

# LOGITECH TAP QUICK START GUIDE FOR MICROSOFT TEAMS ROOMS

## JOIN A MEETING

Join a scheduled meeting with a single touch.

## MAKE A CALL

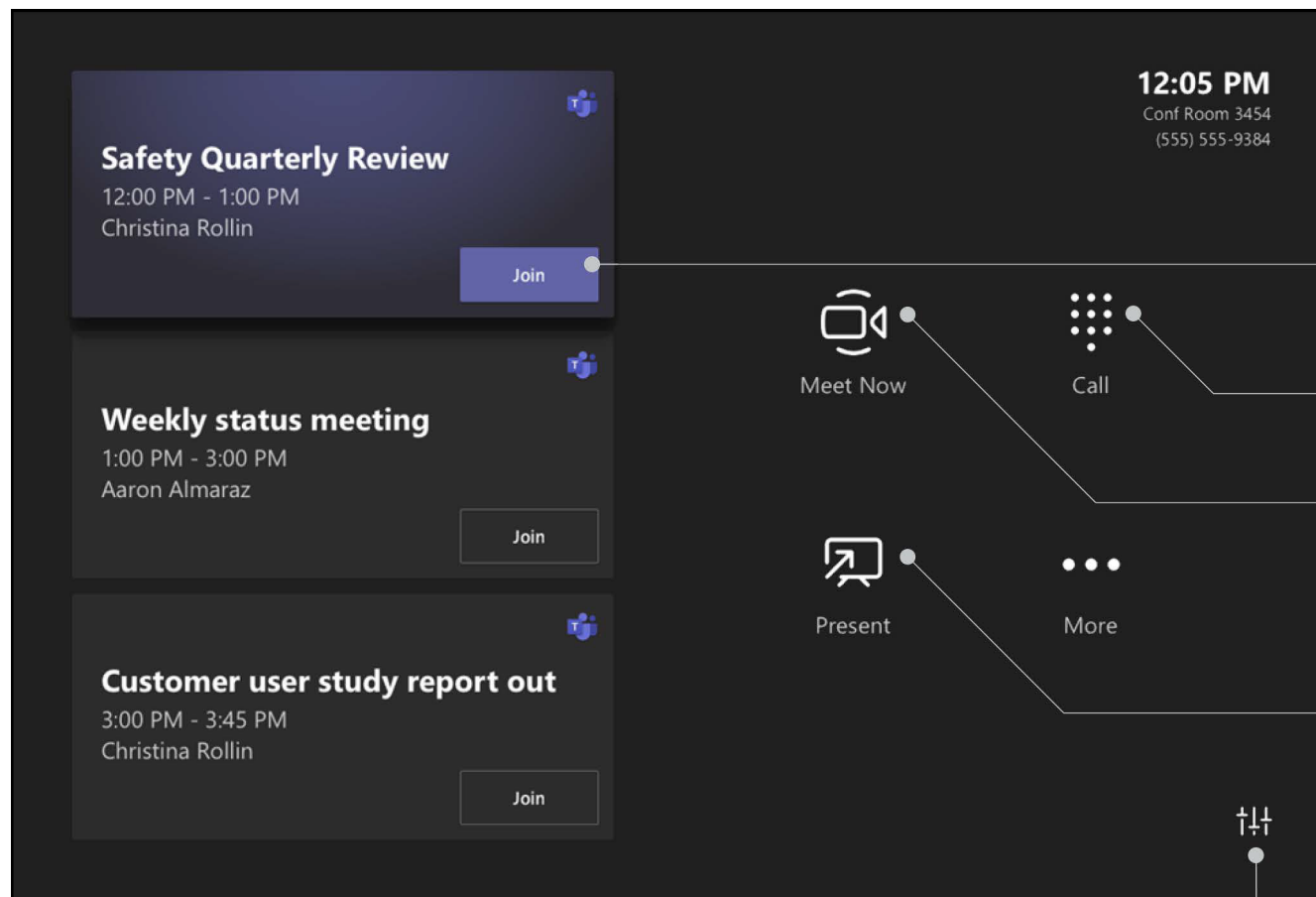
Dial a phone number and make a call, just like that.

## START A MEETING

Easily start a new meeting and add invitees.

## PRESENT

Share content from the connected console.



Join a scheduled meeting by tapping the calendar entry.

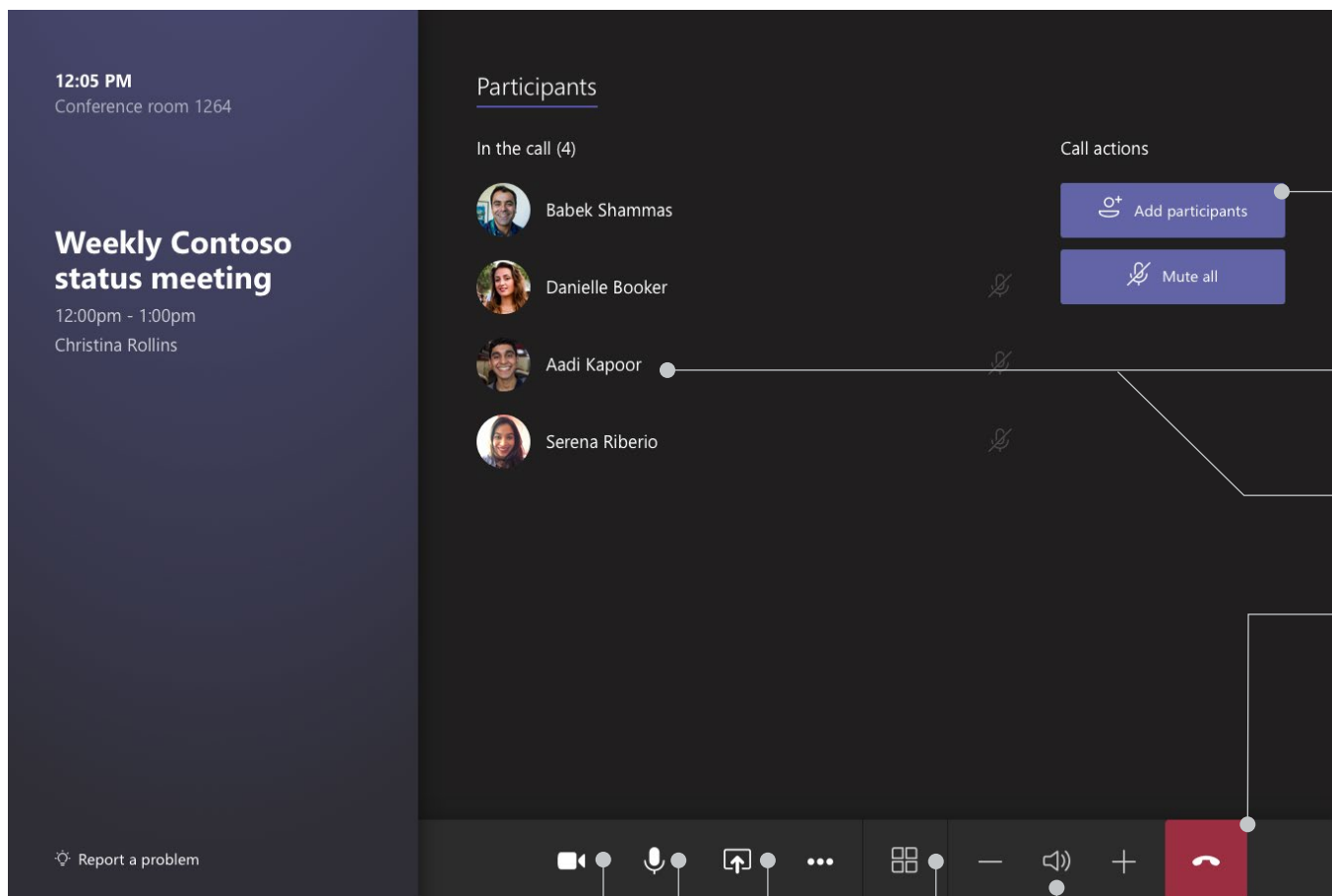
Make a phone call by selecting **Dial Pad** and dialing a number.

Select **Meet Now** to start a new meeting. Enter 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.

Control Room Environment variables

# MEETING CONTROLS



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 in-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 want 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](https://logitech.com/microsoft)

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