

# RingCentral Rooms

## (RCV Rooms)

User Guide



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## About this guide

This guide shows you how to use RingCentral Rooms for your meetings. You can use the iPad or an Android controller to start, join, or screen share on the monitor. In this guide, Rooms host refers to the monitor side, while the Rooms controller refers to the iPad or an Android tablet.

To use RingCentral Rooms for your meetings, you must acquire the recommended hardware and set up the network. Please see the RingCentral [support site](#) for articles specific to your hardware and setup.

## Introduction

RingCentral Rooms offers an easy way to start, join, and control RingCentral Video meetings in a conference room from an iPad or an Android controller. Use RingCentral Rooms to initiate RingCentral Video meetings from different endpoints.

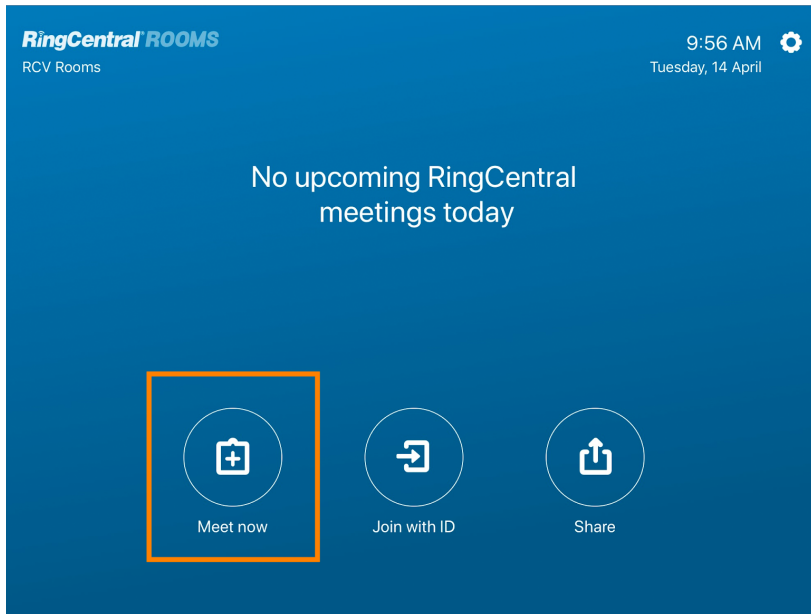
## Key features

- **HD:** High definition video and audio
- **One-touch join:** Join rooms meetings easily and seamlessly
- **Direct share:** Share content from a laptop screen wirelessly
- **Calendar integration:** Join meetings scheduled on a preferred calendar
- **Collaborative capabilities:** Invite participants to join rooms meetings using the controller

## Starting an ad-hoc meeting

You can start a meeting instantly when you open the RingCentral Rooms app.

On the Rooms controller, tap **Meet now** to start a meeting. Invite participants to join your meeting by sharing the meeting ID. You can also start meetings by saying “Hi RingCentral, start meeting.”



## Scheduling a meeting from your calendar

When your calendar is connected to your Rooms system, you can schedule a meeting. To learn more about scheduling a meeting from your calendar, visit [Scheduling a meeting in RingCentral Rooms](#). You can schedule the meeting on your RingCentral Video applications. The scheduled meeting will appear on the Rooms host splash screen and on

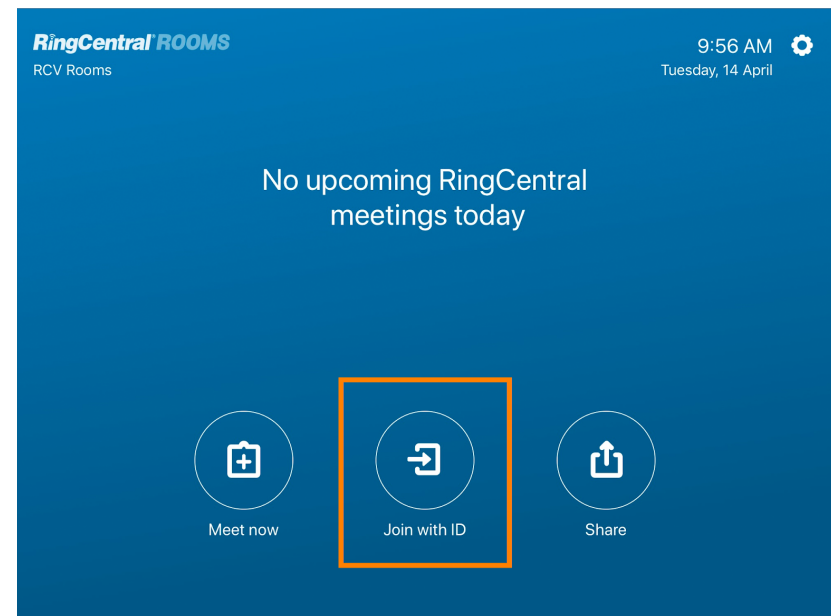
the Rooms controller. If the scheduled meeting is not happening in 30 minutes, it will be at your **Today's meetings** on the Rooms controller.

## Joining a meeting

You can join a meeting from RingCentral Rooms, or join instant and scheduled meetings. Rooms shows all calendar events, including ones that do not contain a meeting invitation, on both host and controller.

### Joining an instant meeting

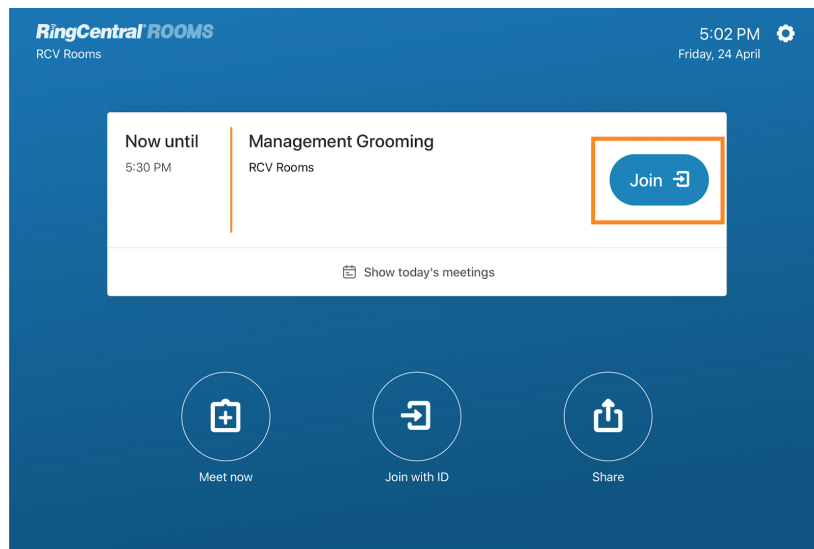
On the Rooms controller, tap **Join with ID** and enter the meeting ID in the pop-up window. When confirmed, you will be able to join the meeting.



## Joining a scheduled meeting

Scheduled meetings appear on the dashboard of your Rooms controller. Scheduled meetings also appear under **Today's meetings**. You can join the meeting that is on top of the list.

On the Rooms controller, tap **Join** on the scheduled meeting. Rooms can actually start the meeting as moderator without the host's permission or presence.



## Joining a meeting via voice commands

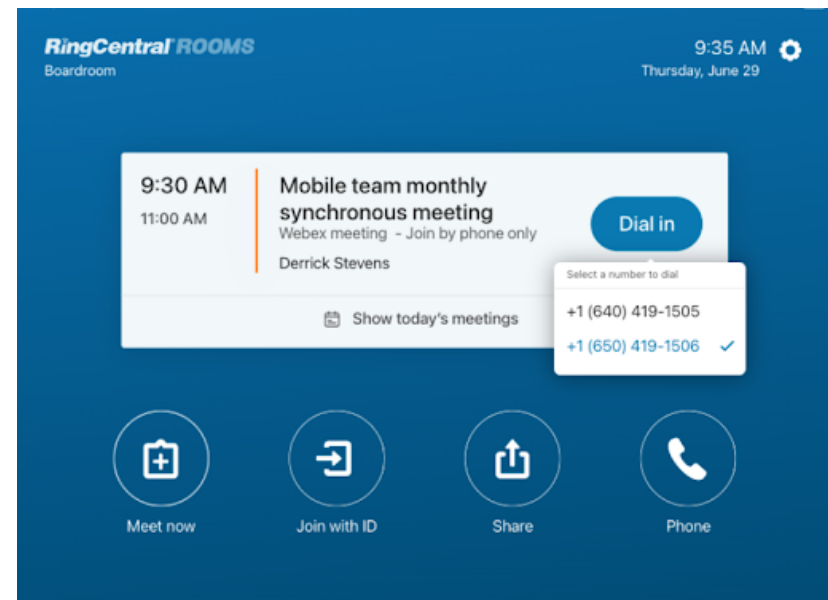
If voice command is enabled, you can join a meeting without touching the controller by saying "Hi RingCentral, join meeting."

Your controller device will only be listening 15 minutes before and after a meeting. It will stop listening when a meeting starts. Voice command audio is processed on the client Rooms host device only and not sent to a server.

## Joining third-party meetings

In rooms enabled with a Phone license, you can now dial into a scheduled Teams, Zoom, Webex, or GoToMeeting meeting with just one tap. The meeting type is identified below the meeting title. These third-party meetings are available to join by phone only.

1. On the Rooms controller, select a number to dial.
2. Tap **Dial in**.



## Hand off meeting from mobile to Room

RingCentral mobile app users can now hand off their on-going meeting to Rooms seamlessly to a nearby room.

1. Enable bluetooth on your mobile device and ensure that the target room is detectable.

2. Enter the pairing code (if applicable).
3. Following hand off, audio and video will automatically be on and the Room adopt the following room settings:
  - a. Default audio, video, and volume settings.
  - b. Default view mode set to either gallery or content.

Users will be able to continue managing the room using their mobile device as a controller.

## Using your personal device as a controller

You can use your phone as a controller to join and start meetings without having to touch the controller. It also gives you in-meeting controls of muting, unmuting, turning on and off your video, and ending the meeting.

You can control a meeting from bluetooth only without having to connect to the same WiFi as the room. To ensure a secure connection, the Bluetooth connection is encrypted, and the pairing code for 2-factor authentication is now 6 letters.

Follow the steps below:

1. Open the RingCentral mobile app on your personal device.
2. On the **Video** tab, tap the **More** button at the upper right.
3. Tap **Control a room**.
4. Tap **Allow** to turn on Bluetooth if it isn't already turned on.
5. Tap the room you want to access.

## Screen sharing

You can screen share content so they can be viewed on the TV monitor or share content during a meeting.

### Local screen sharing

1. Tap **Share** on the Rooms Controller.
2. A pop-up window will appear on the dashboard of the TV monitor and on the Rooms controller with instructions. Follow the instructions displayed.
3. As instructed, go to <https://v.ringcentral.com/share> on a web browser and click **Share**. Your content will then show on the Rooms host.
4. If you want to convert the sharing session into a meeting, tap **Start meeting** on the Rooms controller. You can then invite participants to your meeting.

### Screen sharing during a meeting

You can tap **Share screen** on the iPad, Android tablet, or Poly TC8 controller during a RingCentral Video meeting.

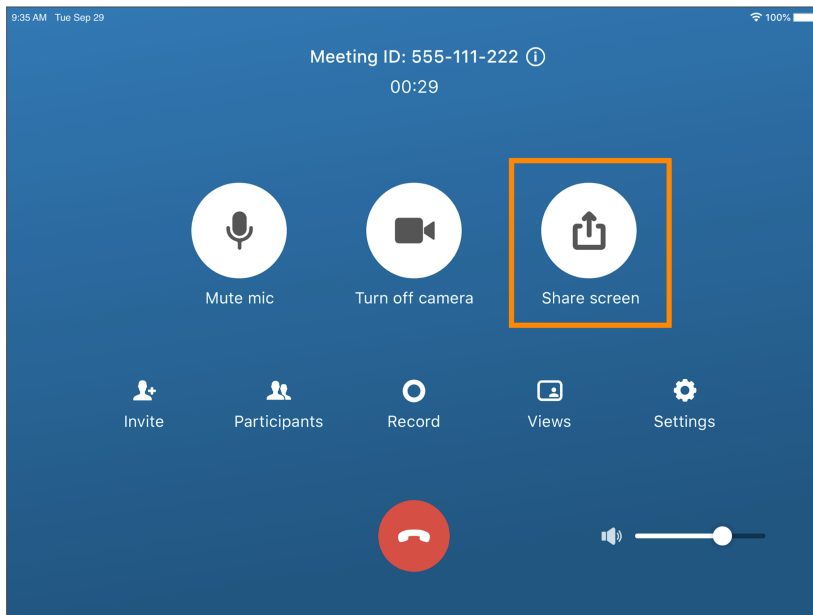
### Sharing your desktop screen via bluetooth

1. Go to the **Video** tab in the RingCentral desktop app.
2. Click **Share in room**.
3. Choose the room to share your screen, then click **Select**.

### Sharing your desktop screen via meeting ID

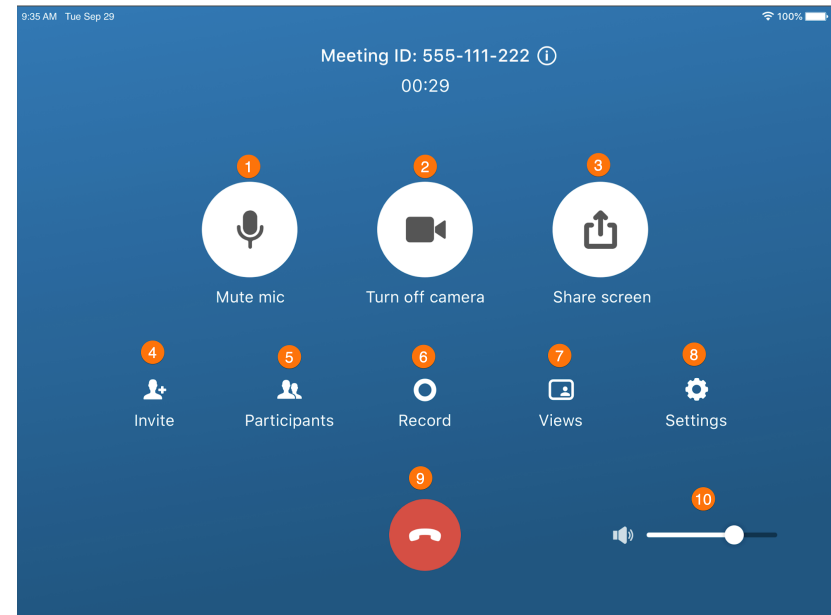
1. Go to the **Video** tab in the RingCentral desktop app.
2. Click **Share in room**.
3. Enter the meeting ID, then click **Select**.

If the Room is in a meeting, you can find the meeting ID on the Room's host device screen. If the Room is not in a meeting, you can tap **Share** on the controller to display the sharing instructions on the host device screen, containing the meeting ID.



## Managing meetings

The Rooms controller has buttons for you to use in an ongoing meeting. The following buttons are available:



- **Mute/unmute mic:** Mute or unmute the room microphone.
- **Turn on/off camera:** Turn on or off the room camera.
- **Share screen:** Share content from your laptop or mobile device.
- **Invite:** Invite participants to your meeting.
- **Participants:** Manage participants.
- **Record:** Record the meeting. The meeting recording will be saved to the cloud. A link to the recording will be emailed to the meeting host email when the meeting is over.
- **Views:** Change the host screen layout. You can change the layout to gallery view, active speaker, or content only during screen sharing.
- **Settings:** Configure audio and video settings, device settings, volume, etc.
- **Hang up:** End the meeting.
- **Volume:** Change the volume of the meeting.

## Inviting Participants

You can invite participants to your meeting using your Rooms Controller. Follow the steps below:

1. On the Rooms Controller, tap **Invite**.
2. A popup window will appear. Enter the name on the field or select from the contact list.
3. The invitee will receive an incoming video call and a message on any RingCentral apps where they can join.

## Managing Participants

As the host, you can manage the participants in your meeting. If you are not the meeting host, you have limited functions for managing participants.

To manage participants, tap **Participants** and the Participants window will appear. The following buttons available at the bottom of the Participants window manage all meeting participants. Let's review the buttons and their functions below:

- **Mute all:** Mute all participants.
- **Unmute all:** Unmute all participants.
- **Video participants only:** Show only video participants. By default, when joining a meeting you can see all participants, including non-video participants (who are shown as an avatar).
- **Show all participants:** Show all meeting participants, including non-video participants.
- **More:** View more options.
  - *Mute all and disable muting:* Mute all participants and don't allow them to mute themselves.

- *Lock meeting:* Lock or unlock the meeting. When the meeting is locked, new participants are unable to join the meeting.

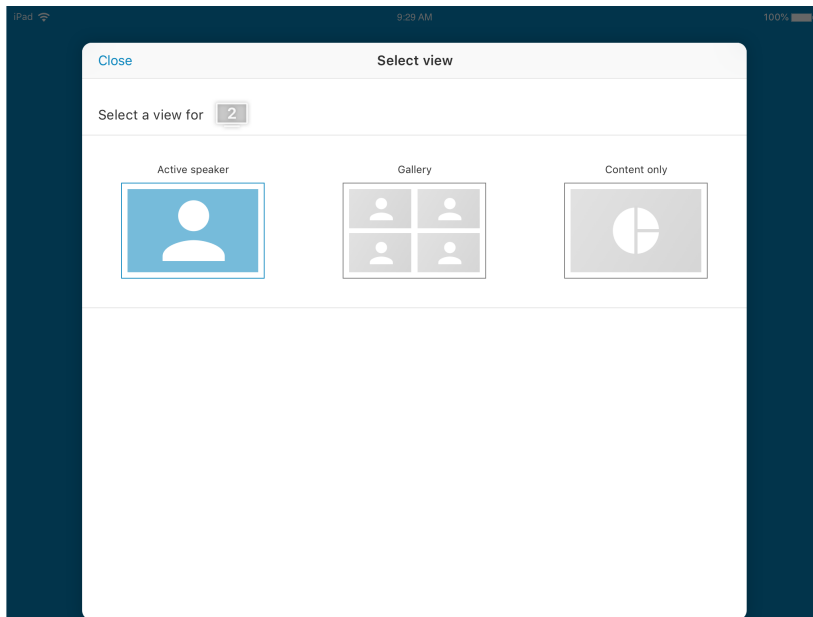
You can also manage each participant in the meeting individually. Just tap on a participant to manage. Let's review the buttons and their functionalities below:

- **Video:** Request the participant turn on their camera. If the camera is on, you can tap this button to turn it off.
- **Mic:** Request the participant turn on their microphone. If the microphone is on, you can tap this button to turn off.
- **More:** View more options.
  - *Remove participant from the meeting:* Remove the participant. You can still re-invite the participant when needed.

## Changing views

Tap **Views** to change how participants are displayed on the Rooms host. You can change the view to **Active speaker**, **Gallery**, or **Content** only. Note that in dual-display rooms, the layout is changed on the second monitor only. Let's review the different layout views.





### Active speaker view

The most recent active participant will display on the screen in this view. The view also depends on whether you are in dual-display mode or a single display.

- In dual-display mode: The most recent two active participants display on the TV screens.
- In single-display mode: You can show the active speaker in a thumbnail during screen sharing. You can also choose to set the location and size of the thumbnail.

### Gallery view

Gallery view is the default view when there is more than one participant with video turned on. The participants display in a grid. The

participant who is actively speaking is highlighted by a green halo frame.

### Content only view

This view is available during screen sharing. The view also depends on whether you are in dual-display mode or single display mode.

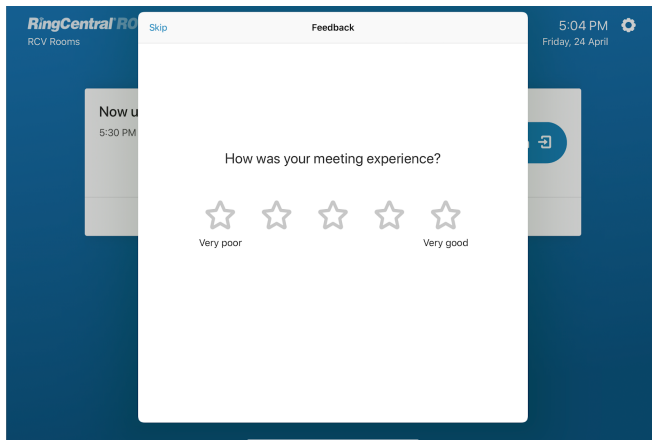
- In single-display mode: The thumbnail does not display. You can view the full content.
- In dual-display mode: You can view the content on both screens.

### Screen dimming

The Rooms app screen dims after 5 minutes of inactivity. Rooms will automatically wake up 30 minutes before your next upcoming meeting or by manually tapping the controller.

### Sending Feedback

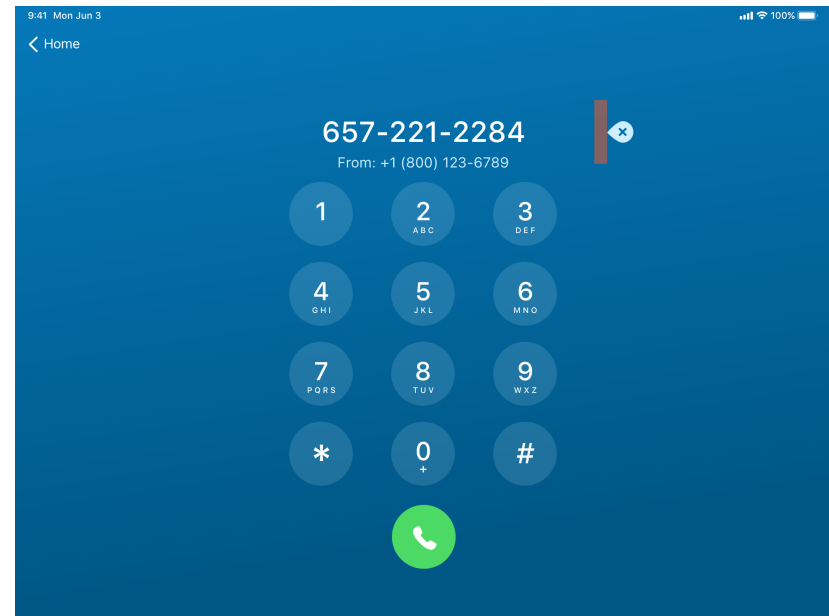
When the meeting ends or when you leave the meeting, a **Feedback** window appears. Rate the meeting quality with the star rating, and click on issues if you have encountered any. Enter other feedback in the box provided if your issue is not described.



## Using RingCentral Video Rooms as Softphone

Users can now purchase a softphone license and enable the softphone function in RingCentral Video Rooms. This feature allows users who do not have phone hardware to:

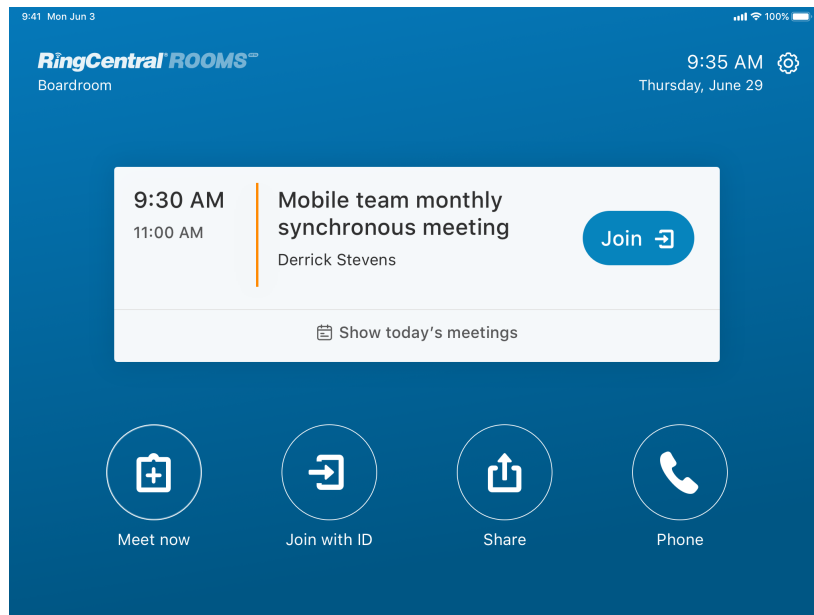
- Place phone calls to internal and external contacts using the Rooms microphone and speaker.
- Receive incoming phone calls from internal and external contacts.
- Use the controller to mute, unmute, change microphone and speaker settings, and use the dial pad to enter in numbers.
- Set the room in DND mode to prevent interruptions during video meetings or phone calls.



Using RingCentral Rooms as a softphone allows various functionality depending on whether users are in a meeting, call, or not in either.

- **Not in meeting or call:**
  - Make 1:1 calls to internal and external numbers.
  - Show incoming call information such as name, and number.
  - Answer and decline phone calls.
  - Enable and disable Do Not Disturb mode.
  - Mute, unmute, adjust volume, and access the dialpad.
- **In video meeting:**
  - Invite attendees by phone number.
  - Show incoming call information such as name, and number.
  - Answer and decline phone calls.
  - Enable and disable Do Not Disturb mode.

- **On phone call:**
  - Show incoming call information such as name, and number.
  - Answer and decline phone calls.



Note: This feature is only available for RingCentral Video Rooms, not RingCentral Meetings Rooms.