

## **MediaSite Live! Webcasting User Operations**

The MediaSite Live Viewer allows you to view a remote live or on-demand presentation — including synchronized support materials — through your Web browser. Watching a presentation using the MediaSite Live Viewer is virtually the same as being in the room with the presenter. Keeping pace with the presentation is easy, because support material is updated instantly, in real time.

A Remote Live Presentation will stream to you in real time, so your viewer will follow the presenter in a “camera-view” window, and the computer slides will automatically advance as the presentation progresses.

An “On-Demand”, or “*archived*”, presentation is requested by you, the viewer, at your convenience and is played back from computer servers at the host site over the Internet to you through Internet Explorer. The entire presentation is available to you at that point. You can start at any point in the presentation, view the entire list of slides and pick any slide to jump to for quick browsing using controls very similar to a CD or tape player.

### **Summary of Computer/Windows Requirements:**

- Main URL to METS MediaSite Live! -- <http://livemedia.usemets.org>
- Internet Connection of 128 kbps or 56 kbps modem.
- Microsoft Internet Explorer version 5.0 or later.
- Windows Media Player version 9.0 and Video Codec driver update installed.
- Latest Windows updates to DirectX and ActiveX (multimedia drivers for Windows).
- Set computer screen resolution to **MINIMUM 800 X 600** for **FULL SCREEN** webcast display. Screen can also be set to **1024 X 768 at 32-bit color**. (See *Control Panel, Display Settings*; OR for XP: *Appearances and Themes, Display, Settings*.)
- A MS Windows-compatible sound card is **REQUIRED**. Turn up sound for *Wave File* playback (Open Windows Volume Control in *Control Panel, Sounds and Audio Devices, Advanced*; OR for XP *Sounds, Speech and Audio Devices, Adjust the System Volume, under Advanced*).
- DO NOT over use MOUSE CLICKING while webcast viewer is opening and initializing.

### **DETAILS of Computer/Windows Requirements:**

**MediaSite Live!** uses a stream of .JPEG still images and Windows Media files (.WMF) in its webcast streaming process. It is best to be viewing **MediaSite Live!** on a Windows operating system, using as fast a processor as possible. You will need to have a Windows compatible sound card activated for playing .Wav files. Using anything less than a Pentium III system will probably result in unsatisfactory playback results, as will slower Internet connections (dial up/standard phone modem, less than 56K).

**Internet Connection:** We generally capture and stream our presentations in 128 kbps and 56 kbps formats. This means that a direct LAN or wideband data connection will give the best results. This includes using broadband cable modem and DSL. The 56 kbps rate is captured so that an end user has the option of connecting via a standard telephone line using a 56K modem. Any slower modem will probably not be able to keep up.

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If you use a **Macintosh computer** or have special data-rate broadcast requirements, you should notify your local IT Department or contact the NKU-METS Center directly so that broadcast of the proper web-stream format can be configured for the presentation you wish to view.

**Bottom Line for a Good Viewing Experience:** The faster your machine and the faster your connection, the better the viewing experience. AGAIN, just be patient with your machine. It will be working hard processing this information. Again, DO NOT overload Windows by mouse-clicking TOO MANY times trying to make screen changes and audio level changes. Watch for your updates to take place before trying to make more changes occur. MULTIPLE MOUSE CLICKS DO NOT SPEED THE COMPUTER UP.

If the computer appears hung up, try **Control/ALT/Delete**, and look at **TASK MANAGER** to see if *applications are not responding*. If they are not, **END TASK** and start them up again. If all appears *running*, then be patient and let the data and application catch up with each other.

**Meeting Requirements for the Windows Operating System:** Your computer must have Windows Media Player version 6.4, or later. **MediaSite Live!** will work for all Windows platforms:

- Microsoft Windows 98se, Windows Me, Windows 2000, or Windows XP
- Display resolution of 800 x 600 pixels or greater
- Windows-compatible sound card
- Microsoft Internet Explorer 5.0 or later.
- Windows Media Player 6.4 or later
- Dial-up or broadband Internet connection (56 Kbps minimum)

**NOTE:** The latest version of Windows Media Player is available for free download off Microsoft's Windows Update website at:

<http://v4.windowsupdate.microsoft.com/en/default.asp>

-- OR --

<http://www.microsoft.com/windows/windowsmedia/download/default.asp>

Additionally, if there is a video codec update on the main Windows Update website for Windows Media Player, that should also be installed.

As a rule, you should have all the latest Windows updates from this website, especially relating to Internet Explorer, Windows Media Player and DirectX/ActiveX. If you do not have all the drivers needed, you will be prompted to load the missing items before **MediaSite Live!** will run. So, don't wait until the last minute to fire things up, or you may find yourself downloading and restarting several times before you have everything in place.

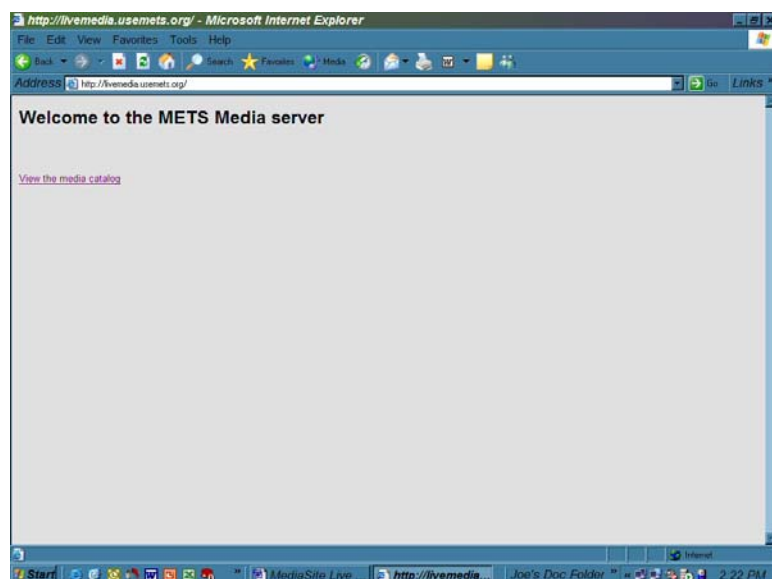
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**Maximize Screen Resolution:** With the compressed nature of streaming data, pixelization becomes a problem. The Viewer will fill your computer monitor screen if you set your screen resolution to 800 X 600. The video and computer images will look best if you increase the screen resolution to **1024 X 768 at 32-bit color**, or higher if your system/display supports it.

## Starting Up the MediaSite Live! Viewer Presentation

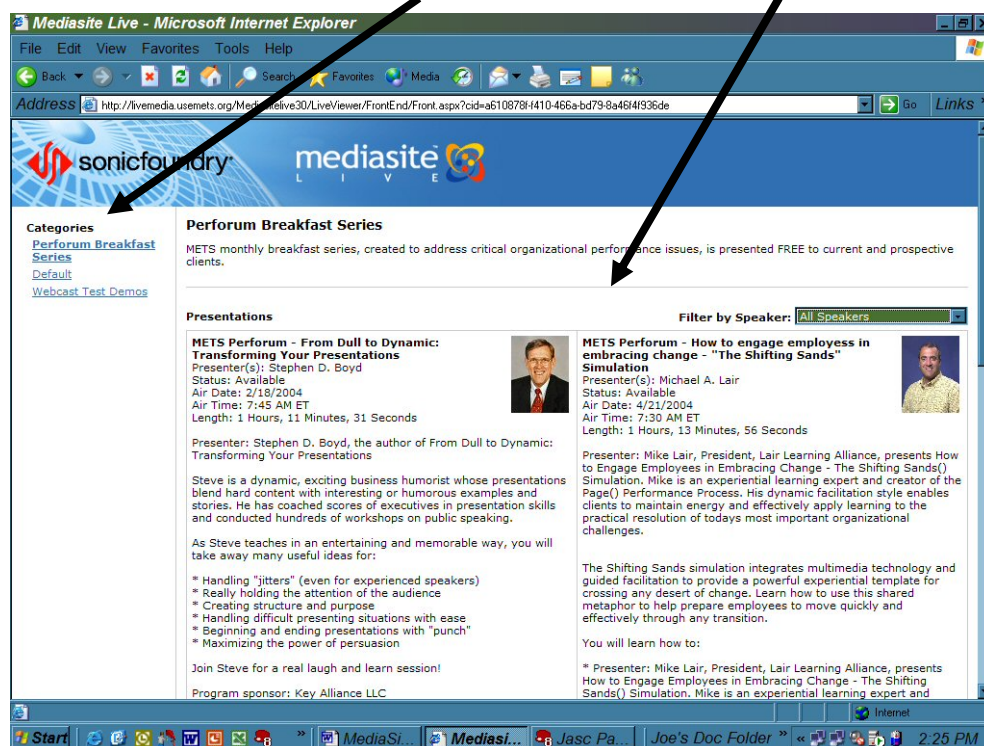
URL Access to the NKU-METS Center MediaSite Live!

1) Main URL Link: <http://livemedia.usemets.org> NOTE: NO "www."



2) Select the link: View the media catalog page (displayed below).

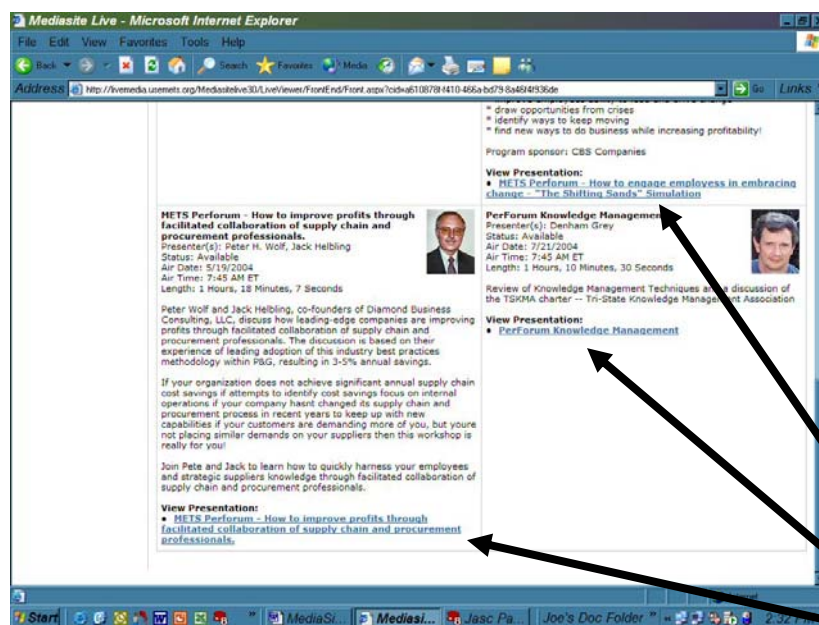
**Media Catalog Page – “Categories” (on Left), “Presentations” on Right.**



# MediaSite Live! Webcasting User Operations

## Starting Up MediaSite Live! Viewer Presentation (continued)

3) On the Left side of the Media Catalog Page, pick the appropriate link to your presentation. Scroll down to find the catalog entry for your presentation and select the [blue link](#) at the bottom of the catalog box. The **MediaSite Live!** presentation window will open and begin initializing immediately.



\*\*\* [Presentation Links](#) \*\*\*

4) Once you select the link, the **MediaSite Live! Viewer** will come up and start initializing. **BE PATIENT !!** Windows takes about 30 seconds to fully get this display engine running. Wait for BOTH images to come up before clicking on things.

The Viewer screen image that appears is on Page 6, below. It will show BOTH the streaming video camera (in the small black screen) and the PowerPoint/computer images on the right, larger screen. You can not *Maximize* the Player window larger than it first appears when you are in the 1024 X 768 display resolution.

## 5) Video Playback Controls:




Item	Description
Trackbar	If you're watching an on-demand presentation, drag the trackbar to seek through the presentation.
Play	Click to resume playback after stopping or pausing the presentation.
Pause	Click to suspend playback. Click <b>Play</b> to resume.
Stop	Click to halt playback. When you're viewing a live presentation, clicking <b>Stop</b> may cause you to miss some of the presentation when you begin watching again, the video and images appearing in the LiveMedia Viewer are those being broadcast in real time. When you're viewing an on-demand presentation, playback will start at the beginning of the presentation when you click <b>Play</b> .
Full Screen	Click to enlarge the video to fill your monitor. Press Esc to exit full-screen mode.
Mute	Click to turn off the presentation's audio. Click again to turn it on again.
Volume	Click + to increase volume, or click - to decrease volume.

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## Starting Up MediaSite Live! Viewer Presentation (continued)


### 6) Slide Show Controls:

Use the buttons above the slide show to navigate the slide show, view a slide list, or enlarge the slide.

Item	Description
Slide Show	Click to display presentation support material or images of speaker material one at a time.
Slide List	Click the <b>Show full-size image</b> indicator  in the lower-right corner of the slide or anywhere on the slide to playback the slide show in full size mode. See Max Slide Click to view all available presentation support material at once. The current slide is highlighted.
Max Slide	Click any slide or image to open in a larger window. You can also preview each slide or play the project from that point. Click to display the slide show in full size mode. Click anywhere on the slide to start playback from the current slide.
 Previous Slide	Select the <b>Auto Refresh</b> check box (which also sets that option on the Options page) to automatically update LiveMedia Viewer slide images as the speaker changes them. Click <b>Refresh Now</b> to manually retrieve and display the latest slide image. Click to navigate through the slides in on-demand mode. This option is not available for live presentations.
 Next Slide	

### 7) Setting Livemedia Viewer Options:

The Options page allows to you customize some of the MediaSite Live! Viewer settings. Set the options as you like, then click **OK** to save the changes, **Reset** to restore the default settings, or **Cancel**.

1. Click the **Options** button  in the MediaSite Live! Viewer. The Options page is displayed.
2. In the **Slide List** box, choose a setting from the drop-down list to indicate the number of slides you want to appear on a page. The fewer the number of slides you choose, the less time each page will take to load.
3. Select the **Auto Refresh Image** check box (which also sets that option on the Full Size Slide Show window) to automatically update MediaSite Live! Viewer slide images as the speaker changes them. When the check box is cleared, you can click **Refresh Now** in the slide window to manually retrieve and display the latest slide image.

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## MediaSite Live! Player Window

### Viewer Layout and Functions:

(NOTE: This illustration below is captured off a computer running a display setting of 800 X 600.)

**Audience Interaction:**  
Some programs may poll remote participants. You may also ask a question using the Ask button any time during live webcasts.

**Streaming Audio and Video:**  
High quality audio and video is streamed to this window.

**Information Guide:**  
You will find information about the event and a list of related resources.

**Content Navigation:**  
Use the Visual Index to get complete non-linear navigation to any point in the presentation.

**Content:**  
See any digital material-slides, spreadsheets, web pages-captured from PC, document camera, audience response, system or smartboard.

**High-resolution Graphics:**  
Expand the graphic being viewed in the content window to see it full screen and in high resolution. You will get the precise visual details from anything shown.

The screenshot shows the MediaSite Live! Player Window in Microsoft Internet Explorer. The window title is "Mediasite Live Viewer - Microsoft Internet Explorer". The main content area displays a slide titled "METS Celebration of Learning Today's Coaching Panel" with a list of speakers: Deb Call, Moving Spirit; Jean Lapointe, Lapointe Coaching & Consulting; Michael O'Brien, The O'Brien Group; Randy Randolph, Cinergy; Rosanne Sawyer, Procter & Gamble; and Bill Sprunk, W.C. Sprunk and Assoc. The slide is moderated by Susan Smyth, METS. The video feed on the left shows a woman in a red jacket. The bottom of the window displays the event title "METS Center Grand Opening", the presenter "Susan Smyth (METS)", the date "8/23/2004", and the time "8:00 AM ET". A "Details" button is located at the bottom right of the information section. A "sonicfoundry" logo is visible in the top right corner of the player window.

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## MediaSite Live! Player Window (continued)

You can make the Video OR the PowerPoint/computer graphics screen go to full screen by clicking on the buttons shown below.

(NOTE: This illustration below is captured off a computer running a display setting of 1024 X 768. Notice the smaller Viewer Window with the desktop in the background. The Viewer will not be any larger at this screen resolution.)



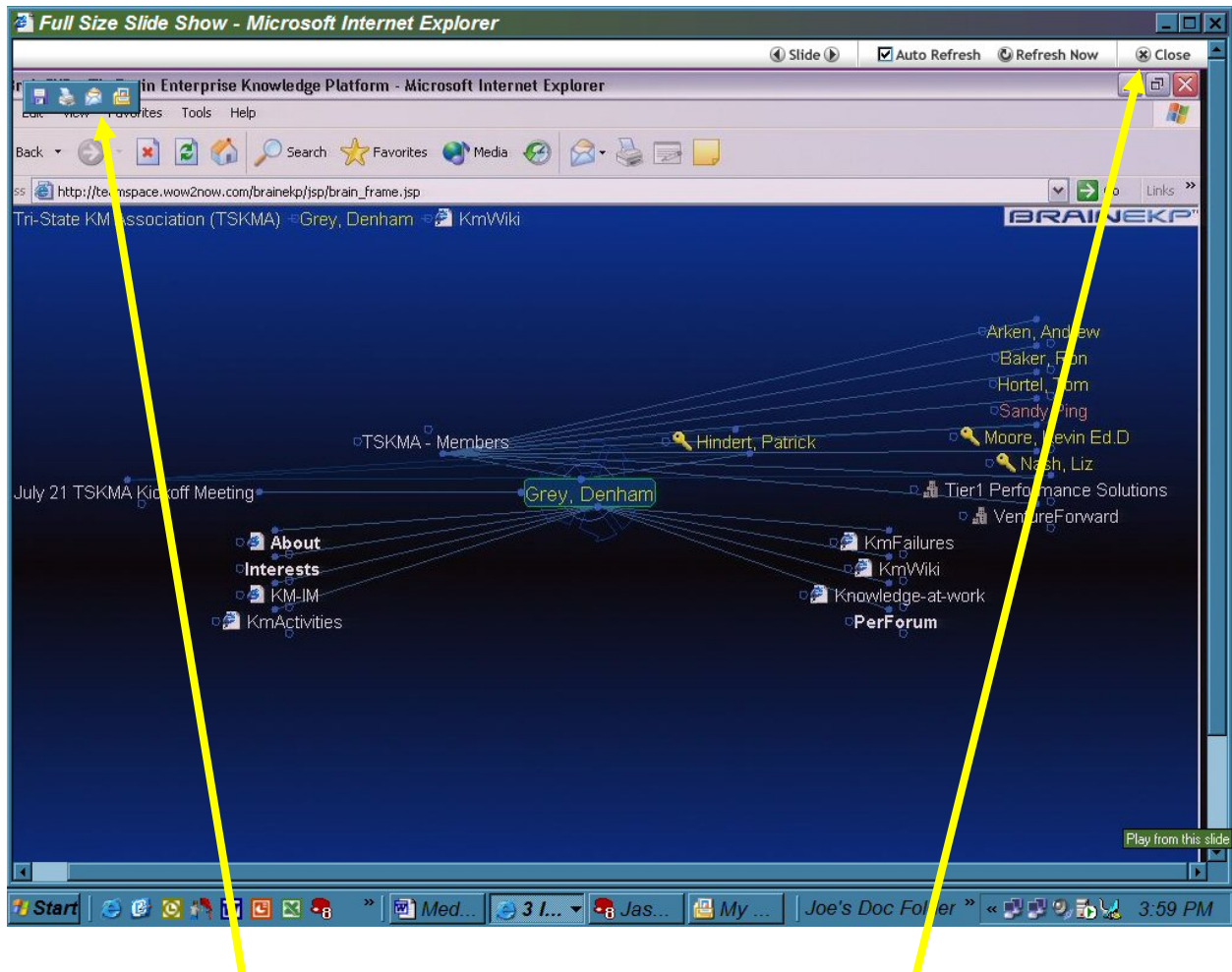
**FULL SCREEN VIDEO button (ESC to exit full screen Mode)**

**Button for FULL SCREEN PowerPoint**  
Use Close button at TOP of window  
to go back to the main presentation.  
(See next illustration)

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## MediaSite Live! Player Window (continued)

## MediaSite Live! Full Screen PowerPoint:



### Toolbar for Saving and Printing Images

( click on  Button to exit Full Screen Mode )

You also have the option of saving and printing the computer graphic images that are displayed on this screen. (See Above)

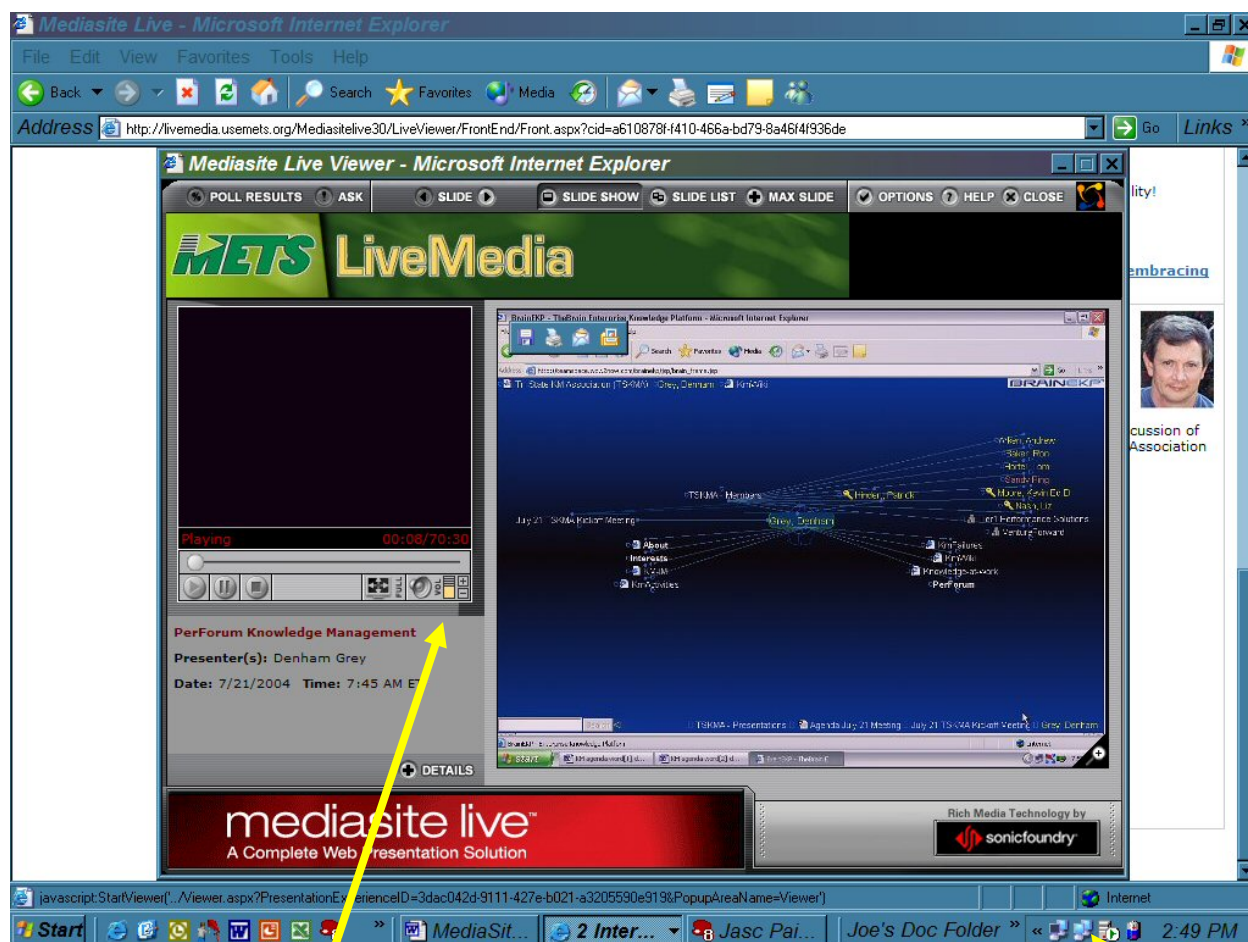
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## SOUND:

Before you open everything, it is helpful to make sure your sound is active and turned up on your computer. This would include checking the volume control to make sure it is not muted (left click on *speaker* in the *System Tray*, See Below), and also opening up the **OPEN AUDIO CONTROL** dialog box to make sure the Wave file mixer slider is full up (right click on speaker in System Tray). You can also access this through the *Sounds* category in **Control Panel**. As a test, try playing an audio CD to make sure your computer is playing sound at a good level.

Once you are sure the sound is working, go ahead and start the **MediaSite Live!** session as described. When the **MediaSite Live!** window is fully up and playing the broadcast, you should hear some sound, though it may not be very loud. You have to now increase the volume of the **MediaSite Live!** session. This is done by adjusting a small Volume Control located under the Video Camera window. (See picture below.) Increase the sound slowly, one click at a time so that you do not overload Windows with mouse clicks. The Yellow slider will go to a full up position. You can then use your computer volume control to adjust the sound to a comfortable level. You can also click on the speaker in the Viewer to Mute and Un-Mute the presentation audio.

## Player Sound Controls:



Volume Control and Mute

Under Video Window

Windows System Tray:

Look for Speaker Icon

