

TIEVA

FULCRUM IT PARTNERS

AN IT LEADER'S GUIDE TO _____

MICROSOFT TEAMS ROOMS

INNOVATING MEETING ROOMS

Microsoft Teams has become the collaboration platform of choice for countless organisations worldwide, enabling seamless communication, file sharing, and teamwork across locations and time zones. With remote and hybrid working now firmly established as standard practice across many businesses, the role of physical meeting rooms is evolving rapidly.

To remain effective, these spaces must be reimagined with technology that enables inclusive, flexible collaboration, ensuring all participants-whether remote or in-person-feel equally connected and engaged.

This essential guide from TIEVA shows you how to successfully integrate Microsoft Teams Rooms and the latest audio-visual technologies into your meeting spaces, helping you bridge the gap between remote and office-based teams.

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WHAT MAKES A **MODERN MEETING ROOM?**

Meeting rooms are no longer just physical spaces - they're hybrid collaboration hubs. Whether you're hosting a client presentation or a team catch-up, it's common for some participants to be in the room while others join remotely via Microsoft Teams. That experience needs to be seamless for everyone. Clients, partners, and employees alike should feel included, engaged, and able to contribute - no matter where they are. To make that happen, your meeting spaces need the right technology: simple to use, built for hybrid meetings, and fully integrated with Microsoft Teams.

HISTORY

Historically, meetings have far too often been frustrating events associated with time misspent. We've all had our time wasted by irritating issues such as not having the right cable, delayed starts due to software updates, or struggling with clunky, overly complicated tech. Too often, the setup in the room is a barrier to effective collaboration rather than an enabler.

Today, hybrid meetings are standard practice, with some participants in the room and others joining remotely via Microsoft Teams. That means meeting spaces need to work harder than ever - supporting smooth, secure, and inclusive collaboration across locations. If your current setup doesn't deliver that kind of experience, it's time for a rethink.



OUT WITH THE OLD, IN WITH THE NEW!

The reality is, many meeting rooms haven't kept pace with the way people work today. While organisations have rapidly adopted Microsoft Teams and embraced digital collaboration, the physical spaces where meetings happen often lag behind. Outdated or inconsistent tech creates friction - delays, connection issues, poor audio - and makes hybrid collaboration harder than it needs to be.

There are many tell-tale signs that your meeting rooms are long overdue an overhaul, especially if you suffer from any of the following issues:

- > Difficulty engaging remote participants, a major blocker to productive hybrid meetings.
- > Attendees forced to travel long distances for meetings – a costly event and perhaps not the best use of someone's time.
- > Low-quality audio, including volume issues, reverb and background noise – this can give a poor impression and can be easily fixed with the latest equipment.
- > Delayed starts to meetings as technology is set up – with the latest equipment, this will become a thing of the past.
- > Difficulty or delays when swapping presenter – a frustrating issue which can seriously affect attendee engagement.
- > Connection problems, including drops on calls – a costly time-waster, which can be easily resolved with the right equipment.
- > Low staff uptake of meeting room tools – usually caused by outdated equipment, which is difficult to operate, or a lack of training.
- > Different technology in different rooms, making usage more complicated than necessary.
- > Separate systems for voice, video and data collaboration – an unnecessary complication which can be remedied with an upgrade.
- > Cables... cables everywhere!

Don't Settle for Mediocrity

When implemented correctly, **Microsoft Teams Rooms** can completely transform an ageing meeting space into a modern collaboration hub where innovation, great conversations and successful meetings take place easily. You'll also achieve real return on investment (ROI) on your Microsoft 365 spend, by enabling participants to join a meeting from any location, eliminating the need and expense of unnecessary travel while improving efficiency and productivity.



WHY IS THE MODERN MEETING ROOM SO IMPORTANT?

Creating Springboards for Collaboration

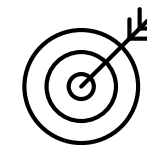
When designing your new meeting rooms, it is vital that you consider your users. Refreshing the technology available can create brand new opportunities for those who are already actively using your meeting rooms. In addition, you can remove any IT-based frustrations that may be preventing potential users from seeing the value of meeting room collaboration. So, the resulting improved meeting room uptake can lead to even greater return on your investment.



Three Critical Questions that Guarantee Success

With the usability of your new spaces in mind, there are three core questions to ask yourself when considering which technology you need to achieve real Microsoft Teams Room success:

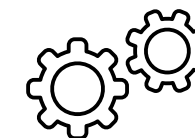
1



Is it fit for purpose?

It is vital that the Microsoft Teams Rooms solution you choose is fit for purpose, which means it needs to help you meet your business goals, be a suitable fit for your teams, and be within budget. Most importantly, it must seamlessly facilitate successful collaboration by leveraging your existing investment in Microsoft Teams and M365.

2



Is it simple to use?

So many meetings fall short of being constructive because vital IT tools, such as legacy videoconferencing systems, are difficult to use, don't interconnect well, or are too complicated. If you want your workforce to make good use of these new spaces, ensuring your technology integrates with Microsoft Teams Room accelerates set-up time and improves collaboration capabilities.

3



Is it cost-effective?

Like any investment, you'll want to see a return on your purchase. Creating a suitable meeting room environment provides payback by improving collaboration and communication capabilities, which make teams and meetings more productive. Implementing Microsoft Teams Rooms can help you achieve this goal as it helps you get more ROI from your initial Teams investment.

COLLABORATION WITHOUT COMPROMISE

We all know what great collaboration feels like – clear communication, shared focus, and meaningful outcomes. But achieving that in a hybrid world isn't always easy. When some people are in the room and others are joining remotely, the experience can quickly become unbalanced. Side conversations. Poor audio. Missed visual cues. Hybrid shouldn't mean second rate.

That's where Microsoft Teams Rooms come in.

They're designed to level the playing field – so everyone, no matter where they're joining from, can contribute equally. The result? Better meetings, stronger decisions, and collaboration that actually works.

WHAT IS A MICROSOFT TEAMS ROOM?

A Microsoft Teams Room represents the evolution of the meeting space, transforming any physical room into a rich, collaborative environment. It seamlessly blends Microsoft Teams with audio and video hardware, creating a unified meeting experience. This integrated system allows participants in the room to easily join Teams meetings, share content, and interact with remote colleagues as if they were all in the same location.

The core objective of a Microsoft Teams Room is to facilitate intuitive and equitable collaboration, ensuring that everyone – whether present in the room or working remotely – can fully participate, contribute, and feel included. By centralising communication and content sharing to drive better engagement and decision-making, Teams Rooms eliminate common meeting frustrations, enhance productivity, and bridge the geographical divide, making hybrid work truly effective.

Collaboration is essential for today's modern workplaces, so it's important that you enable your employees to collaborate easily and efficiently, with the best tools, wherever they are based.

WHAT MAKES A MODERN HUDDLE ROOM?

Huddle rooms are an excellent and cost-efficient way to foster collaboration and communication in a less formal and relaxed setting. These small, 3-6 person meeting rooms are equipped with audio/video capabilities, and are ideal for both planned and spontaneous team meetings. Rather than reserving a larger room, huddle rooms allow teams to quickly come together to collaborate and discuss important topics. Privacy in such spaces is therefore important, as is the right equipment, such as the following:



1

A Microsoft Teams Rooms device, purpose-built for small spaces

Designed specifically for Teams Rooms, these all-in-one or modular devices provide reliable performance, seamless integration, and a consistent user experience across all your meeting spaces.

2

Reliable business-grade and guest Wi-Fi connectivity

Ensure your huddle room has secure access to stable, high-speed corporate Wi-Fi and a separate guest network to support external participants without compromising security.

3

High-quality camera, microphone, and speakers

Clear audio and crisp video are essential for effective collaboration. Teams Rooms certified devices ensure every voice is heard and every participant is seen, with intelligent framing, noise reduction, and echo cancellation built in.

WHAT MAKES A MODERN MEETING ROOM?

These multipurpose environments are suitable for small and medium-sized meeting and are ideal for hosting interactive sessions with participants located in the room or remotely. They are key collaboration and teamwork spaces, and require a range of technologies to support the demanding goals of interactive sessions, including the following equipment:



1

A Unified Communications System:

Enables faster, easier collaboration. Wireless presenting tools simplify switching presenters, reducing setup time and keeping meetings focused.

2

An LED screen:

The room's centrepiece, delivering high-definition video. Interactive options support collaborative sessions and dynamic presentations.

3

A Pan-tilt-zoom camera:

Enables high-quality video collaboration with external participants. Platform-agnostic and offers simple 'plug and play' setup.

4

Audio system with room-filling clarity:

Quality audio is vital. Options include wireless microphones and arrays to deliver clear, professional sound.

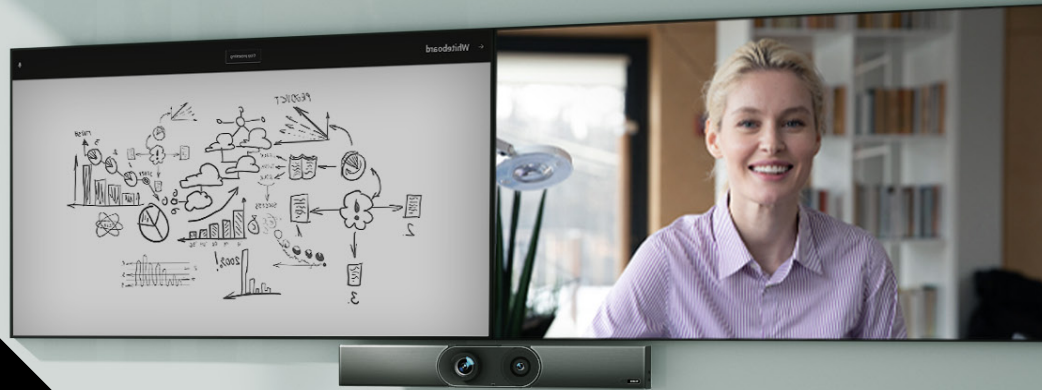
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A room booking system:

Mounted outside the room to prevent double-booking and manage availability.

WHAT MAKES A MODERN BOARDROOM?

As well as being great for board-level meetings, these rooms also act as showcase areas when important customers or partners visit premises. As such, the most successful boardrooms are impressive spaces with high levels of investment. Technology, including the following, therefore needs to be unobtrusive, simple-to-use and bespoke to the room, so each element works perfectly together:



1

Advanced PTZ camera for natural, high-quality video

Installed above or below the screen, this enables lifelike communication with external board members and clients, with intelligent framing to keep the focus on active speakers.

2

Discreet ceiling speakers for clear, room-wide audio

These provide even sound distribution, so everyone in the room can hear remote participants clearly - without the need for visible, intrusive hardware.

3

LED displays or video walls for impactful visual collaboration

Dual screens or a large video wall support both shared content and video feeds, helping you deliver high-quality presentations to stakeholders.

4

Integrated table or ceiling microphones for crystal-clear speech

Beamforming microphones ensure every voice is picked up clearly, allowing natural conversation without cluttering the room with visible tech.

5

Touchscreen room control panels for simple meeting setup

Control everything from lights and blinds to meeting start and screen sharing - all from one easy-to-use panel, designed for professional spaces.

THE COMPLETE TEAMS MEETING EXPERIENCE

Unlike standalone video conferencing tools or cobbled-together setups, Microsoft Teams Rooms delivers a fully integrated solution - combining the collaboration software your people already use with certified hardware built for purpose. The result is a seamless, reliable, and consistent meeting experience across every space.

Because Teams Rooms is part of the Microsoft ecosystem, it simplifies everything from scheduling to joining meetings, while ensuring a familiar interface for all users. It also enhances security, management, and scalability across your organisation.

Our Partners:

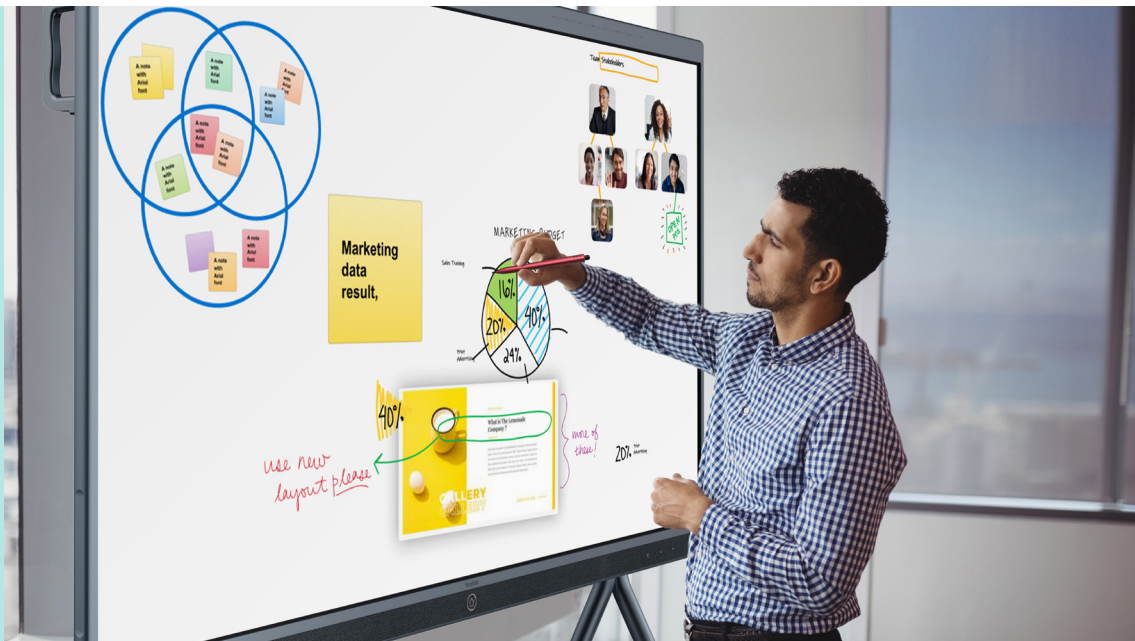
TIEVA works with trusted Microsoft-certified partners including Yealink and Poly to provide best-in-class devices that deliver exceptional quality and performance, tailored to your room size and requirements.



INTERACTIVE PANELS

Interactive, network-attached screens are also a good option for work spaces that are used for information-intensive collaboration. With an interactive panel in your meeting space, you can achieve the following:

- > Fluid group collaboration
- > Screen sharing with local and remote attendees
- > Interactive presentations
- > High-definition videoconferencing
- > Digital annotation of content and applications
- > Collaboration with homeworkers and remote offices
- > 'Blank-canvas' whiteboard activities
- > ROI through improved efficiency, productivity and reduced travel



HOW TO CHOOSE THE RIGHT INTERACTIVE PANELS FOR YOUR MEETING ROOM?

As is often the case when implementing a new IT solution, the variety you have to choose from can be staggering. Your business size, sector, applications and software all have an impact when deciding upon the most appropriate interactive panels for your organisation's meeting rooms.

First and foremost, you need to consider your users, and think about what your teams use the screens for. If your business will only be annotating Office-based systems, like Word or PowerPoint, your requirements are going to be different to a specialist business that needs to annotate bespoke applications. Different interactive panels support different annotation tools, so matching the right screen to fit individual collaboration, education and training environments is key to success and ROI.

To get the most from your Microsoft Teams Rooms investment, ensure your interactive panel is compatible. This allows users to engage directly with the display using Teams Rooms devices - for seamless touch, annotation, and whiteboard experiences that feel natural and inclusive.



SIMPLE TOOLS ENABLE GREAT COLLABORATION

Effective communication is essential for collaboration, especially when some participants join remotely. Providing the right tools - like unified communications platforms with videoconferencing - ensures meetings run smoothly across locations.

In the past, overly complex systems slowed things down and frustrated users. Today, technology must be simple, familiar, and an extension of what employees already use on their desktops. This consistency shortens setup time, encourages adoption, and improves meeting outcomes.

With an all-in-one unified communications system in every room, participants can connect, share, and collaborate through a single platform - making hybrid meetings seamless, inclusive, and productive for everyone involved.

1

Remember good audio quality is vital

Audio issues can negate the benefits of videoconferencing. Equip meeting rooms with reliable solutions that deliver clear, consistent sound so every voice is heard and collaboration stays productive.

2

Headsets make all the difference

Background noise from one participant can disrupt everyone. Providing quality headsets for remote users reduces distractions, ensuring conversations stay clear and meetings run smoothly.

3

Videoconference cameras for a professional image

Laptop cameras are often low quality. Use specialist cameras with high resolution, wide viewing angles, and smooth controls for a professional look and better engagement.

4

Don't neglect your network

A weak or poorly configured network undermines meetings. Ensure your wired or wireless connections can reliably support video, audio, and content sharing without dropouts.

5

Stay safe and secure

Use separate guest Wi-Fi and secure collaboration sessions to protect your network, prevent data breaches, and maintain a stable, safe connection for all participants.

6

Clear away cables

Wireless presentation tools reduce clutter, speed up setup, and make switching presenters effortless, helping meetings start on time and run without interruptions.

WHICH TECHNOLOGY BRANDS SHOULD I USE WITH TEAMS ROOMS?

You're not alone in trying to modernise your meeting rooms, and we always endeavour to find the best solutions for each of our customers. There are a number of IT vendors that provide high-quality tools that work seamlessly with Microsoft Teams Rooms, creating excellent business collaboration environments. We would welcome the opportunity to work with you to find the right equipment for you.

Here are some of TIEVA's favourites:



All-in-one Room Systems

Complete room systems are one of the easiest ways to transform meeting spaces, from small huddle areas to large conference rooms. They deliver everything you need to set up intelligent, collaborative, multi-media meeting spaces, in one easy package, including screens, room control panels, speakers, codec, cameras, touch user interface and microphones.

TIEVA offers a wide range of Microsoft Teams Rooms solutions from leading manufacturers in collaboration technology. These all-in-one and modular room systems are designed to be easy to use, deploy, and manage - delivering a consistent, high-quality Teams experience across every meeting space. With certified audio and video components, they support hybrid work by ensuring all participants - whether in the room or joining remotely - can see, hear, and collaborate effectively.

Featured Partners:



Poly

Part of HP, Poly offers premium Microsoft Teams Rooms-certified devices that combine sleek design with intelligent audio and video features - perfect for professional, high-impact meeting spaces.



Yealink

Yealink delivers flexible, high-performance Microsoft Teams Rooms solutions for all room sizes - known for reliability, ease of use, and seamless Teams integration.



About TIEVA

TIEVA specialises in integrating state-of-the-art technologies to offer businesses comprehensive, straightforward solutions, which are proactively supported and enable organisations to operate with ease.

TIEVA is well-practised in supporting organisations of all sizes, and from all sectors, at every stage of their digital journey. By providing the very best technology advice, products and services, we help our customers to achieve digital transformations which increase their employees' engagement, enhance their customers' experiences, generate greater productivity and take their businesses to a whole new level.

Contact us

Need to learn more about how our solutions can help drive your business forward? Contact our team today!

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