

# User Instruction Manual: Logitech MeetUp

For questions, please contact the service desk.



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

In case of mobile set (MeetUp on a trolley or stand), please place the set next to the teacher's desk. Make sure that the set and the cables do not restrict or block the escape route or create a tripping hazard.

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

- In case of using the PC in an education space / lecture hall, connect the USB cable with one of the USB connections on the panel.

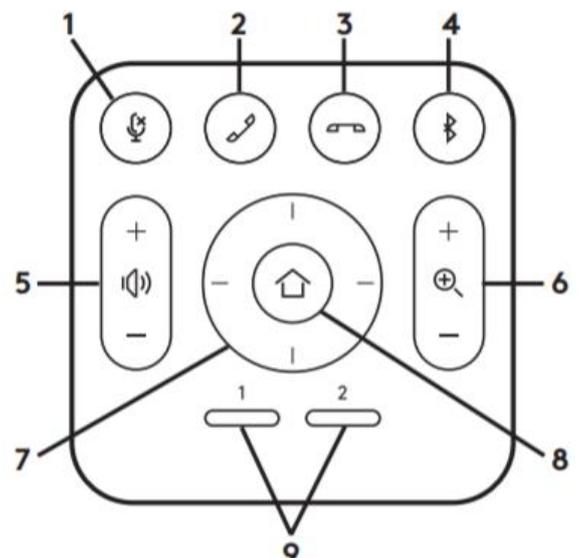


## 3) Set the Logitech MeetUp as default device.

- 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.

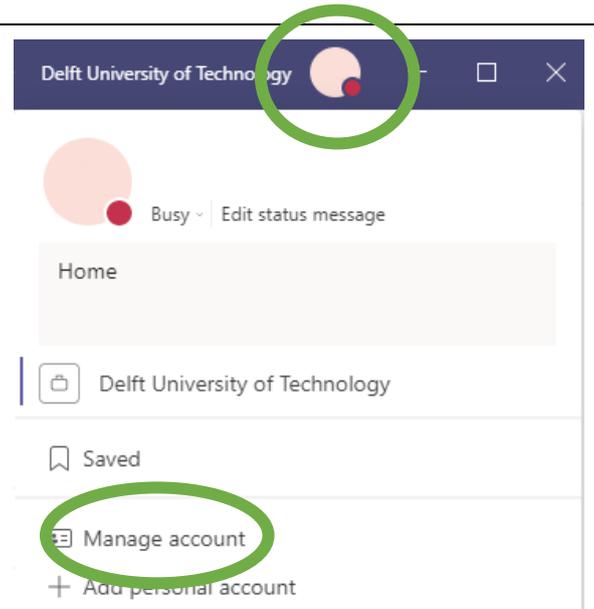
## Remote

- 1) Microphone mute
  - 2) Call answer
  - 3) Call end
  - 4) Bluetooth pairing (only use when the connection between the remote and the MeetUp camera is lost)
  - 5) Volume up/down
  - 6) Zoom in/out
  - 7) Camera pan/tilt
  - 8) Camera home
  - 9) Camera presets
- Please note that not all applications support call answer and end buttons.

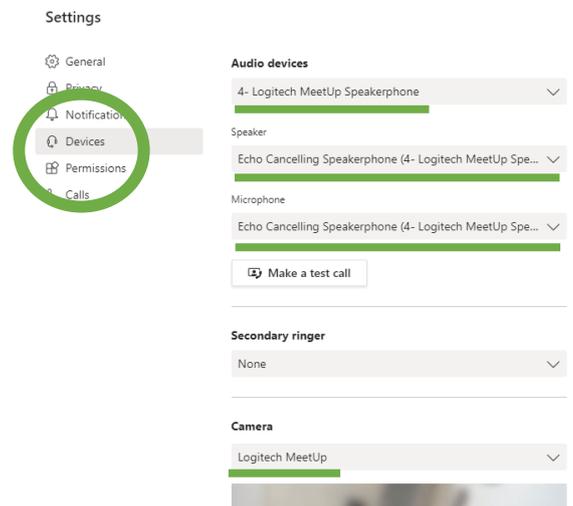


# Microsoft Teams

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

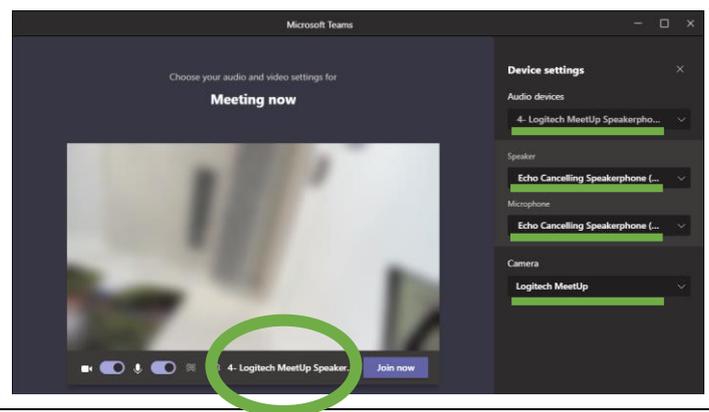


Go to **Devices** in Settings and set the audio devices to 'Logitech MeetUp Speakerphone' and camera to 'Logitech MeetUp.'



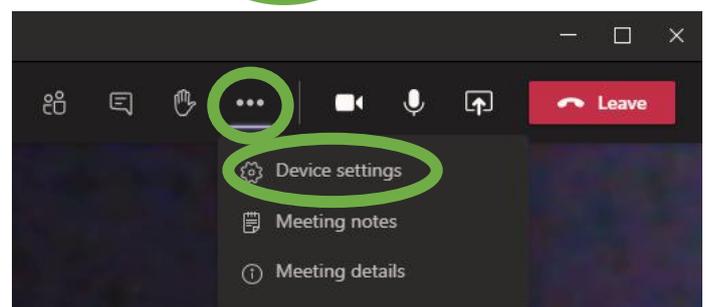
*Or: Change the settings at the start of your online meeting.*

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



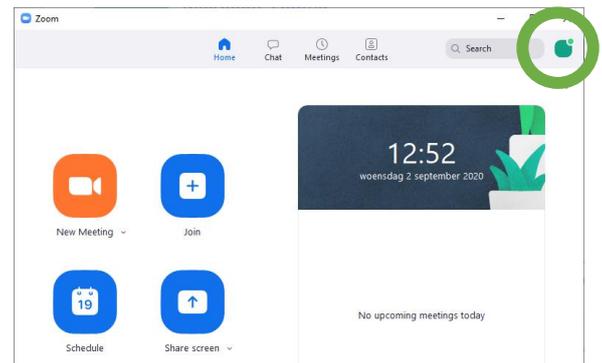
*Or: Change the settings during your meeting.*

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

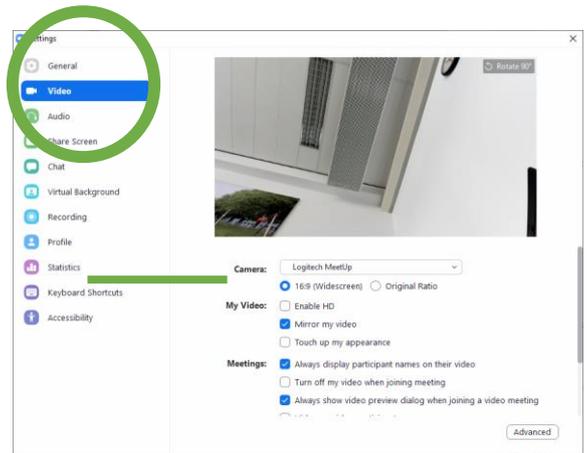


# Zoom

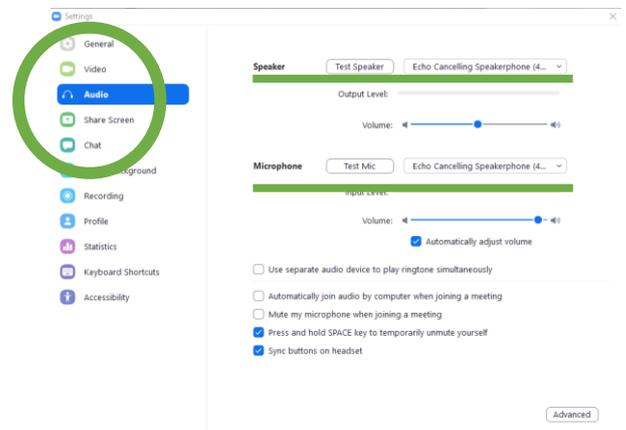
Before you start your meeting, go to **Settings**.



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

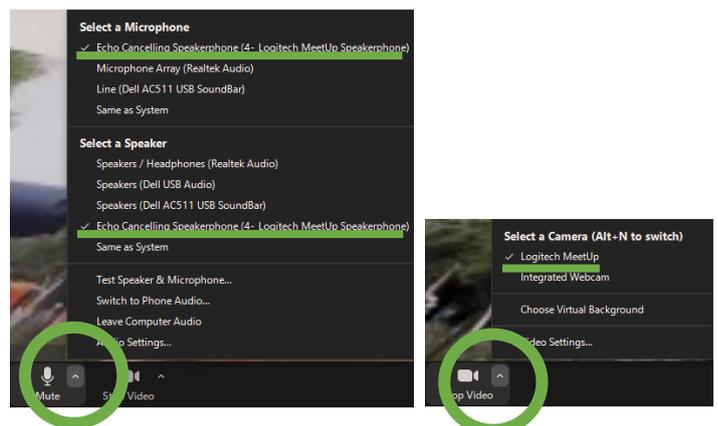


Go to **Audio** in Settings to set the speaker and microphone to 'Echo Cancelling Speakerphone (Logitech MeetUp).'



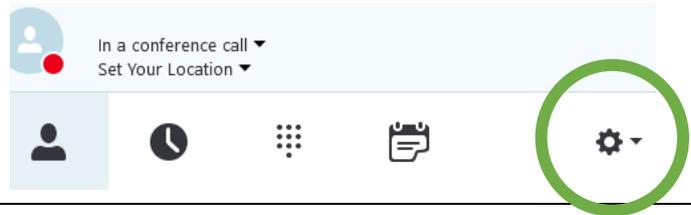
*Or: Change the settings during your meeting.*

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

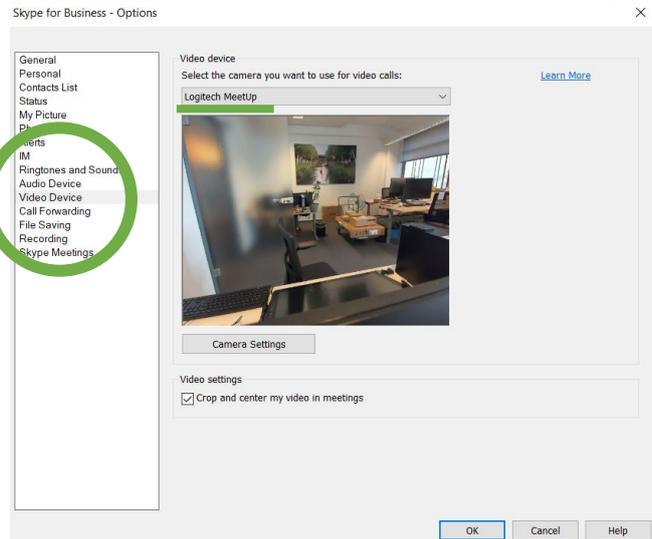


# Skype for Business

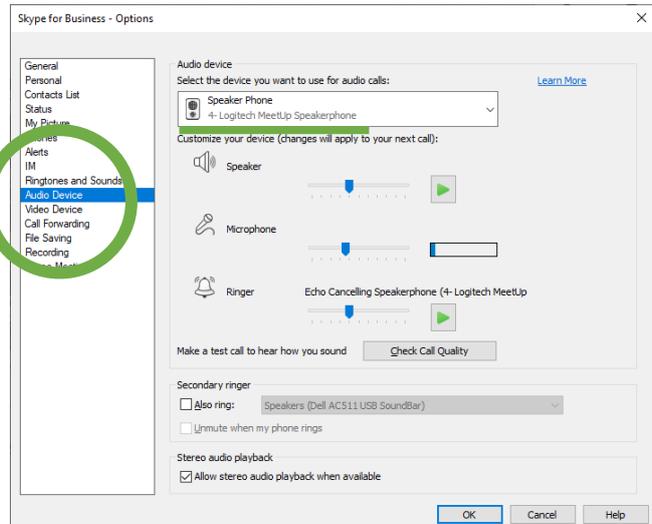
Before you start your meeting, go to **Settings**.



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.'

