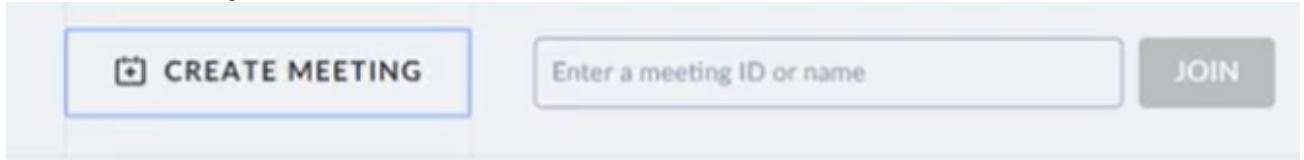
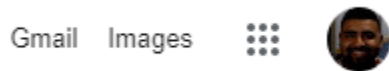


How to: Use Logitech Swytch USB for Meetings

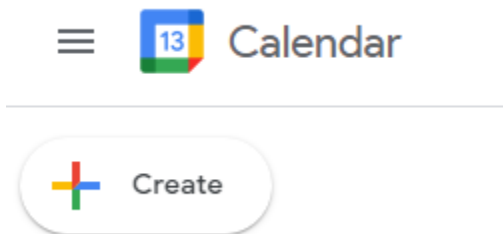
1. Make sure the television is turned on. The symbol at the bottom should be illuminated
2. Download the Displaylink driver: <https://www.synaptics.com/products/displaylink-graphics/downloads/macros> <https://www.synaptics.com/products/displaylink-graphics/downloads/windows>
3. Put the purple USB into your laptop. It should project your screen onto the television
4. Open the meeting program you normally use. If you're not using Gotomeeting, skip to step 8
5. Go to [Gotomeeting.com](https://gotomeeting.com) and click sign in at the top right corner
6. Click on "Create meeting"



7. Add a date & time to the meeting. Make sure your audio and video settings are correct.
8. Start the meeting, or copy the invitation if additional participants need to be invited
9. Open a new Google Chrome tab
10. Click on the 9 dots in the top right corner



11. Go to Calendar
12. Click on + Create in the top left corner



13. Enter the name, date, time, and location of the meeting

Add title

Event


Focus time

Out of office


Task

Reminder


Appointment slots




Thursday, December 16 2:00pm – 3:00pm
Time zone · Does not repeat




Find a time





Add guests




Join GoToMeeting Personal Meeting Room (Recommended)












(US) +1 872-240-3311 (toll)
PIN: 975-666-029







Joining instructions



Add rooms or location




Add description or attachments



Zach Roppel ●

Busy · Default visibility · Notify 10 minutes before

Availability might be shown in other Google apps 

More options

Save

16. Paste the meeting invitation in "Add Description"

17. Click save