

# Speaker Ready Room Setup

Please setup the Speaker Ready Room as follows. It will divide into 5 areas: Waiting, Preparation, Upload and Technical.

## Logistics Items

| Item                        | Qty | Remarks                                                |
|-----------------------------|-----|--------------------------------------------------------|
| Server                      | 1   | Questwork                                              |
| NAS Storage                 | 1   | Questwork                                              |
| USB Drive                   | 15  | same as number of session room                         |
| Various video adapters      |     | DP>HDMI, DP>VGA, USB-C>HDMI, USB-C>VGA, etc            |
| Notebook (Uploading)        |     | Local IT, about 1.5-2 times the number of session room |
| Notebook (Technical)        |     | Local IT, 2-4                                          |
| Computer (Video Conversion) |     | Local IT, 2                                            |
| Gigabit Ethernet Switch     |     | Local IT                                               |
| Cat5E Network Cable         |     | Local IT                                               |
| Power socket                |     | Local IT                                               |

## Network

- Local IT vendor will setup a Gigabit intranet connecting the Speaker Ready Room.
- 3 Cat5E cables will be provided to Questwork for connection of server and NAS.
- All computers in Speaker Ready Room will get auto IP address from DHCP server in Speaker Ready Room.

## Server

Questwork will setup the server and start the Speaker Ready Room System (SRRS). It will then visible by opening a browser to the server IP.

**URL** <http://192.168.99.10>

- Connect the server to the intranet (Cat5E x 1)
- Connect the NAS to the intranet (Cat5E x 2)
- Connect the server and NAS via USB QuickAccess
- Start both server and NAS
- Check to make sure the NAS "Web" folder is mounted
- Check to make sure the DHCP server on the NAS is enabled
- Check the SRRS to make sure the "ppt" folder is linked to the NAS
- Start the SRRS with admin login to start listening on 192.168.99.10 port 80
- Open the browser to test login to SRRS

# Upload Workstation

## Software

For the upload workstation, please make sure each of them have installed the following software.

| Software                                     | Remarks                                                                                                             |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Windows 7 Professional (English)             |                                                                                                                     |
| PowerPoint 2013                              |                                                                                                                     |
| latest Google Chrome browser                 |                                                                                                                     |
| Adobe Acrobat Reader                         |                                                                                                                     |
| Any software to play WMV, MOV and MP4 videos |                                                                                                                     |
| Any antivirus software                       |                                                                                                                     |
| session.exe                                  | Download <a href="#">here</a> . Unzip it and copy to c:\session\session.exe                                         |
| Poll Everywhere for PowerPoint               | <a href="https://www.poll everywhere.com/app/powerpoint/win">https://www.poll everywhere.com/app/powerpoint/win</a> |

## Disable the Trackpad

- Disable the Trackpad

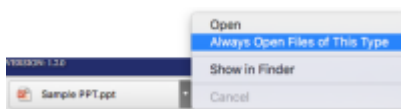
## Google Chrome Browser Settings

Change Google Chrome browser settings:

- Open Chrome Settings
  - On Startup
    - select “Open a specific page or set of pages.”
    - click “Set pages” link
      - set the Startup pages to <http://192.168.99.10>
  - Default browser
    - click button [Make Google Chrome the default browser]

## Google Chrome Download

- Change the default behaviour to “Always open” PowerPoint files



## Session.exe

- If installed correctly, double click a Powerpoint file on the local harddisk will open it in slideshow mode automatically.

## PollEverywhere Presenter plugin (not for speaker ready room)

- After installing the PollEverywhere Presenter plugin, it should have an additional button on top of the PowerPoint.
- If not, that means the installation is failed, please try to reinstall.



## Preparation Workstation



Please install the same software and setup as the "Upload Workstation" above.

### Additional Software

| Software                  | Remarks                 |
|---------------------------|-------------------------|
| Video Conversion software | recommended by local IT |

## Acceptance Test

We will test the equipment in the Speaker Ready Room as follows:

| Test                                                                                      | Result |
|-------------------------------------------------------------------------------------------|--------|
| All computer could get IP from DHCP server                                                |        |
| All computer could go online                                                              |        |
| All computer could open <a href="http://192.168.99.10">http://192.168.99.10</a> by Chrome |        |
| All computer could download and run the sample Powerpoint automatically                   |        |
| All computer could play the video inside the sample Powerpoint properly                   |        |
| All computer could upload the sample PowerPoint to SRRS                                   |        |

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