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Training Objectives

After attending this training, users should have a basic understanding of:

- Overview of Fuze Rooms
- Audio/Video Settings
- Meeting Settings

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Fuze Rooms Overview
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Fuze Rooms Overview

Fuze for Rooms extends the power of cloud communication to conference rooms and meeting spaces of all sizes, whether they are down the hall, or across the globe

You can invite any Fuze Room to a scheduled or ongoing meeting, and you can join or start a meeting from within a Fuze Room

Additionally, you can share content, invite other people to an ongoing meeting, chat, and view shared notes with those in the room, as well as with other attendees

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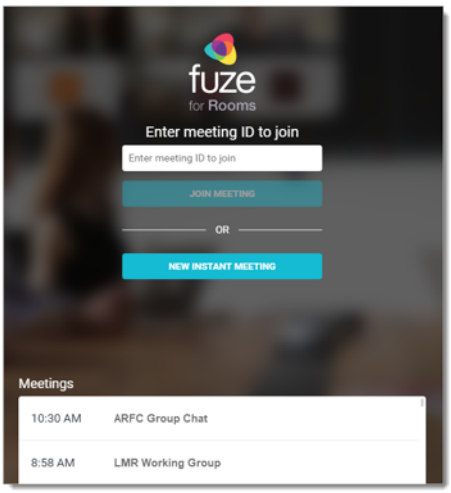
If your Fuze Room is equipped with dual-display monitors can show meeting content on one screen and the individual video streams on the other, enabling all Fuze Rooms meeting attendees to access and view all meeting information, fully participate and remain engaged.

When you invite a Fuze Room to a scheduled Fuze Video meeting, the Fuze Room will use proximity detection to join the meeting automatically once you are in the room.

Joining a Meeting

If you know the ID number of a meeting you want to join, simply enter it in the **Enter meeting ID to join** field, and click JOIN MEETING



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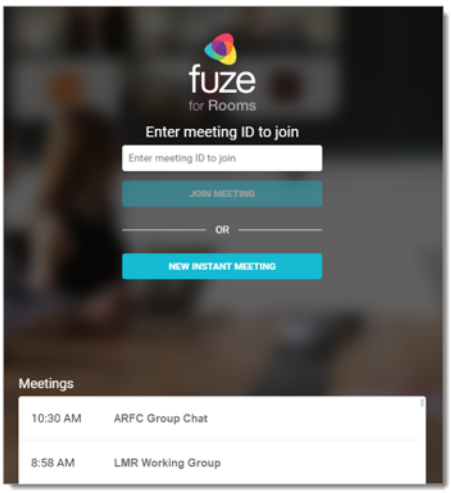
Starting a Meeting

To start a new meeting:

1. Click NEW INSTANT MEETING
2. Select your Audio and Video settings in the window that appears
3. Click JOIN MEETING



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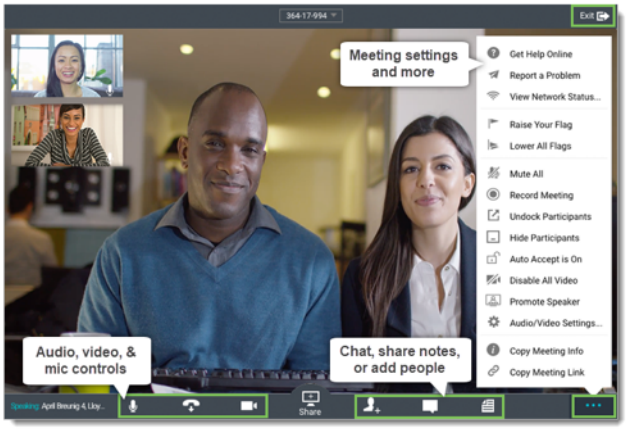
If you need to start a meeting in which you initiate a call outside of your organization, we recommend hosting the meeting from Fuze Desktop instead.

In a Meeting

When you are in a meeting, you will see tiles for other participants whether they're on video, voice-only, or they're dialed in

From the meeting toolbar at the bottom of a meeting, you can control your mic, audio, and video, and you can add view participants, chat, or create a shared note with everyone in the meeting

Click ••• to access everything from meeting info, to settings, help, recording, and more



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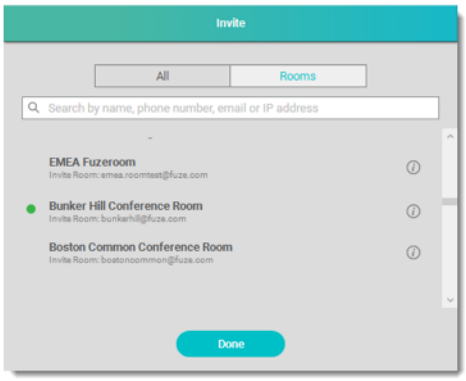
Inviting to an Active Meeting

With Fuze, you can use the same workflow to invite a Fuze Room to an ongoing Meeting, or invite other people:

1. Click ··· at the lower right of the meeting
2. On the menu that appears, click

3. Search for the name of the room or person you want to invite (or click **Rooms** to search only for other rooms)
4. Click the name of the person or room you want to invite
5. Click **Done**. An invite is sent to the person via Fuze Message. Rooms you invite automatically accept the invitation unless the room is currently part of an ongoing meeting



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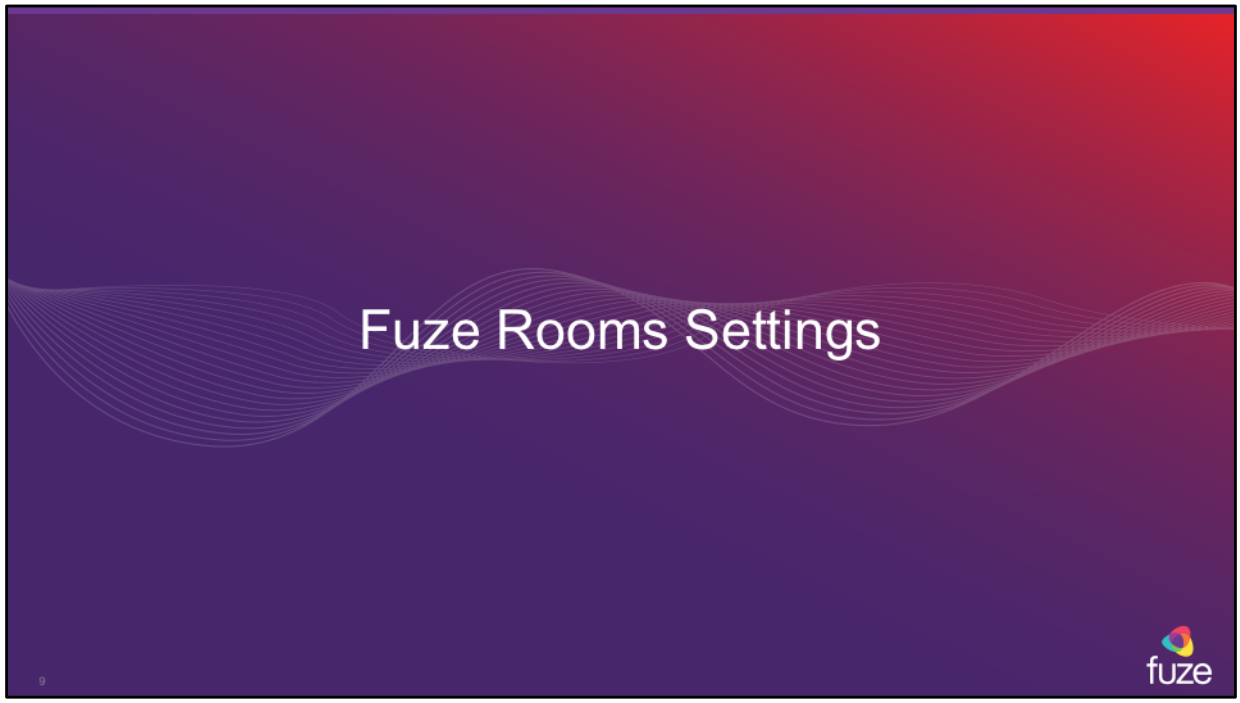
Fuze Rooms Settings
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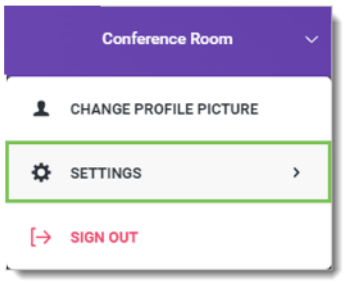
Fuze Rooms Settings

You can access a variety of audio, video, and meeting settings for Fuze Rooms via the Settings screen

To access the Settings screen, open the Profile menu and click **Settings**



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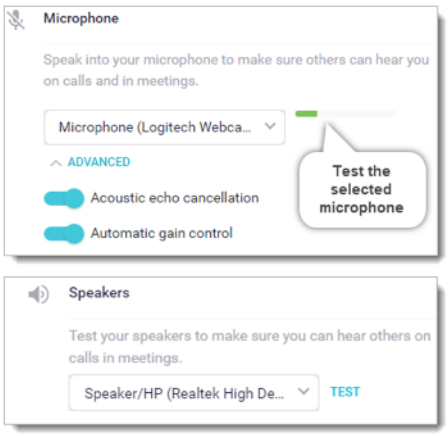
Microphone and Speakers Settings

Microphone

In the Microphone section, you can set the default microphone device for the room, configure advanced microphone settings, and you can view a microphone level indicator to test that the selected microphone is working when someone speaks

Speakers

Similar to the Microphone section, you can select the default speaker for the room, click **Test** to play some test audio through the selected speaker



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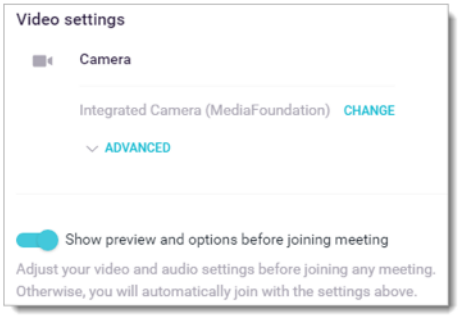
Video Settings

In the Video settings area you can select the default camera the room uses for meetings. You can also click **Advanced** to select the video quality level that the camera uses, including Highest (1080p), High (HD), Good (SD), Low, and Audio only

If you want meeting participants in the room to be able to select audio and video settings before joining each meeting, you can enable **Show preview and options before joining meeting**



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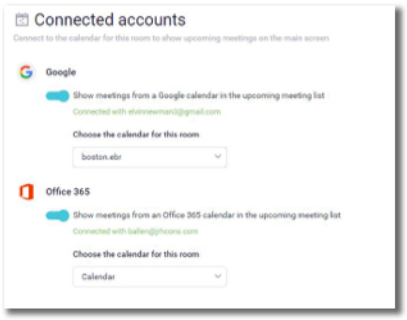
Connected Accounts

In the Connected Accounts area you can toggle to choose whether or not to connect a **Google** or **Office 365** calendar

Connecting these accounts will make your Fuze Meetings available on your external calendar



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For now, this is only available on PCs.

Touch Controller

If you are on a Mimo device and would like to use the touch controller feature, toggle **Use a Touch Controller** to on in settings.

You can use the Touch Controller to enter **The Meeting ID** with the keyboard or tap **Start Instant Meeting**.

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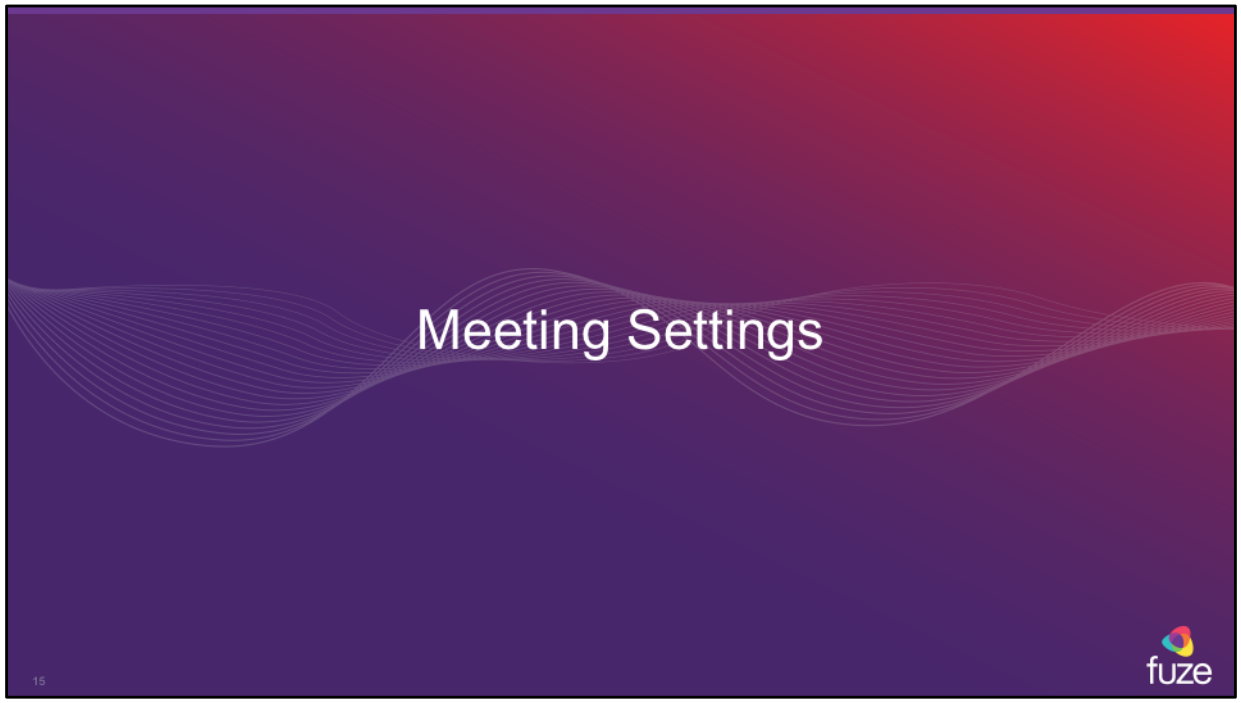
This toggle is only available on PCs at this time. The touch screen feature is only available to Mimo devices.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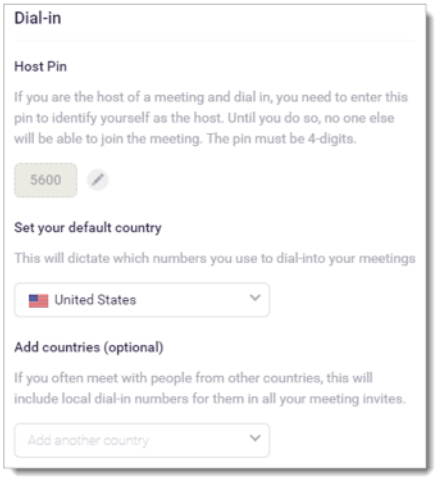
Fuze Rooms Settings

Dial-in Settings

If you expect to host a larger meeting, or if people will be dialing in to a meeting with the room, you can set a host pin, a default country, and additional countries from which people will dial in

Host Pin

Configure a host PIN if you want to ensure that no one is able to join until you enter your **PIN** to start the meeting from the room



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Fuze Rooms Settings

Default Country

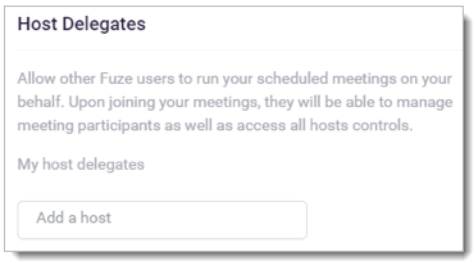
If you are dialing into a meeting with the room, set the default country for the room to determine the dial-in number format

Add Countries

If people from other countries are joining a meeting from the room, you can optionally add other countries to create dial-in numbers in the local format for those countries

Host Delegates

If you want to give another person the ability to host a meeting from the room, you can delegate them by entering **their name** in the Host Delegates section



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Thank You!