

THIRD EDITION

media:scape + RoomWizard

APPLICATIONS AND TECHNICAL GUIDE

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An Engaged Environment

The Steelcase Global Workplace Report shows the most engaged and satisfied employees work for organizations that provide choice and control over where and how they work, with spaces designed to accommodate a variety of activities, including collaboration with teammates. To optimize the collaborative experience, media:scape® empowers workers to share digital content freely, while RoomWizard® scheduling system ensures that collaborative teams work together without being interrupted.

A KEY COLLABORATION

Working together, IT and Design can create standards for highly collaborative spaces that maximize an organization's resources and provide workers with choice and control for unparalleled collaborative experiences. The following

pages offer an overview of collaborative technology tools—media:scape and RoomWizard—while specifying in-depth information on product applications and technical details for Facilities and IT personnel.

98%
of highly engaged and highly satisfied employees are able to easily and freely express and share ideas.

92%
of highly engaged and highly satisfied employees are able to share projects easily.

94%
of highly engaged and highly satisfied employees are able to work in teams without being interrupted.

Steelcase Global Workplace Report

To quickly access information pertaining to IT, [click here](#).

To quickly access information pertaining to Facilities Management, [click here](#).

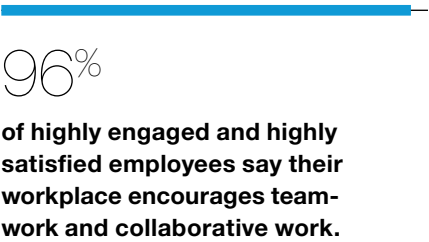
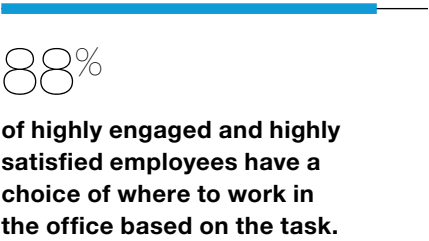
The Collaborative Workplace

Collaboration Dominates

Collaboration is replacing more and more individual work. In fact, 82 percent of knowledge workers say they partner with others throughout the day to get work done.

CHOICE IN COLLABORATION

According to recent research from the Steelcase Global Workplace Report, a distinguishing characteristic of engaged employees is that they have a greater degree of control over where and how they work. Teams are empowered to make choices about their meeting spaces, so they can concentrate and collaborate without disruption.



Steelcase Global Workplace Report

TYPES OF COLLABORATION

People collaborate in different ways depending on the project, the team and the task at hand. It’s critical to support each type of collaboration.

Informative	Evaluative	Generative
sharing information, providing updates	considering content, making decisions	building on existing information to create new solutions

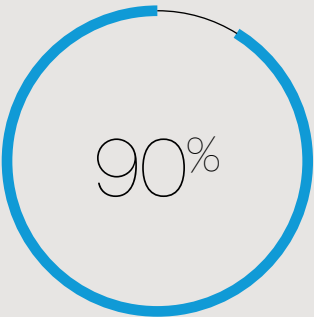
All three forms of collaboration have the same requirements:

- access to spaces for planned and impromptu collaboration
- simple, effective and intuitive ways to schedule meetings on the spot and ahead of time
- spaces and scheduling methods that encourage workers to get into the flow of collaboration without being interrupted
- a place at the table and a view of the screen for each participant
- equal access to both analog and digital information
- the ability for every user, regardless of location, to be part of the collaborative process

Distributed Collaboration

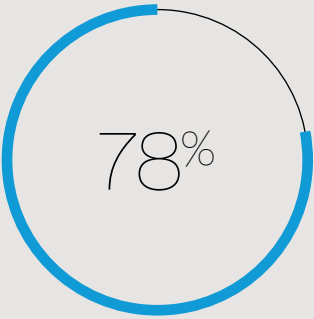
Mobile workers are increasingly distributed, putting pressure on organizations to:

- help distributed employees work more effectively together
- foster relationships that support collaboration and ultimately strengthen organizational culture
- provide integrated spaces, technology and tools to support varied workstyles
- make it easy for workers to share digital and analog content
- make it easy for workers to schedule meetings, regardless of where they're located
- boost the use of conference and collaborative spaces to maximize real estate



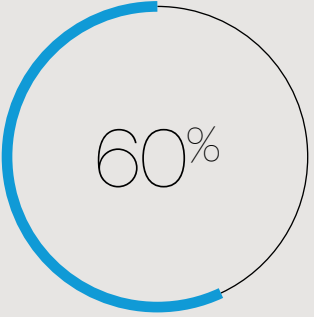
of highly engaged and highly satisfied employees say their workplace accommodates remote workers.

Steelcase Global Workplace Report



of organizations say they struggle to effectively help people collaborate virtually and face-to-face.

Steelcase Global Workplace Report



of employees say they regularly work with colleagues in different time zones and geographies.

Steelcase Global Workplace Report

media:scape Overview

MEDIA:SCAPE OVERVIEW
Situation: A Culture of Collaboration
Complications: Obstacles to Collaboration
Resolution: Seamless Collaboration



media:scape integrates technology and furniture to bring people, spaces and information together for greater connection, collaboration and productivity than ever before.

A Culture of Collaboration

Markets are global, employees are mobile and business issues are more complex than ever. It takes innovation to differentiate a brand or company in this diverse and demanding marketplace. True innovation requires cross-functional teamwork, a strong organizational culture and, most important, ongoing collaboration. Yet workers and information are often separated by time zones, making effective collaboration a challenge.



Obstacles to Collaboration

Understanding the Challenges of Collaboration

Steelcase researchers examined the process of group work: how people interact, share information and form understanding. They found that there’s a need to work closely with distributed colleagues, and that the role of communication and collaboration in building strong company cultures that foster creativity and innovation is changing.

DISTANCE: THE NEW REALITY

While today’s workers are increasingly mobile, many agree that face-to-face communication improves business relationships. In order to engage in this type of communication, distributed workers have turned to video.

EFFECTIVE COLLABORATION REQUIRES EQUAL ACCESS TO CONTENT

A common obstacle to collaboration is difficulty in sharing content, caused by one or more of the following issues:

- group spaces designed for leader-led meetings, with one-person control of information instead of true knowledge sharing
- technology poorly integrated into group spaces, making it hard for users to share digital content
- videoconferencing settings that are difficult to schedule and use for connecting with distributed colleagues

In a space designed for easy content sharing, communication flows easily, trusting relationships are nurtured and collaboration is more effective. Over time, the company culture is enhanced and the human potential of the organization is unleashed.

TECHNOLOGY MUST BE SEAMLESSLY INTEGRATED

Collaboration suffers when hardware is difficult to connect, screens are hard to see and the interface is difficult to use. Typical videoconferencing spaces put people on screens yet lack effective ways to share content. Dedicated videoconferencing rooms generally are not set up for teamwork and in-person collaboration, so when the camera goes off, people abandon the room.

When technology works with an organization’s existing standards, it is easier to specify and manage, which improves security. It also enhances organizational productivity with a user experience consistent from room to room and building to building, reducing total life cycle costs. Most important, a consistent user experience across rooms, buildings and geographies makes users feel comfortable, increasing real estate utilization.

Seamless Collaboration

Since its inception, media:scape® has thoughtfully integrated furniture and technology—bringing people, spaces and information together to enhance productivity and help groups excel. Now organizations can optimize each media:scape setting to best meet their collaboration needs, from sharing wirelessly in a small huddle room to a team brainstorm over video, media:scape can be customized to enhance both the organizational needs and the user experience.

With media:scape, sharing content is democratic, immediate and tailored to its users’ needs. Whether in person or on video, media:scape supports seamless collaboration, making teams more productive and allowing them to efficiently innovate their brands and companies.

Open. Connect. Share.

With choice over quantity and type of PUCK—virtual or physical—users select options that accommodate their unique needs. Share wirelessly with Virtual PUCK™, connect and share with physical PUCK, or experience the benefits of each by choosing a combination.



Virtual PUCK

Share content wirelessly by connecting a laptop to the Virtual PUCK with a simple download. Works seamlessly with physical PUCKs.



Physical PUCK

Glowes when connected to a mobile device. Press to share content on the screen.

A Range of Solutions



media:scape Table

By making information integral and meetings more inclusive, the media:scape Table amplifies ideas and productivity. With total control, organizations create the best sharing experience for their teams by choosing how many and what type of PUCK—virtual and/or physical—will work best, as well as having an option of HDVC. With customizable settings, collaboration is uninterrupted and teams are able to build on each others’ ideas with ease.



media:scape TeamTheater

Optimizing high-definition videoconferencing, media:scape TeamTheater™ enables distributed and colocated users to connect and share easily. Workers seated in the lounge can easily connect with a Virtual or physical PUCK, while workers around the ledge have the convenient option of connecting wirelessly, limiting distractions for the team.

In a TeamTheater application, the workspace supports group work and collaboration whether the camera is on or off, and with the option of a Virtual or physical PUCK, users decide which sharing method best meets their needs.



media:scape TeamStudio

The media:scape TeamStudio™ accelerates content sharing and productivity by optimizing video collaboration and removing physical barriers. Standing-height capabilities and improved sight lines allow teams to choose alternative postures without compromising group engagement. With equal access to analog and digital information, large and small groups can work together with or without video. A supreme sharing setting for both resident and distributed teams, TeamStudio offers Virtual PUCK, up to eight physical PUCKs and four displays to meet the advanced collaboration needs of any organization.



FrameOne with media:scape

media:scape integrates with FrameOne™ to create highly collaborative environments for resident project teams and functional groups by making the most of real estate. The ability to switch effortlessly from individual to group work allows teams to share information, evaluate content and make decisions easier and faster.



Answer with media:scape

Answer® with media:scape combines space definition with technology to provide users with intuitive collaborative experiences. In both owned and shared settings, Answer with media:scape offers seamless analog and digital content sharing while creating clearly defined workspaces so workers can flow between individual tasks and group work quickly and efficiently.



media:scape mini

media:scape mini extends the media:scape experience into small and existing spaces. media:scape mini can be placed on top of virtually any surface to transform enclaves, private offices or open plan team spaces into high-performing collaborative environments.



media:scape kiosk

With an optimal screen size and camera distance, kiosk can support quick, casual, informative conversations in the open plan, or longer, generative, evaluative working sessions in a small enclave. media:scape kiosk enhances collaboration, bringing together distributed teams to maximize organizational and individual potential.



media:scape mobile

media:scape mobile helps people connect and share practically anywhere. Supporting up to four people and offering optional wireless sharing with Virtual PUCK and HDVC capabilities, media:scape mobile easily moves from project rooms to open plan team spaces and other high-use environments—providing users with flexible collaboration.

RoomWizard Overview

ROOMWIZARD OVERVIEW
Situation: Scheduling for Collaboration
Complications: Obstacles to Reserving
Resolution: Smart Scheduling



RoomWizard connects workers with meeting spaces to boost productivity and maximize organizational real estate.

Scheduling for Collaboration

With an increasingly collaborative and distributed workforce, it has become more difficult for workers to effectively reserve meeting spaces.

Old methods of room reservation—from sticky notes to first come, first served to sign-up sheets—don’t account for specific group needs or the schedule changes that workers face every day. Without a consistent scheduling method, meetings get interrupted, employees become frustrated and office space goes unused, ultimately decreasing productivity.

Over 1/3
of workers waste up to
30 minutes a day searching
for space to collaborate.

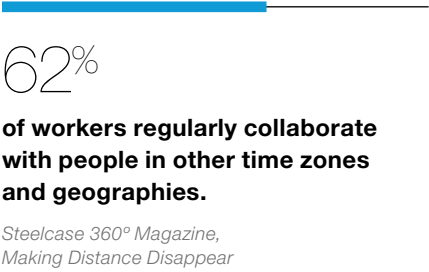
Steelcase Workplace Survey



Obstacles to Reserving

The Distributed Workforce

With a workforce that’s more distributed than ever, employees often find themselves in new or unfamiliar environments, making it difficult to find and reserve meeting spaces. RoomWizard® provides a simple and consistent user experience, regardless of location, making it easy for employees to identify and reserve ideal collaborative spaces—even in unfamiliar environments.



VISIBLE AVAILABILITY

When space availability is unclear, it causes employee frustration and wastes valuable time. Workers need simple scheduling solutions so they can collaborate quickly and effectively when and where they need to.

SYSTEM INTEGRATION

Workers rely on schedules and calendars to keep their appointments and meetings organized. Without integration of a company-wide scheduling system and a calendaring system, space reservation is ineffective.

CONSISTENT USER INTERFACE

Complicated scheduling technology leads to employee confusion. Workers need intuitive, consistent scheduling methods to reserve spaces quickly and effectively.

Smart Scheduling

Reserve Meeting Spaces Simply

With RoomWizard, finding and reserving collaborative spaces is faster and easier. Users see available spaces at a glance and can book them from any digital device that has access to the organization’s scheduling system. RoomWizard also lets users book spaces from the touch panel, and because RoomWizard is used within a company’s existing internal system, it protects privacy and confidentiality.

First + Best

As the industry’s first and leading room scheduling device, RoomWizard is used by more than 1,000 organizations, with installations ranging from a handful of devices to more than 2,500 installed RoomWizards.

Seven Languages

RoomWizard supports seven languages, all configured remotely: Chinese, English, French, German, Japanese, Portuguese and Spanish.

Business Intelligence

RoomWizard analytics focus on five key metrics —daily utilization, no-show meetings, attendees, meeting length and use over time—to help organizations make the most of valuable real estate.

Universal Design

Simple to use without training, RoomWizard is a breeze for even the most infrequent user.

Unlimited Reservations

The RoomWizard system can accommodate any number of meetings or reservations across the enterprise.





Designed for the Enterprise

RoomWizard takes the global enterprise into consideration—from system updates to functionality to aesthetics—making it simple to implement and manage across multiple locations.

Easily Scalable

Add new devices easily with the administrative console.

Analytics

Use information to ensure maximum real estate utilization.

Batch Updating

Minimize time and work for IT by updating hundreds of devices at once.

Remote Administration

Access from anywhere around the globe makes management and monitoring simple.

Global Distribution

Available virtually everywhere our leading customers do business.

24/7 Power

Systems can stay on 24/7 without needing to be rebooted.

SYNCHRONIZATION

RoomWizard synchronizes with most advanced scheduling systems, including:

- AgilQuest
- Dean Evans & Associates EMS
- Google Calendar™
- Microsoft® Exchange™
- Microsoft® Office 365™

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.

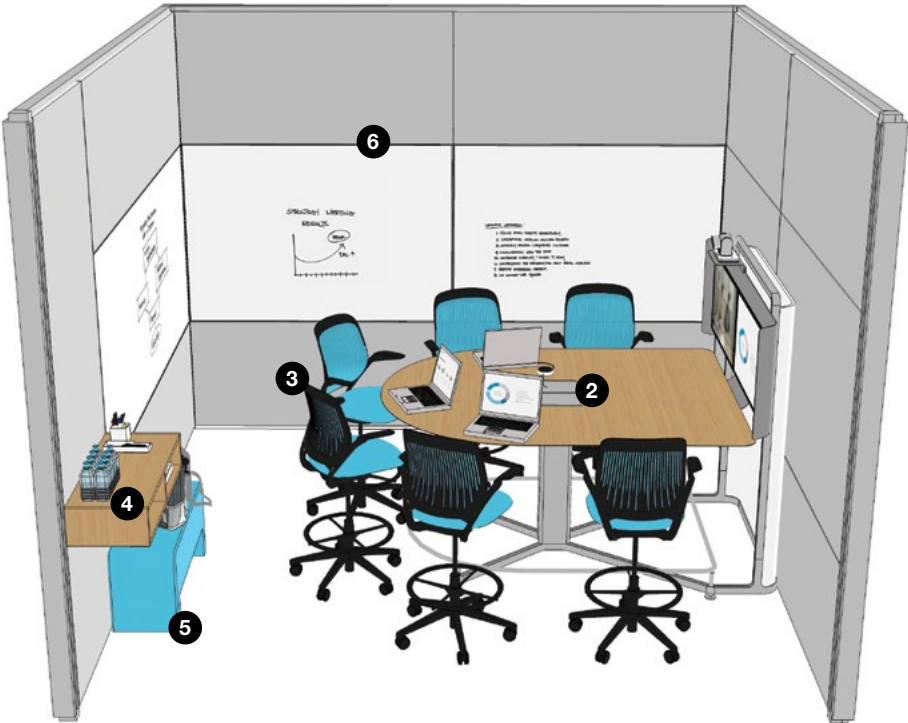
Remind users that video customs vary by culture and that they should abide by local customs for privacy, recording and attire.



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 1: Economy Pack

A compact collaboration and videoconferencing setting.

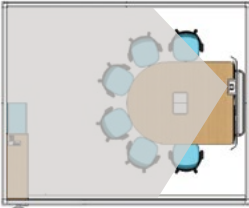
- Self-contained technology needs only power and data connections
- Secure totem hosts CODEC and manages cables
- Totem supports up to two monitors
- Ideal for meetings up to three hours
- Camera ledge hosts camera
- RoomWizard displays room availability and allows immediate scheduling when available
- 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 cobi stool
- 4 EE6 organizer
- 5 Davos bench
- 6 V.I.A. with steel and ceramic skins

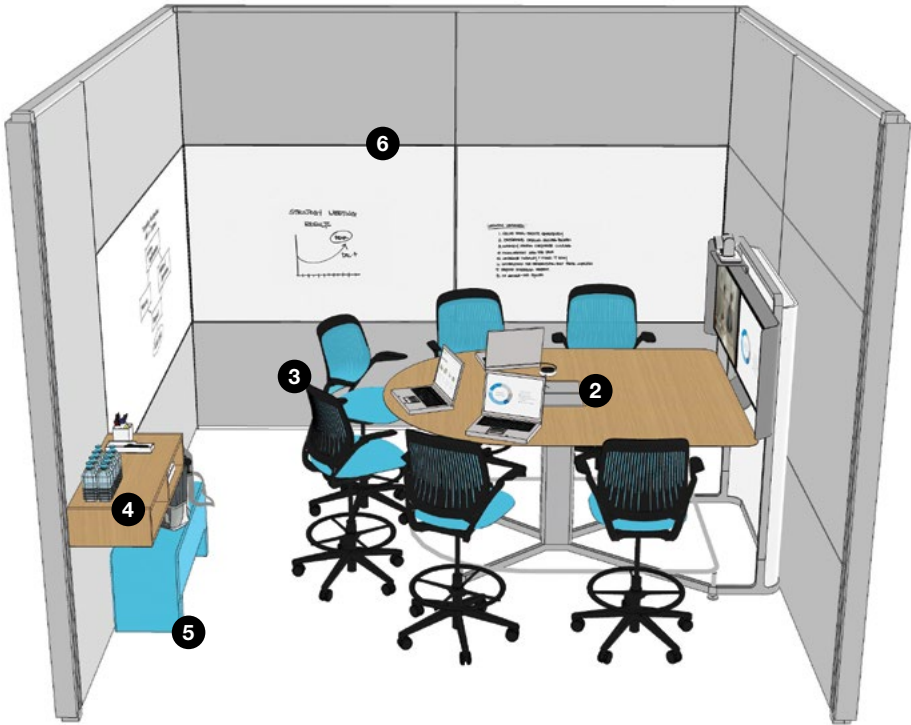
Planning Considerations



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 1A:
Full Day

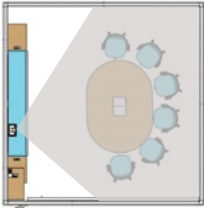
A compact setting for long-term collaboration and videoconferencing.

- 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

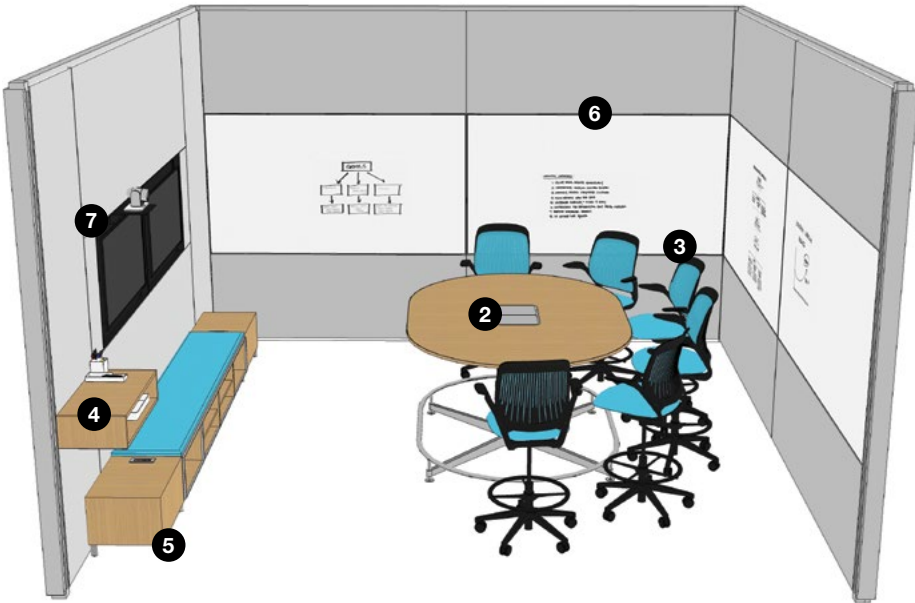
- 1 RoomWizard
- 2 media:scape large D with totem + dual monitors
- 3 cobo stool
- 4 EE6 organizer
- 5 Davos bench
- 6 V.I.A. with steel and ceramic skins



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

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

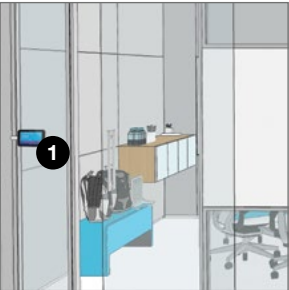
Featured Products

- 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

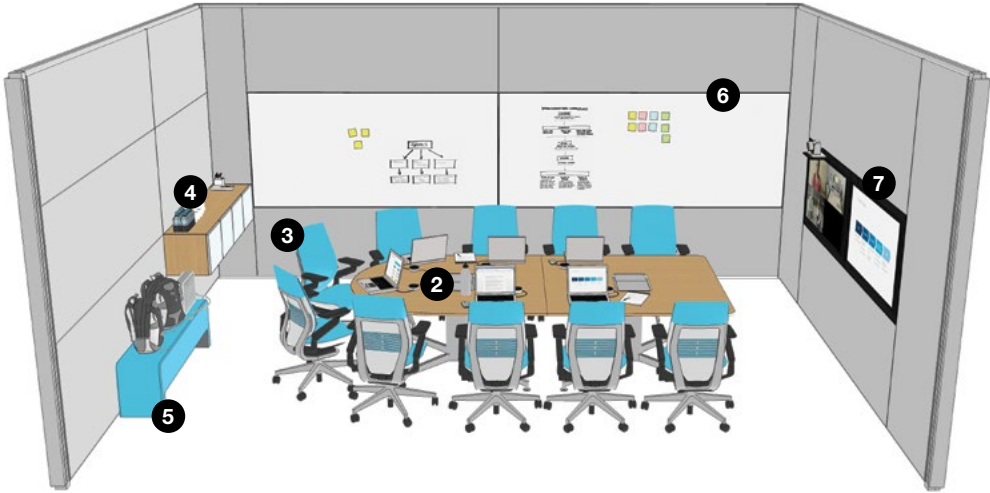
Planning Considerations



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

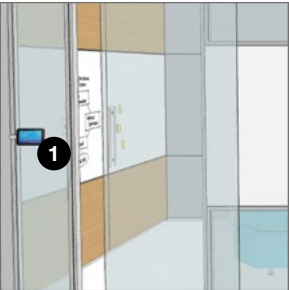
ON VIDEO	8 people
OFF VIDEO	10 people
POSTURE	Task
FOOTPRINT	15' x 20'
DURATION	Unlimited
OPTIMIZED	Face-to-Face

Featured Products

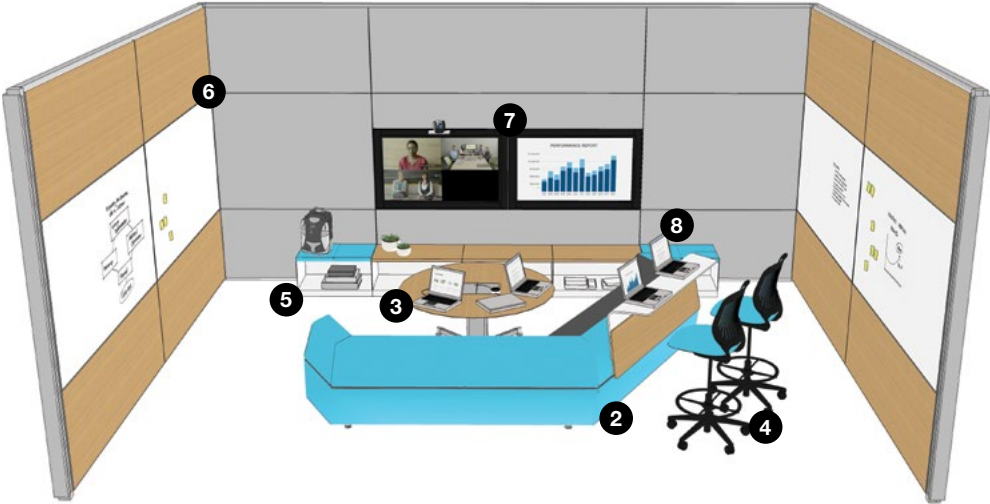
- 1 RoomWizard
- 2 media:scape medium D + square (special)
- 3 Gesture
- 4 EE6 single high overhead
- 5 Davos bench
- 6 V.I.A. with steel and ceramic skins
- 7 Dual 54" monitor shrouds



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 4:
Join the Party

Casual collaborative setting welcomes larger groups to participate.

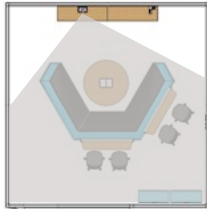
- Lounge with added ledge creates an “infield” for in-person, relaxed collaborations, and an “outfield” behind the lounge to host larger meetings or short-term visitors
- Ideal for short-term informative and evaluative collaborations
- FlexFrame workwall hosts camera, video CODEC and monitors
- Area 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

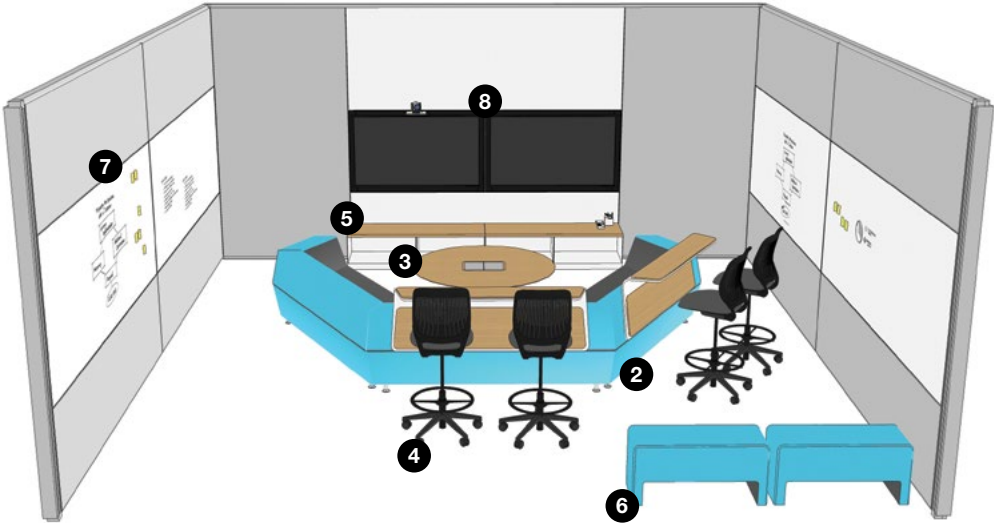
Planning Considerations



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 5:
20/20 Vision

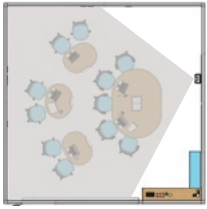
Larger-footprint, casual collaborative setting comfortably hosts 10 people.

- 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

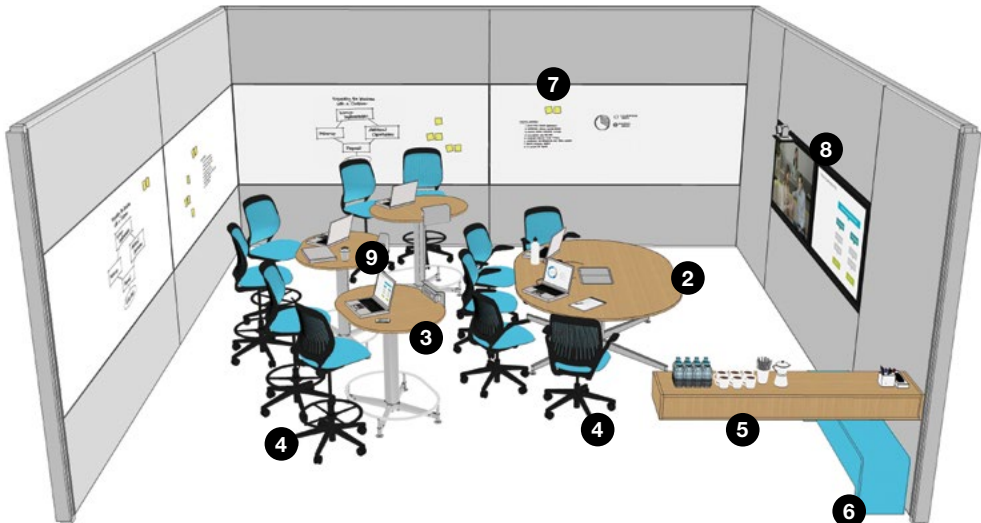
- 1 RoomWizard
- 2 media:scape lounge + ledge
- 3 media:scape round lounge-height table
- 4 cobo stool
- 5 Universal 1H storage
- 6 Davos bench
- 7 V.I.A. with steel and ceramic skins
- 8 Dual 60" monitor shrouds



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.

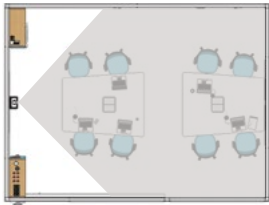
Route cables between tables and wall-mount monitors in various ways: raised floor, cored floor or TeamStudio cable tray.

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.

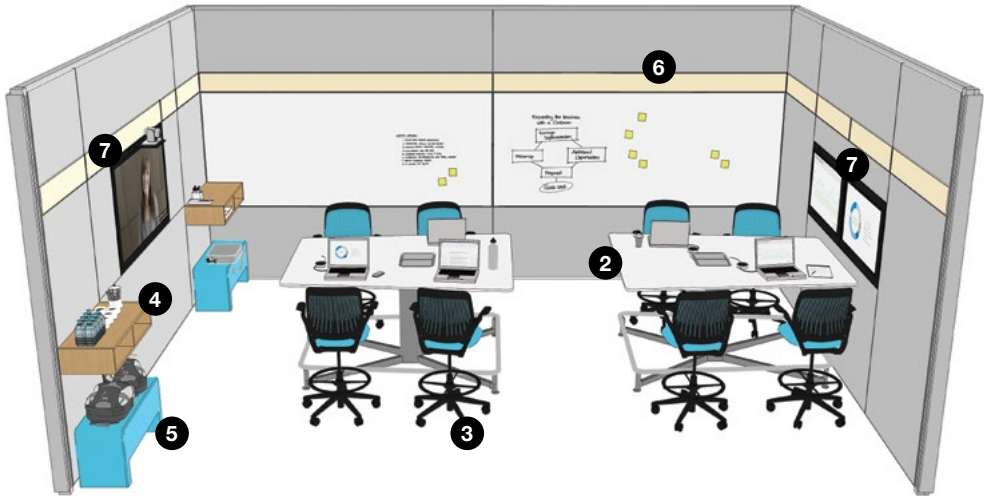
Room to circulate makes it easier for users to access whiteboards and storage, and to come and go with less disruption.



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

TeamStudio A: Clubhouse

Collaborative space for active project teams.

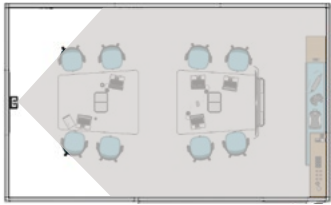
- Supports informative, generative and evaluative collaboration in person and on video
- The opposing trapezoid tables ensure everyone can be seen on video at the remote site
- Unique dual worksurface promotes active meetings and allows participants to easily access the entire setting
- Stool-height 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

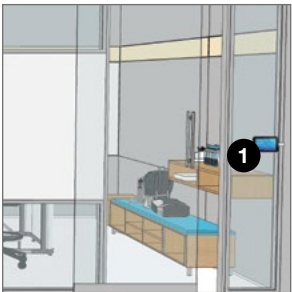
Featured Products

- 1 RoomWizard
- 2 media:scape TeamStudio table
- 3 cobi 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

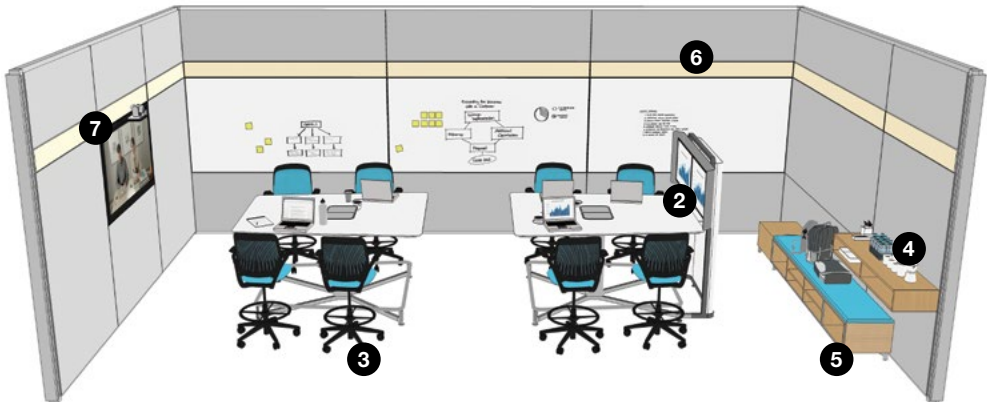
Planning Considerations



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

TeamStudio B: Think Tank

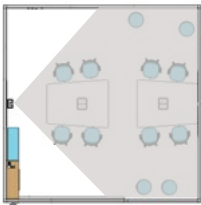
Larger collaborative space for active project teams.

- 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

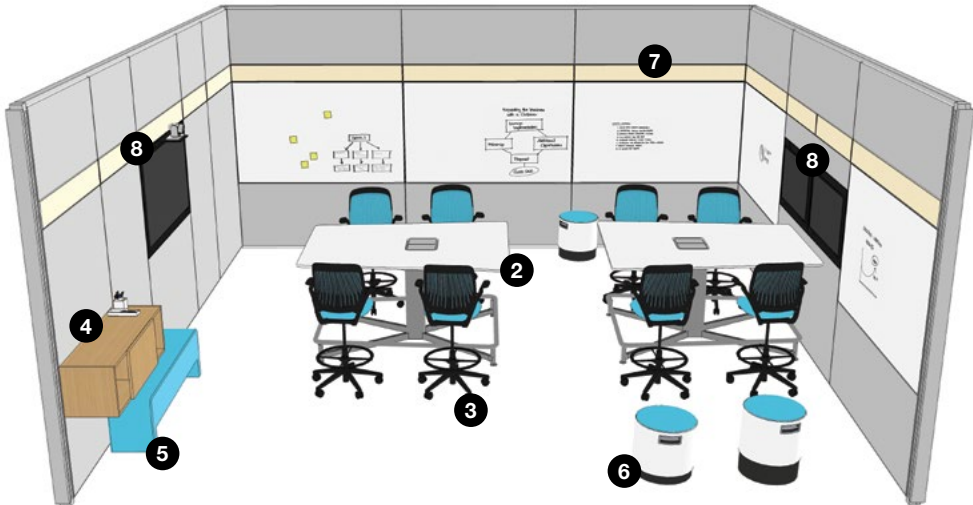
- 1 RoomWizard
- 2 media:scape TeamStudio with totem + dual monitors
- 3 cobo stool
- 4 EE6 organizer shelf
- 5 Exponents bench
- 6 V.I.A. with steel and ceramic skins, LED lighting
- 7 Single 60" monitor shroud



ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

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.

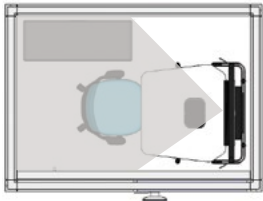
Provide easy access to power for users to charge portable technology.

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.

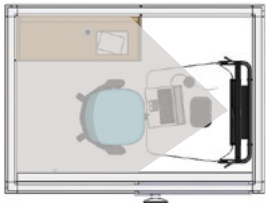
- Seated and standing video kiosk supports short-term collaborations with distant colleagues
- A bench or shelf in the space provides a secondary surface for a user’s personal belongings
- Layout is optimized for one user on video

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 cobo stool
- 4 EE6 open shelf
- 5 V.I.A. with steel and ceramic skins



Technical Information

TECHNICAL INFORMATION
Technology + Collaboration
Collaborative Technology and IT
Cabling Diagrams
media:scape Table
media:scape TeamStudio
Answer with media:scape
media:scape TeamTheater
media:scape mobile
media:scape mini
media:scape kiosk
FrameOne with media:scape
HDVC with Two media:scape Settings
Matrix Switcher and Videoconferencing CODEC
Virtual PUCK Infrastructure
RoomWizard Infrastructure
Recommended Displays
media:scape Technical Details
EXTERNAL RESOURCES
<i>media:scape Manager Brochure*</i>
<i>Understanding the Virtual PUCK System*</i>

Technology + Collaboration

Advancing Collaboration

In today's diverse and demanding marketplace, cross-functional teamwork, strong company culture and effective collaboration are key to meaningful innovation. Yet workers are distributed across the globe, making it difficult for teams to efficiently meet, ideate and develop solutions.

As technology continues to integrate with every aspect of life, companies are seeking intuitive, secure technology solutions to enhance collaboration, from sharing information to scheduling meetings.

To optimize the collaborative experience, media:scape® empowers workers to share digital content freely, while RoomWizard® scheduling system ensures collaborative teams work together without being interrupted.

THE EVOLVING ROLE OF IT

As individuals continue to control more of their own technology experiences, the role of IT in the workplace is evolving. By developing a partnership between IT and Facility Management departments, companies are able to implement faster, more effective communication and collaboration tools, while increasing their focus on organizational security and network performance.



Collaborative Technology and IT

media:scape and IT

SECURE SHARING

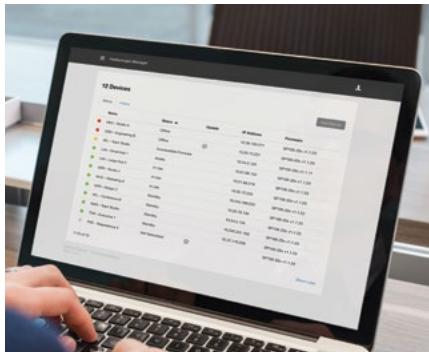
Designed to communicate within an organization’s internal network, media:scape helps maintain secure communication for optimal sharing and collaboration. media:scape—developed with a small security profile—follows general security best practices so workers can share safely and seamlessly, regardless of location.

OPTIMIZED SUPPORT

The enhanced support system for media:scape with digital components features Maintenance Agreements that provide software/firmware enhancements, expedited shipping for hardware replacements and prioritized technical support.

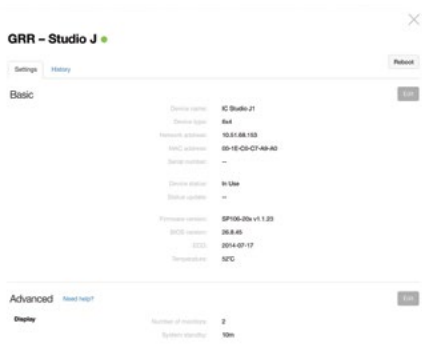
MANAGE. CONFIGURE. ANYWHERE.

Manage media:scape systems anytime, anywhere, with media:scape Manager web-based software. Monitor the status of media:scape switchers and make configuration changes remotely. View maintenance history and add new devices. media:scape Manager helps IT ensure that system performance is optimized and streamlines system support.



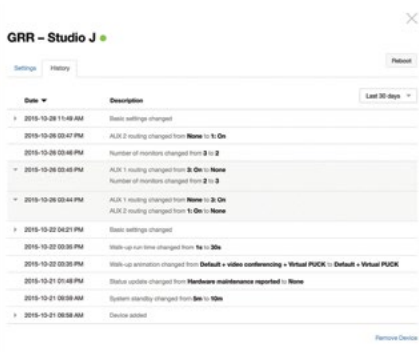
Remote Configuration

No need for costly programming or on-site resources. Make media:scape configuration changes from anywhere.



Configuration History at a Glance

To help troubleshoot, media:scape Manager tracks and displays all configuration changes that have been made to a device over time.



Real-Time Monitoring

View dashboard to remotely monitor the status of all media:scape units.

RoomWizard and IT

SECURE SCHEDULING

Designed to safely and securely operate on a company’s network, RoomWizard provides not only physical security of the device to keep hardware safe but also network security to avoid potential threats and cyberattacks.

SYNCED SCHEDULING

RoomWizard syncs with a variety of calendar systems, including Google Calendar™, MS Exchange™, MS Office 365™ and IBM Notes®, giving users access to meeting details from any laptop or computer.

ROOMWIZARD ANALYTICS CONSOLE

Using the RoomWizard Analytics Console, organizations can collect and record meaningful utilization trends, allowing organizations to optimize real estate.

ROOMWIZARD ADMINISTRATIVE CONSOLE

Designed for the enterprise, RoomWizard systems around the globe can be efficiently deployed, monitored and updated from one central location with the RoomWizard Administrative Console.

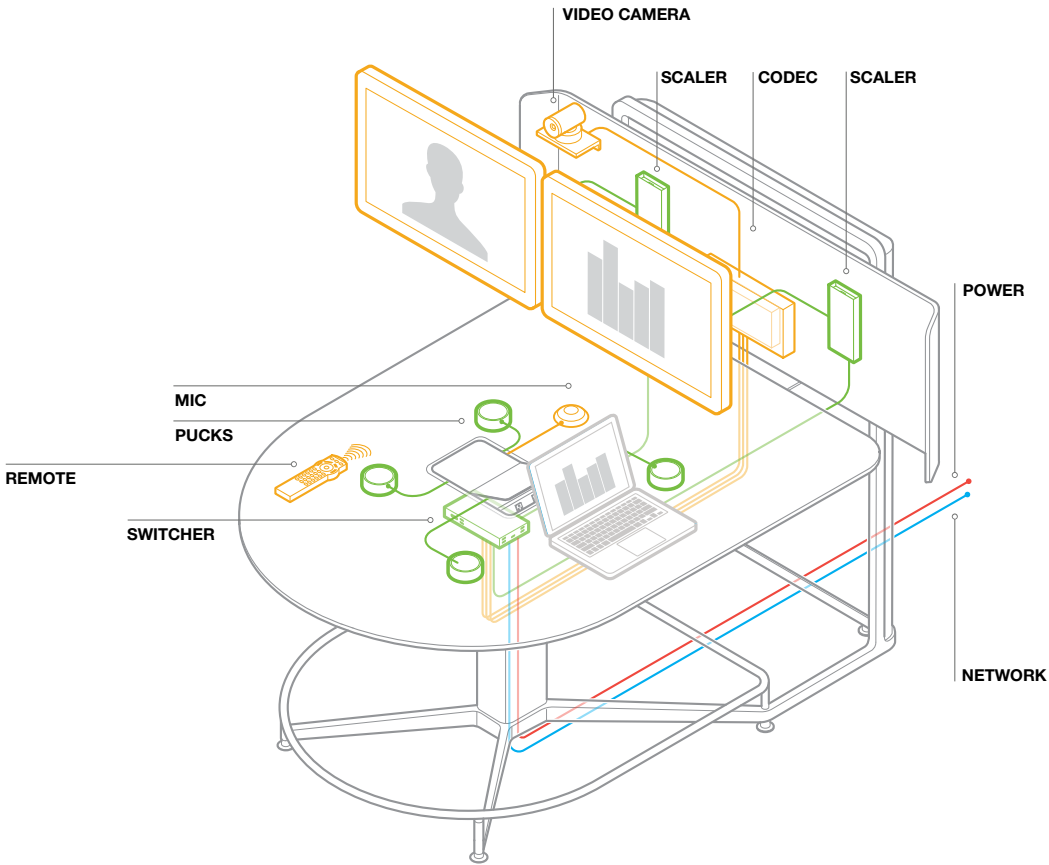
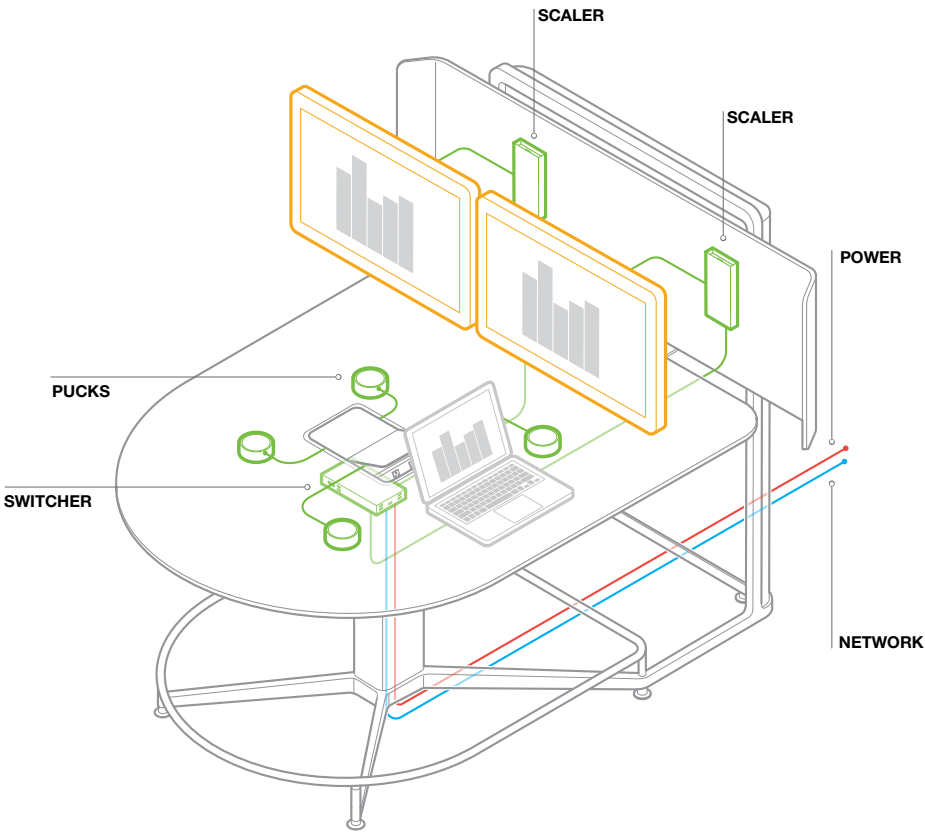
Cabling Diagrams

media:scape Table

A COLLABORATIVE SETTING FOR OPTIMAL KNOWLEDGE SHARING.

- User simply connects a PUCK to a digital device to share video and audio content
- Supports up to eight PUCKs
- Display content on up to four screens (mounted on wall or totem)
- media:scape’s digital matrix switcher directs signals between multiple devices and flat screens, and the HDMI cable connects the switcher and scaler to ensure consistent image resolution
- HDVC integration available
- Globally consistent technology and experience for users, installers and IT professionals

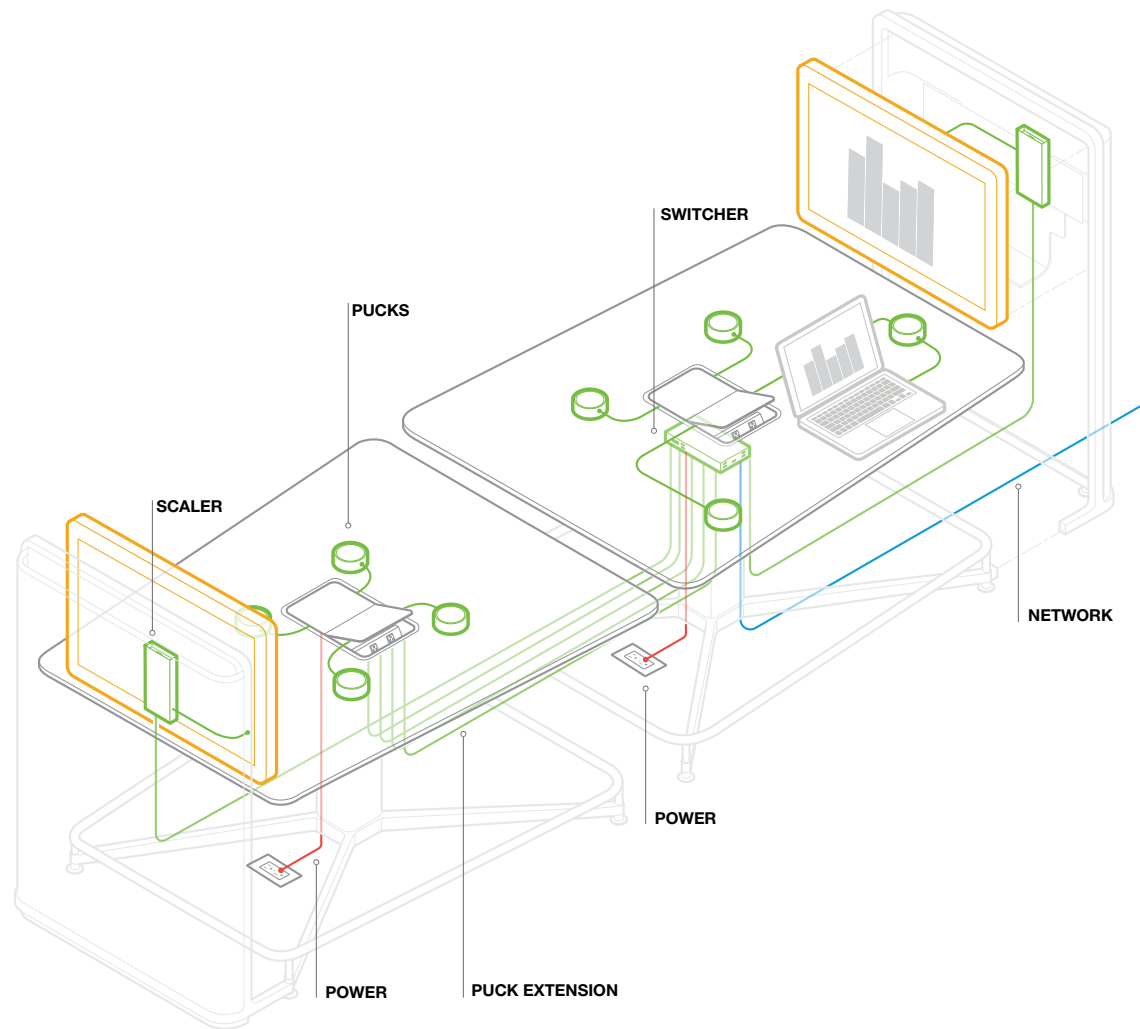
- STEELCASE MEDIA:SCAPE TECHNOLOGY
- TECHNOLOGY NOT PROVIDED BY STEELCASE
- BUILDING NETWORK INFRASTRUCTURE
- BUILDING POWER INFRASTRUCTURE



media:scape TeamStudio

WHERE ACTIVE PROJECT TEAMS WORK TOGETHER.

- Trapezoid tables give everyone a great view of monitors and ensure that all participants can be seen by remote users
- Stool-height provides a professional on-camera appearance
- Split table encourages people to move freely and access the project materials, vertical display and writing surfaces
- Monitors at each end of the split table
- Use up to eight PUCKs

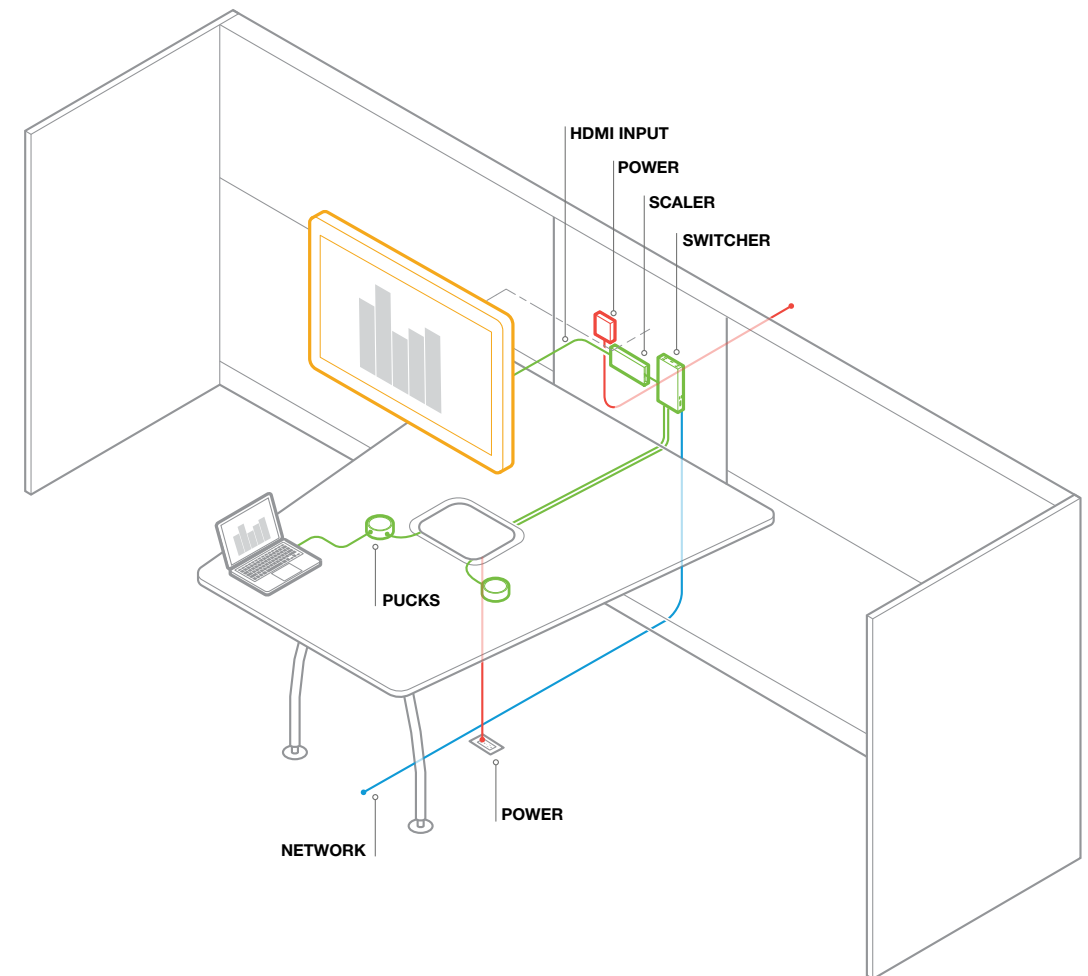


Answer with media:scape

**COMBINING SPACE DEFINITION WITH TECHNOLOGY
FOR SEAMLESS COLLABORATIVE EXPERIENCES.**

- Monitor mount integrates with standard Answer vertical slots and can be used with or without media:scape
- Requires no attachments, only power and data connections
- Monitor assembly* supports screens in sizes 40" and 42"
- Shared worksurface connects to the panel at seated- or standing-height
- PUCKs allow users to quickly connect and instantly share content
- Integrated media well provides easy access to PUCKs, while also concealing those not in use
- Virtual PUCK enables immediate user participation with a click of an icon

**Includes monitor mount and cover*

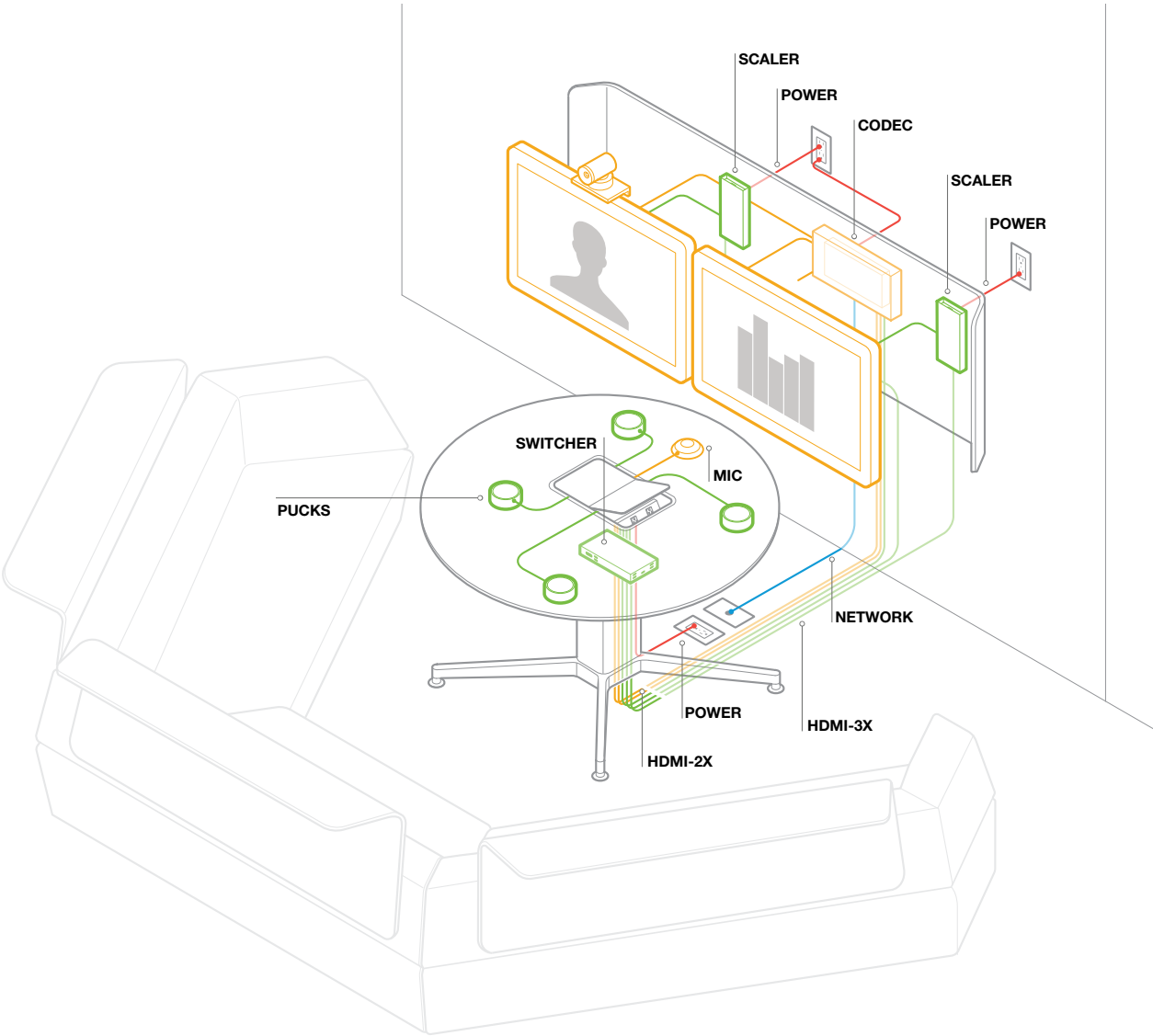
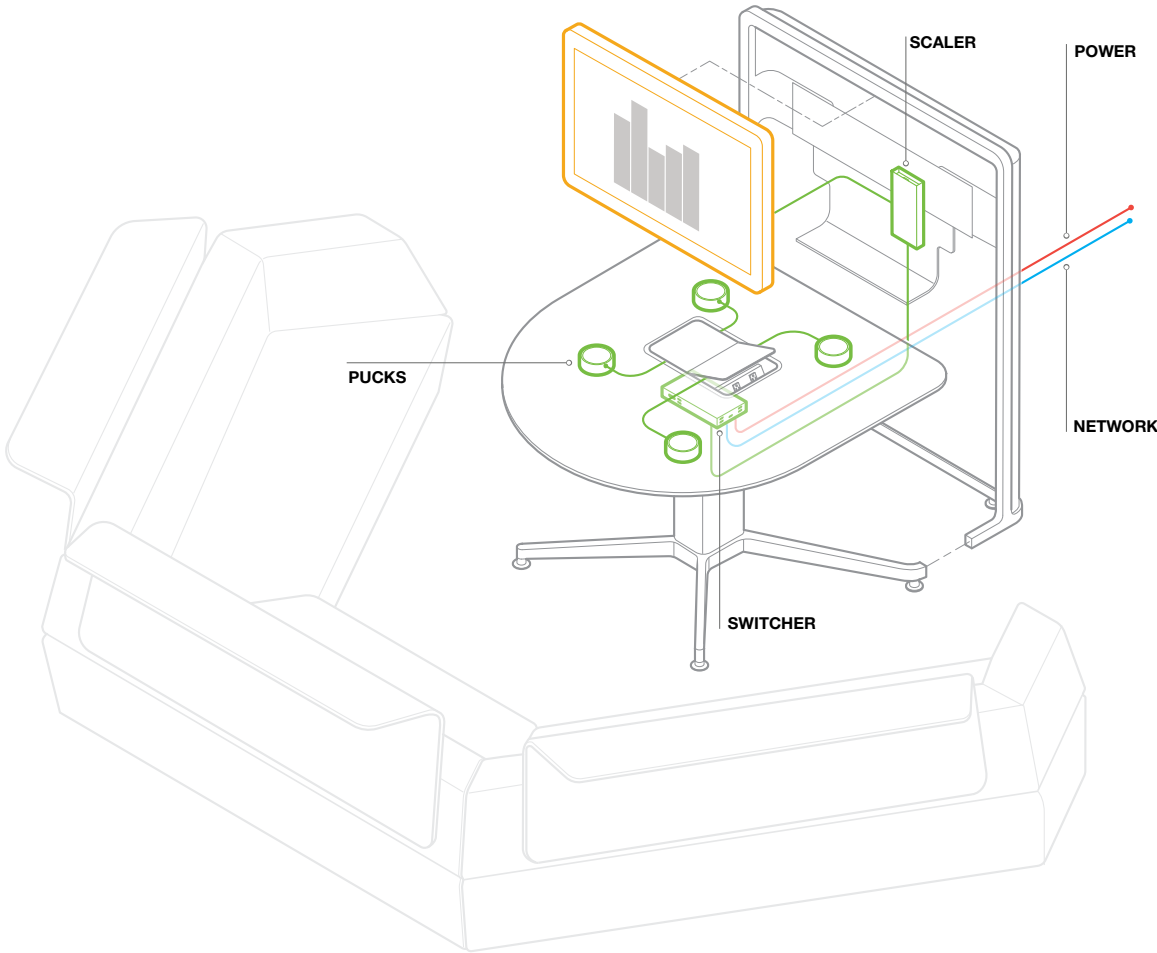


media:scape TeamTheater

A COLLABORATIVE LOUNGE SETTING CONFIGURES IN PRACTICALLY UNLIMITED WAYS.

- Lounge seating encourages relaxed, informal collaboration
- Seven furniture pieces available to create multiple settings
- HDVC integration available
- Canopy provides additional privacy
- Ledge offers additional workspace for extended teams
- Supports up to four monitors and four PUCKs

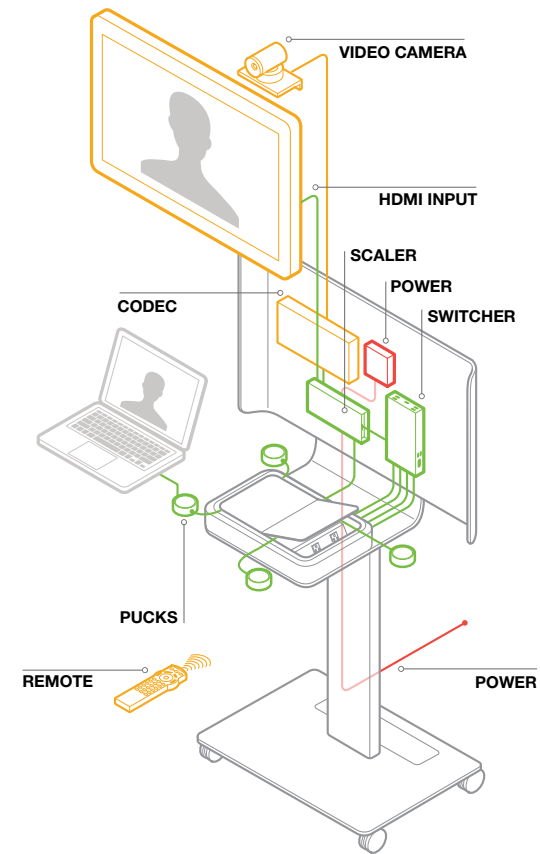
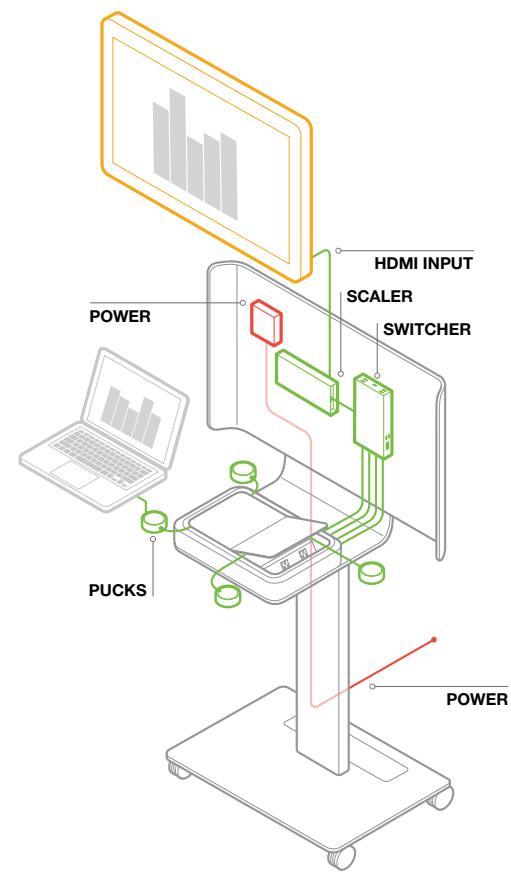
- STEELCASE MEDIA:SCAPE TECHNOLOGY
- TECHNOLOGY NOT PROVIDED BY STEELCASE
- BUILDING NETWORK INFRASTRUCTURE
- BUILDING POWER INFRASTRUCTURE



media:scape mobile

TAKE MEDIA:SCAPE WHEREVER SEAMLESS COLLABORATION NEEDS TO HAPPEN.

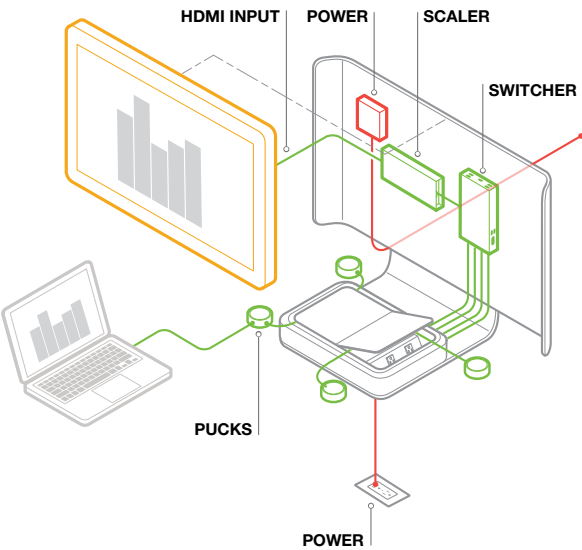
- Wheel up to a desk- or stool-height worksurface
- Requires no attachments, only power and data connections
- Media well includes four PUCKs and power outlets
- Supports up to a 42" LED monitor
- HDVC integration available



media:scape mini

TRANSFORMS A WORKSPACE INTO A COLLABORATIVE WORK SETTING.

- Extend the media:scape experience to smaller, existing spaces
- Requires no attachments, only power and data connections
- Supports up to a 42" LED monitor
- Media well includes four PUCKs and power outlets

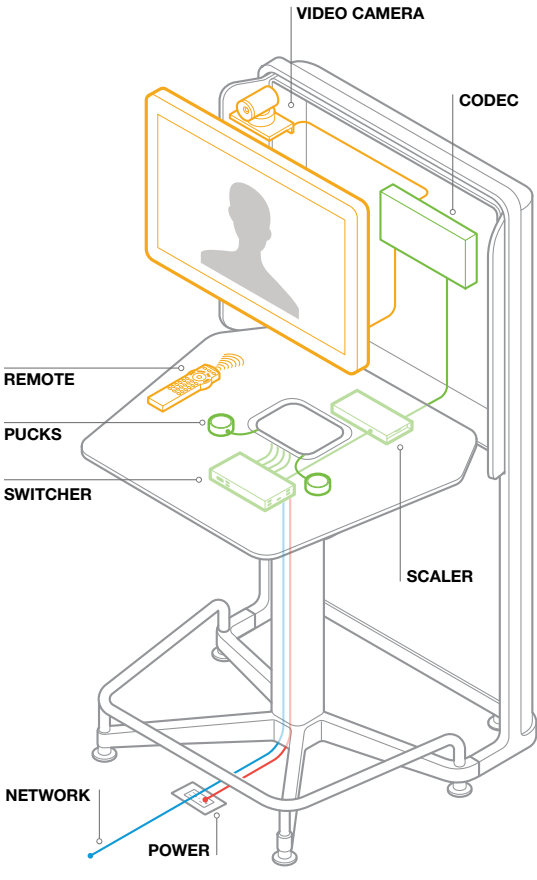
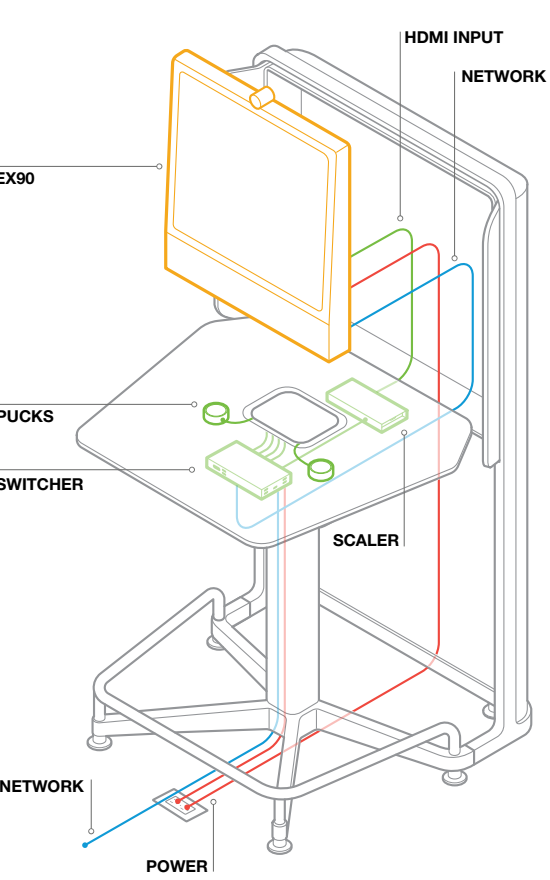


- STEELCASE MEDIA:SCAPE TECHNOLOGY
- TECHNOLOGY NOT PROVIDED BY STEELCASE
- BUILDING NETWORK INFRASTRUCTURE
- BUILDING POWER INFRASTRUCTURE

media:scape kiosk

A CONVENIENT WALK-UP VIDEOCONFERENCING EXPERIENCE.

- Desk- or standing-height videoconference solution in a small footprint
- Seamlessly bridges distances between distributed workers
- Includes single monitor, two PUCKs and two power outlets with a generous worksurface
- Ideal for impromptu or scheduled collaborations

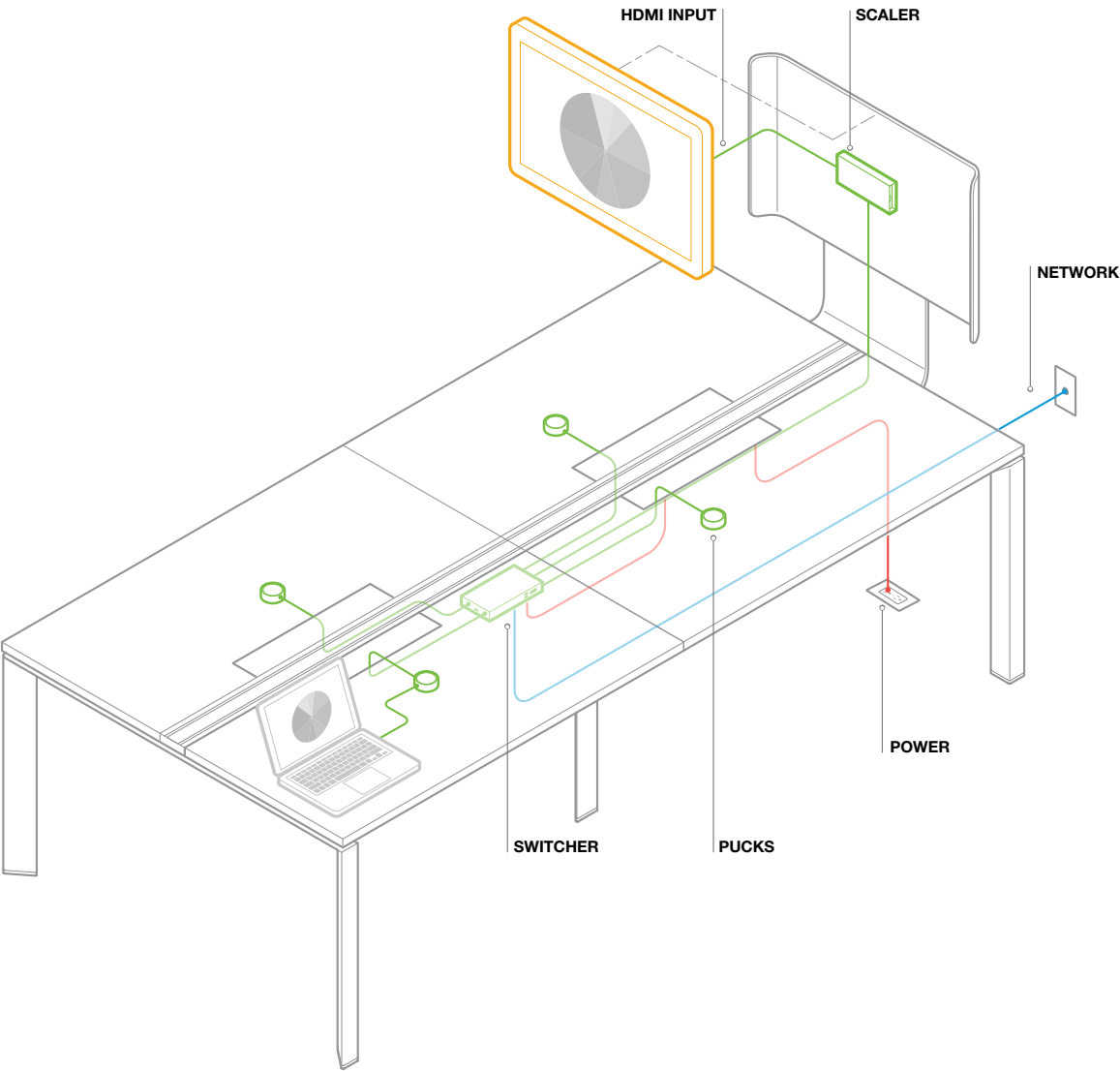


FrameOne with media:scape

MEDIA:SCAPE'S COLLABORATIVE POWER COMBINED WITH THE REAL ESTATE OPTIMIZATION OF FRAMEONE BENCHING.

- Ideal for teams and functional groups
- Up to eight users can easily share digital and analog content
- Totem- or wall-mounted displays
- Supports up to two monitors and eight PUCKs

- STEELCASE MEDIA:SCAPE TECHNOLOGY
- TECHNOLOGY NOT PROVIDED BY STEELCASE
- BUILDING NETWORK INFRASTRUCTURE
- BUILDING POWER INFRASTRUCTURE

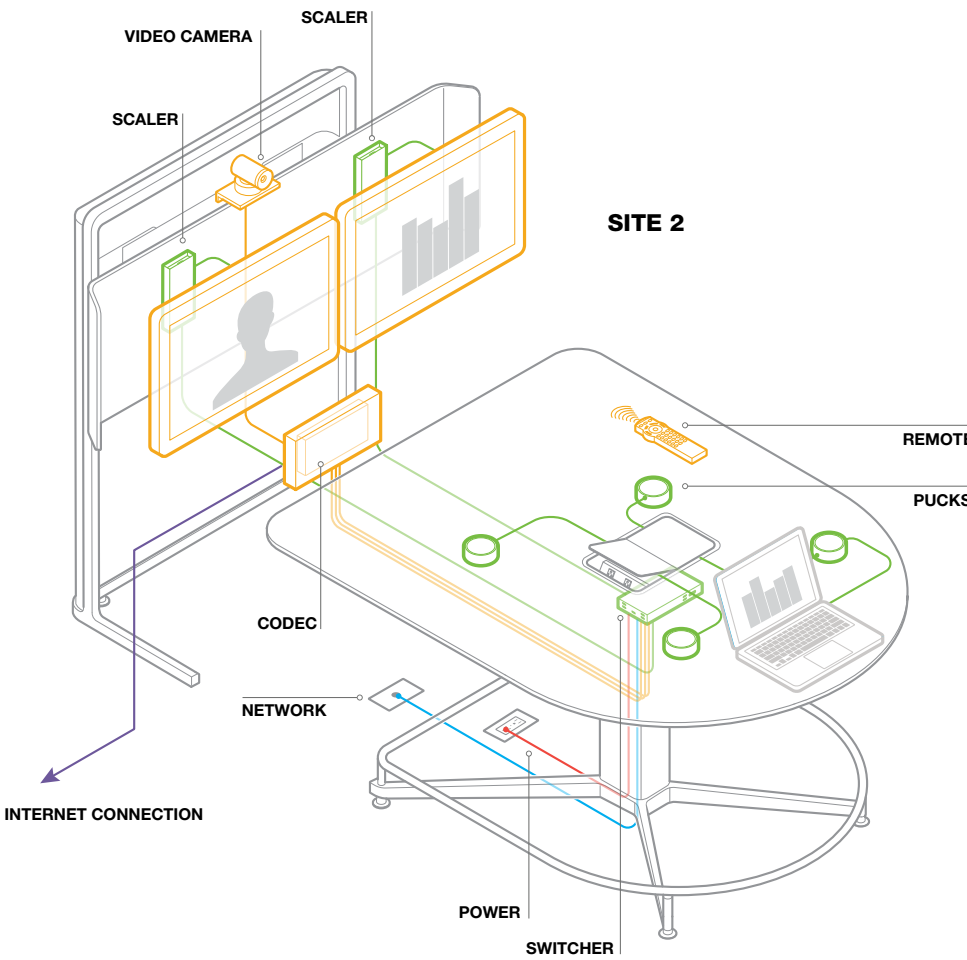
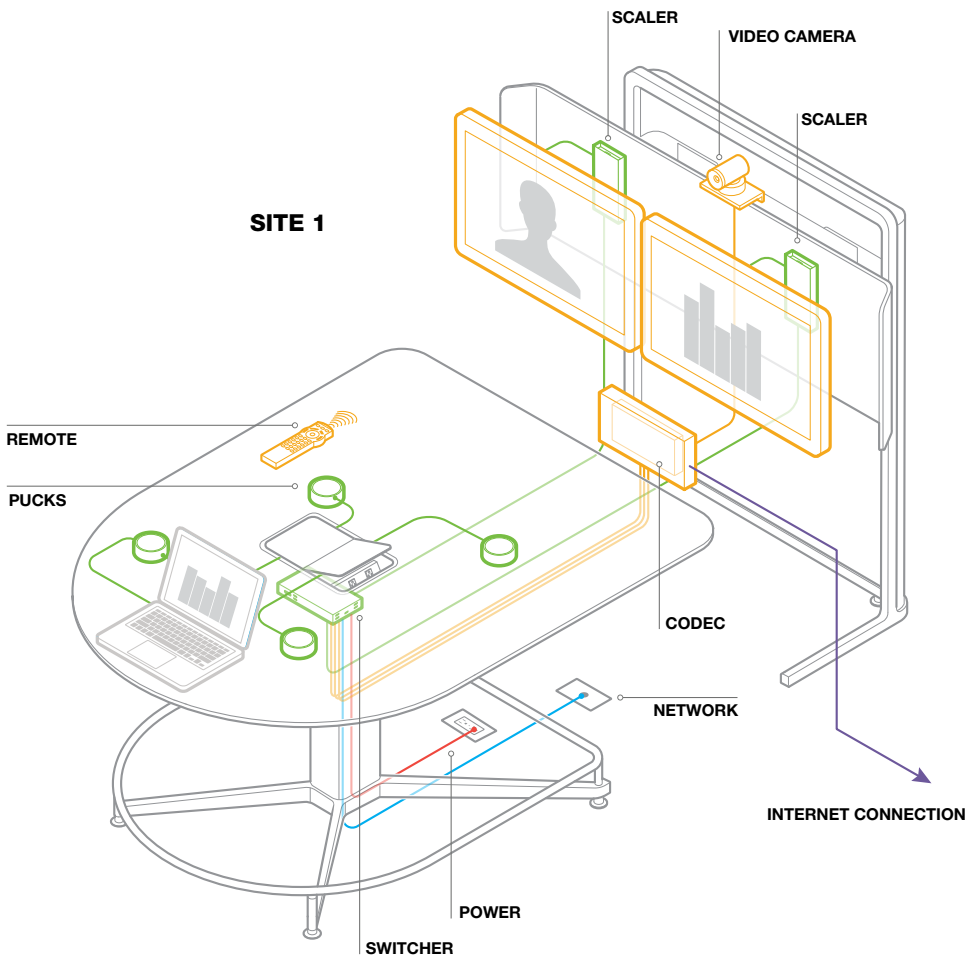


HDVC with Two media:scape Settings

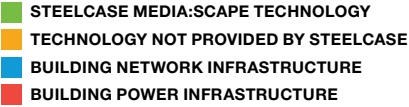
COLLABORATION WITH HIGH-DEFINITION VIDEOCONFERENCING.

- Remote control for the videoconferencing system activates videoconference and controls camera
- Shroud-mounted camera shows participants on remote screens
- Users connect PUCKs to digital devices and simply press PUCK to display their content on screens at both locations
- Flat screens display information shared between remote collaborators

- STEELCASE MEDIA:SCAPE TECHNOLOGY
- TECHNOLOGY NOT PROVIDED BY STEELCASE
- BUILDING NETWORK INFRASTRUCTURE
- BUILDING POWER INFRASTRUCTURE



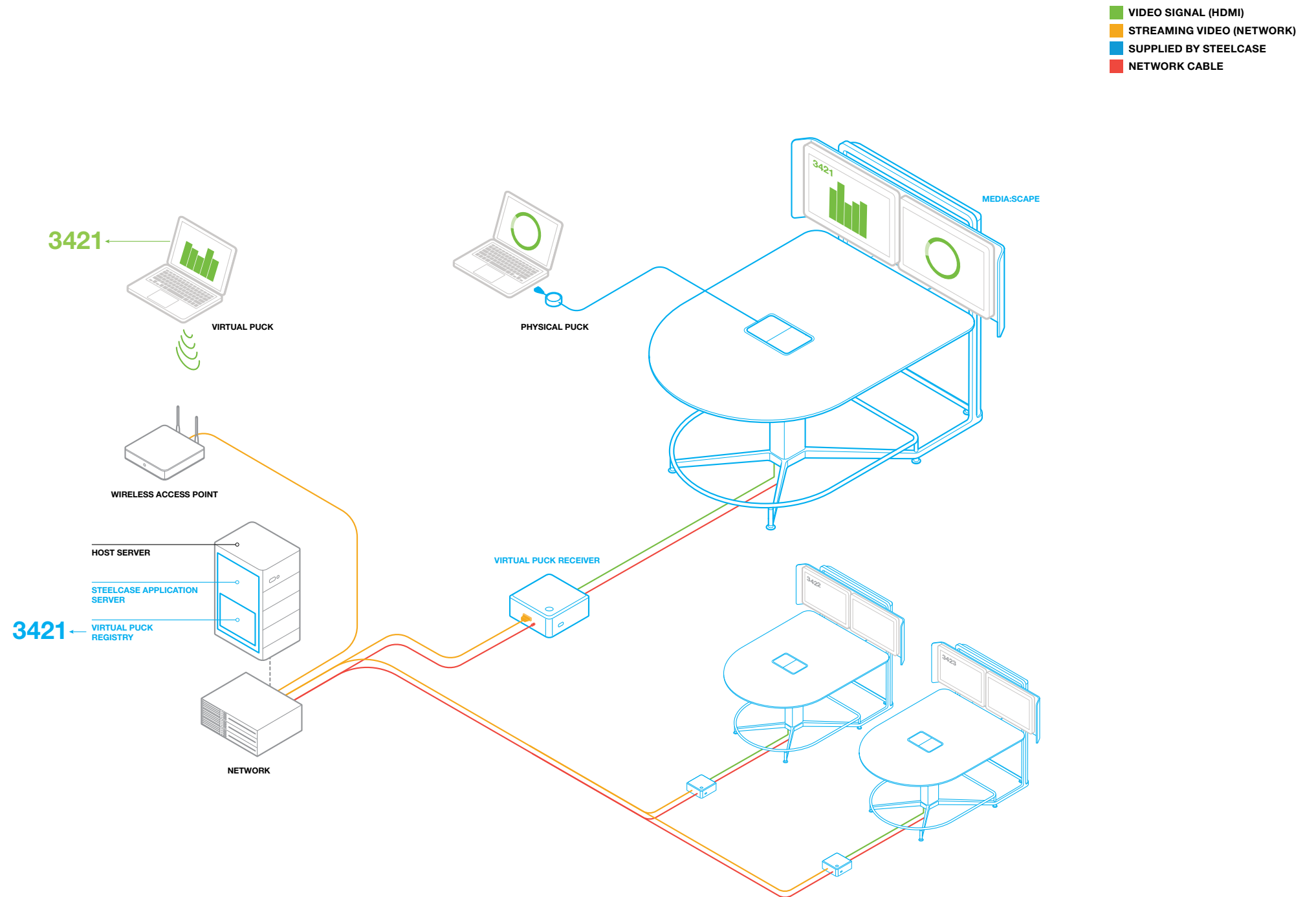
SIMPLE, SELF-CONTAINED, SECURE CONNECTIONS.



Virtual PUCK Infrastructure

**THE MEDIA:SCAPE VIRTUAL PUCK SYSTEM
IS MADE UP OF SEVERAL COMPONENTS:**

- Virtual PUCK Receiver: physical appliance installed inside a media:scape setting connected to the media:scape digital switcher
- Steelcase Application Server: virtual appliance installed on a host server to house the Virtual PUCK Registry
- Virtual PUCK Registry: software application hosted on the Steelcase Application Server; network communication mechanism for all Virtual PUCK Receivers and media:scape settings
- Virtual PUCK Application: client application installed on end users' laptops (OS X and Windows); user interface for "Open, Connect, Share" experience

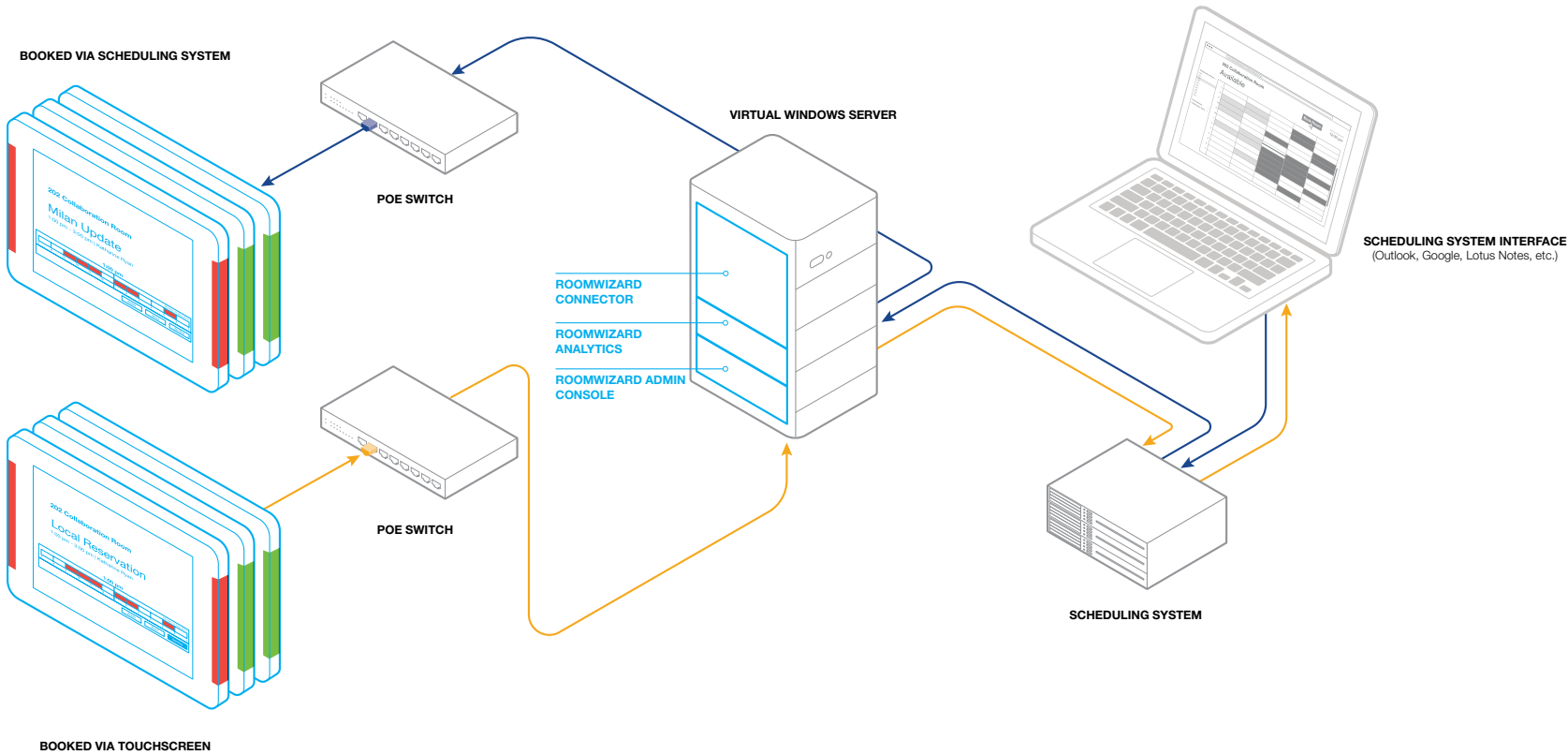


RoomWizard Infrastructure

THE ROOMWIZARD SYSTEM IS MADE UP OF SEVERAL COMPONENTS:

- RoomWizard Device: the interactive touchscreen device for reserving group spaces
- RoomWizard Connector: connects to enterprise scheduling and calendar systems
- RoomWizard Administrative Console: management console for configuring and updating RoomWizards across the enterprise
- RoomWizard Analytics: desktop software that provides reports on room usage

- SUPPLIED BY STEELCASE
- RESERVATION THROUGH SCHEDULING SYSTEM
- TOUCHSCREEN RESERVATION



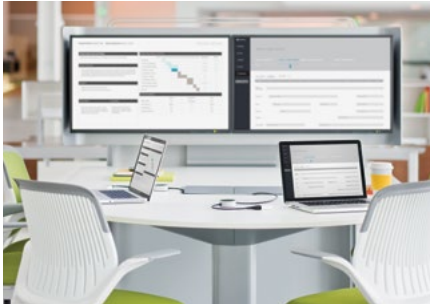
Recommended Displays

media:scape Tables and FlexFrame with media:scape

media:scape with digital technology will work with many different displays. When we determine whether to recommend a display for media:scape, we consider the physical and technical criteria.



media:scape Totem-mounted



media:scape Totem-mounted Dual Display



FlexFrame with media:scape

PHYSICAL

media:scape Totem-mounted configurations using only one screen:

Select a 40", 42" or 46" display.

media:scape Totem-mounted configurations using two or more screens:

Select 32" display.

media:scape dual display shroud has been specifically designed to support two displays of this size.

TECHNICAL

Must have an HDMI input on the display.

media:scape technology sends video and audio signals to the display using the display's HDMI input.

Must be CEC compliant.

media:scape technology uses a mechanism to perform power management of displays called Consumer Electronic Control (CEC). Most display manufacturers have given a branded term to this technology. For example, LG calls CEC "SimpLink" and Samsung calls CEC "AnyNet" or "AnyNet+."

Should be a commercial-grade display or equivalent; a display that is built to be in use for nine or more hours at a time. Displays on media:scape may be used for long periods of time during the day. We recommend the display be built to perform under this usage load.

RECOMMENDED DISPLAYS FOR TABLES AND FLEXFRAME

The displays below have been tested and validated to work well both physically and technically with media:scape.

SIZE	MAKE	MODEL
32"	Samsung	DM32E
42"	LG	43LX341C

If you have questions on which monitor is right for your application, please contact Line One at 1.888.Steelcase.

media:scape mini, mobile and FrameOne with media:scape

media:scape with digital technology will work with many different displays. When we determine whether to recommend a display for media:scape, we consider the physical and technical criteria.



media:scape mini



media:scape mobile



FrameOne with media:scape

PHYSICAL

Display size should match your media:scape product, either 40" or 42".
media:scape mini, mobile and FrameOne can be specified in only two different sizes: 40" or 42". Be sure to find a display that is the correct size for your media:scape product.

The monitor should have a standard VESA mounting pattern (40" should be 200x200mm; 42" should be 400x400mm). media:scape mini, mobile and FrameOne have mounting hardware that is specifically designed to support standard VESA mounting patterns. The hardware may support different mounting patterns; however, we recommend that 40" displays use 200x200mm and 42" displays use 400x400mm.

TECHNICAL

Must have an HDMI input on the display.
media:scape technology sends video and audio signals to the display using the display's HDMI input.

Must be CEC compliant.
media:scape technology uses a mechanism to perform power management of displays called Consumer Electronic Control (CEC). Most display manufacturers have given a branded term to this technology. For example, LG calls CEC "SimpLink" and Samsung calls CEC "AnyNet" or "AnyNet+."

Should be a commercial-grade display or equivalent; a display that is built to be in use for nine or more hours at a time. Displays on media:scape may be used for long periods of time during the day. We recommend the display be built to perform under this usage load.

RECOMMENDED DISPLAYS FOR MINI, MOBILE AND FRAMEONE

The displays below have been tested and validated to work well both physically and technically with media:scape.

SIZE	MAKE	MODEL
40"	Samsung	DM40E
42"	LG	43LX341C

If you have questions on which monitor is right for your application, please contact Line One at 1.888.Steelcase.

media:scape Technical Details

	MEDIA:SCAPE & FRAMEONE W/ MEDIA:SCAPE	MEDIA:SCAPE KIOSK	MEDIA:SCAPE MOBILE	MEDIA:SCAPE MINI
VIDEO ROUTING				
Resolution	Supports up to WUXGA 1920x1200	Supports up to WUXGA 1920x1200	Supports up to WUXGA 1920x1200	Supports up to WUXGA 1920x1200
Number of PUCK inputs <small>(Any combination of HDMI, DisplayPort, Mini DisplayPort or VGA)</small>	4–8	2	4	4
Number of outputs	4	2*	2*	1
Number of AUX inputs	3	2	2	–
VIDEO INPUT				
Connector switcher PUCK in	HDMI female proprietary	HDMI female proprietary	HDMI female proprietary	HDMI female proprietary
Connector PUCK to switcher	HDMI male	HDMI male	HDMI male	HDMI male
Connector switcher AUX in	HDMI	HDMI	HDMI	–
VIDEO OUTPUT				
Connector switcher out	HDMI female	HDMI female	HDMI female	HDMI female
AUDIO ROUTING				
Number of PUCK inputs	4–8	2	4	4
Number of outputs	4	2	2	1
Number of AUX inputs	3	2	2	–
AUDIO INPUT				
Connector PUCK**	1/8" female	1/8" female	1/8" female	1/8" female
Connector switcher PUCK in	HDMI female proprietary	HDMI female proprietary	HDMI female proprietary	HDMI female proprietary
AUDIO OUTPUT				
Connector switcher out	HDMI female	HDMI female	HDMI female	HDMI female
Number of AUX outputs (1/8" female)	1	1	1	–

	MEDIA:SCAPE & FRAMEONE W/ MEDIA:SCAPE	MEDIA:SCAPE KIOSK	MEDIA:SCAPE MOBILE	MEDIA:SCAPE MINI
OTHER FEATURES				
Management software	media:scape Manager	media:scape Manager	media:scape Manager	media:scape Manager
Electrical outlets	6–12	2	4	4
Power management	Auto on/off displays	Auto on/off monitor	Auto on/off monitor	Auto on/off monitor
External power supply	100–127~50/60HZ.10A	100–127~50/60HZ.10A	100–127~50/60HZ.10A	100–127~50/60HZ.10A
	220–240V~50/60HZ.10A	220–240V~50/60HZ.10A	220–240V~50/60HZ.10A	220–240V~50/60HZ.10A
Mounting	Mounting provided with furniture	Mounting option provided integrates with furniture	Integrated monitor mounting hardware	Integrated monitor mounting hardware
Connection configuration	OSD/Network	OSD/Network	OSD/Network	OSD/Network
Regulatory compliance	UL, RoHS 2, CE	UL, RoHS 2, CE	UL, RoHS 2, CE	UL, RoHS 2, CE
Electronics/cables warranty	3 years	3 years	3 years	3 years
PUCK CONNECTION OPTIONS				
Virtual PUCK	yes	yes	yes	no
HDMI	yes	yes	yes	yes
Displayport	yes	yes	yes	yes
Mini displayport	yes	yes	yes	yes
VGA	yes	yes	yes	yes

*The media:scape kiosk and the media:scape mobile stand are designed to accommodate a single display only.
**HDMI PUCKs support audio embedded in HDMI stream, and also has 1/8" analog input.

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