

GETTING STARTED WITH MICROSOFT TEAMS ROOMS

Implementation Guide

Step 1 – Room Assessment

Small Huddle Rooms

- Smart camera & display
- Basic audio setup
- Single control panel

Medium Meeting Rooms

- Multiple displays
- Enhanced audio coverage
- Content sharing capabilities

Large Boardrooms

- Multiple cameras
- Advanced audio systems
- Multiple displays
- Presenter tracking

Step 2 – Technical Prerequisites

Network Requirements

- Reliable WiFi or ethernet connections
- Sufficient bandwidth for video traffic
- Quality of Service (QoS) settings

Microsoft Licensing

- Verify Teams Rooms license requirements
- Check admin access levels
- Review security requirements

Step 3 – Staff Training Plan

Initial Training Sessions

- Basic operation procedures
- Troubleshooting common issues
- Meeting setup & management

Support Structure

- Create quick-start room guides
- Designate local tech champions
- Establish IT support process

