

SPEAKER GUIDE

NAVIGATING THROUGH STREAM 57

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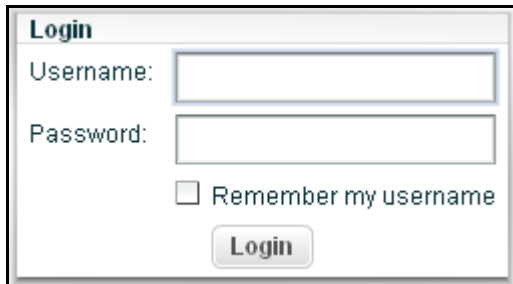
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LOG INTO THE PRESENTATION

1. Make sure that your webcam and microphone (if applicable) are plugged into your computer.

NOTE: You need to make sure that the webcam and microphone are plugged in prior to entering the presentation in order for the video and audio to show up properly.

2. Log into Stream 57 using your username and password at <http://inxpo.stream57.com>.

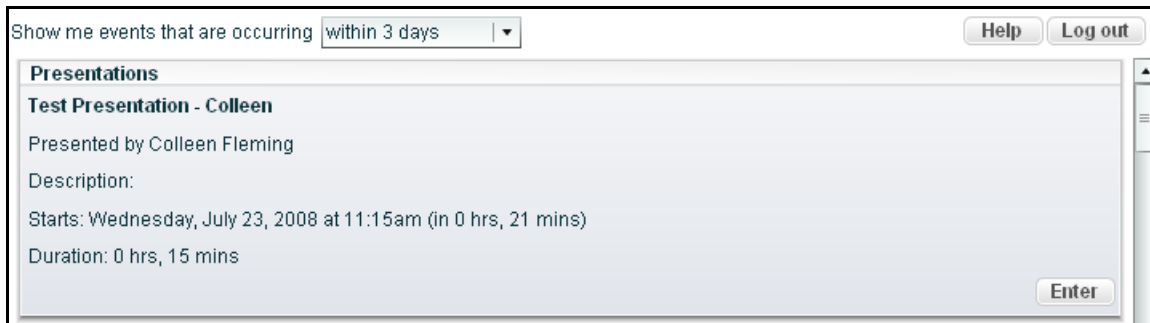


The login form is titled "Login" and contains the following elements:

- A "Username:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A checkbox labeled "Remember my username".
- A "Login" button.

3. Find your presentation and click "Enter."

NOTE: The "Enter" button appears one hour prior to the scheduled start of the presentation.

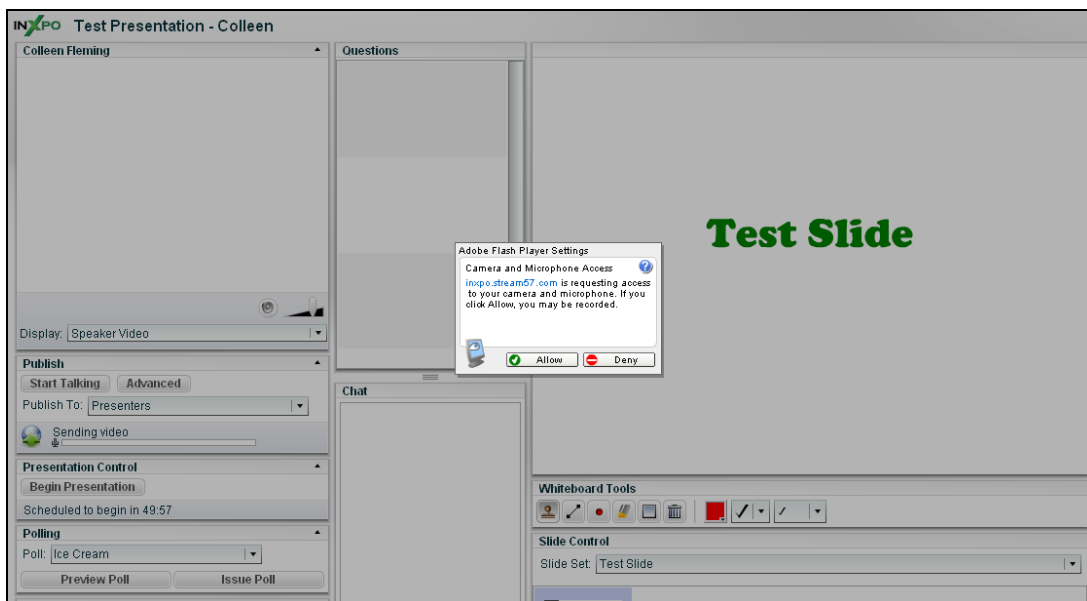


The interface shows a list of presentations. At the top, there is a filter: "Show me events that are occurring within 3 days" with a dropdown arrow. To the right are "Help" and "Log out" buttons. The main content area is titled "Presentations" and lists:

- Test Presentation - Colleen**
- Presented by Colleen Fleming
- Description:
- Starts: Wednesday, July 23, 2008 at 11:15am (in 0 hrs, 21 mins)
- Duration: 0 hrs, 15 mins

An "Enter" button is located at the bottom right of the presentation details.

4. A pop-up window will appear over the speaker presentation view. The presentation view will be inaccessible and tinted gray until you click a button in the pop-up window. Click "Allow."



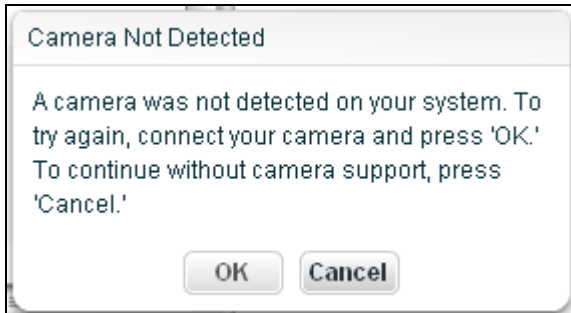
The screenshot shows the presentation control interface for "INXPO Test Presentation - Colleen". The interface includes:

- Speaker name: Colleen Fleming
- Questions panel
- Display: Speaker Video
- Publish section: Start Talking, Advanced, Publish To: Presenters, Sending video progress bar.
- Presentation Control: Begin Presentation, Scheduled to begin in 49:57.
- Polling: Poll: Ice Cream, Preview Poll, Issue Poll.
- Whiteboard Tools: Drawing tools and a red eraser.
- Slide Control: Slide Set: Test Slide.

A "Test Slide" is displayed in the main area. A "Adobe Flash Player Settings" pop-up window is overlaid, requesting camera and microphone access from inxpo.stream57.com. The pop-up has "Allow" and "Deny" buttons.

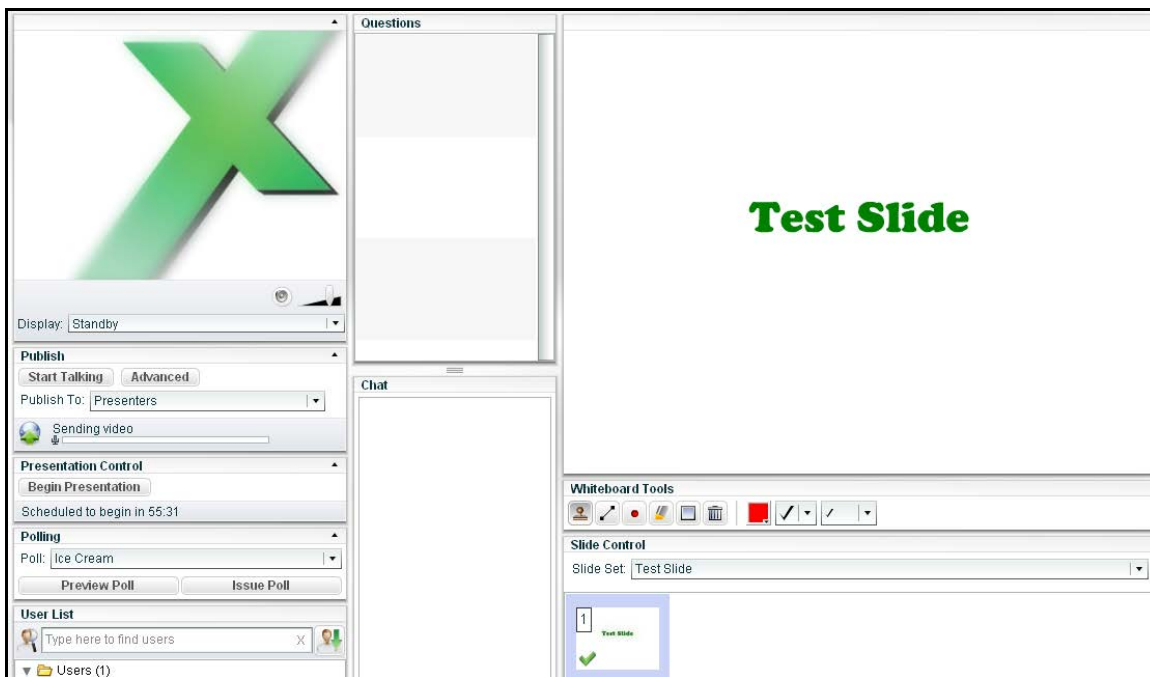


NOTE: If you have a microphone connected, but no webcam, a different pop-up window will appear when you first log in to notify you that a camera was not detected. If you want to continue without a webcam, click “Cancel.” If you want to use a web cam, we recommend exiting the presentation and then plugging in the webcam prior to re-entering the presentation. Otherwise your speaker video may appear as a blank white screen.



5. The speaker view of the presentation will appear. From here you will be able to control the slides and polls, choose the speaker display (photo, video, or standby), choose when to begin sending audio, view questions, search for users, and communicate by chat. Most importantly, you will be able to choose when to begin and stop the presentation.

NOTE: Anything you do with the slides will not be seen by the audience until you click “Begin Presentation.”

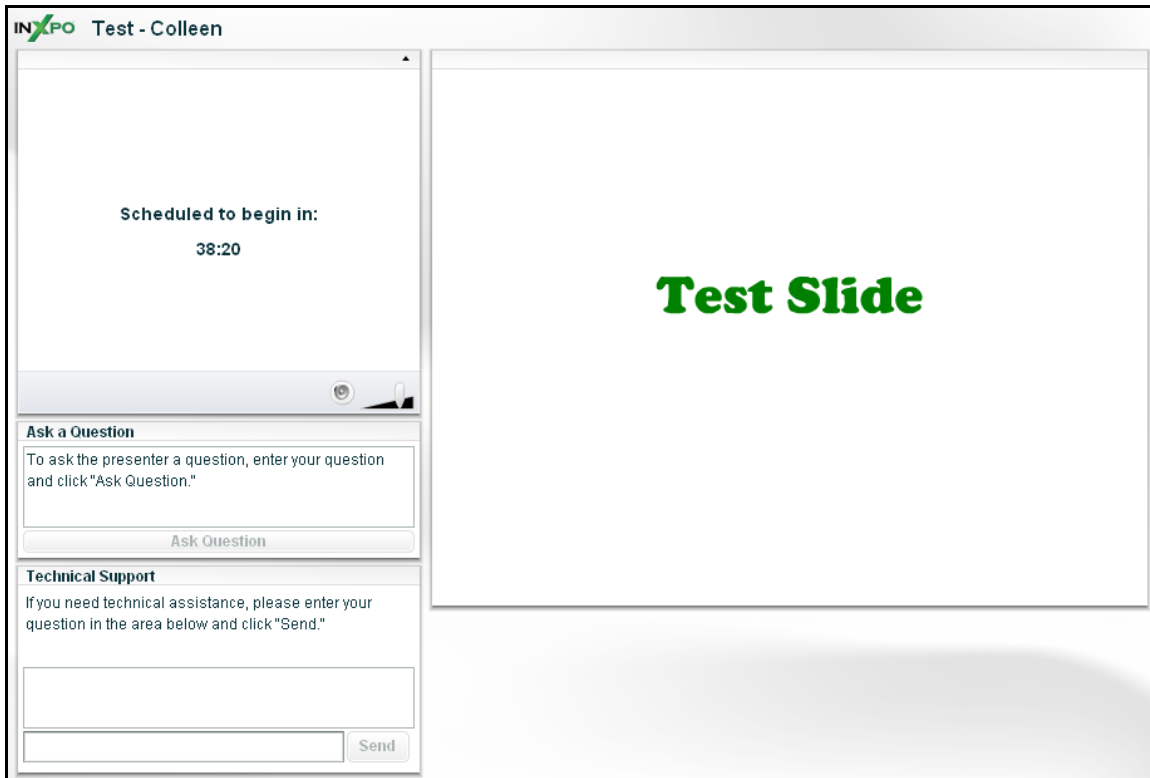


6. The audience view of the presentation includes the speaker display area (which has a countdown prior to the start of the presentation), a question area, a technical support area, and the main slide display area.

NOTE: If you decide to remote enable full screen viewing, the slide display will expand to the user's full screen.

The slide that shows prior to the start of your presentation is the first slide of your default slide deck.

NOTE: The default slide deck is set in StreamLine Administration.



SPEAKER DISPLAY

1. In the top left corner of the screen is the speaker display. The default speaker display is "Speaker Video."



From the drop-down menu, you can choose the following speaker display options:

- Standby - Displays the standby image (which is usually a branded image)

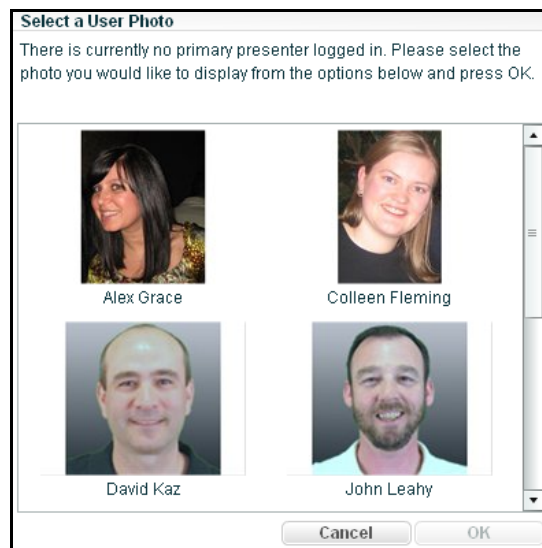
NOTE: This image cannot be changed while in the speaker presentation view.

- Speaker Video – displays video from your webcam
- Photo for [speaker's name] – Displays a still photo of the primary speaker

NOTE: This image is set up in StreamLine Administration and cannot be changed while in the speaker presentation view.

- Select new photo... - Opens the “Select a User Photo” pop-up window.

NOTE: To select a new photo from the “Select a User Photo” window, click on the photo you want to use and then click “OK.”



2. In this section of the screen, you can also adjust the audio by moving the volume slide button to the left or right. Audio can be muted by clicking on the speaker icon. Clicking on the speaker icon again will unmute the audio.

NOTE: The volume control only controls the audio that you, the speaker, will hear (other speakers, for example). It does not affect the volume for the audience.

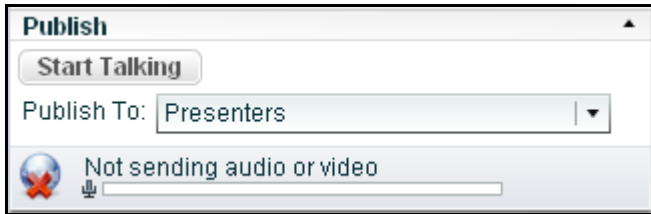
PUBLISH AUDIO

1. Click “Start Talking” to begin sending audio. Select your intended audience for this audio from the drop-down menu.

The audience options are:

- All Users
- Participants
- Presenters

NOTE: No one will be able to hear you talking until you click “Start Talking.” Clicking “Start Talking” will not begin your presentation, but it might allow users to hear your voice depending on which “Publish To:” audience you have selected.

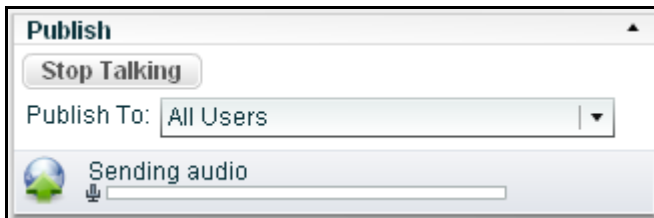


NOTE: If you did not have both a microphone and webcam connected when you entered the presentation, a pop-up window will appear to notify you that the website is requesting access to your camera and microphone. Click "Allow."



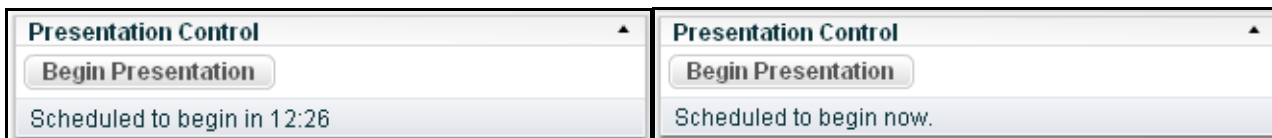
2. When you are sending audio and/or video, a message will appear at the bottom of the "Publish" box to tell you that you are sending. If you want to stop talking, click "Stop Talking."

NOTE: After you click "Stop Talking," you can begin talking again by pressing "Start Talking."

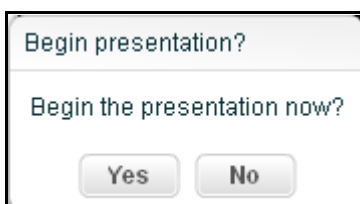


PRESENTATION CONTROL

1. To begin your presentation, click "Begin Presentation." A countdown to the scheduled start of the presentation appears below the "Begin Presentation" button. When the start time is reached the message will read "Scheduled to begin now."



2. When you click "Begin Presentation," a pop-up window will appear asking if you want to begin the presentation now. Click "Yes."

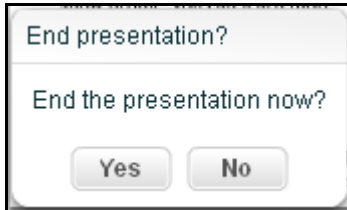


3. When you want to end the presentation, click “End Presentation.”

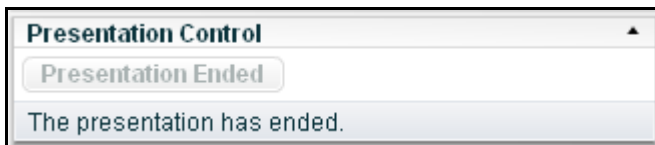
NOTE: Once you click “End Presentation,” you will not be able to restart the presentation. All attendees are redirected outside of the presentation once you click “End Presentation.”



4. When you click “End Presentation,” a pop-up window will appear asking if you want to end the presentation. Click “Yes.”

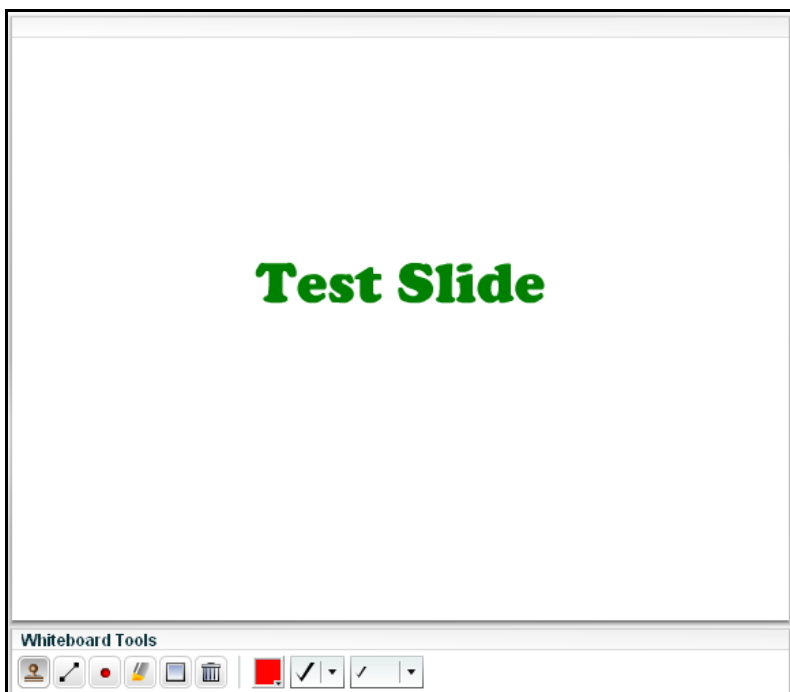


5. After you click yes, a message will appear that says “The presentation has ended.”



SLIDES

1. Your slides will display in the upper right corner of your screen. After you click “Begin Presentation,” everything that happens in the slide display area will be seen by attendees, with the exception of poll previews. The slide area functions as a real-time preview of what the audience will see.



2. You can draw on and make marks on the slides as you are speaking by clicking on any of the whiteboard tools and using those tools on the slide.

NOTE: If you need to clear any of the marks you have made on the whiteboard, click on the “Clear Whiteboard” icon.

The available whiteboard tools include:


 Stamp Tool

 Line Tool

 Pointer Tool

 Highlighter Tool

 Shape Tool

 Clear Whiteboard

 Select Color

 Select Stamp Shape

 Select Stamp Size

3. The slide control area allows you to control which slide appears in the main display area and will therefore be shown to the audience during the presentation. If you have multiple slide sets and want to start with a slide set other than your default slide set, select the slide set that you want to begin using from the slide set drop-down menu. The slides will begin at the first slide of your selected slide set.

NOTE: If you want to change to a different slide set during the presentation, you can select that slide set from the drop-down menu.



4. To move forward slide by slide or advance to the next step of a slide, click “Next.” If there are builds in your PowerPoint deck, “Next” will bring up the next build of a slide. If there are no builds on a slide or you have already advanced through them, clicking “Next” will bring you to the next slide.

NOTE: You will have to scroll down or set your web browser to full screen mode in order to see the slide control buttons. To set your browser to full screen in Firefox or IE, press the “F11” button. Pressing this button a second time will return your browser to its original size.

5. If you need to return to the previous slide, click “Previous.”

6. To jump forward or backward in the slide set, click on the slide you want to show.

NOTE: A green checkmark will appear on the slides that you have already shown.

7. Click on “Enable Remote Full Screen” if you want to remotely set your presentation to full screen for the audience. To stop full screen view, click “Disable Remote Full Screen.”

NOTE: When in full screen, only the slides will appear to the audience. The speaker display, ask a question area, and technical support area will not be shown.

8. If you have full or partial video slide, you can click on “Pause Slide” to pause the slide. To play the slide after it has been paused, click “Play Slide.”

NOTE: Pause is not an option on animation slides.



POLLING

The polling area allows you to issue polls during your presentation. When previewed or issued, polls will appear in the upper-right portion of the screen.

1. To preview a poll, click “Preview Poll.” Your poll appear in the presentation display, but will not be shown to the audience while it is being previewed.



2. Click on “Close Preview” to stop previewing the poll.



3. When you are ready to show the poll to the audience and let them vote, click “Issue Poll.” When you want to end the poll, click “End Poll.” The presentation will return to the last slide shown.

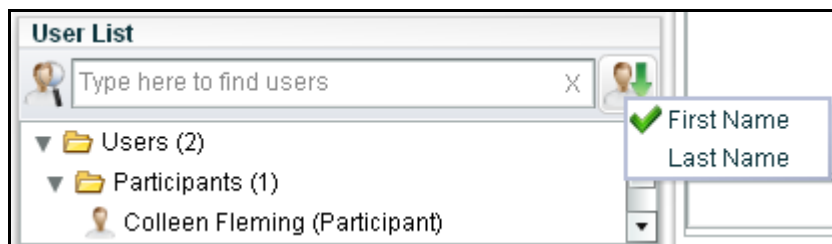


USER LIST

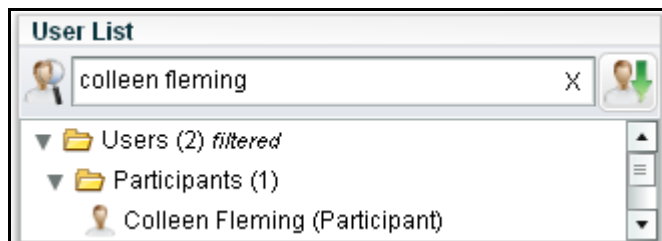
The user list allows you to know the number of users in the presentation and find particular users if you need to. The users are separated into participants and presenters.



1. Click on the sort icon and select "First Name" or "Last Name" to sort the user names.



2. If you want to search for a user, enter the users name into the blank field. The search results will be displayed in the user list below and the users folder will be marked "filtered."



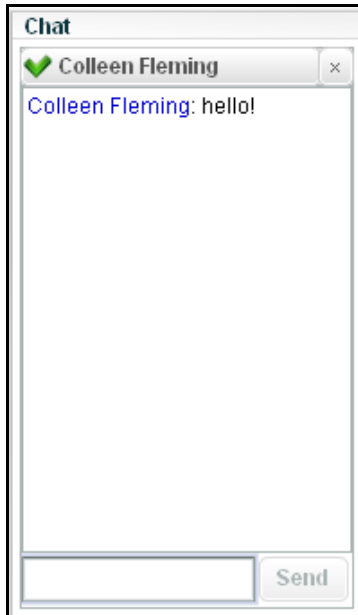
3. To chat with a user, double click on the user's name and a conversation with them will open up in the chat area.

CHAT

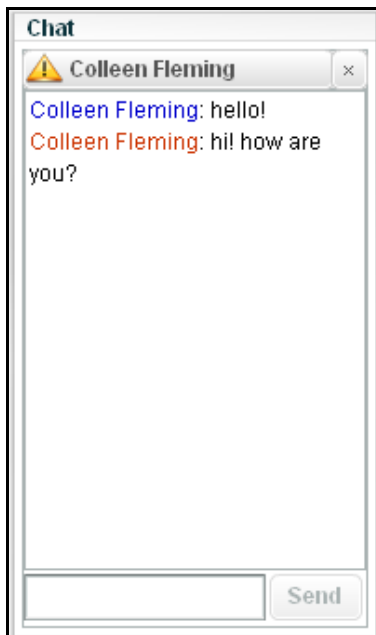
Any chat discussions you have will appear in the chat area. The name of each user you are having a conversation with will appear as a tab.

NOTE: To start a conversation with a user, double click on that user's name in the user list area.

1. To chat, enter text in the blank field and then click "Send" or press the "Enter" key on your keyboard. The text you have entered will appear in the chat conversation.

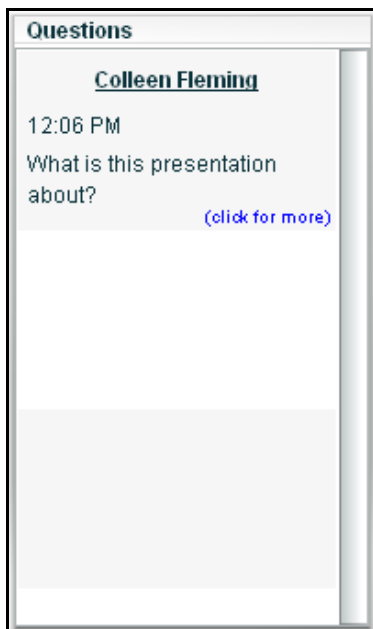


2. When the user you are chatting with responds, the green checkmark next to their name will change to a yellow triangle with an exclamation mark. This is to indicate that you have not yet responded to that user.

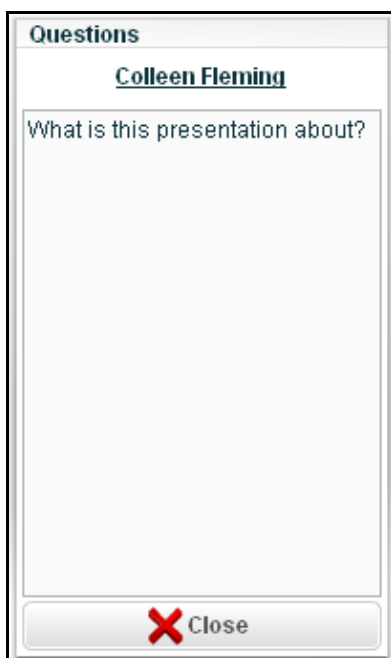


QUESTIONS

When a user asks a question during the presentation, it will appear in the questions area.



1. If the question is a long question, click on “click for more” to see the rest of the question.
2. Click on “Close” to return to the full list of questions after you have expanded a question.



3. You can answer these questions as they occur during the presentation or as part of a Q and A portion after the presentation.
4. If you want to respond to the user individually, you can also respond by chat. To start a chat with the user who asked the question, double-click on the user’s name. A chat will open up with that user in the chat area of the screen.