

# User Instruction Manual: Logitech MeetUp

For questions, please contact the service desk.



1) Plug in the power supply of the Logitech MeetUp.

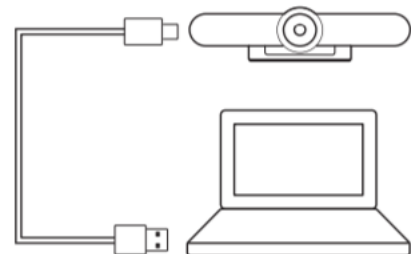
2) Connect the Logitech MeetUp to the PC or laptop using the USB cable.

PC (in lecture hall)



Laptop

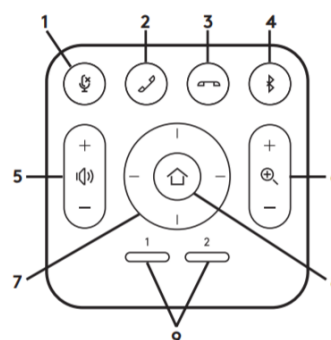
2. Connect the USB cable from MeetUp to the computer.



3) Set the Logitech MeetUp as default device.

- Ensure that the MeetUp is chosen as the camera, speaker and microphone in your video conferencing applications.
- Please consult the application documentation below for further instructions on how to do this in Skype for Business, Microsoft Teams or Zoom.

REMOTE



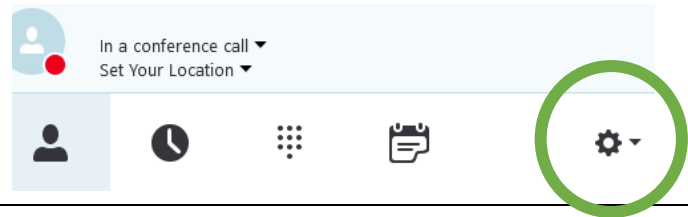
1. Microphone mute
2. Call answer
3. Call end
4. Bluetooth® pairing
5. Volume up/down
6. Zoom in/out

7. Camera pan/tilt
8. Camera home
9. Camera preset

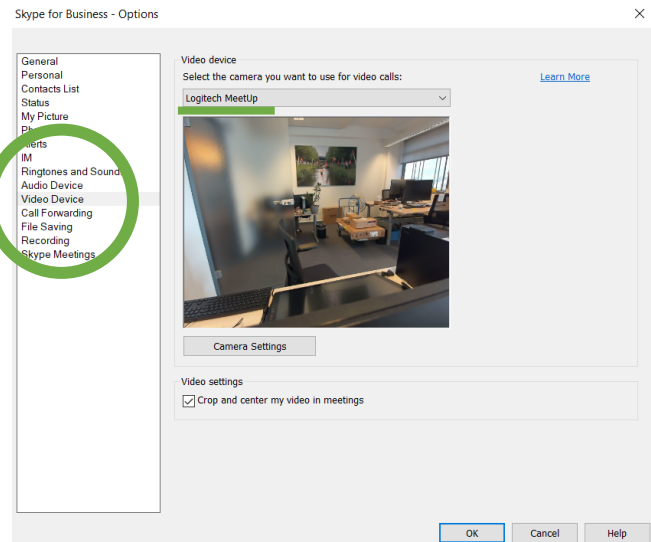
\* Please note that not all applications support call answer and end buttons.

## Skype for Business

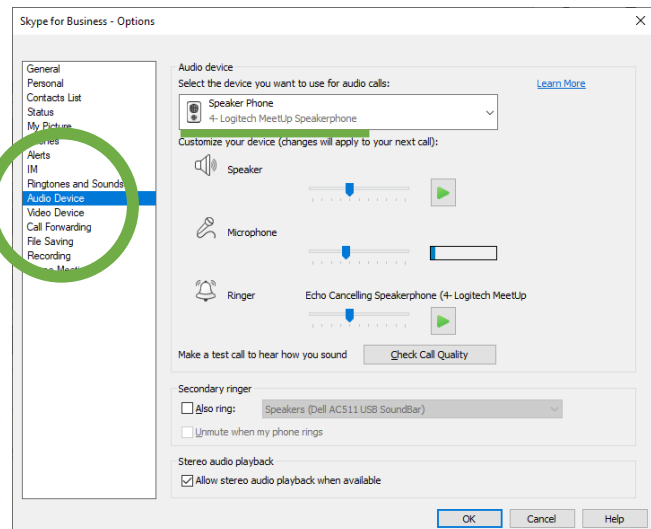
Before you start your meeting, go to **Settings**.



Go to **Video Device** in Settings. Select 'Logitech MeetUp' as the camera you want to use.

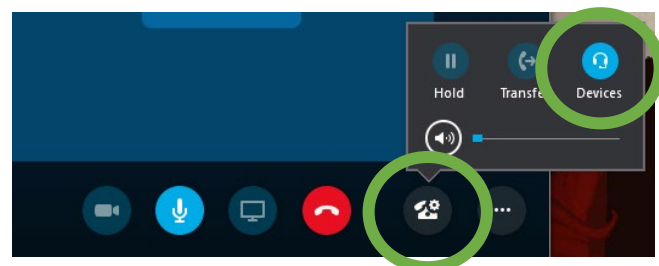


Go to **Audio Device** in Settings. Select 'Logitech MeetUp Speakerphone' as the speaker and microphone you want to use.



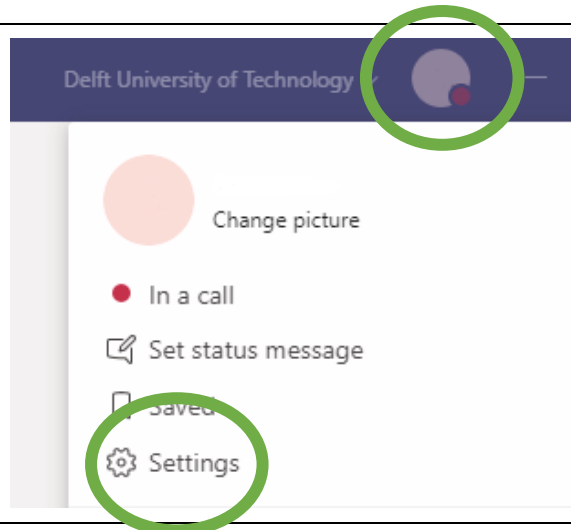
Or: change the audio settings during the meeting.

Set the device to 'Logitech MeetUp Speakerphone.'

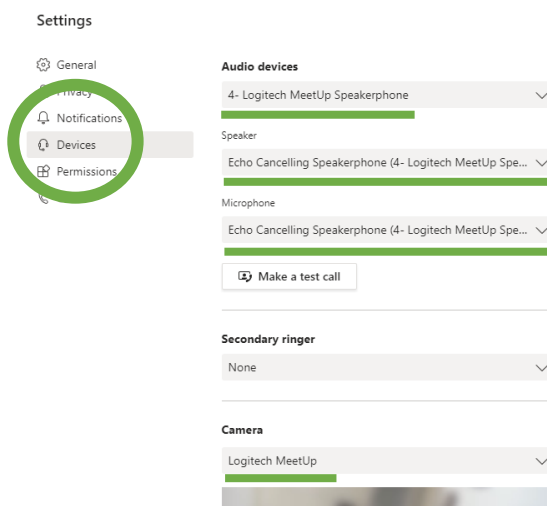


# Microsoft Teams

Before you start your meeting, go to **Settings** at the top right corner.

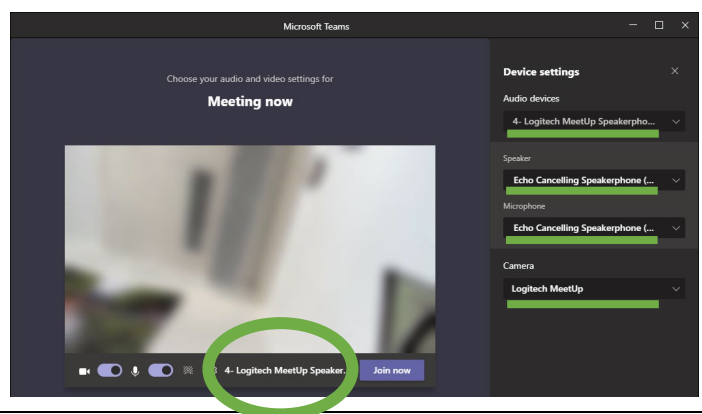


Go to **Devices** in Settings and set the audio devices to 'Logitech MeetUp Speakerphone' and camera to 'Logitech MeetUp.'



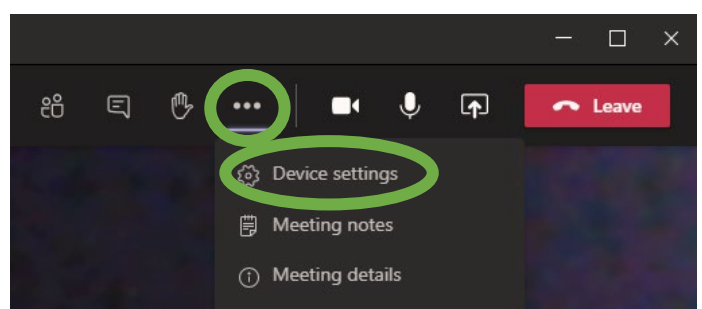
*Or: Change the settings at the start of your online meeting.*

*Set the audio devices and camera to 'Logitech MeetUp.'*



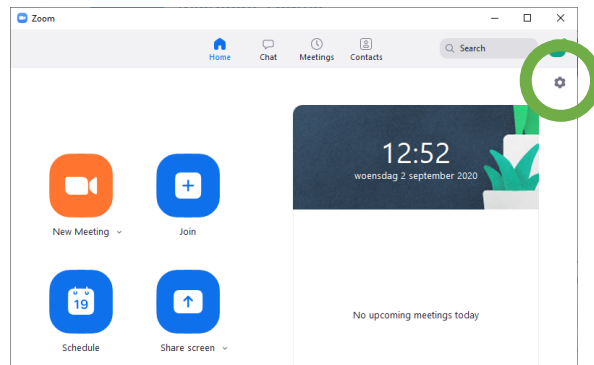
*Or: Change the settings during your meeting.*

*Go to Device settings and set the audio devices and camera to 'Logitech MeetUp.'*

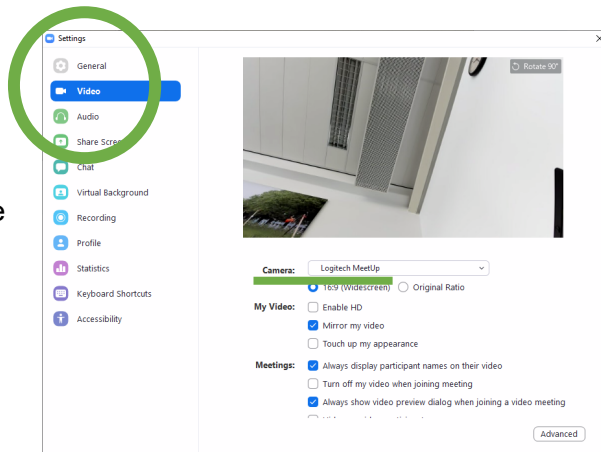


# Zoom

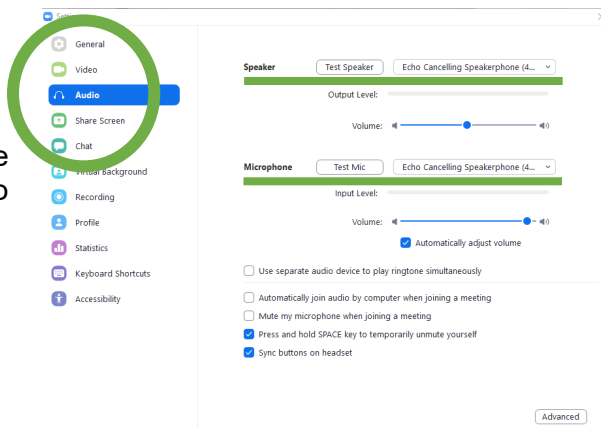
Before you start your meeting, go to **Settings**.



Go to **Video** in Settings to set the camera to 'Logitech MeetUp.'



Go to **Audio** in Settings to set the speaker and microphone to 'Echo Cancelling Speakerphone (Logitech MeetUp).'



*Or: Change the settings during your meeting.*

Set the microphone and speaker to 'Echo Cancelling Speakerphone (Logitech MeetUp)' and camera to 'Logitech MeetUp.'

