RINGCENTRAL ROOMS: USING VIDEO MEETING CONTROLS

RingCentral Rooms gives you the ability to efficiently manage your video meetings through the Rooms Controller. This quick guide gives an overview of the available controls in your Rooms Controller during an active video meeting.

1. **Mute / Unmute mic** – Mutes or unmutes your microphone audio.
2. **Turn off / Turn on camera** – Enables or disables your video camera feed.
3. **Share screen** – Displays a URL and code you can use to share content from a device, besides the Room Controller, within the video meeting.
4. **Settings** – Opens the menu to access RingCentral Rooms' Audio and Video settings.
5. **Invite** – Allows you to invite RingCentral contacts as video meeting participants or phone numbers as audio-only participants.
6. **Participants** – Displays the participants list. As the video meeting host, it also allows you to mute participants, request they enable or disable their video, remove them from the meeting, assign them as moderators, lock the entire video meeting, and control who can share content.
7. **Record** – Records the video meeting; this feature is only available to the video meeting host and assigned moderators.
8. **Views** – Allows you to choose how your video meeting participants are displayed on your connected RingCentral Rooms monitors.
9. **Control camera** – Lets you control the zoom, pan, and tilt of your connected RingCentral Rooms camera, provided that the camera has these features.
10. **Exit meeting** – Allows you to leave the video meeting or end the video meeting for everyone (if you are the host).