### Zoom main menu options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mute microphone/camera</td>
<td>Mute microphone or camera</td>
</tr>
<tr>
<td>View participant list, allow participants</td>
<td>View list and allow participants to join call</td>
</tr>
<tr>
<td>Share specific window or entire screen</td>
<td>Share specific window or entire screen with participants</td>
</tr>
<tr>
<td>Share reaction emoji (will last 10 seconds)</td>
<td>Share reaction emoji that will last 10 seconds</td>
</tr>
<tr>
<td>End call</td>
<td>End call</td>
</tr>
</tbody>
</table>

### 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”

### 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.

### 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

### 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.