

- **Quick Start Guide to mediaXploration**

- **INITIAL STEPS**

- Use a [Chrome](#) browser
- Use headphones to avoid background noise

- Step 1: **CLICK THIS URL** <https://mediax.stanford.edu/featured-events/mediaxploration/>
- Once you land on the page, click on the image, or scroll down and click **“Please Click Here”**
- On the next page: Click on the play button in the image and allow the page to load

- Step 2: **LOG IN**

- Enter username (your first and last name) AND the unique password previously provided
- If a prompt appears for use of your mic, Click **“Allow”** for use of microphone and/or camera

- Step 3: After logging in you will arrive in the **Welcome Hall – Palm Circle**

- **Turn your Mic On** – at top of your screen in the blue box, Click on **“Mic Off”**
 - green square appears and now should say **“Mic On”**
- To enter **FULL SCREEN** – hover cursor near bottom center of screen where a menu bar appears
 - Click on the tiny **“Full Screen”** icon [] on the right side of the menu bar
 - To exit Full Screen - press the ESC key
- Practice walking! Use arrow or WASD keys, or your mouse scroll function.
- The ‘Registration’ desk is in front of you, and mediaX staff will greet you

- Step 4: We encourage you to **Select your Avatar** (you arrive as a default male or female avatar)

- To select your Avatar - click the **‘AVATAR’** button – at the top left of screen
- In the Window that opens, click on one of the six avatars (further customization is available)
- Click **‘CLOSE AVATAR’** to close Avatar selection

- Step 5: **Auditorium**

- When teleporting to the Auditorium you are automatically seated and your camera is in Audience view.
 - While seated, use the ‘camera buttons’ to the left of your screen to change that view – explore!
- We ask you to stay seated. Your microphone will be automatically muted once the program begins.
- While seated there are ‘gesture’ buttons on left side of screen (clap, cheer, raise hand)
 - gestures are disabled whenever you stand up, so stay seated!
- If questions are invited, you will be able to turn your microphone on again.
- To bring the presenter's screen in front of you click **‘World’** - blue button at the top of your screen

- Step 6: **Breakout Sessions in the Breakout Spaces**

- At the beginning of a breakout session you will be seated automatically
- The presenters may share screens, videos, or their camera, and screens will appear automatically
- In the Breakout Space, **you** are also able to share your screen, along with others, for collaborative work
 - To share your webcam, click on the **“Video Off”** button at the top of the screen
 - To share your screen, click on the **“Screen”** button at the top of the screen
- In the Breakout Space, you are free to stand up, move around, ask questions, speak with presenters and others, or text chat (blue box, left side of screen)
- To exit the breakout space, press your arrow keys or the WASD keys, and walk out via the side openings
- Teleport yourself instantly to another location by pressing the numbered color boxes or icons at the top right of your screen
 - Breakout spaces (number boxes), Auditorium (podium w/people), or Palm Circle (Palm Tree)

Quick Reference

- **Avatar** (top left corner) – Select your Avatar here – you are welcome to arrive early to customize
- **Blue Down Arrows** – **Click to be seated** at any Blue Down Arrow hovering over a seat
- **Breakout Space** – If a Breakout Space is empty you may use that space for a private chat
 - invite another person to join you by finding them in your Friends ‘nearby’ list and messaging them
- **Change camera view** (only available while seated) - buttons on the left side of screen
 - ‘Behind’ is the default and shows your avatar head in front of you
 - ‘Forward’ means the camera is in front of you and you do not see yourself (can be disorienting)
 - ‘Speaker’ puts your camera in front of the speaker’s avatar as if you were sitting in the front row
 - ‘Screen’ puts the presentation screen in front of your camera
 - ‘Audience’ puts you high above the auditorium looking down on the audience
- **Conversations can be heard by others within 7-10 (virtual) meters** on the Networking Floor or in Palm Circle – other spaces (auditorium and breakout spaces) have separate sound zones and are private to those in them
- **Flying** - Press F to enable flying, then R to go higher; press F again to land. Use Arrow keys in flight.
- **Friends** (blue menu button - bottom left bar)
 - Click on “Friends” button to show delegate list – ‘nearby’ shows everyone in the region
 - Right-click or double click on any name to message or teleport to them
- **Full Screen** – hover your cursor near bottom center of the screen where a menu bar appears
 - Click on the tiny “Full Screen” icon [] on the right side of the menu bar
- **Gestures** – (available only while seated) buttons on left side of screen
 - Clap, cheer, or raise hand - gestures are disabled if you stand up, so stay seated!
- **Jumping** – Press Space Bar
- **Leave the platform – simply close the browser** - you are automatically logged out
- **Microphone** (top of screen, blue button). Click once when you enter mediaXploration to turn Mic On
 - If automatically muted during a program in the Auditorium, you will need to turn your microphone on again when muting ends, or if you go to another sound zone
- **Navigate forward, backward, or rotate right or left - Use Arrow Keys, the W A S D keys, or your mouse**
- **Networking Space** – Center area seating (stools, chairs, couches) – Click on a Blue Arrow to be seated there
- **Running** – Press Shift and the Up arrow or W
- **Sound Zones** – Palm Circle and the Networking Floor (together), Auditorium, and each Breakout Space are separate sound zones
- **Teleport** buttons (top of the screen to the right)
 - Auditorium: Click the blue icon of a podium speaker and four ‘heads’ to be seated in Auditorium
 - Breakout Rooms/Workshops: Click one of the colored (matches the color of the room) and numbered buttons
 - Palm Circle: Click the Palm Tree to be teleported back to Palm Circle
- **Text Chat** (bottom left corner of screen - blue box with tabs)
 - Text Everyone – select the mediaXploration tab to chat to all or to ask for help
 - Private Text – right-click on any Avatar to send private/instant message or chat to that person
 - Private texts will have a separate tab in the blue chat box
 - You can minimize or close that blue box when not in use, and use the pink ‘show chat’ button to open it again when needed
- **TROUBLESHOOTING**
- **Black Screen? Frozen controls?** - Refresh your browser (you may have to log in again)
- **Seem stuck behind an object/wall?** – May be just your camera, not your avatar – Use the up arrow or W key to walk forward
- **Microphone not working?** – Click ‘Diagnostics’ button at top of screen to open a new tab to test your microphone/camera. Click ‘OK’ when prompted to open the testing tab
- **Need more help?** You can send a message to a mediaX staff member or everyone via the chat box and someone will teleport to you to help