OWL LABS®

MICROSOFT TEAMS MEETING ROOM TECH GUIDE

A quick guide for Microsoft Teams Rooms IT setup, from hardware to software to collaboration tips.

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Incredible content just ahead. Here's what's inside.

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THE BASICS

Modernizing workspaces for hybrid collaboration with Microsoft Teams Rooms.

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Microsoft Teams Rooms are smart meeting spaces designed for modern collaboration at work. Today, more than 1 in 3 employees work hybrid or remote. Hybrid and flexible work have become key factors for boosting productivity and employee engagement — over half of employees (both individual contributors and managers) feel more productive working in a hybrid format.

To support hybrid work, businesses have had to adapt their policies, technology, and physical office spaces. In 2024, 24% of organizations reported upgrading their video meeting technology, 23% increased their office space, and 16% expanded collaboration and meeting spaces. One of the most popular solutions for hybrid organizations is **Microsoft Teams Rooms.**

What is Microsoft Teams?

Microsoft Teams is a group chat software suite powering collaboration, encompassing video conferencing, messaging, meeting, and calling.

What is a Microsoft Teams Room?

Microsoft Teams Rooms refers to both:
1. The software powering the in-room setup that allows you to walk in and start a Teams meeting, and
2. The space itself.

For every Teams Room, an organization needs a dedicated Teams Room subscription, which is different from a standalone Teams license for general collaboration and video conferencing.

What's in a smart hybrid meeting room?

Smart meeting room benefits	Smart meeting room features
• Scalable to any meeting space	• AI-powered audio and video
• Inclusive	• Video layouts for teams
• Secure	• Advanced device and software security
• Easy to set up and use	• Wireless connections
• Designed for different use cases and groups	• Intelligent speakers and content capture
• Flexible	• One-touch join
• Built for organizations	• Syncs with Microsoft calendar
• Enable real-time collaboration	• Admin center for device management

Scalable to any meeting space

Enable real-time collaboration

Key use cases for Microsoft Teams Rooms

Small meetings
1-5 people in person + remote attendees

Large meetings
12+ people in person + remote attendees

Events
Large groups in person + live streaming

Classes
12+ students in person + remote students

Presentations
1-5+ people in person + remote attendees

Interviews
1-12+ interviewers in person + remote interviewee(s)

Small meetings

Presentations

IT SETUP

How to set up a Microsoft Teams meeting room.

Recommended smart room setups

All Microsoft Teams Rooms require either a participant laptop,
an in-room laptop or computer, or a desktop computer.

Huddle rooms, small conference rooms

UP TO 5 PEOPLE IN THE ROOM

Computer + Meeting Owl + Monitor

Explore small meeting room solutions

Recommended smart room setups

All Microsoft Teams Rooms require either a participant laptop,
an in-room laptop or computer, or a desktop computer.

Medium conference rooms

UP TO 9 PEOPLE IN THE ROOM

Computer + Meeting Owl + Owl Bar + Monitor

Explore medium meeting room solutions

Recommended smart room setups

All Microsoft Teams Rooms require either a participant laptop,
an in-room laptop or computer, or a desktop computer.

Large conference rooms or event spaces

UP TO 18 PEOPLE IN THE ROOM, TRADITIONAL LAYOUT

Computer + Meeting Owl + Meeting Owl + Monitor(s)

Explore large meeting room solutions

Recommended smart room setups

All Microsoft Teams Rooms require either a participant laptop,
an in-room laptop or computer, or a desktop computer.

Classrooms or boardrooms

UP TO 18 PEOPLE IN THE ROOM, U-SHAPED LAYOUT

Computer + Meeting Owl(s) + Whiteboard Owl(s) + Expansion Mic(s) + Monitor(s)

Explore classroom/boardroom meeting room solutions
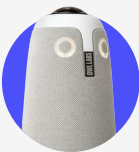
How to set up a Microsoft Teams meeting room

To turn a meeting space into a smart Microsoft Teams meeting room that enables easier hybrid collaboration, you'll need to choose the best **hardware** and **software** (a Microsoft Teams plan and license) combination for your use case.

Microsoft Teams Rooms software

First — choose your Microsoft Teams plan and Teams Rooms license. Microsoft Teams Rooms Basic is ideal for smaller organizations with fewer team members and meeting spaces. Microsoft Teams Rooms Pro offers more licenses for medium or enterprise organizations, or smaller businesses with lots of meeting rooms or more advanced requirements.

Certified Microsoft Teams Rooms hardware devices

Next, choose the best Teams certified hardware to power your organization's hybrid meeting spaces.

Standalone devices			**Room kits**	
1-5 people in person + remote attendees			*For rooms with in-room computer power and tablet controllers*	
Meeting Owl 3	Meeting Owl 4+	Owl Bar	Lenovo ThinkSmart Tiny Kit	MAXHUB XCore Kit

Explore more Microsoft Teams Rooms certified devices + room kits →

Power smarter hybrid meetings

To round out the hybrid meeting room audiovisual experience, Owl Labs' AI-powered Owl Intelligence System complements Microsoft Teams Rooms with intelligent auto-focus during meetings, enhanced presentations, and smart camera controls.

Get a step-by-step tutorial on running Microsoft Teams meetings with your Meeting Owl → 🎥 Watch the video

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MEETING TIPS

Ways to run better hybrid meetings.

Ways to run better hybrid meetings

According to the 2024 State of Hybrid Work, 86% of employees have at least one virtual or hybrid meeting per week, and 83% have at least one face-to-face meeting each week. But with their current workplace hybrid work setup, many employees aren't equipped for effective and productive meetings.

Hybrid meeting challenges
72% of employees report **lost time due to technical difficulties.**
70% of employees report **not being able to see faces and missing visual cues.**
71% of employees report **not being able to hear everyone,** and 64% of employees have found it **hard to contribute to conversations.**
65% of employees have felt **disengaged during hybrid meetings.**
59% of employees report **not being able to see the whiteboard.**
57% of employees have **felt left out during hybrid meetings.**

Data from the [2024 State of Hybrid Work](#).

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Hybrid meeting solutions

Use **one-touch, reliable meeting solutions** with AI-powered audio and video.

Invest in **360-degree, intelligent cameras that highlight the speaker** and use HD resolution.

Make sure you're using the **right equipment for the size and type of space,** and add Expansion Mics in any space larger than 18ft.

Use software and hardware options that support **responsive video conferencing layouts** and don't lag or freeze.

Set up smart tools like the Whiteboard Owl that has **cutting-edge technology to display the whiteboard** for remote participants.

Equip your meeting spaces for hybrid collaboration and actively combat proximity bias by **fostering an equitable hybrid work culture.**

HYBRID TEAM TECH

See how workplace tech has evolved to support hybrid collaboration.

See how workplace tech has evolved to support hybrid collaboration

Let's get into the nitty-gritty technical details that impact hybrid work for a moment. Over time, hybrid collaboration has gotten better, a whole lot better. And that's thanks to engineers who have been busy making updates specific to hybrid work requirements.

At Owl Labs, we've been tinkering with video conferencing technology for over a decade. Some of our noteworthy innovations powering better hybrid collaboration are:

The Owl Intelligence System
The AI-powered Owl Intelligence System intelligently autofocuses on whoever is speaking using vision, voice, and motion. The software powering Owl Labs' technology can also enhance the presenter or whiteboard and offers options to customize meeting experiences.

Plug-and-play meeting capabilities
Hybrid teams can sync in seconds by plugging our technology into a host computer via USB-C and then starting a meeting on Microsoft Teams or another video conferencing platform.

360° panoramic meeting views
A 360° panoramic view of the room and face-to-face view autofocuses on the speaker, taking the work off of in-room participants and creating more natural, engaging hybrid meeting environments.

Flexible audiovisual tools for any sized space
With our suite of tools for any sized space or use case, companies can create custom meeting rooms at scale. Between the Meeting Owl, Owl Bar, and other Owl Labs accessories, any space can become a hybrid collaboration area.
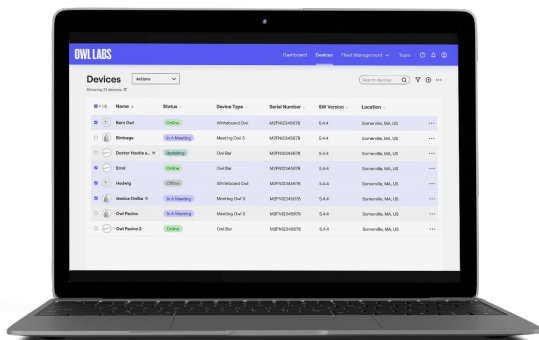
Meeting device management tools

Keep an eye on your organization's hybrid meeting devices and maintain security with these IT admin tools.

The Nest

Organize your Owl Labs devices in one place, and as a team. Adjust device settings, manage software updates, monitor device health, and access meeting and room analytics.

Microsoft Teams Admin Center (TAC)

Enroll and manage Microsoft Teams Rooms devices, including Meeting Owls, when paired with other Teams Rooms devices. And, access meeting analytics.

Microsoft Intune

Securely manage Microsoft user identities and access to organizational resources. Simplify app and device management across mobile devices, desktop computers, laptops, and virtual endpoints.

[Owl Labs users, explore The Nest →](#)

[Learn more about the Teams Admin Center →](#)

[Get an overview of Microsoft Intune →](#)

FAQS

Frequently asked questions about Microsoft Teams Rooms.

Frequently asked questions about Microsoft Teams Rooms

How do I set up a Teams meeting room?

First, make sure you've got a Microsoft Teams account and Teams Rooms license. Then, equip your meeting room with a computer, a monitor, and a Teams certified video conferencing device, like the Meeting Owl or Owl Bar.

How do I set up a computer as a Teams room?

As the dedicated computer for your Teams Rooms, you can use a laptop, a computer, or a mini computer. Then, connect your choice of Teams certified video conferencing camera and monitor, and start Teams meetings in one click.

What are the main components of a Microsoft Teams room?

Microsoft Teams Rooms combine the powerful features of the Teams platform with trusted hardware partners to enable seamless hybrid collaboration. The Teams Rooms app and connected in person and virtual systems help facilitate better meeting experiences.

What are the certified hardware options for Microsoft Teams rooms?

Microsoft Teams Rooms certified devices include recommended headsets, Teams panels, speakerphones, desk phones, Teams displays, monitors, web cameras, and accessories from trusted partners.

Does the Meeting Owl work with Teams?

Yes, it sure does! The Meeting Owl is a certified Teams Rooms device. Here's the guide to starting a meeting in Microsoft Teams using a Meeting Owl.

Does the Meeting Owl require meeting software?

The Meeting Owl is powered by the Owl Intelligence System, a smart software system. To run hybrid meetings with the Meeting Owl, set up your Owl, download the Meeting Owl App, and plug the Meeting Owl into your computer. Then, host meetings using your preferred video conferencing platform (like Microsoft Teams), and choose the Meeting Owl as the camera, speaker, and microphone.

Transform your workspaces into smart meeting rooms

Create an inclusive work environment for hybrid teams with tech purpose-built for easier collaboration.

Meeting Owl 4+

Enable high-definition, engaging hybrid experiences with 4K UHD resolution and enterprise device management features.

Shop Meeting Owl 4+

Meeting Owl 3

Create an immersive hybrid meeting experience in any space with the intelligent 360° conference camera, mic, and speaker that gets smarter over time.

Shop Meeting Owl 3

Owl Bar

Capture every angle of the room and allow remote participants to see and hear the action from anywhere.

Shop Owl Bar

See them in action