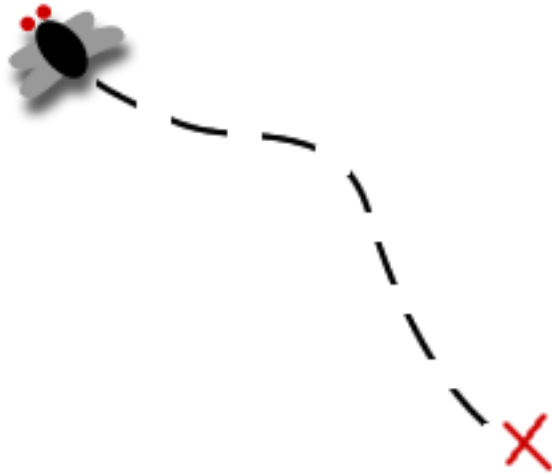


FLYSPACE 1

DOCUMENTATION & GUIDELINES HANDBOOK



Talley Student Center
August 2005

Welcome to Flyspace!

This space has been created to allow students, faculty and staff to work in a quiet location with a number of tools at their disposal. In order to get started, please use the “Quick Start” guide on the desk of this room. If you have additional questions, please refer to the table of contents on the next page for additional assistance with specific items.

Room Information:

Equipment:	<ul style="list-style-type: none">• LCD panel• 2 PC's• 4 connections for laptops• white board• table and 6 chairs• phone
Phone Number:	(919) 513-0586
Room Controls:	http://www.ncsu.edu/flyspace/extron/flyspace1.php
<p>Flyspace was created through a LITRE grant in partnership with the Information Technology Division, Talley Student Center, and the NCSU Libraries.</p> <p>Continued support of Flyspace rooms is provided by the Information Technology Division and Talley Student Center.</p>	



If you have questions that this manual does not resolve, or if you have any suggestions or concerns, please call the NC State Help Desk at (919) 515- HELP (4357).

Please remember to fill out our survey at <http://www.ncsu.edu/flyspace/survey>! Your feedback will help us to improve this space and the ways in which it can be used. We hope you enjoy using Flyspace today, and find it useful!

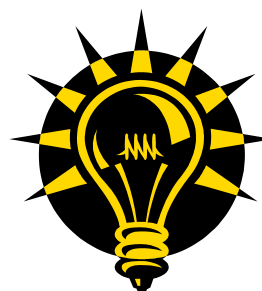


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Getting Started

Reservations

While reservations are not required to use this room, they are strongly suggested. Faculty, staff, and students can use this room anytime it is open. However, if anyone arrives who already has a reservation, the reservation takes priority.

Reservations must be made online. To do so, please go to the Flyspace home page (<http://www.ncsu.edu/flyspace>), and click on “Reservation”. This system will allow you to reserve the Flyspace room for up to two hours at a time. Reservations may be made up to six months in advance. Reservations require a valid Unity ID and password. If you do not have one or if you do not know your ID and password, you will need to contact the NC State Help Desk at 515-HELP for additional assistance. *Current reservations may be viewed at:* http://www.ncsu.edu/student_center/flyspace/reservation.php

Logging In

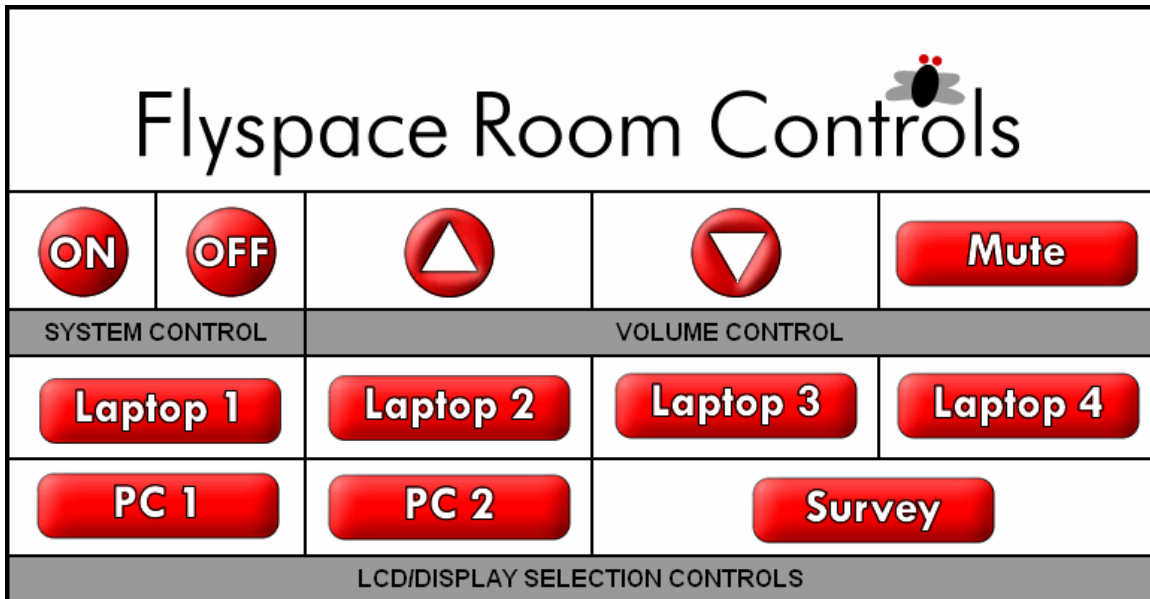
In order to control the technology in Flyspace, you will need to login to one of the PC's located in the room. Logging in requires your Unity ID and password and works in the same way as logging into a Unity lab on campus. Again, if you have questions about, or problems with your Unity ID, please contact the NC State Help Desk (515-HELP).

Once logged in to a PC, you will need to open a web page that will control the system. Please go to <http://www.ncsu.edu/flyspace/extron/flyspace1.php> or look on the desktop of the PC for an icon (like the one below) to link you to this page.



If you need to control the system from a laptop, or a machine other than one of the PC's, you will need to access the above URL directly and authenticate with your Unity ID and password to have control of the system.

This link will take you to a page that will display a menu with buttons and controls for access to the room equipment. Further instructions on using these controls can be found on page 6.



Flyspace Room Controls

Guidelines

Users of Flyspace are responsible for following the guidelines and rules below:

1. Please remember that those with reservations receive first priority in room use.
2. These rooms are made available in cooperation with Talley Student Center and thus the hours of availability coincide with the Talley Student Center hours of operation. To check on these hours, please go to the Talley Student Center web page: http://www.ncsu.edu/student_center/calendar.php
3. Users of Flyspace *must* adhere to NC State's Computer and Network Use Regulations and Rules (<http://www.ncsu.edu/it/rulesregs/>).

Room Controls

The controls for the Flyspace room work just like a regular web page. To manage the system you need only click on the button on the web page that corresponds to the action you would like to see.

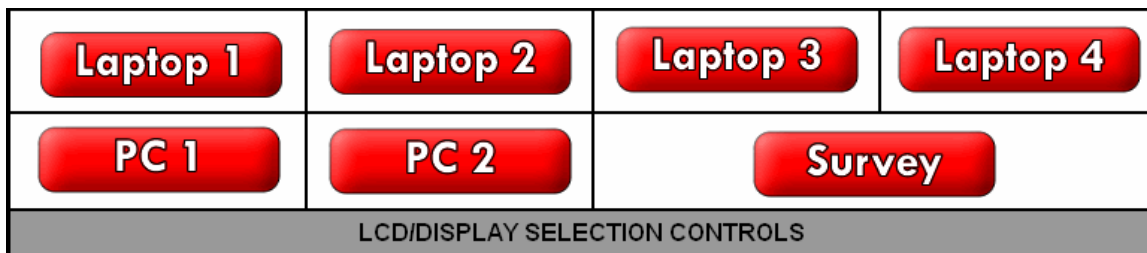


When a button is selected, there will be a pause while the process is completed. Look in the upper left hand corner of the control panel for updates on the progress of your request.

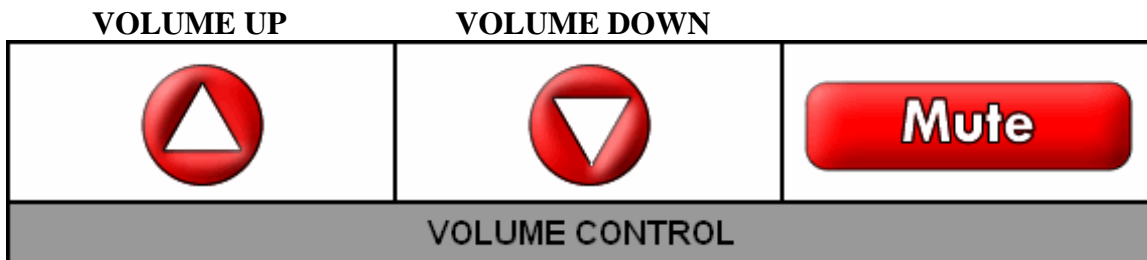
To begin using the system, click on the “On” button on the control panel. This will turn on the control system which enables changes in the LCD panel display and volume.



To change the image displayed on the LCD panel, choose one of the options under “LCD/Display Selection Controls”. **By default the LCD panel will display the desktop of the PC you are logged into.**



To adjust the volume of the LCD panel speakers, use the corresponding buttons on the page. Mute will eliminate all sound from the speakers.



If you are using a personal laptop, you can display both the laptop screen and the laptop audio through the LCD panel by connecting the appropriate cables in the “Laptop Connections” box on the desktop and selecting the correct laptop connection button on the Room Controls page. For more information on this configuration, see the laptop information on page 10.

Please remember to select “Off” on the Control Panel before leaving the room.



The LCD Panel

The LCD panel is always on, but *will not display* anything until a person has logged into the Room Controls webpage and turned on the system. As previously mentioned, the display will default to the desktop of the PC you are currently using, unless someone chooses another source with the control panel. If you are accessing the Room Controls page from a laptop, you will need to select the laptop connection you are using to have your laptops' desktop display to the LCD panel.

The sound coming from the LCD panel is also controlled by the room controls page. For more information or assistance with this, please review the "Room Controls" information on the previous page or the Laptop information on page 10.

The "Small" Menu



If you prefer not to keep the large Control Panel on your desktop, use the "Small menu" link at the bottom of the control page. This menu will display smaller buttons in a miniature window with no navigation or scroll bars. Leave this in the corner of your screen for easy access to the room controls as needed.

All the buttons in the small menu work identically to those in the large menu. There is an additional button at the bottom of the screen to move back to the regular menu. Also, like the large menu, the small menu will display updates on the progress of your request after you press a button.

Whichever menu you choose to use, please remember to select "Off" on the Control Panel before leaving the room!



Thank you!

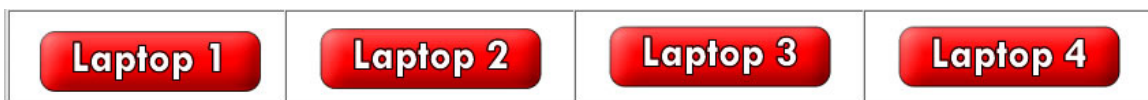
Laptop Assistance

There are four groups of laptop connections like the one described below. Each of the four groups includes a NOMAD network connection, a video connection and an audio connection and will be labeled: Network1, Video1, Audio1 or Network2, Video2, Audio2 etc. These cables can be found in the black box labeled “Laptop Connections” on the tabletop.



Diagram: Laptop Setup

Once you have correctly hooked up your laptop, you will be able to select it to display on the LCD panel by selecting the appropriate button (Laptop 1, 2, 3 or 4) on the Flyspace Rooms Controls page.



Please note: if you want to use “Laptop 1” to display your laptop’s desktop you must also be connected to “Network1”, “Video1” and “Audio1”, or the LCD Panel’s video and audio display will not be accurate.

Switching Your Laptop Display

To set your laptop to display to the LCD panel, first make sure it is plugged into Video, Audio and Network cables. Also, make sure that you have selected the corresponding Laptop button, as discussed above.

Once these things have been completed you will need to use a combination of keys on your laptop keyboard to change the display output. Use the table below to help you determine which keys will work for your brand of laptop:

Dell	FN + F8 or FN + F12
Gateway	FN + F3
IBM	FN + F7
Apple	Go to “System Preferences” then “Display” and select “Detect Display”. If asked, to turn on mirroring, select “yes”. Check “Show displays in menu bar” to control display preferences.

If your laptop is not one of these brands, please go to <http://www.ncsu.edu/flyspace/resources.html> for a more complete list of laptop brands and the keystrokes needed to change the display for your machine.

Connecting to the Campus Network

You are plugging into a cable on the NOMAD network. In order to access the internet you must first open up your favorite browser and authenticate with your Unity ID and password at <http://nomad.ncsu.edu>.

Troubleshooting

1. How do I schedule Flyspace?

Flyspace can be scheduled by using our web-based reservation system at <http://www.ncsu.edu/flyspace/schedule.html>. Please be sure you read and accept the Flyspace guidelines prior to reserving a room.

2. Who can use Flyspace?

Flyspace can be used by any student, faculty or staff associated with North Carolina State University. Any one interested in reserving the room must know their Unity ID prior to reserving the space.

3. What if I have a reservation and someone is already in the room?

Reservations take priority; the user must relinquish the room to the person with the reservation. If you have any problems or concerns, please see the Talley Student Center game room attendant.

4. How do I learn how to use the equipment available in Flyspace?

A short online tutorial is available with information on all equipment in the room. If you continue to have problems, please contact the NCSU Help Desk to arrange an opportunity for one-on-one training.

5. How do I report problems with Flyspace?

If you experience any problems with the Flyspace room or equipment please e-mail us at help@ncsu.edu or call the NCSU Help Desk at (919)515-HELP (4357).

Getting Help

If you have any problems that cannot be diagnosed or solved by this document, please contact the NC State Help Desk at (919) 515-HELP (4357). They will be able to assist you, or can report your problems and arrange for repair of problematic items.

If you made a reservation to use the room, you should have received a confirmation number at that time. If you have kept, or remember your confirmation number, please provide it for the consultant assisting you.

We hope you have enjoyed using Flyspace today!

Please remember to fill out our survey and let us know what you think!

<http://www.ncsu.edu/flyspace/survey>

Thank you!