



ROM  
tels



Newcastle  
University

## ROMtels Immersive Enquiry Space

# Running an Enquiry

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## Introduction

This guide provides quick-start instructions for users of the immersive enquiry space in the Bobby Robson room, Westgate Hill Primary School. The guide assumes the enquiry is set up, as covered in the detailed set-up document. This means that all configuration files are complete, all media files (images, sounds, videos) are in the correct folders and the space is set up.

## Preparing the room

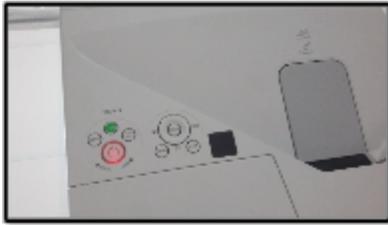
**!Note: This should be completed before the start of the session**

1. Ensure the blackout blinds are closed.
2. Check the tabletop is in the required location and adjust if necessary.
3. Ensure all cables are taped to the floor to avoid any trip hazards.
4. Turn on the electric socket at the wall.

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5. Switch on all four projectors. This is done by pressing the ON button on the underside of each projector.



6. Turn on the speakers underneath the front screen.



7. Ensure the microphone is plugged into the tabletop.



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8. Check the laptop is connected to the system via the grey Ethernet cable.



9. Using the switch on the outside of the space, descend the screens. This will allow you to set up the system, although it may be advisable to raise them once setup is complete for the children to enter the space.



## Turning on the system

**!Note: This should be completed before the start of the session**

1. Turn on the PC at the main ON button.



2. Turn on the tabletop at the main ON button.

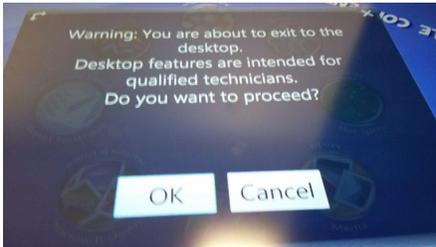


3. Once the tabletop has turned on, you will see the default SmartTable interface.

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4. Using a keyboard plugged into the USB socket, press Alt + F4 . This will trigger a confirmation pop up box – click OK to close the SmartTable software.



5. Turn on the laptop. Ensure it has enough battery to last the session.

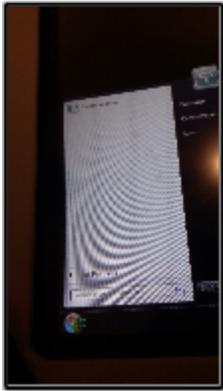


Only once all three machines are switched on, proceed to running the program.

## Launching the software

**! Note: This should be completed before the start of the session.**

1. On the tabletop, click the start menu then double click the Tabletop Control icon. Note nothing will appear on the screen at this point – this is ok!



2. On the laptop, double click the Remote Control shortcut icon – again nothing will appear immediately on screen.



3. The display from the PC will be projected onto the screen. Click the start menu then double click the Application 1 shortcut icon.



4. A black window will appear on the screen. Hit enter using the keyboard plugged into the PC.
5. The remote control window will appear on the laptop screen.

## Starting the Enquiry

At this point you are ready to start! If required, turn off the lights in the room (this is completely optional!) and raise the screens to allow children to enter the room.

When you are ready to start the first video, hit the **START** button on the remote control.

## Navigating the Enquiry (with the Remote Control)

There are a number of buttons on the remote control. Please read these instructions carefully before using the system as it seems that using buttons at the wrong time can trigger errors in the system at the present time.

The **START** button on the RC should only be used to launch the enquiry.

The **PAUSE/PLAY** button can only be used for pausing and unpausing the videos when all screens are running. This button must not be used to try and proceed to the next chapter once the videos have finished. (It will not work and may cause errors!)

At the end of each chapter, i.e. when ALL video screen have stopped playing, the **NEXT** button can be pressed once to launch the tabletop activity and again on completion of the activity to launch the next chapter. Do NOT use this button when any of the video screens are still playing. (Note, if there is no tabletop activity following that particular chapter, you may have to press the **NEXT** button twice to proceed.)

The **SKIP** button should only be used DURING playback of a chapter if you are certain you wish to skip that particular chapter. You cannot skip back if pressed in mistake! You will still need to use the **NEXT** button to launch the tabletop activity and proceed to the next chapter.

Finally the **END** button will only work when the enquiry is completely finished, it will not stop the enquiry midway through. Alternatively you can shut down the machines safely.

## Saving the Evidence

To save evidence recorded on the SmartTable at the end of a session, simply insert a USB memory stick into the tabletop. Copy any evidence you wish to keep from the evidence folder on the SmartTable to the memory stick (as you would on any usual PC).