

Polycom[®] TPX[™] HD Preliminary Site Information

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About This Document

The *Polycom TPX HD Preliminary Site Information* document lists questions that you, the customer, can answer in order to help Polycom determine if the room you have selected is appropriate to install a Polycom Telepresence Experience™ High Definition (TPX HD) 306M or TPX HD 204M. If you are planning to install a TPX HD in more than one room, you should complete one *Preliminary Site Information* document for each room.

Please answer the questions as thoroughly as you can. You may need to enlist the help of others in your organization to answer some of the questions. For example, you may need to get information from:

- Facilities personnel
- IT/Network administrators
- Site administrators
- Electricians

On the following page, you can list information about yourself and about the people you have contacted for help.

About Yourself and Others at Your Site

Your Organization Name:

Site Physical Address:

Your Name:

Your Title:

Your Email Address:

Your Phone Number:

Today's Date:

Contact 1
Name:
Title:
Email:
Phone:
Contact 2
Name:
Title:
Email:
Phone:
Contact 3
Name:
Title:
Email:
Phone:
Contact 4
Name:
Title:
Email:
Phone:

About the Room

This section asks questions that will help determine what changes, if any, need to be made to the facilities at your site in order for your site to be ready for the TPX HD. Each question has an “Anything Else?” row where you can add additional information you think might be helpful for Polycom to know.

Question 1	
What are the width, depth, and height of the room in which you plan to locate the TPX HD? (Please indicate English or Metric units of measurement.)	Width Depth Height
Anything Else?	
<p>Here's Why We're Asking:</p> <ul style="list-style-type: none"> For the TPX HD 306M: Polycom recommends a room size of 24 feet (7.3 m) x 15 feet (4.6 m) x 8 feet 8 inches (2.7 m), and requires a minimum room size of 18 feet (5.5 m) x 13 feet (4.0 m). The maximum ceiling height is 14 feet (4.3 m); the minimum ceiling height is 8 feet (2.4 m). If your room size is narrower than the recommended size, the corners of the room may be visible during video calls. If your room size is shallower than the recommended size, the chairs may not fit comfortably in the room. Refer to page 20 and 21 for detailed room placement information. For the TPX HD 204M: Polycom recommends a room size of 20 feet (6.1 m) x 15 feet (4.6 m) x 8 feet 8 inches (2.7 m), and requires a minimum room size of 14 feet (4.3 m) x 13 feet (4.0 m). The maximum ceiling height is 14 feet (4.3 m); the minimum ceiling height is 8 feet (2.4 m). If your room size is narrower than the recommended size, the corners of the room may be visible during video calls. If your room size is shallower than the recommended size, the chairs may not fit comfortably in the room. In addition, if you will be installing an external content monitor, your room should be the recommended room size (<i>not</i> the minimum room size). Refer to page 24 for detailed room placement information. 	
Question 2	
Are there windows in the room? If so, what percent of the room has windows? What are the dimensions of the windows?	<input type="checkbox"/> Yes Percent: Dimensions: <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: Less than 20% of the room should have windows or other vertical glass walls. Because natural light always varies, it can affect the quality of the video. Windows also create audio reverberation. If the room you selected does have windows, refer to Question 3.</p>	

Question 3	
If the room you selected has windows, are there curtains or blinds on the windows?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: Polycom highly recommends adding acoustical window treatments to windows, especially in rooms with more than 20% windows or other glass walls. Blackout curtains or blinds that block out the natural light and that match the color of the walls within the camera view are preferable.</p>	
Question 4	
Can the room accommodate the weight of the TPX HD credenza, table, chairs, and other objects and people in the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking:</p> <ul style="list-style-type: none"> For the TPX HD 306M: The credenza, which includes three displays, weighs 1760 lbs (798.3 kg) and covers approximately 40 ft² (3.7 m²), which is approximately 44 lb/ft² (214.8 kg/m²). The table weighs 695 lbs (315.3 kg) and covers approximately 60 ft² (5.6 m²), which is approximately 12 lb/ft² (58.6 kg/m²). You should make sure that your room can accommodate this weight plus the weight of the chairs, other furniture and equipment in the room, and people who might enter the room. For the TPX HD 204M: The credenza, which includes two displays, weighs 1260 lbs (571.5 kg) and covers approximately 23.4 ft² (2.17 m²), which is approximately 58.8 lb/ft² (263.4 kg/m²). The table weighs 507 lbs (230 kg) and covers approximately 38.5 ft² (3.57 m²), which is approximately 13 lb/ft² (64.4 kg/m²). You should make sure that your room can accommodate this weight plus the weight of the chairs, other furniture and equipment in the room, and people who might enter the room. 	
Question 5	
Does the room have HVAC (Heating, Ventilation, and Air Conditioning)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: The room where the Polycom TPX HD is located requires an HVAC system. To determine the HVAC requirements for your room, refer to page 20 for the TPX HD 306M or page 24 for the TPX HD 204M. Keep in mind that HVAC can introduce noise into the environment that will be picked up by the Ceiling Microphone Arrays. Polycom typically recommends at least a 4-foot (1.22 m) distance between the HVAC and the Ceiling Microphone Arrays; however, your room may require a greater distance depending on the noise level of your particular HVAC (see Question 18 for more information).</p> <p>Polycom also recommends installing an independently controlled thermostat in the room. The operating temperature for the equipment in the room should be within 41° to 86° F (5° to 30 C°).</p>	

Question 6	
Are there any architectural elements in the room that Polycom should be aware of?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: Polycom needs to know if the equipment will fit into the room properly. Polycom requires that you attach a floor plan of the proposed TPX HD room to this document. Use the floor plan to show the shape of the room (including dimensions) and the location of doors, windows, and any architectural elements, such as columns, that are part of the room.</p>	
Question 7	
Are there any obstructions on the floor in the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: The floor needs to be free from obstructions so that the TPX HD credenza and table can be set up at the proper location in the room. Additionally, the floor should be free from any obstructions so that people can walk around the room easily and safely.</p>	
Question 8	
Where is the door located?	
Anything Else?	
<p>Here's Why We're Asking: The cameras are at the top of the credenza, which is placed along a wall of the room. Doors should be located out of the camera view, and cannot be located behind the credenza. Doors located on the side walls are preferable to doors located behind the participants seated at the table. Refer to the appendix on pages 20 and 21 for a top view to the TPX HD 306M room and on page 23 for a top view of the TPX HD 204M room.</p>	
Question 9	
Is the ceiling in the room a suspended ceiling? (If not, please specify.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: To accommodate the Polycom Ceiling Microphone Arrays and to obtain the best acoustics, Polycom highly recommends using a room with a suspended ceiling (also known as a dropped ceiling). See Question 20 for more information about the Ceiling Microphone Arrays.</p>	

Question 10	
Is the flooring in the room carpeted? (If not, please specify.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: To obtain the best acoustics, Polycom highly recommends using a room where the floor is carpeted or that you have carpeting installed in the room.</p>	
Question 11	
Are you planning to use a cable protector, which is installed by Polycom, to cover the cables that run from the credenza to the multipurpose table, or are you planning to install a conduit or cable track prior to the rest of the TPX HD installation?	<input type="checkbox"/> Cable protector <input type="checkbox"/> Conduit <input type="checkbox"/> Cable track
Anything Else?	
<p>Here's Why We're Asking: The cable protector is installed by Polycom and is shown in the TPX HD 306M room placement drawing on page 20 and in the TPX HD 204M room placement drawing on page 24.</p> <p>If you are planning to hide the cables by using a conduit or a cable track (such as a Mockett Power Track), you must install it before the Polycom installers begin the rest of the TPX HD installation. Note that the trench depth for the conduit should not exceed 6" (.15 m) below the finished floor, and the length should not exceed 7' 8 ¼" (2.34 m). If the conduit does exceed this length or depth, you must use 50-foot (15.24 m) cables to run from the credenza to the multipurpose table. These cables allow for approximately 30 feet (9.14 m) of conduit. To order the 50-foot cable kit, see your Polycom sales representative.</p> <p>For more information about the alternative conduit or cable track, see the TPX HD 306M placement drawings on page 22 and the TPX HD 204M placement drawings on page 25.</p>	
Question 12	
Are the walls in the room composed of drywall? (If not, please specify.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: To obtain the best acoustics, Polycom highly recommends using a room where the walls are composed of drywall. If the walls in the room you have selected are cinder block or another highly reverberant surface, you will likely need to add acoustical wall treatments.</p>	

Question 13																																							
What are the colors of the room's walls? (Indicate the color of each wall if they vary.)	Color(s)																																						
Anything Else?																																							
<p>Here's Why We're Asking: The walls in the room where the TPX HD is located should be non-textured and non-patterned. For the paint on the walls, Polycom recommends using eggshell finish and selecting one of these Benjamin Moore® paint colors:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td style="width: 33%; height: 30px; background-color: #444;"></td> <td style="width: 33%; height: 30px; background-color: #444;"></td> <td style="width: 33%; height: 30px; background-color: #444;"></td> </tr> <tr> <td style="font-size: small;">Gravel Gray 2127-30</td> <td style="font-size: small;">Evening Dove 2128-30</td> <td style="font-size: small;">Blue Note 2129-30</td> </tr> <tr> <td style="height: 30px; background-color: #444;"></td> <td style="height: 30px; background-color: #444;"></td> <td style="height: 30px; background-color: #444;"></td> </tr> <tr> <td style="font-size: small;">Wolf Gray 2127-40</td> <td style="font-size: small;">Oxford Gray 2128-40</td> <td style="font-size: small;">Normandy 2129-40</td> </tr> <tr> <td style="height: 30px; background-color: #444;"></td> <td style="height: 30px; background-color: #444;"></td> <td style="height: 30px; background-color: #444;"></td> </tr> <tr> <td style="font-size: small;">Pike's Peak Gray 2127-</td> <td style="font-size: small;">November Skies 2128-50</td> <td style="font-size: small;">Winter Lake 2129-50</td> </tr> </tbody> </table> <p>If you cannot obtain Benjamin Moore paint, you can use a Sherwin-Williams® custom match for one of these colors or use an equivalent from another manufacturer. For example, Sherwin-Williams custom match for Benjamin Moore November Skies (2128-50) is:</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 2px 10px;">BAC Colorant</td> <td style="padding: 2px 10px;">OZ</td> <td style="padding: 2px 10px;">32</td> <td style="padding: 2px 10px;">64</td> <td style="padding: 2px 10px;">128</td> </tr> <tr> <td style="padding: 2px 10px;">L1- Blue</td> <td style="padding: 2px 10px;">-</td> <td style="padding: 2px 10px;">27</td> <td style="padding: 2px 10px;">-</td> <td style="padding: 2px 10px;">-</td> </tr> <tr> <td style="padding: 2px 10px;">R2 - Maroon</td> <td style="padding: 2px 10px;">-</td> <td style="padding: 2px 10px;">7</td> <td style="padding: 2px 10px;">-</td> <td style="padding: 2px 10px;">-</td> </tr> <tr> <td style="padding: 2px 10px;">R3 - Magenta</td> <td style="padding: 2px 10px;">-</td> <td style="padding: 2px 10px;">10</td> <td style="padding: 2px 10px;">1</td> <td style="padding: 2px 10px;">1</td> </tr> </tbody> </table>					Gravel Gray 2127-30	Evening Dove 2128-30	Blue Note 2129-30				Wolf Gray 2127-40	Oxford Gray 2128-40	Normandy 2129-40				Pike's Peak Gray 2127-	November Skies 2128-50	Winter Lake 2129-50	BAC Colorant	OZ	32	64	128	L1- Blue	-	27	-	-	R2 - Maroon	-	7	-	-	R3 - Magenta	-	10	1	1
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Anything Else?																																							
<p>Here's Why We're Asking: The TPX HD is designed to work best in a room with evenly dispersed, ambient light. The average lighting should be 45 foot-candles, and the optimal color temperature is 4100K. Polycom recommends using a lighting designer and having the lighting professionally installed. If you prefer a pre-packaged lighting solution, you may want to consider purchasing a Polycom RealPresence™ (RPX™) solution instead.</p>																																							

Question 15	
Does the room have thermostats, light switches, or other controls on the wall behind where the credenza will be located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: Because the credenza is installed close to the wall, in all likelihood you will be unable to reach any thermostats or light switches or other controls located on that wall. Polycom recommends selecting a wall that does not have any thermostats or light switches, or that you have the thermostats or light switches moved prior to the credenza installation.</p>	
Question 16	
Does the room have three dedicated circuits (15A/100V, 15A/120V, or 10A/220V)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: The Polycom TPX HD requires two dedicated 15 amp minimum circuits for North America and two dedicated 10 amp minimum circuits for Europe. Both should be located near the back of the credenza, with at least one located within 10 feet (3.0 m) of the electronics rack. If the room does not already have these, they must be added. Refer to the TPX HD 306M room placement drawing on page 20 or the TPX HD 204M room placement drawing on page 24 for more information about circuit placement.</p> <p>An additional 15 amp minimum circuit for North America or 10 amp minimum circuit for Europe is required for the tabletop content displays. A quad outlet should be provided underneath the table in a location that will not be obstructed by the table's wiring closet. If a floor box is to be used, it must either reside directly under the center of the table or no less than 18" offset to either side of the table center. Anything within this margin may be obstructed by the table's wiring closet. Floor boxes should not be installed in front of or behind the wiring closet.</p> <p>The quad outlets may also reside in an electrical box mounted either to the inside of the wiring closet or to the exterior sides of the table's wiring closet. The quad box should NOT be mounted on the front or rear of the wiring closet.</p>	
Question 17	
Does the room have any fire strobes or fire alarms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: Fire strobes or alarms should not be blocked from view when the TPX HD is installed.</p>	

Question 18	
Are there any rooms near the Polycom TPX HD room that may be noisy (for example, meeting rooms, offices, kitchen, reception areas, restrooms, or data centers)? Polycom recommends that the NC rating for the room should be under 30, which is an SPL meter reading of about 40 dBA.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, rooms nearby:
Anything Else?	
Here's Why We're Asking: Sounds from adjacent rooms may interfere with the audio during conferences. If the room does not meet the specifications above, you may want to consider another room or consult an architect to help you determine ways to reduce noise within the room (whether the noise comes from adjacent rooms, HVAC, or other sources).	
Question 19	
Is there an analog phone line available in the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: The Polycom TPX HD requires an analog phone line for the audio add-on feature. For convenience, locate the phone line near the electronics rack.	
Question 20	
Are you willing to install the Polycom Ceiling Microphone Arrays in the room before the Polycom installers begin the rest of the TPX HD installation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: Polycom highly recommends the use of Ceiling Microphone Arrays in TPX HD rooms. You must install these Ceiling Microphone Arrays before Polycom performs the rest of the TPX HD installation. For information about where to place the Ceiling Microphone Arrays, see the Ceiling Microphone Array placement drawing on page 23 for TPX HD 306M rooms or on page 26 for TPX HD 204M rooms. For information about how to install the Ceiling Microphone Arrays, refer to the <i>Setting up the Polycom HDX Ceiling Microphone Array Series</i> document that is shipped with the Ceiling Microphone Arrays. Additionally, if your ceiling is 10 feet (3.05 m) or higher, you should order an optional 6-foot (1.82 m) drop cable (part number 2457-24701-001 for black or 2457-24701-003 for white) for each Ceiling Microphone Array from your Polycom sales representative.	
If you want to use tabletop microphones rather than the standard Ceiling Microphone Arrays in your TPX HD room, you must purchase the following:	
<ul style="list-style-type: none"> ○ Two HDX tabletop microphone array kits (part number 2215-23327-001). Each kit contains one microphone array and one 25-foot (7.62 m) cable. (Note that the microphone cabling is limited to this length.) ○ One RJ45-to-Walta cable (part number 2457-23716-001). ○ One Walta-to-Walta cable (part number 2457-23215-001). 	

Question 21	
<p>Have you attached the following documents?</p> <ul style="list-style-type: none"> • A floor plan with dimensions that identifies doors, windows, and other structures in the room as well as the placement of electrical outlets. • Digital photographs of the walls, floors, ceiling, windows, HVAC, and lighting. 	<input type="checkbox"/> Attached? <input type="checkbox"/> Attached?
<p>Anything Else?</p>	
<p>Here's Why We're Asking: A floor plan of the room is useful for determining placement of equipment, location of obstacles in the room, etc. Digital photographs provide visual details that can be missed in written descriptions.</p>	
Question 22	
<p>Are you willing to make the facilities changes needed to support the Polycom TPX HD?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Anything Else?</p>	
<p>Here's Why We're Asking: Examples of facilities changes may include but are not limited to the following:</p> <ul style="list-style-type: none"> • Curtains or shades may have to be added to the windows. • If the power requirements are not met, it may be necessary to run new circuits to the room. All circuits used for the TPX HD must be wired to the same electrical panel to ensure common ground. • The back wall may have to be painted or covered. • Floors may have to be carpeted. • Ceilings may have to change, depending on the material and height. • Lighting may have to be changed. • Acoustical wall coverings may have to be added. • Network connections and phone jacks may have to be added. 	

About Getting the Equipment to the Room

This section asks questions that will help determine what logistical changes need to be made in order to get the TPX HD delivered and installed at your site. Each question has an “Anything Else?” row where you can add additional information you think might be helpful for Polycom to know.

Question 23	
When the product is being delivered, will parking spaces need to be closed off or will people at your site or at nearby sites be inconvenienced in any other way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: If delivery may inconvenience people at your site or at nearby sites, plans should be made prior to delivery in preparation for that.	
Question 24	
Does Polycom need to coordinate delivery and setup efforts with any labor unions at the location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: Coordination efforts with any labor unions should be planned prior to delivery.	
Question 25	
Is there a loading bay at this site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: If the delivery site is not the site specified on page 4, please indicate the delivery location here. Also, if the delivery site does not have a loading bay, you must arrange for equipment to remove the pallets from the truck (see Question 27 for more information about the pallets).	
Question 26	
Does the loading bay protect the equipment from inclement weather during unloading?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: You should make sure that the loading bay is set up so that the equipment will not be exposed to excessive heat or cold, rain, or other inclement weather during unloading.	

Question 27																									
Can the loading bay accommodate the pallets listed below?	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
Anything Else?																									
<p>Here's Why We're Asking:</p> <p>TPX HD 306M</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%; vertical-align: top;">○ Credenza and table components:</td> <td style="padding-left: 20px;">Crate #1: Size: 68" L x 44" W x 26" H (1.7 m x 1.1 m x .7 m) Weight: 1525 lbs (691.7 kg)</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">Crate #2: Size: 68" L x 44" W x 20" H (1.7 m x 1.1 m x .5 m) Weight: 515 lbs (233.6 kg)</td> </tr> <tr> <td style="vertical-align: top;">○ Electronics, hardware, and sheet metal:</td> <td style="padding-left: 20px;">Box #1: Size: 59" L x 37" W x 42" H (1.5 m x .9 m x 1.1 m) Weight: 650 lbs (294.8 kg)</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">Box #2: Size: 24" L x 24" W x 20" H (.6 m x .6 m x .5 m) Weight: 75 lbs (34 kg)</td> </tr> <tr> <td style="vertical-align: top;">○ Plasma displays:</td> <td style="padding-left: 20px;">Size: 65" L x 42" W x 40" H (1.7 m x 1.1 m x 1.0 m) Weight: 465 lbs (210.9 kg) for 3 displays</td> </tr> <tr> <td style="vertical-align: top;">○ Ceiling Microphone Arrays:</td> <td style="padding-left: 20px;">Size: 18" L x 12" W x 9" H (.46 m x .30 m x .23 m) Weight: 10 lbs (4.5 kg)</td> </tr> </table> <p>TPX HD 204M</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%; vertical-align: top;">○ Credenza and table components:</td> <td style="padding-left: 20px;">Crate #1: Size: 68" L x 44" W x 22" H (1.7 m x 1.1 m x .6 m) Weight: 1375 lbs (623.7 kg)</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">Crate #2: Size: 68" L x 44" W x 18" H (1.7 m x 1.1 m x .5 m) Weight: 390 lbs (176.9 kg)</td> </tr> <tr> <td style="vertical-align: top;">○ Electronics, hardware, and sheet metal:</td> <td style="padding-left: 20px;">Box #1: Size: 59" L x 37" W x 42" H (1.5 m x .9 m x 1.1 m) Weight: 550 lbs (249.5 kg)</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">Box #2: Size: 24" L x 24" W x 20" H (.6 m x .6 m x .5 m) Weight: 65 lbs (29.5 kg)</td> </tr> <tr> <td style="vertical-align: top;">○ Plasma displays:</td> <td style="padding-left: 20px;">Size: 65" L x 28" W x 40" H (1.7 m x .7 m x 1.0 m) Weight: 310 lbs (140.6 kg) for 2 displays</td> </tr> <tr> <td style="vertical-align: top;">○ Ceiling Microphone Arrays:</td> <td style="padding-left: 20px;">Size: 18" L x 12" W x 9" H (.46 m x .30 m x .23 m) Weight: 10 lbs (4.5 kg)</td> </tr> </table>		○ Credenza and table components:	Crate #1: Size: 68" L x 44" W x 26" H (1.7 m x 1.1 m x .7 m) Weight: 1525 lbs (691.7 kg)		Crate #2: Size: 68" L x 44" W x 20" H (1.7 m x 1.1 m x .5 m) Weight: 515 lbs (233.6 kg)	○ Electronics, hardware, and sheet metal:	Box #1: Size: 59" L x 37" W x 42" H (1.5 m x .9 m x 1.1 m) Weight: 650 lbs (294.8 kg)		Box #2: Size: 24" L x 24" W x 20" H (.6 m x .6 m x .5 m) Weight: 75 lbs (34 kg)	○ Plasma displays:	Size: 65" L x 42" W x 40" H (1.7 m x 1.1 m x 1.0 m) Weight: 465 lbs (210.9 kg) for 3 displays	○ Ceiling Microphone Arrays:	Size: 18" L x 12" W x 9" H (.46 m x .30 m x .23 m) Weight: 10 lbs (4.5 kg)	○ Credenza and table components:	Crate #1: Size: 68" L x 44" W x 22" H (1.7 m x 1.1 m x .6 m) Weight: 1375 lbs (623.7 kg)		Crate #2: Size: 68" L x 44" W x 18" H (1.7 m x 1.1 m x .5 m) Weight: 390 lbs (176.9 kg)	○ Electronics, hardware, and sheet metal:	Box #1: Size: 59" L x 37" W x 42" H (1.5 m x .9 m x 1.1 m) Weight: 550 lbs (249.5 kg)		Box #2: Size: 24" L x 24" W x 20" H (.6 m x .6 m x .5 m) Weight: 65 lbs (29.5 kg)	○ Plasma displays:	Size: 65" L x 28" W x 40" H (1.7 m x .7 m x 1.0 m) Weight: 310 lbs (140.6 kg) for 2 displays	○ Ceiling Microphone Arrays:	Size: 18" L x 12" W x 9" H (.46 m x .30 m x .23 m) Weight: 10 lbs (4.5 kg)
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○ Electronics, hardware, and sheet metal:	Box #1: Size: 59" L x 37" W x 42" H (1.5 m x .9 m x 1.1 m) Weight: 650 lbs (294.8 kg)																								
	Box #2: Size: 24" L x 24" W x 20" H (.6 m x .6 m x .5 m) Weight: 75 lbs (34 kg)																								
○ Plasma displays:	Size: 65" L x 42" W x 40" H (1.7 m x 1.1 m x 1.0 m) Weight: 465 lbs (210.9 kg) for 3 displays																								
○ Ceiling Microphone Arrays:	Size: 18" L x 12" W x 9" H (.46 m x .30 m x .23 m) Weight: 10 lbs (4.5 kg)																								
○ Credenza and table components:	Crate #1: Size: 68" L x 44" W x 22" H (1.7 m x 1.1 m x .6 m) Weight: 1375 lbs (623.7 kg)																								
	Crate #2: Size: 68" L x 44" W x 18" H (1.7 m x 1.1 m x .5 m) Weight: 390 lbs (176.9 kg)																								
○ Electronics, hardware, and sheet metal:	Box #1: Size: 59" L x 37" W x 42" H (1.5 m x .9 m x 1.1 m) Weight: 550 lbs (249.5 kg)																								
	Box #2: Size: 24" L x 24" W x 20" H (.6 m x .6 m x .5 m) Weight: 65 lbs (29.5 kg)																								
○ Plasma displays:	Size: 65" L x 28" W x 40" H (1.7 m x .7 m x 1.0 m) Weight: 310 lbs (140.6 kg) for 2 displays																								
○ Ceiling Microphone Arrays:	Size: 18" L x 12" W x 9" H (.46 m x .30 m x .23 m) Weight: 10 lbs (4.5 kg)																								

Question 28	
Is there enough space to move the pallets as needed, but still maintain a safe exit path?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: For fire and safety purposes, pallets and equipment cannot block exit paths. You must prepare your site so that you can to accept the pallets and store the equipment without blocking any egresses.	
Question 29	
Can the equipment be temporarily stored at the loading bay if needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: If the equipment cannot be immediately delivered to the room where it is to be installed, you should make arrangements to temporarily hold the equipment in the loading bay.	
Question 30	
Can packaging be disposed of at this site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: You should make sure that facilities exist to dispose of the packaging once the equipment is unpacked.	
Question 31	
Does the carrier need to pass any special security clearance at the delivery location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: You must make arrangements to ensure that the carrier can pass security clearance and deliver the equipment.	

Question 32	
Is there equipment available for moving the TPX HD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: You must supply a lift or make other arrangements to move the TPX HD equipment from the loading bay to the room where it is to be installed.	
Question 33	
Do the packages need to be opened for inspection upon receipt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: If packages must be opened upon receipt, you should ensure that no equipment is lost or broken at that time.	
Question 34	
Have you attached a detailed description of the route to be taken to move the equipment from the loading bay to the room where the equipment is to be installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: To avoid problems when moving the equipment, you should attach a floor plan indicating doorways, thresholds, stairs, ramps, and any other obstacles along the path from the loading bay to the final installation room.	

About the Network

This section asks questions that will help Polycom determine if the network at the proposed TPX HD site is adequate or if changes need to be made prior to installation. Each question has an “Anything Else?” row where you can add additional information you think might be helpful for Polycom to know.

Note that you may need the help of your network administrators to answer these questions. Polycom recommends that your network administrators read these documents prior to installation:

- *Supporting Real-time Traffic, Preparing Your IP Network for Video Conferencing*, available at <http://www.polycom.com/usa/en/support/documentation/whitepapers.html>.
- *Preparing Your IP Network for High Definition Video Conferencing*, available at http://www.polycom.com/usa/en/services/professional_services/hd_readiness_service.html.

Question 35	
Are you planning for this room to be managed by Video Network Operations Center (VNOc) services? (If yes, please indicate the provider.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: VNOc services are available through Polycom for TPX HD 306M and TPX HD 204M rooms.	
Question 36	
For TPX HD 306M installations, are there four Fast Ethernet (100BASE-T) or four Gigabit Ethernet (1000BASE-T) connections in the room? For TPX HD 204M installations, are there three Fast Ethernet (100BASE-T) or three Gigabit Ethernet (1000BASE-T) connections in the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
Here's Why We're Asking: The TPX HD 306M requires four Fast Ethernet or Gigabit Ethernet connections; the TPX HD 204M requires three Fast Ethernet or Gigabit Ethernet connections. Polycom does not recommend using unmanaged switches to provide these connections. For convenience, locate the connections near the electronics rack (preferably behind the credenza).	

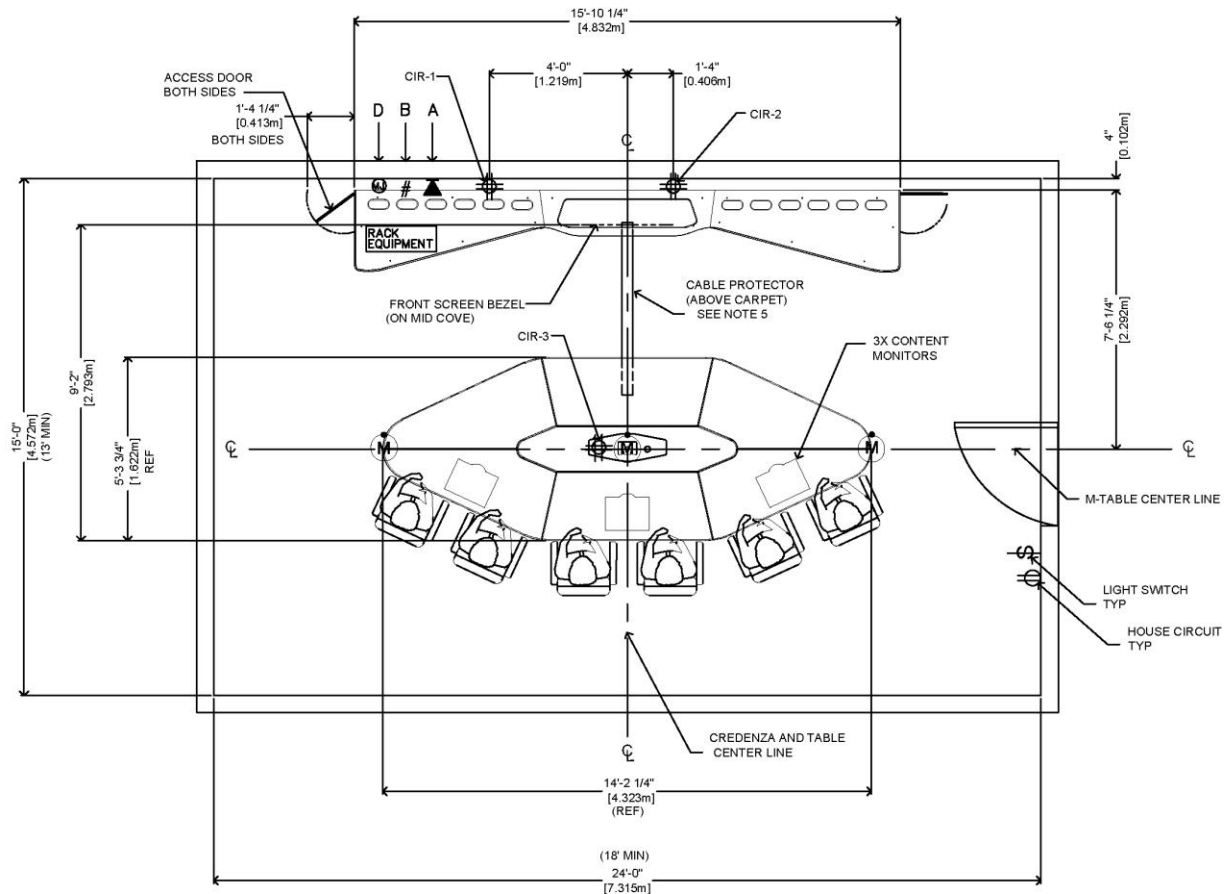
Question 37	
Do you have bandwidth available to support the TPX HD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Else?	
<p>Here's Why We're Asking: Polycom recommends the following bandwidth for HD resolution video calls:</p> <ul style="list-style-type: none"> ○ TPX HD 306M 1080p30: 11 Mbps minimum; 21 Mbps recommended ○ TPX HD 306M 720p60: 7.5 Mbps minimum; 21 Mbps recommended ○ TPX HD 306M 720p30: 7.5 Mbps minimum; 15 Mbps recommended ○ TPX HD 204M: 5 Mbps minimum; 10 Mbps recommended 	
Question 38	
What other real-time media/VoIP systems are installed on site?	
Anything Else?	
<p>Here's Why We're Asking: If you are already running real time video or VoIP, then it is more likely that you have the experience to manage telepresence on your network.</p>	
Question 39	
What is the bandwidth on the WAN connections?	
Anything Else?	
<p>Here's Why We're Asking: Knowing the expected WAN connectivity can help Polycom assess the impact of telepresence on the network.</p>	
Question 40	
What QoS mechanisms are in place in the network?	
Anything Else?	
<p>Here's Why We're Asking: If you already have QoS, then it is more likely that you have the experience to manage real time media, including telepresence. If you are using Diffserv, then the HDX Diffserv markings can be used to fit into your current QoS mechanisms.</p>	

Question 41	
<p>Does your network meet the following requirements end-to-end?</p> <ul style="list-style-type: none"> ○ Packet loss: < 0.1% ○ End-to-end latency: < 150ms ○ Packet jitter: < 40ms 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Anything Else?</p>	
<p>Here's Why We're Asking: Your network must meet the above requirements for an optimal telepresence experience.</p>	
Question 42	
<p>Are you planning to use Polycom's High Definition Readiness Services?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Anything Else?</p>	
<p>Here's Why We're Asking: Polycom's High Definition Readiness Services enables you to make sure your environment is ready before installation day, reduces your number of vendors, saves money, and provides access to remote diagnostic and testing services. Find out more about High Definition Readiness Services at www.polycom.com/usa/en/services/professional_services/high_definition_readiness_services.html.</p>	

Appendix A: TPX HD 306M Placement Drawings

This appendix includes placement drawings for the TPX HD 306M room, the credenza and table only, the alternative conduit and cable track, and the Ceiling Microphone Arrays.

TPX HD 306M Room Placement

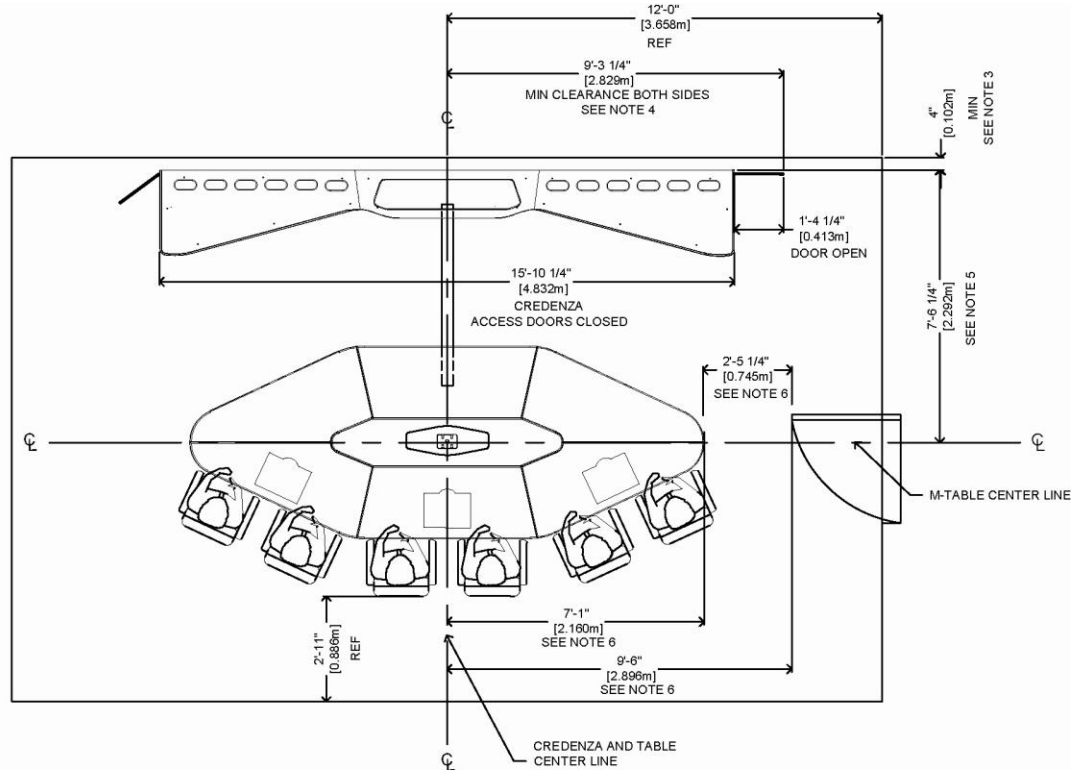


NOTES:

- FRONT WALL CREDENZA TOTAL WEIGHT IS APPROXIMATELY 1760 POUNDS (798.3 kg), COVERING APPROXIMATELY 40 SQUARE FEET (3.716 SQUARE METERS).
- TABLE TOTAL WEIGHT IS APPROXIMATELY 695 POUNDS (315.3 KG), COVERING APPROXIMATELY 60 SQUARE FEET (5.57 SQUARE METERS).
- TOTAL POWER REQUIRED (WATTS): 2500 WATTS. BTUs/HOUR: 13,000 COOLING IN TON: -1.1 COOLING TONS.
- CREDENZA HEIGHT IS APPROXIMATELY 70" (1.778m) NOT INCLUDING LEVELING FEET TABLE IS APPROXIMATELY: 30" (.762m).
- LOCATE CABLE PROTECTOR AS SHOWN, IF NEEDED CUT TO LENGTH TO FIT BETWEEN CREDENZA AND WIRING CLOSET UNDER TABLE. REFER TO POLYCOM TPX HD 306M INSTALLATION GUIDE, P/N 3725-27345-005, FOR DETAILED INSTALLATION INSTRUCTIONS.

LOCATED BEHIND CREDENZA	
SUPPLIED AND INSTALLED BY CUSTOMER / CONTRACTOR PRIOR TO SUITE INSTALLATION.	
	A. (1) DIRECT IN DIAL ANALOG LINE SUPPLIED BY CUSTOMER TELCO (POTS)
	B. (4) BROADBAND NETWORK ACCESS. USE CAT5 OR BETTER.
	C. QUAD AC POWER OUTLET
	D. MIC JACK WALL PLATE

TPX HD 306M Credenza and Table Placement

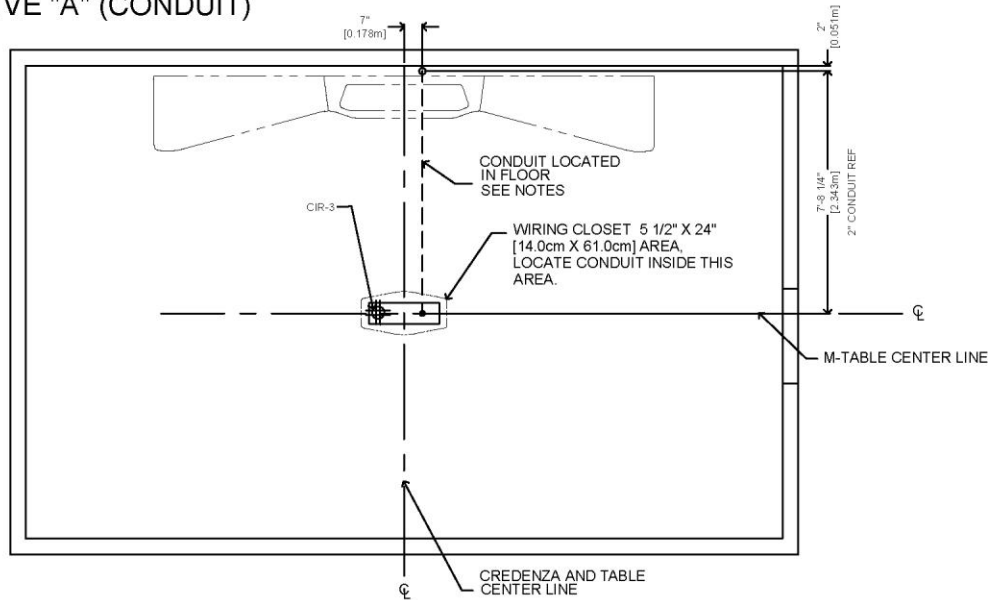


TPX HD 306M GENERIC PLACEMENT INSTRUCTIONS:

1. VERIFY THAT THE ROOM MEETS MINIMUM DIMENSIONS FOR INSTALLATION: TPX HD 306M = 13.0' D x 18.0' W x 8.0' H (3.962m D x 5.486m W x 2.438m H).
2. MEASURE YOUR ROOM AND DETERMINE THE OPTIMAL PLACEMENT OF THE TPX HD CREDENZA AND TABLE. POLYCOM RECOMMENDS THAT THE CREDENZA BE PLACED ALONG A BLANK WALL WITH DOOR ACCESS NEAR THE SIDES OF THE TABLE.
3. MEASURE 4.0' (.102m) FROM THE WALL TO ESTABLISH THE BACK OF THE CREDENZA AND MARK THE FLOOR AT THE CENTER LINE OF THE CREDENZA USING MASKING TAPE.
4. ENSURE THAT THERE IS 9' 3 1/4" (2.825m) OF OPEN SPACE TO THE RIGHT AND LEFT OF THE CREDENZA CENTER LINE TO ALLOW FOR THE ACCESS DOORS IN THE OPEN POSITION.
5. MEASURE 7' 6 1/4" (2.292m) FROM THE MASKING TAPE MARK TOWARDS THE CENTER OF THE ROOM AND MARK THE LOCATION WITH MASKING TAPE. THIS WILL BE THE CENTER LINE OF THE MAIN TABLE AND WILL BE THE LOCATION FOR THE AC POWER RECEPTACLE REQUIRED UNDER THE MAIN TABLE (IDENTIFIED AS CIR #3 ON THE DRAWING).
6. MEASURE 7' 1" TO THE RIGHT AND LEFT OF THE PREVIOUS MARK TO LOCATE THE POSITION OF THE EDGES OF THE TABLE AND THE RIGHT AND LEFT MICROPHONES. VERIFY THAT THE MEASUREMENTS ARE PARALLEL WITH THE WALL AND ENSURE THERE ARE NO OBSTRUCTIONS THAT WOULD INTERFERE WITH ACCESS (SUCH AS DOORS, COLUMNS, ETC.)
7. ONCE THE PLACEMENT CENTER LINES HAVE BEEN ESTABLISHED AND MARKED, FOLLOW THE DETAILED INSTRUCTIONS IN THE *POLYCOM TPX HD 306M INSTALLATION GUIDE*, P/N 3725-27345-005.

TPX HD 306M Alternative Conduit and Cable Track Placement

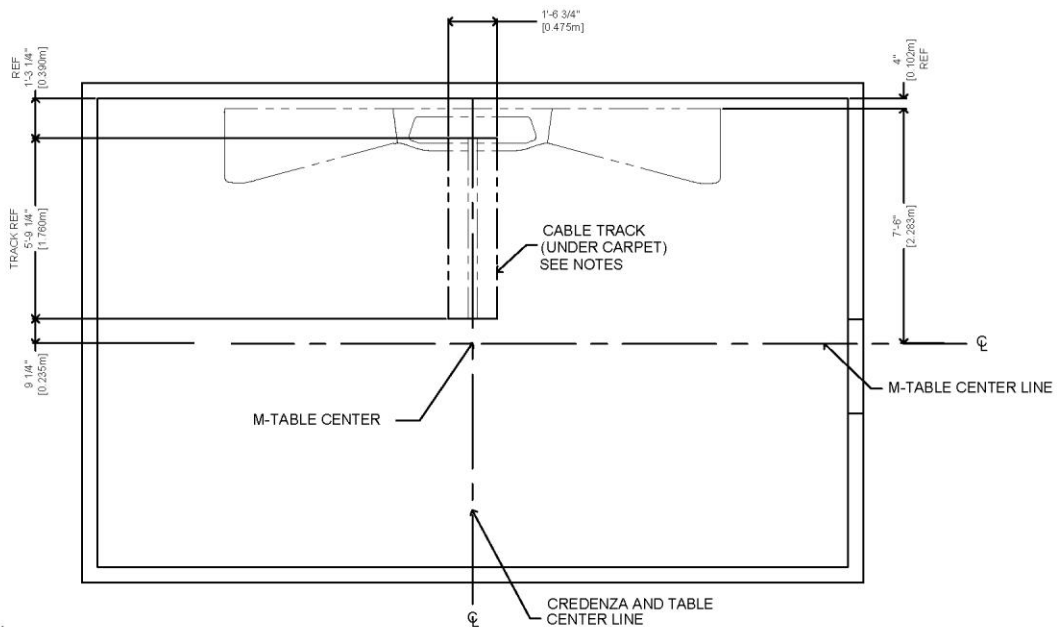
ALTERNATIVE "A" (CONDUIT)



NOTES:

1. LOCATE 2" (51 MM) DIAMETER CONDUIT IN FLOOR, SUPPLIED AND INSTALLED BY CUSTOMER/CONTRACTOR, TO BE USED FOR VGA AND AUDIO CABLE, 25-FOOT VGA CABLE, AND CRESTRON TOUCH PANEL CABLE.
2. LOCATE CONDUIT IN FLOOR AS SHOWN WITH OPENINGS APPROXIMATELY 1" ABOVE FLOOR LEVEL AT EACH END.
3. TRENCH DEPTH FOR CONDUIT MUST NOT EXCEED 6" BELOW FINISHED FLOOR LEVEL.
4. CONDUIT LENGTH MUST NOT EXCEED 7'-8 1/4" (2.343 M).

ALTERNATIVE "B" (CABLE TRACK)

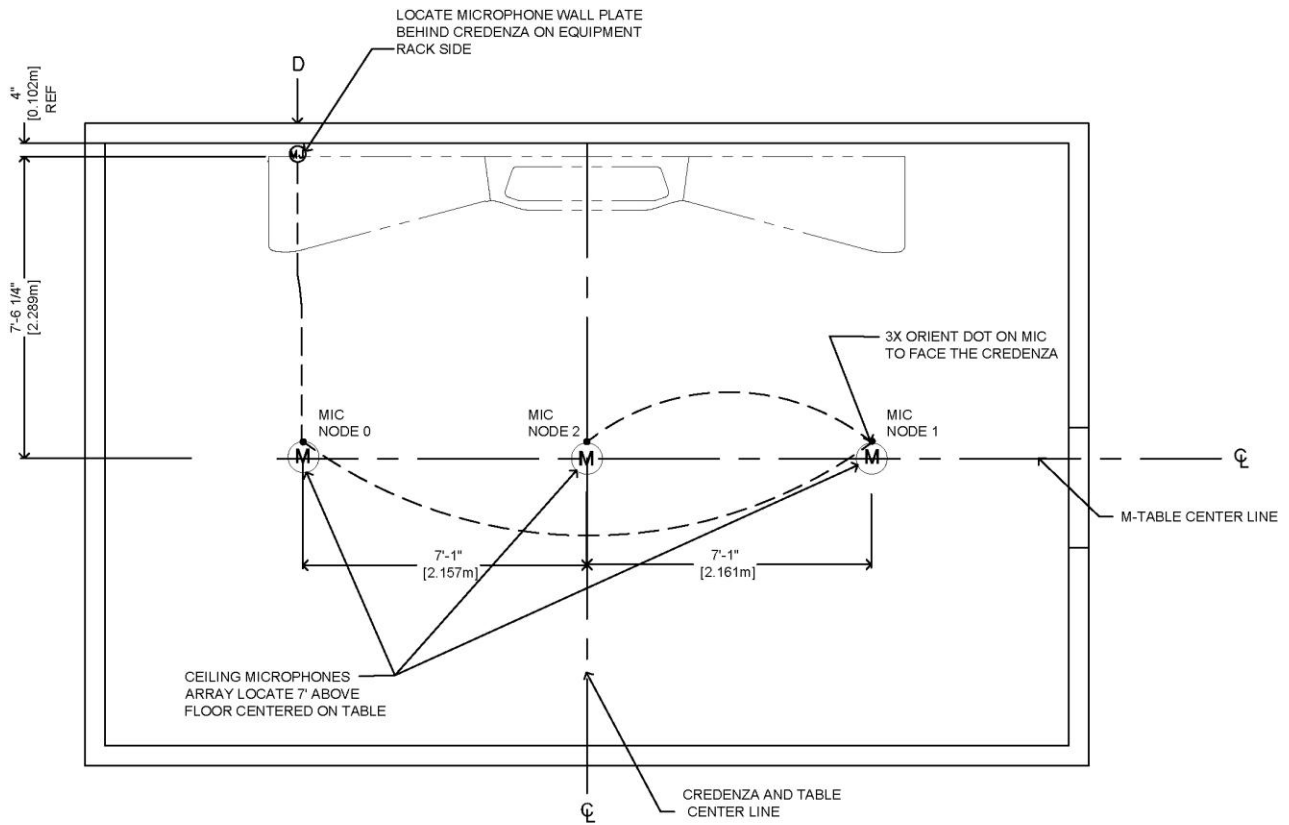


NOTES:

1. LOCATE "MOCKETT OR ALTERNATIVE" CABLE TRACK UNDER CARPET AS SHOWN. SUPPLIED AND INSTALLED BY CUSTOMER/ CONTRACTOR, TO BE USED FOR VGA AND AUDIO CABLE, 25-FOOT VGA CABLE, AND CRESTRON TOUCH PANEL CABLE.
2. INSTALL CABLE TRACK AS PER MANUFACTURING INSTRUCTIONS.

TPX HD 306M Ceiling Microphone Array Placement

For additional information about the Ceiling Microphone Arrays, refer to Question 20.



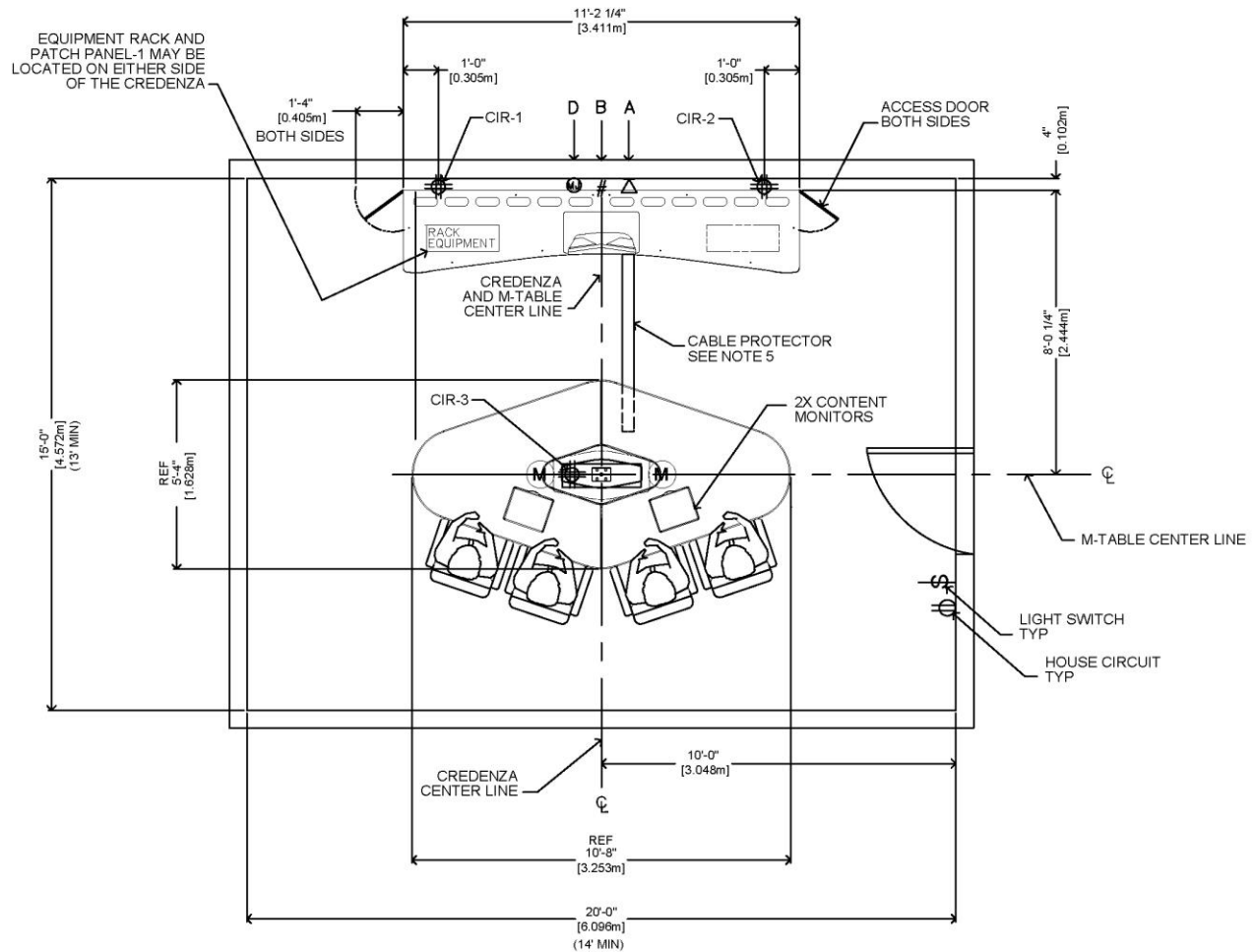
NOTES:

1. THE CEILING MICROPHONE ARRAY AND WALL PLATE SHOULD BE INSTALLED PRIOR TO THE TPX HD 306M SUITE BEING INSTALLED.
CUSTOMER / CONTRACTOR IS RESPONSIBLE FOR CEILING MICROPHONE ARRAY INCLUDING WALL PLATE AND WIRING INSTALLATION.
REFER TO THE *SETTING UP THE POLYCOM HDX CEILING MICROPHONE ARRAY SERIES* DOCUMENT, P/N 1725-27017-004, FOR DETAILED SET UP INFORMATION.
2. WIRING ASSIGNMENTS ARE SHOWN WITH THE MICS PLUGGED INTO THE RIGHT CLINK2 PORT.
CEILING MIC: CODEC SETTINGS L R L/R
NODE 0 1 2

Appendix B: TPX HD 204M Placement Drawings

This appendix includes placement drawings for the TPX HD 204M room, the alternative conduit and cable track, and the Ceiling Microphone Arrays.

TPX HD 204M Room Placement



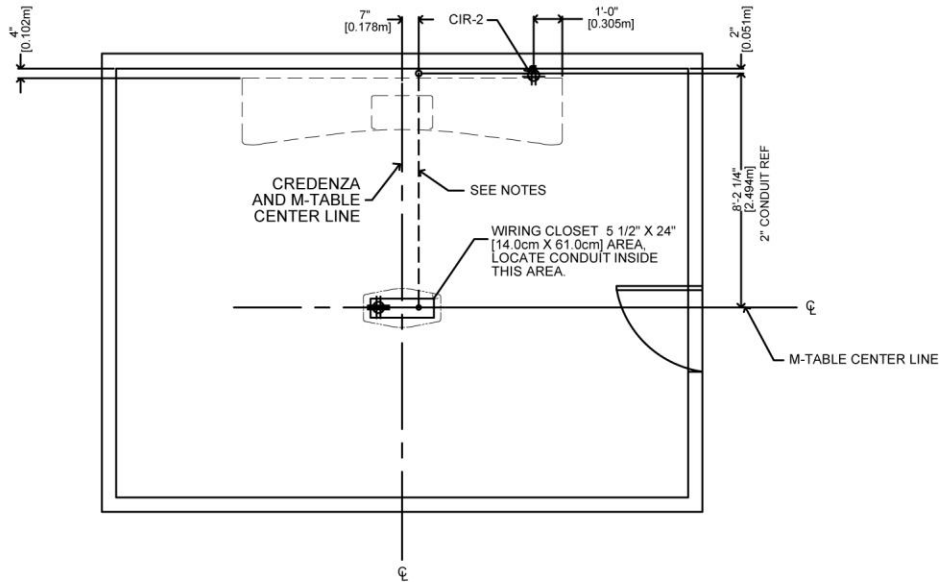
NOTES

- FRONT WALL CREDENZA TOTAL WEIGHT IS APPROXIMATELY 1260 POUNDS (573 kg), COVERING APPROXIMATELY 23.4 SQUARE FEET (2.17 SQUARE METERS).
- TABLE TOTAL WEIGHT IS APPROXIMATELY 507 POUNDS (230 kg), COVERING APPROXIMATELY 38.5 SQUARE FEET (3.57 SQUARE METERS).
- TOTAL POWER REQUIRED FOR CREDENZA (WATTS): 1500 WATTS. ROOM HVAC REQUIREMENTS ARE APPROXIMATELY: 5118 BTUs/HOUR COOLING: ~ 43 COOLING TONS. NOT INCLUDING ROOM OCCUPANTS, LIGHTING OR ADDITIONAL ELECTRONICS.
- CREDENZA HEIGHT IS APPROXIMATELY 70" (1.778m) NOT INCLUDING LEVELING FEET. TABLE IS APPROXIMATELY 30" (.762m).
- LOCATE CABLE PROTECTOR AS SHOWN. REFER TO THE *POLYCOM TPX HD 204M INSTALLATION GUIDE*, VERSION 1.5.4, P/N 3725-29133-001/A FOR DETAILED INSTRUCTIONS.

LOCATED BEHIND CREDENZA	
SUPPLIED AND INSTALLED BY CUSTOMER / CONTRACTOR PRIOR TO SUITE INSTALLATION.	
	A. (1) DIRECT IN DIAL ANALOG LINE SUPPLIED BY CUSTOMER TELCO (POTS)
	B. (4) BROADBAND NETWORK ACCESS. USE CAT5 OR BETTER.
	C. (2) QUAD AC POWER OUTLET
	D. MIC JACK WALL PLATE

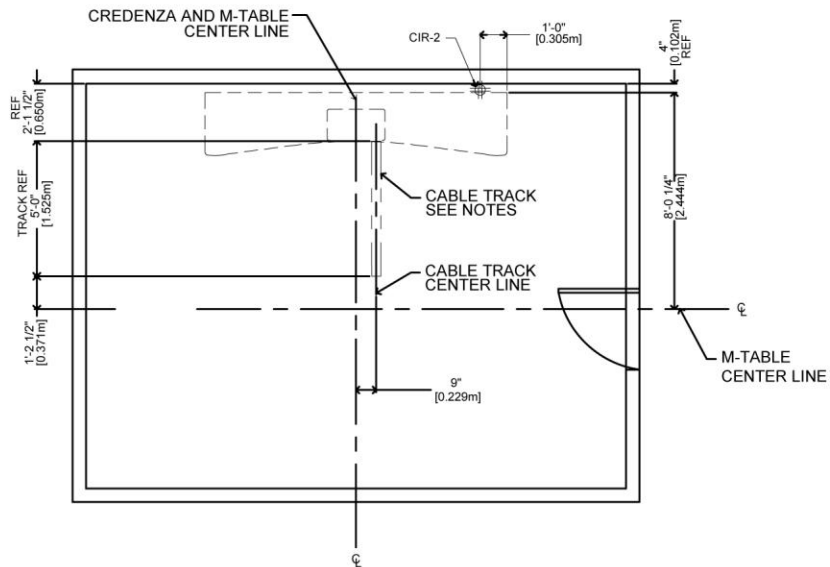
TPX HD 204M Alternative Conduit and Cable Track Placement

ALTERNATIVE "A" (CONDUIT)



- NOTES:
1. 2" (51mm) CONDUIT IN FLOOR, SUPPLIED AND INSTALLED BY CUSTOMER / CONTRACTOR, TO BE USED FOR VGA AND CRESTRON CONTROL CABLES ONLY. IF CONDUIT IS USED, LOCATE AS SHOWN AND WITH OPENINGS APPROXIMATELY 1" ABOVE FINISHED FLOOR LEVELS. USE CABLE PROTECTOR OPTION ONLY IF 2" ELECTRICAL CONDUIT CANNOT BE INSTALLED IN FLOOR. SEE TRACK PLACEMENT PLAN.
 2. LOCATE CONDUIT 6" IN FLOOR AS SHOWN AND WITH OPENINGS APPROXIMATELY 1" ABOVE FLOOR LEVEL.
 3. TRENCH DEPTH FOR CONDUIT SHALL NOT EXCEED 6" BELOW FINISHED FLOOR LEVEL.
 4. CONDUIT LENGTH SHALL NOT EXCEED 7'-8 1/4" [2.343M].

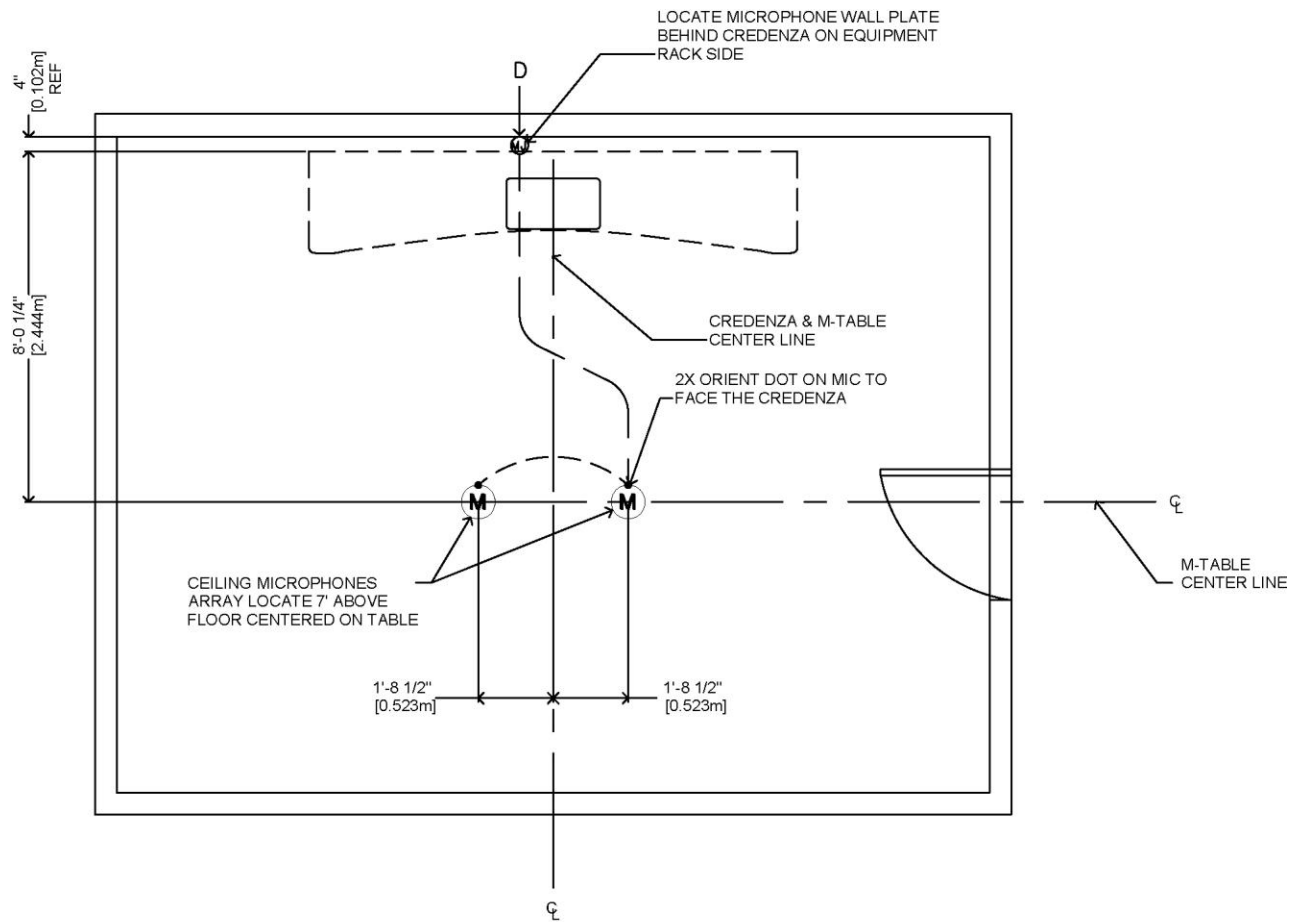
ALTERNATIVE "B" (CABLE TRACK)



- NOTES:
1. LOCATE TRACK AS SHOWN.
 2. INSTALL CABLE TRACK AS PER MANUFACTURING INSTRUCTIONS.

TPX HD 204M Ceiling Microphone Array Placement

For additional information about the Ceiling Microphone Arrays, refer to Question 20.



NOTE:

THE CEILING MICROPHONE ARRAY AND WALL PLATE SHOULD BE INSTALLED PRIOR TO THE TPX HD 204M SUITE BEING INSTALLED. CUSTOMER / CONTRACTOR IS RESPONSIBLE FOR CEILING MICROPHONE ARRAY INSTALLATION INCLUDING WALL PLATE AND WIRING INSTALLATION. REFER TO THE *SETTING UP THE POLYCOM HDX CEILING MICROPHONE ARRAY SERIES* DOCUMENT, P/N 1725-27017-004, FOR DETAILED SET UP INFORMATION.