

# Speaker Ready Room Operation Manual

Below please find the operation manuals of the Speaker Ready Room System (SRRS) for two user roles:

- Helper
- Technician

## Helper

### Duties:

- \* to help Speaker to upload the presentation file to the server.
- \* to write "Note to operator", if need.

## Training Video

- [https://www.youtube.com/watch?v=-SAsnzzyv8s&list=PLr\\_utZPSrK\\_0u1gr1AOvGAwjRb5wGlvGZ](https://www.youtube.com/watch?v=-SAsnzzyv8s&list=PLr_utZPSrK_0u1gr1AOvGAwjRb5wGlvGZ)

## Upload the Presentation File

Please note that every time the speaker upload a file to the same topic, the new file will replace the previous one.

- Plug in the speaker's USB drive or download the file from internet.
- Open the Google Chrome browser and open SRRS URL.
- Login the SRRS with speaker's last name (case insensitive) and registration code. You could find both on Speaker's badge.
- On top-right will display the speaker's name.
- After login, click the [Speaker Ready Room] button on top menu.
- On the right will display a topic list of this speaker.
  - Find the specific topic and click the [Choose File] button and select the file from speaker's USB drive.
  - It will display the progress during upload. After it is finished, click the [Review] button to review the presentation file.
  - If need, repeat the above 2 steps to upload another presentation file.
- When it is done, click the top-right dropdown [Logout] button to logout.
- Unplug the speaker's USB drive, if need.

## Write "Note to operator"

If the speaker has special request to the session room, such as using his/her own computer for presentation. Instead of uploading the file, you should write a note to the operator.

- Login the SRRS with speaker's account as usual.
- Find the specific topic from the topic list.

- Click the [Note] button on top of the topic.
- Enter the note in the popup window and then click [Save] button.
- The [Note] button should change to “Yellow” color.
- Logout the speaker's account.

## Technician

### Duties:

- \* To convert video or edit video
- \* To embed video inside the PowerPoint presentation file
- \* To edit the PowerPoint presentation file
- \* To convert Mac Keynote to PowerPoint presentation file

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Last update: 2017/02/26 00:33

