

# USING THE TOUCHSCREEN IN THE HARVARD SPACES

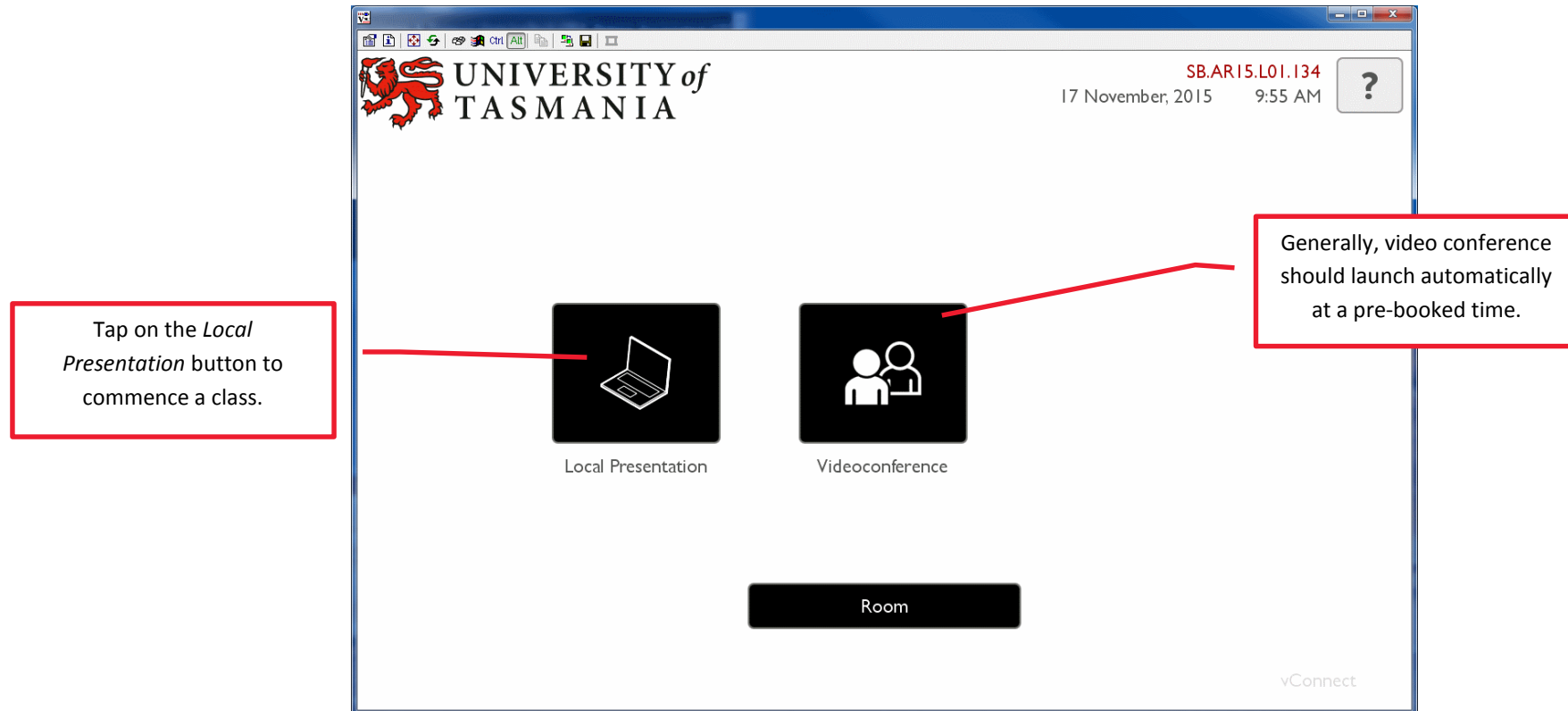
The touchscreen found in the Harvard spaces can be used to control lighting, sound and what is projected on screen. It can also be used to control video conferences. This visual guide details the tabs and buttons that you will use most often for Local Presentations.

Start screen.....	2
The Local Presentation tab .....	3
The Room tab.....	4
The Recording tab: Main area.....	5
The Recording tab: Adhoc Recording area .....	6
The Videoconference tab: Dial area .....	7
The Videoconference tab: Camera area .....	8
The Videoconference tab: Content area.....	9
The Local Presentation tab: when videoconferencing .....	10
Where to do what for local presentations (no videoconference) – A summary .....	11
Where to do what for videoconferences – A summary.....	12

## VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

### Start screen

You may see this *Start* screen when you first enter the room. You can either choose to show a local presentation, or a video conference.



# VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

## The Local Presentation tab

Use it to control volume, what is displayed and where it is displayed. Note that this screen changes significantly when a video conference is active.

The screenshot shows the 'Local Presentation' tab of a control interface. At the top left is the University of Tasmania logo. The interface is divided into several sections: 'Mics' with three microphone buttons (Ceiling, Lectern, Wireless) and a red highlight on the Lectern button; 'Batteries' with two battery level indicators (Lapel at 56%, Handheld at 63%); 'Speakers' with 'Sound Reinforcement' and volume controls for Wall and Ceiling; and an 'End Session' button at the bottom left. The main area is titled 'Display' and contains buttons for 'Doc Cam', 'House PC A', 'House PC B', and 'Laptop'. Below this is a 'Video Wall' section with four screen quadrants (Screen 1-4) and a 'Rear Display' button. At the bottom, it shows 'Current Audio Input: House PC A' and 'Left Monitor: House PC B', 'Right Monitor: House PC A'. A top right corner shows 'SB.AR15.L01.134' and '2015 9:56 AM'. Red callout boxes provide instructions for various elements.

Tap any of these buttons to mute/unmute the microphones. When a button is highlighted in red, the mic is muted. Appears on every tab.

Want to display something? Tap on the device you wish to display first (e.g. the *Doc Cam*, which will switch on automatically), then tap where you want to display it (see below, e.g. on the *Video Wall*, or the *Rear Display*).

If you prefer to use your own laptop, both VGA and HDMI connections are available on the lectern.

Tap up or down arrows to control the volume of the wall and ceiling speakers.

Shows how much battery life remains in the lapel and handheld microphones. Appears on every tab.

Tap *End Session* to finish your session. It ends the recording and switches off the projectors.

Tapping on of the four *Screens* displays your device on in that quadrant of the front wall.

Tapping in the centre displays your chosen device across the whole front wall.

Displays content on left or right monitor on lectern.

Tapping on the *Rear Display* button shows your device on the screen at the back of the room.

# VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

## The Room tab

Use this tab to control the lighting, blinds and projectors in the room. Essentially, it turns things on or off, or makes things go up and down!

The screenshot shows the 'Room Control' interface for a room at the University of Tasmania. The interface is divided into several sections: 'Local Presentation', 'Videoconference', 'Room Control', and 'Advanced'. The 'Room Control' section is active and contains several panels: 'Lights', 'Blinds', 'Doc Cam', 'Displays', and 'Rear Screen'. Each panel has several buttons for controlling the respective equipment. Callout boxes provide instructions for various buttons:

- Lights:** 'By default, the full lights will be on.' (points to the 'Full' button); 'Tap the *Dim* option to improve vision of the front wall (projection).' (points to the 'Dim' button); 'Tap the *Whiteboard* button to throw light onto the whiteboards around the rear of the room.' (points to the 'Whiteboard' button); 'Tap to throw extra light onto the Lectern.' (points to the 'Lectern Spotlight' button).
- Blinds:** 'Tap these buttons to bring the blinds at the front of the room up or down.' (points to the 'Open', 'Stop', and 'Close' buttons).
- Doc Cam:** 'You can use these buttons to control the Doc Cam, but generally you won't need to.' (points to the 'Power', 'Light', and 'Zoom' buttons).
- Displays:** 'The video wall appears at the front of the room. Tap this button to turn the projector on or off. By default, it will be on.' (points to the 'Video Wall On' button); 'Tap this button to the rear projector on and off. By default it will be on.' (points to the 'Rear Projector On' button).
- Rear Screen:** 'Tap these buttons to make the rear screen move up or down. By default it will be down.' (points to the 'Up', 'Stop', and 'Down' buttons).

# VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

## The Recording tab: Main area

Use this tab to check whether a pre-booked recording has commenced OR to initiate an ad-hoc recording (see next page).

The screenshot shows the 'Recording' tab interface. At the top, it displays the University of Tasmania logo, the course ID 'SB.AR15.L01.134', and the date and time '17 November, 2015 9:58 AM'. Below this are navigation tabs: 'Local Presentation', 'Videoconference', 'Recording' (selected), 'Room', and 'Advanced'. Under the 'Recording' tab, there are sub-tabs for 'Main' and 'Adhoc Recording'. The 'Main' sub-tab is active, showing recording controls: 'Stop', 'Pause', and 'Resume' buttons. Below these are 'Time Left' and 'Recording Title' fields, with the title 'BEA111 - Principles of Economics I'. There are also 'Audio Level' meters for 'Left' and 'Right' channels. On the right side, a 'Device Status' panel shows indicators for 'Online', 'Idle', 'Paused', 'Recording' (which is red), 'Waiting', and 'Live Streaming'. On the left, there are sections for 'Mics' (Ceiling, Lectern, Wireless), 'Batteries', and 'Speakers' (Lapel, Handheld, Sound Reinforcement).

The *Main* recording tab shows pre-booked recordings.

Tap *Pause* to pause the recording. You'll need to click *Resume* to start the recording again. DO NOT tap *Stop* – you cannot restart a recording once it has been stopped.

If this is red, the session is being recorded.

Name of the booked recording should appear here (unit title).

If these bars are moving, the audio is being picked up in your recording.

## VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

### The Recording tab: Adhoc Recording area

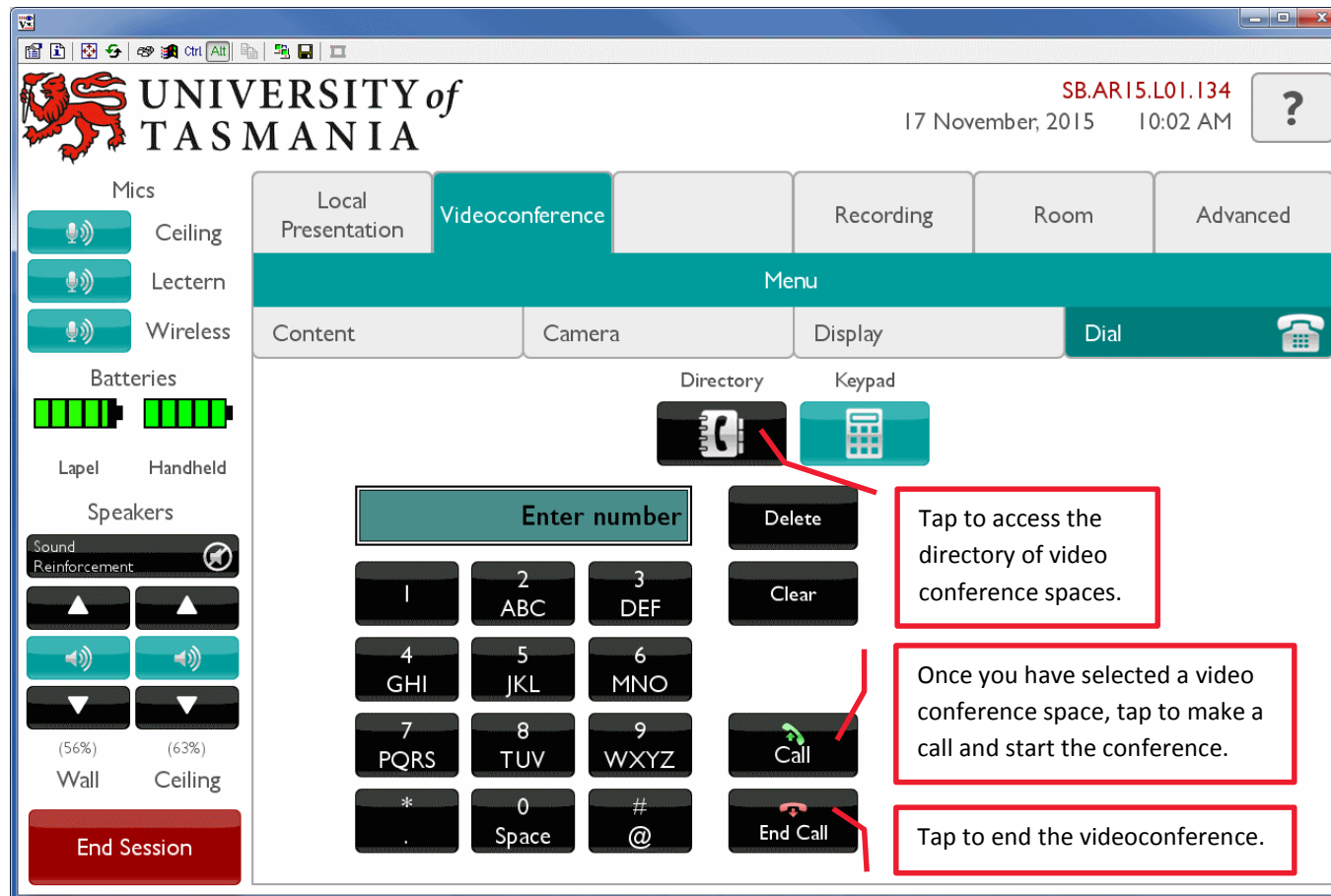
Use this area to initiate an ad-hoc recording. Do this only if you have not pre-booked a recording.

The screenshot shows a web interface for the University of Tasmania. At the top, the university logo and name are on the left, and the session ID 'SB.AR15.L01.134', date '17 November, 2015', and time '10:04 AM' are on the right. A navigation bar contains tabs: 'Local Presentation', 'Videoconference', 'Recording' (selected), 'Room', and 'Advar'. Below this, a sub-bar has 'Main' and 'Adhoc Recording' (selected) tabs. The 'Adhoc Recording' area includes a 'Description' field with the text 'SB.AR15.L01.134 11/17/15 10:04:21', a 'Duration (Min)' field set to '60', a 'Start AdHoc Recording' button with a red stop icon, and a 'Refresh Product Groups' button with a circular arrow icon. Below these are several video quality options: 'Audio Only', 'Display - High Quality', 'Display - High Quality (streaming only - no download)', 'Display - Standard Quality', and 'Display - Standard Quality (streaming only - no download)'. A red 'End Session' button is at the bottom left. Five callout boxes with red borders and arrows provide instructions: 1. 'Tap the Adhoc Recording tab to access this screen.' (points to the 'Adhoc Recording' tab). 2. 'Type in the following description (a keypad will launch when you tap the Description field): FIRSTNAME SURNAME UNIT CODE. This will help the MyMedia team locate the owner of the recording.' (points to the 'Description' field). 3. 'Once you have entered a Description and a Duration, click the Start AdHoc Recording button.' (points to the 'Start AdHoc Recording' button). 4. 'Set a duration here. You can always stop the recording early (using the button on the Main tab) if you wish to.' (points to the 'Duration (Min)' field). 5. 'Once your recording has started, you can control it (e.g. Pause/Resume) from the Main tab.' (points to the 'Main' tab).

## VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

### The Videoconference tab: Dial area

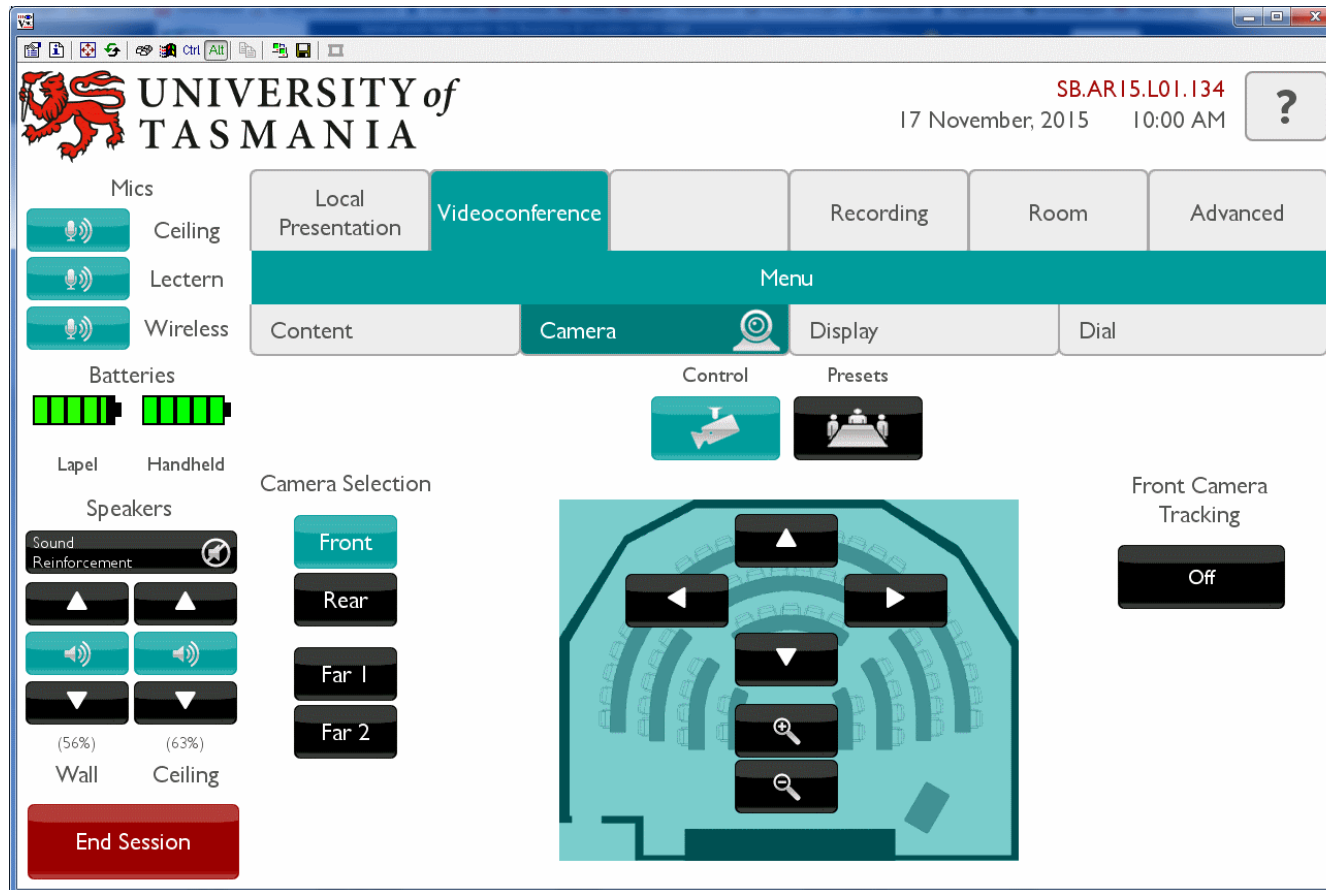
Allows you to dial a number when you have not already booked a space. If you have booked a space, the call should be placed automatically.



## VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

### The Videoconference tab: Camera area

It is probably best to stick with the defaults, however, this area does allow you to adjust what the local camera is showing to people at the other end of the video conference.

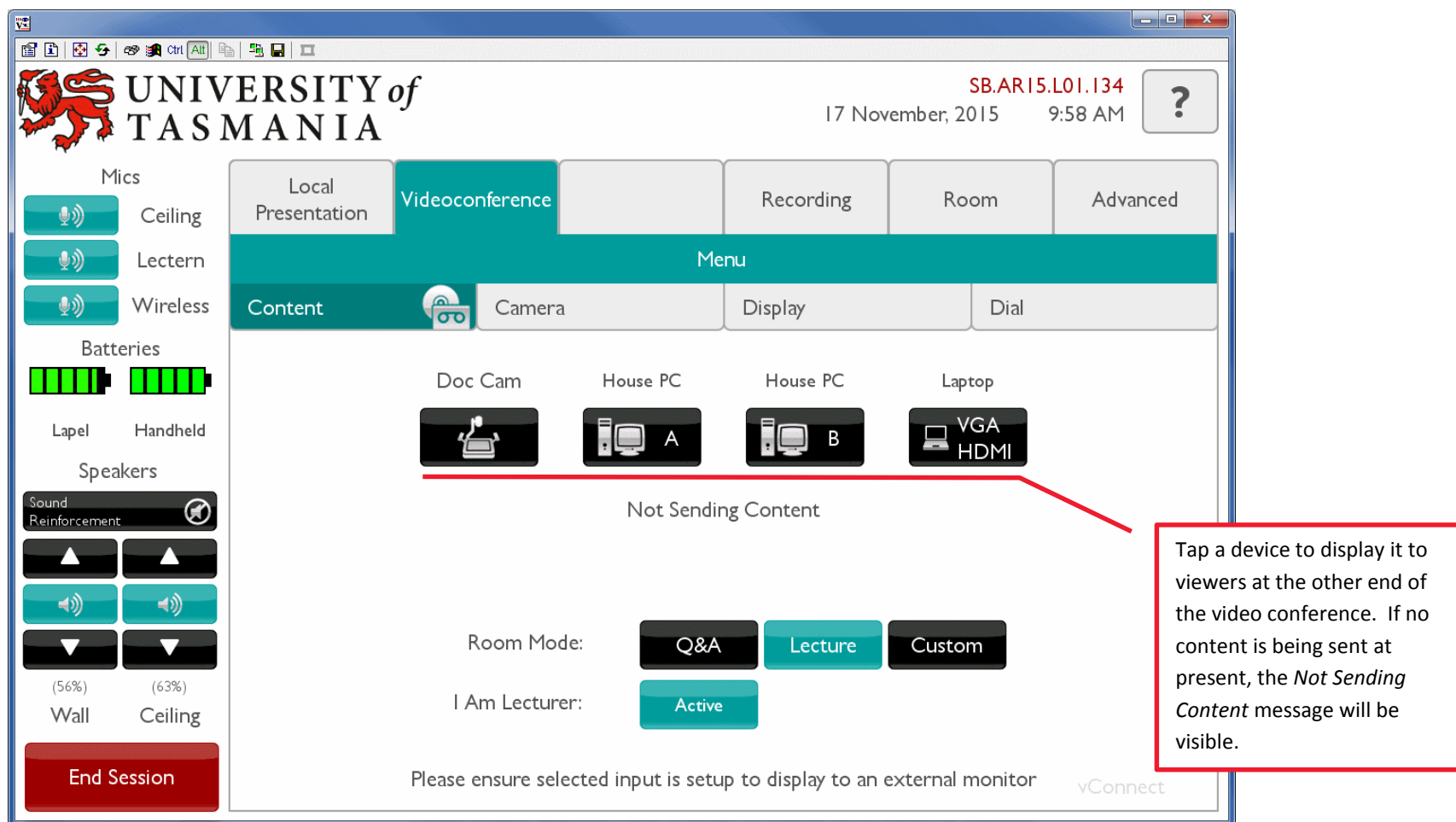




## VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

### The Videoconference tab: Content area

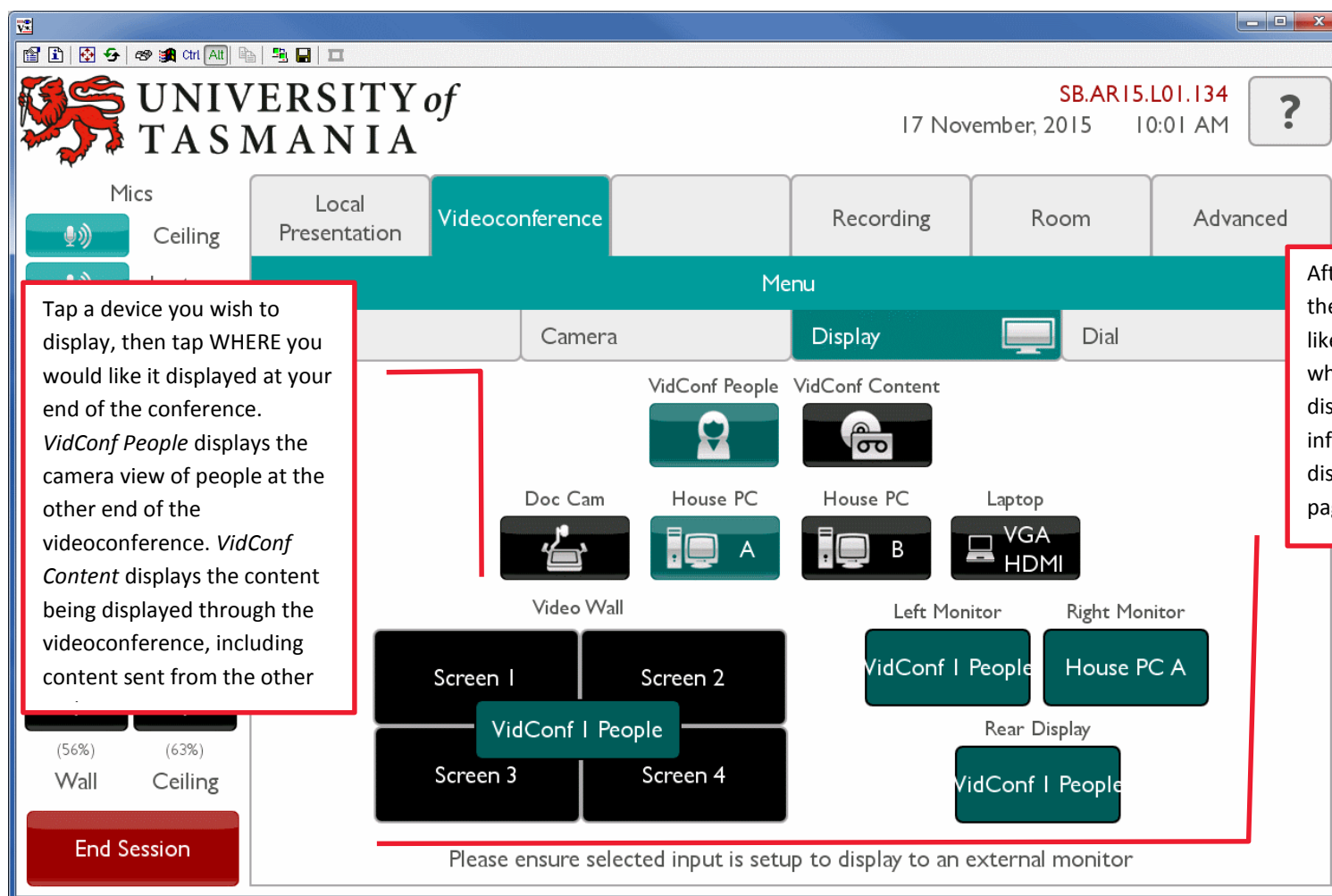
Allows you to choose the device (at this end) that will be displayed at the other end of the video conference, for example, the Doc Cam or House PC. To control what is seen at YOUR end of the videoconference, use the Local Presentation tab (see next page).



## VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

### The Local Presentation tab: when videoconferencing

Allows you to choose what is displayed at your end of the video conference, and where it is displayed.



## VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

### Where to do what for local presentations (no videoconference) – A summary

This table summarises common tasks in the Harvard Spaces, and associates them with a tab and a button on the control panel.

<b>Task</b>	<b>Tab/screen</b>	<b>Button</b>
Start the session	<i>Start screen</i>	<i>Local Presentation</i>
Turn the projector/lights etc on.	<i>Room</i>	These devices usually switch on automatically, but you can control them by tapping the buttons in the <i>Room</i> tab.
Choose a device to display and where to display it.	<i>Local Presentation</i>	Tap the relevant device, then tap where you want it to be seen (e.g. <i>Rear Display</i> ).
Turn on the microphone so students/the recording can hear your voice.	Any tab	Note that the microphones are usually on automatically. If using the hand-held or radio mics, check that they are switched on as well. A microphone is muted when it is highlighted in red. Tap it to unmute/mute it.
Control the volume of the speakers in the room.	Any tab – (appears on left-hand side)	Use the arrow buttons to move the volume up and down.
Control lighting in the space.	<i>Room</i>	Tap to turn lights on or off.
Check that a pre-booked recording has commenced.	<i>Recording &gt; Main tab</i>	<i>Recording</i> indicator should be highlighted. Audio bars will have moving shading (indicating that they are picking up sound from the microphone/s).
Launch an ad-hoc recording.	<i>Recording &gt; Adhoc Recording tab</i>	Fill in the <i>Description</i> and <i>Duration</i> fields, then tap <i>Start AdHoc Recording</i> button.
End the session (and the recording).	Any tab, except the <i>Start screen</i>	<i>End Session</i>

## VISUAL GUIDE: USING THE TOUCHSCREEN IN THE HARVARD SPACES

### Where to do what for videoconferences – A summary

This table summarises common tasks during videoconferences in the Harvard Spaces, and associates them with a tab and a button on the control panel.

<b>Task</b>	<b>Tab/screen</b>	<b>Button</b>
Start the session	<i>Start screen</i>	<i>Videoconference</i>
Dial a room manually (only do this if you do not have a conference pre-booked)	<i>Videoconference &gt; Dial tab</i>	Tap the <i>Directory</i> button, locate and select the room, then tap the <i>Call</i> button.
Turn the projector/lights etc on.	<i>Room</i>	These devices usually switch on automatically, but you can control them by tapping the buttons in the <i>Room</i> tab.
Choose an item to display and where to display it in your space	<i>Local Presentation</i>	Tap the relevant device, then tap where you want it to be seen (e.g. <i>Rear Display</i> ).
Choose an item to display at the other end of the video conference	<i>Videoconference &gt; Content tab</i>	Choose what you would like to display at the other end of the videoconference.
Turn on the microphone so students/the recording can hear your voice.	Any tab	Note that the microphones are usually on automatically. If using the hand-held or radio mics, check that they are switched on as well. A microphone is muted when it is highlighted in red. Tap it to unmute/mute it.
Control the volume of the speakers in the room.	Any tab – (appears on left-hand side)	Use the arrow buttons to move the volume up and down.
Control lighting in the space.	<i>Room</i>	Tap to turn lights on or off.
End the session (and the recording).	Any tab, except the <i>Start screen</i>	<i>End Session</i>