

# Quick Guide: Overview of Digitally Enhanced Teaching Spaces

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This guide gives a brief overview of the technology you'll find in teaching rooms enabled for dual mode teaching. For guidance on using Collaborate and Teams for dual mode teaching, see:

- [QG27 Using Collaborate](#)
- [QG28 Using MS Teams in Digitally Enhanced Spaces](#)

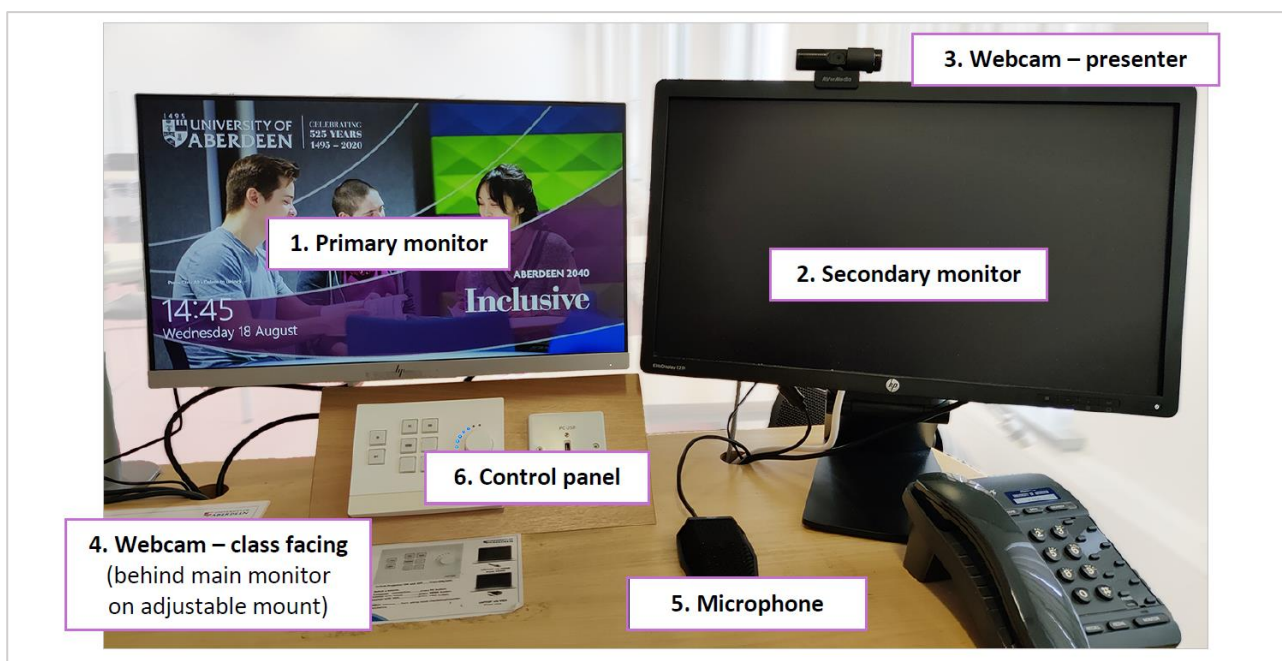
**Note:** If you plug in your own laptop via an HDMI cable, **you will not be able to use the dual mode teaching features as described below.**

If you plug in a USB device, be aware that it may conflict with in-room technology and may not function as you expect.

Please don't alter settings, cables or connections on the lectern in any way as it may negatively impact other presenters resulting in lost teaching time.

### Lectern Setup

The familiar AV classroom equipment has been enhanced by the addition of a second monitor, two webcams and a microphone.



*Figure 1 The typical lectern layout in an AV classroom.*

1. **Primary Monitor** (left). Output from this monitor is displayed on the projector.
2. **Secondary monitor** (right). Use this monitor to conduct a Collaborate or Teams session with remote students without losing your presentation on the primary monitor
3. **Webcam, presenter facing.** Mounted on the secondary monitor and pointed towards the speaker. These can be adjusted and included a privacy slide.

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4. **Webcam, student facing.** Attached to main monitor on a webcam mount. This can be angled to face the class.
5. **Microphone.** This can capture audio from the presenter and students within a range of 15ft.
6. **Control panel.** Housing the projector **On** button.

## Getting Started

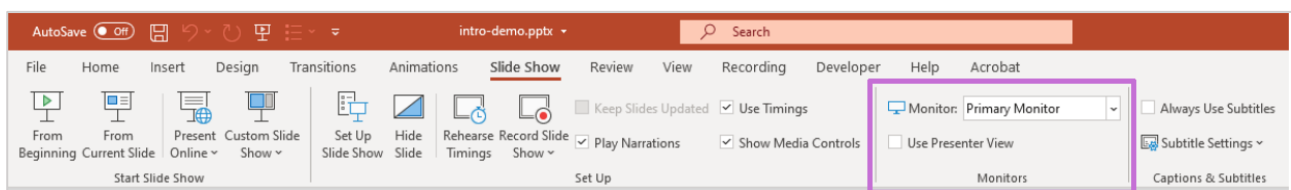
1. Wake up the lectern PC by moving the mouse or pressing any key.
2. The primary monitor comes on.
3. Press the **On** button on the control panel to activate the projector.
4. Log in as usual.
5. Note that Teams will install in the background – this only takes seconds, but you should please wait until the process is complete before attempting to use Teams.

## Tips

For guidance on using Collaborate and Microsoft Teams for dual mode teaching, please see our dedicated user guides:

- [QG27 Using Collaborate](#)
- [QG28 Using MS Teams in Digitally Enhanced Spaces](#)

Using the **Slide Show** tab, make sure **Use Presenter View** is switched off in PowerPoint as this will use both displays. Select **Primary Monitor** to ensure that your presentation displays on the projector screen. Slides can be controlled by moving your pointer over the presentation and using the arrow keys on the keyboard.



*Figure 2 The PowerPoint Toolbar with the Slide Show tab selected. Highlighted are the options for selecting the monitor which will display the presentation and the button for switching off the presenter view.*

The only input/output devices in use are the microphone and ceiling speakers.

- During group discussion, students present in the room may need to use their own device mic for those online to hear them. If so, the lecturer should turn down the speaker volume (from the lectern control panel) to avoid feedback from the ceiling speakers.
- Once students have finished speaking, make sure that their device is muted again.
- Don't forget to turn the speaker volume up again to continue presenting.

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## Further Resources

- [Digitally Enhanced Teaching Spaces | University Systems and Software | Toolkit | The University of Aberdeen \(abdn.ac.uk\)](#)
- For further guidance on using the technology, please contact Media Services at [mediaservices@abdn.ac.uk](mailto:mediaservices@abdn.ac.uk) or on ext. 3000.
- For guidance on using the technology with Collaborate or Teams, please see our dedicated user guides (referenced above) or contact [cad@abdn.ac.uk](mailto:cad@abdn.ac.uk).