

- ☐ Primary camera(s) appropriate for room size
 - o ☐ Personal workspace: HD webcam (1080p minimum)
 - o ☐ Small meeting room: 4K wide-angle camera or video bar
 - o ☐ Medium conference room: PTZ camera with auto-framing
 - o ☐ Large boardroom: Multiple camera system with presenter tracking
- ☐ Backup camera for redundancy (recommended for critical meeting spaces)
- ☐ Camera mounting hardware appropriate for your space
- ☐ Document camera (if physical materials need to be shown)

- ☐ Primary microphone solution appropriate for room size
 - o ☐ Personal workspace: Headset or desktop speakerphone
 - o ☐ Small meeting room: Conference speakerphone or soundbar with integrated mics
 - o ☐ Medium conference room: Table microphone array
 - o ☐ Large boardroom: Ceiling microphone system
- ☐ Speaker system appropriate for room size
 - o ☐ Small spaces: Integrated speaker in video bar or conference phone
 - o ☐ Larger spaces: Distributed speaker system
- ☐ Acoustic treatment for rooms with echo issues (if needed)

- ☐ Primary display(s) visible to all in-room participants
 - o ☐ Personal workspace: Monitor(s) with minimum 24" size
 - o ☐ Meeting rooms: Large format display (55"+ recommended)
 - o ☐ Larger spaces: Multiple displays or projection system
- ☐ Display mounting hardware or stands
- ☐ Content display for presentation materials (can be same as primary in small rooms)

- ☐ Internet connection (business-grade recommended, minimum 100Mbps)
- ☐ NBN or enterprise fibre connection (preferred for reliability)
- ☐ Network cabling (Cat6 or better recommended)
- ☐ Wireless access point for guest devices
- ☐ Surge protectors and power management
- ☐ Cable management solutions
- ☐ HDMI cables (premium certified cables recommended)

ports for various device connections (USB-C, DisplayPort, etc.)

Control Systems

- ☐ Room control interface (touchscreen panel, tablet, or simplified remote)
- ☐ Meeting scheduling display (for room booking/availability)
- ☐ Wireless content sharing device

Software & Platforms

- ☐ Video conferencing software licenses
 - o ☐ Microsoft Teams
 - o ☐ Zoom
 - o ☐ Webex
 - o ☐ Google Meet
 - o ☐ Other: _____
- ☐ Room booking system (if applicable)
- ☐ Calendar integration
- ☐ Remote management software

PRE-INSTALLATION PLANNING

Room Assessment

- ☐ Room dimensions measured and documented
 - o ☐ Length: _____ m
 - o ☐ Width: _____ m
 - o ☐ Ceiling height: _____ m
- ☐ Seating capacity and configuration: _____
- ☐ Power outlet locations mapped
- ☐ Network port locations identified
- ☐ Natural and artificial lighting conditions assessed
- ☐ Acoustic properties evaluated (echo, ambient noise)
- ☐ Table size and shape documented
- ☐ Wall construction determined (for mounting)
- ☐ HVAC noise levels assessed
- ☐ Window treatments for light control (if needed)

Technical Infrastructure

- ☐ Internet bandwidth tested (upload and download speeds)
- ☐ Network assessment completed
 - o ☐ QoS (Quality of Service) configuration for video priority
 - o ☐ VLANs for video traffic (if applicable)
 - o ☐ Firewall ports configured
- ☐ Power requirements calculated
- ☐ Backup power options considered
- ☐ IT support resources identified

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- ☐ Primary use cases documented
 - o ☐ Internal team meetings
 - o ☐ Client/external presentations
 - o ☐ Training sessions
 - o ☐ Webinars/large virtual events
 - o ☐ Hybrid meetings (in-person + remote)
 - o ☐ Other: _____
- ☐ Average meeting duration: _____
- ☐ Typical number of participants: _____
- ☐ Special accessibility requirements identified

Budget Planning

- ☐ Equipment budget allocated: \$ _____
- ☐ Installation budget allocated: \$ _____
- ☐ Ongoing maintenance budget allocated: \$ _____
- ☐ Software licensing budget allocated: \$ _____

INSTALLATION & SETUP

System Installation

- ☐ Professional installation scheduled
- ☐ Cable routes planned and documented
- ☐ Mounting locations prepared
- ☐ Power management implemented
- ☐ Network configuration completed
- ☐ Equipment secured against theft (if needed)
- ☐ Cable labels applied for future maintenance
- ☐ As-built documentation created

Testing & Calibration

- ☐ Camera angles adjusted and presets configured
- ☐ Audio levels calibrated
- ☐ Echo cancellation tuned
- ☐ Lighting adjusted for optimal video quality
- ☐ Display color calibrated
- ☐ Connection with all required platforms tested
- ☐ Remote management tools configured
- ☐ Room acoustics assessed and adjusted if needed

User Training

- ☐ Basic operation training scheduled
- ☐ Advanced features training scheduled
- ☐ Quick reference guides created



- ☐ Logging procedures documented
- ☐ Contact information posted
- ☐ User feedback mechanism established

MAINTENANCE & SUPPORT

Regular Maintenance

- ☐ Firmware/software update schedule established
- ☐ Quarterly physical inspection scheduled
- ☐ Camera and display cleaning schedule established
- ☐ System restart/refresh schedule determined
- ☐ Battery replacement schedule for wireless components

Support Resources

- ☐ Level 1 support contact: _____
- ☐ Level 2 support contact: _____
- ☐ Vendor support information documented
- ☐ Warranty information filed
- ☐ Spare parts inventory established (if applicable)

Performance Monitoring

- ☐ Usage metrics tracking implemented
- ☐ User satisfaction surveys scheduled
- ☐ Technical performance monitoring configured
- ☐ Quarterly review of system effectiveness scheduled

AUSTRALIA-SPECIFIC CONSIDERATIONS

Compliance & Standards

- ☐ Equipment meets Australian electrical safety standards
- ☐ Telecommunications equipment compliance verified
- ☐ Accessibility requirements addressed
- ☐ Privacy considerations implemented (NOTAM if applicable)

Local Environment Factors

- ☐ Equipment temperature ratings appropriate for Australian climate
- ☐ Humidity considerations addressed (especially for tropical regions)
- ☐ Dust protection for dry inland locations
- ☐ Lightning protection (if in storm-prone regions)

Australian Business Hours

- ☐ System support available during AEST/AEDT business hours



; tools configured for Australian time zones
al meeting time conversion tools available

Australian Supplier Information

- [] Local equipment supplier: Kickstart Computers
 - o [] Phone: 0416 353 501
 - o [] Email: sales@kickstartcomputers.com.au
 - o [] Website: kickstartcomputers.com.au
- [] Service provider contact information
- [] NBN service provider details
- [] Local AV integration partner (if applicable)

NOTES & ADDITIONAL REQUIREMENTS

This comprehensive checklist is provided by Kickstart Computers, Australia's trusted video conferencing specialists since 2007. For personalized assistance with your video conferencing setup, contact our team:

- Call us:** 0416 353 501
- Email:** sales@kickstartcomputers.com.au
- Visit:** kickstartcomputers.com.au/video-conferencing-equipment