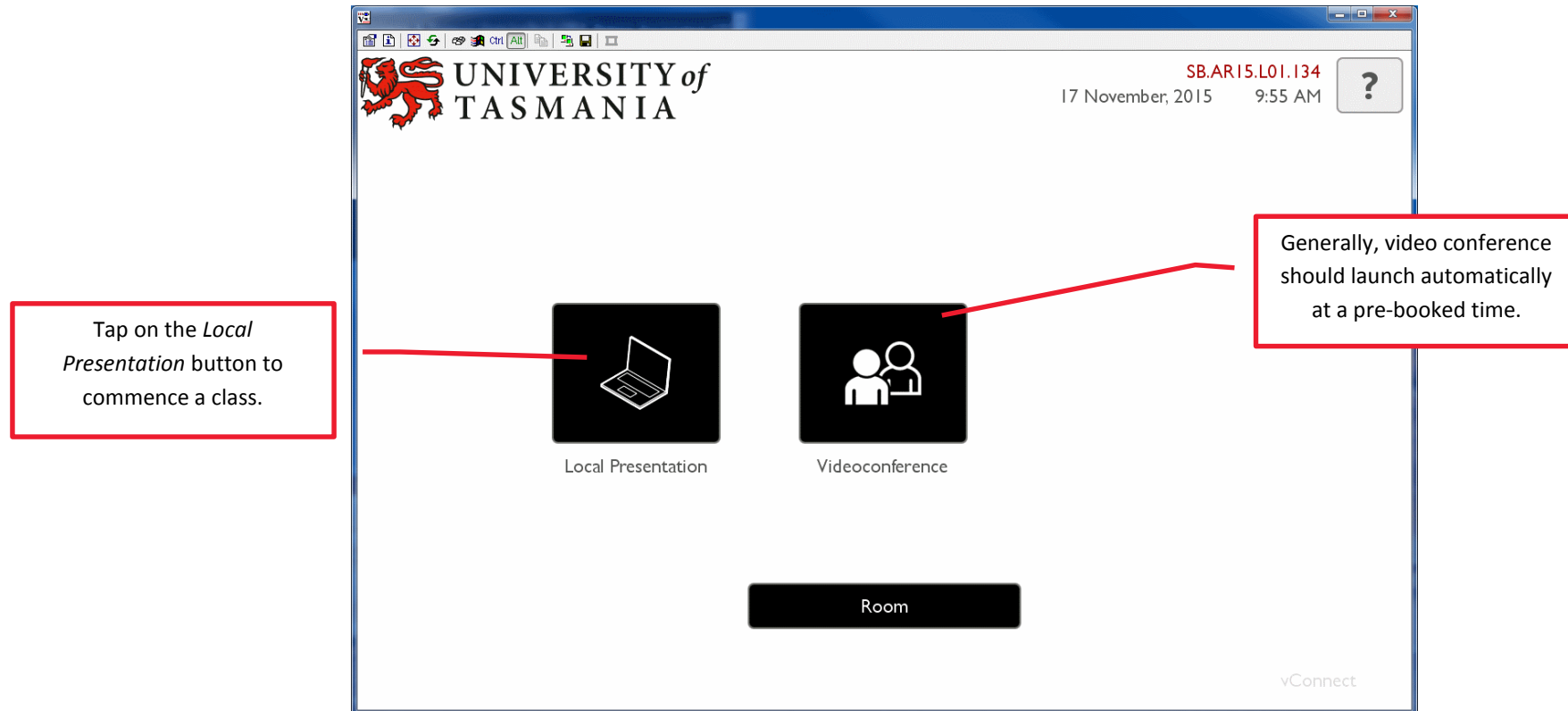# USING THE TOUCHSCREEN IN THE HARVARD SPACES

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.

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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.

Tap on the *Local Presentation* button to commence a class.

Generally, video conference should launch automatically at a pre-booked time.

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.

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.

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

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

Displays content on left or right monitor on lectern.

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.

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

Touchscreen interface

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Mics
Ceiling
Lectern
Wireless

Batteries

Lapel   Handheld

Speakers

Sound Reinforcement

(56%)   (63%)
Wall   Ceiling

End Session

Local Presentation | Video | ...oom | Advanced

Display

Doc Cam | House PC A | House PC B | Laptop VGA HDMI

Video Wall
Screen 1 | Screen 2
House PC A
Screen 3 | Screen 4

Left Monitor | Right Monitor
House PC B | House PC A

Rear Display
House PC A

Current Audio Input: House PC A

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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!

By default, the full lights will be on.

You can use these buttons to control the Doc Cam, but generally you won't need to.

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.

Tap this button to the rear projector on and off. By default it will be on.

Tap the *Dim* option to improve vision of the front wall (projection).

Tap the *Whiteboard* button to throw light onto the whiteboards around the rear of the room.

Tap these buttons to bring the blinds at the front of the room up or down.

Tap these buttons to make the rear screen move up or down. By default it will be down.

Tap to throw extra light onto the Lectern.

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 *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.

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.

Tap the *Adhoc Recording* tab to access this screen.

Once your recording has started, you can control it (e.g. *Pause/Resume*) from the *Main* tab.

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.

Set a duration here. You can always stop the recording early (using the button on the *Main* tab) if you wish to.

Once you have entered a *Description* and a *Duration*, click the *Start AdHoc Recording* button.

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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.

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.

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).

Tap a device to display it to viewers at the other end of the video conference. If no content is being sent at present, the *Not Sending Content* message will be visible.
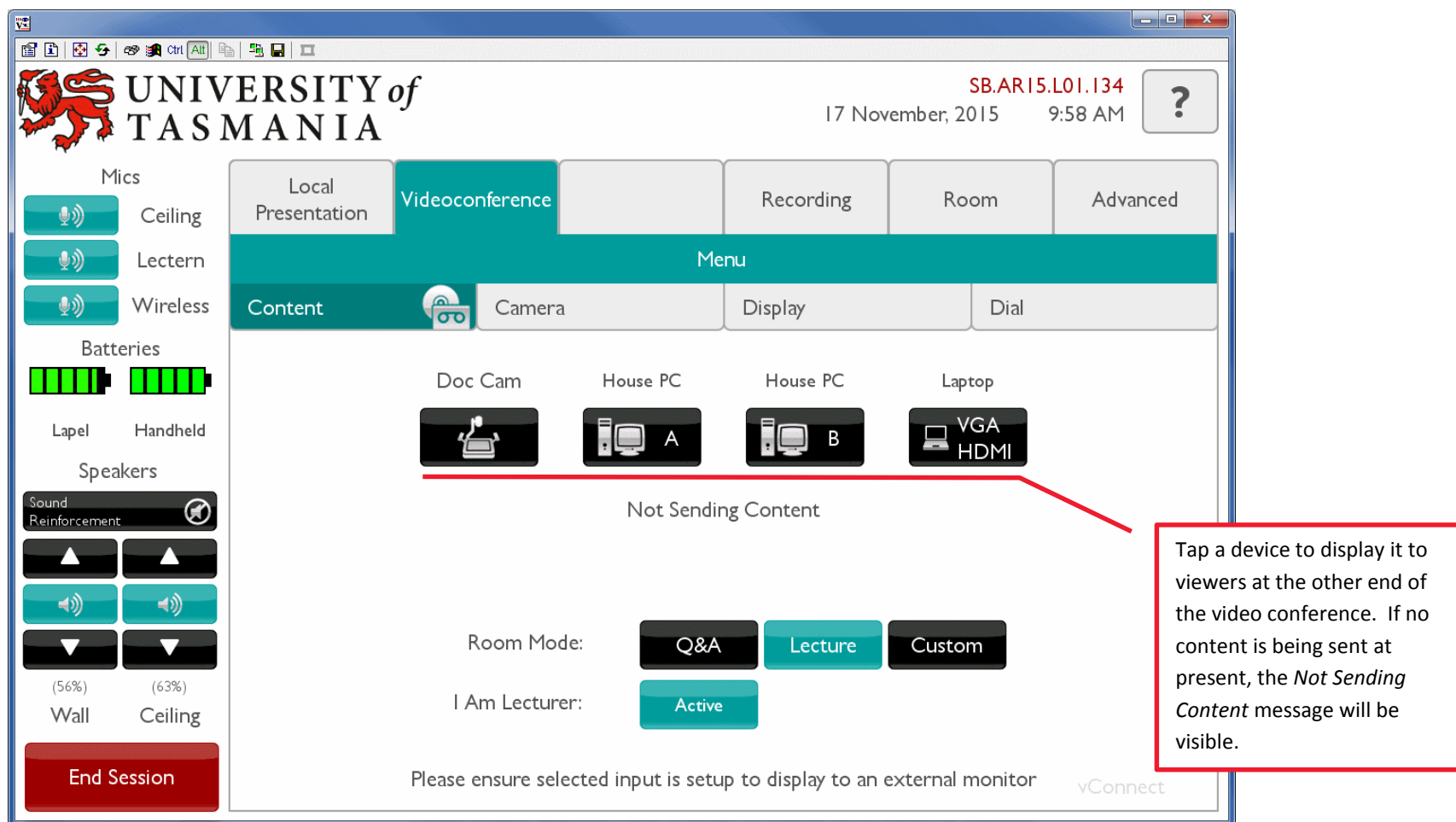
The Local Presentation tab: when videoconferencing

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

Tap a device you wish to display, then tap WHERE you would like it displayed at your end of the conference. *VidConf People* displays the camera view of people at the other end of the videoconference. *VidConf Content* displays the content being displayed through the videoconference, including content sent from the other

After you have tapped the device you would like to display, tap where you would like it displayed. For more information on each display option, see page 2.

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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.

Task	Tab/screen	Button
Start the session	*Start* screen	*Local Presentation*
Turn the projector/lights etc on.	*Room*	These devices usually switch on automatically, but you can control them by tapping the buttons in the *Room* tab.
Choose a device to display and where to display it.	*Local Presentation*	Tap the relevant device, then tap where you want it to be seen (e.g. *Rear Display*).
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.	*Room*	Tap to turn lights on or off.
Check that a pre-booked recording has commenced.	R*ecording* > *Main* tab	*Recording* 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.	*Recording* > *Adhoc Recording* tab	Fill in the *Description* and *Duration* fields, then tap *Start AdHoc Recording* button.
End the session (and the recording).	Any tab, except the *Start* screen	*End Session*

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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.

Task	Tab/screen	Button
Start the session	*Start* screen	*Videoconference*
Dial a room manually (only do this if you do not have a conference pre-booked)	*Videoconference > Dial* tab	Tap the *Directory* button, locate and select the room, then tap the *Call* button.
Turn the projector/lights etc on.	*Room*	These devices usually switch on automatically, but you can control them by tapping the buttons in the *Room* tab.
Choose an item to display and where to display it in your space	*Local Presentation*	Tap the relevant device, then tap where you want it to be seen (e.g. *Rear Display*).
Choose an item to display at the other end of the video conference	*Videoconference > Content* tab	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.	*Room*	Tap to turn lights on or off.
End the session (and the recording).	Any tab, except the *Start* screen	*End Session*

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