



GET READY FOR VELOCITY

How to Prepare for Installation

A successful AV deployment doesn't just depend on the technology – it requires clear expectations, aligned teams, and a bit of upfront coordination. This checklist outlines the key steps to take before a Velocity™ solution is deployed, so your transition is smooth, efficient, and ready to deliver results on day one.

1. ALIGN INTERNAL STAKEHOLDERS: GET EVERYONE ON THE SAME PAGE

Identify Key Decision-Makers and Stakeholders

Before you dive into the technical aspects, make sure the right people are involved. This includes:

- **IT teams:** Ensure they're onboard with integration and future maintenance.
- **Facilities/Real Estate teams:** Align on room usage and space planning for installation.
- **Executives:** Ensure senior leaders understand the benefits and expected outcomes from AV modernization.

Set Clear Objectives and Expectations

Establish **why** you're upgrading your meeting room technology and any goals for the process. For example:

- "We want to reduce meeting delays."
- "We need a system that supports hybrid work seamlessly."
- "We aim for minimal downtime during installation."

2. CONDUCT A TECH & SPACE ASSESSMENT

Evaluate Your Existing AV Setup

Identify the current equipment and room setups, and note:

- Which systems are outdated and need replacing.
- Which rooms are most heavily used (focus on high-traffic spaces like boardrooms or conference rooms).
- Room design and space limitations that might affect the installation.

Gather User Feedback

Speak with people who frequently use the meeting rooms to gather insights:

- What issues do they face with the current AV setup (e.g., poor audio, laggy video, difficult to use)?
- What features would make their experience better (e.g., easy connectivity, centralized controls)?

3. DEFINE YOUR AV SOLUTION NEEDS

Determine the Right Solution for Each Room

Now that you know your needs, decide which type of Velocity solution is best:

- **Velocity Preferred:** Off-the-shelf solutions; publicly available for on-demand delivery at a published price.
- **Velocity Exclusive:** A private selection of your designed solutions available only to you.

Consider Integration Needs

Will your new AV systems need to integrate with existing tools (e.g., Zoom, Teams, etc.)? Make sure the solution you choose is compatible with your current tech stack.

4. PREPARE YOUR INTERNAL TEAMS FOR THE UPGRADE

Assign a Project Lead

Designate someone to oversee the deployment process. This person will coordinate with internal teams and FORTÉ, ensuring everything runs on schedule.

Create an Internal Communication Plan

Set up a communication plan for all teams involved. This will ensure everyone knows:

- The timeline and key milestones.
- How to report issues or concerns during the deployment process.
- Where to find help once the new systems are in place.

5. VENDOR COORDINATION: GET READY TO ONBOARD FORTÉ

Review Vendor Documentation

Before installation, review any documentation or setup guides provided by FORTÉ to understand the technical requirements and setup process.

Set Clear Expectations with FORTÉ

Have a clear understanding with the vendor on:

- **Timeline:** Confirm the installation date and how long it will take.
- **Support:** What post-deployment support is available?
- **Training:** Make sure your teams are trained on the new systems before they go live.

6. CREATE A POST-DEPLOYMENT PLAN

Track Early Successes

Once the systems are deployed, track metrics that show immediate improvements:

- Meeting start times.
- Number of IT support tickets.
- User satisfaction with the new systems.

Plan for Ongoing Support and Upkeep

Ensure that your internal teams know how to handle ongoing maintenance. Coordinate with FORTÉ on remote support and centralized management options.

BONUS TIPS



TIP #1

Start with the rooms that will have the biggest impact on your team's productivity (e.g., high-traffic or executive rooms).



TIP #2

Set realistic expectations for IT resources during the deployment to avoid unnecessary pressure on internal teams.



TIP #3

Don't forget about training! Ensure your teams know how to use the new systems effectively.

READY FOR THE UPGRADE?

Once these steps are complete, you're prepared to deploy Velocity and modernize your meeting rooms quickly and efficiently. FORTÉ is here to support every step of the way – ensuring a smooth, successful transition to the future of workplace AV.

QUESTIONS?

Connect with our Velocity team at velocity@ourforte.com

