

# SMART TeamWorks Room and Connected edition installation checklist

This checklist helps you keep track of the main steps for installing SMART TeamWorks Room and Connected editions in a meeting room.

## IMPORTANT

This checklist isn't intended for use on its own. Be sure to use it with the complete installation and configuration guide ([smarttech.com/kb/171409](https://smarttech.com/kb/171409)).

## Before installing SMART TeamWorks

Before you download and install SMART TeamWorks Room or Connected editions, verify these checklist items:

- The computer meets the minimum requirements as described in the installation and configuration guide ([smarttech.com/kb/171409](https://smarttech.com/kb/171409)).
- The computer is connected to a network with internet access (wired connection strongly recommended).
- The SMART Board interactive display is connected to a network and has the latest firmware and iQ software installed. See the installation and configuration guide ([smarttech.com/kb/171409](https://smarttech.com/kb/171409)) for a list of currently supported displays, latest firmware and software versions, and how to check for and apply updates.

### NOTE

This is required only if you're installing SMART TeamWorks for use with a SMART Board interactive display.

- The network administrator has whitelisted the following:
  - Any URL with the domain \*remago.com
  - Any URL with the domain \*airserver.com

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- The network administrator has opened ports 80, 443, and 8033 on the meeting room computer.
- If you plan to use the screen sharing feature, the network administrator has enabled the feature by opening additional ports on the sending and receiving devices. See the *Network readiness* section in the complete installation and configuration guide ([smarttech.com/kb/171409](https://smarttech.com/kb/171409)) for a full list of ports.
- The IT administrator has configured a new room resource, using the required PowerShell commands provided in the installation and configuration guide ([smarttech.com/kb/171409](https://smarttech.com/kb/171409)), on the organization's Exchange server for the SMART TeamWorks meeting room.
- The IT Administrator has configured the computer's operating system for SMART TeamWorks and applied available Windows updates. See the *Configuring the computer* in the complete installation and configuration guide ([smarttech.com/kb/171409](https://smarttech.com/kb/171409)) for details.
- The IT Administrator has installed commonly used applications on the meeting room computer—in particular, Microsoft Office and Adobe PDF. See the *Configuring the computer* in the complete installation and configuration guide ([smarttech.com/kb/171409](https://smarttech.com/kb/171409)) for details.

## After installing SMART TeamWorks

- If you're installing SMART TeamWorks for use with a SMART Board interactive display, confirm that SMART Ink and Product Drivers is installed. SMART Ink and Product Drivers is an optional component that must be selected when you install SMART TeamWorks. If this software was not installed, uninstall and reinstall SMART TeamWorks, making sure to select **SMART Product Drivers**.
- Check the computer's firewall to make sure the following apps are allowed:

Name	Domain	Private	Public
SMARTTeamWorks Server	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
AirServer®	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Check the security settings of all third-party security applications, such as Norton™ Security, Kaspersky™, McAfee®, and so on, and allow the following applications:
  - SMARTTeamWorks Server
  - AirServer
- If you're integrating SMART TeamWorks with Microsoft Exchange, confirm that the calendar appears correctly in the SMART TeamWorks launcher. See the installation and configuration guide ([smarttech.com/kb/171409](https://smarttech.com/kb/171409)) for complete instructions.

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- Open the SMART TeamWorks settings window and confirm the Meeting server service is running. If this service does not run, even after clicking **Start**, consult the troubleshooting section of the SMART TeamWorks support page ([support.smarttech.com/docs/redirect/?product=teamworks&context=troubleshooting](https://support.smarttech.com/docs/redirect/?product=teamworks&context=troubleshooting)).

- Open the SMART TeamWorks settings window and confirm the screen share server service is running. If this service does not run, even after clicking **Start**, consult the troubleshooting section of the SMART TeamWorks support page ([support.smarttech.com/docs/redirect/?product=teamworks&context=troubleshooting](https://support.smarttech.com/docs/redirect/?product=teamworks&context=troubleshooting)).

### NOTE

This isn't required if your organization is not enabling the screen share feature.

- Test screen sharing using your own device. Devices must be on the same network as the meeting room computer to use screen sharing.

- Test joining a whiteboard session using the SMART TeamWorks Contributor app on your own device. Devices must be on the same subnet/network as the meeting room computer to connect to the SMART TeamWorks whiteboard session.

### NOTE

If your organization has also installed SMART TeamWorks Server, devices can be on the a different subnet/network as the meeting room computer.

- If enabling voice commands, start a SMART TeamWorks whiteboard session and make a voice command. Check the following items to make sure voice commands and speech to text will work correctly:
  - A microphone is connected
  - Windows speech services are turned on
  - The recording device is enabled in the Windows 10 settings and SMART TeamWorks has permission to use the microphone
  - The speech, inking, and typing services are turned on in the Windows 10 settings

See the *Configuring voice commands* section in the installation and configuration guide ([smarttech.com/kb/171409](https://smarttech.com/kb/171409)) for complete instructions.

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