



**4D GenIE**  
**System User Guide**  
v.1.1  
20151221



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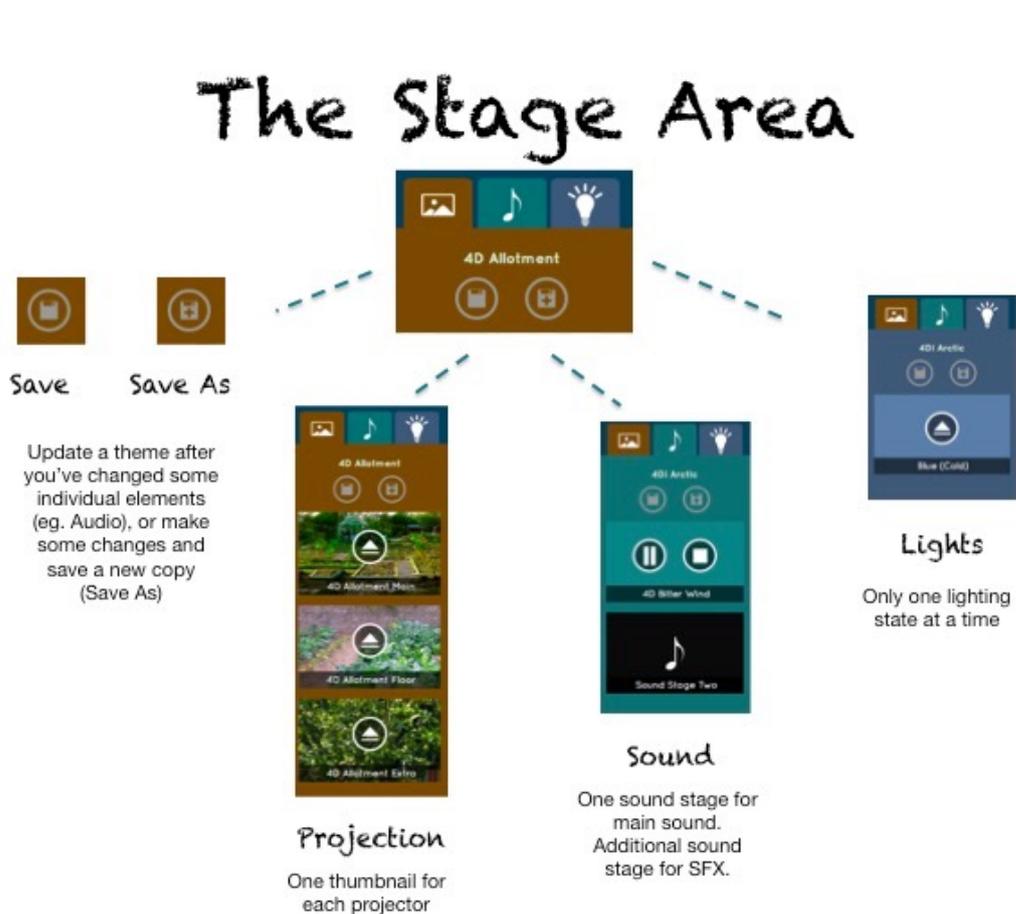
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This is intended as an overview of the system installed in your Immersive Space and an initial guide on how to operate the software 4D GenIE.



## The Stage

The stage provides the user with real-time information on exactly what is playing at any given time. Each tab reflects what image is being displayed on the projectors, the sounds you are hearing through the sound system and colour(s) of light(s) being emitted. It is also where you can play around with different combinations of content to make something exactly as you want it.



## The Control Panel

Located at the left side of the screen, the Control Panel provides you with universal controls when playing a theme. such as pause, stop, volume and light fades.

# The Control Panel



**4D MENU**

- Flag shows notifications (function still to come)
- Takes you to Libraries
- Add new content
- Software version and updates

**PAUSE** a theme (all elements)

**STOP** a theme (all elements)

Rewind for Timelines (function coming)

Forward for Timelines (function coming)

**SOUND** Drag to alter, press the X to mute

**LIGHTING** Drag to alter brightness

Wireless switch control (function coming)

**POWER & PROJECTORS** Shutting down options. See 'Boring but Important' for detail

## The Libraries

Your content is separated into four libraries, each with sub-libraries within them.

**Themes** - 4D GenIE comes preloaded with a library of 4D Themes. A theme is made up of 3 projections, a sound and a lighting state. Any new themes you make can be found here.

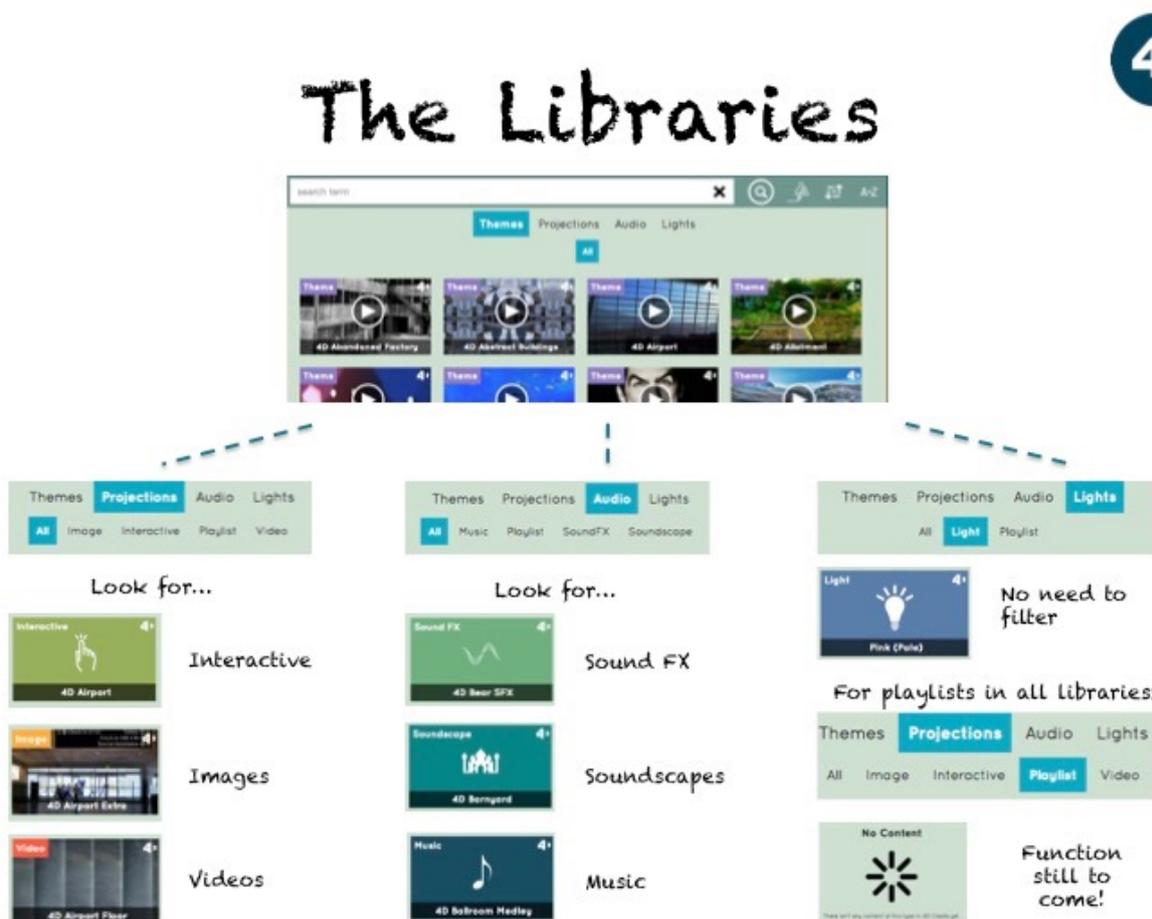
**Projections** - this library contains your visual content - these are split into four sub-libraries:

- Images**
- Video**
- Interactive**
- Playlists**

**Audio** - this library contains your audio content - these are split into three sub-libraries:

- Music** - Lyrical pieces of instrumental music
- Soundscapes** - Ambient pieces of sound which set a scene/location
- SoundFX** - Short one off sound bytes to emphasise parts of a theme

**Lights** - your software comes with preloaded lighting state options. You can select different lighting states depending on the mood or theme.



## Filter Your Libraries

When using your 4D space you will most likely want to find the content you're using as quickly as possible. There are a number of ways to do this.

At the top of the screen you will find a search bar, simply typing in any theme names, titles of content or tags will search the entire content libraries.

You can also further filter your searches as you might on an internet search engine.

Your options are:

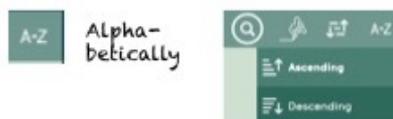
- User
  - Search through 4D content only
  - Content you've created yourself
  - All content
- Date and Title (this is in conjunction with the next filter option)
  - Date - will sort your library by the date a particular piece of content was created
  - Title - will sort your library alphabetically
- A-Z/Ascending and Descending
  - Ascending - will filter your libraries either A-Z, or from most recent date to least recent
  - Descending - will filter your libraries Z-A, or from the least recent date to most recent.

# Filter your Libraries



Search for titles, tags or description words

Filter content across all libraries by...



When you search it will filter accordingly across all libraries automatically



Remember to hit return or press the  button to commence your search.

Remember to hit the  button to clear your search when you want to go back to the unfiltered libraries.

Each filter option will further refine your selection (eg. User content in order of latest date made)

## Creating a Theme from existing content

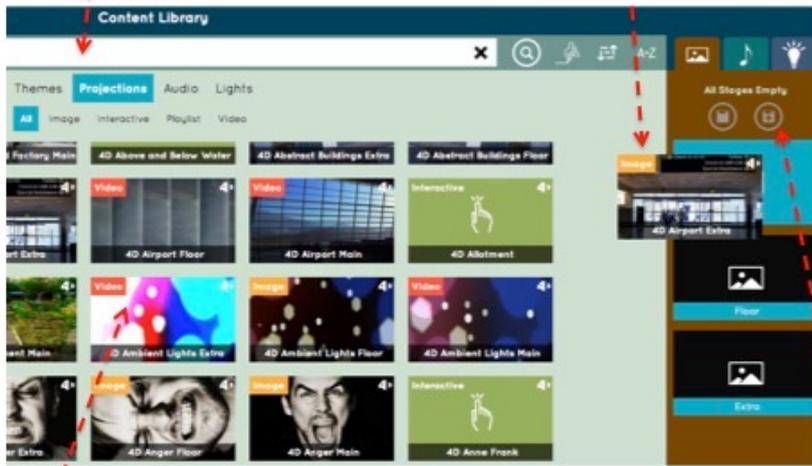
There are already lots of options within the content libraries that are installed on your system. Each 4D theme is broken down into the individual elements of projections, lights and sounds in order for you to create new combinations of your own.



# To create a theme

1. CHOOSE your library and piece of content

2. DRAG AND DROP it into the relevant stage (projection, sound or light)



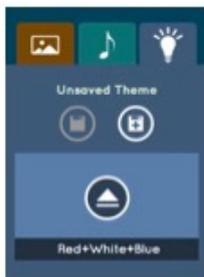
3. Repeat the process to gather your AUDIO CONTENT and LIGHTING STATES by choosing content from each library.

4. SAVE your new theme and add a title, description and tags (see next page)

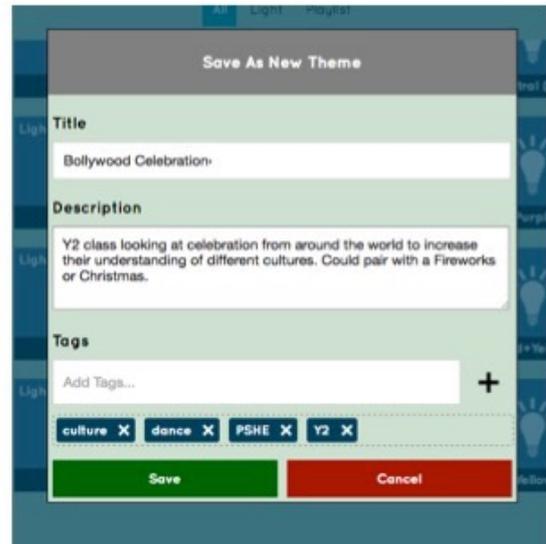
## Saving a Theme

It is very simple to save a new theme to the Theme Library. Like you would see in a word processed document, the floppy disc icon with a plus sign is on the screen to simply press and 'Save As' a new theme. There is also a plain floppy disc icon which can be used to save over an existing theme that you create. 4D Themes can not be saved over but a copy of one can be made and given a similar name.

# To save a theme



If creating a theme from an empty stage area you will see "UNSAVED THEME"  
To save click  and fill in the details



**Tips & Tricks**

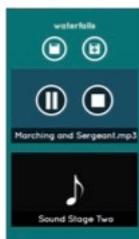
Search function also brings up words in the description box for themes.

Hit return or click + after each new tag. A tag can be more than one word.

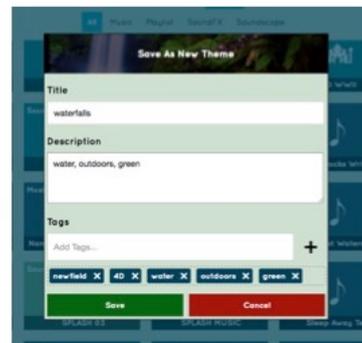
# To edit a theme



If you have changed the content while another theme is running you will see the current theme title, eg.

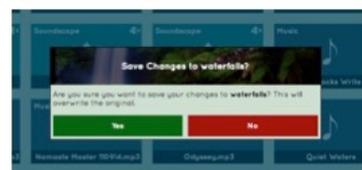


"WATERFALLS"  
You have two saving options:  
 SAVE AS produces a copy with changes  
 SAVE overwrites the original



**Tips & Tricks**

Don't forget to tag your theme! (see p10 for more info)

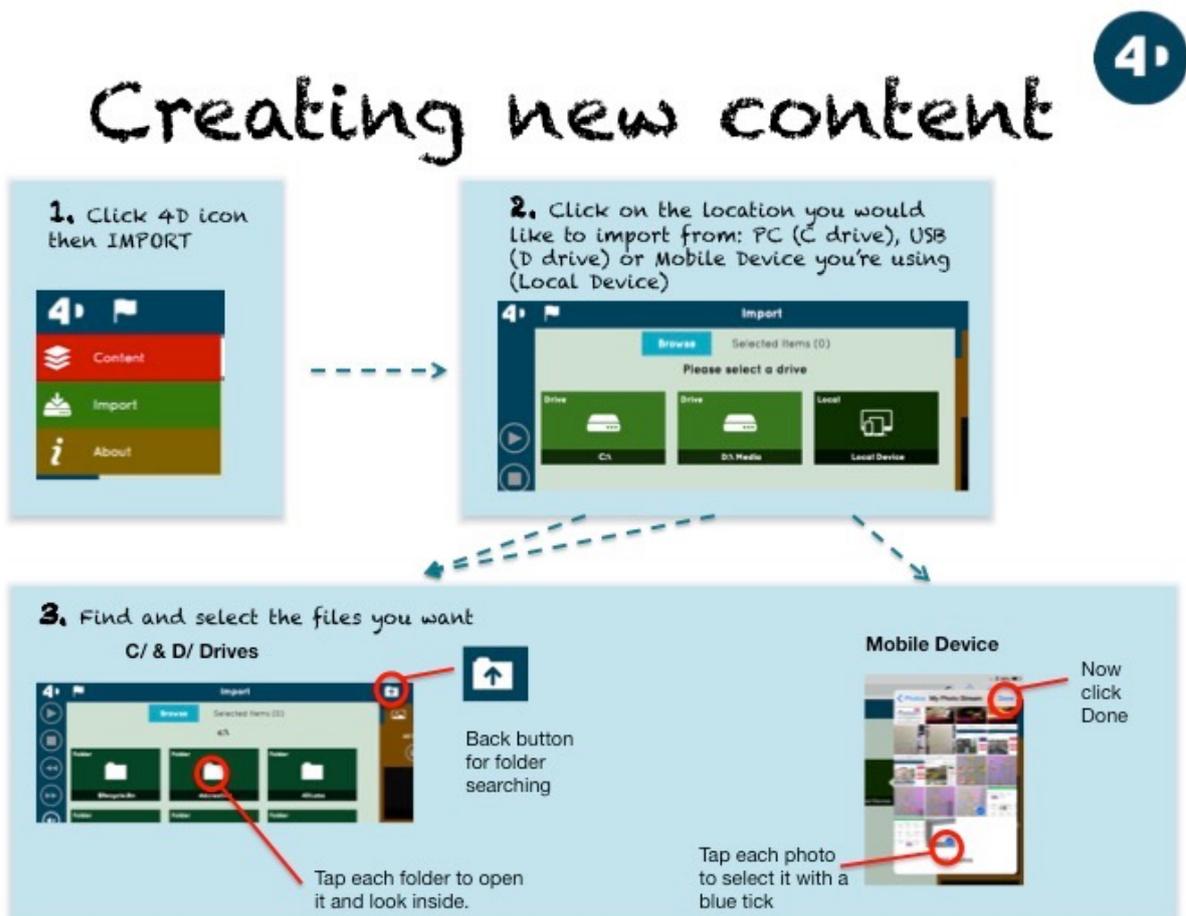


## Creating New Content

It is very simple to add new content to your various content libraries. In the top right corner of the screen you will see the 4D icon, tapping this will bring up a drop down menu. The second option is IMPORT. Once you press on IMPORT a new screen will appear that shows you all the potential places you could find new content i.e on the computer you're working on, on an external drive or USB stick or from a mobile device. Click on the appropriate drive to find the content you want to add. From here you can select as many pieces of content as you would like to add whether it be images, photos, videos, music or soundscapes. When accessing the drive a back button icon will appear so that you can easily navigate back through your files.

Once you've selected all the files you want to upload, name and tag them then simply tap on the tick icon to start importing. An import progress bar will appear to let you know what files are uploading.

**Note: Video files will take longer due to there being more data to import, decode and convert.**



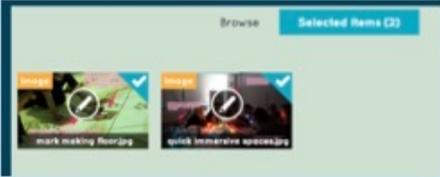


# Creating new content

**4. Select items to upload.**  
As you select or deselect files in your drive or mobile device...



... the number in the "Selected Items" tab will change accordingly.



**5. Edit Title & add Tags before uploading**

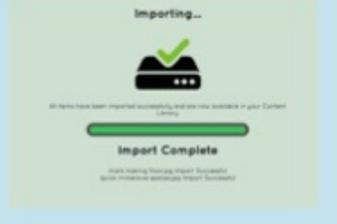


**6. Tap the  sign to start importing**




**All done! Don't forget to...**

Refresh your libraries before searching for your newly uploaded content using the filtering options (page 7)



**Note: Remember to refresh your libraries and filters after you've added new content to find what you've created.**

## Creating a Timeline/Theme List

Within the 4D menu there is an option to create a Theme List or Timeline - this becomes really useful when planning a session for the immersive space as you can prepare a sequence of themes to run to a timer or to be controlled by you to help progress through a content journey.

Simply tap on Timeline and you will see a storyboard of empty windows. Below are all the themes that are in your system. From these you can select which you want to use; put them in the order you want to use them; and select a timer for how long you'd like each one to play (optional).

You can then save your timeline and tag it and when you come to deliver your lesson you have a remade learning journey to take people on.

## Turning your system off

When you've finished using your 4D space it's important to make sure the projectors, lights and computer are turned off to help maintain the technology within the space.

At the bottom of the control panel you will see a traditional on/off icon.

Tapping this will bring up two options:

Projectors - with a green icon (on) and red icon (off)

PC - with a red icon (off)

A pop up screen will appear to confirm your choice.



### Switching on & off



**Turn off Projectors:** Click red and then OK to turn off your lights and projectors.



**Turn of Software & PC :** Click red and then OK to close 4D GenIE and turn off your PC

## Additional Information

When tapping on the 4D icon in the top left corner of the screen, the drop down menu gives you an 'About' option. This will bring up important information about what version of the 4D GenIE software you are running. If you ever have any issues when running the software, this is the information we will need to help to resolve the issue.

## Interactive Floor Content

## Loading interactive templates to the floor

If your space has an interactive floor installed, you can make use of the interactive content supplied within 4D GenIE. In this current version of the software you can only playback pre-made templates. However, you can start playing the existing templates straight away by following the steps below:

1. Press the **Interactive** tab within your projection library.
2. If no templates are available, check that there are no search terms in the search bar at the top of the screen.
3. Your central window should be populated with all the available themes.
4. By dragging the interactive element to the floor projection area in the state area it will load on the floor projector (You cannot load interactive templates on any other projector).
5. The camera is all pre-set to react to your movement, there is no need to configure or adjust any other settings.

## Understanding different effects

Interactive templates are based on a number of different **effects**. Therefore they react in different ways. The most popular of these are:

- **Reveal**: One image/video is layered above another so when you move across the floor, the top image is wiped away to reveal what's below.
- **Scatter**: Objects are spread across the projection and repel away or attract towards you (depending on individual settings) when you move across the floor.
- **Splat**: Objects move around the screen and present an alternative image when you catch them/ wave over them (for instance, scurrying ants may **splat** when you catch them!).
- **Sound Surface**: Certain areas of the viewable image trigger certain sounds/music when you move across that particular area.

## Creating your own templates

It's important before you attempt to create any new interactive templates that you ensure you have all the content you would like. By referring to the different effects above, check that in the case of a reveal effect, you have both the top and bottom image; in the case of a Sound Surface effect, you have the background image, and the individual sounds for each area and so on.

4D Group cover the creating and editing of your own templates in the onsite training provided.

## Support

We have a handy help desk online called Zendesk for any issues that may arise.

Visit [www.4Dimmersive.zendesk.com](http://www.4Dimmersive.zendesk.com) to access our database of solutions as well as relevant manuals for the equipment such as within your space.

You can also submit a technical problem through the 4D Immersive Zendesk and one of our support team will aim to get back to you within 24 hours.

### Submitting a Request

If you cannot find a solution in either of these places please click on 'SUBMIT A REQUEST' and fill in the form as follows:

**SUBJECT** – A very brief description of your issue or question.

**DESCRIPTION** – If reporting an issue please include:

- What happened
- The cause if known
- What was happening before the issue began (this will help us to identify the cause)
- The type of error message that appeared if applicable
- Anything you have done to try and fix it.
- If this error is preventing you from using the space.

### ATTACHMENTS

If at all possible please send us a screen shot of your error message or a picture of your space of the fault as this will help us to resolve your query more quickly.

### CREATE AN ACCOUNT

In order to track your request create an account on zendesk.

Once you have submitted a request you will receive an email to confirm this and where you can add additional comments if needed.

To then track your request go to Zendesk, click on SIGN IN and then "Get a password". Follow the instructions on the screen.

Once you have created a password and logged in click on MY ACTIVITIES to track your request, view your comments and your favourite articles.

Click on the request to see all correspondence, send an additional message to the 4D team or attach additional files.

If you require any further assistance please contact the 4D team on 0844 414 2595.



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