



We're all about meetings

driving productivity in your meeting spaces



AuDeo

Video Conferencing | Presentation | Collaboration | Meeting Control | Scheduling & Reporting

Personal | Huddle Spaces | Small Meeting Rooms | Large Meeting Rooms

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meeting room
technology that
just works...





AuDeo—We're all about meetings!

For over 20 years AuDeo has been designing technology into meeting rooms to drive productivity and make meetings quicker, more efficient and have successful outcomes. Never has this need been greater than it is today. With productivity levels at an all-time low in the UK, the goal to drive productivity through our businesses is high on every organisation's agenda.

Meetings were often regarded as time wasted whilst not working, but it has become clear that high performing teams rely on meetings to discuss and agree performance, collaborate on projects and define successful outcomes.

AuDeo's role as an Audio Visual Technology Integrator is key in contributing to this productivity goal by providing & integrating components that are easy to use, reliable and cost effective, thus resulting in appropriate tools that help meeting attendees achieve the result they need.

So, what ACTIVITIES do you want to do?

A meeting of two or more participants almost always results in one or more activities being conducted. From a simple presentation to Video Conferencing or group project collaboration, technology contributes greatly to these activities. The right tools will make these actions simpler to do, easier to control, clearer in their communication and overall provide quicker and better outcomes.

WHERE will you meet?

Organisations value meetings by providing reserved areas to hold these meetings be it huddle spaces, meeting rooms or boardrooms. Real estate is expensive, so reserving space and dedicating it to meetings means meetings are important and so must pay their way in the productivity thrust of today's progressive organisations.

Today's demanding markets require high performing business to excel in lots of areas. So, however you currently use or wish to use your communications technology, AuDeo can provide the answer for the appropriate workspace.

This consultation document describes the main activities organisations wish to do and the appropriate technology, available from AuDeo, to do them. The MEETING WORKSPACE potentially changes the technology involved, so on each ACTIVITY page, AuDeo also shows the kind of components appropriate to each of the workspaces you may choose to meet in.

Whatever the activity you wish to do and wherever you want to do it, AuDeo can provide an appropriate set of components, devices and applications that will deliver on our promise to drive productivity in your workspaces with an excellent return on investment and value for money service.



Video Conferencing

The productivity benefits of using Video Conferencing

Meetings, and by extension, meeting spaces enable team work, which we know to be productive. By utilising VC technology, you don't have to be in the same place to be able to meet or work together. But this is no longer limited to the boardroom either, thanks to cloud-based services.



StarLeaf Cloud

AuDeo has chosen StarLeaf as our preferred partner, and here's why. A British based company with global presence, one of the pioneers of Cloud Video Conferencing, they have designed and built their service from the ground up and own every line of code and the hardware it runs on. This means that they can deliver a 99.999% service level guarantee. StarLeaf's ISO27001 certification reinforces their commitment to the highest security standards. What users care about is how easy is it to use and who can they call. Starleaf's touch panel interface delivers on ease of use and calls can be made to virtually any device, even Skype for Business.

- » Secure connections with secure content
- » Telecoms grade reliability—99.999% service availability
- » Industry best inter-operability
- » Easy to deploy & manage
- » Cost effective to scale to 000's of users
- » 16 Data centres to ensure good quality of service everywhere
- » No reliance on in-house IT to maintain or manage anything



PERSONAL

When you are truly mobile, you can use whatever device you are carrying of course. At the desktop you can optimize your PC or Mac for using your VC apps by using headsets or hands-free audio components to ensure you are clearly heard and eliminate background noises.



HUDDLE SPACES

3 or 4-person huddle spaces need a wide field of view camera, appropriate display and audio components. This space may be part of an open office and so, ideally, should be acoustically isolated for privacy. Costs are key in these spaces, so designs need to be simple, yet easy to use.



SMALL MEETING ROOMS

Typically around 10 seats, these rooms usually need movable (PTZ) cameras, good audio pickup range and a selection of device connection options. Consideration should be given to sharing whiteboard scribbles or other content with remote participants.



LARGE MEETING ROOMS

A large space is great for team gatherings and VC allows for remote participants to join in. There may be multiple layouts to consider or divisible rooms as well as perhaps a lectern-based presenter that needs targeting with camera and mic.



Presentation

How are presentations productive, what's the point?

Presentations are the delivery of ideas and work done, they are an essential part of communication with your team and wider work community, so the ability to easily connect the technology together is imperative. Presenting facts & figures and indeed plans & drawings can be detailed, but the details mustn't be missed.

Presentation tools

The most common mistake made is the choice of display size. There are guidelines on the optimal display size for a given viewing distance and it doesn't pay to scrimp. How you get your content connected to your screen may be determined by the nature of the room as much as the typical user profile. Whilst wireless has its obvious attractions there are factors to consider before deciding on the product, we can help with this.

Consideration points

- » Projector vs flat screen display—when to choose which?
- » Room construction can have a bearing on connection options
- » What content types do you need to cater for?
- » Do you have, want or need a resident room PC?
- » How do users work now, and how would they like to work?
- » Is the user demographic changing?
- » Easy to use vs clever technology



PERSONAL

Presentations can be made from your desktop when involved in a conference call or webinar.



HUDDLE SPACES

Presenting in a huddle space typically involves showing your laptop on a larger screen to 2 or 3 other people and is a common requirement, which should be quick and easy. This can be achieved either with careful choice of cables (HDMI, USB etc.) or via wireless presentation methods.



SMALL MEETING ROOMS

Often meeting rooms have a resident PC, but to allow laptop users and guests to connect you can easily end up with 3 or more connection options, one of which should arguably be wireless. Additionally, interactive screens really enable collaborative working in these spaces.



LARGE MEETING ROOMS

Large spaces not only need larger or more devices, they may need assisted audio too. Room acoustics can really affect the productivity of meetings and presentations; what use is a presenter that cannot be clearly heard?



Collaboration

Defining collaboration and why it is productive

Verb: To work, one with another.

In terms of technology it means 'using tools to facilitate our work'. Some tools already exist on our computers, but some activities are currently more humanised such as sketching to share ideas, discussing processes and workflows. Use technology to improve, not change your workflow.



Collaboration tools

Interactive tools can be as basic as a whiteboard or flipchart, but if you digitise this, then you get far more flexibility and also the ability to keep everyone on the current version. Shared on-line documents work well, supplementing this with shared whiteboards and other tools allows teams to work better, even when not in the same room. Interactive displays running appropriate apps are not only impressive but allow your people to work in a more natural way and you get the best out of them.

- » Touch screens from 55" to 86"
- » Interactive projectors
- » Projectors combined with active touch panels for that tablet like experience
- » Whiteboarding stand-alone or linked
- » Canvass ware used in SCRUM, Agile or Ideation applications
- » Wirelessly link laptops with touchback control
- » Combine with VC to really expand the meeting



PERSONAL

In the personal space of your desktop, collaboration typically means sharing your desktop, be it to work on shared documents or just to give remote assistance and support. Or you could join a room-based session and contribute from your desk, wherever that may be.



HUDDLE SPACES

Similar to your personal set-up, but subtly different to facilitate one or two extra people. These spaces are frequently found in open plan offices to provide islands of privacy allowing people to work together, yet rarely have any tool to facilitate the activity.



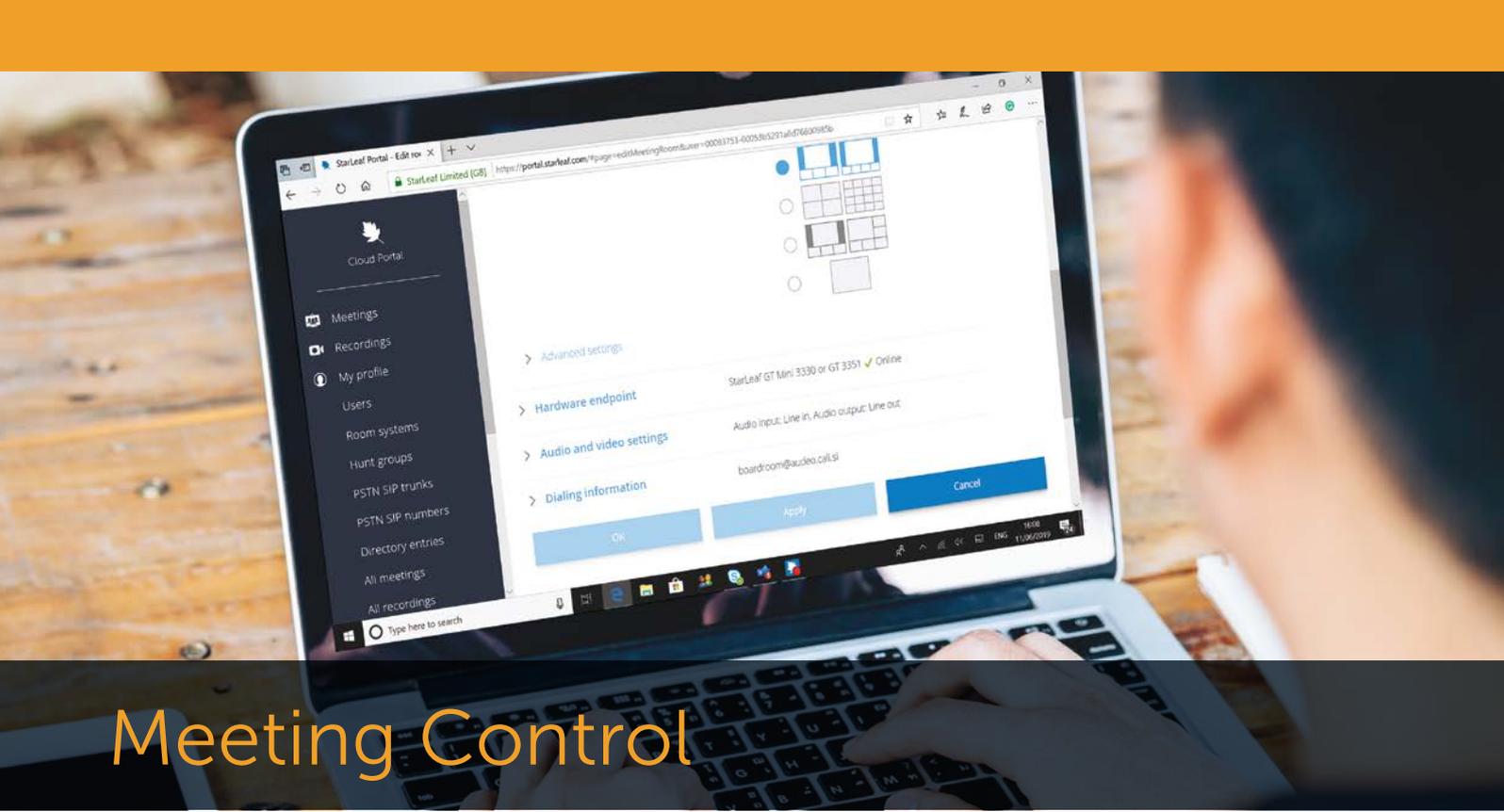
SMALL MEETING ROOMS

Even small meeting rooms benefit hugely from creating a collaborative working space. Create a 'hub' so others can join remotely. Work together to create ideas, thrash out plans or just talk. This is the most common size of room and should have the best technology to facilitate all the needs.



LARGE MEETING ROOMS

Often created by joining smaller rooms together, these rooms are often referred to as multi-purpose, yet usually this only applies to the seating. Back up the seating plan with the right technology to create a truly collaborative working space.



Meeting Control

How can a control system increase productivity?

As soon as you have more than one remote control, you create a user challenge. Highly intelligent and creative people are not necessarily good with technology, so naturally they will call for help, every time. The right control system should be usable by anyone, thus freeing up IT support time.

Control and management

Control systems can be inexpensive and simple but when a room is highly flexible it needs to simplify the complex. This must be achieved in a cost-effective way yet deliver on the requirements. Join 2 or 3 rooms together and manage the audio flow accordingly. Choose what and how you present. Above all keep the options simple.

Typical control functions

- » Room wake on presence, auto turn off at given time or inactivity
- » Choose your activity—room is set-up accordingly
- » Choose how to present, connect and the switching is set-up automatically
- » Auto re-set volume levels and room default setting for next user
- » Re-define room set-up in divisible rooms



PERSONAL

No need to control your desk, but you may want or need to control or monitor equipment in one of your meeting rooms to save you the walk.



HUDDLE SPACES

Typically an ultra-simple set-up such as connect your laptop and the monitor automatically turns on.



SMALL MEETING ROOMS

You just want to get on with your meeting; turn the room on, select your activity, make only one or two simple choices and start. This can be achieved with volume control and a few simple buttons.



LARGE MEETING ROOMS

Larger rooms tend to have more varied use cases and so have more decisions. A touch screen interface that walks you through the choices and sets up the room accordingly provides great value in achieving the goal of having reliable and easy to use rooms with great productivity tools.



Scheduling & Reporting

Schedule and release rooms to get more use from them

It all starts with the scheduling of the room, but if the meeting doesn't happen the room should be freed up to allow others to use it. These are valuable spaces both financially and in terms of people productivity, that's why we have them. They are an expensive asset and need to earn their keep.

Application management

Making rooms easy to find, book or grab is only half the story. When you know how your rooms are used and abused you can start to make better informed decisions about investment in the rooms themselves. If you get 5 meetings a day out of a room instead of 4 then you have a 25% productivity gain from the room itself. By knowing how the room is being used and getting notifications of issues then you can better manage situations, provide training where it is needed and change the technology to meet the changing needs of users.

- » Microsoft Exchange linked room booking panels
- » Easily see if a room is available from a distance
- » Extend a meeting if available or finish early, right at the door
- » Auto release rooms on no-show ... and discover from reports!
- » Predict & plan scheduled maintenance such as projector lamp changes
- » Have issues reported as soon as they are discovered and resolved more quickly
- » No arguments about who has the room booked; it is easy for all to see!
- » A number of vendor solutions with different features to match business needs



PERSONAL

When you have an important visitor, you will probably meet in one of your meeting spaces, but there is no reason why you can't apply these booking panels to hot desks.



HUDDLE SPACES

Some places don't allow you to schedule huddle space bookings, but you can fit a panel to the space and allow instant meetings. Look for a green light to find a vacant space then grab it for 30 minutes or longer.



SMALL MEETING ROOMS

Popular rooms need to be well managed to get maximum use, but a no-frills booking system is far better than no system at all or relying on Reception to book and manage everything.



LARGE MEETING ROOMS

Always need booking to prevent disappointment. Do you also need catering facilities? Or room search capability to find specific facilities?

Services & Support

We understand that there is far more to a successful Audio Visual or Video Conferencing project than just the supply of equipment alone. We offer a wide range of services and support designed to help you get the most out of your meeting room solution.



CONSULTANCY

Expert knowledge, product selection and room design from our experienced consultants brings out the best from your meeting room.



TRAINING

Quality training and user empowerment delivered by our experienced team, giving you the confidence to use your meeting room technology to the full.



INSTALLATION

Fully qualified and experienced engineers ensure that your meeting room solution is installed to a very high standard and works effectively.



CONFERENCING

Business class conferencing services that complement your meeting room technology and provide you with a superior user experience.



SUPPORT

Quickly and easily access expert help, advice and support. Whatever your budget or requirement there is a level of support available to you.



FAVEO

AuDeo's enhanced meeting room support. Proactive monitoring, reporting and management of your equipment with meeting room booking facility.

improving your meeting room experience



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