

TeamTablet Flex Adoption Toolkit



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Chapter 1: Room Selection and Set-up

In many team cultures, physically getting up, writing on a board, or interacting with a touchscreen is perceived as risky or exposing.

Implication: Unless safety is modeled and reinforced, participants may avoid interactive behaviors even if tools are available. To design your interactive collaboration space (like Flex + Touchscreen) to be used, you need to focus on lowering psychological barriers, defaulting to interactivity, and reinforcing social permission to get up and engage.



Studies in environmental psychology indicate that the physical layout of a room influences movement and participation. If the whiteboard or display is far from the table, or if chairs are tightly packed, people are less likely to get up.

- Positioning displays where people don't need to walk around a table.
- Stand-up zones for ad-hoc brainstorming.
- Removing physical obstacles (like chairs or cables) near the screen.
- Consider setting up open creative spaces/innovation zones for your team, which is less formal than a meeting room

Chapter 2: Installation and Onboarding

For Flex to be seamlessly integrated into your organization, it's crucial to assess your current technology setup:

Before installation of Flex:

- **Compatibility:** Make sure your touch display is compatible with Flex.
<https://help.flatfrog.com/en/knowledge/supported-touch-displays>
- **Network:** Ensure LAN connection or stable Wi-Fi connection.
- **Video Room System:** Confirm Room All-in-one AV Bar (optional)



Installation: The key guides for installation are:

Quick start guide:

[Quickstart guide](#)



Set-up Manual:

<https://help.flatfrog.com/en/knowledge/teamtablet-flex-manual>



Note:

If using AV Video Bars – Make sure you enable **share** function within Teams/Zoom Room

3.3.2 How to configure Microsoft Teams Room on Android to enable sharing of TeamTablet Flex

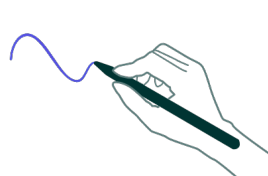
Chapter 3: Awareness Training

Promoting awareness of Flex within your organization helps users embrace the technology via awareness day, email/newsletter, or other similar methods. Also, appoint user champion that can help others with using Flex and touchscreen.

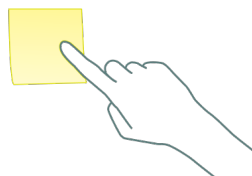
Flex Awareness Day:

Host an event to demonstrate the capabilities of Flex. Repeat on a regular basis.

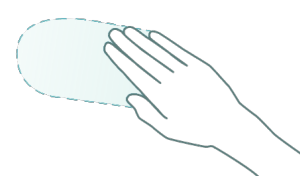
- **Format:**
 - Casual, drop-in sessions.
 - Hands-on introductory demonstration of Flex features.
 - Q&A.
- **Location:**
 - Open spaces (cafeterias or lobbies) or conference rooms.
- **Demonstration Tips: Flex Basics**
 - Acknowledge need for lowering psychological barriers, and reinforcing social permission to get up and engage with the touchscreen in meetings
 - See “Chapter 4 Powering up for the first time”
<https://help.flatfrog.com/en/knowledge/teamtablet-flex-manual>
 - Then train users on basic features like:
 - Show how to switch between video meetings, whiteboarding, and screen sharing.
 - Basic whiteboard usage
<https://help.flatfrog.com/en/knowledge/flatfrog-board-introduction>
- Encourage attendees to try features themselves.



Use a pen to draw



Use your finger to move and erase



Use your palm to erase









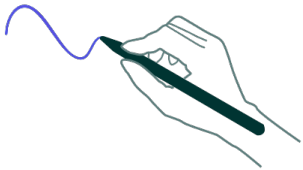
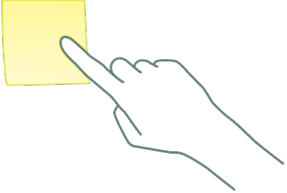
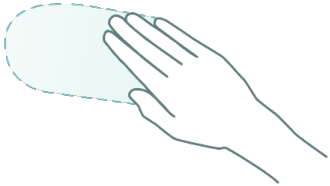
- Set expectations that not all meetings require a touchscreen/whiteboard. Certain use cases like brainstorming, ideation, retrospectives and so on benefit much more from an interactive session.
- For normal meetings driven by just presentation by one user it does help to use the annotation feature to highlight and communicate better

Identify Flex Champions:

Select tech-savvy employees who can advocate for Flex within their teams.

- Train ambassadors on advanced features and troubleshooting.
- Encourage them to share tips and assist colleagues.
- Share their success stories via newsletters.

Optional: Add the sign below next to touchscreen or in meeting room




<p> Why Use the Touchscreen?</p> <ul style="list-style-type: none">• Faster alignment• Save & share your ideas instantly• Include remote teammates in the same canvas• No more losing notes or taking whiteboard photos	<p> Use This For</p> <ul style="list-style-type: none">• Brainstorming sessions• Agile standups & retrospectives• Design or strategy reviews• Quick visual discussions• Training sessions
<p> Walk Up and Collaborate No login. No setup. Just start. This screen is always ready for:</p> <p> Whiteboarding → Just touch the screen to start writing</p> <p> Screen Sharing → Cast wirelessly from your laptop (supports AirPlay & Miracast) → Or plug in via HDMI</p> <p> Video Meetings → Join Zoom or Teams calls with one touch</p>	<p> Need Help?</p> <ul style="list-style-type: none">• Tap the Help icon in the corner• Or scan the QR code below for a quick how-to guide <p>See “Chapter 4 Powering up for the first time”</p> 
<div><p>Use a pen to draw</p></div> <div><p>Use your finger to move and erase</p></div> <div><p>Use your palm to erase</p></div>	

Chapter 4: Training plan for Flex users

Categorizing users helps deliver targeted training.

User Group	Training Type	Duration
General End-Users	Flex Basics: Hands-on Introductory session	1-2 Hours
Advanced Users	Flex Advanced: In-depth training on apps and customization	2-3 Hours
IT Support Staff	Flex IT: Technical configuration and maintenance	1-2 Hours

Training Content

- **Flex Basics:** Introduction to Flex’s key functions (meetings, whiteboarding, screen sharing).
“Chapter 4: Powering up for the first time”
<https://help.flatfrog.com/en/knowledge/teamtablet-flex-manual>
- **Flex Advanced:** Customizing the interface, integrating third-party apps, whiteboard templates and use cases.
“Chapter 5. Combining video meetings, screen sharing and whiteboarding”
<https://help.flatfrog.com/en/knowledge/teamtablet-flex-manual>
- **Flex IT:** Setup, updates, and maintenance.
<https://help.flatfrog.com/en/knowledge/teamtablet-flex-manual>

Chapter 5: Evaluation and Feedback

Collecting feedback is essential to improve adoption strategies.

- Use surveys after training sessions and awareness events.
- Set up a feedback channel to continuously gather insights.