



Smart Building Technology
and Hybrid Work Solutions

Cisco Talent and Collaboration Centers

Small Collaboration Room Design Guide



Introduction

Overview and Intent

This document provides guidance on how to effectively design a Small Collaboration Room.

This design brings space layout, technology, and furnishings together to create an optimal experience for those present locally and for remote attendees.

Each customer project is unique. Thus, it is important to involve local facilities teams, workplace design resources, architects and space designers, IT, and a Cisco-certified integrator. The collective goal is to finalize the details of any design, verify the applicability and address any local concerns – electrical/mechanical, orientation and location of the room within the floor plan, accessibility, circulation, and external factors such as noise, light, and temperature.

Room Description

Small groups get work done. These Small Collaboration Rooms are the perfect setting to bring in-person and remote colleagues together. The 120° field of view of the Cisco Room Bar, and the 55” display, ensure everyone is in view and work gets done.

Supported Collaboration Activities

Information Sharing	✓
Brainstorming	
Team Building	
Decision Making	✓

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Visualization of key Cisco elements

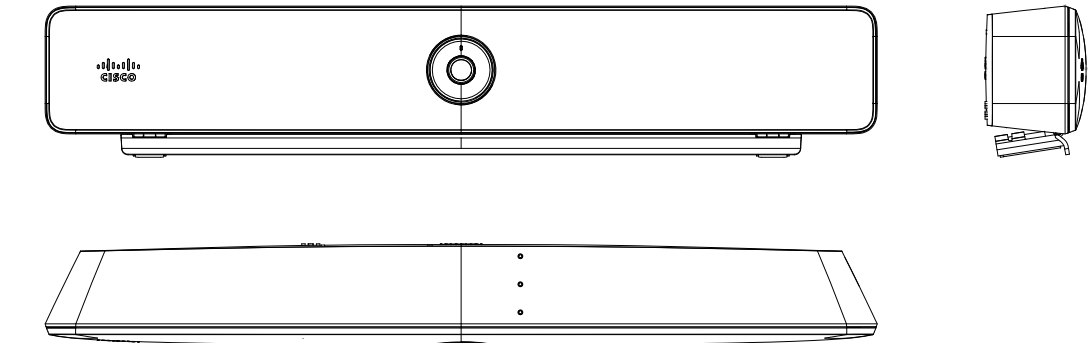


55" Display

LG / Panasonic / Samsung / Sony



Cisco Room Bar



Cisco Room Navigator for Wall



Cisco Room Navigator for Table



Certified Third Party Displays



Webex certified displays have been tested for compatibility and robustness of their video interfaces, optical characteristics, and basic security practices.

When connected to a Cisco collaboration device they will automatically reconfigure to the optimal configuration already tested and verified.

This list of verified devices was update on January 16, 2026. For up to date information on certified and compatible Cisco collaboration device partner offers, click on the link below.

Vendor	Product or Series	Firmware version
Samsung	QMB	1040.7
Samsung	QBB	1040.7
Samsung	QMC	1061.0, 1080.7
Samsung	The Wall IAB 2K 146	1180.0
Samsung	QH115FX	1072.0
Panasonic	EQ2	2.40
LG	UN640S	03.76.05
LG	UL3J	03.08.41
LG	UH5J	03.24.01
LG	UR640S	03.17.00
LG	UM5K	3.70.30
LG	UH5N	3.74.04
Sony	BZ30J, BU30J, BZ35J, BU35J, BZ40H, BU40H, BZ40J, BU40J	6.5929
NEC	M751, M861, M981	1.200
NEC	MA431, MA491, MA551, P435, P495, P555	3.203
NEC	M431-2, M501-2, M551-2, M651-2	R5.306
Sharp	PN-LA652, PN-LA752, PN-LA862	1.112

Video Device Mounting Options

Cisco Room Bar

With the Cisco Room Bar, it is best that the display is mounted on the wall. If the wall mounting option is selected, the wall will need to be blocked and power and data recessed into the wall. As with other small room applications, it is important to elevate power and data and locate it either in the center of the mount or off-set, away from the wall. This will ensure that the electrical outlets and data jacks will not be seen from outside the room.

If wall mounting is not an option, the display can also be free-standing on the table or mounted on a low-profile credenza unit that either tethers to the wall or is free-standing. In either of these scenarios, it is best to locate power and data at standard height from the floor, per local code.

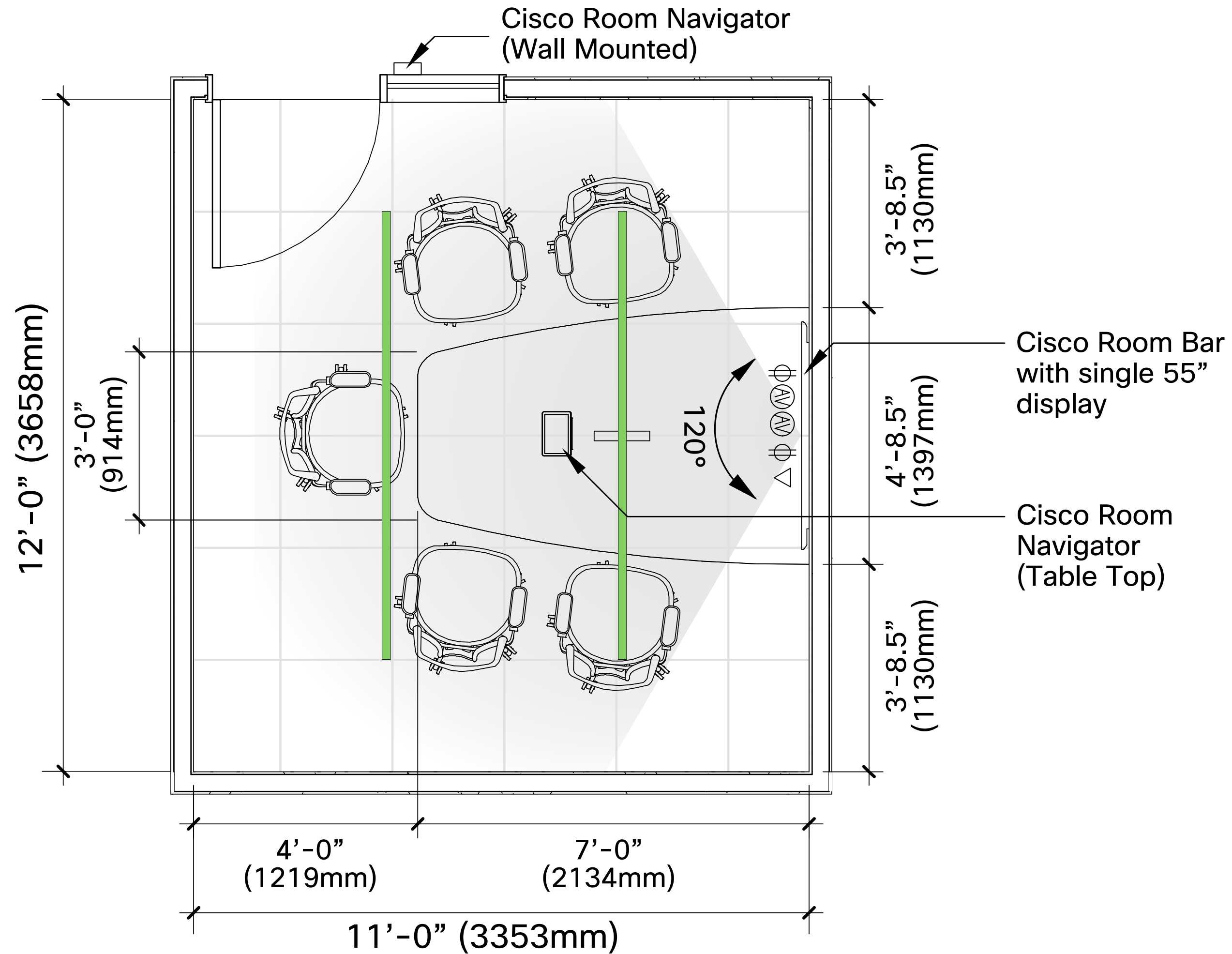
Wall Mounted Option



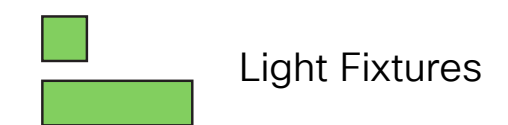
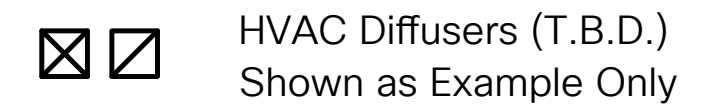
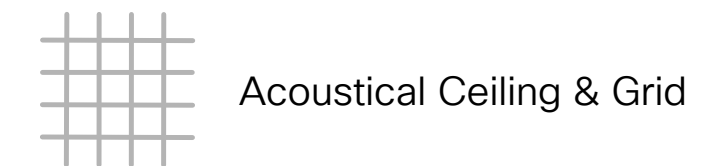
Credenza Option



Composite Plan



Graphics Symbols



Furniture Systems Version Devices

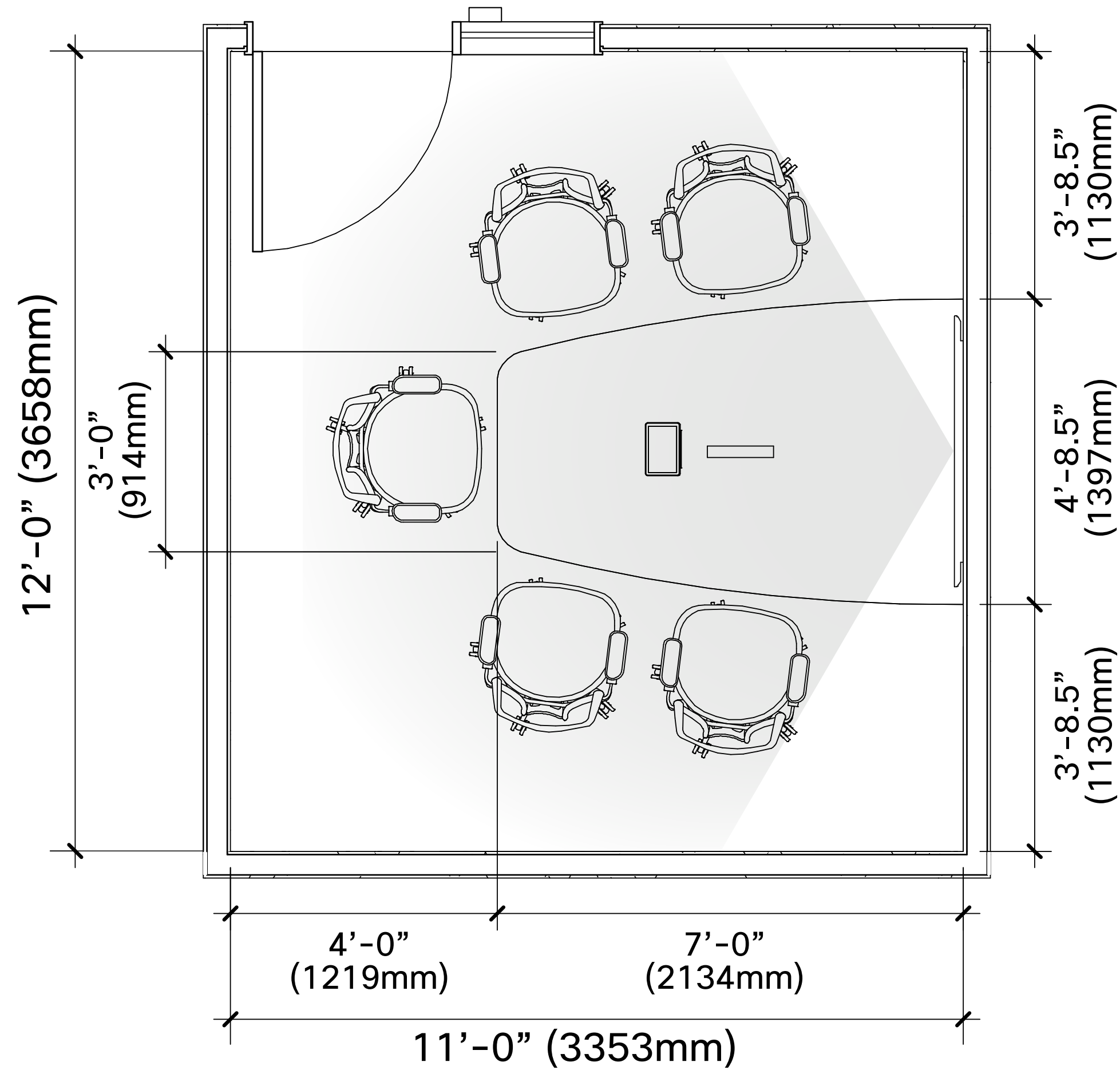


Power and Communication

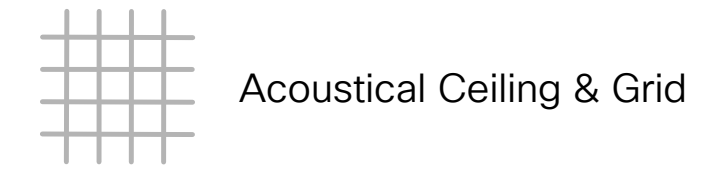
WALL / CEILING / FLOOR VERSION DEVICES



Room Layout



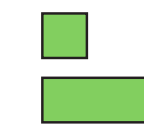
Graphics Symbols



Acoustical Ceiling & Grid



HVAC Diffusers (T.B.D.)
Shown as Example Only



Light Fixtures



Acoustical Wall

Furniture Systems Version Devices



Duplex Receptacle & Grid



Data Receptacle

Power and Communication

WALL / CEILING / FLOOR VERSION DEVICES



Third Party Speakers (Optional)



Duplex Receptacle



Data Receptacle



Light Switch



AV Receptacle



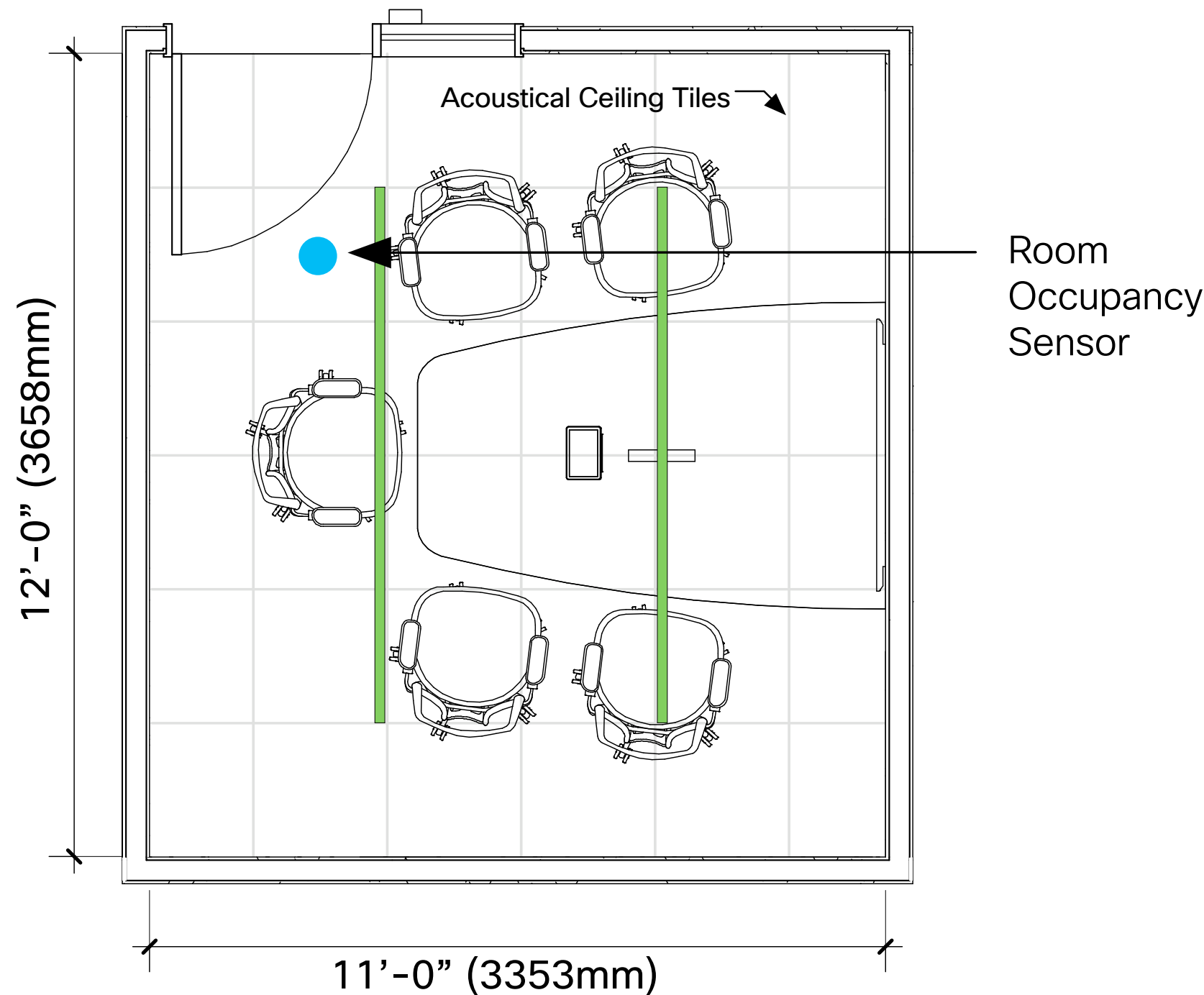
Table Version Microphone



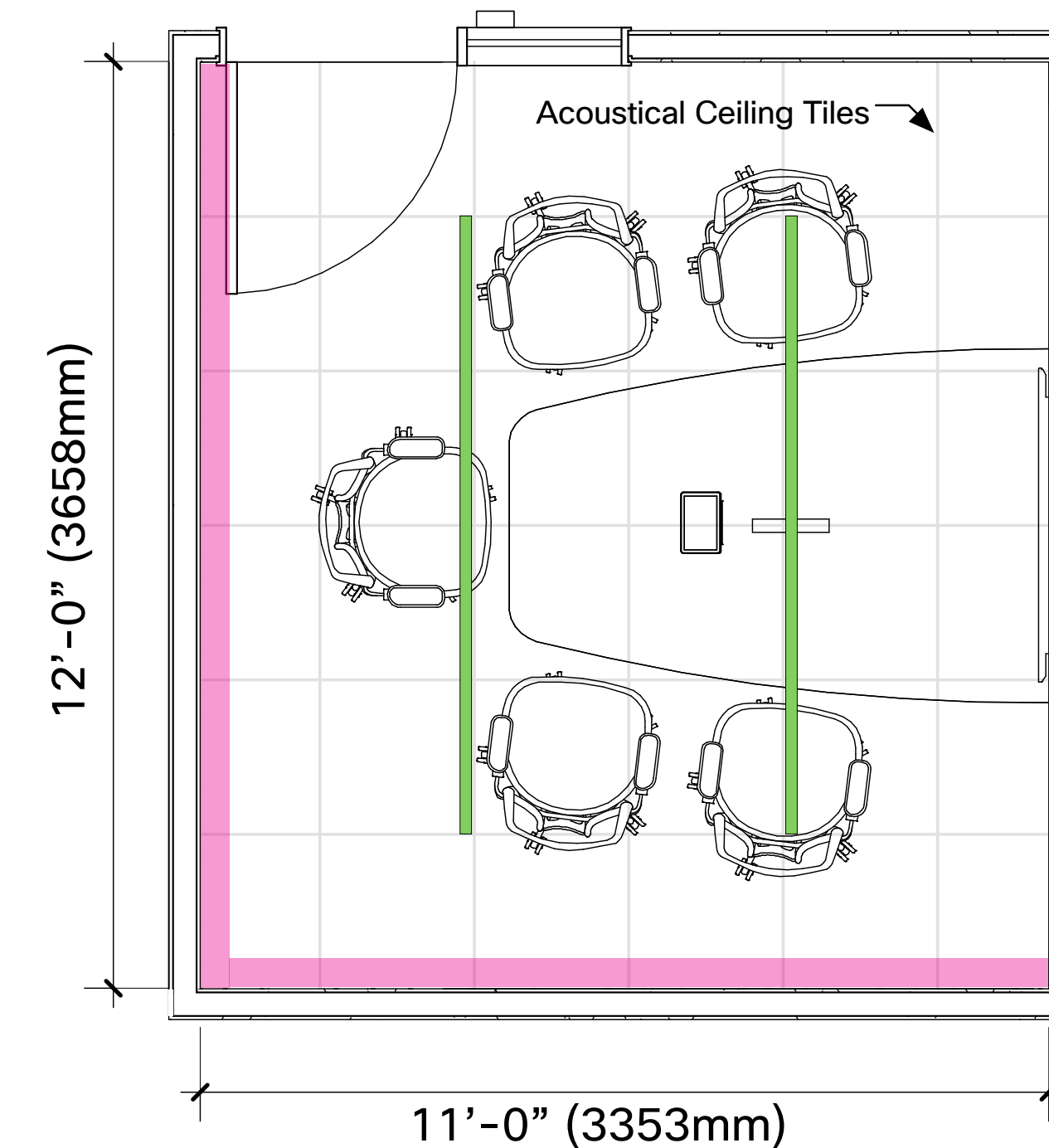
Combination Power
& Voice / Data Infeed

Reflective Ceiling Plan & Acoustical Treatment

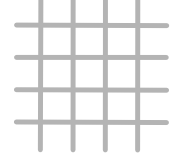












Reflective Ceiling Plan





Acoustical Treatment



Graphics Symbols

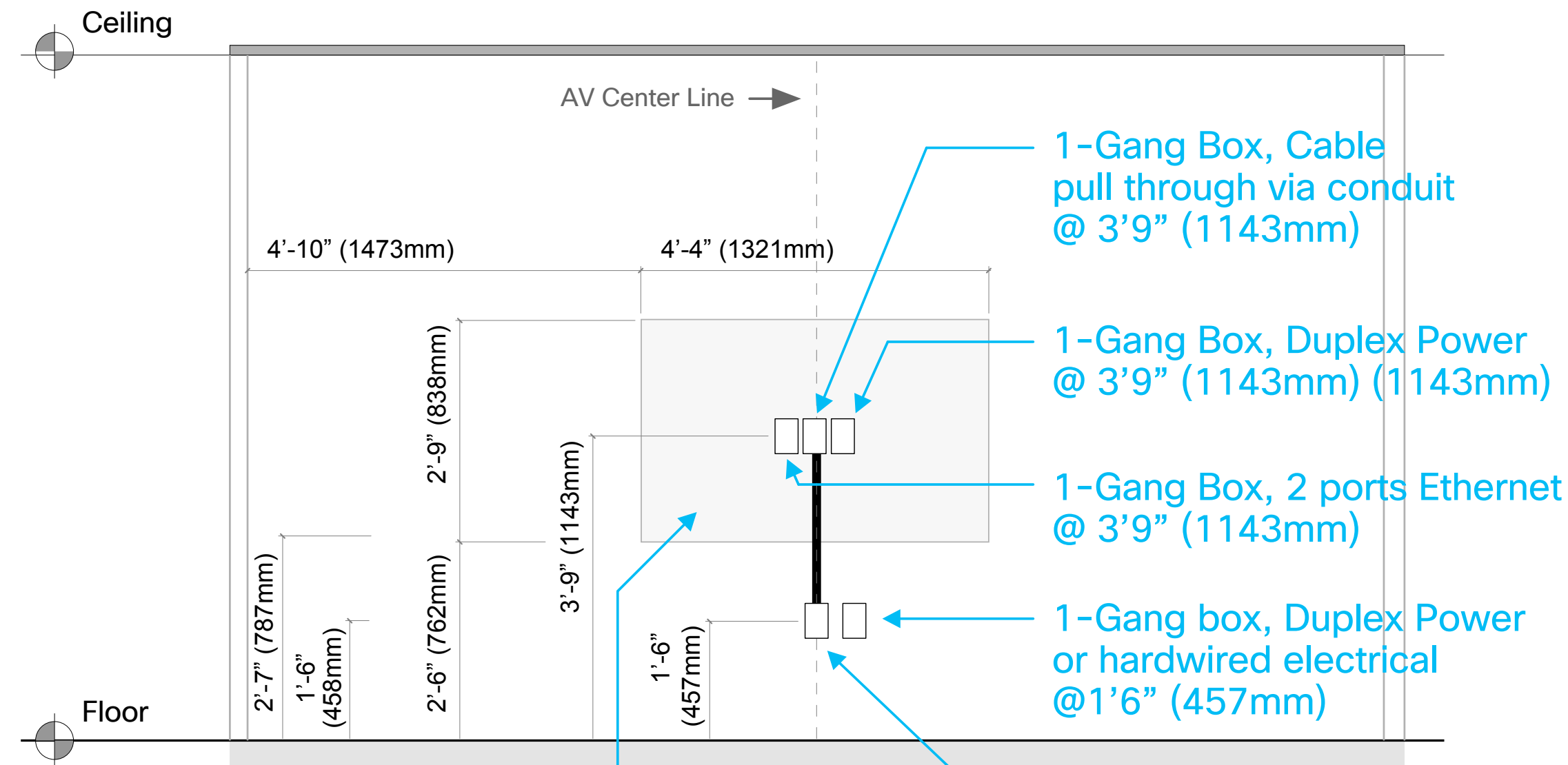
-  Acoustical Ceiling & Grid
-  HVAC Diffusers (T.B.D.)
Shown as Example Only
-  Light Fixtures
-  Acoustical Wall
- Furniture Systems Version Devices**
-  Duplex Receptacle & Grid
-  Data Receptacle
- Power and Communication**
- WALL / CEILING / FLOOR VERSION DEVICES**
-  Third Party Speakers (Optional)
-  Duplex Receptacle
-  Data Receptacle
-  Light Switch
-  AV Receptacle
-  Table Version Microphone
-  Combination Power & Voice / Data Infeed

 A glare-free luminary with a beam angle of 90° or wider is recommended. In addition, fixtures selected should have a color temperature of ~4000K and color rendering index (CRI) of 85 or better.

 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.

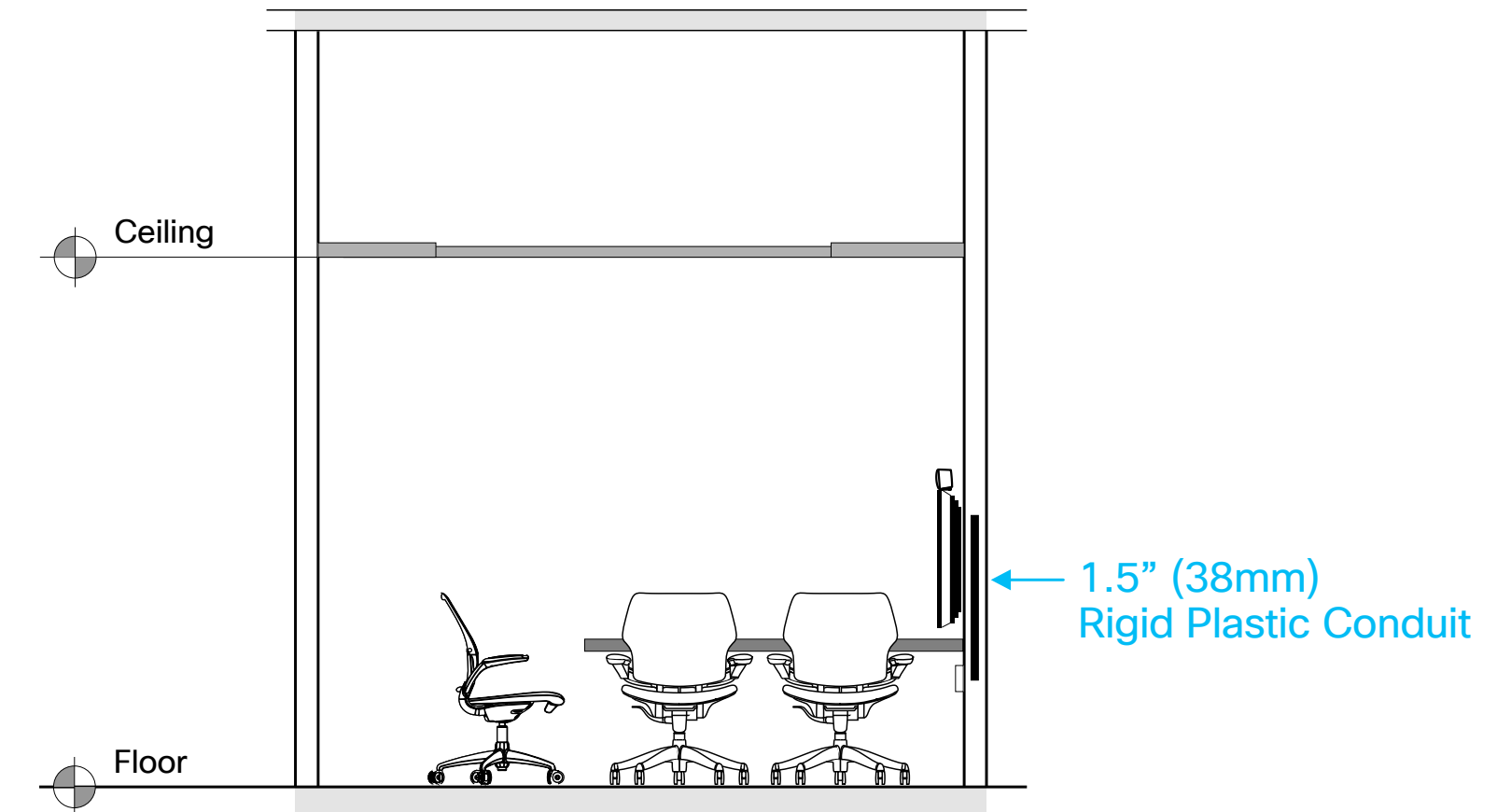
Room Elevations

Construction Elevation

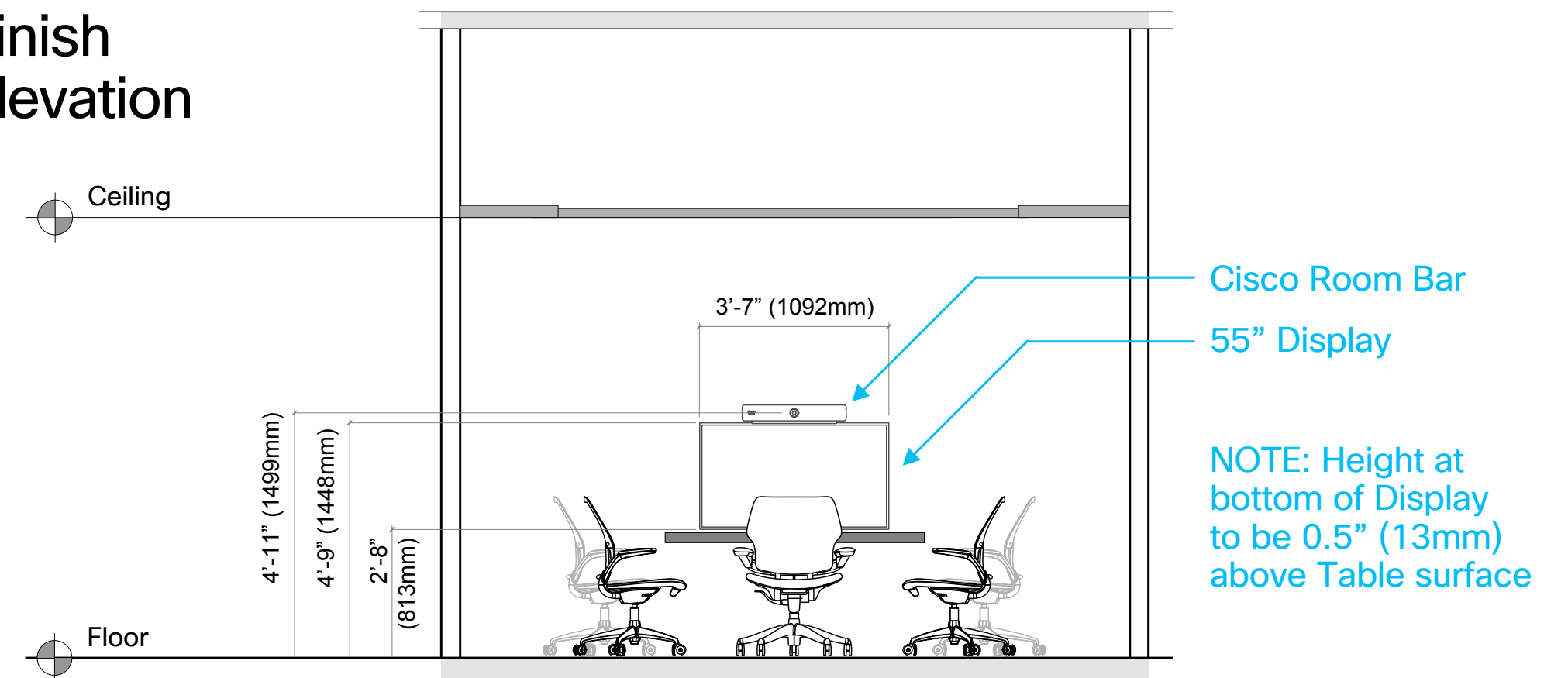


11-Ply (or similar approved), prior to screen installation. Steel fixings must be able to support screen specifications. Wall should be made-good to match existing wall finish

Side Elevation



Finish Elevation





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 are not typically required.

Power & Data

Provide one (1) duplex power outlet and one data receptacle with two ethernet ports on the wall behind the video device. If wall mounted, both should be recessed, and the location should be either centered on the wall or off-center, away from the door and/or sidelight (so not visible). The exact location of power and data should be determined based on the specific wall mount that is selected; please confirm with the A/V integrator. If a credenza/table unit is used, power and data can remain at standard height per code. If power is also required at the table, then an additional duplex outlet or hardwired connection should be included under the table. In either case, please confirm with the furniture provider.

Exploded IT Diagram



Cisco Room Navigator for Table (required)

The recommended approach is to connect the Cisco Room Navigator for Table directly to the Cisco Room Bar using a network cable. The two can also be connected over the IT network if an ethernet port is available under the table.

Cisco Room Navigator for Wall

It is recommended to run the cable inside the wall or through the door frame directly back to a network switch.

Table Top Charging

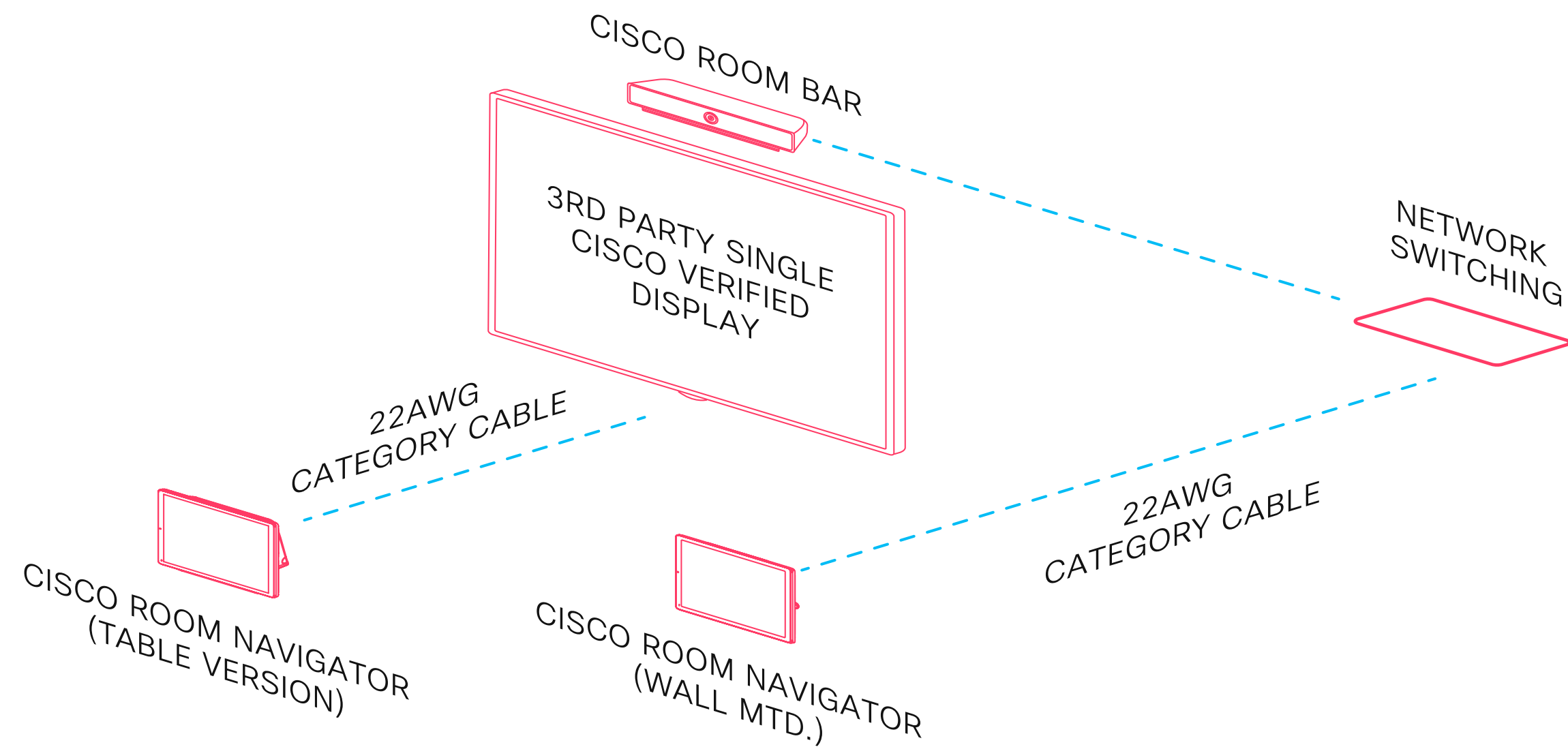
USB-C charging and convenience outlets on table top. Ensure the size of the trough and layout can accommodate a variety of laptop power supplies.

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 typically required. With the table connected to the wall, all cables can run on the underside of the table surface, passing to the top of the table through a table trough. Access to the underside of the table can be either a grommet behind the display or a wall conduit (as shown in elevation drawings).



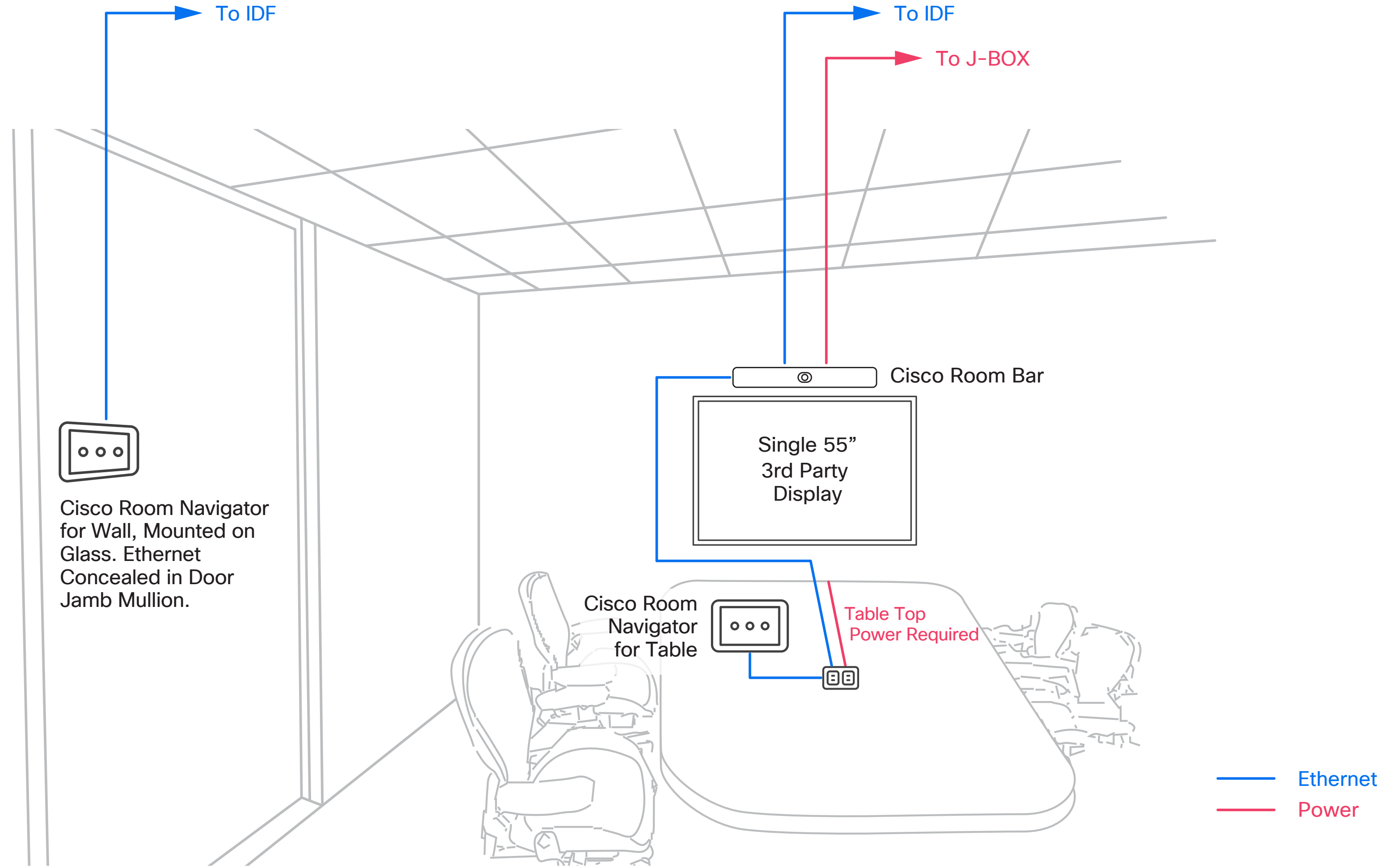
Connectivity View



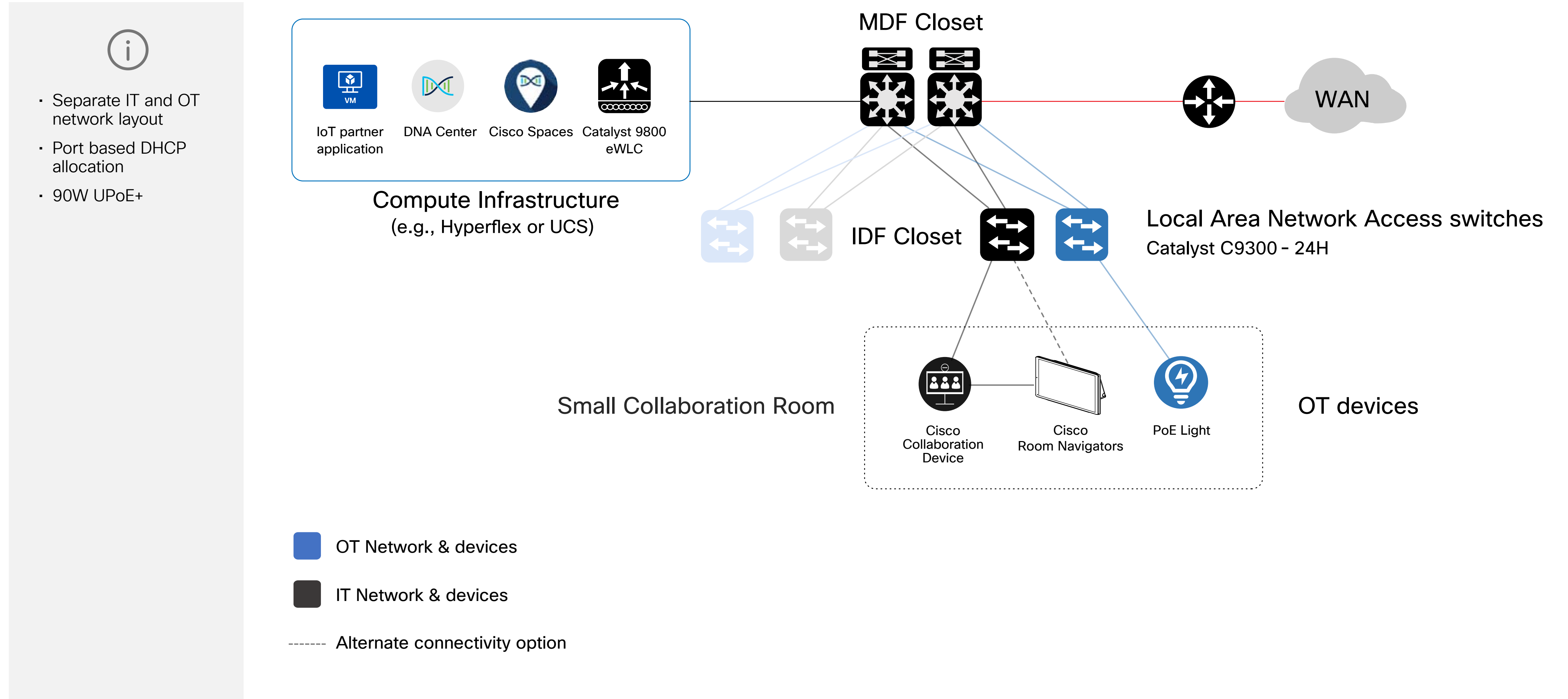
Cisco Room Navigator for Wall Installation

The ideal finished height to the bottom of the Cisco Room Navigator for Wall is 42" (1060 mm) AAF, which requires the ethernet cable to be located on the wall or storefront door jamb at 43" (1090 mm) AFF.

Occasionally, the Ethernet cable can be damaged as it is pulled through the wall or jamb. As a best practice, consider running a single cable from the IDF to a female RJ-45 termination jack at the top of the door frame, then run a separate cable down the wall or door frame. This approach will minimize the effort required to replace the cable if it is damaged during installation.



IT/OT Reference Architectures



IT/OT Bill of Material

Cisco Products

- **CS-BAR-T-K9** Cisco Room Bar
 - **CS-T10-TS-G-K9** Cisco Room Navigator for Table (included with Cisco Room Bar)
- **CS-T10-WM-K9=** Cisco Room Navigator for Wall

Non-Cisco peripherals

- Single 65" Display
-

IOT Devices

- IAQ coming from the Cisco Room Navigator, No additional IoT IAQ
 - Occupancy sensing is coming from the Cisco Endpoints
 - Suggested lighting specifications: 220LPW raw,140LPW delivered
 - Small Collaboration room lights being power by a 4 ports on the ceiling
 - Traditional DC Wall Switch
 - Ensure device is not plugged into a ASHRAE 90.1 outlet
-

External microphones and speakers

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

Commissioning-User Acceptance Testing Criteria



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	<p>During business hours, all displays should show either the meeting start screen or digital signage when in awake or half-wake mode.</p> <p>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</p>	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	<p>Cisco Space Management policy states that these rooms should be bookable.</p> <p>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 Room Navigator for Table and the Cisco Room Navigator for Wall.</p> <p>For publicly bookable rooms, confirm that this room is present in Exchange, and that the "Book this Room" is available on both the Cisco Room Navigator for Table and Wall. While inside the room, try Webex Assistant by saying "Hey Webex, book this room for 30 minutes," verify that the command is accepted.</p> <p>In both proxy and public rooms, confirm that the calendar button is present and functioning on both the Cisco Room Navigator for Table and Cisco Room Navigator for Wall.</p>	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	<p>Verify that the room is administered properly in Cisco Spaces:</p> <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	<p>Although defined by local building code, intelligent lighting generally should automatically turn lights on and off based on room occupancy.</p> <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 Room Navigator for Table	<p>Confirm lighting and shading controls are working properly</p> <p>Toggle through various settings to see how lights and shades react. These should be independent of the wall switch setting.</p>	IT-Collaboration

Commissioning-User Acceptance Testing Criteria

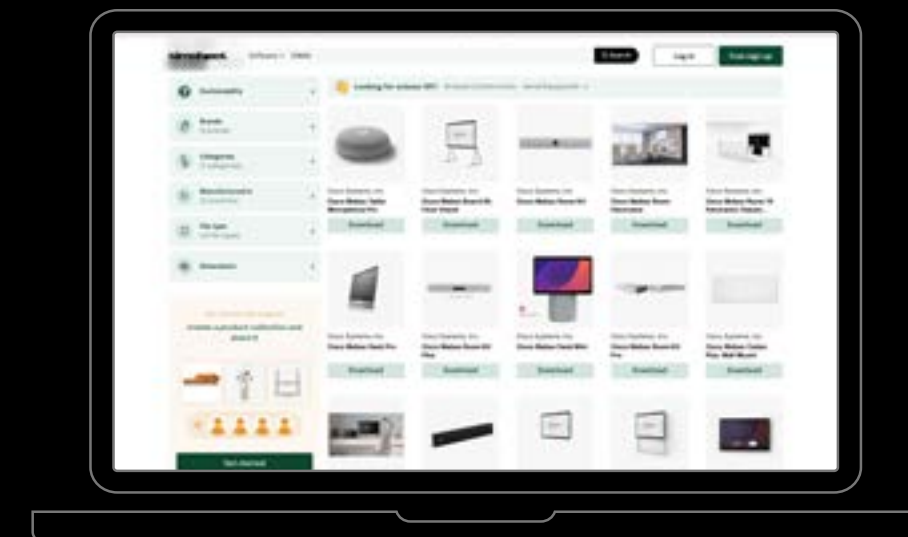


Area	Provisioning Guidelines	Commissioning Checklist	Responsibility
Room Metrics	Add customer Room Metrics macro to the device	As you enter the room, environmental metrics should be displayed in the upper right-hand corner. Additionally, a menu button should be present on the Cisco Room Navigator for Table, 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. <p>• Set the default to "Dynamic" once complete</p>	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



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

Guide: Best Practices for Creating Effective Video-enabled Rooms

Cisco Room Bar Data Sheet

Cross View Room Preparations Guidelines

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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.

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