Dell Video Conferencing Room Solutions for Microsoft Teams Rooms

Setup Guide

May 2024
Rev. A06

Notes, cautions, and warnings

NOTE: A NOTE indicates important information that helps you make better use of your product.

CAUTION: A CAUTION indicates either potential damage to hardware or loss of data and tells you how to avoid the problem.

WARNING: A WARNING indicates a potential for property damage, personal injury, or death.

© 2020-2024 Dell Inc. or its subsidiaries. All rights reserved. Dell Technologies, Dell, and other trademarks are trademarks of Dell Inc. or its subsidiaries. Other trademarks may be trademarks of their respective owners.

Contents

Chapter 1: Dell Video Conferencing Room Solutions..... 4

Chapter 2: Video Conferencing Rooms..... 5
Small Video Conferencing Room configuration..... 5
Medium Video Conferencing Room configuration..... 6
Large Video Conferencing Room configuration..... 6
Extra Large Video Conferencing Room configuration..... 7

Chapter 3: Set up Microsoft Teams Rooms for Small, Medium or Large Video Conferencing Rooms..... 9
Small Video Conferencing Room setup..... 9
Medium Video Conferencing Room setup..... 15
Large Video Conferencing Room setup..... 19
Extra Large Video Conferencing Room setup..... 23

Chapter 4: Configuring the operating system for Microsoft Teams Rooms..... 29

Chapter 5: Troubleshooting..... 31
No touch function when multiple touch-enabled displays are attached to the Teams Rooms Console..... 31
No video output on display with a dual monitor setup..... 31
"Nearby" meeting room name does not appear for Proximity Join into a scheduled meeting..... 31

Chapter 6: Getting help..... 32
Contacting Dell..... 32

1

Dell Video Conferencing Room Solutions

Dell Video Conferencing Room Solutions are a complete group collaboration ecosystem that includes Dell's smallest, most powerful commercial desktop – the OptiPlex Micro, enabled with the unmatched screen performance of Dell Large Format Monitors, Logitech Room Solutions, and the world class video conferencing solutions of Microsoft Teams Rooms. Dell Video Conferencing Room Solutions are designed and optimized to fit any room, for use as collaborative spaces, in presentations and information sharing, or for conferencing and training.

Dell Video Conferencing Room Solutions offer the following advantages:

- Simple and validated solution for ease of setup and operation.
- Smart and secure integration of computing power, software, and hardware.
- Start meetings on time with one-touch join, instantly projecting to the display in the room and sharing to remote participants.
- Diverse meeting spaces ranging from small huddle areas to extra large conferencing rooms with a rich, collaborative experience that is simple to use, deploy, and manage.

Dell offers the following Video Conferencing Room Solutions to meet your needs

- Small Video Conferencing configuration: Huddle spaces, team rooms, ideal for up to six people collaboration.
- Medium Video Conferencing configuration: Whiteboard sessions, tiger team, and staff meetings for up to 12 people.
- Large Video Conferencing configuration: Executive conferences, learning spaces, ideal for collaboration meetings for up to 20 people.
- Extra Large Video Conferencing configuration: Executive conferences, learning spaces, ideal for collaboration meetings of 20+ people.

2

Video Conferencing Rooms

Small Video Conferencing Room configuration

This section lists the hardware and software configuration of your Small Video Conferencing Room.

Dell Video Conferencing Room Solutions > Small Video Conferencing Room configuration > Small Video Conferencing Room setup



Table 1. Hardware and software configuration of the Small Video Conferencing Room

Components	Products
Computer	Dell OptiPlex 7000 XE Micro
Operating system	Windows 11 IoT Enterprise
Display	• Dell P5524Q • Dell P5524QT
Meeting room controller	Logitech Tap + Logitech Cat5E kit
Video bar	• Logitech MeetUp • Logitech Rally Bar Huddle
Mount	• TV Mount XL, for Logitech MeetUp • TV Mount, for Logitech Rally Bar Huddle

Medium Video Conferencing Room configuration

This section lists the hardware and software configuration of your Medium Video Conferencing Room.

Dell Video Conferencing Room Solutions > Medium Video Conferencing Room configuration > Medium Video Conferencing Room setup

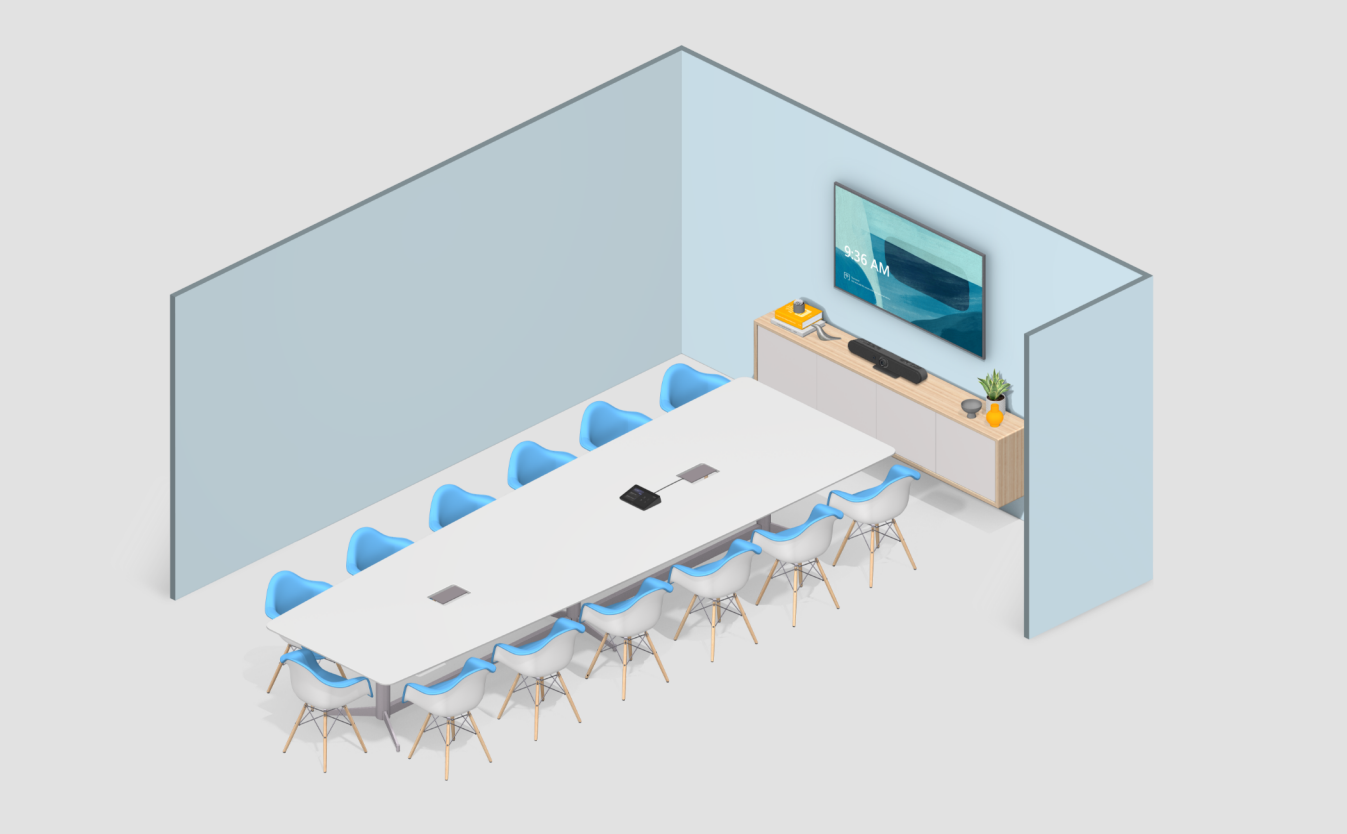


Table 2. Hardware and software configuration of the Medium Video Conferencing Room

Components	Products
Computer	Dell OptiPlex 7000 XE Micro
Operating system	Windows 11 IoT Enterprise
Display	• Up to two Dell P6524QT • Up to two Dell P7524QT • One Dell P6524QT and one Dell P7524QT
Meeting room controller	Logitech Tap + Logitech Cat5E kit
Video bar	Logitech Rally Bar Mini
Mount	TV Mount

Large Video Conferencing Room configuration

This section lists the hardware and software configuration of your Large Video Conferencing Room.

Dell Video Conferencing Room Solutions > Large Video Conferencing Room configuration > Large Video Conferencing Room setup

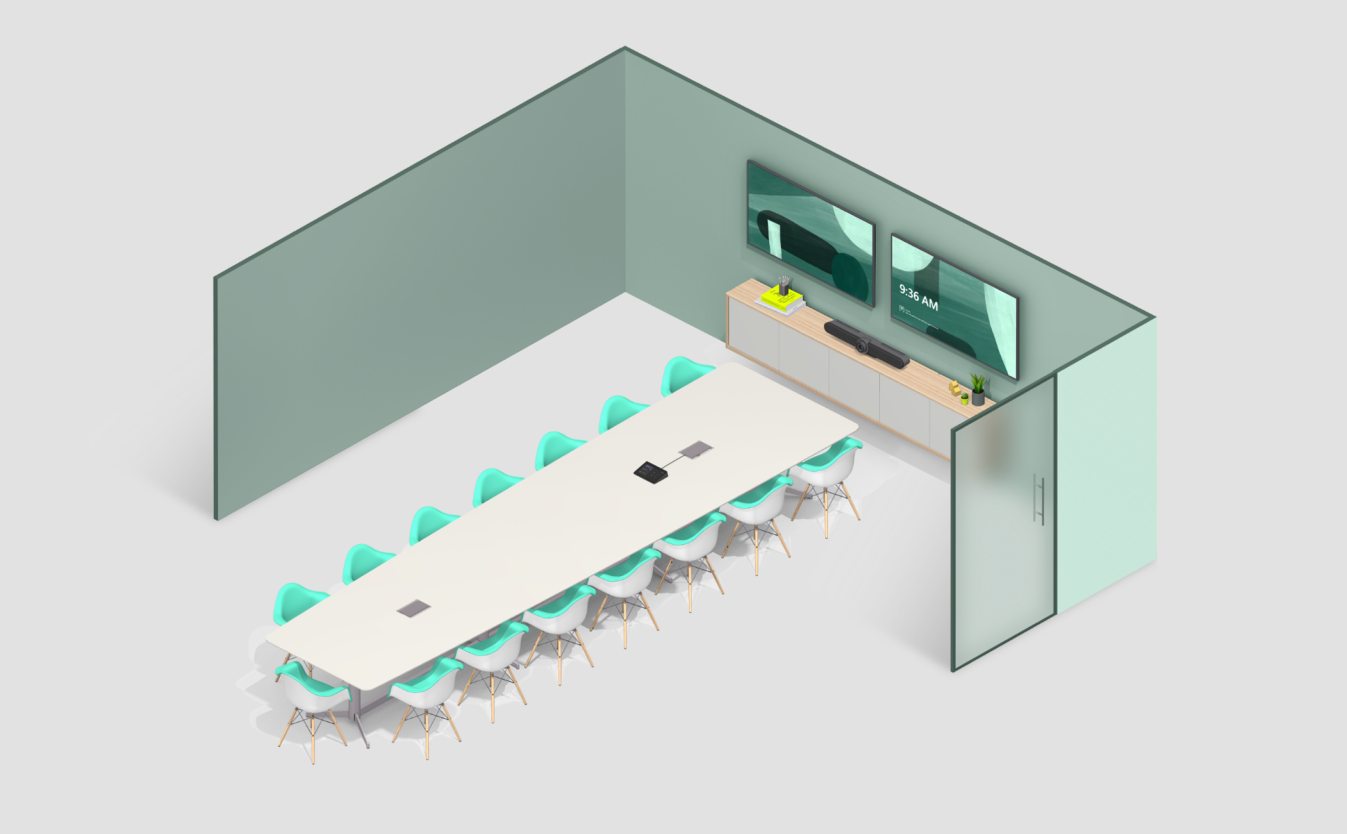


Table 3. Hardware and software configuration of the Large Video Conferencing Room

Components	Products
Computer	Dell OptiPlex 7000 XE Micro
Operating system	Windows 11 IoT Enterprise
Display	• Up to two Dell P7524QT • Up to two Dell P8624QT • One Dell P7524QT and one Dell P8624QT
Meeting room controller	Logitech Tap + Logitech Cat5E kit
Video bar	Logitech Rally Bar
Mount	TV Mount

Extra Large Video Conferencing Room configuration

This section lists the hardware and software configuration of your Extra Large Video Conferencing Room.

Dell Video Conferencing Room Solutions > Extra Large Video Conferencing Room configuration > Extra Large Video Conferencing Room setup

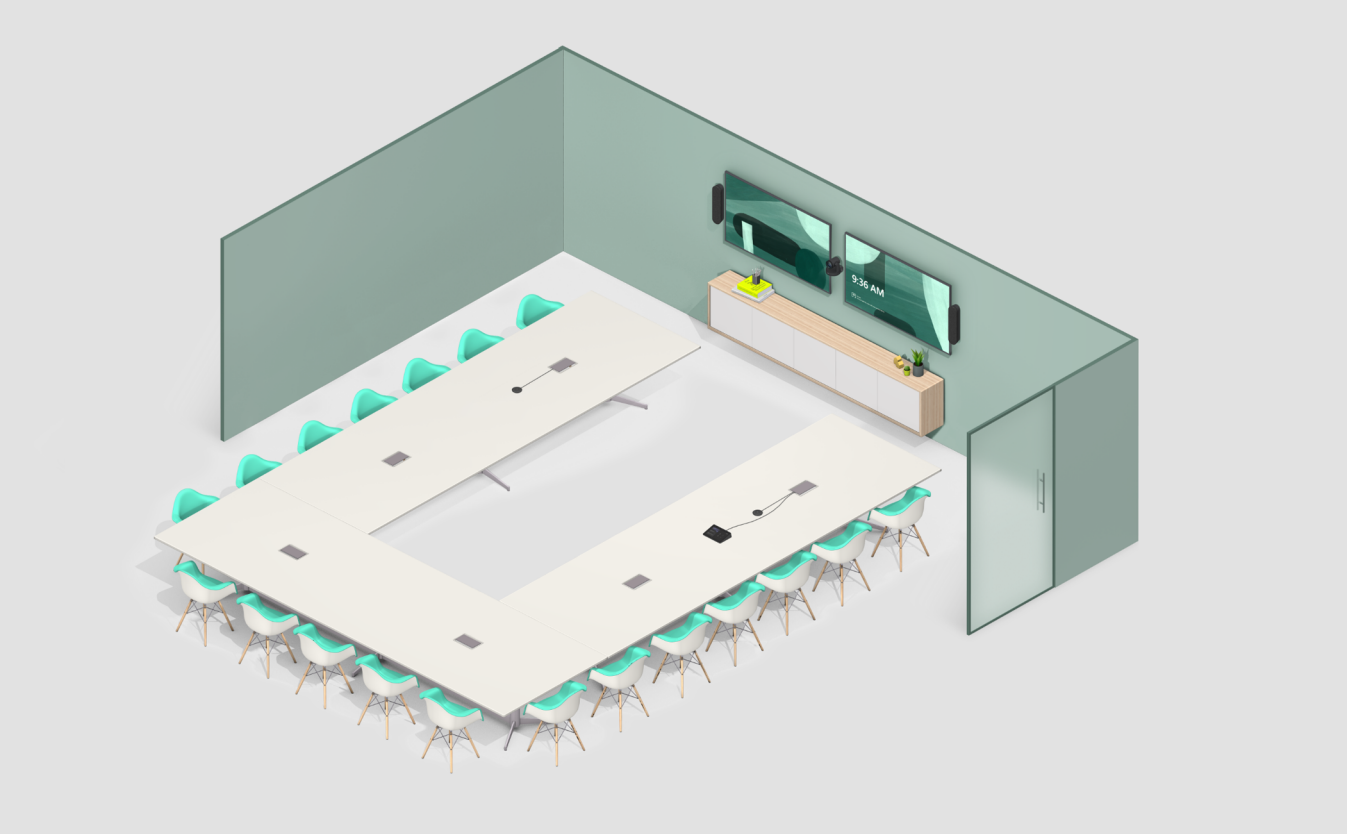


Table 4. Hardware and software configuration of the Extra Large Video Conferencing Room

Components	Products
Computer	Dell OptiPlex 7000 XE Micro
Operating system	Windows 11 IoT Enterprise
Display	• Up to two Dell P7524QT • Up to two Dell P8624QT • One Dell P7524QT and one Dell P8624QT
Meeting room controller	Logitech Tap + Logitech Cat5E kit
Video bar	Logitech Rally Plus Video Conferencing Camera System
Mount	TV Mount

3

Set up Microsoft Teams Rooms for Small, Medium or Large Video Conferencing Rooms

Small Video Conferencing Room setup

Dell Video Conferencing Room Solutions > Small Video Conferencing Room configuration > Small Video Conferencing Room setup

Prerequisites

Ensure that the following pre-requisite steps have been met before setting up your Small Video Conferencing Room:

- You have Microsoft Teams Rooms credentials or the activation code for the meeting room.
- You have a Small Video Conferencing Room configuration.
- The room has the necessary four power sockets and one Ethernet socket to be able to connect your devices.

About this task

NOTE: Dell Technologies recommends mounting the OptiPlex 7000 XE Micro, behind the display. For more information about how to set up or mount the computer behind the display, go to Dell Documentation and search for the display setup guide.

NOTE: Depending on the configuration ordered, your Small Video Conferencing Room configuration may have a Logitech Rally Bar Huddle or a Logitech Meet Up.

The following image shows a representation of the Small Video Conferencing Room configuration and an overview of the necessary connections to complete this setup.

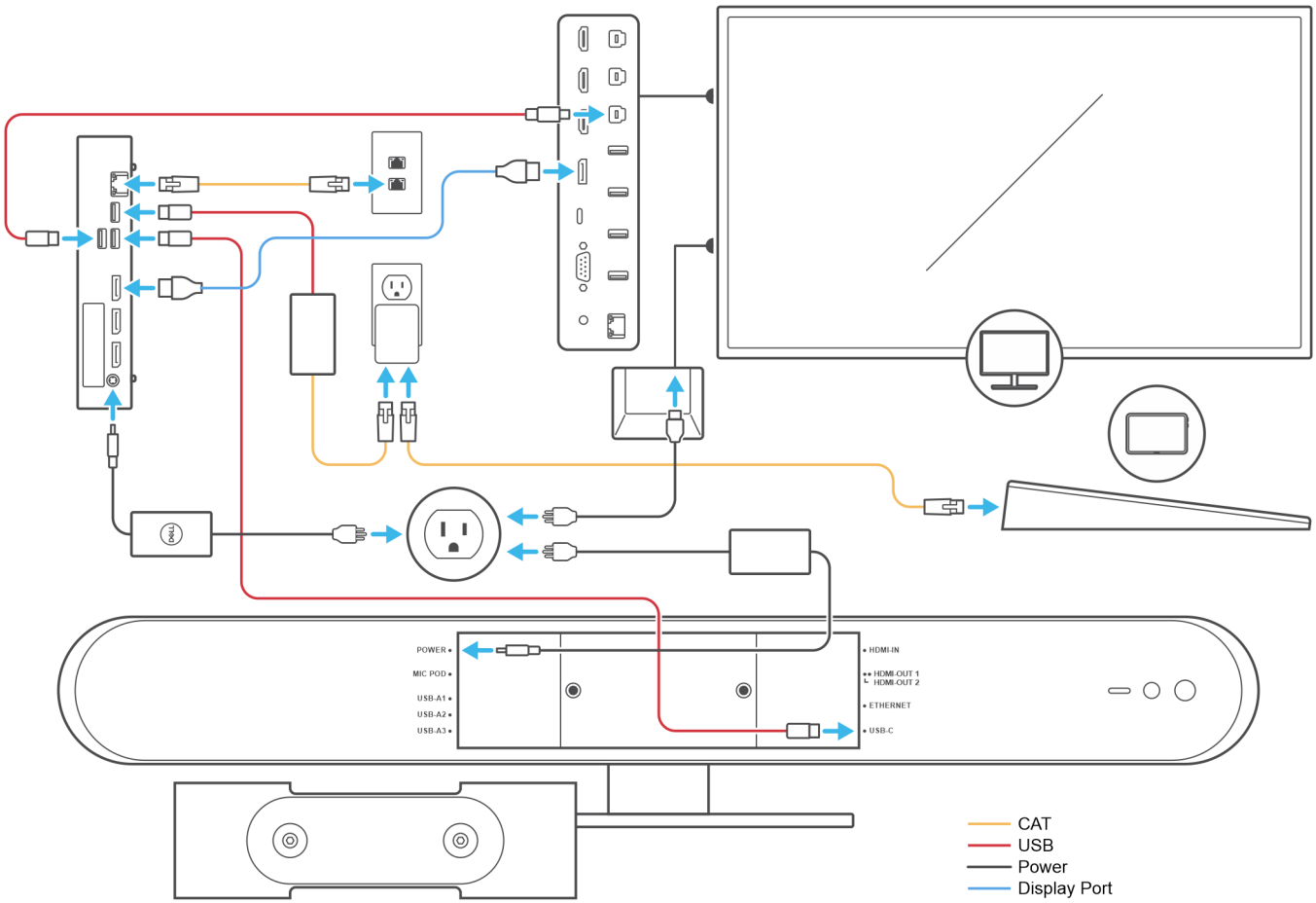


Figure 1. Connection diagram overview for Logitech Rally Bar Huddle

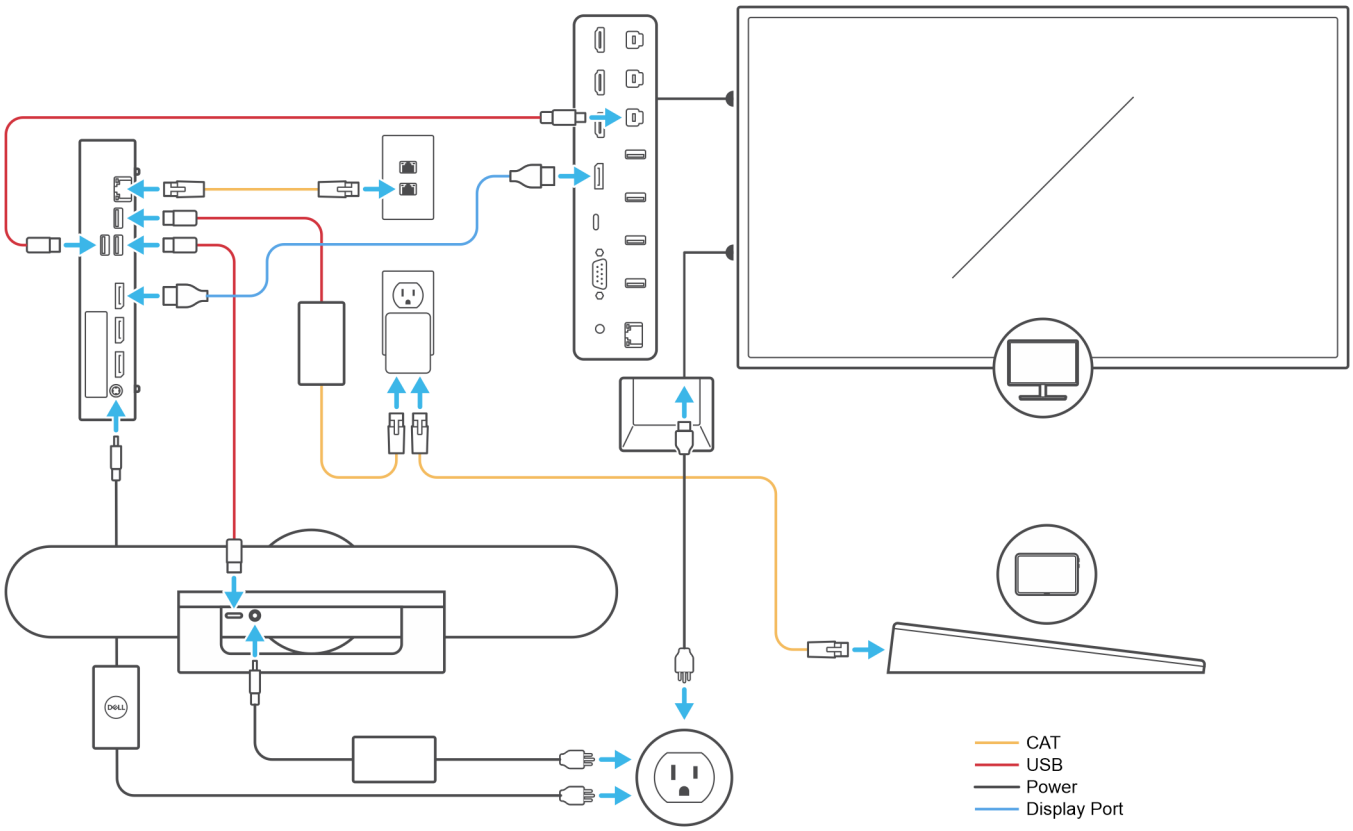


Figure 2. Connection diagram overview for Logitech Meet Up

Steps

1. Perform the procedures that are provided on the relevant power connection diagram.

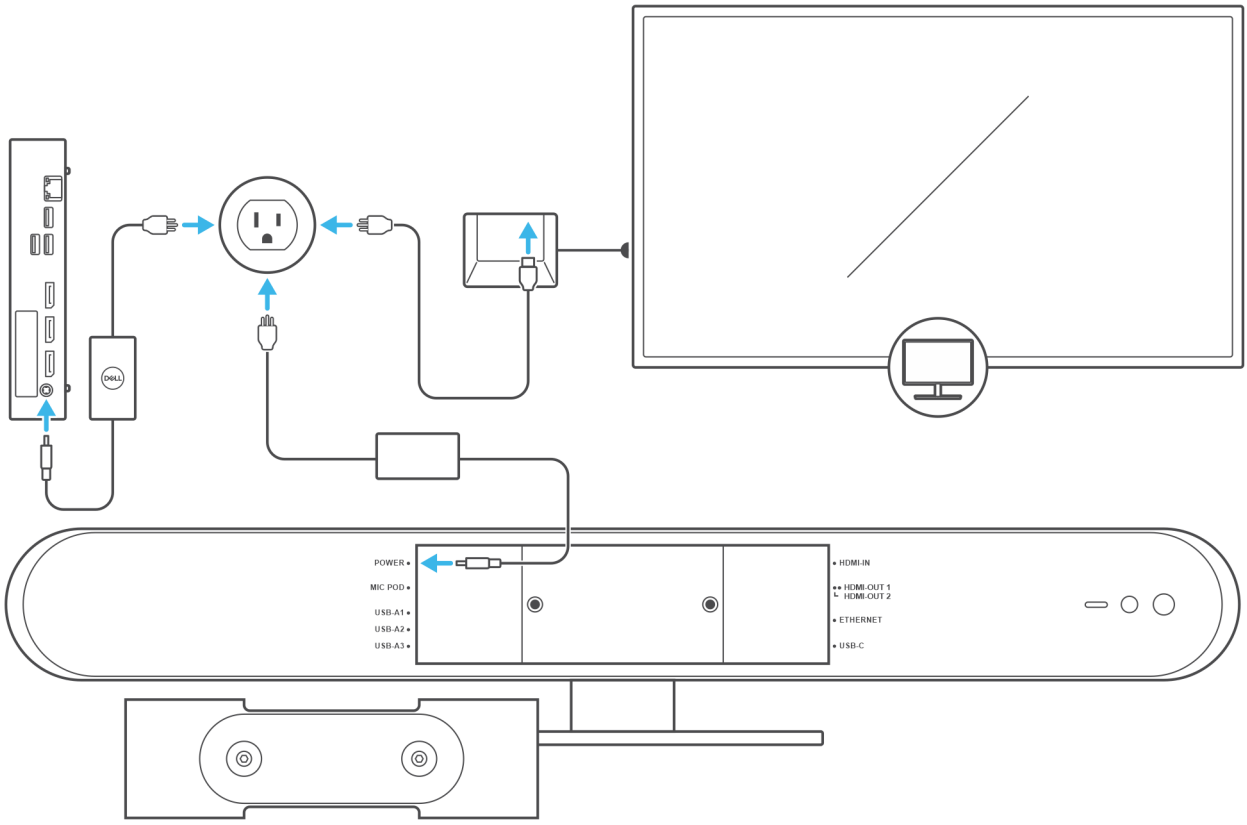


Figure 3. Power connection diagram for Logitech Rally Bar Huddle

a. Plug in the power adapters to the power sockets.
b. Connect the power adapters to your display, computer, and Logitech Rally Bar Huddle.

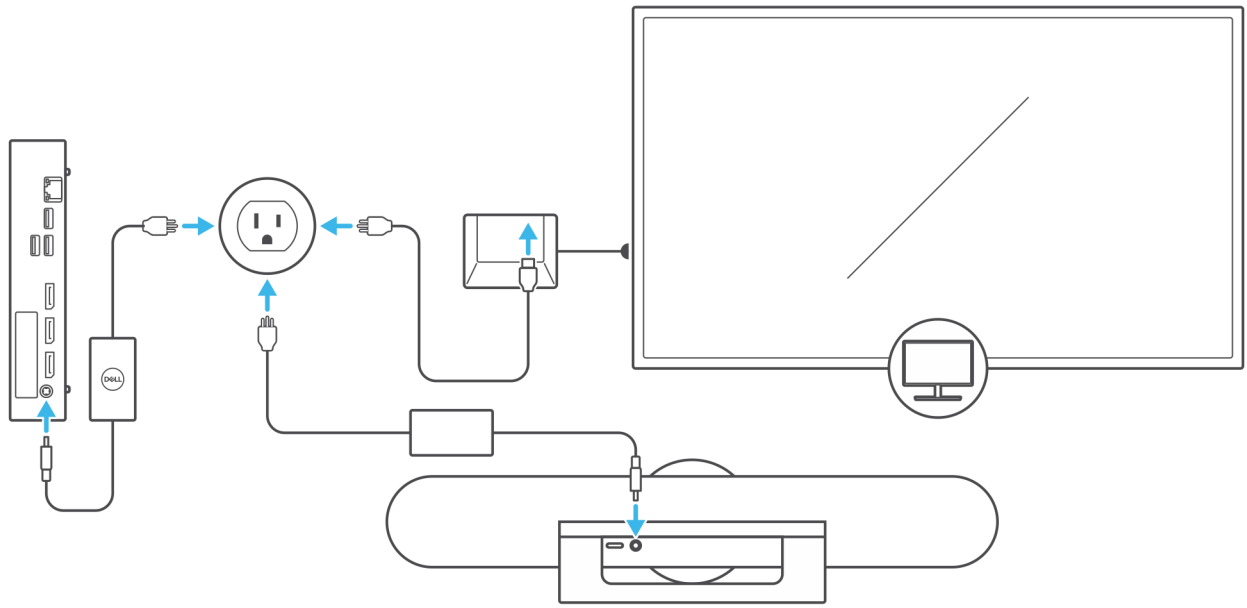


Figure 4. Power connection diagram for Logitech Meet Up

a. Plug in the power adapters to the power sockets.
b. Connect the power adapters to your display, computer, and Logitech Meet Up.

2. Perform the procedures that are provided on the DisplayPort connection diagram.

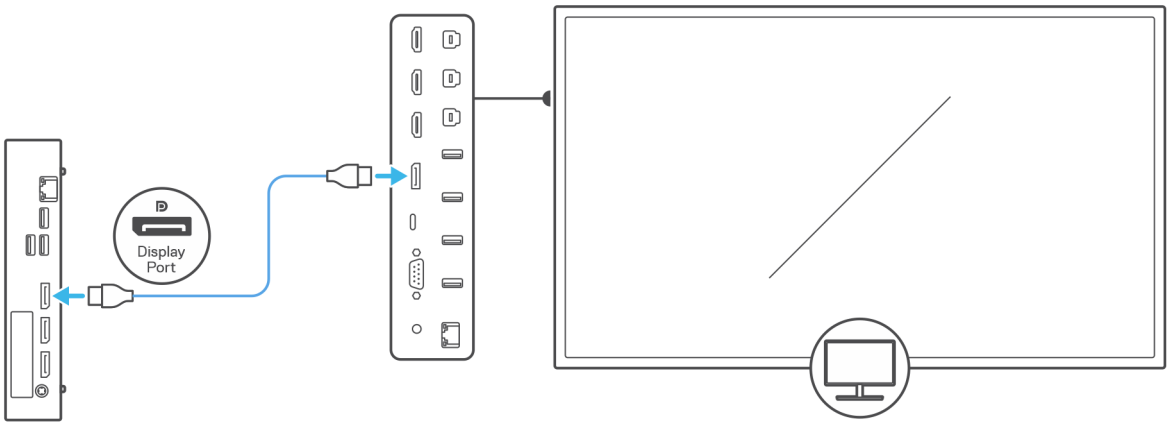


Figure 5. DisplayPort connection diagram

a. Connect one end of the DisplayPort cable to your computer.
b. Connect the other end of the DisplayPort cable to your display.

3. Perform the procedures that are provided on the Ethernet and Logitech Cat5e kit connection diagram.

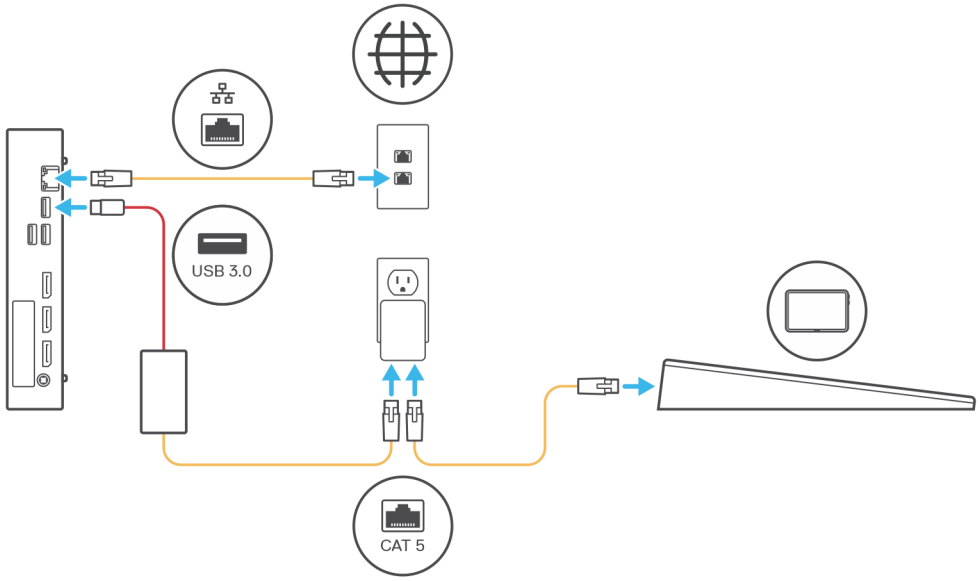


Figure 6. Ethernet and Logitech Cat5e kit connection diagram

a. Connect one end of an Ethernet cable to your computer.
b. Connect the other end of the Ethernet cable to an Ethernet wall socket.
c. Set up the Cat5e kit for your Logitech Tap.

NOTE: The Cat5e kit provides data and power to your Logitech Tap, see the documentation that is with your Logitech Cat5e kit for instructions on how to set up your Cat5e kit.

4. Perform the procedures that are provided on the relevant USB connection diagram.

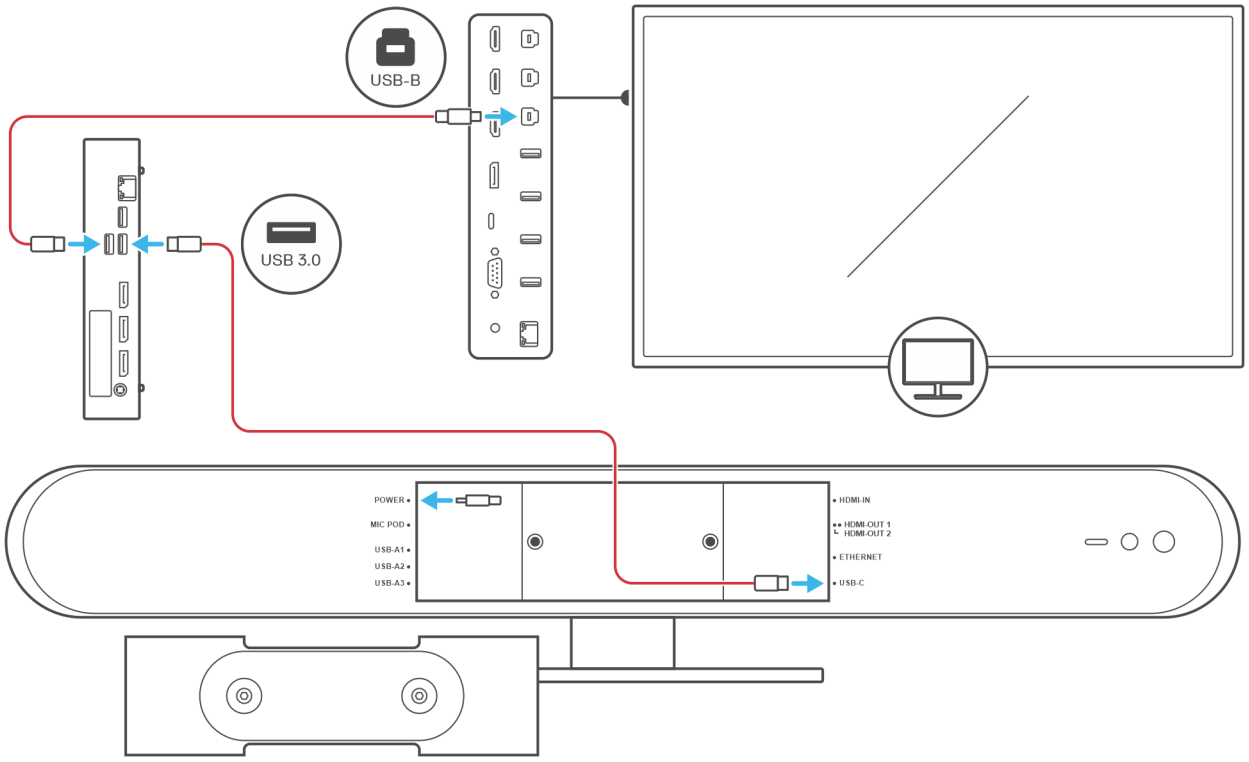


Figure 7. USB connection diagram for Logitech Rally Bar Huddle

a. Take the USB-A to USB-B adapter cable and connect the USB-A connector to your computer.
b. Connect the USB-B connector of the USB-A to USB-B adapter cable to your display to enable touchscreen functionality.
c. Take the USB-A to USB-C adapter cable and connect the USB-A connector to your computer.
d. Connect the USB-C connector of the USB-A to USB-C adapter cable to your Logitech Rally Bar Huddle.

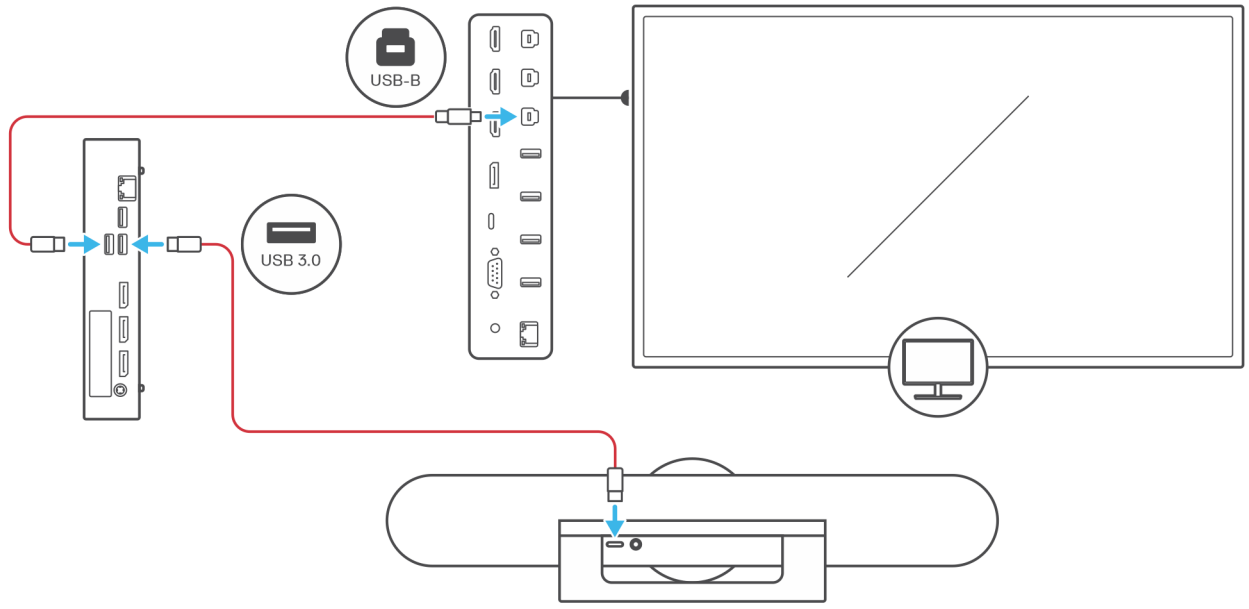


Figure 8. USB connection diagram for Logitech Meet Up

a. Take the USB-A to USB-B adapter cable and connect the USB-A connector to your computer.
b. Connect the USB-B connector of the USB-A to USB-B adapter cable to your display to enable touchscreen functionality.
c. Take the USB-A to USB-C adapter cable and connect the USB-A connector to your computer.

d. Connect the USB-C connector of the USB-A to USB-C adapter cable to your Logitech Meet Up.

5. Connect a USB keyboard and mouse to your computer to facilitate software setup.
6. Power on the computer. You may have to restart the computer more than once as updates are downloaded and installed. Leave the computer on during this process.
7. Perform the procedure in Configuring the operating system for Microsoft Teams Rooms.
8. When the Microsoft Windows Setup is complete, the Microsoft Teams Rooms Setup screen is displayed. Follow the instructions displayed on the screen to complete the configuration. For more information about setting up Microsoft Teams Rooms, see Microsoft Teams Room Documentation.
9. Disconnect the USB keyboard and mouse from the computer.

Medium Video Conferencing Room setup

Dell Video Conferencing Room Solutions > Medium Video Conferencing Room configuration > Medium Video Conferencing Room setup

Prerequisites

Ensure that the following pre-requisite steps have been met before setting up your Medium Video Conferencing Room:

- You have Microsoft Teams Rooms credentials or the activation code for the meeting room.
- You have a Medium Video Conferencing Room configuration.
- The room has the necessary three power sockets and one Ethernet socket to be able to connect your devices.

About this task

NOTE: Dell Technologies recommends mounting the OptiPlex 7000 XE Micro, behind the display. For more information about how to set up or mount the computer behind the display, go to Dell Documentation and search for the display setup guide.

The following image shows a representation of the Medium Video Conferencing Room configuration and an overview of the necessary connections to complete this setup.

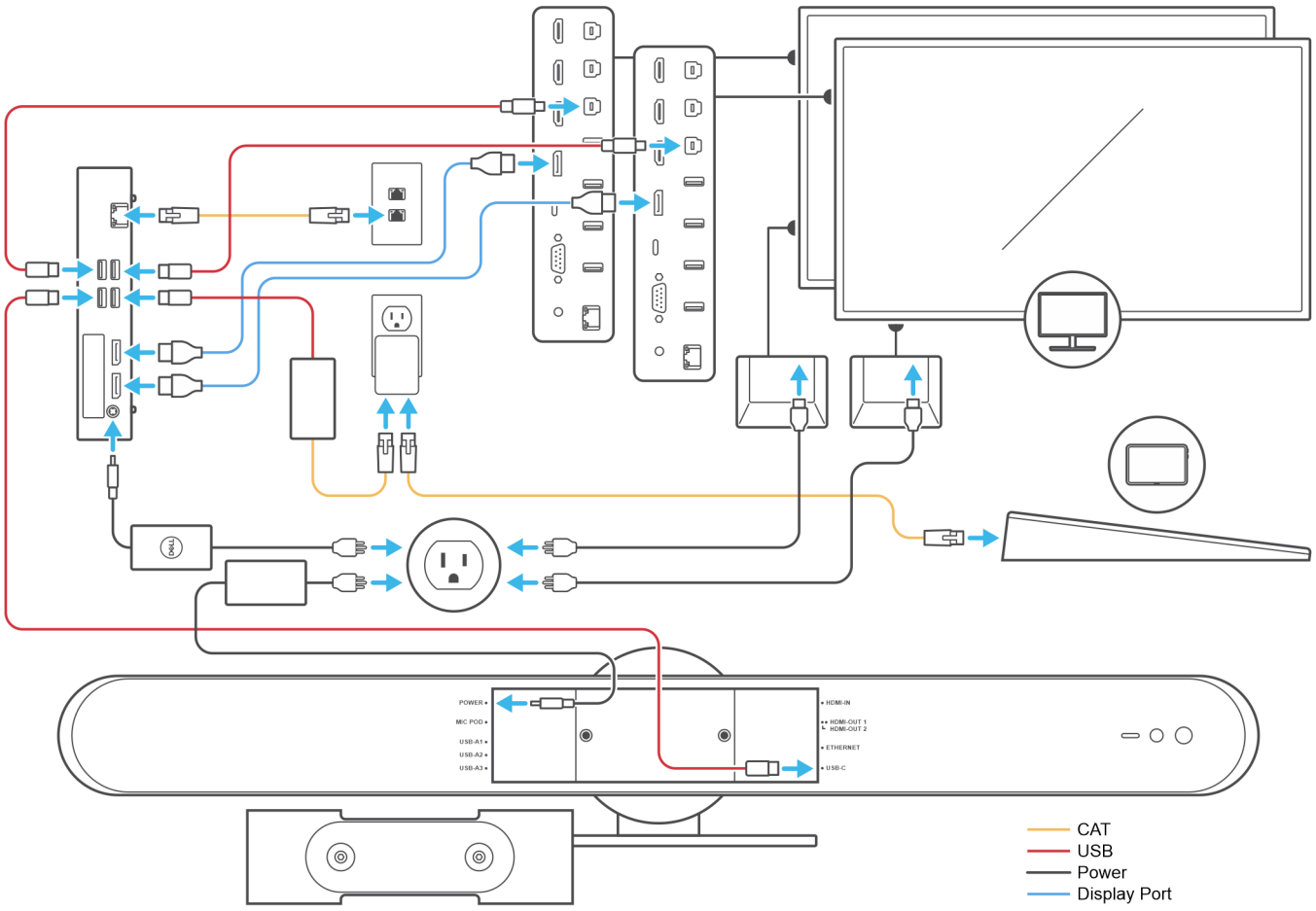


Figure 9. Connection diagram overview

Steps

1. Perform the procedures that are provided on the power connection diagram.

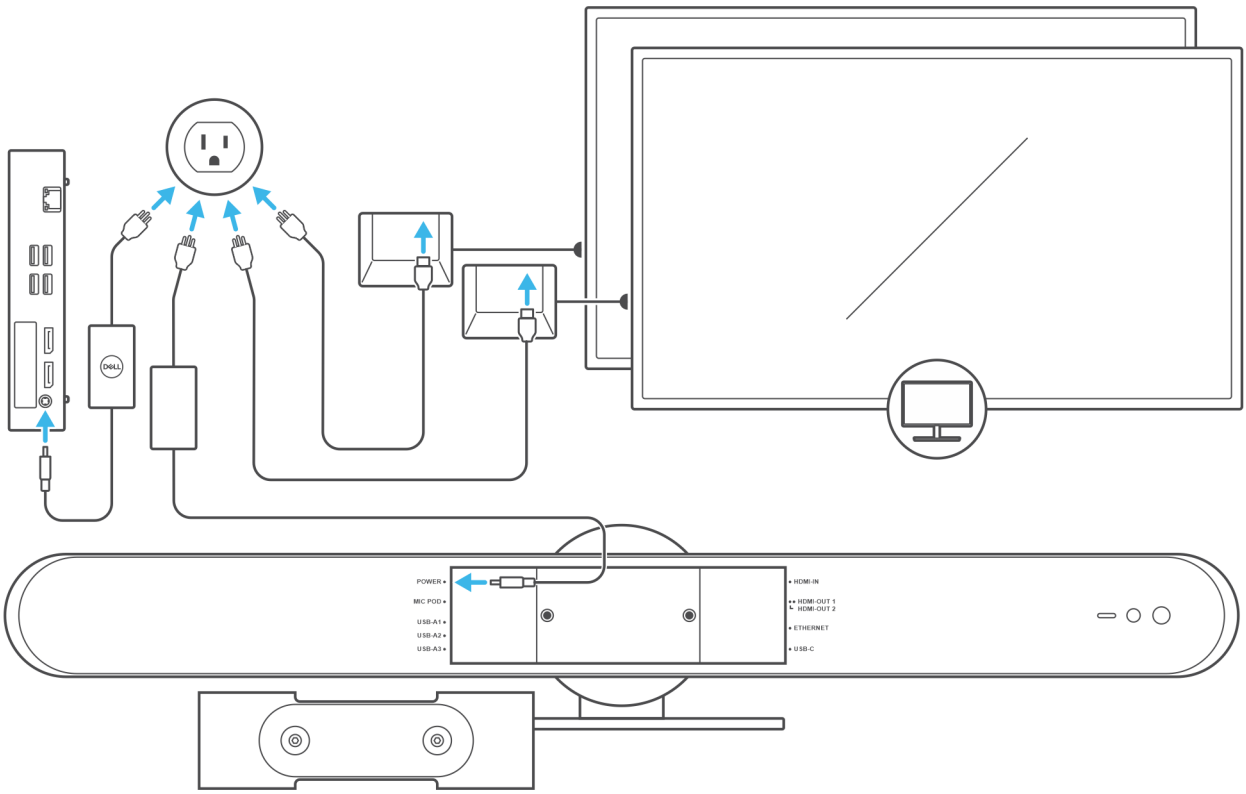


Figure 10. Power connection diagram

a. Plug in the power adapters to the power sockets.
b. Connect the power adapters to your displays, computer, and Logitech Rally Bar Mini.

2. Perform the procedures that are provided on the DisplayPort connection diagram.

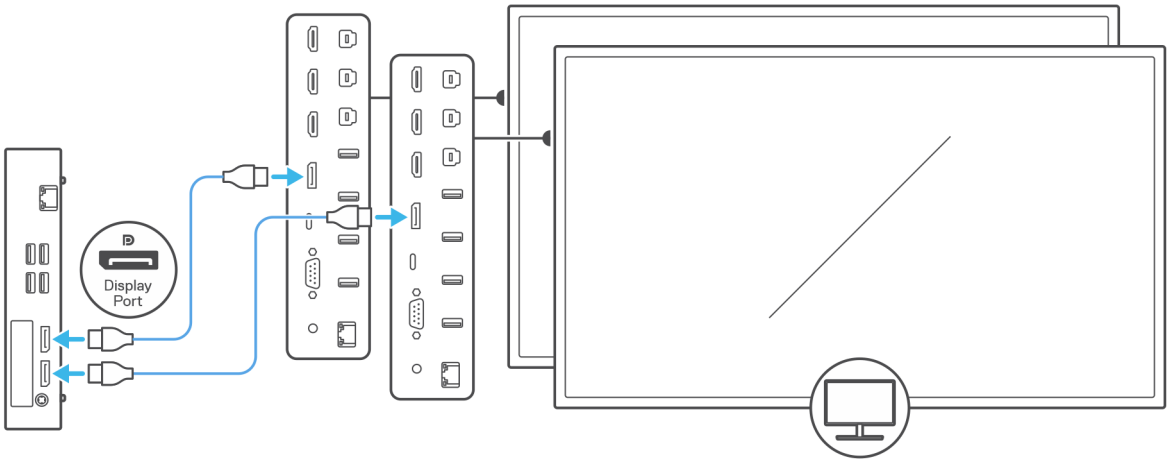


Figure 11. DisplayPort connection diagram

a. Connect one end of both DisplayPort cables to your computer.
b. Connect the other ends of both DisplayPort cables to each of your displays.

3. Perform the procedures that are provided on the Ethernet and Logitech Cat5e kit connection diagram.

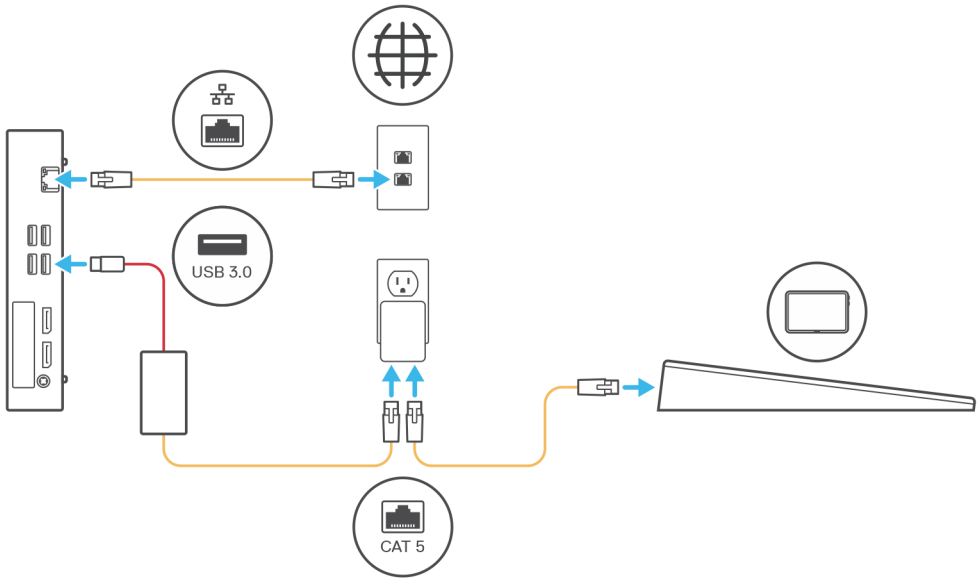


Figure 12. Ethernet and Logitech Cat5e kit connection diagram

a. Connect one end of an Ethernet cable to your computer.
b. Connect the other end of the Ethernet cable to an Ethernet wall socket.
c. Set up the Cat5e kit for your Logitech Tap.

NOTE: The Cat5e kit provides data and power to your Logitech Tap, see the documentation that is shipped with your Logitech Cat5e kit for instructions on how to set up your Cat5e kit.

4. Perform the procedures that are provided on the USB connection diagram.

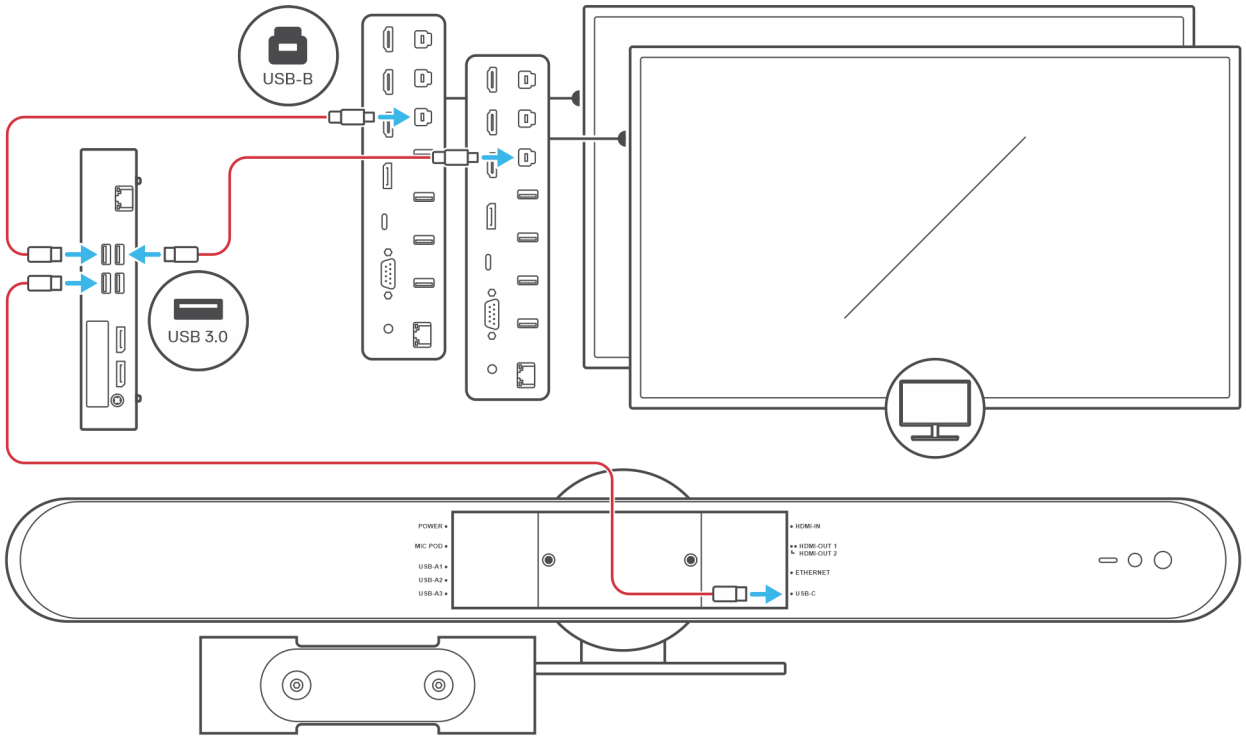


Figure 13. USB connection diagram

a. Take both USB-A to USB-B adapter cables and connect the USB-A connectors to your computer.

b. Connect both USB-B connectors of the USB-A to USB-B adapter cables to each of your displays to enable touchscreen functionality.
c. Take the USB-A to USB-C adapter cable and connect the USB-A connector to your computer.
d. Connect the USB-C connector of the USB-A to USB-C adapter cable to your Logitech Rally Bar Mini.

5. Connect a USB keyboard and mouse to your computer to facilitate software setup.
6. Power on the computer. You may have to restart the computer more than once as updates are downloaded and installed. Leave the computer on during this process.
7. Perform the procedure in Configuring the operating system for Microsoft Teams Rooms.
8. When the Microsoft Windows Setup is complete, the Microsoft Teams Rooms Setup screen is displayed. Follow the instructions displayed on the screen to complete the configuration. For more information about setting up Microsoft Teams Rooms, see Microsoft Teams Room Documentation.
9. Disconnect the USB keyboard and mouse from the computer.

Large Video Conferencing Room setup

Dell Video Conferencing Room Solutions> Large Video Conferencing Room configuration > Large Video Conferencing Room setup

Prerequisites

Ensure that the following pre-requisite steps have been met before setting up your Large Video Conferencing Room:

- You have Microsoft Teams Rooms credentials or the activation code for the meeting room.
- You have a Large Video Conferencing Room configuration.
- The room has the necessary five power sockets and one Ethernet socket to be able to connect your devices.

About this task

NOTE: Dell Technologies recommends mounting the OptiPlex 7000 XE Micro, behind the display. For more information about how to set up or mount the computer behind the display, go to Dell Documentation and search for the display setup guide.

The following image shows a representation of the Large Video Conferencing Room configuration and an overview of the necessary connections to complete this setup.

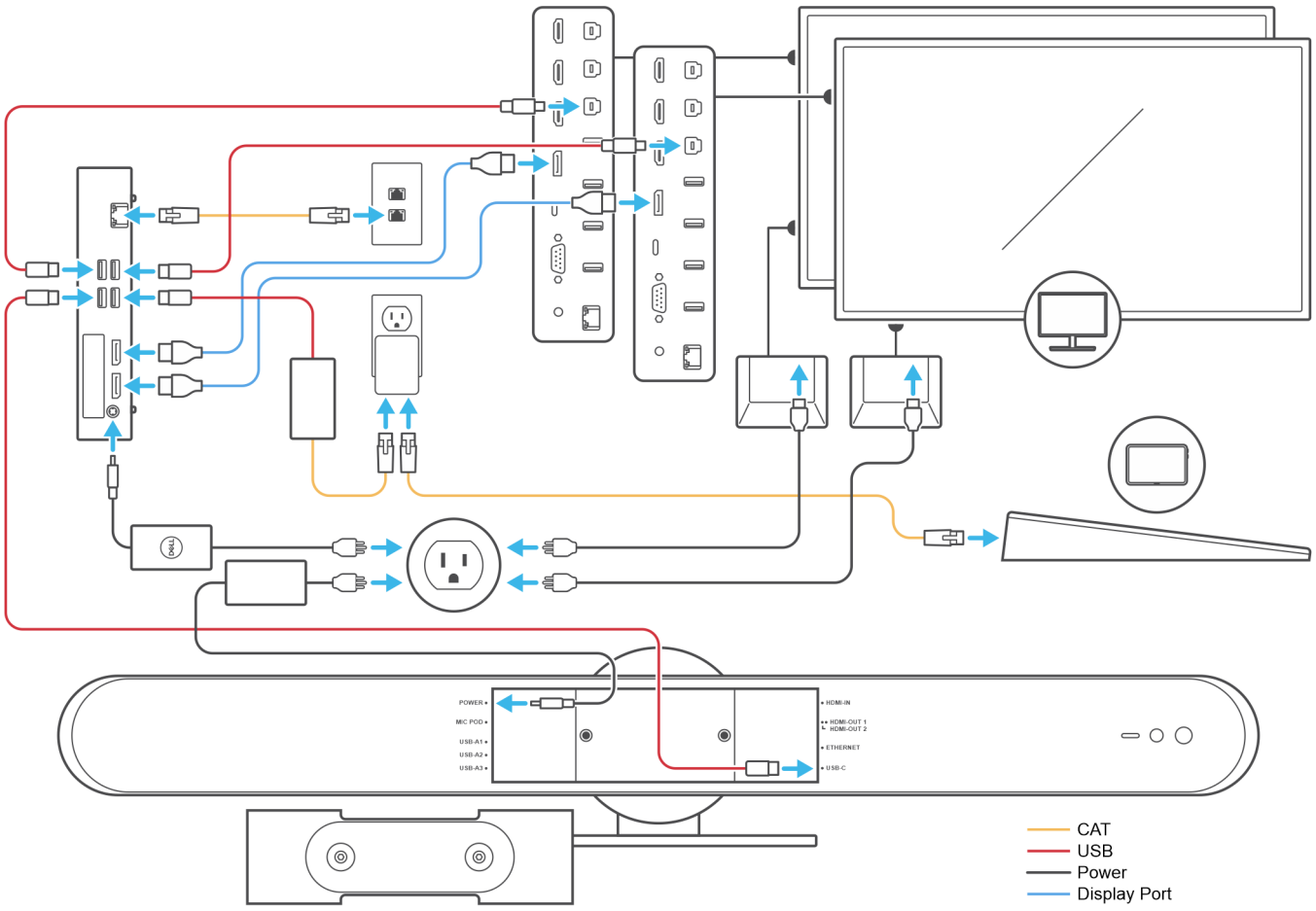


Figure 14. Connection diagram overview

Steps

1. Perform the procedures that are provided on the power connection diagram.

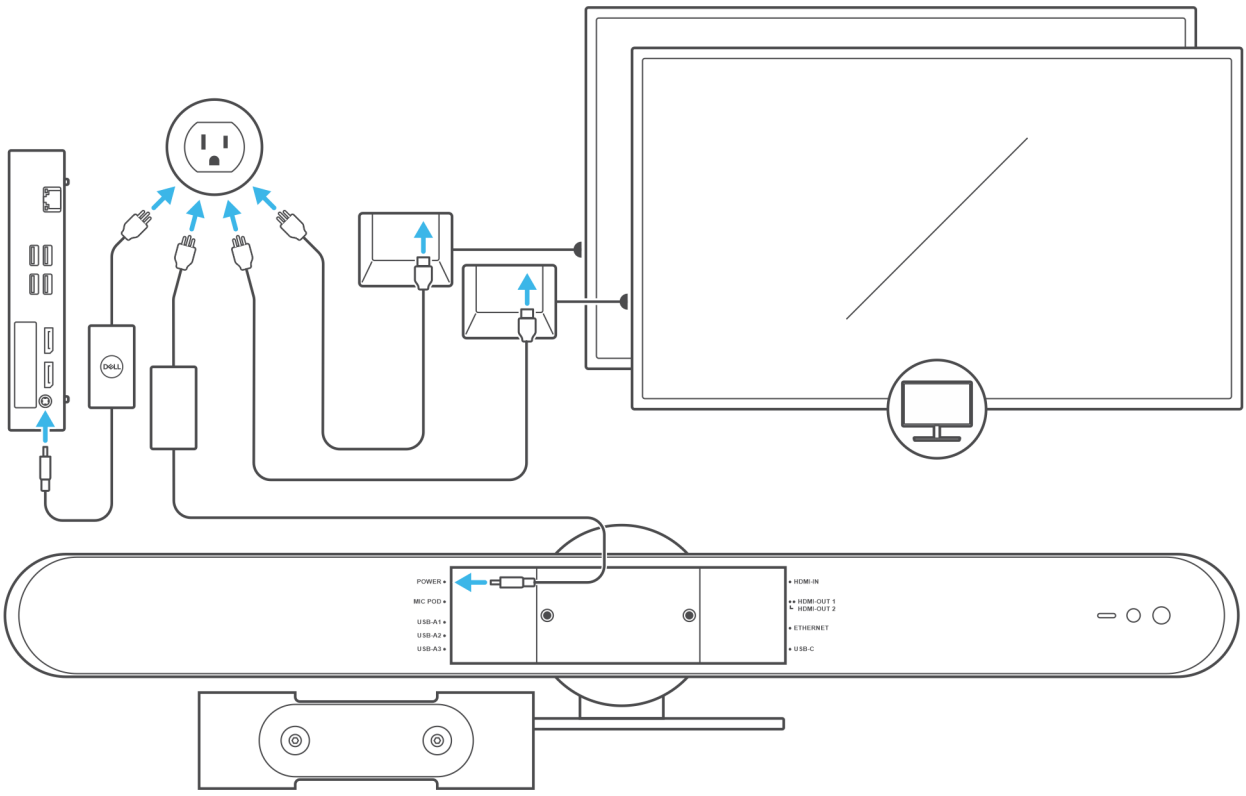


Figure 15. Power connection diagram

a. Plug in the power adapters to the power sockets.
b. Connect the power adapters to your displays, computer, and Logitech Rally Bar.

2. Perform the procedures that are provided on the DisplayPort connection diagram.

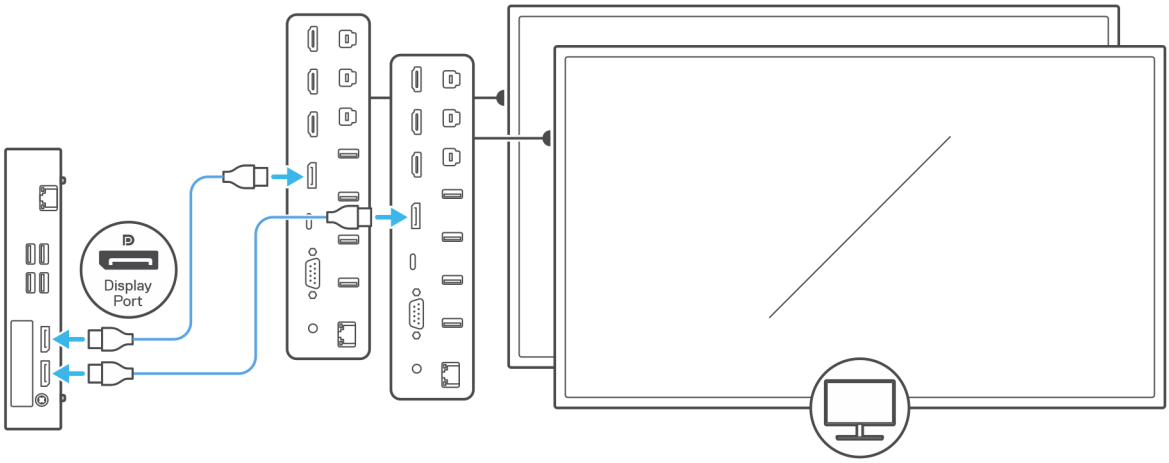


Figure 16. DisplayPort connection diagram

a. Connect one end of both DisplayPort cables to your computer.
b. Connect the other ends of both DisplayPort cables to each of your displays.

3. Perform the procedures that are provided on the Ethernet and Logitech Cat5e kit connection diagram.

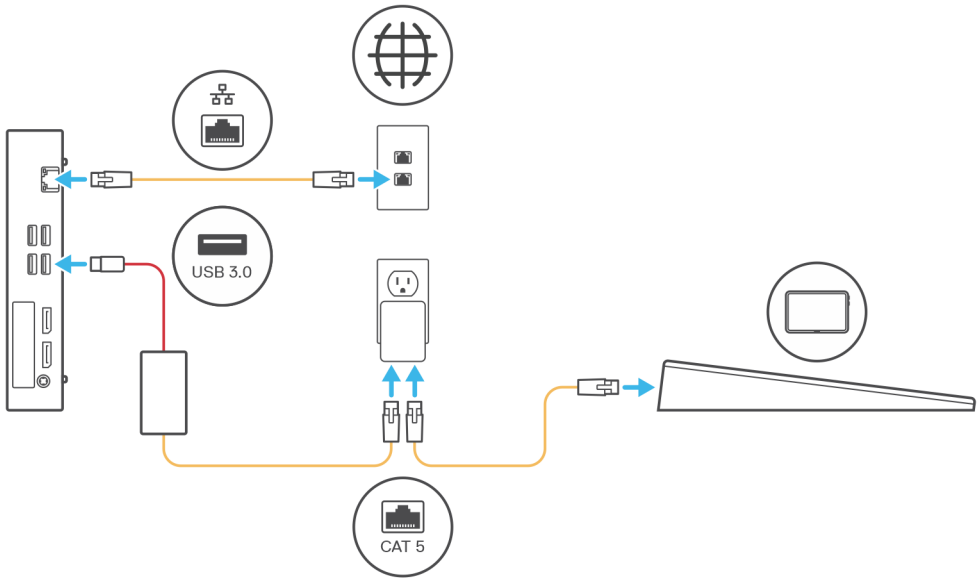


Figure 17. Ethernet and Logitech Cat5e kit connection diagram

a. Connect one end of an Ethernet cable to your computer.
b. Connect the other end of the Ethernet cable to an Ethernet wall socket.
c. Set up the Cat5e kit for your Logitech Tap.

NOTE: The Cat5e kit provides data and power to your Logitech Tap, see the documentation that is shipped with your Logitech Cat5e kit for instructions on how to set up your Cat5e kit.

4. Perform the procedures that are provided on the USB connection diagram.

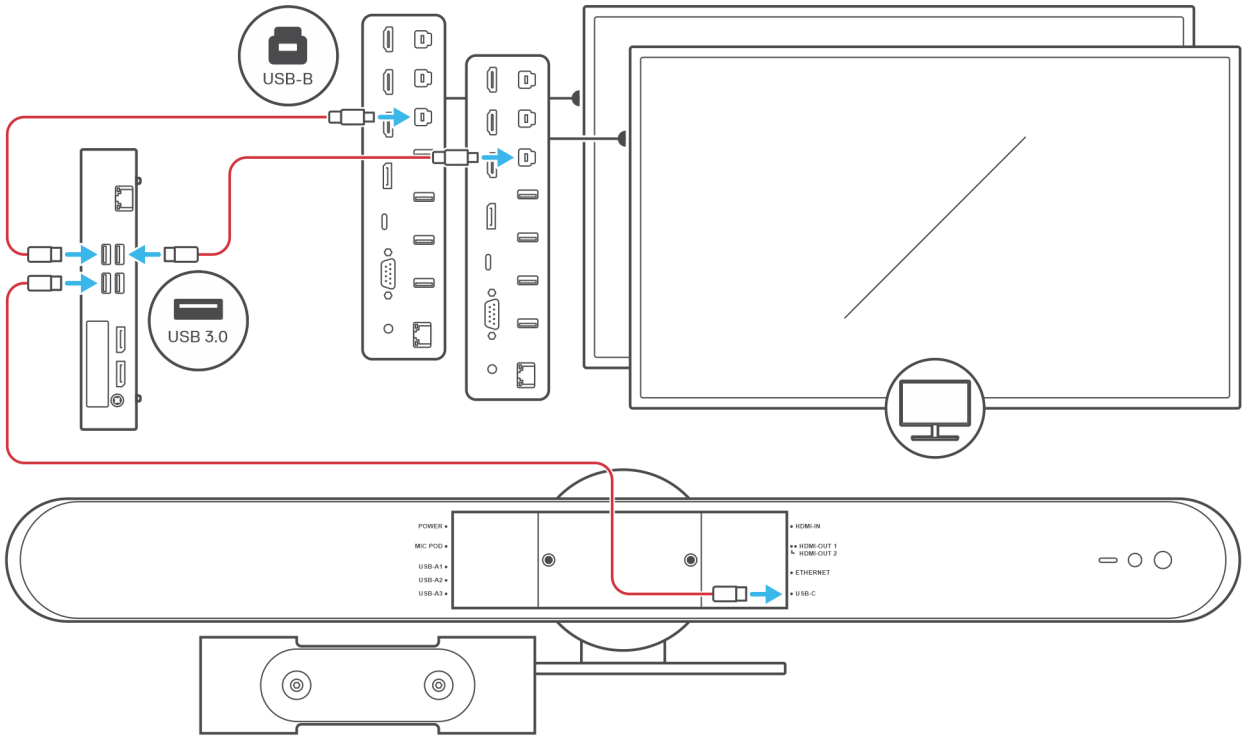


Figure 18. USB connection diagram

a. Take both USB-A to USB-B adapter cables and connect the USB-A connectors to your computer.

b. Connect both USB-B connectors of the USB-A to USB-B adapter cables to each of your displays to enable touchscreen functionality.
c. Take the USB-A to USB-C adapter cable and connect the USB-A connector to your computer.
d. Connect the USB-C connector of the USB-A to USB-C adapter cable to your Logitech Rally Bar.

5. Connect a USB keyboard and mouse to your computer to facilitate software setup.
6. Power on the computer. You may have to restart the computer more than once as updates are downloaded and installed. Leave the computer on during this process.
7. Perform the procedure in Configuring the operating system for Microsoft Teams Rooms.
8. When the Microsoft Windows Setup is complete, the Microsoft Teams Rooms Setup screen is displayed. Follow the instructions displayed on the screen to complete the configuration. For more information about setting up Microsoft Teams Rooms, see Microsoft Teams Room Documentation.
9. Disconnect the USB keyboard and mouse from the computer.

Extra Large Video Conferencing Room setup

Dell Video Conferencing Room Solutions > Extra Large Video Conferencing Room configuration > Extra Large Video Conferencing Room setup

Prerequisites

Ensure that the following pre-requisite steps have been met before setting up your Extra Large Video Conferencing Room:

- You have Microsoft Teams Rooms credentials or the activation code for the meeting room.
- You have an Extra Large Video Conferencing Room configuration.
- The room has the necessary six power sockets and one Ethernet socket to be able to connect your devices.

About this task

NOTE: Dell Technologies recommends mounting the OptiPlex 7000 XE Micro, behind the display. For more information about how to set up or mount the computer behind the display, go to Dell Documentation and search for the display setup guide.

The following image shows a representation of the Extra Large Video Conferencing Room configuration and an overview of the necessary connections to complete this setup.

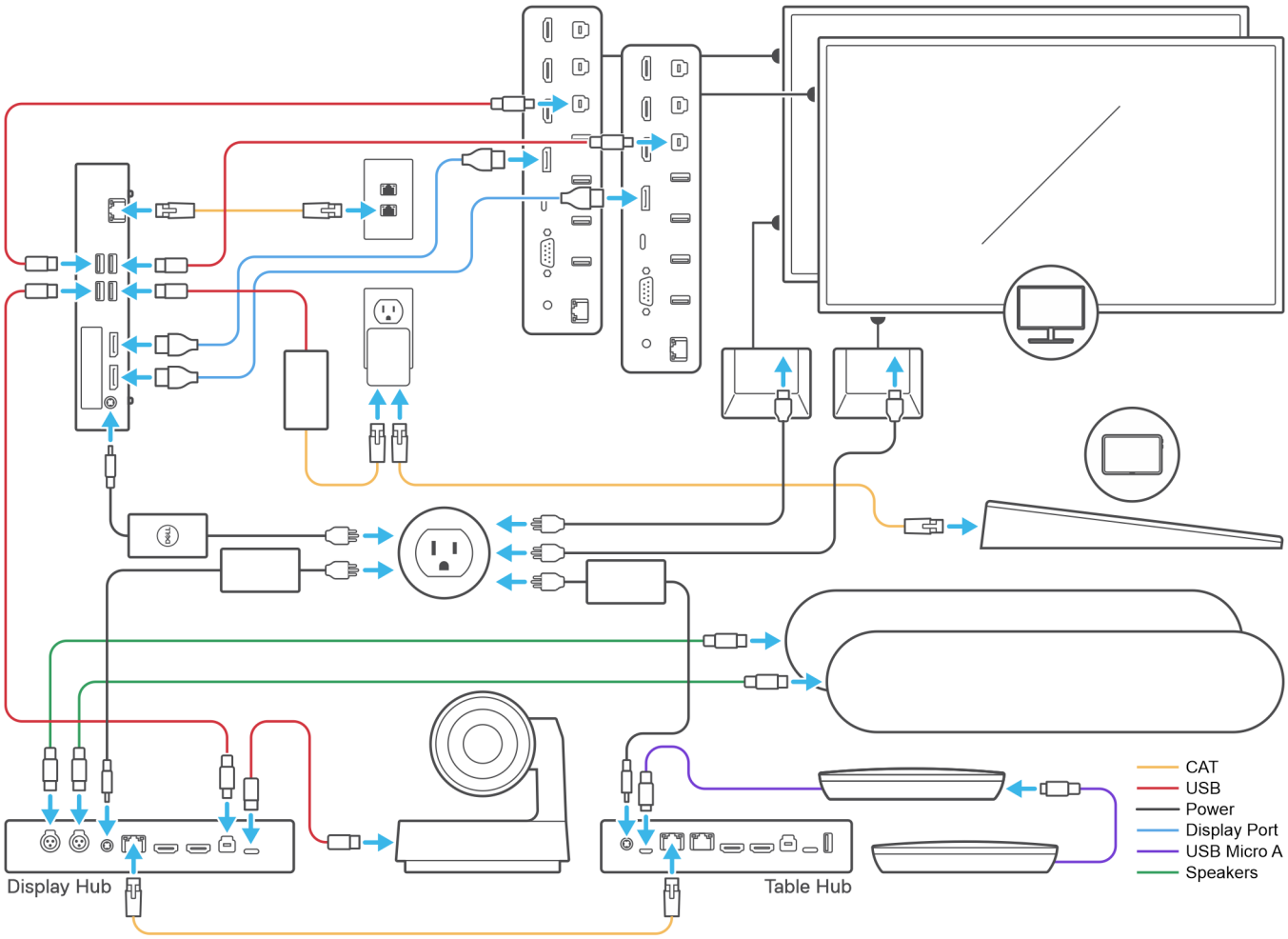


Figure 19. Connection diagram overview

Steps

1. Perform the procedures that are provided on the power connection diagram.

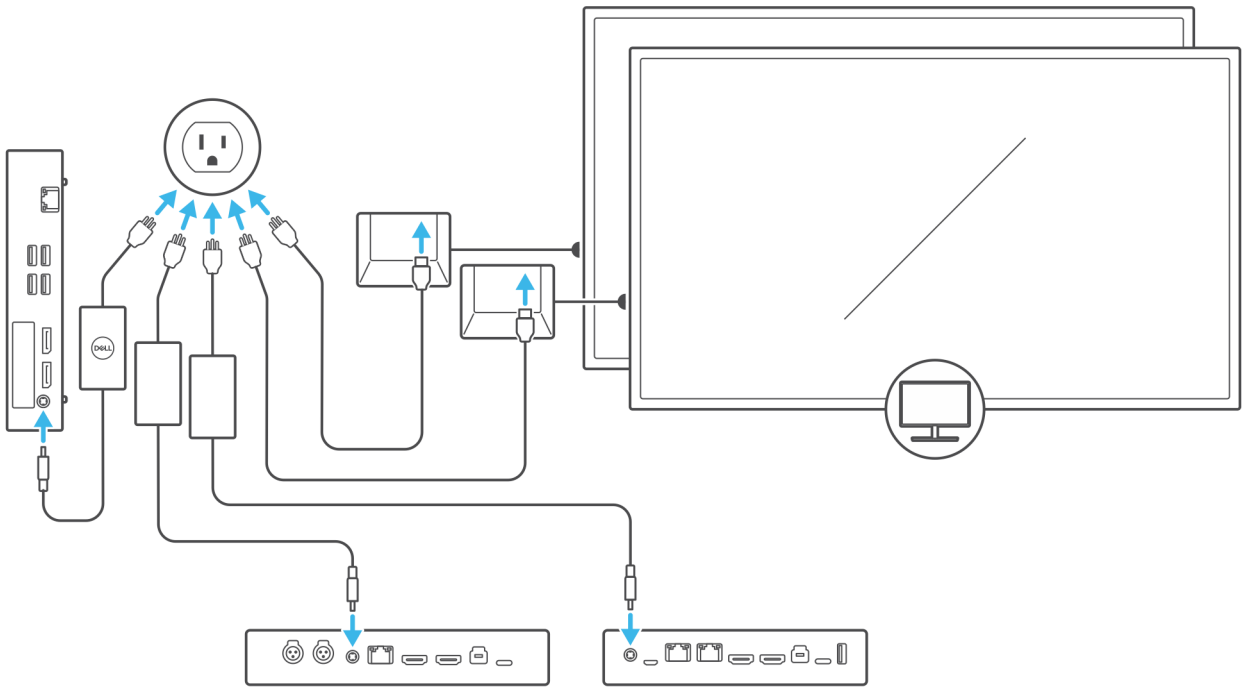


Figure 20. Power connection diagram

a. Plug in the power adapters to the power sockets.
b. Connect the power adapters to your displays, computer, and Logitech Rally Plus Video Conferencing Camera System.

2. Perform the procedures that are provided on the DisplayPort connection diagram.

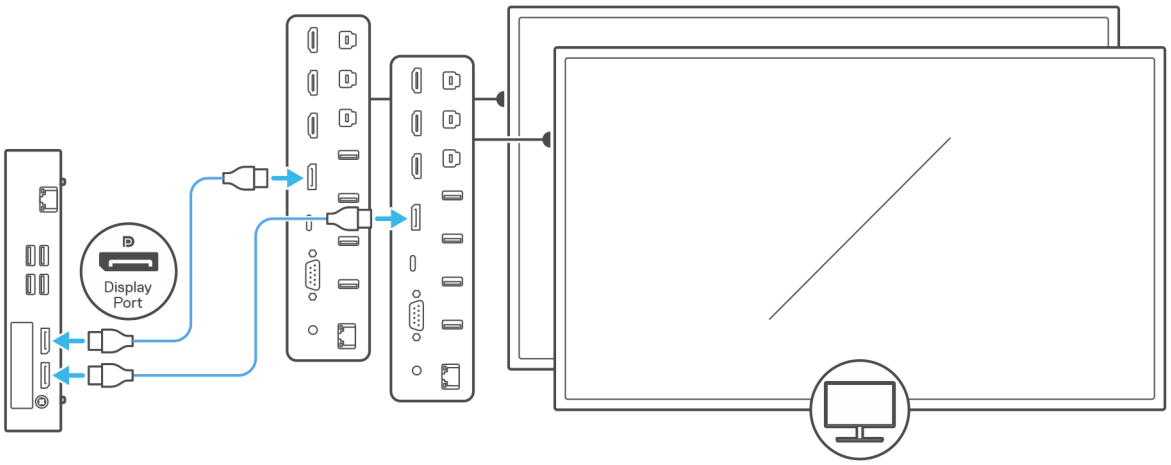


Figure 21. DisplayPort connection diagram

a. Connect one end of both DisplayPort cables to your computer.
b. Connect the other ends of both DisplayPort cables to each of your displays.

3. Perform the procedures that are provided on the Ethernet and Logitech Cat5e kit connection diagram.

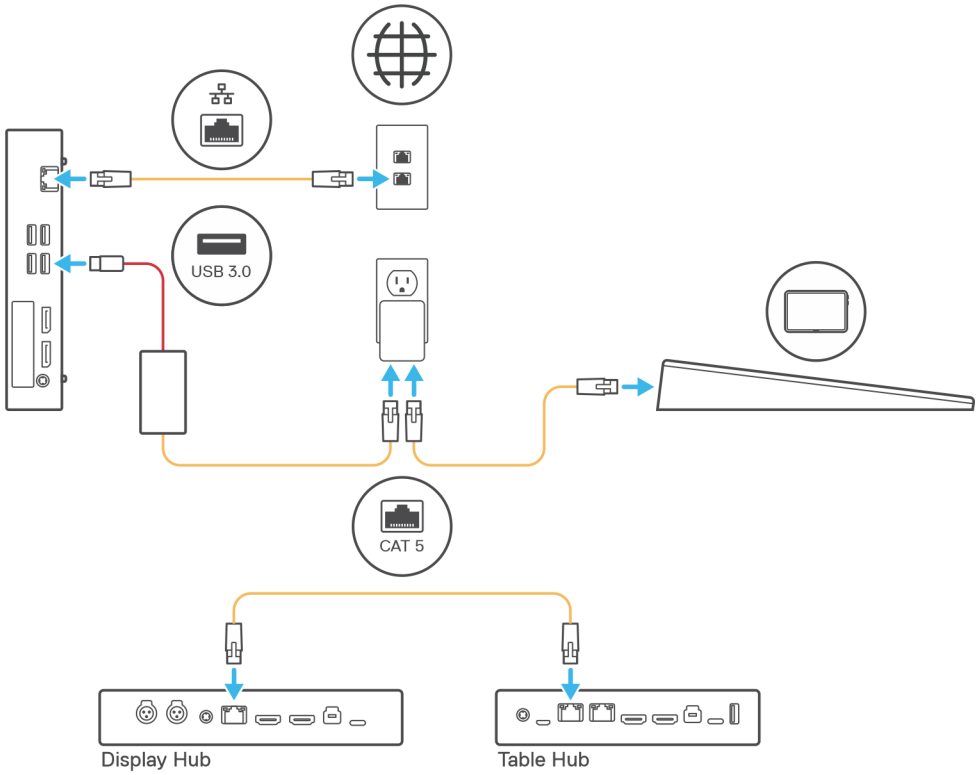


Figure 22. Ethernet and Logitech Cat5e kit connection diagram

a. Connect one end of an Ethernet cable to your computer.
b. Connect the other end of the Ethernet cable to an Ethernet wall socket.
c. Connect one end of another Ethernet cable to your Display Hub.
d. Connect the other end of the Ethernet cable to your Table Hub.
e. Set up the Cat5e kit for your Logitech Tap.

NOTE: The Cat5e kit provides data and power to your Logitech Tap, see the documentation that is shipped with your Logitech Cat5e kit for instructions on how to set up your Cat5e kit.

4. Perform the procedures that are provided on the USB connection diagram.

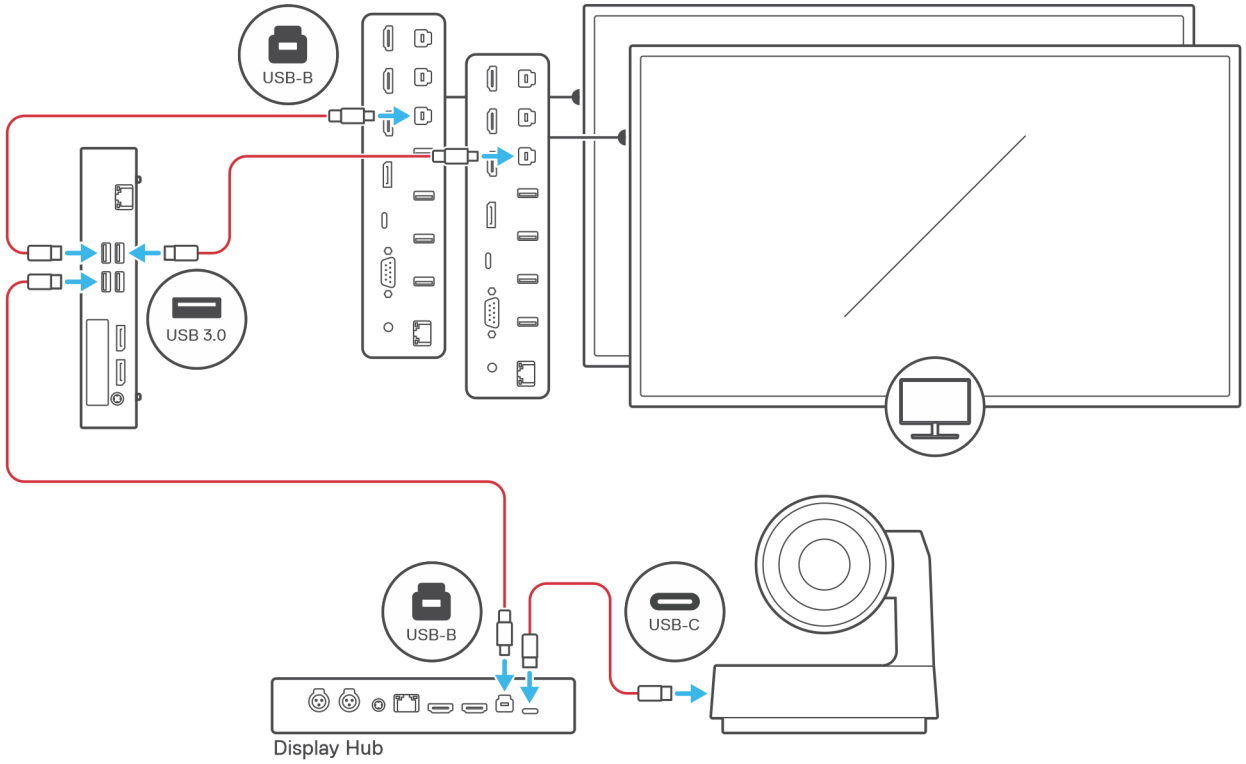


Figure 23. USB connection diagram

a. Take both USB-A to USB-B adapter cables and connect the USB-A connectors to your computer.
b. Connect both USB-B connectors of the USB-A to USB-B adapter cables to each of your displays to enable touchscreen functionality.
c. Take the USB-A to USB-B adapter cable and connect the USB-A connector to your computer.
d. Connect the USB-B connector of the USB-A to USB-B adapter cable to your Display Hub.
e. Take the camera and connect the USB-C connector of the camera to your Display Hub.

5. Perform the procedures that are provided on the Audio connection diagram.

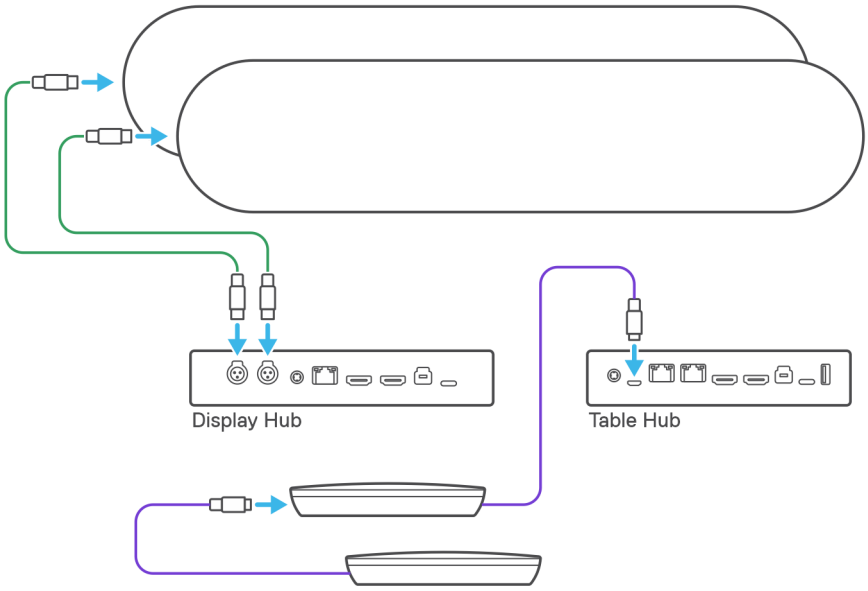


Figure 24. Audio connection diagram

a. Connect both RCA audio connection points of the speaker cables to your speakers.
b. Connect the RCA connection points of the speaker cables to your Display Hub.
c. Connect the 12-pin captive cable connector of one microphone to a second microphone.
d. Connect the 12-pin captive cable connector of the second microphone to your Table Hub.

6. Connect a USB keyboard and mouse to your computer to facilitate software setup.
7. Power on the computer. You may have to restart the computer more than once as updates are downloaded and installed. Leave the computer on during this process.
8. Perform the procedure in Configuring the operating system for Microsoft Teams Rooms.
9. When the Microsoft Windows Setup is complete, the Microsoft Teams Rooms Setup screen is displayed. Follow the instructions displayed on the screen to complete the configuration. For more information about setting up Microsoft Teams Rooms, see Microsoft Teams Room Documentation.
10. Disconnect the USB keyboard and mouse from the computer.

4

Configuring the operating system for Microsoft Teams Rooms

Prerequisites

Before you begin:

- Ensure that your computer has a stable Internet connection.
- Ensure that you have completed all the procedures in setting up the hardware connections for the relevant Video Conferencing Room solution.

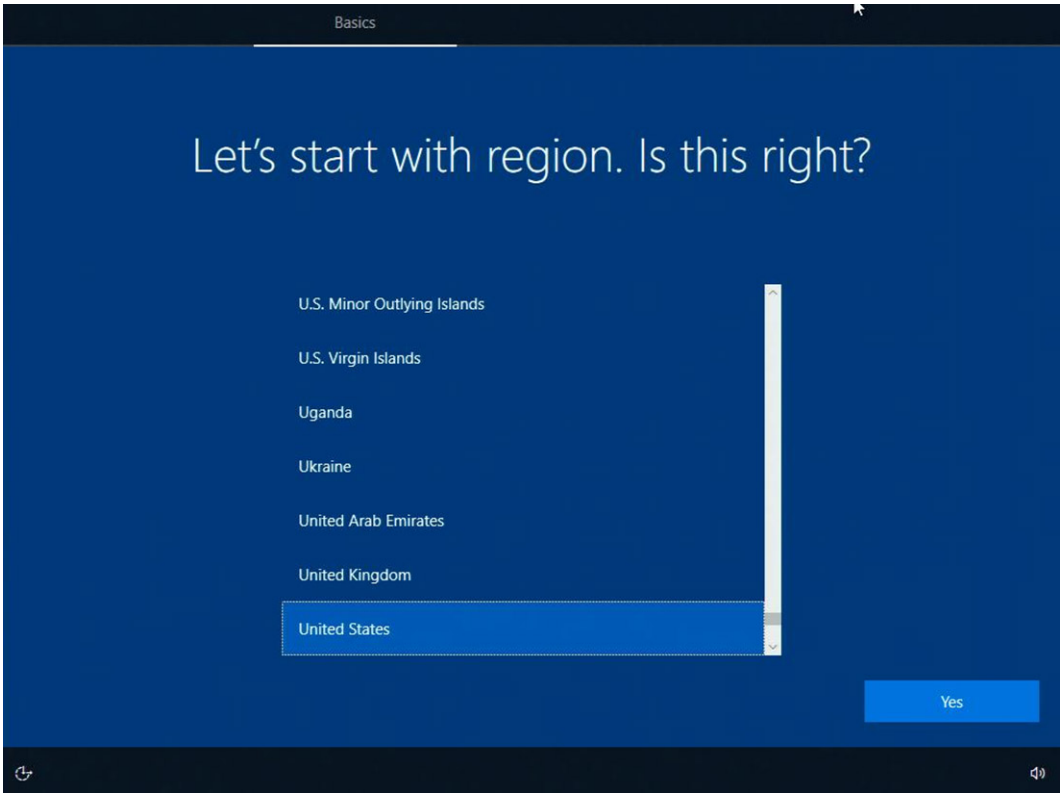
To configure the operating system to use Microsoft Teams Rooms, perform the following procedure:

Steps

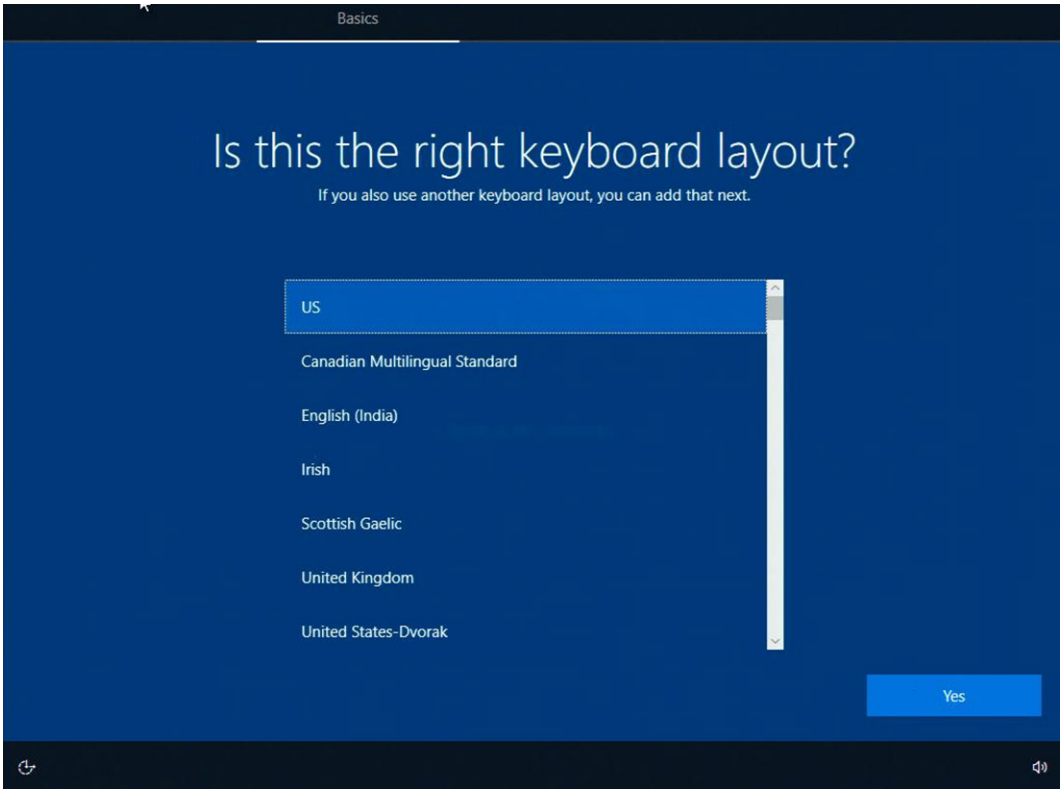
1. Turn on the computer and ensure that you are connected to your local network with Internet connectivity.

   NOTE: The screenshots that are shown in the following section for the Microsoft Teams Rooms configuration may appear differently for you depending on the operating system that is installed on your computer.

2. Select the region from the drop-down list, and click **Yes**.



3. Select the keyboard layout that you want to use and click **Yes**.



4. Select a second keyboard layout if required and click **Add Layout**. Else, click **Skip** to proceed with the configuration.
5. To complete the setup, click **Accept** on the Microsoft Software License Terms and go to **Next**.
6. The **User Account** screen is displayed.
7. Microsoft Teams Rooms is launched automatically whenever the computer boots. You must press the Microsoft Windows key five times in quick succession to be able to see the ability to switch to a preconfigured Administrator account.
8. You can perform the following tasks as Administrator:
   - Power management settings
   - Check for Windows updates
   - Set timing for screen timeout

5

Troubleshooting

No touch function when multiple touch-enabled displays are attached to the Teams Rooms Console

When more than one touch-enabled display is attached to Microsoft Teams Rooms, the touch functionality will not work on some of the touch-enabled monitors, and the Microsoft Teams Rooms Whiteboard function does not work.

To enable touch functionality on touch-enabled displays or devices:

1. Log in to the **Administrator** account with the following password **sfb**.
2. In the task-bar search box, enter **touch**. Select either **Configure Pen and Touch Displays** or **Calibrate the screen for pen or touch input** from the list of results.
3. Under the **Display tab**, select **Calibrate**.
4. Choose **Pen** or **Touch** input.
5. Perform the point calibration that appears on the screen to correct linearity problems.
6. Save the calibrated data.

No video output on display with a dual monitor setup

When the Teams Rooms is set up with dual monitors, one or both monitors may not display any video.

By default, Dual Monitor mode in Teams Rooms is disabled. If you are using two monitors without enabling Dual Monitor mode, the video output in one or both monitors is not displayed.

To enable Dual Monitor mode, perform the following procedure:

1. Go to **Teams Room settings**. Click **Device**.
2. Enable the **Dual Monitor Mode** option.

"Nearby" meeting room name does not appear for Proximity Join into a scheduled meeting

When an invitee tries to join a scheduled meeting using the Proximity Join feature, they are unable to see the meeting room name in the **Join now** page.

To join the meeting room, perform the following procedure:

1. Click **Add a room**.
2. Choose a **Teams meeting room** to join the meeting.

NOTE: For more information about how to resolve a Microsoft Teams Rooms issue with the Proximity Join feature, see Microsoft Teams Rooms Knowledgebase article.

6

Getting help

Contacting Dell

NOTE: For Logitech JumpStart support, see Logitech JumpStart. Complete the support request form, including the Logitech Tap serial number of the product and add a description of the issue. To learn more about Logitech JumpStart, go to **Frequently Asked Questions** at the Logitech JumpStart site.

NOTE: For Logitech support and warranty, go to Logitech Support for Microsoft Teams Rooms.

NOTE: For Microsoft Global support, see Microsoft Global support phone numbers.

About this task

Dell Technologies has a support team who helps to resolve your issues, and create a plan of action to regain normal operation of your Dell Video Conferencing Room Solutions, for up to 90 days from the date of purchase.

Dell Technologies provides several online and telephone-based support and service options. Availability varies by country or region and product, and some services may not be available in your area. To contact Dell Technologies for sales, technical support, or customer service issues, perform the following procedure:

Steps

1. Go to Contact Us.
2. Select the appropriate service or support link that is relevant to your needs.