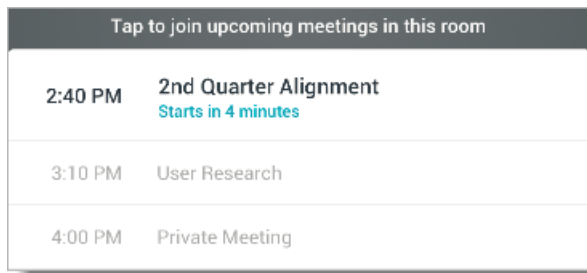


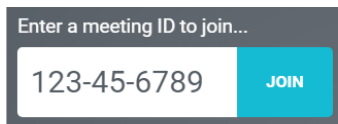


Join a meeting from a Fuze Room

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 a Fuze Room

Click **Start Instant Meeting**.



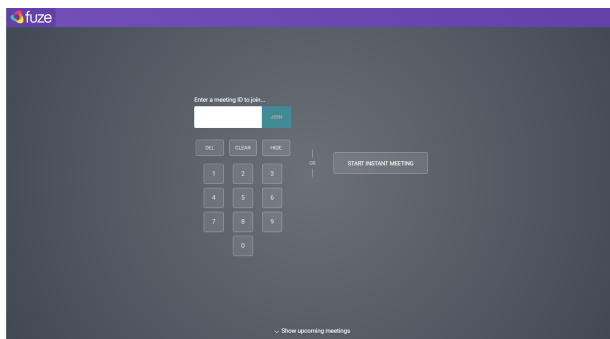
If Fuze Rooms is configured to do so, select audio and video in the selection screen that appears, then click **Join Meeting**.



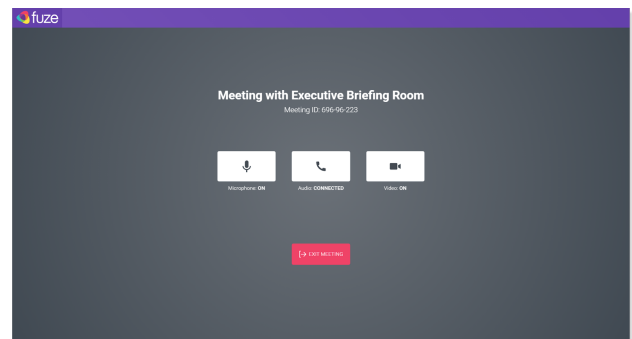
Note: When you start meetings from Fuze Rooms, feature availability may differ slightly from Fuze Desktop or Fuze Mobile.

Using a Touchscreen Remote Control

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




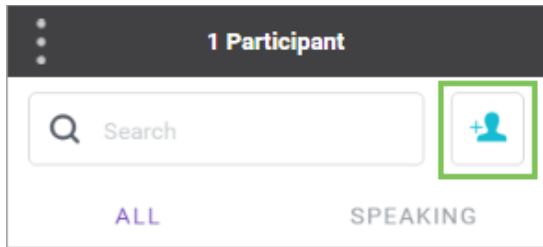
When in a meeting, tap to mute or unmute and enable or disable audio and video, or tap to exit the meeting.



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  in the meeting controls at the bottom of the screen.
The **Participants List** is displayed on the right side of the meeting screen.
2. Click the **Invite** icon.




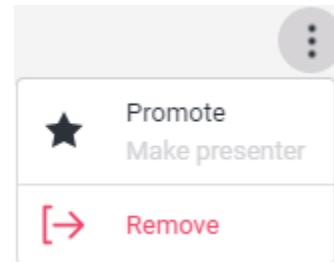
3. Search for a contact or room and click the name in the search results.
Note: Rooms accept invites automatically if they are not currently in a meeting.
4. Click **Done**.

Promote Meeting Participants

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


To promote an attendee to presenter:

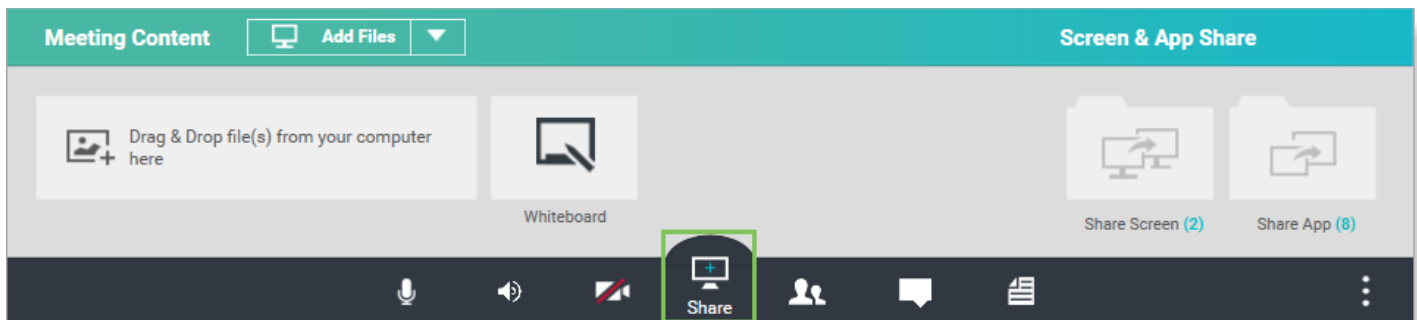
1. Click  to open the **Participants** list.
2. Click the **More** button to the right of their name.
3. Click **Promote**.



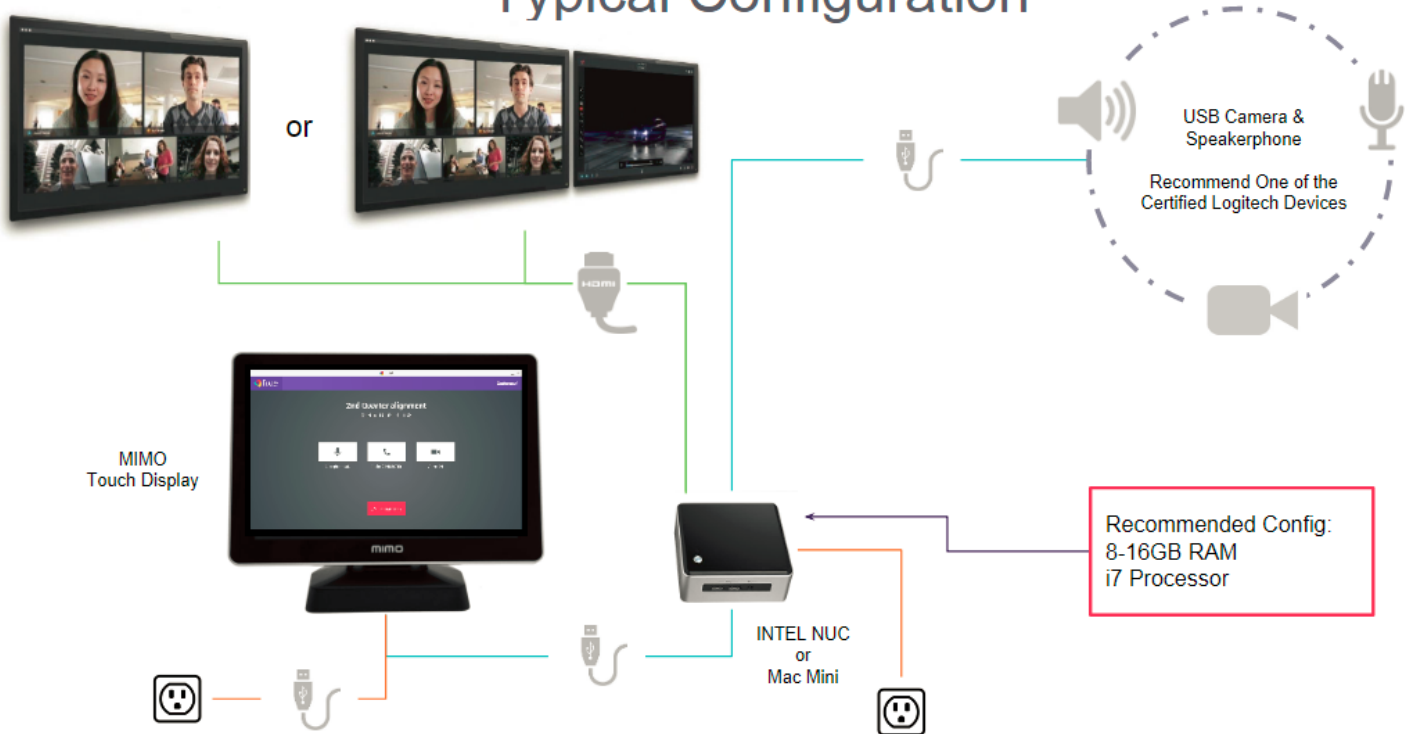
Share and Collaborate From a Room

To share your screen, share files, or collaborate:

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



Typical Configuration



Hardware for Fuze Rooms

Refer to [Rooms hardware recommendations](#) for guidance on how to optimize your Fuze Rooms experience.

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