

QUICK REFERENCE CARD FOR GOOGLE MEET

logitech®



JOIN A MEETING

Join a scheduled meeting with a single touch.



MAKE A CALL

Dial a phone number and make a call, just like that.



START A MEETING

Easily start a new meeting and add invitees.



PRESENT

Share content from the connected console.



Meet



10:00AM

Wednesday, October 11

Stockholm Conference Room

Sales team weekly xxx-xxx-xxx	10:00 AM – 10:55 AM
Engineering review xxx-xxx-xxx	11:00 AM – 11:25 AM
Design Sync xxx-xxx-xxx	11:30 AM – 11:55 PM
Sally/Mike 1:1 xxx-xxx-xxx	1:00 PM – 1:25 PM
Planning xxx-xxx-xxx	2:00 PM – 3:00 PM

Join a scheduled meeting by tapping on a calendar entry

Tap **Join or Start a Meeting** to initiate a meeting. Enter a meeting code in the text box and tap **Join**. If you do not have a meeting code, create one and tap **Join**. Invite others by sharing the meeting code via URL, or tap Add People and enter their email address

Google



JOIN OR START A MEETING



PRESENT TO ROOM ONLY

Share content via laptop HDMI cable connection with **Present to Room Only** button. (Note: this is only to share locally when not in a live meeting).

MEETING CONTROLS

10:38 AM BizApp Manager Meeting

Participants List:

- Purple Mountain Majesty (This room) US-KIR-6THA
- Jonathan Brewer** itsmejonathan@google.com
- Sarah Stevens sstevens@google.com
- Daley Plaza US-CHI-FLMK · 2 hours behind
- (xxx) xxx-xxxx
- (xxx) xxx-xxxx
- Kungsträdgården SE-STO-KUN · 9 hours ahead

14 participants on this call **BACK TO TOP** Screen 3 of 3

Meeting Controls:

- Settings
- Alert
- EXIT MEETING**
- Mute/Unmute in-room microphone
- Activate/Deactivate in-room camera
- Adjust in-room speaker volume
- Control camera (pan, tilt, zoom)
- Turn on captions
- Change layout
- Chat
- Present to meeting
- Add people

Callout Descriptions:

- Mute/Unmute in-room microphone
- Activate/Deactivate in-room camera
- Adjust in-room speaker volume
- Control pan, tilt, and zoom of in-room camera
- Activate captions showing text of meeting conversations (currently English only)
- Change Layout to view different layouts for your room in-room display
- Send chat messages to other meeting participants
- Share content with meeting participants via laptop HDMI cable connection
- Add people to the list of meeting invitees. After the people you want to invite are on the list, select Send Invite.
- Mute/Unmute meeting participants
- Scroll to see more meeting participants

FOR MORE INFORMATION

logitech.com/google

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