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



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

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	Layout
	Choose how you want to navigate between teams.
	Grid List
	Application
	To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.
	Auto-start application
	Open application in background
	On close, keep the application running
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- 4. Ensure the following devices are selected:
 - Audio Device: Logitech Meetup Speakerphone
 - Speaker and Microphone: Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)
 - Camera: Logitech Meetup

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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.

