



COLLABORATION SYSTEMS

DESIGN GUIDE

Extron

THE POWER OF COLLABORATION

Organizations are continually rethinking how to best leverage space and technology to enable their workforce to collaborate. Today's knowledge workers and students expect to be able to work together in small groups, participate in conference calls, connect via video chat, and share content from their laptop, tablet, or phone. These modern workforce expectations remain the same for both local and offsite employees.

Along with the rising demand for collaboration comes the need for properly-designed and equipped meeting spaces. Businesses seek technology solutions to help them meet the demand while also making efficient use of their available floorspace. In addition to updating existing conference rooms and boardrooms, technology can be used to transform unused office areas into open meeting spaces and huddle rooms. Options like these enable more productive meetings and provide areas that are frequently used by groups for quick meetings and project collaboration.

Extron





KEYS TO SUCCESSFUL COLLABORATION SYSTEMS

Extron collaboration technology supports the modern workspace by creating meeting rooms that are easy to use, schedule, and manage remotely. In addition, we have the system design experience, customer support, and enterprise software solutions to help ensure your success. Whether designing a large conference room, a training room, or smaller huddle spaces, it's critical to provide the right communication and collaboration technology to simplify and enhance meetings.

A successful collaboration technology plan should support these key capabilities:

- **Scalable Solutions** – The technology solution must be customizable to meet the needs of various collaboration spaces from the smallest and simplest to larger and more complex.
- **Intuitive Operation** – Users must be able to enter the space and get going immediately without any training on the system.
- **Flexible Capabilities** – Users should be able to easily share the content from their laptops, tablets or phones with a wired or wireless connection.
- **Secure Network Connectivity** – To support scalability to dozens or hundreds of rooms in the enterprise, systems must be network connected to provide remote support, monitoring and firmware updates.

Extron





POWERFUL MANAGEMENT TOOLS

Integrated meeting solutions from Extron combine application-specific hardware along with powerful AV resource management tools. We offer a complete AV technology platform that makes meetings more productive and optimizes use of available resources. This combination further enhances collaboration by delivering connected meeting spaces with automated functionality, consistent user experiences, and convenient room scheduling.

- **Extron Room Scheduling** simplifies the room booking experience. Elegant TouchLink Scheduling panels connect directly to popular calendar services for simple and convenient room booking. *For more information on Extron Room Scheduling, see page 6.*
- **Extron GlobalViewer Enterprise** is a powerful tool that allows efficient management, monitoring, and control of AV systems across the entire enterprise. The integrated Help Desk displays a detailed view of room and equipment status for convenient remote support. *For more information on GlobalViewer Enterprise, see page 8.*



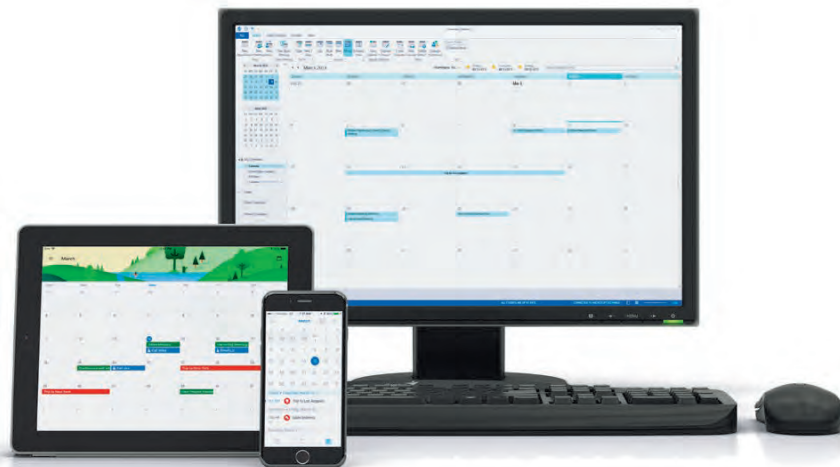


ROOM SCHEDULING SYSTEMS

Book a Room the Easy Way

In today's business environment, meeting rooms are in high demand, and finding an available space can be a time-consuming experience. We have simplified the room booking experience with Extron Room Scheduling. This stand-alone system consists of elegantly-designed TouchLink Scheduling panels that connect directly to Microsoft Exchange, Office 365, Google Calendar, EMS, or 25Live.

Users can make reservations directly from these panels, a computer, or any smartphone or tablet that connects to any one of the supported mail servers.





Conference Room 401
Available

Reserve

February 5 - 9:24am

9:30	10am	10:30	11pm	11:30	12pm	12:30	...
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Extron

GLOBALVIEWER ENTERPRISE

AV Resource Management

GlobalViewer Enterprise software simplifies AV system resource management with intuitive control for hundreds of common AV tasks. Whether you're working with 5 or 5000 rooms, GVE provides a powerful, flexible way to manage, monitor, and control nearly any device over a standard network. It's quite common for corporations, universities, and government agencies to have hundreds of collaboration spaces spread over broad areas. GVE allows you to manage this ever-increasing AV technology while effectively leveraging valuable help desk resources. The Help Desk view in GVE provides all the information you need from the entire enterprise or campus, all in one, easy-to-navigate interface.





GLOBALVIEWER ENTERPRISE FEATURES

Designed to Enhance Productivity



REMOTE HELP DESK

The Help Desk view provides a balance between power and usability. Easily navigate between rooms, manage each system with multiple tools, remotely interact with the Extron control products using visual representations, and see system notifications all within one view.



TRACK AND ANALYZE USAGE TRENDS

Reporting tools help you make informed decisions about inventory and maintenance plans. View device and room usage trends to help improve equipment standardization across rooms, identify energy usage forecasts, and maintain inventory lists.



SIMPLIFY TASKS WITH SCHEDULES

It's easy to create schedules based on location or device type. Set a global schedule to turn off all displays in an entire building at the end of the day, schedule multiple actions to lock the front panel of multiple controllers, or schedule reminders for maintenance and support tasks.



CREATE USER ROLES FOR ALL TEAM MEMBERS

GlobalViewer Enterprise minimizes the burdens of user administration. By simplifying access control for team members and creating custom user roles, administrators can easily govern security policies while still allowing users or user groups access to the specific features they need.



MONITOR THE STATUS OF AV EQUIPMENT

Proactively monitor the status of AV equipment based on locations or device types throughout the enterprise. Get detailed email or text alerts on projector lamp life or if a device unexpectedly goes offline. Enhanced monitoring and scheduling tools provide significant time and cost savings.



USE FACILITY SCHEDULING SYSTEMS

Instantly access room scheduling and availability for popular facility scheduling applications including Microsoft Exchange, Office 365, iCalendar, Google Calendar, CollegeNET R25, and 25Live.



CONVENIENT NOTIFICATIONS

Simplify operations with notifications that appear in the Help Desk view. Get status notification of your system configuration import or re-import, devices, controllers, and additional system events. These notifications and event logs add insight into system monitoring and help maximize efficiency.

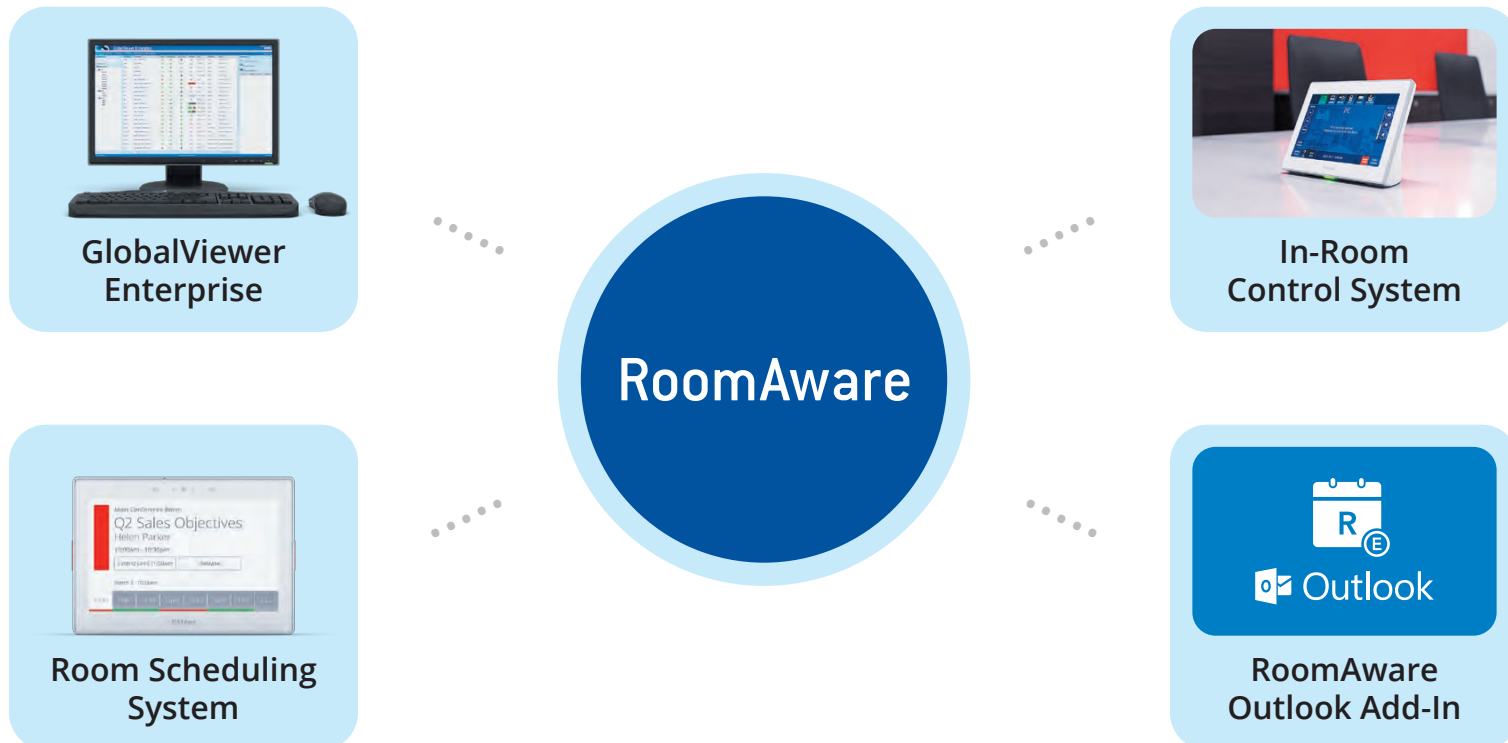


iGVE MOBILE APP

Use the iGVE App to effectively manage and control AV installations on-the-go from Apple iPad, iPhone, and iPod touch devices.

RoomAware

Automation for the Modern Workspace



Extron RoomAware Workspace Automation is a suite of time-saving features that anticipate user needs and intelligently deliver room automation and control across the enterprise. RoomAware enables smart connections between Extron devices and services to save valuable time by preparing the room for the participant prior to their arrival.

SEAMLESS INTEGRATION WITH LEADING UNIFIED COMMUNICATIONS TECHNOLOGIES

Extron has developed the technology to integrate with the leading UC solution providers, providing a one-touch user experience for conferencing, collaboration, and control. Through our partnerships, we can extend Extron control capabilities to spaces that use Zoom, Cisco, Logitech, and many other popular providers. We offer complete system integration for convenient, centralized control of conferencing systems, audio, video, lighting, window shades, and much more.





EXTRON MEETING SPACE DESIGN SOLUTIONS

AV system designs run the gamut from small collaboration spaces and conference room systems, to large-scale AV distribution systems. Rarely, if ever, is a presentation system limited to a single source and a single display, connected with one HDMI cable. Even the smallest AV system design generally includes a variety of signal types and resolutions. The following designs represent a cross-section of typical AV environments and applications. System drawings depict the sources and displays, signal flows between them, and a recommended approach for an effective system design.



OPEN MEETING SPACE – PAGE 16

Wireless Presentation, Digital Signage, Network Managed



HUDDLE ROOM – PAGE 18

AV Switching, AC Power & Device Control, Network Managed, Up to 4 People



HUDDLE ROOM WITH LOGITECH VIDEO CONFERENCING – PAGE 20

Web Conferencing, Wireless Presentation, Device Control, Up to 4 People



MEETING ROOM – PAGE 22

Wireless Presentation, Signal Extension, Device Control, Network Managed, Up to 6 People



ZOOM ROOM VIDEO CONFERENCING – PAGE 24

Web Conferencing, Wireless Presentation, Signal Extension, Device Control, Network Managed, Up to 6 People



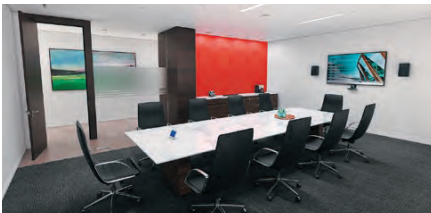
MEETING ROOM WITH CISCO VIDEO CONFERENCING – PAGE 26

Web Conferencing, Signal Extension, Sound Reinforcement, Device Control, Network Managed, Up to 8 People



CONFERENCE ROOM – PAGE 28

Wireless Presentation, Signal Extension, Sound Reinforcement, Device Control, Network Managed, Up to 12 People



ENHANCED CONFERENCE ROOM – PAGE 30

Web Conferencing, Wireless Presentation, Signal Extension, Sound Reinforcement, Device Control, Network Managed, Up to 12 People



LARGE CONFERENCE ROOM – PAGE 32

Web Conferencing, Wireless Presentation, Signal Extension, Sound Reinforcement, Device Control, Network Managed, Up to 16 People

OPEN MEETING SPACE



SPACE REQUIREMENTS

Open meeting spaces are a mainstay of the open office concept. They are used for informal meetings, discussions, and collaboration. In traditional office settings, open areas such as lobbies and other informal sitting areas are often used for impromptu meetings. These spaces typically include a display for content sharing and a wireless collaboration gateway for connecting personal devices. This system is managed over the network and supports a wide variety of smartphones, tablets, and laptops. An Extron ShareLink wireless collaboration gateway enables secure connection to the display and prevents unauthorized access to the corporate network. When the meeting space is not in use, the display provides digital signage content.

EXTRON EQUIPMENT LIST

		Qty.
ShareLink 250 W	Wireless Collaboration Gateway - Dual Band	1
SMD 202	H.264 Streaming Media Player and Decoder	1
HDMI Ultra/6	Ultra Flexible High Speed HDMI Cable, 6' (1.8 m)	2

OPEN MEETING SPACE

CAPABILITIES

- Wirelessly share content from personal mobile devices
- Supports Microsoft Windows® and OS X® computers as well as Apple® and Android™ smartphones and tablets
- Display content simultaneously from up to four different personal devices
- Decode and play IPTV streams over the network
- Display corporate signage such as company news, training, or welcome information
- Play content from media player internal memory, removable SD card, USB storage, or network shares
- Easy integration with GlobalViewer Enterprise for complete AV resource management when used with an Extron control processor



Huddle Room



SPACE REQUIREMENTS

The huddle room is designed for a small group of team members to concentrate on the specific details of a project without the distractions that often occur in an open office. The space is smaller than a typical meeting room, accommodating just a few people. A minimalistic technology approach is taken within these rooms. This system supports two HDMI source connections at the table with quick and easy input selection. Cable management and AC power along with simple push-button display power control are provided for intuitive operation. AV signals are switched to a single flat panel display with an HDMI input.

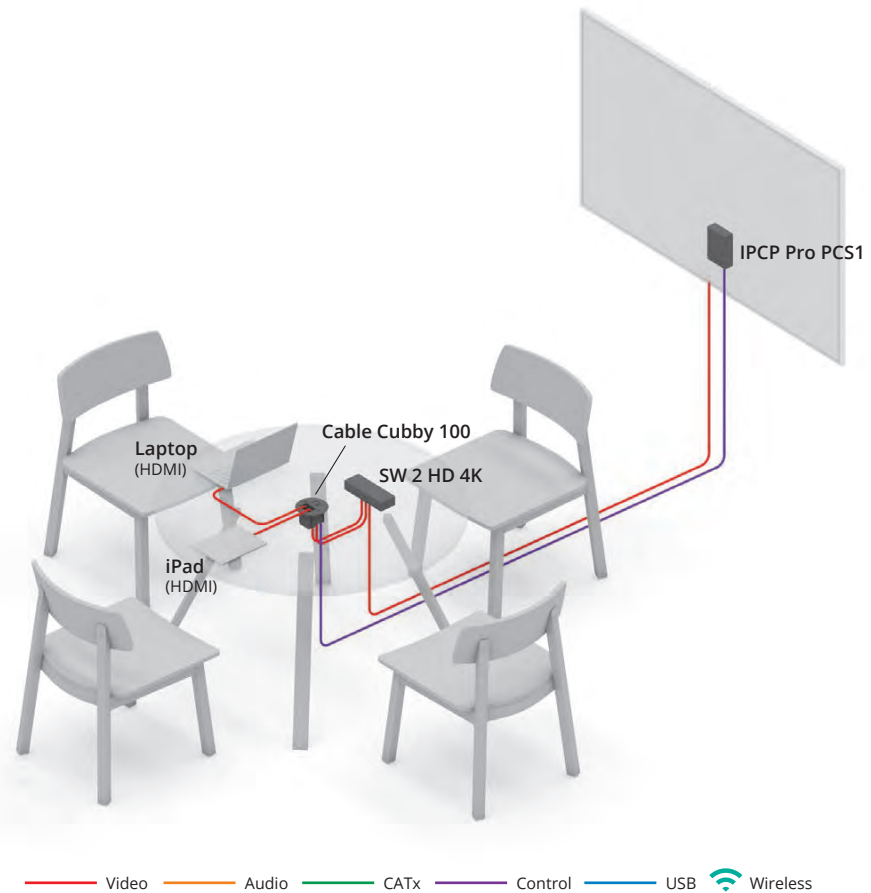
EXTRON EQUIPMENT LIST

		Qty.
Cable Cubby 100	Series/2 Cable Access Enclosure	1
Switch Kit	(1) LED for Cable Cubby 100	1
CableCover	Under-Table Cable Bag for Cable Cubby	1
HDMI SM/6	HDMI Show Me Cable, 6' (1.8 m)	2
SW2 HD 4K	Two Input HDMI Switcher	1
IPCpl Pro PCS1	IP Link Pro Power and Device Control Processor	1
HDMI Ultra/15	Ultra Flexible High Speed HDMI Cable, 15' (4.5 m)	1

HUDDLE ROOM

CAPABILITIES

- Simple and intuitive operation: Connect the Show Me® cable to your device and press the Share button
- Share button lights as it switches to easily identify the connected source device
- Cable Cubby 100 provides easy access to cables and AC power with an elegant, finished appearance
- Integrated power button enables turning the display on and off without searching for a remote control
- Options to support a larger number of user connections are available
- Easy integration with Extron GlobalViewer Enterprise for complete AV resource management



Huddle Room with Logitech Video Conferencing



SPACE REQUIREMENTS

Huddle rooms with video conferencing capability enable internal collaboration with remote team members at different geographical locations. This system utilizes the Logitech® SmartDock System, enabling meeting attendees to use the full range of Microsoft® Skype for Business conferencing features while having access to AV control from the same interface. This system provides convenient HDMI connectivity at the table and supports wireless presentation via the corporate network. Cable management and AC power provides easy accessibility. A Logitech ConferenceCam MeetUp Camera is mounted below the display. AV signals are sent from the SmartDock through an Extron HD CTL 100 Workspace Controller to the display, enabling automatic display control.

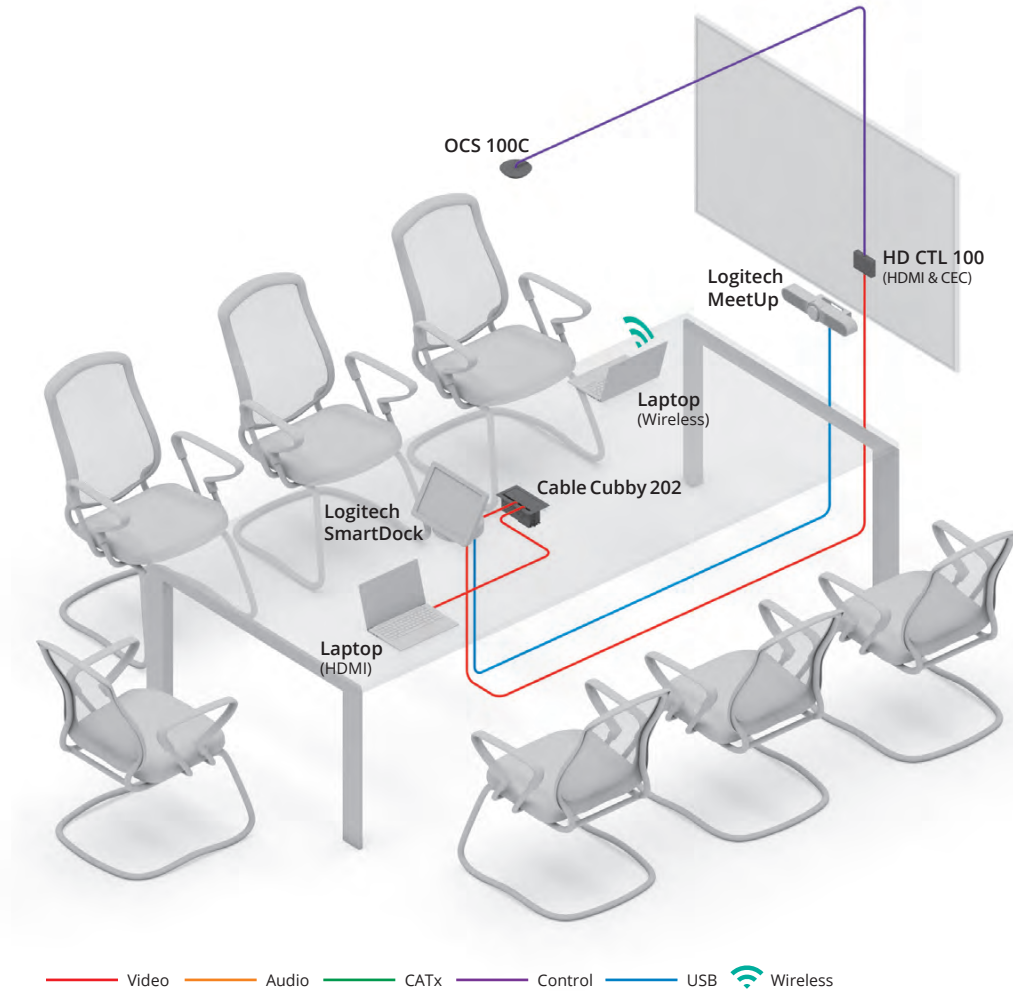
EXTRON EQUIPMENT LIST

		Qty.
Cable Cubby 202	Cable Cubby 202 AC & Retractor Bracket	1
Retractor Series/2 HDMI	Cable Retraction System - HDMI Male to Male	1
Retractor Series/2 USB-C Power	Cable Retraction System - USB-C Male to Male	1
Retractor Series/2 Network	Cable Retraction System - Network CAT 6	1
HD CTL 100	Workspace Controller	1
OCS 100C	Ceiling Mount Occupancy Sensor	1

Huddle Room with Logitech Video Conferencing

CAPABILITIES

- Connect with team members using the Logitech SmartDock System and Microsoft Skype for Business
- Cable Cubby 202 provides easy access to cables and AC power with an elegant, finished appearance
- Supports convenient connection of HDMI-equipped devices
- Wirelessly share content from personal mobile devices via corporate network
- Extron OCS 100 occupancy sensor enables the room's controller to automatically start the system



MEETING ROOM



SPACE REQUIREMENTS

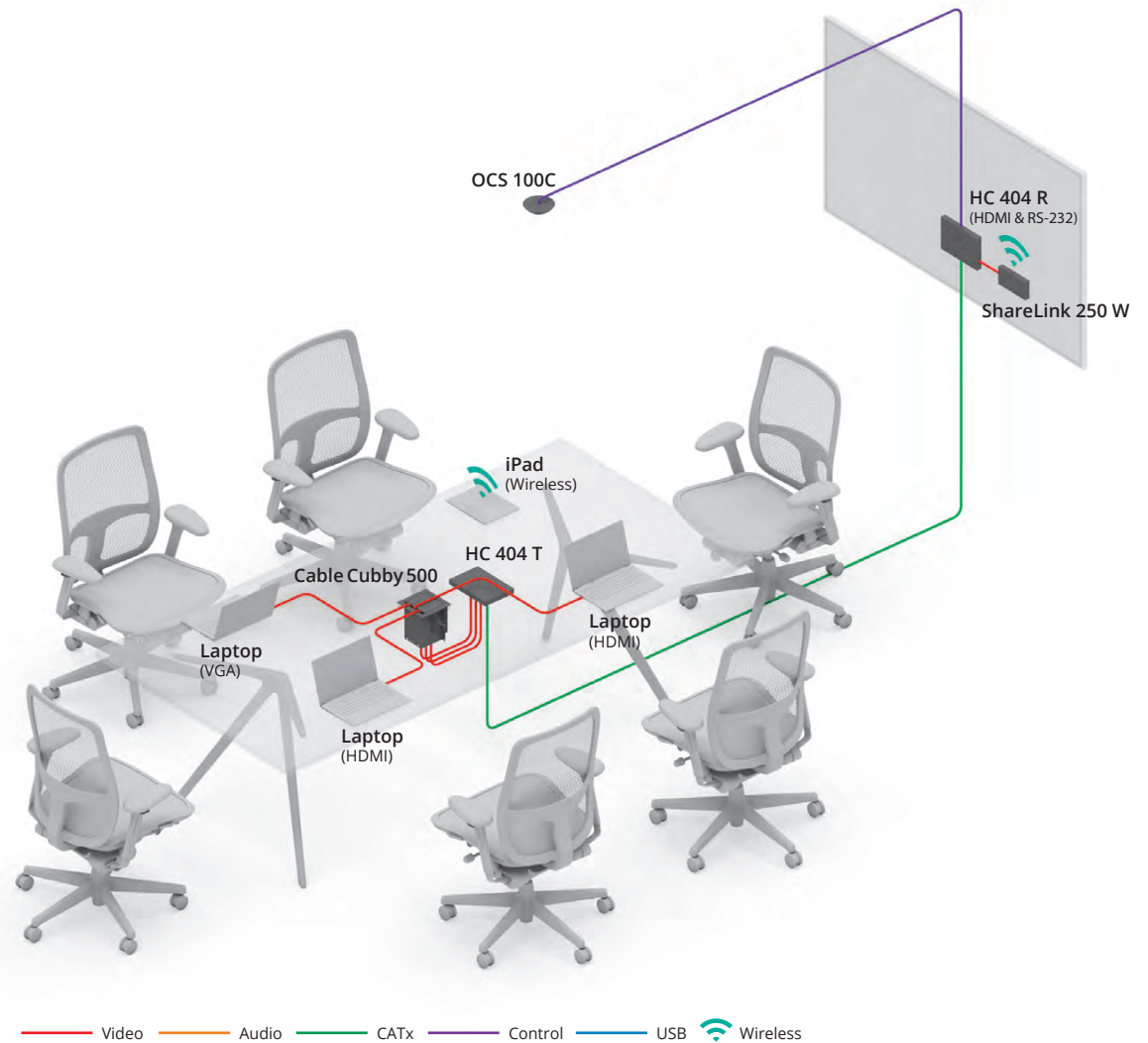
Meeting rooms accommodate more attendees than huddle rooms. They are designed for content sharing and collaboration with minimal setup and configuration. This system supports two HDMI and one VGA source connection, as well as BYOD wireless connections. The display automatically powers up when the room is occupied. Each source can be easily selected and minimal user interaction is required to operate the system. Cable management, AC power and push button source selection and an occupancy sensor for display power control is provided. AV signals are switched to a single flat panel display.

EXTRON EQUIPMENT LIST

		Qty.
Cable Cubby 500	Series/2 Cable Access Enclosure & AC+USB 200	1
HDMI & VGA SM/6	HDMI & VGA Show Me Cables, 6' (1.8 m)	3
HDMI Ultra/6 & A Mini/6	HDMI & Audio Cables, 6' (1.8 m)	1
HC 404	Meeting Space Collaboration System	1
ShareLink 250 W	Wireless Collaboration Gateway - Dual Band	1
OCS 100C	Ceiling Mount Occupancy Sensor	1

CAPABILITIES

- Simple and intuitive operation: Connect the Show Me® cable to your device and press the Share button
- Share button lights as it switches to easily identify the connected source device
- Extron OCS 100 occupancy sensor automatically enables the room's controller to automatically start the system
- Wirelessly share content from personal mobile devices
- Supports Microsoft Windows® and OS X® computers as well as Apple® and Android™ smartphones and tablets
- Display content simultaneously from up to four different personal devices
- Cable Cubby 500 provides easy access to cables and AC power with an elegant, finished appearance
- Easy integration with Extron GlobalViewer Enterprise for complete AV resource management



ZOOM ROOM VIDEO CONFERENCING



SPACE REQUIREMENTS

A meeting room with video conferencing offers more functionality and space than typical huddle rooms and enables presenters to share content with remote team members. This system combines Zoom Room System conferencing with intuitive AV system control. The switching system supports HDMI and VGA at the table plus control of the display. A USB speakerphone manages room audio and a USB camera is mounted below the display. The speakerphone, camera, and display are connected to the resident PC running the Zoom Conferencing application. The room also features cable management and AC power connectivity at the table, and USB extension for the speakerphone.

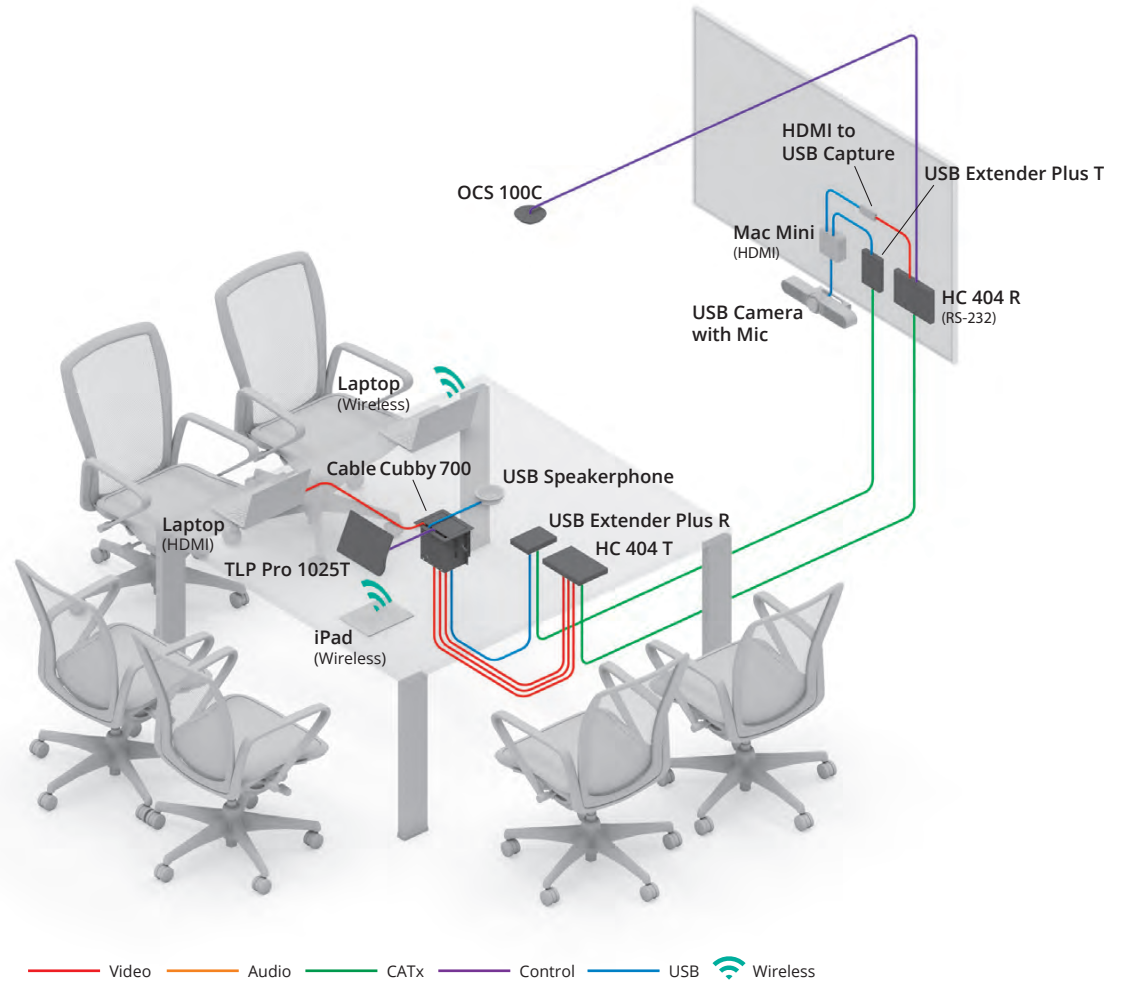
EXTRON EQUIPMENT LIST

		Qty.
Cable Cubby 700	Series/2 Cable Access Enclosure & AC+USB 200	1
HC 404	Meeting Space Collaboration System	1
USB Extender Plus	Twisted Pair Tx & Rx Set for USB Peripherals	1
TLP Pro 1025T	10" Tabletop TouchLink Pro Touchpanel	1
OCS 100C	Ceiling Mount Occupancy Sensor	1

ZOOM ROOM VIDEO CONFERENCING

CAPABILITIES

- Connect with team members using the Zoom Room System soft codec
- Cable Cubby 700 provides easy access to cables and AC power with an elegant, finished appearance
- Wirelessly share content from personal mobile devices via corporate network
- Video switching and display control provided by the HC 404
- AV control accessible via Extron TouchLink Pro touchpanel or Apple iPad
- Extron OCS 100 occupancy sensor automatically enables the room's controller to automatically start the system
- Extron RoomAware Technology prepares the room for the participant prior to their arrival based on the room's schedule
- Easy integration with Extron GlobalViewer Enterprise for complete AV resource management



MEETING ROOM WITH CISCO VIDEO CONFERENCING



SPACE REQUIREMENTS

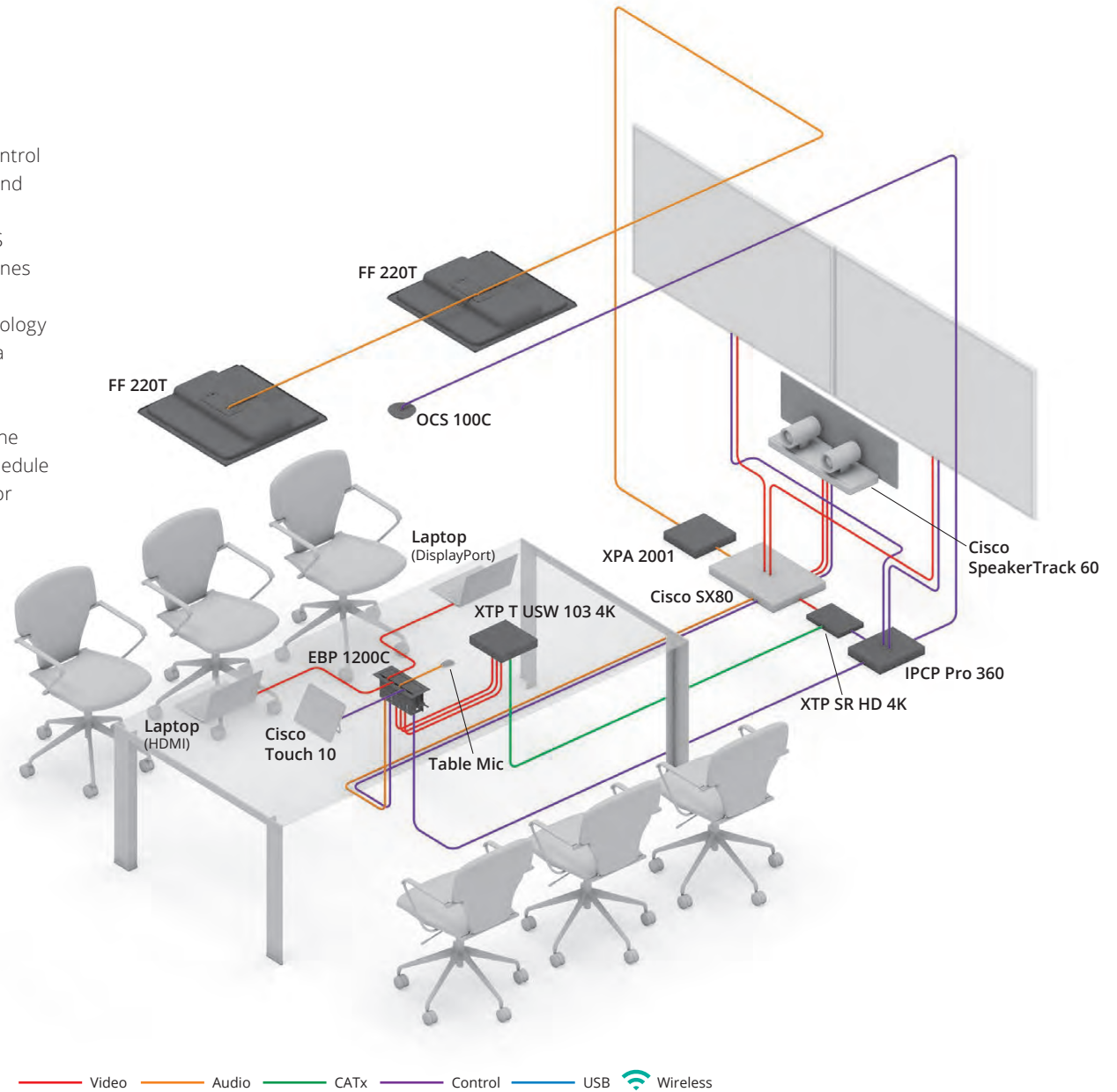
A meeting room with video conferencing accommodates more attendees than huddle rooms and enables presenters to share content with remote team members. This system supports HDMI, DisplayPort, and VGA sources at the table. The video conferencing system utilizes a dual-camera setup and the Cisco Telepresence Touch 10 for controlling conference functions while providing an interface for adjusting environmental settings. The cable management system also provides AC power and includes a button panel for AV device control. Twisted pair extension is used for signal transmission within the room. The room size requires an audio system for sound reinforcement with ceiling tile speakers delivering consistent sound levels across the listening area.

EXTRON EQUIPMENT LIST

	Qty.
EBP 1200C	Cable Cubby with eBUS Button Panel & AC+USB 200 1
Retractor Series/2 HDMI	Cable Retraction System - HDMI Male to Male 1
Retractor Series/2 VGA-A	Cable Retraction System - VGA M-M & 3.5mm M-M 1
Retractor Series/2 DisplayPort	Cable Retraction System - DisplayPort Male to Male 1
IPCP Pro 360	IP Link Pro Control Processor with LL UI Upgrade 1
XTP T USW 103 4K	DisplayPort, HDMI & VGA Switcher w/integrated XTP Tx 1
XTP SR HD 4K	XTP Scaling Receiver 1
OCS 100C	Ceiling Mount Occupancy Sensor 1
XPA 2001	Mono Amplifier - 200 Watts 1
FF 220T	Ceiling Speakers, 2' x 2' or 600 mm x 600 mm, Pair 1

CAPABILITIES

- Connect with team members using the room's video conferencing codec
- Effortless control of the codec is provided by the Cisco Telepresence Touch 10 interface while custom room control is provided by an Extron Pro Series control processor and Cisco's xAPI
- Extron EBP 1200C Cable Cubby enclosure with an eBUS button panel integrated into the lid conveniently combines intuitive AV control, connectivity, and power
- Ceiling speakers with Extron patented Flat Field® Technology deliver consistent sound levels across the listening area
- Extron OCS 100 occupancy sensor enables the room's control processor to turn on the system
- Extron RoomAware Technology prepares the room for the participant prior to their arrival based on the room's schedule
- Easy integration with Extron GlobalViewer Enterprise for complete AV resource management



CONFERENCE ROOM



SPACE REQUIREMENTS

Conference rooms provide a more formal setting for meetings and collaboration. Accommodating up to 12 people, they are larger than typical meeting rooms and are generally equipped for multi-purpose gatherings. This system supports two HDMI and one VGA source connection at the table along with BYOD wireless connections. It includes a button control panel for AV device control as well as cable and AC power management. An Extron TouchLink Scheduling Panel supports convenient booking of the room. Twisted pair extension is used for signal transmission within the room. The room size requires an audio system for sound reinforcement with ceiling tile speakers delivering consistent sound levels across the listening area.

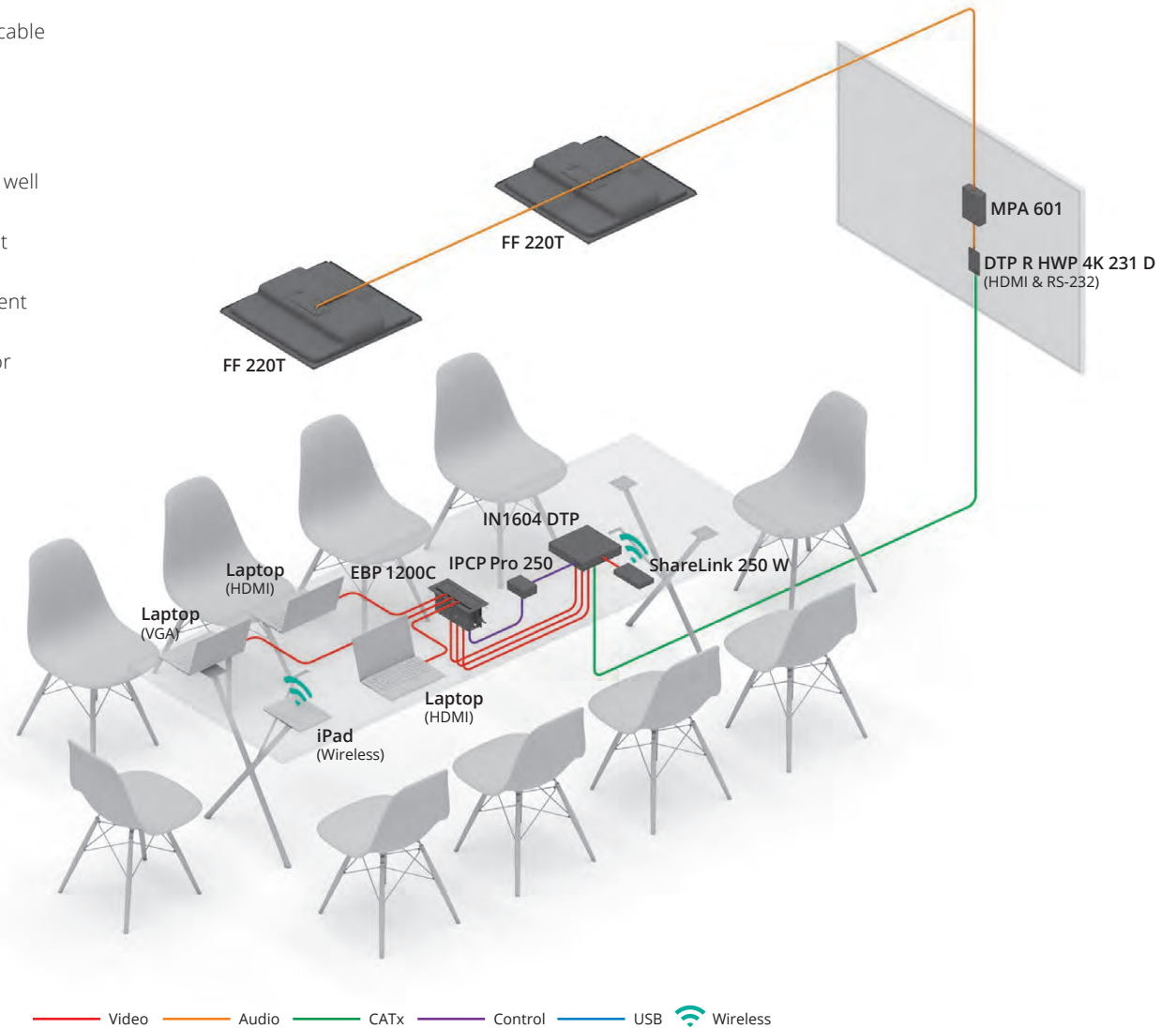
EXTRON EQUIPMENT LIST

		Qty.
ShareLink 250 W	Wireless Collaboration Gateway - Dual Band	1
IN1604 DTP	Four Input Scaler with Integrated DTP Tx	1
DTP R HWP 4K 231 D	DTP Decorator-Style Receiver	1
EBP 1200C	Cable Cubby with eBUS Button Panel & AC+USB 200	1
HDMI & VGA SM/6	HDMI & VGA Show Me Cables, 6' (1.8 m)	3
HDMI Ultra/6 & A Mini/6	HDMI & Audio Cables, 6' (1.8 m)	2
IPCP Pro 250	IP Link Pro Control Processor	1
TLS 725M	Wall Mount TouchLink Scheduling Panel, 7" (17.8 cm)	1
MPA 601	Mono Amplifier - 60 Watts	1
FF 220T	Ceiling Speakers, 2' x 2' or 600 mm x 600 mm, Pair	1

CONFERENCE ROOM

CAPABILITIES

- Extron EBP 1200C Cable Cubby enclosure with an eBUS button panel integrated into the lid conveniently combines intuitive AV control, connectivity, and power
- Simple and intuitive operation: Connect the Show Me® cable to your device and press the Share button
- Share button lights as it switches to easily identify the connected source device
- Wirelessly share content from personal mobile devices
- Supports Microsoft Windows® and OS X® computers as well as Apple® and Android™ smartphones and tablets
- Display content simultaneously from up to four different personal devices
- Extron patented Flat Field® Technology delivers consistent sound levels across the listening area
- Easy integration with Extron GlobalViewer Enterprise for complete AV resource management



ENHANCED CONFERENCE ROOM



SPACE REQUIREMENTS

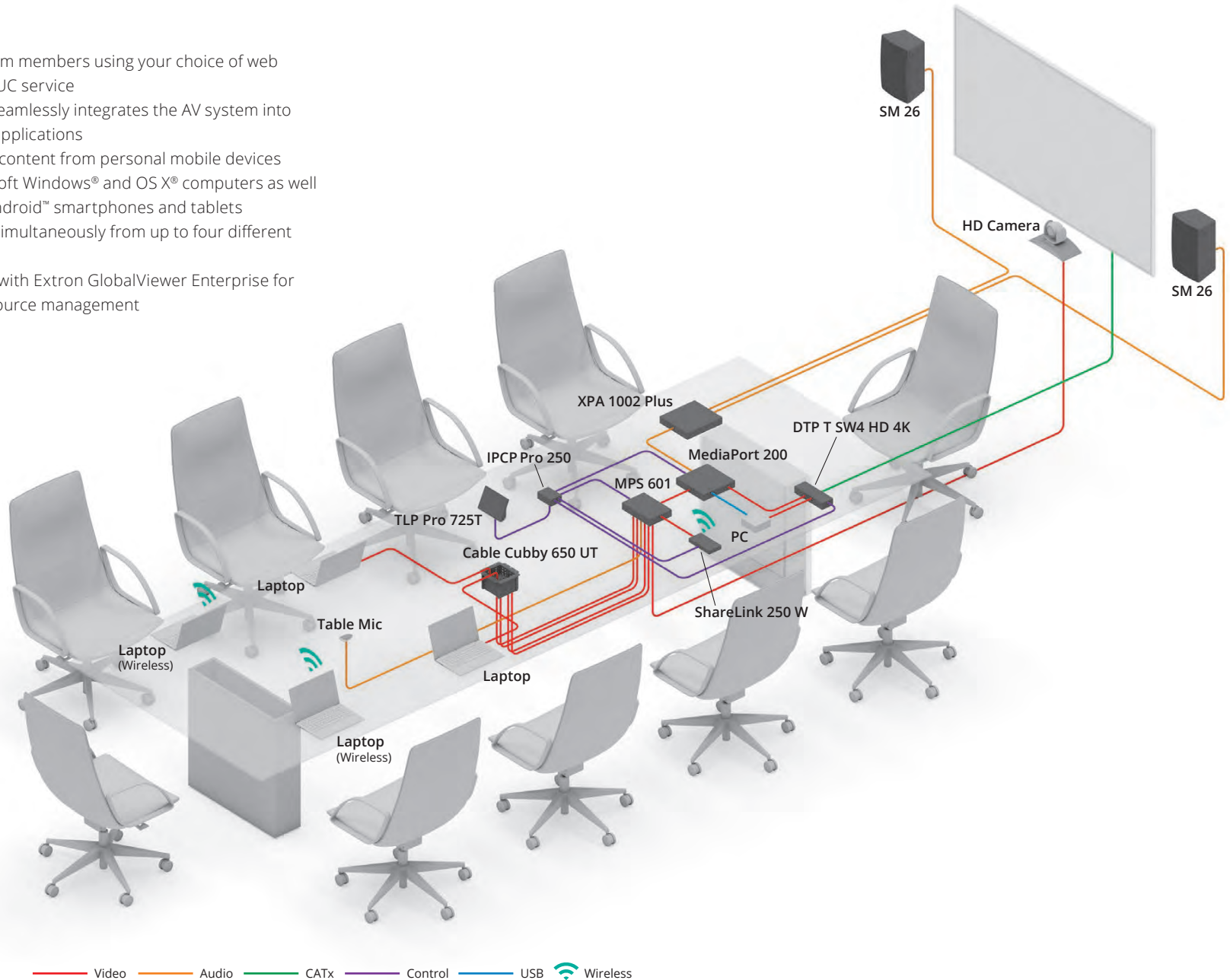
The enhanced conference room accommodates up to 12 people and includes video conferencing capabilities, enabling team members in remote locations to participate in meetings. The room includes advanced control capabilities and can be used for collaboration, presentations, and video conference calls. This system supports two HDMI and two VGA source connections at the table along with BYOD wireless connections. It includes touchpanel control, a resident PC for soft codec video conferencing as well as cable and AC power management. AV signals are switched to a display with an HDBaseT input. The room size requires an audio system for sound reinforcement with full-range, surface mounted speakers.

EXTRON EQUIPMENT LIST

	Qty.	
Cable Cubby 650 UT	Under-Table Cable Access Enclosure & AC+USB 200	1
HDMI & VGA A/9	HDMI & VGA w/Audio Cables - 9' (2.7 m)	8
MPS 601	Six Input HDMI, VGA, & Audio Switcher	1
MediaPort 200	HDMI and Audio to USB Scaling Bridge	1
ShareLink 250 W	Wireless Collaboration Gateway - Dual Band	1
TLP Pro 725T	7" Tabletop TouchLink Pro Touchpanel	1
XPA 1002 Plus	Stereo Amplifier - 100 Watts/Channel	1
DTP T SW4 HD 4K	Four Input HDMI Switcher with Integrated DTP Tx	1
IPCP Pro 250	IP Link Pro Control Processor	1
SM 26	Full-Range, SpeedMount Speakers - 8 ohm, Pair	1

CAPABILITIES

- Connect with team members using your choice of web conferencing or UC service
- MediaPort 200 seamlessly integrates the AV system into software codec applications
- Wirelessly share content from personal mobile devices
- Supports Microsoft Windows® and OS X® computers as well as Apple® and Android™ smartphones and tablets
- Display content simultaneously from up to four different personal devices
- Easy integration with Extron GlobalViewer Enterprise for complete AV resource management



LARGE CONFERENCE ROOM



SPACE REQUIREMENTS

Large conference rooms accommodate groups of 12 people or more, enabling team members to collaborate with a larger group. Wireless connectivity gives attendees the ability to share content from their personal devices. These rooms normally include video conferencing capabilities, enabling team members in remote locations to participate in meetings. This system supports four HDMI and two VGA source connections at the table along with BYOD wireless connections. A resident PC enables soft codec video conferencing and a satellite TV receiver allows for viewing live broadcasts. The room also features touchpanel control for system operation, cable and AC power management, and an audio system for sound reinforcement.

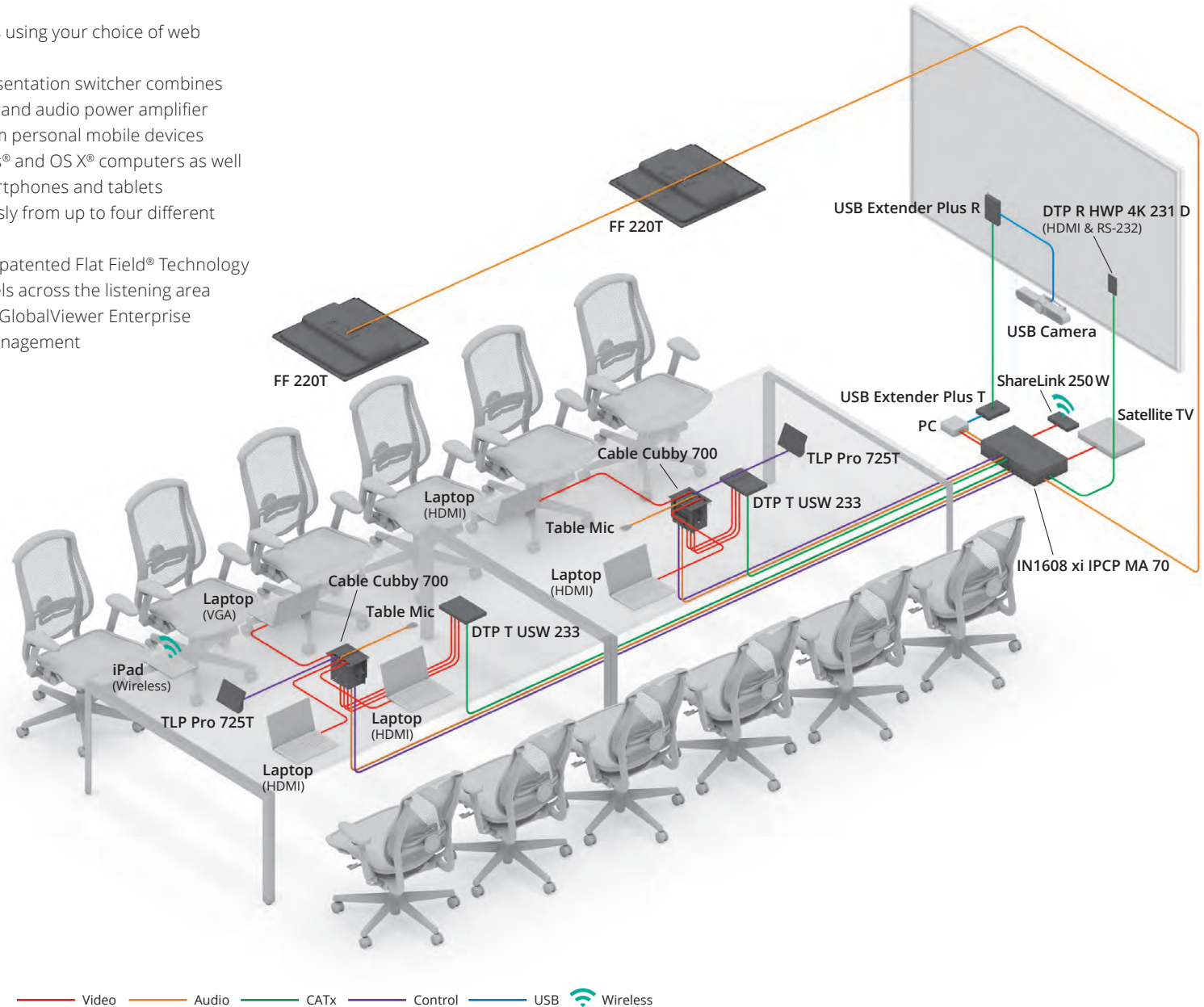
EXTRON EQUIPMENT LIST

		Qty.
Cable Cubby 700	Cable Access Enclosure & AC+USB 200	2
HDMI & VGA A/9	HDMI & VGA w/Audio Cables - 9' (2.7 m)	10
ShareLink 250 W	Wireless Collaboration Gateway - Dual Band	1
DTP T USW 233	Three Input DTP Transmitter	2
TLP Pro 725T	7" Tabletop TouchLink Pro Touchpanel	2
IN1608 xi IPCP MA 70	Eight Input Scaler w/Control Processor & 70 V Amp	1
DTP R HWP 4K 231 D	DTP Decorator-Style Receiver	1
FF 220T	Ceiling Speakers, 2' x 2' or 600 mm x 600 mm, Pair	1
USB Extender Plus	Twisted Pair Tx & Rx Set for USB Peripherals	1

LARGE CONFERENCE ROOM

CAPABILITIES

- Connect with team members using your choice of web conferencing or UC service
- Highly integrated scaling presentation switcher combines switching, control processor, and audio power amplifier
- Wirelessly share content from personal mobile devices
- Supports Microsoft Windows® and OS X® computers as well as Apple® and Android™ smartphones and tablets
- Display content simultaneously from up to four different personal devices
- Ceiling speakers with Extron patented Flat Field® Technology deliver consistent sound levels across the listening area
- Easy integration with Extron GlobalViewer Enterprise for complete AV resource management



DESIGN CONSIDERATIONS

HOW WILL THE SPACE BE USED?

The function of the space will largely drive the form and configuration it takes. To accommodate impromptu, ad hoc meetings, a seating area with a whiteboard or flat panel display could be all that's needed. Small, informal focused discussions may require an enclosed area along with a way for meeting participants to share ideas using personal devices. For larger gatherings, a formal room equipped with a projector and sound reinforcement may be necessary, so that all participants can be fully engaged in the proceedings. In each of these environments, the inclusion of teleconferencing technology allows meeting participants to be located off site and still collaborate effectively.

WHAT IS THE BUDGET FOR THIS SPACE?

Sound purchasing decisions are driven by return on investment - weighing costs against benefits, and when facing several alternatives, choosing the one that maximizes return. An initial needs assessment should be performed to determine how many collaboration spaces are needed and what is the required functionality to be included in each space, based on the anticipated benefit that the functionality will bring to the organization. The collaboration systems shown in this document have varying levels of features and capabilities to fit a range of budgets – and all are backed by Extron service and reliability regardless of the price.

WHO WILL BE USING THE SPACE?

Effective collaboration spaces need to satisfy the objectives and requirements of meeting participants as well as the organization. Depending on the personnel and their functional roles, meeting space requirements may be different. Customer-facing facilities might merit a higher level of décor and superior audio and video quality. Access levels to the internal network need to be enforced for meetings between outside guests and internal staff. Capabilities such as annotation and ultra high definition displays might be critical for some activities such as engineering and content creation, but may not be required for other activities.

WHAT IS NEEDED IN EACH SPACE?

Choosing collaboration and meeting space equipment depends on room size, how users will share content, whether users will be remotely located, and end user aesthetic and operational preferences. For smaller meeting spaces used exclusively by local personnel, a single display without additional audio equipment could be enough. Larger rooms may require multiple display screens and careful evaluation of audio performance, especially when equipped with video conferencing to accommodate several speakers and microphones.



DESIGN CONSIDERATIONS CONTINUED

HOW WILL THE SPACE BE MANAGED?

Central management of AV system resources across a facility improves ROI at many different levels. Each connected room can be remotely monitored and accessed to provide help desk support in the event users are experiencing difficulties. This offers increased efficiency and minimizes downtime so events in the room can quickly continue as planned. Enterprise asset management tools give at-a-glance equipment status, support convenient event scheduling, and include valuable usage reports that can be used for inventory management, scheduling of maintenance tasks, and future system planning.

USABILITY OF THE SPACE.

When multiple users want to present content on the main display using their personal devices, there must be some way for them to connect to the display and to switch between each user's device. This can be accomplished by connecting physical cables, wirelessly, or by a combination of both for maximum flexibility.

HOW WILL THE SPACE BE OPERATED?

Meeting room technology can be controlled by a variety of methods including physical buttons attached to the equipment, handheld remote controls, touch displays, voice, and automated via occupancy sensors. Each method has its merits in terms of cost, capability, and ease of use. Fully automated rooms are also possible, where the system powers up and configures itself automatically when the meeting starts. For an organization with meeting rooms of varied sizes containing different equipment, a consistent user experience should be maintained. Successful solutions will need to be intuitive and consistent while satisfying the preferences of the users.

CABLE MANAGEMENT WITHIN THE SPACE.

Cable management solutions such as Extron Cable Cubby enclosures and cable retractors help maintain a professional room appearance regardless of whether a wired or wireless presentation is chosen. Although wireless devices don't require a video cable connection to the display, most still require a cable for charging.







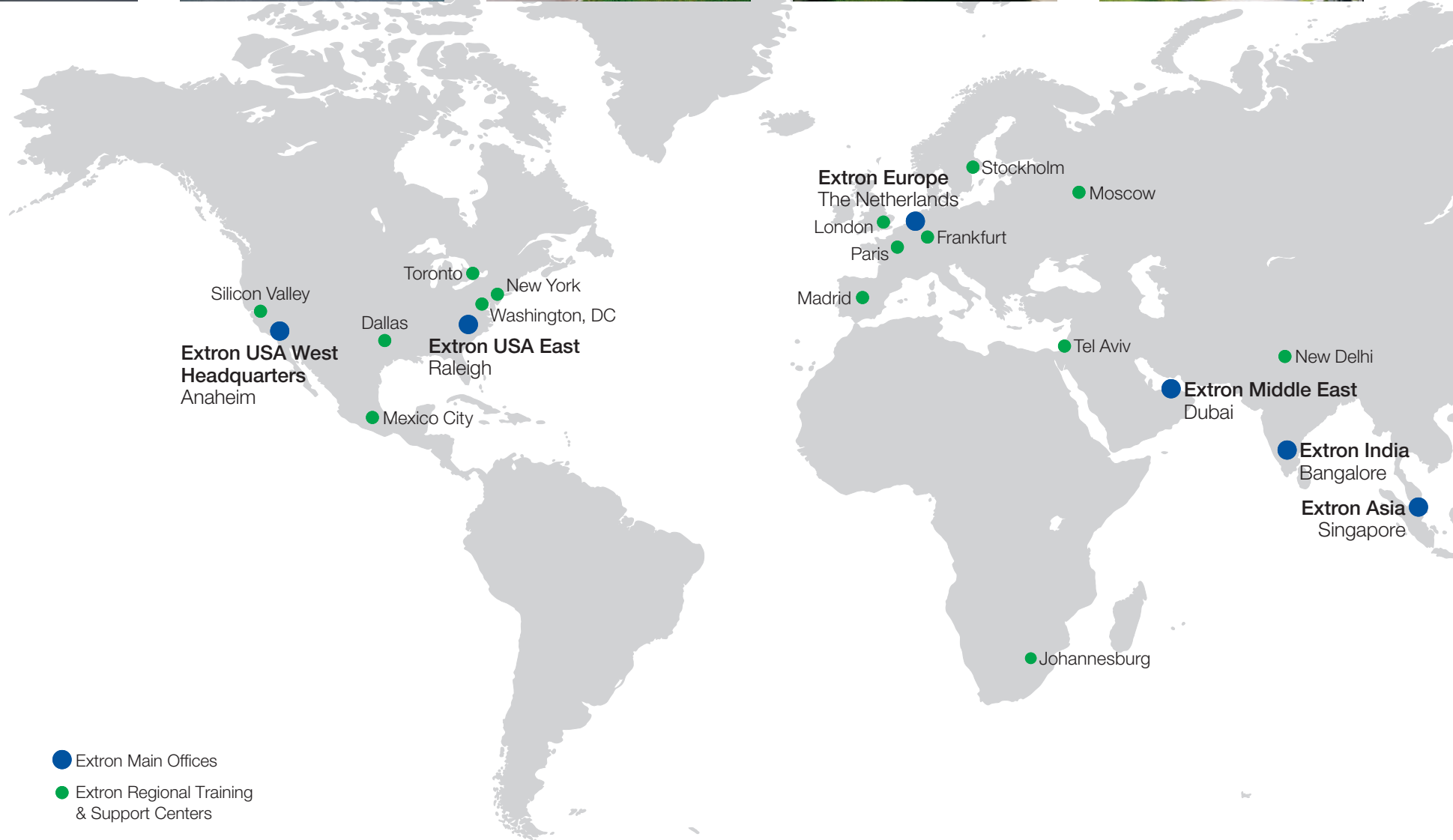
Extron

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THE AV TECHNOLOGY LEADER

Every day, millions of people around the world are having their experiences enhanced by Extron audiovisual signal processing, distribution, and control solutions. We design advanced technologies to create better-looking images, higher quality sound, and systems that are easier to control and work more reliably. Our powerful asset management tools are helping technology professionals efficiently manage large numbers of audiovisual systems deployed throughout their enterprises and institutions. Extron AV technology solutions serve the diverse needs of organizations around the world and are deployed in a wide variety of corporate, educational, government, healthcare, retail, and entertainment applications.





- Extron Main Offices
- Extron Regional Training & Support Centers

GLOBAL SUPPORT

Extron was built on the core value of professional integrity with the ultimate goal of complete customer satisfaction. This commitment is reflected in our three guiding principles of Service, Support, and Solutions.

With offices around the globe, Extron is able to provide dedicated, full-service support to customers worldwide. Extron's global presence means that we are here for you, wherever you are.



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