

Synergy Space - User Guide



INTRODUCTION

The AV equipment in the Synergy Space is controlled from the touchscreen at the lectern.

Press anywhere on the screen to get started, then select from the following options:



INPUTS

PC

Present content from the inbuilt PC at the lectern

LAPTOP

Connect a laptop device via the USB-C or HDMI cable

WEPRESENT

Present wirelessly over the BU WiFi network

The screenshot shows the Synergy Space touchscreen interface. At the top, it displays 'F202', the Bournemouth University logo, and the date/time '13 Jan, 9:54'. Below this are three large buttons: 'PC' (highlighted in blue), 'Laptop', and 'WePresent'. A central panel contains two numbered instructions: '1 Login with your BU credentials starting with staff\' and '2 Press Windows logo key + P to choose extend or duplicate desktop'. To the right of this panel is a circular 'Help' button with a question mark. At the bottom is a row of control icons: 'Room Off' (power), 'Blank' (diagonal line), 'Vol Down' (speaker with minus), 'Mute' (speaker with X), 'Vol Up' (speaker with plus), 'Capture' (camera), and 'Controls' (gears). A red circle with a question mark is also present on the right side of the screen.

Info pane
- shows instructions & advice

HELP
Press to call the IT Service Desk, the Estates Helpdesk, or **222** in case of an emergency

Shutdown the AV equipment

Blank/reveal the displayed image

Adjust the volume
- press and hold, or tap



LECTURE CAPTURE

Adjust lecture capture microphone settings
- choose **BU Lecture Capture** input on PC / Laptop

- USB:** Use microphone with PC or Laptop
- MICROPHONE:** Mute/un-mute a microphone
- PRIVACY:** Mute all in-room microphones



ROOM CONTROLS

Choose Teaching or Group Work modes:

- TEACHING:** Lectern content shown on all screens
- GROUP WORK:** Use workstations individually

Each individual workstation can show content from:
PC, HDMI, USB-C or Wireless Presentation