

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.

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

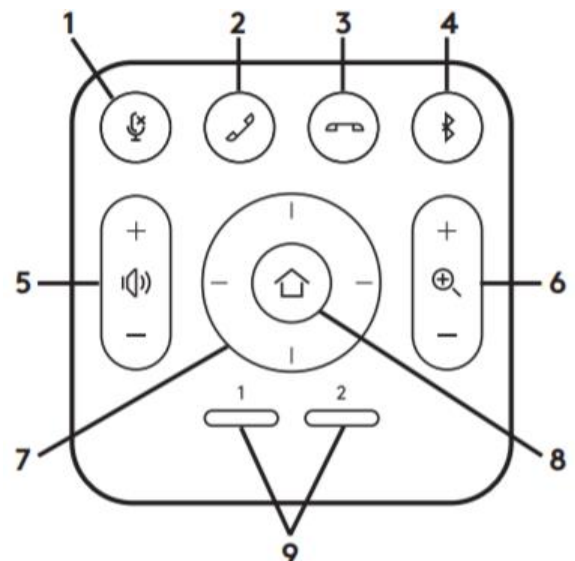


3) Set the Logitech MeetUp as default device.

- 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 Microsoft Teams or Zoom.

Remote Control

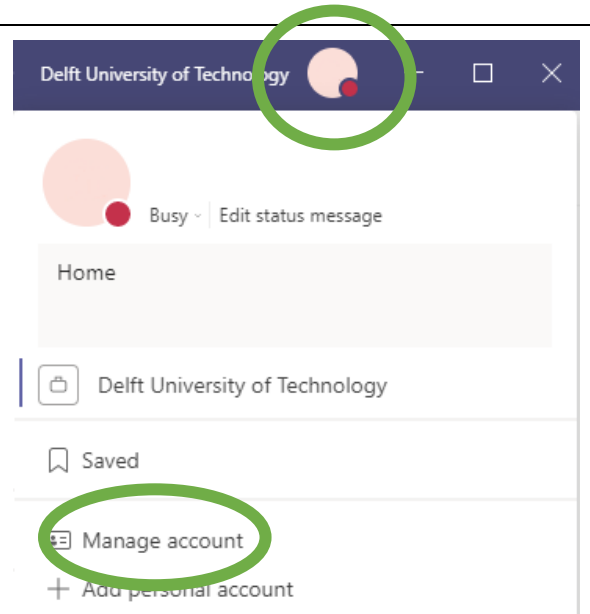
- 1) Microphone mute
- 2) Call answer
- 3) Call end
- 4) Bluetooth pairing (only use when the connection between the remote and the MeetUp camera is lost)
- 5) Volume up/down
- 6) Zoom in/out
- 7) Camera pan/tilt
- 8) Camera home
- 9) Camera presets



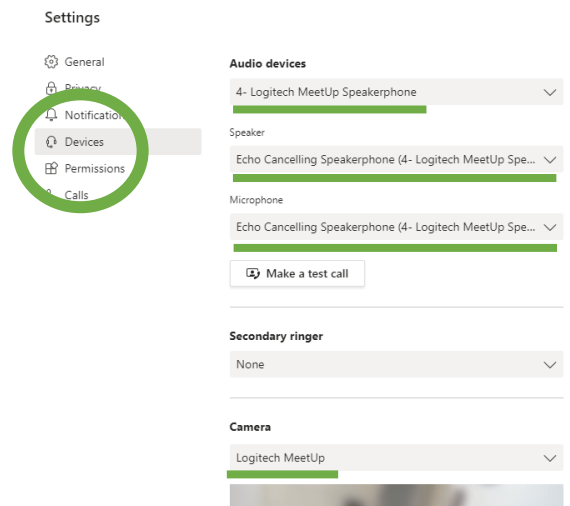
Please note that not all applications support call answer and end buttons.

Microsoft Teams

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

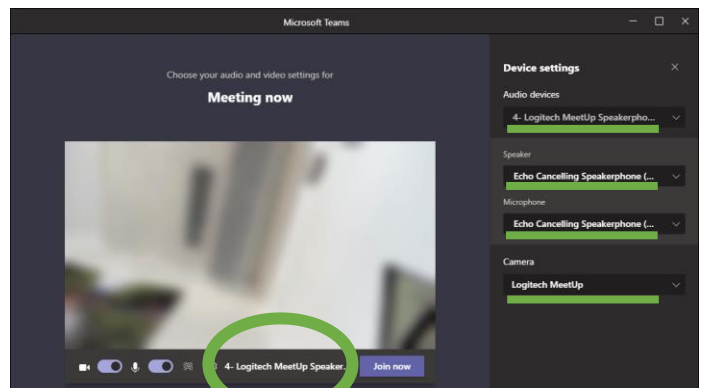


Go to **Devices** in Settings and set the audio devices to 'Logitech MeetUp Speakerphone' and camera to 'Logitech MeetUp.'



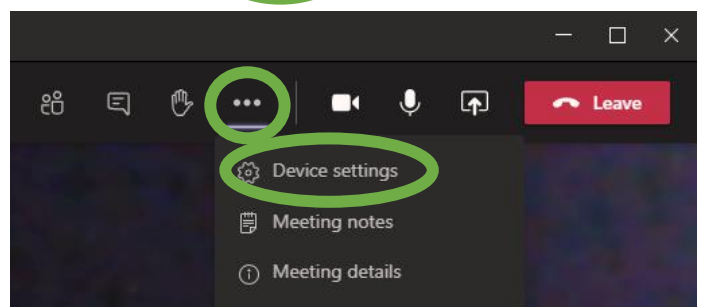
Or: Change the settings at the start of your online meeting.

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



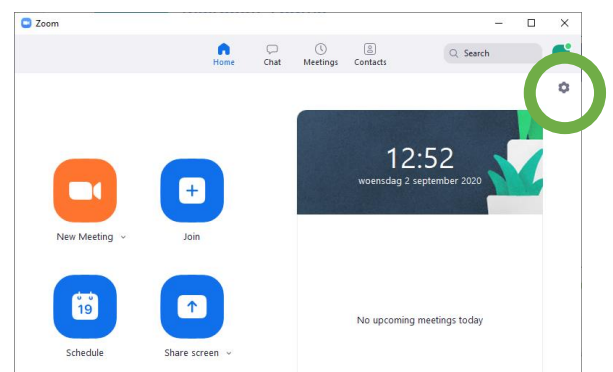
Or: Change the settings during your meeting.

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

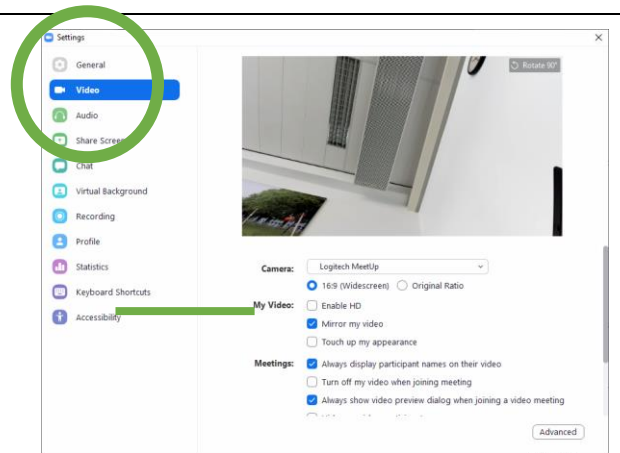


Zoom

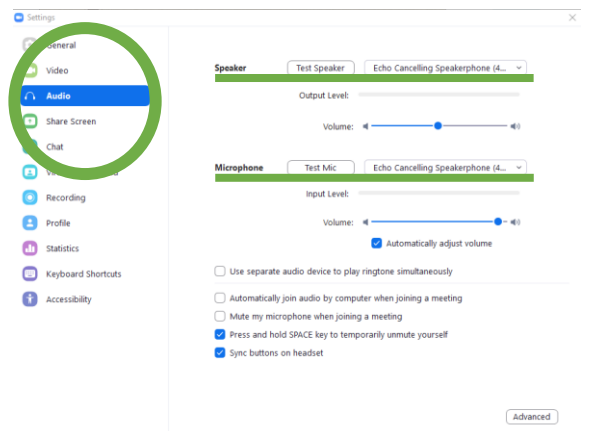
Before you start your meeting, go to **Settings**.



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.'

