



Smart Building Technology
and Hybrid Work Solutions

Cisco Talent and Collaboration Centers

Small Brainstorming Space Guide



Introduction

Overview and Intent

This document provides guidance on creating the Small Brainstorming Room, including space design, technology, and furnishings.

The intent of these Cisco Design Guides is to help organizations drive a repeatable and standardized approach to deploying collaboration spaces, leading to lower implementation costs, quicker deployments, reduced solution complexity, and easier maintenance and support. Most importantly, the designs outlined in these documents will deliver an amazing experience for both in-person users of the space, as well as those participants connecting remotely.

The specifications and details in this document reflect how Cisco has approached the creation of these types of spaces in our own office environments. This should not be interpreted as a “validated design.” Every project is different, therefore, assembling a multi-disciplined team of experts is critical to ensure success. This includes, but is not limited to, internal IT and facilities teams, architects and space designers, acousticians and lighting designers, and a Cisco-certified integrator. These individuals need to be brought in at project inception to understand end-user requirements, assess the technical environment, and evaluate the attributes of the specific space, including overall layout, physical structure, accessibility, acoustics, electrical and mechanical systems, and external factors such as noise, light and temperature.

Room Description

The Small Brainstorming Space comes in two different furniture configurations: standard height and counter or bar height. This space can be deployed both in an enclosed room or in the open plan.

Regardless of the deployment approach, the Cisco Board Pro 55 is the proper device for the space, enabling video calling, sharing of content, and whiteboarding/co-creation.

Supported Collaboration Activities

Information Sharing	✓
Brainstorming	✓
Team Building	
Decision Making	✓

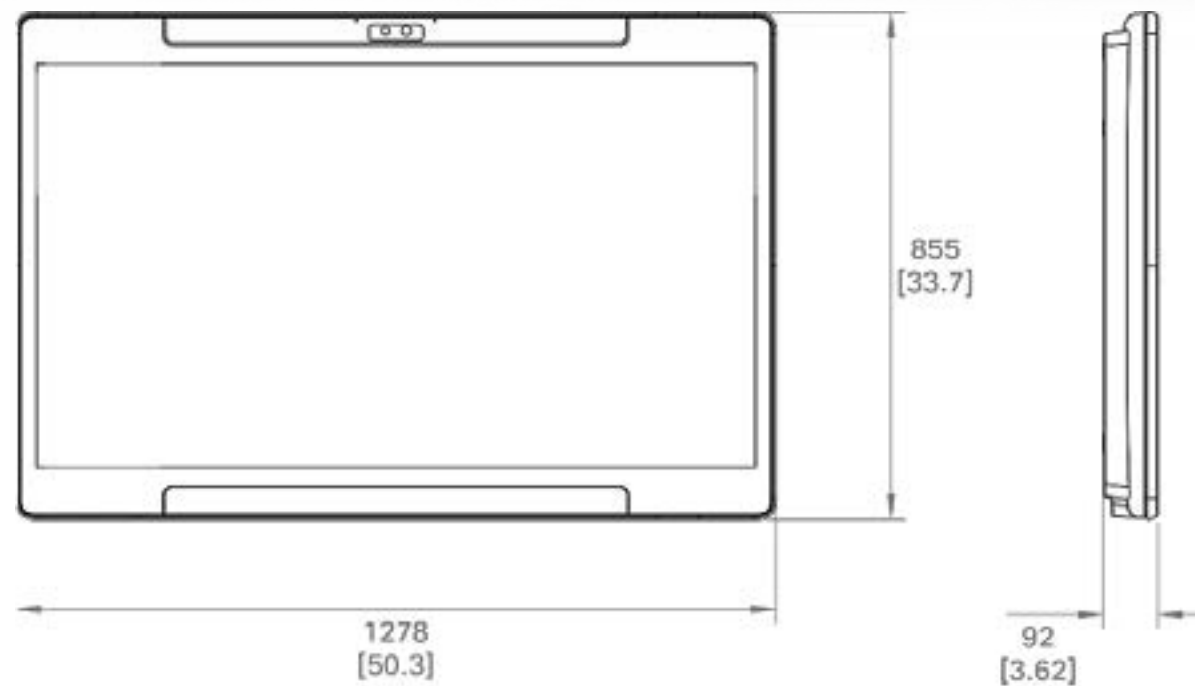
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Visualization of key Cisco elements

Cisco Board Pro 55 G2

Adjustable mount recommended



Cisco Room Navigator for Wall

Optional



Cisco Room Navigator for Table

Optional





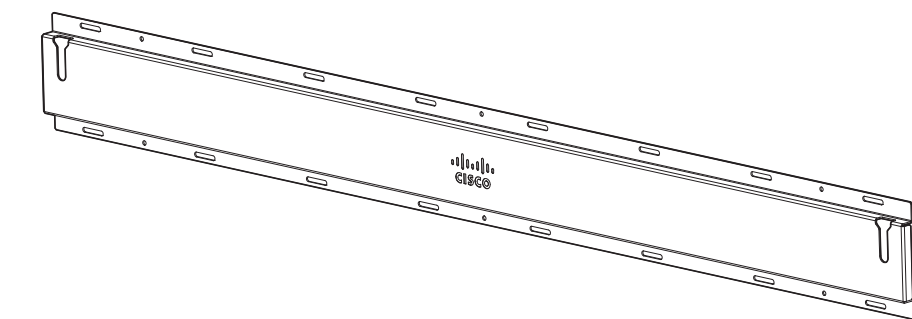
Video Device Mounting Options

Standard Height

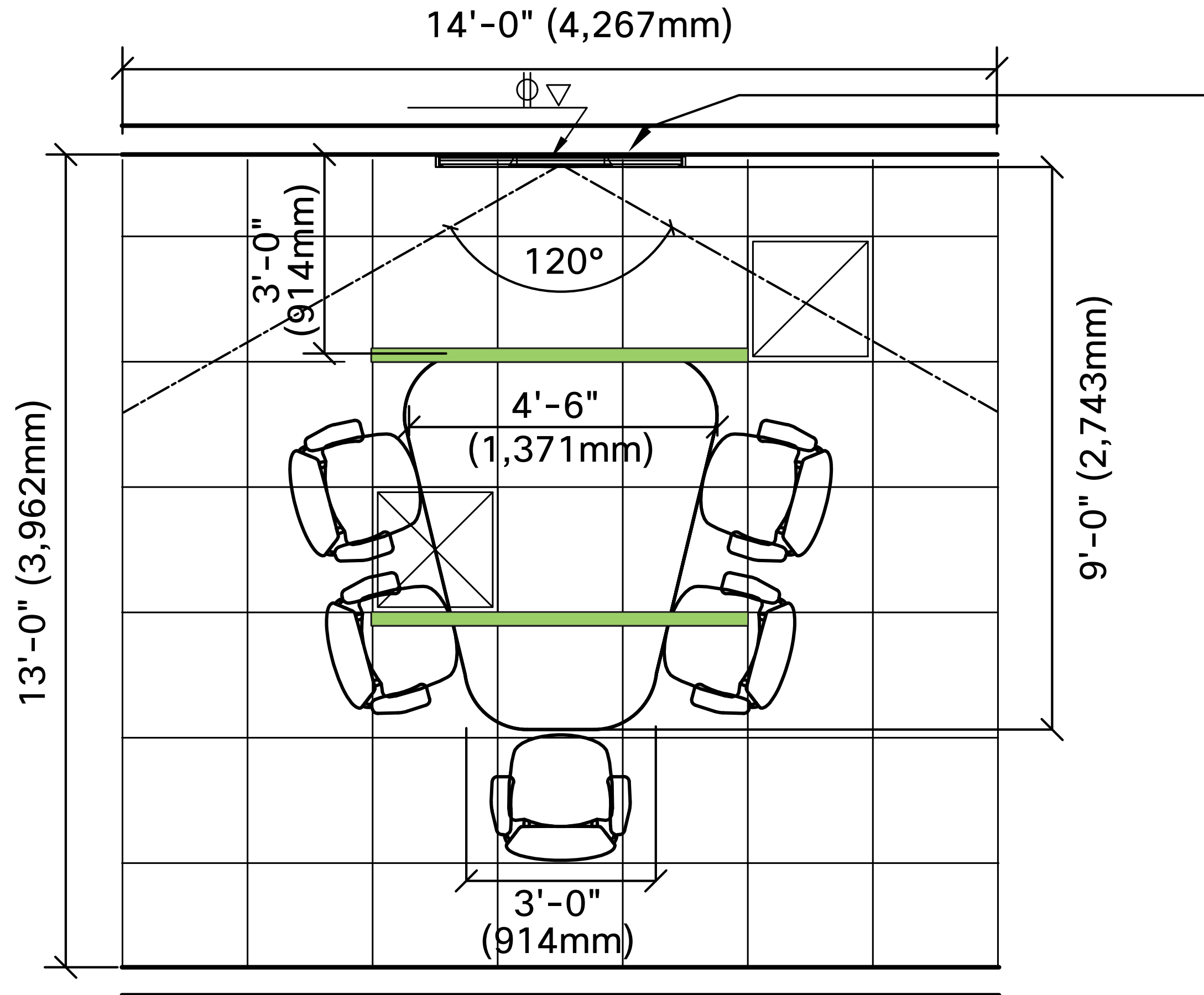
If the wall is blocked, the optimal solution is to use a manual or electric adjustable mount, allowing end users to use the device in both a standing and seated position. If the wall is not blocked, then there are floor stand units that sit directly on the floor, and are tethered to the wall, which address this issue. If the device will only be used in a standing position, the wall mount kit from Cisco is the best solution.

Counter and Bar Height

With a table height greater than 36" (91 cm), the best option is to mount the device directly to the wall using the Cisco Board Pro 55 Wall Mount Kit. This approach requires the wall to be blocked and electrical and data to be elevated; if this is not possible, a low profile, A/V compatible credenza can be used to deploy to support the device.

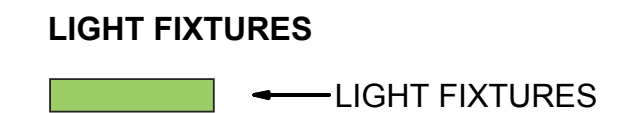
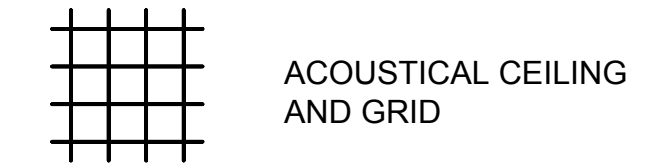


Composite Plan

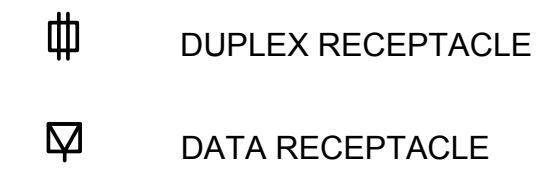


CISCO BOARD PRO 55
DISPLAY, WALL MTD'D.
OR W/ "EZ-LIFT
(SEE ELEVATIONS)

Graphics Symbols



FURNITURE SYSTEMS version DEVICES



POWER AND COMMUNICATION

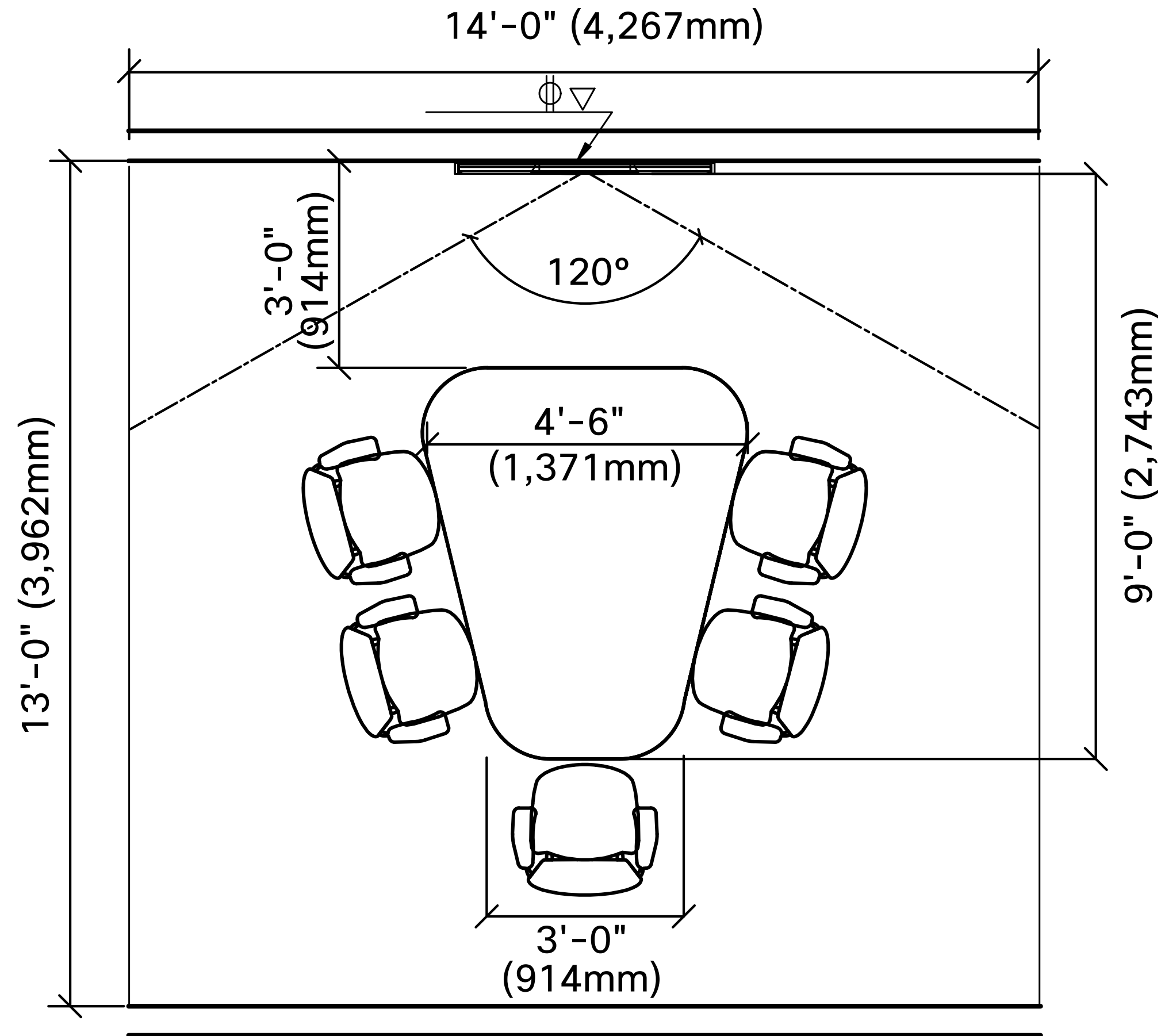
WALL / CEILING / FLOOR version DEVICES



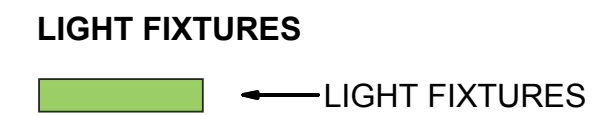
Room Layout



The furniture shown in this design is there to indicate the scale of the space. The selection of specific furniture elements should be based on local preference and how the room is planned to be used.



Graphics Symbols



FURNITURE SYSTEMS version DEVICES



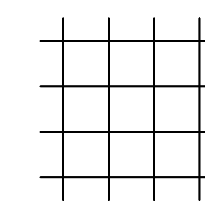
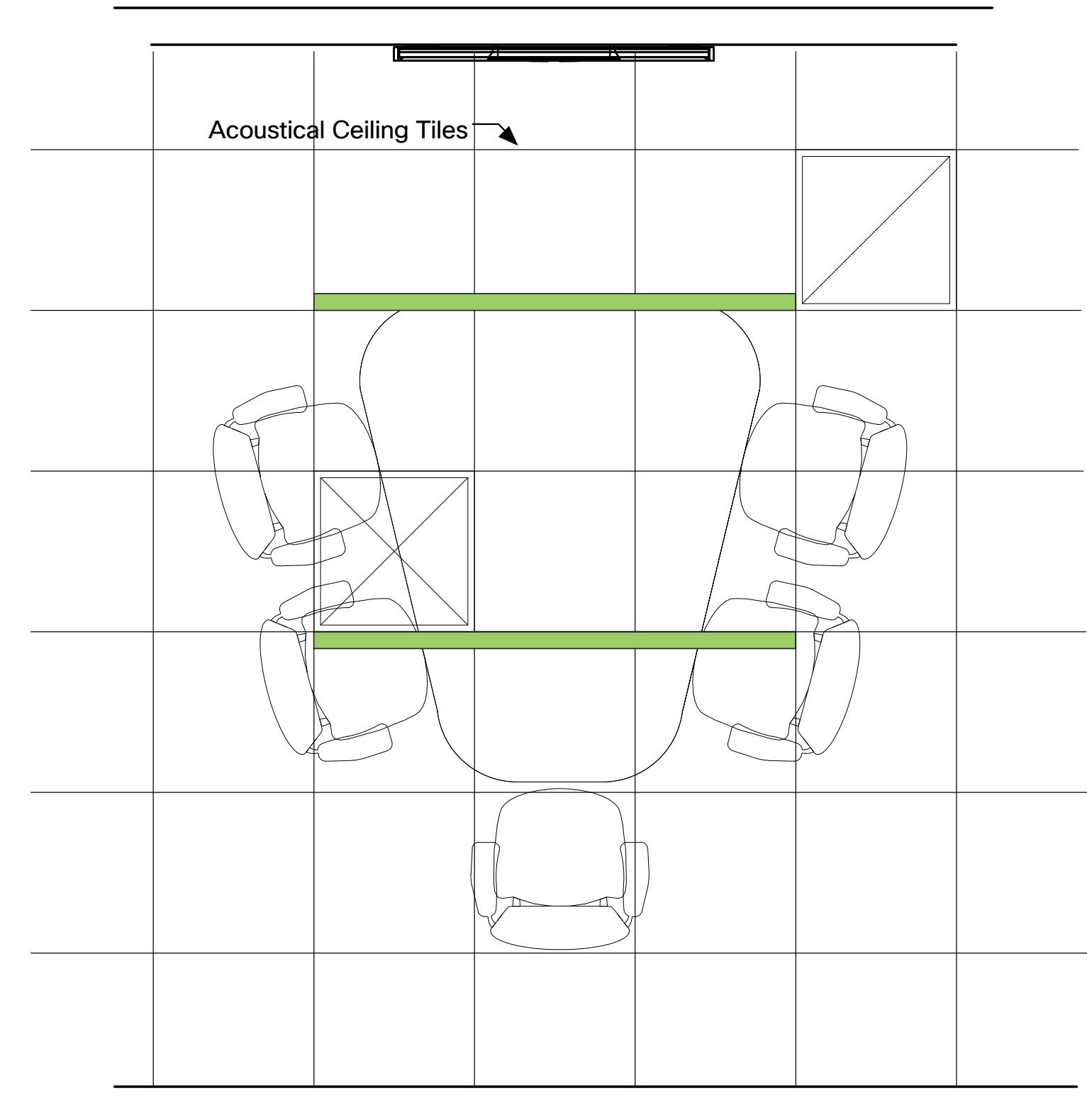
POWER AND COMMUNICATION

WALL / CEILING / FLOOR version DEVICES

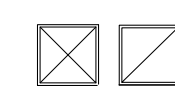




Reflective Ceiling Plan



ACOUSTICAL CEILING
AND GRID



HVAC DIFFUSERS (T.B.D.) -
SHOWN AS EXAMPLE ONLY

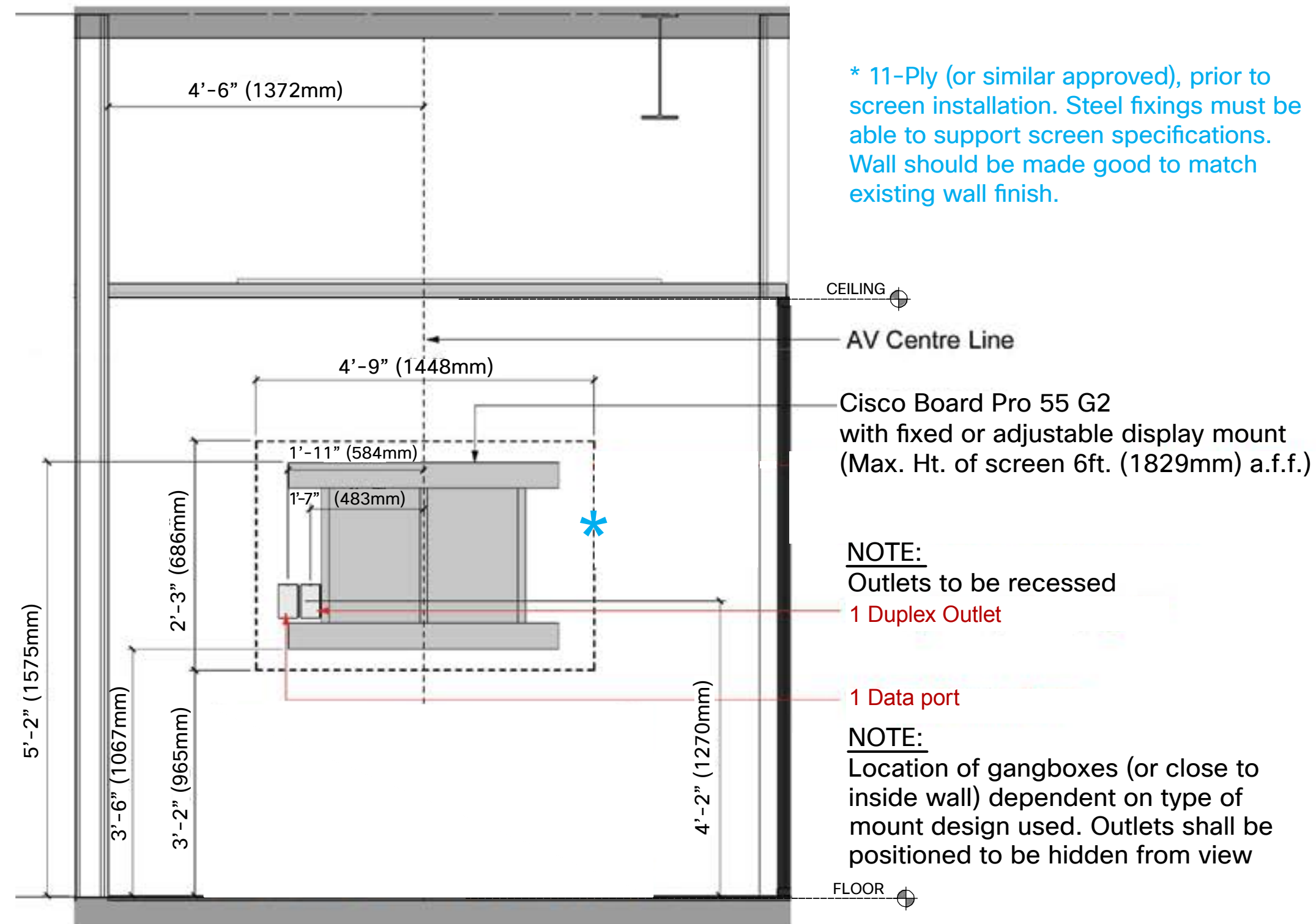
LIGHT FIXTURES



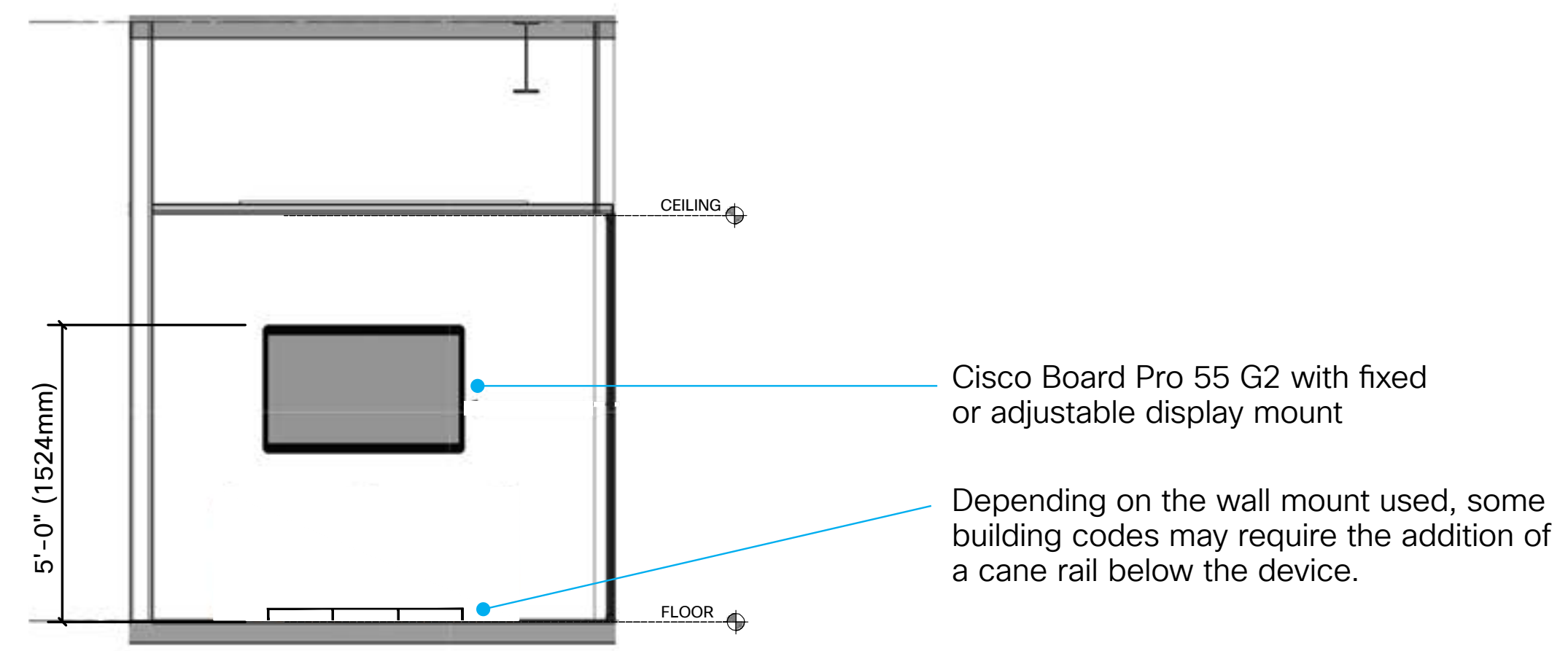
← LIGHT FIXTURES

Room Elevations - Standard Height Furniture Option

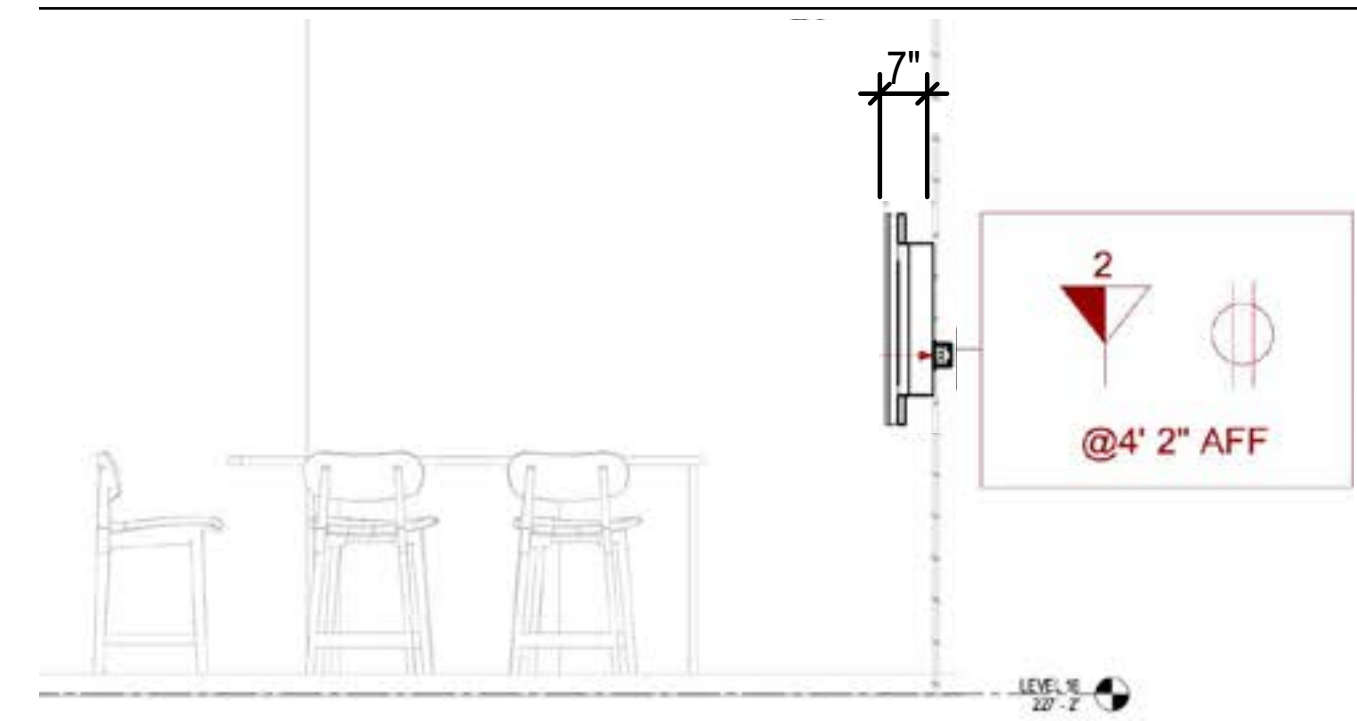
Construction Elevation



Front Elevation



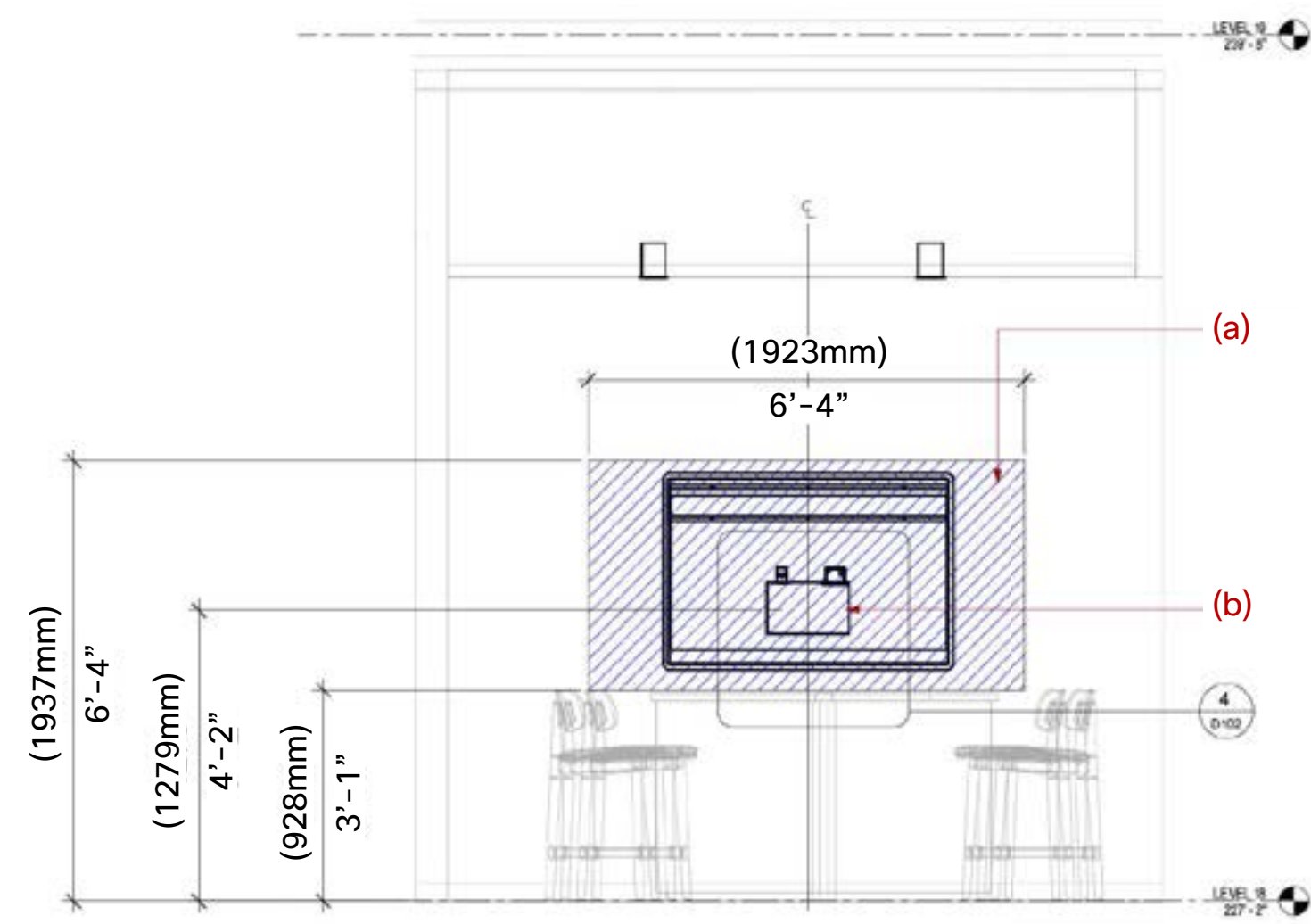
Side Elevation



i Note: The exact locations of power and data, as well as the finished elevation, vary by mount type and should be confirmed with the specific manufacturer. Details on this page are based on a Salamander Designs EZ Touch Wall Mount.

Room Elevations - Counter or Bar Height Furniture Option

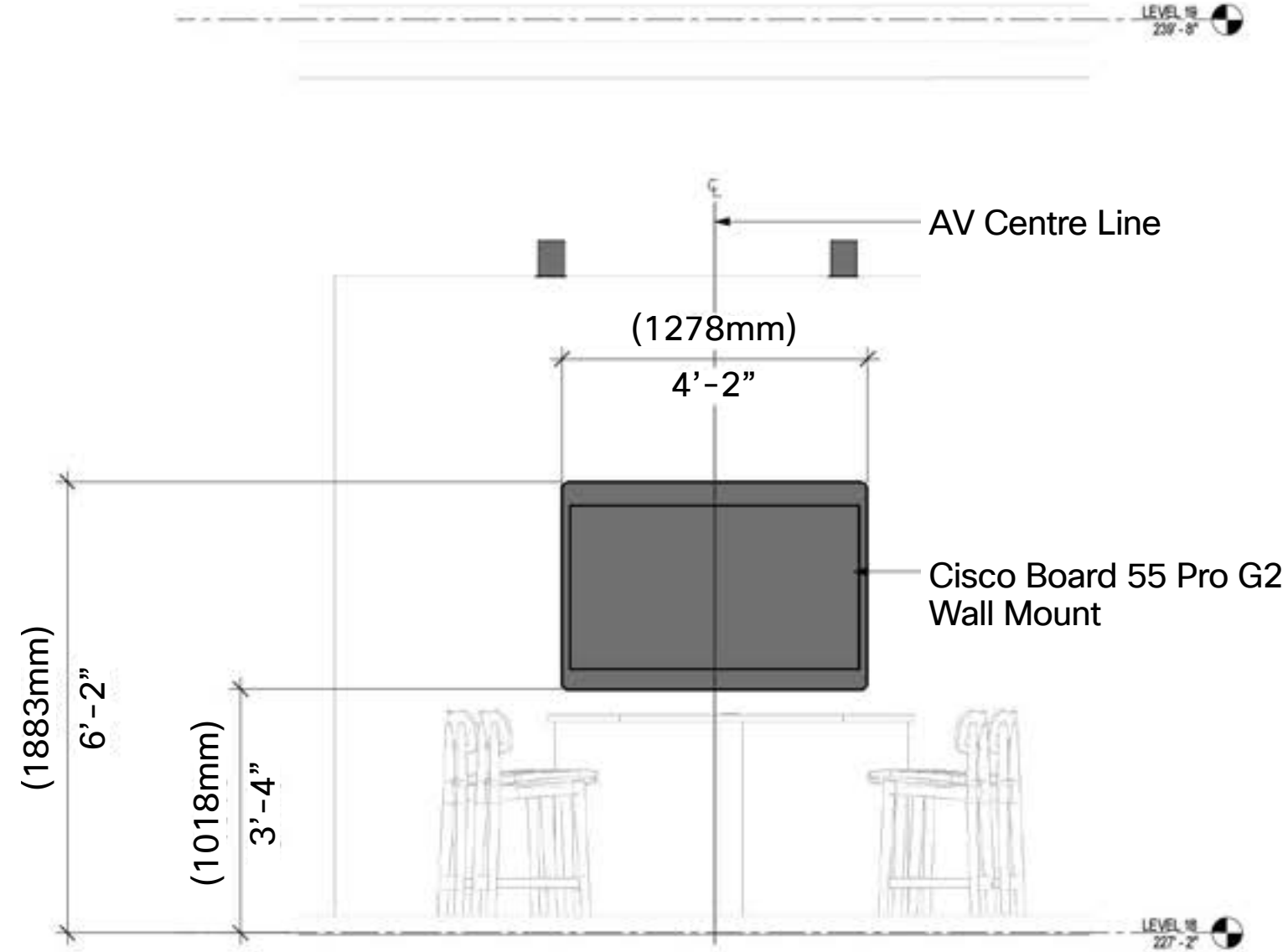
Construction Elevation



(a) 11-Ply (or similar approved), prior to screen installation. Steel fixings must be able to support screen specifications. Wall should be made good to match existing wall finish.

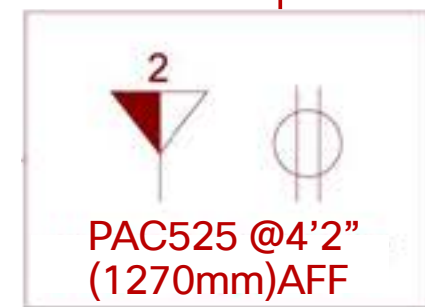
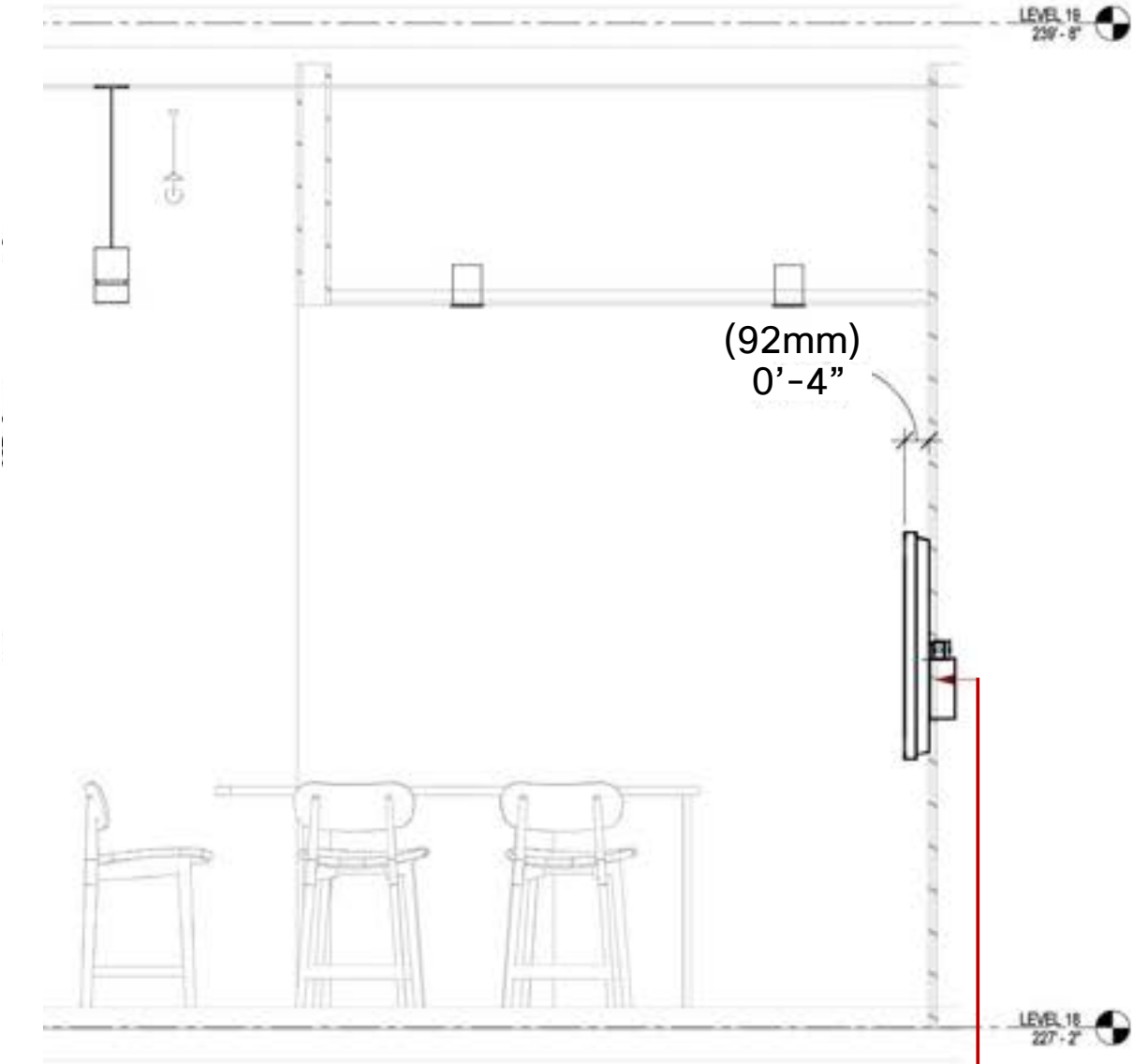
(b) Chief PAC525 installed by others

Front Elevation



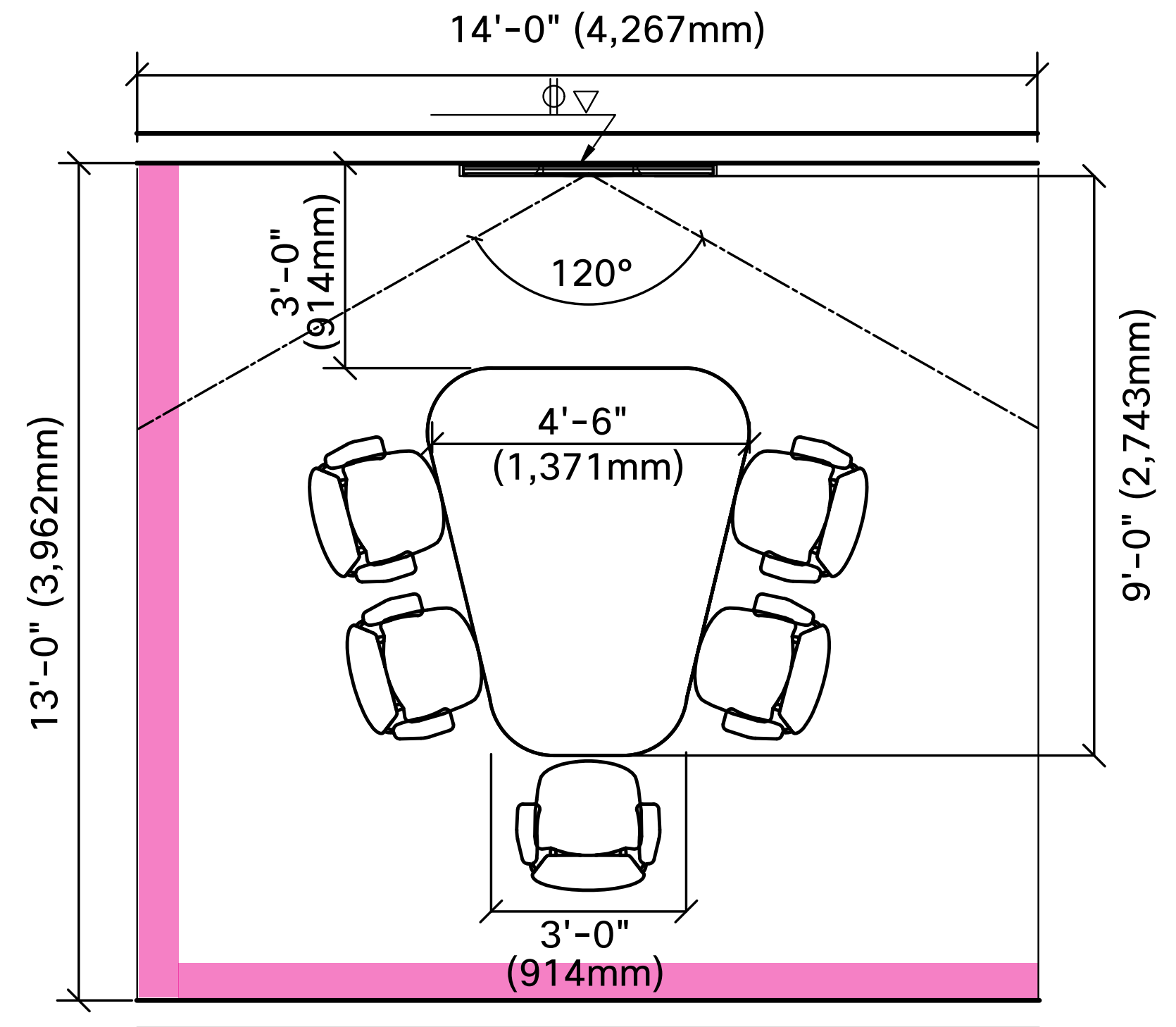
Note: AV Centre Line will be determined by Dimensions on Room Specific Floor Plans

Side Elevation





Acoustical Treatment



- Installation of an absorptive ceiling, through the use of acoustic ceiling tiles, as well as the addition of acoustical panels to two adjoining walls within the room (preferably opposite the device and away from the entry location) is highly recommended. The color of that fabric should complement skin tones, orange, yellows, reds and green should not be used. In addition, small patterns and strips should be avoided as they may result in undesirable visual effects, such as moiré patterns.



Power & Data

General Specifications

Power and data requirements need to be verified for each project. Provide video device power and data even if the project plan does not include it on day one. Based on the design of this space, core drills and floor boxes will not be required.

Power & Data

Provide one (1) duplex power outlet and one data receptacle with two (2) ethernet ports on the wall behind the video device. Their location is dependent on the mounting option selected. Specific locations should be confirmed with the mounting provider.

Exploded IT Diagram



Cisco Room Navigator for Table (Optional)

The recommended approach is to connect the table stand Cisco Room Navigator directly to the Cisco Room Bar using a network cable (requiring core drilling).. The two can also be connected over the IT network if an ethernet port is available under the table.

Cisco Room Navigator for Wall (Optional)

If deployed in an enclosed room, it is recommended to run the cable inside the wall or through the door frame directly back to a network switch.

Table Top Charging

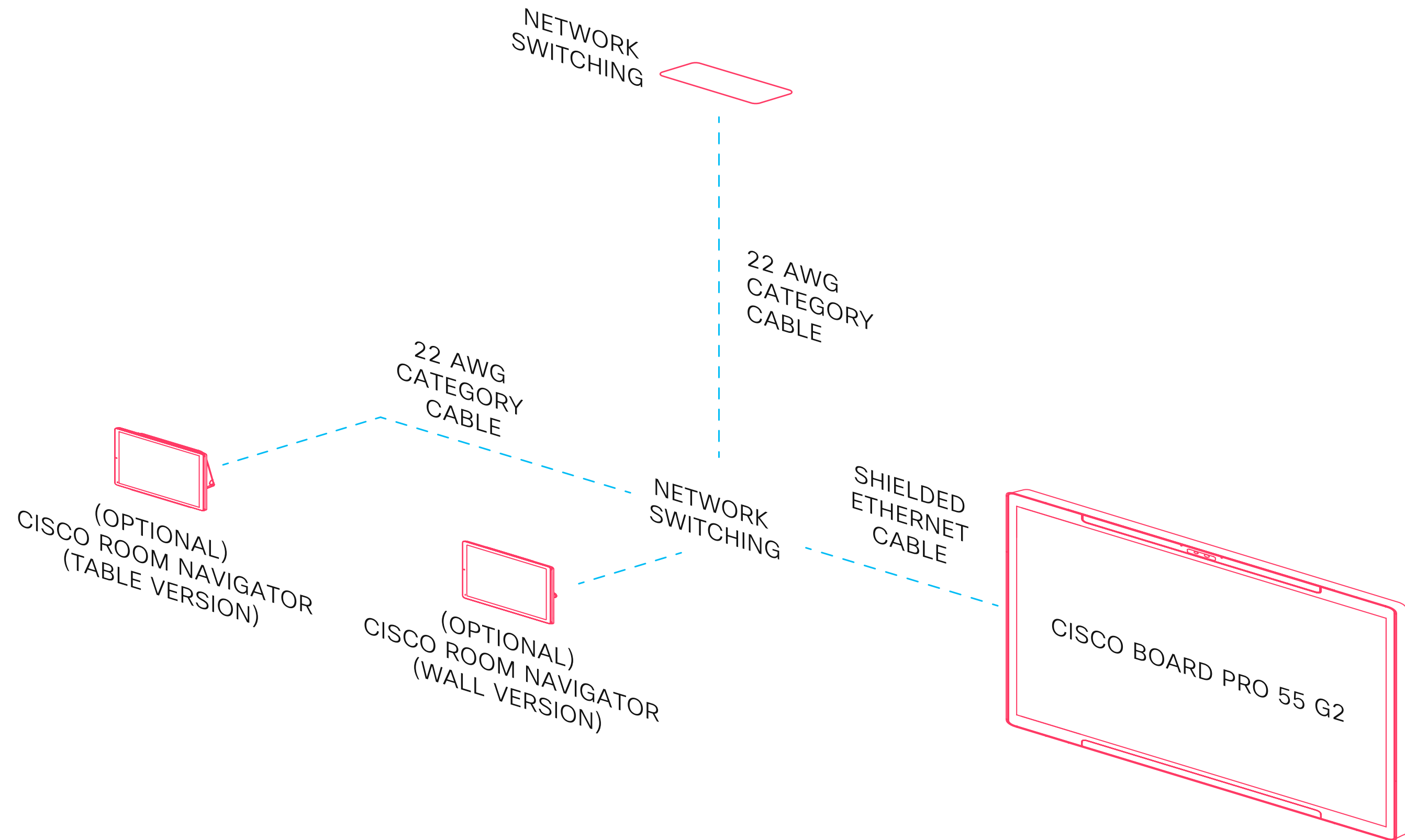
USB-C charging and convenience outlets on table top. Ensure the size of the trough and layout can accommodate a variety of laptop power supplies.

Wall Blocking

Required when the device is wall-mounted. The size and composition of blocking materials should be determined based on the overall weight of the solution deployed.

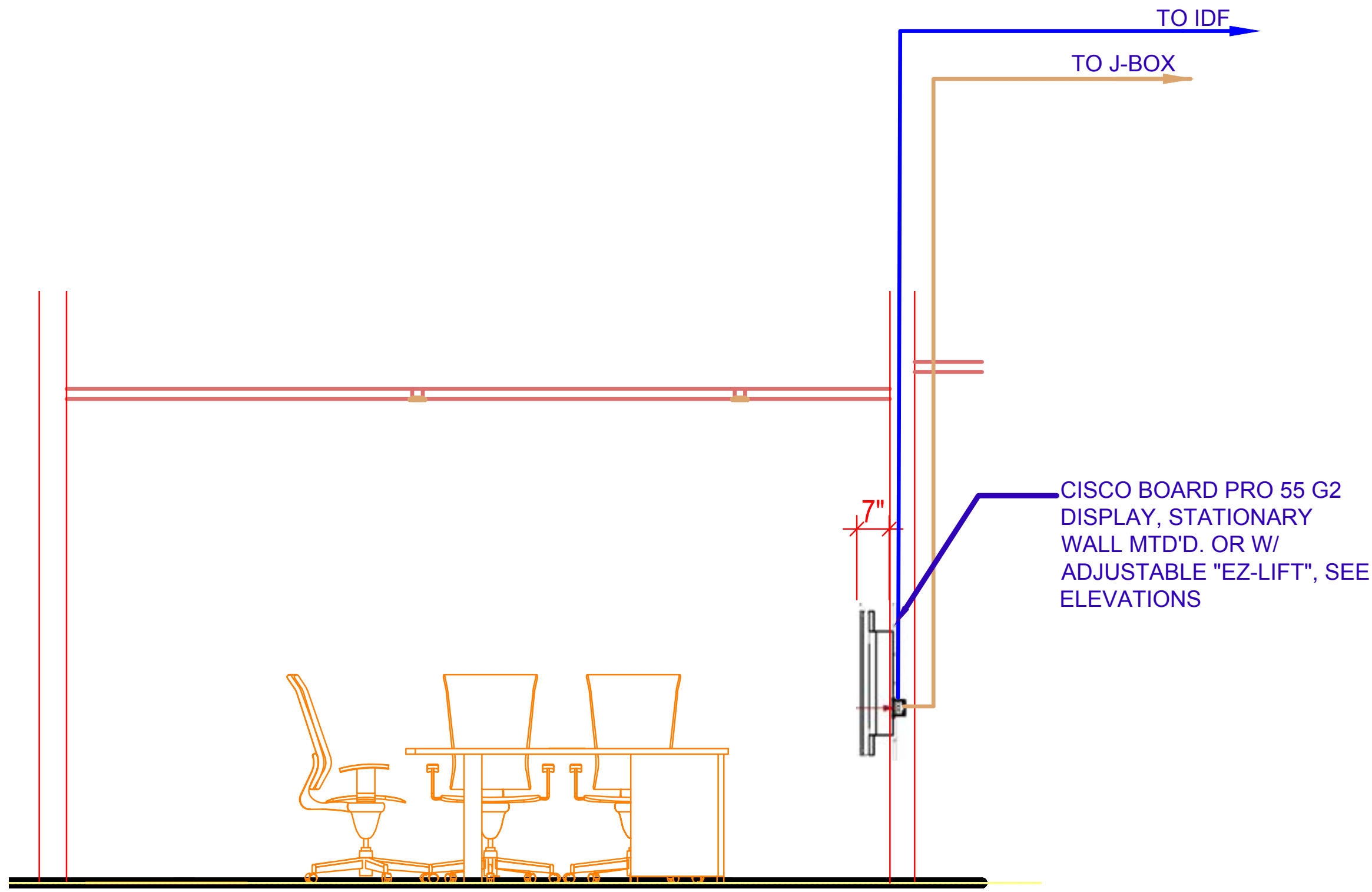
Core Drilling

Not required unless HDMI/USB-C cables are present for content sharing, and/or if a Cisco Room Navigator for Table is used and directly connected to the Cisco Board Pro 55.



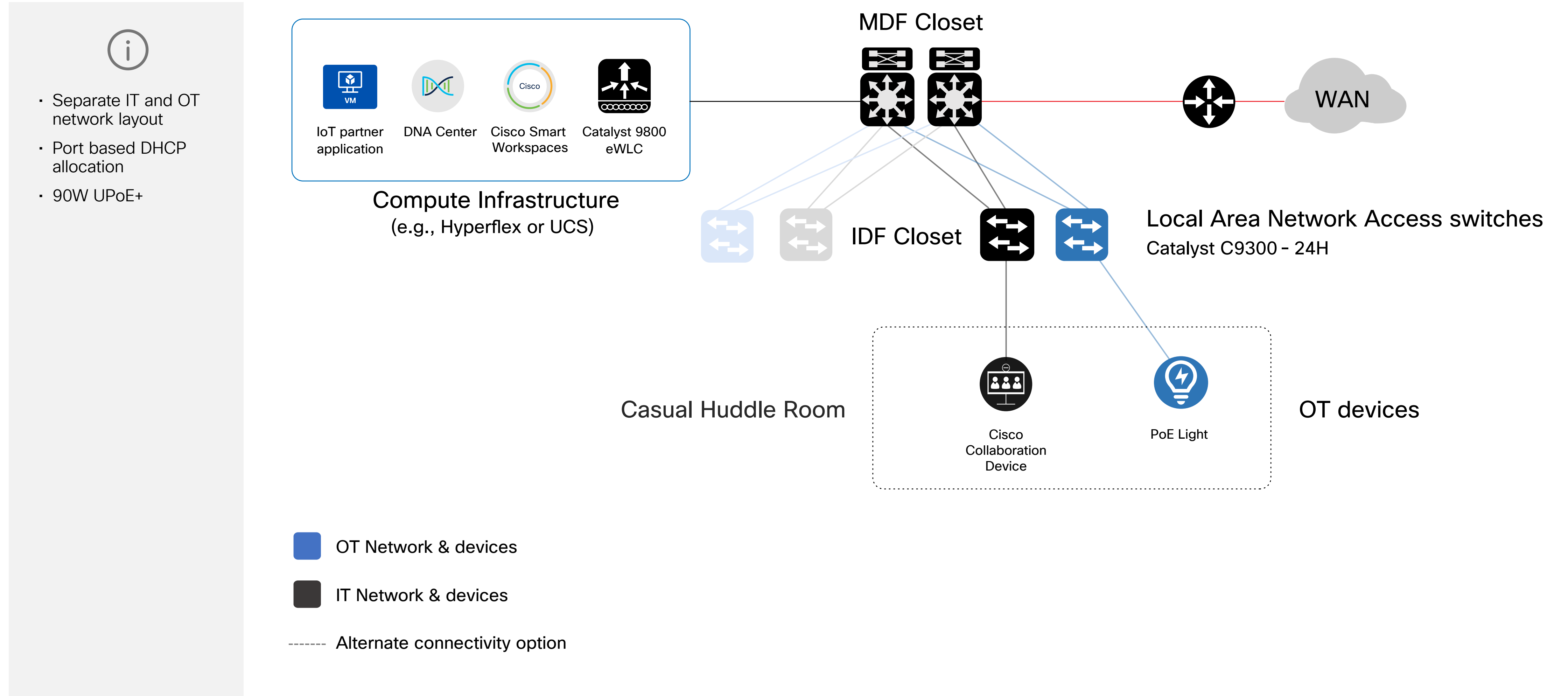
Connectivity View

Cisco Board Pro 55 G2



— ETHERNET
— POWER

IT/OT Reference Architectures



IT/OT Bill of Material

Cisco Products - Cisco Board Pro 55 Option

- **CS-BRD55P-K9** Cisco Board Pro 55 G2
- **CS-BRD55P-WMK=** Cisco Board Pro 55 G2 Wall Mount Kit (for bar or counter height option)
- **CS-T10-TS-K9=** Cisco Room Navigator for Table (Optional)
- **CS-T10-WM-K9=** Cisco Room Navigator for Wall (Optional)

IOT Devices

- IAQ coming from the Cisco Board Pro 55
- Occupancy sensing is coming from the Cisco Endpoints
- Suggested lighting specifications: 220LPW raw, 140LPW delivered
- Ensure Collaboration device is not plugged into ASHRAE 90.1 outlet

External microphones and speakers

- Mic and speakers are embedded in the Cisco Endpoints. No additional mic or speakers required
-

Commissioning Steps (Enclosed Space)



Defining a comprehensive provisioning and end-user acceptance process is critical to successfully deploying technology-enabled collaboration spaces. Listed below is an example of the approach Cisco uses when deploying these types of spaces in our work environments.

Area	Provisioning Guidelines	Commissioning Checklist	Responsibility
Network Connectivity	Device needs to be network connected and configured	Check network status in device settings, connected, and receiving a valid IP Address.	IT-Network and Operations
Display settings	Confirm third-party display settings	During business hours, all displays should show either the meeting start screen or digital signage when in awake or half-wake mode. If the device is in half-wake, the system and displays should simultaneously wake up once room presence is detected. In a dual-screen setup, ensure both screens are awake	IT-Collaboration
Wallpaper	Although several options are available, "default" is the standard	Verify correct wallpaper is present	IT-Collaboration
Space Management	Verify that the booking option on the Cisco Room Navigator for Table and Wall are set properly	Cisco Space Management policy states that these rooms should be bookable. If these rooms are proxy-controlled, confirm that the room is present in Exchange, but there is NOT a "Book this Room" option on the Cisco Board Pro G2, and Cisco Room Navigator for Wall and Cisco Room Navigator for Table (if deployed). For publicly bookable rooms, confirm that this room is present in Exchange, and that the "Book this Room" is available on both the Cisco Board Pro G2, and Cisco Room Navigator for Wall and Cisco Room Navigator for Table (if deployed). While inside the room, try Webex Assistant by saying "Hey Webex, book this room for 30 minutes," verify that the command is accepted. In both proxy and public rooms, confirm that the calendar button is present and functioning on both the Cisco Board Pro G2, and Cisco Room Navigator for Wall and Cisco Room Navigator for Table (if deployed).	IT-Collaboration
Cisco Wall Navigator	Confirm Cisco Wall Navigator displays correct details on room configuration and presence	Check that the occupancy count displayed on the Cisco Room Navigator for Wall matches the actual number of seats in the room, that the temperature and humidity are displayed, and that, as you enter, the Room Navigator changes from green to red.	IT-Collaboration

Area	Provisioning Guidelines	Commissioning Checklist	Responsibility
Display Signage	Configure optional digital signage package.	Configure signage based on the intent of the space. For customer-facing rooms, use the corporate package; for back office/employee spaces, use the facilities package.	IT-Collaboration
Cisco Spaces	Confirm room is administered in Cisco Spaces	Verify that the room is administered properly in Cisco Spaces: <ul style="list-style-type: none"> On the Cisco Spaces map, the room is showing either red or green status The layout of the room within Cisco Spaces matches how the room visually appears When you bring up details on the space (by touching the space on the map), the environmental metrics appear, and the room occupancy matches the actual number of seats in the space When you hit "get directions," path-finding shows a logical path to the space. Scan the QR code on your mobile device and verify the applet downloads and provides step-by-step directions. 	IT-Spaces and Facilities
Lighting	If applicable, verify intelligent lighting is working properly	Although defined by local building code, intelligent lighting generally should automatically turn lights on and off based on room occupancy. <ul style="list-style-type: none"> As you enter the room, the lights should turn on automatically. Verify all lighting elements are on with equal brightness Verify that the wall switch controls the lighting function After exiting the space, return to ensure the lights have automatically turned off. 	Facilities
Shading	If applicable, verify intelligent shading is working properly	Shades adjust based on external environmental conditions (sun path) and are controllable via in-room controls.	Facilities
Smart Building Macros - Lighting and shading (if applicable)	If applicable, add lighting and shading controls, if smart building components are added to the Cisco Board Pro G2 and the Cisco Room Navigator for Table (if deployed)	Confirm lighting and shading controls are working properly Toggle through various settings to see how lights and shades react. These should be independent of the wall switch setting.	IT-Collaboration

Commissioning Steps (Enclosed Space)

Area	Provisioning Guidelines	Commissioning Checklist	Responsibility
Room Metrics	Add customer Room Metrics macro to the device	As you enter the room, environmental metrics should be displayed in the upper right-hand corner. Additionally, a menu button should be present on both the Cisco Board Pro G2 and Cisco Room Navigator for Table (if deployed), and when pressed, should display the same information.	IT-Collaboration
Camera Settings	Verify is camera is configured correctly	<p>In Device Settings -> Camera, go through each of the camera modes to ensure they work properly</p> <ul style="list-style-type: none"> • Manual - The camera should capture the entire room, with the table centered in the frame Group - The camera will adjust to show everyone, dynamically adapting to subtle changes in the group so that all participants are optimally framed. • Frames - The camera will zoom and show people individually or in smaller groups. • Speaker - The camera will follow the person speaking, automatically adjusting close-ups to follow the speaker's movements. The maximum distance for speaker tracking to work is 7.5 meters. • Dynamic - the system chooses the camera mode best suited to the situation in the room. If up to four people are in the room, you'll get Frames mode. When a fifth person enters the room the camera mode switches to a cropped overview and then to Speaker or Group and Speaker mode. • Set the default to "Dynamic" once complete 	IT - Collaboration
Collaboration Functions	Check collaboration functions: make a test call, join a meeting and share content	<p>Using a laptop:</p> <ul style="list-style-type: none"> • Verify that the laptop automatically pairs with the device when entering the room • Confirm display mirroring - Share content wirelessly (via Webex App) and with a USB-C cable • Start a meeting via the Webex app, share content, and end the meeting 	IT-Collaboration

Commissioning Steps (Open Plan)



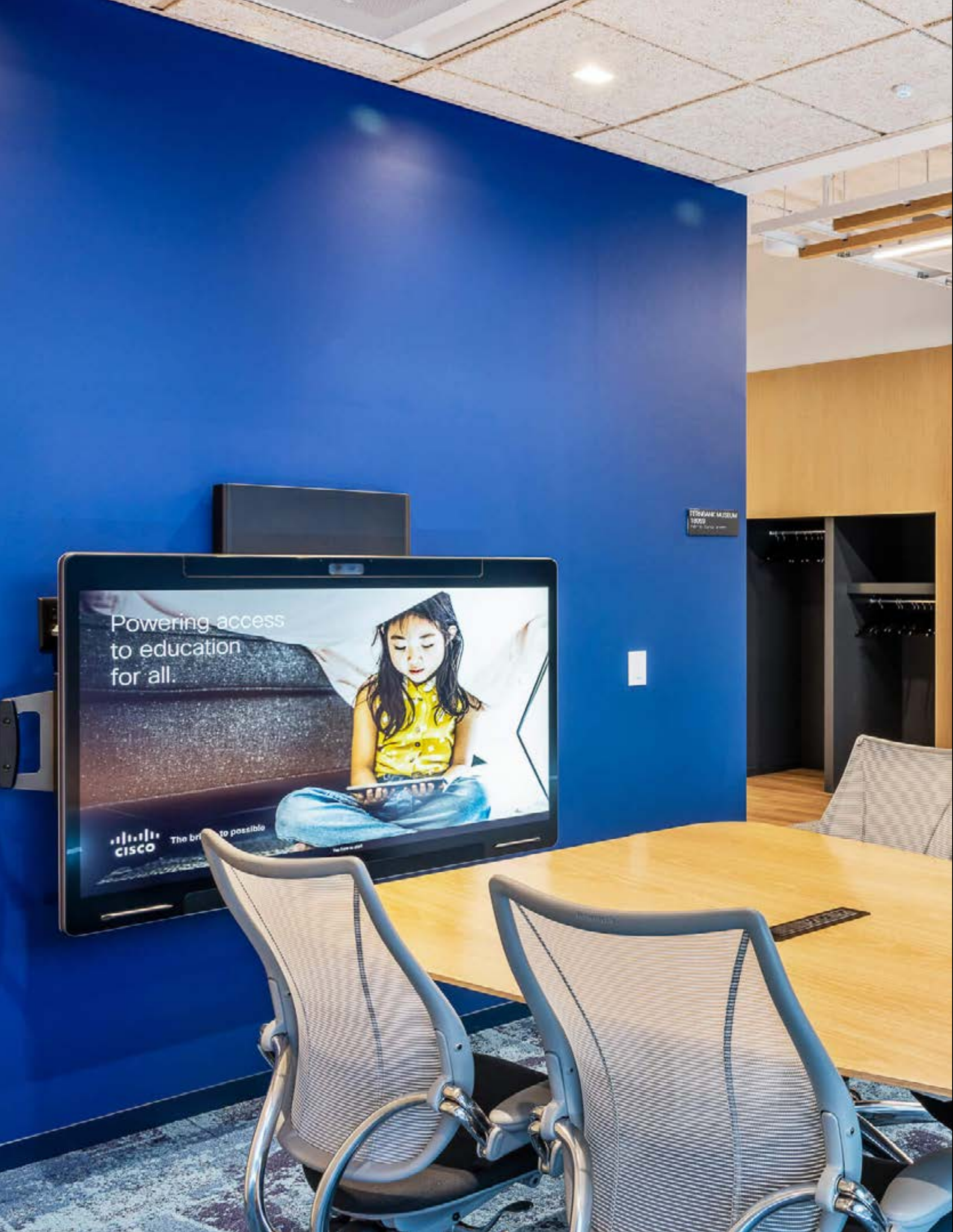
Defining a comprehensive provisioning and end-user acceptance process is critical to successfully deploying technology-enabled collaboration spaces. Listed below is an example of the approach Cisco uses when deploying these types of spaces in our work environments.

Area	Provisioning Guidelines	Commissioning Checklist	Responsibility
Network Connectivity	Device is plugged into an active network port	Check network status in device settings, connected, and receiving a valid IP Address.	IT-Network and Operations
Wallpaper	Set wallpaper on device	Verify dark mode wallpaper (should be the default setting)	IT-Collaboration
Space Management	Verify booking option is properly set on Cisco Room Navigator for Table and Wall	Cisco Space Management policy states that these rooms should NOT be bookable. Confirm that there is NOT a "Book this Room" option on the Cisco Room Navigator for Wall or the Board itself (Board Pro series).	IT-Collaboration
Cisco Wall Navigator	Confirm Cisco Wall Navigator displays correct details on room configuration and presence.	Check that the occupancy count displayed on the Cisco Room Navigator for Wall matches the actual number of seats in the room, that the temperature and humidity are displayed, and that, as you enter, the Navigator changes from green to red.	IT-Collaboration
Cisco Spaces	Confirm room is administered in Cisco Spaces	Verify that the room is properly administered in Cisco Spaces: <ul style="list-style-type: none"> On the Cisco Spaces map, the room is showing either red or green status The layout of the room within Cisco Spaces matches how the room visually appears When you bring up details on the space (by touching the space on the map), the environmental metrics appear, and the room occupancy matches the actual number of seats in the space When you hit "get directions," pathfinding shows a logical path to the space. Scan the QR code on your mobile device and verify the applet downloads and provides step-by-step directions. 	Facilities, IT-Spaces

Area	Provisioning Guidelines	Commissioning Checklist	Responsibility
Display Signage	Configure optional digital signage package	Configure signage based on the intent of the space. For customer-facing rooms, use the corporate package; for back office/employee spaces, use the facilities package.	IT-Collaboration
Lighting (if applicable)	If applicable, verify intelligent lighting is working properly	Although defined by local building code, intelligent lighting generally should automatically turn lights on and off based on room occupancy. <ul style="list-style-type: none"> As you enter the room, the lights should turn on automatically. Verify all lighting elements are on with equal brightness Verify that the wall switch controls the lighting function After exiting the space, return to ensure the lights have automatically turned off. 	Facilities
Shading (if applicable)	If applicable, verify intelligent shading is working properly	Shades are adjusted based on external environmental conditions (sun path) and are controllable using in-room controls.	Facilities
Smart Building Macros-Lighting and shading (if applicable)	If applicable, add lighting and shading controls, if smart building components are added to the Cisco Room Navigator for Table	Confirm lighting controls are working properly <ul style="list-style-type: none"> Toggle through various settings to see how lights and shades react. These should be independent of the wall switch setting. 	IT-Collaboration
Room Metrics	Add customer Room Metrics macro to the device	As you enter the room, environmental metrics should be displayed in the upper right-hand corner. Additionally, a menu button should be present on the Board (Board Pro series) and when pressed, should display the same information.	IT-Collaboration

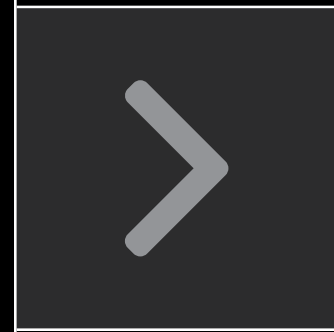
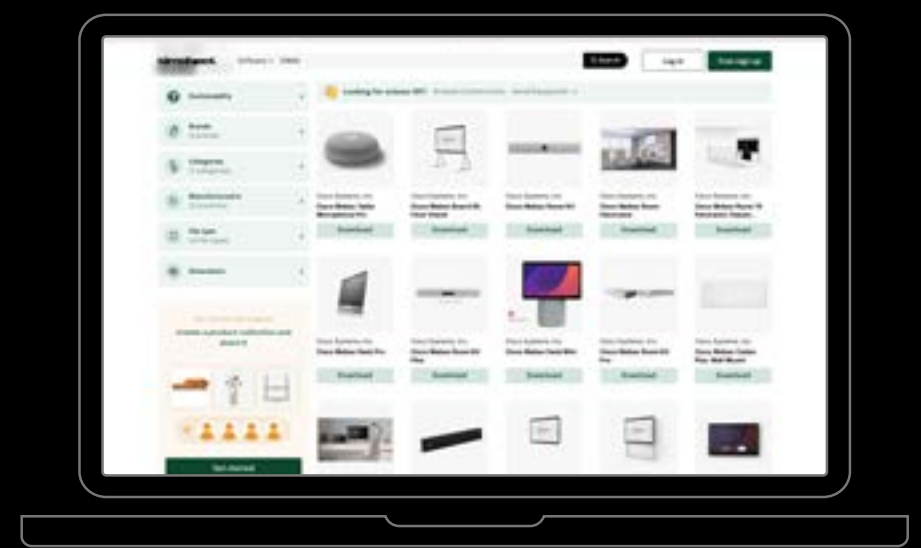
Commissioning Steps (Open Plan)

Area	Provisioning Guidelines	Commissioning Checklist	Responsibility
Camera Settings	Verify is camera is configured correctly	<p>In Device Settings -> Camera, go through each of the camera modes to ensure they work properly</p> <ul style="list-style-type: none"> • Manual - The camera should capture the entire room, with the table centered in the frame Group - The camera will adjust to show everyone, dynamically adapting to subtle changes in the group so that all participants are optimally framed. • Frames - The camera will zoom and show people individually or in smaller groups. • Speaker - The camera will follow the person speaking, automatically adjusting close-ups to follow the speaker's movements. The maximum distance for speaker tracking to work is 7.5 meters. • Dynamic - the system chooses the camera mode best suited to the situation in the room. If up to four people are in the room, you'll get Frames mode. When a fifth person enters the room, the camera mode switches to a cropped overview and then to Speaker or Group and Speaker mode. • Set the default to "Dynamic" once complete 	IT-Collaboration
Collaboration Functions	Check collaboration functions- make a test call, join a meeting and share content	<ul style="list-style-type: none"> ▪ Verify that the laptop automatically pairs with the device when entering the room ▪ Confirm display mirroring - Share content wirelessly (via Webex App) and with a USB-C cable ▪ Start a meeting via the Webex app, share content, and end meeting 	IT-Collaboration



Design Files

Design files (Revit, AutoCAD, Sketch up, Rhino3D, etc.) for Cisco's collaboration devices, network switches, wireless access points and Meraki security cameras can be found at www.bimobjects.com, search "Cisco."



Resources

Cisco Board Pro G2 Data Sheet

Guide: Best Practices for Creating Effective Video-enabled Rooms

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The intent of this document is to highlight the details, components, and partners used in the creation of this room type. Any reference herein to any specific commercial products or services does not necessarily constitute or imply their endorsement or recommendation.