



BUILDOUT TO BREAKOUT: PREP YOUR VIDEO COLLABORATION SPACES

By Haletha Judkins | May 12th, 2022 | Open Workplace, Poly Experience, Tips & Tricks

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As workers return to the office, collaboration spaces are getting a makeover. Poly understands that designing the room environment and deciding the layout for video equipment can be challenging,

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especially with the new considerations for supporting hybrid teams. Even though our Poly G7500 and Poly Studio Family products were designed with ease of deployment and setup in mind, there are other important considerations when prepping your video collaboration spaces, such as how to deal with windows, where to place the furniture, and where microphone placement will work best in your space.

The new [Room Preparation Guide](#) offers pre-installation strategies and recommendations for room planning to help you optimize your collaboration environment. These helpful tips can prevent oversights that can counteract a productive and enjoyable video conferencing experience.

MAXIMIZING THE ROOM ENVIRONMENT

The basic elements of your collaboration environment – walls, windows, HVAC, colors, lighting, acoustics – are important to creating a workable space. Fine-tuning the room environment before installing your video conferencing equipment is crucial to your collaboration experience.

The guidelines in the *Room Prep Guide* help establish a good foundation for collaboration

rooms by answering questions such as the following:

- **Do window treatments really matter?** Yes. Use curtains or draperies (never blinds) that are heavy enough to dampen sound from inside and outside the room.
- **How bright should the lighting be?** Bright light increases the range of in-focus objects, especially people's faces. Make sure the light is diffused and never shining directly at the camera.
- **Which floor materials are acceptable?** Choosing the right flooring makes a big difference in the room's acoustics. Stick with carpet if you can or pay special attention to sound dampening in other parts of the room (like walls and ceilings).
- **What color should I paint the walls?** Neutral colors with hints of blue work best. Grays, silvers, and champagne work well for acoustic panels. Avoid saturated colors if possible (and stay away from green!)
- **How can I minimize background noise?** Most of the options to minimize background noise are integrated as acoustic materials built into the walls and ceilings. If you can't alter or update the construction of your room, consider enabling Poly Acoustic Fence or Poly

Camera Placement on Monitors

The position and elevation of the monitor in a meeting room often determines whether you mount the camera above or below the display.

Ideally, position the monitor so that the center of the display is at eye level of seated participants, approximately 1.07 m (42 in.) from the finished floor. Then mount the camera as close to that level as possible—this is usually on top of the monitor.

In some circumstances however, the monitor may have to be at an elevated position relative to the audience, meaning you must mount the camera in an inverted setup below the monitor to meet the recommended participant eyeline positioning.

The following diagram shows a participant sitting in a room with the camera mounted below the monitor, instead of the recommended position of near the center lines of the display. Since the participant must look up at the display to see the relevant conference information, the far side receives a view of the participant looking away from and much higher than the camera view.

Note: The camera placement guidance presented in this guide may not apply to special applications and environments.

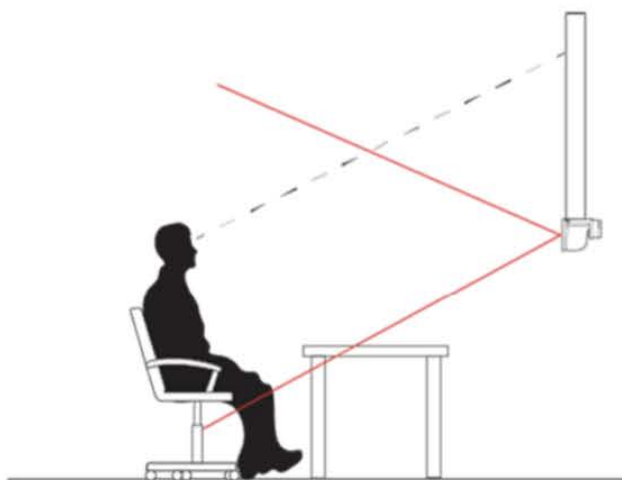


Figure 1: Camera mounted below monitor

Note the following:

- Placing cameras outside an ideal location can have negative results. For example, positioning a camera below a monitor can render an unintentional and possibly unflattering perspective to the far-side viewers if a meeting attendee walks in front of the camera.
- Positioning cameras too far outside the center lines of the display can also create a parallax error, which is when the eyes of the person on camera look askance at the remote speaker. A significant loss of eye contact can cause a sense of inattention or mistrust, so avoiding those appearances is important.

Field of View

Make sure your camera uses a wide enough field of view (FOV) that covers the participants located furthest from the camera. For example, a G7500 system with a Studio E70 camera is ideal for a large room configuration because the camera specifications offer both a wide field of view: 120-degree horizontal field of view (HFOV) and a narrower 70-degree HFOV, with 7.62 m (25 ft) maximum user distance.

Studio E70 Field of View

The Studio E70 camera has an articulating hinge located at the bottom of its base. You can manipulate this hinge to rotate the camera from side to side or to tilt it up and down to an angle that provides a wide enough field of view for your conference. For best results, Poly recommends that you position the camera so that its centerline points to the person seated furthest from the camera.

The following diagrams show the range of the Studio E70 camera's narrow vertical field of view (VFOV) (11 degrees) and wide VFOV (49 degrees) when you position the camera at level and forward tilt positions, and the room participant furthest from the camera is at various distances.

Note: The Studio E70 electronics don't allow pan or tilt when the camera is at full-wide angle. You must zoom in to allow pan or tilt.

The following diagram shows the perspective of the Studio E70 camera when the room participant at the furthest distance from the camera is 1.83 m (6 ft) away. At this distance, moderately tilting the camera forward captures the room participant in the camera's narrow and wide VFOV.

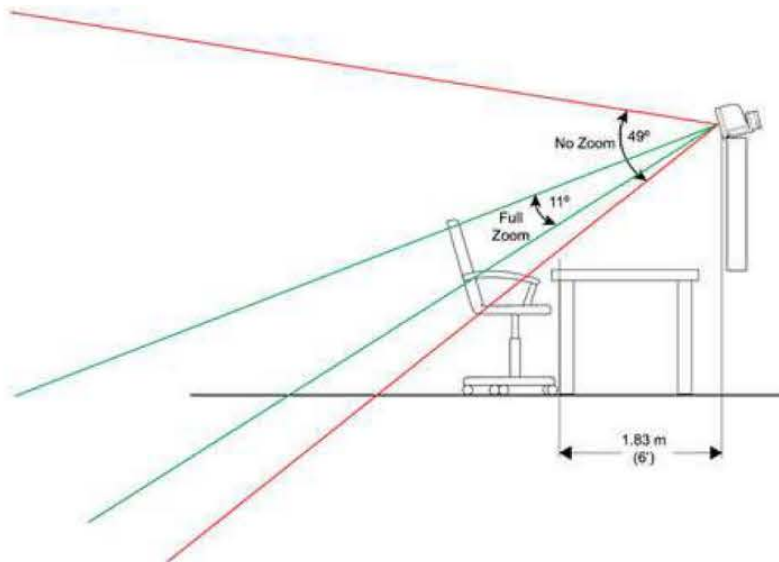


Figure 2: Studio E70 in a moderate tilt position

The following diagram shows the perspective of the Studio E70 camera when the room participant at the furthest distance from the camera is 3.66 m (12 ft) away. At this distance, slightly tilting the camera forward captures the room participant in the camera's narrow and wide VFOV.

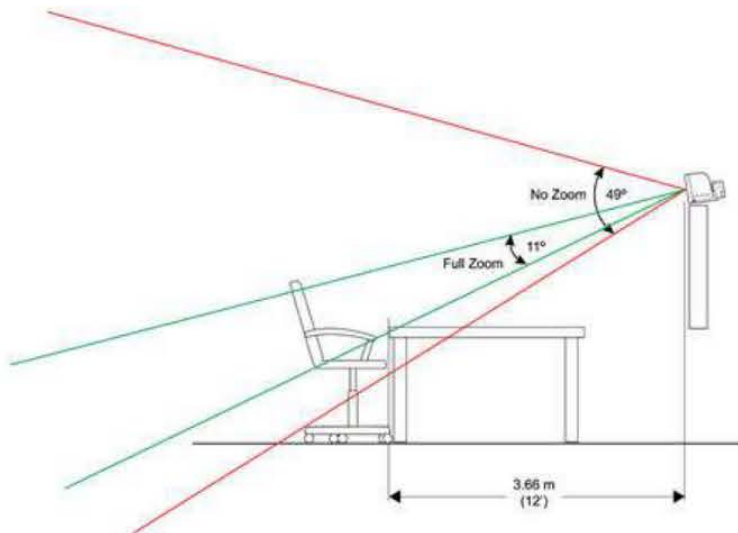


Figure 3: Studio E70 in a modest tilt position

The following diagram shows the perspective of the Studio E70 camera when the room participant at the furthest distance from the camera is 7.62 m (25 ft) away. At this distance, placing the camera at a level position captures the room participant in the camera's narrow and wide VFOV.

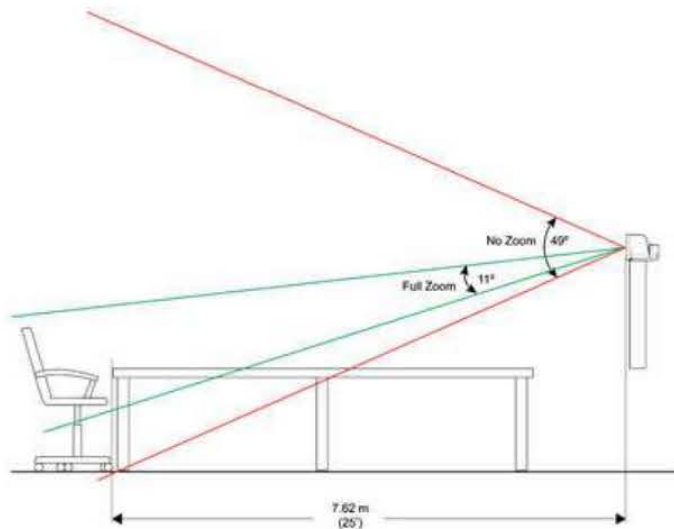


Figure 4: Studio E70 in a level position

Camera Auto-Framing

Poly camera framing technology can automatically frame groups of people and follow conversations in meeting rooms.

Position the cameras in the room to provide optimal framing performance. Framing options and behavior depend on your connected camera.

Consider the following tips for obtaining optimal camera framing performance:

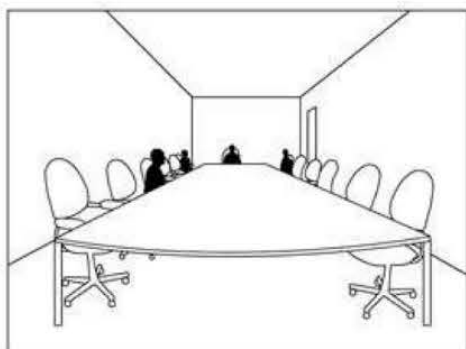
- Keep the camera FOV free of distractions. Avoid having an open doorway, glass wall to a corridor, or a window in the background of the meeting participants.
- Maintain a consistent color temperature of room lighting including any contribution by outside windows.
- Don't place items in the camera's FOV that can distract the camera's system performance. Examples are human-like figures or statues on the meeting table or human facial images on the wall. The camera may detect these and decide to focus on them.
- Refer to a camera's distance specifications to avoid detection failures.

See your conferencing application's support documentation for details on supported cameras, multicamera support, certification, and camera switching support.

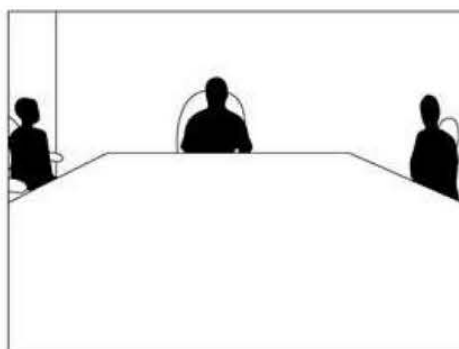
Camera Framing Examples

The following diagrams show camera framing for the Studio E70 camera and Studio X Family systems at various zoom settings when room participants are specific distances from the camera.

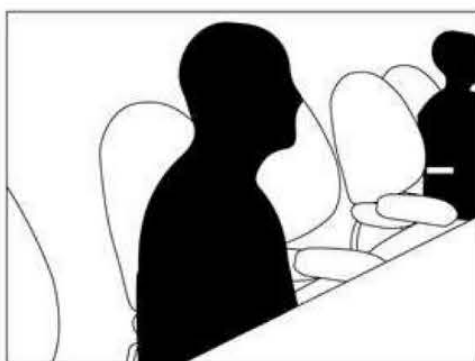
Camera Framing Examples



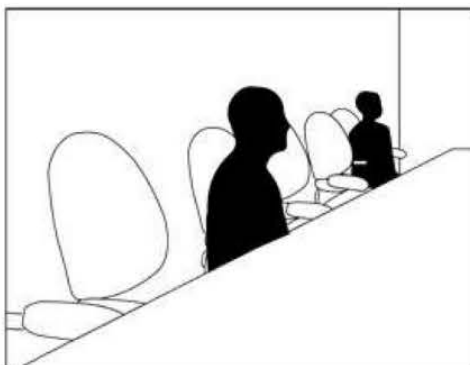
Studio E70 camera speaker framing view
7.62 m (25 ft) distance
No Zoom



Studio E70 camera speaker framing view
7.62 m (25 ft) distance
Full HD Zoom



Studio E70 camera speaker framing view
3.66 m (12 ft) distance
Full HD Zoom



Studio X30/Studio X50 speaker framing view
3.66 m (12 ft) distance
Full HD Zoom