ROOM of the FUTURE

Access
to the Session

ACCESS TO THE SESSION

Invitation to a mashme.io
Room of the Future session

Hello Username:

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

You will need your mashme.io **login details** to access the session. You will have received them in a previous email.

Session:	Session name
Date:	Mon Oct 28 2019
Time:	02:50 pm (America/Chicago)
Room:	Room name
Languages:	Spanish - English

If you are joining a Room of the Future session for the first time, we recommend you review and follow **these steps**.

Self-Testing Room

Before entering a Room of the Future session for the first time, **click on this link** to verify that your hardware and your network is configured correctly, ensuring a seamless connection to the Room.

For further information and to access support, please download **mashme.io Test Guide**.

To join your session, follow the Room link below:

Go to the Room!

When the room Administrator creates a session assigning a user as Remote Presenter, the user will receive an email with the access link and session details.

To access the session directly, click on the **Go to the Room!** Button.

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.
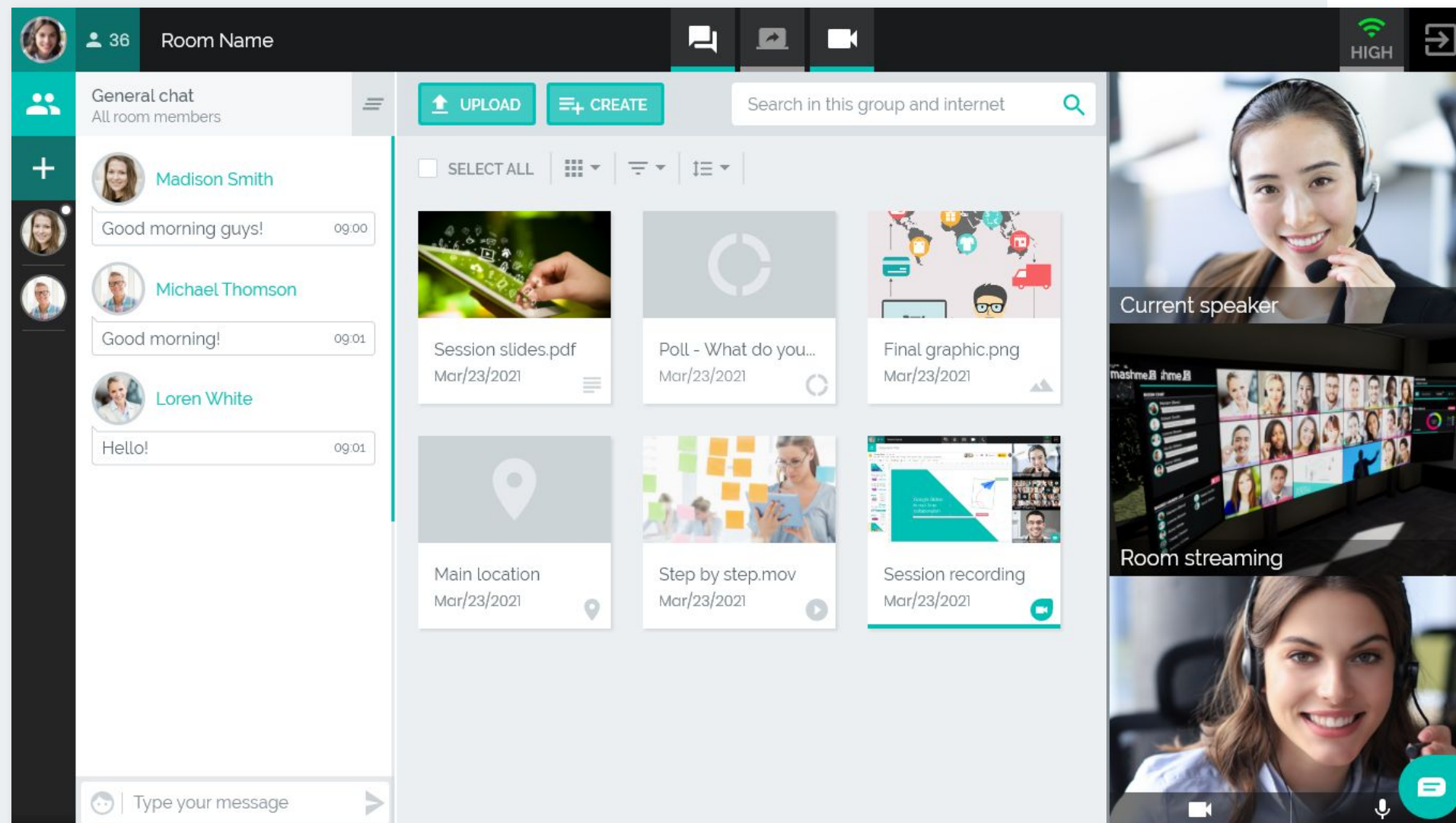
IMPORTANT

Before attempting to join a session it is important to run this Device and Connectivity test.

Virtual Room

REMOTE PRESENTER INTERFACE

The Remote Presenter view allows access a **specific interface** that facilitates:

- Management of the shared resources in the room
- Private interaction with the Participants via chat
- Moderation of the session:

  - Device control of the Participants and Remote Presenters* with block/unblock options
  - Lower hands
  - Mute all microphones
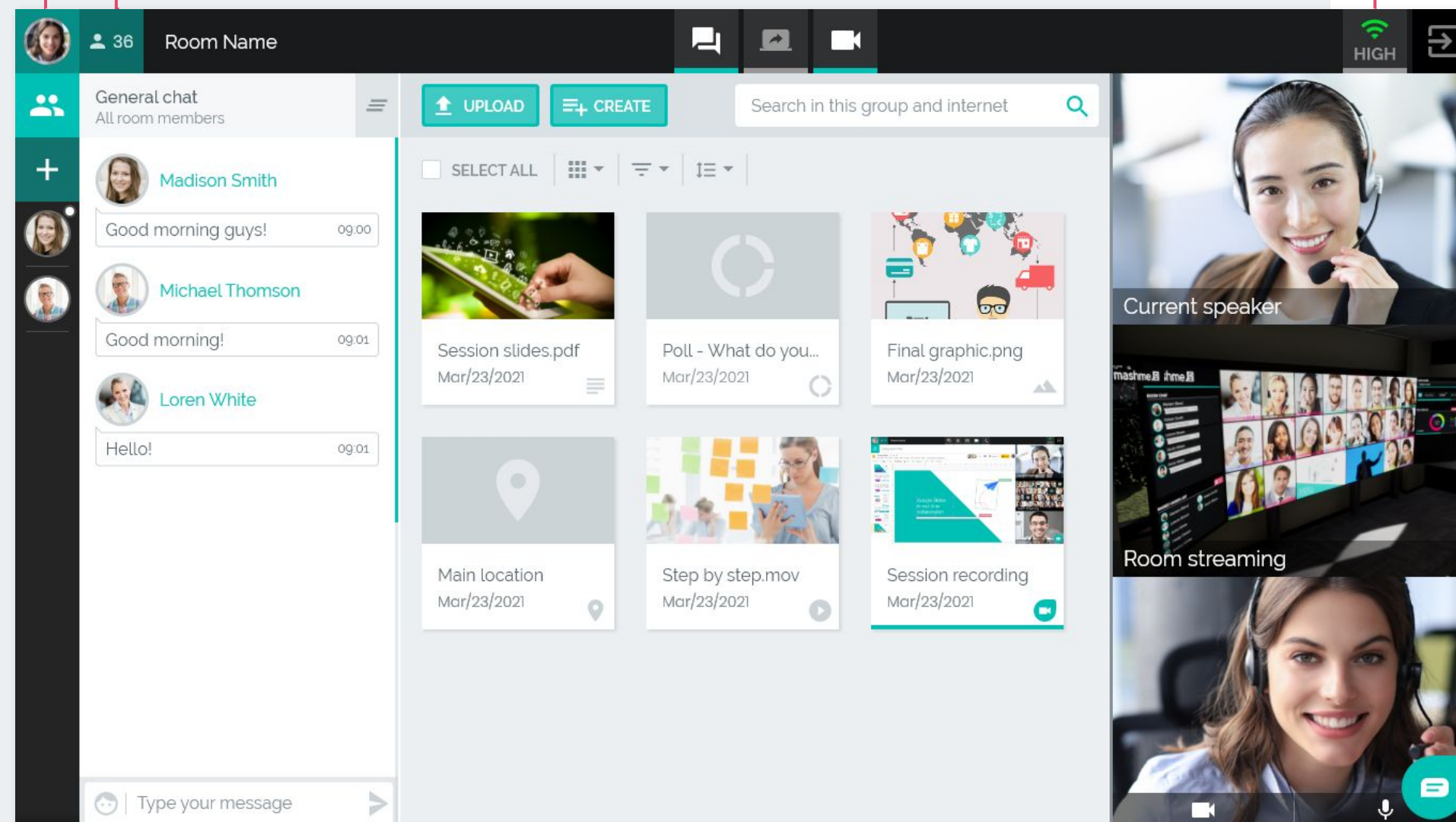 - Active/Stop timer intervention for Remote Presenters
  - Enable/disable screen sharing for Participants

Virtual Room

GENERAL OPTIONS

HIGH **MED** **LOW**

Main menu

The Participant has the following options available:

- Update their profile
- Change devices (camera and microphone)
- Access to the Help Center
- Leave the room
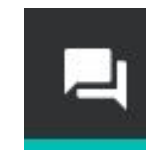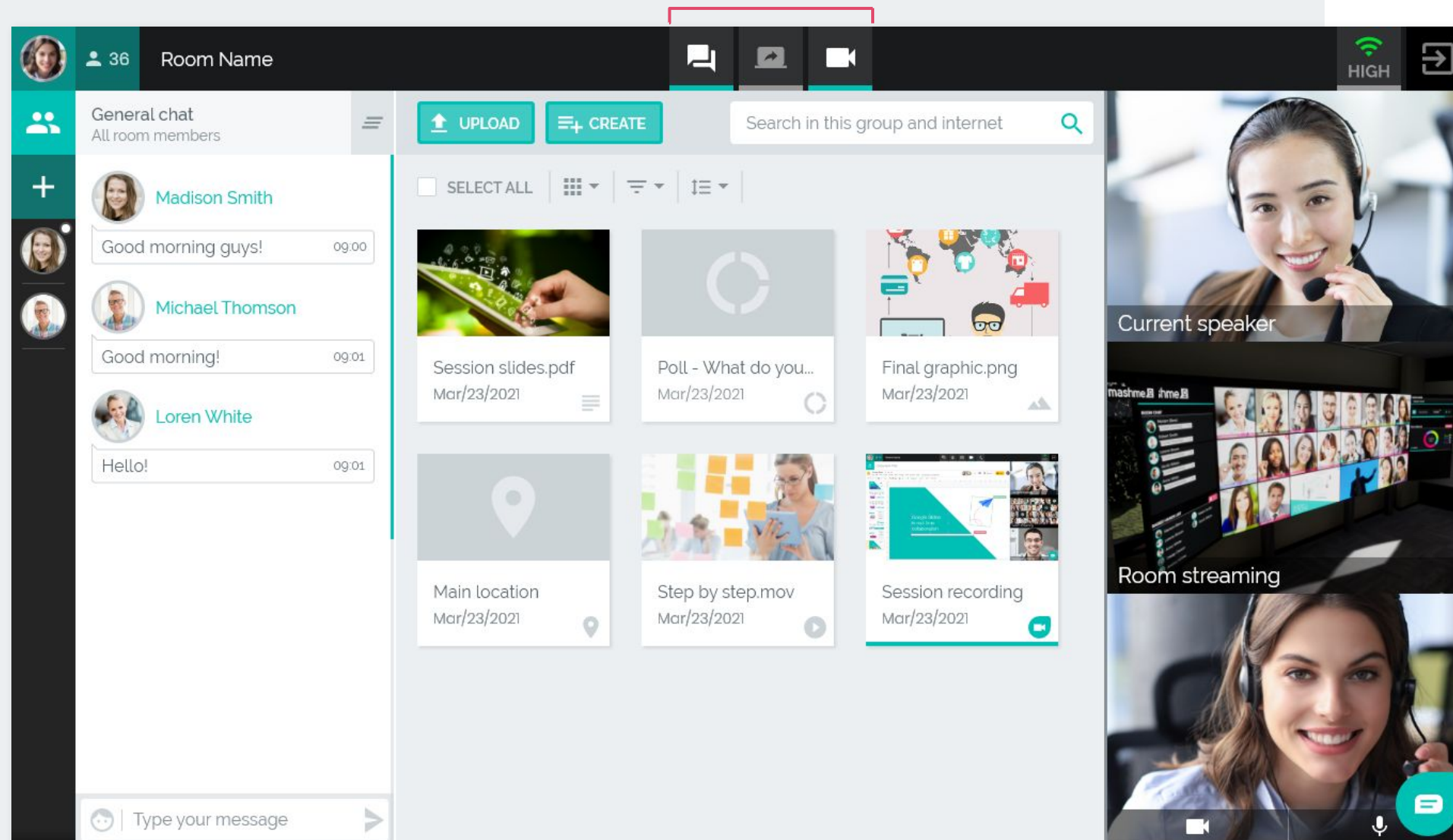- Log out of the mashme.io platform

Connectivity Status

By clicking on the icon, the user can see the quality of their connection to the mashme.io platform.

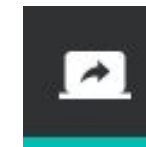For further information about change devices
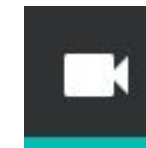
Virtual Room

MAIN BUTTONS

Click to open/close the chat panel.

Click to screen share or stop the screen sharing in progress.

Click to turn on/off your camera.

NOTE

Screen sharing is not available from mobile devices.
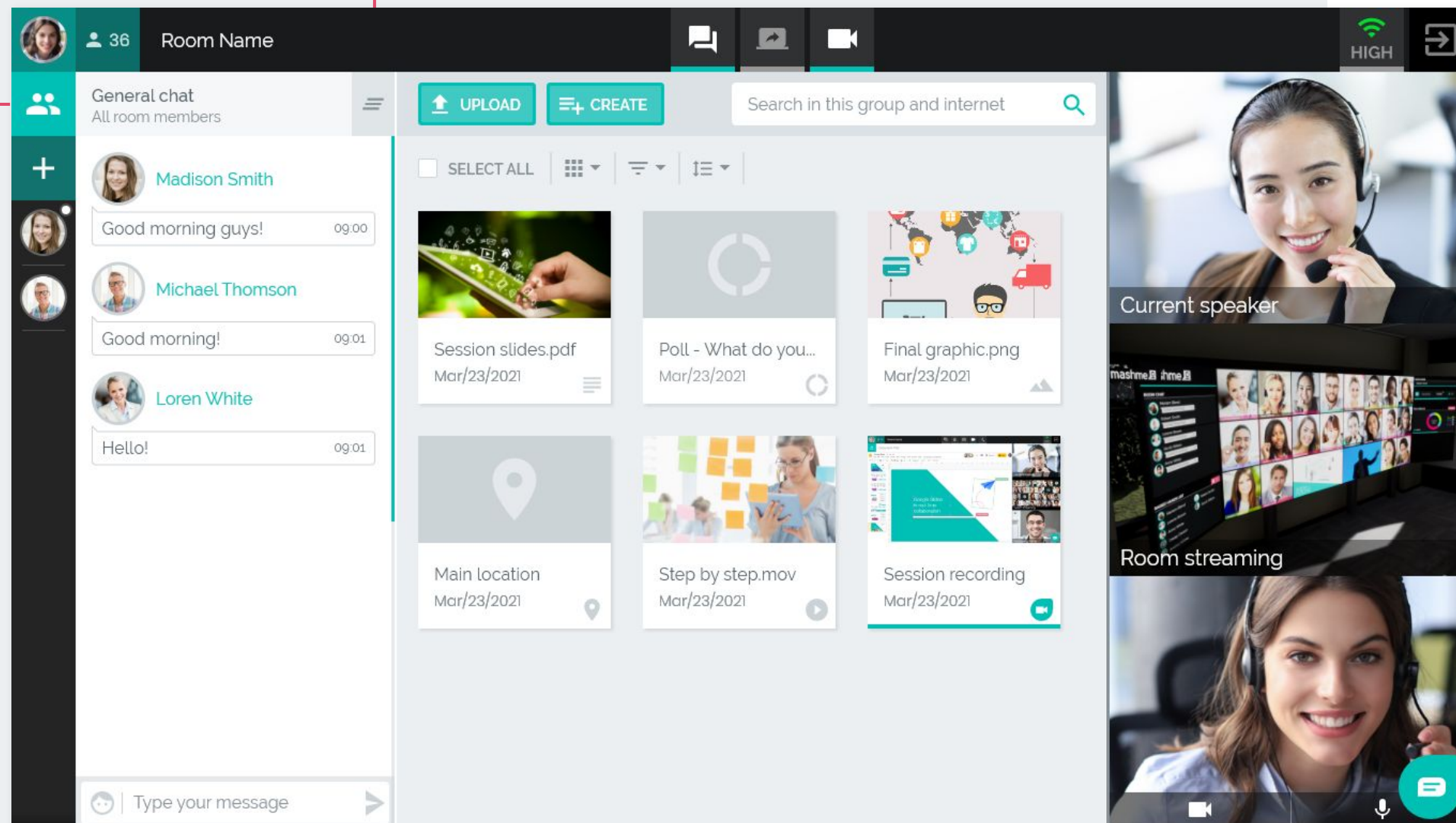
For further information about the screen sharing

Chat channels

ROOM CHAT

CLEAR CHAT HISTORY

The **Room chat** allows the Remote Presenter to interact with all the users in the session. The Remote Presenter can send messages by typing in the text box, add links to resources, or send emojis by clicking the emojis icon.

The Remote Presenter is able to:

- Mention a user personally by using "@"
- Clear the chat history by clicking on the clear history button in the top right hand corner (icon)

NOTE

If the organisation has enabled the **Assistance feature**, another chat tab (Assistant) will be present in the top of the chat area.
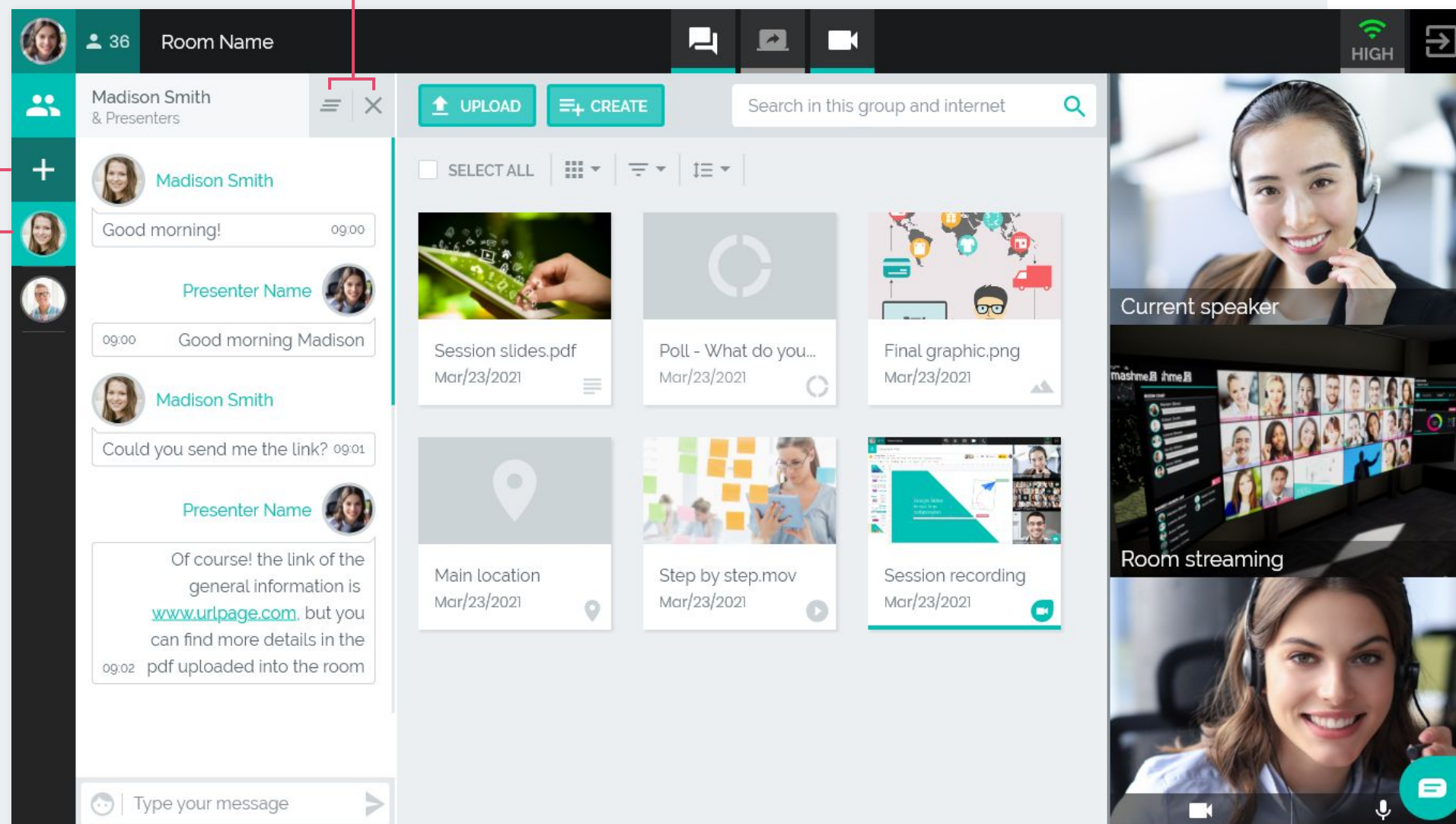
Chat channels

PRIVATE PRESENTER-PARTICIPANT CHAT

The **Private Presenter-Participant Chat** allows the Presenter(s) to interact privately with the Participants.

Open a new chat

1. There are two ways to open a new chat:
   - Click on the "+" button and select the Participant from the list
   - Click on the Participant's avatar in the room chat
2. The new "chat" conversation will appear in the left hand tab

At any time, the Remote Presenter can:
- Clear chat history, this action will also affect all the Presenters and the Participant
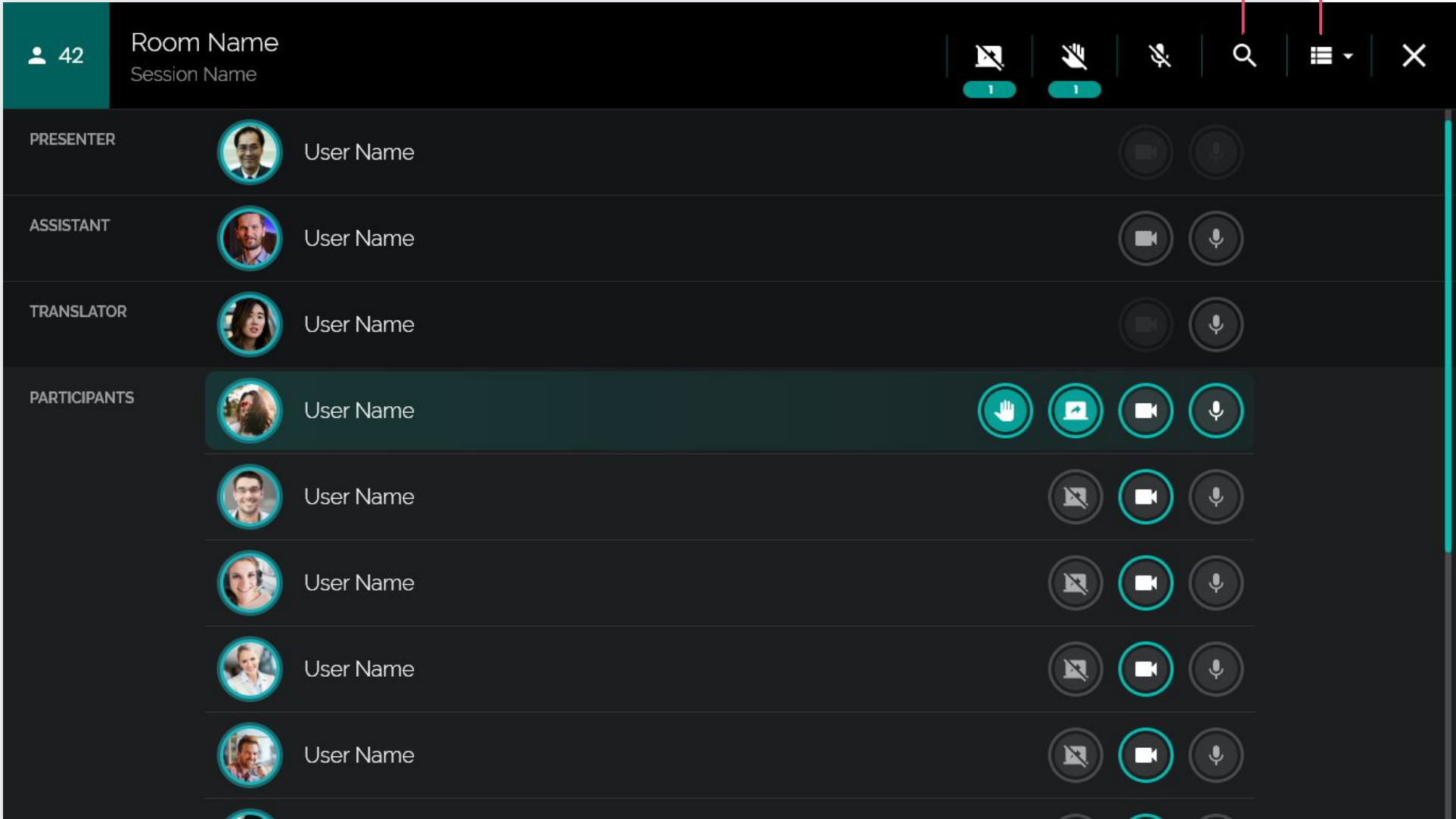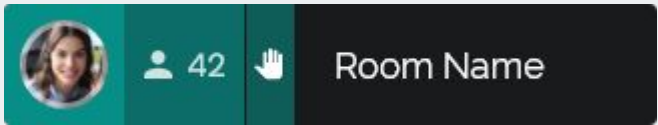- Close chat (history is maintained)

Online people panel

By clicking on the **Online People** number during the session the Remote Presenter can see:

- If the session has the Assistance/Translation feature enabled*
- The connection status of Room members
- The users connected as Remote Presenters
- If the Participants have raised their hands
- If the Participants are sharing their screens
- If the Participants have their cameras on/off
- If the Participants are talking and using the microphone button
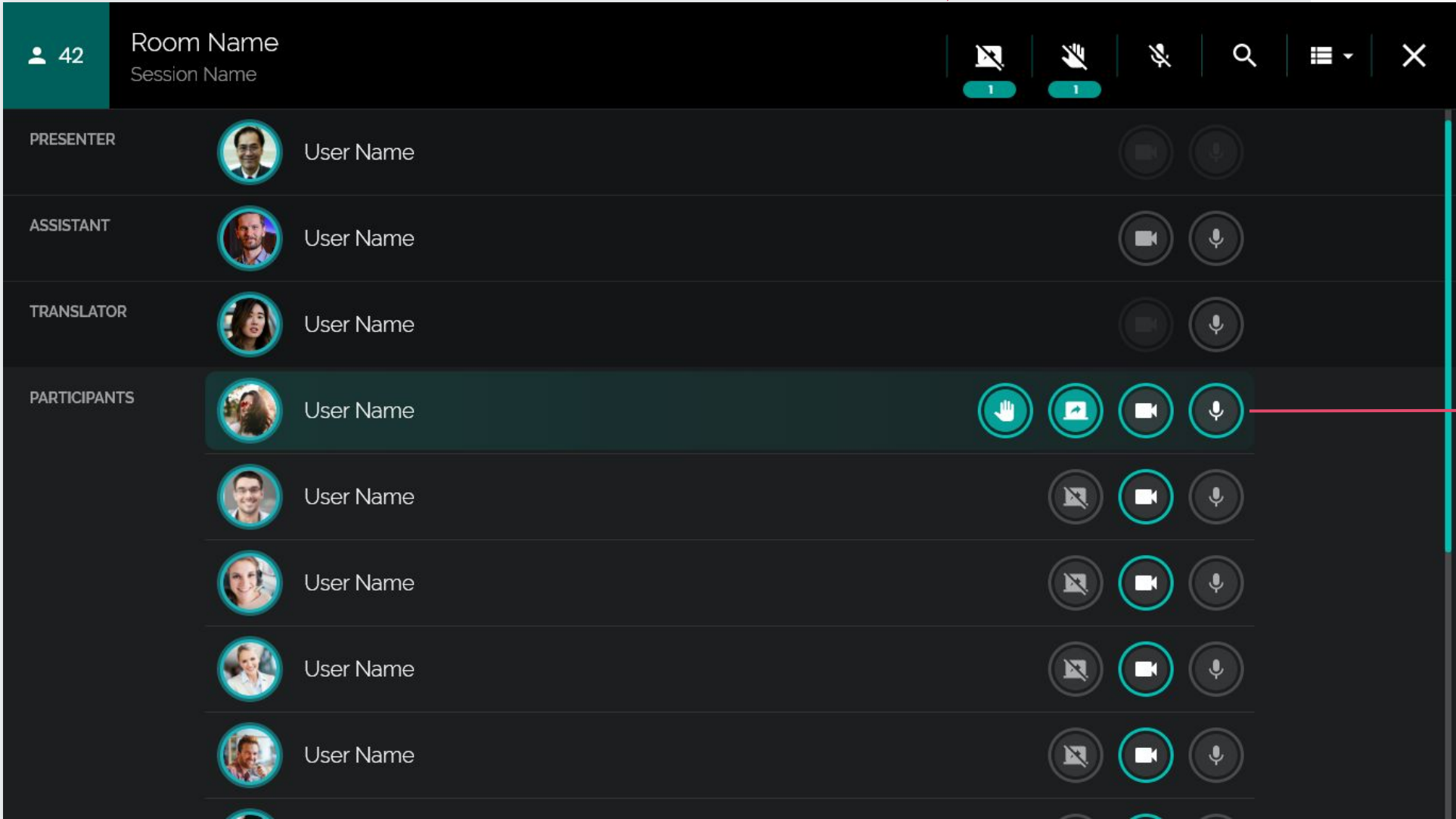
▼ ON-LINE   ▼ OFF-LINE
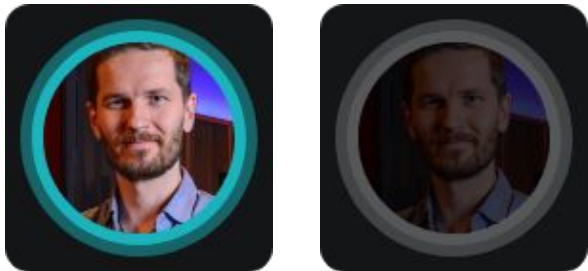
* Information available if the organisation has enabled optional features as Assistant and Translation.

Online people panel

SESSION MODERATION

Several control tools are available to moderate a session for **all Participants**:

- Disable screen sharing for all Participants
- Lower all raised hands
- Block/Unblock all microphones
- Mute all microphones

The following controls can be applied **individually**:

Lower raised hand

Enable/disable screen sharing

Block/Unblock camera
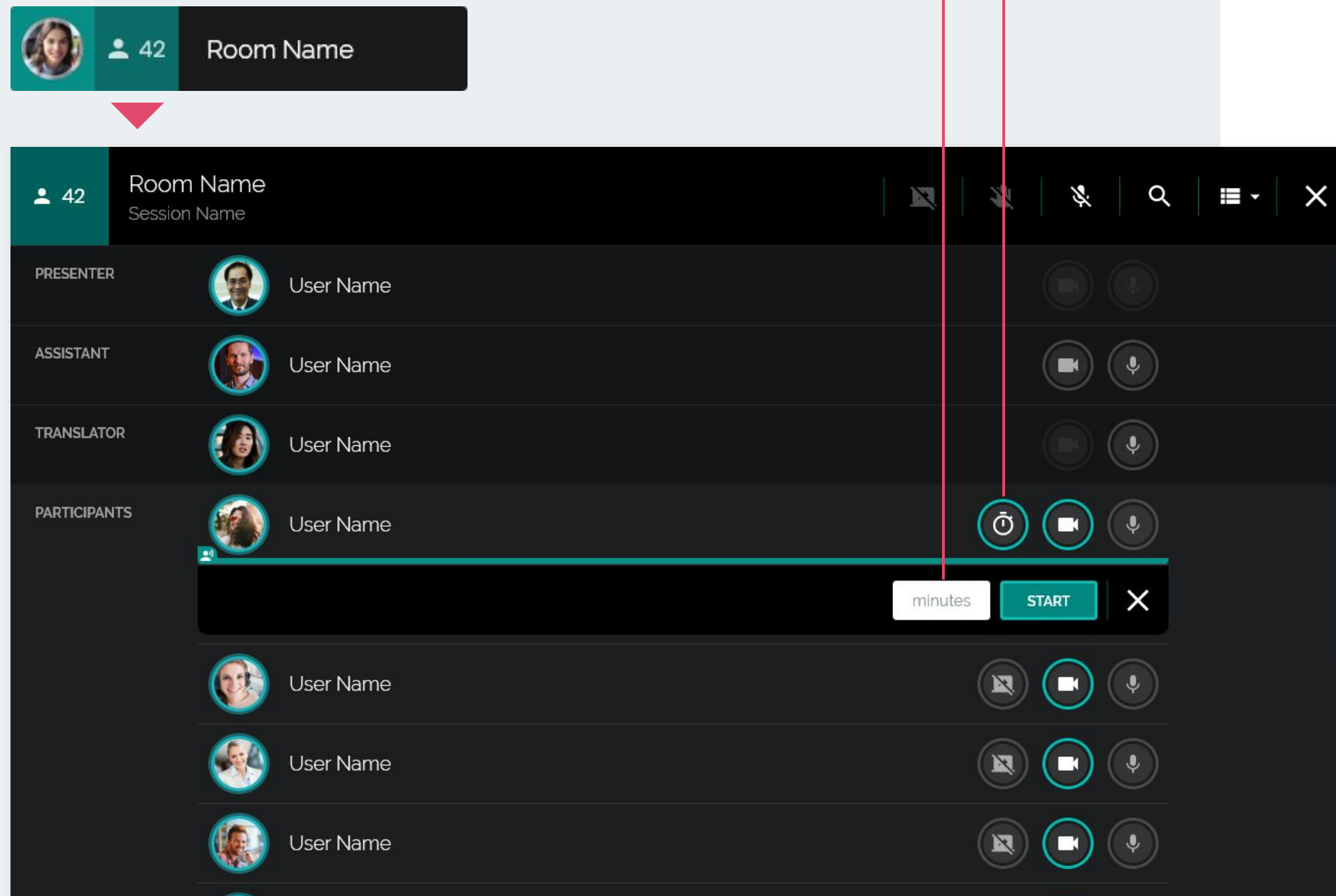
Block/Unblock microphone

NOTE

It is also possible to block/unblock devices or to enable/disable screen sharing when users are offline. Remember, screen sharing by default is disabled for Participants.

Online people panel

INTERVENTION TIMER*

To facilitate the moderation of sessions with several Remote Presenters, is possible to activate a **timer that indicates the intervention time** for the other remote Presenters.

To activate the timer

1. Select the Remote Presenter
2. Click on the icon timer
3. Assign the corresponding time in minutes
4. Click on the Start button

Once the timer is activated, both will see in their interface a **time bar and a countdown timer** that shows the time available for the intervention.
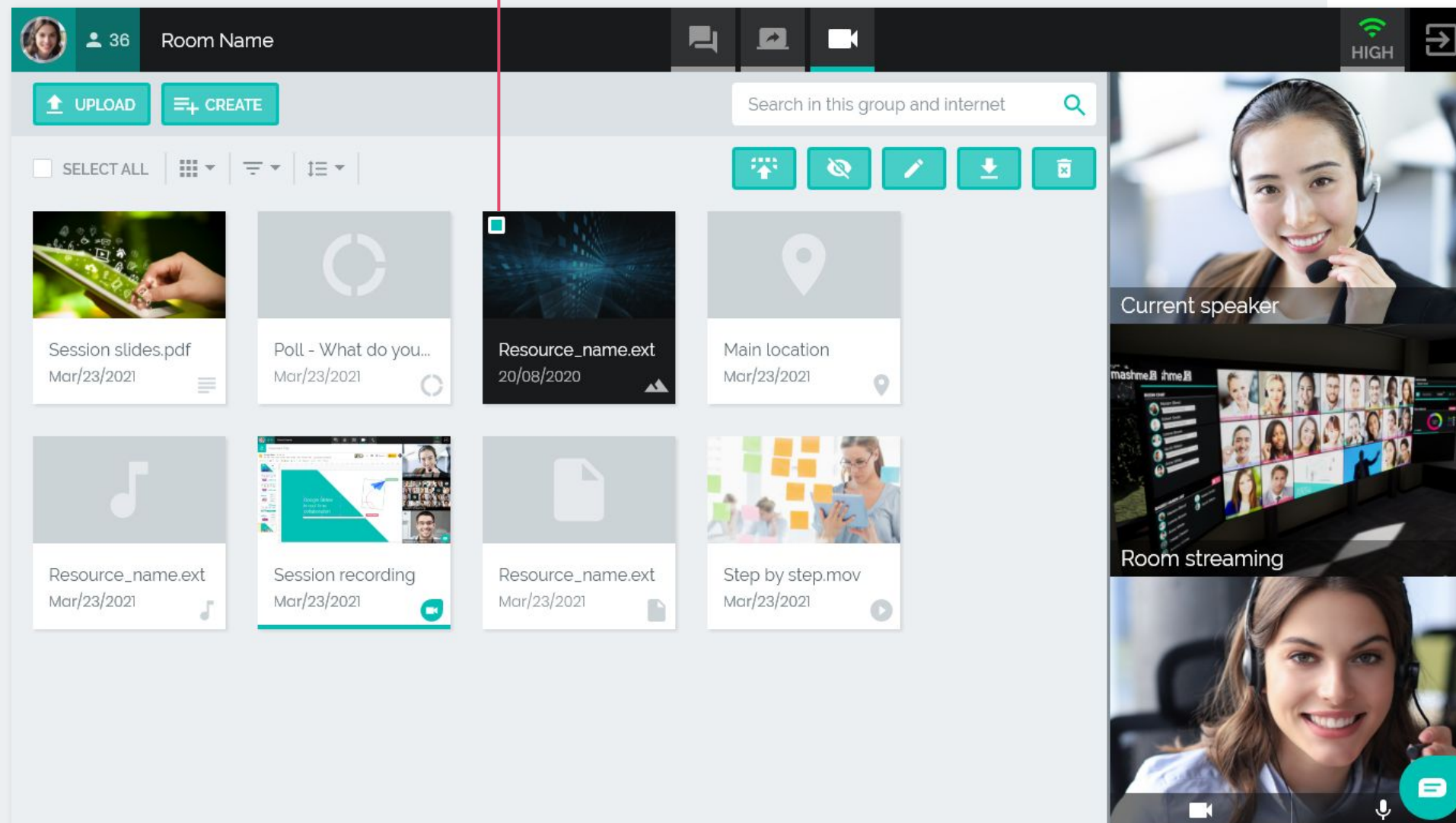
NOTE

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

Applications and files

MANAGE RESOURCES

The Remote Presenter has the following control options over the application/file selected.

	Open
	Download
	Change the visibility (show/hide)
	Delete*
	Edit name

NOTE

By default, anything the Remote Presenter uploads to the room will be **hidden from Participants**. To make it visible use the "**Show**" button.
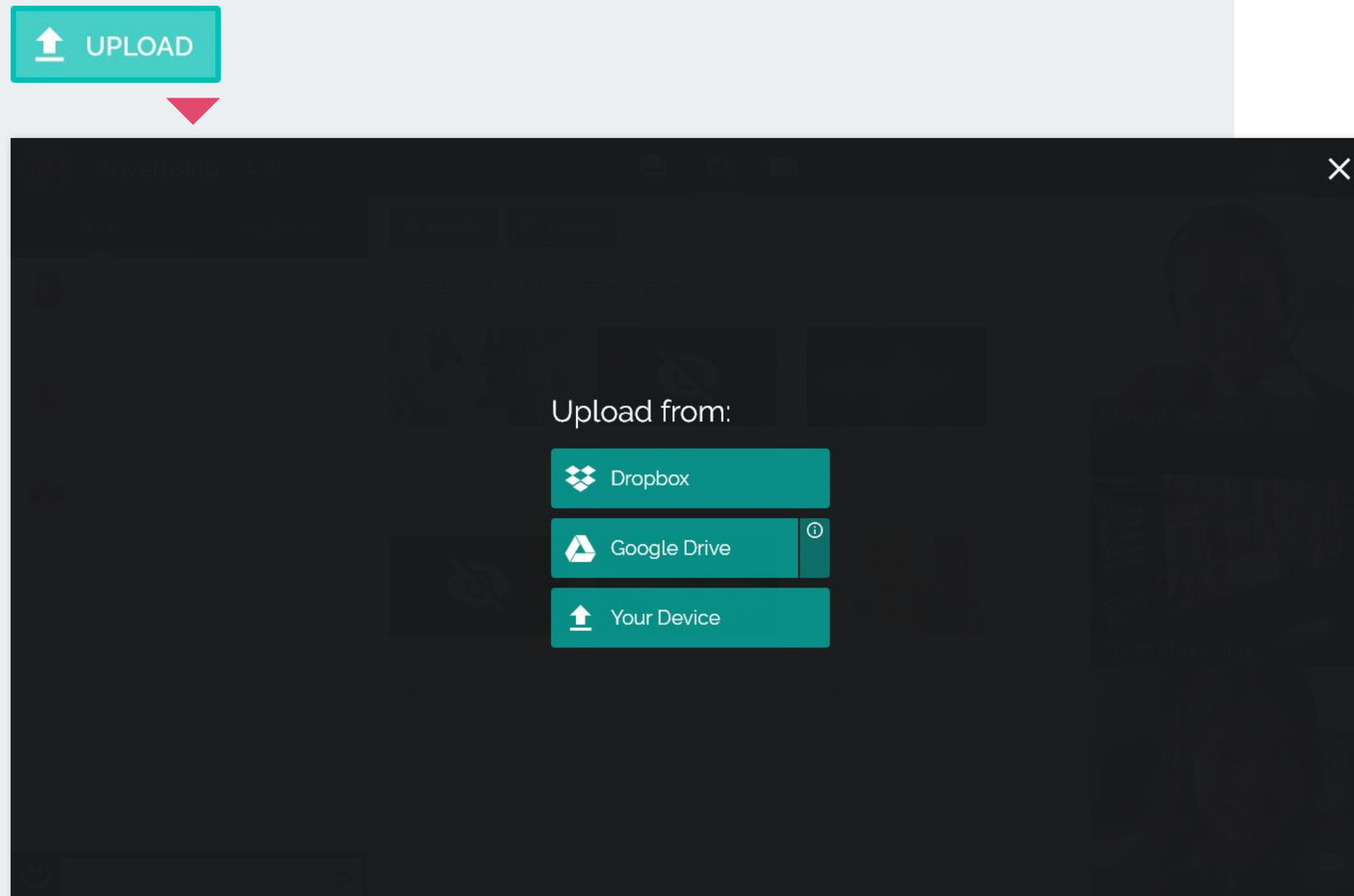
* The Delete process is permanent and cannot be undone.

Applications and files

UPLOAD

Many types of files can be uploaded from:

- Dropbox
- Google Drive
- Your Device

The files can be displayed and stored in the room and are available at any time for download.

All files with extension **.pdf**, **.jpg**, **.png**, **.bmp**, **.mp3** and **.mp4**, as well as all files derived from other platform tools (with above extensions) can be shared within the Room.
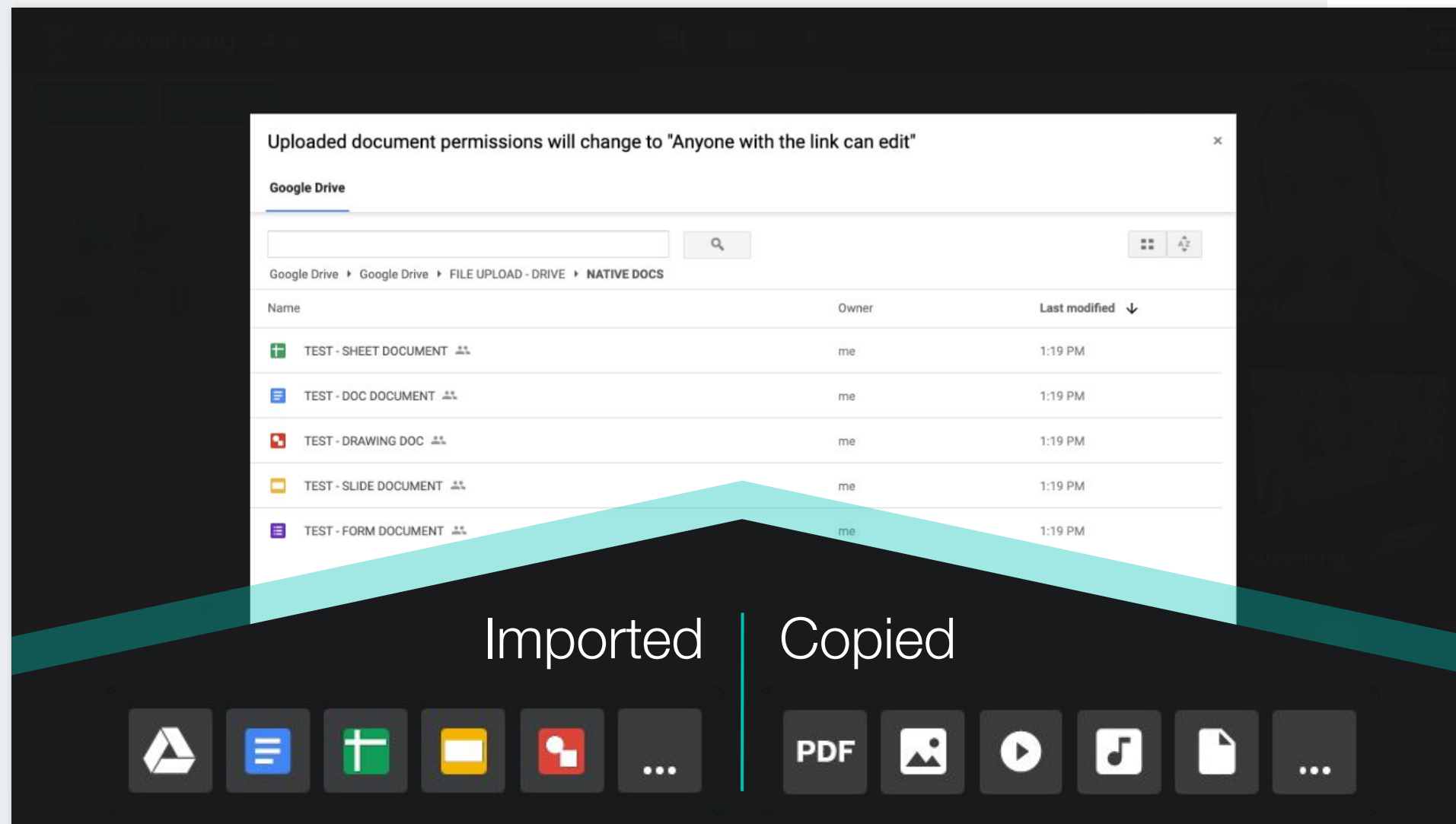
NOTE

Some types of files are not recognizable by the system. The file may not be opened however it will be available for download.

Applications and files
UPLOAD FROM GOOGLE DRIVE

The files selected in the Google Drive picker will be imported or copied depending on the type of file.

Imported files

Native Google files* are imported **keeping the synchronization** with the original file in Google Drive.

- The associated permissions with these types of files will change to '*Anyone with the link can edit*' to allow collaboration when the file is unlocked
- If the original file is deleted in Drive, it will no longer be available in the room
- If the file is deleted in the room it does not affect the original file in Drive
- Some native Google files can be downloaded from the room in PDF or PNG format, as is the case of Google Docs, Sheets, Slides, Drawings and Jamboards.

Copied files

Other types of files can be copied and stored in the oom working as local files **not synchronized** with Google Drive (images, videos, audios, documents...)

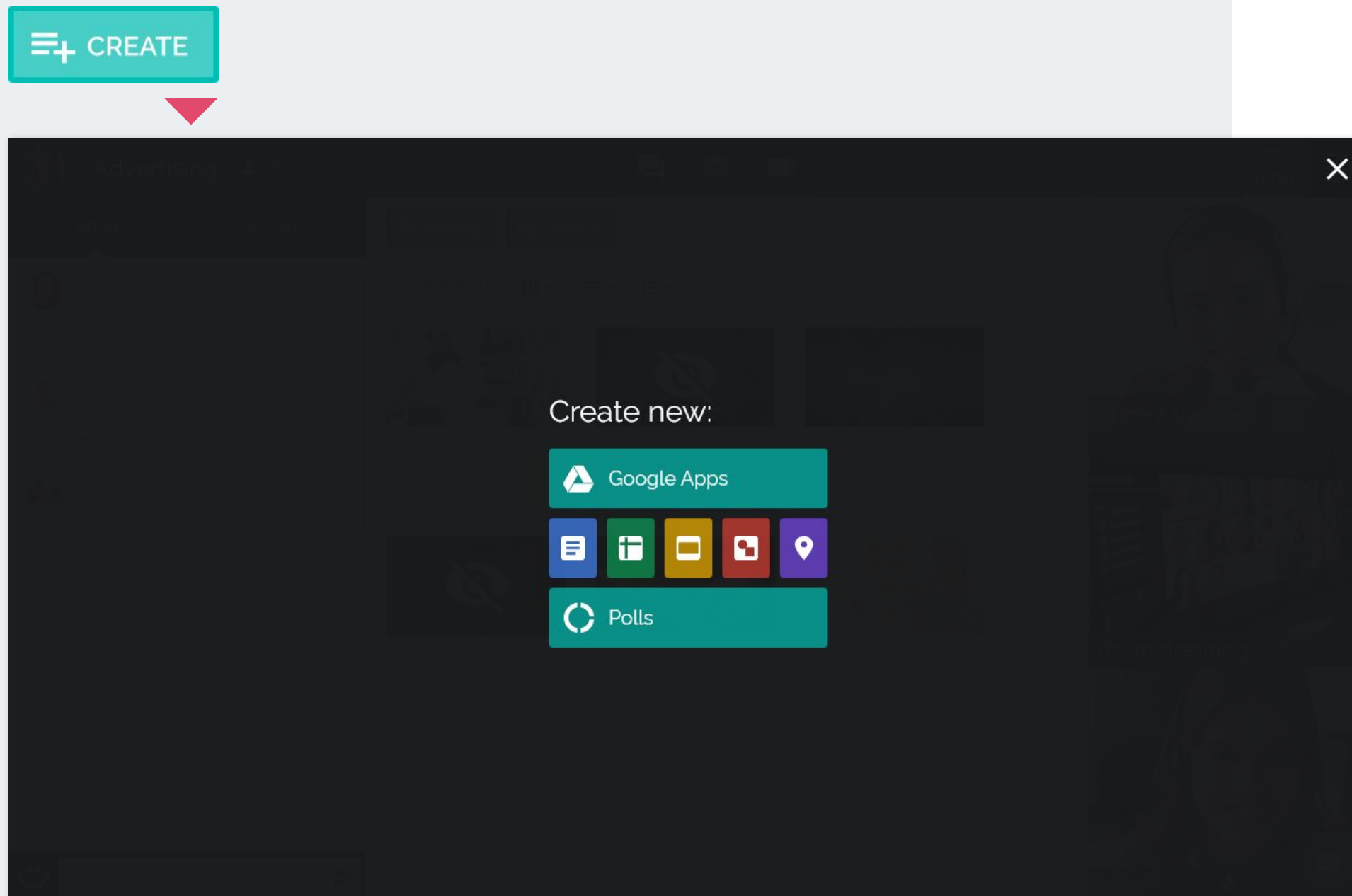For further information about work with Google Files

* **Native Google Files:** Files of Google Suite as Google Docs, Google Sheets, Google Slides, Google Drawings, Google Maps, Google Jamboard, Google Forms, Google Scripts, Google Sites and Google Fusion Table.

Applications and files

CREATE

By clicking the "Create" button the Remote Presenter can create the following resources:

- **Google Apps**

  The type of applications/files that can be created into the Google Suite are:

  - Google Docs
  - Google Sheets
  - Google Slides
  - Google Drawings
  - Google Maps

- **Polls**

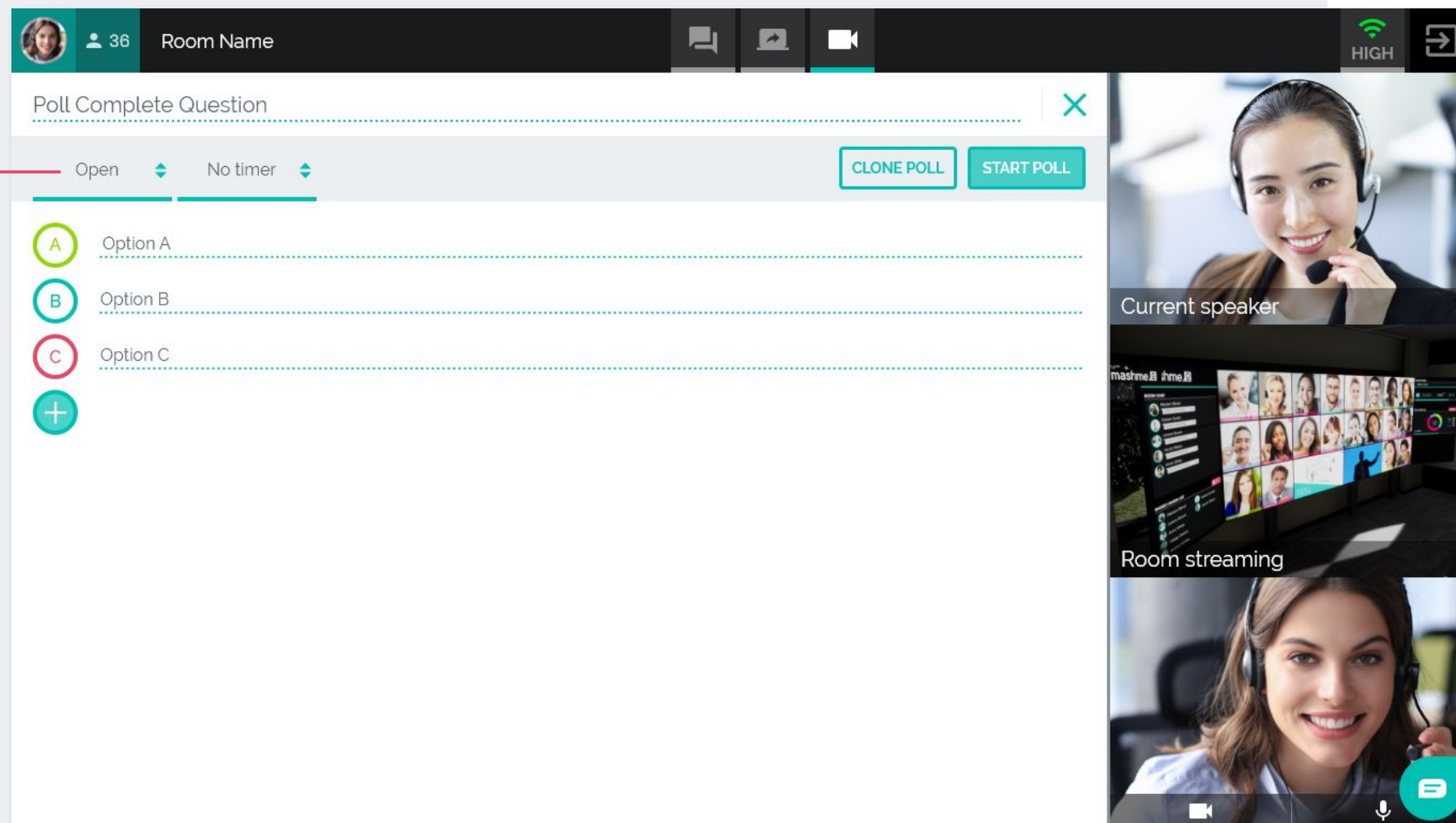 The type of polls that can be created are:

  - Open
  - Blind
  - Anonymous

Applications and files

CREATE A POLL

Three different types of polls are available for selection:

- **Open**

  Everyone can see all live voting, and see the results

- **Blind**

  No one can see the live voting, but the results are open to all

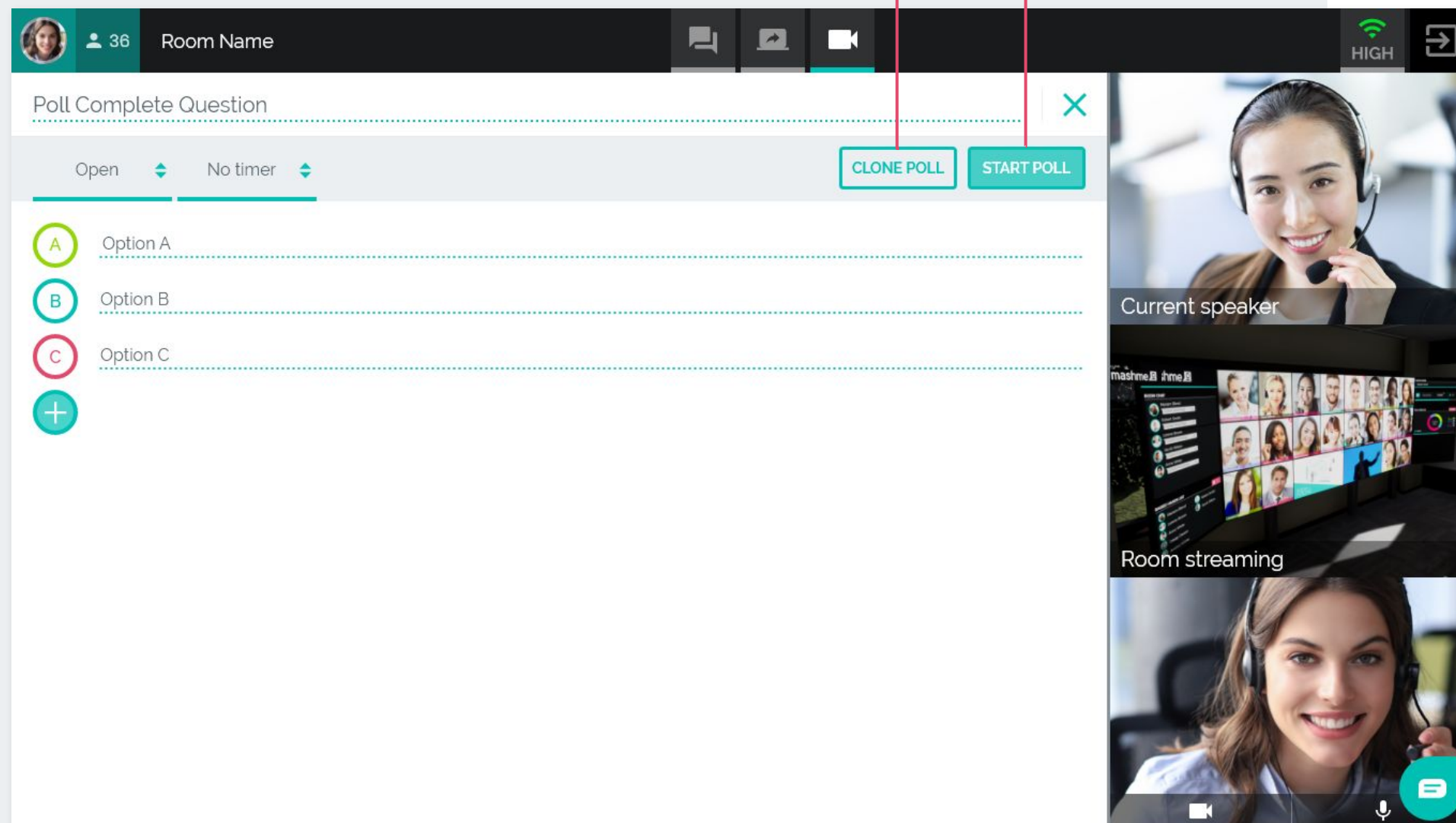- **Anonymous**

  No one sees the voting at any time

Applications and files

CREATE A POLL

Steps to create a Poll

1. Write the question/statement
2. Add as many possible answer options as needed. (Polls can be created prior to the session or ad-hoc, on-the-fly)
3. Select the type of poll
4. Select the poll timer
5. To launch the poll click the "Start Poll" button
6. To end the poll click the "Close Poll" button

Clone Poll

It is possible to clone a poll before it is launched, to repeat it during the session or in a future session within the same Room.
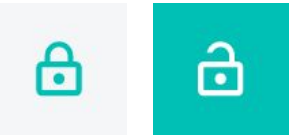
NOTE

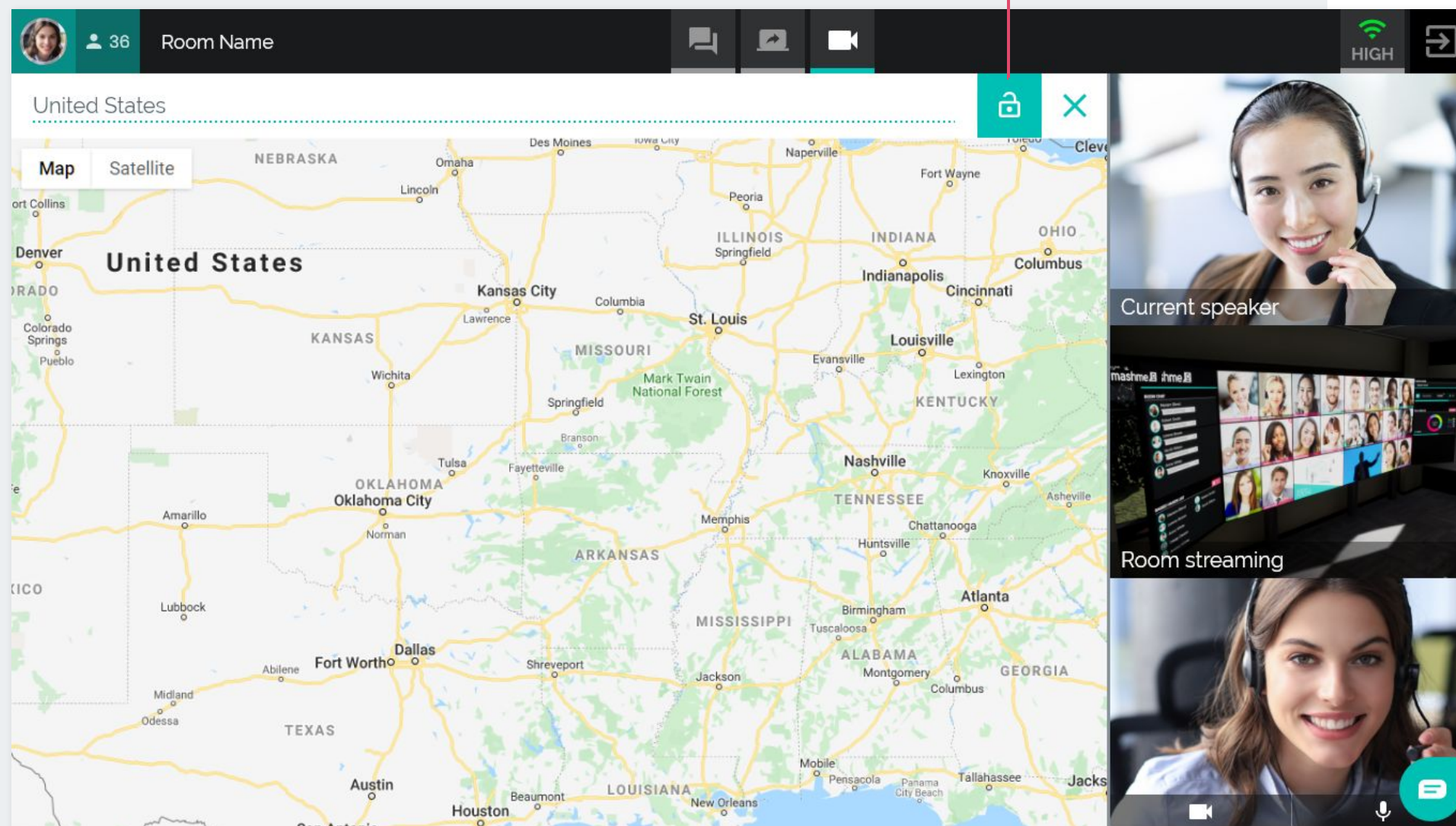When a poll is closed it automatically becomes a resource of the room.

Applications and files

LOCK/UNLOCK

The applications/files that allow the interaction or collaboration have a lock/unlock button. **To allow the interaction (or stop it)**, click on the button. The users will see an indicator in their interface that shows the unlock status of an open file.

By default, any files the Remote Presenter opens in the room will be locked.

NOTE

When the application/file is open by another user (Presenter or Assistant), by default, is locked.
The Remote Presenter is only enabled to close it, if required.

Applications and files

LOCK/UNLOCK. GOOGLE FILES

Once Google files are uploaded to the room, allow real-time collaboration. In this instance, Participants can edit files directly within the room.

- Google Docs
- Google Sheets
- Google Slides
- Google Drawings
- Google Maps

NOTE

Some types of Google files as Forms or Scripts can be uploaded into the room but not allow real-time collaboration.

Full Screen Videoconference

MINIMIZE VIDEO STREAM

ACTIVE APP

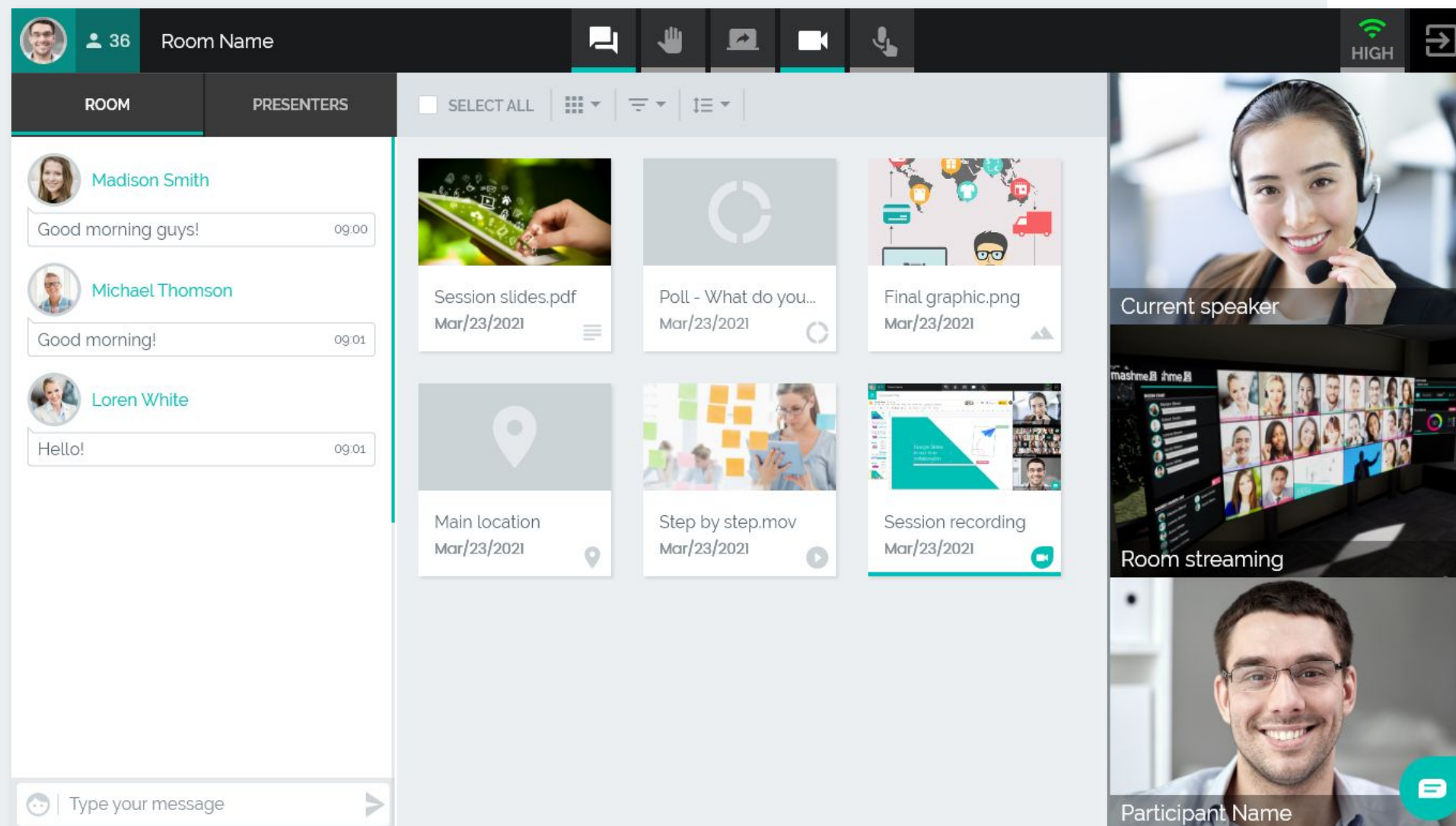This option **allows the Remote Presenter to focus** on any of the following sections:

- Current speaker
- Room streaming
- Remote Presenter video stream

Participant view

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**.

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