LOGITECH TAP QUICK START GUIDE FOR MICROSOFT TEAMS ROOMS

logitech | **Microsoft**

JOIN A MEETING
Join a scheduled meeting with a single touch.

MAKE A CALL
Dial a phone number and make a call, just like that.

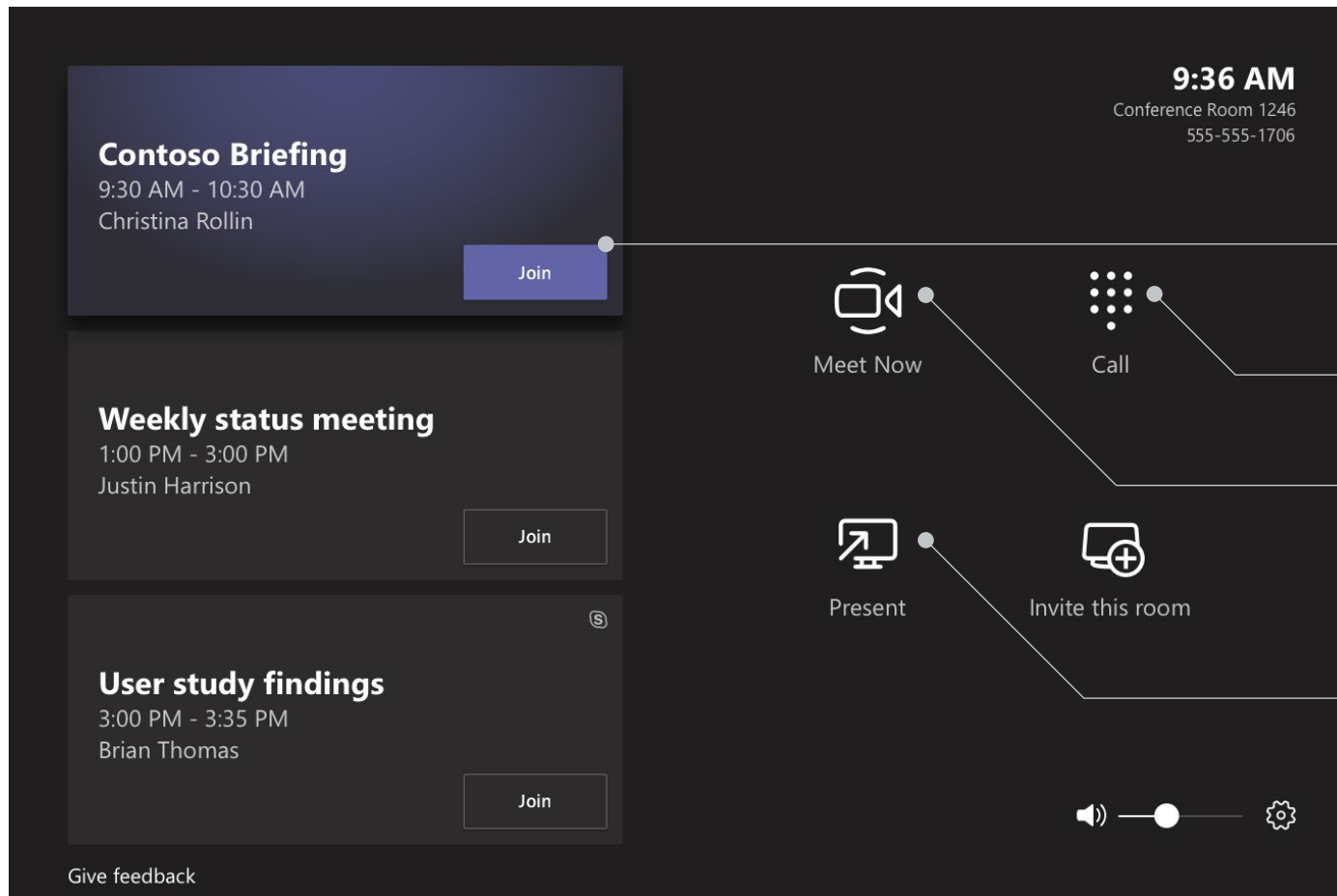## START A MEETING
Easily start a new meeting and add invitees.

PRESENT
Share content from the connected console.

9:36 AM
Conference Room 1246
555-555-1706

Contoso Briefing
9:30 AM - 10:30 AM
Christina Rollin

Join

Meet Now

Call

Weekly status meeting
1:00 PM - 3:00 PM
Justin Harrison

Join

Present

Invite this room

User study findings
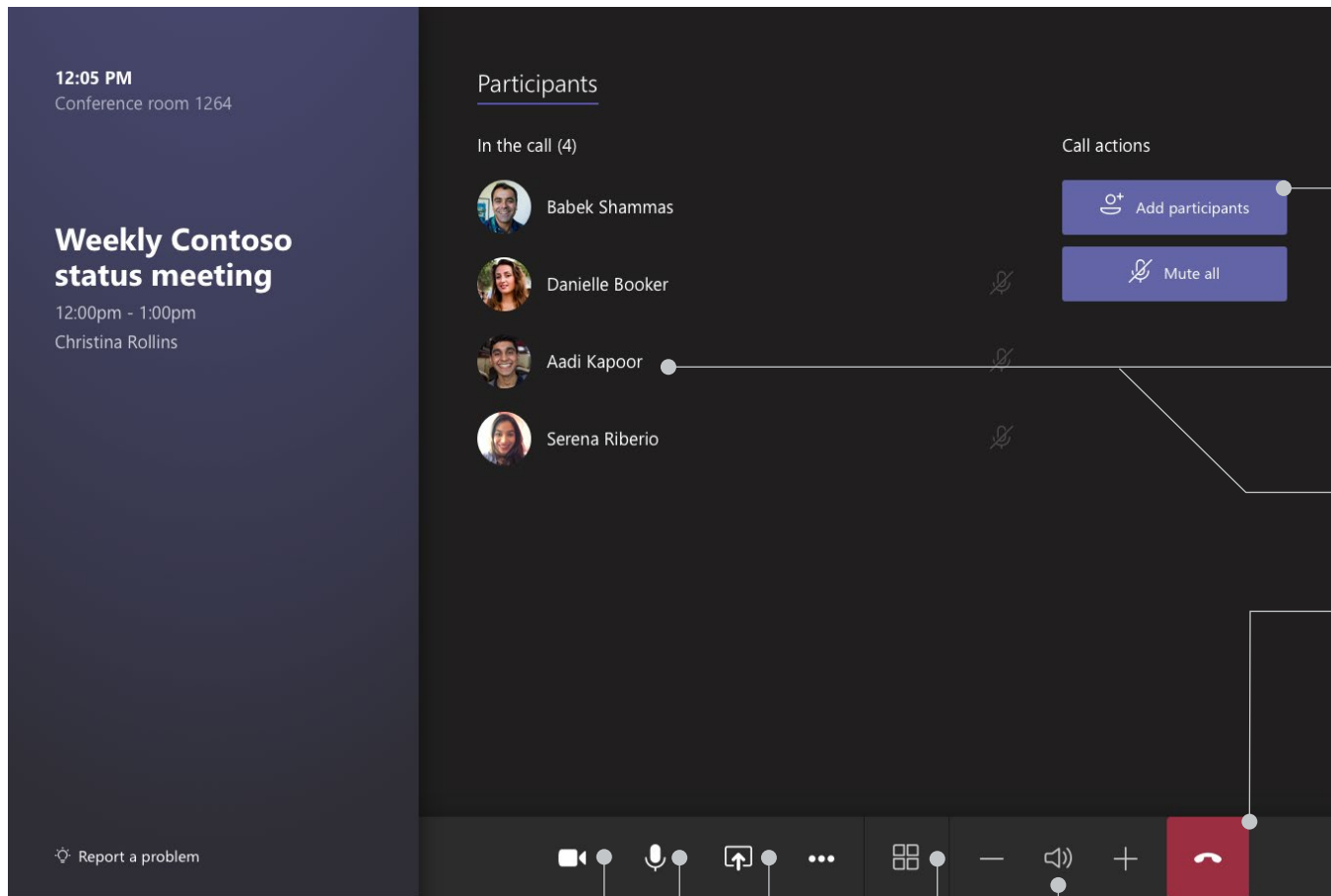3:00 PM - 3:35 PM
Brian Thomas

Join

Give feedback

Join a scheduled meeting by tapping the calendar entry.

Make a phone call by selecting **Dial Pad** and dialing a number.

Select **Meet Now** to start a new meeting. Type a name or number to invite people. After invitees are added to the list, select **Invite**. Your meeting will begin automatically.

To share content, plug the HDMI cable connected to the console into your laptop. If content is not automatically projected to the room, select **Present** on the room console. You may also share content by joining the Teams meeting from your device.

Weekly Contoso status meeting

12:00pm - 1:00pm

Christina Rollins

Report a problem

Participants

In the call (4)

Babek Shammas

Danielle Booker

Aadi Kapoor

Serena Riberio

Call actions

Add participants

Mute all

Tap **Add participants** to select people you want to invite to the meeting. Select names to add to the invitation list, then tap **Invite**.

To remove someone from a meeting, select their name on the room console, then **Remove participant**.

Mute participants selecting participant's name, and then **Mute participant**.

Leave the meeting.

Select **-** or **+** to adjust the room speaker volume. Press speaker icon to Mute/Unmute.

Select **Layout** on the room console. Toggle between different layouts for your room display. Note: If you have a single display, you can choose between showing just shared content or showing content and a row of people. If you have two displays, one will show content and the other will show people. Selecting Layout will swap which display shows which.

Select **Camera** on the room console to turn the in-room camera on and off. Choose which video device you wnat to use, or tap **Camera Off** to stop streaming the room's video.

Activate **Content Sharing** via HDMI cable or content camera within the room.

Manage audio by selecting **Mic** on the room console to mute or unmute the room mic.

FOR MORE INFORMATION

logitech.com/microsoft

LOGITECH SWYTCH GUIDE

TO JOIN OR MAKE A VIDEO CALL FROM ANOTHER SERVICE:

1. Insert the purple Logitech Swytch cable into your laptop USB-A or USB-C port.

2. Open your preferred video application.

3. Within your application, ensure the settings for Camera, Speaker, and Microphone are set to the Logitech conference devices in the room.

4. Join or make your video call from your laptop.

5. When you're finished, simply unplug Swytch from your laptop and the room will return to its previous state.

TO SHARE CONTENT WITH SWYTCH USING LOGITECH TAP:

1. Insert the Swytch USB-C or USB-A cable into your laptop.

2. Click "Share" on the Tap interface, and your laptop screen will automatically be shared into the meeting or room display.

3. When you're done sharing, simply unplug the Swytch cable from your laptop.

If you experience issues, please install the latest DisplayLink drivers from Synaptics on your device.

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