Dell Video Conferencing Room Solutions for Microsoft Teams Rooms - 2025

Setup Guide

July 2025
Rev. A01

DELL Technologies

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.

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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 6 people collaboration.
- Medium Single Display Video Conferencing configuration: Whiteboard sessions, tiger team, and staff meetings for up to 12 people.
- Medium Dual Display 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.

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

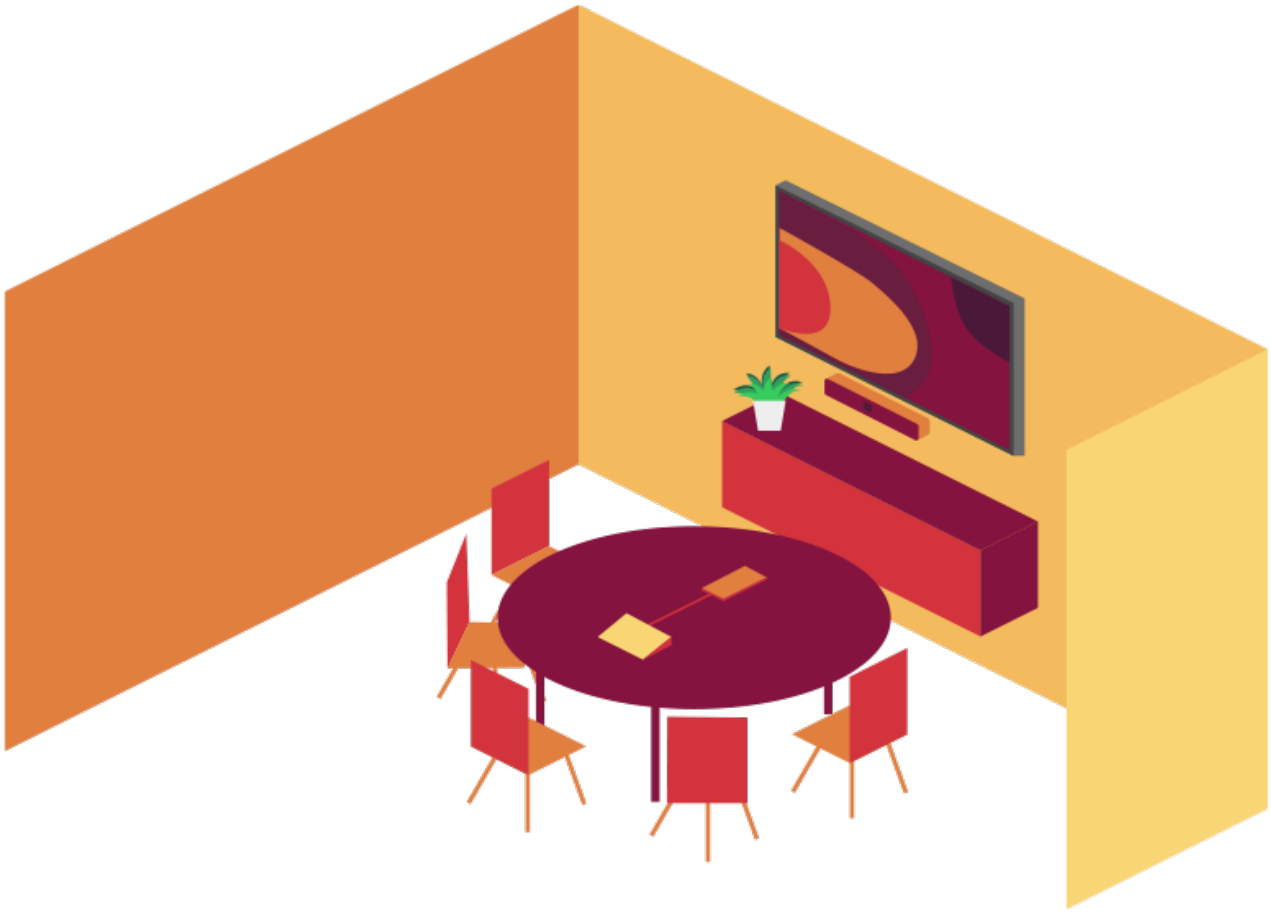


Figure 1. Small Video Conferencing Room configuration

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

Components	Products
Computer	One Dell OptiPlex 7000 XE Micro
Operating system	Windows 11 IoT Enterprise GAC

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

Components	Products
Display	One Dell P5525QC
Meeting room controller	One Logitech Tap
Video bar	One Logitech MeetUp 2
Services **NOTE:** Services are only available for Fixed Room Configuration purchases.	**Default** • ProSupport for Solutions - Video Conferencing (3-Yr) • Logitech Select for Small Room (3-Yr) **Optional** • ProSupport for Solutions - Video Conferencing (4-Yr or 5-Yr) • Logitech Select for Small Room (4-Yr or 5-Yr)

Medium Single Display Video Conferencing Room configuration

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

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

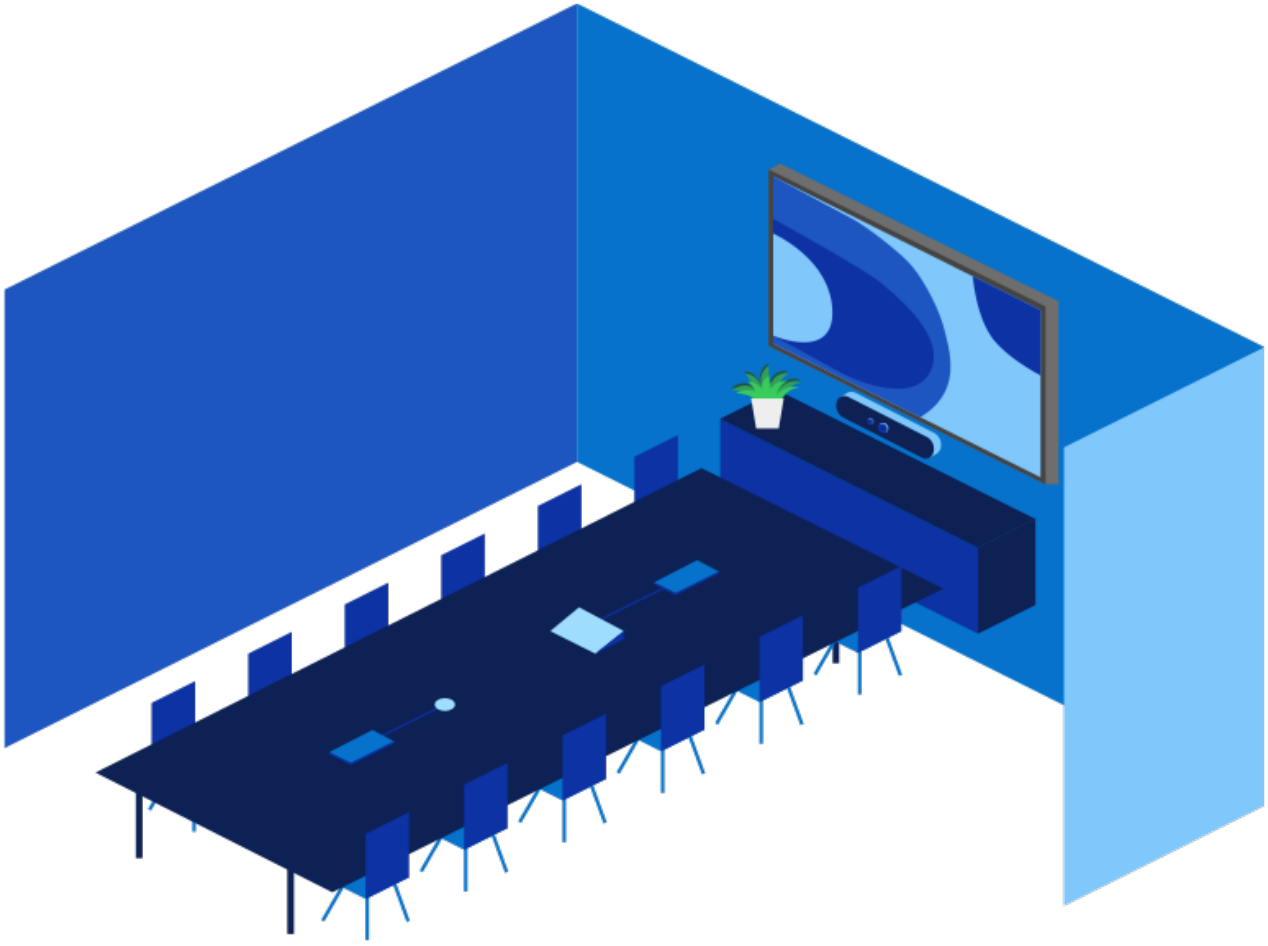


Figure 2. Medium Single Display Video Conferencing Room configuration

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

Components	Products
Computer	One Dell OptiPlex 7000 XE Micro
Operating system	Windows 11 IoT Enterprise GAC
Display	One Dell P6524QT
Meeting room controller	One Logitech Tap
Video bar	One Logitech Rally Bar Mini
Microphone	One Logitech Rally Mic Pod
Services **NOTE:** Services are only available for Fixed Room Configuration purchases.	**Default** • ProSupport for Solutions - Video Conferencing (3-Yr) • Logitech Select for Medium/Large Rooms (3-Yr) **Optional** • ProSupport for Solutions - Video Conferencing (4-Yr or 5-Yr) • Logitech Select for Medium/Large Rooms (4-Yr or 5-Yr)

Medium Dual Display Video Conferencing Room configuration

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

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

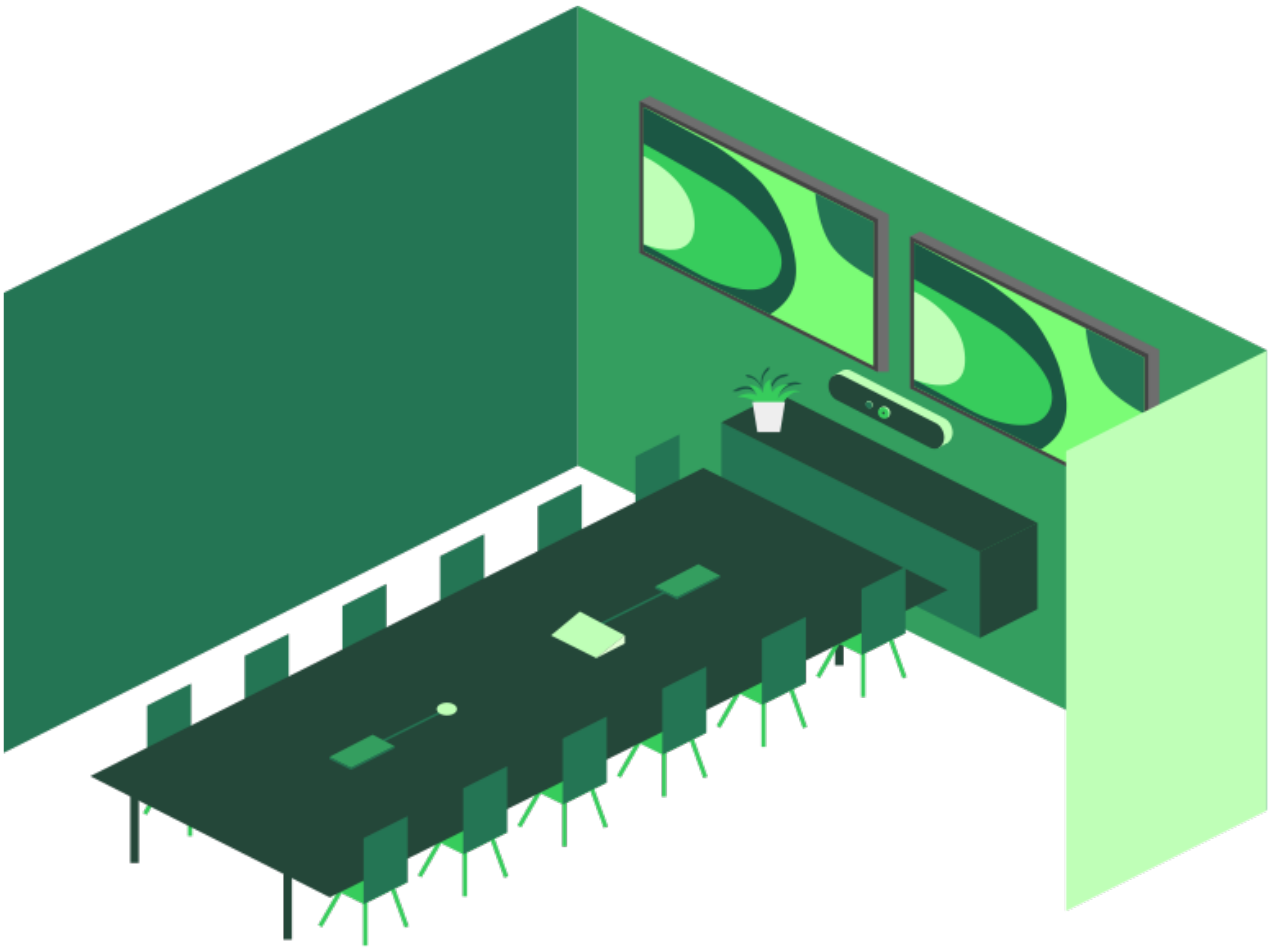


Figure 3. Medium Dual Display Video Conferencing Room configuration

Table 3. Hardware and software configuration of the Medium Dual Display Video Conferencing Room

Components	Products
Computer	One Dell OptiPlex 7000 XE Micro
Operating system	Windows 11 IoT Enterprise GAC
Display	Two Dell P5525QC
Meeting room controller	One Logitech Tap
Video bar	One Logitech Rally Bar Mini
Microphone	One Logitech Rally Mic Pod

Table 3. Hardware and software configuration of the Medium Dual Display Video Conferencing Room (continued)

Components	Products
Services **NOTE:** Services are only available for Fixed Room Configuration purchases.	**Default** • ProSupport for Solutions - Video Conferencing (3-Yr) • Logitech Select for Medium/Large Rooms (3-Yr) **Optional** • ProSupport for Solutions - Video Conferencing (4-Yr or 5-Yr) • Logitech Select for Medium/Large Rooms (4-Yr or 5-Yr)

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

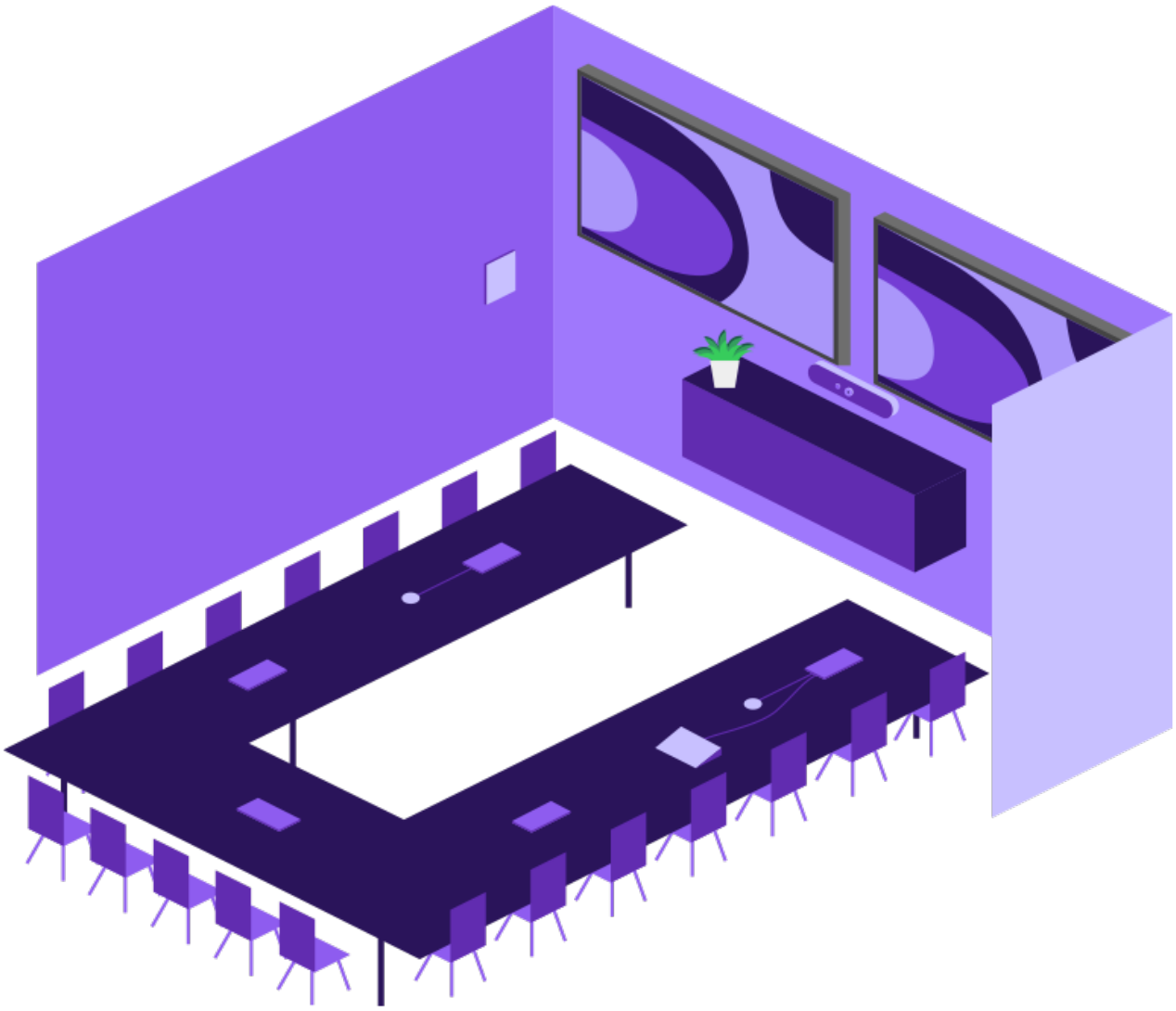


Figure 4. Large Video Conferencing Rooms configuration

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

Components	Products
Computer	One Dell OptiPlex 7000 XE Micro
Operating system	Windows 11 IoT Enterprise GAC
Display	Two Dell P7525QT
Meeting room controller	One Logitech Tap
Video bar	One Logitech Rally Bar
Microphone	Two Logitech Rally Mic Pod
Services **NOTE:** Services are only available for Fixed Room Configuration purchases.	**Default** ● ProSupport for Solutions - Video Conferencing (3-Yr) ● Logitech Select for Medium/Large Rooms (3-Yr) **Optional** ● ProSupport for Solutions - Video Conferencing (4-Yr or 5-Yr) ● Logitech Select for Medium/Large Rooms (4-Yr or 5-Yr)

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.

NOTE: Dell Technologies recommends mounting the OptiPlex 7000 XE Micro, behind the display. When your OptiPlex 7000 XE Micro is mounted behind the display, power to the computer is provided through a power connection on 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.

About this task

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

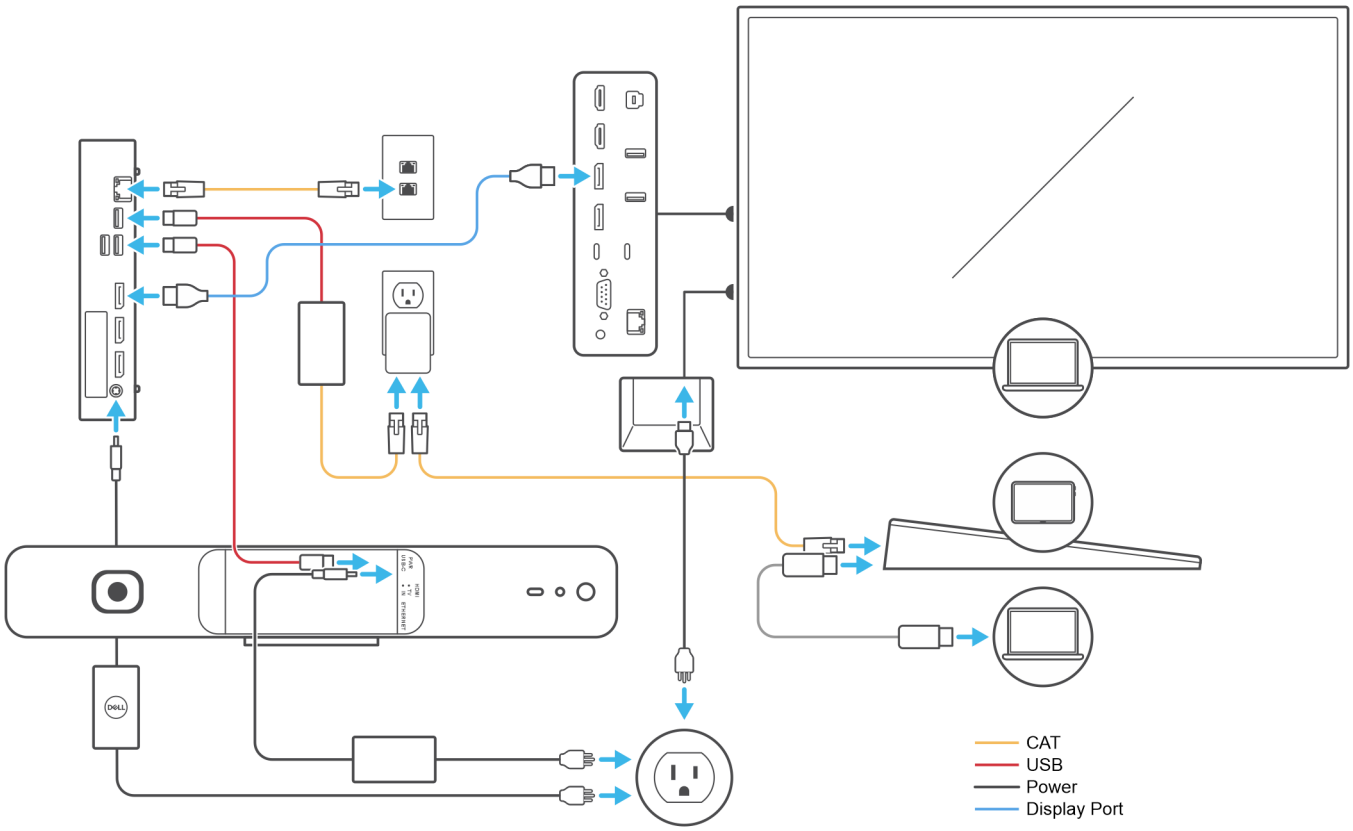


Figure 5. Connection diagram overview

Steps

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

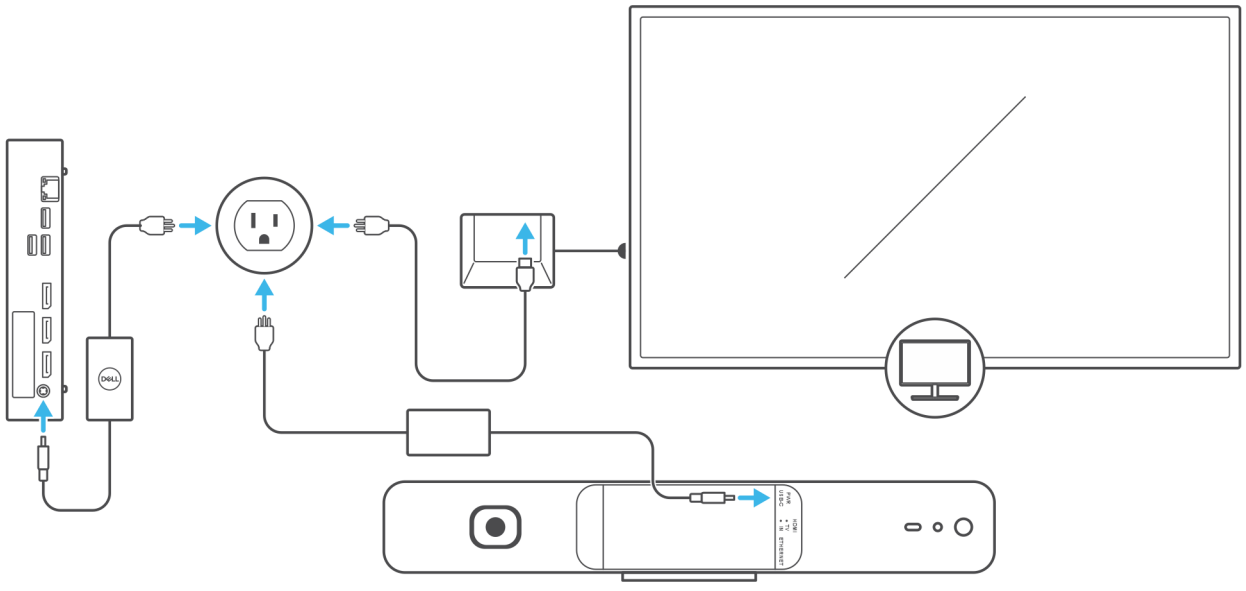


Figure 6. Power connection diagram

   a. Plug in the power adapters to the power sockets.
   b. Connect the power adapters to your display, OptiPlex 7000 XE Micro, and Logitech MeetUp 2.
2. Perform the procedures that are provided on the DisplayPort connection diagram.

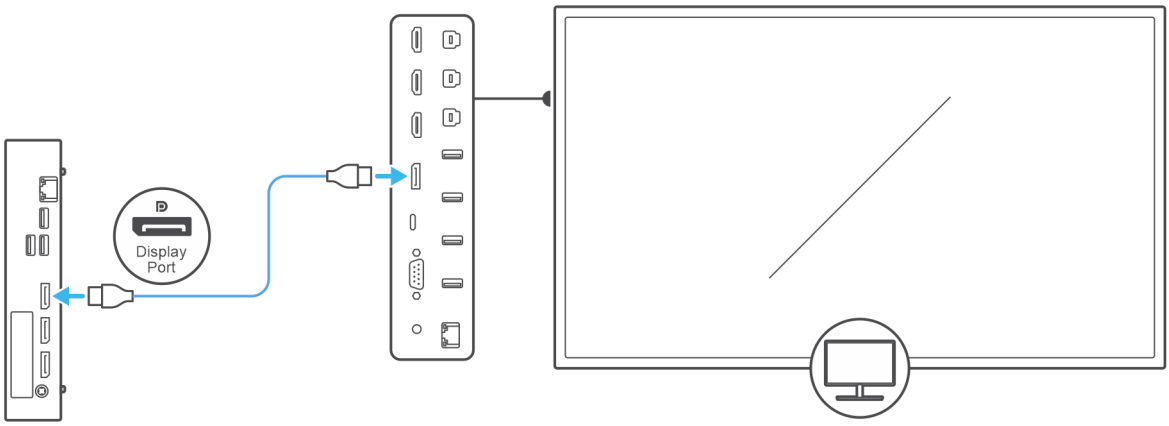


Figure 7. DisplayPort connection diagram

a. Connect one end of the DisplayPort cable to your OptiPlex 7000 XE Micro.
b. Connect the other end of the DisplayPort cable to your display.

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

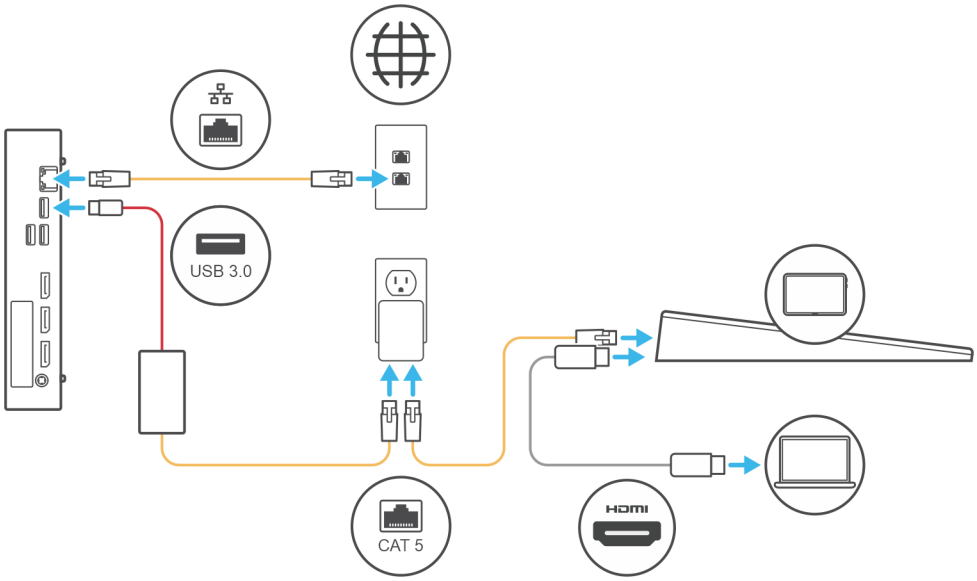


Figure 8. Ethernet, HDMI, and Logitech Cat5e kit connection diagram

a. Connect one end of an Ethernet cable to your OptiPlex 7000 XE Micro.
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.

d. Connect a HDMI cable to your Logitech Tap.

NOTE: A laptop is shown in the connection to illustrate that the other end of HDMI connection is meant for a direct connection to a laptop during meetings. The laptop connection is not required during setup.

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

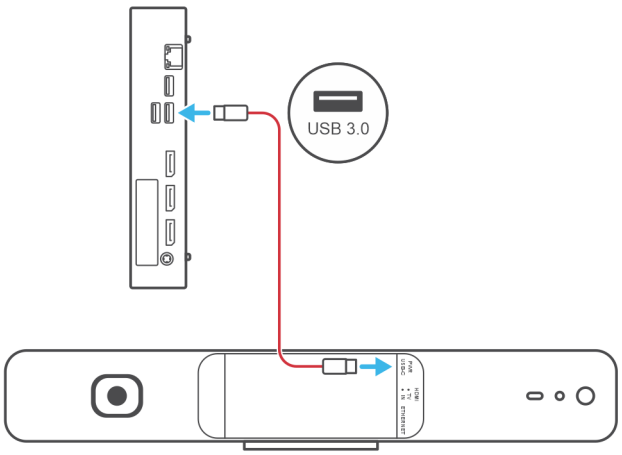


Figure 9. USB connection diagram

a. Take the USB-C cable and connect one end of the cable to your OptiPlex 7000 XE Micro.
b. Connect the other end of the USB-C cable to your Logitech MeetUp 2.

5. Connect a USB keyboard and mouse to your OptiPlex 7000 XE Micro to facilitate software setup.
6. Power on the OptiPlex 7000 XE Micro. 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 OptiPlex 7000 XE Micro.

Medium Single Display Video Conferencing Room setup

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

Prerequisites

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

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

NOTE: Dell Technologies recommends mounting the OptiPlex 7000 XE Micro, behind the display. When your OptiPlex 7000 XE Micro is mounted behind the display, power to the computer is provided through a power connection on 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.

About this task

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

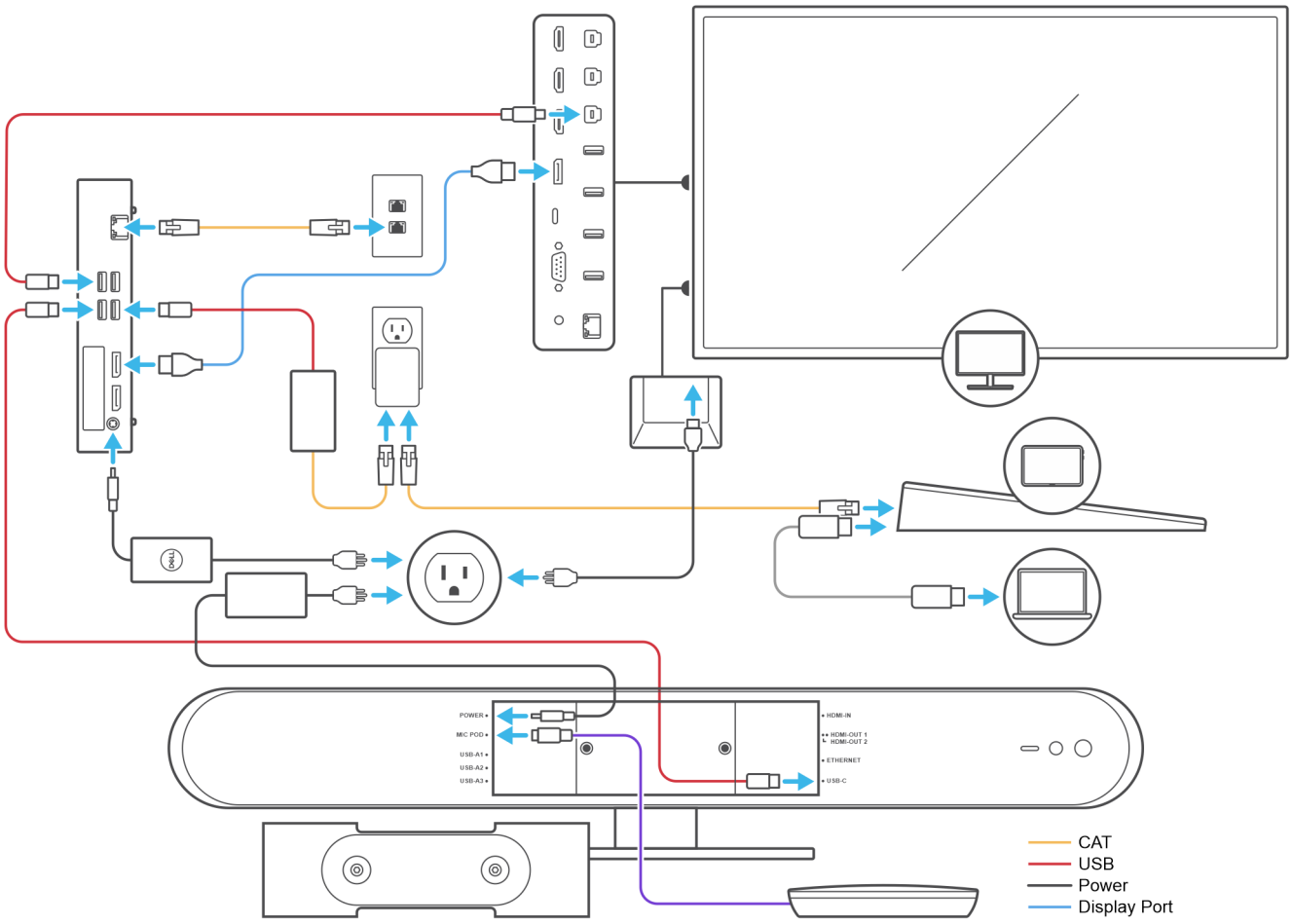


Figure 10. Connection diagram overview

Steps

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

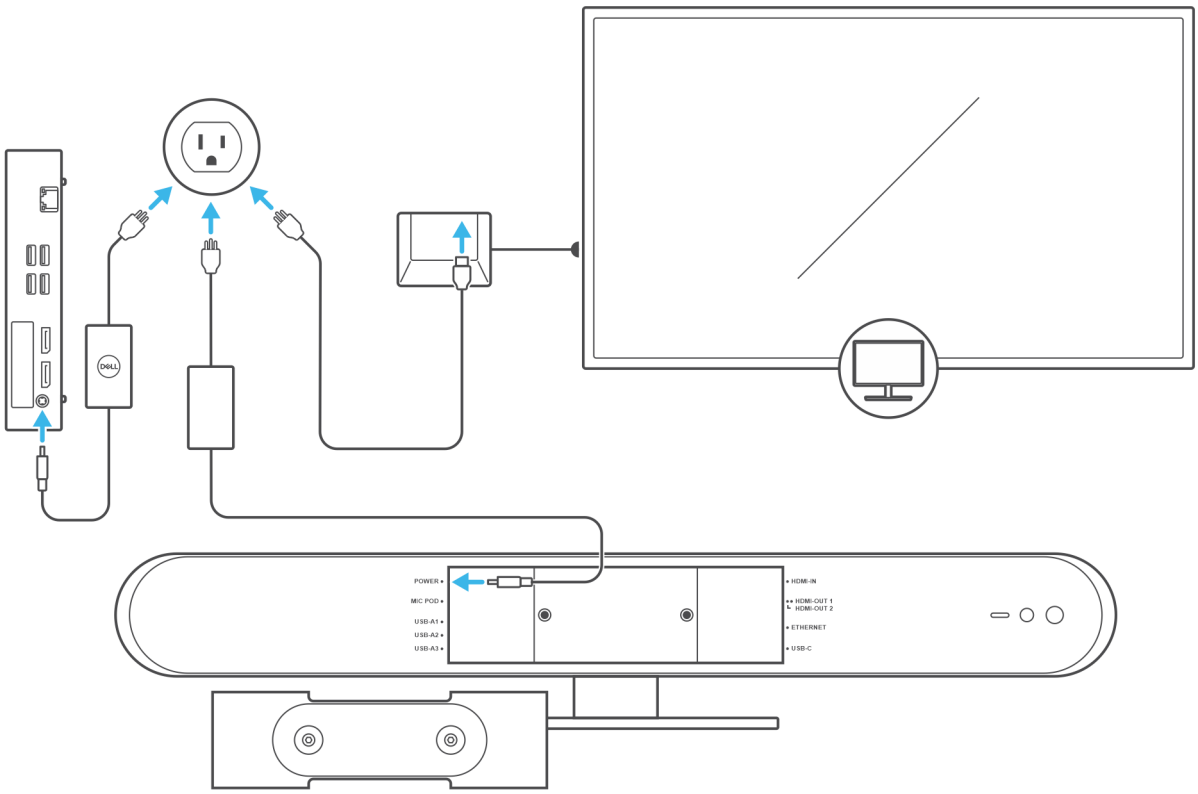


Figure 11. Power connection diagram

a. Plug in the power adapters to the power sockets.
b. Connect the power adapters to your displays, OptiPlex 7000 XE Micro, and Logitech Rally Bar Mini.

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

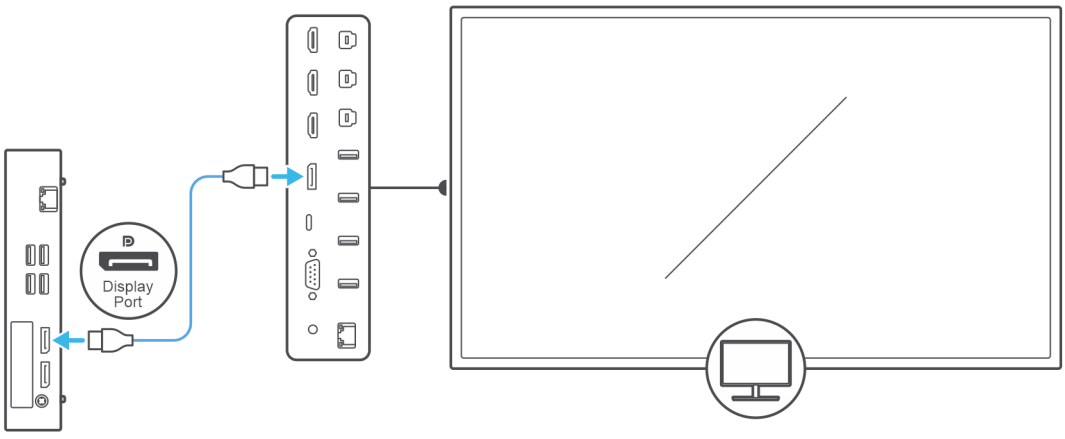


Figure 12. DisplayPort connection diagram

a. Connect one end of the DisplayPort cable to your OptiPlex 7000 XE Micro.
b. Connect the other end of the DisplayPort cable to your display.

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

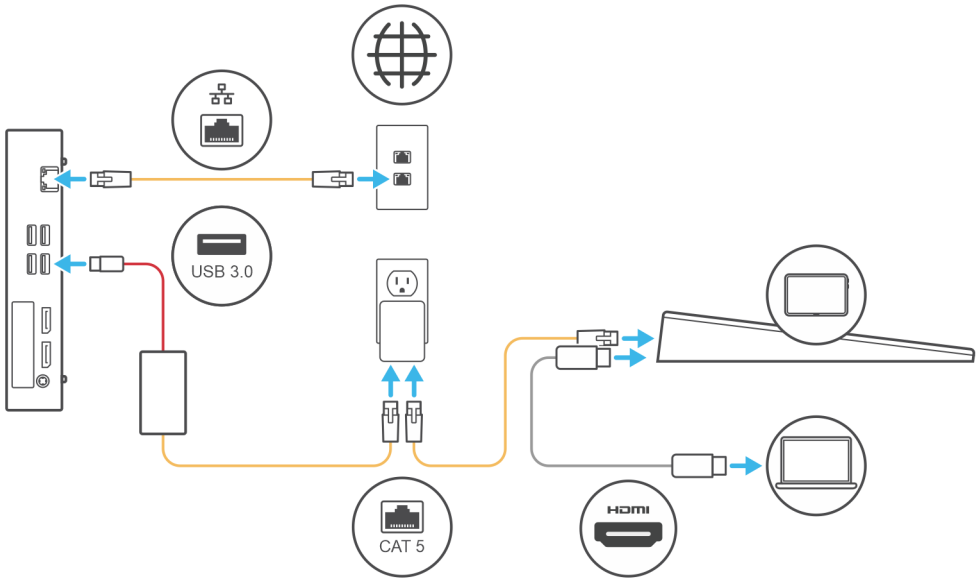


Figure 13. Ethernet, HDMI, and Logitech Cat5e kit connection diagram

a. Connect one end of an Ethernet cable to your OptiPlex 7000 XE Micro.
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.

d. Connect a HDMI cable to your Logitech Tap.

NOTE: A laptop is shown in the connection to illustrate that the other end of HDMI connection is meant for a direct connection to a laptop during meetings. The laptop connection is not required during setup.

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

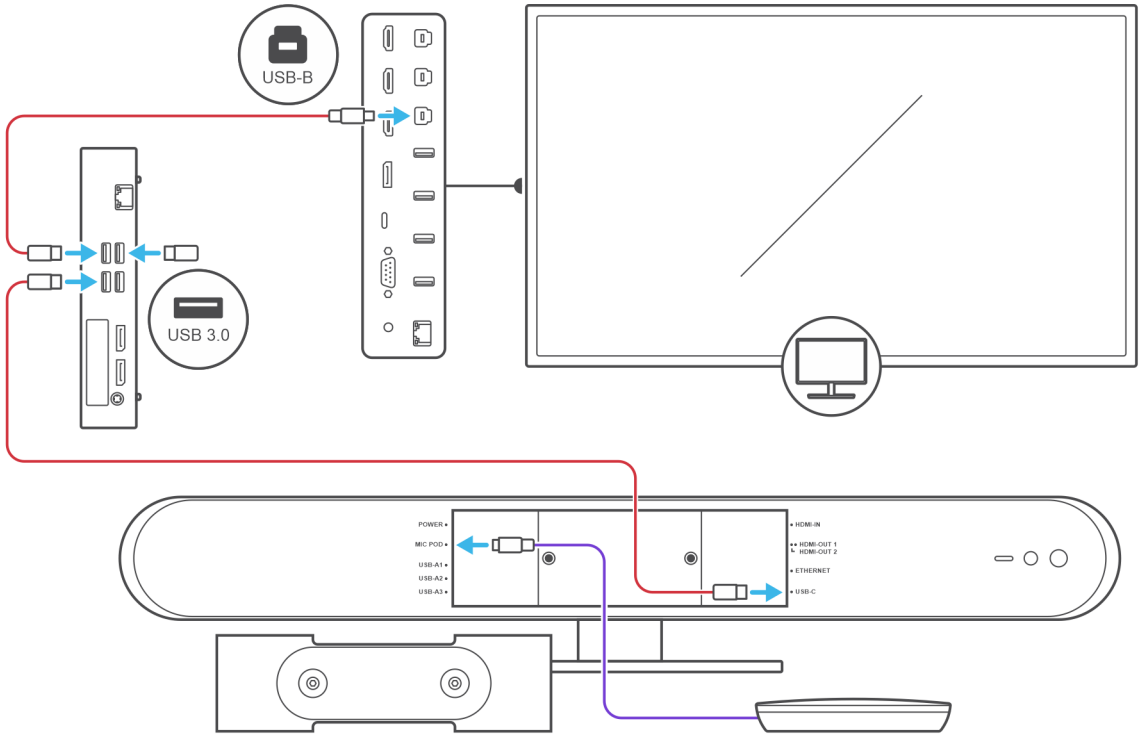


Figure 14. USB and microphone connection diagram

a. Take the USB-A to USB-B adapter cable and connect the USB-A connector to your OptiPlex 7000 XE Micro.
b. Connect the USB-B connector of the USB-A to USB-B adapter cable to a touchscreen-enabled display to enable touchscreen functionality.
c. Take the USB-A to USB-C adapter cable and connect the USB-A connector to your OptiPlex 7000 XE Micro.
d. Connect the USB-C connector of the USB-A to USB-C adapter cable to your Logitech Rally Bar Mini.
e. Connect the 12-pin captive cable connector of your Logitech Rally Mic Pod to your Logitech Rally Bar Mini.

5. Connect a USB keyboard and mouse to your OptiPlex 7000 XE Micro to facilitate software setup.
6. Power on the OptiPlex 7000 XE Micro. 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 OptiPlex 7000 XE Micro.

Medium Dual Display Video Conferencing Room setup

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

Prerequisites

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

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

NOTE: Dell Technologies recommends mounting the OptiPlex 7000 XE Micro, behind the display. When your OptiPlex 7000 XE Micro is mounted behind the display, power to the computer is provided through a power connection on 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.

About this task

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

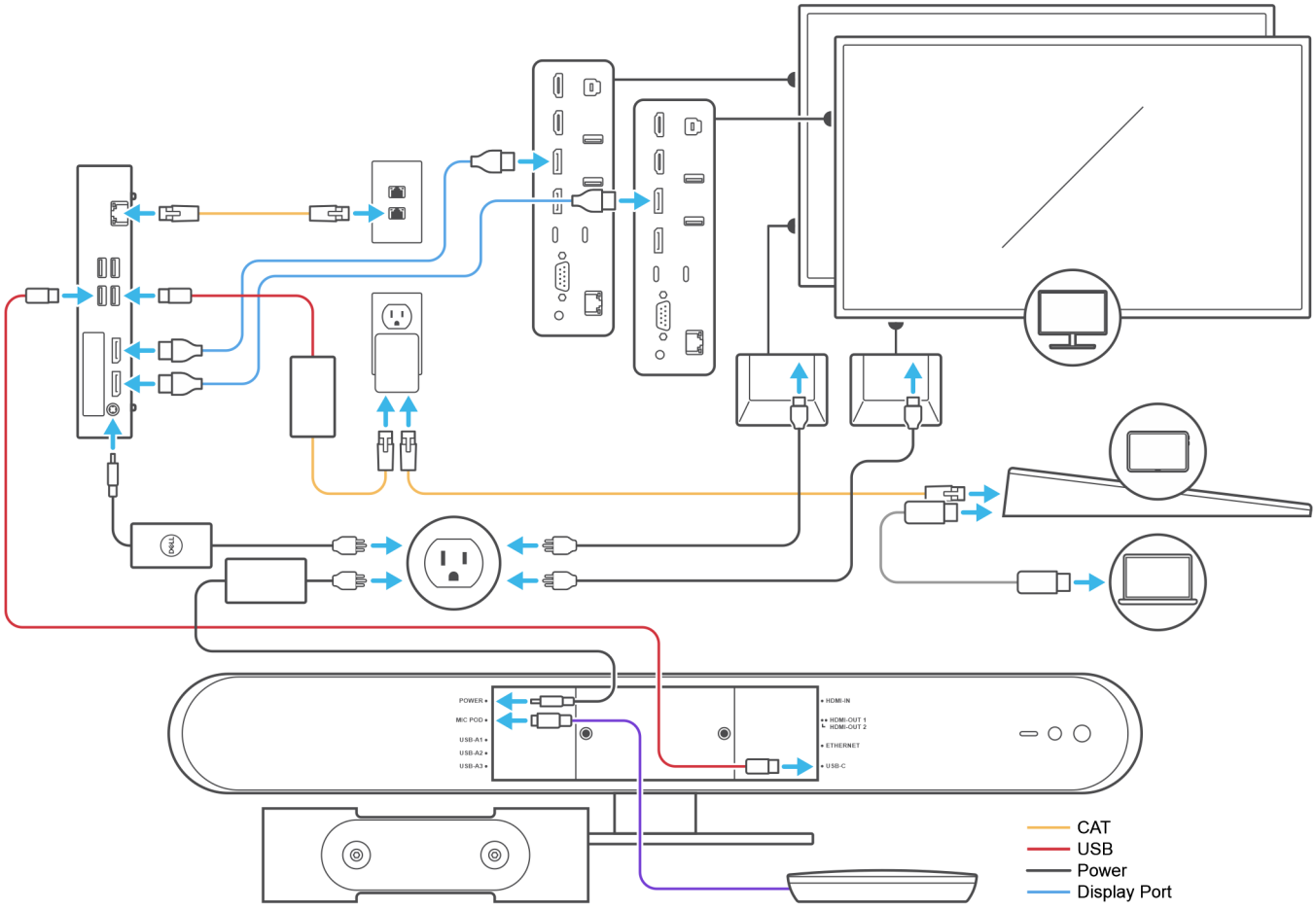


Figure 15. Connection diagram overview

Steps

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

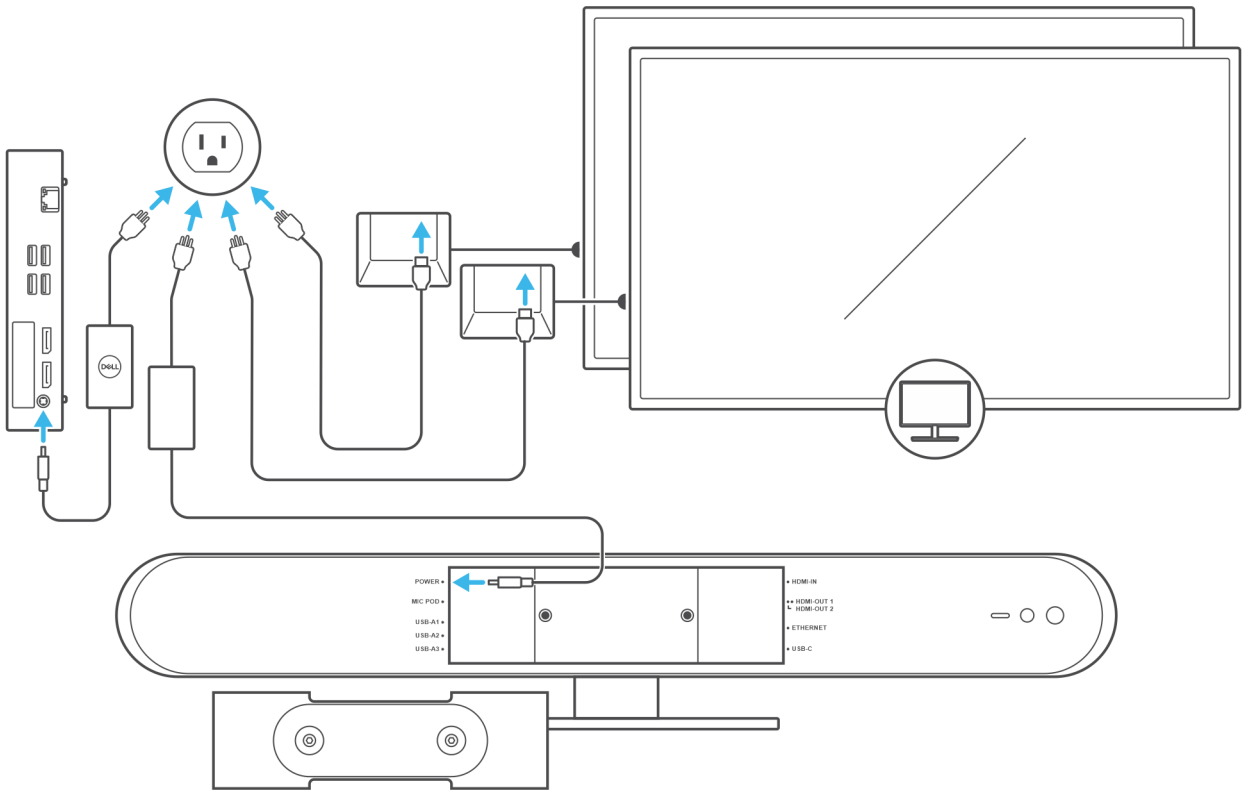


Figure 16. Power connection diagram

a. Plug in the power adapters to the power sockets.
b. Connect the power adapters to your displays, OptiPlex 7000 XE Micro, and Logitech Rally Bar Mini.

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

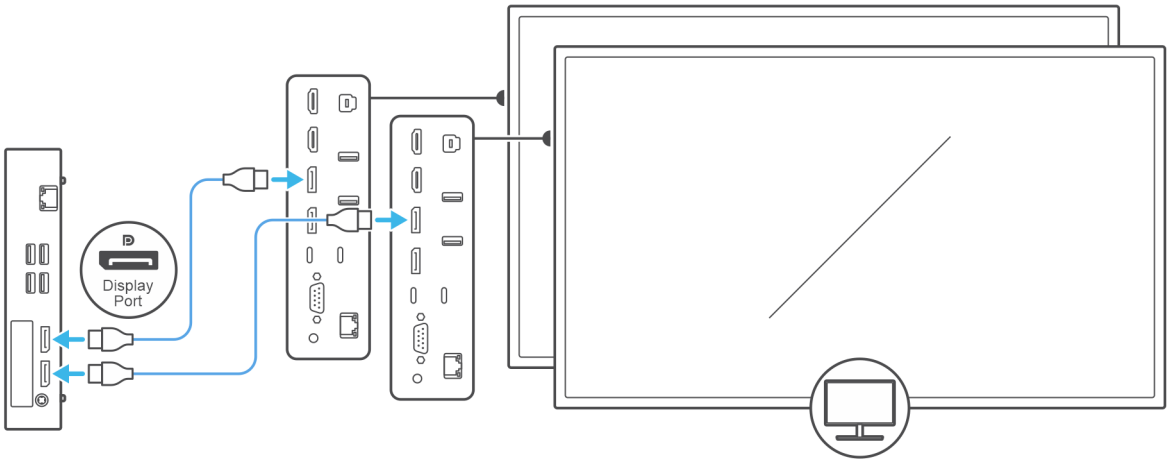


Figure 17. DisplayPort connection diagram

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, HDMI, and Logitech Cat5e kit connection diagram.

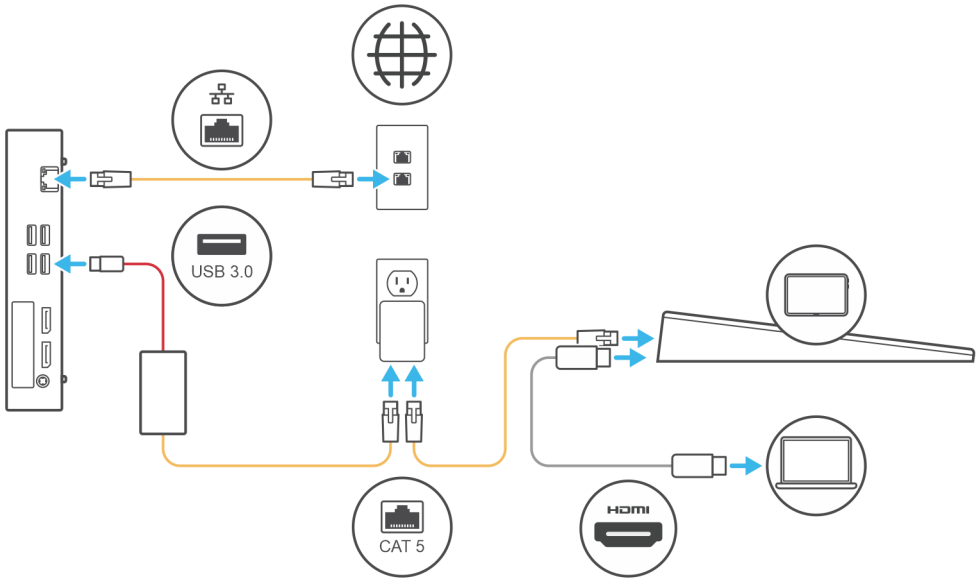


Figure 18. Ethernet, HDMI, and Logitech Cat5e kit connection diagram

a. Connect one end of an Ethernet cable to your OptiPlex 7000 XE Micro.
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.

d. Connect a HDMI cable to your Logitech Tap.

NOTE: A laptop is shown in the connection to illustrate that the other end of HDMI connection is meant for a direct connection to a laptop during meetings. The laptop connection is not required during setup.

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

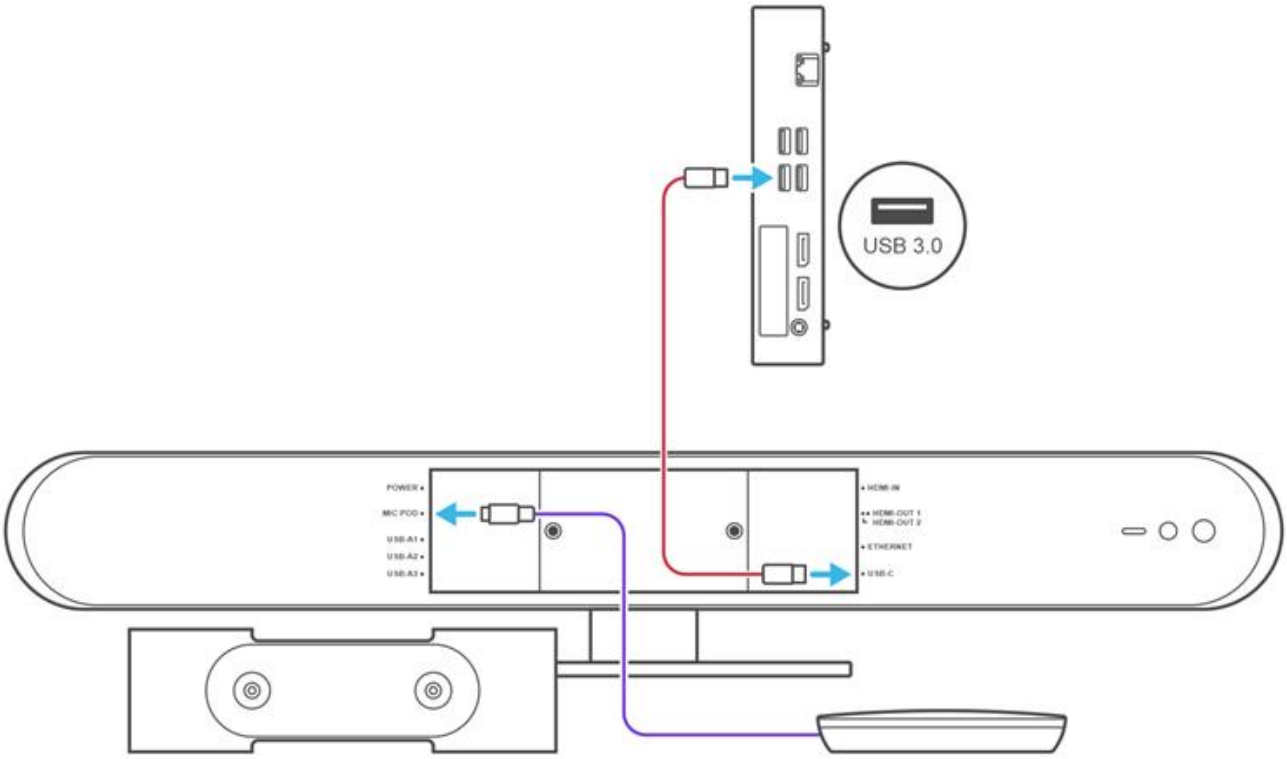


Figure 19. USB and microphone connection diagram

a. Take the USB-A to USB-C adapter cable and connect the USB-A connector to your OptiPlex 7000 XE Micro.
b. Connect the USB-C connector of the USB-A to USB-C adapter cable to your Logitech Rally Bar Mini.
c. Connect the 12-pin captive cable connector of your Logitech Rally Mic Pod to your Logitech Rally Bar Mini.

5. Connect a USB keyboard and mouse to your OptiPlex 7000 XE Micro to facilitate software setup.
6. Power on the OptiPlex 7000 XE Micro. 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 OptiPlex 7000 XE Micro.

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.

NOTE: Dell Technologies recommends mounting the OptiPlex 7000 XE Micro, behind the display. When your OptiPlex 7000 XE Micro is mounted behind the display, power to the computer is provided through a power connection on 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.

About this task

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

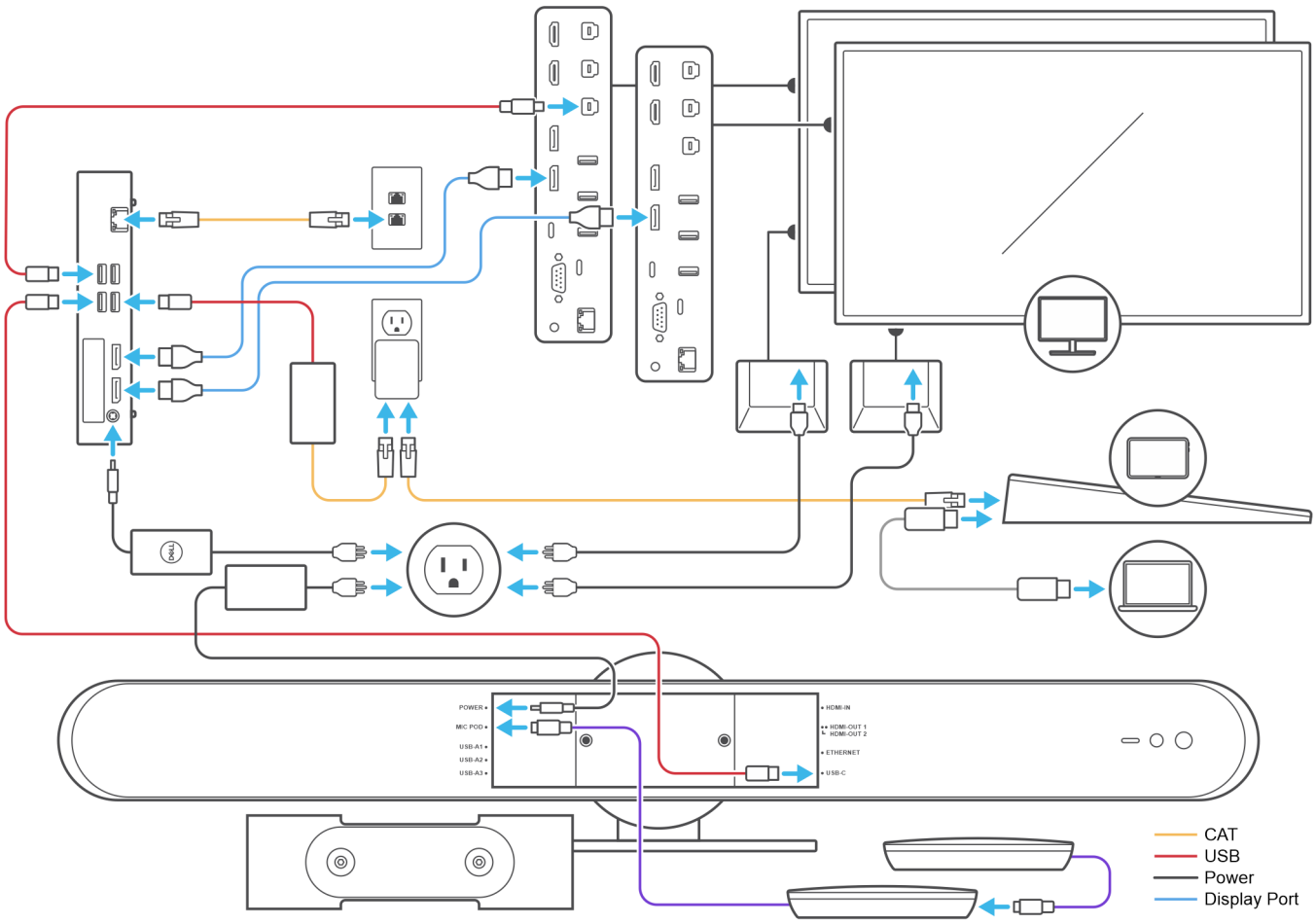


Figure 20. Connection diagram overview

Steps

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

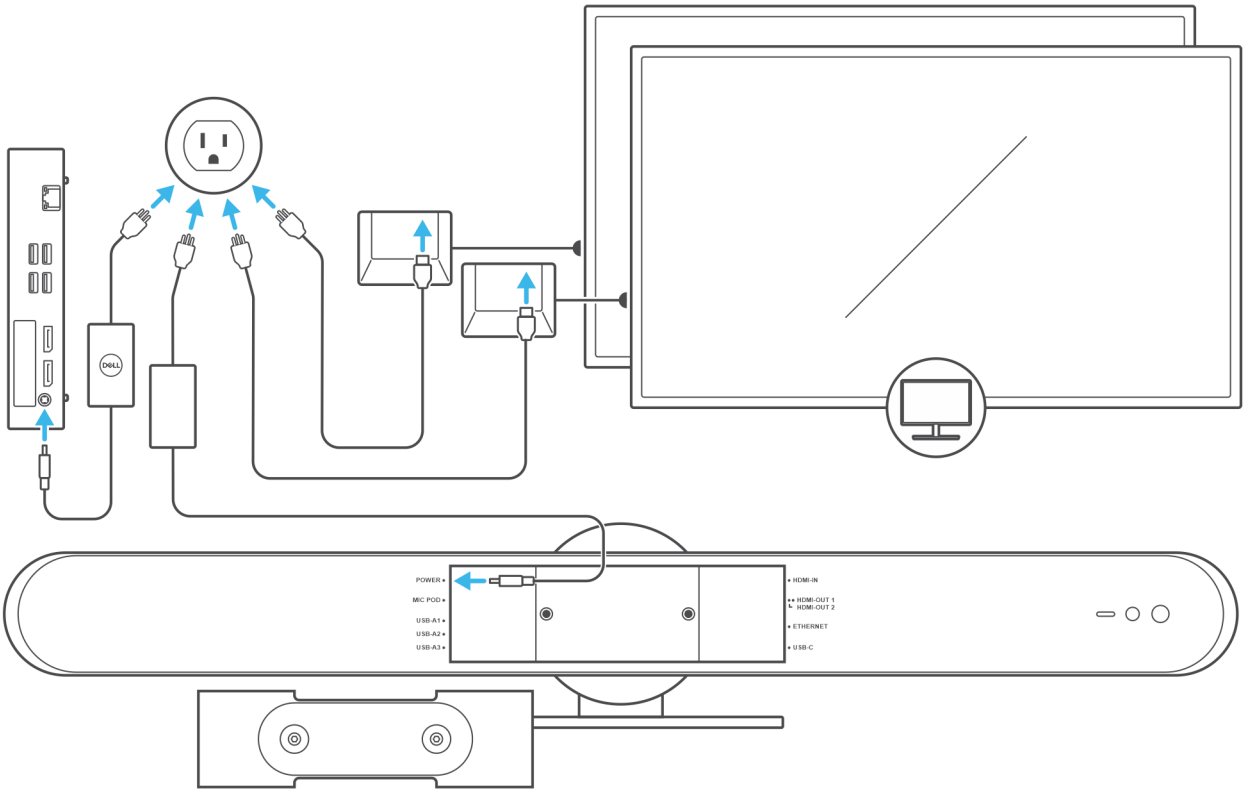


Figure 21. Power connection diagram

a. Plug in the power adapters to the power sockets.
b. Connect the power adapters to your displays, OptiPlex 7000 XE Micro, and Logitech Rally Bar.

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

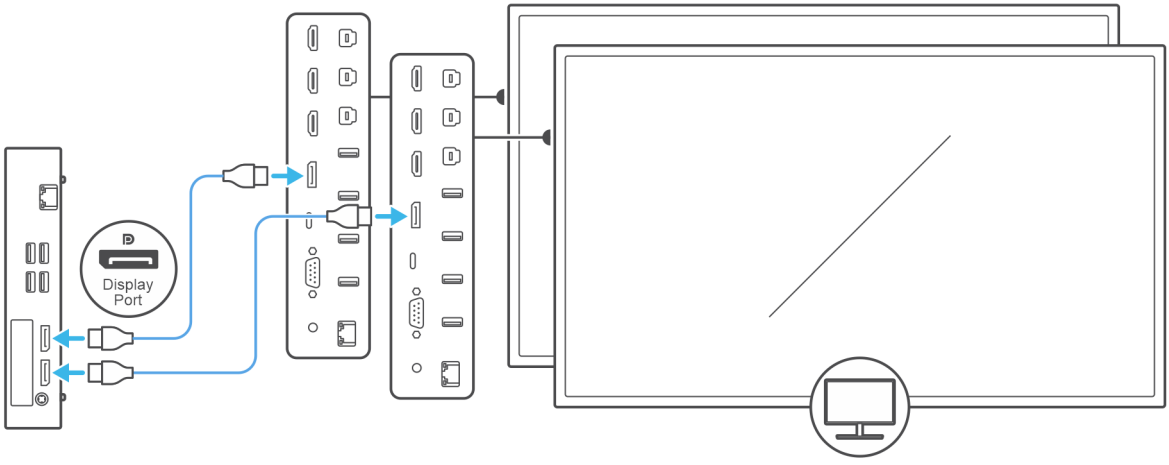


Figure 22. DisplayPort connection diagram

a. Connect one end of both DisplayPort cables to your OptiPlex 7000 XE Micro.
b. Connect the other ends of both DisplayPort cables to each of your displays.

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

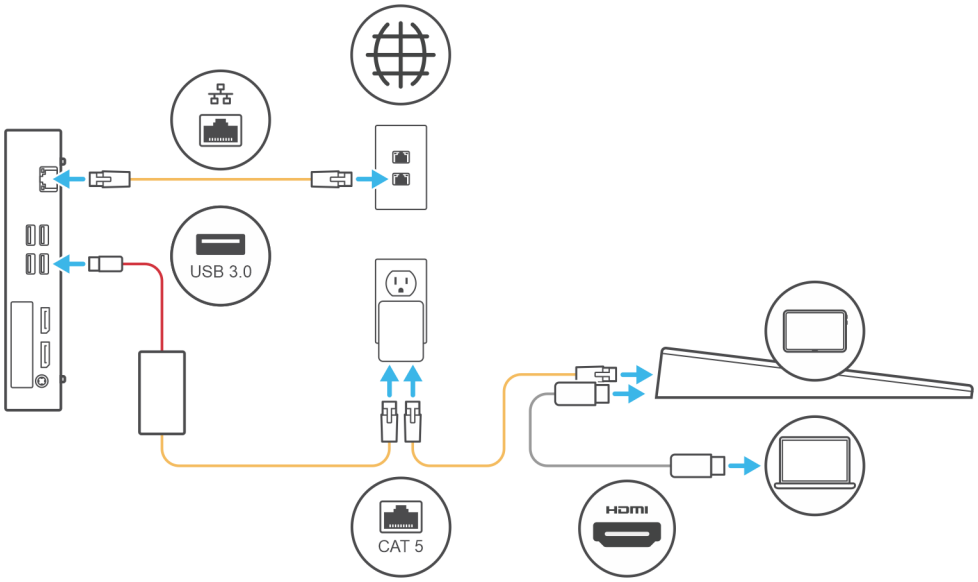


Figure 23. Ethernet, HDMI, and Logitech Cat5e kit connection diagram

a. Connect one end of an Ethernet cable to your OptiPlex 7000 XE Micro.
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.

d. Connect a HDMI cable to your Logitech Tap.

NOTE: A laptop is shown in the connection to illustrate that the other end of HDMI connection is meant for a direct connection to a laptop during meetings. The laptop connection is not required during setup.

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

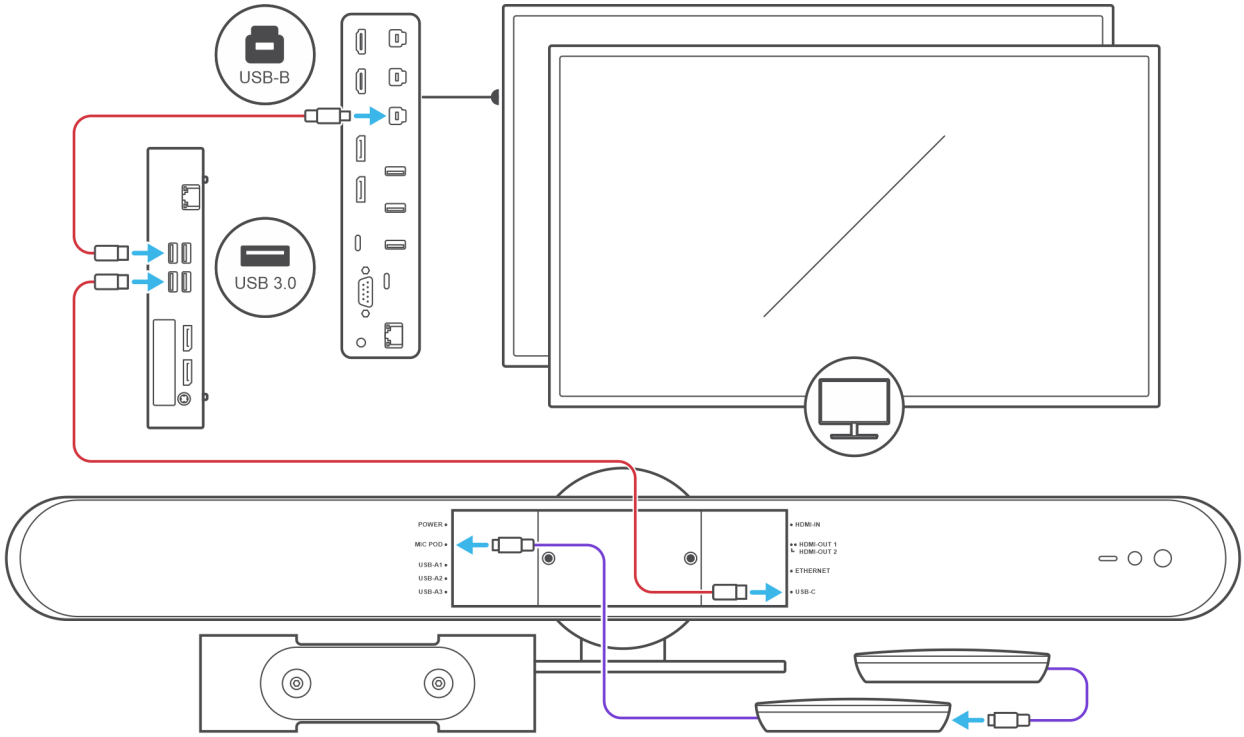


Figure 24. USB and microphone connection diagram

a. Take the USB-A to USB-B adapter cable and connect the USB-A connector to your OptiPlex 7000 XE Micro.
b. Connect the USB-B connector of the USB-A to USB-B adapter cable to a touchscreen-enabled display to enable touchscreen functionality.
c. Take the USB-A to USB-C adapter cable and connect the USB-A connector to your OptiPlex 7000 XE Micro.
d. Connect the USB-C connector of the USB-A to USB-C adapter cable to your Logitech Rally Bar.
e. Connect the 12-pin captive cable connector of one Logitech Rally Mic Pod to a second Logitech Rally Mic Pod.
f. Connect the 12-pin captive cable connector of the second Logitech Rally Mic Pod to your Logitech Rally Bar Mini.

5. Connect a USB keyboard and mouse to your OptiPlex 7000 XE Micro to facilitate software setup.
6. Power on the OptiPlex 7000 XE Micro. 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 OptiPlex 7000 XE Micro.

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.

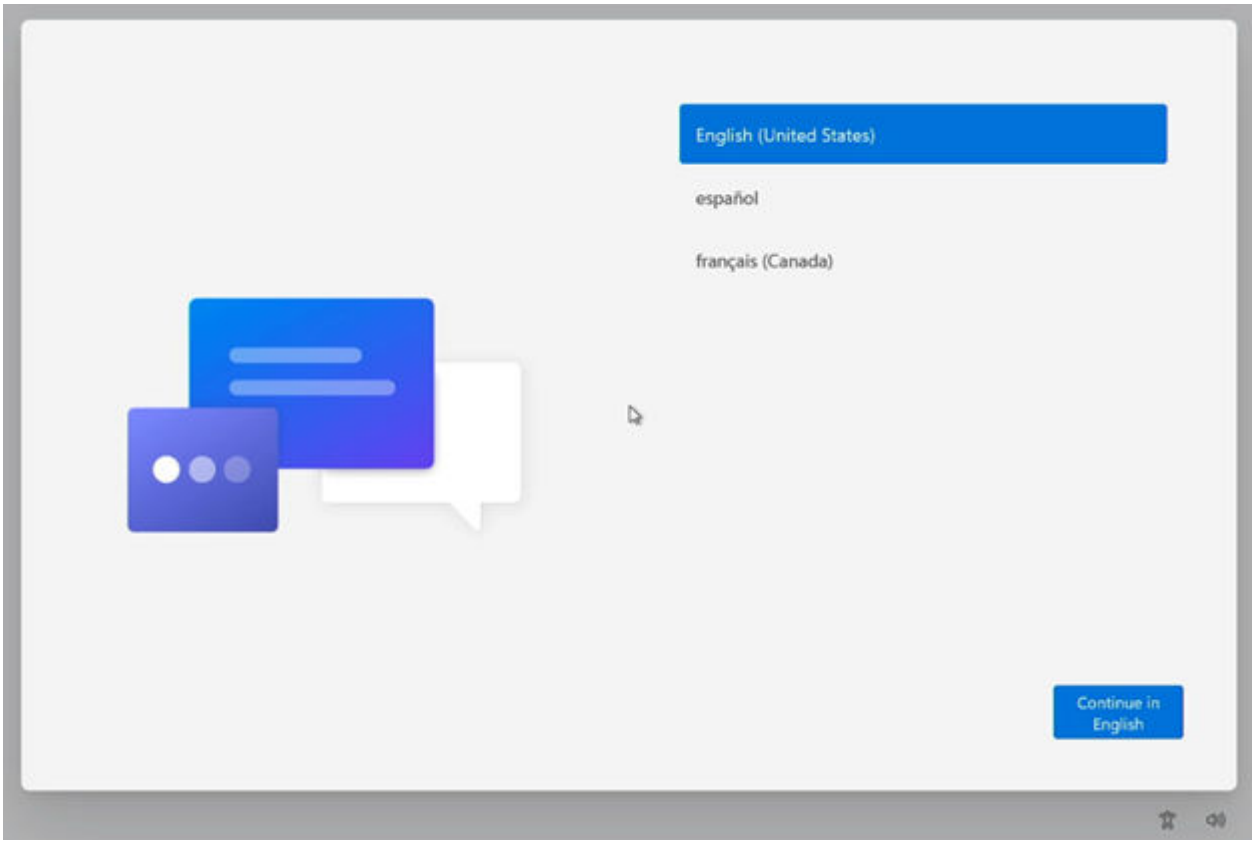
To configure the operating system to use Microsoft Teams Rooms, perform the following procedure:

Steps

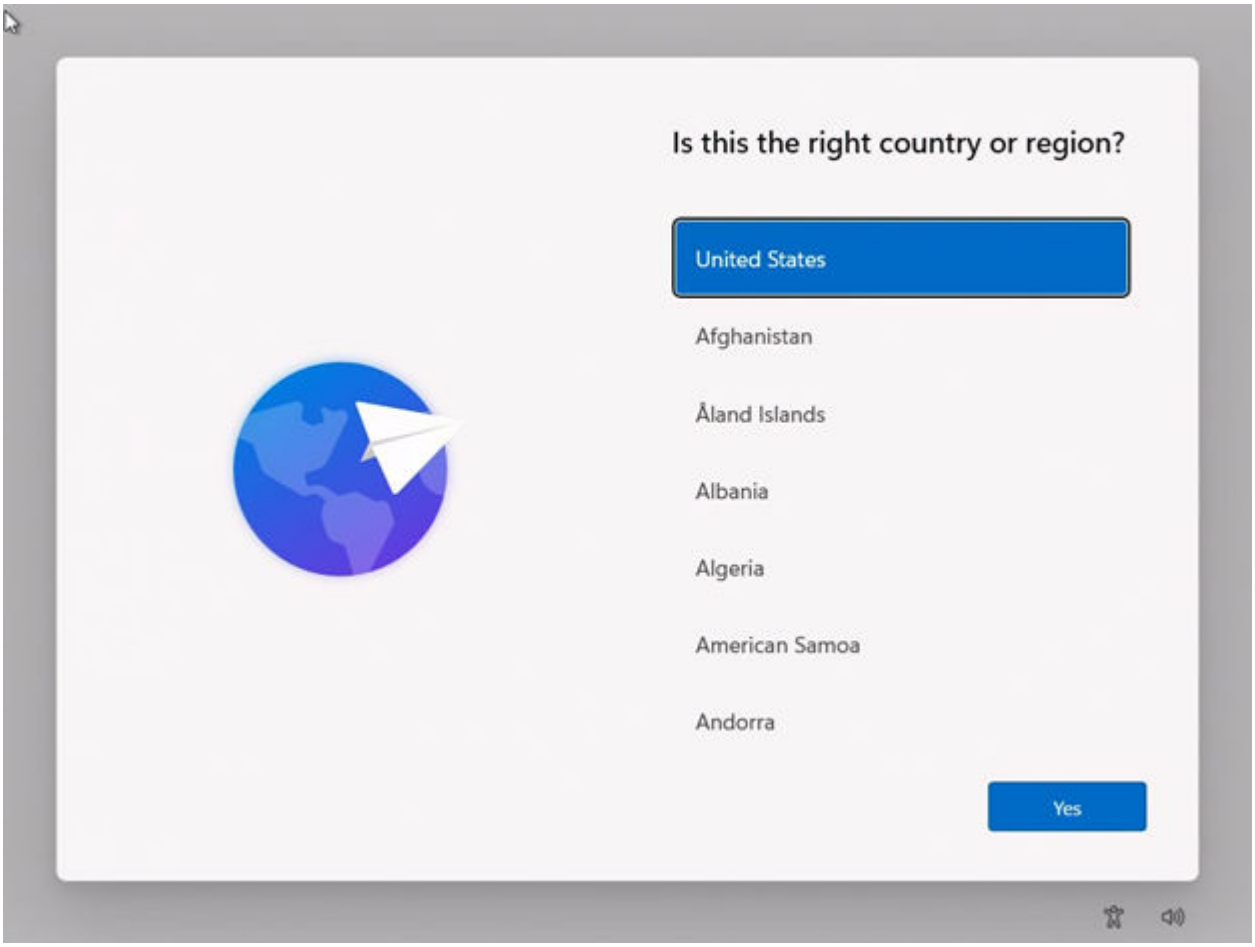
1. Turn on the computer and ensure that you are connected to your local network with Internet connectivity.

   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.

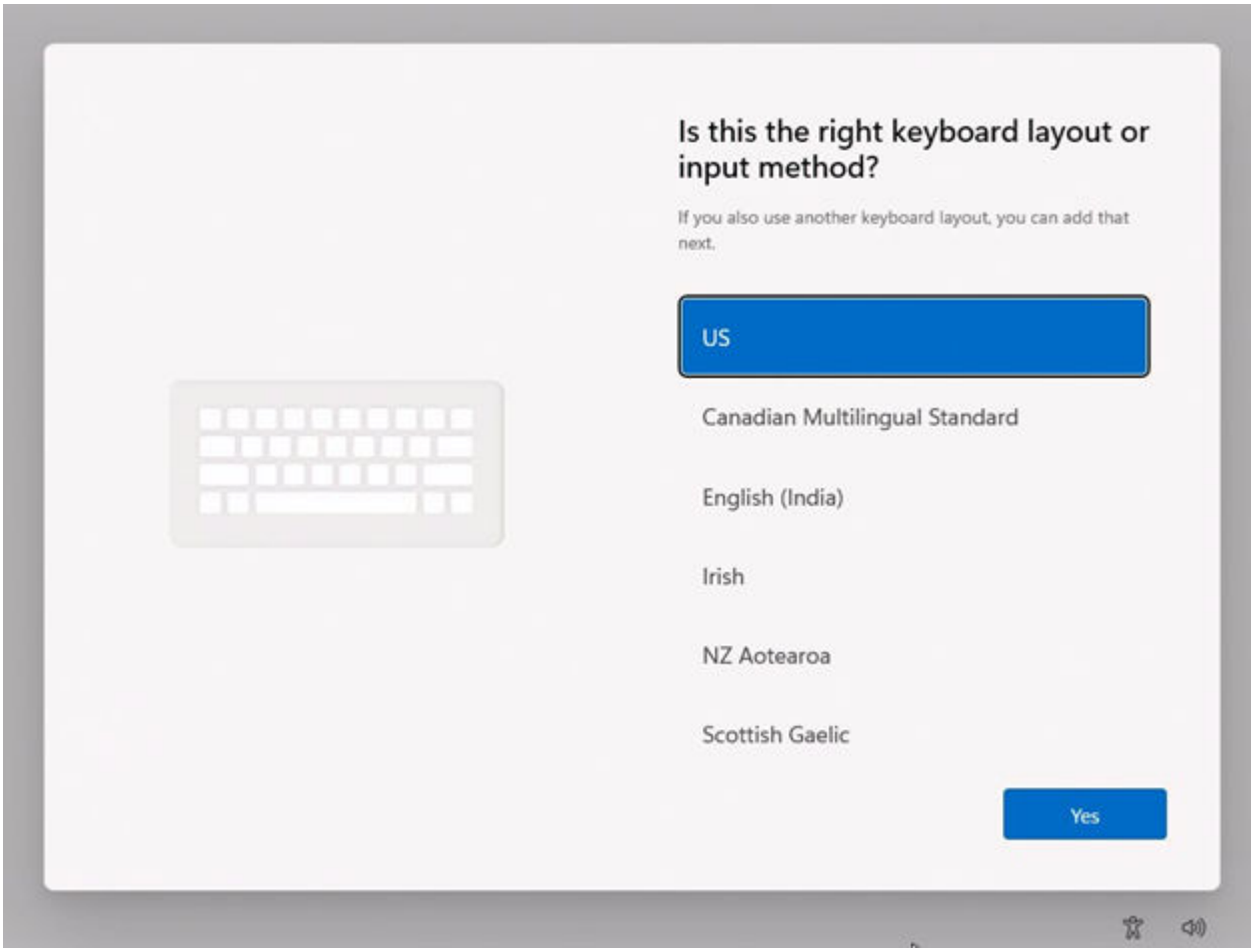
2. Select the language from the list, and click **Yes**.



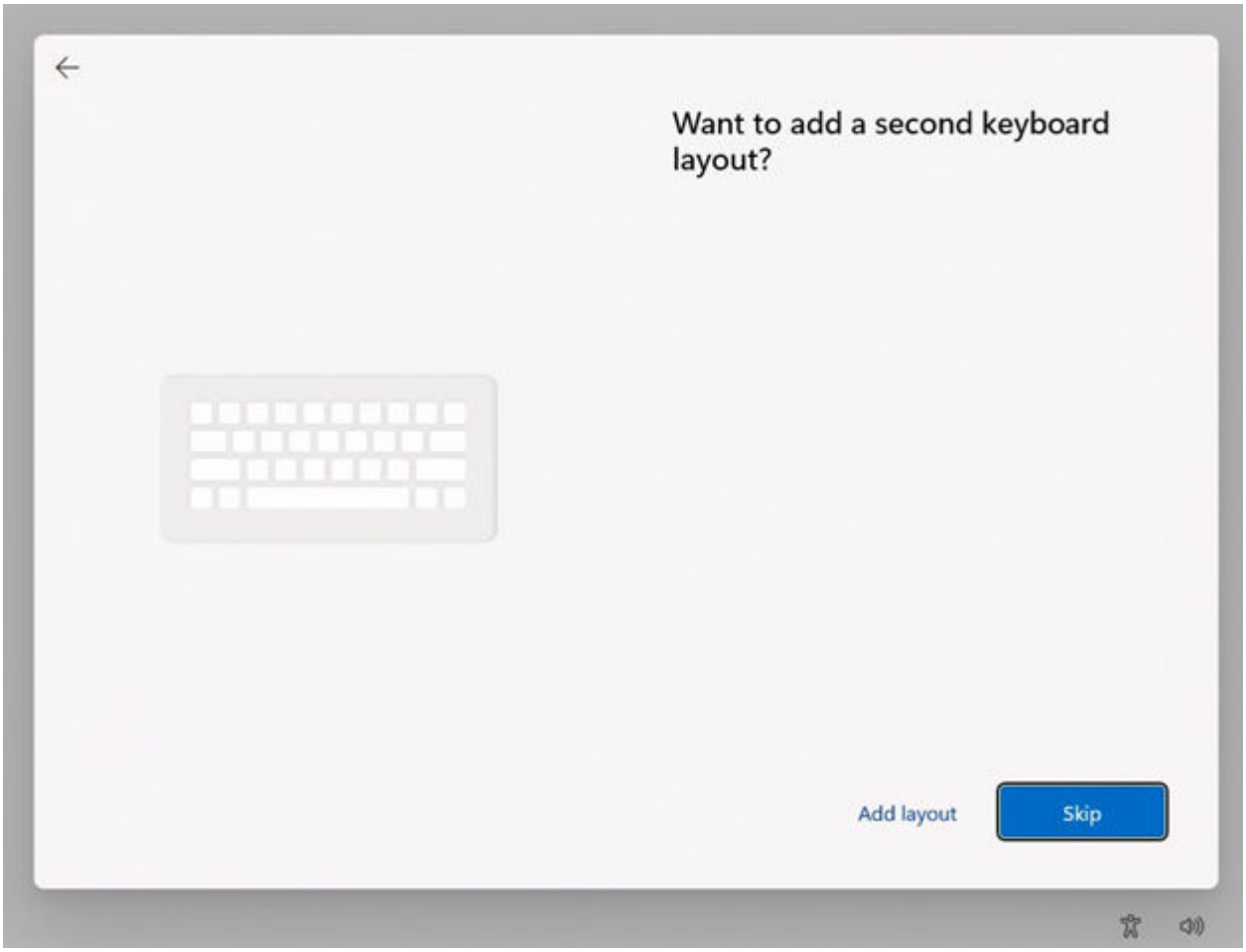
3. Select the region from the list, and click **Yes**.



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



5. Select a second keyboard layout if required and click **Add Layout**. Else, click **Skip** to proceed with the configuration.



6. To complete the setup, click **Accept** on the Microsoft Software License Terms and go to **Next**.
7. The **User Account** screen is displayed.
8. 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.
9. 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.

6

Getting help

Contacting Dell

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:

NOTE: Dell ProSupport for Video Conferencing Room Solutions is only available for Fixed Room Configuration purchases.

Steps

1. **Locate the Service Tag**: Customers should find their seven-digit service tag, which is located on the Dell OptiPlex or in the BIOS.
2. **Contact Dell Support**: Reach out to Dell Support at Contact Us and describe the issue to an agent. The agent logs the case, assigns a case number, and begins remote diagnosis. If the issue is traced to Dell parts, the agent will guide the next steps.
3. **Contact Logitech (if needed)**: If Logitech parts are identified as the issue, the customer is directed to contact Logitech. Since *Dell ProSupport for Video Conferencing Room Solutions* includes Logitech Select, the Dell agent provides a digital transfer link for the customer to complete the Logitech Select Support onboarding process.

7

Revision history

Tracks all updates that are made to the document. It typically includes the date of change, version number, and a brief description of the modification. This log helps maintain transparency, accountability, and a clear timeline of progress.

Table 5. Revision history

Revision	Date	Description
A00	05-06-2025	Original publish date.
A01	07-01-2025	Refined touchscreen support for each room type.