

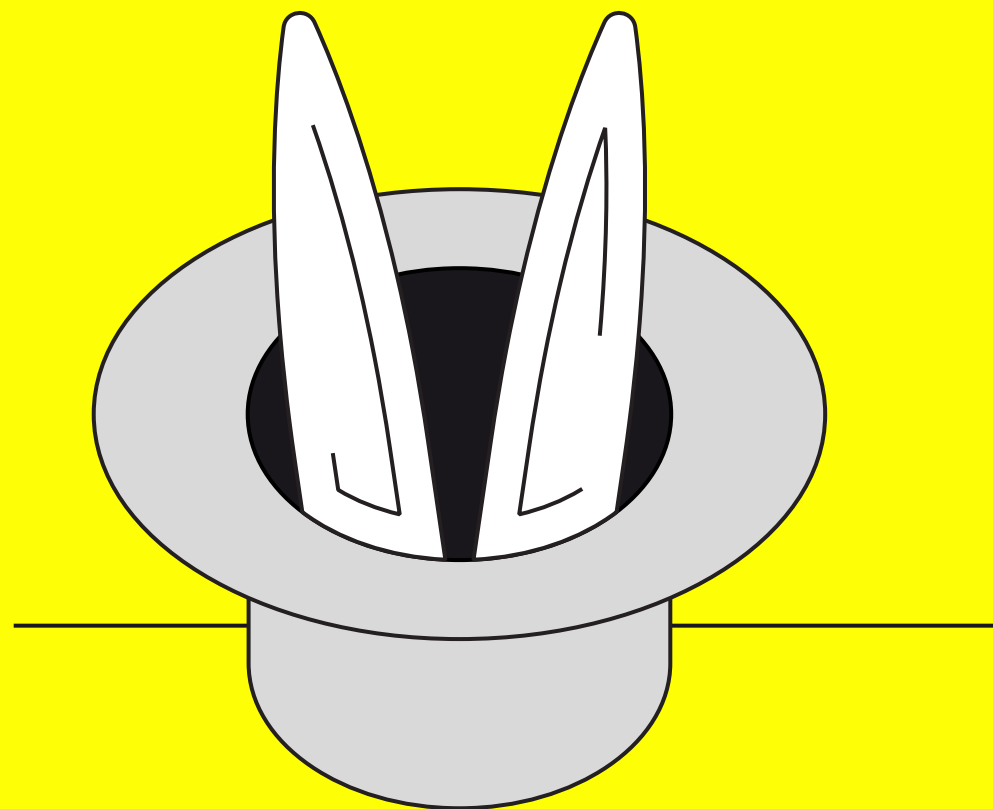
Audio Visual Technology

Read our guidelines and
protect your workforce.



A few insights

- On average, we lose 22 minutes per day because of technology problems. In a year, company loses 2 weeks per employee.
- Wide array of technology makes our lives easier, however there are also drawbacks. It is essential to use appropriate audio-visual technology.
- What technology is the best for your company depends on space, budget and mainly on tasks that employees must perform.
- You will need different equipment based whether you have phonebooths, meeting rooms, boardrooms, reception, room reservation system or podcast studios.

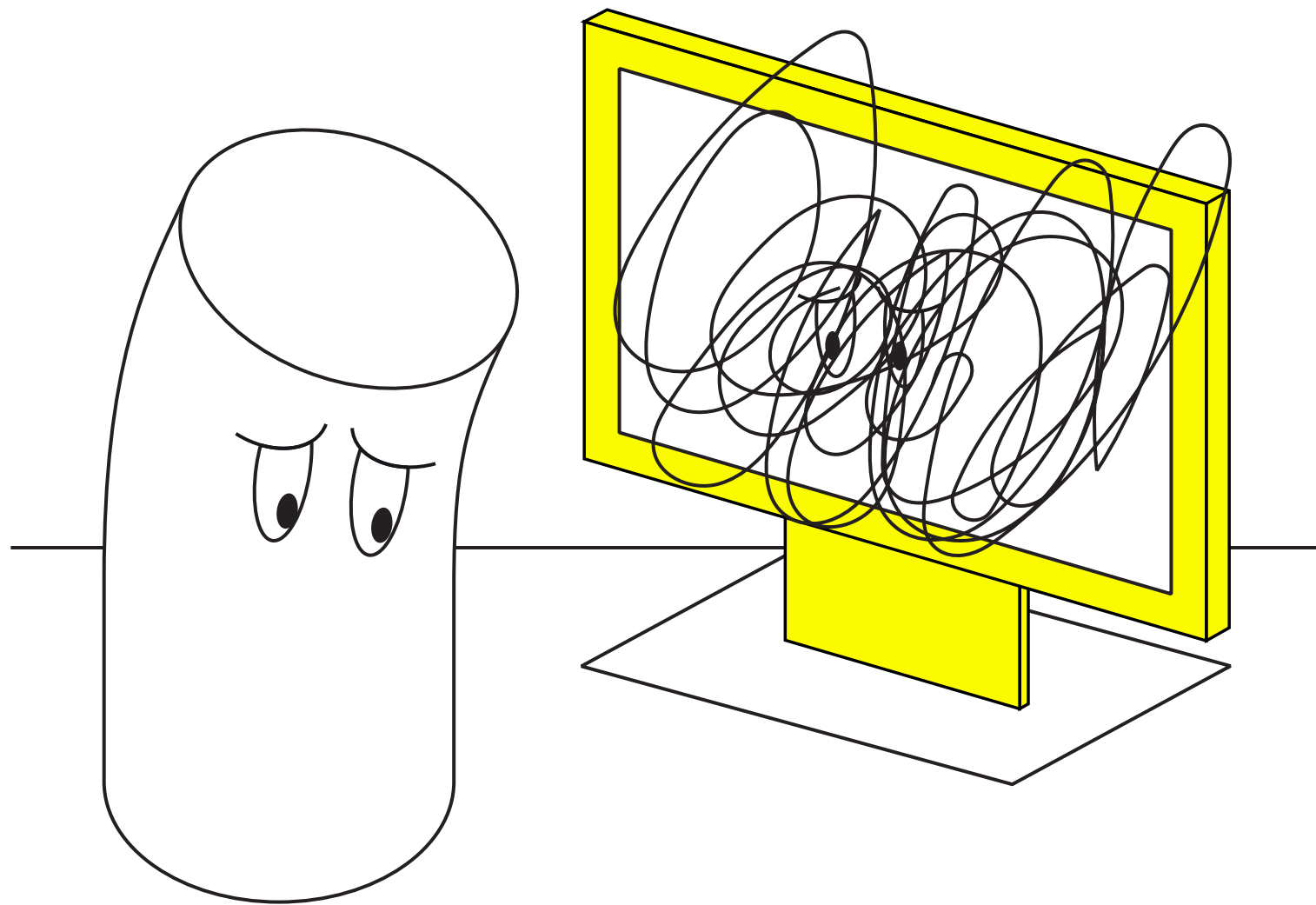


Why is it important?

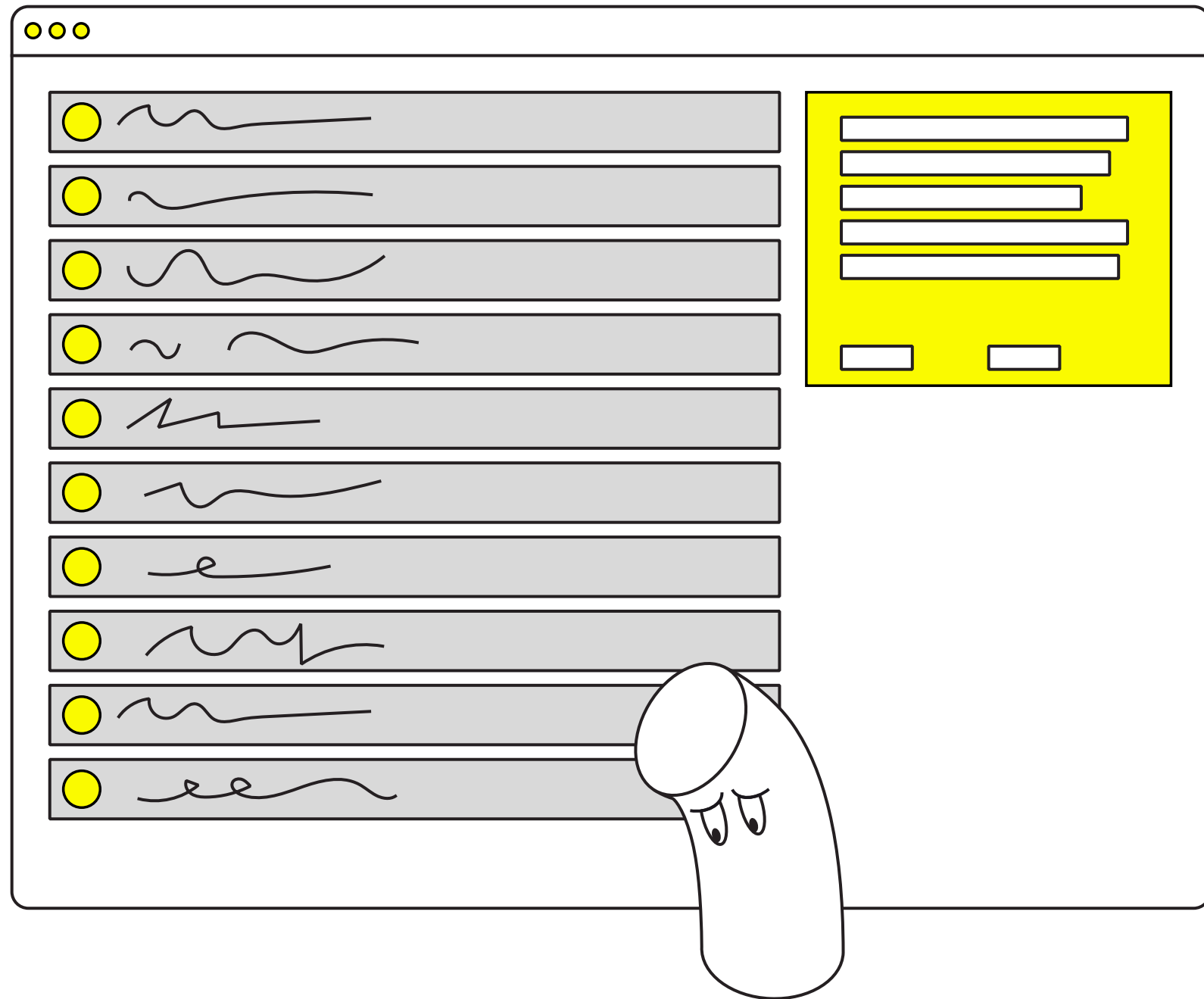
Hybrid work, where people are working part time at home and part time in the office, has become more prominent than ever before in COVID-19 pandemic.

Problems with audio-visual technology became more noticeable. We want to support our employees with technology. Therefore, it needs to be easy to use and simultaneously ensuring uninterrupted work. Employees need to have access to all necessary technology, no matter their work location.

We need to be careful to choose equipment that is compatible, supports preferred system that you are using when working and is within the budget for entire workspace.



Losing time and energy



Robert Half Technology made an extensive survey about losing time because of technology related problems, such as connectivity problems, bad internet connection, broken or malfunctioning technology.

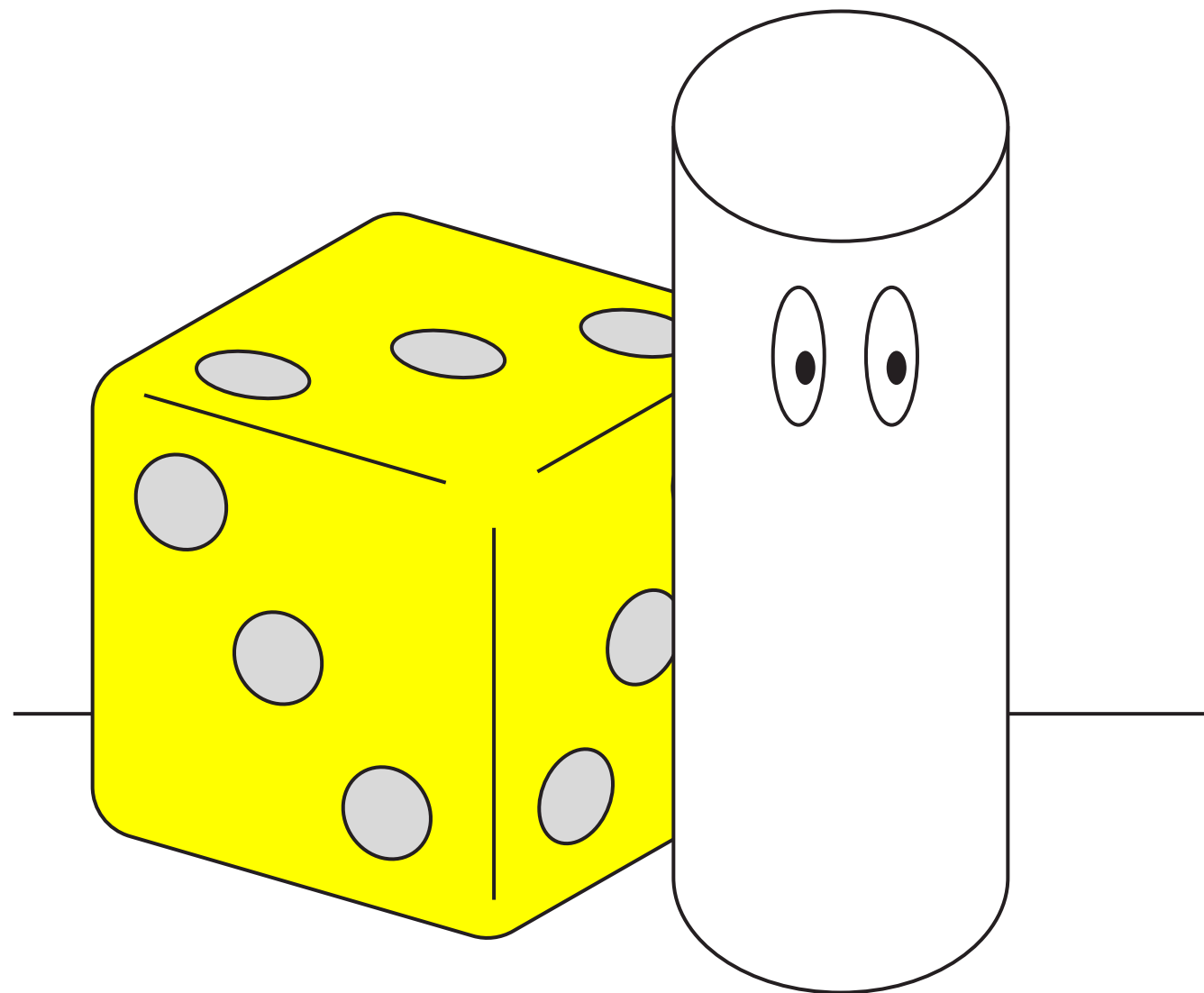
They discovered that on average employees lose 22 minutes per day, which means 91 hours per year when considering standard 8-hour workdays.¹

Wide array of technology can considerably relieve our workload and we can finish quicker. However, there is a negative side of modern technology. Main problems are mostly unnecessary emails, unspecialised and simultaneously too big communication platforms within company and undefined employees' work tasks.

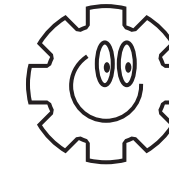
1. Robert Half Technology (22. 3. 2016). Wasted Workday: Employees Lose Over Two Weeks Each Year Due To IT-Related Issues. PR Newswire.

<https://prn.to/3AhEJs0>

Maintaining system with 3 strategies

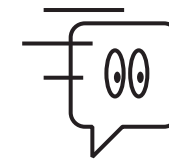


3 easy and financially favourable strategies that companies can use to maintain and update their system.



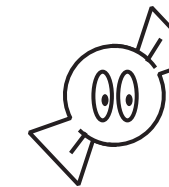
Strong technical support within the company

Educated, highly qualified individuals who fix problems the moment they arise.



Proactive communication

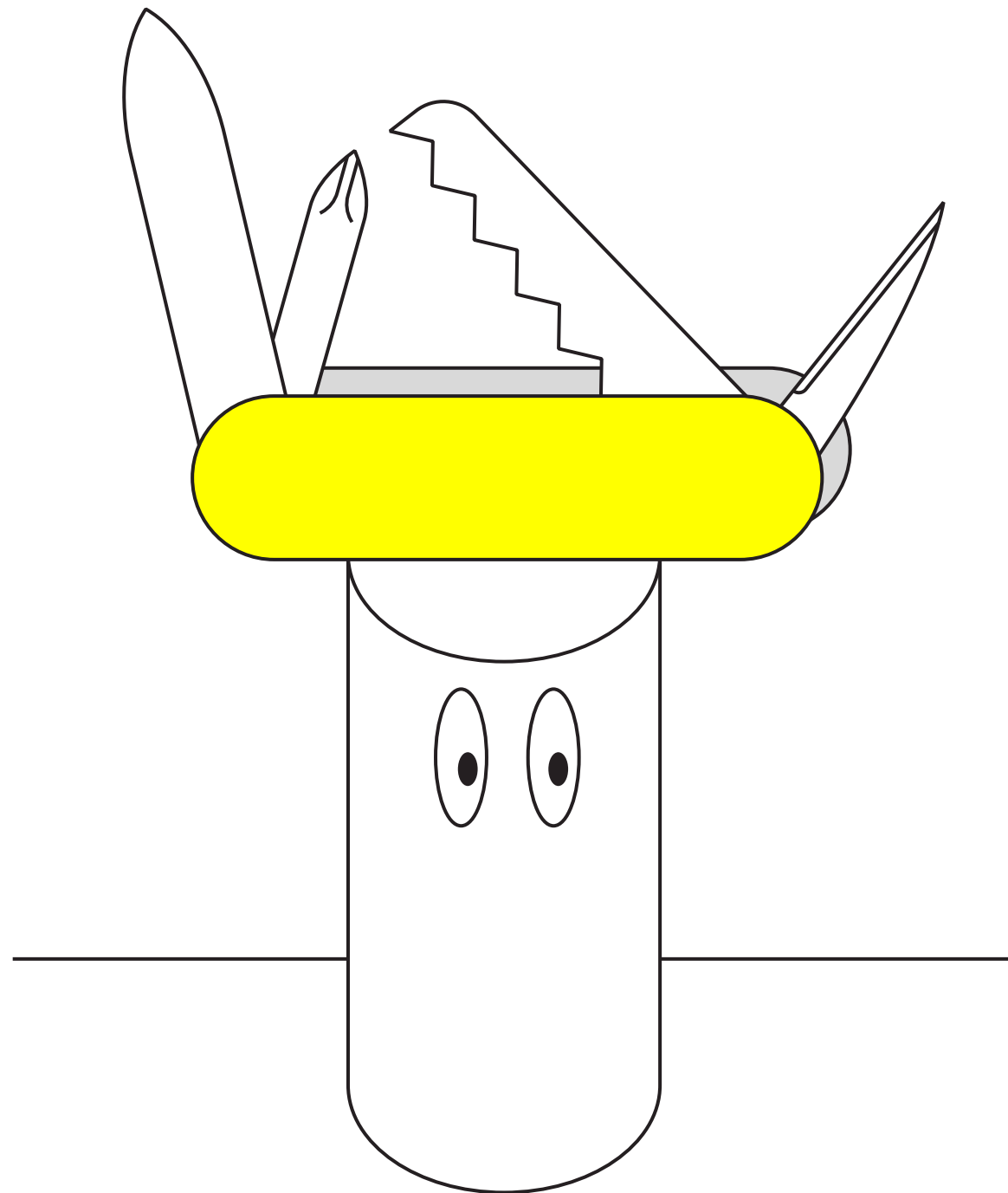
Employees must know, who can help them, what they can use in case of problems.



Extra help

Especially when implementing new equipment and software, there can be a transitioning period in which problems are more common. Because of this, some extra help for this time is recommended.

How to equip workplace?



Which audio-visual technology is the best for you, depends on your needs. It is important to know what rooms' purpose will be and how many people will use it at the same time. Concurrently, it is important to think about employees' work from home and what will they need for it.²

They must support all software that employees use. Best solution is contactless connection, because can avoid cables throughout the room. Equipment must support videos in HD 1080p/60 resolution without any interference. Simple, secure guest connectivity can be ensured by using authentication and 1024-bit encryption. It is advisable to have double network connectivity, with secure LAN and WAP for guests.

Phone booths

Phone booths can be for individual work or work in pairs. They are small, comfortable workspaces. Bigger screen should enable two simultaneous presentations.

Smaller meeting rooms

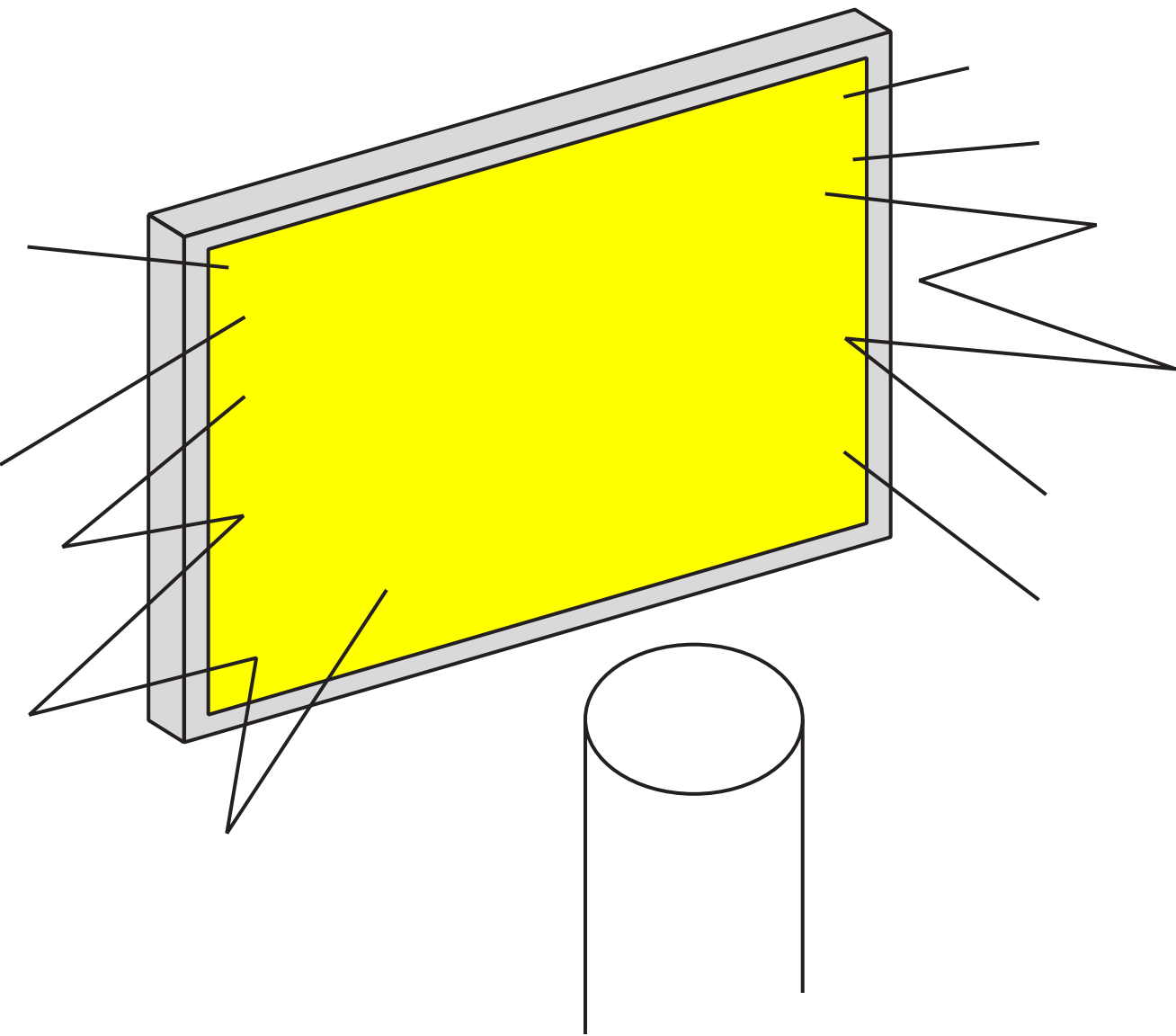
Meeting rooms for up to 6 people have a bit different demands. Screen has to support 4 simultaneous presentations. Employees must have USB camera and audio equipment (microphone and speaker) for video conferences.

Bigger boardrooms

Boardrooms need all the benefits of smaller workplaces and a couple of additional ones. It is important for screen to support simultaneous presentations of multiple people and interactive table. All technology must be controlled with touch screen, room also needs ceiling speakers and high-definition microphones.

2. Navas (2020). Unified communications room design: Guide for FMs, Architects and Interior Designers, page 3-6.

Where else do we have to consider audio-visual technology?



Reception³

Reception is an excellent opportunity for visitors to get an impression about your organisation. With appropriate equipment, you can enhance company brand (such as using logos and company colours). You are also informing guests about who you are and what you offer, address every guest separately and invite guests in office when you are ready. You can also include interactive tables that enable employees and guest to check-in, confirm meetings and ensures information reaches all people it should. Interactive tables are especially useful in bigger buildings, with shared offices. We can reduce cost of printing and use them for additional marketing.

Meeting room reservation³

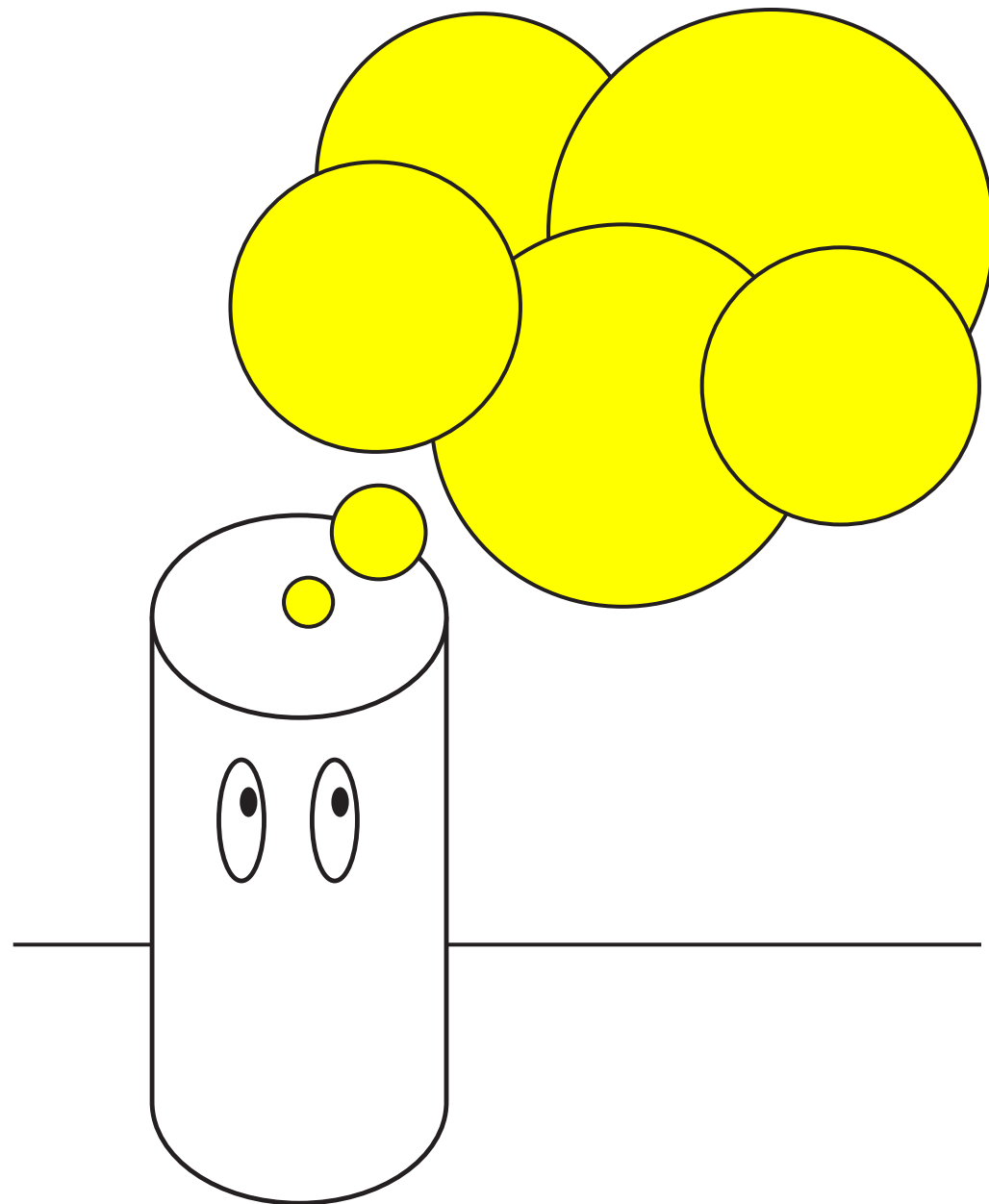
Small, interactive screens in front of meeting rooms are easy solution that has positive influence on employees' organisation and company culture. They can be used for displaying daily schedules and visual informing on occupancy. They also enable very easy extension for meeting, without engaging already busy reception desk staff.

Podcast studios

Podcast are becoming more and more popular. They can be used for sharing personal and company's ideas, knowledge, and experiences. For quality podcast, it is important to have appropriate room and equipment. There is some basic equipment, that is a must have, such as microphone, headphones, mixer, and software. Studio must be soundproof. For any organisation that decides to start with podcast production, we suggest using some additional equipment, such as boom arm for microphone. We avoid all vibrations and sounds that are created by bumping in the table or moving around. We also suggest using pop filter, that reduces sounds that could compromise video quality.

3. Navas (2020). Audio visual solutions for the corporate world. page 7, 8

What to consider when designing workplace?⁴

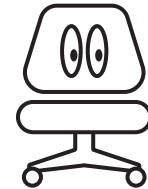


Lighting



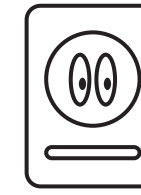
Too much direct sunlight can adversely affect both the quality of the in-room presentation as well as the picture during a video conferencing call. Consider installing motorized blinds and a lighting control system, which can recall pre-sets for various room usage modes. It is important to consider sun glare and be careful to turn screens away from windows.

Furniture



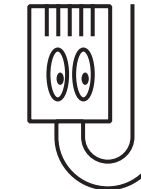
Unified Communication rooms are built for collaboration and good quality furniture can improve end-user experience. For the short-term occupancy, conference room tables with integrated floor-standing displays and cable management might be the right solution for your project.

Acoustics



Many modern meeting spaces are built with glass doors/walls, which can potentially cause huge problems in terms of noise pollution to/from adjacent spaces or intelligibility in the room during video conferencing calls. It is important to consider soundproofing rooms.

Cable management



An often overlooked aspect of a conference room design, cable management can not only ensure adherence to H&S regulations, but can also enable reliable connectivity for the end-users and provide a clean and tidy working environment.

4. Navas (2020). Unified communications room design: Guide for FMs, Architects and Interior Designers, page 9



Camac Group Ltd.
160 Kemp House, City Road, London
EC1V 2NX

Contact
hello@camacspace.com
+44(0)-7497769333



© All rights reserved. No part of this document may be reproduced in any form without the prior permission of the owner. Designed by Studio Kruh.