

# 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 <a href="#">here</a> . Unzip it and copy to c:\session\session.exe
Poll Everywhere for PowerPoint	<a href="https://www.polleverywhere.com/app/powerpoint/win">https://www.polleverywhere.com/app/powerpoint/win</a>
<b>Google Chrome Browser Settings</b>	

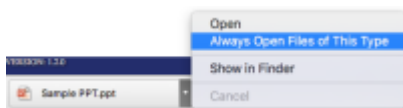
Change Google Chrome browser settings:

- 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

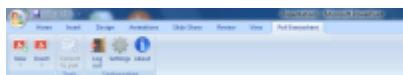


### Session.exe

- 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 <a href="http://192.168.88.10">http://192.168.88.10</a> by Chrome	
All computer could download and run the sample Powerpoint automatically	
All computer could play the video inside the sample Powerpoint properly	

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