



How to Get Started With Teem

Wondering how to get up and running with Teem, so you can eliminate conference room conflict and eliminate meeting scheduling headaches? We've outlined the process in **seven easy steps**.



1

Sign up for a Free Trial

Try Teem for 15 days for free. Simply fill out a form with some basic information and you're ready to go.



2

Choose the Hardware

To run our meeting room reservation software (EventBoard) on a wall-mounted meeting room display, you'll need two things: a compatible iPad or Android tablet plus mounting hardware (device enclosure and wall mount). For suggestions, see our [Recommended Hardware](#) page or give us a call, we'll be happy to help you find the perfect combination for your needs.

If you already own compatible tablets, go ahead and download the EventBoard app from Apple's App Store. The Android app can be downloaded [from our website](#).

Did You Know?

Teem's cloud-based platform makes it easy for your employees to meet and book conference rooms, to efficiently manage workspaces and meeting resources, and to measure and analyze your company's meeting and collaboration behavior.

3 Manage Your Account From One Central Location

Once you've signed up for a free trial, you can log in from any computer to access your account's powerful management dashboard.

From the dashboard, you can connect specific tablets to your account and assign them to different rooms, floors, buildings and campuses. For ease of use and scalability, you can create settings that can be shared by all devices, like whether or not meetings are automatically canceled if no one checks in. In addition, you can choose from several eye-catching themes that can be downloaded and used on your displays.

4 Set up Calendars

One of the core features of Teem is its ability to integrate easily with popular calendaring choices such as Office 365/Outlook, Google Apps and Exchange. This integration makes it simple for users to plan meetings: they can invite guests and choose rooms based on live-time calendar availability. Read more in the [Integrations](#) section of our Help Center.

5 Add Users

The account administrator can add different users and set their individual access levels. Perhaps only IT needs access to device management, whereas Facilities needs to view room usage analytics in the Insights section.

6 Install Hardware

Once your hardware arrives, install each tablet on the wall near the room to which it's been assigned. The device will use your office WiFi or internet connection to find any of the room's upcoming events booked through your company's email or calendaring systems. For power, iPads can either be tied into the building's electrical system or piggyback on existing phone and internet connections. See our [Powering Your Devices](#) tip sheet for more details.

7 Make It Your Own With a Custom Theme

Now that you've got Teem up and running, the real fun starts. Take your displays to the next level with customized themes that showcase your company's brand. With Teem, customization means more than just adding a logo or changing the color on an existing template. Provide your own design or use our design resources to create a theme – or several themes. Many companies create multiple themes and use them to give different rooms or buildings a distinct look.

**And there you have it. That's all it takes to get Teem up and running!
Sign up for your free trial now and get started.**

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