



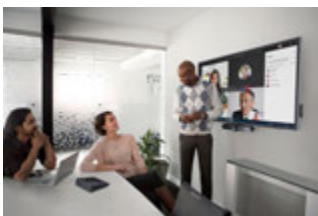
Meeting Spaces Solution Guide



TRANSFORM YOUR MEETING SPACE FOR SMARTER, FASTER COLLABORATION

Dell Meeting Space Solutions is a total conference room ecosystem that includes Dell's smallest, most powerful commercial desktop — the **OptiPlex Micro**, enabled with the unmatched screen performance of **Dell Large Format Monitors** and world class conferencing solutions from **Logitech**, **Microsoft Teams Rooms** and **Zoom Rooms**.

To help you choose the right products for your meeting space, we recommend solutions for 4 main types of meeting spaces in this guide.



Small and open spaces



Medium spaces



Large spaces



Learning spaces

Dell Meeting Space Solutions

SIMPLIFY TEAM COLLABORATION IN ANY MEETING SPACE WITH A VALIDATED EASY-TO-USE, GROUP CONFERENCING SOLUTION.



TESTED AND VALIDATED

Dell Meeting Space Solutions are tested and validated by Dell engineers to work out of the box. Your chosen collaboration software will come pre-installed on our OptiPlex Micro with pre-bundled audio, video, and center of room control from Logitech. Large format monitors have been tested and recommended for each room configuration, depending on your needs and budget.



EASY TO DEPLOY, EASY TO MANAGE

Transform your collaboration experience with a secure, easy-to-manage system, combining IntelPro™ technology with Windows 10 IoT Enterprise validated with collaboration software such as Microsoft Teams Rooms and Zoom Rooms. IT can also solve issues and manage the display remotely thanks to a range of tools, including RS232, RJ45, HDMI CEC ports and the TCP/IP command set.



NEXT LEVEL TEAMWORK

Group collaboration is seamless and intuitive with our interactive touch monitors, enabling multiple users to write, edit, annotate or erase notes simultaneously — with up to 20 touch points. Start meetings on time with touch of a button with Microsoft Teams Rooms and Zoom Rooms with the latest audio and video technology from Logitech.



TRUSTED RELIABILITY

Enjoy peace of mind as all Dell Meeting Space Solutions come with a 3 year warranty for Dell hardware¹ and a 2 year warranty for Logitech devices. Dell Tech Support will provide a one stop shop service guiding with your conference room setup-making sure hardware and software recommended are properly assembled.

DID YOU KNOW?

74% of surveyed employees value audio and video features of meeting room screens for good collaboration.

Source: A Forrester Consulting Thought Leadership Paper Commissioned By Dell Technologies, How Monitors Deepen Your Employee Experience And Support Your Distributed Workforce, July 2020

Choose your collaboration setup

Dell Meeting Space Solutions offer configuration setups with **Microsoft Teams Rooms** and **Zoom Rooms**. Both meeting space solutions are designed to fit any room, including small collaboration spaces, medium-sized spaces where teams share information and present, and large spaces for trainings and even modernized classrooms.



MODERNIZE YOUR MEETINGS WITH MICROSOFT TEAMS ROOMS

One-touch join with Microsoft Teams Rooms:

Start meetings on time, instantly project and share with remote participants with one-touch join.

Proximity detection: Easily discover and add available Microsoft Teams Rooms to any meeting within contiguity of your device.

Meetings simplified: Schedule meetings with Microsoft Outlook or Microsoft Teams and invite your conference rooms to a meeting — just as easily as inviting your colleagues.

IMPROVE YOUR CONFERENCE ROOM EXPERIENCE WITH ZOOM ROOMS

One-touch to join with Zoom Rooms: Quickly join meetings with flawless video and audio across desktop, mobile and room systems.

One-click wireless share: Present content wirelessly from your Dell laptop or mobile device with intelligent proximity one-click sharing.

Monitor and manage rooms at scale: Admin dashboards provide real-time reports and history of room usage, meetings and devices.



Touch functionality on our monitors are currently unable to work with Zoom Rooms software. Meanwhile, please refer to our monitor recommendations for this solution.

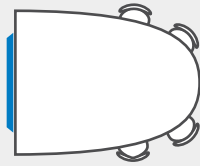
DID YOU KNOW?

71% of employees say that suboptimal meeting room screens hinder their ability to collaborate with colleagues and partners.

Source: A Forrester Consulting Thought Leadership Paper Commissioned By Dell Technologies, How Monitors Deepen Your Employee Experience And Support Your Distributed Workforce, July 2020

Dell Meeting Space Solutions

SMALL SPACES AND OPEN AREAS



8 feet (2.5 m)

ACCOMMODATES:

2 – 4 people

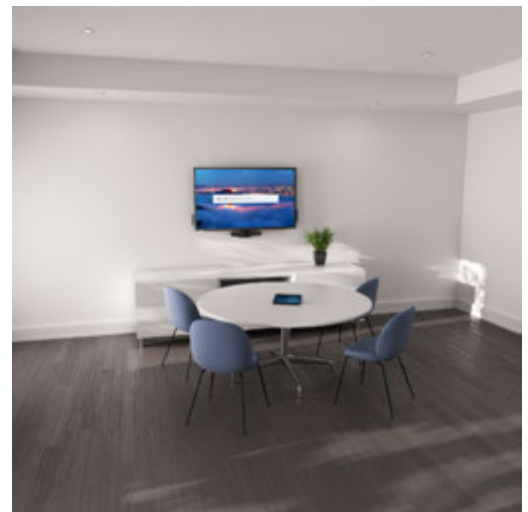
**SUGGESTED
VIEWING DISTANCE:**

Approx. 8 feet (2.5 m)
from screen to furthest seat

The **Dell Meeting Space Solution for Small Meeting Spaces** are designed for small rooms, open meeting spaces, huddle areas, employee lunchrooms and lounges — anywhere where small groups collaborate.

The most common setup in this space includes the Dell 55 4K Conference Room Monitor (C5519Q), powered by the OptiPlex Micro 7080 XE with Logitech Tap and MeetUp ConferenceCam featuring a compact design, extra-wide field of view, motorized wide-angle lens and integrated beamforming audio specifically designed for small rooms. RightSight technology from the conference camera automatically adjusts camera position and zoom, so everyone can be seen.

To improve collaboration with remote workers, Dell Meeting Space offers this configuration tested and pre-configured with two software solutions: **Microsoft Teams Rooms** and **Zoom Rooms**. Chosen software will come preinstalled onto the Dell OptiPlex Micro and provide a simple wireless connection where team members located anywhere can connect and engage.



RECOMMENDED DELL LARGE FORMAT MONITORS



DELL 55 4K INTERACTIVE TOUCH MONITOR – C5518QT
This interactive monitor with 4K resolution and InGlass™ 20-point touch capability allows multiple users to interact with the screen using fingers or styluses, making it the ideal collaborative solution for small spaces. Seamlessly integrate an optional Dell OptiPlex Micro into the back panel for all-in-one meeting solution².



DELL 55 4K CONFERENCE ROOM MONITOR – C5519Q
Experience sharp text and images on this non-interactive monitor with 4K resolution. The wide 178°/178° viewing angle lets audiences see fine details and vibrant colors from either side of the room while a wide range of ports, including RS232/RJ45, allow easy connectivity and remote IT management.

Dell Meeting Space Solutions

SMALL SPACES AND OPEN AREAS
WHAT'S INCLUDED

ESSENTIALS



DELL OPTIPLEX MICRO

Dell OptiPlex Micro enables an all-in-one like experience. When combined with conferencing software, it allows video conferencing, whiteboarding, presentations and other applications to be run directly on the monitor for a very easy-to-use meeting experience.



Microsoft Teams Rooms is a collaboration software that provides a complete meeting experience bringing HD video, audio, and content sharing to meetings of all sizes, from small huddle areas to large conference rooms

zoomrooms

Zoom Rooms is a software that combines video conferencing, wireless content sharing, and integrated audio into an easy-to-use platform, where attendees can join from a room, desktop or mobile device.

LOGITECH ROOM SOLUTIONS



Designed for the way people meet: Logitech conference room devices bring superb resolution, color balance, detail and audio, created for varying collaboration solutions and spaces.

Logitech Tap Controller: Allows users to quickly join and easily host meetings with a 10:1 touch controller featuring an HDMI input for content sharing.

Logitech MeetUp ConferenceCam: This all-in-one HD conference camera features a compact design, extra-wide field of view, motorized wide-angle lens and integrated beamforming audio specifically designed for small rooms. RightSight technology automatically adjusts camera position and zoom so everyone can be seen.

Logitech Jumpstart Support: Logitech Tap bundles include Logitech JumpStart, which helps customers deploy the Microsoft Teams Room System. For 90 days from the date of the purchase, our customers have access to configuration and support resources to assist with system, software and security configuration³.

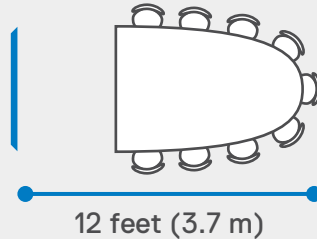
DID YOU KNOW?

60% of surveyed professionals cited that touch screen capabilities help improve employee collaboration.

Source: Wainhouse Research, Meeting Rooms: Video Conferencing and Collaborative Flat Panels Q4 2018 IT Decision Maker Survey (2018 September), p25

Dell Meeting Space Solutions

MEDIUM SPACES



ACCOMMODATES:

5 – 9 people

SUGGESTED VIEWING DISTANCE:

Approx. 12 feet (3.7 m)
from screen to furthest seat

Dell Meeting Space Solutions for Medium Spaces are ideal for medium sized conference rooms that accommodate 5-9 people. Efficiency depends on team members being able to quickly present, share information and brainstorm ideas.

The most common setup in this space is a wall mounted Dell 75 4K Interactive Touch Monitor (C7520QT) with a Dell OptiPlex Micro seamlessly integrated into the back of the monitor. This meeting space solution comes with the PC pre-installed with the customer's chosen collaboration software (Zoom Rooms or Microsoft Teams Rooms) with Logitech Tap Touch Controller for center room management control and Logitech Rally for studio-quality video and sound.

For involved meetings such as agile scrum meetings, project planning, brainstorming or ideation sessions where multiple people need to annotate or collaborate in person or remotely, Dell offers this configuration tested and validated with two software solutions: **Microsoft Teams Rooms** and **Zoom Rooms**. Chosen software will come preinstalled onto the Dell OptiPlex Micro and provide a simple wireless connection providing an easy way for teams to ideate and collaborate effectively.



RECOMMENDED DELL LARGE FORMAT MONITOR



DELL 75 4K INTERACTIVE TOUCH MONITOR – C7520QT

Built for collaboration, the outstanding Dell 75 4K interactive monitor features up to 20-point touch and exclusive Dell Screen Drop which improves reachability for users working from different heights. Seamlessly integrate an optional Dell OptiPlex Micro into the back panel for all-in-one meeting solution?.

Dell Meeting Space Solutions

MEDIUM SPACES WHAT'S INCLUDED

ESSENTIALS



DELL OPTIPLEX MICRO

Dell OptiPlex Micro creates an all-in-one solution that simplifies deployment, network management, and allows your IT to easily upload your organization's standard OS image for a display solution that adheres to your company's security and service standards.



Microsoft Teams Rooms is a collaboration software that provides a complete meeting experience bringing HD video, audio, and content sharing to meetings of all sizes, from small huddle areas to large conference rooms



Zoom Rooms is a software that combines video conferencing, wireless content sharing, and integrated audio into an easy-to-use platform, where attendees can join from a room, desktop or mobile device.

LOGITECH ROOM SOLUTIONS



Designed for the way people meet: Logitech conference room devices bring superb resolution, color balance, detail and audio, created for varying collaboration solutions and spaces.

Logitech Tap Controller: Allows users to quickly join and easily host meetings with a 10:1 touch controller featuring an HDMI input for content sharing.

Logitech Rally Conferencecam and Speakers: See and hear better with studio-quality video, unmatched voice clarity, and RightSense automation for better meetings. The all-in-one AV system features the Rally premium conferencecam with Ultra-HD optics, 15x HD zoom, modular audio, and RightSight auto-framing technology.

Logitech Jumpstart Support: Logitech Tap bundles include Logitech JumpStart, which helps customers deploy the Microsoft Teams Room System. For 90 days from the date of the purchase, our customers have access to configuration and support resources to assist with system, software and security configuration³.



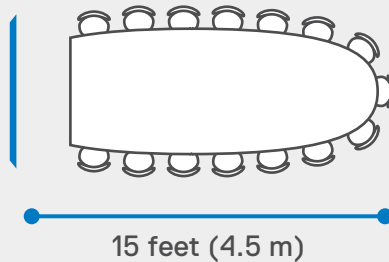
Having a meeting room screen with advanced features (e.g. touch screen), allows for better collaboration and visualization, which are both key components when running meetings. It is a need in a global virtual workforce, where remote work and virtual teams are normalized.”

– Divya Narayan, ergonomics consultant, medical network

Source: A Forrester Consulting Thought Leadership Paper Commissioned By Dell Technologies, How Monitors Deepen Your Employee Experience And Support Your Distributed Workforce, July 2020

Dell Meeting Space Solutions

LARGE SPACES



ACCOMMODATES:

10 – 15 people

SUGGESTED VIEWING DISTANCE:

Approx. 15 feet (4.5 m)
from screen to furthest

Dell Meeting Space Solutions for Large Spaces is ideal for large rooms where executives and teams present, discuss, strategize and collaborate.

The most common setup in this space is the Dell 86 4K Interactive Touch Monitor with a Dell OptiPlex Micro integrated into the back, mounted on the wall. This meeting space solution comes with the PC pre-installed with the customer's chosen collaboration software (Zoom Rooms or Microsoft Teams Rooms) with Logitech Tap Touch Controller for center room management control and Logitech Rally Plus ConferenceCam and Speakers for studio-quality video and sound.

Similar to medium spaces, Dell Meeting Space Solutions have this tested and validated with two software solutions: **Microsoft Teams Rooms** and **Zoom Rooms**. Chosen software will come pre-installed on the Dell OptiPlex Micro that allows a simple wireless connection providing multiple people a way to annotate and collaborate effectively onscreen or remotely.



RECOMMENDED DELL LARGE FORMAT MONITORS



DELL 86 4K INTERACTIVE TOUCH MONITOR – C8621QT

Keep audiences engaged with the expansive Dell 86 Interactive display with brilliant 4K resolution, up to 20-points touch and USB-C® connectivity. Exclusive Dell Screen Drop feature improves reachability while the dedicated space for an optional OptiPlex Micro enables an all in one solution that can simplify deployment, network management and security measures.



DELL 75 4K INTERACTIVE TOUCH MONITOR – C7520QT

Built for collaboration, the outstanding Dell 75 4K interactive monitor features up to 20-point touch and exclusive Dell Screen Drop which improves reachability for users working from different heights. Seamlessly integrate an optional Dell OptiPlex Micro into the back panel for all-in-one meeting solution².

Dell Meeting Space Solutions

LARGE SPACES
WHAT'S INCLUDED

ESSENTIALS



DELL OPTIPLEX MICRO

Create an all-in-one set up that simplifies access to Wi-Fi, video conferencing and other applications. It also enables easy upload of your organization's standard OS image for a display solution that adheres to your company's security and service standards.



Microsoft Teams Rooms is a collaboration software that provides a complete meeting experience bringing HD video, audio, and content sharing to meetings of all sizes, from small huddle areas to large conference rooms

zoomrooms

Zoom Rooms is a software that combines video conferencing, wireless content sharing, and integrated audio into an easy-to-use platform, where attendees can join from a room, desktop or mobile device.

LOGITECH ROOM SOLUTIONS



Designed for the way people meet: Logitech conference room devices bring superb resolution, color balance, detail and audio, created for varying collaboration solutions and spaces.

Logitech Tap Controller: Allows users to quickly join and easily host meetings with a 10:1 touch controller featuring an HDMI input for content sharing.

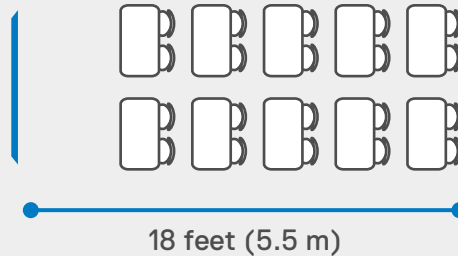
Logitech Rally Plus Conferencecam and Speakers: See and hear better with studio-quality video, unmatched voice clarity, and RightSense automation for better meetings. The all-in-one AV system features the Rally Plus premium conferencecam with Ultra-HD optics, 15x HD zoom, modular audio with two mic pods and speakers, and RightSight auto-framing technology.

Logitech Jumpstart Support: Logitech Tap bundles include Logitech JumpStart, which helps customers deploy the Microsoft Teams Room System. For 90 days from the date of the purchase, our customers have access to configuration and support resources to assist with system, software and security configuration³.

DID YOU KNOW?

Almost as many, 69%, believe that having **records of brainstorming / teaming** sessions is a benefit of using collaborative, interactive flat panels.

Learning Spaces



ACCOMMODATES:

> 20 people

SUGGESTED VIEWING DISTANCE:

Approx. 18 feet (5.5 m)
from screen to furthest seat

Dell 70 and 75 Interactive Touch Monitors are ideal for classrooms and learning spaces, where educators present and demonstrate interactive content. Important considerations for these spaces include readability from the back of the classroom, accessibility of the interactive touch monitors for younger students, ease-of-use and durability.

The most common setup in this space is a wall mounted Dell 75 4K Interactive Touch Monitor (C7520QT) with a Dell OptiPlex Micro loaded with education software such as Google for Education or Microsoft in Education, or Intel Unite®, integrated into the back of the monitor. Since Dell Large Format Monitors are software and hardware agnostic, they can work with almost any existing educational software and operating systems, including Windows and Chrome.

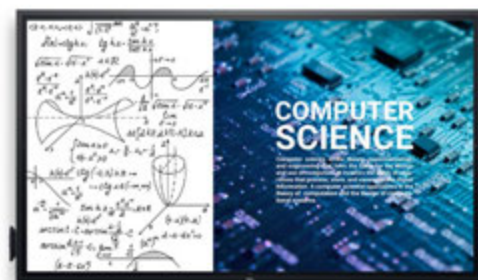
For scenarios where monitors are shared between rooms, mobile carts such as the Chief Large Fusion AV Cart (LPAUB) deliver a flexible solution. And thanks to the exclusive Dell Screen Drop accessibility feature included in our 4K interactive touch monitors, there is no need to use electric height adjustable carts and stands for these monitors.

RECOMMENDED DELL LARGE FORMAT MONITORS



DELL 75 4K INTERACTIVE TOUCH MONITOR – C7520QT

Encourage student engagement and collaborative learning with the Dell 75 4K interactive monitor with up to 20-point touch. Exclusive Dell Screen Drop accessibility feature help improve reachability for users of different heights, ideal for younger students.



DELL 86 4K INTERACTIVE TOUCH MONITOR – C8621QT

Keep students engaged with an expansive Dell 86 Interactive display with brilliant 4K resolution, up to 20-points touch and USB-C connectivity. Exclusive Dell Screen Drop feature improves reachability while the dedicated space for an optional OptiPlex Micro enables an all in one solution that can simplify deployment, network management and security measures.

Recommended Solutions

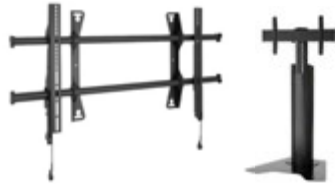
LEARNING SPACES

ESSENTIALS



DELL OPTIPLEX MICRO

Include a Dell OptiPlex Micro for an all-in-one solution that makes it easy for instructors, substitute teachers and learners to grab content from the cloud and share without having to manually connect their personal devices or obtain special access.



CHIEF MOUNTS & STANDS

Compatible with Dell 70 & 75 monitors:

- Fixed Wall Mount – LSA1U
- Mobile Cart – LPAUB
- Floor Stand – LFAUB
- Clamping kit for C5519Q – FCA520 (for cart) / FCA112 (for wall mount)



LOGITECH RALLY

Hearing the instructor and others contributing to a discussion is critical for learning. Logitech Rally offers clear audio, even when showing videos.



SCREENBEAM 1000 EDU WIRELESS DISPLAY RECEIVER with ScreenBeam CMS and ScreenBeam Classroom Commander

Built for presentations and collaboration, this wireless module allows you to easily connect to displays, even if you don't have an internet connection.

SOFTWARE SOLUTIONS



Google for Education offers secure and straightforward cloud-based management with automatic updates and built-in security features. Students and teachers can connect their Chromebooks directly to the Large Format Monitor using one of the many available inputs, or connect wirelessly using Chromecast. They can annotate and interact with compatible applications directly on the display or from their touch-enabled Chromebook.



With Microsoft in Education, students and teachers can easily connect to external devices such as speakers, cameras, and digital microscopes, as well as an infinite number of software applications. Choose from web, mobile, and desktop version of apps that students can annotate over simultaneously and in real time, such as Microsoft Edge, PowerPoint and OneNote.



The Intel Unite® solution lets you easily create and manage a secure content sharing and collaboration platform for your organization. Wirelessly connect displays, employees, and mixed technology environments so your team can share and collaborate seamlessly, wherever they are.



FlatFrog works just like a typical whiteboard — allowing presenters to annotate on the surface, capture annotations with differentiated pen functionality for multiple users, and erase content using their palms.
License included with C5518QT, C7520QT and C8621QT.



DisplayNote software helps to make presentations more interactive. Allowing users to connect and contribute to the presentation and collaborate with each other from their own devices.
License included with C7017T.



We give students highly immersive, productive and interactive learning experience with Dell large format monitors.”

Transform your collaboration space

Dell Meeting Space Solution for Microsoft Teams Rooms

Dell Meeting Space Solution for Zoom Rooms

Small Meeting Space

- Dell OptiPlex 7080 Micro
- Logitech Tap Touch Controller
- Logitech MeetUp ConferenceCam
- Dell 55 4K Conference Monitor C5519Q
- Dell 55 4K Interactive Touch Monitor C5518QT

- Dell OptiPlex 7080 Micro
- Logitech Tap Touch Controller
- Logitech MeetUp ConferenceCam
- Dell 55 4K Conference Monitor C5519Q

Medium Meeting Space

- Dell OptiPlex 7080 Micro
- Logitech Tap Touch Controller
- Logitech Rally ConferenceCam
- Dell 75 4K Interactive Touch Monitor C7520QT

- Dell OptiPlex 7080 Micro
 - Logitech Tap Touch Controller
 - Logitech MeetUp ConferenceCam
 - Dell 55 4K Conference Monitor C5519Q
- Dell recommends 1-2 units of the C5519Q monitor for your medium space solution.

Large Meeting Space

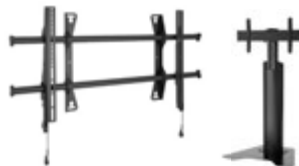
- Dell OptiPlex 7080 Micro
- Logitech Tap Touch Controller
- Logitech Rally Plus ConferenceCam with Rally mic, pod and hub
- Dell 86 4K Interactive Touch Monitor C8621QT

- Dell OptiPlex 7080 Micro
 - Logitech Tap Touch Controller
 - Logitech Rally Plus ConferenceCam with Rally mic, pod and hub
 - Dell 55 4K Conference Monitor C5519Q
- Dell recommends 3-4 units of the C5519Q monitor for your large space solution.

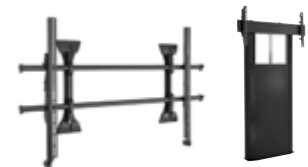
CHIEF WALL MOUNTS AND STANDS



Compatible with Dell 55 monitors:
 Fixed Wall Mount – LSA1U
 Table Stand – LDS1U
 Mobile Cart – LPAUB
 Floor Stand – LFAUB
 Clamping kit for C5519Q – FCA520
 (for cart) / FCA112 (for wall mount)



Compatible with Dell 70 & 75 monitors:
 Fixed Wall Mount – LSA1U
 Mobile Cart – LPAUB
 Floor Stand – LFAUB
 Clamping kit for C5519Q – FCA520
 (for cart) / FCA112 (for wall mount)



These options enable easy installation
 of Dell C8621QT.
 Fixed Wall Mount – XSM1U
 Mobile Cart – XPA1UB
 Floor Stand – XFA1UB

COLLABORATION SOFTWARE



FlatFrog works just like a typical whiteboard — allowing presenters to annotate on the surface, capture annotations with differentiated pen functionality for multiple users, and erase content using their palms.

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DisplayNote software helps to make presentations more interactive. Allowing users to connect and contribute to the presentation and collaborate with each other from their own devices.

License included with C7017T.



The Quicklaunch™ application is a simple, secure, customizable meeting room interface that transforms a PC into a one click meeting space. With one touch, users can quickly join meetings, start applications, access data and content, and share device screens.

1 Advanced Exchange: Dell will send you a replacement monitor the next business day in most cases, if deemed necessary after phone/online diagnosis.

Shipping times may vary by location and for monitors 55" and above. Fee charged for failure to return defective unit. See dell.com/servicecontracts

2 When used with conferencing hardware and software.

3 Logitech Jumpstart is only available with Dell Meeting Space Solutions for Microsoft Teams Rooms.

Product availability varies by country. Please contact your Dell representative for more information.