

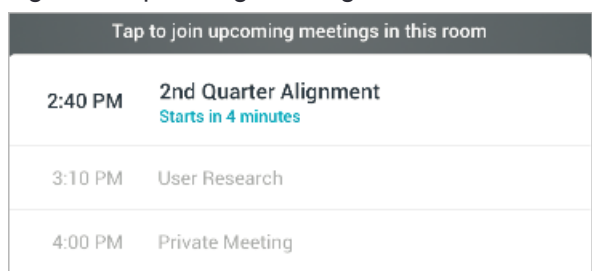


Fuze for Rooms

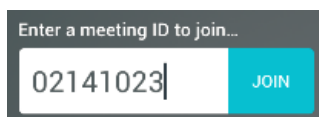
In-Room Guide

Join a meeting from a Fuze Room

If the meeting is scheduled with the room, simply click a meeting in the upcoming meetings list.



If the meeting is not scheduled with the room, enter the Meeting ID number and click *Join Meeting*.

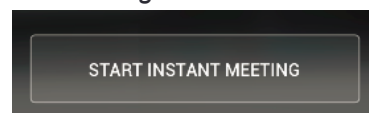


If Fuze Rooms is configured to do so, select audio and video in the selection screen that appears, then click



Start a Meeting from Fuze Room

Click *Start Instant Meeting*.



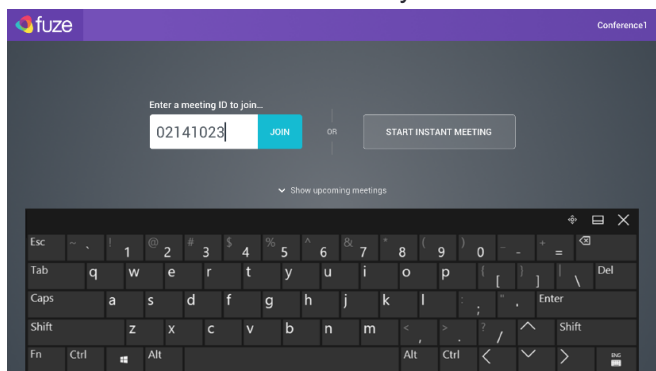
If Fuze Rooms is configured to do so, select audio and video in the selection screen that appears, then click



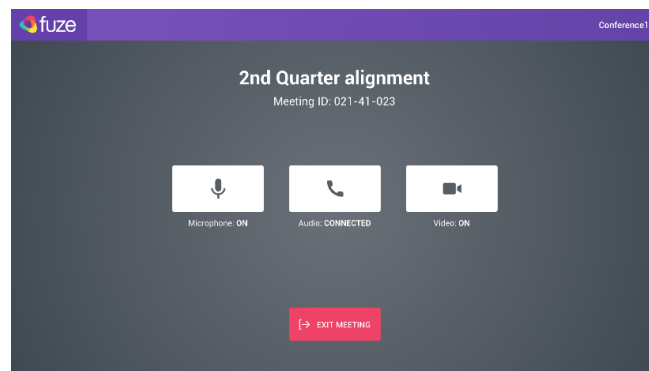
Note: When you start meetings from Fuze Rooms, feature availability may differ slightly from Fuze Desktop or Fuze Mobile.

Using a Touchscreen Remote Control

Tap to *Start an Instant Meeting* or join a scheduled upcoming meeting, or enter a Meeting ID using your touch screen remote keyboard.





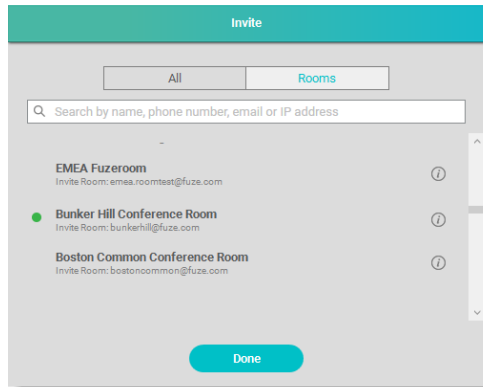
When in a meeting, tap to mute or unmute and enable or disable audio and video, or tap to exit the meeting.



Invite a Person or Room to a Meeting

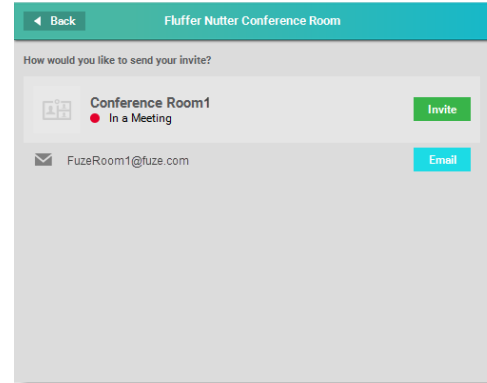
If you join a meeting in a Fuze Room, you can invite other people or Fuze Rooms to the meeting.

1. Click  at the lower right of the meeting.
2. Click .



3. Search for and click the name of the person or room.

4. Click *Invite* to invite a room (rooms automatically accept if they are not currently in a meeting), or *Email* to send an email invite to a person or room.




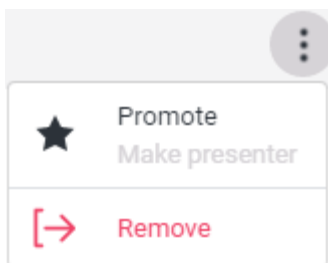
5. Click *Done*.

Promote Meeting Participants

Meeting attendees must be a presenter or host to share a screen, or share files.


To promote an attendee to presenter:

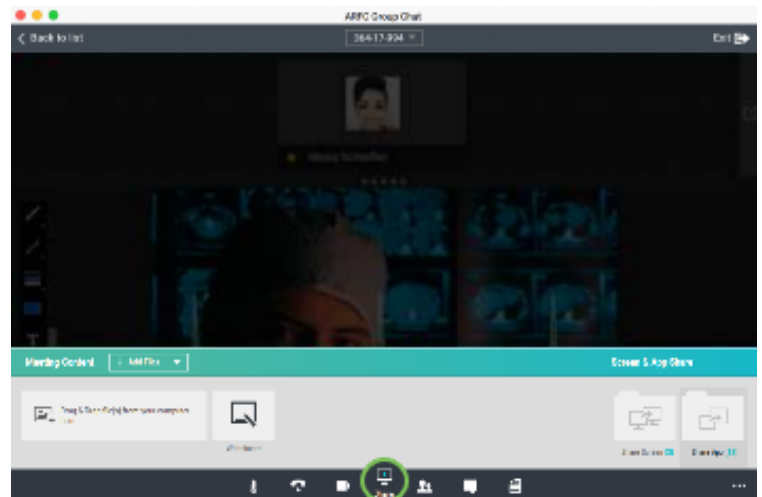
1. Click  to open the Participants list
2. Click the *More* button to the right of their name, and click *Promote* them.



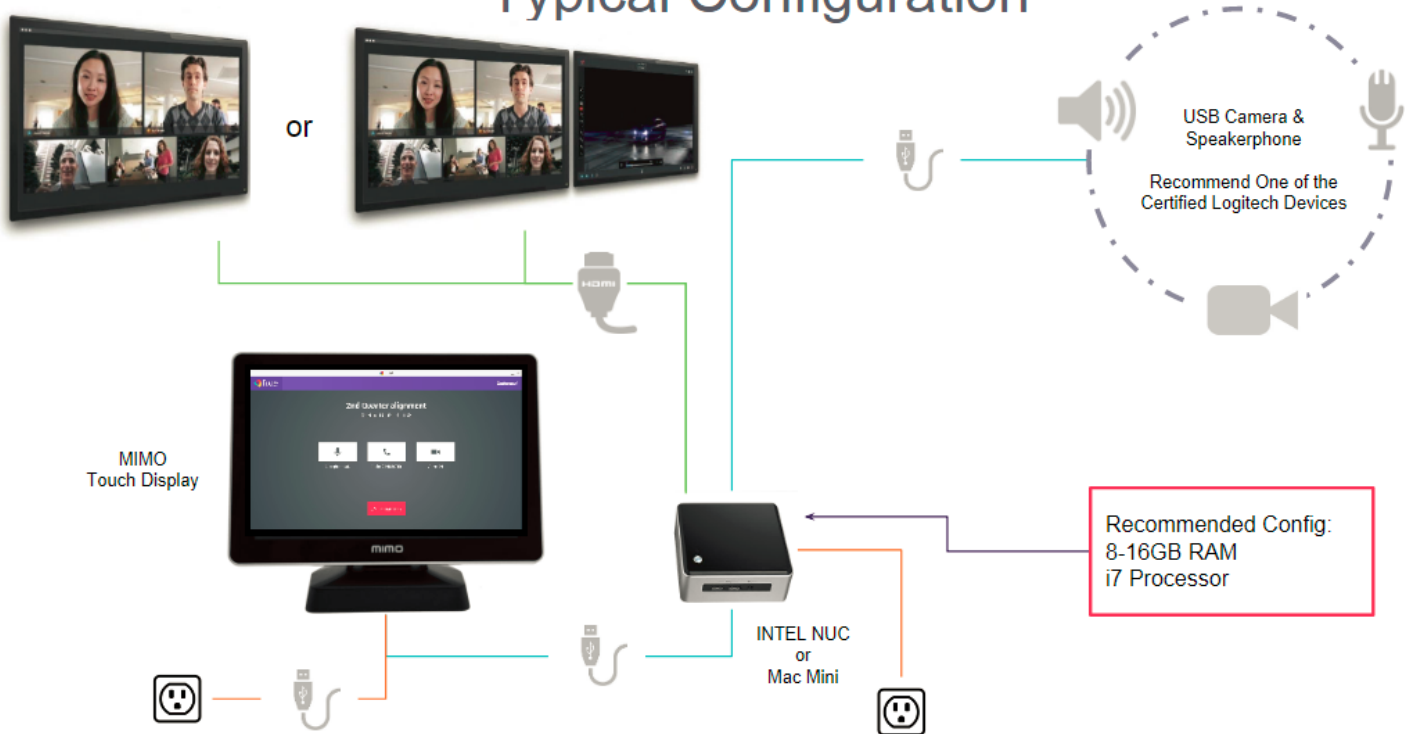
Share and Collaborate From a Room

To share your screen, share files, or collaborate:

1. Click .
2. Click *Share Screen* or *Share App* to display content on your screen, *Add Files* (or drag and drop) to upload files, or click *Whiteboard* to collaborate using whiteboard features.



Typical Configuration



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