

Working from a River Landing Meeting Room

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.

Logitech Tap

Conduct an internal or external Teams meeting and project your screen

- Small Meeting Room
- Medium Meeting Room
- Large Meeting Room
- Closed Collaboration Room

1. Tap 'Join' meeting from the Logitech Tap screen, located on the table.
2. Connect your device using the available HDMI cables to display your content (if needed).



ClickShare

Conduct quick in-person collaboration

- Open Collaboration Room
- Interactive Collaboration Room

1. Plug the Click-Share button into the USB port on your device
2. Launch File Explorer and double-click the Click-Share drive
3. Push the centre button on the Click-Share button to display content

Tip: White light indicates a connection; Red light indicates your content is displaying.



Logitech Swytch

Conduct a virtual meeting (Teams, WebEx, Zoom, etc.) and project your screen

- Small Meeting Room
- Medium Meeting Room
- Large Meeting Room
- Closed Collaboration Room

1. Plug the Logitech Swytch into the USB port on your device
2. Start sharing your computer screen

Tip: Meeting Room audio and camera will automatically connect.



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

Plug the HDMI cable into your computer and press Present.