

Logitech 952-000091

Logitech Tap Scheduler

USER MANUAL

1. Product Overview

The Logitech Tap Scheduler is designed to simplify meeting room management, allowing users to easily view meeting details and reserve rooms. It serves as a dedicated scheduling panel for various room scheduling solutions, helping individuals efficiently locate and book available spaces.

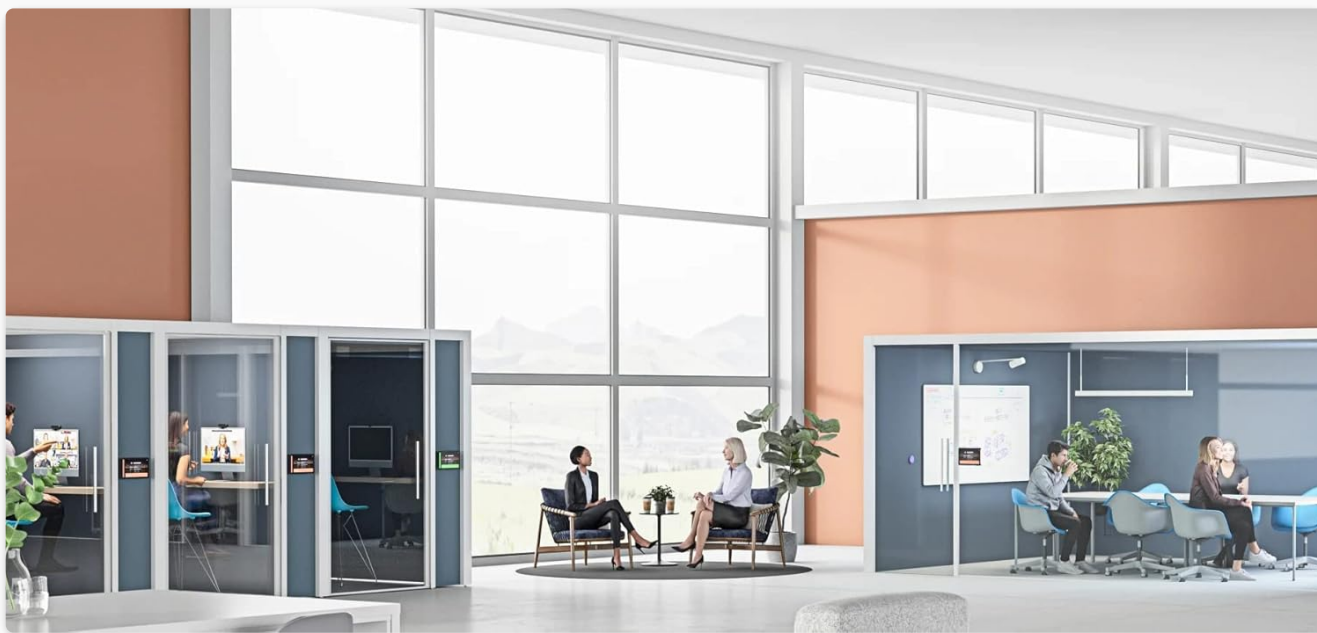


Figure 1.1: Logitech Tap Scheduler integrated into a modern office environment, demonstrating its use in various meeting spaces.

Key Features:

- **Efficient Room Scheduling:** Easily deploy as a purpose-built scheduling panel for leading room scheduling solutions to help workers find and claim the right space.
- **Availability Indicators:** Quickly find an open room through colored LED lights that show availability at a distance.
- **Clean Installation:** Included mounts and clean cabling help ensure a tidy and professional setup.
- **Durable Performance:** Reliable performance with durable components that are built to last.

2. What's in the Box

Verify that all items are present in the package:

- Logitech Tap Scheduler Unit
- Multi-surface mount (for glass/drywall installation)
- Corner mount accessory
- Mullion mount
- Documentation (Quick Start Guide, Safety Information)

3. Setup and Installation

The Logitech Tap Scheduler offers flexible mounting options for various surfaces. Follow these steps for a clean and professional installation.

3.1 Choosing a Mount

Select the appropriate mount based on your installation surface:

- **Multi-surface mount:** Ideal for glass or drywall.
- **Corner mount:** For installations on room corners.
- **Mullion mount:** Designed for narrow frames or mullions.

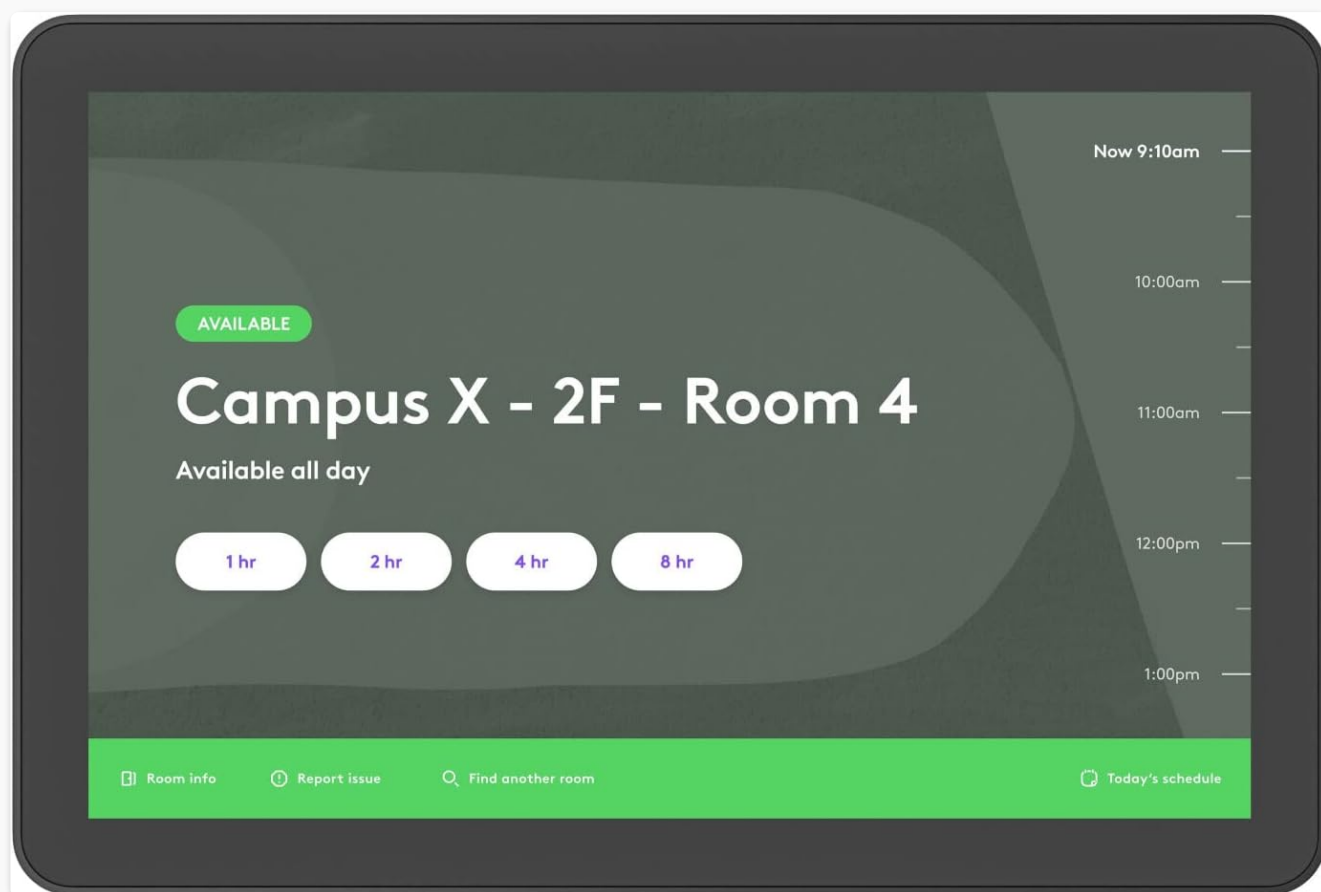


Figure 3.1: The Logitech Tap Scheduler shown with its versatile mounting bracket, ready for installation.

3.2 Installation Steps

1. **Prepare the Surface:** Ensure the chosen installation surface is clean, dry, and capable of supporting the device's weight.

2. **Attach the Mount:** Securely attach the selected mount to the wall, glass, or mullion using appropriate fasteners (not included, unless specified in the quick start guide). Ensure it is level and stable.
3. **Connect Cables:** Route the USB cable from the Tap Scheduler to your room scheduling system's host device. Ensure cables are managed cleanly to maintain a professional appearance.
4. **Mount the Device:** Carefully attach the Logitech Tap Scheduler to the installed mount. Ensure it clicks securely into place.
5. **Power On:** Connect the power adapter to the device and a power outlet. The device will power on automatically.



Figure 3.2: The Logitech Tap Scheduler securely mounted on a wall adjacent to a meeting room door, demonstrating a typical installation scenario.

4. Operating Instructions

The Logitech Tap Scheduler provides an intuitive interface for managing meeting room availability and bookings.

4.1 Understanding the Display

The main screen displays current room status, upcoming meetings, and options for booking.



Figure 4.1: The Logitech Tap Scheduler's display showing a typical meeting schedule and room availability status.

4.2 Checking Room Availability

The device uses colored LED lights on its sides to indicate room status at a glance:

- **Green Light:** Indicates the room is available.
- **Red Light:** Indicates the room is currently occupied.

4.3 Reserving a Room

To reserve a room directly from the Tap Scheduler:

1. If the room is available (green light), tap the 'Reserve' button on the screen.
2. Select the desired duration for your meeting.
3. Confirm your booking. The room status will update, and the LED lights will change accordingly.



Figure 4.2: The Tap Scheduler's interface displaying room availability and options to book for various durations.

5. Maintenance and Care

To ensure the longevity and optimal performance of your Logitech Tap Scheduler, follow these maintenance guidelines:

- **Cleaning:** Use a soft, lint-free cloth slightly dampened with water to clean the screen and exterior. Avoid abrasive cleaners, solvents, or aerosol sprays, as they may damage the device.
- **Environmental Conditions:** Operate the device within its specified temperature and humidity ranges. Avoid exposing it to extreme temperatures, direct sunlight, or high humidity.
- **Cable Management:** Periodically check all connected cables to ensure they are secure and free from damage. Proper cable management prevents accidental disconnections and wear.
- **Software Updates:** Ensure the device's software is kept up-to-date. Refer to Logitech's official support resources for information on firmware updates.

6. Troubleshooting

If you encounter issues with your Logitech Tap Scheduler, try the following common troubleshooting steps:

6.1 No Display / Black Screen

- Ensure the power adapter is securely connected to both the device and a working power outlet.
- Verify that the USB cable connecting the Tap Scheduler to the host system is properly seated.
- Try restarting the host system or the Tap Scheduler by unplugging and re-plugging the power.

6.2 Incorrect Room Status / Booking Issues

- Check the network connection of the host system and the Tap Scheduler. A stable internet connection is

required for synchronization with scheduling services.

- Verify that the Tap Scheduler is correctly configured with your room scheduling software. Refer to the software's documentation for setup details.
- Ensure the time and date settings on the host system are accurate.

6.3 LED Lights Not Functioning

- Confirm the device is powered on and connected to the host system.
- Check the settings within your room scheduling software to ensure LED indicators are enabled and configured correctly.
- If the issue persists, a factory reset (if supported by your software) or contacting support may be necessary.

7. Technical Specifications

| Feature | Specification |
|-------------------------------|------------------------------------|
| Product Dimensions | 1.1 x 9.7 x 6.5 inches (H x W x D) |
| Item Weight | 1.54 pounds |
| Model Number | 952-000091 |
| ASIN | B09HCV46F2 |
| Color | Graphite |
| Connectivity Technology | USB |
| Special Feature | LED Lights |
| Movement Detection Technology | Optical |
| Visible Screen Diagonal | 4 inches / 11 cm |



Figure 7.1: Diagram illustrating the physical dimensions of the Logitech Tap Scheduler.

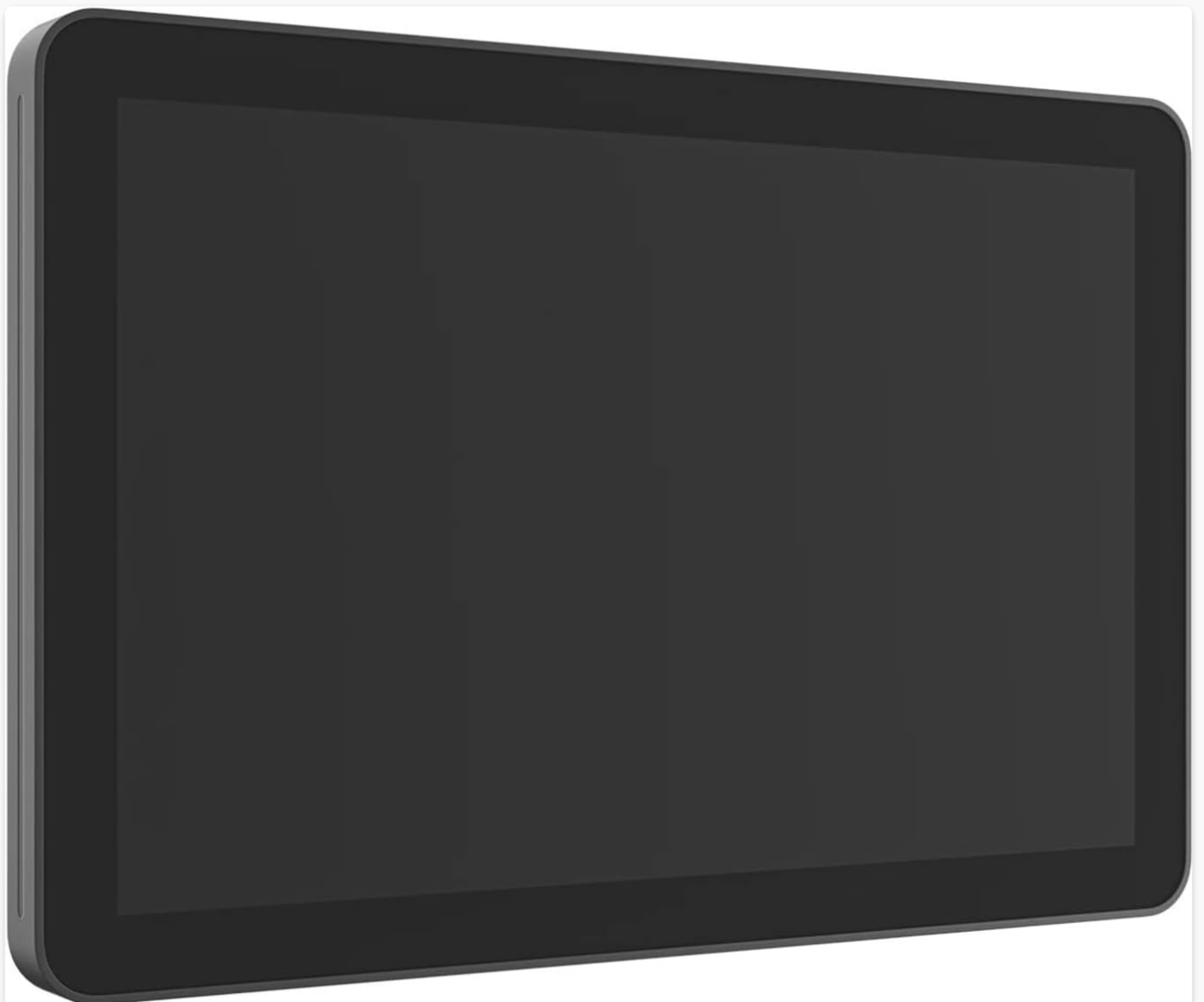


Figure 7.2: Rear view of the Logitech Tap Scheduler, showing regulatory markings and model information.

8. Warranty and Support

8.1 Manufacturer's Warranty

The Logitech Tap Scheduler is covered by a manufacturer's limited hardware warranty. Please refer to the warranty card included with your product or visit the official Logitech website for detailed terms and conditions, including warranty duration and coverage.

8.2 Customer Support




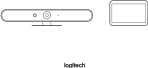
For technical assistance, product inquiries, or warranty claims, please visit the official Logitech support website. You can find FAQs, troubleshooting guides, and contact information for customer service representatives.

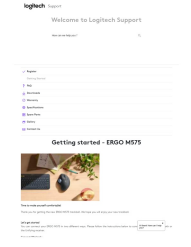

Logitech Support Website: support.logi.com



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Related Documents - 952-000091

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|  | <p>9 Best Practices for Modernizing Government Workspaces Logitech</p> <p>Discover 9 essential best practices for modernizing government workspaces, enhancing productivity, collaboration, and public service delivery with Logitech solutions for the public sector.</p> |
|  <p>ロジクール ロジクールTAP</p> | <p>Logitech Tap: Touch Controller for Video Conferencing Rooms</p> <p>Logitech Tap is a versatile touch controller designed to enhance the video conferencing experience in meeting rooms. It features a 10.1-inch touchscreen, a sleek design, and multiple mounting options for flexible installation. Tap seamlessly integrates with popular video conferencing platforms like Google Meet and Microsoft Teams, enabling one-touch meeting joins, content sharing, and simplified room control. The device offers convenient connectivity with USB ports, an HDMI input for wired content sharing, and a headphone jack for private calls. Logitech Tap is designed for enterprise-grade performance and ease of use, making it an ideal solution for modern meeting spaces.</p> |
|  <p>TAP SCHEDULER</p> | <p>Logitech Tap Scheduler Setup Guide</p> <p>A comprehensive setup guide for the Logitech Tap Scheduler, detailing installation, mounting options, and initial configuration.</p> |
|  <p>RALLY BAR MINI + TAP IP</p> | <p>Logitech Rally Bar Mini + Tap IP Setup Guide</p> <p>Comprehensive setup and installation guide for the Logitech Rally Bar Mini and Tap IP video conferencing system, covering unboxing, connections, and initial configuration.</p> |

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|  A screenshot of the Logitech support website. At the top, it says "logitech Support" and "Welcome to Logitech Support". Below that is a search bar and a list of product categories: Mouse, Keyboard, Headset, Webcam, and Software. The main heading is "Getting started - ERGO M575". There is a small image of the trackball and some text about downloading the Logitech Options software. | <p>Logitech ERGO M575 Wireless Trackball User Guide</p> <p>Get started with your Logitech ERGO M575 wireless trackball. Learn how to connect via Bluetooth or USB receiver, explore its features like hand-sculpted shape, precision trackball, and power management. Download Logitech Options for full customization.</p> |
|  A screenshot of a Logitech page for the "Rally Bar + Sight Room Kit + NUC". It features a large image of the Rally Bar and a list of features and benefits. The text includes "Microsoft Teams Rooms", "Value added features and benefits for government agencies", and "All-in-one, turn-key solution". There are also logos for Logitech and Microsoft. | <p>Logitech Rally Bar + Sight Room Kit + NUC for Microsoft Teams Rooms</p> <p>Comprehensive guide to the Logitech Rally Bar + Sight Room Kit + NUC, a certified solution for Microsoft Teams Rooms designed for medium to large meeting spaces. Details components, features, and benefits for government agencies, emphasizing security, seamless integration, and enhanced collaboration.</p> |