

CfA Video/Visualization Wall Management

Overview of Roles and Responsibilities

- Library staff will be responsible, in collaboration with Sylvain, for:
 - Managing access to the video wall
 - Access and Liability Policies
 - Developing relevant training materials and FAQs
 - Training and user guide material
 - Scheduling access
- Sylvain will be responsible for:
 - Issuing, renewing, and managing credentials to users
 - Helping design and review the training material
 - Troubleshooting technical issues as they arise; the CF help desk will be knowledgeable of video wall procedures and will provide troubleshooting support as needed

User Types

- Presenters
 - Users who want to use the Wall for presentation only
 - These users can use either the wall's PC or their own device via HDMI
 - Presenters will be logged in by Library staff prior to their scheduled presentation and will be reminded of basic instructions
 - Presenters will not be issued credentials, but they will be required to:
 - Acknowledge the video wall's Access and Liability Policies
 - Review the user guide to learn what software is available for their presentation
 - If additional software is needed, Presenters must request that the software be installed at least one week in advance of their presentation. The request will be reviewed by library staff and Sylvain.
 - The Presenter will be responsible for any licensing cost associated with any requested software
 - Log off or screen lock the PC when they are done, and turn off the video wall, unless instructed otherwise by the library staff.
 - Infrequent Presenters are encouraged to review the training material and the user guide prior to using the Wall
 - Presenters will be able to reserve time on the Wall
- Credentialed Users
 - Users who want to use the wall for data visualization and exploration using either the P,C or the Linux server, or both
 - Credentialed Users will be issued credentials after they:
 - Acknowledge the video wall's Access and Liability Policies
 - They will be required to complete training to learn how to use the Wall
 - Credentials on either machines will remain valid for 180 days
 - Credentials will be renewed upon request
 - Credentialed users will be able to reserve time on the Wall so long as their credentials are valid