

How to use the Data-X Studio

The Data-X Studio is in the Science Initiative building on the fourth floor in room 4030. Reserve the space in Outlook by typing “SIB 4030” in the event location field or by filling out [this form](#).

1. Turn on the lights

- a. The switch is on the right when entering the room. They turn on to max by default but can be stopped or adjusted by tapping on the lower half of the switch.

2. Turn on the computers using the touch panel interface.

- a. The panel is located on the furthest credenza from the door. Tap it once to wake the screen and then tap the yellow button that’s labeled “Tap here to begin.”
- b. This should turn on the four displays in the room and they’ll be showing a video screensaver of various SAGE3 demo videos.

3. Turn on the touch table.

- a. The power button is located on the left side of the base of the table beneath the touch screen interface.
- b. There’s a lockable door covering the power button and USB ports. This should be unlocked, but if it’s locked, the key should be in the laptop bag that’s labeled Ideum.
 - i. The laptop bag contains a remote for the display, a stylus, cleaning cloths, and info about the table.

4. Start SAGE3 (QuickStart guide)

- a. Wake the computers by shaking the mouse or tapping some keys on the keyboard.
 - i. Check the power switch on the mouse and keyboard to verify they are turned on.
- b. The SAGE3 software should be started automatically and logged in to the default board.
 - i. If the software doesn’t start automatically, it should be pinned to the task bar, click on it to start. If it’s not pinned to the taskbar, hit the windows key on the keyboard and type SAGE3, and it should come up.
 - ii. If the computer is not logged in, from the hub list, click sage3.arcc.uwyo.edu, click CI Login, choose University of Wyoming, enter credentials:
 1. Username: si4030
 2. Password: S4ge3D!splay

5. Start a hybrid meeting

- a. The computer furthest from the door next to the touch panel should be used to host the meeting as it is connected to all cameras and room microphone/speakers.
- b. Unmute the cameras and mic
 - i. Using the touch panel used to turn everything on, click on the mic button to unmute the mic. The light on the ceiling should be green when unmuted, and red for muted.
 - ii. Similarly, click on the camera button to activate cameras.

1. The four cameras face the wall by default. Choose a camera and select “preset 1” to face it forward. Or use the arrows and magnifying glass to adjust manually.
 - a. Presets can be modified by touching and holding the preset button to overwrite for a few seconds, then the camera's current position is saved as that preset.
- c. Open the meeting software.
 - i. Teams and zoom are preinstalled. Requires a login.
- d. Select the room mic and the computer speakers.
 - i. The mic is echo canceling and nullifies the sound it picks up from the speakers.
 - ii. Adjust the volume using the computer. The volume on the touch panel should be set to maximum volume.
- e. Optional: in SAGE3, start a screenshare and share the call window on the board so everyone on the same board can see the call.

6. Finish using the room

- a. Turn off the computers
 - i. Using the touch panel below the third display, tap the power button, confirm that this will shut everything down. The displays, computers, cameras and mic will turn off.
 - ii. Anything saved on the computers will be erased and reset to their original state.
- b. Turn off the touch table
 - i. On the left side of the table, press the power button, and the touch table will shut down.
- c. Turn off the lights
 - i. The lights will turn off automatically after some time without detecting motion and can be turned off by tapping the lower half of the switch near the door.
- d. Close the door if propped open.