# 🗓️ How to Use the Logitech Tap Scheduler

## ✅ What is the Logitech Tap Scheduler?

The Logitech Tap Scheduler is a wall-mounted touchscreen display outside of meeting rooms. It shows real-time room availability and allows you to reserve a space instantly.

## ✅ Check Room Availability

* Look for a green or red background on the Tap Scheduler.
* Green = Room is available.
* Red = Room is currently booked.

## ✅ Book a Room On-The-Fly

* Tap the screen if it's asleep.
* Tap the ‘Reserve’ or ‘Book Now’ button.
* Select the duration (e.g., 15, 30, or 60 minutes).
* Tap ‘Confirm’ – the room is now reserved.

## ✅ Book Through Outlook or Google Calendar

* Open your calendar app (Outlook, Google, etc.).
* Create a new meeting and add the room name as a participant or in the location field.
* Send the invite – the meeting will appear on the Tap Scheduler display outside the room.