Teams Devices in the Workplace

Bringing Microsoft Teams to your meeting rooms

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The Hybrid Workplace is here to stay – are you ready?

Hybrid workplace is here to stay

The workplace of the future will be hybrid. A fluid experience realized across a continuum of spaces, motivated by a person's ability to choose when and where they work. This flexibility, while not new to all, will be new to many and will have far reaching impact.

What does that mean for my workplace?

The hybrid workplace will bring increased movement between workspaces. The flow of people into the office may be inconsistent, with some days bringing more activity than others. The office will have various purposes, whether that be access to spaces designed for productivity and collaboration, reliable network connectivity, or a destination to help separate work and life. Regardless of the many possible reasons to go into the office, the decision will be deliberate.

To ensure people working remotely can fully participate in team collaboration and meetings, workspaces in the office will need technology to help bridge the divide.
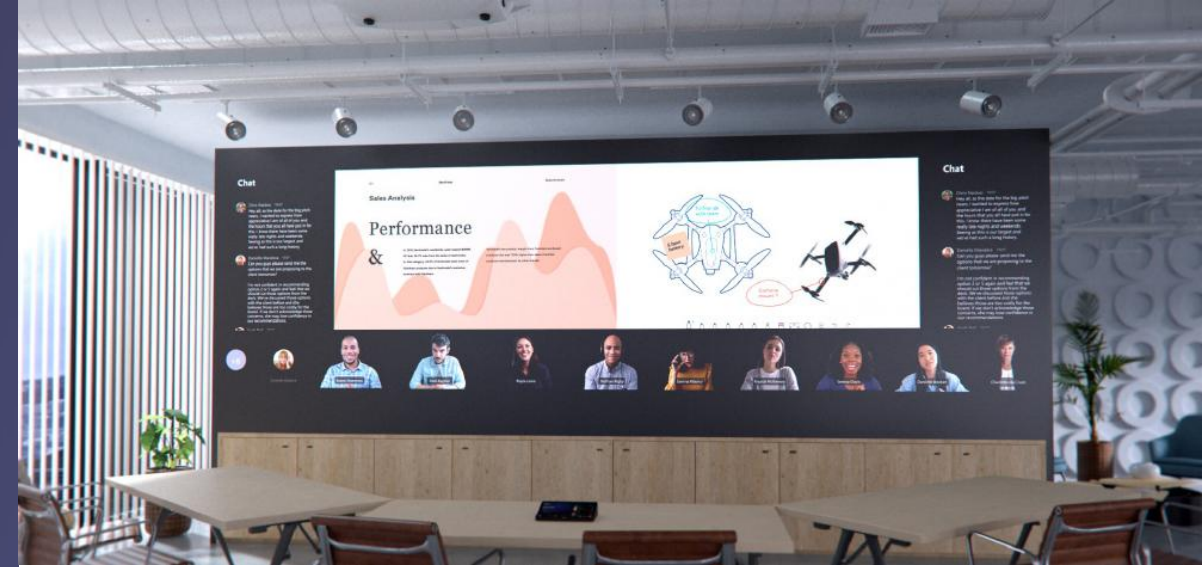
Why Choose a Native Teams Experience?

Microsoft Teams Rooms are purpose-built, native calling and meeting solutions delivering a complete Teams meeting experience, with high-definition audio and video, on Teams certified 1st and 3rd party hardware.

When we say "purpose-built and native" we mean the experience is specifically, and thoughtfully designed by Microsoft for the Teams user.

Non-native and self-built systems that rely on external services, or a bring your own device connection, will never truly match the ease of use or immersive quality of a native Teams Room.

Teams Rooms go beyond what can be done with Teams on personal devices by providing unique in-room capabilities, like one-touch join, content cameras to share physical whiteboards into the meeting in an intelligent way, and proximity features like seamlessly transferring the room into a Teams meeting from your own personal device.

Purpose-built for Teams meetings
Advanced audio and video, and sharing

Expansive device portfolio for any room
Select from fully modularized or integrated form factors across Android or Windows operating systems

Reimagined meeting room experiences
Join meetings friction-free to engage in inclusive, collaborative meetings for all participants

Easily managed from one place
Fully manage and keep devices up to date, and ready to go in Teams Admin Center and enable 24x7 proactive management from Microsoft with Microsoft Teams Rooms Premium

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Space considerations

What is the role of the space?

Physical spaces are designed to accommodate the kinds of activities that will happen there. Different types of activities or connections may facilitate different meeting behaviors. For example, consider the different behaviors that might occur in a classroom versus a boardroom.

Furniture helps define how a space is going to be used. Furniture and finishes will be important to think about for the space to be effective.

For existing spaces, the technology should align to the furniture layout. As an example, if tables and chairs are setup for presentations and in-person meetings, the technology should follow.

For new spaces, the intended use of the room should drive both furniture and technology considerations.

Classroom

Midsize meeting room

Personal office

Focus meeting room

Multi-purpose room

What is the function of the space?

Will the activities in the space focus on collaborative co-creation?

Creativity requires a layout and a technology deployment that is designed around user collaboration. The right space facilitates work between users and the technology seamlessly and eliminates friction for even the most novice users.

What about spaces where content sharing with both in-person and remote participants is the priority?

Content sharing and remote collaboration demand a different physical layout and technology experience. The right space in this scenario facilitates discussion and makes it easy for everyone to see and review shared content. No matter what space you are equipping, it needs to be Teams enabled.

Open Huddle area

Small meeting room

What is the function of the space?

Will the space be used for more than just meetings ?

Common areas and community spaces are ideal locations to add collaborative technology that can facilitate remote participation. These spaces are particularly useful for team brainstorming and group training.

With native Teams solutions, you can unlock additional capabilities through connected device experiences. Through experiences like coordinated meetings, when a Teams Room system enters the Teams meeting, a Surface Hub can automatically launch into a whiteboarding experience. This gives users the tools they need through a seamless, coordinated experience.
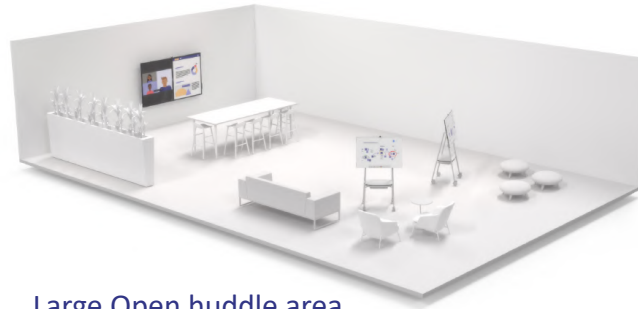
Open Huddle area

XL Conference room

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Furniture positions by function

The usage of the room drives layout and technology implementation choices.

Where should the furniture be located within my space?

Midsize meeting room

Meet & Present
Meetings that are generally more formal or structured in nature, where premium audio, video and content sharing is a priority

Tables should be fixed and centered between front of room displays. In smaller rooms the tables may be attached to the wall, but in larger spaces they must be separated to accommodate camera considerations.

Large Open huddle area

Meet & Co create
Meetings that are generally less formal or un-structured in nature, where collaboration, co-creation and brainstorming is a priority

Tables and collaborative equipment can have flexible positions and should accommodate groups of people working at either the tables or the equipment.

Large Multi-purpose room

Meet & Present & Co create
Meetings where premium audio, video, presenting and active collaboration is a priority

A combination of use cases from other meeting scenarios can be combined to form multi-function rooms. Video meetings and collaborative creation can be achieved simultaneously and equally well.

Bring Teams to **every space** with Microsoft Teams Rooms

Phone booth

Personal office

Focus meeting room

Midsize meeting room

Auditorium

Open collaboration area

Technology considerations

How will you think about Audio and Video?

The right audio and video technology choices will help users get the most out of their Microsoft Teams meetings.

Audio
In the shortest description, audio is simply moving air. Diving deeper can be done by experts in the area, but audio considerations are critical to ensure both remote and in-room participants can be clearly heard and understood in meetings. Microphone and speaker coverage must include every seat in the room effectively without leaving gaps.

Video
Video is equally important as audio. Capturing physical, non-verbal communication like facial expressions or gestures, is as important as the meeting content to ensure maximum engagement and understanding. Rooms need to be equipped with the right size display so everyone can experience the meeting properly whether in the room or remote. Which is why rooms also need to have the right camera coverage and Field of View (FOV) to effectively capture all the in-room meeting participants for those joining remotely.

What is the right microphone for each space?

What considerations need to be made to ensure the technology works seamlessly in the space?

Microphone coverage needs to capture all the participants in a space
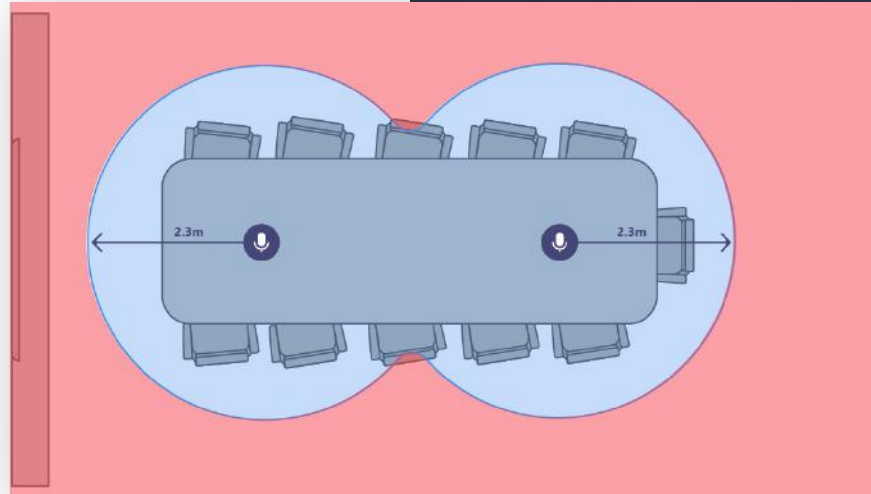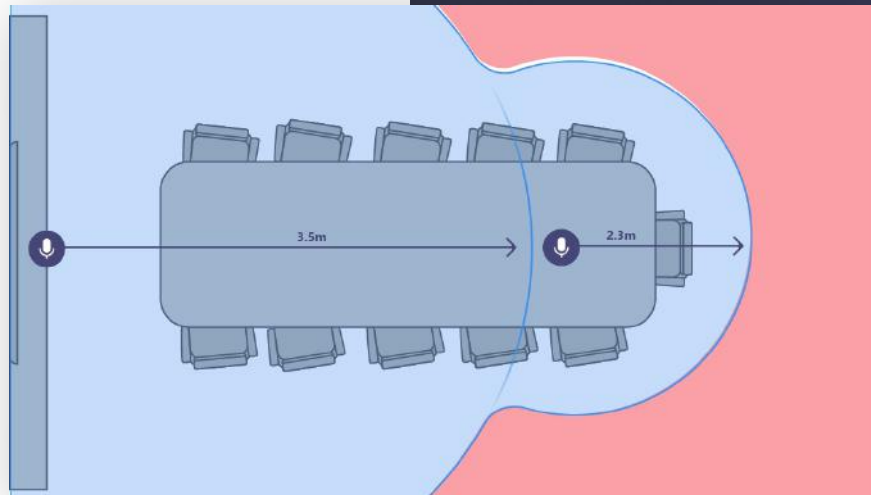

Table-top and ceiling microphones provide maximum coverage for vocal fidelity, especially if conversations happening locally need to be shared remotely. However, they require a more involved installation and table-top microphones may be more obtrusive to users sitting at the table.

Wall mounted solutions provide the voice at the front of the room where remote participants are viewed. Installations are generally less involved, but local conversations that are off-axis or at a distance may not be picked up as clearly as though directed at the front of the room screens.

In range   Out of range   13

What are the right speakers for each space?

What considerations need to be made to ensure the technology works seamlessly in the space?

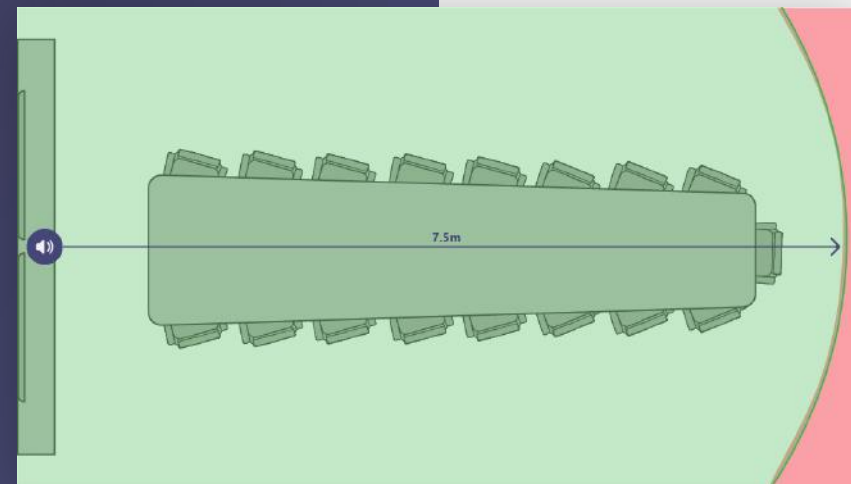**Speaker coverage needs to project voice and presentation sound to all the participants in a space**
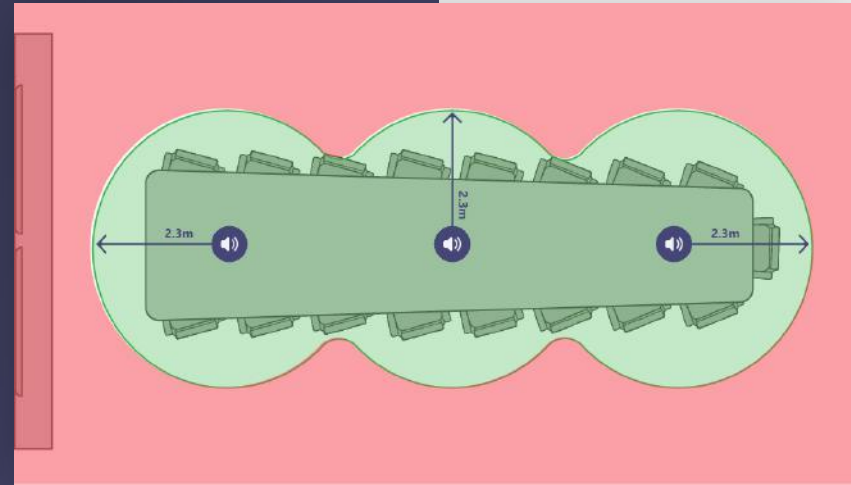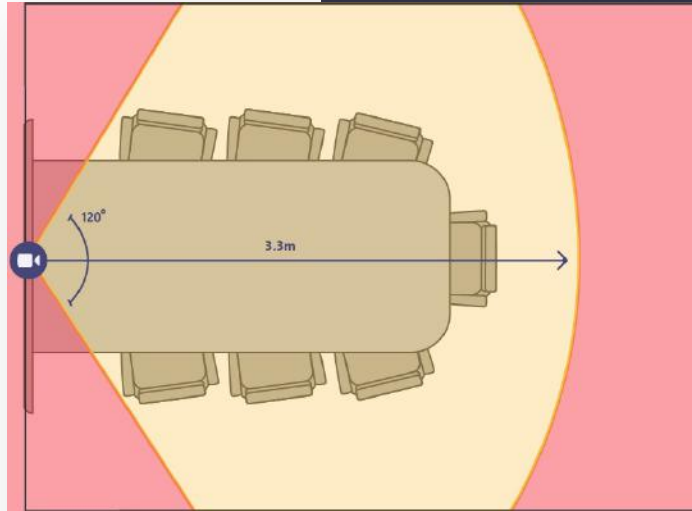

Table-top and ceiling speakers provide maximum coverage. Appropriate sound coverage is important in larger spaces where many participants are located further away from the front of the room. These microphones and cable requirements make this a more involved installation than a front of room soundbar, and tabletop microphones might present obstacles to those in the room who require table space for their personal devices.

Wall mounted solutions provide the voice at the front of the room where remote participants are viewed. This location of the speakers make it sound like the audio is coming from the remote participants. Installations are generally less involved, but the volume will decrease the further away the in-room participants are from the speaker.
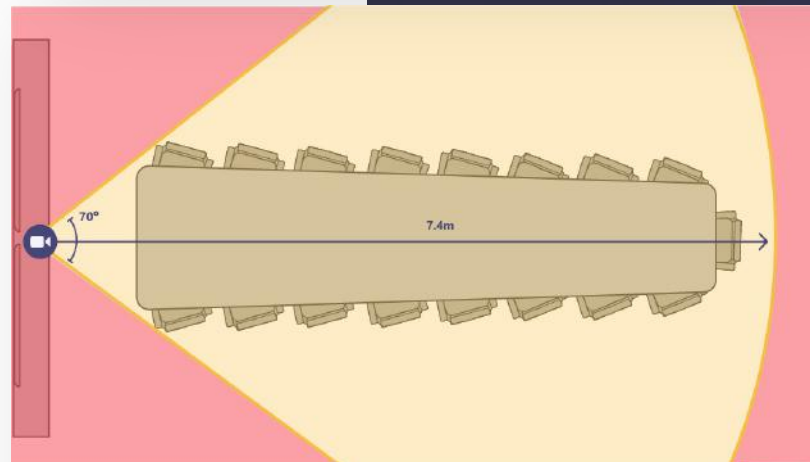
🟩 In range   🟥 Out of range   14

What is the right camera for each space?

What considerations need to be made to ensure the technology works seamlessly in the space?

Camera coverage needs to capture all the participants in the space. Intelligent framing and/or active speaker tracking are great additions to any space.

Smaller spaces generally have fewer people in the room with seating closer to the camera. This scenario requires a wide field of view to capture those close to the camera in a single wide shot.

Rooms that are greater than 4m should be equipped with a camera that has optical zoom and a narrower field of view. This optimizes the ability for that camera to pick up in-room participants at a distance. Many of these cameras will provide functions such as speaker tracking or intelligent framing options for a richer remote experience.

In range   Out of range

Room examples and considerations*

*Please note the following examples represent a small sample of a much broader list of devices and solutions that may be appropriate for your organization. The full list of Teams devices can be viewed at **aka.ms/teamsdevices**

Personal office
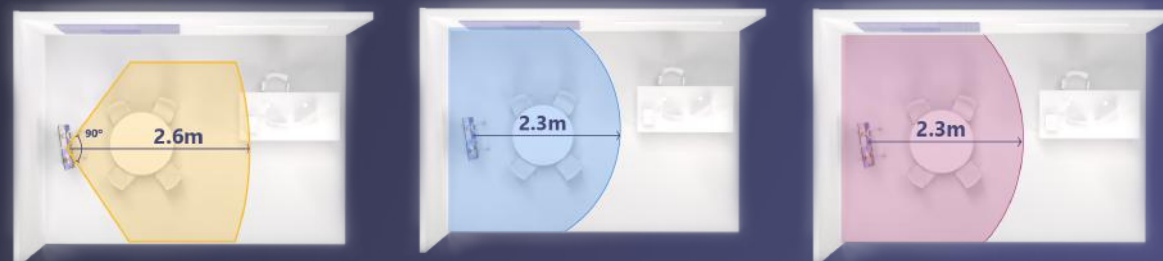Meet & co-create

What is this space used for?
A private office used primarily for personal work but can also support collaborative creation, either alone or with a small group.

Why this layout and device type?
The meeting area can be used for other work or meeting types outside of video calling with the Surface Hub 2S serving as a creative tool.

The solution shown has:
*   Native Teams experience.
*   Personalized experience available through the Windows 10 Pro or Enterprise configuration on Surface Hub 2S.
*   Appropriate audio coverage for a small space.
*   A wide-angle camera for visibility of the in-room participants.
*   Designed to be a collaborative work and touch-based device.
*   Limited installation requirements.

Example Devices Shown – Microsoft Surface Hub 2S

Personal office
Meet & Present

Example Devices Shown – Poly Studio x30
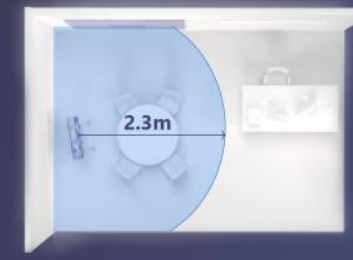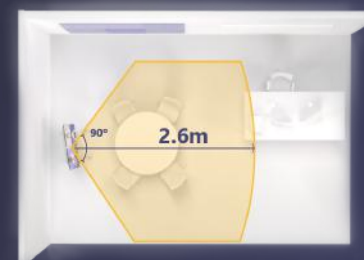
What is this space used for?
A private office used primarily for personal work but can also be a small, private meeting space for in person colleagues to provide a rich experience for remote participants.

Why this layout and device type?
The meeting area can be used for other meeting types with a certified Microsoft Teams Room as the Teams enabled video calling device. Additionally, there is a broad portfolio of personal devices certified for Teams including phones, displays and peripherals that can be utilized in this space.

The solution shown has:
• Native Teams experience.
• Personalized experience available.
• Appropriate audio/video coverage for a small space.
• A wide-angle camera for visibility of the participants.
• Limited installation requirements makes this easy to both install and deploy for a personal room system.

Small meeting room
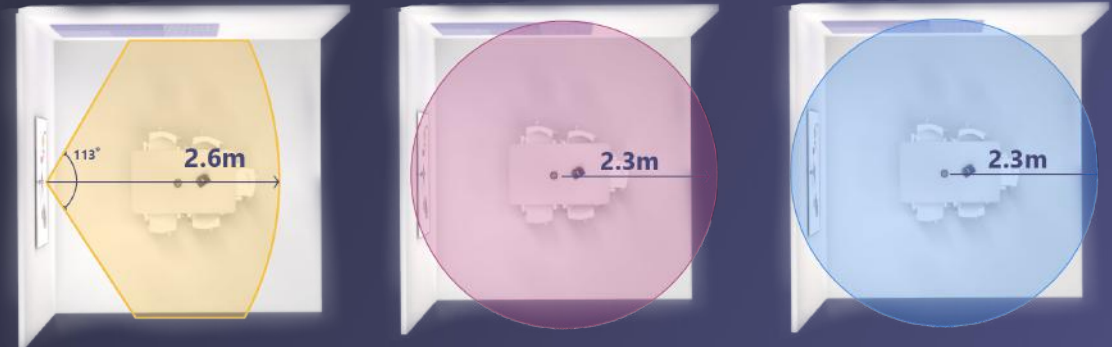
Meet & Present

What is this space used for ?
A small meeting room for teamwork and informational meetings with a small group.

Why this layout and device type?
Meetings can be held with a group separately from personal working areas. The meeting area can be used for other work or meeting types outside of video calling such local conversations or presentation only sessions.

The solution shown has:
- Native Teams experience.
- Appropriate audio for a small space.
- A wide-angle camera rated for the appropriate depth to maximize visibility of the participants.
- Center of room control allowing participants to engage with the meeting without leaving their seat.

Example Devices Shown – Yealink MVC300 II

Midsize meeting room

Meet & Co-create

Example Devices Shown – Surface Hub 2S + Logitech Rally Kit
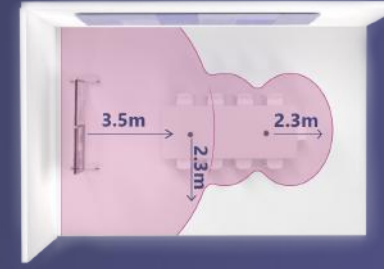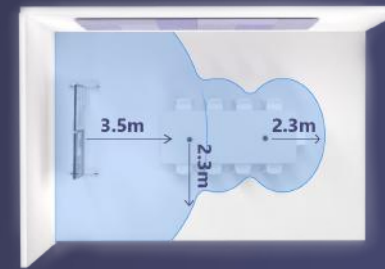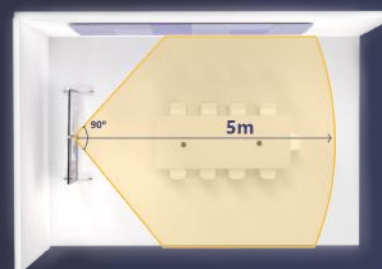
What is this space used for ?
A mid-sized meeting room for group work focused on collaborative creation with a small group.

Why this layout and device type?
Meetings can be held with a group separately from personal working areas. The meeting area can be used for other work or meeting types outside of video calling, such as creative work requiring collaborative technology that cannot be easily achieved through individual technology.

- **The solution shown has :**
    - Native Teams experience.
    - Calling, meeting and collaborative experiences.
    - Large immersive touch screen.
    - Appropriate audio for a mid-sized space at both the touch screen and the table, a wide-angle camera rated for the appropriate depth to maximize visibility of the participants.
    - Multiple installation options include, a mobile cart for easy relocation or mounting to the wall in a permanent fixed location.

Large meeting room
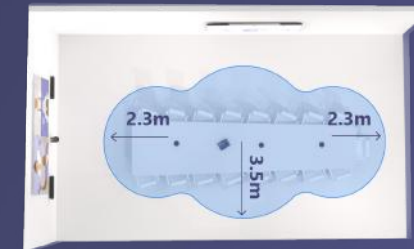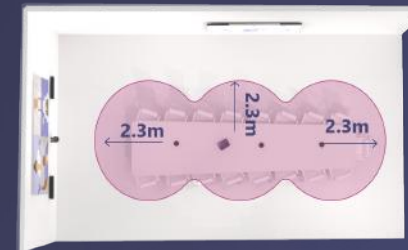
Meet & Co-create
Meet & Present

What is this space used for ?
A large meeting room for group work, informational meetings, collaborative creation or a combination of the two.

Why this layout and device type?
Group meetings can be held separately from personal working areas. The meeting area can be used for other work or meeting types outside of video calling such local conversations, presentation-focused meetings, collaborative creation sessions or meetings combining some or all those aspects.

- **The solution shown has :**
    - Native Teams experience.
    - Calling, meeting and collaborative experiences.
    - Appropriate audio for a large-sized space.
    - A wide-angle camera rated for the appropriate depth to maximize visibility of the participants.
    - Large immersive touch screen.
    - Center of room control allowing participants to engage with the meeting without leaving their seat.
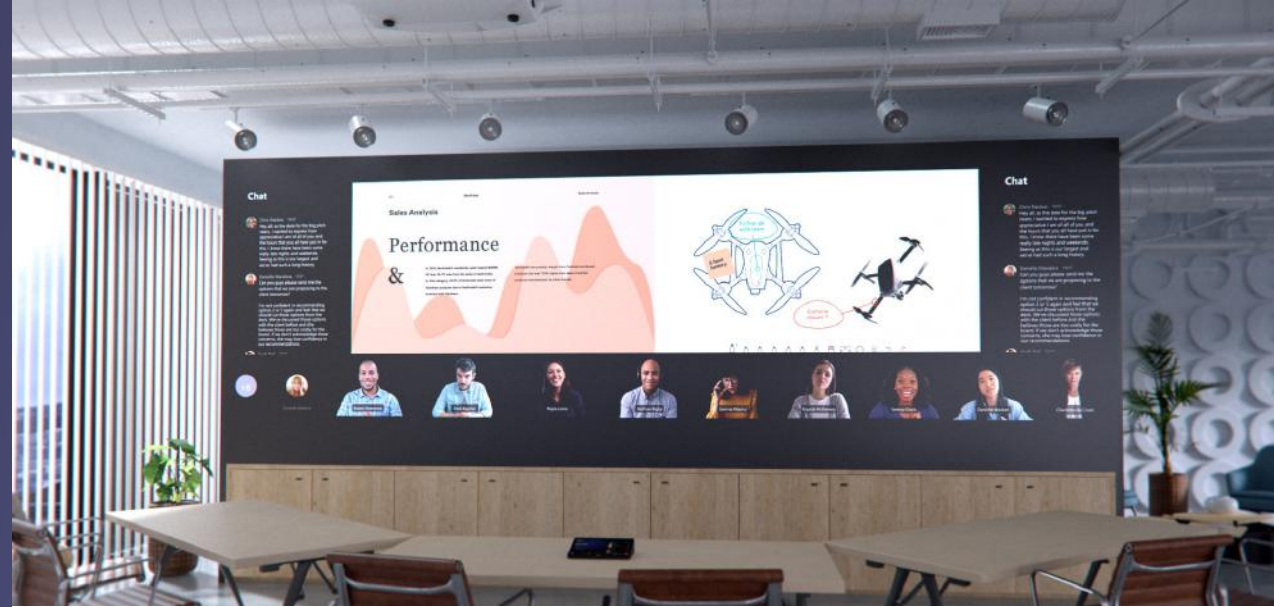
The future of Microsoft Teams Rooms

Today's systems will adopt tomorrow's technology

Microsoft's vision for the future of meeting rooms
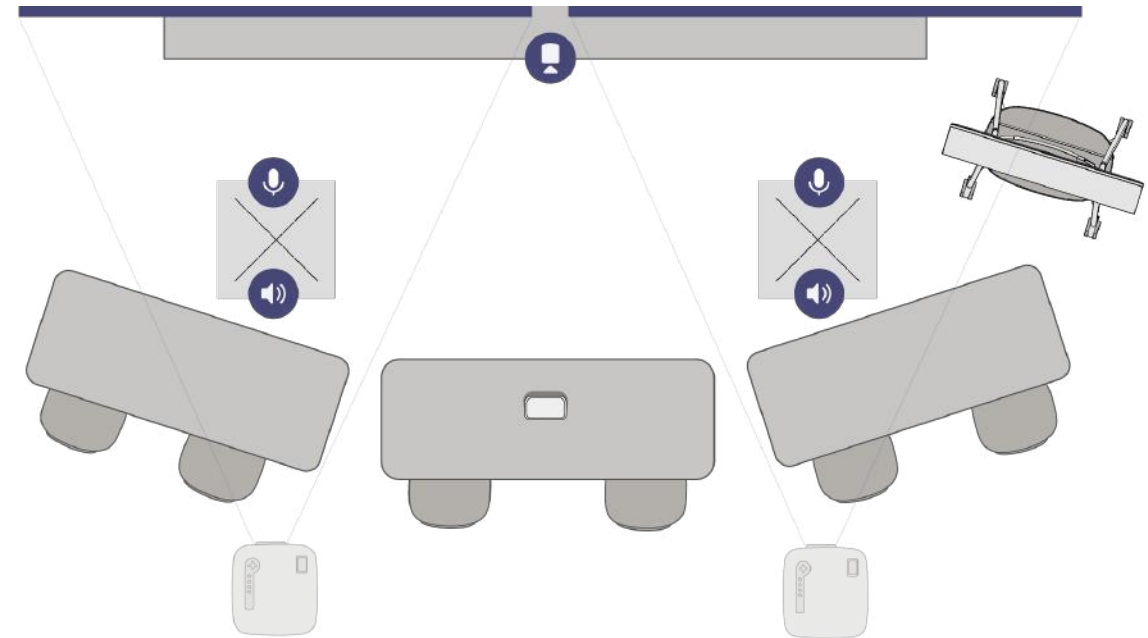

Microsoft's vision for the future of meeting rooms

The future of work will be fluid, dynamic and cloud-powered. With experiences that allow people to be there, from anywhere, at anytime. With meetings you can join seamlessly, that bring us together, that are inclusive, where every voice is heard, and everyone clearly represented.

We see a future where meetings are immersive and spaces are designed around people, bringing everyone together around the same virtual table, even if they're not in the room. With dynamic meeting views that keep everyone connected to the content and each other. Where formal presentations are paired with collaborative chats, digital canvases unleash group creativity, and everyone can connect face to face wherever they are.

Our vision for meetings is grounded in a simple belief, they should offer so much more than just a one-time transaction. Meetings of the future will be designed for everyone, whether they're in the room or across the world.

Microsoft Teams Rooms

Microsoft Teams Rooms remove the barriers that exist between spaces and deliver equitable meeting experiences for everyone.

Teams users feel confident and empowered to work from anywhere, knowing they'll be seen, heard and can participate fully in the modern workplace.

Learn more at **rooms.microsoft.com**