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”

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!

Attended ⭐ Presenter ⭐ Host

Fuze for Rooms Hardware Layout

- Content Collaboration (Right Display-Viewing)
- Webcam (Video Conference Capture)
- Audio Conference (Audio Microphone & Speakers)
- Video Conference (Left Display-Viewing)
- Mac Mini /Mini PC (Computing)