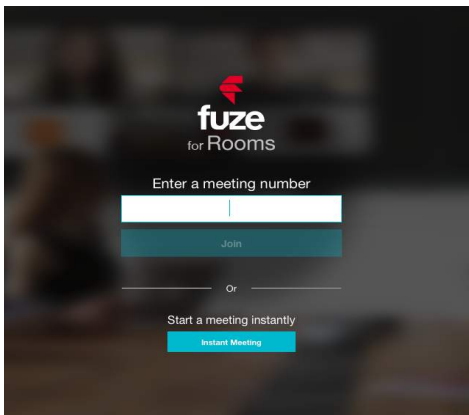




# Fuze for Rooms In-Room Guide

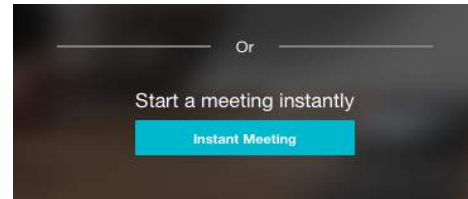
## Join a meeting from a Fuze Room

From welcome screen, enter preexisting meeting number then click “join”



## Start a Meeting from Fuze Room

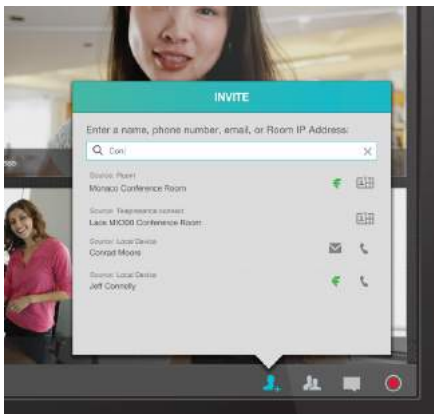
1. From your room welcome screen, click “Instant Meeting”
2. Invite attendees via the icon in the lower right bank of icons



\*Note – starting a Fuze meeting from a Fuze Room system limits participants’ experience. Best Practice: Start your meeting from a device and add Fuze Room.

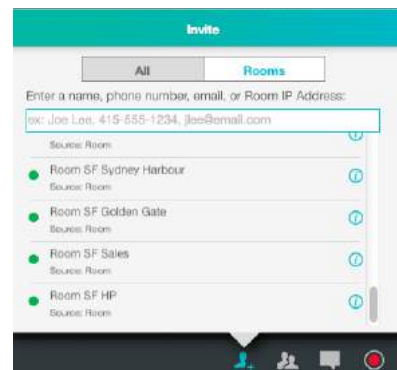
## Bring in a Fuze Room to Live Meetings

1. Invite participants
  - Select the icon in the lower right corner
  - Enter room name to search room systems
  - Click “invite” to connect to desired room



## Invite More Participants or Rooms

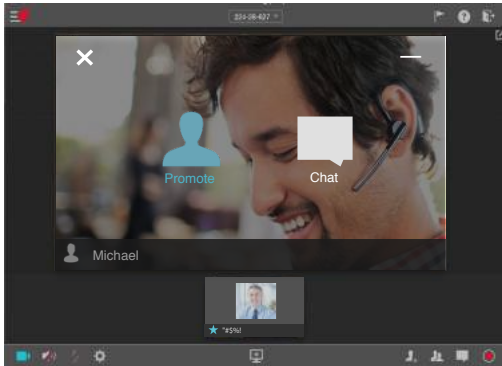
1. From your Fuze Room or personal device, simply click the icon and search for participants and/or other rooms
2. Click desired participant/room to invite (Rooms will join automatically, participants will receive an invite via phone, in-app prompt, or email based on your selection)



## Promote Meeting Participants

To share content, a participant must be a presenter.


To promote a participant to this role, hover over his/her video pod and select “promote”



 Attendee  Presenter  Host

## Share Content to the Room

To present content or share your screen:

1. Select  icon
2. Upload new files, select preexisting files from content tray to display, or share your screen!



## Fuze for Rooms Hardware Layout

