



Smart Building Technology
and Hybrid Work Solutions

Cisco Talent and Collaboration Centers

Traditional Huddle Room Design Guide



Overview and Intent

This document provides guidance on how to effectively design the Traditional Huddle 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

Making it easy for small groups to come together to share information, brainstorm, and solve problems is absolutely critical. In this office, we've replaced personal offices with dozens of huddle rooms and smaller collaboration spaces, each designed for this exact purpose. All of these spaces are video-enabled, ensuring the right resources can come together, regardless of where they are.

The Traditional Huddle Room is the perfect space for small group collaboration, especially when you need to bring in that important remote participant. Wireless sharing allows you to display content effortlessly in local and virtual meetings.

Supported Collaboration Activities

	3 Person	4 Person
Information Sharing	✓	✓
Brainstorming		
Team Building		
Decision Making	✓	✓

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Visualization of key Cisco elements

Traditional Huddle Room

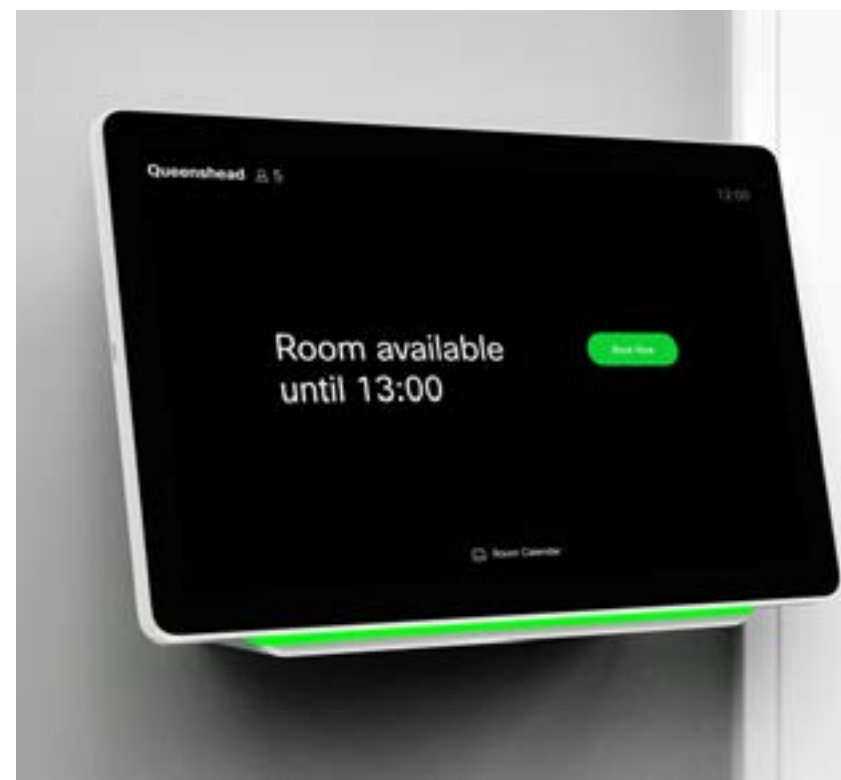


Single 43" Display and Display Mount

LG / Panasonic / Samsung / Sony



Cisco Room Bar



Cisco Room Navigator
for Wall



Cisco Room Navigator
for Table

Certified Third Party Displays

Traditional Huddle Room



Cisco 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 February 16, 2024. For up to date information on certified and compatible Cisco collaboration device partner offers, click on the link below.

Vendor	Product	Firmware version
Samsung	QPR-8K	1110.2
Samsung	QMR	2151.0
Samsung	QBR	2151.0
Samsung	QMB	1040.7
Samsung	QBB	1040.7
Panasonic	EQ1	1.50 Cu
Panasonic	EQ2	2.40
LG	UH5F-H	03.02.00
LG	UL3G	03.12.80
LG	UL3J	03.08.41
LG	UH5J	03.24.01
LG	UR640S	03.14.23
Sony	BZ30J, BU30J, BZ35J, BU35J, BZ40H, BU40H, BZ40J, BU40J	6.5929
Sharp/NEC	M751, M861, M981	1.200
Sharp/NEC	MA431, MA491, MA551, P435, P495, P555	3.203

Video Device Mounting Options

Traditional Huddle Room

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, per local code, from the floor.

Wall Mounted Option



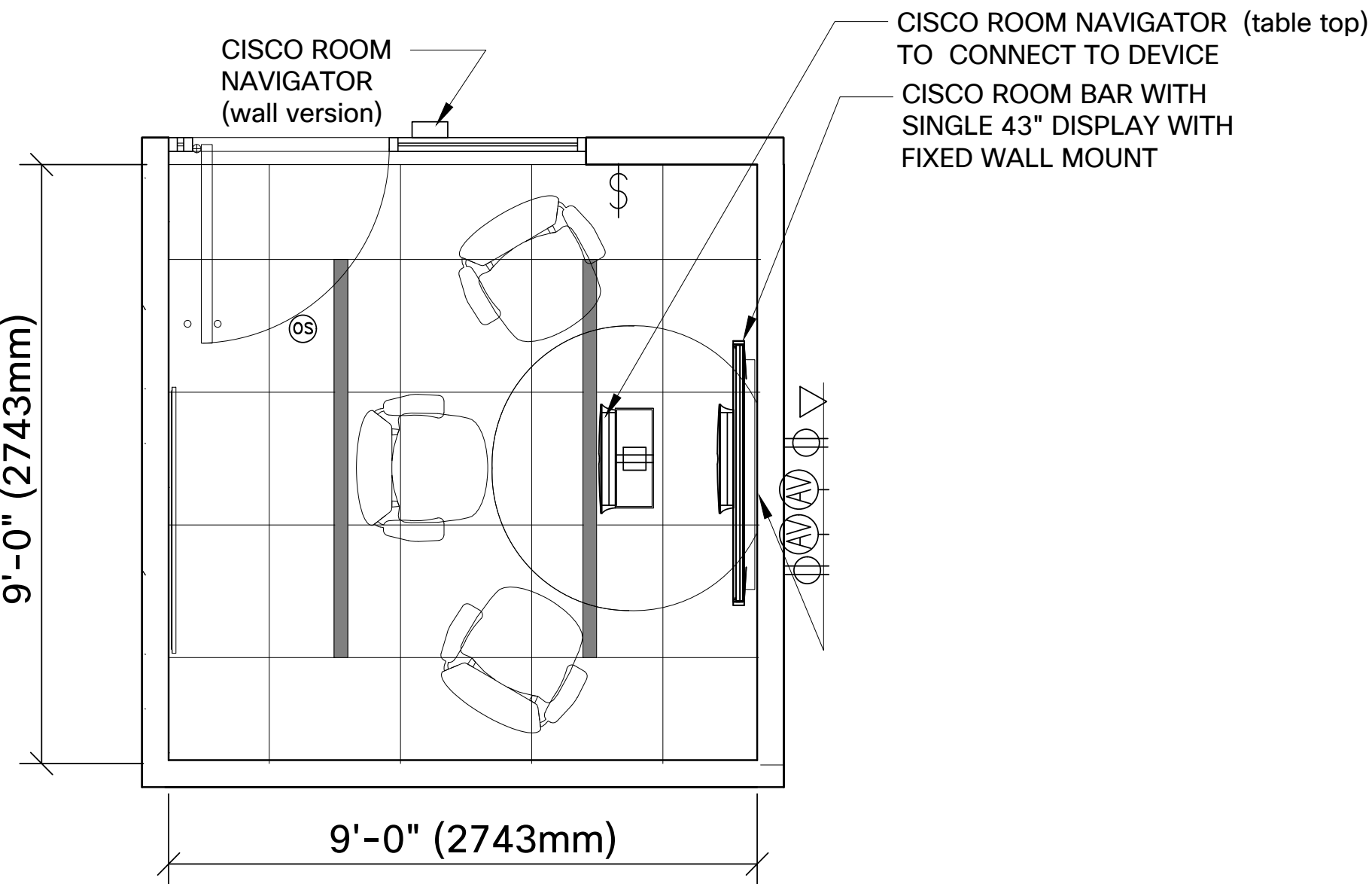
Credenza Option



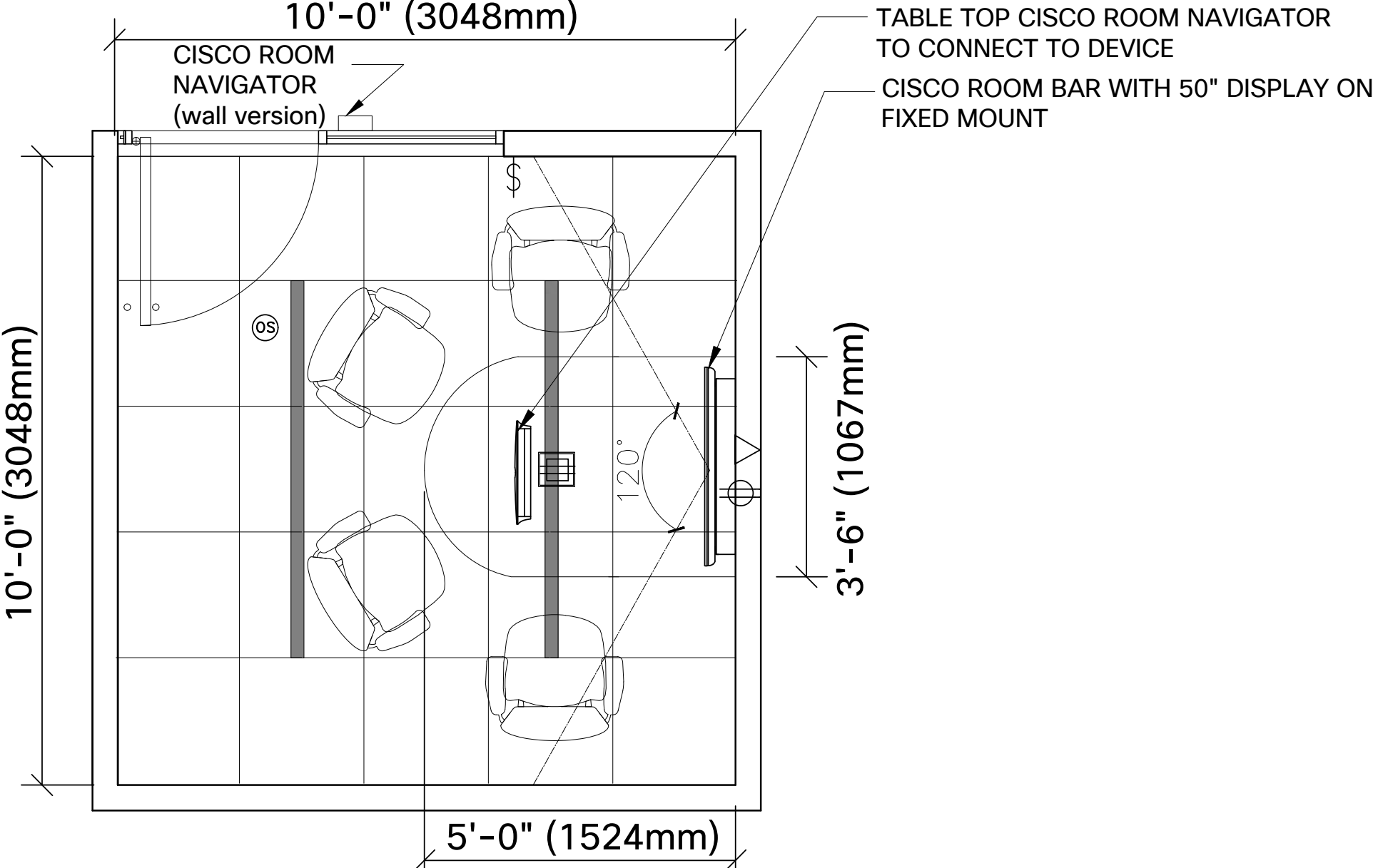
Composite Plans

Traditional Huddle Room

3 Person



4 Person



Graphics Symbols

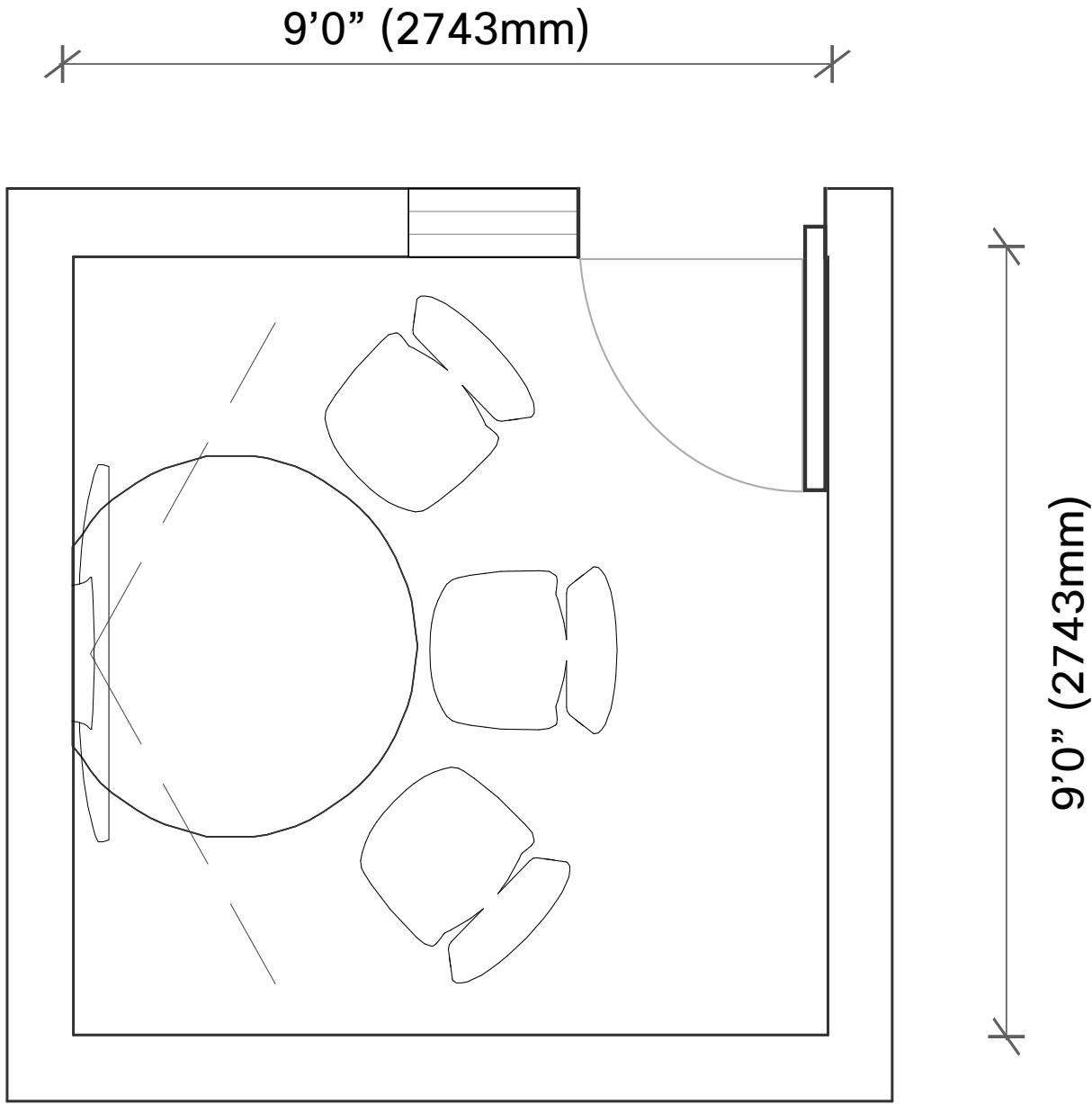
	LIGHT FIXTURES	FURNITURE SYSTEMS MOUNTED DEVICES	POWER AND COMMUNICATION	NOTE: PROVIDE SOLID BLOCKING IN WALLS FOR ALL WALL MOUNTED EQUIPMENT & DEVICES
ACOUSTICAL CEILING AND GRID	LIGHT FIXTURE	DUPLEX RECEPTACLE	WALL MOUNTED DEVICES	
		DATA RECEPTACLE	DUPLEX RECEPTACLE	DATA RECEPTACLE
			LIGHT SWITCH	AV RECEPTACLE
				FLUSH FLOOR MOUNTED DEVICES

Room Layout

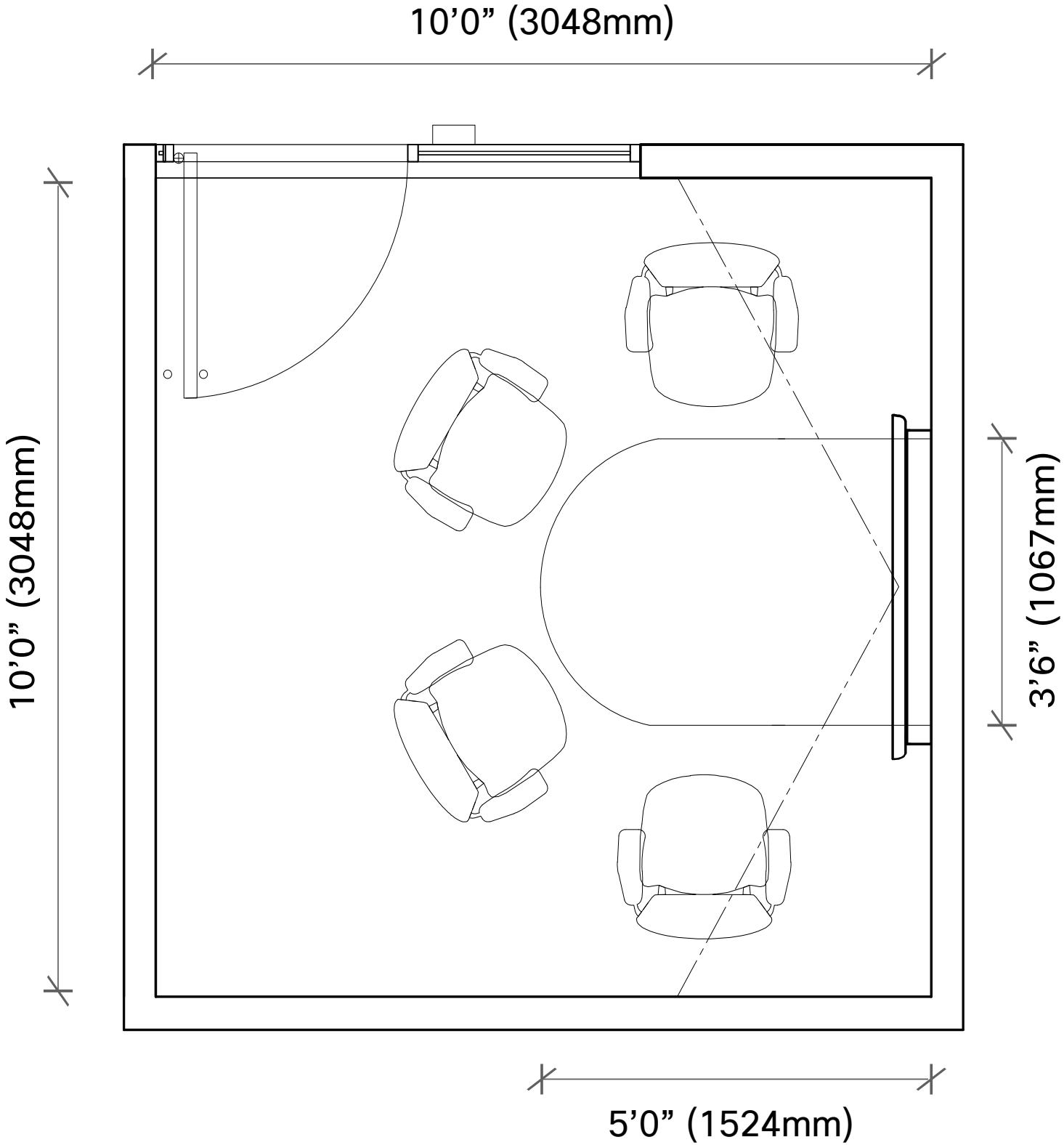
Traditional Huddle Room

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.

9' x 9' (2743mm x 2743mm)
Traditional Huddle Room
(3-Chairs)



10' x 10' (3048mm x 3048mm)
Traditional Huddle Room
Optimal (4-Chairs)

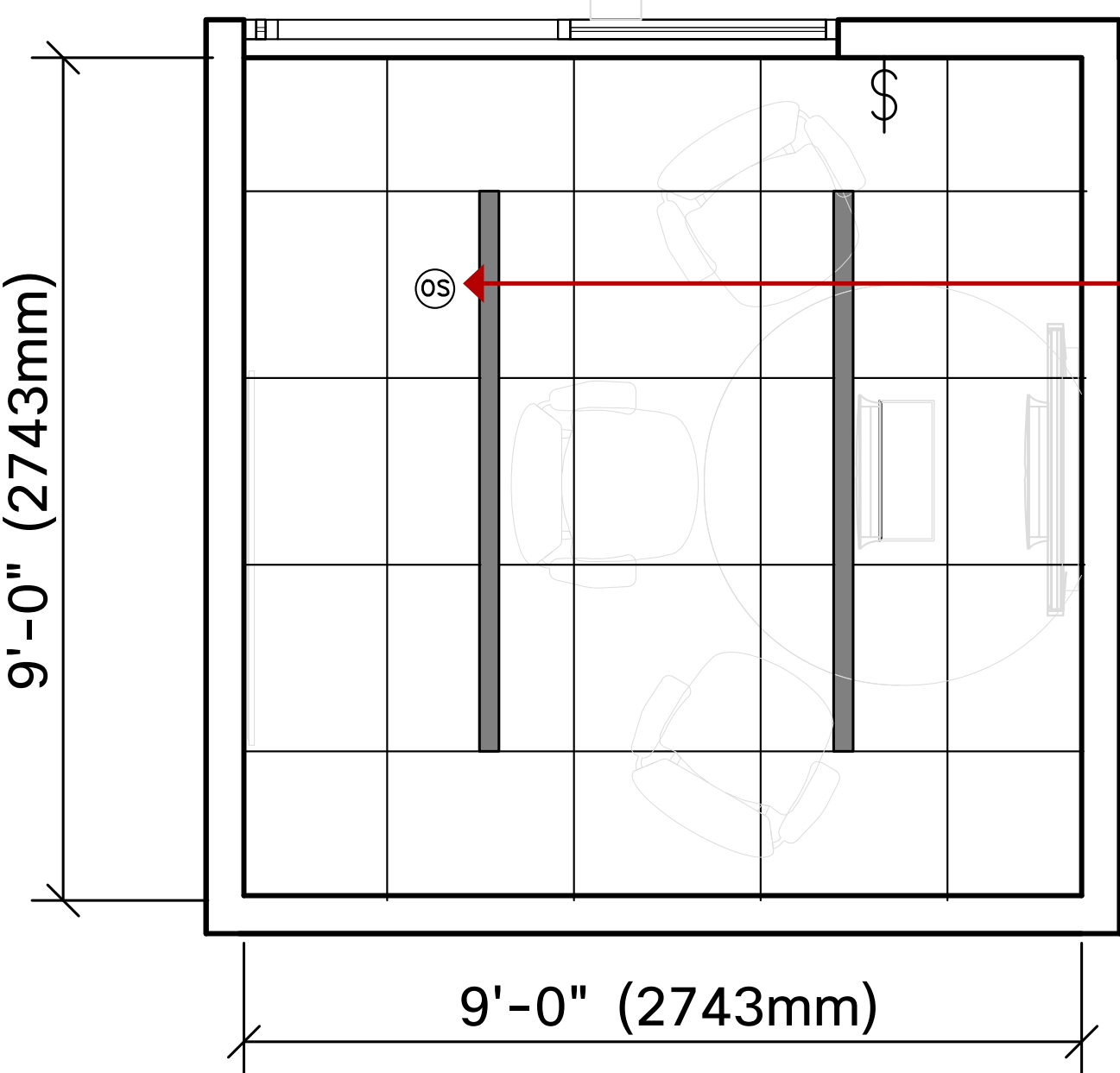


Reflective Ceiling Plan

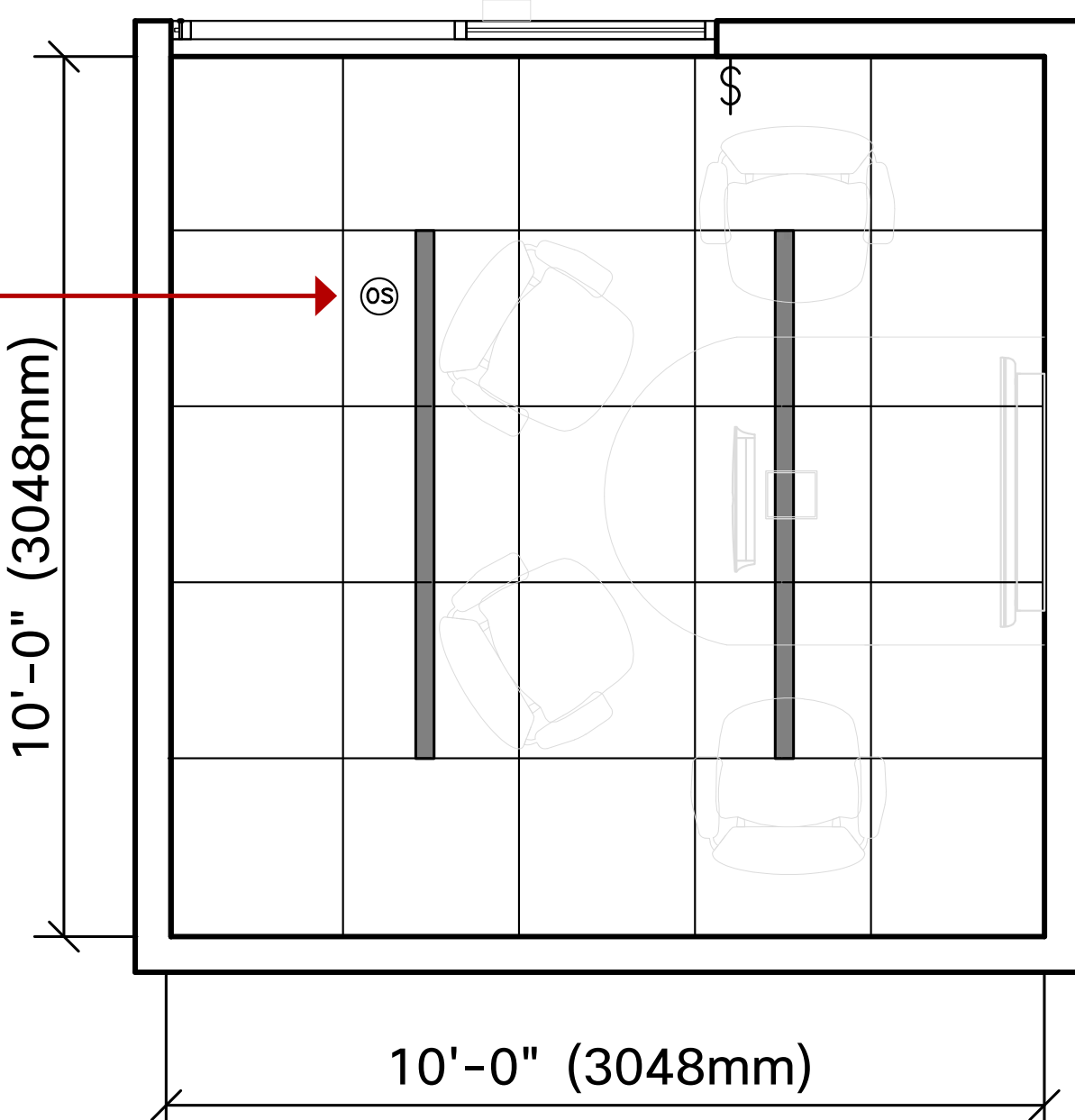
Traditional Huddle Room

3 Person

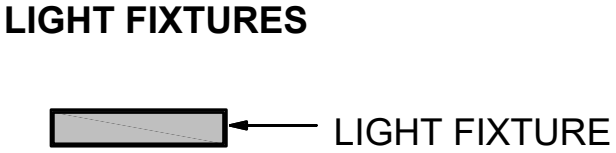
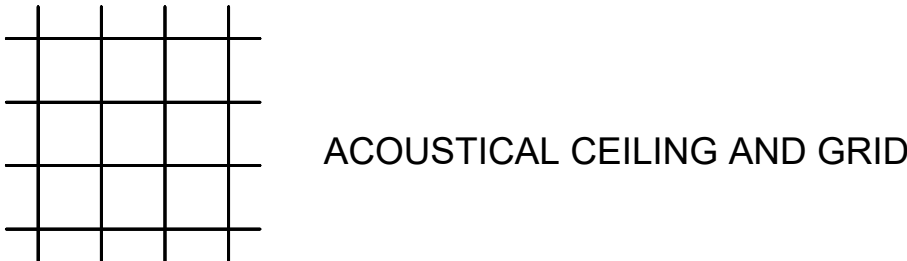
4 Person



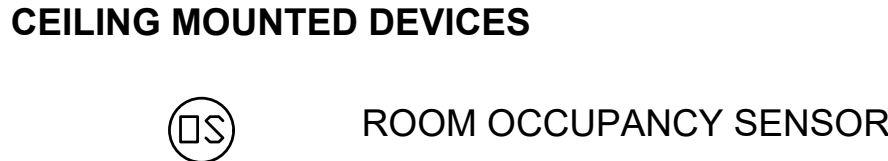
Combination
occupancy and
daylight sensor



Graphics Symbols



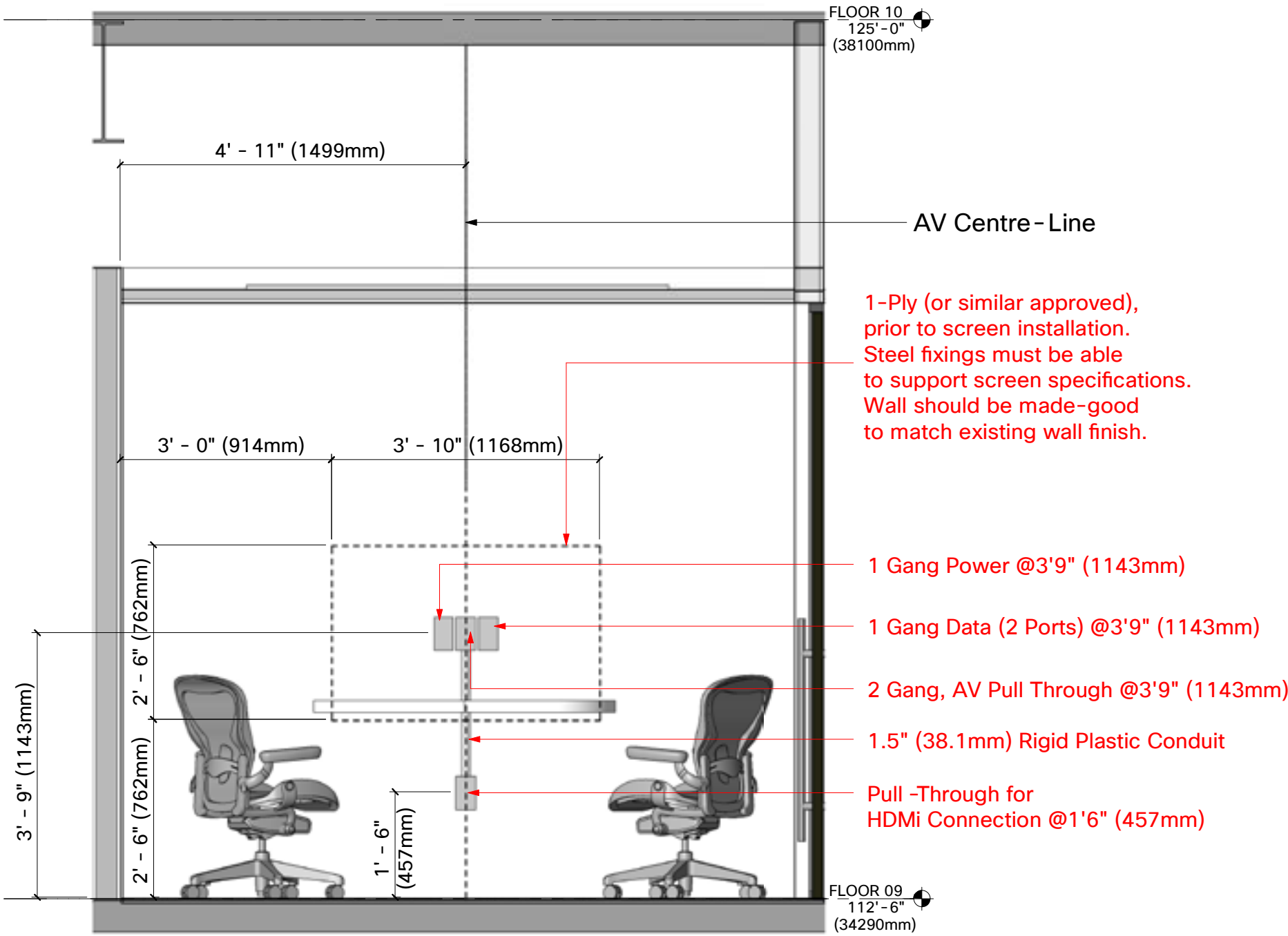
POWER AND COMMUNICATION



Room Elevations (3 Person)

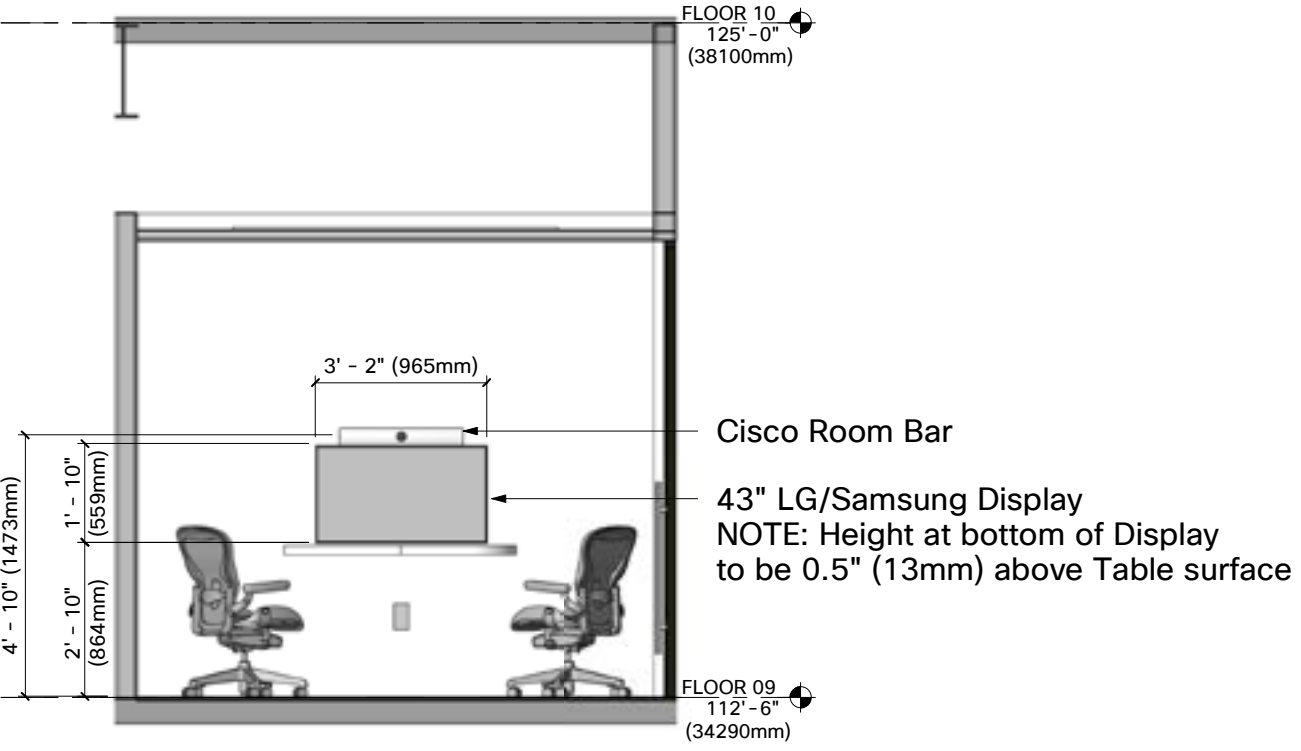
Traditional Huddle Room

Conduit Elevation

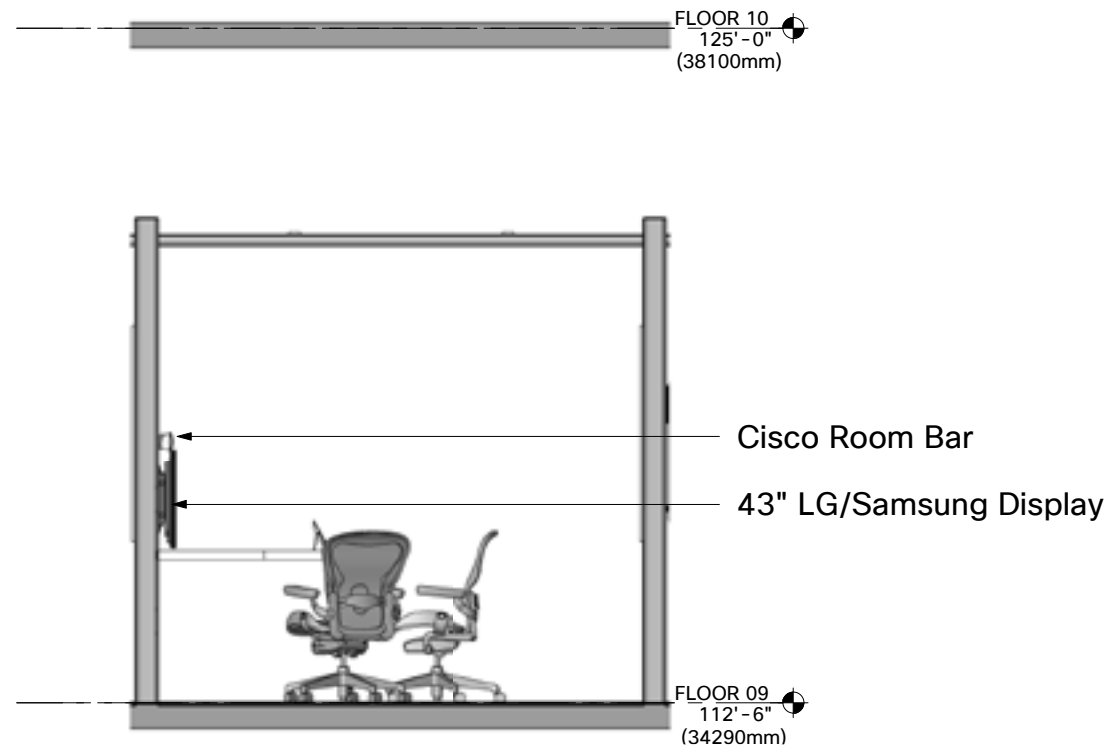


NOTE:
Power and Data need to be recessed

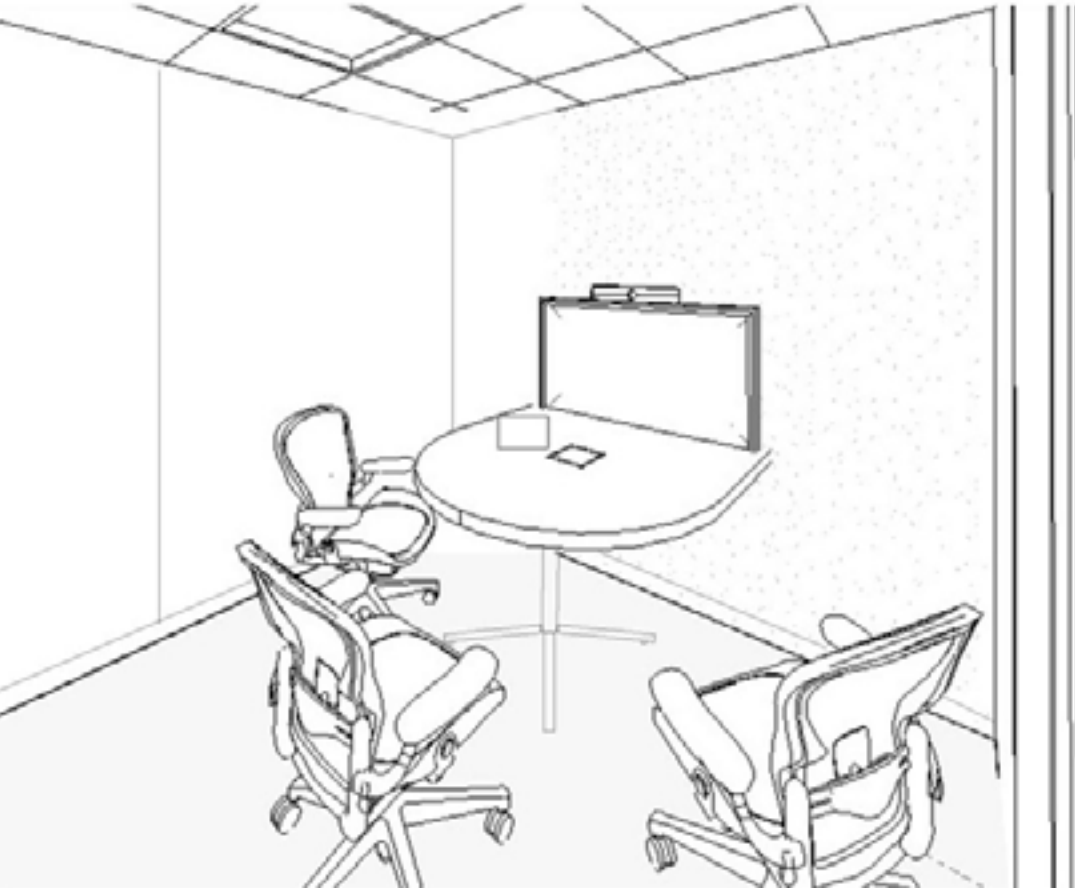
Front Elevation



Side Elevation



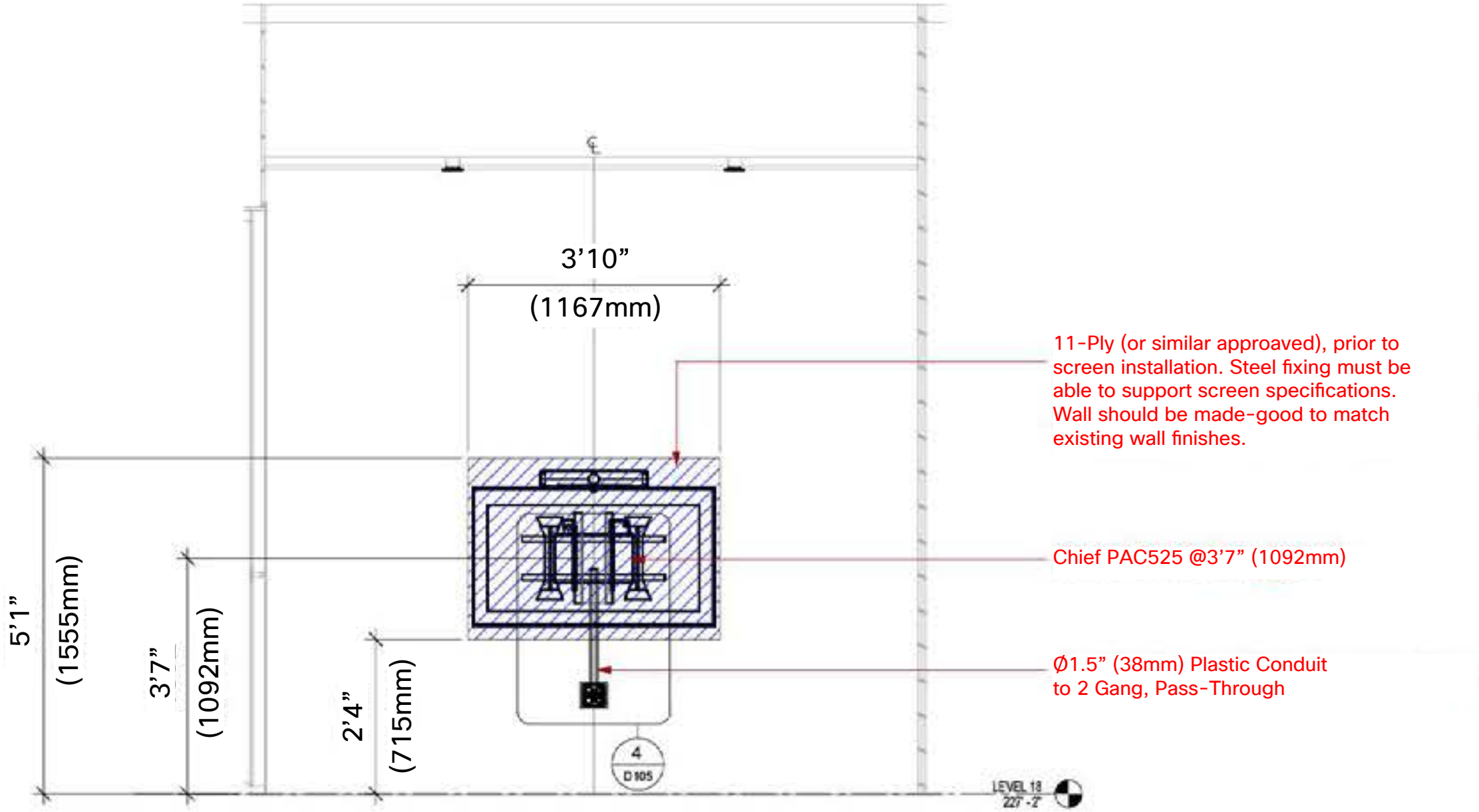
Perspective View



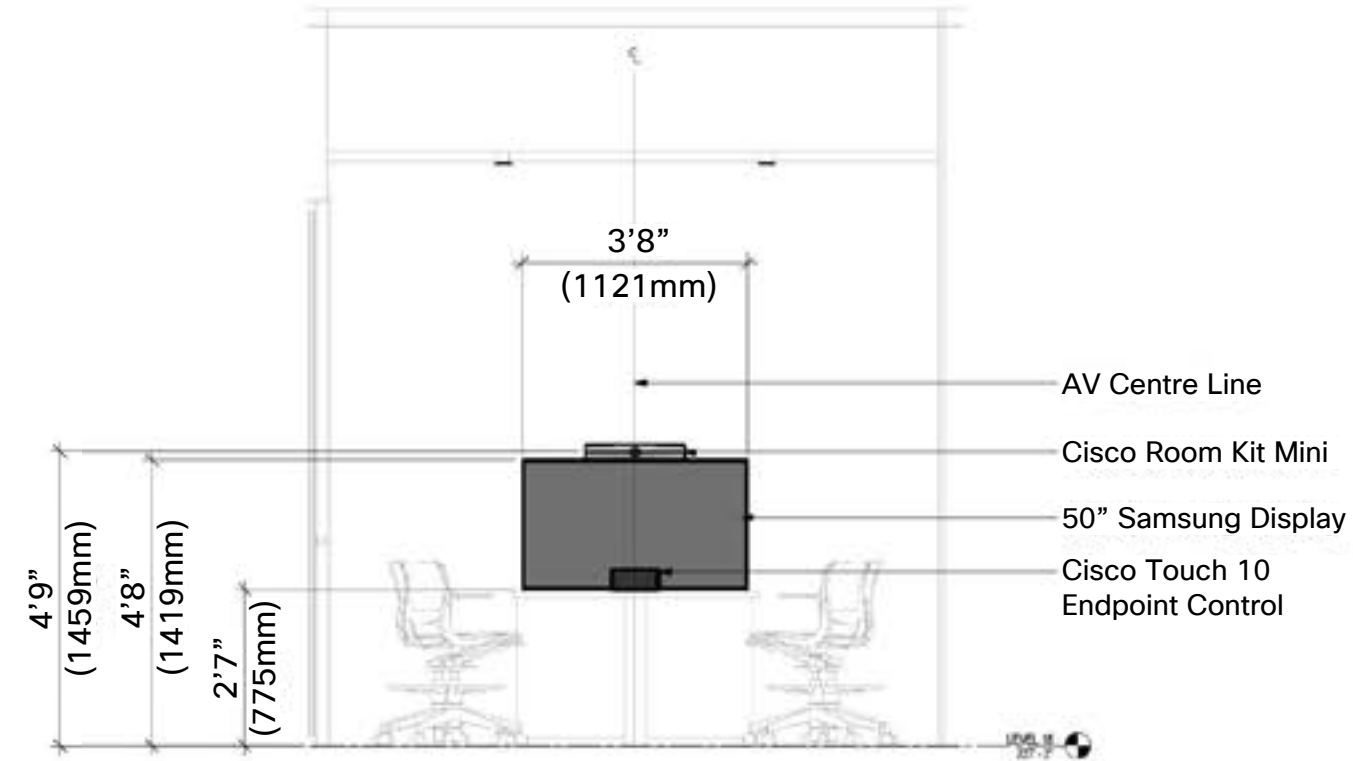
Room Elevations (4 Person)

Traditional Huddle Room

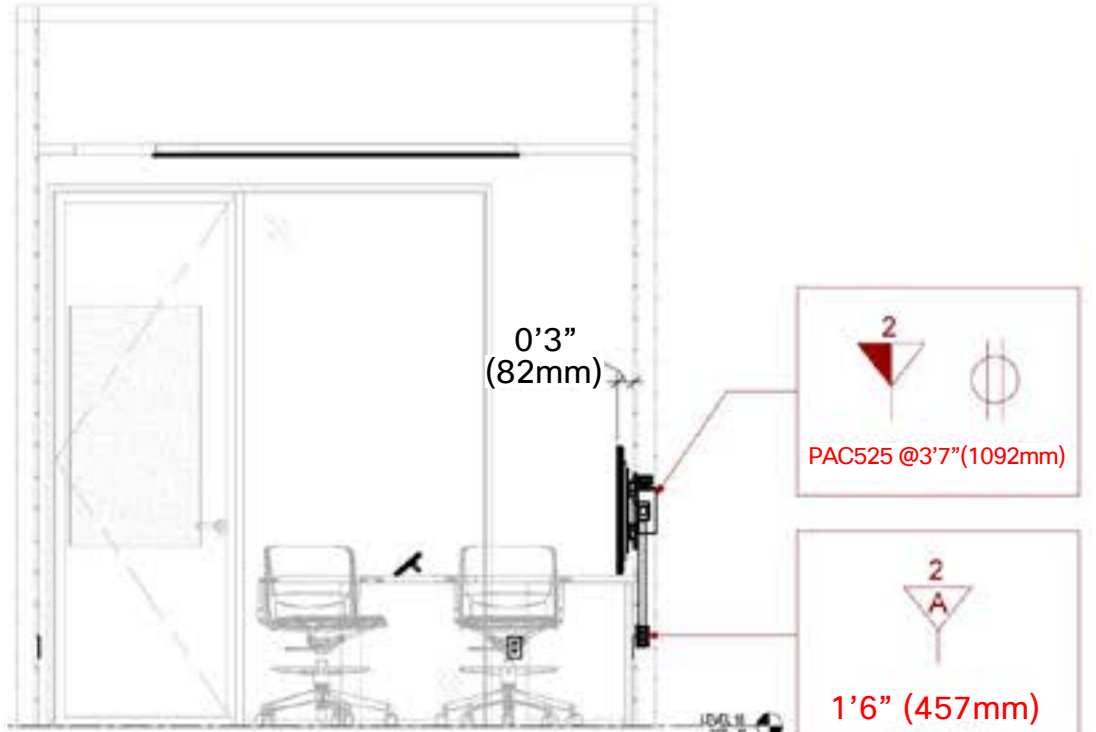
Conduit Elevation



Front Elevation



Side Elevation

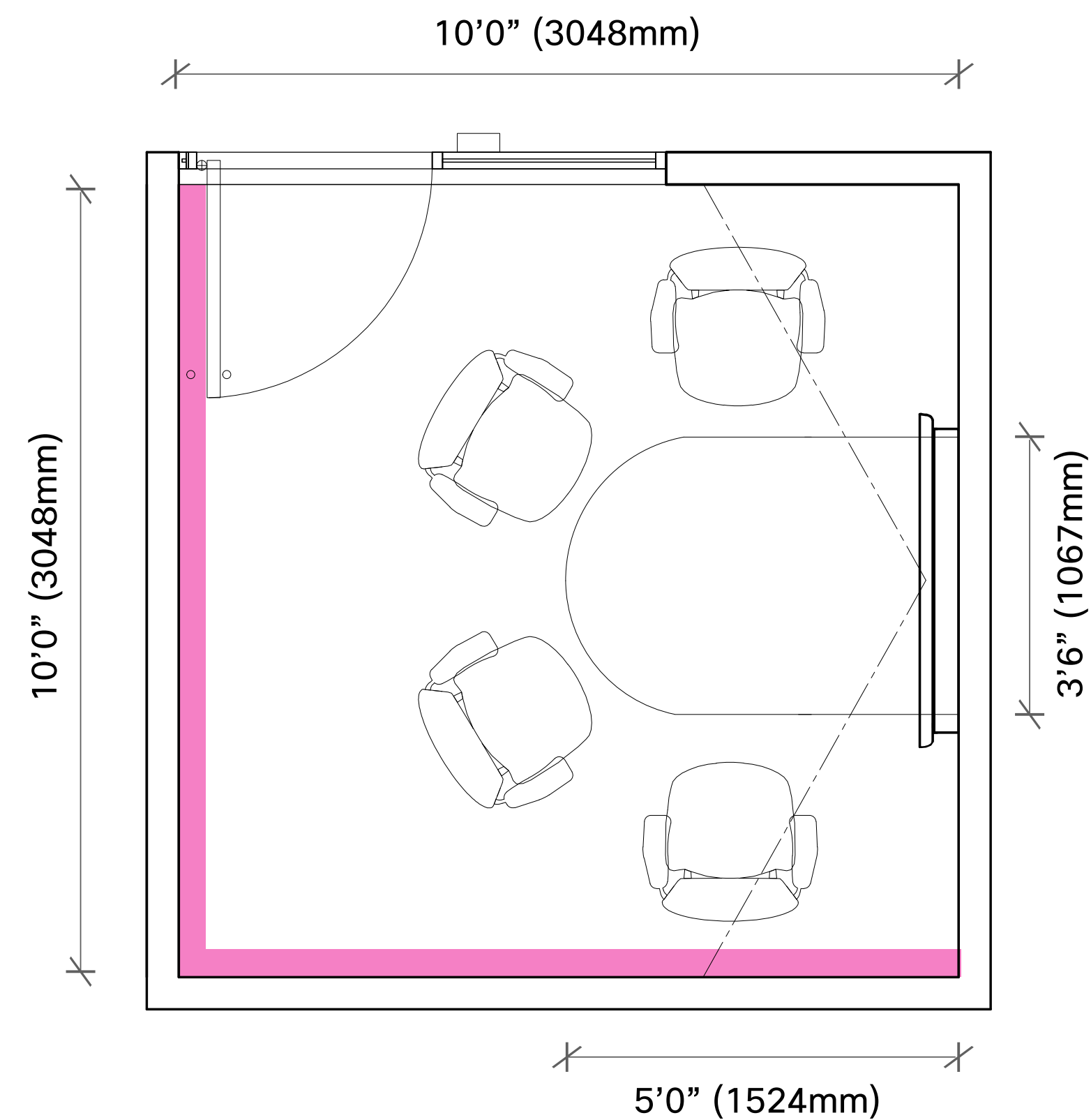
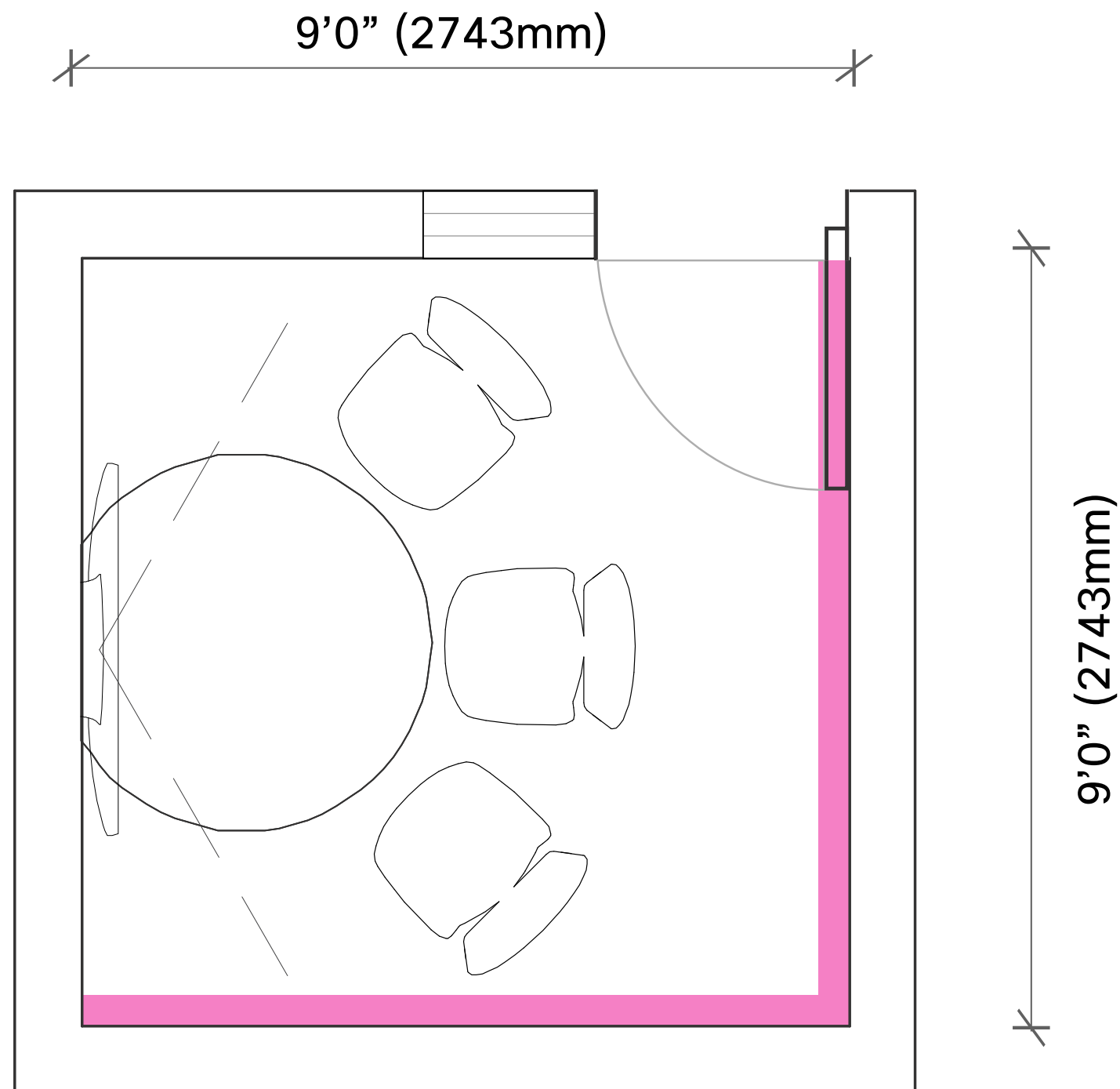


Acoustical Treatment

Traditional Huddle Room

9' x 9' (2743mm x 2743mm)
Traditional Huddle Room
(3-Chairs)

10' x 10' (3048mm x 3048mm)
Traditional Huddle Room
Optimal (4-Chairs)



Two walls of acoustical wall treatment is optimal, preferred location is wall opposite device and then adjoining, away from entry location.



Power & Data

Traditional Huddle Room

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

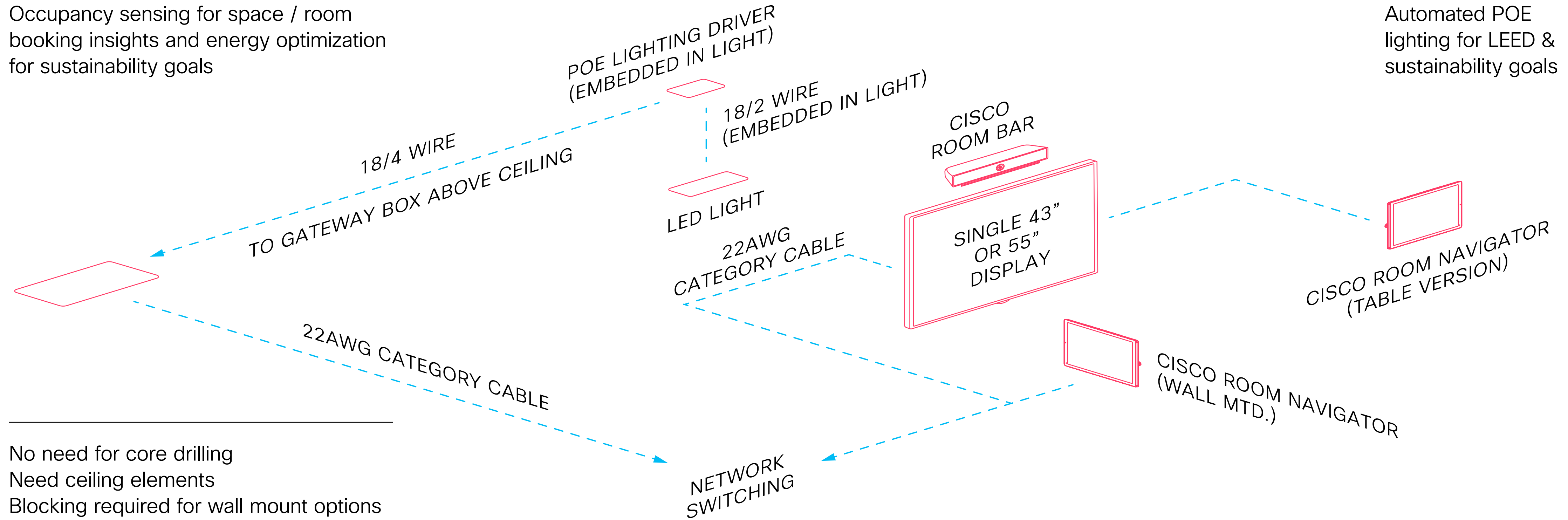
Provide two (2) data jacks and dual plugs on the wall behind the video device. If wall mounted, both should be recessed, and the location should be either centered on the wall or off-center, away from the door and/or sidelight (so not visible). If a credenza/table unit is used, power and data can remain at standard height per code. In either case, please confirm with the provider.

Exploded IT Diagram

Traditional Huddle Room

Occupancy sensing for space / room
booking insights and energy optimization
for sustainability goals

Automated POE
lighting for LEED &
sustainability goals



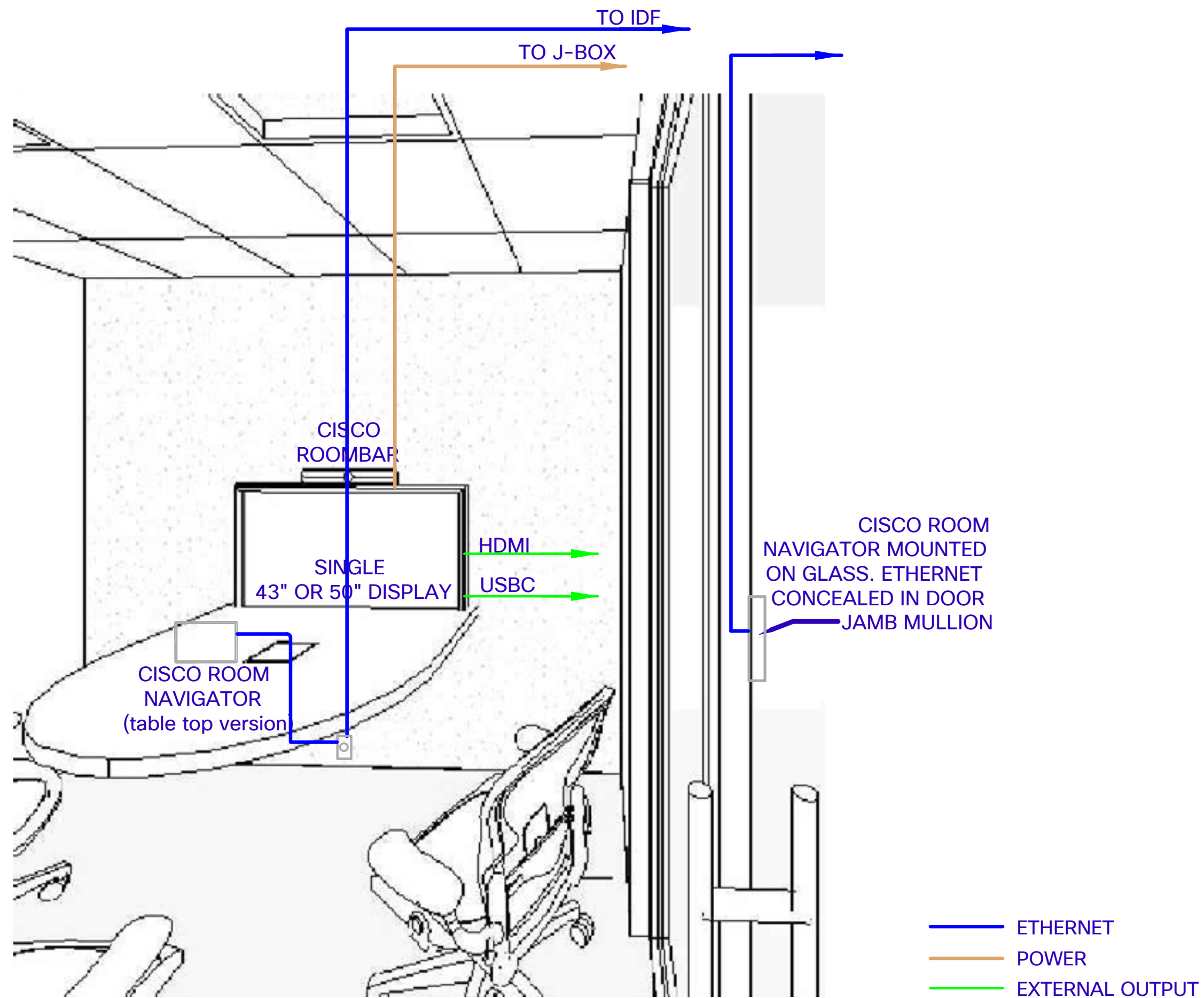
No need for core drilling
Need ceiling elements
Blocking required for wall mount options

Consideration: USBC charging &
convince outlets on the tabletop for
occupant convenience

Wireless sharing for
ease of collaboration

Connectivity View

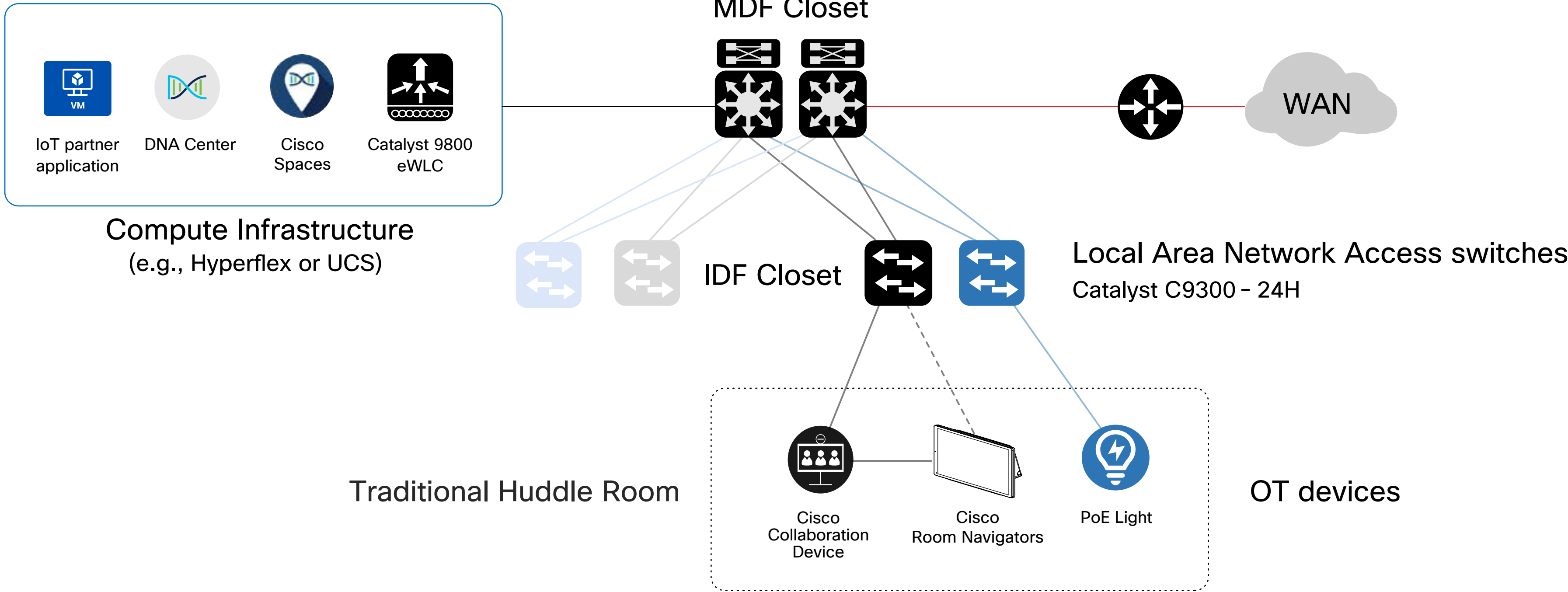
Traditional Huddle Room



IT/OT Reference Architectures

Traditional Huddle Room

- Separate IT and OT network layout
- Port based DHCP allocation
- 90W UPoE+



- OT Network & devices
- IT Network & devices
- Alternate connectivity option

IT/OT Bill of Material

Traditional Huddle Room

Cisco Products - Video Endpoint in Traditional Huddle rooms (3 or 4 occupancy)

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

IOT Considerations

- IAQ coming from the Cisco Room Navigator or the Cisco Board Pro 55, No additional IoT IAQ
- Occupancy sensing is coming from the Cisco Endpoints
- Suggested lighting specifications: 220LPW raw, 140LPW delivered
- Each Huddle room PoE lights being power by a single port on the ceiling
- Traditional DC Wall Switch
- Ensure device is not connected to ASHRAE 90.1 outlet

External microphones and speakers

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

Commissioning-User Acceptance Testing (UAT) Criteria (Sample)

Traditional Huddle Room

OT/Space Testing

- Verify manual adjustment of lights, shades and environmental controls are operational from wall controls
- Confirm lighting occupancy sensor is functional
- Check any tabletop power and data functionality
- Verify any smart buildings integrations are working properly

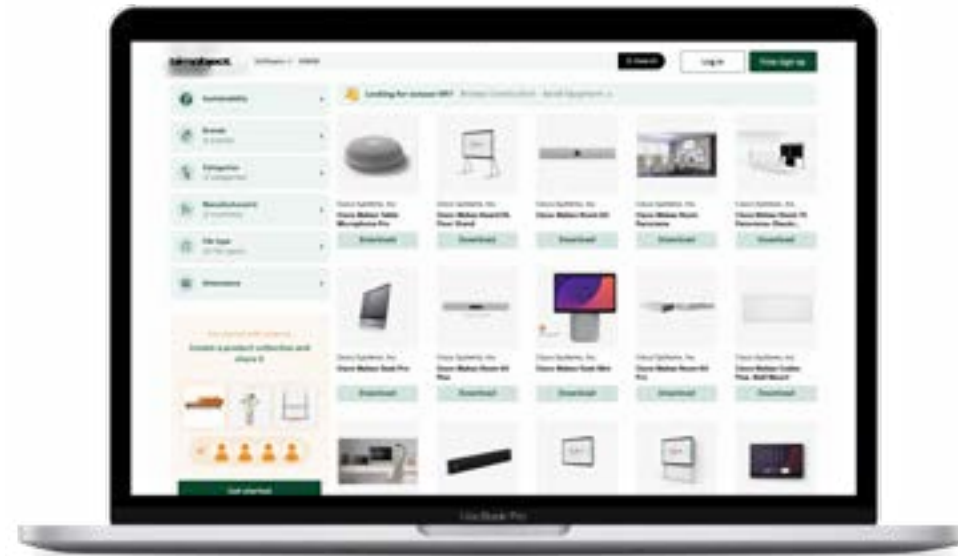
IT Testing

- Internet connectivity of Cisco Collaboration device
- Initiate test calls on video endpoint (via Room Navigator, Webex app and voice controls)
- Validate environmental metrics are being displayed on video device and Room Navigator
- Confirm help videos are loaded
- Confirm occupancy beacon function is correctly working on Cisco Room Navigator for Wall
- Verify the Cisco Smart Workspaces display is showing proper presence status



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

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The intent of this document is to highlight the details, components and partners used in the creation of a Traditional Huddle Room. Any reference herein to any specific commercial products or service does not necessarily constitute or imply its endorsement or recommendation.

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