

## Room Assessment

# Are your Collaboration Spaces Ready for Return to Work?



Workplaces are going through unprecedented changes right now. A new set of social, economic, and technology trends are reshaping how people work, where they work, and how work gets done. Collaboration technology, especially video collaboration, continues to play an important role in this shifting reality of keeping people connected and engaged.

But for many IT and Facilities leaders, the pressure to keep these systems running at peak performance is a challenge. Technology changes quickly, and your video enabled collaboration spaces were likely at their best the day they were installed. Assessing and fine-tuning these spaces on a regular basis is vital in ensuring these assets are optimized and serving the needs of your business.

### What is the Process?

We take a structured approach to making sure your meeting and collaboration spaces are performing as designed.

#### Step #1: Verify Room Functionality

Verify the following:

- ▶ User Interfaces
- ▶ Displays and Sources
- ▶ Inputs
- ▶ Test Call
- ▶ Audio Video Levels

#### Step 2: Document Room System

Perform commissioning of the room including:

- ▶ Room photos, size, seats, non-technology items
- ▶ Create equipment list including make,model, ip, sn, firmware and software versions.
- ▶ Supported platforms recorded test calls

#### Step 3: Room Assessment Review

- ▶ Delivery of commissioning report
- ▶ Review of findings and recommendations
- ▶ Develop road-map

## Benefits

### Verified Functionality

It works like  
it's supposed to!

### Documented Performance

Line drawings, test calls,  
hardware lists

### Increased Adoption

A consistent, reliable user  
experience in every room.

### Reduced Support Tickets

Start with 100%  
functional spaces

Want more information?  
[HelpMe@roomready.com](mailto:HelpMe@roomready.com)