



Zoom Rooms: Easy Setup Guide



What's Inside?

Imagine a world where starting a video meeting in your conference room was as easy as clicking a button.

Savvy growth companies already benefit from this through Zoom Rooms. And turns out setting up a Zoom Room is simpler than you might think. But before we get to the easy setup steps, it's important to understand Zooms products and the difference between them so you're ready to go.

<u>So... what is a Zoom Room, Anyway?</u>	<u>3</u>
<u>How to Setup a Zoom Room</u>	<u>4</u>
<u>Step 1: The Big Screen</u>	<u>6</u>
<u>Step 2: The Computer / Tablet</u>	<u>7</u>
<u>Step 3: Mic, Camera, and Speaker</u>	<u>9</u>
<u>Step 4: Sign-up for Zoom Rooms</u>	<u>10</u>
<u>Step 5: Download and Configure</u>	<u>11</u>
<u>Additional Accessories</u>	<u>13</u>

So... what exactly is a Zoom Room?

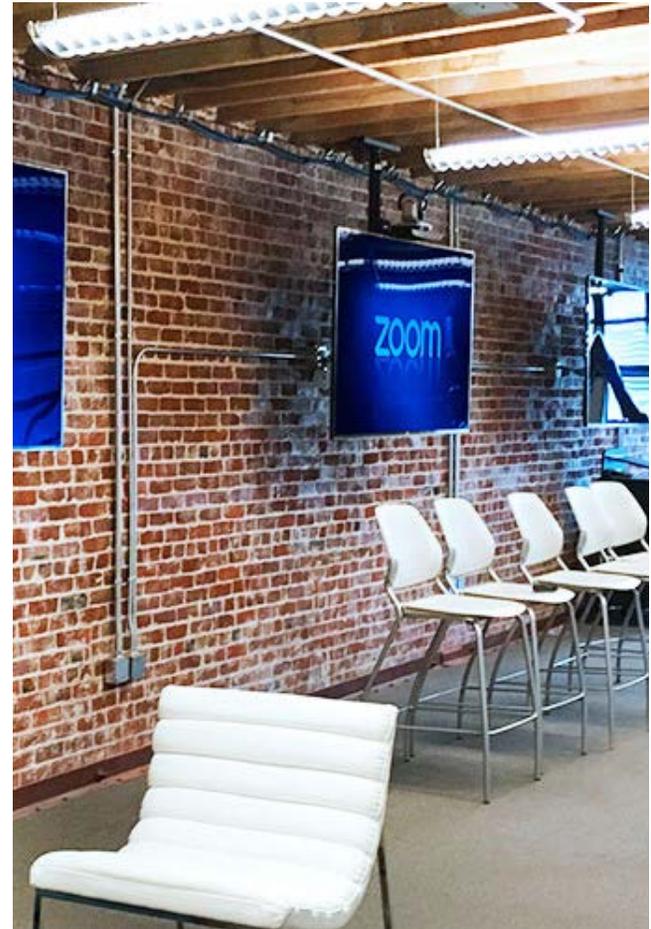
First, meet Zoom Communications, the creator of the leading video web conferencing platform. In the State of Video Conferencing Report, more companies chose Zoom above all else.

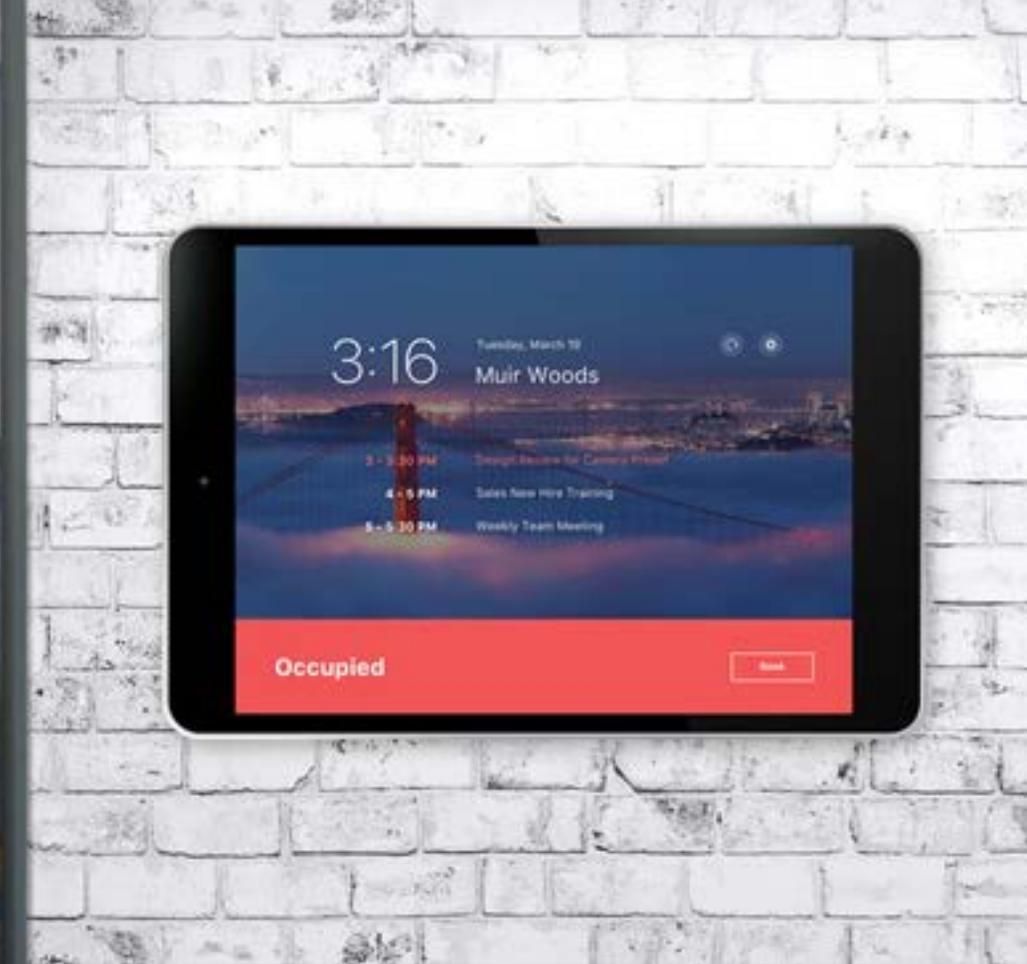
Zoom software has a number of different features that come in various [price and packaging](#) models. However, the two core technologies are as follows:

[Zoom Meetings](#) - Zoom Meetings is Zoom's core product. Meetings are the online, video hosted Meetings that are free to join as a participant.

[Zoom Rooms](#) - Zoom Rooms, on the other hand, are physical conference room technology that makes meeting start simple and seamless. They are setup using physical hardware to run Zoom Meetings with just a tap of the button on a tablet. All of the video and audio is integrated into the conference room equipment and calendar systems.

In short, Zoom [Meetings](#) are the software that you purchase and can start using right away from your computer. Zoom [Rooms](#) are physical setups to make using Zoom Meetings as seamless as possible. With Zoom Rooms, you can enable one-click meeting start, effortless screen sharing, and more.





How to Setup a Zoom Room

Congrats! You're on your way to one-click meeting start and effortless screen sharing. Now, the setup process begins...

Don't worry. It's not as complicated as it seems. All you need is:

- Conference room camera
- Conference room speaker
- Microphone
- Computer to run meetings (and keyboard for initial setup)
- Big screen display (and HDMI-supported TV works just fine)
- Touch controller (iPad)

Zoom Room Hardware Requirements



Step 1: The Big Screen

A large screen display is essential to sharing presentations and seeing your remote colleagues in life-size form.

If your conference room already has a large screen display such as a TV installed, feel free to skip to the next step.

What you'll need

Unlike your home TV setup, most conference room TVs don't need to have specs such as 4K or HDR or OLED. Ideally the TV shouldn't even come with "Smart" software such as Roku or Netflix because those are just more distractions for your team. You want a great display, nothing else.

Here are the minimum specs you should look for in a conference room TV:

- At least 1080p
- At least a 120Hz refresh rate
- At least 50in in size
- LED

Our picks

- Any LG TV in the size and resolution mentioned above
- [Check out popular conference room tvs on Best Buy.](#)
- TV Mount (Not required, but recommended)



Step 2: Computer and iPad



Now that you have your big screen display, you'll need a way to join Zoom Meetings from inside your conference room without bringing your own laptop.

A typical ad-hoc (non-Zoom Room) solution is to leave a small computer (such as a Mac Mini or a cheap laptop) inside the room and use a keyboard and mouse for joining calls. Some problems we've seen with this approach are:

- Users need to log in and out of their own Zoom/email/calendar accounts in order to access their meetings, this often delays meeting start
- Users leave the computer in the room in a bad state for the next person (windows opened, apps frozen)
- Users find it hard to use a keyboard and mouse (designed for use with a screen 2 ft away) on a big screen that's 4-10ft away
- Computers constantly have update notifications and warnings that only the admin can deal with
- Wires, wires, everywhere!

With Zoom Rooms, you don't have any of these problems.

The computer running Zoom Rooms automatically syncs with the conference room calendar to display the upcoming meetings for that room so you can start meetings with one-click.

On top of that, you can control the entire experience from an iPad or tablet in the room.

What you'll need

If you're like most offices, you probably have a spare computer and tablet lying around that work with Zoom Rooms.

Here are the minimum specs you should look for in a computer:

- Intel Core i5 or i7 (or AMD equivalent) processor with clock speeds of 2.0 Ghz or more
- 8GB RAM
- 100GB Hard Drive
- Windows 7 or newer or mac OS 10.9+

Here are the minimum specs you should look for in the tablet:

- iPad Mini, iPad with 8.0+
- Or Android tablet with 7.0in or bigger with Android 5.0+

Our picks

- [Mac Mini with Intel i5](#)
- [WiFi iPad](#) (latest generation)
- [Heckler Stand Prime for iPad](#)



In our experience, the Mac Mini is the best in-room computer regardless of whether you run Windows or macOS. If you're finding that your Zoom Rooms are stuttering on your old/recycled computer, we recommend getting a new Mac Mini. You can often find great [refurbished](#) ones from Apple's website.

More detailed requirements from [Zoom](#).

Step 3: Mic, Camera, and Speaker

To complete your room setup, you'll need a camera, microphone, and speaker.

To make sure that your remote participants see everyone in the room, get a wide-angle camera (120°) or better.

Our pick

The Meeting Owl - Why get three pieces of hardware when you can get an all-in-one solution that meets your conference room needs both in and outside of the room.

The Meeting Owl simplifies set up as well as gives the best experience to your remote participants. It allows your remote participants to see the room in 360° and it automatically pans the camera around the room to active speakers. It's the best 360° video conferencing camera solution at a low price point of \$799.

[See the Meeting Owl in action here.](#)



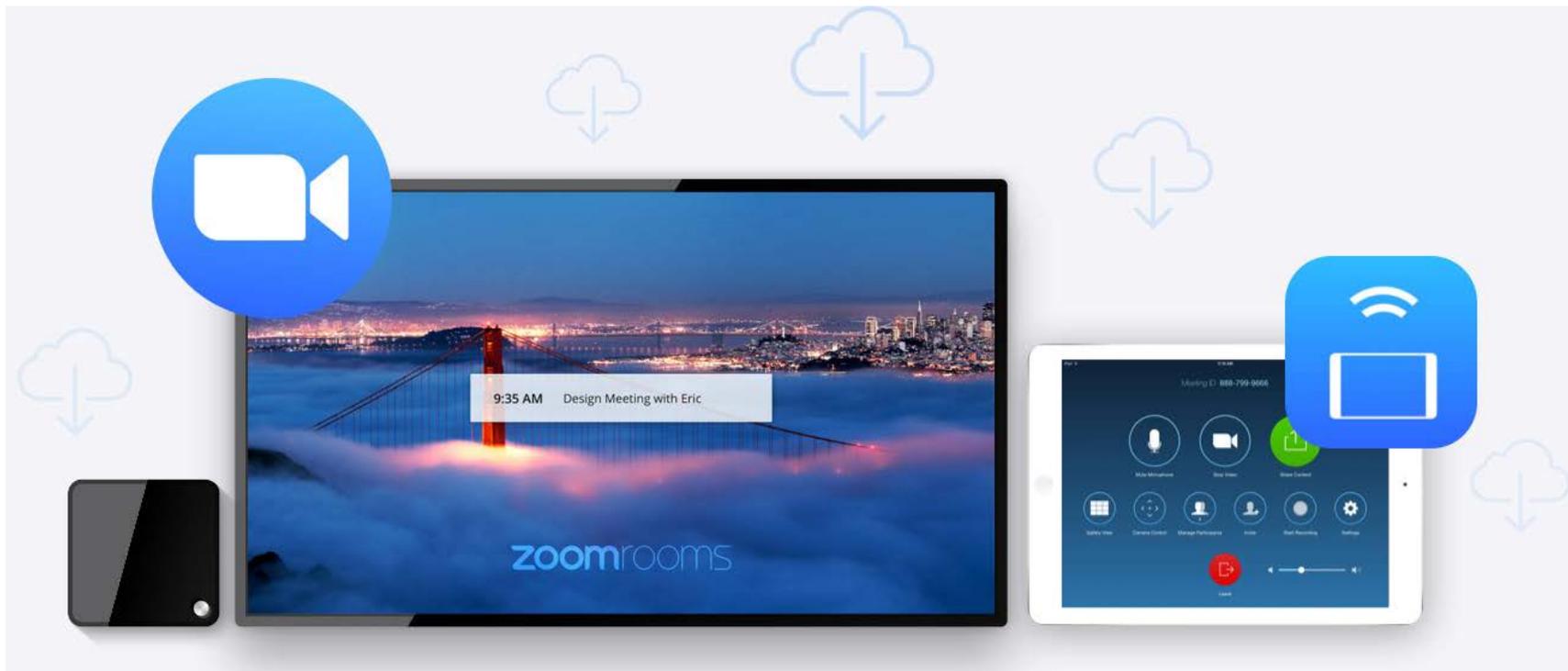
Step 4: Sign-up for Zoom Rooms

To manage your Zoom Room physical setup, you need the Zoom Room software to make it all run seamlessly together.

The Zoom Rooms software is sold as a subscription-based plan for \$49/month per room.

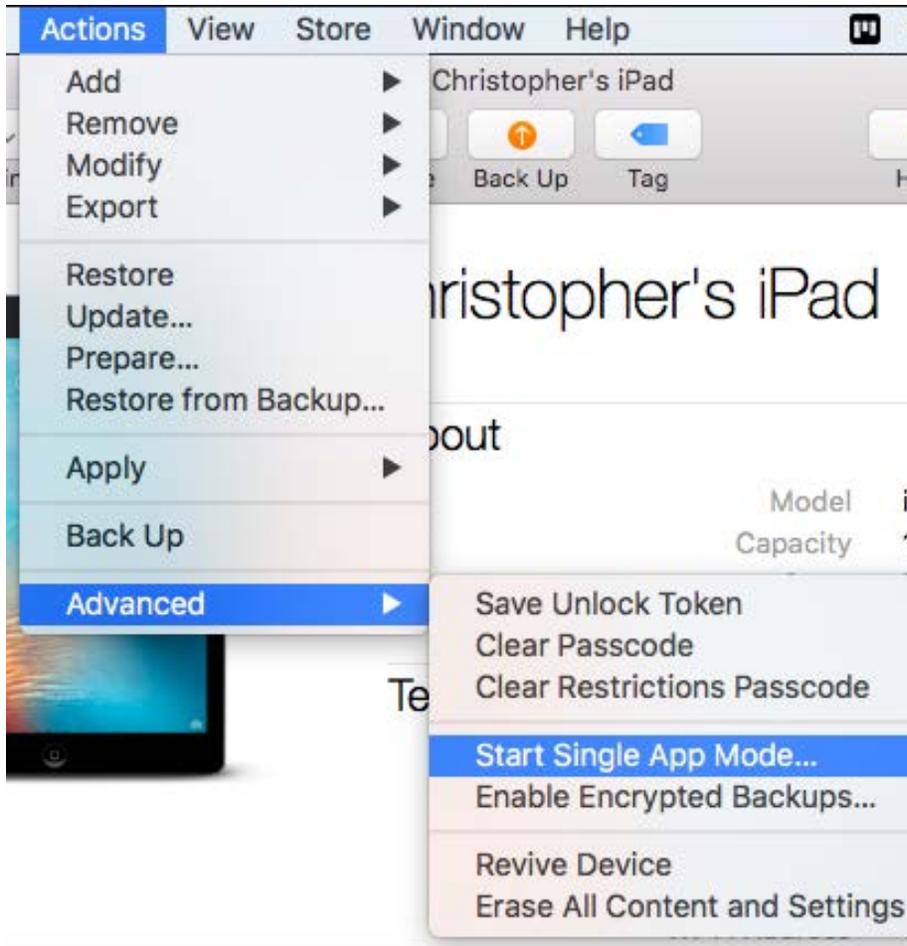
This is what makes the one-click meeting start magic all come together.

You can [get a 30-day free trial of Zoom Rooms here](#). Once you've signed up, you can begin the download and configuration process.



[Image Credit](#)

Step 5: Download and Configure



Now that you have all your hardware components, it's time to connect the pieces together.

1. Prep your computer and iPad for fool-proof mode

- To protect your conference room from the everyday chaos of people tweaking settings they shouldn't, it's best to set your computer and iPad into [kiosk mode](#).
- First, download and install all the updates necessary for the computer and iPad.
- Then configure your Windows or Mac computer for kiosk mode by following these [instructions](#).
- Finally, configure your iPad for kiosk mode with these [instructions](#).

2. Download and install the Zoom Rooms software

- On your in-room computer, download and install the “Zoom Rooms for Conference Room” software from the Zoom [downloads center](#).
- On your iPad, download the [Zoom Room Controller](#) app.
- Then follow the instructions inside the Zoom Rooms software to complete your setup.



3. Customize

- Configure your Zoom Rooms preferences to your liking.
- You can find out more about all the features you're getting with Zoom Rooms [here](#).



Additional Accessories (optional)

Cable and Wire Management

- [Mac Mini TV Mount](#)
- [Cable Clips](#)

For Larger Rooms

If you have a larger conference room, consider placing 2 TVs side by side in a horizontal layout like the one below. This is handy during presentations when you can see the showcased content and your team's reactions at the same time.

Two-TV setups

- [Mac mini with Intel i7](#)
- [WiFi iPad](#) (latest generation)
- [Heckler Stand Prime for iPad](#)

And you're all set! Now you have all the pieces to make your Zoom Rooms successful. Your employees will be sure to thank you.





Meeting Owl

The all-in-one audio/visual solution that meets your Zoom Room needs and optimizes for the remote video conference participant.

The Meeting Owl is your 360° camera, mic and speaker for your conference room. The automatic focus is unlike anything at its price point.

[Try it Today](#)

