

ROOM of the FUTURE

ADMINISTRATOR GUIDE

Room administration

Terminology

Room of the Future · Room

- ▶ Room executed in a Room of the Future installation is launched by a code. A room has a permanent link associated to it and a list of Participants which can connect to it.

Room of the Future · Session

- ▶ Session is a scheduled period of time in which a room takes place. Once created you can send an email notification inviting members (or Participants) of the room to attend a session and/or schedule the recording of it.

Room of the Future · Accounts Portal

- ▶ Accounts Portal is where the room Administrator can manage the rooms, members of the rooms and the sessions, and consult a history of them.



Accounts Portal

ACCESS

The screenshot shows the Accounts Portal interface. On the left is a teal sidebar with the 'mashme' logo and four menu items: 'ACCOUNT SETTINGS', 'TEAM MANAGEMENT', 'SESSION MANAGEMENT', and 'ANALYTICS PORTAL'. The main content area is white and shows the 'Account Settings' section with a 'PROFILE' sub-header. It includes a profile picture placeholder, a 'Name Surname' input field, a 'LANGUAGE' dropdown set to 'English', a text input for '@nickname' with 'username@email.com' below it, and a 'SAVE CHANGES' button. At the bottom is a 'CHANGE PASSWORD' section. Red lines connect the sidebar menu items to their corresponding sections: 'ACCOUNT SETTINGS' to the top of the profile section, 'TEAM MANAGEMENT' to the profile picture, 'SESSION MANAGEMENT' to the 'Name Surname' field, and 'ANALYTICS PORTAL' to the 'CHANGE PASSWORD' section.

ACCOUNT SETTINGS

TEAM MANAGEMENT *

SESSION MANAGEMENT

ANALYTICS PORTAL

To create a room the Administrator will need to be logged into the Accounts Portal:

► <https://accounts.mashme.io/>

NOTE


To set up an Administrator account, please contact customer@syncrtc.com to request one.

* Team Management will only be available if your organisation has enabled Enterprise Connect.



Accounts Portal

SESSION MANAGEMENT




ACCOUNT SETTINGS

TEAM MANAGEMENT

SESSION MANAGEMENT

ANALYTICS PORTAL


Back to 

CURRENT ROOMS

Session Management


NEW ROOMNEW SESSION

CURRENT ROOMS



Events Room
60 participants

CODE: XXLLXX



Test Room
60 participants

CODE: XXLLXX

PRESENTER

https://xxx.mashme.io/M/xxx

OPEN

COPY

PARTICIPANT

https://xxx.mashme.io/M/xxx

OPEN

COPY

First Session

17/01/2018

VIEW SESSION


Second Session

18/05/2018

VIEW SESSION


EDIT ROOM

NEW SESSION



My Room
60 participants

CODE: XXLLXX



Work Room
60 participants

CODE: XXLLXX

NEW ROOM

EDIT ROOM

NEW SESSION

Click on **Session Management** on left hand menu to view a list of rooms created. To edit an existing room or create a new room, click on Edit Room or New Room.

Room Creation

BASIC INFORMATION


UPLOAD A ROOM IMAGE

INSERT THE ROOM NAME

SELECT THE ROOM LAYOUT AND CAPACITY













Rooms

NEW ROOM



ROOM NAME

ROOM LAYOUT

	Default Layout	 10	 20	 40
	Remote XL	 6	 12	 24
	Active App XL	 8	 16	 32

The room Administrator is able to:

- Create and edit the room
- Add and remove Participants
- Manage and change sessions

NOTE

The available room layouts and capacities depend on the physical room and the features enabled in the organisation.



ADD PARTICIPANTS

PARTICIPANTS

Select a place below and insert the data of each participant:

Name

e-Mail

ADD USER

0 / 30

or insert several participants in one step

MULTIPLE INPUT

INSERT SEVERAL PARTICIPANTS AT THE SAME TIME

Name Lastname; participant@email.com; position;

Name Lastname; participant@email.com; position;

Name Lastname; participant@email.com; position;

e.g. Mike Brown; mike@brown.com; 10;

ADD

ADD PARTICIPANTS INDIVIDUALLY

INSERT MULTIPLE PARTICIPANTS

Add Participants individually

Participants can be added individually by clicking on an empty seat and entering the name and email.

Multiple Input

For multiple input to batch load Participants in **CSV. file** with the following format:

Name Last Name;email;position;
ie: John Smith;johnsmith@email.com;10;



REMOTE PRESENTER*

[illegible]

REMOTE PRESENTERS SECTION

The Remote Presenter interface is similar to the Participant view, but with additional control privileges. Remote Presenters are able to:

- Upload, create and share materials
- Create, launch, close and clone polls
- Share the screen without the need to install any extensions
- Interact with all the participants through the chat

Assigning a Remote Presenter

1. First, add the Participants to the room
2. In the Remote Presenters section, type the name of the user and select it in the dropdown*.

The system will suggest users in a predictive way based on the Participants added previously, therefore it will not be possible to assign Remote Presenters before adding Participants to the room.

NOTE




This icon indicates the users connected as Remote Presenter(s).

* Available if the organisation has enabled the Remote Presenter feature.



Room Creation

ROOM CODE



ACCOUNT SETTINGS


TEAM MANAGEMENT

SESSION MANAGEMENT

ANALYTICS PORTAL

Back to mashme.io

CURRENT ROOMS / [NEW ROOM](#)



Room Name

CODE: XXLLXLX

The room has been created successfully!

CREATE SESSION

ROOM CODE

Each Participant that joins a Room of the Future for the first time will receive an email from contact@syncrtc.com with the registration credentials (user and password) to join the room.

NOTE

If **Single Sign On** is enabled in the organisation, the Participants will join via corporate authentication and will not be required to create registration credentials.







Room Information

CURRENT ROOMS

Session Management NEW ROOM NEW SESSION

CURRENT ROOMS

	Events Room 60 participants	CODE: XXLLXX
	Test Room 60 participants	CODE: XXLLXX
<div><div>PRESENTER</div><div>https://xxx.mashme.io/M/xxx</div><div>OPEN</div><div>COPY</div></div> <div><div>PARTICIPANT</div><div>https://xxx.mashme.io/M/xxx</div><div>OPEN</div><div>COPY</div></div>		
First Session		17/01/2018 VIEW SESSION
Second Session		18/05/2018 VIEW SESSION
<div>EDIT ROOM</div> <div>NEW SESSION</div>		
	My Room 60 participants	CODE: XXLLXX
	Work Room 60 participants	CODE: XXLLXX

ROOM CODE

PRESENTER URL

PARTICIPANT URL

When a room is created the following data is permanently associated:

- **Room code**

A unique code required to launch the RoF

- **Presenter URL**


Permanent url (link) for the presenter to manage the content of the room

- **Participant URL**

Permanent url (link) for participants to join the room.



Modify the Participants



ACCOUNT SETTINGS

TEAM MANAGEMENT

SESSION MANAGEMENT

ANALYTICS PORTAL


[Back to mashme.io](#)

CURRENT ROOMS

Session Management


NEW ROOMNEW SESSION

CURRENT ROOMS



Events Room
60 participants

CODE: XXLLXX



Test Room
60 participants

CODE: XXLLXX

PRESENTER

<https://xxx.mashme.io/M/xxx>

OPEN

COPY

PARTICIPANT

<https://xxx.mashme.io/M/xxx>

OPEN

COPY

First Session

17/01/2018

VIEW SESSION


Second Session

18/05/2018

VIEW SESSION


EDIT ROOM

NEW SESSION



My Room
60 participants

CODE: XXLLXX



Work Room
60 participants

CODE: XXLLXX

EDIT ROOM

The Administrator that created the room can log-in to edit the room.

In the event that Participants need to be modified when a session is in progress, open another browser tab and access the **Accounts Portal**. To apply the changes to the videowall the room must be closed by **session end** button (not by X) and launched again.

NOTE

When changing the room capacity, this will reset all of the currently assigned participants.



Session administration

Session Creation

BASIC INFORMATION

Sessions

NEW SESSION

Session name

DAY

10/02 / 2020

START TIME *

10:00

END TIME

12:00

*

Please schedule to start five minutes before when you want recording your session

ROOM

Room Name

RECORD SESSION

NOTIFY ALL PARTICIPANTS BY EMAIL

TAGS

Add a tag

ADD NEW TAG

CANCEL

CREATE

The Room of the Future Administrator can create sessions for the rooms.

The following information is required:

- Session name
- Scheduled day
- Start and end time of the session
- Room assigned to the session created

NOTE

When the session is created the room members will receive the session notification including the **time zone of the Organization**. If during the session creation, the Administrator is in a different time zone, the notification time will be adjusted automatically.



Session Creation

SESSION SET-UP

Sessions

NEW SESSION

Session name

DAY

10/02 / 2020

START TIME *

10:00

END TIME

12:00

*

Please schedule to start five minutes before when you want recording your session

ROOM

Room Name

RECORD SESSION

NOTIFY ALL PARTICIPANTS BY EMAIL

TAGS

Add a tag

ADD NEW TAG

CANCEL

CREATE

SCHEDULE A RECORDING

NOTIFY PARTICIPANTS

A session can be programmed to record.

When **Record Session** is checked, the recording will be automatically added as a resource tile to the room minutes after the session finishes. The recording will show the Participant viewpoint. Closing a room while a session is in progress does not affect the recording.

Email notification can be programmed to be sent to Participants once the session is created. If the session is deleted, an email notification can also be sent.

For further information about the set-up of **optional features** for Translation or Assistance features please consult the specific guides:

- [Translation Set-up Guide](#)
- [Assistance Set-up Guide](#)



Past Sessions

Session Analytics

Sessions

SEND A REMINDERDELETE SESSION

SESSION VIEW

Complete Session Name

Complete Room Name

Past session

Eng

Spn

Created by

User Name

Date and time

13/07/2020 · 9:00 – 10:00 (1 hour)

Recording

Scheduled

PRESENTERS

Presenter

Presenter Name

mail@usermailaddress.com

PARTICIPANTS

5

EXPORT PARTICIPANTS

Participant Name

participantname@email.com

Participant Name

participantname@email.com

Participant Name

participantname@email.com

Participant Name

participantname@email.com

Participant Name

participantname@email.com

TAGS

Add a tag

ADD NEW TAG

Economics

Finance

Italy

Germany

CLOSE

SAVE CHANGES

VIEW SESSION RECORDINGS

EXPORT PARTICIPANTS TO A CSV FILE

Past sessions can be viewed from this page that indicate if a session has been recorded and to view the recording.

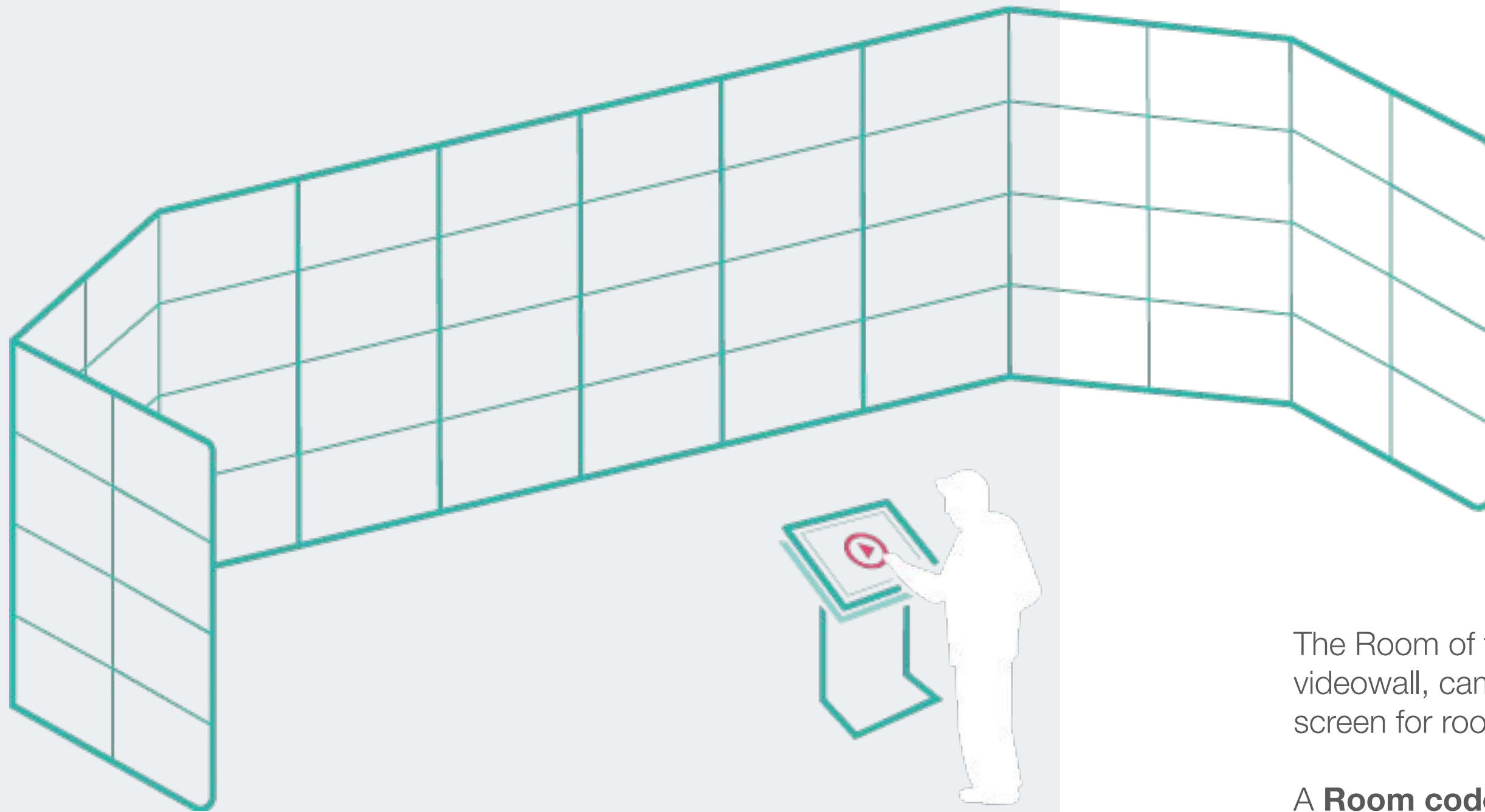
The room Administrator can **view the participants** that joined the session and **export the list to a CSV file**. This facilitates the creation of a new room with the same Participants by importing the generated file to a new room.



Operating the Room of the Future



The Room of the Future



The Room of the Future provides a high definition videowall, camera, lighting, audio system and touch screen for room management.

A **Room code** is required in order for the Presenter to launch the Room.

Access to the Session

Launch details for the mashme.io Room of the Future session

Hello Username:

You have been invited as presenter to a mashme.io Room of the Future session.

Please see the details below and remember that you will need the **Room Code** to launch the session.

Session:

Room:

Date:

Time:

Languages:

Room Code:

Session name

Room name

Mon Oct 28 2019

02:50 pm (Europe/Madrid)

Spanish - English

xxxxxx

Important:

DO NOT launch the session using the Room Code until you are in the physical room. You could interrupt a live session.

In order to access the Room and upload content, follow the Room link below:

Go to the Room!

SESSION NAME

ROOM CODE

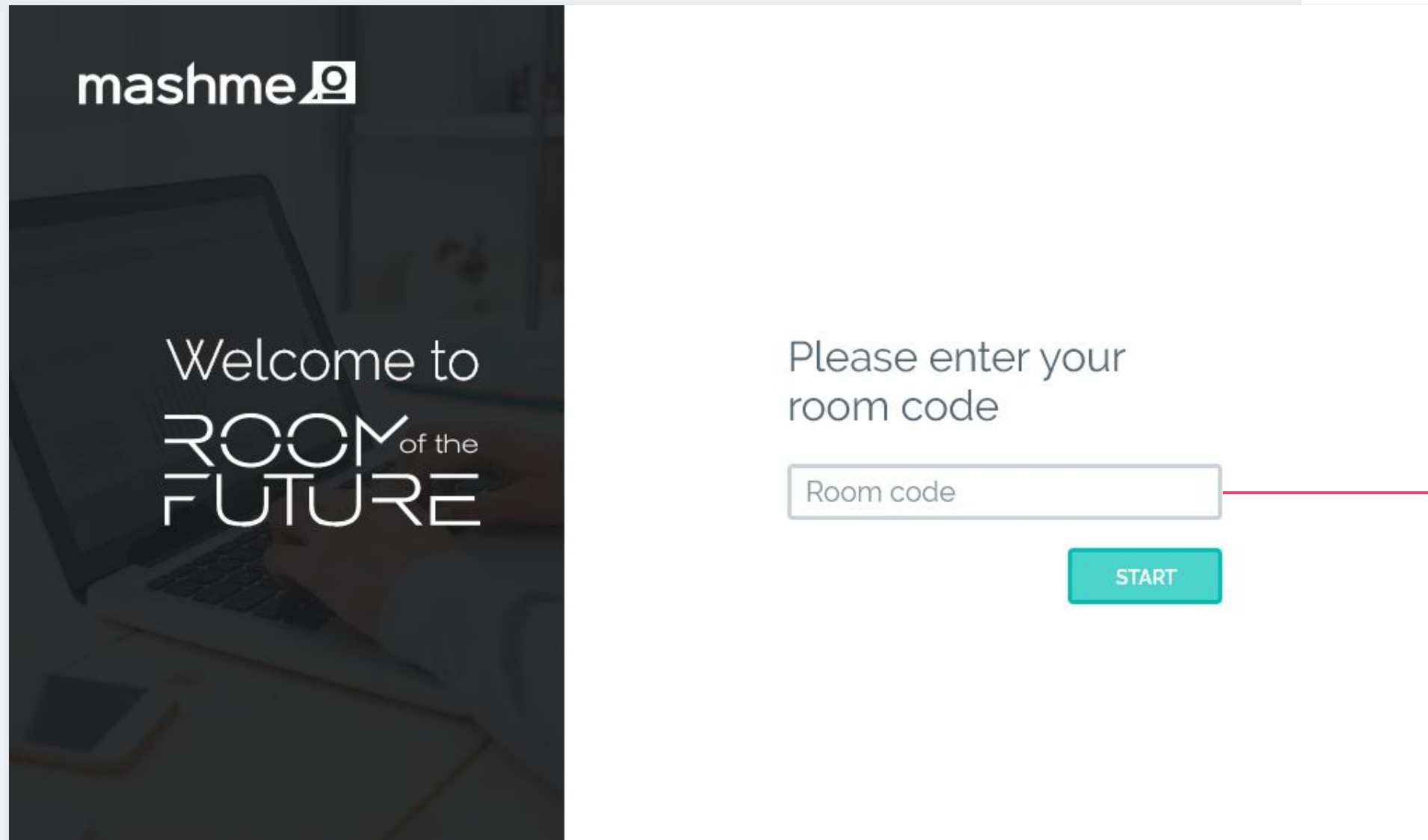
ACCESS TO THE SESSION

When the session is created the Presenter receives an email with the access link and session details.

Rooms are accessible at all times, regardless of whether there is a session in progress or not. **Resources can be prepared** before or after a session and Participants can access content made available in the room.

The logo for Mashme.io, featuring a stylized 'm' and 'i' inside a square frame.

Launch the Room



mashme

Welcome to
ROOM of the
FUTURE

Please enter your
room code

Room code

START

INSERT THE ROOM CODE HERE

To launch the Room of the Future enter the **Room Code**. The code is generated in the room creation, previously received via email.

1. Enter the **Room Code**.
2. Click on **Start** to launch the Room.

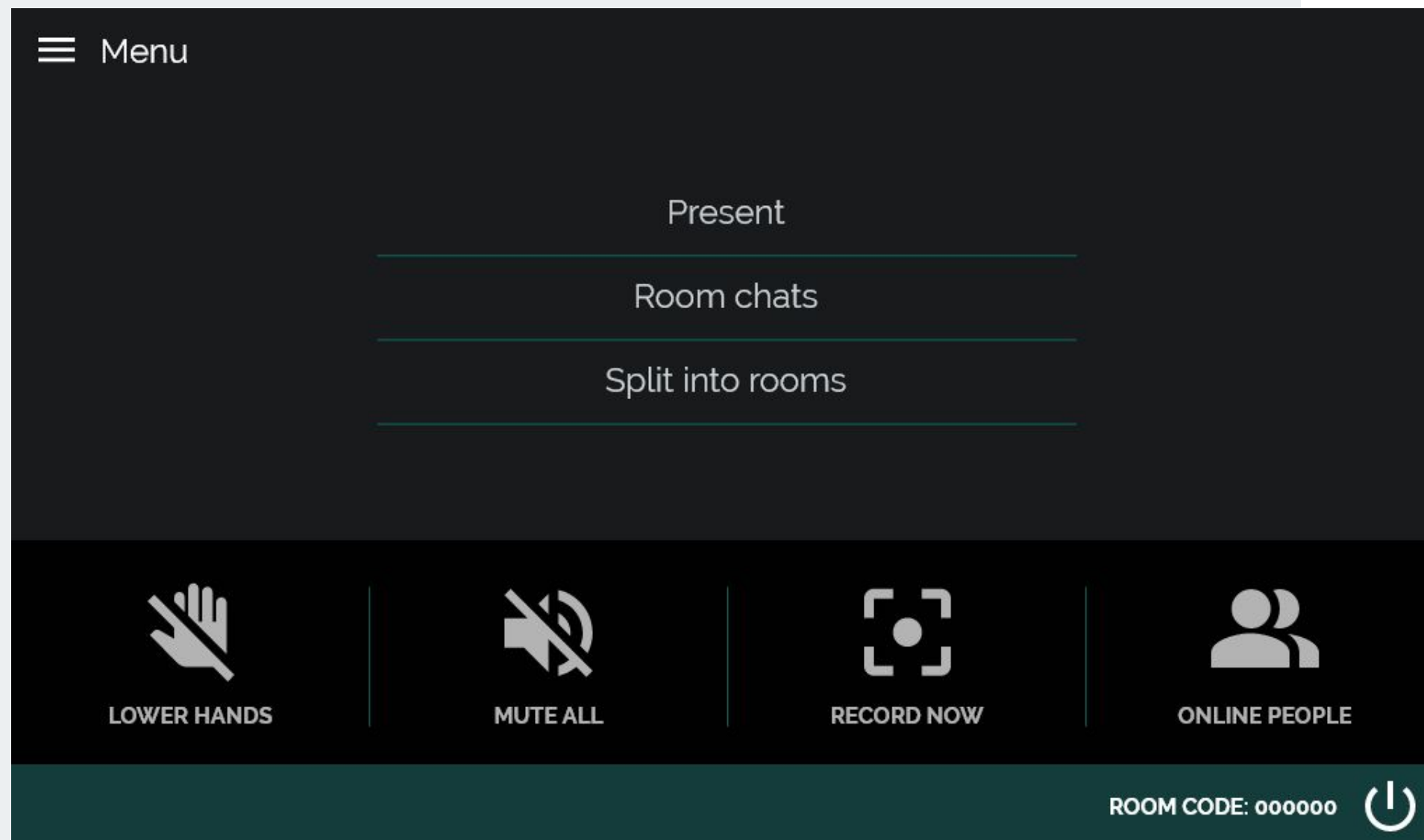
NOTE

The Room Codes of rooms created previously are available in the Accounts Portal (Session Management).



End the Session

END THE SESSION



To end the session click on the **power off icon**.

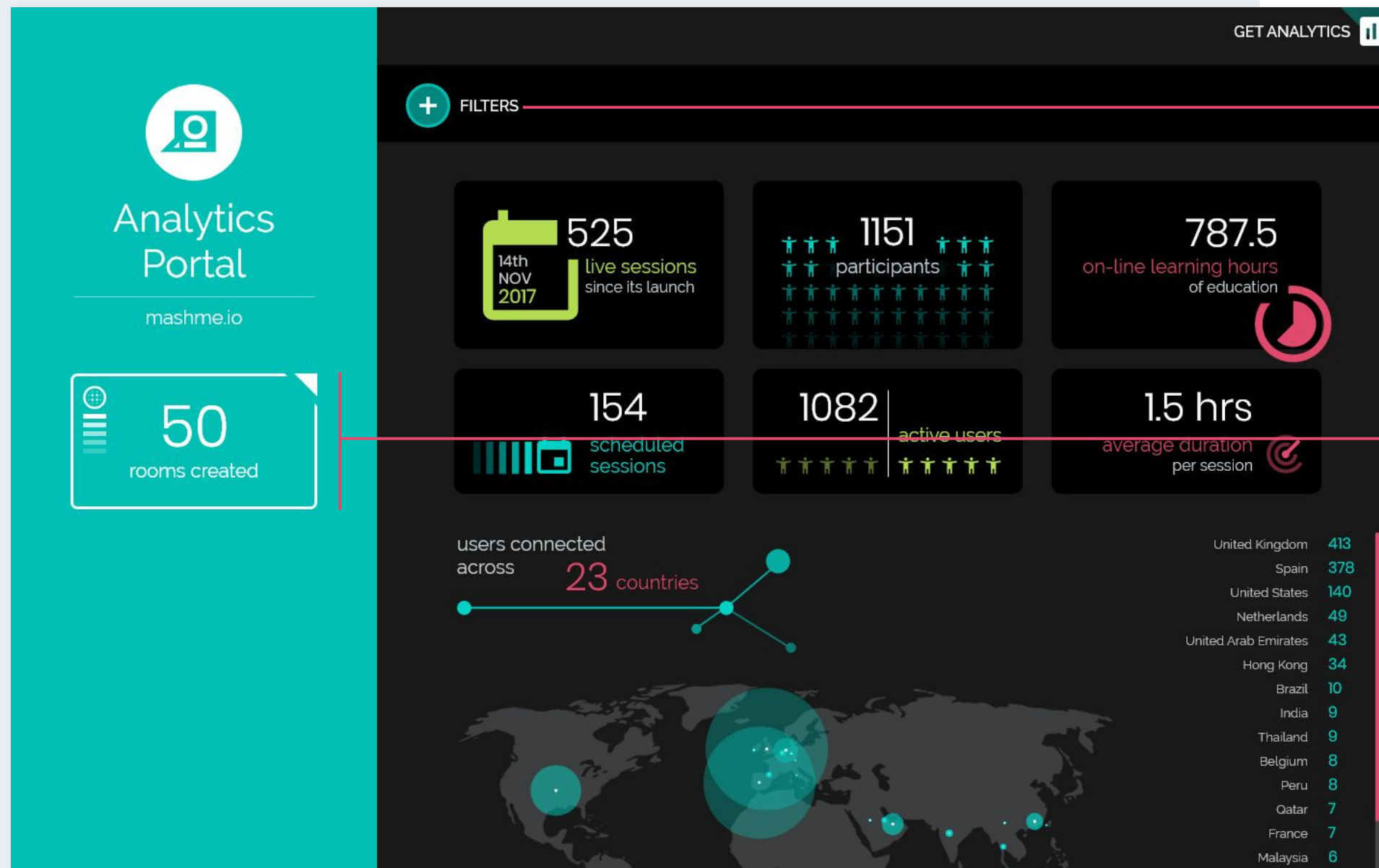
The Room of the Future will gracefully shut down, leaving it ready for use for the next session.

IMPORTANT!

Do not close session by clicking X on the browser.



Analytics Portal



GET ANALYTICS BY EMAIL

ADD FILTER

LIST OF ROOMS

Comprehensive **Analytics Portal** - Main Menu shows an overview of the Room of the Future usage.

Add **Filters** to sort data. Drill into usage:

- by Room
- by Session
- by Participant

Full details available in [Analytics Portal Guide](#).



Views

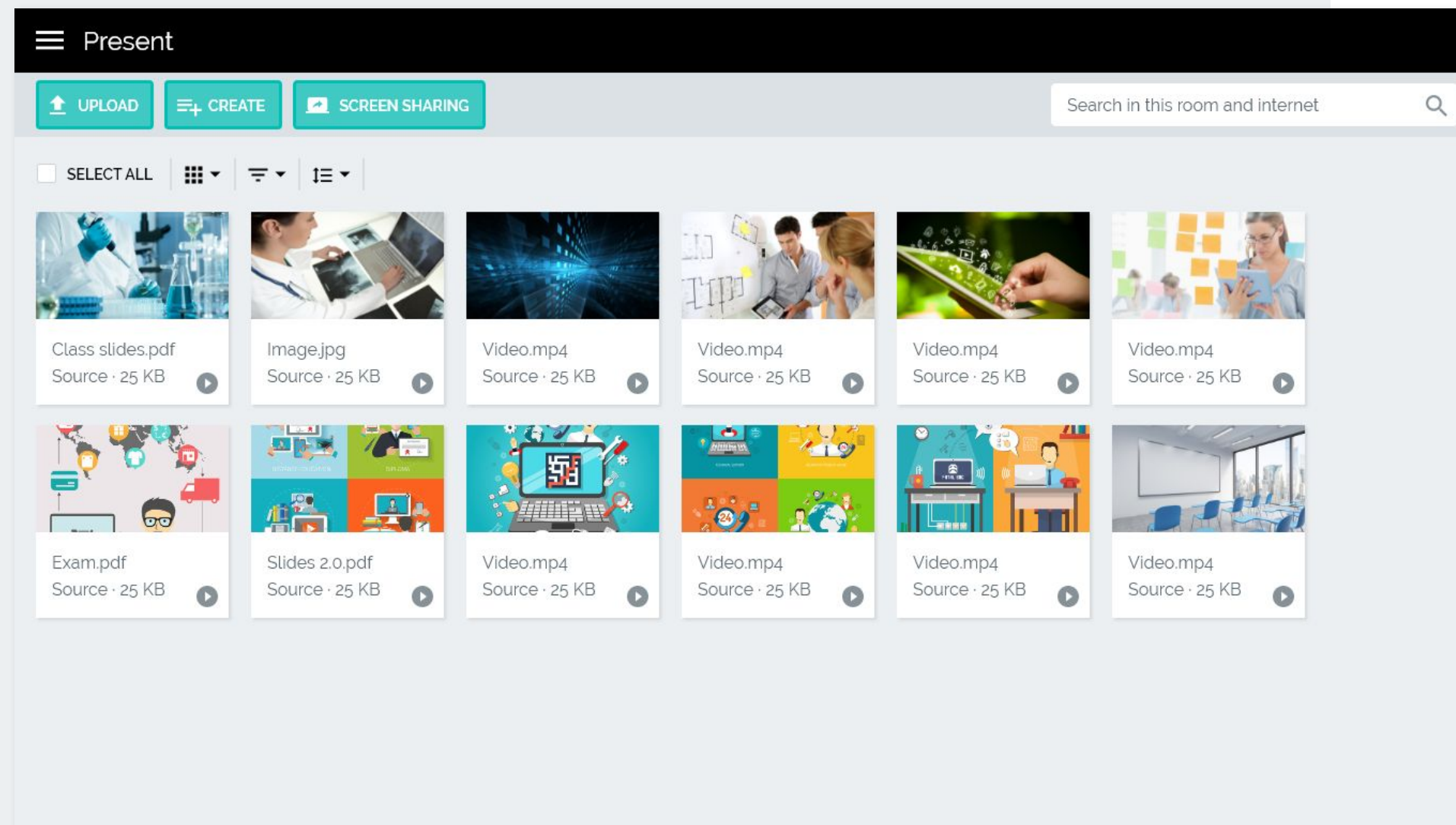


Presenter view

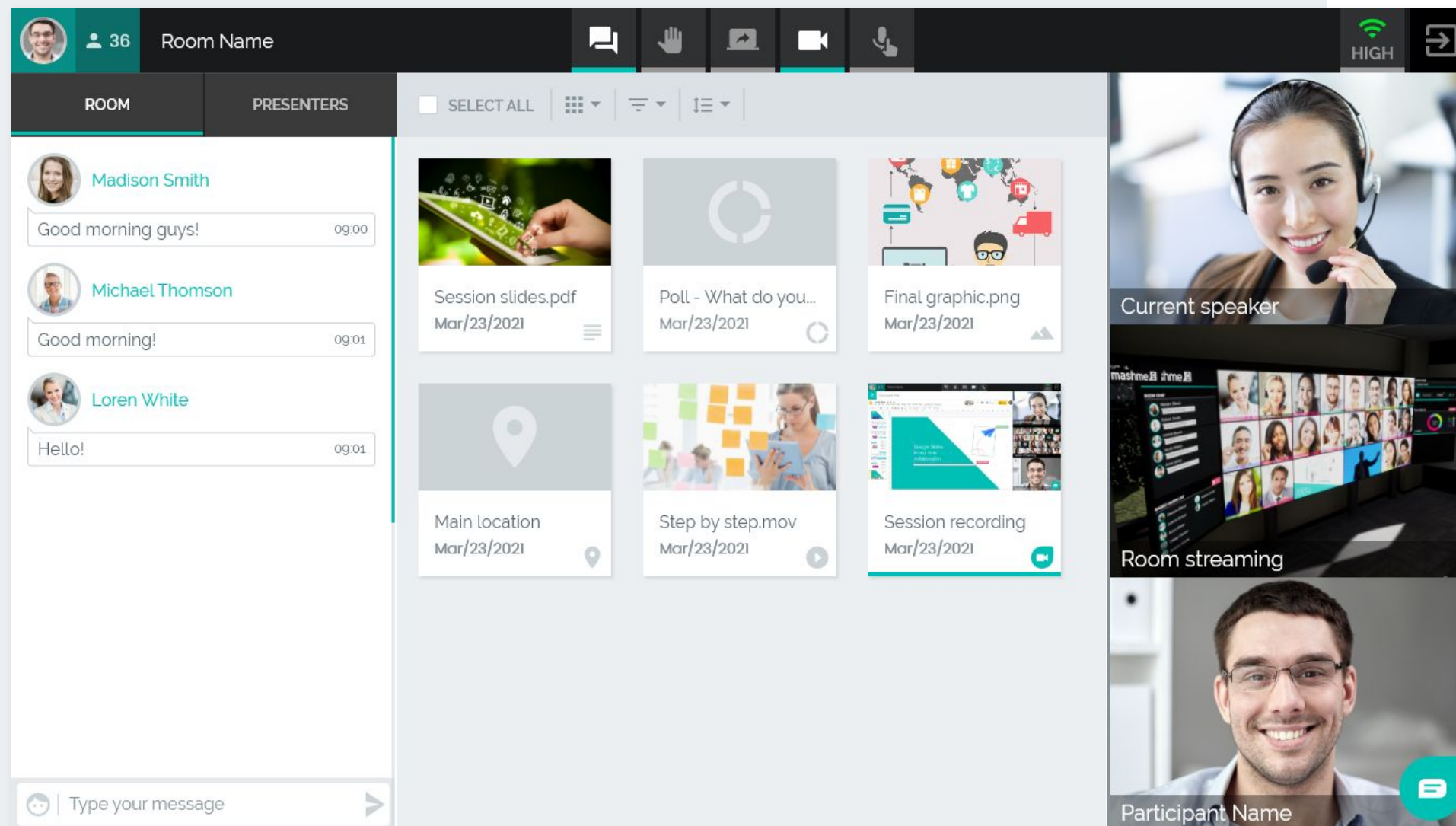
This is the **Presenter** view that presenters will see on the touch screen in the Room of the Future. From here the Presenter may action the following:

- Upload and create multimedia material
- Hide/show and share resources
- Lock and unlock resources to invite participant collaboration
- Screenshare
- Search public repositories for content to load/play directly into the room (ie. YouTube)
- Interact with participants through live chat
- Divide the participants into virtual split rooms
- Lower raised hands
- Mute participants, if necessary
- See information about room members
- Active/Stop timer intervention for Remote Presenters
- Enable/disable screen sharing for Participants
- Block/Unblock devices of Participants

Full details available in [Presenter Guide](#).



Participant view



All **Participants** see this view when connecting to a session. Participants may action the following:

- Turn on /off their video camera
- Raise their hand to ask a question
- Push to talk microphone button, or lock the microphone open
- Expand their videos to full screen
- Collaborate on the active application (only when the session moderator unlocks it)
- Screen share (only when the session moderator enables it)
- Open/close the chat panel
- Participate in room chat and presenter chat (private with the presenter)
- Download available material
- See information about room members

Full details available in [Participant Guide](#).



built with love by
mashme 

If you require further assistance or information

Contact us
support@syncrtc.com

Visit our Help Portal
<https://help.mashme.io/>