Smart Building Technology
and Hybrid Work Solutions

Cisco Talent and Collaboration Centers

Small Collaboration Room Design Guide

Open

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Introduction

Overview and Intent

This document provides guidance on how to effectively design a Small Collaboration Room.

This design brings space layout, technology, and furnishings together to create an optimal experience for those present locally and for remote attendees.

Each customer project is unique. Thus, it is important to involve local facilities teams, workplace design resources, architects and space designers, IT, and a Cisco-certified integrator. The collective goal is to finalize the details of any design, verify the applicability and address any local concerns – electrical/mechanical, orientation and location of the room within the floor plan, accessibility, circulation, and external factors such as noise, light, and temperature.

Room Description

Small groups get work done. These Small Collaboration Rooms are the perfect setting to bring in-person and remote colleagues together. The 120° field of view of the Cisco Room Bar, and the 55” display, ensure everyone is in view and work gets done.

Supported Collaboration Activities

Information Sharing	✓
Brainstorming	
Team Building	
Decision Making	✓

Table of Contents

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Visualization of key Cisco elements

55” Display

LG / Panasonic / Samsung / Sony

Cisco Room Bar

Cisco Room Navigator
for Wall

Cisco Room Navigator
for Table

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Certified Third Party Displays

Webex certified displays have been tested for compatibility and robustness of their video interfaces, optical characteristics, and basic security practices.

When connected to a Cisco collaboration device they will automatically reconfigure to the optimal configuration already tested and verified.

This list of verified devices was update on August 21, 2024. For up to date information on certified and compatible Cisco collaboration device partner offers, click on the link below.

Device Partners

Vendor	Product or Series	Firmware version
Samsung	QMB	1040.7
Samsung	QBB	1040.7
Samsung	QMC	1040.4
Panasonic	EQ2	2.40
LG	UL3J	03.08.41
LG	UH5J	03.24.01
LG	UR640S	03.17.00
LG	UM5K	3.70.30
Sony	BZ30J, BU30J, BZ35J, BU35J, BZ40H, BU40H, BZ40J, BU40J	6.5929
Sharp/NEC	M751, M861, M981	1.200
Sharp/NEC	MA431, MA491, MA551, P435, P495, P555	3.203
Sharp	PN-LA652, PN-LA752, PN-LA862	1.112

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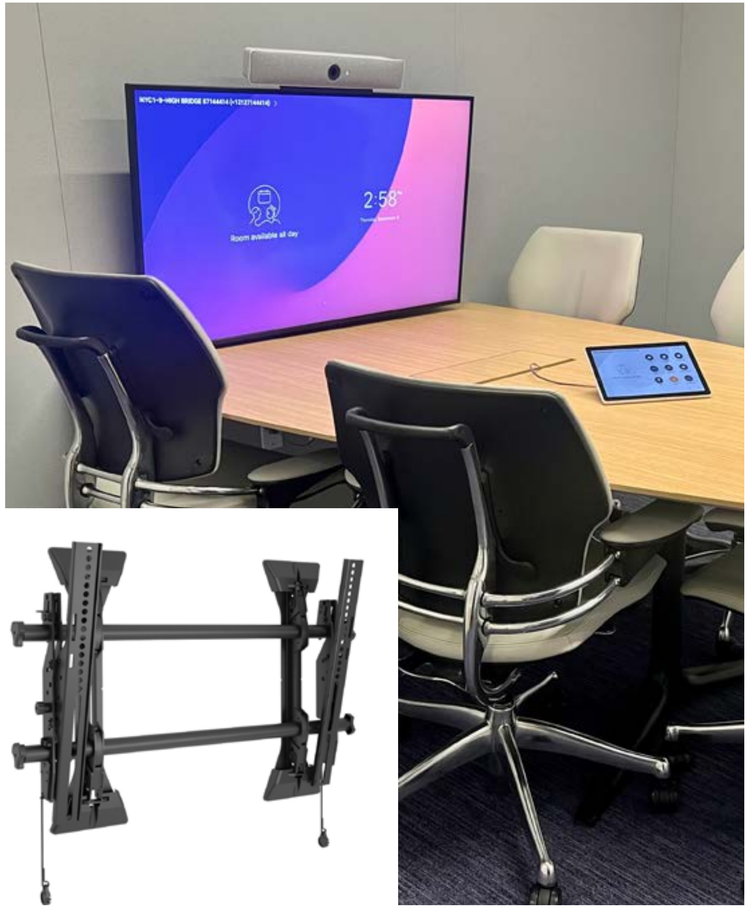
Video Device Mounting Options

Cisco Room Bar

With the Cisco Room Bar, it is best that the display is mounted on the wall. If the wall mounting option is selected, the wall will need to be blocked and power and data recessed into the wall. As with other small room applications, it is important to elevate power and data and locate it either in the center of the mount or off-set, away from the wall. This will ensure that the electrical outlets and data jacks will not be seen from outside the room.

If wall mounting is not an option, the display can also be free-standing on the table or mounted on a low-profile credenza unit that either tethers to the wall or is free-standing. In either of these scenarios, it is best to locate power and data at standard height from the floor, per local code.

Wall Mounted Option



Credenza Option

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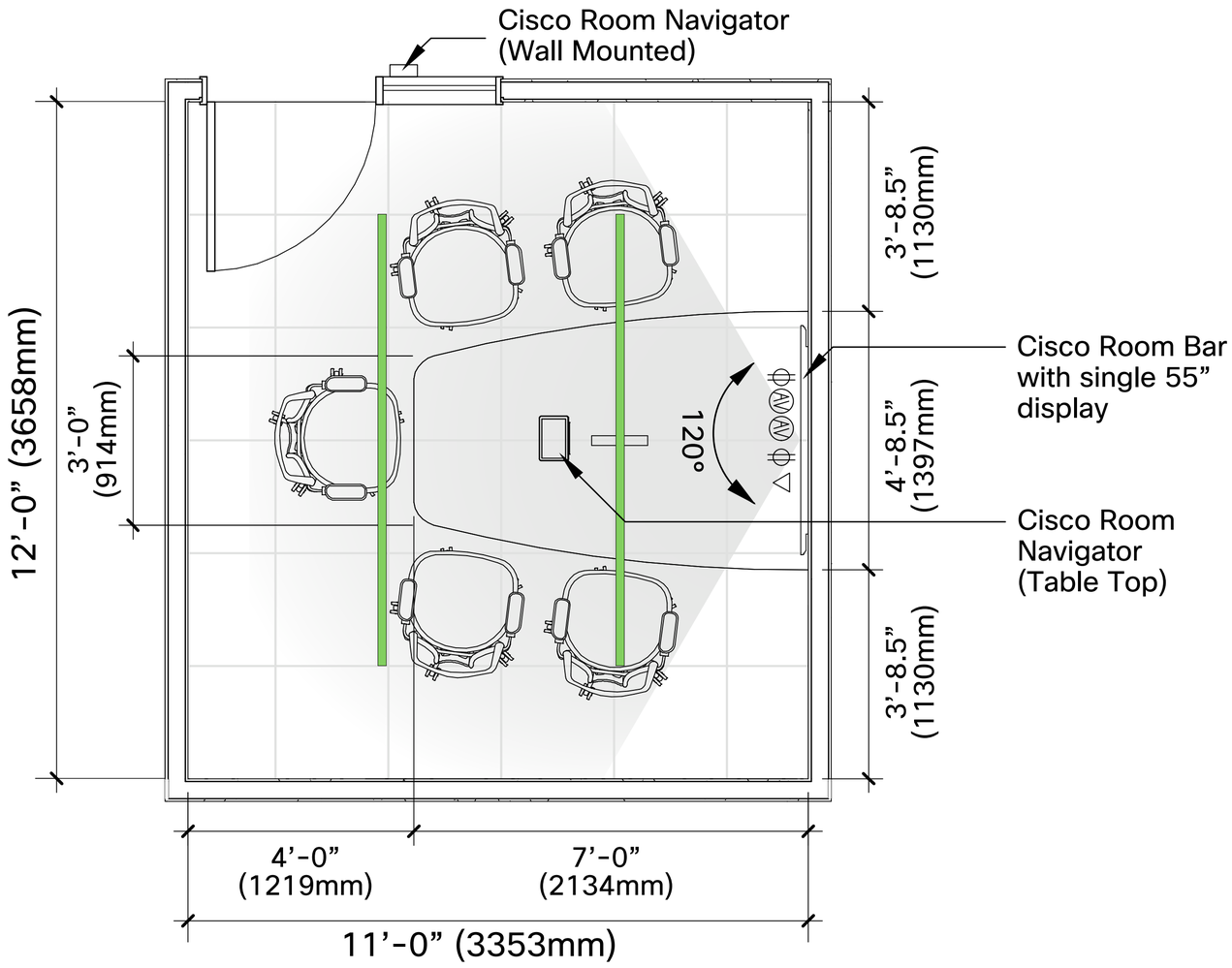
Composite Plan



Graphics Symbols

- Acoustical Ceiling & Grid
- HVAC Diffusers (T.B.D.)
  Shown as Example Only
- Light Fixtures
- Acoustical Wall

Furniture Systems Version Devices

- Duplex Receptacle & Grid
- Data Receptacle

Power and Communication

WALL / CEILING / FLOOR VERSION DEVICES

- Third Party Speakers (Optional)
- Duplex Receptacle
- Data Receptacle
- Light Switch
- AV Receptacle
- Table Version Microphone
- Combination Power
  & Voice / Data Infeed

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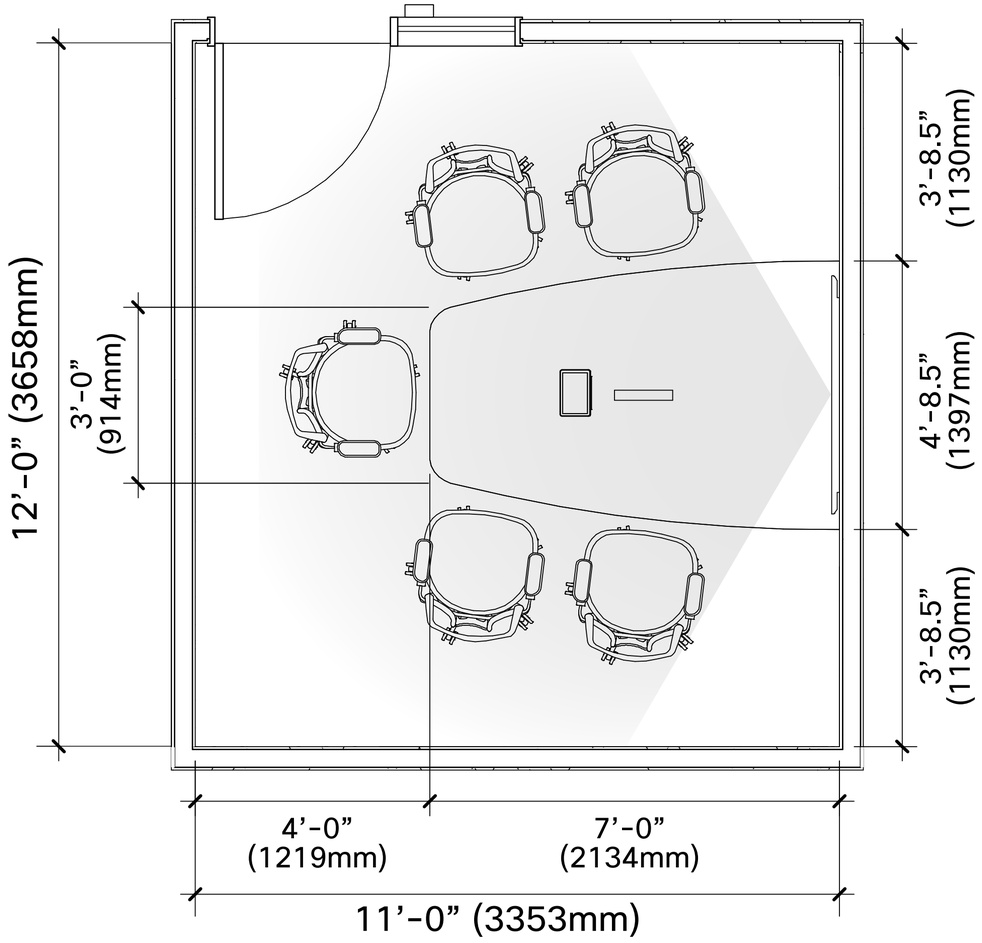
Room Layout



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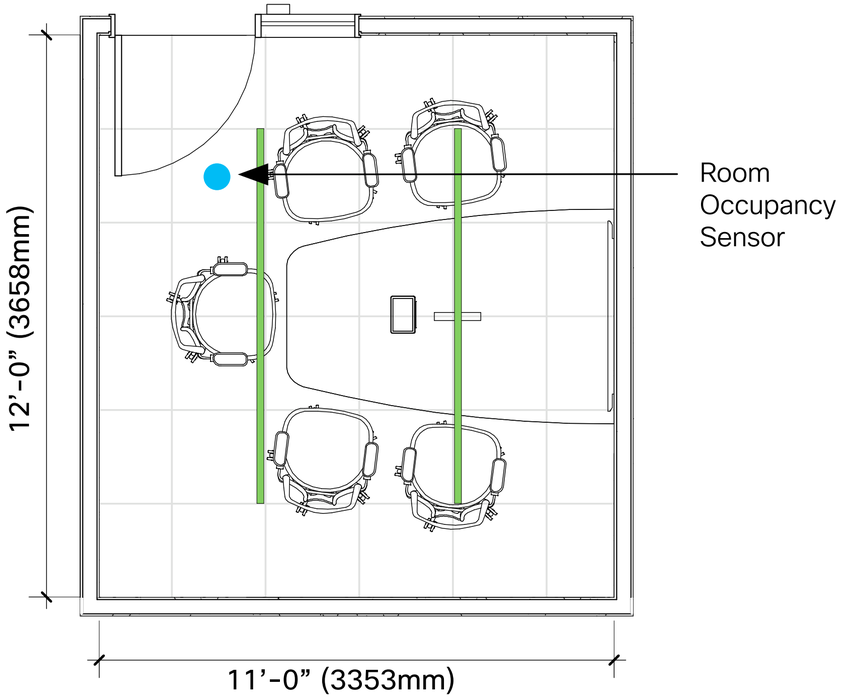
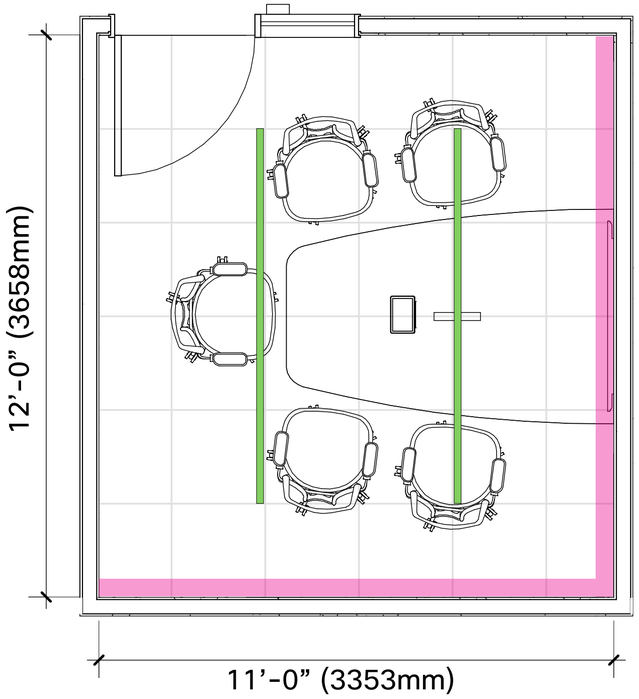
Reflective Ceiling Plan & Acoustical Treatment

Reflective Ceiling Plan



● A glare-free luminary with a beam angle of 90° or wider is recommended. In addition, fixtures selected should have a color temperature of ~4000K and color rendering index (CRI) of 85 or better.

Acoustical Treatment



● Two walls of acoustical wall treatment is optimal, preferred location is wall opposite device and then adjoining, away from entry location.

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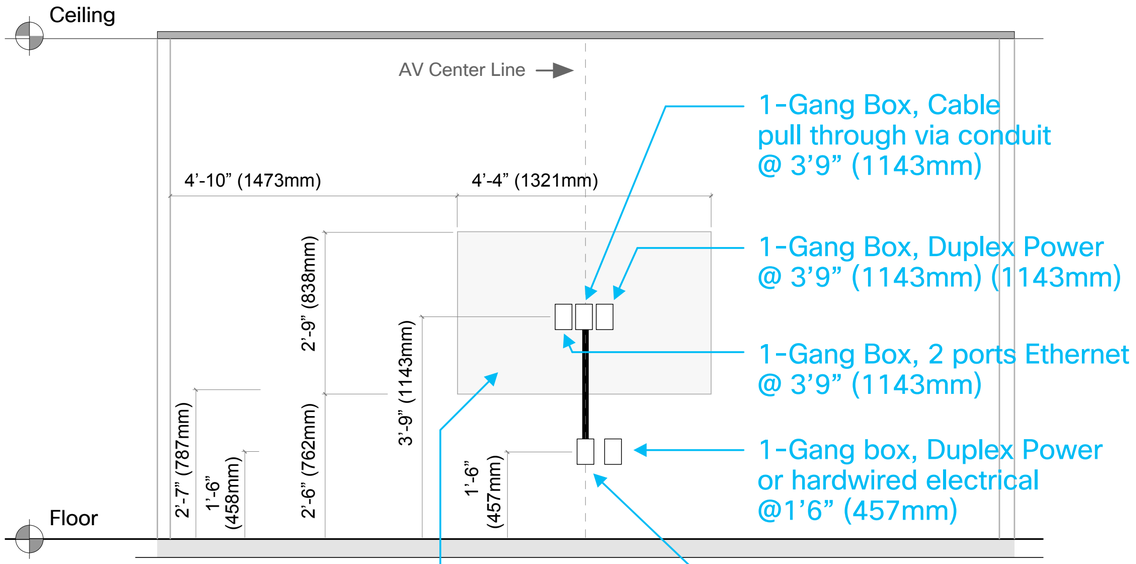
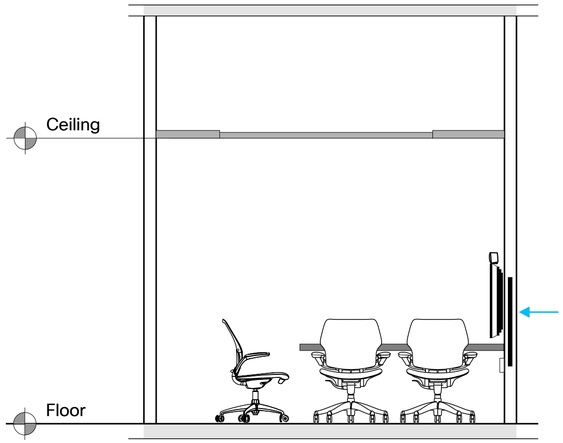
Room Elevations

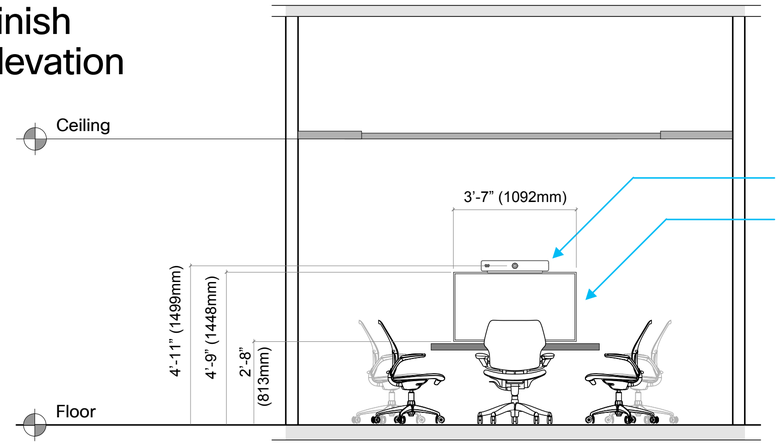
Construction Elevation



Side Elevation



Finish Elevation



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Power & Data

General Specifications

Power and data requirements need to be verified for each project. Provide video device power and data even if the project plan does not include it on day one. Based on the design of this space, core drills and floor boxes are not typically required.

Power & Data

Provide one (1) duplex power outlet and one data receptacle with two ethernet ports on the wall behind the video device. If wall mounted, both should be recessed, and the location should be either centered on the wall or off-center, away from the door and/or sidelight (so not visible). The exact location of power and data should be determined based on the specific wall mount that is selected; please confirm with the A/V integrator. If a credenza/table unit is used, power and data can remain at standard height per code. If power is also required at the table, then an additional duplex outlet or hardwired connection should be included under the table. In either case, please confirm with the furniture provider.

Exploded IT Diagram

Cisco Room Navigator for Table (required)

The recommended approach is to connect the Cisco Room Navigator for Table directly to the Cisco Room Bar using a network cable. The two can also be connected over the IT network if an ethernet port is available under the table.

Cisco Room Navigator for Wall

It is recommended to run the cable inside the wall or through the door frame directly back to a network switch.

Table Top Charging

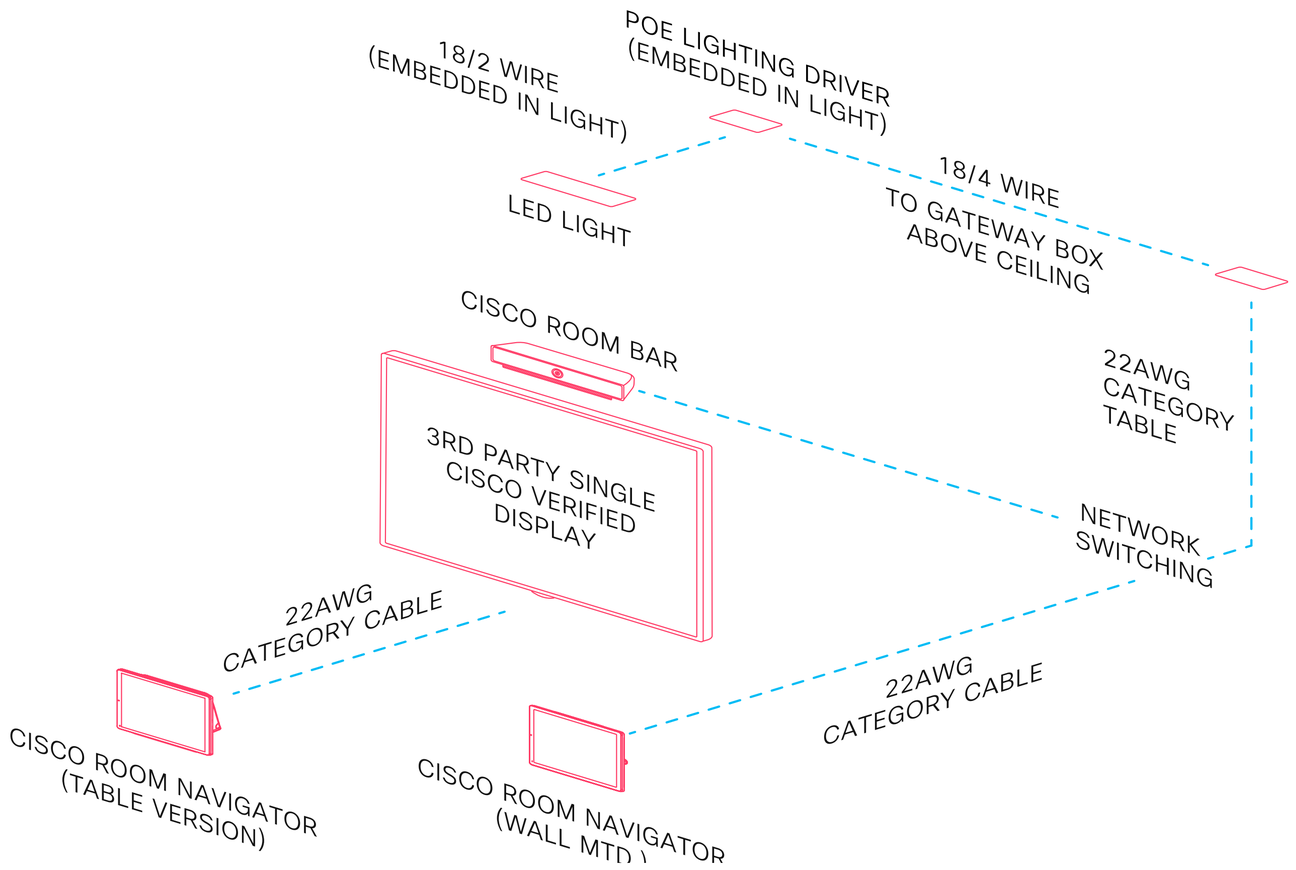
USB-C charging and convenience outlets on table top. Ensure the size of the trough and layout can accommodate a variety of laptop power supplies.

Wall Blocking

Required when the device is wall-mounted. The size and composition of blocking materials should be determined based on the overall weight of the solution deployed.

Core Drilling

Not typically required. With the table connected to the wall, all cables can run on the underside of the table surface, passing to the top of the table through a table trough. Access to the underside of the table can be either a grommet behind the display or a wall conduit (as shown in elevation drawings).



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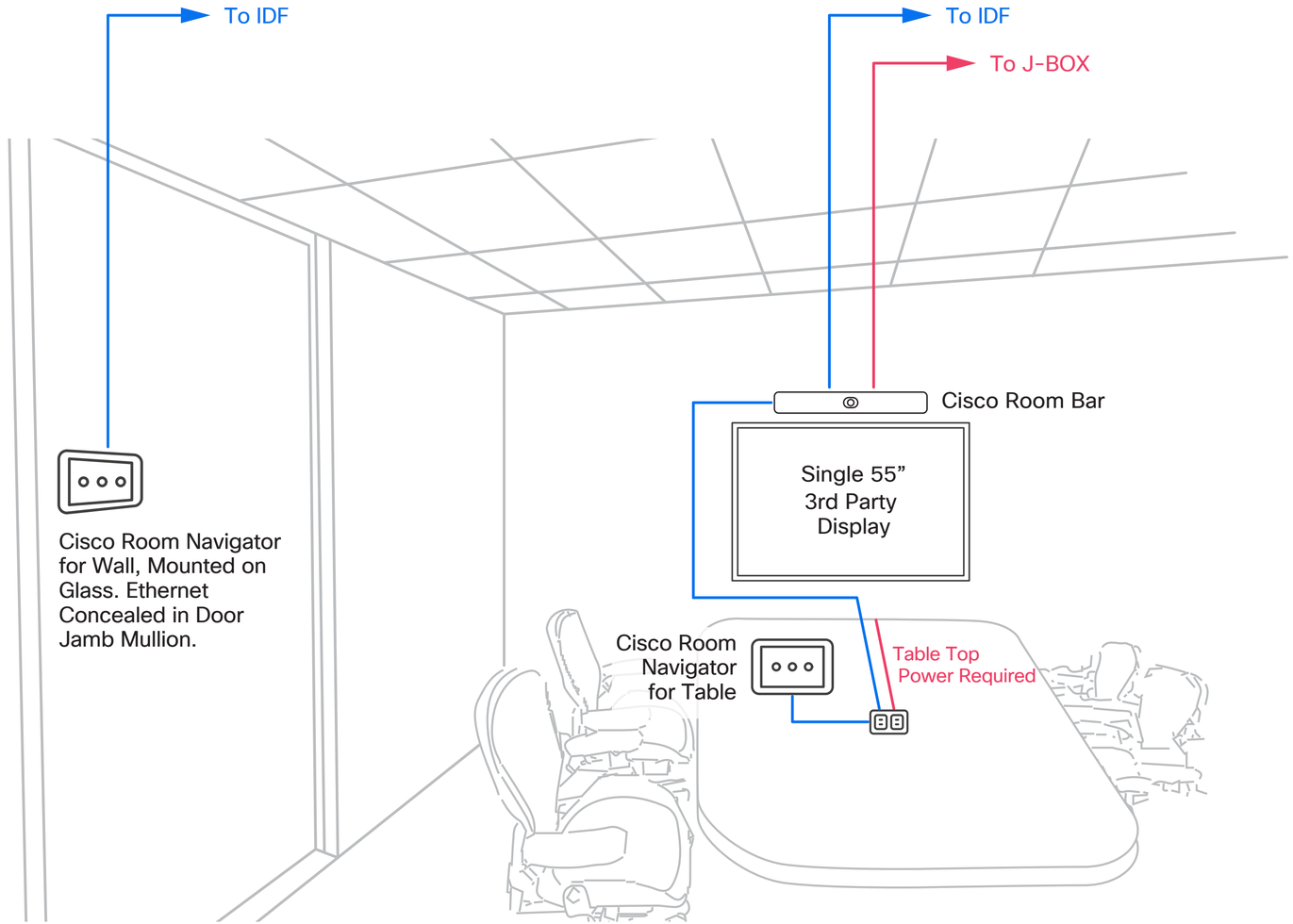
Connectivity View



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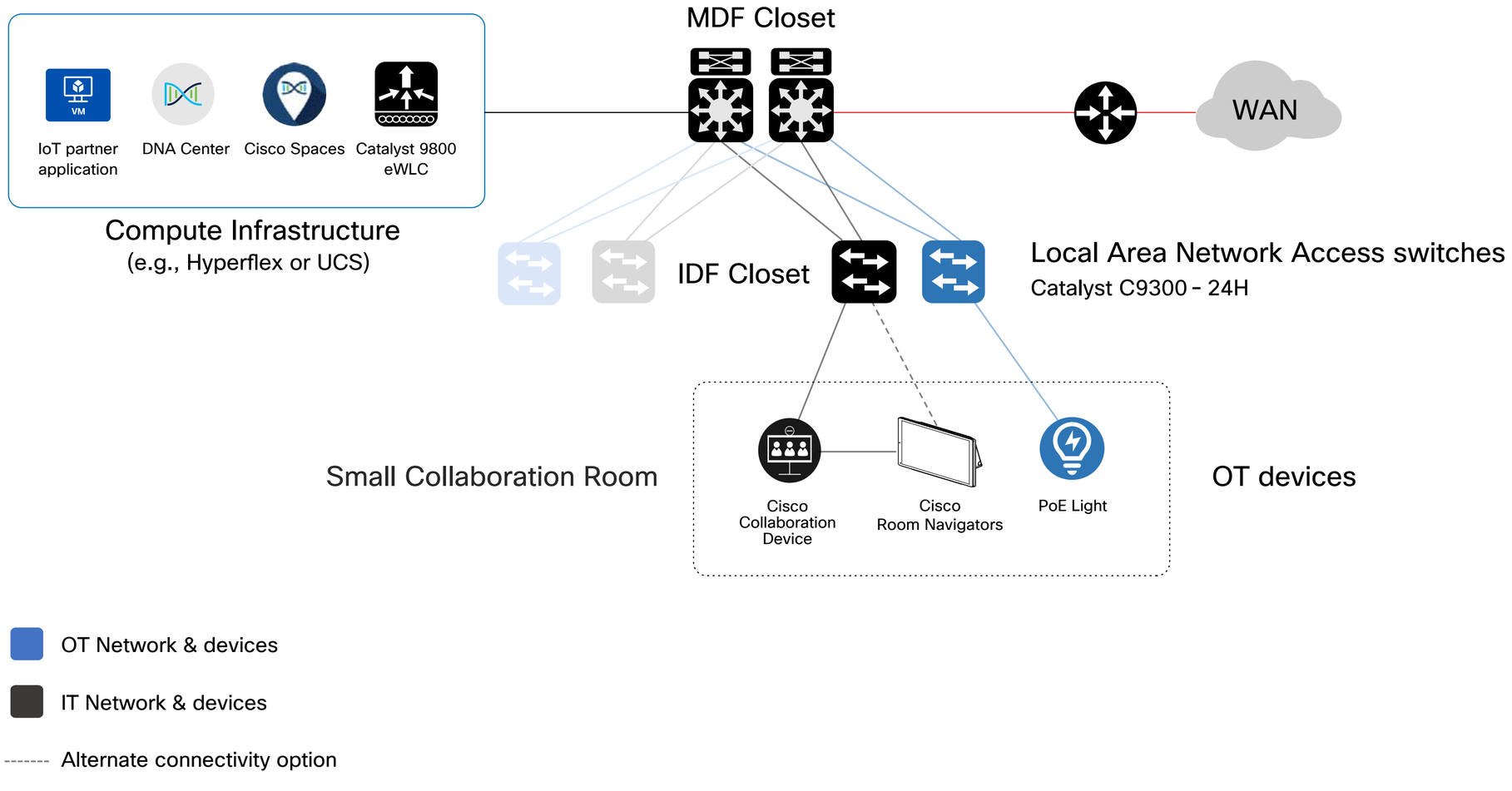
IT/OT Reference Architectures

- Separate IT and OT network layout
- Port based DHCP allocation
- 90W UPoE+



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IT/OT Bill of Material

Cisco Products

- **CS-BAR-T-K9** Cisco Room Bar
  - **CS-T10-TS-G-K9** Cisco Room Navigator for Table (included with Cisco Room Bar)
- **CS-T10-WM-K9=** Cisco Room Navigator for Wall

IOT Devices

- IAQ coming from the Cisco Room Navigator, No additional IoT IAQ
- Occupancy sensing is coming from the Cisco Endpoints
- Suggested lighting specifications: 220LPW raw,140LPW delivered
- Small Collaboration room lights being power by a 4 ports on the ceiling
- Traditional DC Wall Switch
- Ensure device is not plugged into a ASHRAE 90.1 outlet

Non-Cisco peripherals

- Single 65” Display

External microphones and speakers

- Mic and speakers are embedded in the Cisco Endpoints, No additional mic or speakers required

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Commissioning-User Acceptance Testing (UAT) Criteria

OT/Space Testing

- [ ] Verify manual adjustment of lights, shades and environmentals are operational from wall controls
- [ ] Confirm that smart building integrations, specifically lighting and shading controls, work from Room Navigator and via voice commands (if applicable)
- [ ] Check any tabletop power and A/V cable functionality

IT Testing

- [ ] Verify internet connectivity to video device
- [ ] Initiate test calls on video endpoint (via Room Navigator, Webex app and voice controls)
- [ ] Validate environmental metrics are being displayed on collaboration device and Room Navigator
- [ ] Confirm help videos are loaded
- [ ] Confirm that Room Navigator - Wall is powered and that booking function is working properly. Check that booking function is also available within the room on the Room Navigator-Table version and via voice commands
- [ ] Verify the Cisco Smart Workspaces display is showing proper presence status

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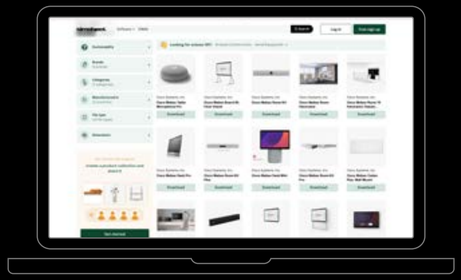
Design Files

Design files (Revit, AutoCAD, Sketch up, Rhino3D, etc.) for Cisco's collaboration devices, network switches, wireless access points and Meraki security cameras can be found at www.bimobjects.com, search "Cisco."



Resources

Cisco.com	
Guide	Guide: Best Practices for Creating Effective Video-enabled Rooms
Data Sheet	Cisco Room Bar Data Sheet
Guide	Cross View Room Preparations Guidelines

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The intent of this document is to highlight the details, components and partners used in the creation of a Large Collaboration Room. Any reference herein to any specific commercial products or service does not necessarily constitute or imply its endorsement or recommendation.

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