

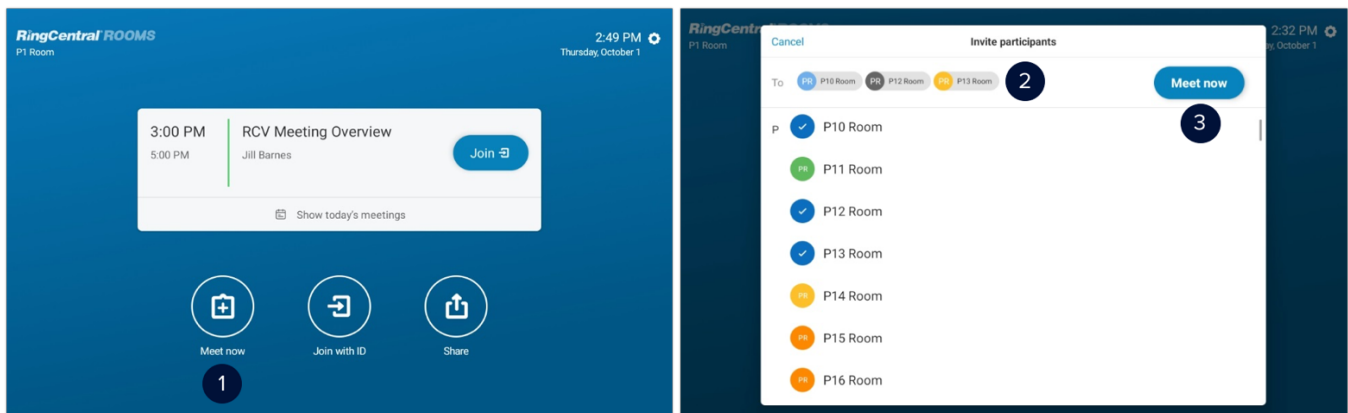
# RINGCENTRAL ROOMS: STARTING AND JOINING VIDEO MEETINGS USING THE POLY TC8

The Poly TC8 functions as your RingCentral Rooms controller. This guide shows you how to start and join video meetings, as well as gives an overview of the available controls during an active video meeting.

## STARTING A VIDEO MEETING

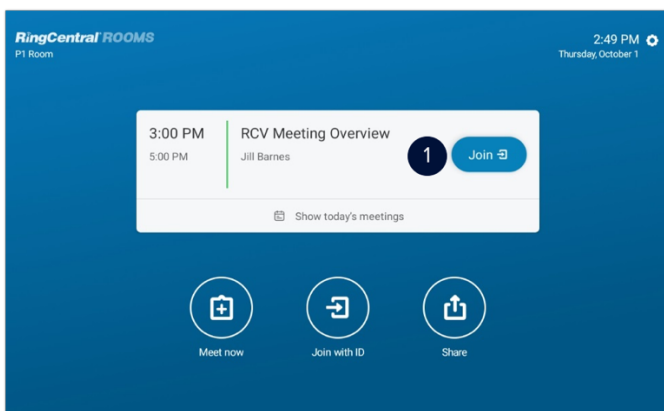
Follow these steps to immediately host a video meeting:

1. Tap Meet Now.
2. Select the video meeting participants to invite.
3. Tap **Meet Now** to start the meeting.



## JOINING A SCHEDULED VIDEO MEETING

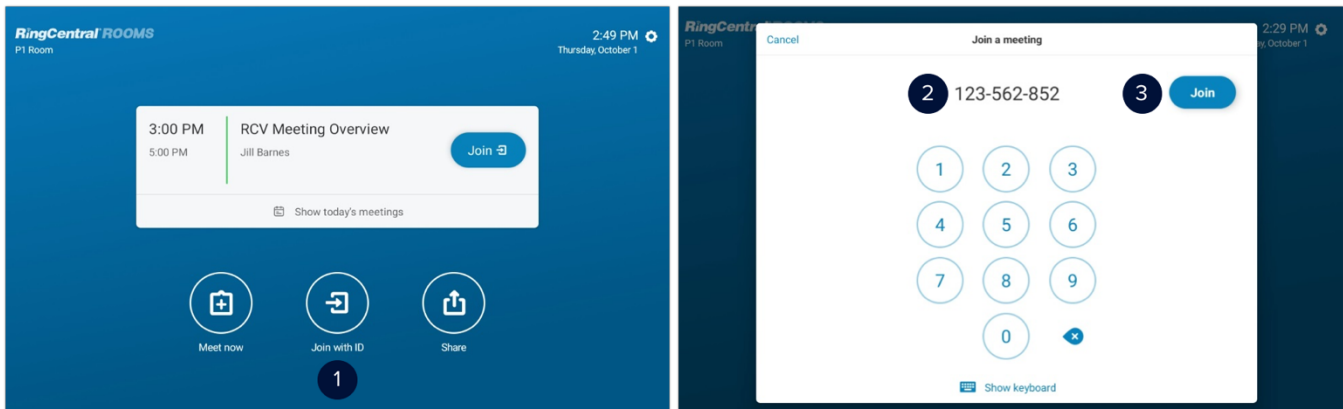
Your scheduled video meetings are displayed in the Poly TC8's RingCentral Rooms home screen. Tap **Join (1)** to immediately connect to the video meeting.



## JOINING A VIDEO MEETING USING A MEETING ID

If you know the Meeting ID of the video meeting that you want to join, follow these steps:

1. Tap Join with ID.
2. Type the appropriate **Meeting ID**.
3. Tap **Join** to connect to the video meeting.



## VIDEO MEETING CONTROLS OVERVIEW

The following controls are available during an active video meeting:

- A. Mute / Unmute the room microphone
- B. Turn on / off the room camera
- C. Share content from a laptop or mobile device
- D. Invite meeting participants
- E. View and manage participants (The controls to manage participants are only available to the video meeting host)
- F. Record the meeting (This is only available to the video meeting host or participants assigned as moderators)
- G. Configure participant view and gallery layout options
- H. End the video meeting (if you are the host) / Leave the video meeting (if you are a participant)
- I. Adjust the video meeting audio's volume
- J. Access your RingCentral Rooms settings

