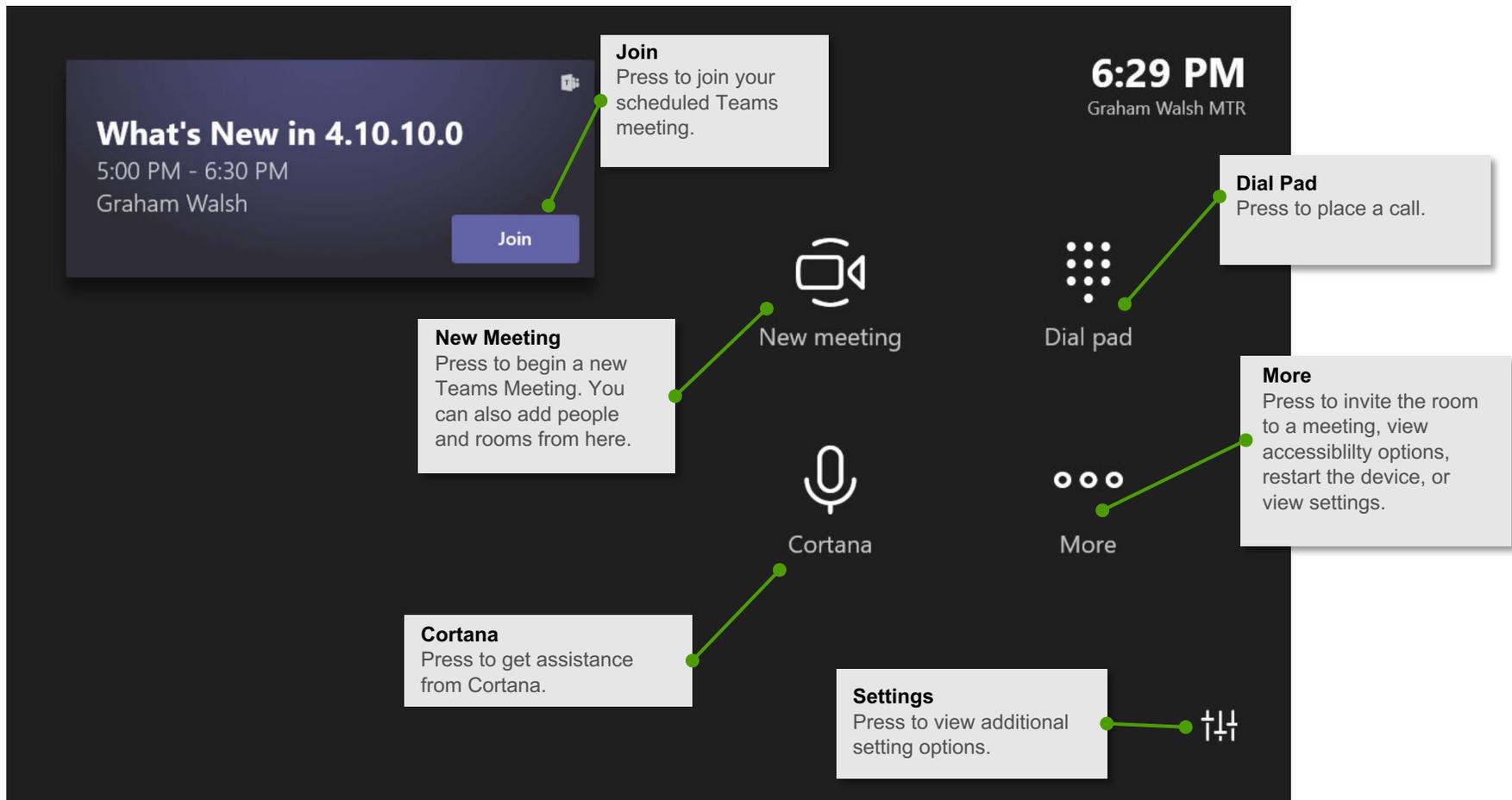


# Logitech Tap: Get Your Meeting Started

## Before you get started

- Make sure the TV is turned on if you need to present on the screen.
- Ensure the meeting room has been booked if you want to join the room to the meeting.



## Just need to share your screen on the meeting room TV?

Plug the HDMI cable into your computer and press Present.

# Logitech Tap: Navigating Your Meeting

The screenshot shows the Logitech Tap meeting interface. On the left, a dark blue sidebar displays meeting information: '12:05 PM', 'Conference room 1264', 'Weekly Contoso status meeting', '12:00pm - 1:00pm', and 'Christina Rollins'. Below this is a 'Report a problem' link. The main area is dark grey and features a 'Participants' list with four members: Babek Sham, Danielle Booker, Aadi Kapoor, and Serena Riberio. To the right of the participants is a 'Call actions' menu with 'Add participants' and 'Mute all' buttons. At the bottom is a control bar with icons for video, mute, screen share, a menu, screen layout, volume, and disconnect. Green lines connect callout boxes to these specific UI elements.

**Meeting Info**  
Shows the name of the meeting, the scheduled time and who organized it.

**Meeting Participants**  
Shows who has joined your meeting.

**Add Participants**  
Press to add new people to your meeting.

**Mute All**  
Press to mute all participants microphones.

**Screen Share**  
Press to share your screen. Make sure the HDMI cable on the table is plugged into your computer.

**Screen Layout**  
Press to change the meeting display. View it as a shared screen only or view as shared & view participants.

**Disconnect**  
Press to leave the meeting/call.

**Video**  
Press to turn the in-room camera on/off.

**Mute**  
Press to mute the in-room audio.

**Volume**  
Press to increase/decrease the volume.

**Just need to share your screen on the meeting room TV?**

Plug the HDMI cable into your computer and press Present.

# ClickShare: Get Your Meeting Started

## Before you get started

- Make sure the TV is turned on if you need to present on the screen.
- Ensure the meeting room has been booked if you want to join the room to the meeting.



Don't forget to unplug the ClickShare from your computer when you are done.