

MacRobert 028: Quick Start

MacRobert 028 benefits from a range of innovative wireless presentation and collaboration technologies.

This Quick Start guide gives basic instructions on using the technology in MacRobert 028. A separate guide giving an **Overview** of the technology and furniture in the room (including a floor plan) is also available.

At the Lectern

Presenting and sharing content

Use the main touch screen panel (AMX) on the lectern to share content from the Desk PC, your own device, Visualiser, or any one of the Bays, to any screen in the room.

- Tap the AMX panel



- On the **select room mode** screen, tap **Presentation**
- Select the content **Source** (e.g. **Desk PC**, **Laptop**, **Visualiser**, or one of **Bays**)
- Select the **Display** you want to send the content to, e.g. **Display 1, 2 or 3**, or **Bay Displays**



- Adjust **Volume** if required

Notes:

If you choose to present the content of the Desk PC on one of the 3 main display screens, you can then control the Desk PC by touching the main display.

The Visualiser switches on automatically when selected as the content source. However, you will need to switch it off *manually* when you are finished.

Video Conferencing

- Tap the main touch screen panel (AMX)
- On the **select room mode** screen, tap **Video Conference**

The VC presenter-tracking cameras start up automatically. You'll see video output from the room cameras on main display screens 1 and 3. Once the conference has started, you'll see video output from the remote camera(s) on main display screen 2 and on the additional presenter-facing screen mounted on the central pillar.

From this point, you can use the additional touch screen panel on the lectern to manage the Video Conference, e.g.

- Dialling
- Camera control (cameras track the presenter automatically, but this can be switched off if not appropriate) and microphone control
- Sharing content

For guidance on using the Video Conferencing facilities, please contact Media Services: mediaservices@abdn.ac.uk, Ext 3000.

Switching off

Use the main touch screen panel (AMX) on the lectern to switch off projection and *all* presentation content around the room.

- Tap **Panel Home**
- Tap **All OFF**

At the Bays

Each of the 7 bays around the room benefits from advanced wireless presentation and collaboration technology using a Kramer VIA. This allows you to present and share content from any device to the Bay's display screen.

Each Bay has a unique **Room Name**, e.g. mr028-bay1.abdn.ac.uk. This is shown on the Bay's display screen.

On the trunking

AMX Control Panel

From here you can:

- Switch the Bay's display screen **on** and **off**
- Connect your device and present content from it on the Bay display screen
 - o The default is **Airplay**. This allows you to present wirelessly (on *eduroam*) from a laptop, tablet, or smartphone onscreen using the **VIA** app.
 - o You can display up to four wireless devices onscreen simultaneously.
 - o Alternatively, you can connect a laptop using HDMI or VGA. Cables are stored in the secure cabinet behind the lectern and sockets are located on the wall trunking. Press the relevant button on the control panel to present content from the laptop.
- Share content from any of the 3 main display screens on the Bay display – select **Monitor 1, 2 or 3**



Additional sockets

The trunking also houses HDMI and VGA sockets, a microphone socket, and power sockets.

The Display Screen

Switch on the display screen using the Bay's AMX control panel to view:

- Room Name
- Code – this changes every so often so check carefully
- Basic instructions on how to get started
 - o **Tip:** For detailed instructions, see below

Using the MR028 tablets

The secure cabinet behind the lectern houses 8 University owned and configured Windows 10, HP tablets.

The cabinet is locked when the room is not in use. Instruction for accessing and securing the cabinet key will be provided when you book the room.

Each tablet is attached to a shelf in the cabinet by a charging/syncing cable.

- Carefully remove the tablets you want to use and disconnect the charge/sync cable, open them to waken, and set up as required
- Switch on the Bay's display screen from the AMX control panel
- Log onto a tablet with your usual University IT credentials



To present content from the tablet to a Bay's display screen:

- Launch the **VIA** app from the tablet desktop, and follow the onscreen instructions to connect
- Choose **Present**

When you are finished:

- Choose **Stop Presenting**, close the VIA app
- Choose **Sign Out** and close lid to put to **Sleep**
- Carefully return each tablet to a shelf in the secure cabinet, making sure you reconnect it to the charging/syncing cable
- Lock the cabinet and secure the key

Using your own device

First time users – download and install VIA app

Before sharing content from your device (laptop, tablet, or smartphone) for the first time, you will need to download and install the **VIA app**.

Windows Laptop or MacBook

- Open a web browser
- Enter the **Room Name** as shown on the Bay's display screen, e.g. mr028-bay1.abdn.ac.uk
- Download and install the VIA app for Windows or Mac, as appropriate

Smartphone, iPad or Android Tablet

- Download and install the VIA app from the App store or Google Play
 - o **Tip:** Use the QR code shown on the Bay's display screen

Connecting your device and sharing content

You will need to know the Bay's **Room Name** and **Code**, as indicated on the Bay's display screen.

Windows Laptop or MacBook

- Launch the VIA app
- At the login screen, enter the **Room Name**, e.g. mr028-bay1.abdn.ac.uk, and login
- Enter the room **Code**
- Choose **Present** (or **Step-In** on a Mac) to share the content of your laptop to the Bay's display screen

Smartphone, iPad or Android Tablet

- Launch the VIA app
- At the login screen, enter the Bay's **Room Name**, e.g. mr028-bay1.abdn.ac.uk
- Edit your device **Nickname** if you want
- Tap **Login**
- Enter the room **Code**
- Choose from the onscreen presenting and collaboration options
 - o **Note:** iPhone and iPad users can only *mirror* their device screen on the Bay's display using the Apple AirPlay service.

Switching off

Press **OFF** on the Bay's AMX control panel to switch off presentation content on the display screen.

Digital Flipchart

There is a digital flipchart with integrated pen and eraser at the front of the room. You can write notes on this and capture and share them digitally using the **SMART Kapp** app or a USB flash drive.

- Find out more about using [SMART Kapp on YouTube](#).

Further information and help

For further guidance on using the technology in MR028, please contact Media Services:
mediaservices@abdn.ac.uk, Ext 3000.

For advice on pedagogy and teaching within the room, please contact the Centre for Academic Development: cad@abdn.ac.uk, Ext 3030.