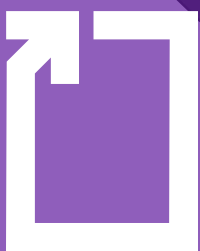


VOLUME 10



VIDEOCONFERENCING
guide



GOOD TO KNOW

Internet capacity:

Platforms like Teams and Zoom require a bandwidth of 1.2 to 4 Mbps for HD video conferencing and up to 500 Mbps for multiple participants.

How does it all work?

Make sure that users understand how to operate the equipment and the software. A simple and practical guide in the conference room is always a good idea!

Latest features:

Keeping up with the latest updates and technologies gives you access to the newest and best features out there.

Go wireless:

Wireless microphone, speakers, webcams and other accessories allow for a cleaner and sharper look. It also makes it easier to install suspended acoustic products which reduces the noise and minimizes environmental sound distractions.

VIDEOCONFERENCING

There is a wide range of equipment options to choose from in order to create the right videoconference room for your needs, and some of the choices you make will depend on the following criteria:

- The room
- The camera
- The screen
- The sound quality
- User-friendliness

Rule #1

Always choose your equipment based on its compatibility with the videoconferencing platform you're using!

THE ROOM

The size of the room and how you intend to use it have an impact on the hardware you'll need. For instance, you'll want a different size screen depending on whether your room is small, medium, or large.

It's also a good idea to consider the acoustics and the soundproofing of the room you intend to use.

It may also be worthwhile to consider ergonomic tables and chairs, and/or tables designed for tech-friendly spaces (built-in power outlets, discreet wire management solutions, etc.).



THE CAMERA

An HD or 4K resolution is preferable for crisper video quality. The camera should have the appropriate field of view to capture all the participants in the room.

Some cameras have an auto-tracking feature that allows them to track, zoom, focus and tilt in order to focus whoever is speaking at the moment.

Tip

Generally, the best place for a camera is just below or above the screen.



THE SOUND QUALITY

Microphones and speakers are particularly important for a great videoconference room.

Microphones

Omnidirectional or ceiling microphones are designed to capture the voices of all participants. They can be installed on the table or suspended on the ceiling.

Speakers

Speakers should be powerful enough to reach everyone in the room and have an easily adjustable volume to accommodate the requirements of each meeting.



THE SCREENS

When choosing a screen, consider the size of the room. We recommend 55 inches for a smaller room and up to 75 inches for a large room. For screens that are 50 inches or smaller, FHD resolution is sufficient. Starting from 55 inches, it's worth investing in a 4K flat screen that offers clearer and more detailed images.

Alternatively, projectors are a great for large enough rooms and offer different features.

Even more possibilities

You may also consider interactive screens, whiteboards, and projectors.



USER-FRIENDLINESS

Increasingly, systems are equipped with "Always Ready" features that allow users to easily start or join calls without delay.

Simply move the mouse to instantly activate the computer, screens, cameras, and microphones.

Features like that decrease the risks of user errors and reduce the need for a more extensive training.



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