn on camera
- C.** Click to put patients in waiting room



**Content sharing**

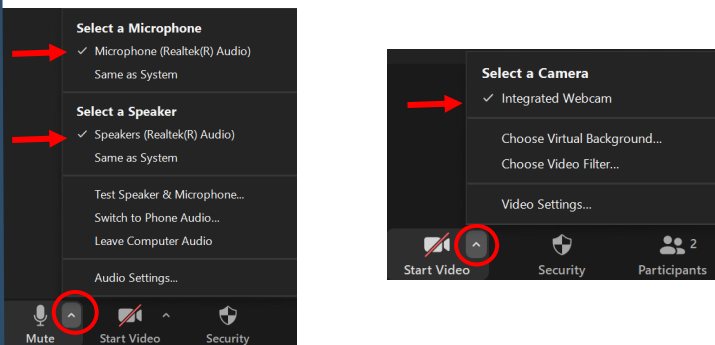
Click “Share Screen” in the main menu.

- A.** Select the window to share. Click “Share.”
- B.** Click “Share computer audio” to share sound
- C.** Click “Optimize screen sharing” to share video
- D.** Click “Stop Share” to end.



**Audio/Video settings**

Click the arrows next to the mic and camera icons in the Zoom menu to open settings. Select the camera, mic, and speaker to use.



**How to Adjust Far End Camera**

1. Right click the other participant’s video tile.
2. From the drop down menus select “Request Camera Control” \*
3. Control the camera using either the desktop icon, or the keyboard arrows and +/- keys.
4. If multiple cameras are available, use the “Switch Camera” button in the middle of the screen to change cameras as desired.
5. \*Note: If the participant does not have a PTZ camera there will not be an option to request camera control.

