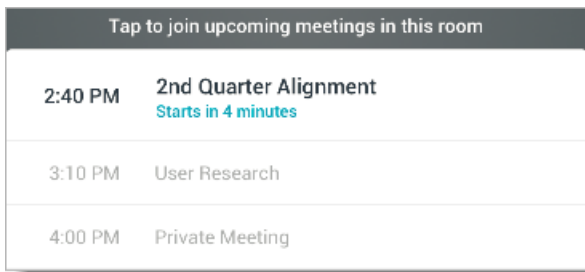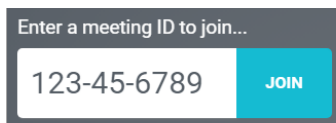## Join a meeting from a Fuze Room

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.
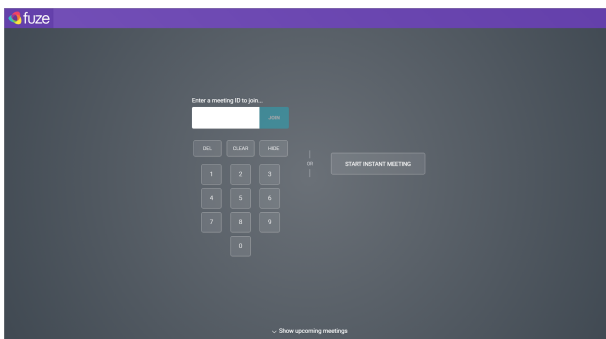

When in a meeting, tap to mute or unmute and enable or disable audio and video, or tap to exit the meeting.
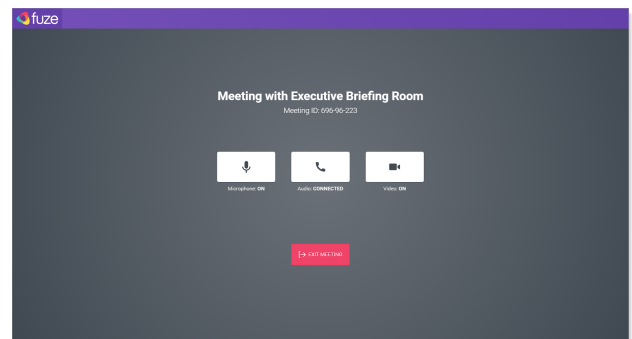
Invite a Person or Room to a Meeting

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

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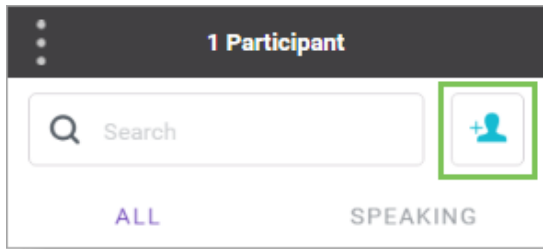
3. Search for a contact or room and click the name in the search results.
   Note: Rooms accept invites automatically if they are not currently in a meeting.
4. Click **Done**.

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 [icon] to open the **Participants** list.
2. Click the **More** button to the right of their name.
3. Click **Promote.**.
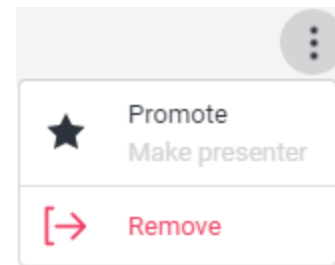
Share Content From a Room

To share your screen, share files, and more:

1. Click [Share icon]

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.
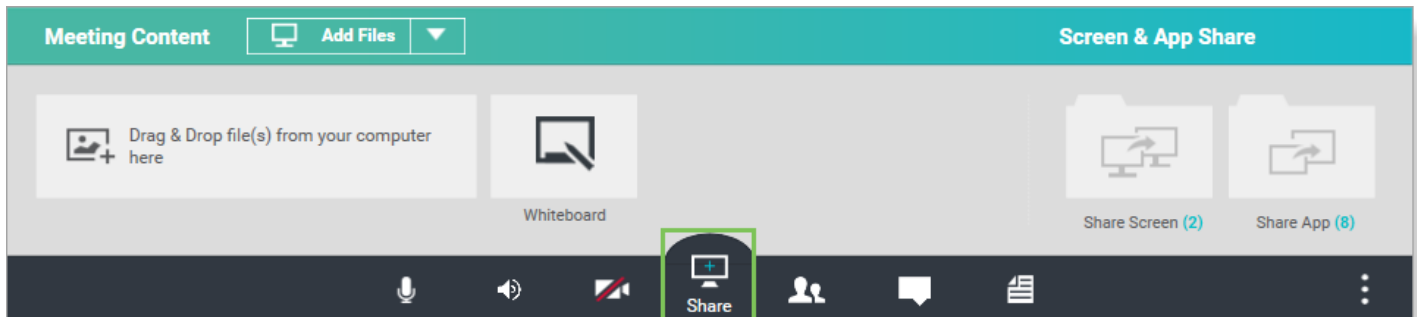
Call from a Room

If your organization has a voice license for Rooms you can also place calls directly from a Room.

To call someone:

1. Click or tap **Make a Call**.
2. In the dialpad pane that appears, enter a number.
3. Click **Call**.

While you're on a call you can place the caller on **Hold**, **Dial** someone else to add them to the call, and if the person you're calling also uses Fuze you can even turn on **Video**.

See the Fuze Help Center for more information about call features in Fuze Rooms.
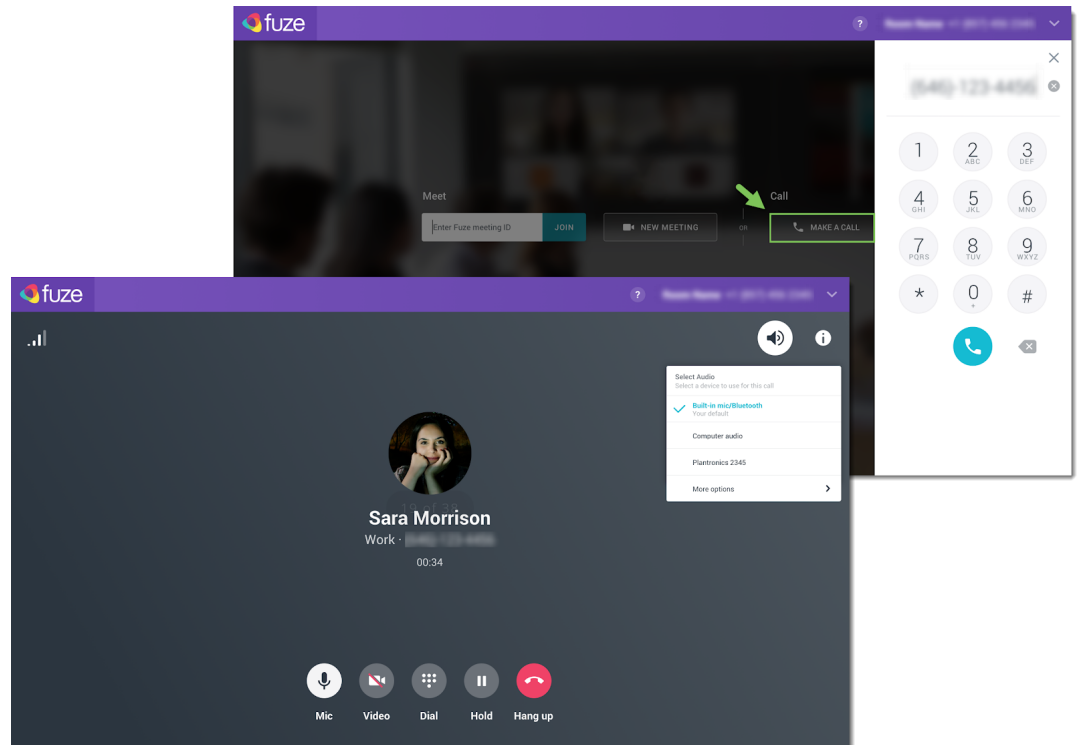
Fuze Rooms Hardware

Refer to Rooms hardware recommendations for guidance about how to optimize your Fuze Rooms experience.

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