

# LOW COST DESKTOP VIDEO CONFERENCING BASED MEETING ROOMS

Self-help process for departments to request computer based video conferencing rooms for small groups

Updated by Service Desk  
14 December 2017

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### Proposed Solution

Underlying Technology: An [ITS SOE networked staff computer](#) (including **Microsoft Lync or Skype for Business**), plus other commonly adopted applications at Massey University as required (such as **Zoom**) and access to browser based video conferencing (such as **Adobe Connect**)

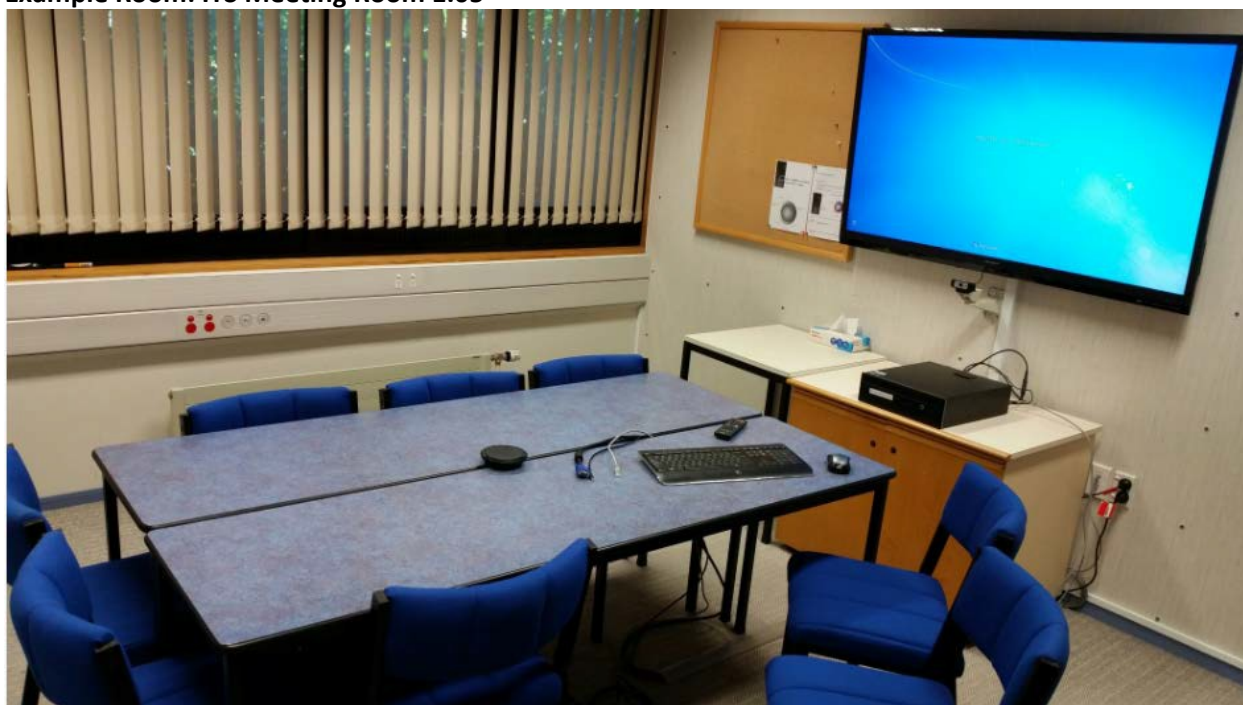
A wireless keyboard and mouse, a wide angle web cam, conference speaker microphone and cabling to optionally connect a laptop or other mobile device

Funding & Room Booking: Department funded and managed

Rough Order of Costs: Up to \$5,000 for equipment, installation and standard warranty on AV gear

Room Requirements: A meeting room with table and chairs to seat a small group of 2 – 8 people  
Light and viewing angles enabled for all meeting participants to view people and content on one 60" LCD display in full screen or split mode  
Sound able to be heard well in all the rooms participating in the video conferencing and not a disruption or privacy issue for adjacent spaces

### Example Room: ITS Meeting Room 1.05



### Room Assessment

If you are unsure about the suitability of your room or whether this option would meet all your requirements, then please book a room assessment through the Service Desk

### Process for Department to Provision Proposed Solution

Step	Description	Action By Department
1	Confirm Proposed Solution is appropriate	Confirm your room, budget and requirements will be met If not: request a room assessment before proceeding to step 2.
2	Confirm network OK	Two network ports are recommended; one for the resident computer and one for an laptop If two network ports are already in the right location and work when tested with a laptop then proceed to the next step. If not: Contact ITS Service Desk to order
3	Confirm power, lighting and acoustics are OK and	Contact FM Help Desk Notes on the power outlets:

	wall can support LCD screen	<ul style="list-style-type: none"> <li>It is recommended that a power outlet is located behind the screen and that extra ports are available for meeting attendees</li> </ul>
4	Select and order computer	Select and order your preferred ITS supported computer (installed with the standard software bundle including Lync) from the <a href="#">ITS Standard Operating Environment (SOE) Hardware</a> web site
5	Select and order computer Peripherals  NOTE: Peripherals are not supported as part of the ITS SOE bundle	Select your preferred computer peripherals from the <a href="#">ITS SOE Hardware Peripherals</a> web site and then order then through Unimarket / Technology One.
6	Select and order Audio Visual equipment and services  NOTE: The equipment examples in this table were selected for the example ITS meeting room 1.05 in 2014  Please view <a href="#">ITS Video Conferencing web site</a> for updated or other AV options appropriate for your room	<p>Select and order the following equipment from one of the University's preferred suppliers through Unimarket / Technology One. It is recommended that you first discuss your requirements with ITS or the Suppliers; see Who to Contact for Assistance below this table. You may also wish to discuss your AV requirements and installation timeframes with the supplier before placing your order</p> <ul style="list-style-type: none"> <li>LCD display(s) eg: 60" Sharp LC60LE631 or similar (consumer level) NB: If you expect to often share data and people in your conference room then two screen will give better visibility</li> <li>cabling from the PC to the LCD display(s) eg: HDMI cables for required length (eg: 3m)</li> <li>cabling for laptop to conference table</li> <li>eg: XGA and audio cable for connecting laptop to display for required length (eg 8m)</li> <li>standard or extended warranty for the audio visual equipment</li> <li>labour for installation</li> <li>testing and electrical tagging</li> <li>integration with computer (see step 10)</li> </ul>
7	Install and configure drivers on computer for webcam and conference speaker microphone	Install and configure using administrator rights; preferably before the AV supplier comes to install the LCD display(s) You can Contact Service Desk for assistance or the AV supplier may be able to include this in the quote
8	Testing and training at installation	It is recommended that a departmental staff member tests with the supplier at the end of the installation to be able to receipt all goods and services as being delivered as expected
9	Training materials for Lync, Zoom etc	Refer to the appropriate link on the <a href="#">ITS Video Conferencing web site</a>
10	Post installation support	For network and Lync or Zoom issues; contact the ITS Service Desk For interactive technology hardware issues; contact the supplier(s) as per the support and maintenance agreement purchased with the equipment

#### Who to Contact for Assistance?

For advice and quotes for large displays please contact the Audio Visual Suppliers listed in the [Interactive Technologies Preferred Supplier Panel User Guide for all Massey Staff](#) . For further assistance, please contact the Service Desk.