



MEETING ROOM
COLLABORATION
SOLUTIONS FOR
YOUR OFFICE

2023 BUYER'S GUIDE





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HYBRID WORK IS HERE TO STAY

WHAT DOES THIS MEAN FOR YOUR OFFICE?

As work continues to evolve, your office spaces, and specifically your meeting rooms, will be used for collaboration and bringing your in-office, remote, and on-the-go workers together.



Up to

64%

OF EMPLOYEES

value hybrid collaboration spaces in the office.¹

Just as individual work styles have unique needs, different workspaces do too. From a small huddle room to a corporate boardroom or training room, these are spaces designed for an in-person group to communicate and collaborate, that also need to include those working remotely. The challenge

you now face is incorporating video technology into your meeting spaces in a way that is easy to use, enables equal participation from both remote and in-room participants and provides an optimal experience for everyone.



On a worldwide basis, Wainhouse estimates that in 2021 video conferencing technology was installed in

10%

OF ALL CONFERENCE ROOMS.²

As an IT leader, you help connect people, spaces, and technology to allow for seamless communication in the office and beyond.

Use this guide to choose the right conference room technology to make it easy for everyone to fully participate whether they're in a small, medium, or large meeting room. Ensure your employees connecting from the office have the technology they need to productively collaborate with their remote counterparts.





01

KEY CONSIDERATIONS

OPTIMIZING MEETINGS

Configure your meeting rooms with smart conference phones or all-in-one video and audio systems to create frictionless meeting experiences.

Consider these key questions and enabling technologies as you plan your meeting room collaboration strategy.

DEPLOYMENT CONSIDERATIONS

QUESTIONS TO ASK

- What meeting space sizes do we have in our office?
- How many of our meeting spaces are equipped with video equipment to support remote attendees?
- How will our current meeting spaces be used?
- How many participants are expected in each meeting room?

ENABLING TECHNOLOGIES

KEY FEATURES TO LOOK FOR

- Smart camera technology** to quickly frame participants or track the active speaker so remote participants can follow the conversation.
- Intelligent noise blocking** to minimize non-verbal interference like typing and snacking.
- Wide angle FOV and 4K quality** to clearly show the whole room, at any size.

02

KEY CONSIDERATIONS

EQUIPMENT

How do you want users to interact with the video gear in the conference room?

	 WHAT IS IT?	 BENEFITS	 CONSIDERATIONS
01 BRING YOUR OWN DEVICE (BYOD)	Employees bring their own laptops to run the application for a UC platform, such as Microsoft Teams, Google Workspace, or Zoom. They can plug into a video and audio solution supported over USB and HDMI so everyone in the room can participate in the meeting.	<ul style="list-style-type: none">• Low-cost and flexible way to deploy group video conferencing.• Users connect using any video app on their laptop for the ultimate flexibility.	<ul style="list-style-type: none">• Can be cumbersome for users to connect cables and ensure the proper audio and video settings for the video app they are using.• Requires a user to host calls on their laptop, limiting their ability to take notes or multitask.
02 DEDICATED PC IN THE ROOM	A PC in the meeting room is dedicated solely to cloud-based video calls. When users arrive in the meeting room, the PC is connected to all peripherals, such as displays, cameras, mics, speakers, and a tabletop controller.	<ul style="list-style-type: none">• Turnkey for end-users.• Creates a high-quality experience.• In some cases, the PC can be reconfigured for other native cloud video apps if your UC vendor preferences change.	<ul style="list-style-type: none">• Requires additional endpoints to secure, patch, and manage.• Wired connections between PC and peripherals can create clutter.• While the PC is usually inexpensive, the total cost for all equipment can add up.
03 DEDICATED VIDEO CONFERENCING APPLIANCE	A video conferencing appliance that touts processing, camera, and audio in an all-in-one solution, plus a tabletop controller. Alternatively, it can be integrated more tightly into the room instead of designed as an all-in-one appliance, with the processing (known as a “codec”) hidden in the room and configured with various camera, microphone, and control options.	<ul style="list-style-type: none">• Runs native cloud conferencing apps.• Has a hardened and optimized OS that doesn’t require virus scans and security patches.• Robust management options, including video and audio settings, network management, and display customization.• Simple, uncluttered set up.	<ul style="list-style-type: none">• Upfront costs can be more expensive than PC-based solutions.• Device management may require a specific platform or cloud service.• Apps may have slightly different features, which can lead to an inconsistent user experience.

03

KEY CONSIDERATIONS

SECURITY AND MANAGEMENT

With video in every meeting space, a key requirement for success is a security and management process that anyone can handle-whether it's someone from IT or an admin at a remote location with limited tech resources. Things to consider as you narrow down your options:



SECURITY

Do you need to handle security in-house or are you comfortable delegating it to a reliable UC vendor? In many cases, UC vendors can meet the requirements of even the most security-conscious organizations and industries. By offloading security to a vendor, you can lower your total cost of ownership and overall risk, especially when weighing the time and bandwidth it takes to cobble together different solutions to meet regulatory requirements. In addition, a UC vendor can help you manage the security/patching needs of meeting endpoints, along with providing safeguards for the actual cloud communication.



DEVICE MONITORING AND MANAGEMENT

Ensure you optimize your technology investment by choosing a solution that offers rich monitoring and analytical capabilities. This can help the IT team keep a constant pulse on meeting performance and end-user experiences by centralizing performance information across a hybrid workforce. It also helps IT troubleshoot issues to determine if a problem is user-based or a platform issue. Proactive management helps boost employee morale and overall excitement about in-room meeting experiences so you can advance adoption.



04

KEY CONSIDERATIONS

SERVICE AND SUPPORT

Supporting a dispersed workforce means you must be able to help employees no matter where they are. This makes support critical to your video conferencing success.

SERVICES TO CONSIDER INCLUDE

- **24/7 support services** for your video conferencing solution to ensure that mission-critical services like video can be fixed in hours, not weeks. In a hybrid world, minimizing downtime is a must.
- **Design services** of both your technology and room for functionality and accessibility to ensure you design the room correctly the first time.
- **Consulting services** that ensure your network environment has the bandwidth, security, routing, and user adoption required for UC success.
- **Installation and remote monitoring and management services** that can take the burden off over-stretched IT staff.

POLY MEETING ROOM SOLUTIONS

BYOD SOLUTIONS

Implement these solutions where employees connect their own laptop for calls using any cloud video app.



POLY STUDIO R30

USB Video Bar
for Small Conference Rooms



POLY STUDIO

USB Video Bar
for Medium Conference Rooms



Our product specialists can help you find the right mix of solutions for your workforce and advise you on current offers and free trials.

DEDICATED PC IN THE ROOM

Implement these solutions where you want a complete solution based on a PC optimized for meeting spaces.



POLY STUDIO FOCUS ROOM KIT

Room System for
Microsoft Teams Rooms



POLY STUDIO SMALL ROOM KIT

Room System for
Microsoft Teams Rooms



POLY STUDIO MEDIUM ROOM KIT

Room System for
Microsoft Teams Rooms



POLY STUDIO LARGE ROOM KIT

Room System for
Microsoft Teams Rooms



POLY STUDIO SMALL ROOM BUNDLE FOR ZOOM ROOMS

Room System for
Zoom Rooms



POLY STUDIO MEDIUM ROOM BUNDLE FOR ZOOM ROOMS

Room Systems for
Zoom Rooms



POLY STUDIO LARGE ROOM BUNDLE FOR ZOOM ROOMS

Room Systems for
Zoom Rooms



Our product specialists can help you find the right mix of solutions for your workforce and advise you on current offers and free trials.

POLY MEETING ROOM SOLUTIONS

DEDICATED VIDEO CONFERENCING APPLIANCES

Implement in meeting rooms where you want a video appliance with an OS and native apps optimized for collaboration and remote management.



POLY STUDIO X30

All-In-One Video Bar
for Small Conference Rooms



POLY STUDIO X50

All-In-One Video Bar for
Mid-sized Rooms



POLY STUDIO X70

All-In-One Video Bar for
Large Rooms



POLY G7500

Modular Video Conferencing
System for Large Rooms



Our product specialists can help you find the right mix of solutions for your workforce and advise you on current offers and free trials.



POLY MEETING ROOM SOLUTIONS

DEDICATED AUDIO DEVICES

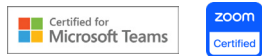
People can connect with a touch, on almost any platform, to get amazing sound – all on a phone optimized for their room size.



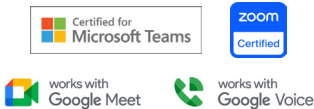
TRIO 8300
Smart Conference Phone



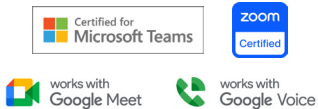
TRIO C60
Smart Conference Phone



POLY SYNC 40
USB/Bluetooth Smart Speakerphone
for Conference Rooms



POLY SYNC 60
USB/Bluetooth Smart Speakerphone
for Conference Rooms



Our product specialists can help you find the right mix of solutions for your workforce and advise you on current offers and free trials.

IT TOOLS

There are three keys to user success: ease-of-use, reliability, and quality. The best way to deliver these is to centrally manage and monitor devices. Poly solutions can be self-managed by enterprise IT, or remotely monitored and managed by Poly. We'll even provide remote or on-site high-touch consultative services to help you set up your teams for success. Our experts provide solutions to help you deploy, manage, monitor, and troubleshoot an end-to-end suite of devices.



POLY LENS

- Cloud-based insights and management for your Poly device investment in video, voice, and headsets.
- Intelligent news-feed like device highlights that identify the most important actions and insights.
- Comprehensive inventory management that ensures systems are running at peak performance.
- Leverage premium software capabilities with Poly+ licensing agreement.

POLY CLARITI

- All-in-one private meeting platform deployed on-premise, private, or hosted cloud.
- Includes call signaling, firewall traversal, multi-point, device management, and collaboration software.
- Offers device monitoring and call detail reporting to measure success and areas needing attention.
- Connect from anywhere with your PC or Mac via browser-based collaborative software.

POLY REALCONNECT

- Cloud-based services that connect traditional video conferencing systems to Microsoft Teams or Skype for Business.



IT SERVICES AND SUPPORT

SUPPORT SERVICES

Each environment is unique, so our support service options provide the right level of assistance and technical expertise, when and where you need it. Upgraded Poly solutions are rock solid, but if an incident occurs, you're covered.

- Advance hardware replacement with pre-paid next day shipping assures business continuity.
- Exclusive professional services discounts save your business time and money.
- Upgraded access to premium software elevates the collaborative experience with IT tools and device-specific enhancements for superior usability and adoption across the entire enterprise.

MANAGED SERVICES

Poly Managed Services reduce the burden on your internal teams with remote monitoring, management, hosting services, and 24/7 technical support.

- The **Poly Remote Monitoring service**, based on ITIL framework, saves you the expense and complexity of building and managing your own platform. Data gathering tools expertly monitor your collaboration and infrastructure environments round the clock.
- With **Poly Remote Monitoring and Management**, we can help you with event, incident and problem management for your ongoing collaboration operations. Our team of experts proactively detects and solves problems and accelerates the return on your technology investments.
- **Poly Private Managed Services** deliver, manage and support a variety of Poly and non-Poly collaboration solutions. These can be hosted in your own data center, or privately in the cloud.

PROFESSIONAL SERVICES

Poly will work with you to reduce risk, tailor solutions, conserve resources, speed deployment, and ensure everyone gets the most out of your collaboration investments.

- Upfront **planning and design** services ensure you get the right solution for your environment, based on your business requirements and goals. We understand the technical interdependencies and have tested use cases to save you time, resources, and money in the long run.
- **Deployment** services help minimize disruption to your existing production environment and reduce implementation time for a faster operational start.
- **Optimize** your solutions investment with expert resources and proven methodologies. Understand the current performance of your network and collaboration products, and get actionable insights.

UC PLATFORM INTEROPERABILITY

Poly solutions provide standards-based interoperability, giving your workforce the flexibility to easily switch between unified communications (UC) platforms. Our device interfaces are intuitive and easy to use, helping you reduce IT support calls, and maximize your return on investment.

Even better, Poly devices natively integrate with both Microsoft Teams and Zoom, the two leading UC platforms. That means they'll share a consistent user interface, making it easy to shift between various devices as needed.



CONSTANT INNOVATION

Poly brings a heritage of innovation to solutions for working. But that's not all that sets Poly apart. There's also our proprietary research and thoughtful development. That's what makes the difference in our technology and overall user experience.



POLY NOISEBLOCKAI

Say goodbye to interruptions caused by loud typing, paper shuffling, and noisy hallways. NoiseBlockAI uses advanced machine learning algorithms to identify and remove unwanted noise from meetings – even while someone is speaking.

POLY ACOUSTIC FENCE

Create an invisible “bubble” where sounds outside it aren't heard while voices inside it are heard clearly. Deployed on certain Poly headsets, phones, and video conferencing solutions, Poly Acoustic Fence blocks out distracting sounds such as noisy neighbors and barking dogs.

PEOPLE FRAMING

Creates a close-up frame for each in-person participant and presents them in a single stream composited gallery. People framing works with up to six people in the room, and will switch to group framing with seven or more for a better experience.

AUTOMATIC SPEAKER FRAMING

Frame and zoom the camera on the active speaker(s) in a conference room, switching automatically as different participants are speaking. Speaker framing uses TV production rules to make your teams look their best – without having to hassle with remotes or presets.



BUILD THE FUTURE OF WORK TODAY

The union of Poly and HP brings together two leaders to give you a broad ecosystem of solutions that deliver innovation and ease across your work environment. Count on us to create work experiences that allow your people to connect, collaborate, and perform at their best. We can help you plan, design, deploy, and optimize a work strategy that can adapt as employee needs, behaviors, and workstyles change.

LEARN MORE AT [POLY.COM](https://poly.com)

SOURCES

¹ Microsoft 2022 Work Trend Index: Annual Report, Great Expectations: Making Hybrid Work Work, March 2022

² Wainhouse, 2022 Workplace Update, "Total Addressable Market of Conference Rooms Across Five Room Sizes," November 15, 2022

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