

Meeting Spaces Solution Guide

Designing spaces for engaging presentations and powerful collaboration

Do your shared spaces boost productivity or derail it?

When we use our computers and smartphones, we expect a fast and seamless experience. This includes being able to instantly share information, chat over video, and connect accessories that boost our experience or productivity. And yet, when it comes to conference rooms and other shared spaces, we often struggle to find the same straightforward, uncomplicated experience.

At Dell, we realize that many people face the same meeting space challenges – connecting, presenting and collaborating effectively is a universal business concern. These issues lead to distractions that derail productivity and keep us from using technology to collaborate because its unreliable or too difficult to use.

Top issues users experience in meeting spaces:

- Incompatible ports between device and display
- Disabled or malfunctioning equipment
- Cables between devices and displays are missing or broken
- Not being able to annotate or collaborate with peers in real time

Connect, present, collaborate. It's that easy with Dell.

As we embarked on our own workplace transformation at Dell, we identified solutions that meet the needs of a variety of spaces and activities within our own organization. We've worked with our partners to create solutions that resolve common meeting-space problems, and we are sharing those with you, our customers so your employees and customers can be productive everywhere they work and learn.

Our recommended solutions make it easy for you to:

Connect:

Technology that is easy to install and easy to use. It should connect quickly and without disruption.

Present:

Presenters must be able to share content confidently, knowing they can be heard and/or seen in person, over the phone or on video.

Collaborate:

Groups must be able to collaborate in person or remotely in real time and be able to save and share content.



Providing intuitive IT in shared spaces is more critical than ever

- Companies with happier employees have 80% higher customer satisfaction and 50% lower turnover.
- By 2020, millennials will make up 50% of the global workforce. They're drawn to environments with comfortable spaces, and they expect modern technologies.
- Half of the U.S. workforce does some telework.
- Flexible, unfettered access to information is vital to unleash creativity and drive efficiency.

Everything you need to keep people engaged

Communicating and collaborating is easy for your employees and customers when you equip your meeting and learning spaces with Dell. Our portfolio includes standalone and end-to-end solutions with offerings from trusted third parties such as Intel, Logitech, Chief and FlatFrog, so your IT staff can get everything they need from one source.

Matching technologies with the size of your space

Utilize the Dell *Meeting Spaces Solutions Guide* to identify and strategically choose the right technologies for your:



Small Spaces and Open Areas



Medium Spaces



Large Spaces



Learning Spaces

In addition, you can review all the displays, projectors, software and accessories available from Dell today in the buying guide at the end of this document.



What's the Dell difference?

Dell's open platform technology enables you to deploy our displays into your existing spaces without disruption. You can continue using your existing hardware and software if you like or use some of ours. Displays should fit the way your employees meet, not the other way around.

We work with leading manufacturers to offer a variety of hardware and software technologies that make it easy for you to customize a display solution that meets the needs of each or your spaces.



Small spaces and open areas

These are rooms and open spaces such as huddle areas, employee lunchrooms and lounges where small groups collaborate. Attendees need to be able to switch presenters quickly and they need shared surfaces for whiteboarding and taking notes.

Typically, these spaces:

- Measure less than 16 x 12 feet
- Accommodate up to five people
- Feature displays that people view from a distance of 8–12 feet

Learn more about these solutions and others on following page



Small spaces and open areas

Recommended technologies:

Dell Large Monitors

Displays in these spaces are typically 45–65 inches. They can be placed in open areas or in enclosed spaces. Encourage collaboration by selecting an interactive monitor.

Suggested models:

- 55-inch, conference-room monitor | C5517H
- 55-inch, 4K interactive-touch monitor | C5518QT

Solutions for connecting

The most important factor in small and open spaces is connectivity. People require lots of options so they can present quickly and easily using the device of their choice. However, connectivity options in these rooms and areas often vary in a building, especially compared with larger, more traditional meeting spaces. To ensure everyone has consistent and seamless technology access regardless of where they work, we recommend:

- Dell 6-in-1 USB-C mobile adapters offer the widest variety of port options available today, supporting 4K resolution at 60Hz and SuperSpeed USB 10Gbps data transfer rates
- Dell OptiPlex Micro PCs, which you can attach inside the back panel of the Dell C5518QT or via a bracket to the Dell C5517H, for an all-in-one solution that simplifies access to WiFi and video conferencing applications
- Wireless modules and dongles for connecting to displays and projectors via WiFi or Miracast
- Intel® Unite™ so anyone can use WiFi to instantly initiate and manage meetings, and share content
- Dell USB flash drives

Dell Projectors

Mobile projectors are great for spontaneous meetings, while fixed projectors are ideal for enclosed spaces.

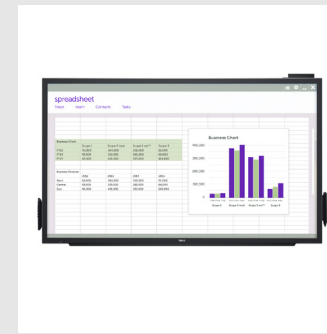
Suggested models:

- Palm-sized mobile projector | M318WL
- Standard-sized projectors | P318S, 1550

Solutions for presenting and collaborating

Make it easier for small groups to take their meetings anywhere without losing the ability to collaborate — in person, on the phone or in a video conference — with the following solutions:

- Dell portable Bluetooth speakers to take calls anywhere
- Mobile video conferencing solutions for instant collaboration
- Portable screens and tripods for mobile projectors for “pop-up” meetings
- FlatFrog Whiteboard software so presenters can use their palms to erase the board, and their finger or stylus to interact with information, add sticky notes, import images and capture annotations (License included with C5518QT and C8618QT only.)



1 Dell 55 Interactive-Touch Monitor: C5518QT

Our 55-inch, 4K display with innovative InGlass technology allows up to 20 points-of-touch via fingertip or stylus for seamless collaboration.



2 Dell Mobile Projector: M318WL

Less than 1 pound, this device is packed with all the features you need to present anywhere, anytime.



3 Dell Bluetooth Portable Speaker: AD211

A portable, lightweight wireless speaker that features a rechargeable battery.



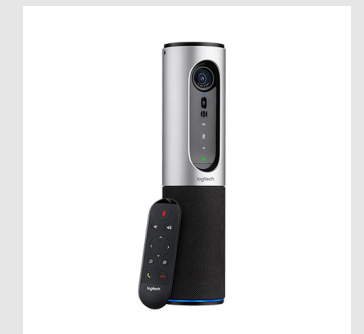
4 Dell 6-in-1 Adapter: DA300

This compact adapter offers a plug-and-play solution for connecting your laptop or notebook to an external display and other essential accessories.



5 Dell Wireless Dongle: WD518

Made for working with select Dell projectors, this adapter enables wireless presentation over the network.



6 Logitech® ConferenceCam Connect

A compact and mobile video conferencing solution that you can take anywhere.

Medium spaces

These are traditional meeting rooms where teams collaborate. Efficiency depends on people being able to quickly present, share information, brainstorm and plan.

Typically, these spaces:

- Measure less than 18 x 20 feet
- Accommodate up to fourteen people
- Feature displays that people view from a distance of 14–18 feet



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Learn more about these solutions and others on following page



Medium spaces

Recommended technologies:

Dell Large monitors

Displays that are 70-100 inches are typical for these spaces. Encourage collaboration by selecting an interactive display and a video conferencing solution.

Suggested models:

- 86-inch, 4K interactive-touch monitor | C8618QT
- 70-inch conference-room monitor | C7016H
- 70-inch interactive-touch monitor | C7017T

Solutions for connecting

Most commercial buildings have numerous rooms of this size, which are usually updated individually over time. That means oftentimes, people need to use different types of connection solutions from room to room. We recommend the following so people can easily access the technologies they need, regardless of which rooms they're in:

- Dell 6-in-1 USB-C mobile adapters offer the widest variety of port options available today, supporting 4K resolution at 60Hz and SuperSpeed USB 10Gbps data transfer rates
- Dell OptiPlex Micro PCs, which you can attach via a bracket to the Dell C7017T and C7016H, for an all-in-one solution that simplifies access to WiFi and video conferencing applications
- Wireless modules and dongles for connectivity to displays and projectors via WiFi or Miracast
- Mounts for projectors and displays
- Projection surfaces for projectors
- Inte® Unite™ so anyone can use WiFi to instantly initiate and manage meetings, and share content
- Quicklaunch™ software for one-touch meeting room management

Dell Projectors

Laser projectors are a great low maintenance option because you never need to replace a lamp. They're also more energy efficient than traditional projectors, and last about ten years.

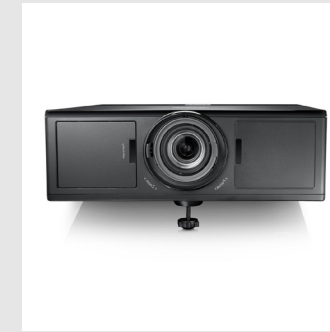
Suggested models:

- Laser projectors | S518WL, S718QL, 7760
- Lamp projectors | 1650, 1850, 4350

Solutions for presenting and collaborating

Everyone is more productive when they can clearly hear and see each other, and contribute to the discussion. Make it easier for people to collaborate in person, on the phone and in video conferences by providing:

- Dell portable Bluetooth speakers to boost audio for conference calls
- Presenter remotes for slide advancement and laser pointing
- Video conferencing solutions from Logitech or Polycom
- DisplayNote software so people can create, share and capture content from any endpoint display or mobile device (License included with Dell C5518QT, C7017T, and C8618QT only.)



1 **Dell Laser Projector:**
7760

Lamp-free lasers provide continuous operation at a bright 5,400 lumens, for beautiful projection even in less-than-ideal light.



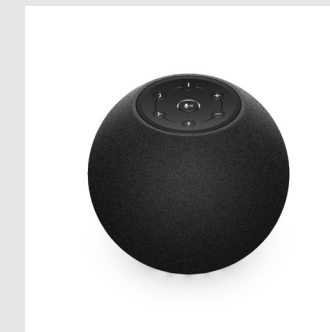
2 **Dell Ceiling Mount:**
310-4725

Eliminate risk by firmly attaching your projector to the ceiling with this accessory.



3 **Logitech® MeetUp Video Conferencing Kit**

With 4K optics and a super wide, 120° field-of-view of the room, MeetUp makes every seat at the table clearly visible.



4 **Dell Wireless 360° Speaker:**
AE715

Managing conference calls is easy by using the built-in microphone, call controls and LED indicators that are accessible from the top of the speaker.



5 **Logitech® Professional Presenter Laser Pointer:** R800

Navigate through your presentation with confidence with intuitive slideshow controls.



6 **Chief IDEA Panoramic Projector Screen**

Designed for short-throw projectors, these screens offer an extended surface for whiteboarding, in a variety of sizes to fit any space.



Large spaces

These are traditional conference rooms used almost exclusively for presentations. People need to be able to quickly connect to displays, especially when there are multiple speakers and an audience is waiting for the next presenter to begin.

Typically, these spaces:

- Measure more than 20 x 20 feet
- Accommodate 12 or more people
- Feature displays that people view from a distance of more than 24 feet

Learn more about these solutions and others on following page



Large spaces

Recommended technologies:

Dell large Monitors

In large spaces, it's often difficult for everyone in the room to clearly see the content on the display because of viewing distances or angles. A common solution to this problem is to place multiple displays around the space and set them up so all displays show the content, and everyone can easily see at least one.

Suggested models:

- 86-inch, 4K interactive-touch monitor | C8618QT
- 55-inch conference-room monitor | C5517H (recommended for multiple displays)
- 70-inch conference-room monitor | C7016H (recommended for multiple displays)

Solutions for connecting

Large spaces are where critical meetings happen, so it's imperative that presenters can quickly and easily connect to displays and other technologies. Avoid delays and distractions by using the following solutions to simplify access to video conferences and ensure your displays are properly installed and easy to access:

- Dell 6-in-1 USB-C mobile adapters offer the widest variety of port options available today, supporting 4K resolution at 60Hz and SuperSpeed USB 10Gbps data transfer rates
- Dell OptiPlex Micro PCs, which you can attach inside the back panel of the Dell C8618QT, for an all-in-one solution that simplifies access to WiFi and video conferencing
- Cables for connecting multiple displays
- Mounts for projectors and displays
- Projection surfaces for projectors
- Intel® Unite™ so anyone can use WiFi to instantly initiate and manage meetings, and share content
- Quicklaunch™ software for one-touch meeting room management

Dell Projectors

Projectors are ideal for large rooms because they can deliver screens that are up to 300 inches. You can connect additional projectors or large monitors to each other, so they display the same content.

Suggested models:

- Laser projectors | S718QL, 7760
- Lamp projectors | 1650, 1850, 4350

Solutions for presenting and collaborating

One of the most common interruptions to meetings, especially in large spaces, is the inability to hear the speaker. Consider the following solutions to ensure everyone can be seen and heard in every meeting, and to simplify collaboration in large groups:

- Video conferencing solutions from Logitech or Polycom with extended microphones and speakers
- Speakers attached to the wall or ceiling
- Presenter remotes for slide advancement and laser pointing
- DisplayNote software so people can create, share and capture content from any display or mobile device (License included with Dell C5518QT, C7017T, and C8618QT only.)
- FlatFrog Whiteboard software so presenters can use their palms to erase the board, and their finger or stylus to interact with information, add sticky notes, import images and capture annotations (License included with C5518QT and C8618QT only.)



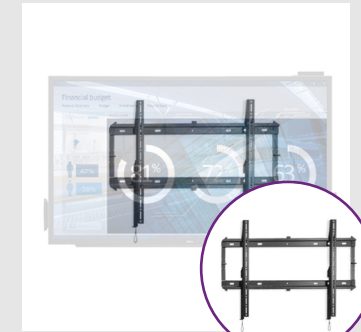
1 Dell 4K Laser Projector: S718QL

Nothing stands between you and an outstanding presentation with a 4K, UHD projector that can project up to a 130-inch display when placed just 9 inches from the wall.



2 Dell 86-Inch, 4K Interactive-Touch Monitor: C8618QT

Our brilliant 86-inch, 4K display helps keep audiences captivated with crisp text, colorful images and up to 20 points of touch.



3 Dell Fixed Display Mount: 575-BBOE

This fixed, heavy-duty wall mount for the Dell C8618QT makes secure setup easy.



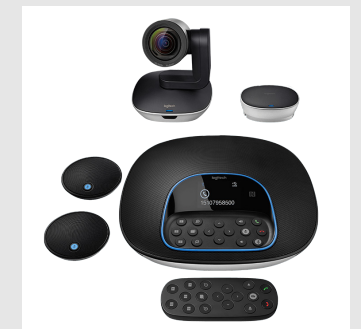
4 Dell OptiPlex Micro PC

Create an all-in-one solution by connecting this device to a display via the onboard PC slot or optional bracket.



5 Intel Unite

Present and share content over WiFi when configured on Dell OptiPlex and Latitude PCs.



6 Logitech® Group Video Conferencing Kit with Expansion Microphones

Hear and be heard with life-like clarity via four omnidirectional microphones and 360° coverage.

Learning spaces

These are rooms dedicated for education and training. Most often there's one presenter who's teaching with the assistance of visuals including multimedia content. However, technologies need to accommodate easy connectivity with students' devices for collaborative activities.

Typically, these spaces:

- Measure 20 x 30 feet and larger
- Accommodate nine or more people
- Feature fixed or mobile displays that people view from a distance of more than 20 feet



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Learn more about these solutions and others on following page



Learning spaces

Recommended solutions:

Dell Large monitors

Displays that are 70-100 inches are imperative for ensuring everyone in the room, including people sitting off to the side or in the back, can see information presented in lessons. By using interactive displays, you can also empower instructors to adopt collaborative learning models that boost engagement and help increase students' retention.

Suggested models:

- 70-inch conference-room monitor | C7016H
- 70-inch, interactive-touch monitor | C7017T
- 86-inch, 4K interactive-touch monitor | C8618QT

Solutions for connecting

Delays and distractions greatly impede learning. Help instructors start lessons straightaway and simplify digital collaboration by avoiding issues caused by improper installation and connectivity options by using:

- Dell OptiPlex Micro PCs, which you can attach via a bracket to the Dell C7017T, and C7016H, 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
- Wireless modules and dongles for connectivity to displays and projectors via WiFi or Miracast
- Mounts for projectors and displays
- Projection surfaces for projectors
- Mobile carts for mounting large monitors to allow mobility within or between rooms
- Intel® Unite™ so anyone can use WiFi to instantly initiate and manage meetings, and share content

Dell Projectors

Laser projectors are ideal for learning spaces because they require very little maintenance and can last up to 10 years. Short-throw projectors are also great in these rooms because you can attach them to a wall, which reduces shadows created by instructors.

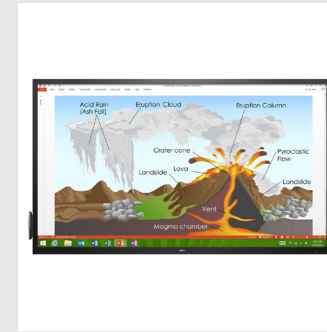
Suggested models:

- Laser projectors | S518WL, 7760
- Lamp projectors | 1650, 1850, 4350

Solutions for presenting and collaborating

Hearing the instructor and others contributing to a discussion is critical for learning. However, this can be especially difficult in larger spaces. Consider the following solutions to help everyone in the room see and hear each other:

- Dell portable Bluetooth speakers for clear audio when showing videos
- DisplayNote software so learners can create, share and capture content from any endpoint display or mobile device (License included with Dell C5518QT, C7017T, and C8618QT only.)
- FlatFrog Whiteboard software so presenters can use their palms to erase the board, and their finger or stylus to interact with information, add sticky notes, import images and capture annotations (License included with C5518QT and C8618QT only.)



1 Dell 70-Inch Interactive Monitor:
C7017T

Nothing stands between you and an outstanding presentation with a 4K UHD projector that can project up to a 130-inch display when placed just 9 inches from the wall.



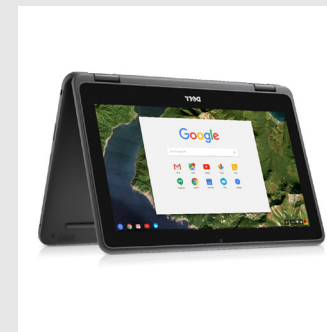
2 Dell Short-Throw Laser Projector:
S518WL

Lamp-free laser technology powers on instantly, eliminating lag-time so you can start your lessons in seconds instead of minutes.



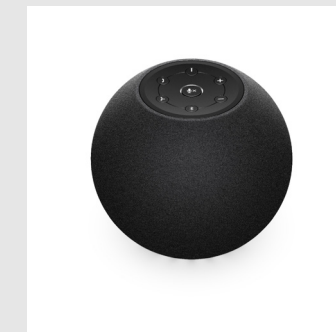
3 Chief Large Fusion Mobile AV Cart:
LPAUB

You can easily move this AV cart and adjust its height.



4 Dell Chromebook

This affordable cloud-based device is secure plus easy to use and manage.



5 Dell Wireless 360° Speaker:
AE715

Enjoy powerful, crystal-clear audio with a 360° wireless speaker system that you can place anywhere in the room. The rechargeable battery offers up to 6 hours of uninterrupted use, making it great for classrooms.



6 Dell Wireless Module:
WR517

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



Buying guide

Large monitors

Device type	Model number	Space size	Page number
Dell 55-Inch Conference-Room Monitor	C5517H	Small and large spaces, plus open areas	5
Dell 55-Inch, 4K Interactive-Touch Monitor	C5518QT	Small, medium and learning spaces, plus open areas	5
Dell 70-Inch Conference-Room Monitor	C7016H	Medium, large and learning spaces	7, 9, 11
Dell 70-Inch Interactive Conference-Room Monitor	C7017T	Medium and learning spaces	7, 9, 11
Dell 86-Inch, 4K Interactive-Touch Monitor	C8618QT	Medium, large and learning spaces	

Projectors and screens

Device type	Model number	Space size	Page number
Dell Mobile Projector	M318WL	Small spaces and open areas	5
Dell Projector	P318S	Small spaces and open areas	5
Dell Projector	1550	Small spaces and open areas	5
Dell Projector	1650	Medium, large and learning spaces	7, 9, 11
Dell Projector	1850	Medium, large and learning spaces	7, 9, 11
Dell Projector	4350	Medium, large and learning spaces	7, 9, 11
Dell Projector	7760	Medium, large and learning spaces	7, 9, 11
Dell Advanced Laser Projector	S518WL	Medium and learning spaces	7, 11
Dell Advanced 4K Laser Projector	S718QL	Medium and large spaces	7, 9
Chief IDEA Panoramic Projector Screen	Not applicable	Medium spaces	7

More solutions on next page



Solutions for connecting

Device type	Model number	Space size	Page number
Dell OptiPlex Micro PCs	Numerous	All	5, 7, 9, 11
Dell 4-in-1 Adapter	DA200	Small spaces and open areas	Not in this guide.
Dell 6-in-1 Adapter	DA300	Small spaces and open areas	5
Dell Wireless Dongle for S518WL, S718QL, 7760 Projectors	WD518	Small spaces and open areas	5
Dell Wireless Module for Dell Large Monitors	WR517	Learning spaces	11
Dell Fixed Display Mount for C8618QT Interactive-Touch Monitors	575-BBOE	Large spaces	9
Dell Fixed Display Mount for C5518QT Interactive-Touch Monitors	575-BBOF	Small, medium and learning spaces, plus open areas	Not in this guide
Dell Projector Ceiling Mount	310-4725	Medium spaces	7
Dell Mini-Tripod for M318WL Projector	331-3208	Small spaces and open areas	5
Dell USB 3.0 Flash Drive, 64GB	A8796815	All spaces	5, 7, 9, 11
Dell USB 3.0 Flash Drive, 128GB	A8886566	All spaces	5, 7, 9, 11
Chief Large Fusion Mobile AV Cart	LPAUB A7426661	Learning spaces	11

Solutions for presenting and collaborating

Device type	Model number	Space size	Page number
Dell Portable Bluetooth Speaker	AD211	Small spaces and open areas	5
Dell Wireless 360° Speaker	AE715	Medium and learning spaces	7, 11
Logitech® Conferencecam Connect Device	A8272249	Small spaces and open areas	5
Logitech® Group Video Conferencing Kit	A8767387	Large spaces	Not in this guide
Logitech® Group Video Conferencing Kit, with Expansion Microphones	A8767389	Large spaces	9
Logitech® Meetup Video Conferencing Kit	A9754712	Medium spaces	7
Logitech® Meetup Video Conferencing Kit, with Expansion Microphones	A9760327	Medium spaces	7
Logitech® Professional Presenter R800	A3014461	Medium, large and learning spaces	7, 9
Logitech® Professional Presenter Laser Pointer	R800	Medium spaces	7
DisplayNote software license, which is included with Dell C5518QT, C7017T, and C8618QT only	Not applicable	Medium, large and learning spaces	7, 9, 11
FlatFrog Whiteboard software license, which is included with C5518QT and C8618QT only	Not applicable	Small, large and learning spaces plus open areas	5, 9, 11
Intel® Unite™, which is available on select Dell PCs	Not applicable	All	5, 7, 9, 11
Quicklaunch™ meeting room management software	Not applicable	Medium and large spaces	7, 9



DELL Technologies



DELL EMC

Pivotal

RSA

Secureworks

virtustream

vmware

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