# Installation pack

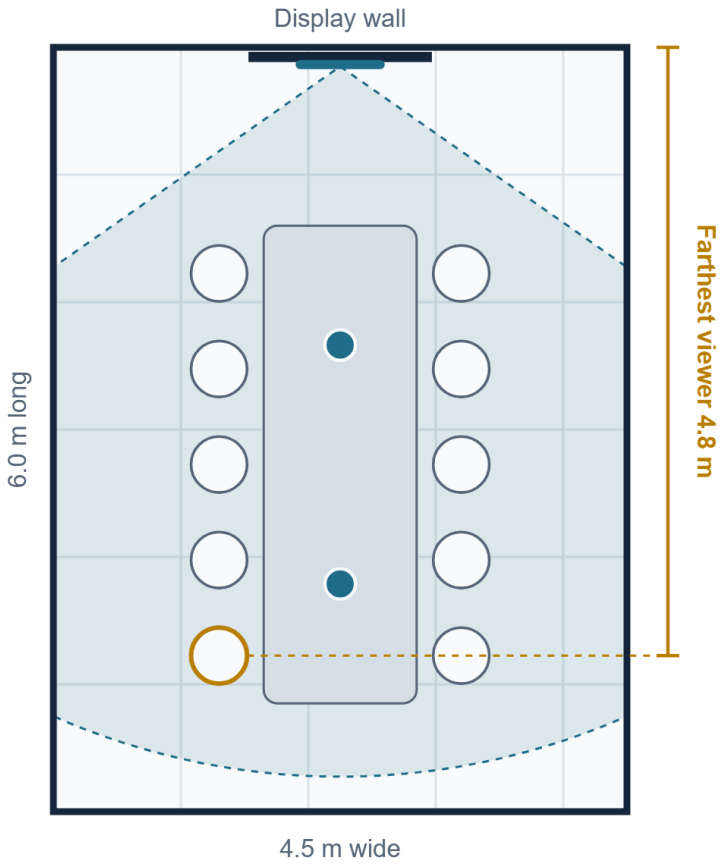
Sample meeting room

Prepared by Your company

30 October 2026

| Code | Space | Type | Install hours |
|---|---|---|---|
| R01 | Sample meeting room | Boardroom | 17.4 |

# R01 Sample meeting room: layout and rack



# R01 Sample meeting room: cable schedule

| Label | From | To | Cable | Length |
|---|---|---|---|---|
| R01-HDMI-01 | Logitech Rally Bar 2 | 65" display | HDMI cable | 2 m |
| R01-NET-01 | PoE network switch | Building network | Cat6 patch lead | 2 m |
| R01-NET-02 | Logitech Rally Bar 2 | PoE network switch | Cat6 patch lead | 2 m |
| R01-NET-03 | Logitech Tap IP 2 | PoE network switch | Cat6 cable run | 7.5 m |
| R01-AUD-01 | Logitech Rally Mic Pod x2 | Logitech Rally Bar 2 | Microphone cable (maker's own) | 7.5 m |
| R01-AUD-02 | Logitech Rally Mic Pod x2 | Logitech Rally Bar 2 | Microphone cable (maker's own) | 7.5 m |
| R01-HDMI-02 | Table HDMI input | Logitech Rally Bar 2 | HDMI cable | 7.5 m |
| R01-USB-01 | Table BYOD connection | Logitech Rally Bar 2 | Active USB extension | 7.5 m |
| R01-NET-04 | Logitech Tap Scheduler 2 | PoE network switch | Cat6 cable run | 15 m |
| R01-NET-05 | Managed PDU | PoE network switch | Cat6 patch lead | 2 m |
| R01-NET-06 | 65" display | PoE network switch | Cat6 patch lead | 2 m |
| R01-NET-07 | Occupancy sensor | PoE network switch | Cat6 cable run | 7.5 m |

# R01 Sample meeting room: commissioning and test sheet

| Area | Test | Expected result | Pass | Notes |
|---|---|---|---|---|
| Display | Powers on and off from the room control or system | Wakes within 30 s; sleeps after the meeting | | |
| Display | Each source shows full screen at native resolution | No overscan, black bars or flicker | | |
| Platform | Signed in to Teams Rooms with the room or lectern account | Shows the room calendar | | |
| Platform | Test call in and out; share content from a laptop | Clear audio both ways; content within 3 s | | |
| Camera | Framing and tracking cover every seat or the presenter zone | Nobody cut off; presets saved | | |
| Audio | Speak at every seat at normal level; far end confirms | Even level, no dropouts | | |
| Audio | Far end hears no echo with room audio at normal level | No echo or pumping | | |
| Audio | Mute from controller and devices stays in sync | Mute LEDs match | | |
| Audio | Playback level and coverage across the seating | Even within about 3 dB | | |
| Control | Start, end, source and volume from the touch panel | Every button works; shutdown resets the room | | |
| Scheduling | Panel shows bookings and allows ad-hoc booking | Status lights match | | |
| Support | Each PDU outlet labelled and remote power-cycle tested | Device restarts and reconnects | | |
| Network | DHCP reservations, VLAN and internet access to cloud portals | Every device online in its portal | | |
| Handover | Asset register completed and user guide left in the room | Signed by the client | | |

Commissioned by _____

Date _____

# As-built asset register

| Asset ID | Space | Category | Manufacturer | Model | Serial | MAC | IP address | Firmware |
|---|---|---|---|---|---|---|---|---|
| R01-001 | Sample meeting room | Display | | 65" commercial 4K display | | | | |
| R01-002 | Sample meeting room | Video system | Logitech | Logitech Rally Bar 2 | | | | |
| R01-003 | Sample meeting room | Controller | Logitech | Logitech Tap IP 2 | | | | |
| R01-004 | Sample meeting room | Microphones | Logitech | Logitech Rally Mic Pod | | | | |
| R01-005 | Sample meeting room | Microphones | Logitech | Logitech Rally Mic Pod | | | | |
| R01-006 | Sample meeting room | Connectivity | | Table HDMI input with cable retractor | | | | |
| R01-007 | Sample meeting room | Connectivity | | Wired BYOD: Logitech Extend (952-000188) | | | | |
| R01-008 | Sample meeting room | Scheduling | Logitech | Logitech Tap Scheduler 2 | | | | |
| R01-009 | Sample meeting room | Remote support | | Managed IP PDU, 8 switched and metered outlets | | | | |
| R01-010 | Sample meeting room | Remote support | Atlona | Atlona AT-OCS-900N network occupancy sensor | | | | |

## Handover

Handed over by _____

Accepted by (client) _____

Support contact _____

Date _____