

Sample meeting room

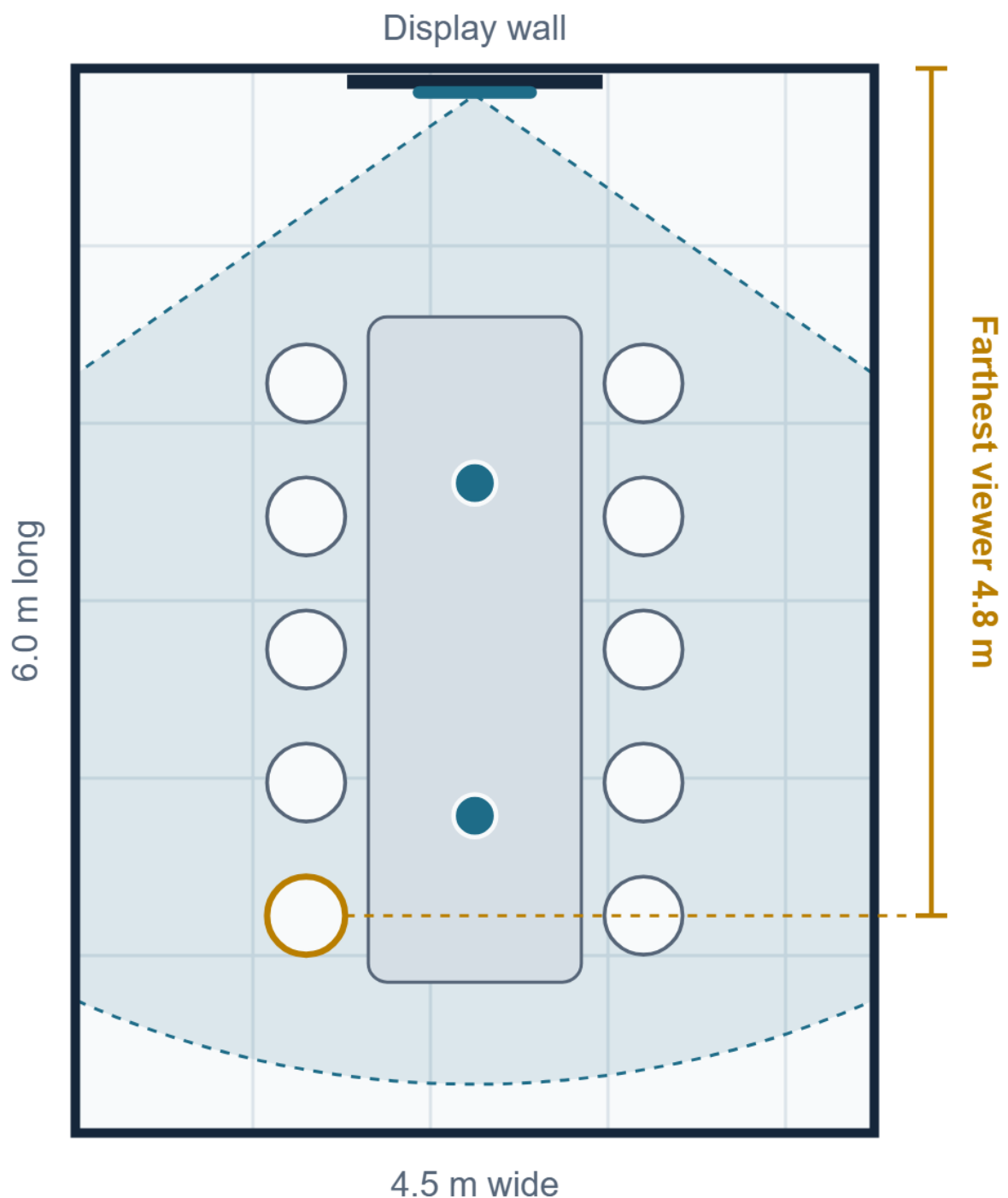
Teams Rooms on Android, 10 seats, 6.0 x 4.5 m

Prepared for Sample client

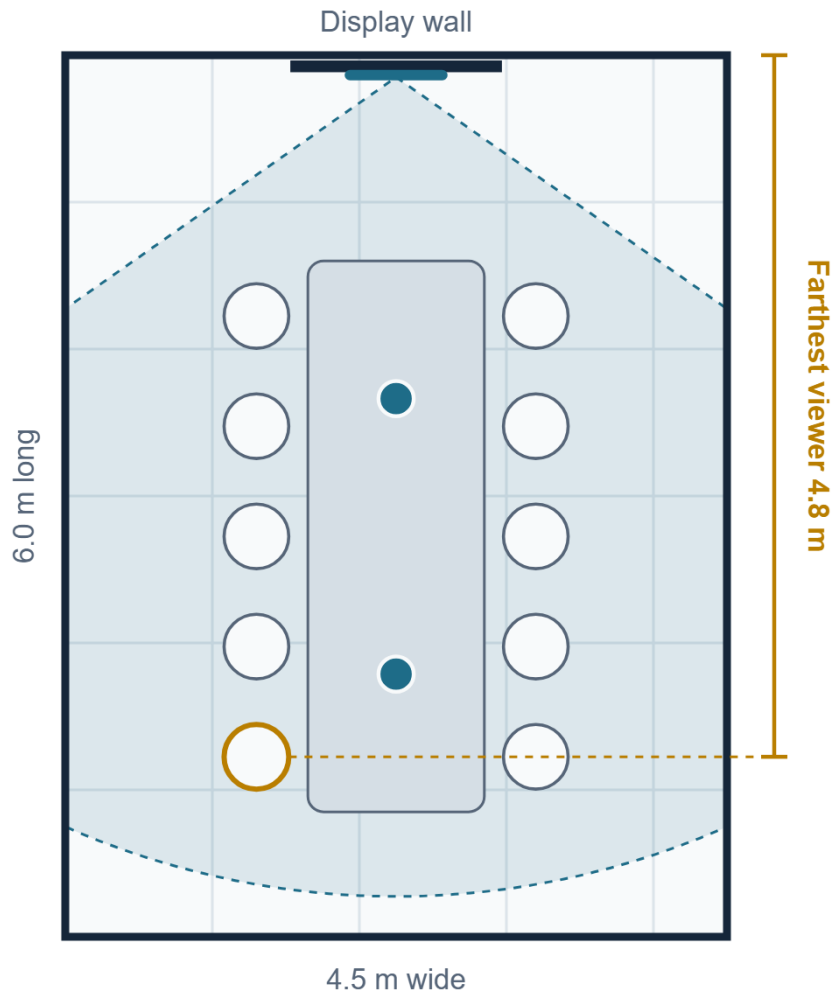
Prepared by Your company

30 October 2026

One 65" display, Logitech Rally Bar 2, 2 table microphones.



Room plan and site notes



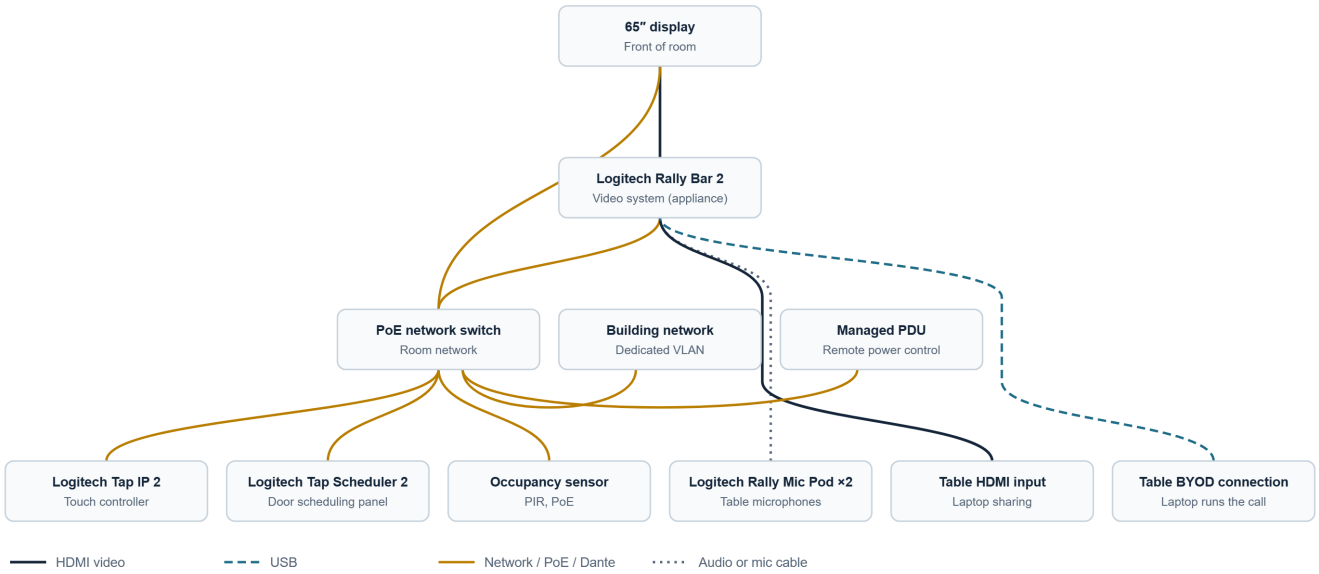
BYOD: Logitech lists Extend for Rally Bar, Rally Bar Mini and Rally Bar Huddle on Teams Rooms on Android, Zoom Rooms and Google Meet; confirm Rally Bar 2 and RoomMate with Rally Plus with Logitech. The laptop needs USB-C with DisplayPort Alt Mode.

Remote support: connect each display to the network for remote power and status, give every device a DHCP reservation, and put the room on its own VLAN.

Bill of materials

Category	Model	Qty	Certified until	Why
Display	65" commercial 4K display	1	-	0.8 m image height suits a farthest viewer at 4.8 m (6x rule).
Mounting	Display wall mount	1	-	Fixed or low-profile tilt mount.
Video system	Logitech Rally Bar 2	1	Aug 2028	Sized for a medium room.
Controller	Logitech Tap IP 2	1	Oct 2028	Starts and controls meetings from the table.
Microphones	Logitech Rally Mic Pod	2	Check the maker's certified peripherals list	About one per six seats; the bar alone won't reach 4.8 m.
Speakers	Built into the video system	Included	-	Covers a room this size.
Connectivity	Table HDMI input with cable retractor	1	-	Wired laptop sharing from the table.
Connectivity	Wired BYOD: Logitech Extend (952-000188)	1	-	Lets people run a call from their own laptop on the room camera, microphones and speakers.
Scheduling	Logitech Tap Scheduler 2	1	Check the maker's certified peripherals list	Shows availability at the door and releases no-show bookings.
Remote support	Managed IP PDU, 8 switched and metered outlets	1	-	Powers the 2 AV devices so engineers can check and power-cycle each one remotely.
Remote support	Atlona AT-OCS-900N network occupancy sensor	1	-	PIR with temperature and light sensing; standard lens covers up to 84 m2. Sends occupancy over MQTT, TCP or WebSocket to any monitoring platform; use the blinder to mask the door.
Network	Network ports	6	-	PoE where devices need it; a dedicated VLAN is good practice.
Licence	Microsoft Teams Rooms Pro	1	-	Annual, one per room. Basic covers core meetings for up to 25 rooms.
Cables	Active USB extension, 7.5 m	1	-	Estimated from room size; measure on site.
Cables	Cat6 cable run, 7.5 m	2	-	Estimated from room size; measure on site.
Cables	Cat6 cable run, 15 m	1	-	Estimated from room size; measure on site.
Cables	Cat6 patch lead, 2 m	4	-	Local connection at the display wall.
Cables	HDMI cable, 2 m	1	-	Local connection at the display wall.
Cables	HDMI cable, 7.5 m	1	-	Estimated from room size; measure on site.
Cables	Microphone cable (maker's own), 7.5 m	2	-	Estimated from room size; measure on site.

Connections and installation



Typical connections. Confirm ports, cable types and lengths against each maker's installation guide.

Task	Qty	Hours
Mount and connect 65" display	1	1.5
Install video system	1	1.0
Install controller	1	0.5
Install table microphones	2	1.0
Fit table HDMI input	1	1.0
Fit table BYOD connection	1	1.0
Install managed PDU and map outlets	1	1.0
Install occupancy sensors	1	0.8
Enrol devices in management portals and hand over to support	1	2.0
Install scheduling panel	1	0.8
Pull and terminate cable runs	7	2.1
Patch and dress local cables	5	0.3
Teams Rooms account and device setup	1	1.0
Commission and test	1	3.5
Total		17.4

Acoustics, power and accessibility

Acoustics

Estimated reverberation time 0.34 s (target 0.5 s or less): good for video calls.

No acoustic treatment needed on these assumptions.

Power and network

2 double sockets at the display wall. 6 network ports, 3 PoE, 46.2 W of PoE allocation by class. Recommended switch: 8-port PoE with at least 60 W budget.

PoE device	Qty	Class	Each	Total
Logitech Tap IP 2 802.3af Type 1, Class 3	1	3	15.4 W	15.4 W
Logitech Tap Scheduler 2 * Assumed same as Tap Scheduler (Class 3)	1	3	15.4 W	15.4 W
Atlona AT-OCS-900N networ... 802.3af; class not published, budgeted at the af maximum	1	0	15.4 W	15.4 W

* PoE class not confirmed in the maker sources checked; budgeted at 15.4 W. Check the datasheet.

Accessibility

Mount the door panel and any wall controls between 0.75 m and 1.2 m above the floor so everyone, including wheelchair users, can reach them (TGD Part M and BS 8300).

Place the table controller near the table edge rather than the centre, so it can be reached from a wheelchair.

Keep at least one table position with clear knee space and about 1.5 m turning space for a wheelchair.

Turn on live captions in Teams Rooms; at 65" caption text stays readable from the back row.

Light faces evenly from the front to help lip-reading and the camera; avoid strong light behind the display.

Consider a hearing loop or other assistive listening system, especially for client-facing or public rooms.

Remote monitoring and support

Management portal	Covers
Microsoft Teams admin center	Teams Rooms device status, updates and settings
Microsoft Teams Rooms Pro Management	Monitoring, alerting and remote fixes; included with Teams Rooms Pro
Logitech Sync	Logitech devices: firmware, status and settings
Atlona Velocity, or MQTT into your monitoring platform	Atlona occupancy sensor: presence, temperature and status
Display network control	Power and status for each display through your monitoring platform or the display maker's tool
PDU web interface and SNMP	Outlet power-cycling and power monitoring from your NOC

Network device	Qty	Connection	Notes
65" commercial 4K display	1	Data	Enable network standby and remote power; turn off consumer smart features.
Logitech Rally Bar 2	1	Data	Gigabit; outbound HTTPS and media ports to the meeting platform.
Logitech Tap IP 2	1	PoE, class 3	802.3af Type 1, Class 3
Logitech Tap Scheduler 2	1	PoE, class 3	Class not confirmed; check the datasheet.
Atlona AT-OCS-900N network...	1	PoE, class 0	802.3af; class not published, budgeted at the af maximum
Managed IP PDU, 8 switche...	1	Data	Static IP or DHCP reservation; allow web and SNMP from the NOC only.

Outbound HTTPS (TCP 443) to each cloud management portal listed above.

Microsoft Teams media: UDP 3478-3481 outbound, plus the Microsoft 365 endpoints Microsoft publishes.

DNS and NTP for every device; no inbound ports needed for cloud monitoring.

Check each maker's current firewall list before go-live; these change.

Design approval

I approve the design in this proposal as the basis for a quotation. Final equipment, quantities and prices are confirmed in the quotation.

Name _____

Company _____

Signature _____

Date _____