

SECOND EDITION

media:scape

PLANNING GUIDE

PLANNING CONSIDERATIONS

media:scape Planning Considerations 2

media:scape Applications 4

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 with real estate, design and IT professionals. Standards-driven technology that integrates with existing infrastructure is preferred over one-off technologies.

LIVING ON VIDEO

Consider videoconferencing space issues: air-conditioning, 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.

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.

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.

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.

media:scape Planning Considerations

GUIDELINES FOR EFFECTIVE VIDEO

- Provide a palette of places for collaborative videoconferencing to support individuals, pairs, and groups
- Support not only informational collaboration but also evaluative and generative collaboration with whiteboards, worksurfaces, multiple screens to support good views of people and content, and enough privacy to encourage open conversations
- Prefer multipurpose collaborative spaces that also support HDVC for maximum use of real estate
- Include room for circulation in spaces that host long videoconferences
- Create spaces that are less formal more personal: they put people at ease and encourage more open communication
- Provide uniform lighting so people look their best on camera
- Avoid windows and bright light behind HDVC users, which create harsh shadows and silhouettes and make it hard for users to see colleagues on-screen
- Remember that the easier video-conferencing is to use, the more people will use it—and the less likely they will need IT support

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 countries 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.



Multipurpose Collaboration Spaces

SPACE

Locate small collaboration settings near workstations; proximity supports impromptu use.

Avoid single-use spaces; support videoconferences in collaborative settings to maximise 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 be checked with native speaker.

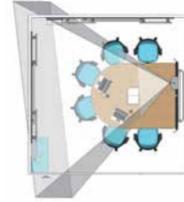
PEOPLE

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

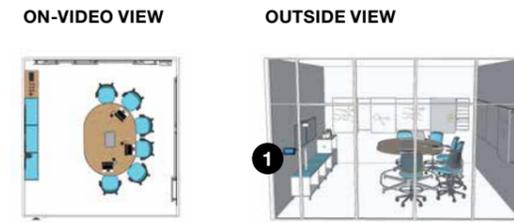
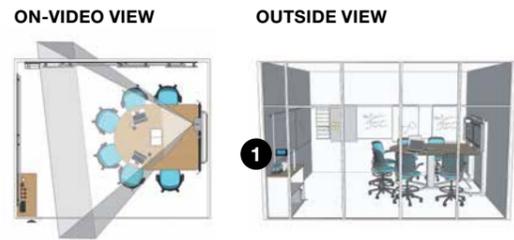
A compact collaboration and videoconferencing setting.

- 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	Standing
FOOTPRINT	3,5 x 3,5
DURATION	0-3 hours
OPTIMISED	Face-to-Face

Featured Products

- 1 RoomWizard
- 2 media:scape large D with totem + dual monitors
- 3 cobo stool
- 4 FlexBox
- 5 H. System



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
- Optimised 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	Standing
FOOTPRINT	3,5 x 4,5
DURATION	Unlimited
OPTIMISED	Face-to-Face

Featured Products

- 1 RoomWizard
- 2 media:scape large D with totem + dual monitors
- 3 cobi stool
- 4 Share It
- 5 H. System

Multipurpose 2: Everyone in the Picture

Team space with up to six people on camera in videoconferences.

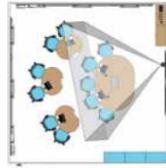
- Wall mounting monitors and camera allows up to six people to be on video
- Space layout and capsule table shape support face-to-face discussion and give the group a professional on-camera appearance
- Setting supports generative collaboration
- The wall-mounted shroud hosts both monitors and the video CODEC
- Ample whiteboards and magnetic surfaces for analog content
- Organiser shelf for supplies, hospitality, etc.

ON VIDEO	6 people
OFF VIDEO	6 people
POSTURE	Standing
FOOTPRINT	4,5 x 4,5
DURATION	Unlimited
OPTIMISED	Video + Face-to-Face

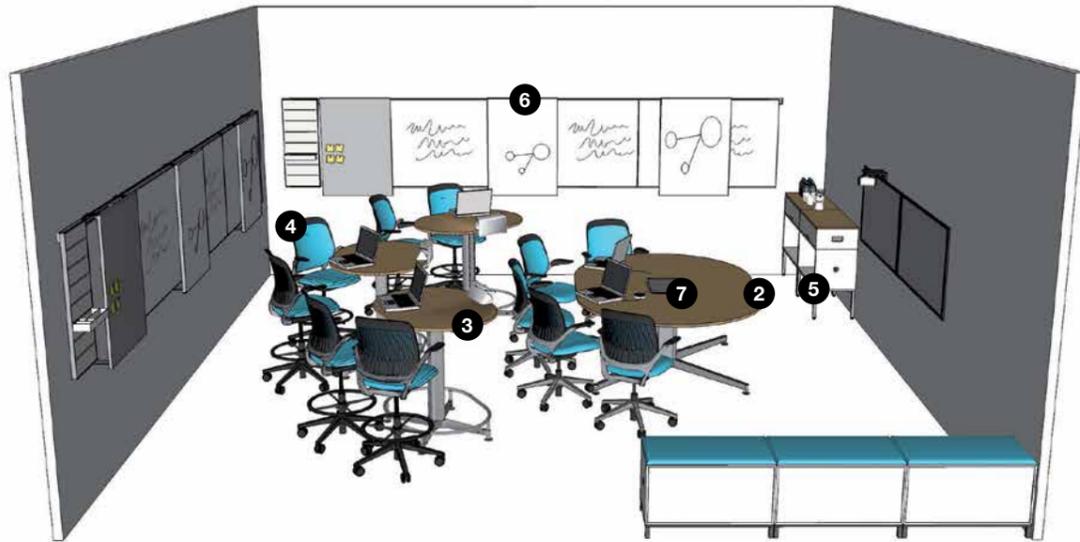
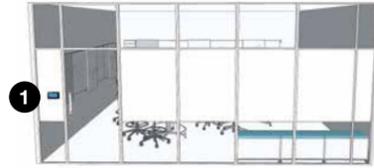
Featured Products

- 1 RoomWizard
- 2 media:scape capsule table
- 3 cobi stool
- 4 FlexBox
- 5 H. System

ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 3: All Hands on Deck

Cross-functional collaborative team space easily supports 11 users.

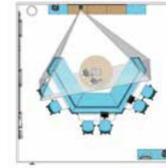
- “Infield” table and task chairs and “outfield” stools and tables create a tiered setting that allows everyone to be seen on video by remote users
- Supports informative, evaluative and generative collaborations for up to an entire day
- Coordinating ScapeSeries tables provide worksurfaces and power 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	Sitting + Standing
FOOTPRINT	6 x 6
DURATION	Unlimited
OPTIMISED	Video

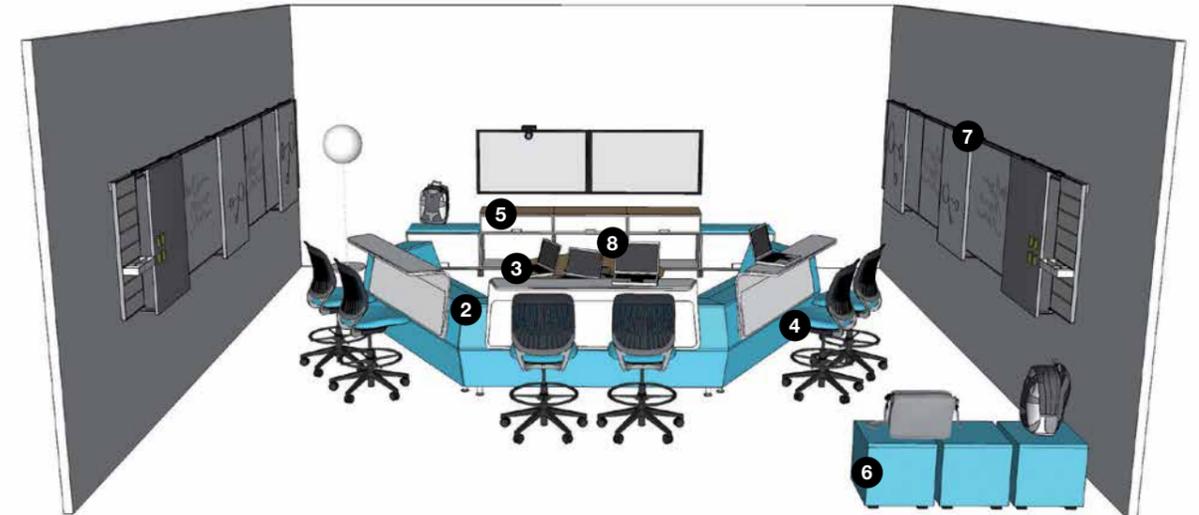
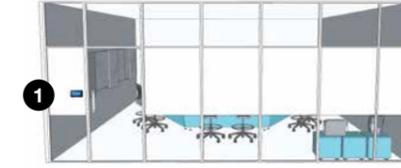
Featured Products

- 1 RoomWizard
- 2 media:scape capsule table
- 3 media:scape ScapeSeries table
- 4 cobii chair and stool
- 5 FlexBox
- 6 H. System
- 7 Virtual PUCK

ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 4: 20/20 Vision

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

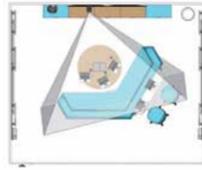
- Provides short-term collaboration space for a range of group sizes for informative and evaluative sessions
- Lounge with an added ledge creates an “infield” for in-person, relaxed collaboration, and an “outfield” behind the lounge that hosts larger meetings or short-term visitors
- Three ledges expand 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 + Standing
FOOTPRINT	6 x 6
DURATION	1 hour or less
OPTIMISED	Video

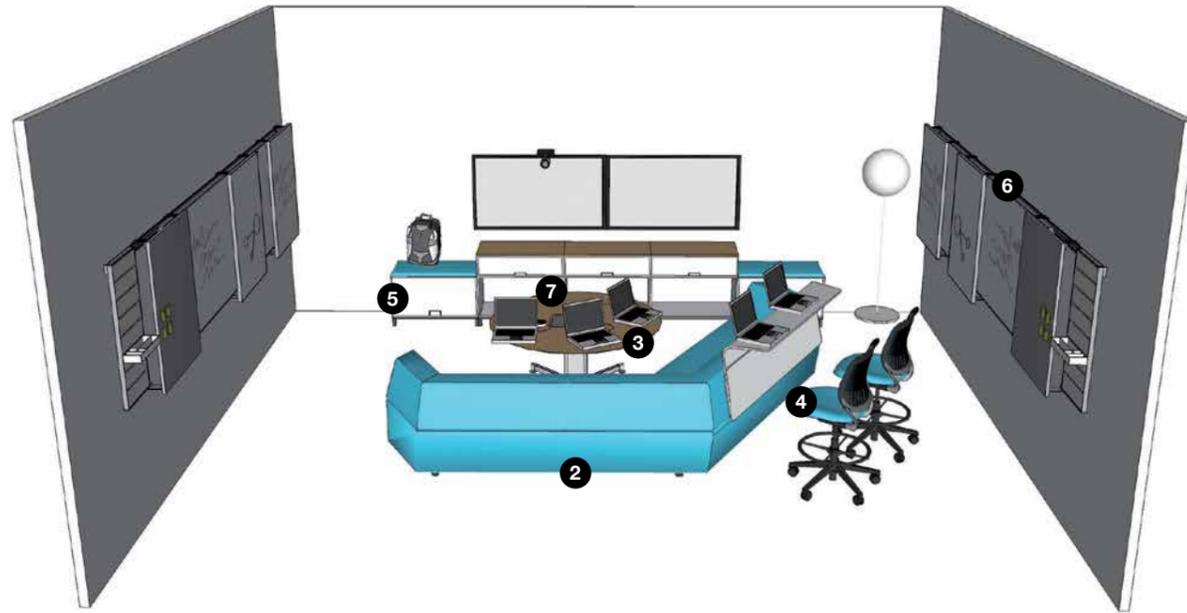
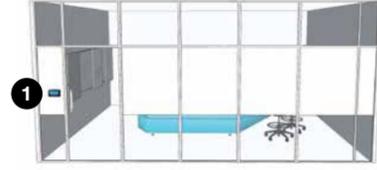
Featured Products

- 1 RoomWizard
- 2 media:scape lounge + ledge
- 3 media:scape round lounge-height table
- 4 cobii stool
- 5 FlexBox
- 6 B-Free Cubes
- 7 H. System
- 8 Virtual PUCK

ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

Multipurpose 5: 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
- FlexBox hosts the videoconference CODEC
- 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	4,5 x 6
DURATION	1 hour or less
OPTIMISED	Video

Featured Products

- 1 RoomWizard
- 2 media:scape lounge + ledge
- 3 media:scape round lounge-height table
- 4 cobii stool
- 5 FlexBox
- 6 H. System
- 7 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—writable, tackable and magnetic.

Consider a secondary surface to support hospitality needs.

TECHNOLOGY

Consider multiple monitors to support a range of digital content options within the space.

Three-monitor settings allow 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.

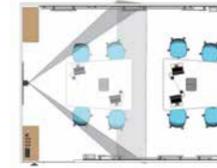
PEOPLE

Provide room to roam; in longer sessions, people like to pace and change postures

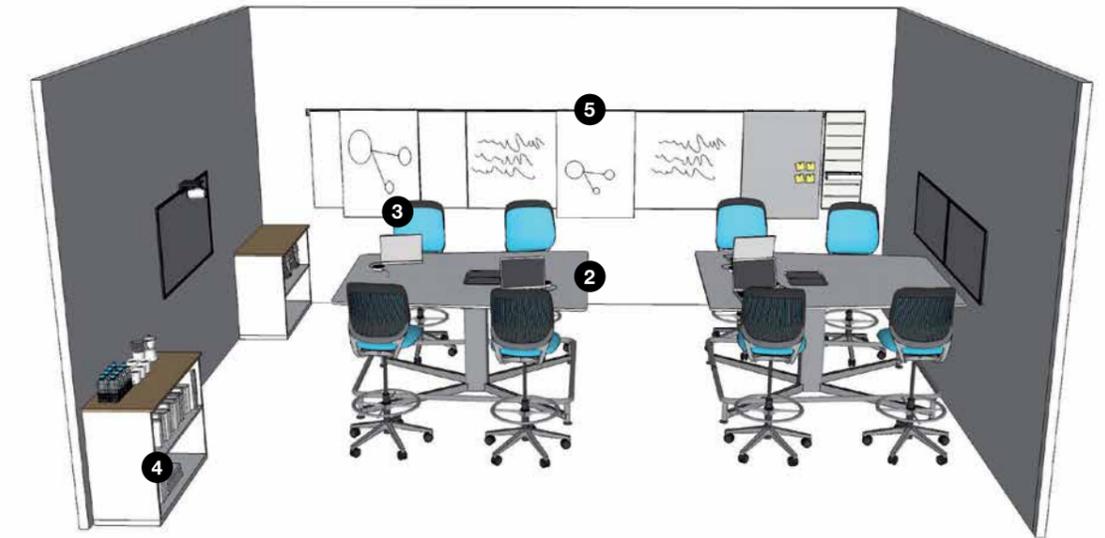
For active project teams that frequently move throughout the space, consider stool height settings for a more professional and flattering camera view.

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

ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

TeamStudio A: Clubhouse

Collaborative space for active project teams.

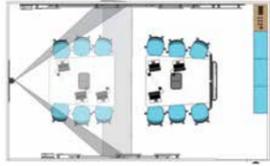
- Supports informative, generative and evaluative collaboration in person and on video
- The opposing trapezoid tables ensure everyone can be seen on video at the remote site
- Unique dual worksurface promotes active meetings and allows participants to easily access the entire setting
- Stool-height 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	Standing
FOOTPRINT	4,5 x 6
DURATION	Unlimited
OPTIMISED	Video + Face-to-Face

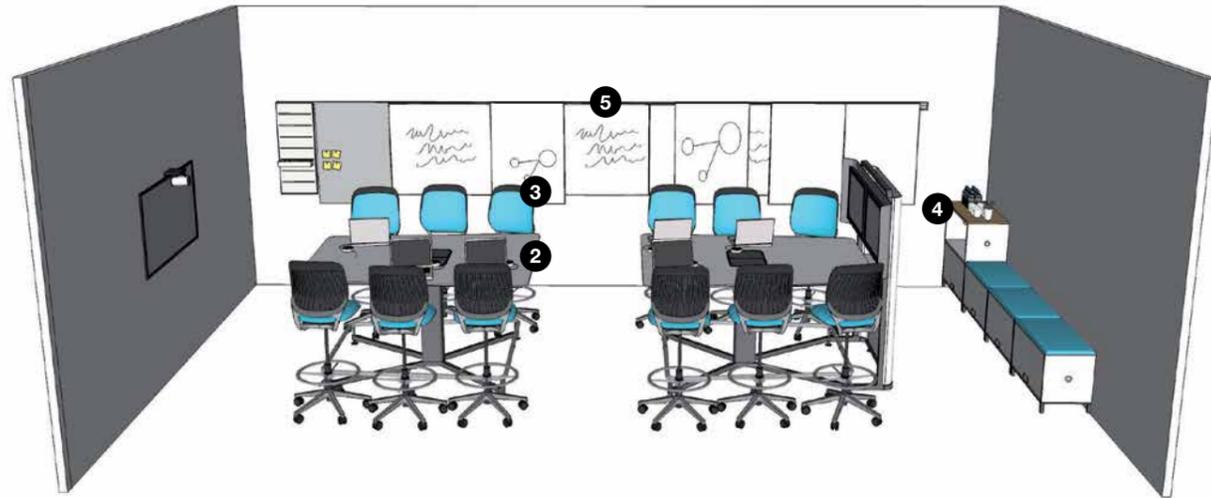
Featured Products

- 1 RoomWizard
- 2 media:scape TeamStudio table
- 3 cobo stool
- 4 Share It
- 5 H. System

ON-VIDEO VIEW



OUTSIDE VIEW



INSIDE VIEW

TeamStudio B: Think Tank

Larger collaborative space for active project teams.

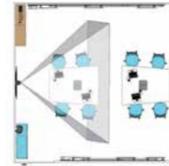
- Supports informational, generative and evaluative collaboration in person and on video
- Trapezoid tables ensure that all participants can be seen on video by remote users, and support changing postures
- Dual worksurfaces allow circulation and changing postures
- The stool-height setting ensures a 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	Standing
FOOTPRINT	4,5 x 7,5
DURATION	Unlimited
OPTIMISED	Video + Face-to-Face

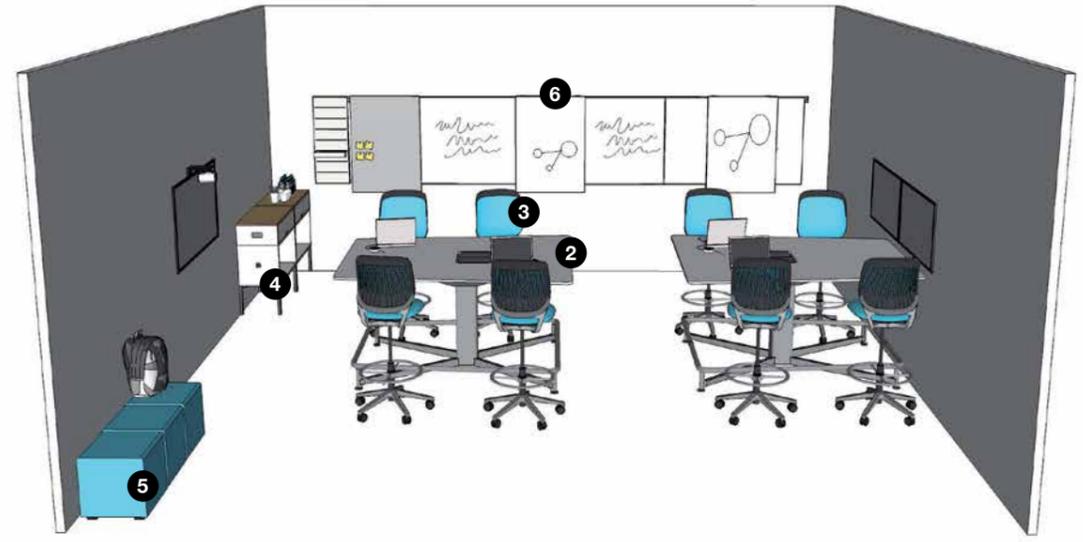
Featured Products

- 1 RoomWizard
- 2 media:scape TeamStudio with totem + dual monitors
- 3 cobo stool
- 4 FlexBox
- 5 H. System

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	Standing
FOOTPRINT	6 x 6
DURATION	Unlimited
OPTIMISED	Video + Face-to-Face

Featured Products

- 1 RoomWizard
- 2 media:scape TeamStudio
- 3 cobo stool
- 4 FlexBox
- 5 B-Free cubes
- 6 H. System

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 helps 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.

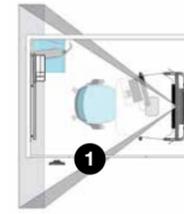
Kiosk provides consistent deployment of video at seated or standing height.

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



INSIDE VIEW

Kiosk A: Chat Room

Engage with a distant colleague via short-term video.

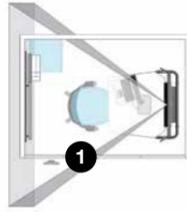
- Seated and standing video kiosk supports short-term collaborations with distant colleagues
- A bench or shelf in the space provides a secondary surface for a user's personal belongings
- Layout is optimized for one user on video

CAPACITY	1+ people
POSTURE	Sitting
DURATION	1 hour or less
OPTIMISED	Video

Featured Products

- 1 RoomWizard
- 2 media:scape kiosk; sitting-height
- 3 cobi
- 4 B-Free Cube
- 5 H. System

ON-VIDEO VIEW



INSIDE VIEW

Kiosk B: Video 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	Standing
DURATION	1 hour or less
OPTIMISED	Video

Featured Products

- 1 RoomWizard
- 2 media:scape kiosk; standing-height
- 3 cobii stool
- 4 B-Free Cube
- 5 H. System



Steelcase®

Visit steelcase.com



[facebook.com/Steelcase](https://www.facebook.com/Steelcase)



twitter.com/Steelcase



[youtube.com/SteelcaseTV](https://www.youtube.com/SteelcaseTV)