

COLLABORATIVE COMPUTING & CONFERENCING ROOM (328 SN)

The MIME conference room has been relocated to 328 Snell. It has been extensively redesigned to facilitate collaborative work by groups of faculty, staff, and students as well as serve as a traditional conference room.

The facility includes the following:

1. A 50-inch plasma flat panel display that may be controlled by either the permanent computer in the room or by a personal laptop computer, which can be linked to the plasma display via the connection box installed on the conference table surface. The large size of the display makes it easy for everyone to see the image and contribute to discussions. Presentations stored on a CD and/or ZIP disk may be given using the permanent system or using a laptop computer. Both the permanent computer and personal laptop computers have access to the Internet. Users may also toggle between the permanent computer display and their laptop display.
2. A permanent computer that is running Windows XP and is connected to NUnet. A wireless keyboard and mouse are used with the permanent PC. The mouse and keyboard can be passed around the room enabling individuals to work with applications available on the permanent computer.
3. A 4 x 8 foot electronic whiteboard that supports brainstorming and diagramming. It is connected to the permanent computer. All the work on the whiteboard is tracked by software on the computer and can be saved for later dissemination, review and discussion.
4. Internet connections and electrical outlets that are mounted in the legs of the conference table. Individuals seated at the conference table may access the Internet or take notes via their laptop.
5. A conference/computer table whose height is a compromise between conference table and computer table height to facilitate both types of activities.

Availability & Scheduling Process:

As with all limited resources serving a community of individuals, it is necessary to have a process governing this facility. **The individual reserving the room ultimately assumes responsibility for the use and care of the technology components in the room for the entire group.**

1. The room is available Monday through Friday during normal University working hours. After-hours access can only be done through a Faculty member (i.e. Faculty member signs up for room).
2. The room must be scheduled in advance with either Thomas Giblin or Noah Japhet in the MIME office (334 SN). Faculty and staff can make reservations up to one semester in advance. MIME graduate and upper level undergraduate students (Juniors and Seniors only) may request use of the room up to two weeks prior to the date of actual use. Normally, a two-hour limit per reservation per day will be enforced.
3. MIME office staff will open the room when you arrive to use it.
4. The wireless keyboard and mouse and the cables for connecting a laptop (laptop connection cable and network cable) are kept in the MIME office. If you want to use the permanent computer or a personal laptop and the whiteboard during a meeting, ask for the “kit” when the room is opened. You will need to leave an NU ID to have these accessories.
5. Food and drink are permitted in the facility. Please use *extreme care* with the room equipment and features, particularly surrounding the laptop computer connections in the conference table.
6. At the conclusion of the meeting, be sure to (1) log off the computer, (2) power off the plasma display, and (3) erase the whiteboard. The permanent computer may be left running. Please be sure that all of the items are in the kit before returning it to the office (refer to the attached sheet for a complete checklist of these items).

I. General User Information:

The permanent computer is controlled by the wireless keyboard and mouse. Its image is shown on the plasma display. This is a NUnet system and uses NUnet accounts for logons. All the standard applications are available.

- Be sure the computer and plasma display are powered on.
- Username: *your NUnet name/password* or “*lab-374sn*” (no password required) and click OK

Notes:

1. The plasma display can be turned on using the remote or the power button on the front of the display. It displays from either the permanent computer OR from a personal laptop.
2. If the plasma display is on but the image is blank, the system is most likely set for laptop display. Using the remote, push *SOURCE* to display the menu. If *PC2* is highlighted, use the ‘up’ arrow to select *PCI* and push the center round button on the control to shift the display image to the permanent computer.
3. By default, the aspect ratio of the display is set to utilize the full width of the screen. This leads to a slight horizontal distortion. If that is distracting, the aspect ratio may be set to normal computer display by adjusting the width of the image on the screen. Push *P.SIZE* on the remote control. Using the left or right arrow buttons, select the required size (Normal or Wide) and then push the center round button and *P.SIZE*.
4. Do **NOT** adjust any of the other display settings!

II. Connecting a Laptop to the Plasma Display:

A laptop computer can be connected to use the plasma display. This is accomplished in the following way:

1. Firmly push and release the black circle in the tabletop to access the Extron connection box (see photos below).
2. Connect the laptop cable to the fifteen-pin connection labeled *COMPUTER*.
3. If required, connect the network cable to the computer and left-hand network port.
4. If required, plug in the laptop power cable.
5. Using the monitor remote control, push *SOURCE* to display the menu. Use the down arrow to select *PC2* and push the center round button on the display to shift the display to the laptop computer.
6. Shift the laptop display to the monitor by pushing “Function F#” (“#” varies for each laptop model) on the laptop keyboard. The laptop **MUST** be set so the laptop display is blank. Depending upon the laptop, you may need to push “Function F#” more than once.



III. Electronic Whiteboard Capabilities and Operation:

The Webster™ board is an interactive electronic whiteboard that is connected to the permanent computer. You can write, draw, erase, or capture a copy of the board on the connected computer and save the copies for future use in other applications. The Webster board is touch-sensitive, allowing the menu bar to be easily controlled by touch. The primary functions of the whiteboard are controlled using the menu bar located on the left-hand edge of the whiteboard. When using the whiteboard, you can take a “snapshot” of the board at any given time. These snapshots can be saved in a variety of file formats and will often be product of a meeting and used at a later time.

Operating the Electronic Whiteboard:

1. **To launch Webster software:** Click the Webster icon on the Desktop of permanent computer. For Faculty who log onto permanent computer, go to Start => Programs => Webster 3.3 => Webster.
2. **The primary functions are :**
 - Pen Color - records selected color (red, black, green, or blue) in the software
 - Snapshot - captures the current board
 - Narrow Erase - erase using finger or edge of eraser
 - Wide Erase - erase using the wide surface of supplied Webster eraser
 - Snapshot/Erase All - captures a snapshot of the board, clears the software’s current board, and sets the board for erasing (you must still physically erase the board).
3. **Two options for saving snapshots :**
 - a. As a Webster file (default) - files can only be opened and edited in Webster software
Go to: File => Save/Save As => choose desired filename => Click OK to save
 - b. As a Non-Webster file - allows users to distribute notes and/or access information in other applications (i.e. Word, PowerPoint, etc.).
 - **To save ALL snapshots in a single file:**
Go to: File => **Publish** => select formatting options and click Publish
 - **To save individual snapshot** (click on desired snapshot):
Go to: File => **Export Image** => Select Type of File and click Export

Notes:

1. The Webster software will only display the color selected on the menu bar. For example, if a blue pen is being used on the whiteboard, it will only be shown as blue on the software if the Blue Pen icon on the menu bar has been selected.
2. An error beep will occur when an Erase function is selected to warn the user it has been activated.
3. **IMPORTANT!!!** Make sure an Erase icon is selected when erasing the whiteboard. Otherwise the software will record any ‘erasing’ as drawing over the images intended to be erased.
4. The supplied whiteboard eraser has a sensor and **must** be used with the Wide Erase function.
5. Since the Webster software functions by touch of the whiteboard, it will record any pressure that is applied to the board, even if it is not visible to the user.
6. Do **NOT** use permanent markers, sharp objects, or any other material other than what is provided in the room to write on the whiteboard.
7. To prevent potential distractions, it is recommended to minimize the Webster software application on the permanent computer while using the whiteboard.
8. Snapshots can only be edited using the Webster software (available only in the conference room).
9. Do **NOT** save files on Desktop – bring a disk or email files for future use.

IV. Support and Trouble Shooting:

Please contact Baron Briggs or Richard Weston with any questions, concerns, or difficulties with the operation of the technology in this facility.

LeBaron Briggs	x5558	lebaron@coe.neu.edu
Richard Weston	x3821	r.weston@neu.edu

V. Miscellaneous :

1. The accessories for the room are:

- Wireless keyboard
- Wireless mouse
- Plasma display remote control
- WebsterTM board eraser
- Standard whiteboard markers
- Cable for connecting laptop computer
- Network cable for connecting laptop computer

2. Batteries for the equipment are as follows:

- The wireless mouse takes AAA batteries
- The wireless keyboard takes AA batteries
- The wireless PowerPoint control device takes a CR2032 battery