

A woman in a white sweater is standing and presenting to a large screen. The screen displays a Microsoft Teams meeting with two participants: a man in the top half and a woman in the bottom half. The background is a blurred office setting.

# EBOOK: MICROSOFT TEAMS ROOMS

**MOTILDE**

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# INTRODUCTION

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In today's rapidly evolving workplace, connectivity and collaboration stand as the cornerstone of organizational success. These elements have become increasingly vital due to recent technological advancements and shifts in work dynamics.

As of 2023, Microsoft Teams has emerged as a pivotal force in this arena, boasting a remarkable 280 million monthly active users. Its extensive reach and functionality highlight its critical role in facilitating global business communications and operations.

In this guide, we offer a thorough exploration of Microsoft Teams Rooms (MTRs), an integral part of Microsoft's collaboration suite. MTRs have gained recognition as vital hubs for collaborative work, especially pertinent in today's shifting work environment.

Embark on this informative journey with us to master Microsoft Teams Rooms, transforming the way you engage in digital collaboration and setting new standards in organizational communication.

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# FEATURES AND BENEFITS OF A TEAMS ROOM

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## ESSENTIAL INFORMATION FOR YOUR MICROSOFT TEAMS VIDEO CONFERENCES

- Microsoft Teams is the **most widely used** videoconferencing tool in the business world. This success is due to Microsoft's position in this market segment.
- Microsoft's videoconferencing tool offers a host of **features** designed to enhance the user experience, including background editing, noise cancellation, HD video, the ability to add subtitles, etc.
- During a Teams meeting, you can **share, co-edit** and **discuss** a document without having to leave the platform.
- Many employees are already familiar with Microsoft products, which reduces the **learning curve** and facilitates adoption.
- On the minus side, Teams consumes more **bandwidth** than other solutions on the market and has a "Microsoft" feel.
- Furthermore, **setting up** Teams/Network/O365 can be complex for the uninitiated.



## TEAMS ROOMS: WHO IS THIS SOLUTION FOR?

A Teams room is a good option for businesses that use Microsoft Teams as their main collaboration tool and rarely need to use other collaboration platforms such as Webex or Zoom.

## KEY FEATURES

- **Join a meeting:** With the "One Touch Join" function, joining a meeting is as easy as a tap on the touchscreen.
- **Content sharing:** Users can share content wirelessly or via an HDMI cable, enabling seamless collaboration.
- **Whiteboard:** Integrated with Microsoft Whiteboard, this feature enables participants to collaborate in real time on a digital drawing area.
- **Compatibility:** Teams Room is designed to work with other video conferencing systems, providing essential interoperability in a mixed enterprise environment.

### DEFINITION

Teams Rooms merge the Teams tool with Microsoft-certified room equipment, creating a collaborative workspace optimised for in-room video conferencing.

# SETTING UP A TEAMS ROOM

## TEAMS ROOM LICENCE

Microsoft offers two types of licence for Teams Rooms: Basic and Pro.



The Teams Rooms **Basic** licence is included free with the purchase of any certified Teams Rooms device and is ideal for small conference rooms requiring basic functionality. It allows you to start and join meetings, share content wirelessly and control meetings. However, it is limited to 25 licences per customer environment.

The Teams Rooms **Pro** licence is ideal for medium-sized and large companies, as well as organisations with a large number of rooms or advanced requirements.

Here's an **overview of key functionalities** depending on the type of licence:

FUNCTIONALITIES	BASIC	PRO
Join and start meetings	Yes	Yes
Wireless screen-sharing	Yes	Yes
Meeting controls	Yes	Yes
In-Room and Remote Participants	Same screen	Seperate screen
Dual displays	No	Yes
Microsoft Whiteboard	No	Yes
Live transcription & translation	No	Yes
Support for third-party devices	No	Yes

## IMPLEMENTATION AND CONFIGURATION

Deploying and configuring a Microsoft Teams Room (MTR) requires particular attention to ensure an optimal user experience. Here are the main steps and technical considerations to consider:



### EQUIPMENT

Selecting Microsoft-certified equipment is crucial to ensure compatibility and optimal performance. This includes cameras, microphones, touchscreens, and other specialized peripherals. It's also possible to opt for an 'all-in-one' device that consolidates these various peripherals into a single solution.



### NETWORK SETUP

Ensure that the room is connected to a stable and secure network. The use of a wired connection is recommended to minimize latency and guarantee the best video and audio quality.



### SOFTWARE INSTALLATION

After setting up the equipment, the MTR software must be installed on the room's main device. Microsoft provides regular updates, so it is advisable to keep the software up to date.



### CALENDAR INTEGRATION

The Teams Room can be integrated with your Microsoft Outlook calendar, allowing for easy booking and automatic recognition of scheduled meetings.



### AUDIO AND VIDEO SETTINGS

It is vital to test and adjust the audio and video settings for each room, considering the size of the space, acoustics, and lighting.



### REGULAR MAINTENANCE

Like any technological equipment, MTRs require regular maintenance. This includes software updates, equipment cleaning, and periodic checks of connections.

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# CHALLENGES AND CONSIDERATIONS

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## CHOOSING BETWEEN NATIVE MICROSOFT TEAMS ROOMS AND BRING YOUR OWN DEVICE (BYOD) SYSTEMS

For those who prefer maximum flexibility in their choice of videoconferencing platforms, the *Bring Your Own Device* (BYOD) approach is an increasingly favored strategy. It gives users the freedom to use their own equipment to access the videoconferencing service of their choice, making the most of the audiovisual infrastructure already in place in meeting rooms.

At the same time, native Microsoft Teams Rooms (MTR) solutions also offer BYOD functionality through accessories such as the Logitech Swytch, the Yealink MVC-BYOD-Extender or Poly's BYOD kit, enabling participants' personal laptops to be integrated into the Teams ecosystem.

Although **there is no universally optimal configuration** - the final decision rests on the specific needs and preferences of users - Microsoft recommends, for reasons of performance and quality, the adoption of a native Microsoft Teams Rooms solution.



## TROUBLESHOOTING MICROSOFT TEAMS ROOMS

It is important to be well-prepared to handle any issues that may occur while using Microsoft Teams Rooms. Below are some technical strategies for effectively troubleshooting common problems:



### **Check the status of the device.**

The Microsoft Teams admin portal allows you to monitor the device's status and identify any potential issues affecting performance.

### **Restart the device.**

This step can help resolve many common issues.

### **Check for software updates.**

It is essential to keep your Teams room up to date with the latest features and updates to ensure the system operates smoothly.

## INTEROPERABILITY AND REGULATORY CHALLENGES

Implementing and configuring the system demands a degree of technical know-how, particularly for businesses with specialized requirements. Moreover, while interoperability is a highlighted feature, it may not be flawless in every scenario.

It's also worth mentioning that a key benefit of Microsoft's ecosystem is its seamless integration with its suite of products (Word, Excel, Outlook, etc.). However, it's important to acknowledge that, as of this writing, the European Union has initiated an inquiry into potential anti-competitive practices, which may impact this synergistic relationship in the future.



# TO CONCLUDE

Installing a Teams Room is a great way to stay at the cutting edge of technology and encourage collaboration within your business.

Although the installation may seem complex, it is possible to set up a Teams Room in almost any type of space, with new or existing equipment.

**Are you looking for an integrator to help you set up one or more Teams Rooms?**

**REQUEST A PERSONALISED STUDY**  
**OF YOUR PROJECT**

**MOTILDE**

33 avenue du Maine- 75015 Paris

+33 (0)2 34 40 00 14

[contact@motilde.com](mailto:contact@motilde.com)