

# GETTING STARTED WITH ALEXA FOR BUSINESS ON LOGITECH ROOM SOLUTIONS FOR ZOOM ROOMS

# BEFORE YOU BEGIN SETUP

## CREATE AN AWS ACCOUNT

- Your first step towards enabling Alexa for business within your Logitech Room Solution is to create an AWS account.
- For this step, refer to Amazon's sign up instructions, or you may utilize an existing AWS account.

## EXISTING LOGITECH ZOOM ROOM PCs

- For existing Logitech Zoom Room computers, you will need to manually download the Alexa for Business client to enable Alexa services on your Tap equipped computer.
- To do this, follow the steps below to complete the process.



# 01.

## LOG IN

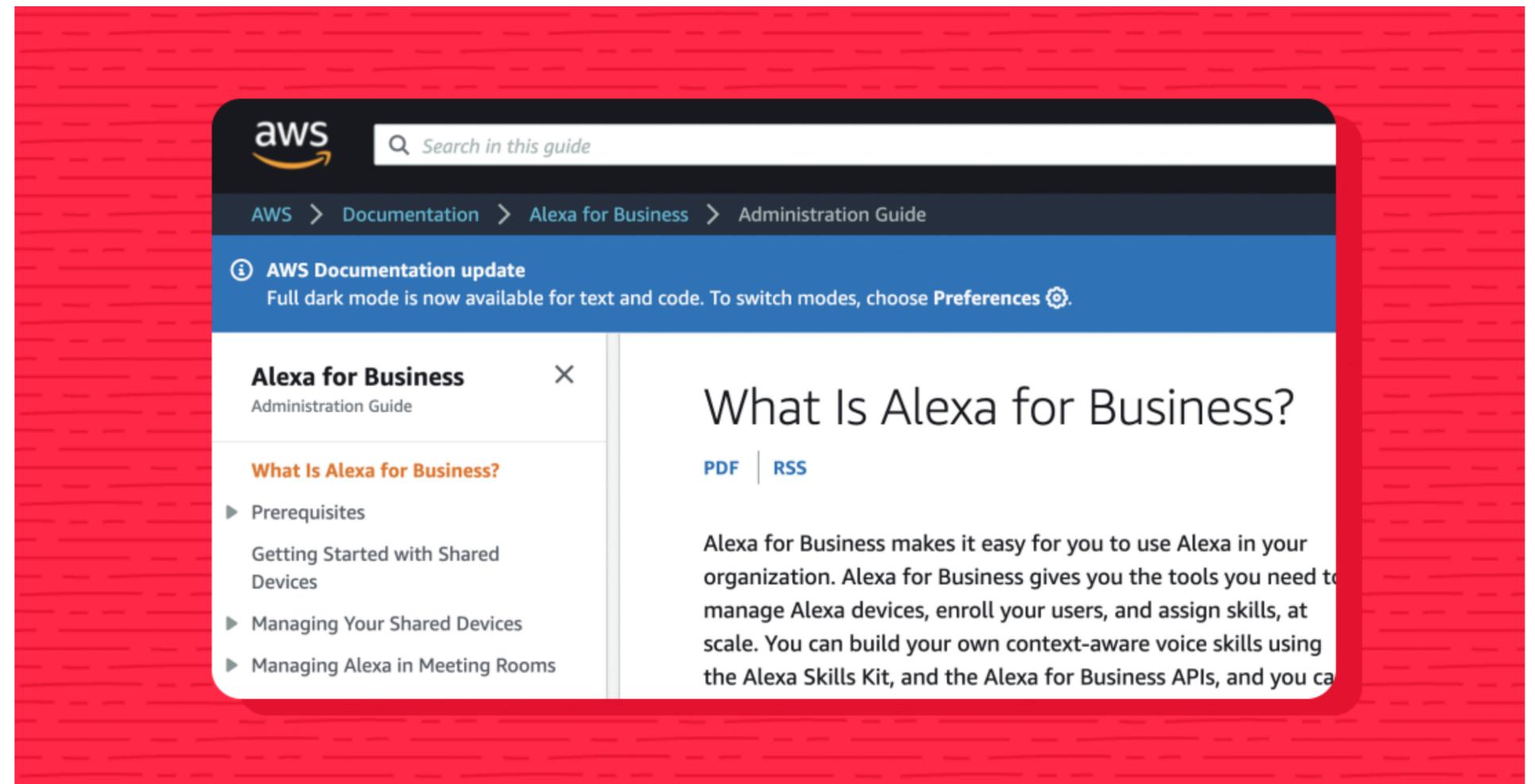
Log into the Zoom Admin account on the Logitech Room System computer. To do this, plug in a keyboard and press the Windows key 5 times, or use Windows Settings screen from the Zoom Room settings menu on your Tap.



# 02.

# DOWNLOAD

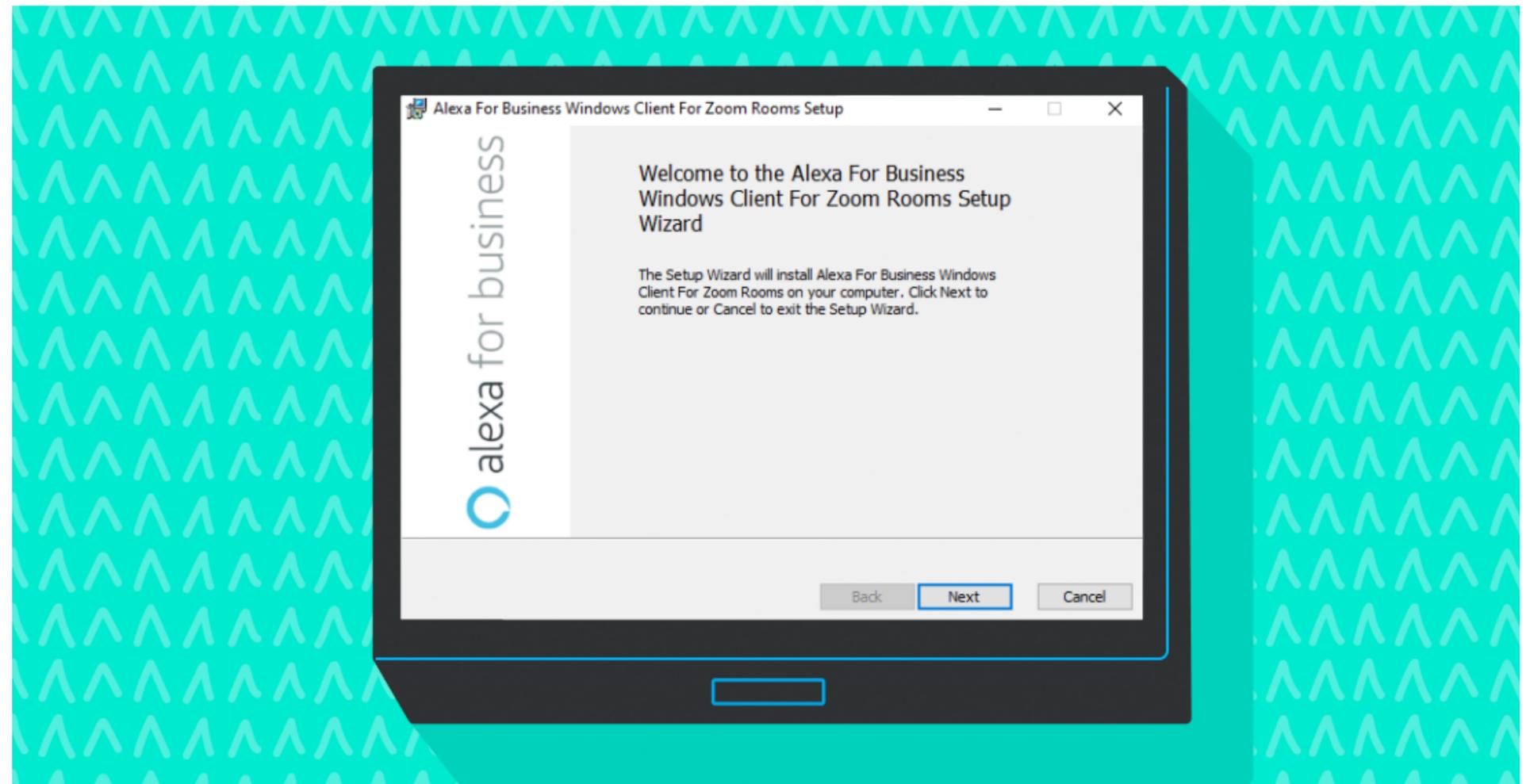
Download the Alexa for Business client by using a web browser and visiting this link:  
<https://docs.aws.amazon.com/a4b/latest/ag/zoom-app.html>



# 03.

# INSTALL

Install the Alexa for Business client to your computer and then reboot when prompted.



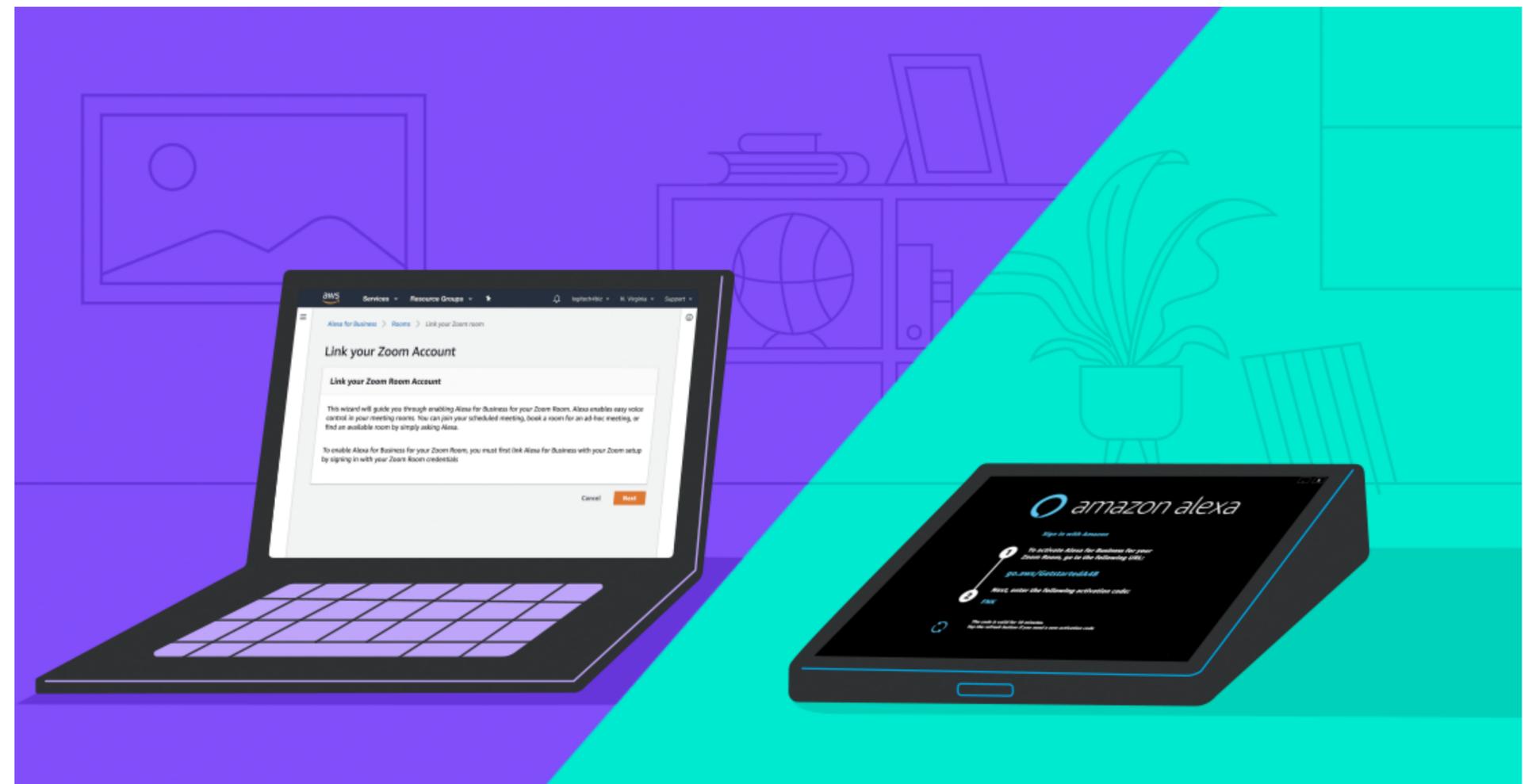
# 04.

# REGISTER

Access the device registration page by logging into AWS from another computer.

The link is displayed on the Tap:

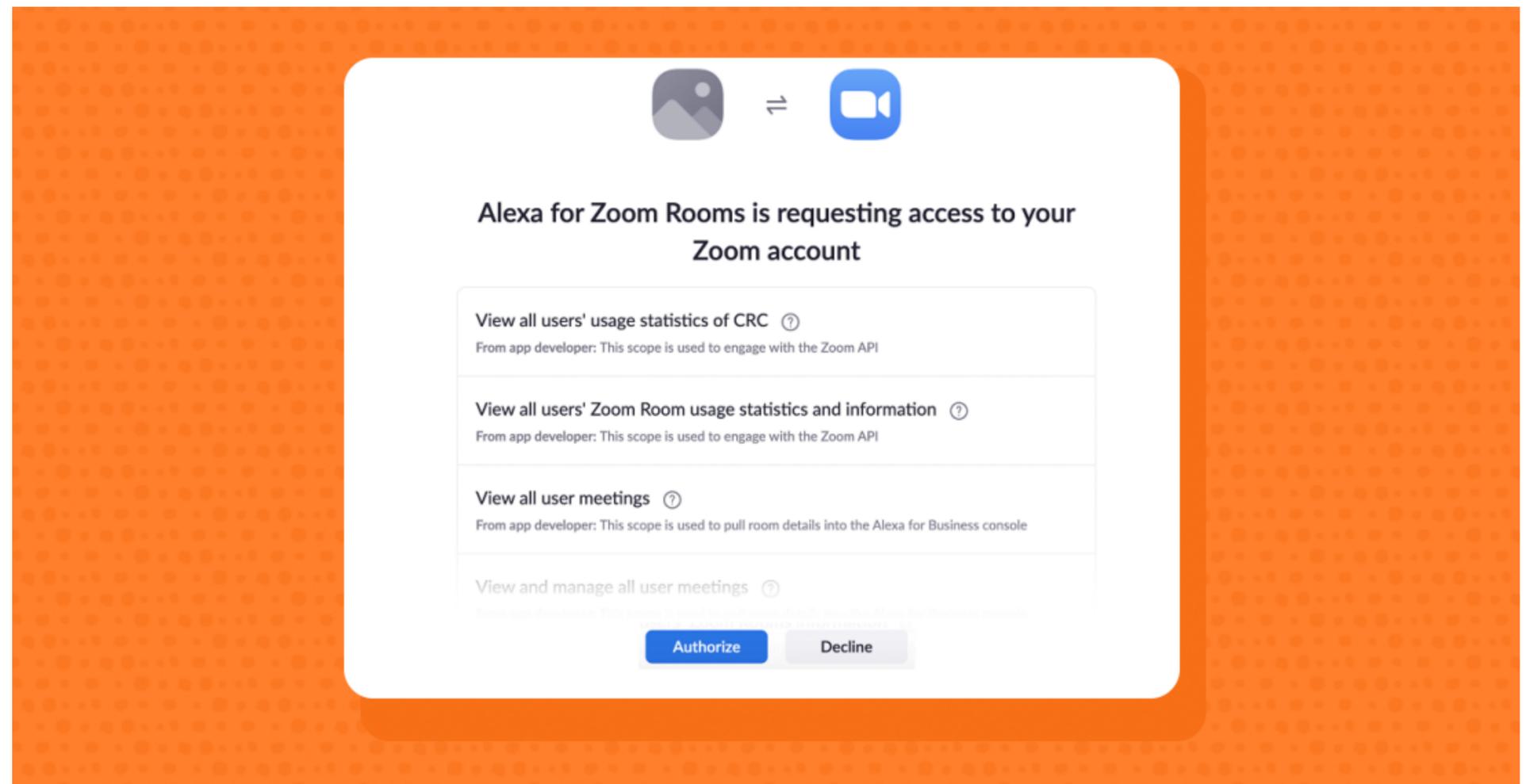
[go.aws/GetstartedA4B](https://go.aws/GetstartedA4B)



# 05.

# AUTHORIZE

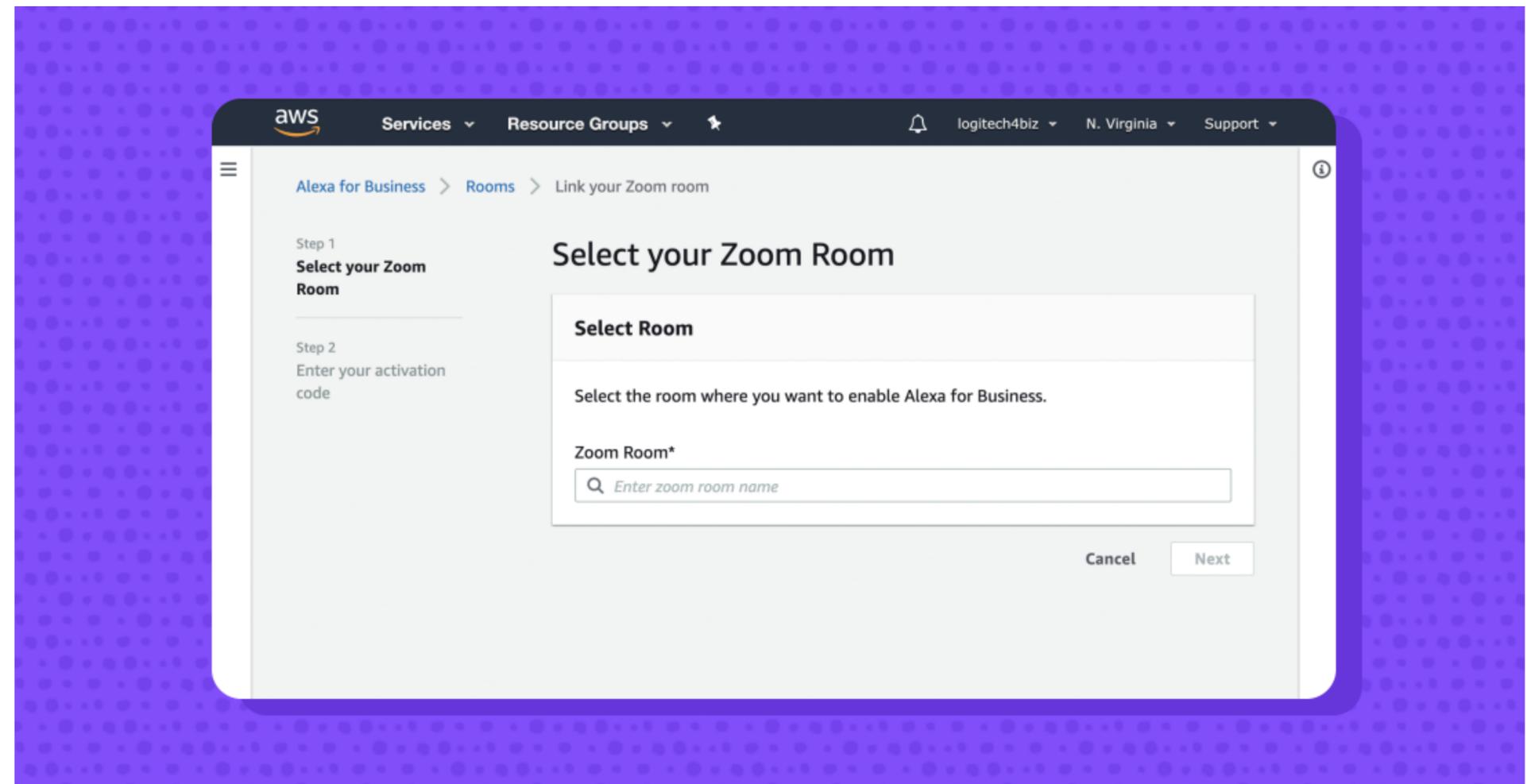
Authorize Alexa for Business to access your Zoom account on the Zoom App Marketplace. You must have a Zoom admin account for this step. (This step is only for initial setup only)



# 06.

# ENABLE

Enter the Zoom Room name in the Zoom Room search bar you wish to enable Alexa for Business.



# 07.

# ACTIVATE

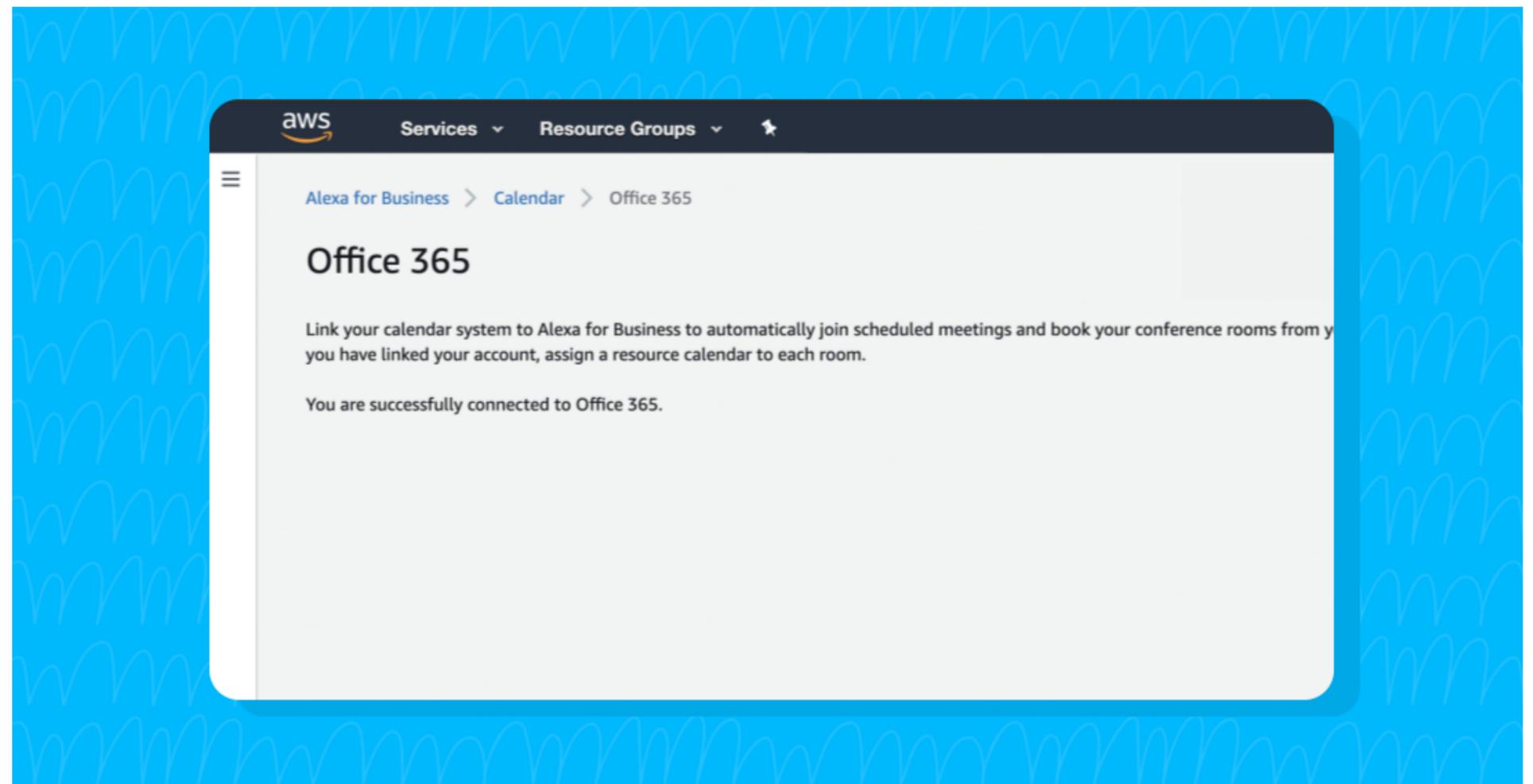
Enter the activation code displayed on the Tap screen when asked.  
(You may need to refresh the code if it has been over 10 minutes)



# 08.

# LINK

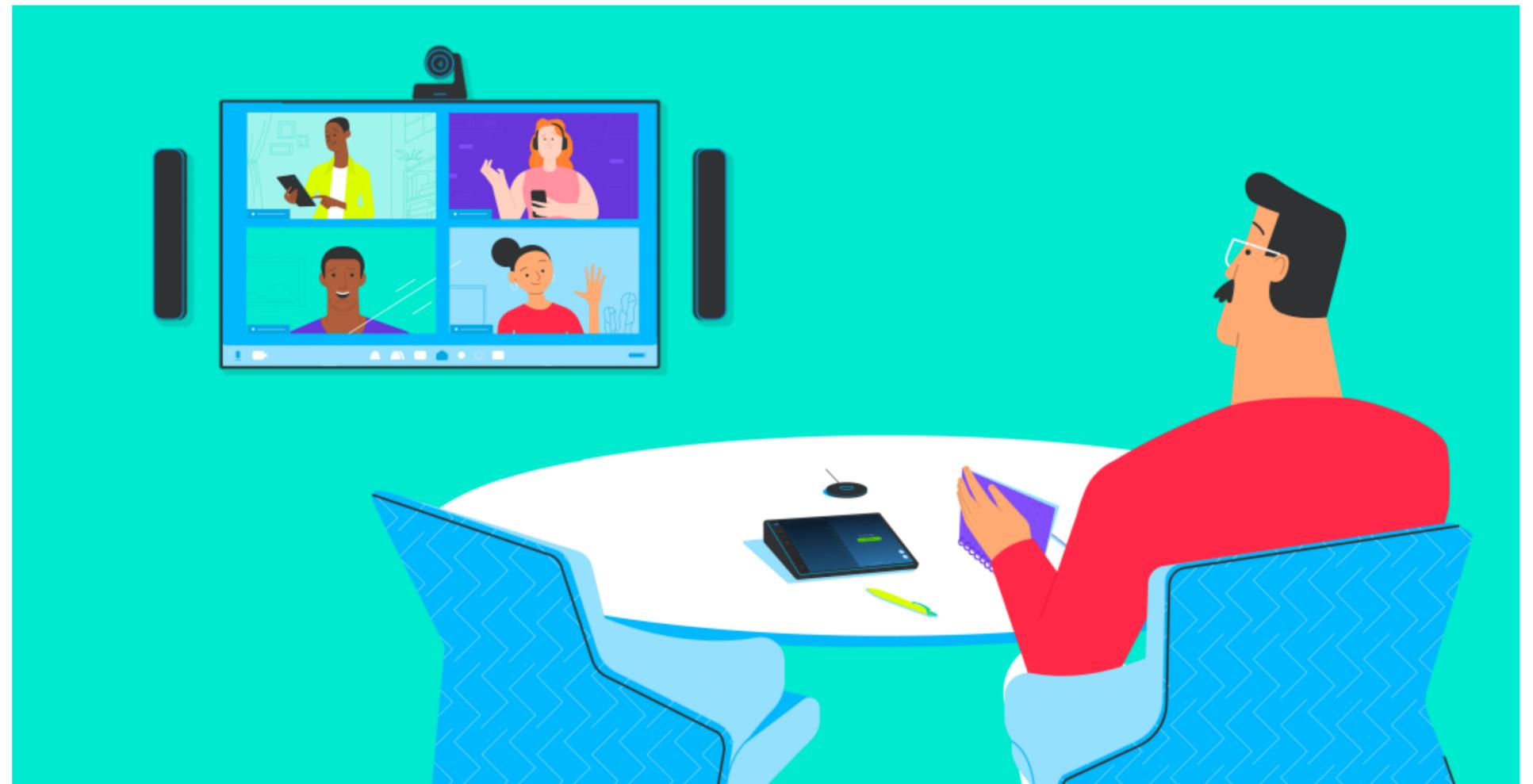
Link your calendar system to Alexa for Business to optimize your meeting space and enable users to easily find, book, and check the availability of rooms. (Google G Suite, Microsoft O365, and Microsoft Exchange are currently supported by Alexa for Business)



# 09.

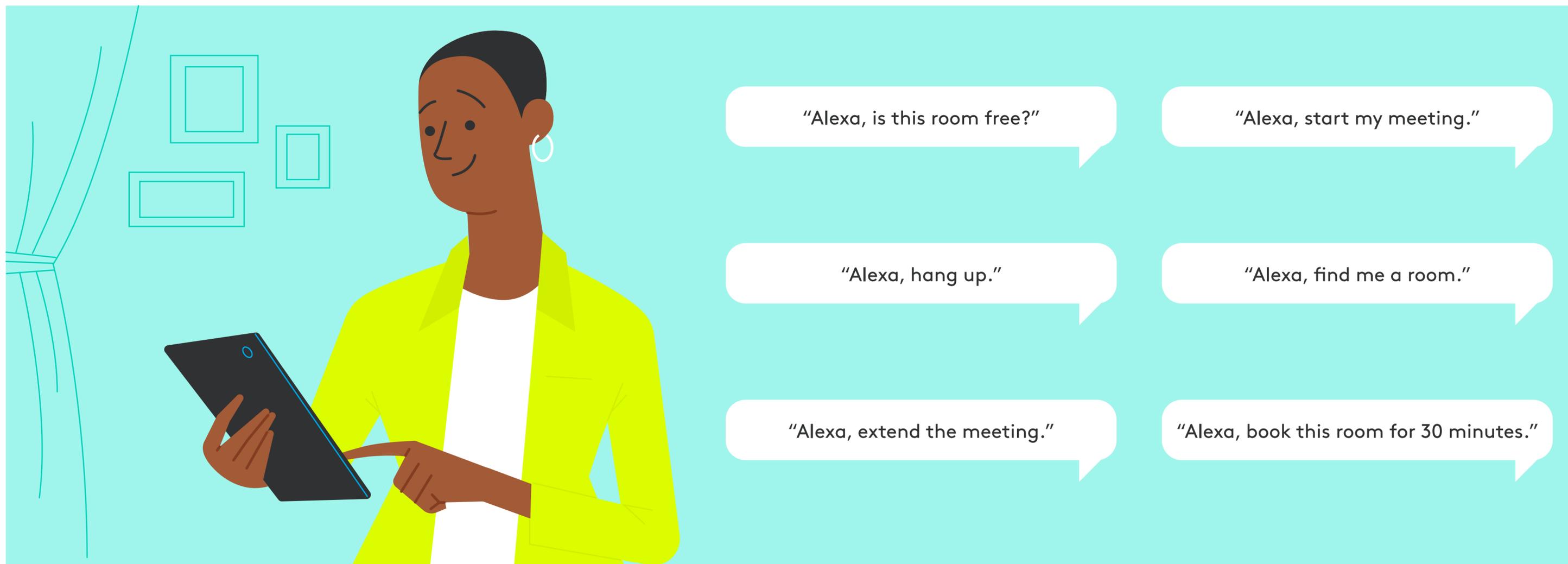
# SUCCESS!

You're all set. Start using Alexa for Business for contactless collaboration.



# USING ALEXA

With Alexa for Business, you can bring the future of meetings right to your Logitech powered Zoom Rooms. You can customize the wake word in the A4B web console under Room Profiles. By default, the wake word is "Alexa" followed by a command. Below are some examples of utterances to get you started.



"Alexa, is this room free?"

"Alexa, start my meeting."

"Alexa, hang up."

"Alexa, find me a room."

"Alexa, extend the meeting."

"Alexa, book this room for 30 minutes."

# SUPPORT

For additional support, visit:

<https://docs.aws.amazon.com/a4b/>

For additional information on Logitech Zoom Room Solutions, visit:

<https://www.logitech.com/en-us/product/zoom-rooms>

