

media:scape + RoomWizard
Applications and Technical Guide

Planning Considerations

PLANNING CONSIDERATIONS

media:scape Planning Considerations

RoomWizard Planning Considerations

media:scape + RoomWizard Applications

media:scape Planning Considerations

SCHEDULED + ON DEMAND

Provide both multipurpose, reservable spaces (for project teams and large group meetings) and first-come, first-served spaces (for impromptu discussions or spur-of-the-moment huddles). Spaces that can be quickly reconfigured make the work environment more responsive to changing business conditions, staff changes, etc.

TECHNOLOGY INTEGRATION

Key IT issues—from security and privacy to connectivity to system compatibility and user support—should be shared by real estate, design and IT professionals. Standards-driven technology that integrates with existing infrastructure is preferred over one-off technologies.

SELF-CONTAINED

media:scape® only requires connections to power and data. Tables with attached totems simply plug into a floor or wall outlet. Wall-mounted monitors or ceiling-mounted projectors are also supported.

LIVING ON VIDEO

Consider videoconferencing space issues: HVAC, acoustics, lighting, circulation, support for content display and worksurface requirements. All participants should be uniformly lit, with fill lighting to soften facial shadows. Avoid reflective surfaces and glass on the wall opposite the camera; reflections and background activity distract remote viewers.

DYNAMIC COLLABORATION

During long videoconferences, participants like to get up, move around and change postures. Provide enough floor space for easy circulation and varied postures, and space for displaying content on walls and materials on worksurfaces.

Encourage use of Virtual PUCK™, so users can move around the space and continue to share content immediately, without interruption, from anywhere in the room.

USER CONCERNS

Appearance on Camera

Consider camera and monitor placement that produce unobstructed sight lines and proper framing of participants. Good lighting and surface materials, as well as providing videoconferencing spaces sized appropriately for the number of users, help deliver a professional, flattering appearance. With appearance concerns alleviated, users can focus on the work at hand.

Confidentiality

Plan vertical surfaces to accommodate content outside of camera view. Encourage users to test camera angles before meetings and remove sensitive information that may be compromised.

Privacy

Different geographies and cultures have unique privacy concerns. For example, the European Union has strict regulations on privacy and videoconferencing. Anyone on video must be informed in advance and must also agree to be recorded.

Cultural Norms

Be aware of cultural expectations regarding attire, and of human resource and legal issues for everyone on a videoconference. Consider disabling the auto-answer function on HDVC connections to prevent drop-ins by uninvited callers.

SUPPORT THE ATTRIBUTES OF COLLABORATION

Not all collaboration is the same. It's often an iterative and informal process that requires intentional support for its social, spatial and informational attributes.

Social

Easy-to-use technology and spaces designed for collaboration support information sharing and encourage frequent group work, creating a trusting and cooperative company culture.

Spatial

The right spaces bring people together. Shared work settings encourage informal encounters and impromptu collaboration. The distance between distributed workers is bridged with video, audio and digital connections integrated into collaborative spaces.

Informational

Collaboration requires effortless access to information. When teams make content visible through whiteboards, screens, vertical surfaces and digital devices, it's easier for workers to build on ideas and insights.

RoomWizard Planning Considerations

PLAN FOR UNIVERSAL USE

A room scheduling system should seamlessly integrate with the company's existing IT infrastructure and be simple for users to operate. RoomWizard® requires no specialized programming and synchronizes with Microsoft® Outlook®, Google Calendar™, Lotus Notes® and many other advanced scheduling systems. It can also work as a stand-alone system.

THINK OUTSIDE THE WALLS

Open plan spaces are just as important to knowledge work as enclosed conference and project rooms. Choose from a variety of hardware options to mount RoomWizard to glass or drywall, media:scape totem, and other furniture products in open or enclosed spaces.

MAKE SPACE AVAILABILITY APPARENT

RoomWizard displays red or green status lights that show at a glance if a space is in use or open. It also synchronizes with company calendaring systems so users can find and reserve space from any network computer or mobile device.

TRACK SCHEDULING TO MANAGE SPACE

Everyone knows the popular meeting spaces, but which ones should be redeployed? What departments or teams need more collaborative space? RoomWizard tracks occupancy and reservation patterns and generates detailed reports to help facility planners and management make better-informed space decisions. It provides a rich source of information on space-usage patterns, all managed from a single interface.

HARDWIRE FOR SECURITY

RoomWizard receives power via Ethernet connection; no separate power run is required. The low-voltage cable eliminates any shock risk and ensures a reliable internet connection and data security.

ENSURE VISIBILITY TO EACH DEVICE

Each room scheduling device should have its own static IP address to ensure IT visibility. This not only simplifies maintenance and repairs but also provides detailed space-usage data essential to effective real estate management.

BOOST PRODUCTIVITY WITH TRANSPARENCY

Time spent searching for workspace is wasted. Three strategies can help cut this loss of productivity.

- **Make space visible.** A company-wide room scheduling system simplifies both on-demand and advance scheduling.
- **Make scheduling easy.** A room scheduling system should work with the company's existing calendaring system, and without specialized programming.
- **Manage collaborative spaces.** Track data on usage and move or reconfigure real estate as needed, so spaces are used optimally and often.

Multipurpose Collaboration Spaces

SPACE

Locate small collaboration settings near workstations; proximity supports impromptu use.

Avoid single-use spaces; support videoconferences in collaborative settings to maximize use of real estate.

Support analog content with whiteboards and tackable and magnetic surfaces on vertical planes.

In enclosed spaces, a full or partial glass facade can communicate availability and can help connect the space to its surroundings.

TECHNOLOGY

Self-contained collaboration technology provides greater security.

Scheduling devices, such as RoomWizard, can be used to manage unowned multipurpose spaces.

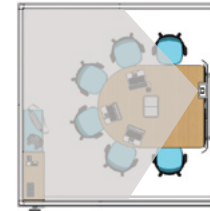
Ensure that camera angle and its ability to articulate will capture participants and vertical planes when applicable.

PEOPLE

Consider setting reservable time limits to prevent groups from monopolizing collaboration settings.

Lighting and backgrounds affect on-camera appearance; provide uniform lighting to lessen harsh shadows.

Remind users that video customs vary by culture and that they should abide by local customs for privacy, recording and attire.



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 1: Economy Pack

A compact collaboration and videoconferencing setting.

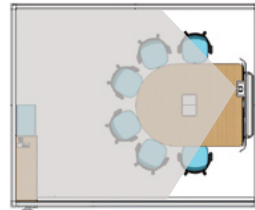
- Self-contained technology needs only power and data connections
- Secure totem hosts CODEC and manages cables
- Totem supports up to two monitors
- Ideal for meetings up to three hours
- Camera ledge hosts camera
- RoomWizard displays room availability and allows immediate scheduling when available
- For interactions of longer duration, see Multipurpose applications with additional circulation space

ON VIDEO	3–4 people
OFF VIDEO	6 people
POSTURE	Stool
FOOTPRINT	12' x 12'
DURATION	0–3 hours
OPTIMIZED	Face-to-Face

Featured Products

- 1 RoomWizard
- 2 media:scape large D with totem + dual monitors
- 3 cobii stool
- 4 EE6 organizer
- 5 Davos bench
- 6 V.I.A. with steel and ceramic skins

Planning Considerations



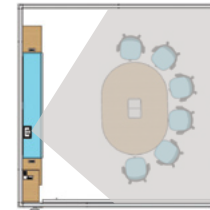
ON-VIDEO VIEW



OUTSIDE VIEW



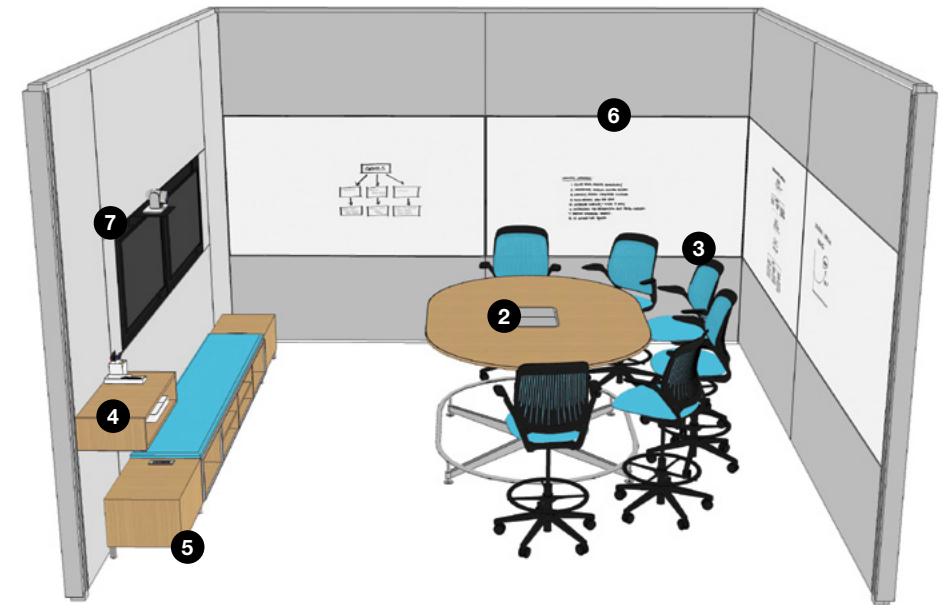
INSIDE VIEW



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 1A: Full Day

A compact setting for long-term collaboration and videoconferencing.

- Additional circulation supports longer duration interactions and promotes movement
- Supports interactions lasting up to a full day
- Self-contained technology needs only power and data connections
- Optimized for informative and evaluative collaboration: sharing content, making decisions, etc.
- Totem supports up to two monitors
- Secure totem hosts CODEC and manages cables
- RoomWizard displays room availability and allows immediate scheduling when available
- For interactions of shorter duration, consider Multipurpose 1: Economy Pack

ON VIDEO	3-4 people
OFF VIDEO	6 people
POSTURE	Stool
FOOTPRINT	12' x 15'
DURATION	Unlimited
OPTIMIZED	Face-to-Face

Featured Products

- 1 RoomWizard
- 2 media:scape large D with totem + dual monitors
- 3 cobo stool
- 4 EE6 organizer
- 5 Davos bench
- 6 V.I.A. with steel and ceramic skins

Multipurpose 2: Everyone in the Picture

Team space with up to six people on camera in videoconferences.

- Wall mounting monitors and camera allows up to six people to be on video
- Space layout and capsule table shape support face-to-face discussion and give the group a professional on-camera appearance
- Setting supports generative collaboration
- The wall-mounted shroud hosts both monitors and the video CODEC
- Ample whiteboards and magnetic surfaces for analog content
- Organizer shelf for supplies, hospitality, etc.

ON VIDEO	6 people
OFF VIDEO	6 people
POSTURE	Stool
FOOTPRINT	15' x 15'
DURATION	Unlimited
OPTIMIZED	Video + Face-to-Face

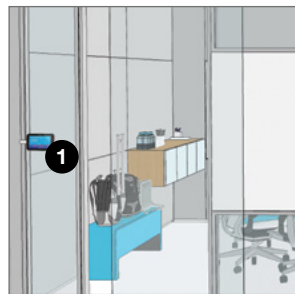
Featured Products

- 1 RoomWizard
- 2 media:scape capsule table
- 3 cobo stool
- 4 EE6 organizer
- 5 Exponents bench
- 6 V.I.A. with steel and ceramic skins
- 7 Dual 48" shrouds

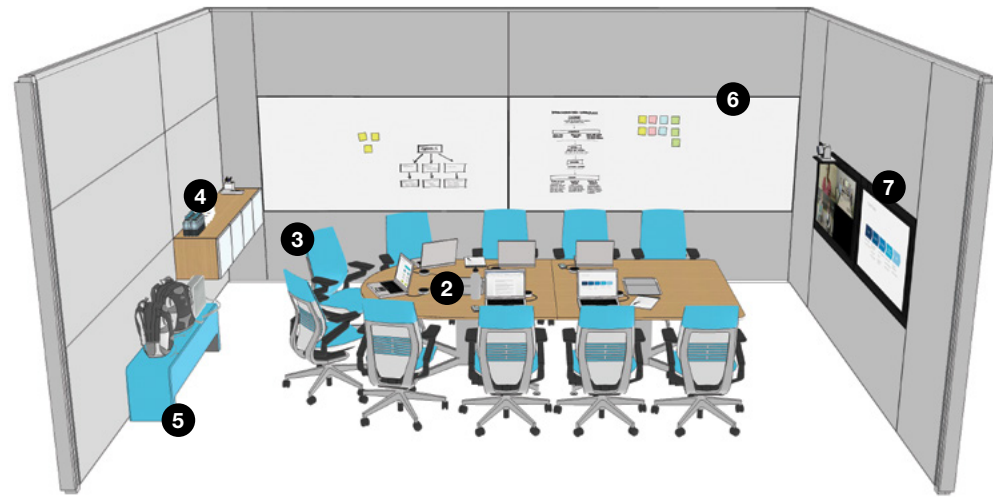
Planning Considerations



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 3: Tradition with a Twist

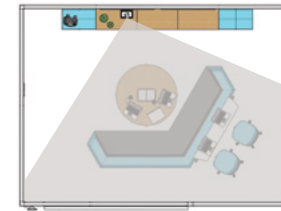
Classic conference setting with greater collaboration and videoconferencing capability.

- Dual media:scape tables function as one larger conference table
- Supports up to eight individual PUCKs for information sharing by large groups
- Ideal for informative and evaluative collaboration: sharing content, making decisions, etc.
- Glass walls, doors, and hosting of the camera, CODEC and monitors with V.I.A.
- Bench seating provides a place for users to set their belongings, open and enclosed storage for supplies, and a secondary surface for hospitality

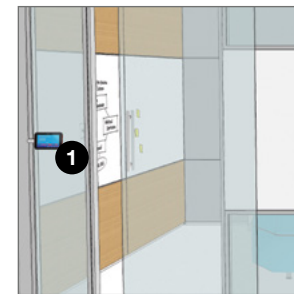
ON VIDEO	8 people
OFF VIDEO	10 people
POSTURE	Task
FOOTPRINT	15' x 20'
DURATION	Unlimited
OPTIMIZED	Face-to-Face

Featured Products

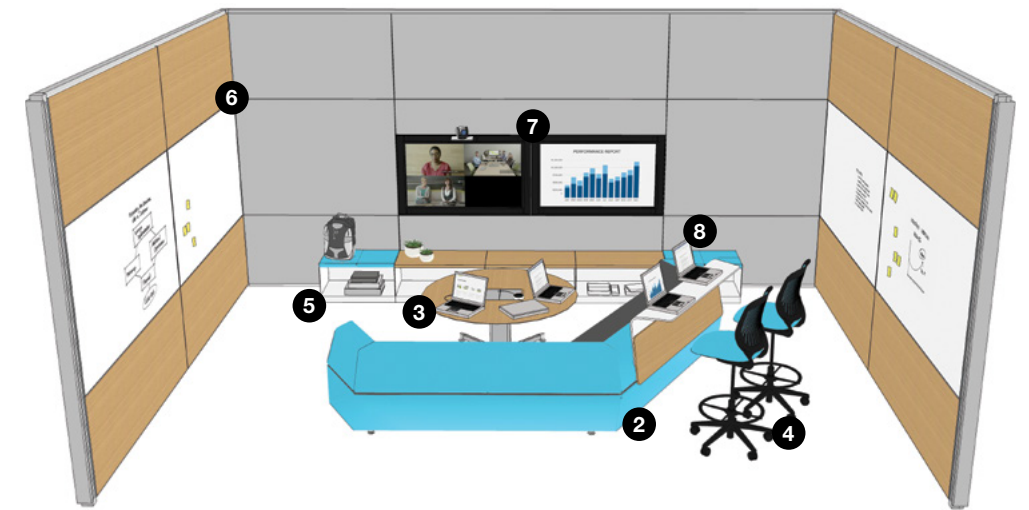
- 1 RoomWizard
- 2 media:scape medium D + square (special)
- 3 Gesture
- 4 EE6 single high overhead
- 5 Davos bench
- 6 V.I.A. with steel and ceramic skins
- 7 Dual 54" monitor shrouds



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 4: Join the Party

Casual collaborative setting welcomes larger groups to participate.

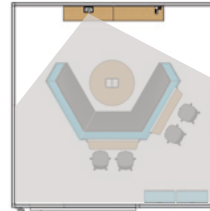
- Lounge with added ledge creates an "infield" for in-person, relaxed collaborations, and an "outfield" behind the lounge to host larger meetings or short-term visitors
- Ideal for short-term informative and evaluative collaborations
- FlexFrame workwall hosts camera, video CODEC and monitors
- Area for circulation, standing and leaning, plus seated and lounge postures for a healthier, more energetic environment
- Bench seating provides a place for users to set their belongings

ON VIDEO	5 people
OFF VIDEO	5 people
POSTURE	Lounge
FOOTPRINT	15' x 20'
DURATION	1 hour or less
OPTIMIZED	Video

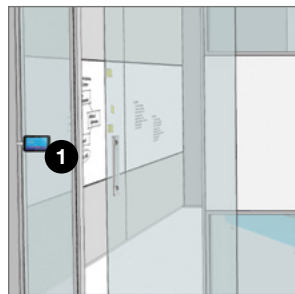
Featured Products

- 1 RoomWizard
- 2 media:scape lounge + ledge
- 3 media:scape round lounge-height table
- 4 cobo stool
- 5 Universal 1H storage
- 6 V.I.A. with steel and ceramic skins
- 7 Dual 54" monitor shrouds
- 8 Virtual PUCK

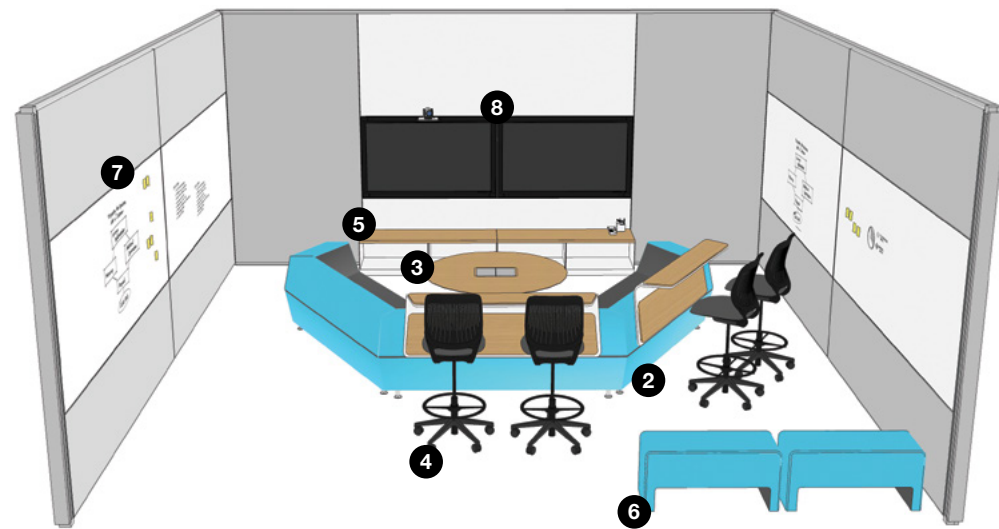
Planning Considerations



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 5: 20/20 Vision

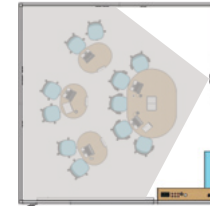
Larger-footprint, casual collaborative setting comfortably hosts 10 people.

- Provides short-term collaboration space for a range of group sizes for informative and evaluative sessions
- Lounge with an added ledge creates an “infield” for in-person, relaxed collaboration, and an “outfield” behind the lounge that hosts larger meetings or short-term visitors
- Three ledges expand a setting for 4–6 people into a workspace for 10–12 people
- Area for circulation, standing, leaning, sitting and lounge postures creates a healthier, more energetic environment
- Ottomans provide a place for users to set personal belongings

ON VIDEO	8 people
OFF VIDEO	10 people
POSTURE	Lounge + Stool
FOOTPRINT	20' x 20'
DURATION	1 hour or less
OPTIMIZED	Video

Featured Products

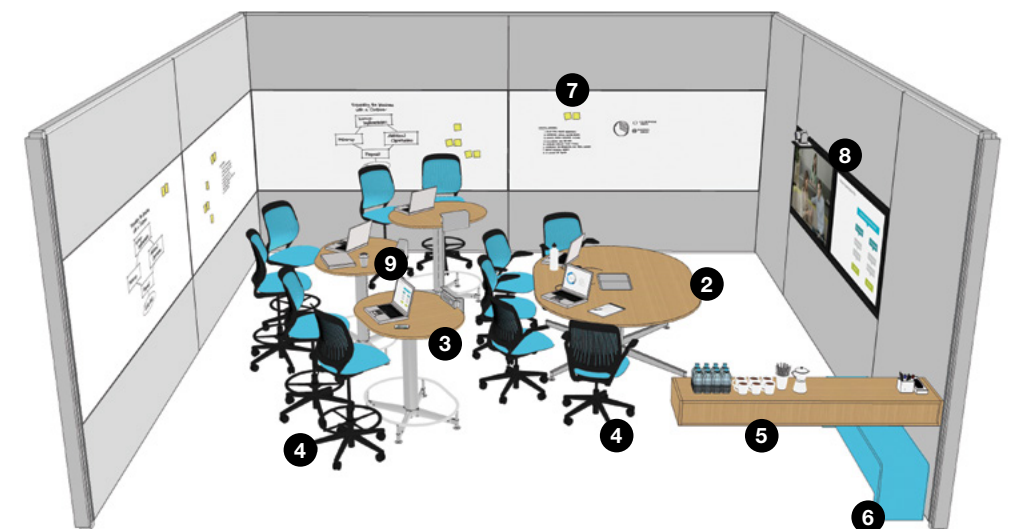
- 1 RoomWizard
- 2 media:scape lounge + ledge
- 3 media:scape round lounge-height table
- 4 cobo stool
- 5 Universal 1H storage
- 6 Davos bench
- 7 V.I.A. with steel and ceramic skins
- 8 Dual 60" monitor shrouds



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 6: All Hands on Deck

Cross-functional collaborative team space easily supports 11 users.

- “Infield” table and task chairs and “outfield” stools and tables create a tiered setting that allows everyone to be seen on video by remote users
- Supports informative, evaluative and generative collaborations for up to an entire day
- Coordinating ScapeSeries tables provide worksurfaces and power for users in the “outfield”
- Room for circulation and brief side collaborations
- Includes hospitality support and ample vertical planes for analog content

ON VIDEO	11 people
OFF VIDEO	11 people
POSTURE	Task + Stool
FOOTPRINT	20' x 20'
DURATION	Unlimited
OPTIMIZED	Video

Featured Products

- 1 RoomWizard
- 2 media:scape capsule table
- 3 media:scape ScapeSeries table
- 4 cobo chair and stool
- 5 EE6 organizer shelf
- 6 Davos bench
- 7 V.I.A. with steel and ceramic skins
- 8 Dual 60" monitor shrouds
- 9 Virtual PUCK

TeamStudio Collaboration Spaces

SPACE

Longer meetings require options for seated and standing postures, as well as adequate clearance to move about.

Provide a stage for the presenter in informative meetings while on video, where the presenter is captured on camera.

Provide for multiple layers of analog content with writable, tackable and magnetic display.

Consider a secondary surface to support hospitality needs.

TECHNOLOGY

Consider multiple monitors to support a range of digital content options within the space.

A three-monitor settings provides two monitors for content sharing and one to show remote participants.

In single-camera settings, use camera presets: Full Room to show all participants; Center Zoom to show 2–3 participants; Pan/Zoom to show whiteboard analog content.

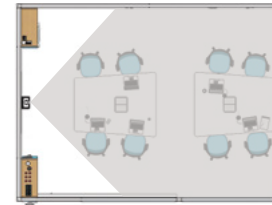
Route cables between tables and wall-mount monitors in various ways: raised floor, cored floor or TeamStudio cable tray.

PEOPLE

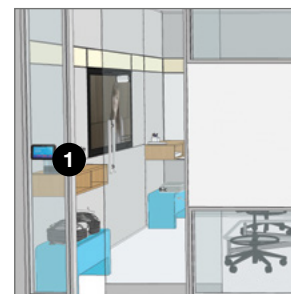
Provide room to roam; in longer sessions, people like to pace and change postures.

For active project teams that frequently move throughout the space, consider stool-height settings for a more professional and flattering camera view.

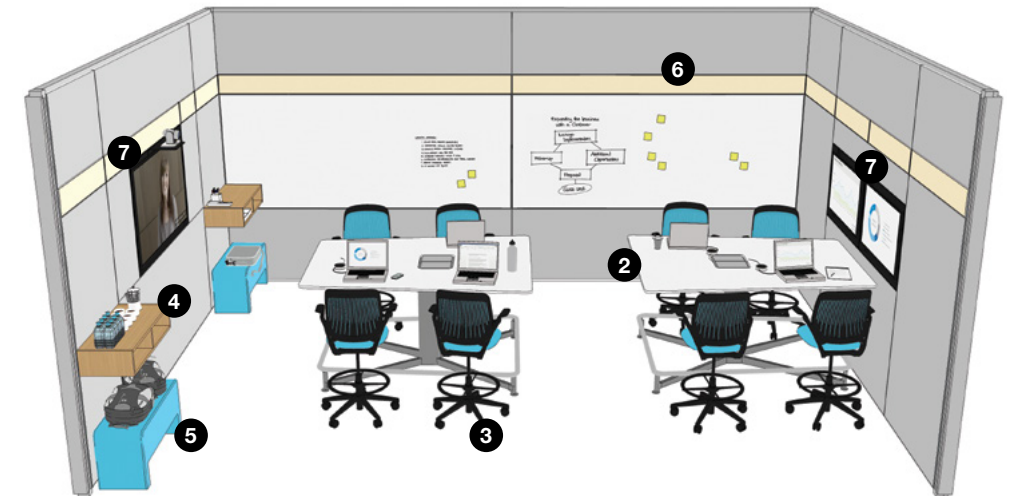
Room to circulate makes it easier for users to access whiteboards and storage, and to come and go with less disruption.



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

TeamStudio A: Clubhouse

Collaborative space for active project teams.

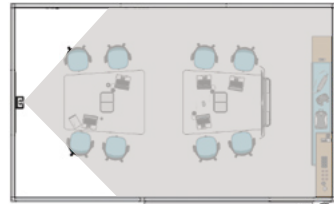
- Supports informative, generative and evaluative collaboration in person and on video
- The opposing trapezoid tables ensure everyone can be seen on video at the remote site
- Unique dual worksurface promotes active meetings and allows participants to easily access the entire setting
- Stool-height seating ensures a professional and flattering appearance on camera
- Writable and tackable display provides information immersion
- Dual worksurfaces allow circulation and changing of postures

ON VIDEO	8 people
OFF VIDEO	8 people
POSTURE	Stool
FOOTPRINT	15' x 20'
DURATION	Unlimited
OPTIMIZED	Video + Face-to-Face

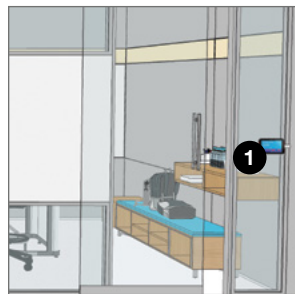
Featured Products

- 1 RoomWizard
- 2 media:scape TeamStudio table
- 3 cobii stool
- 4 EE6 organizer shelf
- 5 Davos bench
- 6 V.I.A. with steel and ceramic skins, LED lighting
- 7 Single 60" monitor shrouds + 42" dual monitors

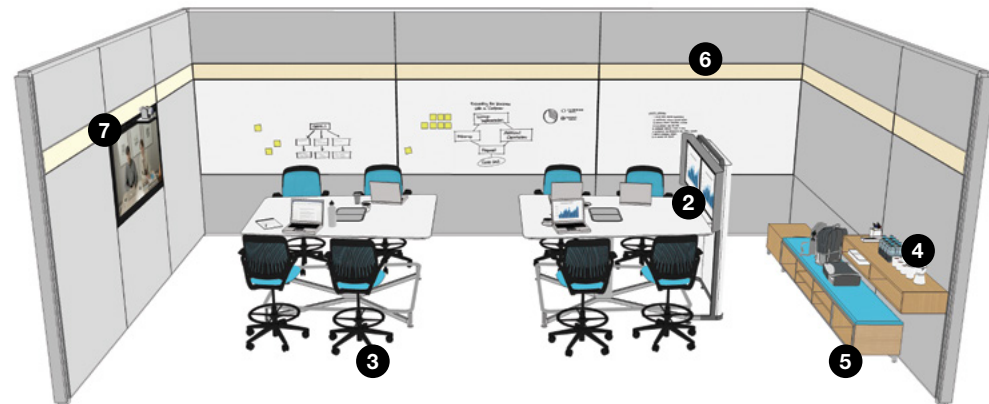
Planning Considerations



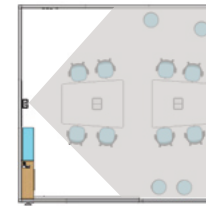
ON-VIDEO VIEW



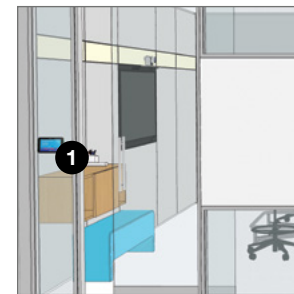
OUTSIDE VIEW



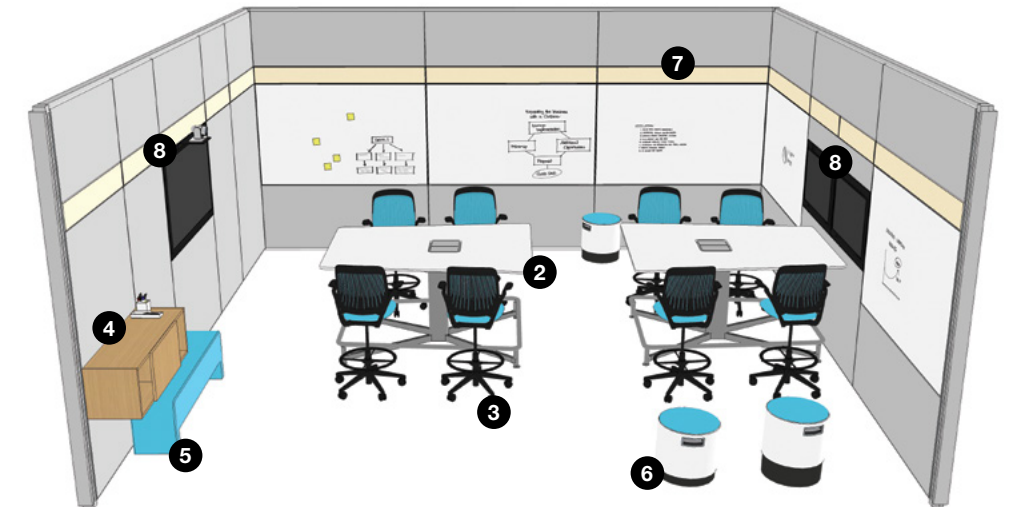
INSIDE VIEW



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

TeamStudio B: Think Tank

Larger collaborative space for active project teams.

- Supports informational, generative and evaluative collaboration in person and on video
- Trapezoid tables ensure that all participants can be seen on video by remote users, and support changing postures
- Dual worksurfaces allow circulation and changing postures
- The stool-height setting ensures a professional and flattering camera view for active project teams moving about the space while on video
- Easy transitions to different discussions at either table

ON VIDEO	8 people
OFF VIDEO	8 people
POSTURE	Stool
FOOTPRINT	15' x 25'
DURATION	Unlimited
OPTIMIZED	Video + Face-to-Face

Featured Products

- 1 RoomWizard
- 2 media:scape TeamStudio with totem + dual monitors
- 3 cobo stool
- 4 EE6 organizer shelf
- 5 Exponents bench
- 6 V.I.A. with steel and ceramic skins, LED lighting
- 7 Single 60" monitor shroud

TeamStudio C: Idea Factory

Active project team space with room for side conversations.

- Supports informational, generative and evaluative collaboration in person and on video
- Large writable, tackable and magnetic wall surfaces provide information immersion
- Layout allows entire team to gather around analog content during videoconference
- Plenty of room for seated or standing side conversations
- The stool-height setting ensures a professional and flattering camera view for active project teams moving about the space while on video
- Trapezoid tables ensure that all participants can be seen on video by remote users, and support changing postures

ON VIDEO	8 people
OFF VIDEO	8 people
POSTURE	Stool
FOOTPRINT	20' x 20'
DURATION	Unlimited
OPTIMIZED	Video + Face-to-Face

Featured Products

- 1 RoomWizard
- 2 media:scape TeamStudio
- 3 cobo stool
- 4 EE6 single high overhead
- 5 Davos bench
- 6 Buoy
- 7 V.I.A. with steel and ceramic skins, LED lighting
- 8 Single 60" monitor shrouds + 42" dual monitors

Individual Videoconferencing Spaces

SPACE

Locate individual videoconferencing solutions in enclosed rooms for acoustic and visual privacy. Easy access from nearby spaces is key to utilization.

Provide a primary surface to support the user's technology and content for the meeting and provide a secondary surface for personal items.

In enclosed spaces, a full or partial glass facade can communicate availability and can help connect the space to its surroundings.

TECHNOLOGY

Use a room scheduling system to make space easy to access and schedule.

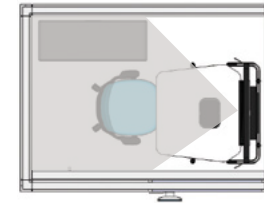
Provide easy access to power for users to charge portable technology.

media:scape kiosk provides consistent deployment of video at seated or standing-height.

PEOPLE

Consider providing both seating and standing solutions in your space so users can choose the best space for them based on their preference.

Add whiteboards to support note-taking during collaboration.



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Kiosk A: Chat Room

Engage with a distant colleague via short-term video.

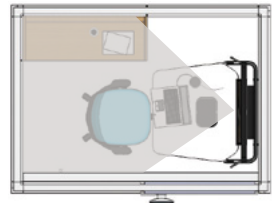
- Seated and standing video kiosk supports short-term collaborations with distant colleagues
- A bench or shelf in the space provides a secondary surface for a user's personal belongings
- Layout is optimized for one user on video

CAPACITY	1+ people
POSTURE	Task
DURATION	1 hour or less
OPTIMIZED	Video

Featured Products

- 1 RoomWizard
- 2 media:scape kiosk; desk-height
- 3 cobi
- 4 Davos bench
- 5 V.I.A. with steel and ceramic skins

Planning Considerations



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Kiosk B: Phone Booth

Engage with a distant colleague via short-term video.

- Seated and standing video kiosk supports short-term collaborations with distant colleagues
- A bench or shelf in the space provides a secondary surface for a user's personal belongings
- Layout is optimized for one user on video

CAPACITY	1+ people
POSTURE	Stool
DURATION	1 hour or less
OPTIMIZED	Video

Featured Products

- 1 RoomWizard
- 2 media:scape kiosk; stool-height
- 3 cobii stool
- 4 EE6 open shelf
- 5 V.I.A. with steel and ceramic skins



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