

Installation Guide: Audiovisual Hardware Equipment Setup

1. Purpose and Scope

This guide is for on-site technicians to install and configure meeting room hardware.

2. Pre-Install Instructions

- Follow the checklist: Confirm all equipment and boxes match the packing list.
- Photograph the room, displays, and under the table.
- Neatly organize equipment and materials.
- Report missing or damaged parts.

Materials Checklist:

- Intel NUC, Logitech PC Mount, 25M USB-C Cable, Touch Controller, Tap Scheduler, Velcro, Zip Ties, Adhesive Tabs.

3. Installation Steps

Mounting and Connecting the Intel NUC

1. Attach the Intel NUC to the Logitech PC Mount. Ensure ports align with the cable retention system.
2. Mount the unit on the wall with cable retention brackets facing down.
3. Connect cables according to the provided diagram. Key connections:
 - **Power:** Wall/strip
 - **HDMI 1 & 2:** Displays 1 & 2
 - **USB 1:** POE Injector
 - **USB 2:** Camera
 - **RJ45:** Network port

Mounting and Connecting the Touch Controller

1. Secure the POE Injector under the table using adhesive tabs and zip ties.
2. Connect the RJ45 cable from the POE Injector to the Touch Controller.
3. Attach an HDMI cable to the Touch Controller's input for participant screen sharing.

Mounting and Connecting the Tap Scheduler

1. Mount the device on drywall, glass, or mullion following the included diagrams.
2. Connect it to a powered network port.

4. Software Configuration

Initial Setup

1. Accept the Microsoft License Terms.

2. Enter the Microsoft Teams Room account credentials.
3. Disable Cortana and finalize setup.

Updating the OS

1. From the Touch Controller, go to Settings > Windows Update.
2. Check for updates. Install only official releases.

Setting Up Camera, Audio, and Dual Monitors

1. Adjust audio/camera settings under Peripherals in the Settings menu.
2. Enable Dual Monitor Mode under Device Settings if using two displays.

5. Testing and Optional Settings

Performing a Test Call

- Call a test contact to ensure functionality.

Optional Settings

- Configure meeting options under Meetings Settings.
- Log in to a different account via Account Settings.
- Change the background image under Select a Background.

6. Post-Install Checklist

- Confirm functionality and alignment of all equipment.
- Clean the room and remove trash.
- Take post-install photos and obtain customer sign-off.

7. Revision History

Revision #	Date	Revision History	Revised By