# RingCentral Rooms™

## User Guide

**RingCentral®**

## Table of Contents

# Introduction

RingCentral Rooms is a next-generation cloud-based HD video conferencing solution for every conference room. RingCentral Rooms transforms your conference room spaces into dynamically enabled web conferencing destinations. You can easily set up, hold, and manage web conferences with the highest quality "in-room" experience.

User features and benefits:

- Intuitive iPad® or Android™ console empowers you to start, join, and manage conferences. Easily control the camera, speakers, and video. Send an invitation to any participant right from the console.
- RingCentral Rooms can be used with or without calendar integration. Google and Microsoft Office 365™/Exchange® are integrated for simple conference scheduling and calendar synchronization. RingCentral Rooms automatically displays all of your scheduled meetings for the specific conference room.
- Join a RingCentral meeting from a conference room by simply entering a meeting ID from the iPad or Android controller. Connect and collaborate with other RingCentral Meetings participants from smart phones, tablets, desktops, desk phones, H.323/SIP conference room system, or other RingCentral Rooms.
- Start an instant online meeting or video conference with one tap from the iPad or Android console. Easily send an invitation to anyone from the conference room.
- Easily share presentations, files, and desktops from a variety of sources, including Wi-Fi, AirPlay® Mirror, proximity signal and wired HDMI devices.
- SIP phone support to make and receive calls directly from a Rooms iPad console.
- Connect existing H.323/SIP conference room systems to the cloud with Room Connector™.

# System Requirements

- A computer with Mac® OS 10.9 or higher, or Windows® 7 or higher
  — For single monitor: Intel® Core™ i5 2.5 GHz dual-core processor or higher
  — For dual or triple monitors: Intel Core i7 2.8 GHz quad-core processor or higher
  Dual-band RAM for better performance
- iPad® or Android™ console (as a controller)
  — Apple iPad, iPad Pro, or iPad mini™ with iOS® 7 or later
  — Android tablet
- Camera and audio system (microphone and speaker)
- Monitor(s)
- Bandwidth recommendations:
  — 2.0 Mbps up and down for single screen
  — 2.0 Mbps up 4.0 Mbps down for dual screen
  — 2.0 Mbps up 6.0 Mbps down for triple screen
  — For screen sharing only: 150-300kbps
  — For audio VoIP: 60-80kbps
- Requires a RingCentral Office subscription with RingCentral Meetings

RingCentral supports the use of multiple MXL microphones in a large room to merge several microphones into one and manage which microphone needs to be active at a time. Multiple MXL microphone support requires:

- Multiple MXL USB microphones

Sharing by AirPlay further requires:

- Mac or iOS AirPlay-compatible device
- Ethernet or Wi-Fi network (using 802.11n technology)

For information about managing RingCentral Rooms and Room Connector in the RingCentral Office admin portal, see RingCentral Office Admin Guide.

## Join from the Meeting List

The Meeting List displays a schedule of all the upcoming meetings for the current day.

To join a meeting from the Meeting List:

1. Tap the **Meeting List** icon on the iPad menu bar.
2. Tap your scheduled topic on the meeting list.
3. Tap **Start** to start the meeting.*

**TIP**: Tap the ⟳ icon next to the date if you have recently created or updated any meetings on your calendar.
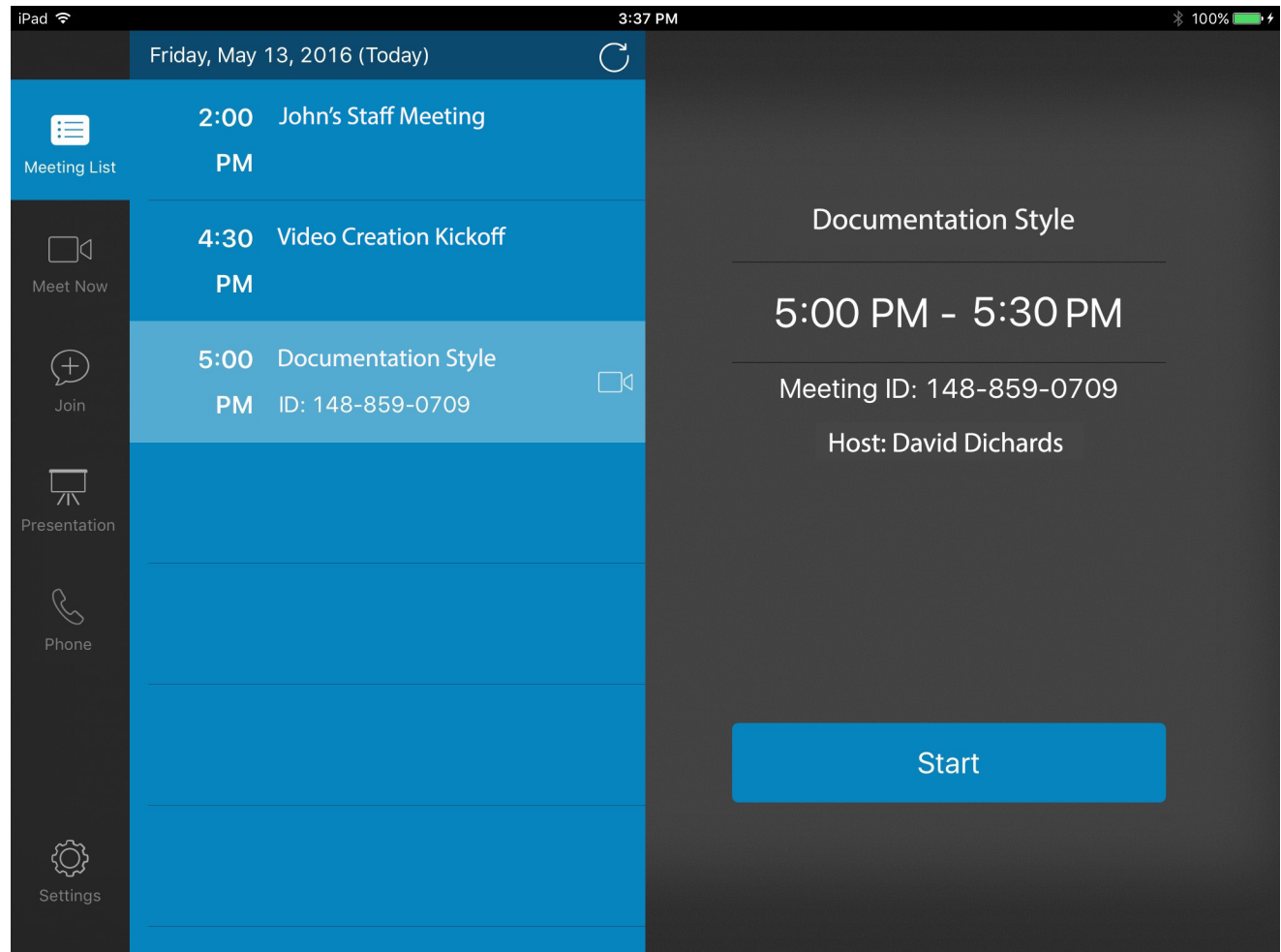


*The **Start** button only appears when a meeting is scheduled with RingCentral Meetings access information.

## Meeting Reminder

For meetings that include RingCentral Meetings access information, RingCentral Rooms notifies you when your next scheduled meeting is about to begin. A meeting reminder appears 10 minutes prior to the next scheduled meeting on the controller.

Click **Start** to start your meeting. Or, click **Dismiss** to dismiss the reminder.

**Note**: the background color of your reminder will switch to red if the meeting has not started when it is past the scheduled time.

iPad    3:04 PM    100%

# Discuss Partner Plan
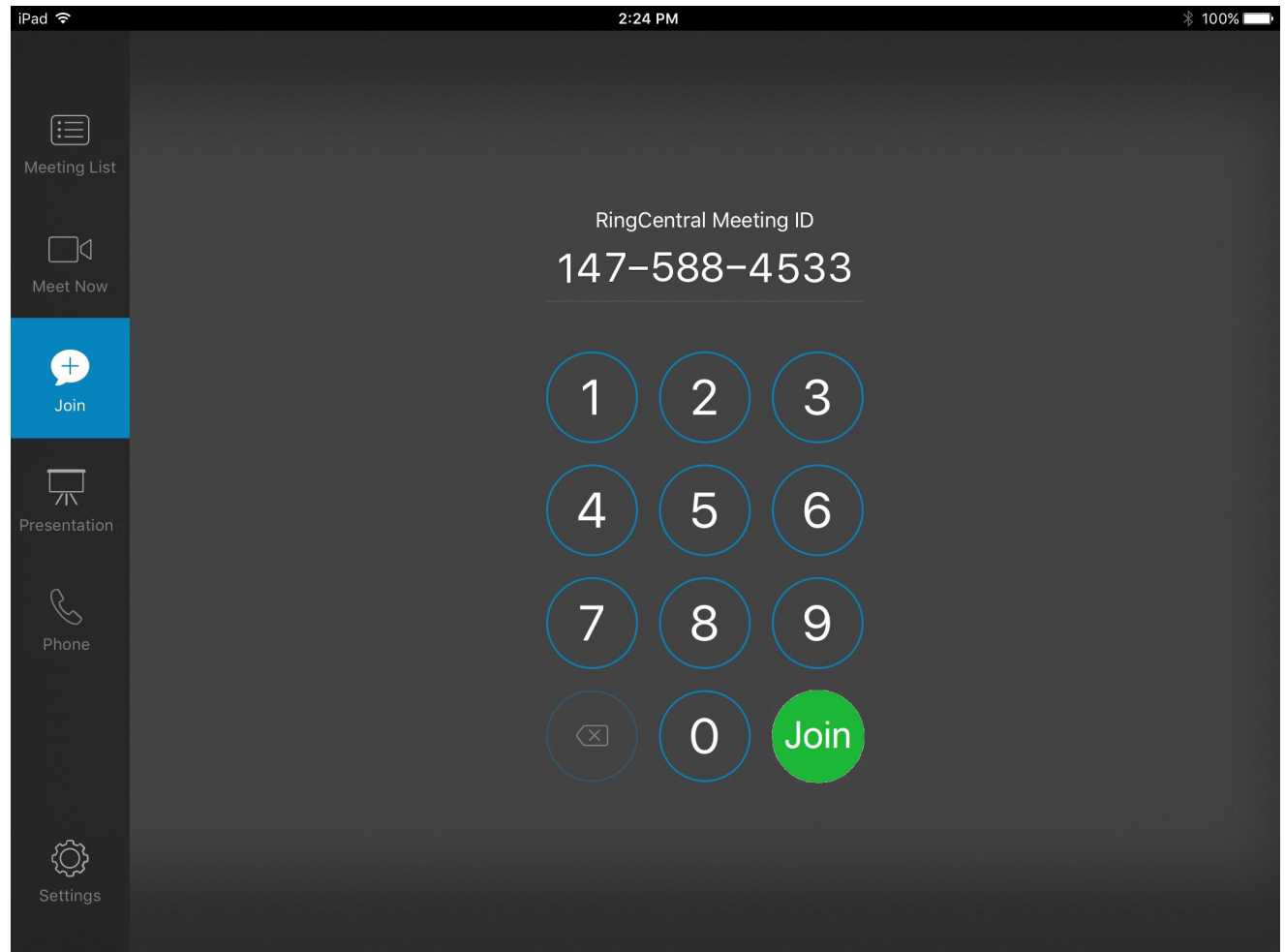
### 3:00 PM

Start

Dismiss
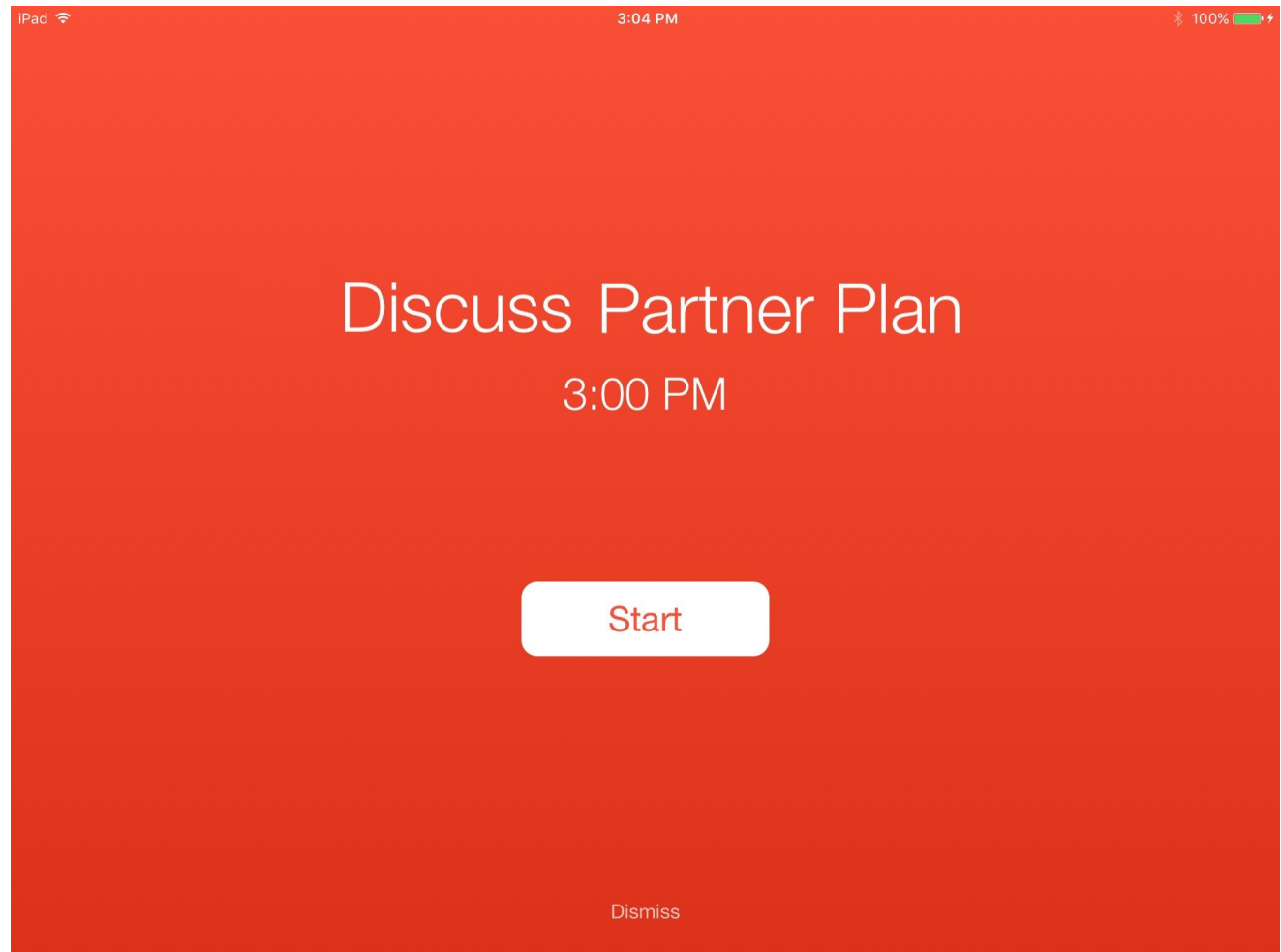
## Join by Meeting ID

You can join a RingCentral meeting from a conference room by simply entering a meeting ID. You can connect and collaborate with other RingCentral Meetings participants from mobile, desktop, desk phones, or other RingCentral Rooms.

To join a meeting by entering a meeting ID:

1. Tap the **Join** icon on the iPad menu bar.
2. Enter the Meeting ID on the number pad.
3. Tap **Join**.

iPad           2:24 PM          100%

Meeting List

Meet Now

Join

Presentation

Phone

Settings

RingCentral Meeting ID

147–588–4533

1 2 3
4 5 6
7 8 9
⌫ 0 Join

6

# Meet Now

You can start an instant meeting from a conference room. To start:

1. Tap the **Meet Now** icon on the menu bar.
2. Tap the slide bar next to the default time of 30 minutes to adjust the duration you would like to book the room for.
3. Tap **Meet Now**.
4. Enter the email addresses of the contacts you will invite to your instant meeting.

The meeting starts and the meeting control screen is displayed (see the next page).
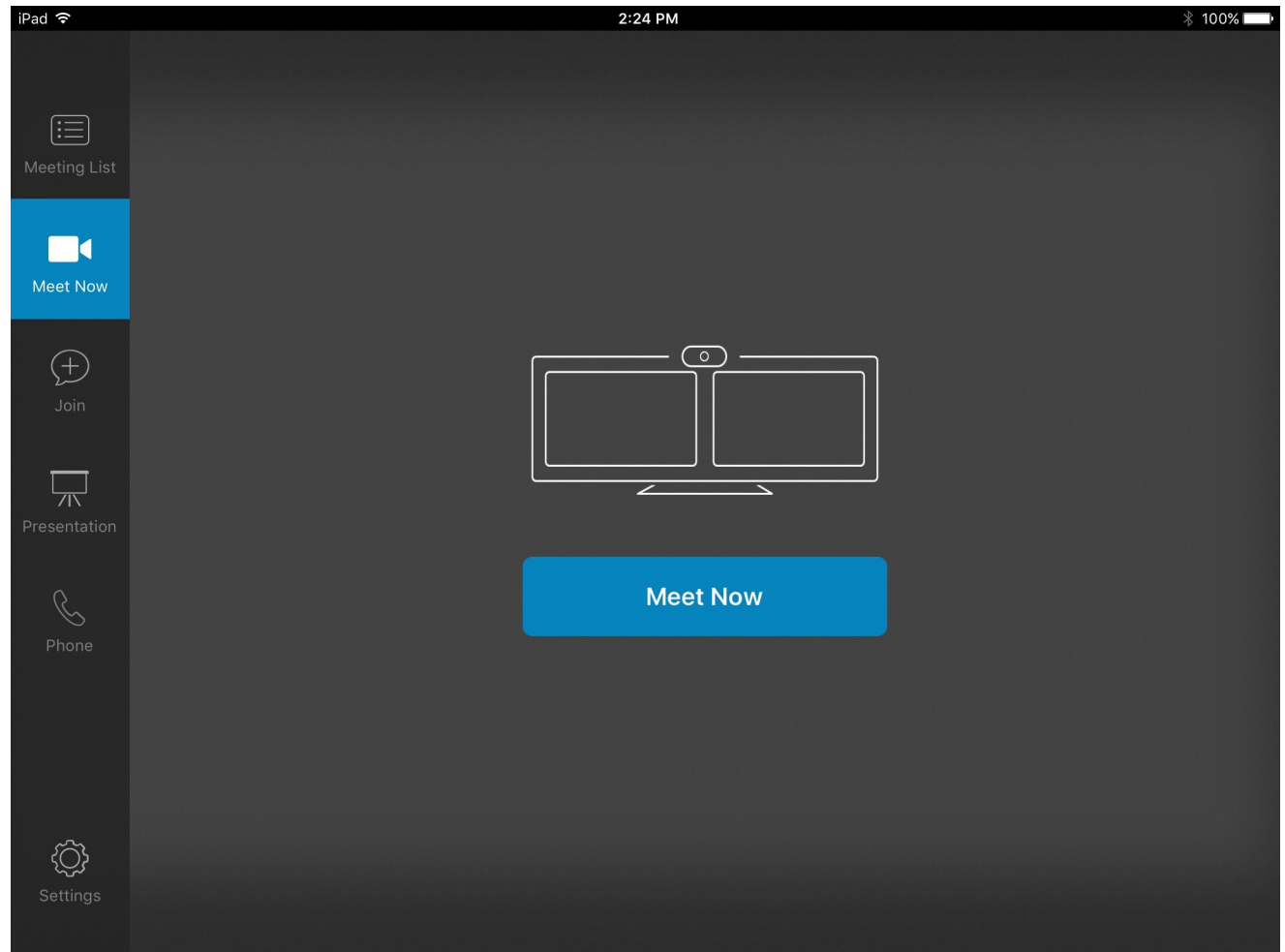
## Scheduling on an Outside Display

When configured by your administrator, a second iPad placed outside the room shows you the room's schedule and availability. It also lets you reserve the room from the iPad. This feature is available only for iPad controllers.

Previously, the only way to know if a room is booked or free was to check on your Outlook or Google calendar. With the display iPad, you can walk up to the room and see if it's booked or not.

To schedule a meeting from the display iPad:
1. Review the room availability.
2. Click **Reserve**.
3. Select the meeting time.
4. Edit the meeting title.
5. Click **Reserve**.

Your meeting is shown on the display.
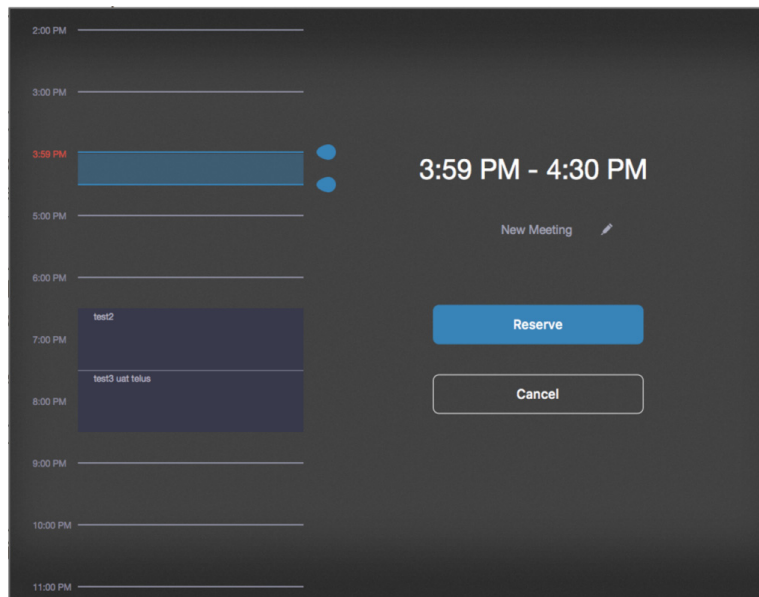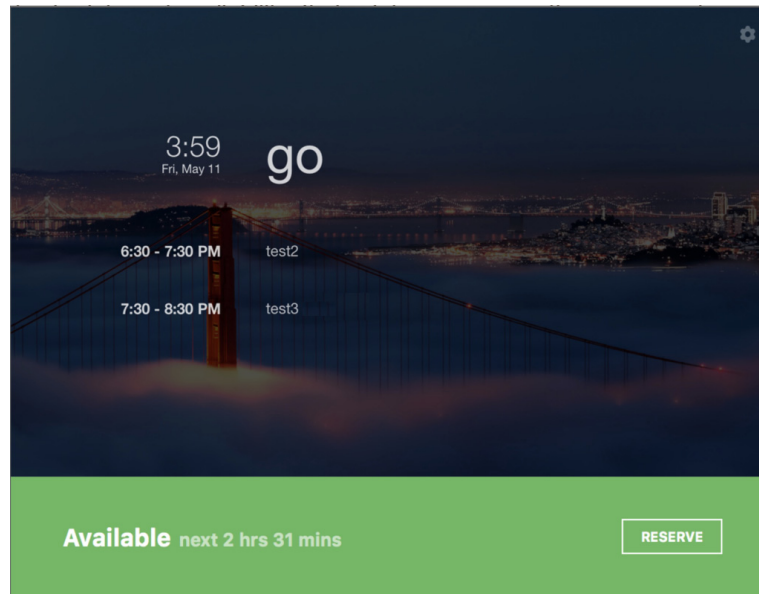
# Meeting Controls

When you are in a meeting, you will see the following meeting controls:

1. **Meeting Information**: View your meeting information for others to join.
2. **Mute/unmute Microphone**: Mute or unmute your audio.
3. **Stop/Start Video**: Turn off/on your video.
4. **Share Content**: Share content from your laptop or mobile device.
5. **Gallery View**: Change your video display layout on the TV (you can switch to Gallery view or Speaker view).
6. **Switch Camera**: This button appears when multiple cameras are connected to the Rooms system. Tap this button to select and switch among cameras in a conference room.
7. **Camera Control**: Tap to control the local Pan-Tilt-Zoom (PTZ) camera.
8. **Manage Participants**: Open the participants list to view more controls.
9. **Invite**: Invite additional contacts by email.
10. **Settings**: Test your speakers, camera, or microphone.
11. **Leave**: Leave or end the meeting.
12. **Volume**: Adjust the microphone volume input from the RingCentral Rooms iPad controller.
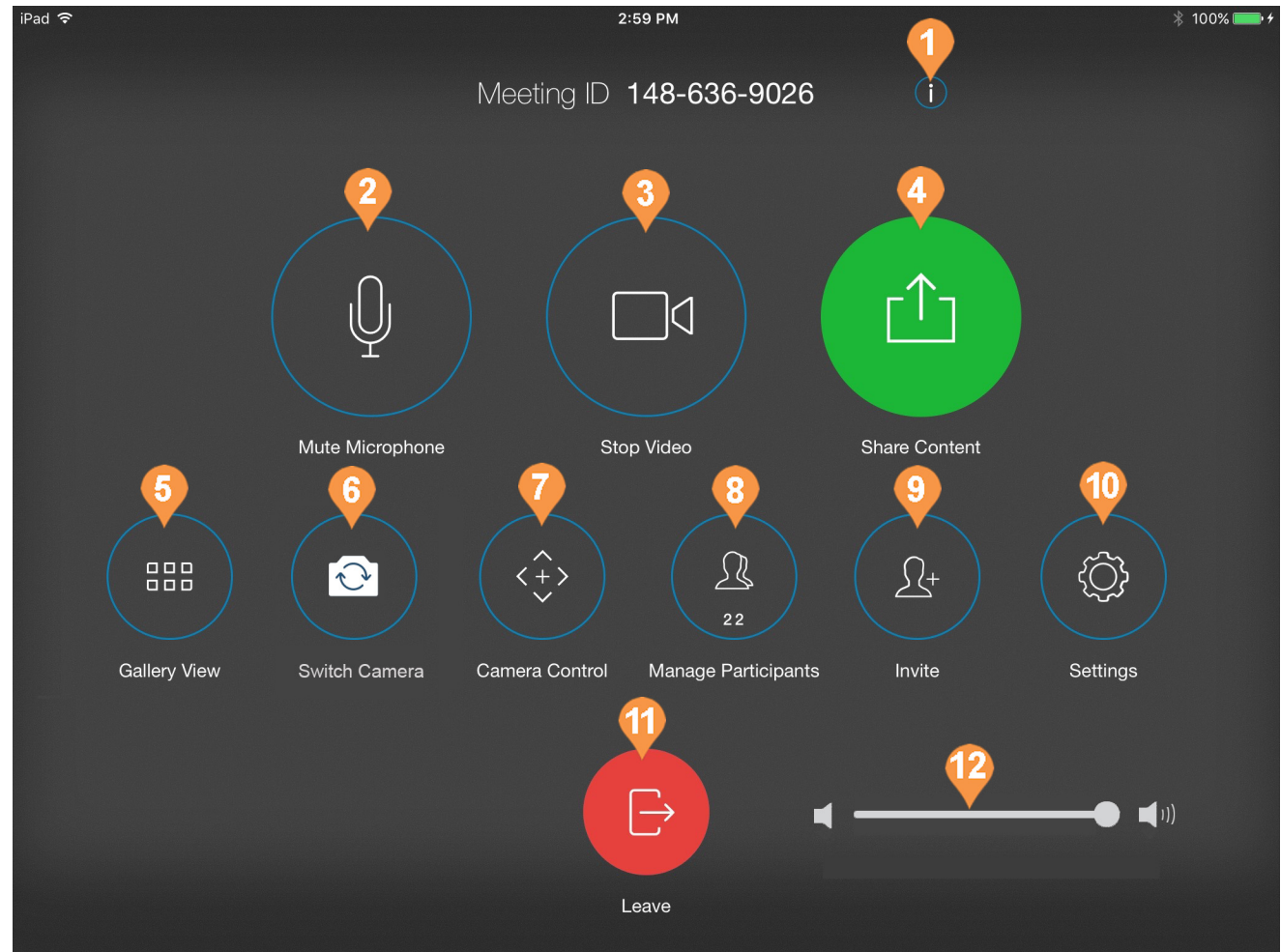
These controls are described in more detail on the following pages. The controls for sharing content are described in "Share Content" on page 17. The controls for settings are described in "Configure Settings" on page 20.



9

## Meeting Information

This screen displays the information to join your meeting. There are three ways to join a meeting:

**Join By Laptop via Wi-Fi**
Information to join by laptop via Wi-Fi:
- **Go to**: The URL to join by laptop.
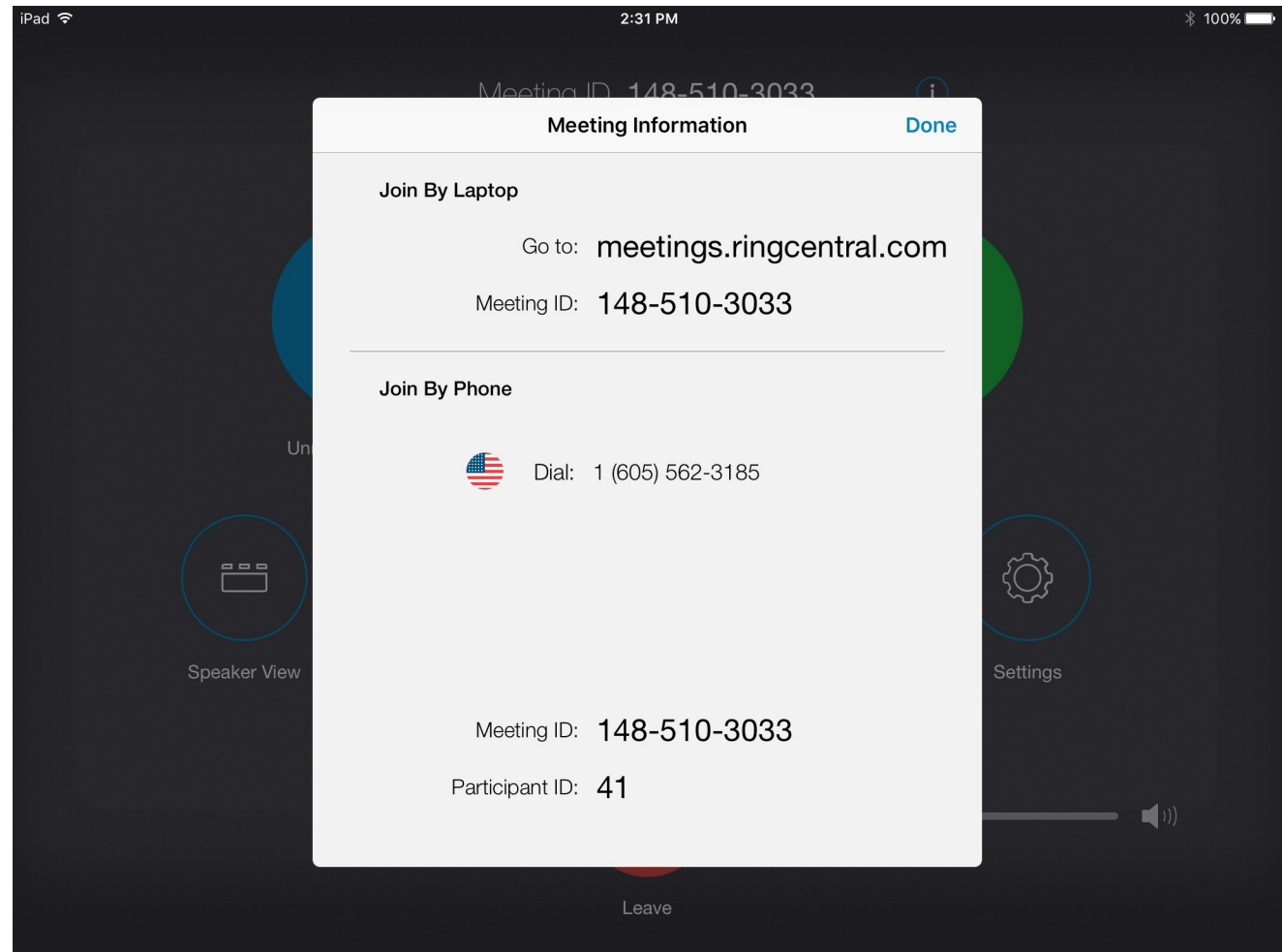- **Meeting ID**: The meeting ID for participants to join.

**Join By Phone**
Information to join by dialing in from a phone:
- **Dial**: The number to dial in.
- **Meeting ID**: The meeting ID for participants to join.
- **Participant ID**: The participant ID.

**Join By RingCentral Meetings**
Information to join from the RingCentral Meetings application:
- **Meeting ID**: The meeting ID to join.

## Gallery View

There are different video layouts that you can utilize when using RingCentral Rooms:

- **Speaker view** shows the active speaker and a thumbnail view of attendees.
- **Gallery view** (displayed to the right) shows all participants including yourself, arranged in a grid.
- Single, dual, or triple-screen layout.
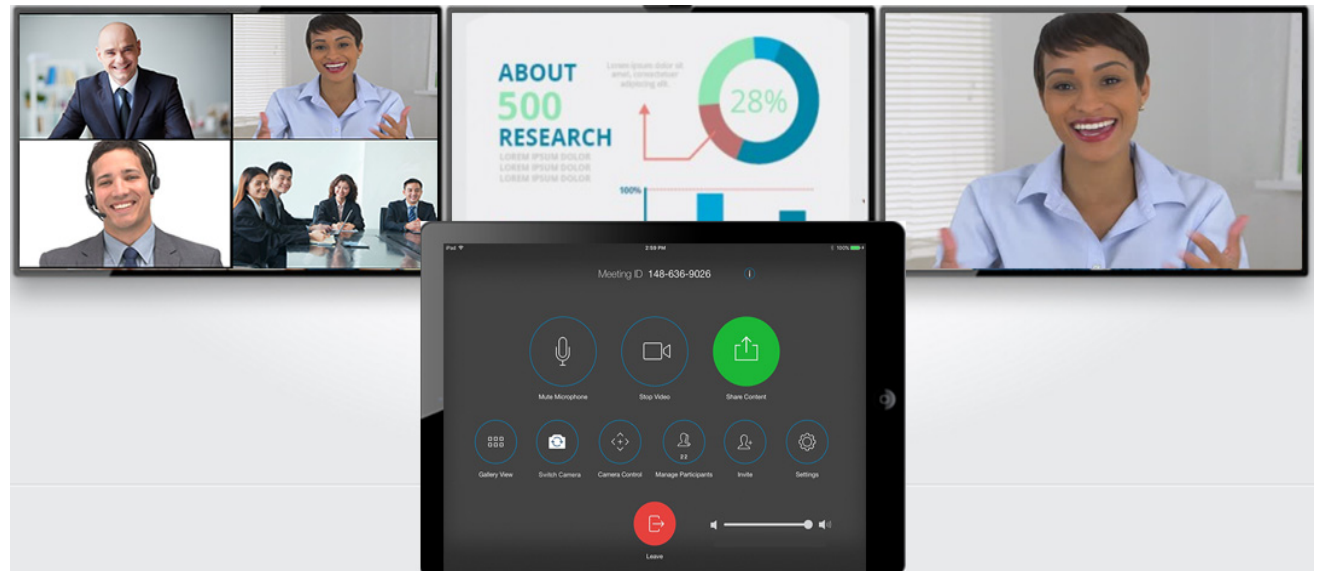
## Camera Control

RingCentral Rooms allows you to switch cameras and to control your local HD camera during a meeting to use the Pan-Tilt-Zoom functionality.

When multiple cameras are connected to the Rooms system, tap **Switch Camera** on your controller to select and switch among cameras in a conference room.

When you are in a meeting, tap **Camera Control** on your controller to launch the Camera Control panel. Click the directional and zoom control icons and click **Done** to save your camera settings.
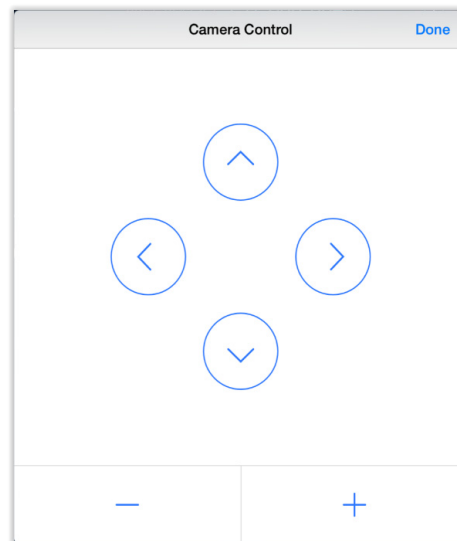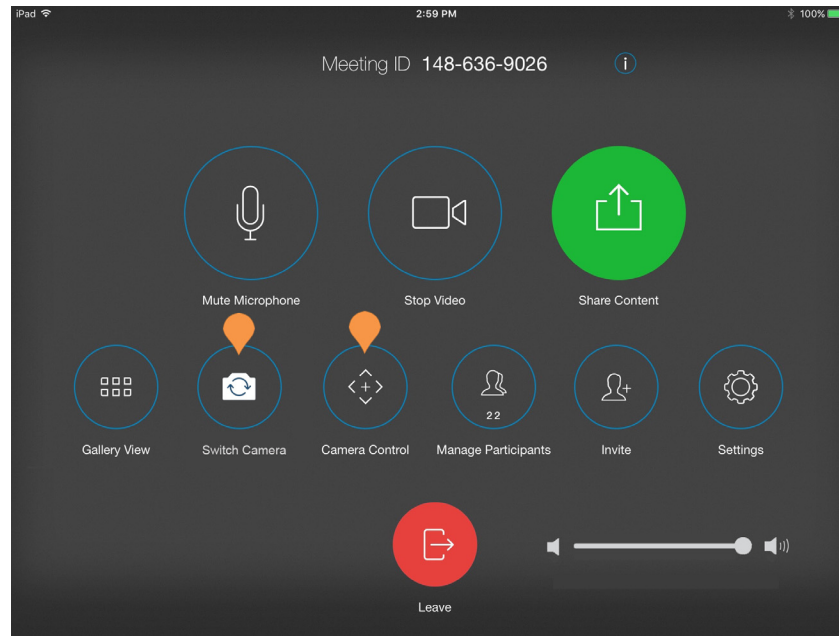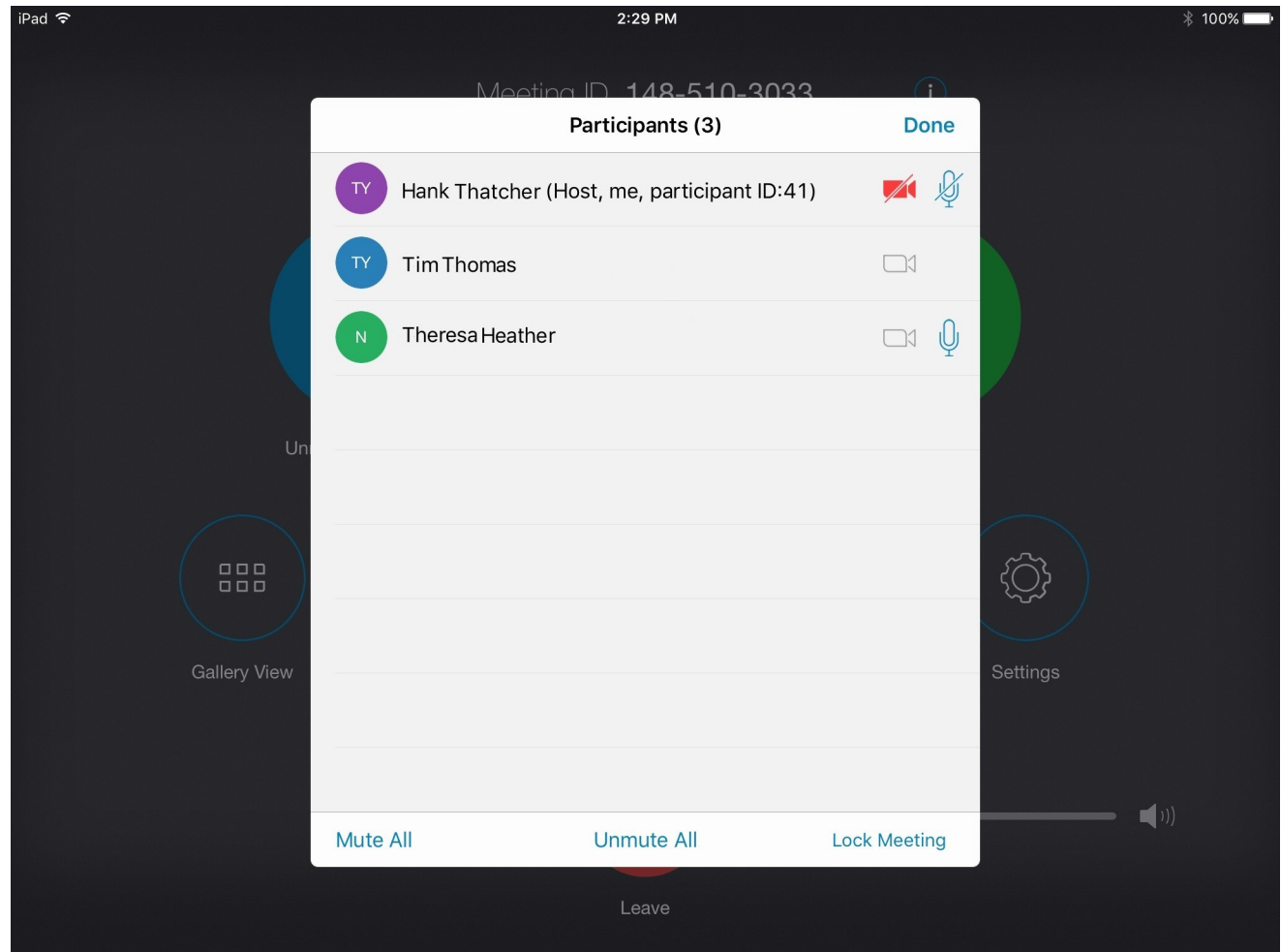
## Manage Participants

Hosts can control certain functions of all participants by opening the participants list. These functions include:

- **Mute All**: Mute all participants.
- **Unmute All**: Unmute all participants.
- **Lock Meeting**: Prevents additional participants from joining the meeting.

The host can select a participant and see options depending on their current settings. The individual participant functions the host can control are:

- **Mute/Unmute**: Mutes or unmutes the selected participant.
- **Allow/Forbid Recording**: Allows or forbids the selected participant to record the meeting.
- **Make Host**: Makes the selected participant the meeting host, and updates the participant list to reflect the new host.
- **Remove**: Removes a participant from the meeting.

# Invite Participants

When you are in a RingCentral online meeting joining from RingCentral Rooms, you can invite participants to join your meeting by email. Participants receive an email with information on how to connect to the meeting. Once a participant has joined a meeting, you can view and manage their meeting permissions.

## Invite by Email

To invite participants by email:

1. Start or join a meeting.
2. Tap the **Invite** icon from the meeting controls screen on the controller.
3. Tap **Invite by Email**.
4. Enter the participant email address in the field labeled **To:**.
   Add a space to separate email addresses, if you are inviting multiple users.
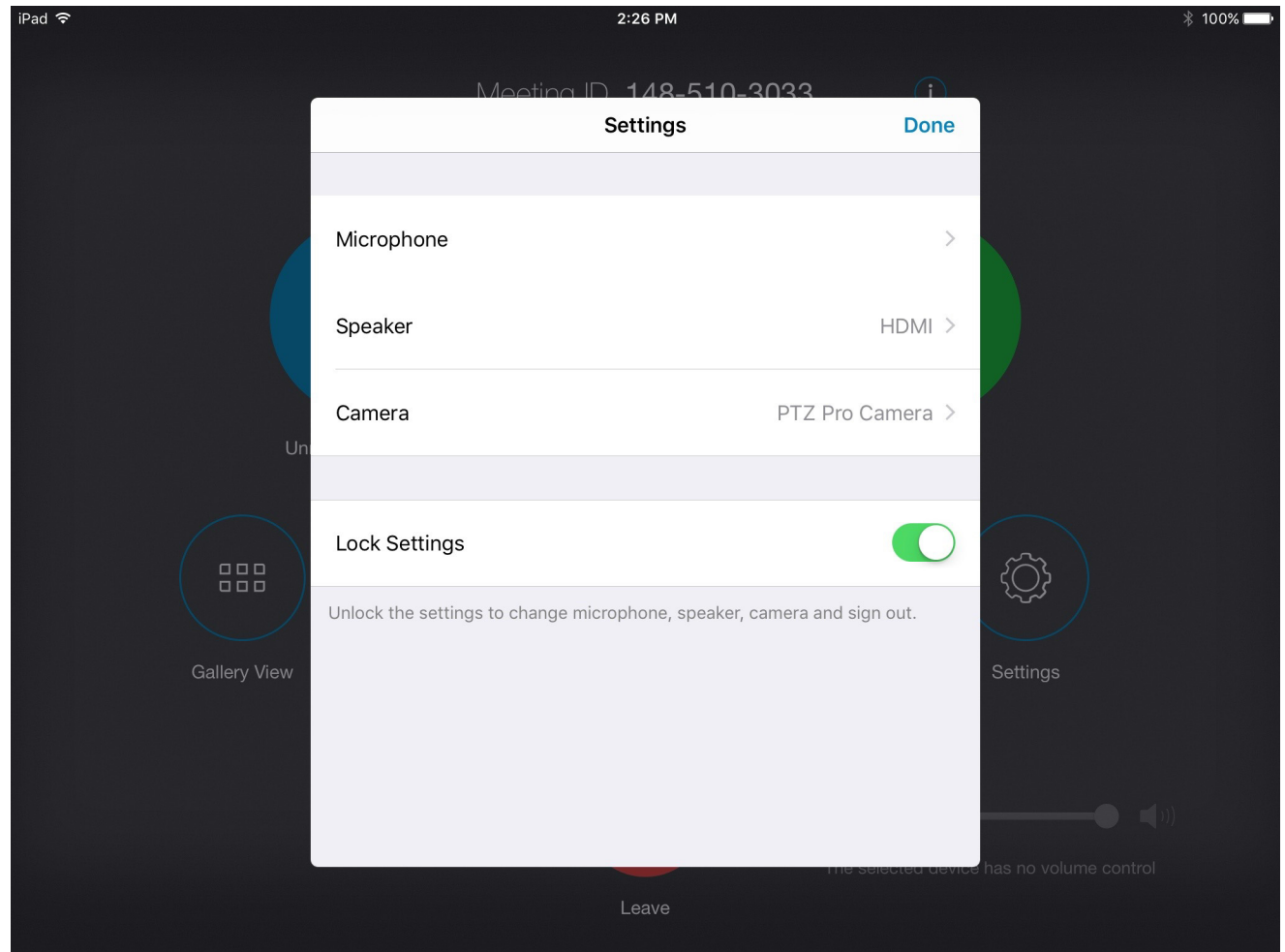5. Tap **Send Invitation**.

14
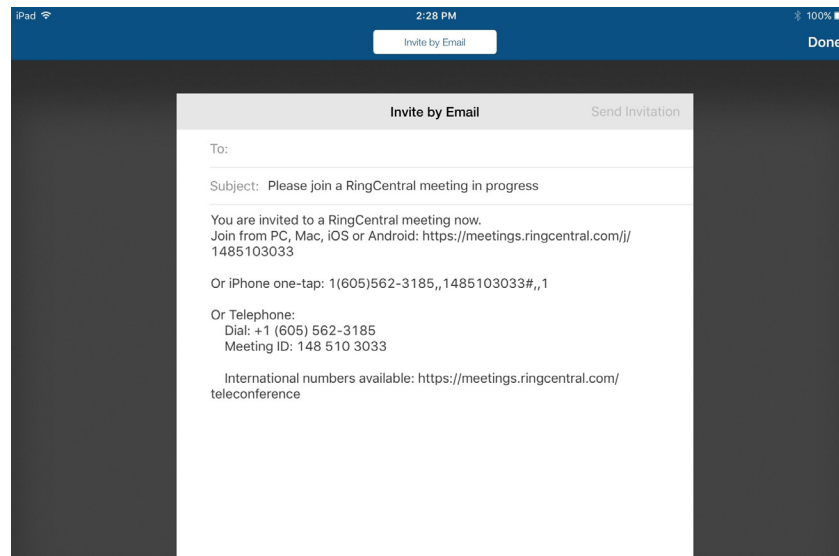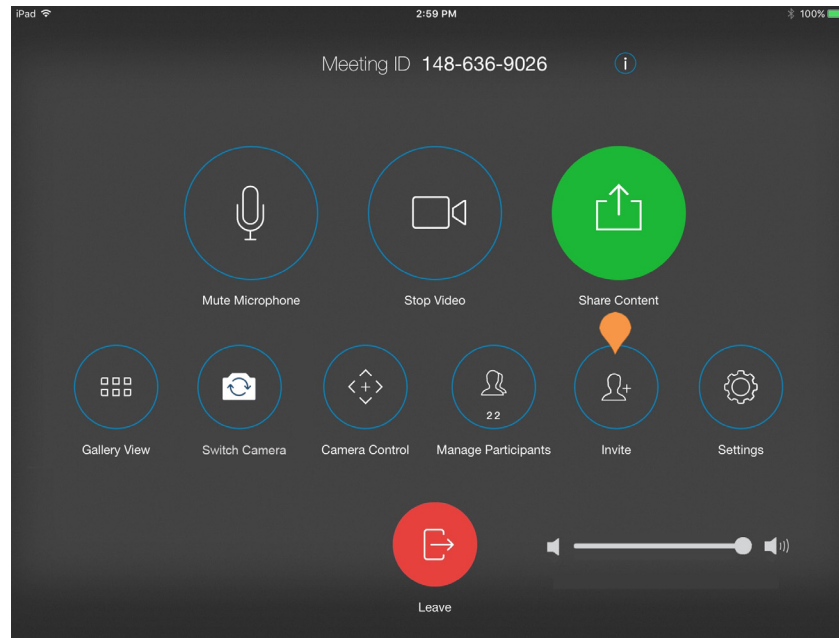
## Settings

When in a meeting, you can adjust settings for microphone, speaker, and camera for the RingCentral Rooms conference.

For detail see "Configure Settings" on page 20.

The admin can also use the **Lock Settings** control to lock or unlock the settings for microphone, speaker, camera, and sign out. This function requires a passcode.

15

## Leave Meeting

You have these options to leave a meeting:

- **End**: Ends the meeting for all participants. All participants will be disconnected once a meeting has been ended.
- **Leave**: Leave the meeting yourself. Prior to using this function, you need to select a new host from the participant list. See "Manage Participants" on page 13.

**RingCentral Rooms Meeting Survey**

When the meeting ends, you are asked to complete a brief survey. You can rate the meeting experience, or skip the survey.
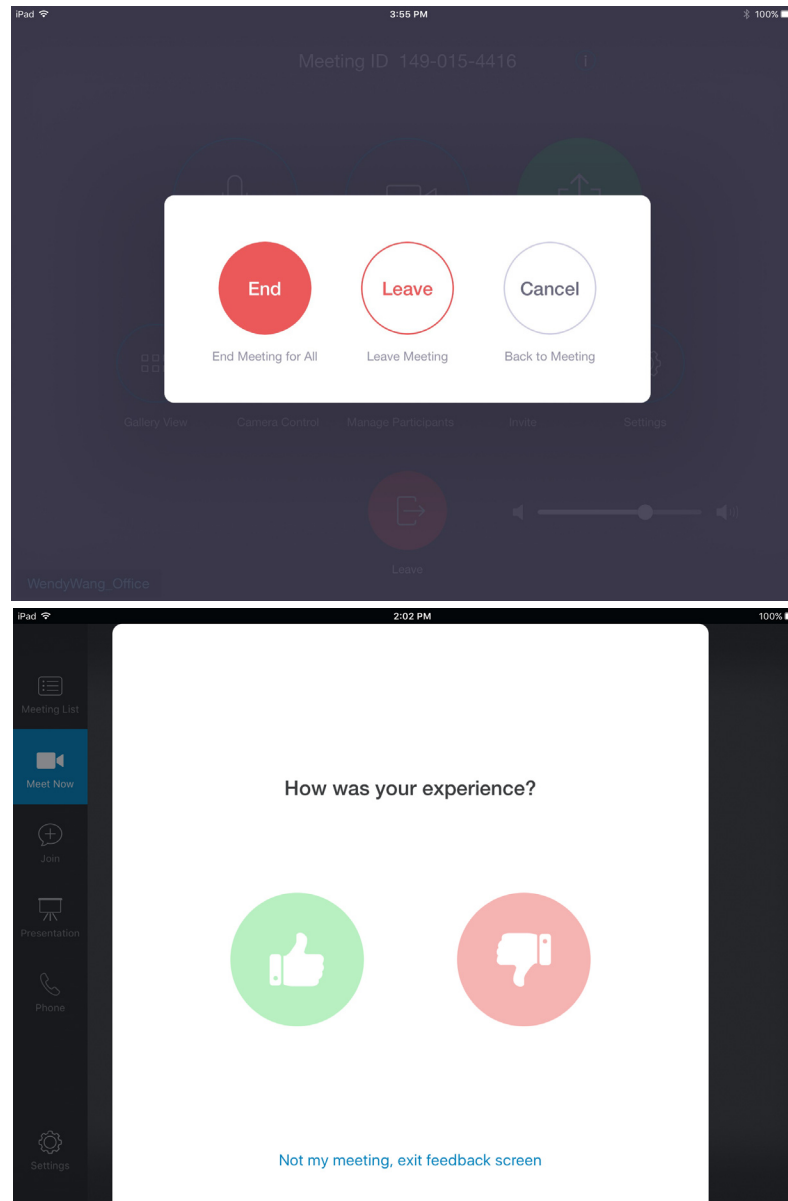
# Share Content

When in a meeting, or in presentation mode, you can present content wirelessly from your laptop or mobile device. You can share files, windows, applications, or the entire screen.

## Share Content Wirelessly

To wirelessly share from a laptop:

In Presentation mode:
1. Tap **Presentation** on the controller.
2. Select **Share Laptop**.
3. Open a browser and go to **share.ringcentral.com**.
4. Enter the Meeting ID.
5. Click **Share**.
6. Select desktop or application to share.
7. Select **Start Meeting** to start a meeting.
8. Select **Stop Sharing** to stop sharing.

During a meeting:
1. Start or join a meeting.
2. Tap **Share Content** on the controller.
3. Open a browser and go to **share.ringcentral.com**.
4. Enter the Meeting ID.
5. Click **Share**.
6. Select desktop or application to share.
7. Select **Start Meeting** to start a meeting.
8. Select **Stop Sharing** to stop sharing.

17
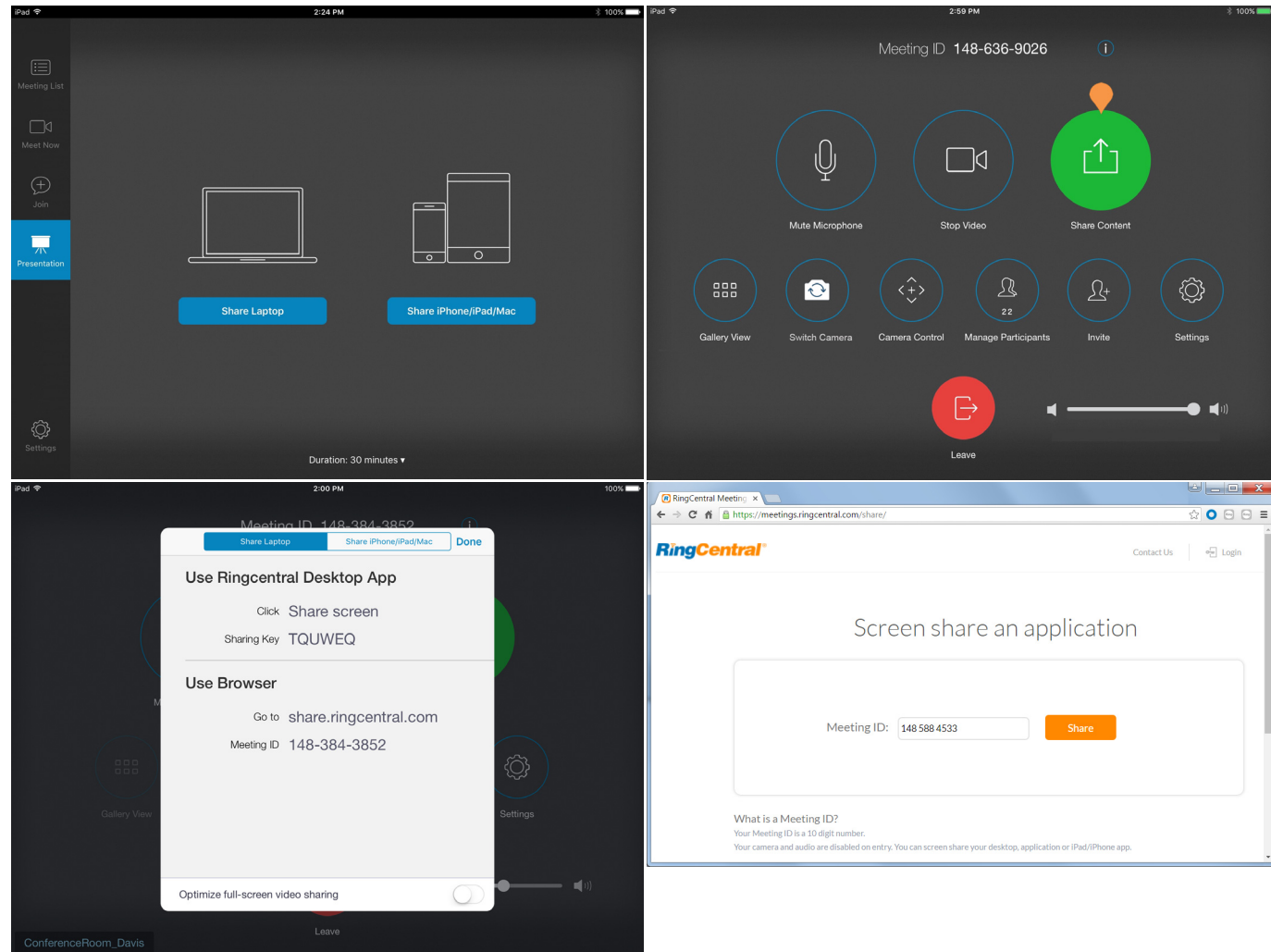
## Share Content by Proximity Sharing

You can instantly share your screen from RingCentral Meetings for Desktop by proximity sharing. Proximity sharing enables the iPad controller to generate an ultrasonic signal that can be detected by RingCentral Meetings for Desktop and automatically connect to the RingCentral Rooms iPad Controller.

To share content by proximity sharing you provide a Sharing Key from RingCentral Rooms, and click the **Share screen** button in the RingCentral Meetings for Desktop application.

To share by proximity sharing:

In Presentation mode:
1. Tap **Presentation** on the controller.
2. Select **Share Laptop**.
3. Copy the Sharing key from Rooms.
4. Launch RingCentral Meetings Desktop.
5. Click **Share screen** in Meetings.
6. Enter the Sharing Key.
7. Click **Share**.

During a meeting:
1. Start or join a meeting.
2. Tap **Share Content** on the controller.
3. Select **Share Laptop.**
4. Copy the Sharing key from Rooms.
5. Launch RingCentral Meetings Desktop.
6. Click **Share screen** in Meetings.
7. Enter the Sharing Key.
8. Click **Share**.
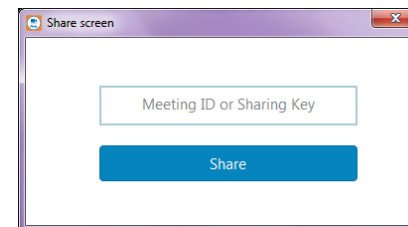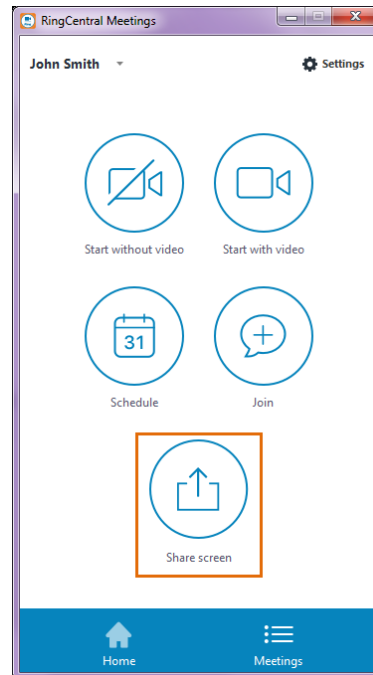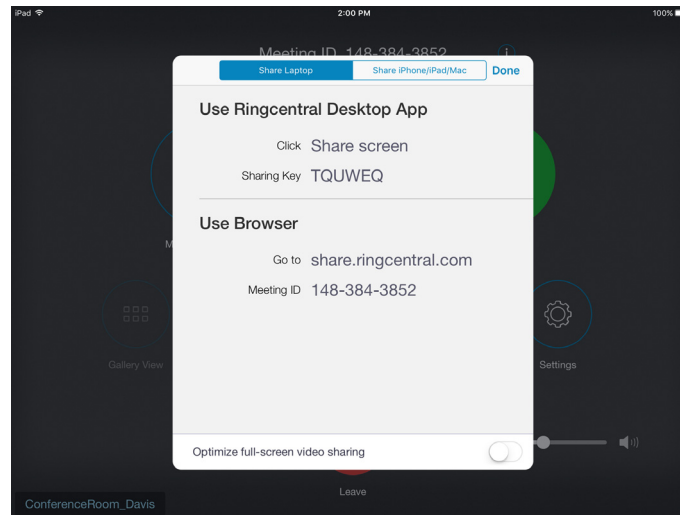
## Share Content by AirPlay Mirroring

AirPlay is Apple's technology that allows Mac or iOS devices to stream media over a local network. The sending and receiving devices need to be compatible with AirPlay.

**Start AirPlay Mirroring Manually**
If your administrator has enabled AirPlay sharing on your account, you can start AirPlay Mirroring manually:

In Presentation mode:
1. Tap **Presentation** on the controller.
2. Select **Share iPhone/iPad/Mac**.

During a meeting:
1. Start or join a meeting.
2. Tap **Share Content** on the controller.
3. Select **Share iPhone/iPad/Mac**.

**Configure a Mac for AirPlay Mirroring**

To configure your Mac laptop:
1. Go to **AirPlay Display** at the top right corner of your Apple menu
2. Connect to your Rooms Mac mini.
3. Enter the passcode as it appears on your RingCentral Rooms screen.
4. Click **Disconnect AirPlay Display** to exit sharing.

**Configure an iOS Device for AirPlay Mirroring**

To configure your iOS device:
1. Swipe up from the bottom on your device to bring up the menu.
2. Click the **AirPlay** button and select your RingCentral Rooms Mac mini.
3. Enter the passcode as it appears on your RingCentral Rooms screen.
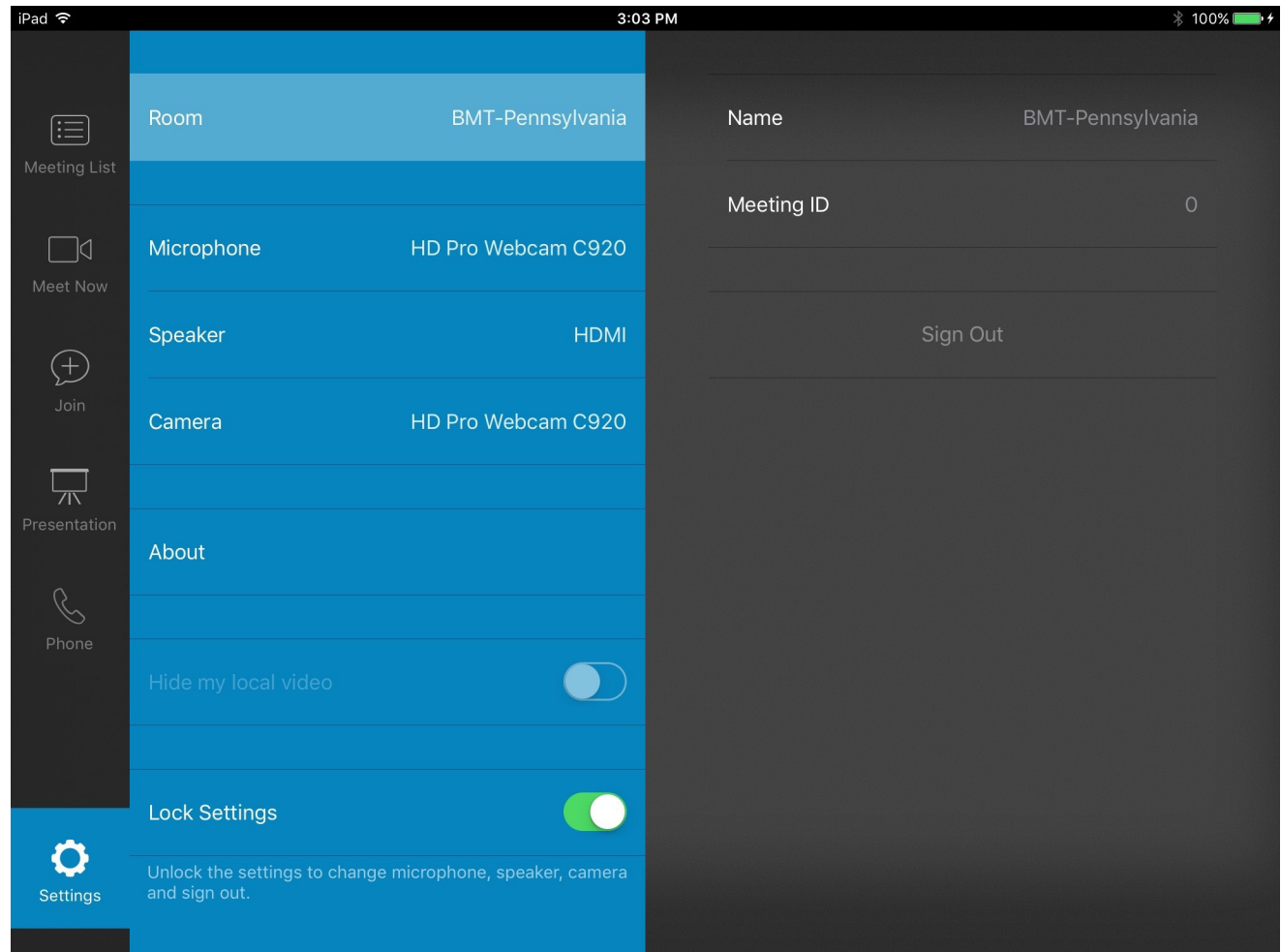4. Turn on mirroring.
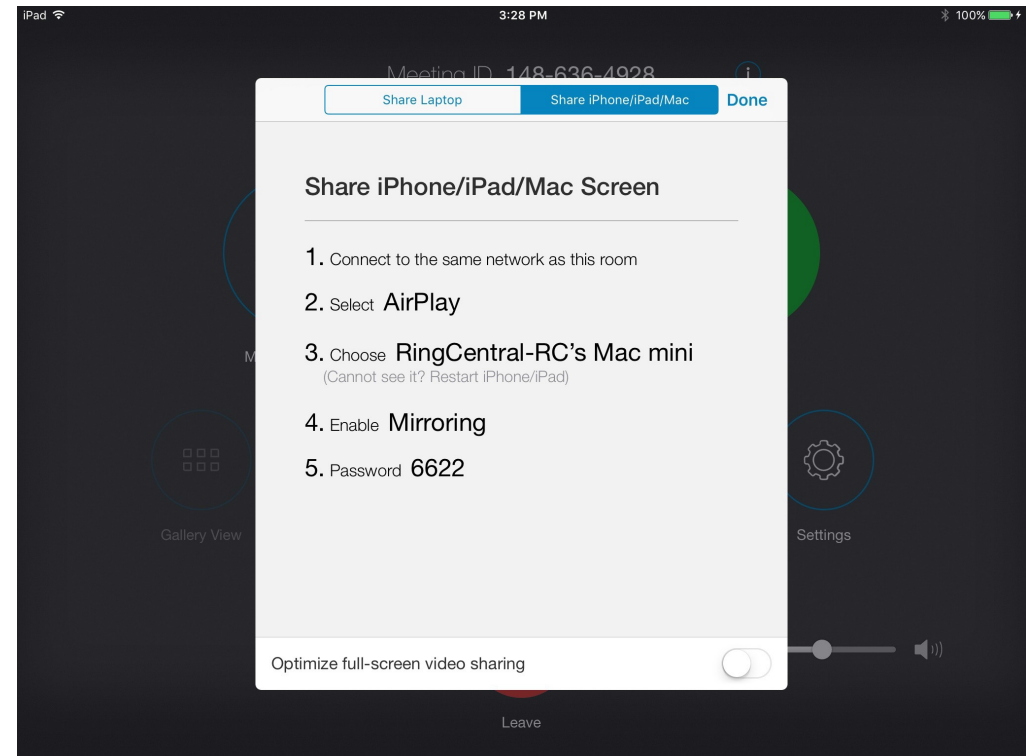
# Configure Settings

The **Settings** tab allows you to view and configure the settings for the room, microphone, speaker, and camera for the RingCentral Rooms conference room. You can also access the **About** page for information about your software.

You can use the **Lock Settings** control to lock or unlock the settings for microphone, speaker, camera, and sign out.

**Note**: Your administrator may have locked these settings.

iPad     3:03 PM     100%

**Meeting List**

**Meet Now**

**Join**

**Presentation**

**Phone**

**Settings**

| Room | BMT-Pennsylvania |
| --- | --- |
| Microphone | HD Pro Webcam C920 |
| Speaker | HDMI |
| Camera | HD Pro Webcam C920 |
| About | |

Hide my local video

Lock Settings

Unlock the settings to change microphone, speaker, camera and sign out.

| Name | BMT-Pennsylvania |
| --- | --- |
| Meeting ID | 0 |

Sign Out

## Microphone Settings

You can configure the following microphone settings:

- **Volume**: Select the camera used as source, if you have more than one connected.
- **Source**: Select the microphone to use, if you have more than one connected.
- **Software Echo Cancellation**: Select whether to use software echo cancellation to improve the voice quality.
- **Automatically Adjust Mic Level**: Select whether to automatically adjust the microphone volume level.
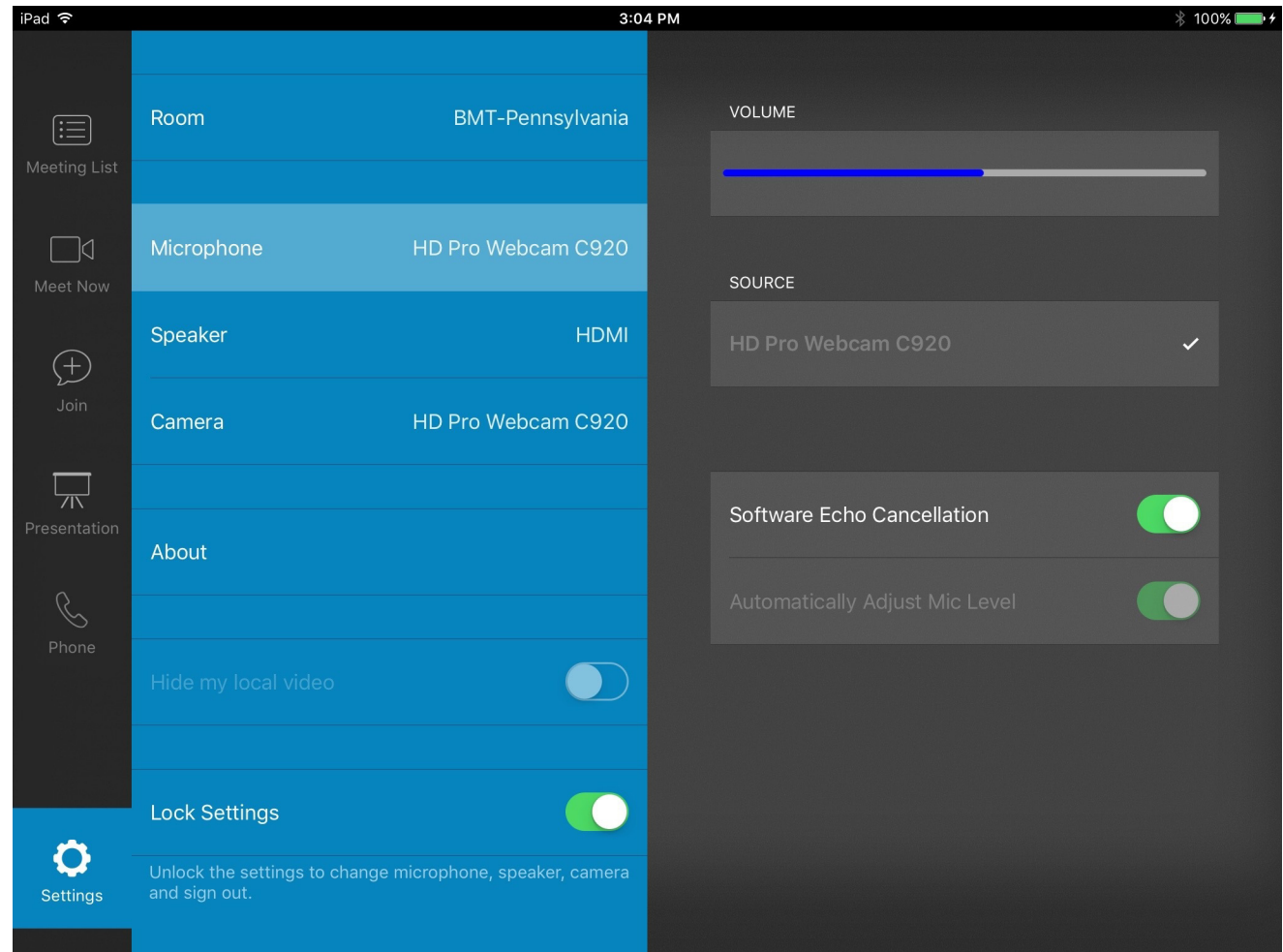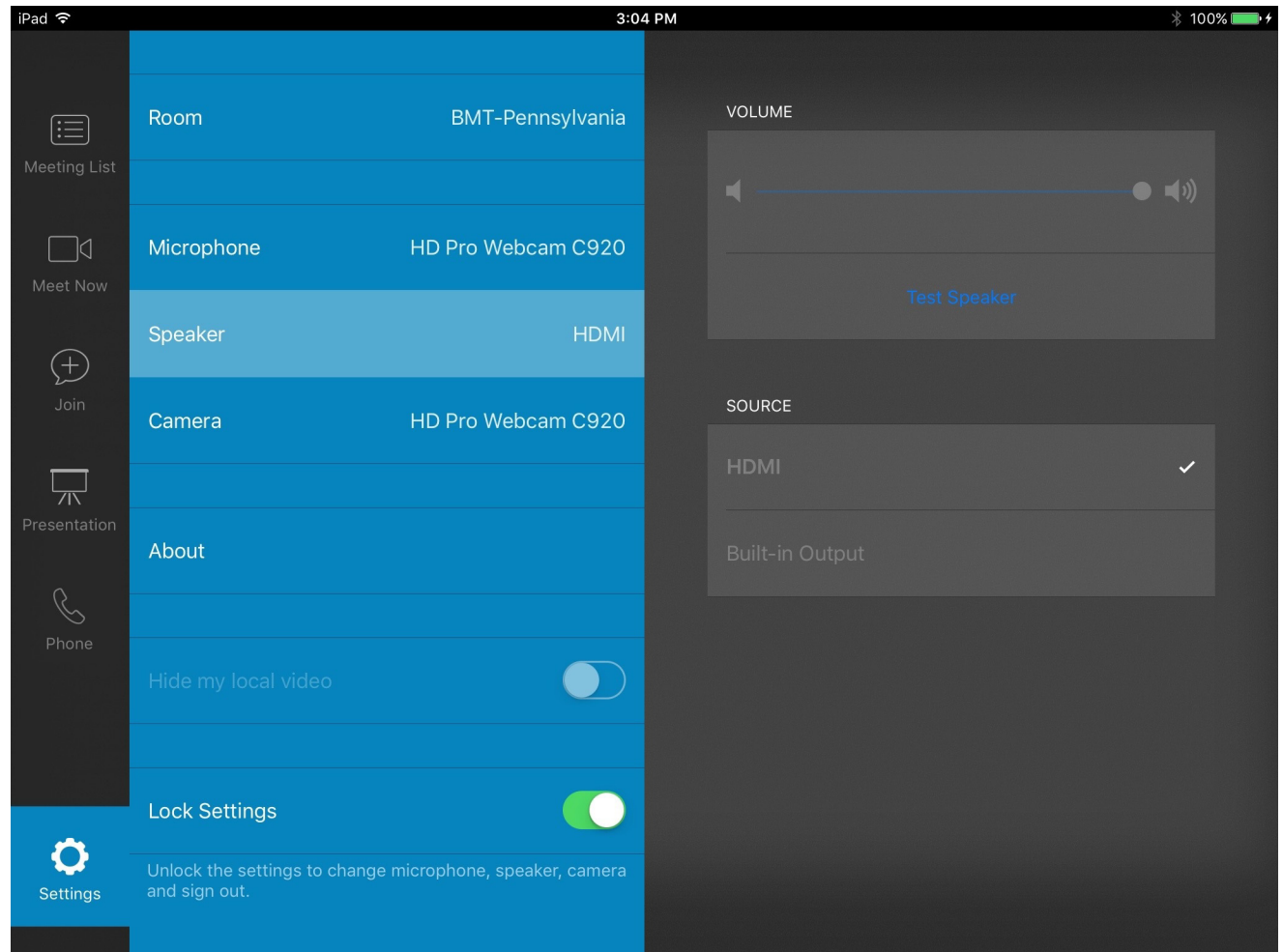
## Speaker Settings

You can configure the following speaker settings:

- **Source**: Use the volume bar to set the speaker volume.
- **Test Speaker**: Perform a test of your speaker to ensure good quality.
- **Source**: Select the speaker used as audio source, if you have more than one connected.
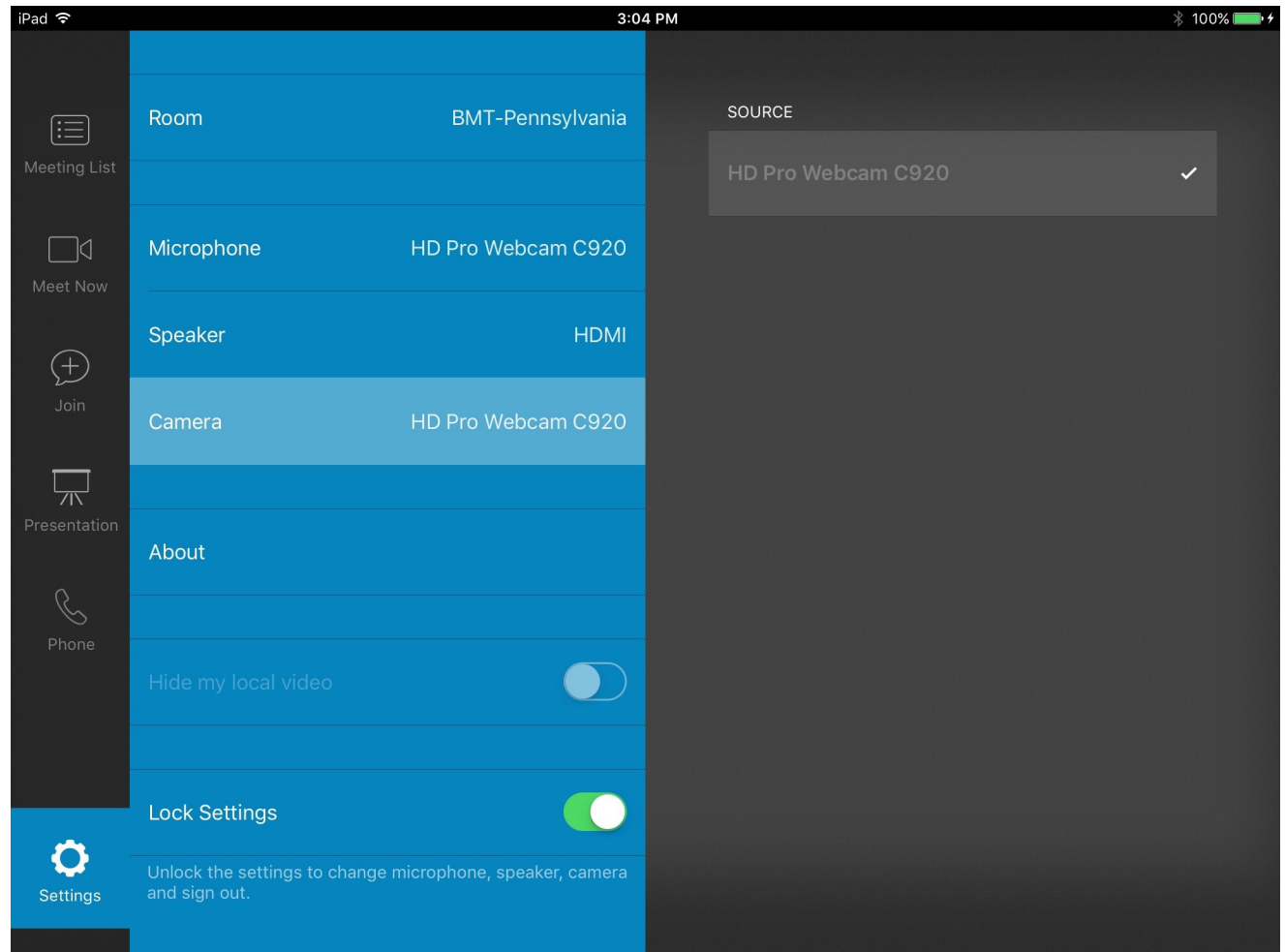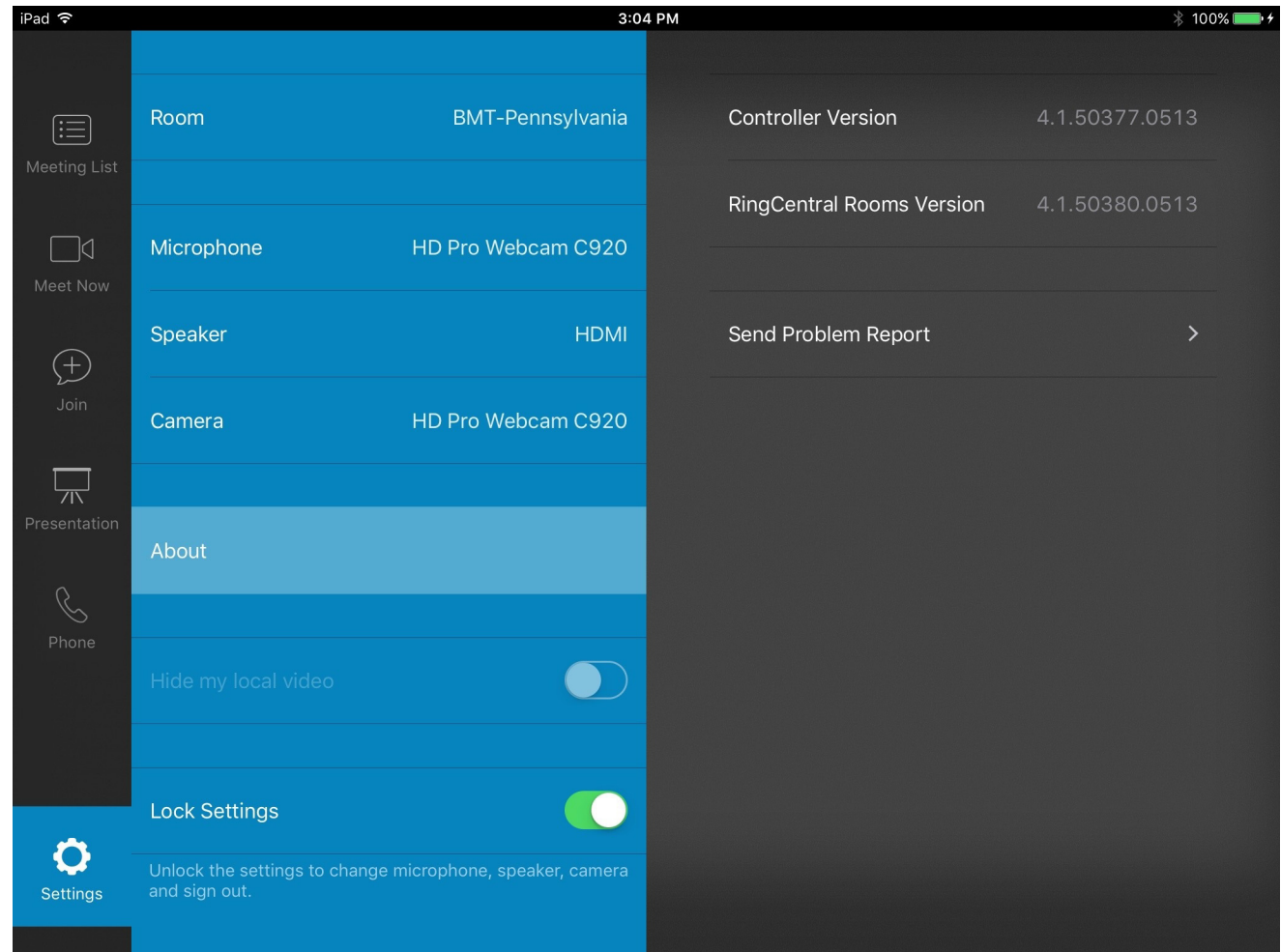
## Camera Settings

You can configure the following camera settings:

- **Source**: Select the camera used as video source, if you have more than one connected.

## About

Displays information about the controller software version and allows you to send a problem report to your administrator.

| | |
|---|---|
| iPad | 3:04 PM | 100% |

**Meeting List**

**Meet Now**

**Join**

**Presentation**

**Phone**

**Settings**

| | |
|---|---|
| Room | BMT-Pennsylvania |
| Microphone | HD Pro Webcam C920 |
| Speaker | HDMI |
| Camera | HD Pro Webcam C920 |
| About | |
| Hide my local video | |
| Lock Settings | |

Unlock the settings to change microphone, speaker, camera and sign out.

| | |
|---|---|
| Controller Version | 4.1.50377.0513 |
| RingCentral Rooms Version | 4.1.50380.0513 |
| Send Problem Report | > |