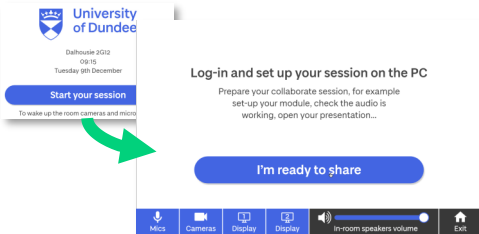


Dual-Mode: Quick Start

1. Getting started

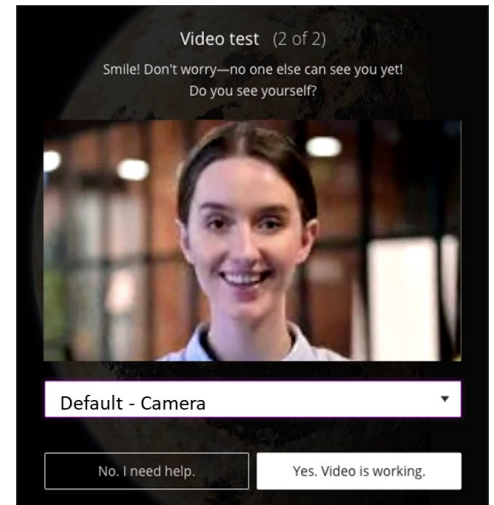
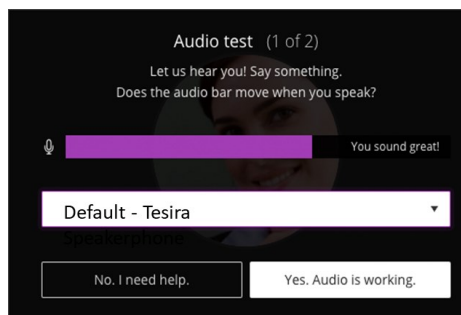
Initial setup



- Tap 'Start your session' to warm up the room and enter a staging mode where you can prepare for your
- Log-in to the lectern PC
- Open browser & sign-in to My Dundee
- Locate your module & begin the respective Collaborate session

Check Collaborate audio & video

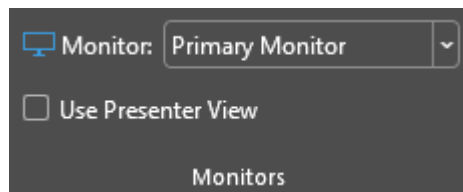
- Make sure 'Default Tesira Speakerphone' is selected
- Confirm that there is audio coming through and select 'Yes, Audio is working'
- All mics in the room appear as a single audio source.



- Choose 'Camera' for your video source
- This is the equivalent of selecting your webcam
- The cameras are then controlled via the control panel

2. Prepare your session

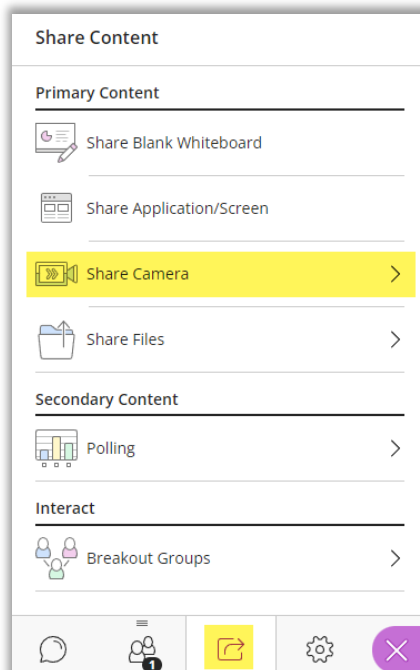
Prepare your content



- If using PowerPoint, we advise you set the slides to appear on the primary monitor & disable presenter view
- In presentation mode, what appears on the primary monitor is what will appear on the main room display
- If using a different device (e.g. visualiser) the you can select this in the next stage
- *Some lecturers may still choose to present within Collaborate on the primary monitor/display*

Share content in Collaborate

- Devices are shared via the 'Sources' camera
- To share on Collaborate: Share Content > Camera > Devices



Bring your online participants into the room

- Move your Collaborate browser window the secondary monitor so that the online session will be visible in the room
- Again, this may change depending how you want to set things up

Ready to share?

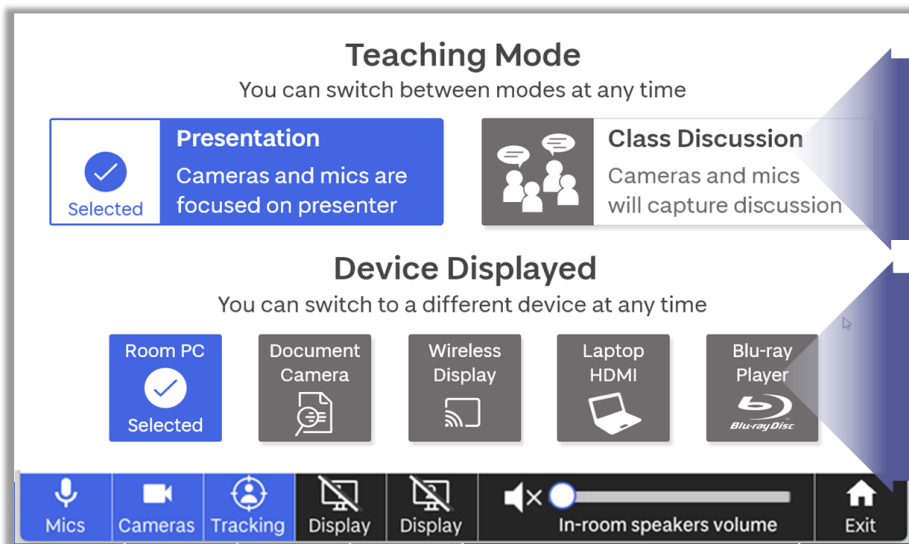
- Double check online users can hear and see you
- Start recording if required (don't forget to warn people)
- Tap on the control panel to switch on the main screens and begin:

I'm ready to share

Continued on page 2...

3. Running your session

Once you begin, the control panel will show the main screen, allowing you to choose between teaching modes, select between devices and generally control the system as your session progresses. Remember that you will also need to keep an eye on what Collaborate is doing to make sure the right things are also being displayed online.



- Select the desired **mode**
- Tapping a selected mode again resets the camera's if you are having any issues

- Select the desired **device** source
- Devices are shown on primary room display
- And appear as the video source **Devices** on the computer

- **Mic, Camera, Display 1 & 2** manually toggles device (mute/unmute)
- **Tracking** toggles camera auto-tracking as required
- **Volume** changes the in-room volume
- **Exit** allows you to finish or reset a session

Don't forget to switch off!

- When you're finished your session, tap **Exit** and choose **Shut Down**
- Log-off the computer



Hints & tips

Troubleshooting

- There will be a separate troubleshooting guides available in the room that you should refer to if you have any problems

Teaching Modes

- **Presentation** mode locks on to the person at the control panel and tracks them as they move around during the presentation
- **Discussion** mode currently changes to a wide-angle view of the whole room (*more functionality is coming to this mode in the future*)

BYOD

- You can use the **HDMI** or **Wireless Display** functionality to show your device's display (e.g. iPad, Laptop) output as a video source in the system.
- You cannot use your own device instead of the lectern PC, which is still required to manage the system

Be creative

- There are various different ways you can combine screens, modes, devices and Collaborate setting so we encourage people to try new things when they have a chance

Teaching practice

- Be sure to plan your sessions with both in-person & online groups in mind
- Consider using interactive tools or other activities like Mentimeter to bridge the gap between groups
- Give CTIL a shout to learn about development resources and opportunities

Practice makes perfect

- The Eduzone will remain available to book hands-on practice sessions. See the website for details