

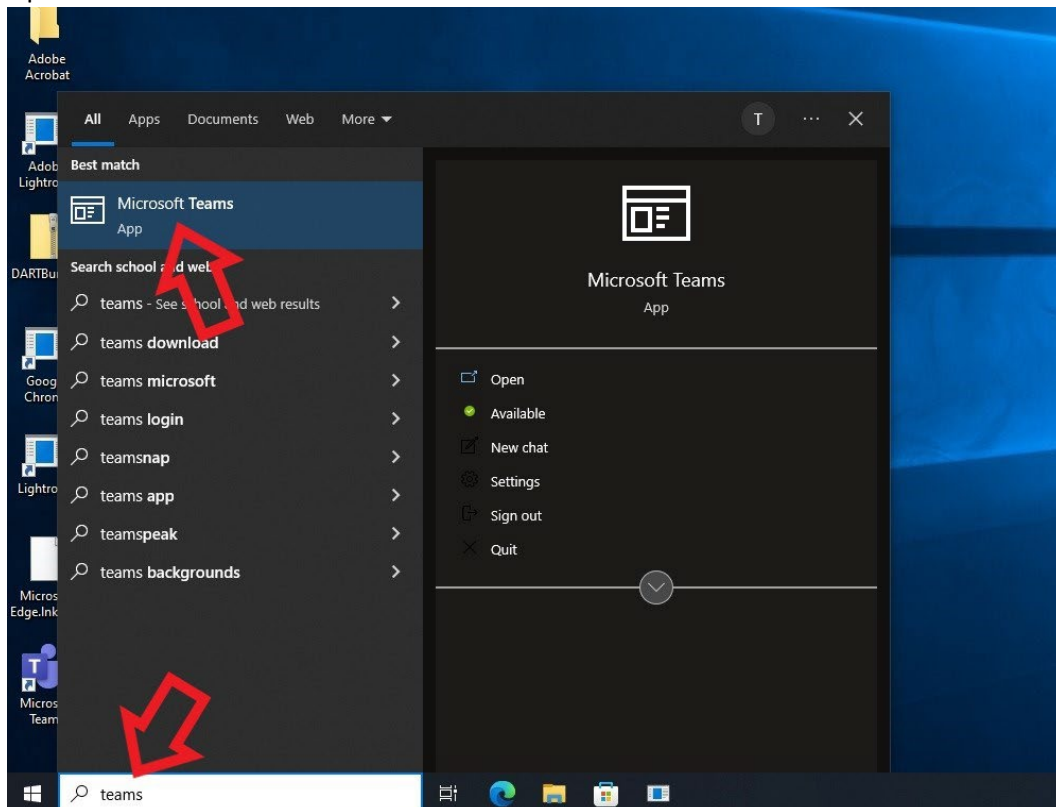
Support Topic

Set Up Microsoft Teams on the Conference Room System

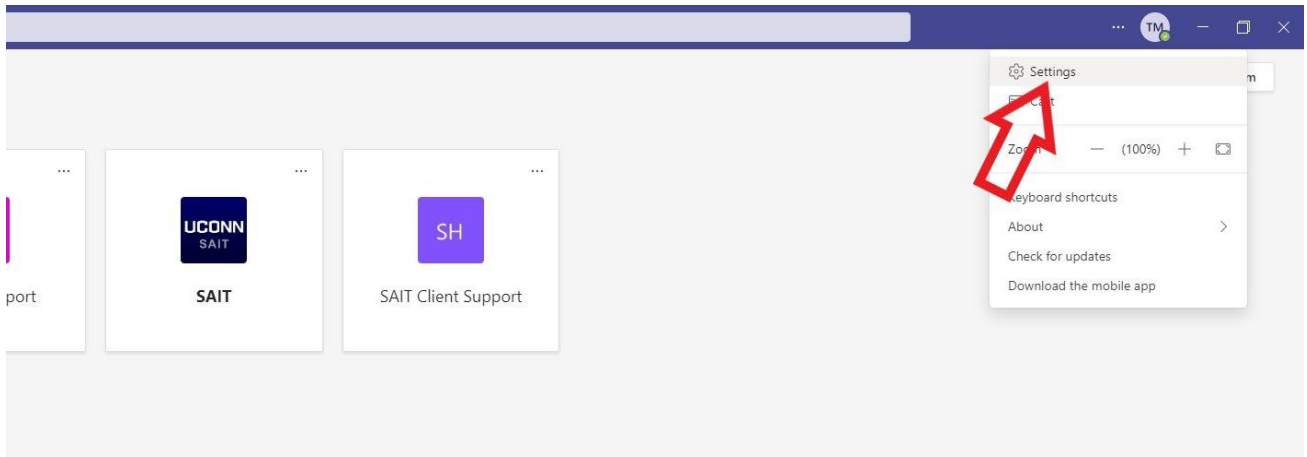
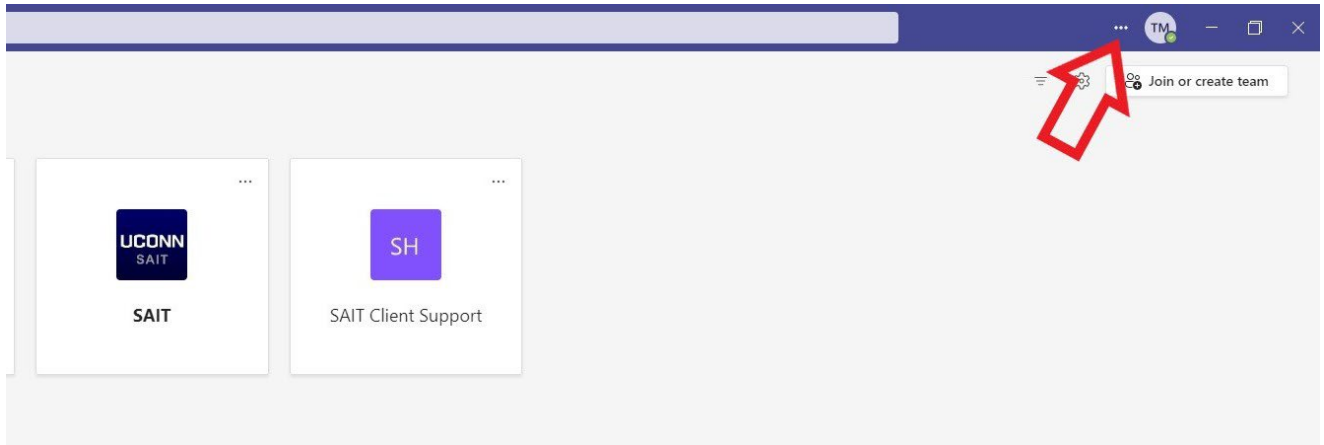
CONNECTS AUDIO AND VIDEO SETTINGS FOR TEAMS TO DISPLAY ON THE CONFERENCE ROOM MONITOR

Instructions:

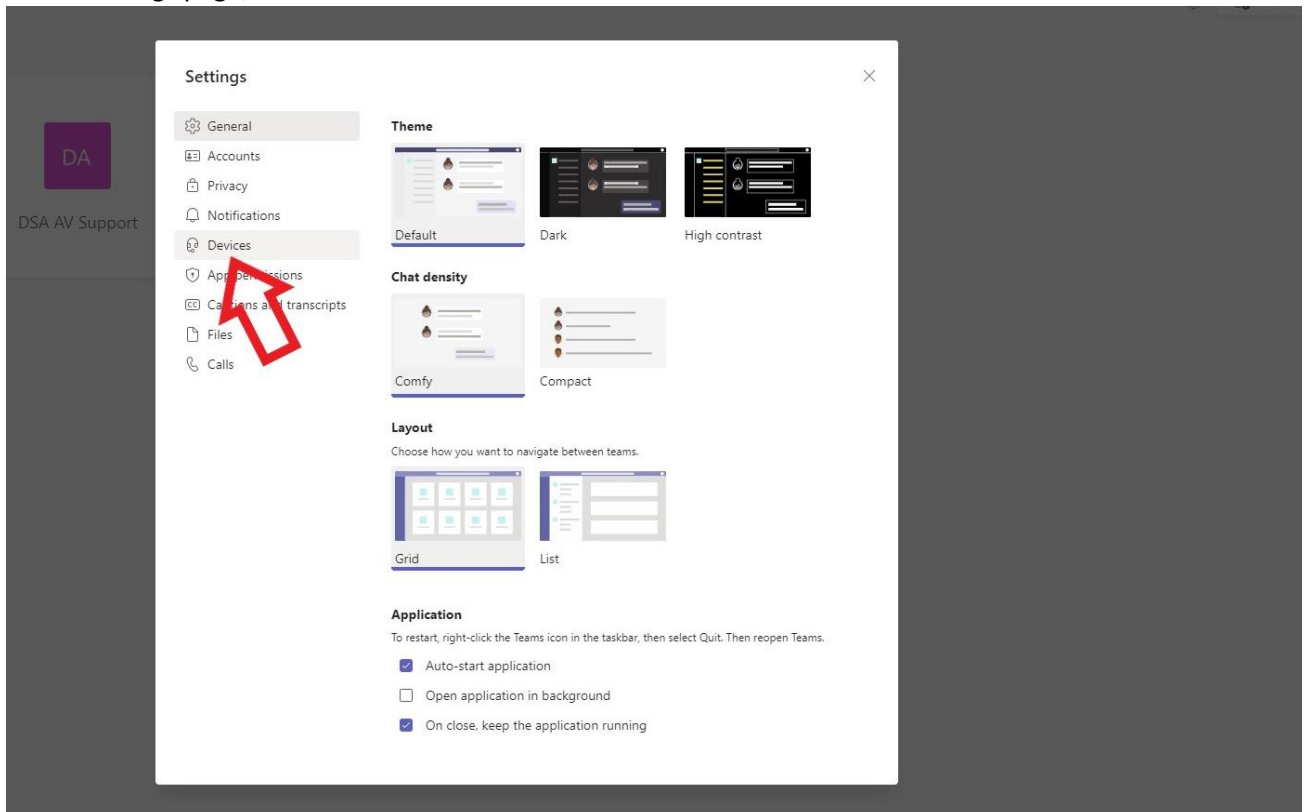
1. Open Microsoft Teams



2. Open Teams and click the **three dots** on the top right next to your initials, then click on **Settings**

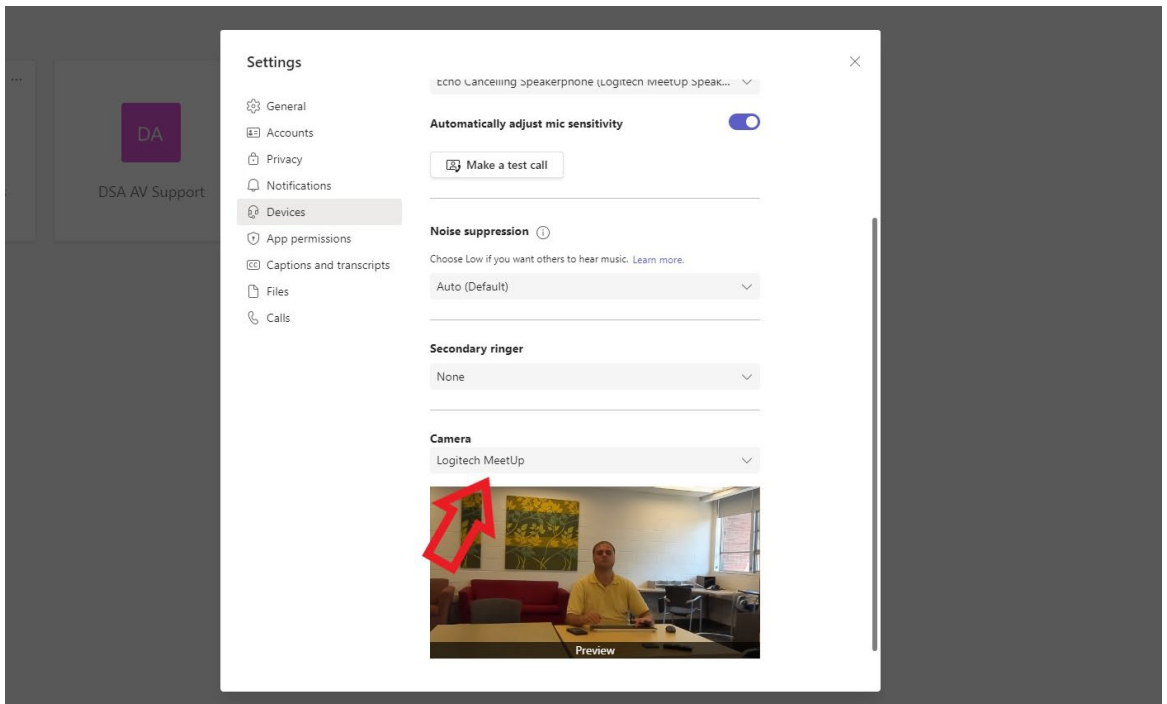
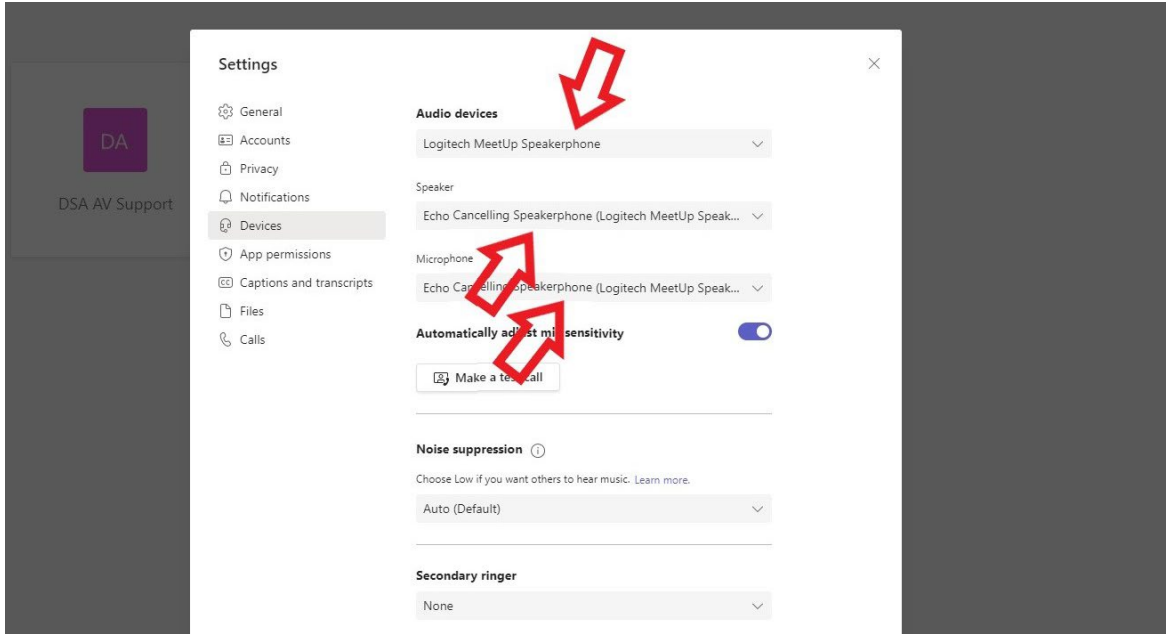


3. In the Settings page, click **Devices** on the left side menu



4. Ensure the following devices are selected:

- Audio Device: Logitech Meetup Speakerphone
- Speaker and Microphone: Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)
- Camera: Logitech Meetup



You should now have Microsoft Teams connected to the conference room system.

Touch the **Help** button on the Extron Panel if you need tech support.

