

Session Room Setup

Please setup the Session Room as follows. A Control Panel should be setup to host all IT equipment.

Logistics Items

| Item | Qty | Remarks |
|-------------------------|-----|----------|
| Notebook | 2 | Local IT |
| Remote clicker | 1 | Local IT |
| Laser Pointer | 1 | Local IT |
| Video Switch | 1 | Local IT |
| Gigabit Ethernet Switch | 1 | Local IT |
| Cat5E Network Cable | | Local IT |

Network

- Local IT vendor will setup a Gigabit intranet connecting the two Notebooks in the Session Room.
- The notebook could open the Speaker Ready Room System at <http://192.168.88.10>
- All computers in Session Room will get auto IP address from DHCP server in Speaker Ready Room.

Workstation

Software

For the 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 here . Unzip it and copy to c:\session\session.exe |
| Poll Everywhere for PowerPoint | https://www.polleverywhere.com/app/powerpoint/win |

Google Chrome Browser Settings

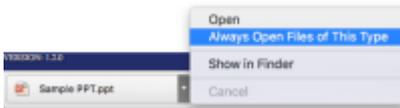
Change Google Chrome browser settings:

- Open Chrome Settings
 - On Startup
 - select "Open a specific page or set of pages."
 - click "Set pages" link

- set the Startup pages to <http://192.168.88.10>
- 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

- 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.



Acceptance Test

We will test the equipment in the Session Room as follows:

| Test | Result |
|---|--------|
| All computer could get IP from DHCP server | |
| Each computer screen could be displayed via projector | |
| All computer could open http://192.168.88.10 by Chrome | |
| All computer could download and run the sample Powerpoint automatically | |
| All computer could play the video inside the sample Powerpoint properly | |

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