



Buyer's Guide to Video Collaboration Spaces

Learn how to equip every meeting space with intelligent video collaboration tools that work the way people do.



Poly



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Introduction

Every team, every office, and every office culture has different needs when it comes to collaboration meeting solutions. Whether you're upgrading your existing conferencing systems or setting up a brand-new office space, this eBook will help you select the right tools for successful virtual collaboration.

Since the rush to remote work in 2020, companies have matured into hybrid work models that seamlessly blend in-office and remote teams.

Artificial intelligence has also fundamentally changed how we work. Across industries, AI integration is now a top priority. Yet [HP's 2025 Work Relationship Index](#) reveals a striking gap. Only 25% of knowledge workers use work-provided AI tools daily, and 80% don't feel they understand AI well.

This dynamic creates a dual challenge for IT teams: modernizing technology for hybrid workforces while implementing AI to streamline daily workflows.

AI-powered collaboration tools meet this challenge, making hybrid meetings more effective through intuitive, user-friendly technology. Collaboration solutions like those from HP Poly help reconfigure offices for today's typical three-day-a-week schedules. And, employees gain AI-enhanced collaboration capabilities without the need for training.

The result: virtual meetings that are **engaging, effective, and secure**.



How to use this eBook

This eBook is designed to help you find the best technology for hybrid meetings, whether you're starting from scratch or upgrading legacy equipment.

It's worth noting that this guide is dedicated to the equipment necessary in specific meeting spaces. Home office set-ups and individual workstation configurations, including headsets and webcams, won't be addressed in this resource. Instead, we'll do a deep dive into the tech that suits meeting rooms of all sizes.

Start by answering a few questions to get a solid understanding of how many spaces you're outfitting, the occupancy and foot traffic of those spaces, and the pain points you're trying to solve. We've included checklists and recommended products to help you keep track of what you need and where it goes.

This eBook also includes "cheat sheets" – quick explainers to help you navigate the finer details of selecting the right products. These cheat sheets provide a refresher on the types of cords you need, when to use an external vs a built-in camera, how to read product specs like a pro, and more.

HP is always available to answer any questions you have as you go through the guide. [Reach out to a dedicated expert Sales Advisor](#) if you have any questions about hybrid meeting hardware, software, or services.





What to consider when choosing hybrid meeting equipment

There are many factors to consider as you assess what equipment you need for your hybrid meeting spaces. Grab a pencil and answer the questions below to get a snapshot of your IT video conferencing needs

Do you often have a mismatch of rooms vs occupants?

(e.g., Do 1 or 2 people often occupy a room meant for 12?)

1 - Never	2	3 - Often	4	5 - All the time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many of each size room do you have?

Focus (1-2 people)	Small (2-5 people)	Medium (6-15 people)	Large (15+ people)

How savvy are the employees at your office when it comes to using technology?

1 - Beginner They know how to connect a laptop to a monitor	2	3 - Intermediate They know how to set up a presentation with video and audio	4	5 - Expert They can manage a modular solution w/ multiple cameras and mics w/o help
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



What meeting sizes are most common for your teams?

Mostly 1-on-1s	Mostly small group meetings (3-8 p)	Mostly large meetings/ all-hands (9+ p)	An even mix
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does in-office activity vary by day of the week?

Yes - we have clear peak days	Yes - but the pattern is inconsistent	No - it's fairly even throughout the week	Not sure/ Not applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What video conferencing software do your teams use?

- Google Meet
- GoTo
- Microsoft Teams
- RingCentral
- Zoom
- Other



What are some common issues you have with your current meeting solutions?

	1 - Never	2 - Sometimes	3 - Frequently
Technology doesn't work reliably (screens, mics, cameras, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard to know which room has the right setup for my meeting type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms are the wrong size for my meetings (too big or too small)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor video/audio quality for hybrid meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of visibility into room availability in real-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms aren't set up well for remote participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No variety in space types (focus rooms, collaboration spaces, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Armed with this information, look for trends or patterns that you can resolve with the right hybrid meeting tech. For instance, do your coworkers note problems with background noise, an echo, or poor sound quality? This could be a sign that your rooms need better acoustics or a solution with built-in noise-blocking technology.

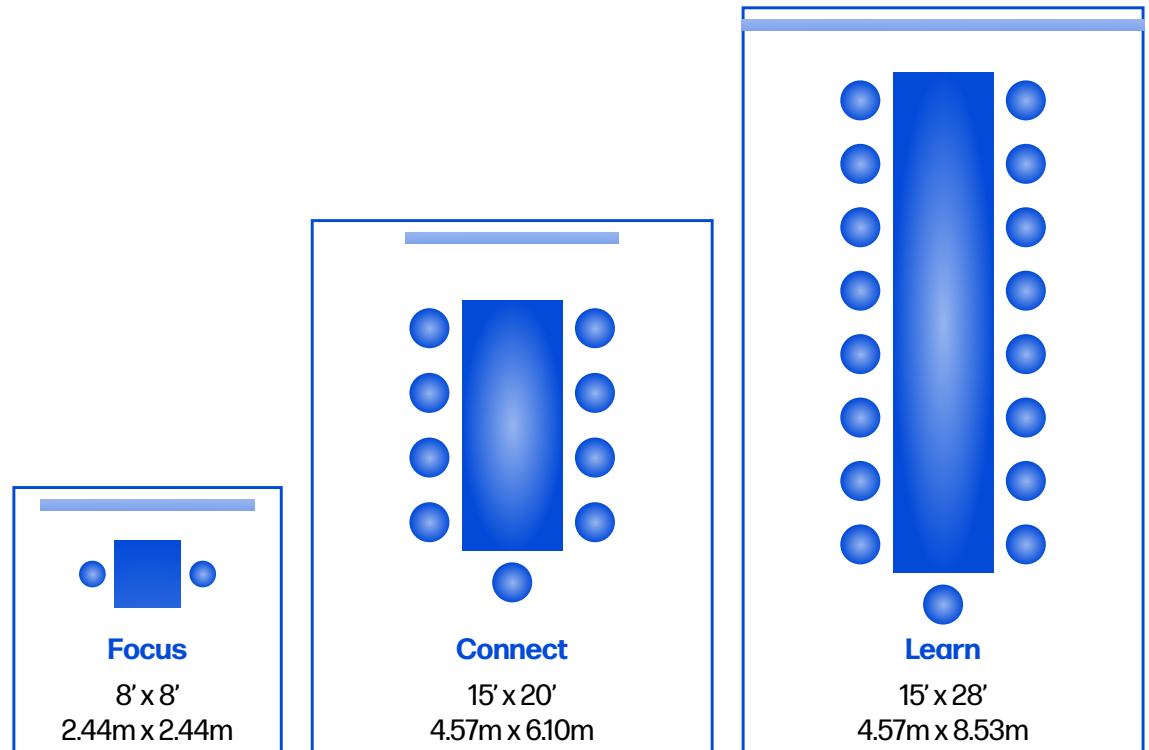
Consider bringing on an AV partner or [reaching out to HP's hybrid work planners](#) if you need assistance interpreting your data. Continue to the next section to get further guidance on choosing the right tech for your office spaces.





How to choose the right tech for your office

Think about the purpose of each space as you move through the office and assess your needs. Categorize your meeting spaces into the following core functions.



Focus: Individual work, where minimal interruptions and/or privacy are needed.

- These spaces are similar to individual workstations.

Connect: Meeting with peers, socializing, creating the ties that build and maintain culture, and collaborating on problems, ideas, and innovations.

- These small and medium rooms are for team meetings or client calls. They're probably the most common spaces used for video calls with 2-15 people.

Learn: Formal training, all-hands events, lunch and learns, and presentations about new programs or policies.

- Training spaces, boardrooms, and communal spaces fall under this category.



Each space requires different video conferencing tools that fall in one of four categories:

1. **Bring your own device solution (BYOD)** – People run the video software from their laptops and connect to the video conferencing solution and screen in the room.
2. **All-in-one solution** – Everything you need for the video call in a single device (*speakers, camera, mics, and video apps*).
3. **Collaboration PC solution** – A Windows-based collaboration PC runs the video software. You can mix and match pieces (*video bar, camera, mic, speakers, screen*) to build the setup you want.
4. **Modular solution** – An Android-based codec that runs video software. You can mix and match pieces (*video bar, camera, mic, speakers, screen*) to build the setup you want.



Room-by-room guide to finding the tech you need

Once you understand the role of your meeting spaces and how they will be utilized, you can determine the necessary equipment for your office.



Focus Rooms

- Focus rooms are used for individual calls, focused work, and one-on-one meetings.
- Room size: 8' X 8' / 2.44m x 2.44m
- Occupancy: 1-2 people

Fill out the checklist below to assess what you have—and what you need—for your **focus rooms**.

Things to consider	Your response
Which software applications or systems does your video conferencing solution need to integrate with? <i>(e.g., Microsoft Teams, Zoom, etc)</i>	
Do you have existing tech in your focus rooms ? <i>(e.g., microphones, speakers, mounted displays.)</i>	
How many hours per day do focus rooms get booked?	

PRO-TIP: If you noted in the questionnaire that your rooms often have a mismatch of occupants, a common reason why is the lack of focus spaces. Ensure you have small spaces equipped with collaboration solutions for private conversations.



Get your room hybrid meeting-ready:

- In smaller spaces, a **camera with a narrower field of view** can properly fit the people in the frame with **high quality** and **no distortion**. This makes meetings feel more human.
- Look for a **monitor that easily connects with a laptop**, so hybrid workers can seamlessly sync their screens for more productive work.
- Think beyond video conferencing, too. Individuals working in these rooms might be using them as hot-desks, and a **wireless mouse and keyboard** will help them work more comfortably.

Recommended equipment:

	What to look for	Product recommendations
Conference Monitoring	<ul style="list-style-type: none">▪ Ambient light sensors and blue light reduction make work easy on the eyes▪ Connect to laptops and tablets (<i>wireless, HDMI, USB-C, and others</i>)	HP Series 5 Pro 34-inch WQHD USB-C Conferencing Monitor - 534pm
Wireless Keyboard & Mouse	<ul style="list-style-type: none">▪ Contoured mouse and grip design to help reduce wrist pain/fatigue▪ Precise mouse tracking on any surface▪ Ergonomic keyboard with adjustable height▪ Easy Bluetooth connection to the hybrid worker's laptop	HP 655 Wireless Keyboard and Mouse Combo

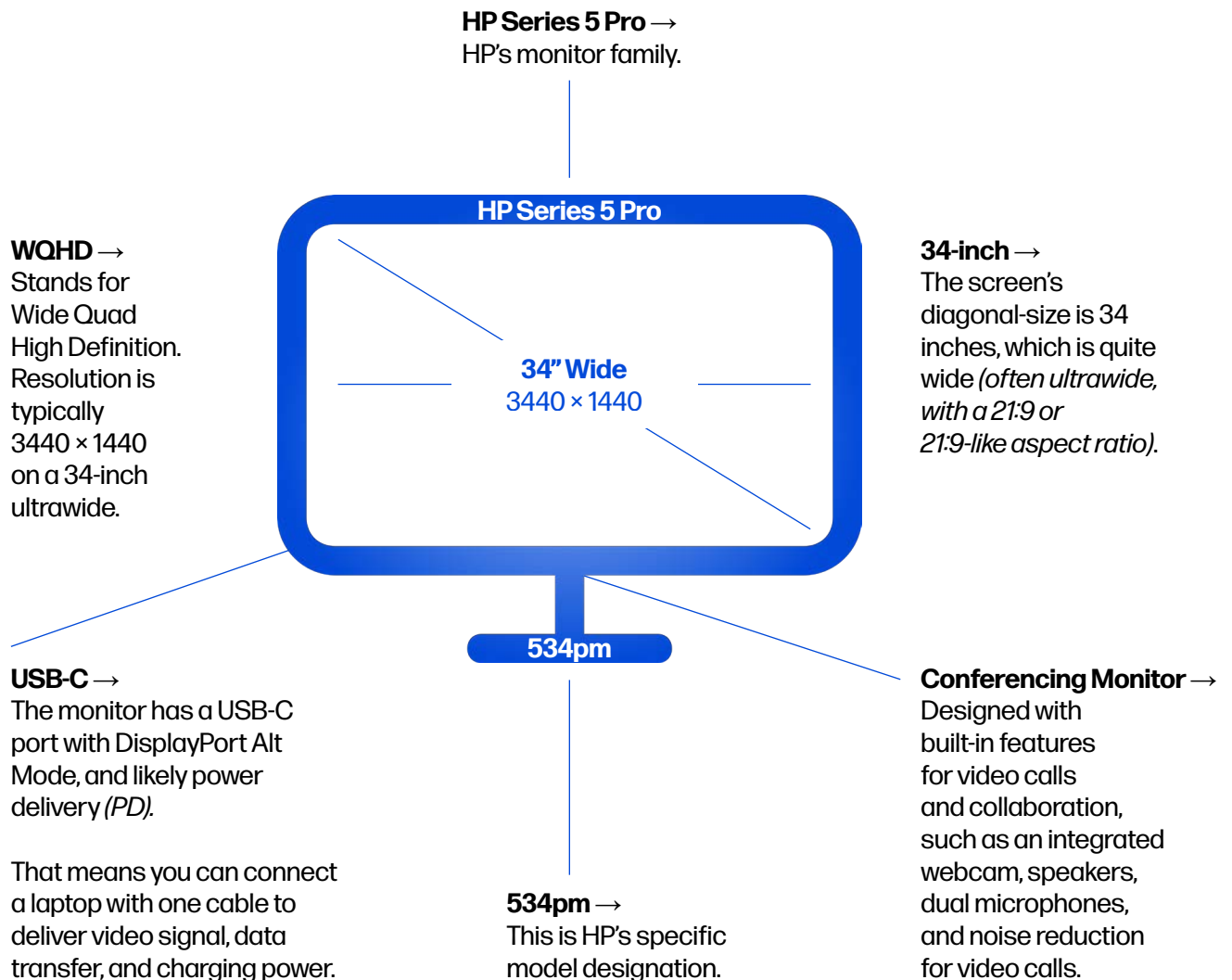




Cheat sheet: How to read product specs

Monitors, displays, and video cameras usually include a series of numbers and letters in their product names.

Let's break down what they mean so you know exactly what to look for, using the "HP Series 5 Pro 34-inch WQHD USB-C Conferencing Monitor - 534pm" as an example.





Small Meeting Rooms

- Small meeting rooms are reserved for client calls and team meetings.
- Room size: 10' X 15' / 3.05m x 4.57m
- Occupancy: 2-5 people

Fill out the checklist below to assess what you have—and what you need—for your **small meeting rooms**.

Things to consider	Your response
Which software applications or systems does your video conferencing solution need to integrate with? <i>(e.g., Microsoft Teams, Zoom, etc.)</i>	
Do you have existing tech in your small meeting rooms ? <i>(e.g., microphones, speakers, mounted displays.)</i>	
What's the typical configuration of your meeting room? <i>(e.g. round table, U-shaped seating, people seated much closer)</i>	

PRO-TIP: Add key specs for each meeting space to your room directory to help everyone figure out which room has the right set-up for their meeting type. Include capacity, equipment (*screen, whiteboard, video conferencing*), and ideal use cases (*brainstorming, client presentations, team huddles*).

Post it somewhere easily accessible, like a shared doc or an intranet page.



Get your room hybrid meeting-ready:

- With more people in the room, but possibly sitting close to the screen, it's important to make sure each person can be clearly seen. A camera with a **wider field of view** will capture everyone.
- Features like AI-driven **speaker, group, and people framing** help remote participants clearly see and connect with everyone in the meeting room, regardless of their seating position. These settings create a more collaborative hybrid meeting experience.
- A larger **wall-mounted display** (48" or wider) helps you see and connect with remote colleagues or collaborate on a shared screen.



Recommended equipment:

	What to look for	Product recommendations
Video Device	<ul style="list-style-type: none"> • Video bar that connects to any laptop or display • Compatibility with popular video conferencing software (<i>Microsoft Teams, Zoom, etc.</i>) • AI-driven camera framing • Automatic noise blocking for distraction-free meetings 	HP Poly Studio V12



Cheat sheet: How to read product specs

If you have a BYOD solution, then you will need cables to connect the different components. If you're not sure what you need, check the port on your device. The diagram below can help you figure out which cord will fit your configuration.



HDMI Cable:

This is the most widely used; it carries both video and audio.



DisplayPort Cable:

This is commonly found on higher-end monitors, and it's great for higher resolution/refresh rates.



USB-C Cable:

(with DisplayPort/Thunderbolt support):

Newer laptops often just use a single USB-C to connect directly to a monitor.



VGA Cable:

This cable is older technology, and it only carries video (*no sound*).





Medium Meeting Rooms

- Medium meeting rooms are best for team meetings or client calls.
- Room size: 15' X 20' / 4.57m x 6.10m
- Occupancy: 6-15 people

Fill out the checklist below to assess what you have—and what you need—for your **medium meeting rooms**.

Things to consider	Your response
Which software applications or systems does your video conferencing solution need to integrate with? <i>(e.g., Microsoft Teams, Zoom, etc.)</i>	
Do you have existing tech in your medium meeting rooms ? <i>(e.g., microphones, speakers, mounted displays.)</i>	
What's the typical configuration of your meeting room? <i>(e.g. round table, U-shaped seating, flexible)</i>	
How many hours per day do medium meeting rooms get booked?	

PRO-TIP: If your office occupancy varies from day to day, approach outfitting your meeting rooms strategically. Focus on the versatile and most-used spaces first. Choose furniture and tech that can be easily reconfigured for different group sizes.



Get your room hybrid meeting-ready:

- Remote participants need to be able to see and hear, even when speakers are at the back of the room. **Extension microphones** and **more powerful stereo speakers** can help with this.
- Look for cameras with **speaker framing mode**. This mode frames the main speaker so it's easy to see who is talking and what they are saying.
- Medium meeting rooms tend to be in high demand, since they serve many purposes. Keep the flow of the workday moving by choosing an all-in-one device for **simple setup**: camera, mics, speakers, and built-in cloud video apps.



Recommended equipment:

	What to look for	Product recommendations
Video Device	<ul style="list-style-type: none">• Solutions that are compatible with nearly any cloud video call platform, so participants can join easily.• Noise-blocking technology to remove distractions.• A microphone with a pickup range up to 20ft to make sure everyone is heard.• Simple setup with all-in-one design	HP Poly Studio X52
Table Microphone and Audio Bridge	<ul style="list-style-type: none">• Audio bridge allows you to plug in extra table microphones to make sure participants in the back are heard by remote participants in high quality.	HP Poly Studio A2
Secondary Wall-Mounted Display	<ul style="list-style-type: none">• An additional display can be used to show the presentation while the primary display shows the participants calling in.	



Cheat sheet: Dedicated meeting room solution vs. an external camera

There's a simple way to know when you can use your laptop camera or when you should switch to an external camera.

Built-in Camera *(good for...)*

- **Individual Use** → Calls you need to take from home, on the go, or while traveling.

Dedicated Meeting Room Solution *(necessary for...)*

- **Medium or Large Meeting Rooms** → built-in cameras can't capture everyone in the space.
- **Group Collaboration** → you need wide-angle camera or auto-tracking to make sure remote participants can see who's speaking.
- **Professional Presentations** → higher-quality video improves clarity and presence.
- **Flexibility** → external cameras can be positioned where they capture people best *(not stuck to the laptop or screen)*.





Large Meeting Rooms

- Large meeting rooms are unique: there's no one way to make use of these spaces.
- Room size: 15' x 28' / 4.57m x 8.53m (or larger)
- Occupancy: 10+ people

Large meeting spaces serve multiple purposes, from training to board meetings to big all-hands meetings. There's no one-size-fits-all approach to equipping them. While we recommend [speaking with a specialist](#) for customized product specifications, the following section explores common use cases to help guide your decisions.



Training Spaces

Successful training sessions rely on the ability for participants to see, hear, and fully engage with the speaker—whether they're online or in the room. These spaces need to be interactive, too. New hires, interns, or employees picking up new knowledge or certifications must be able to take part in discussions, ask questions, and offer ideas to the group. Keep this purpose in mind as you assess the space.

Best practices for training spaces:

- Use a **camera with multiple lenses** to effectively capture everyone in the rooms. **Wide FOV** lenses capture those close to the camera while **narrow FOV** lenses captures those at the back of the room.
- With more people in the room, it's more important to ensure each person can be clearly seen. Accomplish this with **AI-powered speaker tracking, group, and people framing modes**.



Boardrooms and Communal Spaces

Boardrooms are typically used for all-employee meetings, training, or high-impact client calls. Communal spaces are for all-employee meetings, hybrid events, special lectures, and celebrations.

Best practices for board rooms and communal spaces:

- In this large space, people at the back of the room are far from the camera. Make sure you have **high-quality** that can capture people up to 25 feet away and clearly present participants in the back of the room.
- **Dual lens** cameras give you the flexibility to switch between wide and narrow-angle views. **Wide-angle** is best for capturing people sitting close, but those in the back of the room appear very distant. **Narrow-angle** gives better views.
- The video conferencing solution also needs to provide **clear audio pickup up to 25 feet** away. In acoustically challenging environments, **expansion microphones** can improve audio pickup.
- Consider modular solutions with the flexibility to support more complex deployment options, like **multiple cameras** and **additional peripherals**.





Recommended equipment:

	What to look for	Product recommendations
Video Device	<ul style="list-style-type: none">• Solutions that are compatible with nearly any cloud video call platform, so participants can join easily.• Noise-blocking technology to remove distractions.• A microphone with a pickup range up to 20ft to make sure everyone is heard.• A dual-lens camera with 20-megapixel 4K sensors ensures everyone in the room is seen in sharp detail.	HP Poly Studio G62
Additional Camera	<ul style="list-style-type: none">• If your table is U-shaped, consider adding another camera to make sure all participants are engaged and within view.	HP Poly Studio E60
Secondary Wall-Mounted Display	<ul style="list-style-type: none">• An additional display can be used to show the presentation while the primary display shows the participants calling in (<i>or frames the speaker</i>).	
Table Microphone and Audio Bridge	<ul style="list-style-type: none">• Audio bridge allows you to plug in extra table microphones to make sure participants in the back are heard and that remote participants hear everything in high quality.	HP Poly Studio A2

Quickly pinpoint a solution that meets your needs today, with the flexibility to adapt as your business grows. An HP specialist can identify opportunities such as discounts, grants, and trade-in programs to get you the most bang for your buck.





Cheat sheet:

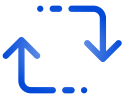
Adding Extra Speakers and Microphones

Once you start outfitting a large space, you may realize that you need to add more microphones and speakers to make sure everyone—remote and in-room—can clearly hear and be heard.

Whether to add microphones and cameras depends on the room's size and, more importantly, the distance between the device and the participants. For instance, if your table is long or L-shaped, you may need an additional table microphone—even in a medium meeting room.

Large rooms more than likely need at least one external microphone. If you use a premium all-in-one video bar (like the **HP Poly Studio X72**), you can start to “daisy chain” (link a series of devices together in a line) table microphones. Use a **Poly Studio A2 Bridge** to connect each microphone.

To determine if you need speakers, look for “sound shadows.” In a long room, the voices of remote participants come from the video bar at the front. If the video bar is mounted under a TV or table, the sound can get muffled for those in the back—creating a sound shadow. Banish sound shadows by adding separate distributed speakers for consistent volume across the entire room.



Tips for matching your hardware to software

Chances are that your business already has a preferred video communications platform, such as Google Meet, Microsoft Teams, or Zoom. This preference gives you a jumping-off point in your search for video conferencing solutions. Look for products that are certified to work with your video platform of choice. Certification means these devices have been rigorously tested to run the platform application perfectly.

Ultimately, your hardware should work with your preferred software partner to simplify smooth, reliable communication and improve the productivity of your meetings. With the wide array of certified solutions available for each of these platforms, you'll be able to find the right equipment for each of your meeting spaces.





How to manage and support your rooms

Software isn't limited to the video platform you use. Hybrid meeting hardware has its own internal software that needs to be maintained. A centralized management tool like Poly Lens allows IT teams to remotely monitor room status, update firmware, and troubleshoot devices without physically entering the room and interrupting the workflow.

Along with centralized management, look for a solution that provides hands-on support. [HP Managed Collaboration Services](#) can lighten the load on internal IT teams by managing and monitoring not only HP hardware but also third-party devices. Your team gets reliable, secure technology that just works, with no troubleshooting required. HP service experts monitor key metrics such as device performance, network connectivity, and room utilization to proactively detect and resolve issues before they can interrupt a meeting.



Cheat sheet: AI for Hybrid Meetings

Most people think of tools like ChatGPT when they hear about AI. ChatGPT is considered "generative AI," artificial intelligence that creates new content such as text, images, audio, or video.

There's also non-generative, or traditional AI. This type focuses on performing a specific task intelligently. Its purpose is simple: to improve call quality.

[Poly DirectorAI](#) uses AI and machine learning to elevate video conferencing using an array of camera framing and tracking modes. These modes better capture human expression and body language, making remote participants feel in the room. With the Perimeter feature, you can input the dimensions of the conference room or meeting area so that only faces within that area are framed.

Unlike generative AI, traditional AI doesn't collect any user data. Your meetings stay secure and private from start to finish.





Conclusion

Ready to create a hybrid workplace that actually works?

HP Poly is here to help. We bring 60+ years of audio and video expertise with real insights from running our own hybrid organization. We've worked with businesses of all sizes to find the right solution for every office. As part of HP, we offer complete end-to-end solutions designed to work together seamlessly.

Want to talk through your specific challenges?

[Connect with one of our hybrid planning experts for personalized support.](#)

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