

Speaker Ready Room Setup

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

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.

Waiting area

Waiting area must be near the entrance. One helper is required to address the incoming speaker.

Preparation area

Preparation area is for speakers to do their own work. No helper is required.

Please provide internet and electric socket for speakers to use.

Upload area

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

Disable the Trackpad

- Disable the Trackpad

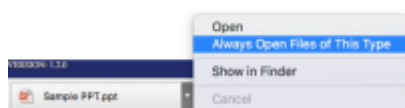
Google Chrome Browser Settings

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

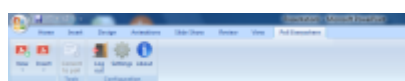


Session.exe

- 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.



Technical area



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

Additional Software

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

Server area

Server area is restricted to Questwork's personnel.

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 (subject to change each time depends on network settings) |
|------------|---|

- 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

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 http://192.168.99.10 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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