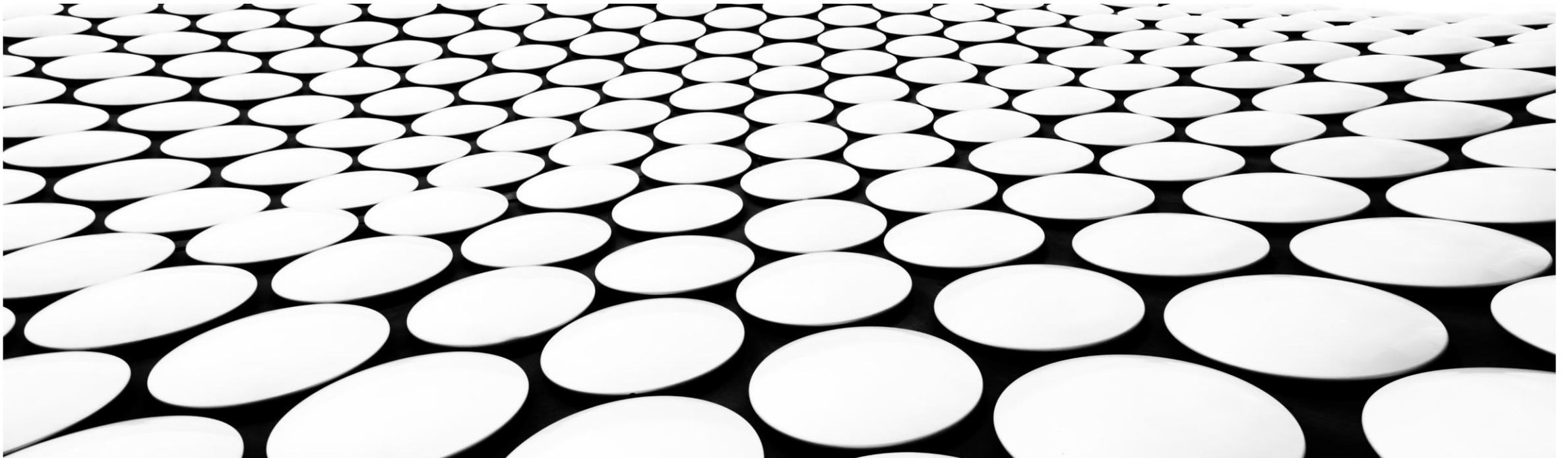

WALBERSWICK HERITAGE HUT

AUDIO-VISUAL DESIGN AND SPECIFICATION PROPOSAL – MARCH 2021



USER REQUIREMENTS (GATHERED FROM 4 X INTERVIEWS) – SUMMARY

- Modular, so able to swap individual bits of kit as technology evolves, without changing everything
- “Zoom—Like Experience” for blended/hybrid meetings
- Only one Screen (“don’t want a sports bar!”)
- Not just basic kit – some advanced features that make the most of the technology available
- Ability to “do pieces directly to camera” then play on screen
- Ability for guest speakers to present remotely
- Able to store and edit video recordings then upload to You-Tube
- Live streaming capability, including webcam that can be positioned to view artist/crafts person at work
- Audio-only access for those with no PC, tablet or smart phone (“Inclusivity & Accessibility”)
- Able to access archived recordings
- A Hearing Loop

ADDITIONAL DESIGN CONSIDERATIONS

- Intuitive to use – no lengthy training periods
- Use technology people are already familiar with
- Security – minimise kit not secured to wall & use cloud based data storage
- Laptop for easy storage & portability, containing all required software
- Low IT support requirement for setup & use
- Remote IT support
- Secure access to storage

DESIGN CONCEPT

- “Zoom Room”
- Single wall mounted screen and soundbar with Bluetooth audio streaming capability
- Laptop, Windows 10 driven
- Zoom meetings as driver
- Cloud based Storage
- Integrated video camera & audio
- Hearing loop for whole room incorporated into A/V
- Roving microphone & “throat mike” capability
- Additional webcam for live streaming



OUTLINE SPECIFICATION AND PRICING

- **Video Conferencing capability**
 - Logitech Meetup: £950
 - Extension speaker: £250
 - TV mount: £100
 - Installation: £200
- **Free-standing WebCam**
 - Logitech C922 Pro: £95
 - Tripod: £50
 - Cabling: £50
- **Hearing Loop:**
 - Amplifier: £280
 - Test Equipment: £120
 - Cabling and AV socket: £100
 - Microphones: £100
 - Installation and commissioning: £300
- **Screen:**
 - 55" Samsung QLED TV: £750
 - Samsung Soundbar: £350
 - TV mount: £30
 - Cabling & AV socket: £100
- **Laptop:**
 - Windows 10, video editing software: £350
 - Crashplan backup: £10/month
 - Leads: £100
 - RAM upgrade to support digital version of scroll: £50
 - Office, One Drive, Norton & PC remote: FOC from WPC

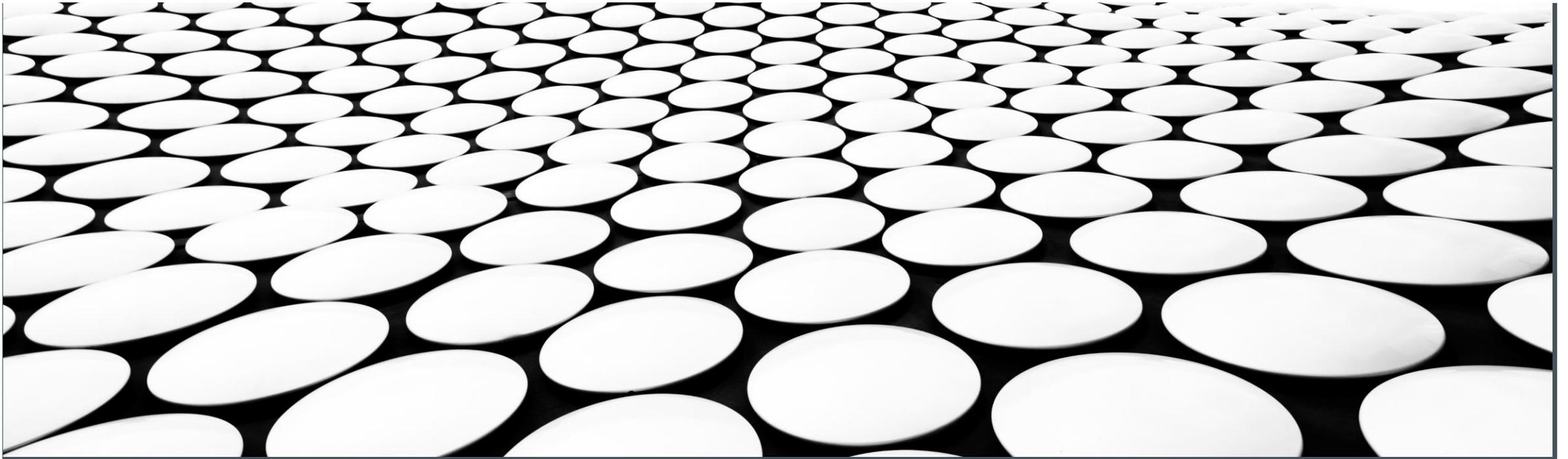
Grand Total: £4325 plus £10/month ongoing cost

(All prices include VAT)

OPTIONAL EXTRAS LEFT OUT OF SPECIFICATION AT THIS STAGE

- Aerial to allow screen to also act as TV – circa. £100
- Extra Pan/Tilt/Zoom Camera to look down length of hall from doorway - Logitech PTZ Pro 2: £650 + cabling
- Keyboard/mouse for Laptop: £30
- Conference calling speaker phone: circa. £200
- Bluetooth conference speaker: £85
- P/A kit and speakers (beyond soundbar for TV) – circa. £200

APPENDIX – NOTES AND LINKS TO KEY EQUIPMENT SPECIFIED



NOTES

- Although the design concept is led by a “Zoom Room”, it is not proposed to sign up for the service (£34/month) as little value-add for the uses anticipated
- IT Support would be from WPC
- Software licences would be Free Of Charge from WPC where there are spare licences
- Propose to buy equipment through WPC so VAT can be reclaimed (would reduce cost by £865) – note: not yet agreed by WPC
- Propose to take cabling and mains lead through the wall behind the TV into the office area
- Having a Bluetooth sound bar provides music playing capability
- The screen specified would act as great way to share screens/documents and thereby avoid paper copies
- Installation costs are guesses based on anticipated time taken
- Don’t anticipate any cost over-runs as pricing is before negotiation/searching for best deal
- Cloud based storage would be via One Drive (1TB storage) with separate (password controlled) folders for each user group
- Live streaming/Video editing and upload to YouTube would be responsibility of users, although can be done from the laptop specified
- The standalone web cam specified can be used to do “pieces to camera” and (tripod mounted) it can be used to give a view of the meeting tables without showing members of the public (critical if WPC should ever want to record or live-stream meetings) – can also be used to livestream artists/artisans
- The only compromise to the original design intent was not adding a “Pan/Tilt/Zoom” camera looking down the length of the hall due to both cost and difficulty of identifying a suitable fixing location; this can however be added either now or later.
- What would a 55” screen look like? It so happens that the cover of the scroll cabinet is exactly 55” long and about the same depth as a TV:
- Screen would have the bottom edge approx. 41” from the floor, so the camera is at eye level, which is optimum for video conferencing, but above height of Scroll cabinet



LINKS TO KEY EQUIPMENT IN SPECIFICATION

- [Logitech MeetUp video conferencing](#)
- [Extension speaker for Logitech MeetUp](#)
- [Samsung 55" QLED TV](#)
- [SAMSUNG HW-S60T/XU 4.0 All-in-One Sound Bar](#)
- [Additional webcam: Logitech 922](#)
- [Laptop](#)
- [Hearing Loop amplifier](#)
- [Hearing Loop test equipment](#)