POLYCOM®

Preparing Your Room for the Polycom® Open Telepresence Experience™ (OTX™) 100 System Installation

OTX 100 Hardware Revision B | Software Version 3.0.3
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About This Document

The *Preparing Your Room for the Polycom Open Telepresence Experience (OTX) 100 System Installation* document is intended for Polycom customers who have purchased a standard OTX 100 system or an OTX 100 Compact system, and are in the process of preparing their room for the OTX system installation. This document defines delivery requirements, network requirements, and room characteristics, such as size, wall color, and power outlets needed to successfully deploy the Polycom OTX 100 telepresence solution.

Before you begin reviewing the installation requirements described in this document, you must first know the answer to these questions:

- Are you planning to install the standard OTX 100 system with the optional OTX Complete Experience Kit (CEK)? The OTX Complete Experience Kit includes the OTX rear wall and lighting.
- Are you planning to install the standard Polycom Ceiling Microphone Array or the optional tabletop microphones?

If you do not know the answer to these questions, refer to the Polycom OTX Technical Specifications document at http://support.polycom.com, speak to your Polycom sales representative, or speak to your Polycom Project Manager if one has been assigned to you.

Will the Standard OTX 100 System Fit in My Room?

The first step in preparing for a standard OTX 100 system installation is to make sure that the OTX system will properly fit into the room you selected. The following table can help you make that determination.

	With Complete Experience Kit (Includes OTX Rear Wall, and Lights)	Without Complete Experience Kit (Does Not Include OTX Rear Wall and Lights)
Recommended Room Size	17 ft 8¾ in (5.41 m) wide x 15 ft 6 in (4.72 m) deep x 8 ft 8 in (2.64 m) high	17 ft 8¾ in (5.41 m) wide x 15 ft 6 in (4.72 m) deep x 8 ft 8 in (2.64 m) high
Minimum Room Size	15 ft 8¾ in (4.79 m) wide x 15 ft 6 in (4.72 m) deep x 8 ft 0 in (2.43 m) high	14 ft 4½ in (4.38 m) wide x 13 ft 9 in (4.19 m) deep x 8 ft 0 in (2.43 m) high
Room Width Considerations	If your room is wider than 17 ft 8¾ in (5.41 m) side-to-side, Polycom recommends that you install the OTX system in the center of the room.	If your room is narrower than 17 ft 8¾ in (5.41 m) side-to-side but still meets the minimum dimensions, the corners of the room may be visible onscreen during video calls.
Room Depth Considerations	If your room is deeper than 15 ft 6 in (4.72 m) front-to-back, Polycom recommends that you install the OTX system against the front wall of the room as shown on page 32 and leave unused space behind the OTX rear wall.	If your room is shorter than 15 ft 6 in (4.72 m) front-to-back but still meets the minimum dimensions, the chairs may not fit comfortably in the room. If your room is deeper than 15 ft 6 in (4.72 m) front-to-back, Polycom recommends that you purchase the OTX Complete Experience Kit.
Room Height Considerations	The maximum ceiling height is 14 ft 0 in (4.26 m). The minimum ceiling height is 8 ft 0 in (2.43 m).	The maximum ceiling height is 14 ft 0 in (4.26 m). The minimum ceiling height is 8 ft 0 in (2.43 m).
Placement Plans	Refer to page 32 for the room placement plan.	Refer to page 33 for the room placement plan.

- If your room does fit the size requirements listed in the table, continue through the rest of this document to determine the other OTX room requirements.
- If your room does not meet the size requirements, you can modify the room or select a new one, you can call your Polycom sales representative for assistance, or you can speak to your Polycom Project Manager if one has been assigned to you.

Will the OTX 100 Compact System Fit in My Room?

The first step in preparing for an OTX 100 Compact system installation is to make sure that the OTX Compact system will properly fit into the room you selected. The following table can help you make that determination.

Recommended Room Size	10 ft 0 in (3.05 m) wide x 13 ft 9 in (4.19 m) deep x 8 ft 8 in (2.64 m) high
Minimum Room Size	9 ft 0 in (2.74 m) wide x 9 ft 0 in (2.74 m) deep x 8 ft 0 in (2.43 m) high
Room Width Considerations	If your room is narrower than 10 ft 0 in (3.05 m) side-to-side but still meets the minimum dimensions, the corners of the room may be visible onscreen during video calls.
Room Depth Considerations	If your room is shorter than 13 ft 9 in (4.19 m) front-to-back but still meets the minimum dimensions, the chairs may not fit comfortably in the room. If your room is deeper than 13 ft 9 in (4.19 m) front-to-back, Polycom recommends that you purchase the OTX Complete Experience Kit.
Room Height Considerations	The maximum ceiling height is 14 ft 0 in (4.26 m). The minimum ceiling height is 8 ft 0 in (2.43 m).
Placement Plans	Refer to page 34 for the room placement plan.

- If your room does fit the size requirements listed in the table, continue through the rest of this document to determine the other OTX room requirements.
- If your room does not meet the size requirements, you can modify the room or select a new one, you can call your Polycom sales representative for assistance, or you can speak to your Polycom Project Manager if one has been assigned to you.

Physical Room Requirements

This section provides information about the:

- Ceiling requirements
- Front wall requirements
- Side wall requirements
- Rear wall requirements
- Floor requirements
- General room requirements

Ceiling Requirements

Height

- Recommended ceiling height: 8 ft 8 in (2.64 m)
- Maximum ceiling height: 14 ft (4.26 m)
- Minimum ceiling height: 8 ft (2.43 m)

These ceiling heights apply to rooms with or without the Complete Experience Kit (CEK). For more information about room size requirements, refer to the previous page.

If you are planning to use the Polycom Ceiling Microphone Array:

- To obtain the best acoustics, the ceiling should be a suspended ceiling (also known as a dropped ceiling); however, structural ceilings are also supported.
- If your ceiling is higher than 9 ft (2.74 m) and lower than 14 ft (4.26 m), you must order one optional 6-foot (1.82 m) drop cable (part number 2457-26765-072) from your Polycom sales representative. For more information about the Ceiling Microphones, refer to the Ceiling Microphone Array placement plan on page 38 and the OTX system side view on page 41.

Color

- If your ceiling can be painted, paint it white or a light color that is as close to white as possible.
- If your ceiling is suspended (also known as a dropped ceiling) and the ceiling tiles and grid are damaged, grayed, or yellowed, you should replace the old suspended ceiling with a new one.

Lighting

For OTX 100 Compact systems, you supply your own lighting in the OTX 100 room.

For standard OTX 100 systems, you may choose to light your OTX 100 room with the lights from the OTX Complete Experience Kit or with lights that you purchase on your own. In either case, you must work with your Polycom Certified Project Manager and your electrician to prepare for the installation of lights.

This section describes how to ensure proper lighting in the OTX room:

- If you are planning to install the OTX Complete Experience Kit
- If you are not planning to install the OTX Complete Experience Kit
- If your room is larger than the recommended room size, whether or not you are planning to install the OTX Complete Experience Kit

If you are planning to install the OTX Complete Experience Kit with the standard OTX 100 system:

The OTX Complete Experience kit includes the OTX rear wall and the ceiling lights. Your Polycom Project Manager will work with you and your electrician to prepare for the installation of the lights. Note that it is the customers' responsibility to purchase and install the ceiling lights in accordance with all local building and electrical codes. Documentation about how to install the lights is packaged with the lights.

The following table lists product information about the light fixtures and bulbs that are part of this kit:

Region	Manufacturer	Product Description	Manufacturer's Part Number	Bulb
North America and Other 120V Regions	Zumtobel	VAETROS™	VTRH1 4 2545 U	54W T5 HO 4100K°
Europe and Other 220V Regions	Zumtobel	VAERO™	HA-ID 2/54W SR ASQ1000 L840	54W T16 HO 4000K°
Japan	Zumtobel	VAERO	ZA-99700	54W T5 HO 4000K°

Polycom does not supply spare bulbs, so you may want to purchase replacements.

For more information about the OTX Complete Experience kit lighting requirements:

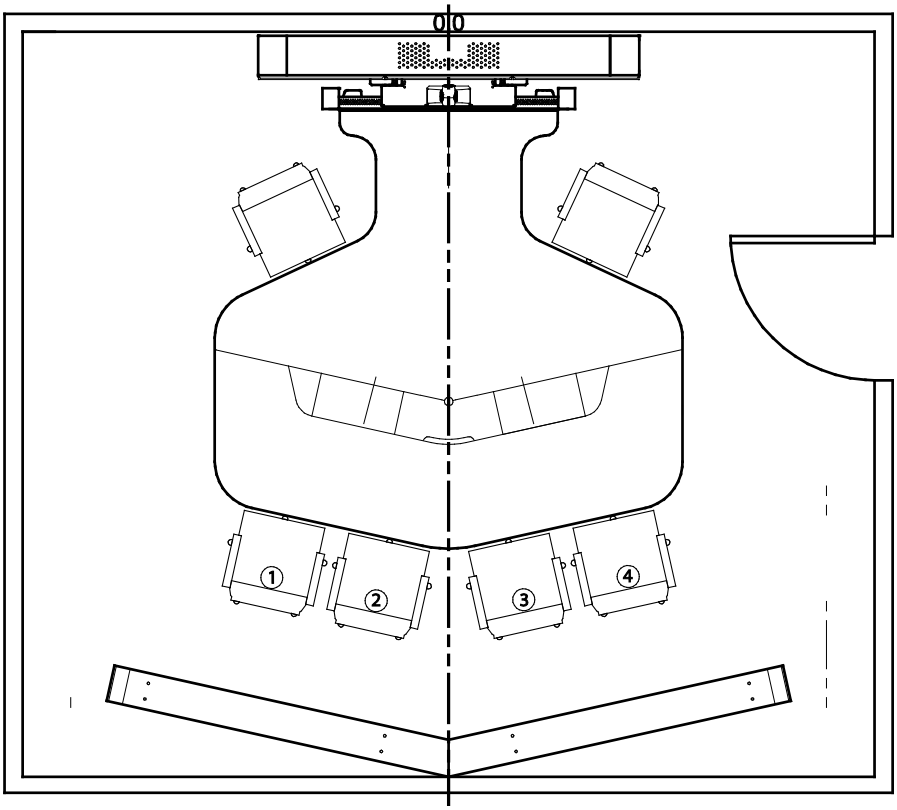
- Refer to the lighting plans on pages 38 and 39 and the OTX 100 system side view on page 41.
- Refer to the specification sheet for the lights:
    - For Zumtobel Lighting VAETROS™ lights, which are available in 120V regions (such as North America), go to http://www.zumtobel.us/PDB/specsheet/EN/ZSLI_VTR_2_SPEC.pdf.
    - For Zumtobel Lighting VAERO-H™ lights (model 42177256), which are available in 220V regions (such as Europe), go to http://www.zumtobel.com/COM/EN/product_f.htm, select **Surface-mount and pendant luminaries**, select **VAERO**, select **VAERO-H homogeneous single luminaire**, and then select **Brochure**.

If you are not planning to install the OTX Complete Experience Kit:

If you are not planning to install the OTX Complete Experience Kit, you will not receive the Polycom lighting; therefore, you must provide your own lighting. Polycom recommends using a lighting designer and having the lighting professionally installed. The room should have evenly dispersed ambient light driven from electronic ballast florescent lights (not magnetic ballast).

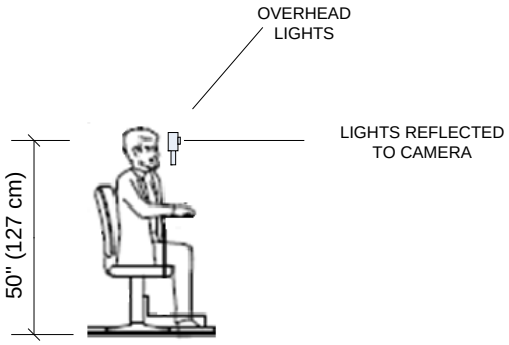
To ensure proper lighting for the standard OTX and OTX Compact systems:

You must measure the lighting at the four seats that face the video wall.



To measure the lighting:

1. Place a light meter (such as a Sekonic® L-758C) 50 in (127 cm) above the floor.



2. Place the light meter perpendicular to the light sensor (since this is what the camera sees).
3. Check that the light meter dome is fully retracted.
4. Use a tripod to maintain height consistency.

The lighting should meet the following requirements:

- The light levels for the participants seated at the four seats should be between 30 and 70 foot candles, with an ideal measurement of 45 foot candles. The difference in light levels between any two participants must be less than 10 foot candles.
- The lighting temperature should be between 3200K and 4500K, with an ideal measurement of 4100K.

The OTX Complete Experience Kit lighting plan is shown on page 38. You may want to refer to this plan as a reference when choosing and installing your own lighting. For additional information to help you choose lighting that is comparable to the OTX Complete Experience Kit lighting, refer to the specification sheet for the lights:

- For Zumtobel Lighting VAETROS™ lights, which are available in 120V regions (such as North America), go to http://www.zumtobel.us/PDB/specsheet/EN/ZSLI_VTR_2_SPEC.pdf.
- For Zumtobel Lighting VAERO-H™ lights, which are available in 220V regions (such as Europe), go to http://www.zumtobel.com/COM/EN/product_f.htm, select **Surface-mount and pendant luminaries**, select **VAERO**, select **VAERO-H homogeneous single luminaire**, and then select **Brochure**.

If your room is larger than the recommended room size:

If your OTX room is larger than 17 ft 8¾ in (5.41 m) wide x 15 ft 6 in (4.72 m) deep x 8 ft 8 in (2.64 m) high, any lighting in the room that is outside this OTX footprint could cause interference with the OTX lighting; therefore you should:

- Check that there are no lights within 4 ft (1.20 m) of the sides or back of the OTX footprint.

  If there are any lights in the room that are outside of this footprint, check that they have the same temperature as the OTX lighting and that they are downward-facing, such as recessed can lights.
- Check that there are no lights within the field of view of the camera.

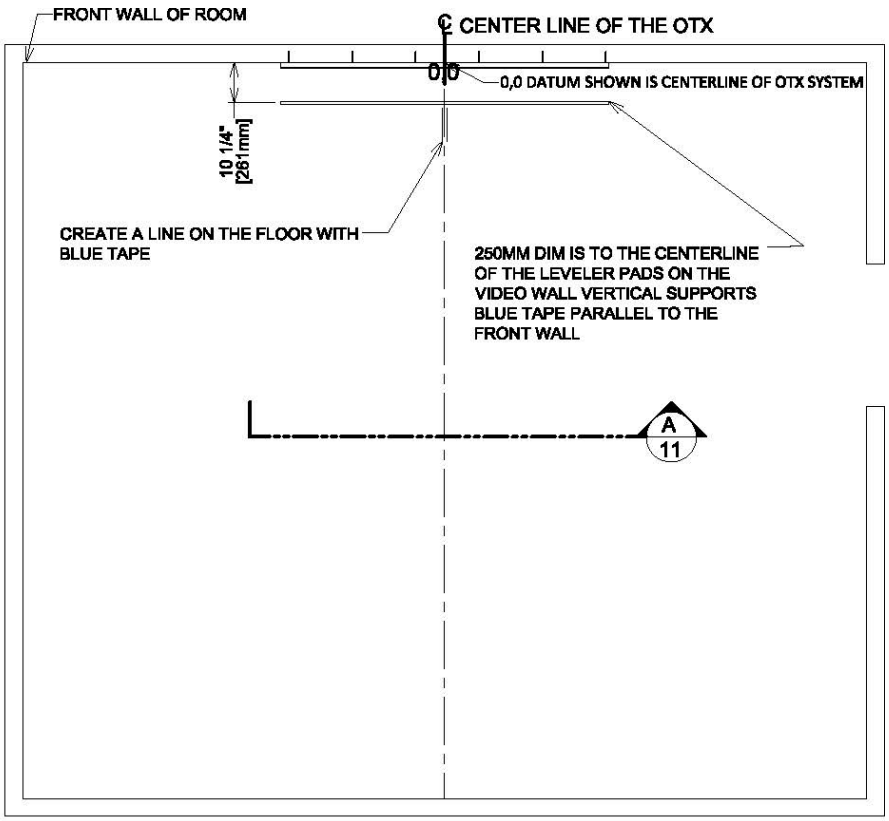
Front Wall Requirements

Note that the *front wall* referred to in this section is the front wall of the room, which is located behind the OTX video wall.

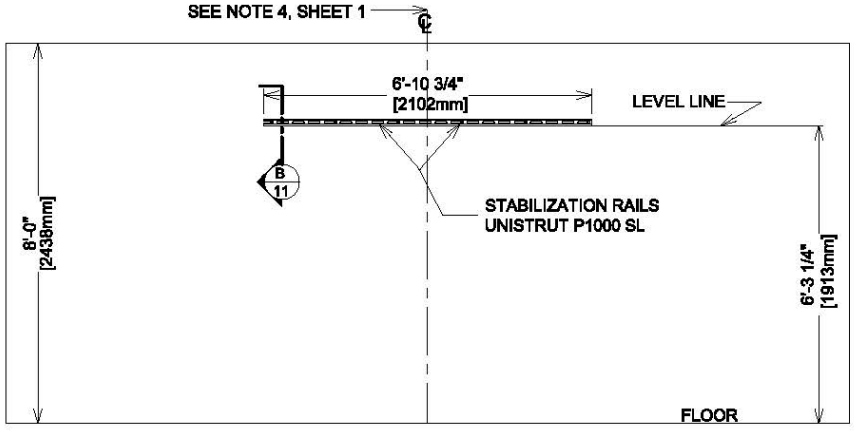
Installing the Stabilization Kit for the OTX 100 Compact System

The Stabilization Kit (part number 2215-12810-001) is provided with each OTX 100 Compact system. User of the Stabilization Kit is recommended for all OTX 100 Compact systems, but is *required* for OTX 100 Compact systems installed in CA, OR, and WA.

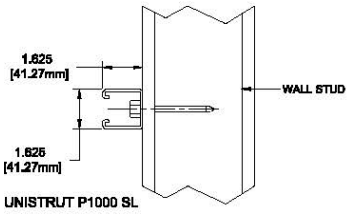
OTX 100 Compact Stabilization Kit Floor Plan



FLOOR PLAN VIEW
SCALE: 1/4" = 1'-0"



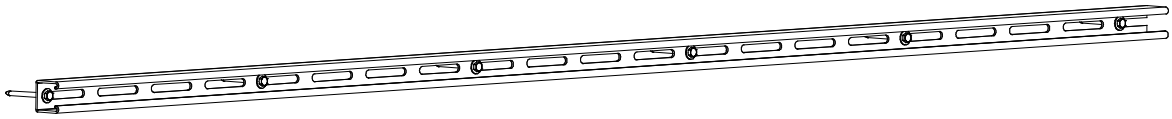
ELEVATION "A"
SCALE: 1/4" = 1'-0"



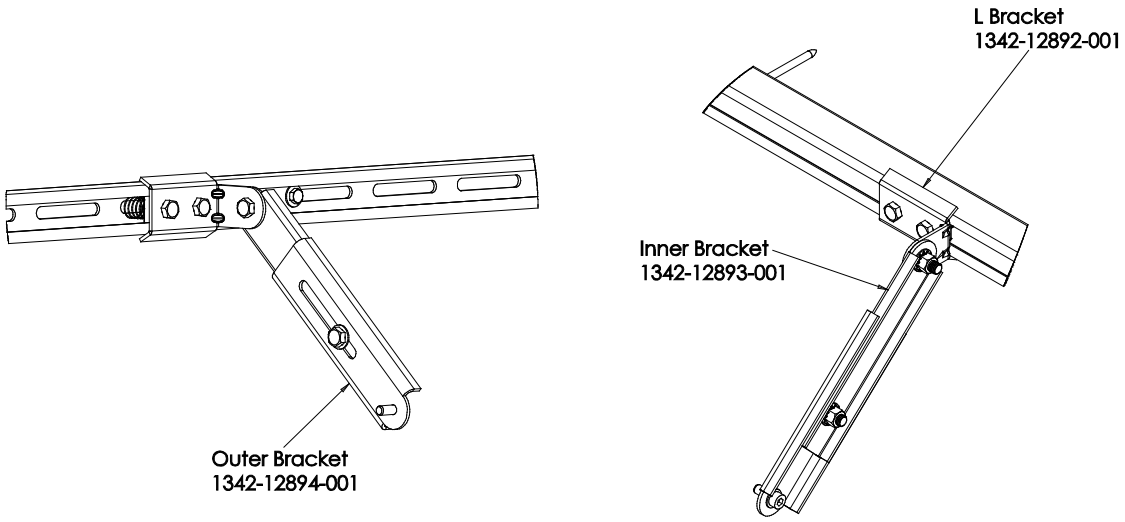
SECTION "B"
N.T.S

To install the Stabilization Kit:

1. Attach the unistrut rail (part number 1354-12895-001) to the wall using six ¼ x 3” screws (part number 1601-12988-001) as shown on page 11 of *the Polycom OTX 100 HD Placement Plan* (part number 3726-09883-002).



2. Attach the “L” bracket (part number 1342-12892-001) to the inner bracket (part number 1342-12893-001) using the hardware provided with the Stabilization Kit.
3. Attach the outer bracket (part number 1342-12894-001) to the inner bracket.



4. Repeat Steps 2 and 3 for the second bracket.
   You will attach the video wall to the stabilization brackets later in the installation procedure.

Color

- Recommended Option: Paint the front wall, including the baseboards, Behr® Ultra Pure White interior satin enamel 7050.

- Second Option: Paint the front wall, including the baseboards, with a pure white interior satin paint from another manufacturer.

LAN Jacks for the Standard OTX 100 Installation

Ten Fast Ethernet (100BASE-T) or Gigabit Ethernet (1000BASE-T) connections must be located on the front wall. These LAN jacks are used as follows:

- Seven are available in the table to enable conference participants to connect their laptops.
- One is used for the Polycom HDX® codec.
- One is used for the Crestron® System Controller.
- One is used for the PDU.

The customer must provide static IP addressing for the codec, System Controller, and the PDU.

Note that if a customer-supplied network switch is installed, then only four LAN connections are required.

For more information about the network requirements, refer to Network Requirements on page 25.

For more information about electrical requirements, refer to the OTX 100 System Front Wall Electrical Plan on page 35.

LAN Jacks for the OTX 100 Compact Installation

Two Fast Ethernet (100BASE-T) or Gigabit Ethernet (1000BASE-T) connections are required.

- One is used for the Polycom HDX codec.
- One is used for the PDU.

For more information, refer to the OTX 100 Compact System Placement and Electrical Plan on page 34.

Analog Phone Jack

To support the audio add-on feature, an analog phone line must be located on the front wall as specified on pages 35 and 36 (for the standard OTX 100 system) or on page 34 (for the OTX 100 Compact system). The audio add-on feature enables people in the OTX room to place analog calls from the Polycom Touch Control device (such as calls to the Help Desk or to the Video Network Operations Center).

Optional Finished Rear Side of the Video Wall

Typically, the OTX video wall is installed close to the front wall of the room; therefore, conference participants entering and leaving the room or seated at the table would not see the rear side of the video wall. However, in some rooms, the video wall may not be installed close to the front wall, the front wall may be glass, or participants may be able to see the rear side of the video wall for another reason. If so, you may want to purchase optional acoustic panels to finish the rear side of the video wall. For more information about purchasing this option, speak to your Polycom sales representative or your Polycom Project Manager.

Microphones

If you are planning to use the Polycom Ceiling Microphone Array:

There is only one ceiling microphone per OTX 100 room.

To prepare for the installation of the Ceiling Microphone Array, an electrician must do the following:

- Install a single gang junction box in the front wall of the room as specified on page 38.
- Install a conduit in the front wall of the room. The conduit should extend in a straight run from the junction box to the plenum space in the ceiling, and should be at least 1.2 in (30 mm) in diameter.
- Stub up the conduit (that is, bend it approximately 90º) into the plenum area.

Additionally, Polycom recommends at least a 4-foot (1.2 m) separation between any HVAC equipment (particularly air conditioning equipment) and the Ceiling Microphone Array.

For more information about installing the Ceiling Microphone Array, refer to the Ceiling Microphone Array placement plan on page 38 and the OTX side view on page 40. For more information about HVAC equipment, refer to the “Noise” section on page 21.

If you are planning to use the tabletop microphones:

There is only one tabletop microphone per OTX 100 room.

If you choose to install tabletop microphones rather than the standard Ceiling Microphone Array, you must purchase two HDX tabletop microphone array kits (Polycom part number 2215-23327-001). Each kit contains one microphone array and one 25-foot (7.6 m) cable. (Note that the microphone cabling is limited to this length.)

Power Outlets

The standard OTX system requires two power outlets. The OTX Compact system requires one power outlet.

If you are in a 120V region (such as North America):

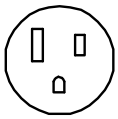
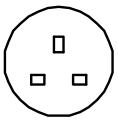
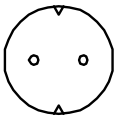
Two dedicated 15 amp (minimum) circuits must power two quad AC boxes. Typically, these are located on the front wall as specified on page 35 for standard OTX 100 systems, and on page 34 for OTX 100 Compact systems. However, you may use floor boxes instead as long as they are placed within the area shown on pages 34 and 35.

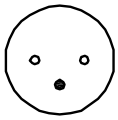
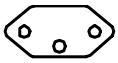
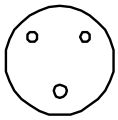
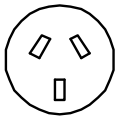
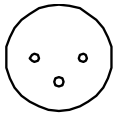
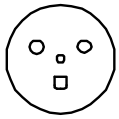
If you are in a 220V region (such as Europe):

Two dedicated 10 amp (minimum) circuits must power two quad AC boxes. Typically, these are located on the front wall as specified on pages 36. However, you may use floor boxes instead as long as they are placed within the area shown on page 36.

For all regions:

You must refer to the following table and determine which voltage, socket image, and socket type correspond to your country.

Country	Country Voltage Socket Current	Socket Image	Socket Type (If Applicable)
U.S.A.	120 VAC 15 Amps		NEMA 5-15
Canada			C22.2 No 21-95
Japan	100 VAC 15 Amps		JIS C8303
Taiwan	110 VAC 15 Amps		CNS 6797
Mexico	127 VAC 15 Amps		---
United Kingdom Ireland Hong Kong Singapore Cyprus UAE Malaysia Malta	230 VAC 13 Amps		BS 1363
Saudi Arabia			SSA 440 SASO 2203
Germany Austria The Netherlands Sweden Norway Finland Russia Afghanistan Italy Spain Estonia Greece Hungary Latvia Lithuania Luxembourg Portugal Slovenia Belarus Iceland Kazakhstan Ukraine	230 VAC 16 Amps		CEE 7/7
South Korea	110/220 VAC 10 Amps		KSC 8305

France Belgium Poland Czech Republic Slovak Republic	230 VAC 16 Amps		CEE 7/7 or NF C 61-303
Switzerland Liechtenstein	230 VAC 10 Amps		SEV 1011
Brazil	127 VAC 10 Amps		NBR 14136
India	220 VAC 15 Amps		BS 546
South Africa			SABS 164-1
Australia New Zealand	230 VAC 10 Amps		AS/NZS 3112
China	220 VAC 10 Amps		GB 1002-96
Argentina			IRAM 2073
Israel	220 VAC 16 Amps		SI 32 Part 1.01
Denmark	230 VAC 13 Amps		Afsnit 107-2-D1

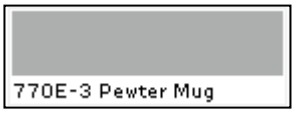
Obstructions

If the OTX video wall is installed close to the front wall of the room, you may find it difficult to reach or see any thermostats, fire strobes, fire alarms, light switches, and other devices located on that wall. Therefore, if any of these devices are present on the front wall of the room, you should move them to a side wall. Fire strobes and alarms should never be blocked from view by the OTX 100 system.

Side Wall Requirements

Color

- Recommended Option: Paint the side walls, including the baseboards, Behr Pewter Mug interior low luster eggshell enamel 770E-3.



- Second Option: Paint the side walls, including the baseboards, Benjamin Moore® November Skies eggshell finish 2128-50.

- Third Option: Paint the side walls, including the baseboards, with an equivalent to one of these two colors from another manufacturer.

Rear Wall Requirements (Optional with Standard OTX 100 System Only)

Color

If you are planning to install the OTX Complete Experience Kit:

- Recommended Option: Paint the rear wall, including the baseboards, Behr Ultra Pure White interior satin enamel 7050.

- Second Option: Paint the rear wall, including the baseboards, with a pure white interior satin paint from another manufacturer.

If you are not planning to install the OTX Complete Experience Kit:

- Recommended Option: Paint the rear walls, including the baseboards, Behr Pewter Mug interior low luster eggshell enamel 770E-3.

- Second Option: Paint the rear walls, including the baseboards, Benjamin Moore November Skies eggshell finish 2128-50.

- Third Option: Paint the rear wall, including the baseboards, with an equivalent to one of these two colors from another manufacturer.

Obstructions

The rear wall of the OTX Complete Experience Kit is often installed close to the rear wall of the room. As a result, you may find it difficult to reach or see any thermostats, fire strobes, fire alarms, light switches, and other devices located on the rear wall of the room. Therefore, if any of these devices are present on the rear wall of the room, you should move them to a side wall. Fire strobes and alarms should never be blocked from view by the OTX 100 system.

Floor Requirements

Material and Color

- To obtain the best acoustics, use a room in which the floor is carpeted or have carpeting installed in the room.
- Polycom recommends that you install ¼ in thick (without backing pad) black carpet tiles similar to the following:

  InterfaceFLOR™ Tectonics/Binary (Style Number 14137/Color Number 100060). Install the floor with the lines aligned and as closely matched as possible; do not quarter-turn the tiles. For more information, go to http://www.interfaceflor.com/.

Floor Support

Ensure that your room can accommodate the weight of the components listed in the following table plus the weight of the chairs and other furniture and equipment you expect to have installed in the room. You must also factor in the weight of the people who might enter the room.

Component	Weight	Area	Lb/Ft ^{2} (kg/m^2)
Video Wall (Includes Equipment Rack, Display, and Camera Bracket)	629 lbs (285.9 kg)	13 ft ^{2} (1.21 m^2)	48 lb/ft ^{2} (235 kg/m^2)
Multipurpose Conference Table *	588 lbs (267.3 kg)	62 ft ^{2} (5.76 m^2)	9.5 lb/ft ^{2} (46 kg/m^2)
OTX Rear Wall *	621 lbs (282.3 kg)	10.87 ft ^{2} (1.01 m^2)	57 lb/ft ^{2} (279 kg/m^2)

* Applies only to Standard OTX 100

Floor Levelness

The maximum deflection for floor levelness is approximately 1 in (2.54 cm) across 20 ft (6.1 m) inclusive. You can use this variance whether you measure front-to-back, side-to-side, from a corner of the suite, or from the center of the suite. The OTX system provides leveling feet to allow for approximately +/- ½ in (1.27 cm) of adjustment.

Obstructions

As shown on pages 32 and 33 (for standard OTX 100 systems) and on page 34 (for OTX 100 Compact systems), the floor area in which the OTX system will be installed must be clear of any architectural elements that would restrict access, lessen usable space, or prevent people from easily and safely walking around the room. Examples include room columns and soffits on the walls.

General Room Requirements

Windows

Because natural light from windows varies, it can affect the quality of the video as well as the conferencing experience. In addition, windows on the side or back wall may be visible from the camera.

- If there are windows on any of the walls, you should have them removed. If you cannot remove them, you must cover them with blackout curtains or blinds that block out all natural light. Choose coverings that are the same color as the wall.
- If the windows cover more than 20% of the wall, choose acoustical window treatments to avoid audio reverberation.

Doors

The door to the room should be located on one of the side walls and aligned to the center of the table as specified on the placement plans on pages 32 and 33 (for standard OTX 100 systems) and on page 34 (for OTX 100 Compact systems).

Polycom highly recommends that you do not locate the door on the front wall or the rear wall of the room because the width of the room would have to be greatly expanded to accommodate access around the OTX video wall or the rear wall of the OTX Complete Experience Kit.

In addition, a door located on the rear wall of the room should not be within the viewing angle of the camera as shown in the placement diagrams.

Chairs

Chairs to accompany the OTX 100 system are to be supplied by the customer. Polycom recommends the Herman Miller® Eames® Aluminum Group Executive chair (Polycom part number 2200-61923-001). (For more information, refer to http://www.hermanmiller.com/Products/Eames-Aluminum-Group-Chairs.) This chair complements the décor of the OTX 100 system in both style and size. If you do not purchase these chairs, Polycom highly recommends that you purchase chairs that are the same size, color, and shape to maintain the design integrity of the room.

Noise

- The NC rating for the room should be under 30 NC. An SPL meter reading of 43 dBA or better is acceptable.
- Sounds from adjacent rooms (such as meeting rooms, offices, kitchens, reception areas, restrooms, and data centers) can interfere with the audio during conferences. If the room does not meet the NC rating listed in the previous bullet, you should consider another room or consult with an architect to help you determine ways to reduce noise within the room.
- Keep in mind that Heating, Ventilation, and Air Conditioning (HVAC) equipment can introduce noise that can be picked up by the Ceiling Microphone Arrays. Polycom recommends at least a 4-foot (1.2 m) separation between any HVAC equipment (particularly the air conditioning equipment) and the Ceiling Microphone Arrays. Your room may require a greater distance depending on the noise level of your HVAC.

Thermostat

Polycom recommends installing an independently controlled thermostat on a side wall in the room. Be sure that you do not block access to the thermostat.

The operating temperature for the OTX equipment should be within 41° to 86° F (5° to 30° C), with a typical setting of 73° F (23° C). HVAC should be provided to cool the room. For more information, refer to the “Power and Cooling” section on page 22.

Vibration

Excessive room or wall vibration can negatively affect the OTX 100 system video performance, resulting in camera movement or jitter that may be noticeable by the far-end participants. Room or wall vibration may be caused by many factors, such as HVAC equipment mounted nearby, heavy machinery in use nearby, high-rise structural vibrations, building sway or movement, and even trains or subways passing nearby or underneath the building.

Consult the building manager, an architect, and/or the contractor to determine the optimal placement for the OTX system. Polycom recommends mounting the OTX camera to the provided floor-mounted camera bracket and using the anti-vibration foot bumpers if needed to address floor vibration.

If there are known vibration issues, please contact your Polycom sales representative or speak to your Polycom Project Manager prior to the OTX 100 system installation.

Power and Cooling

The following table lists the power and cooling requirements:

Power and Cooling	Total Power (Watts)	BTUs/Hour	Cooling in Tons
With OTX System in Standby (All components off except for rack components and camera)	150	512	.04
With OTX System in Use (Using maximum call rate and content sharing)	650	2219	.18
For Optional Complete Experience Kit Lighting	540	1843	.15
Maximum	900	3070	.26

Note that this table includes only the OTX components and not the participants, laptops, and customer-supplied lighting.

Obstructions

As shown on pages 32 and 33 (for standard OTX 100 systems) and on page 34 (for OTX 100 Compact systems), the room in which the OTX system will be installed must be clear of any architectural elements that would restrict access, lessen usable space, or prevent people from easily and safely walking around the room. Examples include room columns and soffits on the walls or ceiling.

Delivery Requirements

You must ensure that the following delivery requirements are met:

- Access is available to a loading bay or designated area that is protected from inclement weather and from excessive heat and cold.
- The loading bay can accommodate a full-size 53 ft (16.1 m) trailer truck.
- The delivery is coordinated with the shipping carrier and any required labor union or security office.
- Access is available to an equipment lift or other equipment needed to move the pallets from the delivery truck to the desired installation room or storage area.
- Access is available to an 11 ft x 8 ft (3.3 m x 2.4 m) locked storage area.
- The path from the delivery truck to the desired installation room or storage area is planned and cleared of potential obstacles, such as small doorways, thresholds, stairs, ramps, and so forth. If desired, floor protection should also be used.
- A safe exit per local fire and safety regulations can be maintained.
- The delivery location can accommodate the following OTX crates and pallets:

Component	Crate or Pallet	Size	Weight
Table Top (Standard system only)	One crate	62 in (157.48 cm) long x 52 in (132.08 cm) wide x 16 in (40.64 cm) high	400 lbs (181.43 kg)
Table Base (Standard system only)	One crate	34 in (86.36 cm) long x 46 in (116.84 cm) wide x 35 in (88.9) cm high	205 lbs (92.98 kg)
Electronics/Cables	One crate	46 in (116.84 cm) long x 34 in (86.36 cm) wide x 42 in (106.68 cm) high	250 lbs (113.39 kg)
Display	One display on one pallet	30 in (76.2 cm) long x 66 in (167.64 cm) wide x 44 in (111.76 cm) high	205 lbs (92.98 kg)
Video Wall	One crate	119 in (302.26 cm) long x 48 in (121.92 cm) wide x 50 in (127 cm) high	1000 lbs (453.59 kg)
Ceiling Microphone Array (Standard only)	One box	18 in (45.72 cm) wide x 10 in (25.4 cm) deep x 5 in (12.7 cm) high	3.8 lbs (1.72 kg)
Chairs (optional)	Four boxes	26 in (66.04 cm) long x 26 in (66.04 cm) wide x 42 in (106.68 cm) high	55 lbs (24.94 kg) EA
Rear Wall Panels (CEK option)	One crate	93 in (236.22 cm) long x 65 in (165.1 cm) wide x 13 in (33.02 cm) high	585 lbs (265.35 kg)
Rear Wall Frame and Supports (CEK option)	One crate	93 in (236.22 cm) long x 42 in (106.68 cm) wide x 29 in (73.66 cm) high	610 lbs (276.69 kg)
Light Fixtures (CEK option)	Strapped on top of table	54 in (137.16 cm) long x 35 in (88.9 cm) wide x 10 in (25.4 cm) high	120 lbs (54.43 kg)

- The crates must be unpacked by Polycom or under the supervision of Polycom. If the crates are unpacked by the customer without Polycom supervision, the customer will be responsible for the replacement of any equipment damaged during the unpacking procedure.

Network Requirements

Polycom recommends the following bandwidth for HD resolution calls.

Note that these numbers do not include overhead.

Frame Rate	Minimum	Recommended	Maximum
1080p30 High Profile	1.5 Mbps per suite	3 Mbps per suite	6 Mbps per suite
720p60 High Profile	1.5 Mbps per suite	3 Mbps per suite	6 Mbps per suite

Your network must meet these requirements:

- End-to-end packet loss of less than 0.1%.
- Latency of less than 150 ms.
- Packet jitter of less than 40 ms.

Polycom recommends the following bandwidth for H.264 (not High Profile) calls.

Note that bandwidth estimates are based on network traffic in one direction and do not include overhead and management traffic.

Frame Rate	Minimum	Recommended
1080p30	3 Mbps per suite	6 Mbps per suite
720p60	2 Mbps per suite	4 Mbps per suite

In addition, you should:

- Review the AC power and network jack plans on pages 35 and 36 (for standard OTX 100 systems) and on page 34 (for OTX 100 Compact systems).
- Review your Wide Area Network (WAN) connectivity. You must have sufficient bandwidth to support HD video as well as capacity for your existing data traffic.
- Review your Quality of Service (QoS) settings. If you are using DiffServ, you can use Polycom's DiffServ markings to fit into your current QoS schema.
- Review the following Polycom documents, which will assist you in meeting the network requirements needed to properly deploy the OTX 300:
    - *Polycom Open Telepresence Experience Technical Specifications* available at http://support.polycom.com/PolycomService/support/us/support/video/otx/otx100.html.
    - *Supporting Real-time Traffic, Preparing Your IP Network for Video Conferencing*, available at http://www.polycom.com/products/resources/white_papers/index.html.
    - *Preparing Your IP Network for High Definition Video Conferencing*, available at http://www.polycom.com/global/documents/services/professional_services/high_definition_readiness_services/whitepaper_preparing_your_ip_network_for_hd_video_conferencing.pdf

IT administrators, Polycom technicians and installers, and Video Network Operations Center (VNOC) conference producers should also review the *Polycom Immersive Telepresence (ITP) Administrator's Guide*, available at http://support.polycom.com/PolycomService/support/us/support/video/otx/otx100.html.

Summary Checklist of Room Requirements

Review the following checklist prior to the OTX 100 system installation. In order to achieve the optimal OTX telepresence experience, you should answer yes to most of the questions listed.

Ceiling Requirements		**Response**
Height	What is the ceiling height?	_____
	If a Ceiling Microphone Array is used, is the ceiling suspended?	☐ Yes ☐ No
	If a Ceiling Microphone Array is used and the ceiling is higher than 9 ft (2.74 m), have the optional 6-foot (1.8 m) drop cables been ordered?	☐ Yes ☐ No
Color	Is the ceiling painted white or a light color that is close to white?	☐ Yes ☐ No
Lighting	If the OTX Complete Experience Kit is being installed, has an electrician been scheduled to install the lights?	☐ Yes ☐ No
	If the OTX Complete Experience Kit is not being installed, are light levels between 30 and 70 candles (preferably 45 foot candles)?	☐ Yes ☐ No
	If the OTX Complete Experience Kit is not being installed, is the lighting temperature between 3200K and 4500K (preferably 4100K)?	☐ Yes ☐ No
	If the room is larger than the recommended size, are the other lights in the room outside of the OTX footprint and the camera field of view?	☐ Yes ☐ No
Front Wall Requirements		**Response**
Color	Is the front wall painted white?	☐ Yes ☐ No
LAN Jacks	Are the LAN jacks installed according to the recommendations and have the IP addresses been assigned?	☐ Yes ☐ No
Analog Phone Jack	Is an analog phone jack installed according to the recommendations?	☐ Yes ☐ No
Optional Finished Rear Side of Video Wall	Are you purchasing the optional acoustic panels to finish the rear side of the video wall (for rooms where the rear side of the video wall is visible)?	☐ Yes ☐ No
Microphones	If Ceiling Microphone Arrays are used, has an electrician been scheduled to prepare for their installation?	☐ Yes ☐ No
	If tabletop microphones are used, have the microphone kits and cables been ordered?	☐ Yes ☐ No
Stabilization Kit	If the Compact system is being installed in CA, OR, or WA seismic areas, is the required Stabilization Kit being installed?	☐ Yes ☐ No

Power Outlets	Is the OTX system located in 120V region or a 220V region?	☐ 120V ☐ 220V
	Refer to the table on page 16, and check the box next to the socket image that corresponds to your country:	
	U.S.A., Canada, Japan, Taiwan, Mexico	☐
	United Kingdom, Ireland, Hong Kong, Singapore, Cyprus, UAE, Malaysia, Malta, Saudi Arabia	☐
	Germany, Austria, The Netherlands, Sweden, Norway, Finland, Russia, Afghanistan, Italy, Spain, Estonia, Greece, Hungary, Latvia, Lithuania, Luxembourg, Portugal, Slovenia, Belarus, Iceland, Kazakhstan, Ukraine, South Korea	☐
	France, Belgium, Poland, Czech Republic, Slovak Republic	☐
	Switzerland, Liechtenstein, Brazil	☐
	India, South Africa	☐
	Australia, New Zealand, China, Argentina	☐
	Israel	☐
	Denmark	☐
Obstructions	Are all devices, such as thermostats, removed from the front wall?	☐ Yes ☐ No
Side Wall Requirements		**Response**
Color	What color are the side walls painted?	_____
Rear Wall Requirements		**Response**
Color	If the OTX Complete Experience Kit is being installed, is the rear wall of the room painted white?	☐ Yes ☐ No
	If the OTX Complete Experience Kit is not being installed, what color is the rear wall painted?	_____
Obstructions	Are all devices, such as thermostats, removed from the rear wall?	☐ Yes ☐ No

Floor Requirements		**Response**
Material and Color	Is the floor carpeted?	☐ Yes ☐ No
	What color is the carpeting?	_____
Floor Support	Can the floor accommodate the weight of the OTX components?	☐ Yes ☐ No
Floor Levelness	Is the maximum deflection for floor levelness approximately 1 in (2.54 cm) across 20 ft (6.1 m)?	☐ Yes ☐ No
Obstructions	Is the floor clear of any obstructing architectural elements?	☐ Yes ☐ No
General Room Requirements		**Response**
Windows	Are the windows removed and/or covered?	☐ Yes ☐ No
Doors	If the door was located on the front wall or rear wall of the room, has it been moved to a side wall?	☐ Yes ☐ No
Chairs	Are Herman Miller (or comparable) chairs ordered?	☐ Yes ☐ No
Noise	Is the NC rating less than 30 NC/43 dBA?	☐ Yes ☐ No
	Is the HVAC at least 4 ft (1.2 m) away from Ceiling Microphone Arrays?	☐ Yes ☐ No
Thermostat	Is an independently controlled thermostat installed and accessible?	☐ Yes ☐ No
Vibration	Is the room free from excessive room or wall vibrations?	☐ Yes ☐ No
Power and Cooling	Are power and cooling below the maximum of 900 watts, 3070 BTUs/hour, and .26 cooling tons?	☐ Yes ☐ No
Obstructions	Is the room clear of any obstructing architectural elements?	☐ Yes ☐ No
Delivery Requirements		**Response**
Delivery	Is access to the loading bay available and protected from inclement weather?	☐ Yes ☐ No
	Can the loading bay accommodate a 53 ft (16.1 m) trailer truck?	☐ Yes ☐ No
	Has delivery been coordinated with the shipping carrier, union, and /or security?	☐ Yes ☐ No
	Is equipment to move the pallets available?	☐ Yes ☐ No
	Is access to an 11 ft x 8 ft (3.3 m x 2.4 m) locked storage area available?	☐ Yes ☐ No
	Is the pathway to the installation destination cleared and safe?	☐ Yes ☐ No
	Can the delivery location accommodate the OTX pallets?	☐ Yes ☐ No

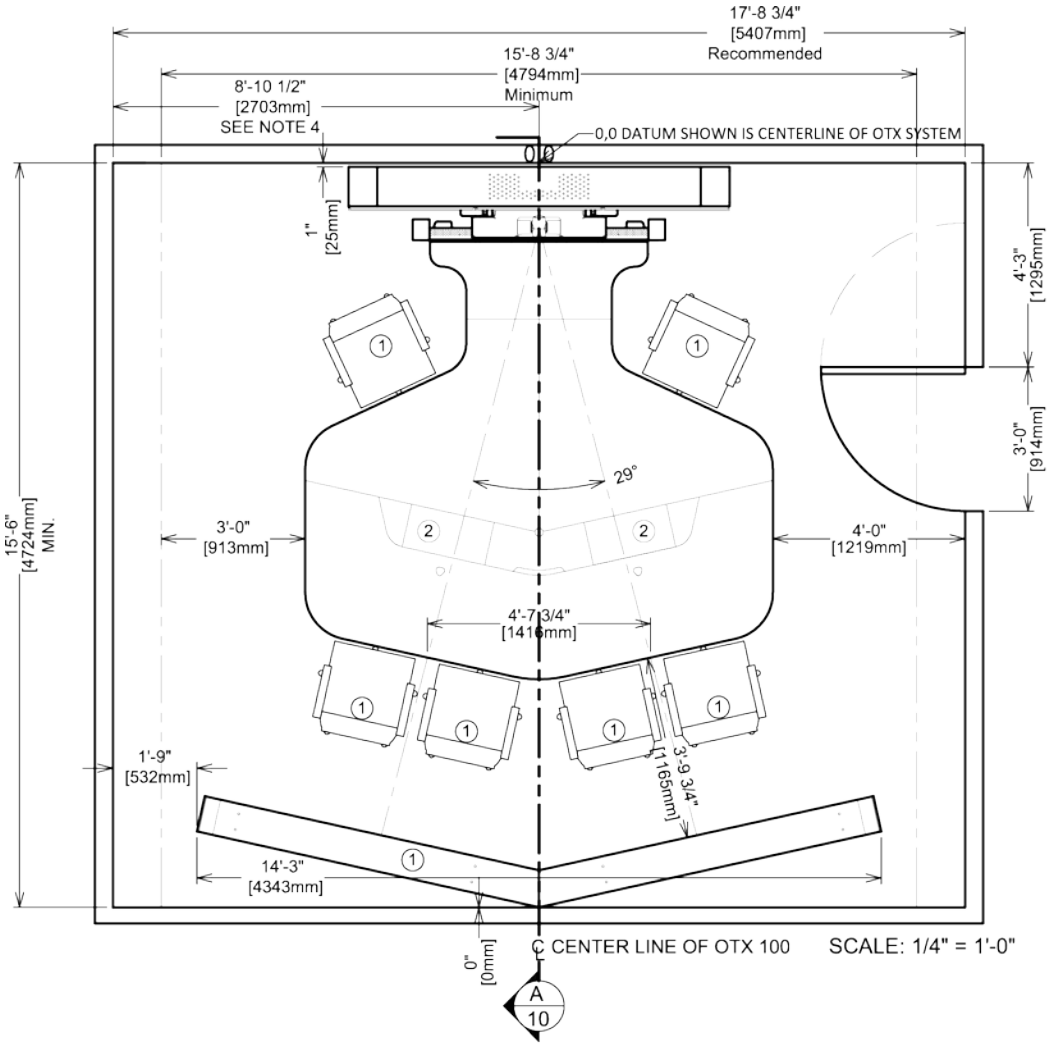
Network Requirements		Response
Network	Is the recommended bandwidth available?	☐ Yes ☐ No
	Have the packet loss, latency, and packet jitter requirements been met?	☐ Yes ☐ No
	Have the WAN connectivity and QoS settings been reviewed?	☐ Yes ☐ No

Appendix A: OTX 100 Placement Plans

This appendix includes the following:

- OTX 100 System Placement Plan (with Complete Experience Kit): Refer to page 32.
- OTX 100 System Placement Plan (without Complete Experience Kit): Refer to page 33.
- OTX 100 Compact System Placement and Electrical Plan: Refer to page 34.
- OTX 100 System Front Wall Electrical Plan: Refer to page 35.
- OTX 100 System Front Wall AC Power and Network Jacks: Refer to page 36.
- OTX 100 System Optional EMEA and APAC Power Configurations: Refer to page 37.
- OTX 100 System Complete Experience Kit Lighting and Ceiling Microphone Array Placement Plan: Refer to page 38.
- OTX 100 System Complete Experience Kit Lighting Gripple Plan: Refer to page 39.
- OTX 100 System Interior Finishes: Refer to page 40.
- OTX 100 System Side View: Refer to page 41.

OTX 100 System Placement Plan (with Complete Experience Kit)



NOTES:

1. REAR WALL, CHAIRS, AND LIGHTS ① ARE OPTIONAL.

OPTION 1: WITH OPTIONAL ENVIRONMENT, INCLUDES COMPLETE EXPERIENCE KIT
MINIMUM DIMENSIONS: 15'-8 3/4" (4.794m) x 15'-6" (4.724m) x 8'-0" (2.438m) CEILING
RECOMMENDED ROOM SIZE: 17'-8 3/4" (5.407m) x 15'-6" (4.724m) x 8'-8" (2.642m) CEILING

OPTION 2: WITHOUT OPTIONAL ENVIRONMENT
MINIMUM DIMENSIONS: 14'-4 1/2" (4.382m) x 13'-9" (4.191m) x 8'-0" (2.438m) CEILING
RECOMMENDED ROOM SIZE: 17'-8 3/4" (5.407m) x 15'-6" (4.724m) x 8'-8" (2.642m) CEILING

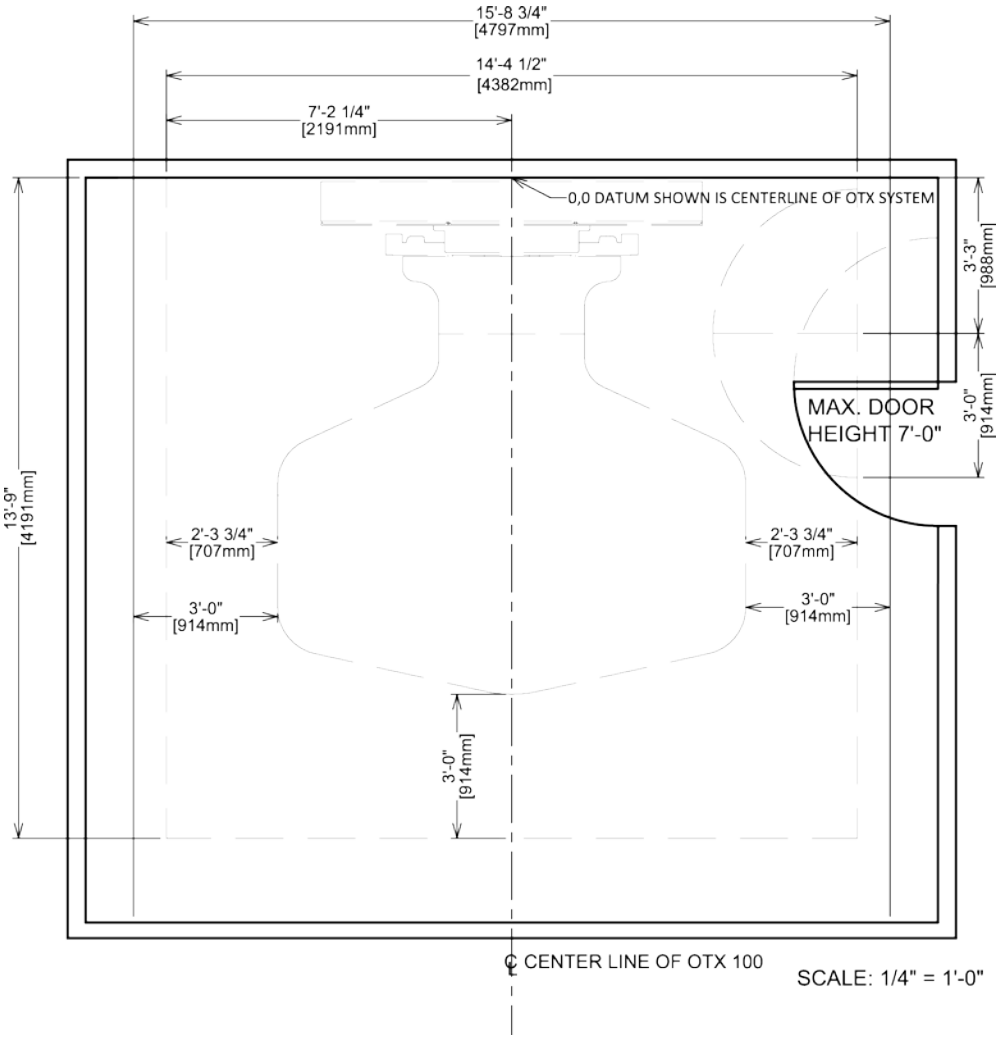
2. CONTENT MONITORS IN TABLE ② SHOWN.

3. FOR DETAILED INSTALLATION STEPS FOR THE OTX SYSTEM, REFER TO THE "POLYCOM OPEN TELEPRESENCE EXPERIENCE OTX 100 INSTALLATION GUIDE", PART NUMBER 3725-63546-001.

4. THE CENTER OF THE OTX SYSTEM MUST ALIGN WITH THE EXISTING CEILING GRID AND/OR NEW GRID FOR BEST LIGHTING DISTRIBUTION.

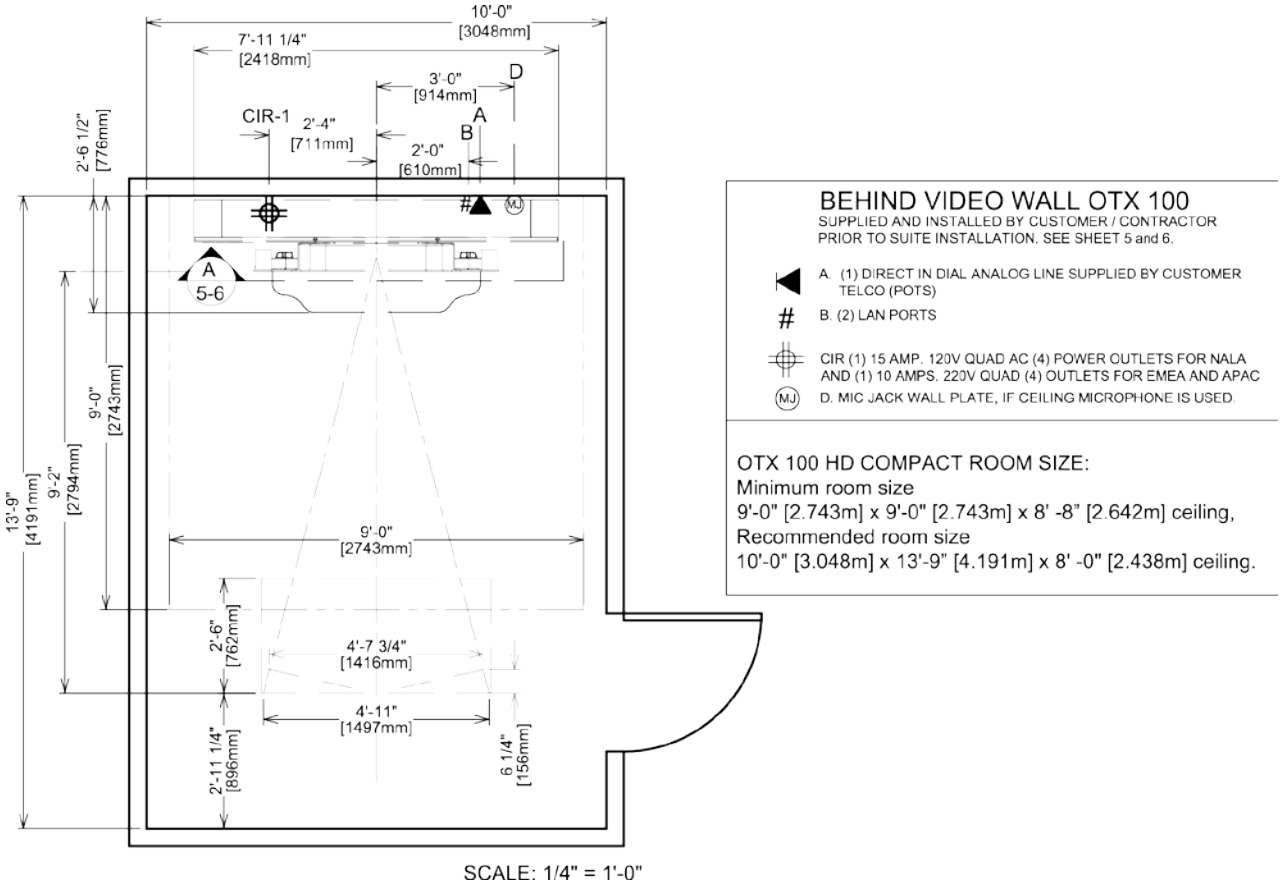
OTX 100 System Placement Plan (without Complete Experience Kit)

Note that the dashed lines show the minimum room size.



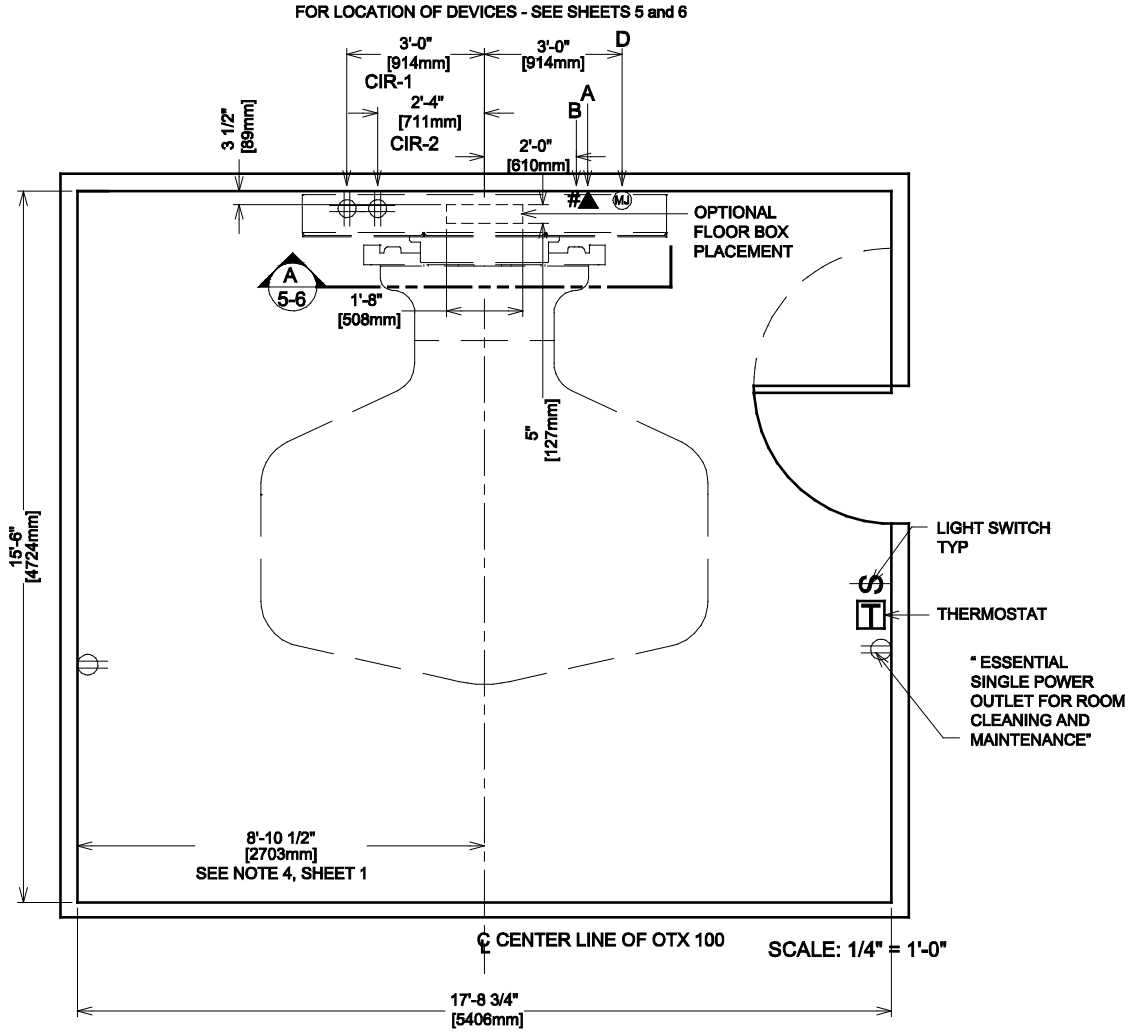
OTX 100 Compact System Placement and Electrical Plan

Note that the dashed lines show the minimum room size.



SCALE: 1/4" = 1'-0"

OTX 100 System Front Wall Electrical Plan



BEHIND VIDEO WALL OTX 100

SUPPLIED AND INSTALLED BY CUSTOMER / CONTRACTOR PRIOR TO SUITE INSTALLATION. SEE SHEET 5 and 6.

- A. (1) DIRECT IN DIAL ANALOG LINE SUPPLIED BY CUSTOMER TELCO (POTS)
- # B. SEE SHEETS 36 (NALA) AND 37 (EMEA AND APAC)
- CIR (2) 15 AMP. 120V QUAD AC POWER OUTLET FOR NALA AND (2) 10 AMPS. 220V QUAD FOR EMEA AND APAC
- (MJ) D. MIC JACK WALL PLATE

OTX 100 System Front Wall AC Power and Network Jacks

OPTION 1: HOME RUN DEFAULT NETWORK SWITCH

WALL BEHIND OTX 100

SUPPLIED AND INSTALLED BY CUSTOMER / CONTRACTOR PRIOR TO SUITE INSTALLATION.

A. (1) DIRECT IN DIAL ANALOG LINE SUPPLIED BY CUSTOMER TELCO (POTS)

B. (10) ETHERNET CONNECTIONS. (3 FOR ACTIVE COMPONENTS AND 7 FOR TABLE)

C. NALA (2) QUAD AC POWER (8) OUTLET ON (2) DEDICATED 15 AMP. CIRCUITS
EMEA AND APAC (2) QUAD AC POWER (8) OUTLET ON (2) DEDICATED 10 AMP. CIRCUITS

IF CEILING MICROPHONE IS USED.

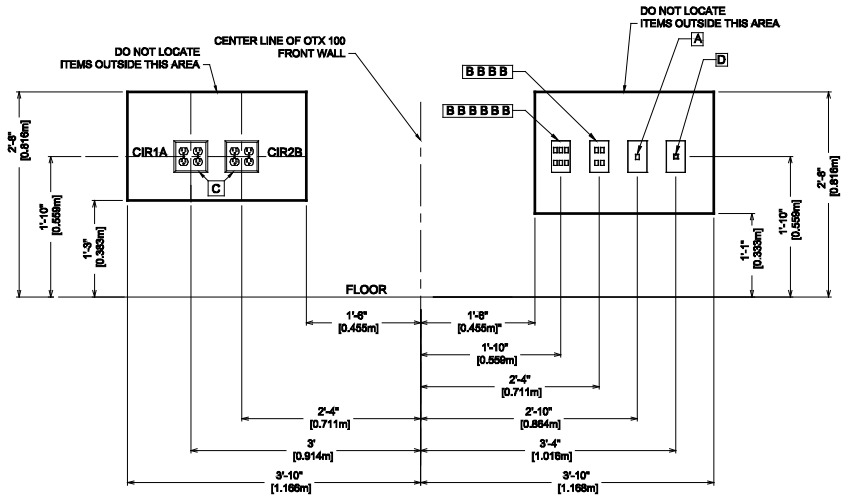
TO PREPARE FOR THE INSTALLATION OF THE CEILING MICROPHONE, AN ELECTRICIAN MUST DO THE FOLLOWING:

- INSTALL A SINGLE GANG JUNCTION BOX IN THE FRONT WALL OF THE ROOM..
- INSTALL A CONDUIT IN THE FRONT WALL OF THE ROOM. THE CONDUIT SHOULD EXTEND IN A STRAIGHT RUN FROM THE JUNCTION BOX TO THE PLENUM SPACE IN THE CEILING, AND SHOULD BE AT LEAST 1.2 IN (30 MM) IN DIAMETER.
- STUB UP THE CONDUIT (THAT IS, BEND IT APPROXIMATELY 90°) INTO THE PLENUM AREA.

WORK TO BE DONE BY CUSTOMER / CONTRACTOR PRIOR TO SUITE INSTALLATION

MIC. JACK WALL PLATE AND CABLE SUPPLIED AND INSTALLED BY POLYCOM.

(MJ) D. MIC JACK WALL PLATE



OPTION 2: CUSTOMER INSTALLED NETWORK SWITCH

WALL BEHIND OTX 100

SUPPLIED AND INSTALLED BY CUSTOMER / CONTRACTOR PRIOR TO SUITE INSTALLATION.

A. (1) DIRECT IN DIAL ANALOG LINE SUPPLIED BY CUSTOMER TELCO (POTS)

B. (4) ETHERNET CONNECTIONS. (3 FOR ACTIVE COMPONENTS AND 1 FOR NETWORK SWITCH)

C. NALA (2) QUAD AC POWER (8) OUTLET ON (2) DEDICATED 15 AMP. CIRCUITS
EMEA AND APAC (2) QUAD AC POWER (8) OUTLET ON (2) DEDICATED 10 AMP. CIRCUITS

IF CEILING MICROPHONE IS USED.

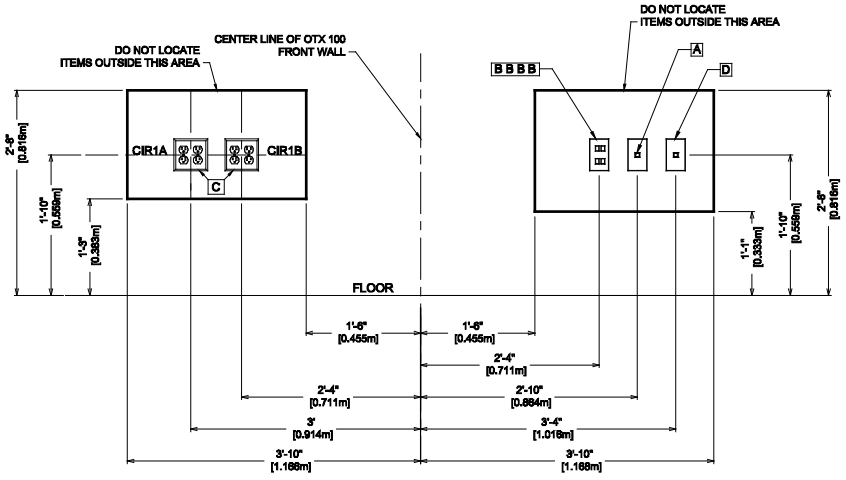
TO PREPARE FOR THE INSTALLATION OF THE CEILING MICROPHONE, AN ELECTRICIAN MUST DO THE FOLLOWING:

- INSTALL A SINGLE GANG JUNCTION BOX IN THE FRONT WALL OF THE ROOM..
- INSTALL A CONDUIT IN THE FRONT WALL OF THE ROOM. THE CONDUIT SHOULD EXTEND IN A STRAIGHT RUN FROM THE JUNCTION BOX TO THE PLENUM SPACE IN THE CEILING, AND SHOULD BE AT LEAST 1.2 IN (30 MM) IN DIAMETER.
- STUB UP THE CONDUIT (THAT IS, BEND IT APPROXIMATELY 90°) INTO THE PLENUM AREA.

WORK TO BE DONE BY CUSTOMER / CONTRACTOR PRIOR TO SUITE INSTALLATION

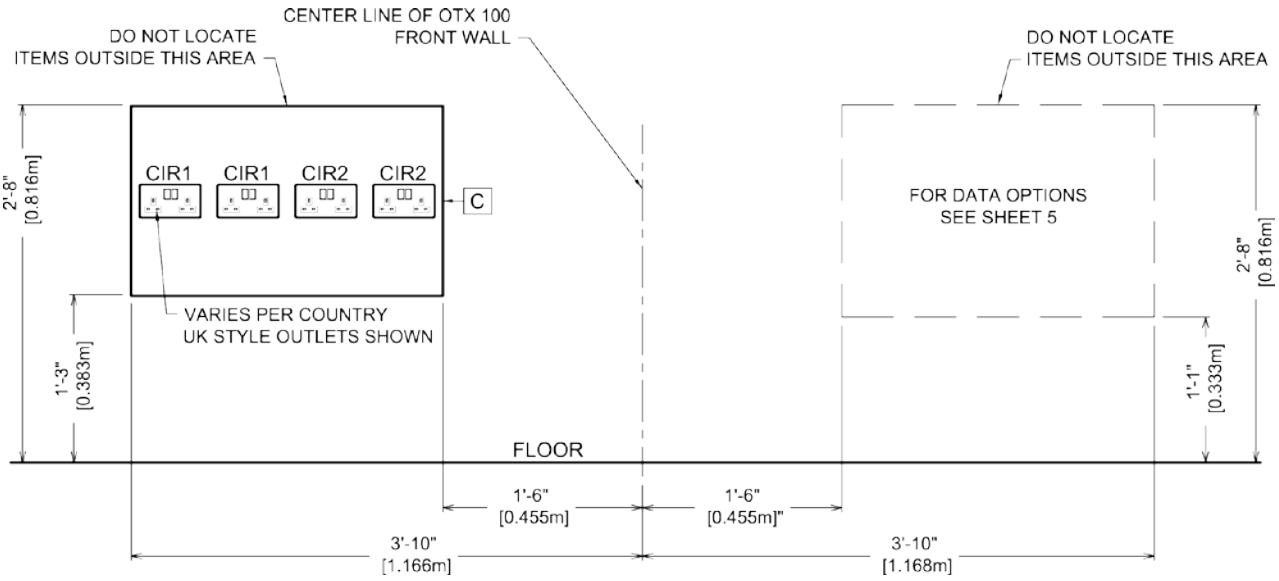
MIC. JACK WALL PLATE AND CABLE SUPPLIED AND INSTALLED BY POLYCOM.

(MJ) D. MIC JACK WALL PLATE



Refer to the following page for the optional EMEA and APAC power placement.

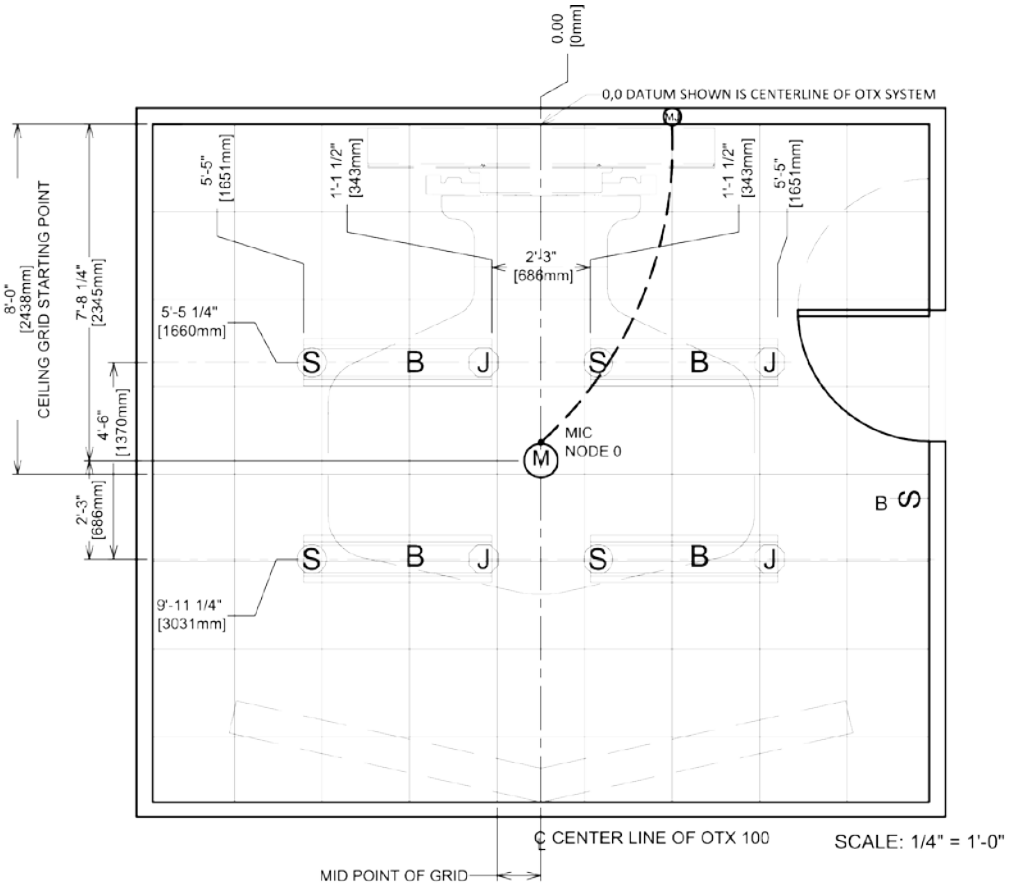
OTX 100 System Optional EMEA and APAC Power Configurations



Refer to the previous page for optional EMEA and APAC power configurations and data options.

Refer to page 35 for the optional floor box location.

OTX 100 Complete Experience Kit Lighting and Ceiling Microphone Array Placement Plan



NOTES:

1. THE CUSTOMER/CONTRACTOR IS RESPONSIBLE FOR THE CEILING MICROPHONE.
2. THE CONDUIT AND WALL BOX MUST BE INSTALLED PRIOR TO THE OTX 100 SUITE INSTALLATION.
3. THE MICROPHONE WALL PLATE AND PLENUM RATED CABLE MUST BE SUPPLIED AND INSTALLED BY POLYCOM. REFER TO THE SETTING UP THE POLYCOM HDX CEILING MICROPHONE ARRAY DOCUMENT AND THE OTX 100 INSTALLATION GUIDE.
4. RECOMMENDED CEILING HEIGHT: 8'-8"; MINIMUM: 8'-0"; MAXIMUM: 14'-0"
5. 14' CEILING WILL REQUIRE OPTIONAL MICROPHONE CABLE (PART NUMBER 2457-26765-072 FOR WHITE).
6. FOR OPTIONAL LIGHTING, SEE SHEET X FOR MOUNTING LOCATION.

(S) THIS IS THE OTHER END FOR LIGHT FIXTURE SUPPORT

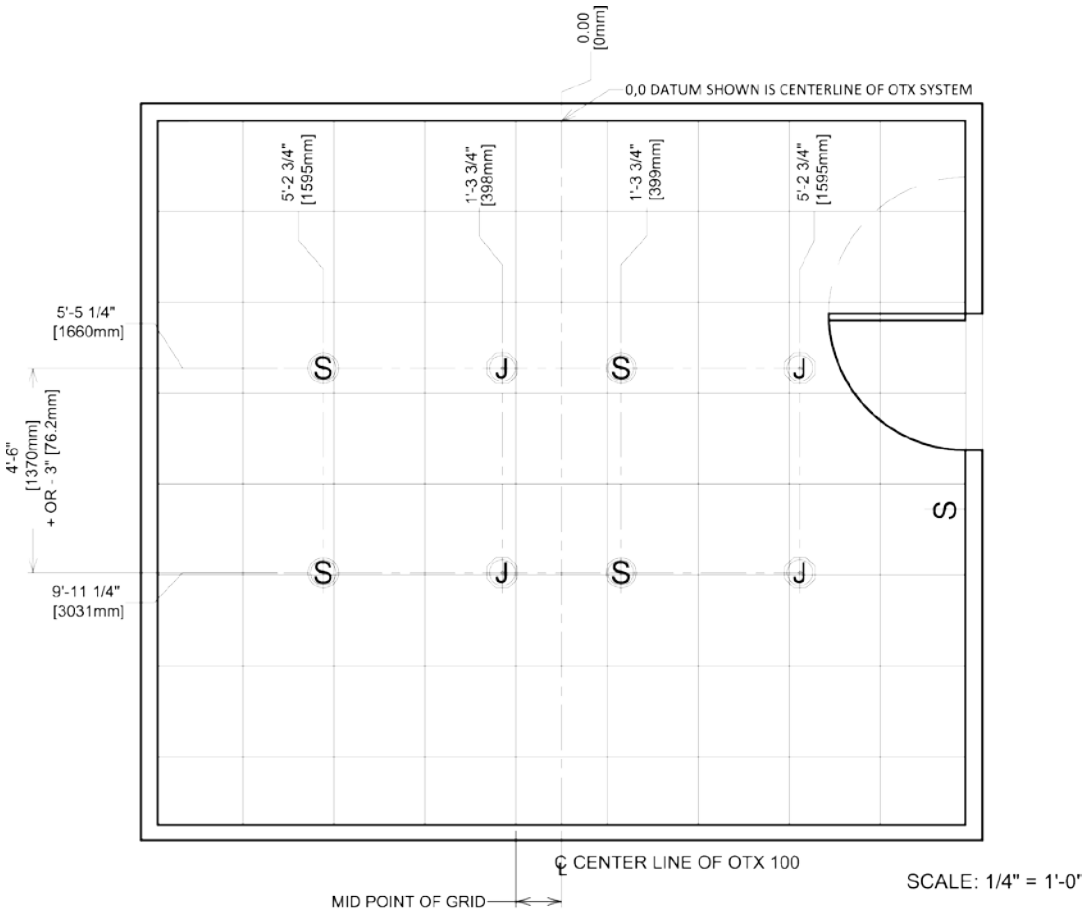
B OPTIONAL FIXTURES SHOWN: WEIGHT 10 LBS. [4.54kG] FLUORESCENT, LAMP 4100K

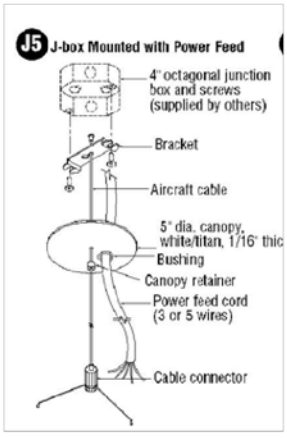
J OUTLET BACK BOX FOR LIGHT FIXTURE

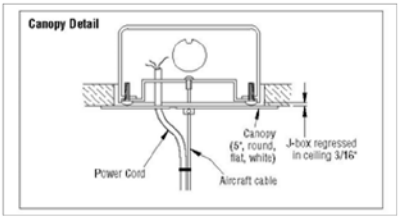
(M) CEILING (3) MICROPHONES ARRAY LOCATE 7' - 8' MAX. ABOVE FLOOR, CENTERED ON TABLE, ORIENT DOT ON MIC TO FACE THE VIDEO WALL.

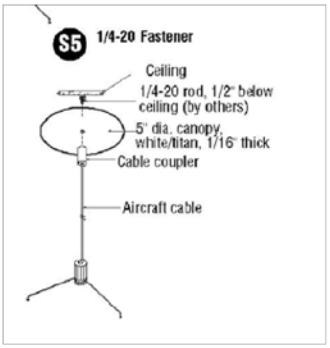
(MJ) OUTLET BACK BOX FOR MIKE CABLE

OTX 100 Complete Experience Kit Lighting Gripple Plan









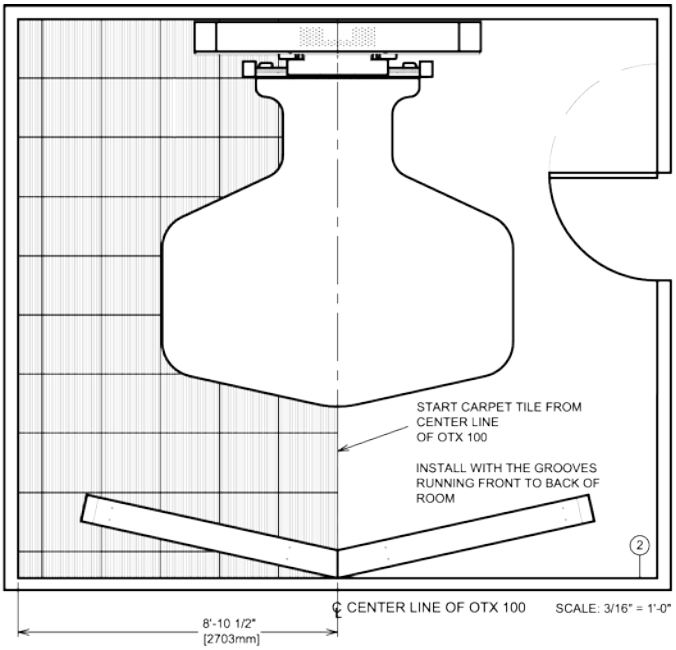
NOTES:

1. CUSTOMER/CONTRACTOR TO VERIFY CEILING GRID, HVAC SUPPLIES AND RETURNS, FIRE SPRINKLER HEAD LOCATIONS, ETC. SO THEY DO NOT INTERFERE WITH LIGHTING OR MICROPHONE LOCATIONS.
2. KEEP LIGHT FIXTURES ON CENTER LINE WITH EACH OTHER. TOLERANCE BETWEEN LIGHT FIXTURES CAN BE + OR - 3" (76.2 MM).
3. EACH LIGHT FIXTURE HAS 2 POINTS FOR HANGING.

J J5 SUPPORT POINTS FOR LIGHT FIXTURES.

S S5 SUPPORT POINTS FOR LIGHT FIXTURES.

OTX 100 System Interior Finishes



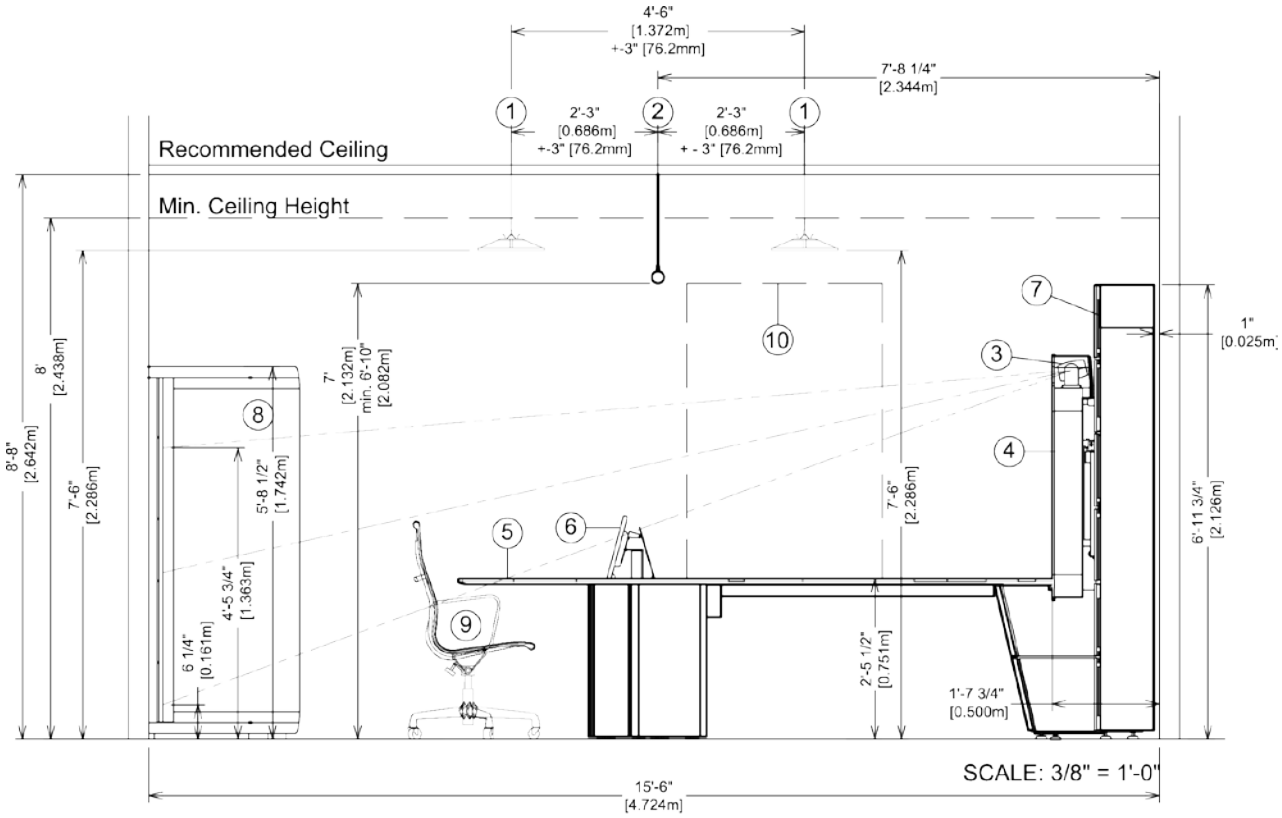
OTX 100 RECOMMENDED ROOM FINISHES:

1. CARPET: INSTALL INTERFACE FLOR - TECTONICS STYLE # 141370250H COLOR #100060 50x50cm CARPET SQUARES AND/OR EQUIVALENT, INCLUDING COVERING ANY EXISTING FLOOR BOXES. CARPET SQUARES SHOULD BE INSTALLED IN AN ALIGNED "BRICK" PATTERN.

2. PAINT OPTION 1:PAINT FRONT AND REAR WALLS BEHR ULTRA PURE WHITE INTERIOR SATIN ENAMEL 7050
AND SIDE WALLS WITH BEHR PEWTER MUG 770E-3.
NOT PLANNING ON THE OTX COMPLETE EXPERIENCE KIT, THEN RECOMMENDED OPTION: PAINT THE REAR WALL BENJAMIN MOORE NOVEMBER SKIES EGGSHELL FINISH 2128-50

3. ACOUSTICAL CEILING TILE 2X2 [600mmX600mm].

OTX 100 System Side View



1. Optional Fixtures "B" Shown: Suspended Light Fixture Secured to Deck above, with Lamp 4100K
2. Ceiling Microphone
3. EagleEye II Cameras
4. Visual HD Video Monitor
5. Table Top
6. Pop-up Content Monitor
7. Video Wall
8. Optional Complete Experience Kit (Rear Wall Panel System Shown)
9. Optional Chair Shown
10. Door Outline

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