



Microsoft Teams



Computacenter

# Leading the future of meeting spaces

Computacenter's **proven five-step Microsoft Teams Rooms strategy** empowers you to transform every collaboration space into an intelligent, high-performance environment on a global scale.





## Not all collaboration happens in formal meeting rooms.

A successful Microsoft Teams Rooms (MTR) strategy goes beyond the boardroom to include informal huddle spaces, focus booths, cubicles and open-plan areas.

Today's hybrid workforce needs flexible, intelligent collaboration experiences across all types of spaces, whether users are in the office or joining remotely. This guide outlines a step-by-step approach to transforming every workspace into a fully connected environment that supports seamless teamwork anywhere, anytime.

## Computacenter's scale and track record

- ✓ Computacenter is one of only a few **globally accredited Microsoft Teams Rooms Elite Partners**
- ✓ We've helped some of the **world's largest organisations** modernise hundreds of meeting spaces
- ✓ We offer **end-to-end services**, from design and planning to deployment and support

## Step 1: Planning and design

We recognise every meeting space is unique in purpose and vibe. Consistency is key – a challenge when ad-hoc setups and ageing kit create uneven experiences. **Computacenter eliminates these inconsistencies by applying global best practices to every room**, ensuring even a two-person huddle booth delivers the same quality experience as an executive boardroom.

Computacenter defines clear, enterprise-wide standards for every type of space from day one, ensuring meeting equity by design. Whether it's a focus pod or a large conference room, we blueprint the right technology and layout to guarantee a consistent, high-quality experience for all participants, improving meeting effectiveness and employee engagement.

Based on the blueprint, Computacenter makes recommendations for Microsoft Teams-certified devices that are tailored to room size, occupancy and collaboration requirements, including audio, video, touch and scheduling.

Whether it's an all-in-one panel device for a two-person booth or a full AV setup for a large conference room, our approach ensures consistent, high-quality collaboration across every space.

By starting with a detailed use case analysis and stakeholder engagement, organisations can lay the foundation for a scalable, future-ready MTR environment. We leverage our highest-level partnerships with Microsoft and all leading device manufacturers to select the optimal solution for each room – we're not tied to a single brand, so customers get the best fit every time.



## Step 2: Deployment

As part of the deployment stage, it's important to ensure infrastructure compatibility and technical setup are correct to support security and compliance standards. Without a structured approach, organisations risk inconsistent deployments, misconfigured devices and rooms that don't fulfil their purpose.

Computacenter provides seamless procurement and logistics services to minimise delays. Computacenter offers an end-to-end service – from sourcing to installation to ongoing support – ensuring accountability at every stage. With our multi-vendor relationships, we can source the right equipment at the right price and at scale.

We also ensure network and security readiness is in place before any device goes live, aligning each deployment with your organisation's IT standards. Whether it's a small huddle booth, a medium-sized collaboration room, or a large boardroom, following the blueprints helps ensure consistency, quality and scalability.



### Our comprehensive services cover:

- ✓ Physical installation and structured cabling
- ✓ Infrastructure integration and device setup
- ✓ Network and security readiness
- ✓ Alignment with IT standards and agreed blueprints.



## Step 3:



## Configuration

Configuration starts with the creation of Teams device resource accounts and assigning the appropriate licenses. It's essential to configure booking policies, compliance settings, and access controls from the outset to ensure smooth day-to-day operations and secure remote management.

Computacenter handles full device enrolment into Microsoft Intune and the Teams Admin Center, ensuring centralised management and visibility from day one. We apply the necessary conditional access, compliance, and security policies to meet your organisation's governance standards and protect your environment.

Before any space goes live, we rigorously test core functionality, including device sign-in, calendar synchronisation, meeting join and in-room controls to confirm everything works seamlessly. We also ensure the tenant is fully prepared to support Teams Rooms at scale.

A structured approach to configuration ensures each room is not only ready to use but fully aligned with broader IT and security strategies.

## Step 4:



## Communication and engagement

Even world-class technology only delivers value if people use it confidently. **Computacenter makes user adoption a centrepiece, not an afterthought.**

We provide tailored training, quick-start guides, and even tips on AI features like Copilot, ensuring every user feels empowered. This helps ensure high adoption rates, enthusiastic users and meeting spaces that are utilised to their full potential.

By making training a core part of their strategy, organisations can drive adoption and ensure a consistent, positive experience across all collaboration spaces, which protects technology investments and maximises business value.

Computacenter supports user adoption with focused training sessions to ensure users understand how to use the equipment effectively – from joining meetings and sharing content. We can also provide:

- ✓ Tailored quick-start and reference guides
- ✓ Hands-on training sessions
- ✓ Simple troubleshooting tips
- ✓ Support for advanced features like Copilot, transcription, rewinding and summary creation.



## Step 5:



## Management and optimisation

Ongoing management is key to ensuring your Microsoft Teams Rooms remain reliable, secure and aligned with user needs over time. Without proper monitoring and maintenance, issues can go unnoticed, updates missed and the user experience can quickly deteriorate.

Computacenter provides end-to-end managed services, using tools like the Teams Admin Center, Microsoft Teams Rooms Pro Management Portal, Microsoft Intune and Entra ID to monitor and manage room performance. We implement proactive monitoring using Quality of Experience Reports and real-time alerting to ensure device health, call quality and uptime remain consistently high.

As part of our standard operating processes, we handle regular firmware and software updates, physical checks and performance reviews to optimise systems, and review usage and health analytics to identify improvement opportunities and any updates needed to standards, blueprints and configurations.

As an innovation leader, Computacenter ensures you benefit from emerging capabilities – such as leveraging Teams Rooms intelligence for insights on room utilisation – keeping your environment cutting-edge.

For organisations looking to update their meeting spaces while minimising capital expenditure, Computacenter's Meeting-Room-as-a-Service offering provides fully managed rooms at a predictable monthly cost, removing the burden of in-house maintenance and future-proofing your investment.



# Find out more

With a proven track record of more than 10,000 meeting spaces modernised globally, Computacenter delivers at scale with confidence. As the world's leading meeting room integrator, we turn every space into an intelligent, high-performance collaboration hub, enabling faster decision-making, better employee engagement and a future-proof platform for hybrid work.

To find out how Computacenter can help you optimise every collaboration space with Microsoft Teams Rooms, or to discuss a free assessment, pilot programme or workshop, please contact your Computacenter Account Manager, call **01707 631000** or email **[enquiries@computacenter.com](mailto:enquiries@computacenter.com)**.

## About Computacenter

Computacenter is a leading independent technology and services provider, trusted by large corporate and public sector organisations. We are a responsible business that believes in winning together for our people and our planet. We help our customers to Source, Transform and Manage their technology infrastructure to deliver digital transformation, enabling people and their business. Computacenter is a public company quoted on the London Stock Exchange (CCC.L) and a member of the FTSE 250. Computacenter employs over 20,000 people worldwide.

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