



# VBrick VBPresenter PowerPoint Add-In

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VBPresenter 3.0  
User Guide



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12 Beaumont Road  
Wallingford, Connecticut 06492, USA  
[www.VBrick.com](http://www.VBrick.com)

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## About VBrick Systems

Founded in 1997, VBrick Systems, an ISO 9001 certified vendor, is a privately held company that has enjoyed rapid growth by helping our customers successfully introduce mission critical video applications across their enterprise networks. Since our founding, VBrick has been setting the standard for quality, performance and innovation in the delivery of live and stored video over IP networks—LANs, WANs and the Internet. With thousands of video appliances installed world-wide, VBrick is the recognized leader in reliable, high-performance, easy-to-use networked video solutions.

VBrick is an active participant in the development of industry standards and continues to play an influential role in the Internet Streaming Media Alliance (ISMA), the MPEG Industry Forum, and Internet2. In 1998 VBrick invented and shipped the world's first MPEG Video Network Appliance designed to provide affordable DVD-quality video across the network. Since then, VBrick's video solutions have grown to include Video on Demand, Management, Security and Access Control, Scheduling, and Rich Media Integration. VBrick solutions are successfully supporting a broad variety of applications including distance learning and training, conferencing and remote office communications, security, process monitoring, traffic monitoring, business and news feeds to the desktop, webcasting, corporate communications, collaboration, command and control, and telemedicine. VBrick serves customers in education, government, healthcare, and financial services markets among others.

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# Preface

This **VBPresenter User Guide** is written for anyone who will be using or evaluating VBPresenter. VBPresenter is an add-in for Microsoft PowerPoint that lets you create and record live multimedia presentations using the standard Microsoft PowerPoint application that is included with the current versions (at this writing) of Microsoft Office. VBPresenter is created and supported by VBrick. If you have VBrick WM (Windows Media) on your network, VBPresenter can add streaming video to your multimedia PowerPoint presentations in a matter of minutes.

VBPresenter v2.x works with VBrick's WM or MPEG-4 appliances and uses the Windows Media Player interface. *VBPresenter v3.0 supports VBrick WM video only.* It delivers an advanced interactive viewer interface using Microsoft's Silverlight technology.

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**Note** VBPresenter v3.0 requires VBDNA v4.2 or above for direct streaming from a WM appliance to viewers. Earlier versions of firmware are acceptable when streaming via a service or from a Windows Media Server.

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## Organization

<u>Getting Started</u>	Explains how to install and configure the add-in. It also describes how to choose a web server and how to configure the add-in with an external configuration file.
<u>Using VBPresenter</u>	Explains how to use VBPresenter functionality to provide live streaming video with your PowerPoint presentations.
<u>Best Practices</u>	Explains some of the techniques you can use to create effective presentations including managing bandwidth and guidelines for your PowerPoint presentations.
<u>VBPresenter with MCS</u>	Explains how to use VBPresenter with VBrick's MCS Portal Server.
<u>Troubleshooting</u>	Provides answers to common problems and frequently asked questions about VBPresenter configuration and usage.

## Getting Help

**If you need help, or more information about any topic, use the online help system.** The online help is cross-referenced and searchable and can usually find the information you need in a few seconds. Use the tree controls in the left pane to open documents and the up and down arrows in the right pane to page through them. *Use the Search box to find specific information.* Simply enter one or more words in the box and press Enter. The search results will return pages that have all of the words you entered highlighted in yellow (Internet Explorer only). The Search box is not case-sensitive and does not recognize articles (a, an, or the), operators (+ and -), or quotation marks. You can narrow the search by *adding* words. If you can't find the information you need from the online help, or from your certified VBrick reseller, you can contact VBrick Support Services on the web. Support Services will make

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every effort to answer your technical questions in 24 business hours or less. Note that all VBrick product documentation is posted on the web at [www.vbrick.com/documentation](http://www.vbrick.com/documentation)

## Font Conventions

**Arial bold** is used to describe dialog boxes and menu choices, for example: **Start > All Programs > VBrick**

Green Courier fixed-width font is used for code elements (C++, HTML) as well as filenames, directories, etc.

Black Courier fixed-width font is used to indicate user input in keyboard commands, scripts, etc.

Folder names and user examples are displayed in this sans serif font.

Folder names and user input are displayed in this bold sans serif font.

*Italics are used to emphasize specific words or phrases.*

## Printer-Friendly

Click on the link below to print a hard copy of this document in printer-friendly format. For best viewing, open and resize the document using the magnification box at the bottom of the Acrobat Reader window.

[VBPresenter User Guide](#)

[VBPresenter Release Notes](#)



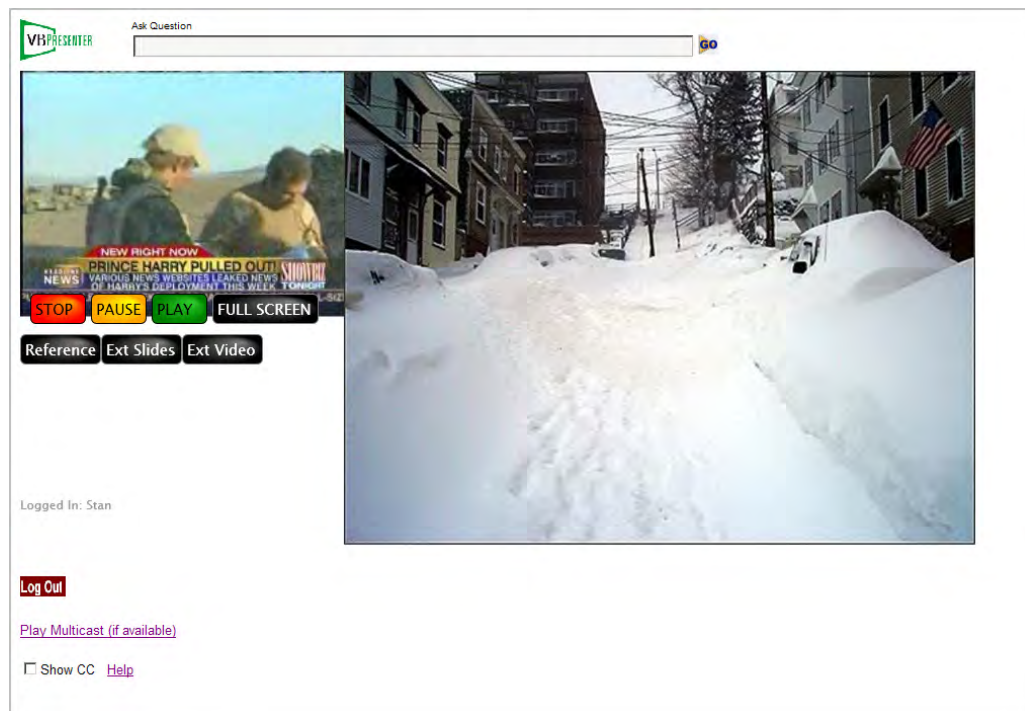
## Getting Started

### Topics in this chapter

Overview .....	1
Software Installation .....	3
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### Overview

The VBPresenter PowerPoint Add-In is used to give and record live multimedia presentations using conventional Microsoft PowerPoint. It operates in both PowerPoint **Normal** view and **Slide Show** view. The add-in converts your current PowerPoint presentation, uploads it and specially formatted viewing pages to your web server, and communicates with a target VBrick Windows Media appliance. This means viewers can see your live video, hear your live audio, and watch your live fully synchronized PowerPoint slides and web pages. During a live presentation, your audience may ask you questions via the [Asking Questions](#) feature.



**Figure 1.** VBPresenter Recorded Presentation

The add-in generates two viewing pages, one for conventional Internet viewing (unicast) and one for local viewing in an enterprise network (multicast). The system allows a presenter to

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reach thousands of local viewers without excessive wide area network bandwidth usage, and also reach a world-wide Internet audience. You can use a VBrick Reflector, a Windows Media server or a hosting service to replicate the VBPresenter video feed for remote viewers. Hosting services are available from VBrick partner PowerStream and other vendors.

An important innovation with this add-in tool is that PowerPoint operates normally while it communicates with your VBrick and manages the online presentation process. Presenters who are already familiar with PowerPoint need not change their normal behavior. In PowerPoint **Normal** view, the add-in keeps perfect synchronization with your VBrick audio/video, but also allows you to receive live questions from your audience via built-in "instant messages." In a presentation venue, you can connect a projector to your computer to show your PowerPoint material to your audience normally. The add-in tool bar is not visible during PowerPoint **Slide Show** mode, but it silently controls your live presentation online. The add-in software will record your live VBrick WM presentation and publish it on your web server for instant on-demand viewing.

## Viewing Pages

The viewing page for *live* presentations displays the **Ask Question** dialog, while the same page for viewing *stored* presentations displays a **Navigate** button that enables thumbnail image viewing and selection. The viewing page also provides an option for viewing closed captions (if they are available). Clicking on the slide image or the video smoothly swaps and expands one or the other. Mousing over the slide or the video will display (or hide) the control buttons. When the video is expanded, the buttons may be hidden: click on the slide to reduce the video and expose the buttons.

**Stop** and **Play** are always available; **Pause** is only functional for stored video. The **Reference** button displays any uploaded reference material via a popup window. The **Full Screen** button opens the video/slide in full screen mode. Clicking on the screen will swap which one is full screen and which one is shown as an insert in the upper-left corner of the viewer's screen. The **Ext Video** button launches a popup resizable video viewer using Windows Media Player (Windows PCs only). The external player has a slide bar for granular navigation of stored presentations.

The **Ext Slides** button launches a popup resizable slide viewer. Both the **Ext Video** and **Ext Slide** viewers maintain synchronization with the viewing page and with each other. The external viewers are particularly useful for dual-screen monitor setups because you can drag the video to one screen and the slides to another. The **Navigate** button displays the slides used in the presentation. Clicking on any slide will cause the video to play at the position where the presenter showed it.

## Viewing Page Addresses

The home page for presentations is <http://yourServer/yourAccount/index.asp>. This page displays **Click To View Live Presentation - [PowerPoint Name]** whenever you are online. This link is not shown when you are offline. You can also navigate to your viewing page using <http://yourServer/yourAccount/PowerPoint Name> or by using the link shown in VBPresenter after uploading your live or stored presentation. When you publish a recorded presentation, it will be listed on the primary viewing page with an image of your first slide, the title, and the upload date. You can sort the list by clicking on the column heading.



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## About Logins and Passwords

Viewers of live presentations are asked to login. This establishes their identity so that the presenter knows who is viewing and who is asking questions. Viewers of *recorded* presentations are not asked to login. When uploading a new presentation, the presenter may assign a password. This password must be entered correctly by anyone wishing to view the presentation.

When uploading (that is "publishing") a recorded presentation, the presenter may assign a password. This password may be different from the one used for a live presentation. This password must be entered correctly by potential viewers. Thus you have a reasonable assurance that if you publish recorded presentations, they cannot be viewed by unauthorized viewers even though they are listed on the home page.

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**Note** When using VBPresenter with the MCS Portal Server, passwords are not used for presentations. Instead the Portal Server access control system is used to prevent unauthorized access.

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## Managing Presentations

You can manage presentations by navigating to the VBPresenter Setup window and selecting **Manage** on your web server. Simply delete any folder you no longer wish to retain (the folder name is always the name of the original PowerPoint file). Note that within each folder, there may be the following files:

- **Live.txt** – tells the home page that this is the current live presentation. If you fail to select **Offline**, this file will remain on the server and you can manually delete it (or simply open that presentation again and select **Offline**).
- **Recorded.txt** – tells the home page to list this presentation. If you wish to retain a recorded presentation but not list it on the home page, simply delete this file.

## Software Installation

It only takes a few minutes to install VBPresenter. Before installing VBPresenter, close PowerPoint and remove any previous instances of VBPresenter using **Add or Remove Programs** on the **Control Panel**. Note that if you have previously defined configuration files created with the VBPresenter Admin tool, they are automatically saved when you upgrade.

▼ To install VBPresenter:

1. Insert the VBPresenter Product CD in your computer.
2. Navigate to the "VBPresenter Software" page, double-click on the setup program, and follow the online instructions. Click **Finish** when done.
3. After running the setup program, open PowerPoint and verify that the VBPresenter toolbar (see below) is present. If not, go to **View > Toolbars** and select **VBrick VBPresenter**.
4. If prompted by PowerPoint, select **Enable Macros** and **Initialize ActiveX** controls.

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**Note** Macintosh viewers must install Windows Media Player in order to view WM presentations in Safari or Firefox.





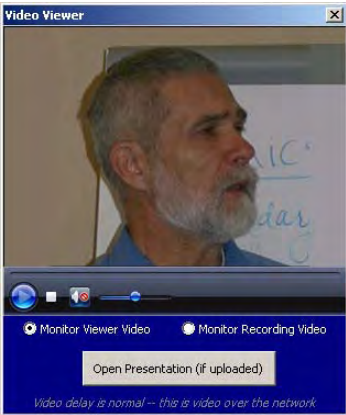






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## VBPresenter Toolbar

When the add-in is installed, it will show up as a new PowerPoint toolbar. By default, the **VBrick VBPresenter** toolbar will be loaded automatically each time you open PowerPoint. You can dock or undock the toolbar by simply dragging it to the desired location. Mouse over any tool to see the tool tip text. VBPresenter functionality is explained in more detail in [Using VBPresenter Tools](#) on page 23.



**Table 1.** VBPresenter Tools

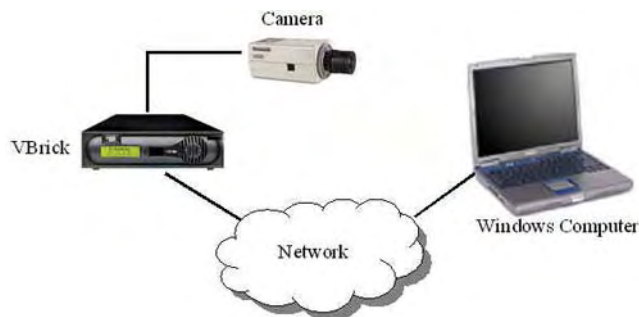
Icon	Description
	Launches VBPresenter Setup window.
	Uploads the current PowerPoint presentation to the specified web server
	Sends a pre-formatted email message that you can use to launch a presentation. It includes a unicast URL and a multicast URL.
	Use to monitor the video being viewed or recorded, or to open the current presentation. When you monitor the video being recorded, it is low delay <i>without</i> audio.
	
	Set the VBPresenter to <b>LIVE ONLINE</b> or <b>OFFLINE</b> .
	This icon is displayed only when VBPresenter is <b>LIVE ONLINE</b> .
	Set recording to <b>START</b> or <b>STOP</b> .
	This icon is displayed only when a recording is in progress.
	Show web page and conduct guided web browsing.
	Conduct audience polling.

Icon	Description
	Show VBPresenter login status and audience questions by opening a browser. The presenter can view audience questions in real time.
	Send text messages to viewers. Useful for start-up banners (for example "The next presentation will begin at 2:00 P.M.")
	Publish your recorded presentation to web server.
	Add References. Make PDFs, Word documents, PowerPoint presentations, etc. available to your viewers.
	Manage Presentations. This allows you to select and launch presentations or delete presentations.
<b>Video Input</b>	Video 1 or Video 2. Switch between dual video inputs. These inputs can have user-friendly names configured on setup page.
	Online help (this user guide in online HTML format).

## VBPresenter Configuration

### Hardware Configuration

A typical VBPresenter setup is illustrated below in Figure 3. There is a person using PowerPoint to give a presentation. A camera and microphone is connected to a VBrick and the camera and microphone is aimed at the person giving the presentation. Because everything is connected to the network, physical proximity is not important. The video source and the presenter can be virtually anywhere. Also, note that the video source may be a VCR or camcorder, allowing you to add multimedia to a previously recorded video. Of course, your video source may be a pre-existing room "A/V System." A significant advantage over other systems is that everything happens over the IP network, whether it is wired or wireless. There is no tether to legacy analog VGA cables. This means that you can use your laptop with wireless connectivity to your network. See [Typical Configurations](#) on page 37 for other possibilities.



**Figure 2.** Typical VBPresenter Hardware Setup

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## Software Configuration

In order to create a presentation with VBPresenter, you must configure a web server that will host your PowerPoint slides and a video source from which your audience will view the video. The possible options are shown in Table 2 below.

**Table 2.** Web Server and Video Viewing Options

Web Server		<ul style="list-style-type: none"><li>• Windows web server, e.g. Internet Information Services (IIS).</li><li>• VBrick (MCS) Portal Server †</li></ul>
Video Viewing	Live	<ul style="list-style-type: none"><li>• View video from a VBrick using internal multicast.</li><li>• View video from a reflector using external unicast.</li><li>• View video from a VBrick or a reflector via MCS.</li></ul>
	Stored	<ul style="list-style-type: none"><li>• View video from a streaming server.</li><li>• View video via progressive download from a Windows web server.</li><li>• View video from MCS using the Portal Server as a progressive download web server.</li></ul>

† See [VBPresenter with MCS](#) on page 39 for more about Portal Server configuration.

## VBPresenter Setup Window

Click on the setup icon to launch the setup window shown below. Use this window to enter the details about your web server and your VBrick appliance. **Mouseover any field to see a helpful tooltip for that item.** The requirements for each entry are explained in the table below; see [Configuring a Web Server](#) on page 12 for more information about configuring your specific web server. When you open the VBPresenter Setup Window, the configuration file `config.vb1` is opened by default. Use the **Load** button to select a different configuration file.

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**Note** The VBPresenter setup window is *sticky*. This means your entries are preserved when you close the setup window as long as you don't exit PowerPoint.

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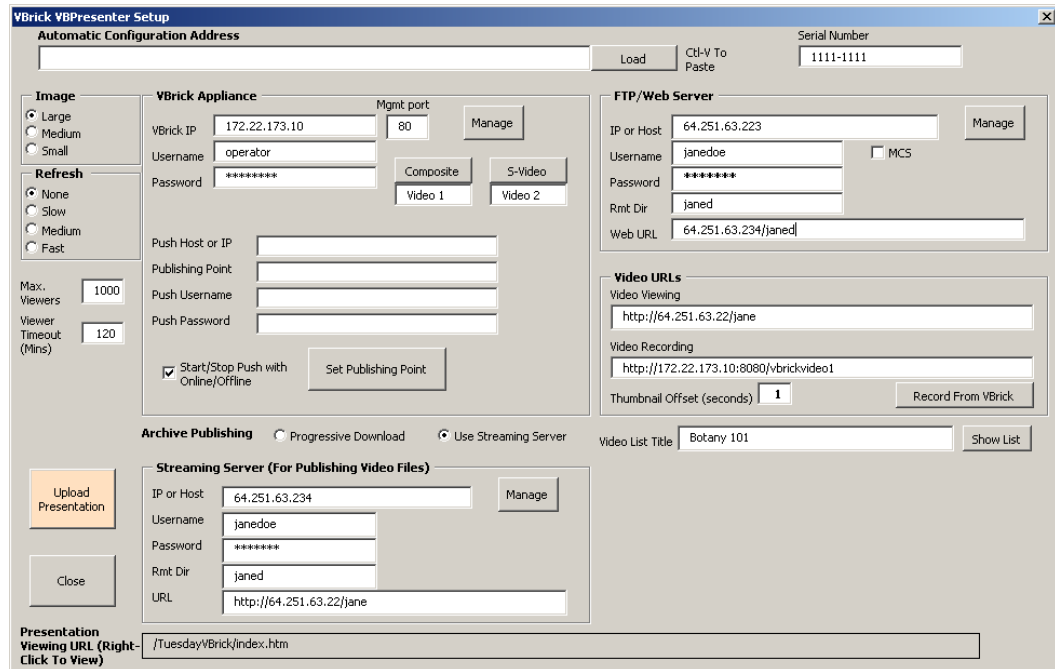


Figure 3. VBPresenter Setup Window

Automatic Configuration Address	
Automatic Configuration Address	Use as directed by VBrick Support Services only. Enter the fully-qualified URL to a configuration file (supplied by VBrick Support Services) and click <b>Load</b> . This will enter all needed settings for conducting a webcast via the public Internet, except for your local VBrick IP address. Enter your local VBrick IP address, username, and password then click <b>Set Publishing Point</b> .
Serial Number	Enter the provided VBrick serial number and click <b>Set</b> . VBPresenter installations without a serial number are not eligible for support from VBrick. Once set, this entry cannot be changed.
VBrick Appliance	
VBrick IP	Enter the VBrick host name or IP address. This is the VBrick Windows Media appliance (Slot 1 only). Use the <b>Manage</b> button to modify appliance settings. If VBPresenter is <b>LIVE ONLINE</b> , be sure to go <b>OFFLINE</b> before editing the appliance settings in IWS.
Username	Enter the username of the VBrick (default is <b>operator</b> ).
Password	Enter the password of the VBrick (default is <b>operator</b> ).
Mgmt Port	Enter the http management port of the VBrick. (The default is <b>80</b> but this is often changed to <b>8080</b> to allow the VBrick to stream video on port <b>80</b> .)

Composite/S-Video	Sets the video input on the VBrick to <b>Video1</b> (Composite) or <b>Video2</b> (S-Video). This lets you switch back and forth between two cameras or other video sources. You can enter a value in each field, e.g. <b>Camera</b> and <b>Document</b> , to help you remember which is which.
Push Host or IP	DNS server name or IP address of push destination. Include the port number if the number is not port 80, for example: <b>ip:port</b> If entering HTTP Push information, press <b>Set Publishing Point</b> when done. This populates the Encoder > Push page on the WM appliance with these values.
Publishing Point	Sets the name of the publishing point on the WM appliance to accept the push.
Push Username	Local user name or domain/active directory user name
Push Password	Password associated with the Username
Start/Stop Push with Online/Offline	Enables a push on the encoder when going on or offline in VBPresenter. When pushed will write content in the Push Host or IP, Publishing Point, Push Username, Push Password to the WM VBrick.
<b>Archive Publishing</b>	
Progressive Download	A standard web server to deliver the WM video stream via progressive download.
Use Streaming Server	Use the streaming media server defined below to deliver the video. The video is uploaded to this FTP account. When you publish a recorded presentation to a streaming server, the video file is uploaded to the server via FTP.
<b>Streaming Server</b>	
Streaming Server	Displayed when you select <b>Use Streaming Server</b> above.
IP or Host	This is the IP address or host name of the streaming server to which you will upload your presentation. Enter the IP address or Host Name of the server. Do not enter "HTTP://" and do not enter subdirectory. The FTP account should place you into the target directory when you log in.
Username	Enter an account username on the streaming server.
Password	Enter an account password on the streaming server.
Rmt Dir	Enter the remote directory for your video. Typically this is the same as your username but you may have a special folder assigned for your presentations.
URL	The URL is the base fully-qualified URL for viewing a .wmv video. For example, if you upload <b>myvideo.wmv</b> to <b>foo/myvideo</b> , then enter <b>http://foo/myfoo</b> , VBPresenter will append <b>myvideo.wmv</b> to this URL.
<b>FTP/Web Server</b>	

IP or Host	This is the FTP/web server to which you will upload your presentation. Enter the IP address or host name of the server. Do not enter "FTP://" and do not enter a subdirectory. The FTP account should place you into the target directory when you log in. Use the <b>Manage</b> button to open an FTP window (via Internet Explorer) to the server. For MCS, enter the IP address or host name of the Portal Server. See <a href="#">Configuring a Web Server</a> on page 12 for more about configuring a web server.
Username	Enter the FTP account username.
Password	Enter the FTP account password.
Rmt Dir	Enter the remote FTP directory. Typically this is the same as your username but if you are using your corporate web server, you may have a special folder assigned for your presentations.
Web URL	Enter the URL for viewing content via HTTP from your server. This is normally the same as the IP address or host name plus "/" plus your Remote Directory, but may be a WWW address. Some server accounts (e.g. PowerStream) use a different server for upload than for publishing. See <a href="#">Troubleshooting</a> on page 47 if you need help. If web server is a VBrick MCS, set the URL to <a href="http://MCSIPAddress/Presentations/server">http://MCSIPAddress/Presentations/server</a> Right: <a href="http://servername/username">http://servername/username</a> Wrong: <a href="http://servername/username/">http://servername/username/</a>
MCS	Check this box if your images will be uploaded to a VBrick Media Control Server (i.e. the MCS Portal Server). This displays the <b>MCS Program Name</b> field. The program name is the actual text that will be displayed on the <b>Live Broadcasts</b> page when you access this stream from MCS. See "Global Settings" in the <i>Portal Server Admin Guide</i> for more about program names.
MCS Program Name	This is the title that will be displayed on the <b>Live Broadcasts</b> page during a live Portal Server presentation. See "Global Settings" in the <i>Portal Server Admin Guide</i> for more about program names.
<b>Video URLs</b>	
Video Viewing	Enter the video URL for viewing live video. This is typically the URL from a WM reflector or service. This can also be the http address of the WM appliance video stream (e.g. <a href="http://vbrickip:port/streamname">http://vbrickip:port/streamname</a> ). See <a href="#">Selecting a Video Viewing URL</a> below for more information.

Video Recording	Enter the video URL for recording. This is typically the VBrick appliance streaming server. Press <b>Record from VBrick</b> to enter this URL automatically (this populates the field with the HTTP URL of VBrick Slot1). This is commonly the same as the above <b>Video Viewing</b> URL. However, if you are using a reflector server or using multicast, you may have a better recording result by recording directly from the VBrick rather than the URL used by your viewers. To record directly from your VBrick, enter: <a href="http://VBrickIpAddress:port/streamname">http://VBrickIpAddress:port/streamname</a> , (for example <a href="http://192.168.1.10:8080/vbrickvideo1">http://192.168.1.10:8080/vbrickvideo1</a> ). For multicast, enter <a href="http://VBrickIpAddress/vbs1multi.nsc">http://VBrickIpAddress/vbs1multi.nsc</a>
Thumbnail Offset (sec)	Recorded presentations only. Sets the number of seconds that the video should start early when a viewer selects a navigation thumbnail slide. This is useful for improving the viewer experience depending on the style of the presenter.
Video List Title	VBPresenter automatically creates a master viewing page for your live and stored video. This web page is uploaded to your server and is named <a href="#">/index.asp</a> . Enter the title you wish to use for this page and click <b>Show List</b> to launch the page. You can copy the URL from your browser address bar for future reference.
<b>Other</b>	
Image Size	Adjusts the size ( <b>Small</b> , <b>Medium</b> , or <b>Large</b> ) of the PowerPoint slides shown in the VBPresenter window. Normally, you use <b>Medium</b> . In general, larger images take more space but provide better image quality. However they can be slower to load if you have too many live viewers.
Refresh	If a viewer is joining a live presentation, the first slide may not be displayed until the presenter actually clicks on a new slide. Use this feature to refresh the window and display a slide for new users. Default = Slow. Set to <b>Slow</b> , <b>Medium</b> , <b>Fast</b> , or <b>None</b> which will refresh the slides every 120, 60, or 30 seconds, or never.
Max Viewers	Sets the maximum number of live viewers allowed to login to your presentation. Default = 1000. You may want to adjust this value if you have limited bandwidth.
Viewer Timeout (sec)	This sets the maximum number of minutes during which a viewer may ask questions. It also operates as a mechanism to remove viewers from the list if they do not logout normally (for example during a power loss). A live presentation session will automatically timeout when it exceeds this value. Default = 7200 sec (120 min).
Upload Presentation	Uploads your PowerPoint slides to the web server specified above.
Close	Closes the VBPresenter Setup window and saves your changes.

## Selecting a Video Viewing URL

The video URL is the URL where your audience will view your live video, or the URL used to record your presentation. There are several possible choices, depending on your



configuration. When in doubt, open Windows Media Player and type in the proposed URL to be sure you can view the video.

Appliance Type	Viewing URL
Windows Media	<ul style="list-style-type: none"> <li>• <a href="http://vbrickIpAddress:8080/streamname">http://vbrickIpAddress:8080/streamname</a> – direct viewing from the VBrick appliance.</li> <li>• <a href="rtsp://">rtsp://</a> or <a href="http://reflectorIpAddress/publishingpoint">http://reflectorIpAddress/publishingpoint</a> – used when the VBrick is pushing video to a reflector server and viewers view the video from the reflector server</li> </ul>

## VBrick Appliance Configuration

Set up your VBrick WM appliance normally and make sure you have **Meta Data** enabled (in IWS, go to **Configuration: > Encoder > Video**). The **Meta Data** option must always be enabled when using VBPresenter and a WM appliance. You may also need to enable **Closed Caption and Metadata** in three places: on the **Configuration: Encoder > Multicast, Server, and Push** pages. The three **Closed Caption and Metadata** options may be important depending on how the VBPresenter viewers are receiving the stream. If they are watching via multicast, then the metadata enable on the **Multicast** page is important. If they are watching via RTSP and/or HTTP directly from the VBrick, the metadata enable on the **Server** page is important. If they are viewing the presentation from a server reflecting a push from the VBrick (for example with PowerStream), the metadata enable on the **Push** page is important. You may want to enable all of these options just in case.

If you are sending to a public Internet audience, you will want to keep your streaming bandwidth within reach of your intended audience. In most cases, this is in the 100–500 Kbps range. If you are using multicast, you might wish to disable the **Announce SAP** feature so that viewing occurs only via your presentation viewing page. Generally, once your VBrick is set up such that your intended viewers can see your video on their computer via a player (for example VBrick StreamPlayer or Windows Media Player), you have done what is needed to give your presentation.

---

**Note** If you purchased the VBrick webcasting kit, a camera with a microphone was included. To use a different audio source, you may need a microphone pre-amplifier, a wireless microphone with live level audio out, or a room audio system.

---

## VBrick Reflector Configuration

VBrick has partnering agreements in place with web hosting service providers for prepaid web hosting for a limited, trial period. If you are using such a service provider for your video, they will provide the values to use when configuring the VBrick appliance. These values are generally case-sensitive and must be entered carefully. If you are using a reflector (e.g. PowerStream, your own WM server, a VBrick Reflector), you must set up HTTP push on your VBrick appliance. After logging in to your appliance, go to **Configuration: Encoder > Push**. Then enter the server IP address or hostname, the publishing point, username and password. In this configuration, the VBrick will send your video to the reflector server.

The **Video Viewing URL** in the VBPresenter setup window is used to view the live video. This viewing URL is the URL of the reflector—*not* the URL of the VBrick appliance. If you are viewing from a reflector, the URL is provided by your service provider or is the address of your reflector, for example <http://serverIp:port/streamname>. See [Using a Reflector Server](#) on page 38 for more about reflecting.

---

## Configuring a Web Server

This section explains how to configure an FTP/Web Server for VBPresenter. When using this section, you may wish to refer to the [VBPresenter Setup Window](#) on page 6 for more about specific parameters. *You need a web server to host your PowerPoint slides and web pages.* The VBPresenter PowerPoint add-in works with Microsoft IIS and VBrick MCS. The [Audience Poll](#) feature uses ASP technology and works only with IIS. (Your IIS web server account must allow read/write for Internet users. If you do not set permissions properly, or if you do not host on a server that supports ASP, audience questions and login status reporting will not work and your viewers will receive a "page not found" 404-type error when they submit a question.) As shown in Table 3 and explained in more detail on the following pages, you can use any of the following as a web server for VBPresenter.

**Table 3.** Supported Web Server

Server Type	Description	Supported Appliances
IIS	Use Internet Information Services (available in all versions of Windows Server 2003) as a web server.	WM
MCS	See <a href="#">VBPresenter with MCS</a> on page 39.	WM

---

**Note** The web server must be a standard Microsoft IIS web server that is configured to run ASP. The web server account used by VBPresenter should be a "virtual FTP account." If you need help, contact your web server administrator. You simply need a FTP account such that web pages placed in this account are visible as web pages from the server, that ASP is running, and that the FTP account has full read/write privileges.

---

## Using IIS as a Web Server

In a typical VBPresenter scenario, a user site may have a Windows Media Server (as a reflector), a WM VBrick encoder appliance, and VBPresenter to give rich media presentations. For an existing web server, you simply need a FTP account such that when you log in and upload files, those files can be accessed via http. This is the most common configuration, and your FTP login should put you in the desired directory. For example, your web server might have a directory called "mydir". You might login to your server via FTP with username "mydir" and password "mypassword" which will automatically place you in the "mydir" directory. In this case, you will enter "mydir" as your username, "mypassword" as your password, and "mydir" as your remote dir in the VBPresenter setup. When you upload presentations, a new folder with the PowerPoint name will be created on your server. You can easily use your "personal home page" that is provided to most ISP subscribers. For any Microsoft web server you will need to set up a FTP account, username and password via Microsoft IIS.

### *Configuring IIS for VBPresenter*


Here is an example of how to configure IIS Version 6.0 (Windows Server 2003 Web Edition) as a web server for VBPresenter. You must create a user, a folder, and virtual directories as explained below. **The user, folder, and virtual directories must all have the same name.** Use any name you wish but they must be identical. This example uses **Presentations** for the user, folder, and virtual directory names.

---

**Note** When configuring an FTP account, the user name, the web and FTP virtual directory names, and the folder name where the uploaded presentations reside, must all have the same name. *The following IIS configuration procedure is the same for all versions of VBPresenter.*

---

- ▼ To configure IIS as a web server for VBPresenter on Windows Server 2003:
  1. Create a Windows folder where your presentations will be saved, typically **C:\Program Files\VBrick\Presentations**.
    - a. Right-click on the folder you just created and select **Sharing and Security**.
    - b. Click **Share this folder**, click **Permissions**, give **Everyone Full Control**, then click **Apply** and **OK**. (If the **Share Name** field is blank, type **Presentations**.)
    - c. On the **Web Sharing** tab, click **Share this folder**, and on the next window (click **Edit Properties** if necessary) click **Read, Write, and Execute (includes scripts)**. Then click **OK** and **OK** to exit.
  2. Add a new user with Computer Management.
    - a. Go to **Start > Control Panel > Administrative Tools > Computer Management**.
    - b. Click **Local Users and Groups**.
    - c. Right-click on **Users** and select **New User**.

- 
- d. Create a user name (for example: **Presentations**) and set a password (for example: **password**). See note above: on Windows Server 2003, the user name must be the same name as the FTP virtual directory folder name.
  - e. Uncheck **User must change password at next logon** (recommended).
  - f. Check **User cannot change password** and **Password never expires** (recommended).
  - g. Click **Create** and then **Close**.
  - h. Select the **Users** folder and verify the new user was created.
3. Set the local path for the new user.
    - a. Right-click on user **Presentations** and select **Properties**.
    - b. On the **Profile** tab in the **Home folder**, set the **Local path** to the **Presentations** folder: for example: **C:\Program Files\VBrick\Presentations** and click **Apply** and **OK**.
  4. Create a virtual directory on the Default FTP Site in IIS.
    - a. Go to **Start > Administrative Tools > Internet Information Services (IIS) Manager**.
    - b. In left panel, double-click on **local computer** and then again on **FTP Sites**.
    - c. Right-click on **Default FTP Site** and select **New > Virtual Directory**.
    - d. Run the wizard and create new virtual directory called **Presentations**.
    - e. Set the path to **C:\Program Files\VBrick\Presentations** and click **Next**.
    - f. Set the permissions for this folder to **Read** and **Write**. Click **Next** and **Finish**.
    - g. Right-click on the newly created **Presentations** folder and select **Permissions**.
    - h. Click **Add**, type **Everyone** in the text box, and click **OK**.
    - i. Give **Read** and **Write** permissions to **Everyone** and click **OK**.
  5. Configure the Default Web Site.
    - a. In left panel double-click on **Web Sites**.
    - b. Right-click on **Default Web Site** and select **Properties**.
    - c. On **Directory Security** tab, edit **Authentication and access control**, check **Enable anonymous access**, and click **OK**.
    - d. On **Documents** tab, set **Enable default content page** to include **index.htm** and **index.asp** and click **OK**. (If prompted, click **OK**. Do not select **Inheritance Overrides**.)
    - e. Double-click on the **Default Web Site**, then right-click on the **Presentations** folder and select **Properties**.
    - f. On the **Virtual Directory** tab, set the **Local path** to **C:\Program Files\VBrick\Presentations**, then click **OK**. (Note that the folder name, e.g. **Presentations**, must match the user name created in Step 1 above.)
    - g. Right-click on **Presentations** and select **Properties**.
    - h. In the **Application name** field, click **Remove** and then **Create**.
    - i. In the **Execute permissions** field, select **Scripts only**. Then click **Apply** and **OK**.
    - j. Verify that the **Presentations** folder has an executable icon as shown below. If not, repeat Step 5.  **Presentations**.
    - k. In left panel, double-click on **local computer**, then double-click on **Web Service Extensions** and verify that **Active Server Pages** are **Allowed**.
  6. Close the window and you are finished configuring *IIS* for *VBPresenter*. As explained below, you will still need to configure *VBPresenter* for IIS.

Your goal is to set up an FTP account on the Windows server such that when a user enters the username/password, they are placed in a folder that is published by the web server. If you create a folder called `mystuff`, and place `mypage.htm` in the folder, then the page should be viewable on the network via `http://ipAddress/mystuff/mypage.htm`. Once setup, you will use this username/password and base URL (in this example, the base URL is `http://ipAddress/mystuff`) as the server URL in VBPresenter). If you record your presentation, you can place all of the files on the web server so that the WM stream will be delivered via HTTP progressive download.

### Configuring VBPresenter for IIS

The following window (Figure 4) shows how to configure VBPresenter to use the web server FTP account (`VBPresentations`) you defined above. Note that the **Username** and **Rmt Directory** have the same name.

Figure 4. Configuring VBPresenter for IIS



## Using VBPresenter

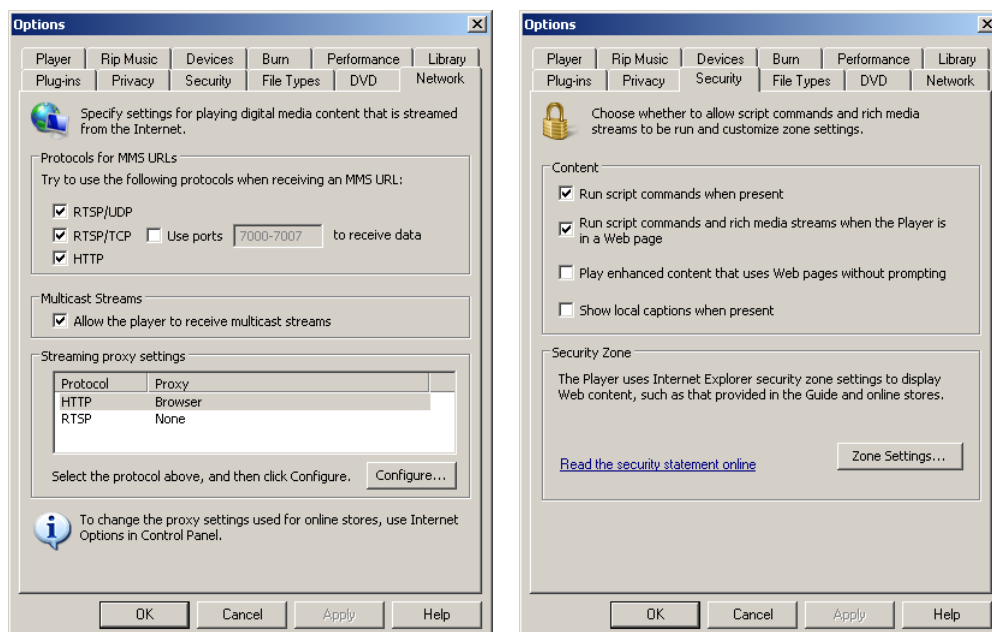
### Topics in this chapter

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### Before You Begin

#### Setting Windows Media Player Options

As explained in [Typical Configurations](#) on page 37, VBPresenter works with either unicast or multicast streams. Multicast streaming is primarily used in a Local Area Network or an enterprise environment. Multicasting is an efficient means of sending video over the LAN because the replication of the video stream is handled by the network equipment like routers and switches. Check with your network administrator to find out if your network is enabled for multicast. For a Windows Media multicast, the viewer *must* have certain multicast and security options enabled in their Windows Media Player. To set these options, go to **Tools > Options** and check that the **Network** and **Security** tabs are configured as shown below.



---

## Logging In

The login window is used to identify who is viewing your live presentation—it does not perform authentication or authorization. Note that you are not allowed to log in if the current number of users exceeds the value configured for **Max Viewers** in the setup program.



Log In

Your Name

Log In

Important: This presentation uses Microsoft Silverlight. If you do not already have this plugin installed, get it [here](#).

Please be sure your browser security setting allow popups, iframes, and access to data sources across domains.

## Presentation Title

The presentation title displayed in the VBPresenter viewer is derived from the first PowerPoint slide in the presentation—not from the file name. For example, the title "My Presentation" is derived from the Slide 1 text box. This is the Title Slide in the default PowerPoint template. Keep this title short (less than 50 characters) so that it does not extend beyond the video area of the VBPresenter page.

## Asking Questions

Live presentations only. Viewers can submit questions at any time during a presentation. Simply type in your question and click **Go**. Submitted questions are only seen by the presenter; this avoids "chat" among your viewers. See [Audience Questions](#) on page 27 for more about this feature.

## Viewing References

Presentations can include virtually any reference material. When creating a presentation, the author can select and upload reference material, for example PDFs, Word files, Excel spreadsheets, video files, Flash demos, etc. These reference materials are listed and can be viewed or downloaded by end users. This means you can use VBPresenter as a primary vehicle for training and information delivery. See [Add References](#) on page 30 for more about this feature.

## Password Protection

You are prompted to create a password for the presentation when you upload your slides. If you configure a password, all end users will be prompted for that password before they can view a presentation. This feature can help to protect private or sensitive information in a presentation but should be used with care. It provides a reasonably good measure of



protection but will not protect mission-critical information against determined hackers. For higher security you can password-enable the directory on your web server or you can use the permissions features available with MCS.

**Table 4.** Supported Features by Presentation Type

	Live Presentation	Recorded Presentation
Ask a Question	X	
Reference Material	X	X
View Thumbnails		X
Audience Polling	X	X
Resizable Video	X	X

## Uploading a Presentation

After you have created a PowerPoint presentation and are happy with the slides, the next step is to upload the presentation to your web server and go **LIVE ONLINE** in VBPresenter. This launches an online multimedia presentation with PowerPoint slides and live streaming video (see Figure 5). End users can view the presentation by clicking on an auto-generated URL contained in an e-mail or by using VBrick's MCS Portal Server.

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**Note** To avoid potential issues with browsers and hyperlinks, remove any leading or embedded spaces in your PowerPoint file name *before* uploading the presentation. Also avoid using animations, "builds," or other special effects. See [PowerPoint Guidelines](#) on page 36 for more information.

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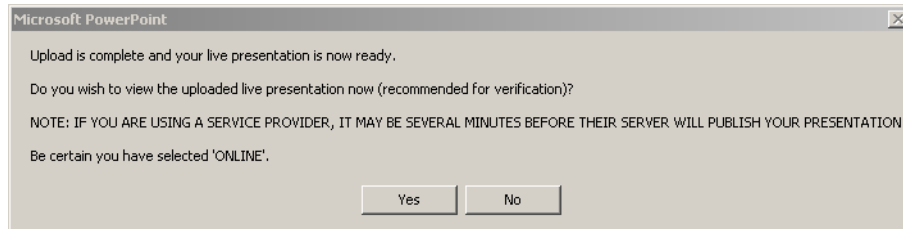
▼ To upload a presentation:

1. Open PowerPoint and launch the PowerPoint .ppt slide show you want to use in your presentation.
2. Optional. Click **Add References** to include related material.
3. Click **LIVE ONLINE** to launch the video stream.
4. Click **Upload Presentation** on the setup window to upload the slides to your configured web server.
5. Optional. Enter a password that end users must use to launch the presentation.
6. Optional. Verify that the upload was successful. See below [Verifying the Upload](#).
7. Click the e-mail icon to notify viewers they are invited to view a live multimedia presentation. Modify the e-mail to indicate when the presentation will begin.
8. Optional. If you are using MCS as a web server, the MCS Portal Server can be configured to display live presentations on the **Live Broadcasts** page or stored presentations (that have been recorded and published) on the **Video Library** page. See "Rich Media Presentations" the *Portal Server Admin Guide* for more about how to configure for this functionality.

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## Verifying the Upload

It is always a good practice to verify that your slides have uploaded successfully and your video is streaming from the VBrick. When an upload completes, you are prompted to view the uploaded presentation. Select **Yes** when prompted to view the uploaded live presentation.



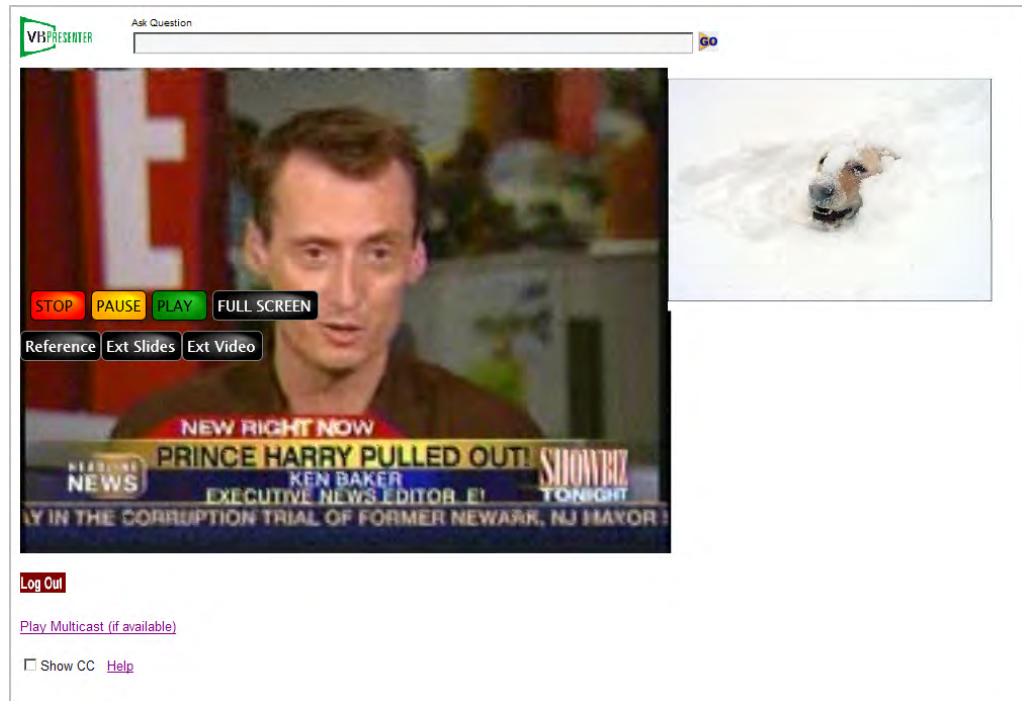
## Testing Your Presentation

It's always a good idea to test your audio, video, and slides locally before presenting to a live audience. This can help identify problems in advance and provide your viewers with an optimal viewing experience. For a successful presentation, there is no substitute for a thorough walk-through that can anticipate and address potential issues—particularly with your network. *The best way to test what your viewers will actually see and hear is to have someone view your presentation from a separate desktop using Internet Explorer.* This will test the presentation on your local network and/or over the public Internet if you are using a reflector. This method will provide a real-world test of your multimedia presentation in a simulated production environment.

 A simpler method is to self-test the audio and video using the **Video Viewer** icon on the VBPresenter toolbar. This is an easy way to check and adjust the audio and the video. When you click on the viewer, a preview window opens and you can check that you are properly framed and that the video is clear and sharp. To check or adjust the audio, unmute the sound on the viewer control panel and say a few words. Then wait for a few seconds (without speaking) until your voice is played back through the Windows Media Player. This is the audio your viewers will actually hear, and you can adjust your microphone as necessary until the audio quality is optimal. See [Delivering Effective Presentations](#) on page 35 for more about creating and delivering successful presentations.

## Viewing a Live Presentation

There are various ways to view a live recorded presentation. If you are using MCS as a web server, the presentation will be displayed on the **Live Broadcasts** page with a special icon. You can also notify your viewers via e-mail or other means to view your presentation URL. Remember, the URL is the URL of your server and account followed by **/PowerPoint** name. When the viewer clicks on, or enters the URL, a window similar to the following will appear. (Note that the **View Thumbnails** option is only shown on recorded presentations.) Your slides will appear on the right and your live video on the left. You can submit questions at any time during a live presentation.



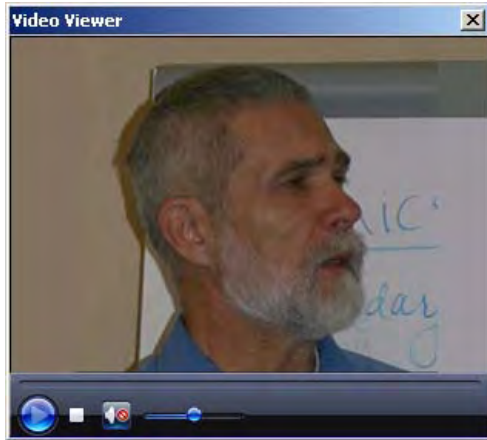
**Figure 5.** VBPresenter Live Presentation

▼ To view a live presentation:

1. Click on the hyperlink in the auto-generated e-mail.
2. Optional. If you are using an MCS Portal Server, launch a live presentation by clicking on any presentation available on the **Live Broadcasts** page.
3. Optional. Enter the presentation password. This must be provided by an administrator.
4. When the VBPresenter window opens, wait a few moments until buffering completes and the video begins to stream.
5. Note that the PowerPoint slides are only displayed when the slide changes. For this reason a new viewer may not see any slides until there is an auto-refresh or a new slide.

## Launching the External Viewer

Click on **Resizable Video** to launch the external viewer. This freezes the stream on the VBPresenter page and launches it in an external viewer window that you can resize or minimize. When you close the external viewer, the stream re-buffers and re-starts in VBPresenter.



**Figure 6.** Resizable Video Viewer

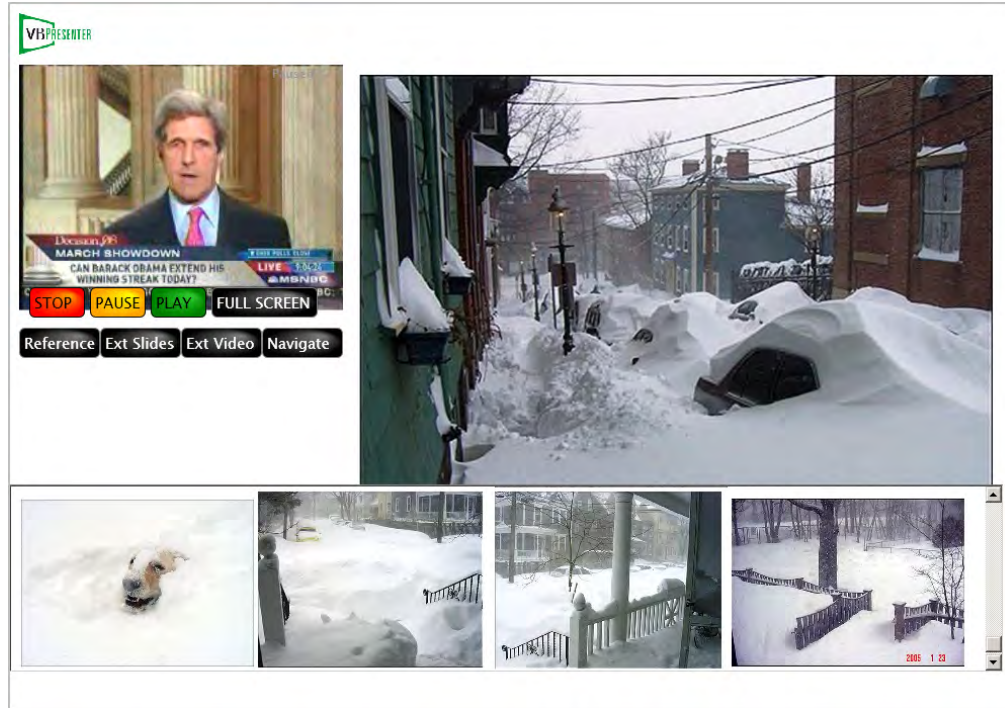
## Viewing a Recorded Presentation

Once published, there are various ways to view the recorded presentation. If you are using MCS as a web server, the presentation will be displayed on the **Video Library** page with a special icon. You can also view the recorded presentation from VBPresenter using the **Presentation Archive URL** (see [Publishing a Recorded Presentation](#) on page 32) that was assigned when it was uploaded. It can also be viewed from an automatic program list (see [Automatically Listing Recorded Presentations](#) on page 33). A recorded presentation is similar to a live presentation except that you can use the **NAVIGATE** feature (see below) to advance the video to any point in the presentation.

When first launched, the video is downloaded into the player buffer and the download progress is shown beneath the player controls. Once the download is complete, you can advance to any point in the presentation. **NAVIGATE** and **Download progress** are only shown when you are viewing a recorded presentation. Click **Resizable Slide Viewer** to open a popup window showing the current PowerPoint slide. Use this window to resize the slide for better viewing.

## Using a Streaming Server vs. Progressive Download

A streaming server is a dedicated device that responds to client requests in real time. Video from a streaming server is not downloaded to the Media Player—rather it is streamed and played at the same time. You should always use a streaming server for larger video files and/or when you expect more than a few viewers. Progressive download is a way of delivering video that involves caching and playing the downloaded portion of a file while the remainder of the download is still in progress. Progressive download is "bursty" and the viewing experience is generally considered sub-optimal compared with video from a streaming server.



**Figure 7.** VBPresenter Recorded Presentation

▼ To view a recorded presentation:

1. Paste the **Presentation Archive URL** into a browser.
2. Optional. If you are using an MCS Portal Server, launch a stored presentation by clicking on any presentation available on the **Video Library** page.

## Navigating a Presentation

The **NAVIGATE** button on the VBPresenter window is only displayed when you are viewing a pre-recorded presentation. After a stored presentation is downloaded to your machine, you can use this feature to quickly navigate to any point in the presentation.

## Using VBPresenter Tools

When giving a live presentation, navigate your presentation normally using a keyboard or a mouse, or enter PowerPoint **Slide Show** mode and advance your slides as you would normally. As you change slides, the audience will follow along and the video and slides will always be in sync. *You should generally avoid using a speaker phone during a live presentation.* Any normal delay introduced by reflector server will conflict with the audio from the speaker phone.


**Table 5.** VBPresenter Basic Functions

Function	Description
VBPresenter Setup	Use this window to enter configuration details about your web server and your VBrick appliance. Please review the requirements for each entry in the table below. Note: the setup option will not appear if the PowerPoint Add-In is configured by a <a href="#">config.txt</a> file

Function	Description
Upload Now	After setup, use this button to upload your presentation to your server. Depending on your connection speed and the size of your presentation, this may take several seconds or many minutes. If the presentation already exists, you will receive a warning. <i>Remember, everything is based on the PowerPoint file name.</i> If you want to keep a previously recorded presentation, you should use a different PowerPoint file name.
Send Email	Use this button to tell your audience how to tune in to a presentation. The e-mail automatically contains URLs for both Internet (unicast) viewers and local (multicast) viewers. You should edit the message to suit your needs (for example, include a presentation start time, and delete the multicast address if not being used).
Video Viewer	When you are online, press this button to view your live video stream. Depending on your VBrick type, configuration, and/or server setup, there may be a significant video delay. This self view feature allows you to ensure you are centered in the camera, have adequate lighting and audio levels, etc. Close the viewer when you are satisfied with your appearance—this is exactly what your audience will see.
Select	Select <b>ONLINE/OFFLINE</b> to turn streaming video on or off. Turn off when you are not doing an online presentation or when you want to change slides without showing them online.
Record	Select <b>START/STOP</b> to begin or end a recording. You must be online in order to record a presentation.
Show Web Page	This is the "Guided Web Browsing" feature. Type in a valid URL and click <b>Go</b> to launch a web page that replaces the current slide in VBPresenter. Close the window to return to the presentation.
Audience Poll	Use this feature to conduct a realtime multiple-choice audience poll (WM appliances only).
Show Questions	Opens a new window and shows all users who are currently logged in and any questions that have been submitted.
Send Message	Lets you send a text message, for example a startup banner, to anyone logging in to a presentation.
Publish Recorded Presentations	Use this function to publish your recorded presentation to your web server. The same URL that was used to view your live presentation is used to view your recorded presentation. Be careful not to upload a new presentation with the same name or you will overwrite the existing presentation.
Add References	When creating a presentation, the author can select and upload reference material, for example PDFs, Word files, Excel spreadsheets, video files, Flash demos, etc.

Function	Description
Video Input	Select <b>Video1</b> or <b>Video2</b> (or the configured name) during a live presentation to switch between <b>Composite</b> and <b>S-Video</b> . This means you can use two cameras during a presentation and switch between the primary camera and a secondary camera (or other video source).
Help	Use this function to display the online help.

## Video Viewer

 Click on the video camera icon to launch the internal video viewer. This is an easy way to check the video or to launch a presentation if your PowerPoint slides have already been uploaded. It is important to note that the **Viewer Video** source and the **Recording Video** source may be the same—but can also be different. For example, if you are using a reflector server or using multicast, you may get a better recording result by recording directly from the VBrick rather than from the URL used by your viewers. The content is always the same but when you record from a reflector over the public Internet, there is always the chance for network delay and other issues. In most cases, the VBrick generally provides a superior recording solution. See the [VBPresenter Setup Window](#) on page 6 for more about configuring a **Video Viewing URL** vs. a **Video Recording URL**.

Monitor Viewer Video	Shows the video your viewers are seeing.
Monitor Recording Video	Shows the video you are recording with low delay and no audio.

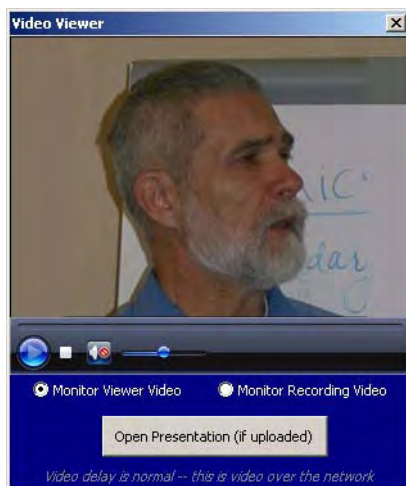
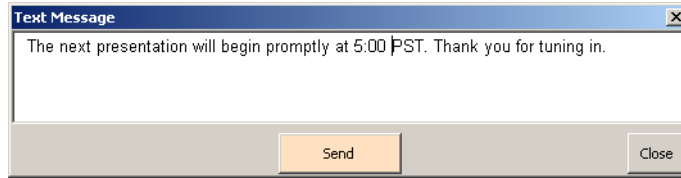


Figure 8. Video Viewer

## Send Message

This feature lets you send text messages that are useful for startup banners or preliminary information. You must be online to send a message. If you send a message *during* a presentation, the message will replace the slide currently being displayed.



## Show Web Page

Select the **Show Web Page** button to open a window with a browser. Type in any web page URL (default is <http://www.vbrick.com>) and press **Go**. Your selected web page will be displayed and your viewers will be directed to the same web page. Navigate your selected web page by clicking on any hyperlinks, and your viewers will automatically follow you (Note: Web pages that use special Javascript functions and popups cannot be used). Guided web browsing (also called "follow-me" browsing) adds additional rich media to your presentation. For example, you can give a tour of your web site or point your viewers to web pages that you have constructed. You can even launch a web page with embedded video or Flash animations, thus giving your audience a rich multimedia experience.

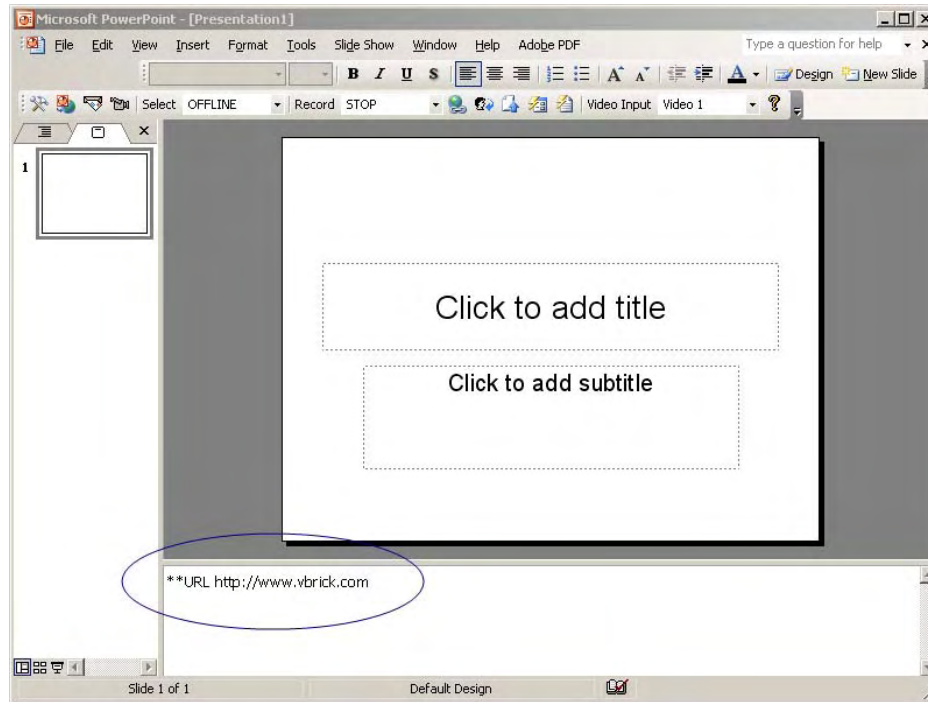
Note that if you publish your presentation on a CD, any web pages you have placed in your presentation will only display if the PC used for viewing is connected to the public Internet (otherwise, the viewer will get a "page not found" error. Also, you should use care with your URL selection because public web URLs may change over time (just like your web browser bookmarks can become out of date).

If your PowerPoint slide notes have a URL listed in the notes panel, the **Show Web Page** icon will automatically launch that page. The PowerPoint note URL should take the following form:

**\*\*URL <http://fullpathname.com>**

Enter this URL in the "notes" panel at the bottom of the window (see Figure 9). You may have to resize the window to see this panel. This feature is convenient, especially when you wish to incorporate your own web page content into your presentation. The web page may contain Flash, audio, video, or any other feature or function that can be displayed in Internet Explorer over the network. For educators, the URL may also point to "Blackboard," "SharePoint," or other web collaboration tools.





**Figure 9.** VBPresenter "Notes" Panel

The PowerPoint "notes" panel supports a variety of functions as shown in Table 6. These functions are described in detail elsewhere in the text.

**Table 6.** PowerPoint Notes Tags

Function	Tag
Show Web Page	<b>**URL</b> <a href="http://fullpathname.com">http://fullpathname.com</a>
Audience Polling	<b>**Q</b> This is the question. <b>**A1</b> This is answer 1. <b>**A2</b> This is answer 2. <b>**A3</b> This is answer 3. <b>**A4</b> This is answer 4. <b>**A5</b> This is answer 5.
Show Poll Results	<b>**SHOWPOLL</b>
Full Screen Video	<b>**FULLSCREENVIDEO</b>

## Audience Questions

Your audience can ask a question at any time during a live presentation by clicking **Ask a Question**. As a presenter, you can view these questions by pressing the **Show Questions** button on the VBPresenter toolbar. This window shows all users who are logged on or off and any questions that have been submitted. The audience member's name is displayed with an icon next to the question. The **Audience Questions** display is auto refreshed each time someone asks a question. This means you can leave the window open to see and answer new questions in real time. Alternatively, tell your audience that they may ask questions at any time and that you will answer them at the end of your presentation. Audience questions are supported in the following scenarios:

- PowerPoint **Normal** view only (not **Slide Show** view).
- Live presentations only (not recorded presentations).



**Figure 10.** Login Status and Audience Questions

Questions can also be viewed at the same URL as the current presentation plus `"/history.asp"`. So, if your presentation is at <http://mysite/myshow>, audience questions can be viewed at <http://mysite/myshow/history.asp>. You can also save login status and questions to a .txt file for future reference. The **Save History** button saves the login/logout history and all questions that were asked during the presentation. **Save Viewer List** saves a list of all viewers who logged in.

**Note** The `global.asa` file includes a profanity filter that prevents viewers from using objectionable words in questions. This file is created in the web server `Presentations` folder when you publish a presentation. To filter objectionable words, simply open the file with an editor, uncomment the filter, and modify the word list.

## Audience Poll

### *Conducting a Poll*

On the toolbar, select **Audience** and then **Poll Audience** to conduct a realtime multiple-choice poll of your viewing audience. You can type in a question and up to five answers. If you type the questions and answers in realtime, your audience will have to wait while you do so. If you type the questions and answers in advance, in the notes pane at the bottom of the PowerPoint slide window, the polling form is automatically populated when you click **Audience Questions** and you can quickly send the poll. The question is limited to 100 characters, and each answer is limited to 30 characters, but the total of the question and answers cannot exceed 186 characters. You must use the following format, with leading asterisks, in the PowerPoint notes pane (see Figure 9).

```
**Q This is the question.
**A1 This is answer 1.
**A2 This is answer 2.
**A3 This is answer 3.
**A4 This is answer 4.
```

\*\*A5 This is answer 5.

Audience Poll Q & A

Question: In what industries do you think VBPresenter can have the most impact?

Answer 1: Corporate

Answer 2: Education

Answer 3: Government

Answer 4: Healthcare

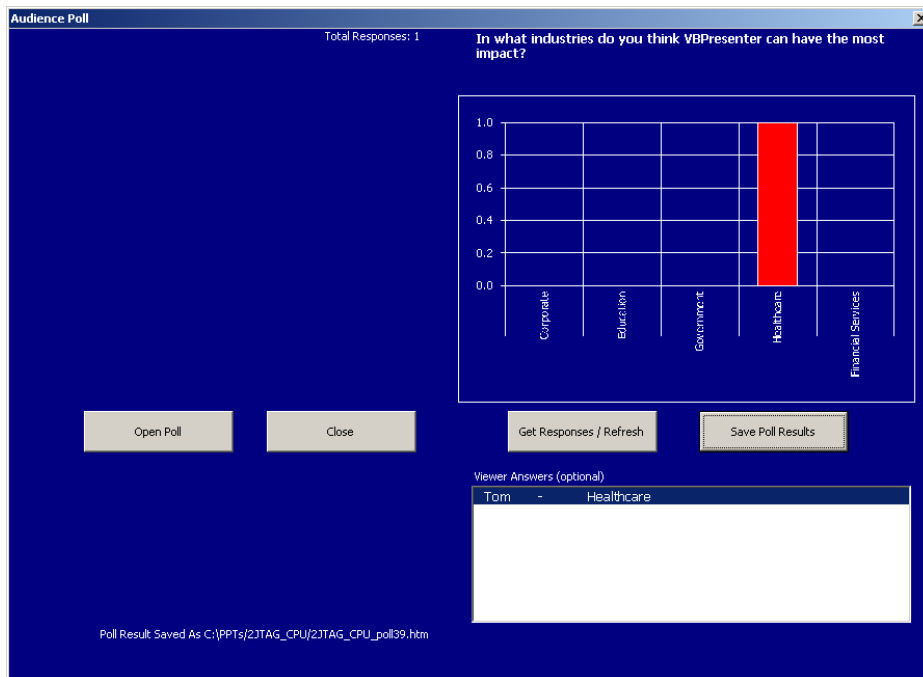
Answer 5: Financial Services

132 of 186 characters

Send Poll

Close

When you are finished creating the poll (by completing the window manually or by using the notes pane in PowerPoint as explained above), click **Send Poll** to send the questions and answers to your audience in real time. After you press **Send Poll**, you are ready to receive the realtime poll results on the following screen.



Responses are shown in realtime and in graphical form each time you press the **Get Responses/Refresh** button. The results show the number of responses for each answer and the total number of responses. You can save your poll results to a file (web page) on your

---

computer by selecting **Save Poll Results**. The poll results are saved on your computer in the same folder as your slides.

---

**Note** You may want to include a page in your PowerPoint presentation with text that says **Please Take A Poll** and include the poll questions and answers on this page's notes area. When the person giving the presentation reaches this page, they will know that a poll is available. Audience polling is very useful to ensure your audience is paying attention and is grasping difficult concepts. If the results of your poll indicates a lack of understanding, you can quick backtrack and cover the information in more detail.

---

### *Showing Live Poll Results*

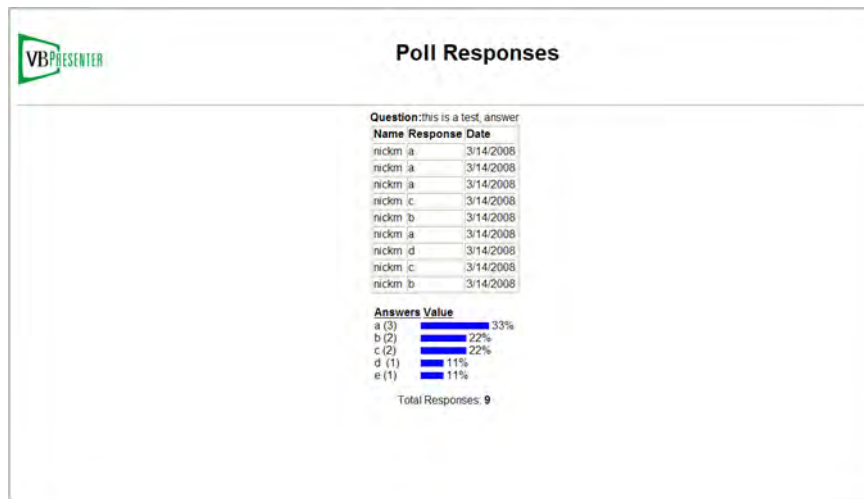
When giving a live presentation, enter the following command in the notes area to share the poll results with the entire audience. Use this feature with care. It displays the results of all polls for the current presentation.

**\*\*SHOWPOLL**

### *Showing Stored Polled Results*

Published presentations can include multiple-choice tests. The test results are automatically tabulated and include the optional entered name of each viewer. The ability to get poll/test results from stored presentations means that you can publish a training presentation, give students a special name for viewing it, and get that student's time-stamped test results at any time. Similarly, in a marketing program, you can continuously collect and tabulate the results of customer surveys. Poll results from stored presentations are available online by accessing [getpoll.asp](http://serverIPaddress/remotedirectory/original_ppt_name/getpoll.asp). This page is saved in the same directory as your published presentation, for example:

[http://serverIPaddress/remotedirectory/original\\_ppt\\_name/getpoll.asp](http://serverIPaddress/remotedirectory/original_ppt_name/getpoll.asp)

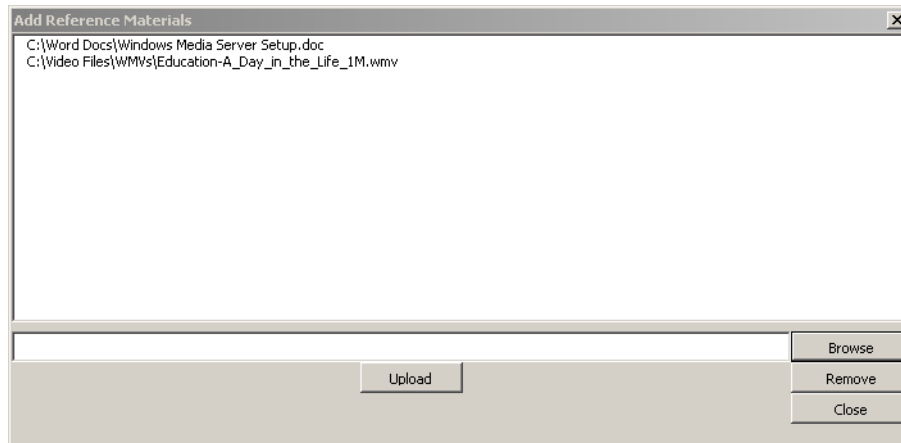


**Figure 11.** Sample Poll Results

### **Add References**

Use this window to add or remove reference material that will be available to end users. You can select and upload reference material, for example PDFs, Word files, Excel spreadsheets, video files, Flash demos, etc. Simply browse to the items stored anywhere on your network and populate the window. Since each upload removes the contents of the previous upload be

sure to upload all of your items at once. After you click **Upload**, confirm the action and wait for an **Upload Complete** message before closing the window.




## Displaying Full Screen Video

Enter the following command in the notes panel to hide the PowerPoint slide and switch the *video panel only* on each viewers monitor to full screen. It stays at full screen until you select another slide. In full screen mode, the slide is shown as an insert.

**\*\*FULLSCREENVIDEO**

## Recording a Presentation

 The following paragraphs provide useful information about recording and viewing presentations. Remember, you must be **LIVE ONLINE** before you can record a presentation. Select Record **START** in the toolbar, and confirm, to begin recording. Actual recording begins a few seconds after you press **START** when the red "record" icon is shown on the toolbar.

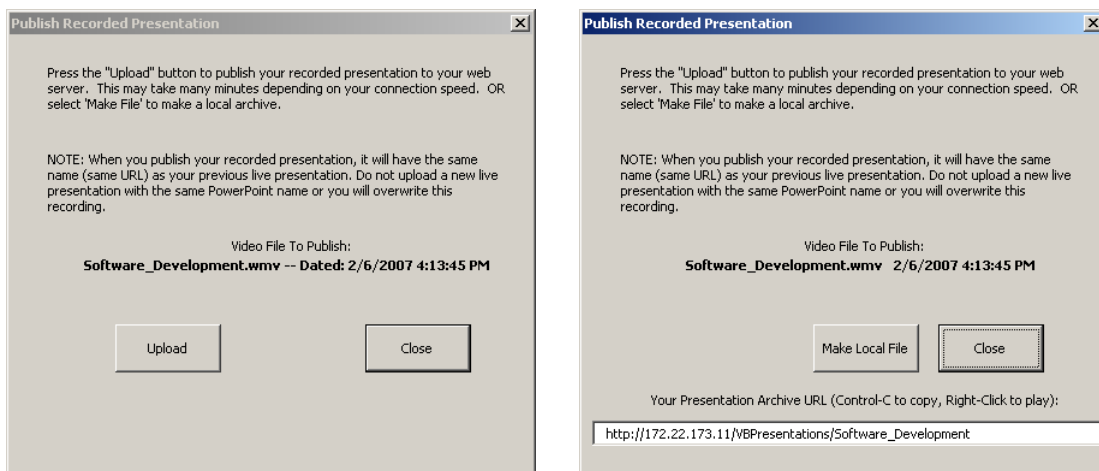
- For best results, you should linger on the last slide of any presentation for a few moments after you are done to accommodate the delay in the video and ensure your last slide is recorded.
- The built-in recorder is limited to recording three hours. If you plan to record a presentation that is longer you should break up the PowerPoint into multiple presentations (e.g. `mypresentation1.ppt`, `mypresentation2.ppt`, etc.). Longer presentations may be too large to manage as a single file.
- You, or someone else, may also record your live video presentation complete with all slides using VBrick's StreamPlayer Plus. If you wish to integrate such an independently-recorded WM video file into your presentation, be sure to name it the same as your PowerPoint file. Give your live presentation using VBPresenter while you record the live video using StreamPlayer Plus. When you are done with your live presentation, start again with the same PowerPoint and record a new one-minute presentation using VBPresenter and publish it (this ensures all of the archive viewing pages are created). Next, log into your server via the **Manage** button and replace the one-minute file with your larger file. This technique is useful if you create a second (backup) copy of the live presentation video which is recorded via local multicast. The VBPresenter recording is done using the same URL that your viewers are using and may be subject to Internet issues, while your local multicast is likely very reliable.

- The recorded video file will have the same name as the PowerPoint presentation, and the file will be located in a folder with the PowerPoint presentation name. For example, if your PowerPoint file is called **myshow.ppt** and it is in **My Documents** then the video file will be **My Documents/myshow/myshow.wmv**.
- You can view your presentation, after publishing, by right-clicking on the **Presentation Archive URL** at the bottom of the "publish" window. You can also click **Make Local File** and view the recorded presentation by opening **play.htm** (which is located in the same folder as the PowerPoint presentation) in Internet Explorer. Tip: you can zip the entire folder and send it to someone or put it on a CD. They need only click on **play.htm** to view the presentation. You can also upload the entire folder to a web server. Viewers can view your recorded video presentation via "progressive download" from any web server—they just enter (or click on your hyperlink) the URL to the folder name.
- The recorded file will contain references to all slides as they were presented. This means that you can instantly post recorded presentations on a video server for instant video on demand.
- Your **Video Recording URL** (see [Selecting a Video Viewing URL](#) on page 10) must be set correctly. It is often the same as the Video Viewing URL, but you can set it to a local multicast, or set it to your local VBrick server while your **Video Viewing URL** is the URL of a reflector server.

## Publishing a Recorded Presentation

You can instantly publish your recorded presentation to your web server or to a streaming server by selecting **Publish Recorded Presentation** on the VBpresenter toolbar. When the dialog window (below left) is displayed, click **Upload** to actually publish your presentation to the web server. You can launch the presentation after an upload by right-clicking on the **Presentation Archive URL** at the bottom of the window. Click **Make Local File** to copy the presentation files to the same local folder as your PowerPoint presentation. To play a presentation locally, navigate to the corresponding local folder and click **play.htm**.

**Note** The **Make Local File** functionality is supported on WM appliances only.



The upload function will copy your recorded video to your web server or streaming server and will create a specially formatted viewing page on your web server (see [Automatically Listing Recorded Presentations](#) below). Viewing the recording will occur via "progressive

download" from your web server or via a stream from your streaming server. When you publish your recorded presentation, viewers will see exactly the same presentation that you gave live, except they cannot ask questions. They can rapidly navigate by viewing and clicking **View Thumbnails** after the progressive download is complete.

---

**Note** When you publish your recorded presentation, the same URL that was used to view your live presentation is used to view your recorded presentation. This is convenient in most cases. However, be careful not to upload a new presentation with the same name after you have published your recorded presentation. If you do, you will replace the recording with your new live presentation.

---

For example, if you give a live presentation using **myshow.ppt**, your live URL will be **/myshow**. If you record this live presentation and publish it, the recorded presentation URL will be **/myshow**. If you upload a "new" presentation with the name **myshow**, you will replace any previous uses of this presentation name (either live or stored). To avoid any confusion, always rename your PowerPoint file to something meaningful and unique prior to uploading.

### ***Re-Publishing a Recorded Presentation***

If you delete the presentation from your server and if it still exists on your computer, you can publish it again. Simply open the same PowerPoint file, upload the presentation, then publish it. Video files are typically very large and you will need to be patient during the upload. Be sure you have adequate disk space on your web server before you begin. *The viewing URL will be displayed after upload is complete.*

## **Automatically Listing Recorded Presentations**

A listing of all of your published presentations is automatically available from your web server. Presentations are automatically published to the root level of the server. To access the archive list, simply enter **http://serveraddress/remotedirectory** in your browser. For example if your sever is **myserver** and your directory is **mydir** then the viewing URL is **http://myserver/mydir**. Live presentations do not appear in this list (for privacy). You can remove a stored presentation from the list, without deleting it, by logging in to your server and deleting the file called **1.stm** from the presentation folder. As shown below, a thumbnail of each presentation is shown on the left and the title and date are shown on the right. Click on the thumbnail or the title to launch the presentation. Click on **Presentation Title** or **Date** headings to sort the presentations. This page provides an easy way to view and manage your presentations.



Figure 12. Auto-Generated "Presentations" Page



## Best Practices

### Topics in this chapter

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## Delivering Effective Presentations

### Basic Guidelines

- A WM appliance running supports widescreen mode. If you connect a widescreen video camera to the appliance, viewers will see widescreen video on their PCs. This is ideal for showing two or more presenters, or a panel discussion, at the same time.
- The URL of your presentation is the name of your PowerPoint file. Keep your PowerPoint file names short and easy to enter. For example, change **my sales presentation for january.ppt** to something like **JanuarySales.ppt**. *Remember, your presentation is listed using the PowerPoint file name so you will want the file name to be informational.*
- To avoid potential issues with browsers and hyperlinks, remove any leading or embedded spaces in your PowerPoint file name *before* uploading the presentation.
- You may wish to remind viewers to disable any popup blockers, and/or to configure their Internet Explorer browser to allow popups from your server.
- The first slide in your presentation may not be displayed if you are already online. We recommend that when you start your presentation you go **Online**, or that you advance to slide two and then go back to slide one. It is a good idea to duplicate the "first slide" in your presentation so that slide one and slide two are identical).
- After you have uploaded a presentation, you do not need to upload it again unless it has changed. The VBrick PowerPoint Add-In will automatically select the current presentation. This means that you can switch PowerPoint files, even in the middle of a live presentation as long as the presentation has been previously uploaded, and your audience will always be seeing the right slides (as long as the PowerPoint file you switch to is the one you have previously uploaded). *However*, you must not switch presentations if you are recording.
- Use as much light as possible! All video looks better and more professional when it is well lit and you use a good quality camera.
- Unless you have a local audience, look at the camera as much as possible.
- When you look to your left, your audience will see your head turn toward the displayed slide and you can use this fact to enhance the viewing experience. Your audience will naturally follow your eyes. Rather than having your computer screen in front of you, place it to your left. Look at the camera most of the time—when you turn your head to the left to view a slide, your audience will see you looking in the correct direction. This is often more pleasing than seeing you look down toward your computer.

- 
- You can switch the video input to your VBrick by clicking the **Composite** or **S-Video** buttons on the Setup window or by selecting **Video 1** or **Video 2** on the toolbar. This is very useful for a professional appearance: Your camera might be connected to the VBrick composite input and some other video source (e.g. a DVD player) might be connected to the S-Video input and you end your presentation by switching to some live video banner. Switching inputs during your presentation can also be used to show your audience other video sources. Note that audio does not switch and this technique presupposes that your second video source has no audio, or that the audio is mixed with your microphone audio.
  - Use a good quality microphone and preamplifier. The VBrick accepts "line level" audio in, such as the output of a wireless microphone receiver or the "line level" output from your camera, VCR, DVD player, TV tuner, etc. You can typically use your camcorder with its built-in microphone. Removing the tape will often allow the camcorder to operate without automatically shutting down after a few minutes.
  - Delete old presentations from your server. You will want to delete old presentations to save disk space, or to ensure privacy. Remember, if you upload presentation "A," and then upload presentation "B," a viewer can see your current live presentation by viewing either "A" or "B." If you record presentation "A" and then publish it, then a viewer of presentation "A" cannot see your current live presentation. If you are concerned about privacy, follow this rule: *delete any presentation that you have not recorded and published.*
  - Again, your PowerPoint file name is the key. If you are concerned about privacy, use an obscure name. Someone might guess a presentation named **sales**, but they would likely not be able to guess **sales\_xy84q**.
  - If you are sending your video via multicast, you should disable the VBrick Announce SAP in IWS to provide better privacy of your live video. To do this, launch IWS, then go to **Configuration: Encoder > Announce (SAP)** and disable **Transmit**.
  - You cannot right-click to copy a line from VBPresenter add-in. To copy a URL or other text, highlight the text and then use **Ctrl-C** and **Ctrl-V** to copy and paste.
  - The presentation title displayed in the VBPresenter viewer is derived from the first PowerPoint slide in the presentation—not from the file name. For example, the title "My Presentation" is derived from the Slide 1 text box. This is the Title Slide in the default PowerPoint template. Keep this title short (less than 50 characters) so that it does not extend beyond the video area of the VBPresenter page.

## PowerPoint Guidelines

There are no special requirements for your PowerPoint presentation and you can use existing PowerPoint files. However, the following guidelines will generally provide the best results:

- Do not use PowerPoint animations, audio or video, or other special features. If the slide has a "build" or animation, only the fully built slide will be displayed.
- To conduct "builds" (where a new line is added to a bullet list each time you advance the presentation), use multiple slides. For example, create a slide with four lines. Copy this slide three times and delete line 4 from the third slide, delete lines 3 and 4 from the second slide, and delete line 2, 3 and 4 from the first slide. These four slides will now "build" as you go through your presentation.

## Managing Bandwidth Issues

A VBrick WM appliance is a server and can simultaneously deliver multicast to any number of viewers, push to a server for bandwidth scale, and deliver live video directly to 200 viewing clients via unicast up to about 50 Mbps. For delivering video to people outside your local area network (e.g. on the public Internet), you need two things: sufficient bandwidth (if you are streaming at 200 Kbps, you need 200 Kbps times the number of viewers), and your viewers need to be able to reach your source VBrick. Both of these typically mean you will configure the VBrick for an "outside" IP address. A VBrick that is outside your LAN and has an Internet address can be "reached" by global Internet viewers. But if a VBrick is "outside," then each potential "inside" local viewer would need to use your Internet access connection to view your video. With even a handful of "inside" viewers, this could easily saturate your Internet access connection, causing an unsatisfactory experience. While the source VBrick could also multicast, if it is "outside" your LAN then the multicast would not typically appear on your "inside" network.

▼ To address this issue:

1. Place the source VBrick *inside* your network.
2. Configure your VBrick to multicast. Your live video can now be viewed within your LAN without bandwidth concerns.
3. Configure your VBrick to send live video to an "outside" reflector server. For Windows Media, this would be a Windows Media Server. Since total Internet access bandwidth may also be an issue, you might choose to use a reflector service such as PowerStream for your Internet viewers.

Your outside Internet audience will view your presentation via <http://yourserver/PowerPointName>, and your inside viewers will view via bandwidth-saving multicast via <http://yourserver/PowerPointName/multicast.htm>. These addresses are automatically entered into an e-mail by the VBPresenter PowerPoint Add-In.

## Typical Configurations

### Using Unicast

The following drawing illustrates basic operation. The VBPresenter PowerPoint Add-In creates slides and uploads them to a web server. A VBrick delivers video over the public Internet to viewers. The video includes metadata that draws the slides from the web server as needed. In this case, the VBrick must be "outside" a LAN (i.e. it must have a public Internet address) and it can support up to 200 viewers.

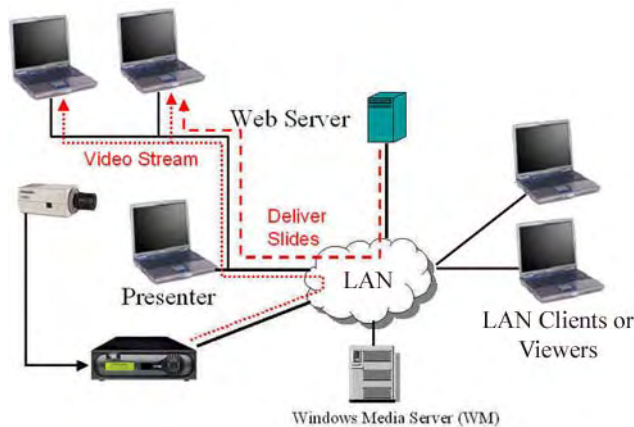


Figure 13. Typical Unicast Configuration

---

## Using Multicast

The following drawing illustrates multicast operation. In this case, the VBrick is also sending video via multicast on the local area network. Multicast has the advantage of not using any Internet access bandwidth for video, although the slides are delivered over the public Internet access connection (this is not a problem because the images are small). An important concept is that the LAN multicast and the Internet multicast occur simultaneously.



**Figure 14.** Typical Multicast Configuration

## Using a Reflector Server

The following drawing illustrates operation with a reflector server. In this case, the VBrick is sending a stream to a reflector server, perhaps a server with high bandwidth Internet access, and the reflector is sending the video to viewers. In this case, the number of viewers is equal to the capacity of the reflector. Moreover, the VBrick may be located virtually anywhere, including "inside" your network (e.g. in your office). It is also worth noting that reflector service billing is typically based on GBs of data transferred. The longer your presentations are streamed, the more charges you will incur.



**Figure 15.** Typical Reflector Configuration

## VBPresenter with MCS

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### Overview

VBrick's EtherneTV Portal Server (MCS) can display live and stored rich media presentations created by VBPresenter. Live VBPresenter presentations are available for viewing from the Portal Server **Live Broadcasts** page; stored presentation are available from the **Video Library** page (and have a special icon). Like other content, rich media presentations can only be seen by those Portal Server viewers who have appropriate permissions. Before you can use VBPresenter with MCS, certain configuration steps are required on the Portal Server side. Once these steps are done, you can use the native functionality in VBPresenter to make live or stored presentations automatically available on the Portal Server. See "VBPresenter" in the *Portal Server Admin Guide* for an explanation of how to create a "presentation user" in MCS. This user is associated with VBPresenter and has specific permissions on the Portal Server.

---

**Note** If you are using the ETV Portal Server to host VBPresentations, VBrick recommends upgrading to ETV Portal Server v4.1 or above. Portal Server v4.1 is easier to install and upgrade and lets you store presentations on the D: drive. If you previously configured MCS v4.0 using the default values suggested in the configuration procedure (see [Using MCS v4.0 as a Web Server](#)), VBPresenter will continue to work after an upgrade to v4.1. If however you used different folder names, for example, you will have to reconfigure the web server as explained in [Upgrading from MCS 4.0 to 4.x](#).

---

### Configuring a Web Server

Use one of the following procedures depending on whether which version of the ETV Portal Server you are using. Note that the Portal Server typically includes both server hardware and software but is also available as a software-only product. Web server configuration, as explained below, is the same regardless of which version you purchase.

#### Using MCS v4.1 as a Web Server

When installing a Portal Server (v4.1 or higher) on Windows 2003 Server, if a *D: drive is present*, a virtual directory is auto-created [D:\VBrick\Presentations](#) (for live presentations) and at [D:\VBrick\MCSPresentations](#) (for stored presentations). *If a D: drive is not present*, a virtual

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directory is auto-created at [C:\Program Files\VBrick\MCS\Presentations](#) (for live presentations) and at [C:\Program Files\VBrick\MCS\MCSPresentations](#) (for stored presentations).

MCS v4.1 automatically configures a web server for VBPresenter during software installation. It creates a user ([Presentations](#)), sets a local path, and performs various other configuration tasks. After installing the Portal Server software, VBrick strongly recommends you change the *password* (default = [vbrick\\_86](#)) for the [Presentations](#) user as a standard security precaution. Do not change the user name.

▼ To change the password for the [Presentations](#) user:

1. Go to **Start > Control Panel > Administrative Tools > Computer Management**.
2. Click **Local Users and Groups**.
3. Right-click on user name [Presentations](#) and select **Set Password**.
4. Enter a new password and confirm.
5. Then right-click and select **Properties**.
6. On the **General** tab, uncheck **User must change password at next logon** (recommended).
7. Check **User cannot change password** and **Password never expires** (recommended).
8. Then click **OK** and **Close**.
9. To complete the VBPresenter setup, see [Configuring MCS for VBPresenter](#) on page 42 and [Configuring VBPresenter for MCS](#) on page 43.

## Using MCS v4.0 as a Web Server

VBrick MCS Portal Server runs on a standard Microsoft web server (Windows Server 2003) and is an appropriate server to use for your live presentations. You will need to set up an FTP account on the server. You cannot use the default MCS FTP account because it points to video "ingestion" for a VOD server. The following example shows how to configure MCS as a web server.

---

**Note** When configuring an FTP account, the user name, the web and FTP virtual directory names, and the folder name where the uploaded presentations reside, must all have the same name.

---

▼ To configure MCS as a web server for VBPresenter:

1. Add a new user with Computer Management.
  - a. Go to **Start > Control Panel > Administrative Tools > Computer Management**.
  - b. Click **Local Users and Groups**.
  - c. Right-click on **Users** and select **New User**.
  - d. Create a user name (for example: [Presentations](#)) and set a password (for example: [password](#)). The user name must be the same name as the FTP virtual directory folder name.
  - e. Uncheck **User must change password at next logon** (recommended).
  - f. Check **User cannot change password** and **Password never expires** (recommended).
  - g. Click **Create** and then **Close**.
  - h. Select the **Users** folder and verify the new user was created.

2. Set the local path for the new user.
  - a. Right-click on user **Presentations** and select **Properties**.
  - b. On the **Profile** tab in the **Home folder**, set the **Local path** to the **Presentations** folder: for example: **C:\Program Files\VBrick\MCS\Presentations** and click **Apply** and **OK**. (Note that this folder is automatically created during MCS installation.)
3. Set permissions for the **Presentations** folder in Windows Explorer.
  - a. Go to **C:\Program Files\VBrick\MCS\Presentations**.
  - b. Right-click and select **Sharing and Security**.
  - c. Click **Share this folder**, click **Permissions**, give **Everyone Full Control**, then click **Apply** and **OK**. (If the **Share Name** field is blank, type **Presentations**.)
  - d. On the **Web Sharing** tab, click **Share this folder**, and on the next window (click **Edit Properties** if necessary) click **Read** and **Write**. Then click **OK** and **OK** to exit.
4. Modify the **Presentations** virtual directory in IIS.
  - a. Go to **Start > Administrative Tools > Internet Information Services (IIS) Manager**.
  - b. In left panel, double-click on **local computer** and then again on **Web Sites**.
  - c. Double-click on **Default Website**, then right-click on **Presentations** and select **Properties**.
  - d. On the **Directory Security** tab, click the **Edit** button under **Authentication and access control** and verify that **Enable anonymous access** is checked.
5. Create a virtual directory on the Default FTP Site in IIS.
  - a. Go to **Start > Administrative Tools > Internet Information Services (IIS) Manager**.
  - b. In left panel, double-click on **local computer** and then again on **FTP Sites**.
  - c. Right-click on **Default FTP Site** and select **New > Virtual Directory**.
  - d. Run the wizard and create new virtual directory called **Presentations**.
  - e. Set the path to **C:\Program Files\VBrick\MCS\Presentations** and click **Next**.
  - f. Set the permissions for this folder to **Read** and **Write**. Click **Next** and **Finish**.
  - g. Right-click on the newly created **Presentations** folder and select **Permissions**.
  - h. Click **Add**, type **Everyone** in the text box, and click **OK**.
  - i. Give **Read, Write, Read & Execute**, and **List Folder Contents** permissions to **Everyone** and click **OK**.
6. In IIS, double-click on **Web Service Extensions** and verify that **Active Server Pages** are allowed.
7. Close the window and you are finished configuring a web server. To complete the VBPresenter setup, see [Configuring MCS for VBPresenter](#) on page 42 and [Configuring VBPresenter for MCS](#) on page 43.

Your goal is to set up an FTP account on the Windows server such that when a user enters the username/password, they are placed in a folder that is published by the web server. If you create a folder called **mystuff**, and place **mypage.htm** in the folder, then the page should be viewable on the network via **http://ipAddress/mystuff/mypage.htm**. Once setup, you will use this username/password and base URL (in this example, the base URL is **http://ipAddress/mystuff**) as the server URL in VBPresenter). If you record your presentation, you can place all of the files on the web server so that the WM stream will be delivered via HTTP progressive download.

---

## Configuring MCS for VBPresenter

### Configuring an MCS FTP User Account

The Portal Server's **FTP User Name** and **FTP User Password** must be set in the Admin console (**Global Settings > Global Assignments**) to the values that are configured in IIS. When a client logs on to the Portal Server's FTP account (for example from a Command Prompt window), this combination of FTP user name and password must place the user into the FTP root directory of the Portal Server. (This is *not* the same as the **Presentations** directory. The **Presentations** directory is a virtual directory in IIS. This directory is the root folder for live presentations only.) There is an **MCS** directory at the FTP root directory. Note that the entries made in the Admin console are stored in the Portal Server and do not actually configure IIS. These values must reflect what IIS has been configured for.

---

**Note** The MCS setup program creates an additional user name and password with an FTP Home directory in the **Live Presentations** folder on the MCS server. This User Name (**Presentations**) and password (**vbrick\_86** in MCS 4.2; **Presentations** in MCS 4.2.1) are used in the **FTP/Web Server** section of the VBPresenter Setup window (see Figure 16).

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### Configuring an MCS Presentation User

Perform the following configuration *one time only* in MCS so that VBPresenter can access the Portal Server. These steps will create a pseudo VBPresenter user who is associated with the authoring tool and has specific permissions on the Portal Server.

▼ To create a presentation user:

1. Open the Admin Console and go to **Users**.
2. Add a user name (for example **PresentationUser**) and give this user the following permissions:
  - a. **Add/Modify Live Channel Privileges** – check the appropriate channels.
  - b. **Add/Modify Live Programs Privileges** – check the appropriate programs.
  - a. **Allow Access to Specific VOD Servers** – check the appropriate servers.
  - b. **Allow Access to Specific VOD Content** – check the appropriate folders.
  - c. **Allow Content Publishing** – check the appropriate folders.
3. Go to **Global Settings > Global Assignments > Assign Presentations**, select the user you created above (for example **PresentationUser**) as the **New Presentations User**, then click **Submit**. (Note that the **Presentations Directory** field in Portal Server v4.0 refers to the folder name under **C:\Program Files\VBbrick\MCS**. If necessary, enter the folder name only in this field. *Do not enter the complete path.*)

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**Note** In the ETV Portal Server v4.1, the **Presentations** directory is a virtual directory in IIS. This directory is the root folder for live presentations only. See the v4.1 *Portal Server Admin Guide* for more information.

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### Configuring for Live Presentations

The following steps must be performed to configure the Portal Server for *each* live presentation.



- ▼ To configure the Portal Server for a live presentation:
  1. Go to **Global Settings > Program Names** and add a program name (for example **Live Presentation**). Then use this same name in the **MCS Program Name** field in VBPresenter. This is the title that will be displayed on the **Live Broadcasts** page during a presentation.
  2. If necessary, give your end users access to this live presentation. Go to **Users > Add/Modify Live Channel Privileges** and select this **Program Name**.

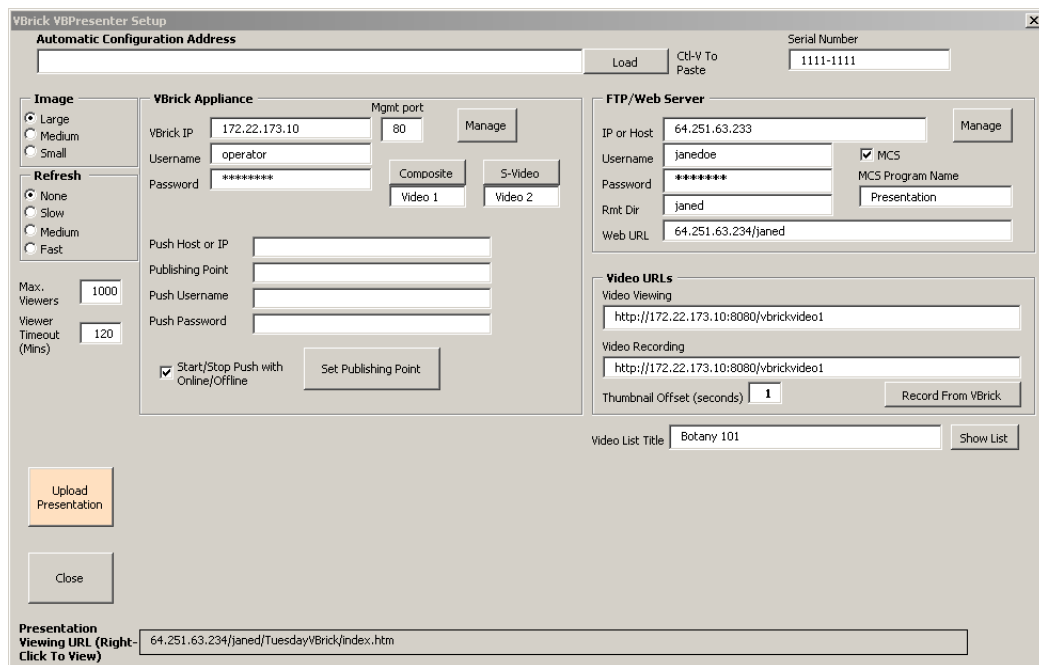
**Hint** To pre-configure a presentation, create a **Program Name** in advance on the Portal Server and assign **Live Channel Privileges** to users. Then use the same name in the **MCS Program Name** field in VBPresenter when giving the presentation. The **MCS Program Name** will be available on the **Live Broadcasts** page for any users who have permissions to view that channel

## Configuring for Stored Presentations

There is no additional configuration for stored presentations.

## Configuring VBPresenter for MCS

When you are done, go to VBPresenter and configure the FTP server you defined above as shown in Figure 16. You may need to create a **Presentations** folder on the **FTP/Web Server** for your published presentations if not already present.



**Figure 16.** Configuring VBPresenter for MCS

IP or Host	MCS IP address or host name.
Username	Default = <b>Presentations</b> . This user is created by MCS and used by VBPresenter to place content in the Presentations directory of MCS. (It is a Windows account user with a Home directory in the Presentations folder of the MCS server).

Password	Default = <a href="#">vbrick_86</a>
Rmt Dir	Presentations
URL	MCS IP address or host name/Presentations. For example: <a href="http://&lt;ipaddress or host name&gt;/Presentations">http://&lt;ipaddress or host name&gt;/Presentations</a> .

## Upgrading MCS

If you are using VBPresenter with MCS 4.0, you can use the following procedure to upgrade to MCS v4.x without affecting your existing presentations (4.x is 4.1 or higher). This procedure will preserve your existing presentations and let you create new ones with your existing file system and web server configuration. (Note that you will need to restart any live presentations currently in progress.)

### Upgrading from MCS 4.0 to 4.x

If you are using the VBrick ETV Portal Server v4.0 to host your presentations, VBrick strongly recommends upgrading to ETV Portal Server v4.x. Portal Server v4.x is easier to install and upgrade and lets you store presentations on the D: drive for greater flexibility. If you installed VBPresenter with MCS 4.0, your live presentations will continue to work after upgrading to v4.x and will be saved on the C: drive. If a D: drive is present, live presentations will remain on the C: drive. **Use the following procedure only if you want to move your live presentations to the D: drive.**

Stored presentations will not automatically work. You must manually copy any stored presentations from [C:\Program Files\VBrick\MCS\MCSPresentations](#) to [D:\VBrick\MCSPresentations](#). No other configuration is required for stored presentations.

- ▼ To move your live presentations from the C: drive to the D: drive:
  1. Create the folder [D:\VBrick\Presentations](#).
    - a. Go to **Start > Control Panel > Administrative Tools > Computer Management**.
    - b. Click **Local Users and Groups**.
    - c. Click on **Users** and in the right panel right-click on the [Presentations](#) user and select **Properties**.
    - d. On the **Profile** tab in the **Home** folder, set the **Local path** to the [Presentations](#) folder: for example: [D:\VBrick\Presentations](#) and click **Apply** and **OK**.
    - e. Go to [C:\Program Files\VBrick\MCS\Presentations](#).
    - f. Right-click and select **Sharing and Security**. On the **Sharing** tab, select **Do not share this folder**.
    - g. On the **Web Sharing** tab, select **Do not share this folder**, and click **OK**.
  2. Set permissions for the [Presentations](#) folder in Windows Explorer.
    - a. Go to [D:\VBrick\Presentations](#).
    - b. Right-click and select **Sharing and Security**.
    - c. Click **Share this folder**, click **Permissions**, give [Everyone Full Control](#), then click **Apply** and **OK**. (If the **Share Name** field is blank, type [Presentations](#).)
    - d. On the **Web Sharing** tab, click **Share this folder**, and on the next window (click **Edit Properties** if necessary) click **Read** and **Write**. Then click **OK** and **OK** to exit.
  3. Modify the [Presentations](#) virtual directory in IIS.
    - a. Go to **Start > Administrative Tools > Internet Information Services (IIS) Manager**.

- b. In left panel, double-click on **local computer** and then again on **Web Sites**.
  - c. Double-click on **Default Website**, then right-click on **Presentations** and select **Properties**.
  - d. On the **Directory Security** tab, click the **Edit** button under **Authentication and access control** and verify that **Enable anonymous access** is checked.
4. Modify the Default FTP Site in IIS.
    - a. Go to **Start > Administrative Tools > Internet Information Services (IIS) Manager**.
    - b. In left panel, double-click on **local computer** and then again on **FTP Sites**.
    - c. Right-click on **Presentations** and select **Properties**.
    - d. On the **Virtual Directory** tab, set the path to **D:\VBrick\Presentations** and click **OK**.
    - e. Right-click on the **Presentations** folder and select **Permissions**.
    - f. Click **Add**, type **Everyone** in the text box, and click **OK**.
    - g. Give **Read, Write, Read & Execute**, and **List Folder Contents** permissions to **Everyone** and click **OK**.
  5. In IIS, double-click on **Web Service Extensions** and verify that **Active Server Pages** are allowed.
  6. Reboot the server.
  7. Close the window and you are finished configuring a web server. To complete the VBPresenter setup, see [Configuring MCS for VBPresenter](#) on page 42 and [Configuring VBPresenter for MCS](#) on page 43.

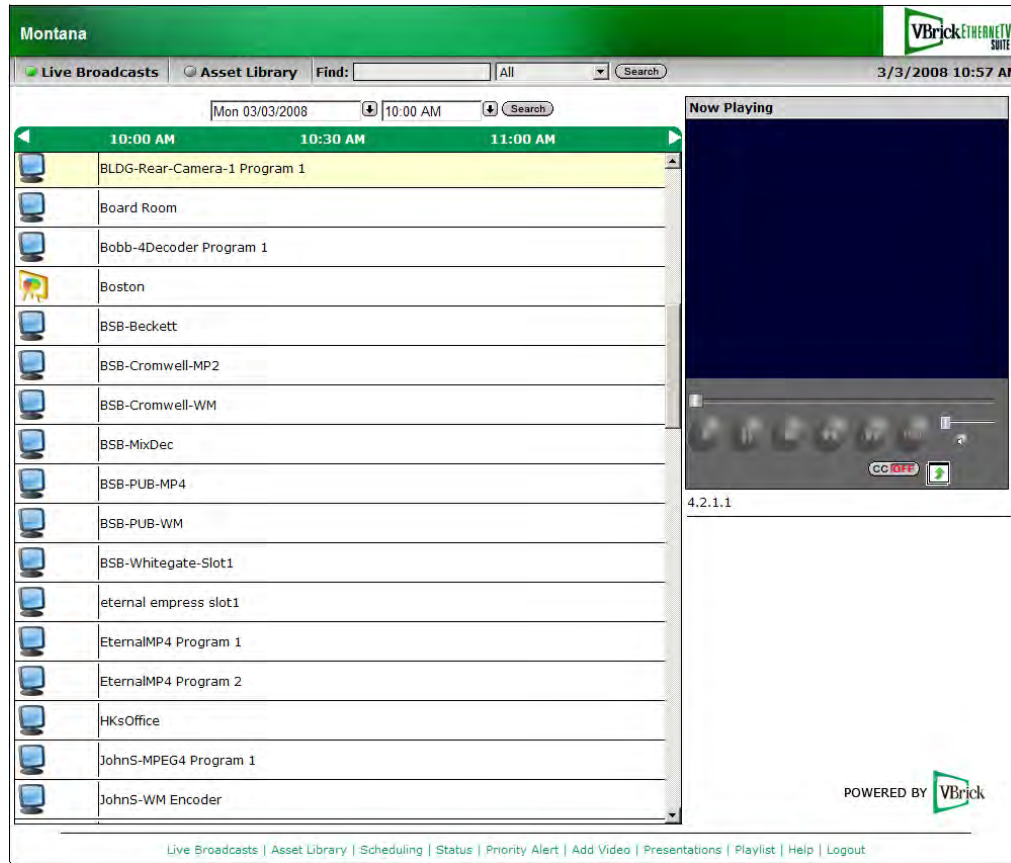
## Using VBPresenter with MCS

### Launching a Presentation from MCS



Note that you must launch a VBPresentation from MCS. You can only view the *video* on the local machine where VBPresenter is running. The Portal Server uses the special icon shown here for VBPresentations. You can launch presentations from the Portal Server in two ways: live presentations (those currently in progress) are available on the **Live Broadcasts** page; stored presentations (those which have been "published" to the Portal Server) are available on the **Video Library** page.

The web server in VBPresenter can be configured with either a domain name or an IP address. If configured with an IP address, you must launch the MCS client using the IP address in order to view presentations successfully; if configured with a domain name, you must launch the MCS client using the domain name. You cannot mix-and-match domain names and IP addresses or Session Expired and Maximum Viewers Exceeded errors may be displayed by the Portal Server.



**Figure 17.** Launching a Presentation from the MCS Portal Server

- ▼ To launch a presentation from the Portal Server:
  1. Launch the Portal Server and go to the **Live Broadcasts** or **Video Library** page depending on whether the presentation is live or stored.
  2. Click on the icon for any available presentation. The presentation will run and the slides will be automatically synchronized with the video.

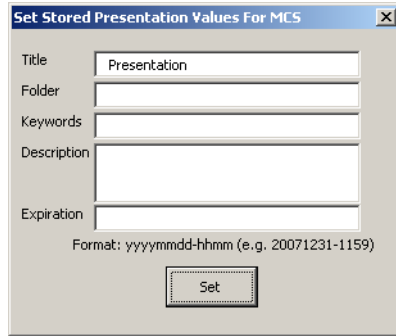
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**Note** If you are just joining a live presentation, the first slide may not be displayed on your computer until the presenter clicks on a new slide or begins the presentation by going **LIVE ONLINE** (or until the duration in seconds exceeds the **Auto Refresh** value).

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## Publishing a Presentation from MCS

You can instantly publish your recorded presentation to your web server or a streaming server by selecting **Publish Recorded Presentation** from the VBpresenter toolbar. If MCS is configured as your web server, you can set **Stored Presentation Values** that describe the video and are searchable in MCS. You can also set an Expiration date in the format: [yyymmdd-hhmm](#).



The image shows a dialog box titled "Set Stored Presentation Values For MCS". It contains five input fields: "Title" (with the text "Presentation"), "Folder", "Keywords", "Description", and "Expiration". Below the "Expiration" field, there is a text label: "Format: yyyyymmdd-hhmm (e.g. 20071231-1159)". At the bottom center of the dialog is a button labeled "Set".



## Troubleshooting

### Topics in this chapter

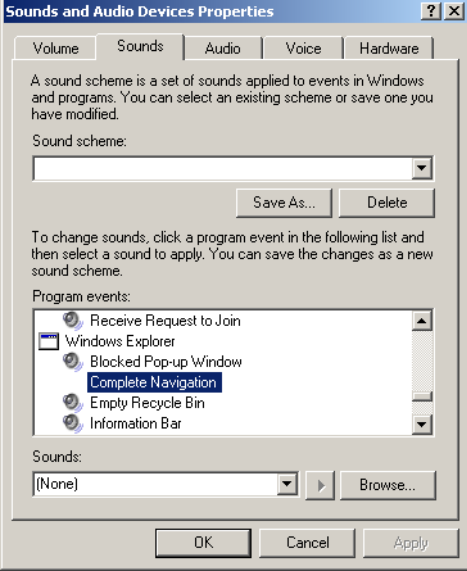
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### Common Problems

Problem	Solution
No slides get uploaded to my server.	Can you access your FTP account via the <b>Manage</b> button in the toolbar? If no, then you don't have the correct address / username / password entered for your server, or your server is not set up correctly.
What is the viewing URL? Can I view it while I give a presentation?	<ul style="list-style-type: none"> <li>• The presentation URL is automatically listed in e-mail generator. Click on the e-mail icon to view.</li> <li>• The presentation URL is your server address + /optional folder + / PowerPoint file name.</li> <li>• You can open a browser to view your presentation the same way as your audience on the same computer, but you would not want to do this during a presentation because it may confuse you.</li> </ul>
Everything seems to happen correctly, but when I change slides they are not shown.	<ul style="list-style-type: none"> <li>• Be sure you have selected <b>LIVE ONLINE</b>.</li> <li>• There may be some delay due to the network, reflector server (if any), and the player. You may need to wait up to 15 seconds, depending on your configuration, to see the slides change.</li> <li>• Did you remember to enable <b>Meta Data</b> on your VBrick configuration.?</li> <li>• Each time you change your slide, the <b>Meta Data</b> field in your VBrick should be populated with a new URL. Does this occur? Did you set your VBrick username and password correctly?</li> <li>• Can you access your VBrick via the <b>Manage</b> button? If no, you do not have the correct address / username / password entered, or the VBrick is not on the same network.</li> <li>• Did you set the <b>Remote Directory</b> setting correctly for the FTP server?</li> </ul>
I can't figure out what to enter for the viewing URL.	Open a browser and enter <a href="http://ServerAddress/remote dir/presentationname/s001.jpg">http://ServerAddress/remote dir/presentationname/s001.jpg</a> . You should see the image of your first slide. If you do, your viewing URL is this without the / <a href="http://ServerAddress/remote dir/presentationname/s001.jpg">presentationname/s001.jpg</a> . If this does not work, then the server address and remote dir is not correct or your web server is not set up correctly. Your remote directory must publish web pages (e.g. web sharing enabled on the server).

<b>Problem</b>	<b>Solution</b>
Some viewers report the slides are not showing up.	If at least one viewer can see your video and your slides, the problem cannot be at your end. It is possible they have popup blockers enabled or they may have a problem with their computer.
Some viewers report that the slides are cut off the screen.	The viewer's screen resolution is set too low. The screen resolution should be at least 1024 x 768. When you upload your slides, select a smaller size (choice is large, medium, small). Normally, you should use "medium".
Local viewers are not seeing the video via the multicast page.	<ul style="list-style-type: none"> <li>• Do you have multicast enabled on the VBrick?</li> <li>• Does your local network support multicast?</li> </ul>
Cannot view a saved presentation.	<ul style="list-style-type: none"> <li>• Are you certain you recorded your presentation? There should be a new folder with your presentation name, and the folder is located under the same folder as your original PowerPoint file. This folder should have your video file.</li> <li>• You should be able to view your presentation by opening (double-click) index.htm in Internet Explorer.</li> <li>• You can upload the entire folder to a web server "as is" if you are using WM and viewers can see your stored presentation via progressive download.</li> </ul>
No video.	<ul style="list-style-type: none"> <li>• You must use the VBrick "Slot 1"</li> <li>• Can you see the video via conventional means (e.g. via Media Player by entering the VBrick URL)?</li> <li>• Did you enter the correct video URL on the setup screen? Paste this entry into Media Player...does it play? If not, your VBrick is not streaming or the URL is incorrect. If yes, then perhaps the URL is not reachable by your intended viewers.</li> </ul>
What happens if I change slides very quickly?	Your viewers will likely skip any slide that is not displayed on your computer for at least two seconds.
Can I get live audience feedback?	Yes. Your server must support ASP. You can use other methods to receive live audience questions (for example e-mail or IM) but using a telephone conference bridge and speakerphone is usually a bad idea.
Can I do slides only (no video)?	No. But you can chose to send very low rate video (e.g. 1 fps at 20 Kbps) and turn off your camera and microphone.
Can I use the MCS Portal Server?	<ul style="list-style-type: none"> <li>• Yes. The MCS Portal Server runs on a standard Windows Web Server. You can upload your entire saved presentation folder to the server if your video is WM format and view the saved presentation.</li> </ul>



Problem	Solution
<p>Can I turn off the "click" sound each time a slide changes?</p>	<p>Yes. This is a Windows setting on your computer. Go to <b>Start &gt; Control Panel &gt; Sounds and Audio Devices</b> and set <b>Complete Navigation</b> to <b>None</b>.</p> 
<p>How can I give a presentation to all my local employees and also to remote employees via the public Internet?</p>	<ol style="list-style-type: none"> <li>1. Configure your VBrick on your LAN.</li> <li>2. Set your VBrick to multicast locally.</li> <li>3. Set your VBrick to also stream to a reflector (for WM this is a WM server).</li> <li>4. Send an e-mail to invite your participants using the built-in e-mail utility. This e-mail includes both viewing URLs.</li> </ol>
<p>Can I edit the recorded video?</p>	<p>Yes. For WM you can use many third-party editors, or the free Movie Maker from Microsoft.</p>
<p>I recorded a presentation on my computer, then published it. By mistake, I deleted it. How can I restore it to the server?</p>	<p>Your recording still exists on your computer, so you simply need to upload it to your server. You might be able to do this via the <b>Publish</b> button if you have not created a more recent presentation. You can also open <b>Setup</b> and click on <b>Manage</b> for your web server. This will open a FTP window to your web server. Simply drag-and-drop your entire presentation folder to the server. The presentation folder is in the same directory as your original PowerPoint file and the folder has the same name as your original PowerPoint file.</p>
<p>Can I use my corporate web server?</p>	<p>Usually. If your corporate web server is on a hosted (third party) Internet web server, you may or may not be able to add FTP accounts. If your FTP account puts you in to a top level directory (e.g. above "www" or above "htdocs"), then you must set the "Rmt Dir" field in setup to your target subdirectory.</p>
<p>Multicast is enabled when I go online.</p>	<p>If you are not using multicast, set your VBrick multicast address to <b>Loopback</b> so that turning it on does not matter.</p>

## Frequently Asked Questions

Question	Answer
What type of web server is required?	VBPresenter uses ASP for certain functions, so your web server must be Microsoft (IIS). If you are using VBrick internal hard drive (WM models only), then VBPresenter formats the pages not to use certain functions and ASP is not used. Because the VBrick web server does not support ASP, Questions, Polling, and certain other features are not supported.
Do I need a streaming server?	Maybe. For live video, see "When do I need a reflector service? " For stored video, VBPresenter supports "progressive download" for WM video types and will publish your recording on your web server if you select <b>Progressive Download</b> . You should use a streaming server for larger video files and/or when you expect more than a few viewers.
Does VBPresenter work with VBrick's MCS / ETV system?	Yes. For WM video type, you must have a Windows Media server for stored video files.
What is the difference in operation using a conventional web server and VBrick MCS / ETV system?	When you use VBPresenter with a web server, the viewing URL of the live presentation is the PowerPoint file name. When you give a live presentation via MCS, you set up a special "channel" name that appears in the MCS live program guide. This allows a presenter to always have the same "channel" name (for example, "History 101" or "CEO Address") regardless of the PowerPoint name. For recorded presentations, MCS allows the presenter to enter a title, keywords (for searching), expiration date and publishing folder. When used with a conventional web server, both the live and recorded presentation name is always the name of the original PowerPoint file. VBrick MCS/ETV System provides granular permissions, allow you to limit the viewing to only authorized parties. When used with a conventional web server, the presenter may assign a password. When used with MCS / ETV System, no password is entered because the permission to view it is configured by the MCS (e.g. permissions are established by MCS at the folder level).
What happens when I publish a live presentation?	VBPresenter creates special viewing pages based on the entries in the setup screen and uploads these to your web server (or MCS).
What happens when I publish a recorded presentation?	VBPresenter creates special viewing pages based on entries in the setup screen and uploads these to your web server (or MCS). VBPresenter uploads your recorded video file to your web server (if progressive download is selected) or your streaming server (if streaming server is selected). VBPresenter assumes you have first conducted a live presentation and subsequently modifies it by publishing the recording.
Why don't the viewer's slides change?	You have not published them. Are they present on your web server? You have not set the VBrick <b>Metadata Enable</b> You may need to set this in three places: under "video", under "server" and under "push". You have not correctly entered the VBrick IP address, username, and password.

Question	Answer
How do I install or remove VBPresenter?	To install, just run the setup program. To remove, run the setup program again and select "remove", or use the Windows control panel. With VBPresenter 2.1 and above, you do not use <b>Tools &gt; Addin</b> . VBPresenter does not appear in the PowerPoint Add-In toolbar, but it does appear as a "customize" option.
What is "PowerStream"?	PowerStream is a company that provides WM reflecting service and VBPresenter web hosting. You may use other reflector services, such as Limelight, VitalStream, etc. but these services do not support the web server features and you will need to find a web server for the slides and html pages that VBPresenter uploads.
When do I need a reflector service?	You need a reflector service if you wish to reach viewers on the public Internet, if you don't have an outside IP address, and/or if you do not have sufficient bandwidth to reach the number of viewers you wish. Most small companies will need a reflector service if they wish to reach viewing on the public Internet. Many larger companies have sufficient bandwidth or they have their own reflector.
Are Apple and Linux computers supported?	Yes.
What is the difference between the "Video Viewing URL" and the "Video Recording URL"?	The <b>Video Viewing URL</b> is the URL that is used by your audience for viewing the video (within the web page). The <b>Video Recording URL</b> is the URL that VBPresenter uses to (optionally) record the video. Because your VBrick is physically close to you and is a streaming server, you can have a better recording if you elect to record directly from it rather than from the <b>Video Viewing URL</b> which might be the URL of a reflecting server.
How many local viewers can I have?	Unlimited. Both the VBrick WM appliance provides direct IP Multicast, enabling a virtually unlimited number of local viewers. Of course, your web server will need to support an equal number of sessions.
Can I show my live computer screen?	Yes. VBrick supports two video inputs and VBPresenter give you a built-in video switch. Connect the video output of your computer (if available) to one input and your camera to the other input. Show your live desktop by selecting the alternate video input. Depending your preference, you might use 640 x 480 resolution for your VBrick WM appliance and remind your viewers that they may use the external video viewer if they would like a larger viewer. You can use the optional "VBPresenter Screen Capture" tool found on <a href="http://www.videoalive.com">www.videoalive.com</a> . This allows you simply press one button to capture your desktop and share it with your audience.
Why is a live presentation listed on the VBrick MCS even after I have closed PowerPoint?	You must select <b>OFFLINE</b> before exiting PowerPoint. You can restart PowerPoint using the same presentation and select <b>OFFLINE</b> to remove the listing.

Question	Answer
Can I make a presentation that I can put on CD as a hand out?	Yes, for WM video type. When you create and record a presentation, it is located on your computer in a folder with the same name as the PowerPoint file. When you publish a presentation, you may also select <b>Make Local File</b> . Simply open the file called <a href="#">play.htm</a> to view the presentation locally. Copy the folder to a CD and when you double-click on <a href="#">play.htm</a> or drag it to Internet Explorer, your presentation will play (WM only).
Can I save the audience questions?	Yes. Press the <b>Save History</b> button on the audience questions viewer. You can also save just the "attendance" list.
Can I have multiple configurations?	Yes, as many as you like. VBPresenter Administration Utility allows you to create configuration files and they may be selected in the VBPresenter setup screen. You may elect to <b>Hide Setup Button in VBPresenter</b> when you create a configuration file. If you do this, then the VBPresenter user cannot access the setup, thus preventing the exposure of your server parameters.
Can I control or limit the number of live viewers?	Yes. Simply set the <b>Max. Viewers</b> . You can also set the maximum number of sessions that your VBrick will support. This is a good way to ensure your live video only reaches your intended audience: if you know you have invited only 20 people, then set you limit to 20.
Can I integrate spreadsheets, word documents, and other material in my presentation?	Yes, in multiple ways. You can copy the material into a PowerPoint slide and proceed normally. You can upload the material as "Reference", allowing your audience to obtain copies of virtually anything you post. You can use "Guided Web Browsing" to show any reference material to your audience (if it can be displayed in a browser). You can use "VBPresenter Screen Capture" tool. This tool uses your current VBPresenter settings, captures your desktop image, and sends it to your audience in real time. For example, you would minimize PowerPoint, open up some other application, and press "Alt" to send an image of your desktop to your audience.
Can I integrate additional video into my presentation?	Yes. Simply type in the URL of the target video (.wmv, .mov, .swf, etc.) using the Guided Web Browsing feature. You can also use the Guided Web Browsing feature to navigate to a web page that has video, animations, or other graphical elements embedded in it.
Can I customize the viewer interface?	Yes. You can insert you own logo in place of the VBrick logo.
Do viewers have to "log off"? What happens if they do not?	Viewers should log out when they leave. But if they just close their browser, the system logs them off automatically. If they just shut off their computer, then the log out will not occur. In this case, the system is configured with a timeout that you set in VBPresenter. The timeout should be set to at least the expected duration of your live presentation. If it is too short, then viewers will be unable to ask questions without logging out and then logging back in.

Question	Answer
Some links in web pages don't navigate viewers when using Guided Web Browsing. Why?	Guided Web Browsing only supports conventional web links. Some web sites use Javascript, Flash, or similar techniques that are not supported by VBPresenter. Prior to your presentation, you should verify the links you plan to use.
Why doesn't my first slide show up?	Your first slide will be displayed under the following conditions: You select <b>ONLINE</b> . If you are already <b>ONLINE</b> , then the slides change only when you select (change) them in PowerPoint. If you set the <b>Auto Refresh</b> to 60 seconds, then the current slide will be refreshed every 60 seconds. This is very useful to accommodate viewers that tune-in late and where the presenter lingers on one slide for long periods. You can elect to have an additional copy of your first slide so that when you advance to it the viewers see it in real time.
Do viewers require any downloads or plugins?	No. Most viewers already have the necessary player components installed on their computers.
Can I move my presentation from one server to another?	Yes, but currently this will require some hand-crafting of the code. A utility will soon be available to make moving presentations between servers simple.
Can I use dual monitors?	Yes. Simply select <b>Resizable Video</b> and move it to one monitor. Select <b>Resizable Slides</b> and move it to the other monitor.
Simple troubleshooting tips	<p>When you press the server <b>Manage</b> button, it should open Internet Explorer and you should see any uploaded folders. If this does not happen, then your web server address, username, password, and/or remote directory are not set correctly OR your web server is not set up correctly.</p> <p>When you press the VBrick <b>Manage</b> button, it should open Internet Explorer and you should see the VBrick management interface. If this does not happen, then your target VBrick is not on, you have not entered the correct IP address, or there is a network issue reaching the VBrick.</p> <p>If using <b>Streaming Server</b>, when you press the Streaming Server <b>Manage</b> button, it should open Internet Explorer and you should see the contents of your streaming server. If this does not happen, then your streaming server address, username, password, and/or remote directory are not set correctly <i>or</i> your streaming server is not set up correctly.</p> <p>When you are online and changing slides, the <b>Metadata</b> field of your VBrick should become populated (Configure: Encoder &gt; Video). If this does not happen then you have not correctly set the VBrick IP address, username, password and/or, port <i>or</i> your VBrick is not set up correctly.</p>

Question	Answer
Server Setup	<p>You know your web server is set up correctly when:</p> <ul style="list-style-type: none"> <li>• You can open a FTP session to it using the server address, username/password.</li> <li>• You can upload a html page to it.</li> <li>• You can view the uploaded html page by opening Internet Explorer and entering <a href="http://ServerAddress/RemoteDirectory/uploadedPage.html">http://ServerAddress/RemoteDirectory/uploadedPage.html</a></li> <li>• The server is Microsoft IIS and ASP is enabled.</li> <li>• The server has write privilege both the FTP user and for the web user.</li> </ul> <p>For VBrick MCS/ETV System, you should create a new virtual FTP site on the server and follow the instructions in the MCS setup instructions. It is important that each user has their own virtual site on the web server. If multiple users use the same account, then they share the live audience questions too (which can be very confusing). Technical: Each account will have its own <a href="http://global.asa">global.asa</a>.</p>
VBrick Setup	<p>You must setup your VBrick. Generally, you will set the streaming bit rate(s), the http push(es), the multicast address, and the server(s). If using a reflector service (e.g. PowerStream), set the HTTP Push as instructed by the service provider.</p> <p>For general purpose streaming via the public Internet, you will want to ensure your streaming bit rate is one your viewers can support. Most DSL/Cable modem "broadband" users can receive at least 300 Kbps. To ensure the widest support, you might set your VBrick WM appliance for multiple bit rates (e.g. 200 Kbps, 500 Kbps, 1 Mbps). Configure your VBrick streaming server and/or HTTP push for 200 and 500 Kbps (if you have adequate outbound bandwidth) and configure your multicast to use the 1 Mbps rate.</p>





VBrick Systems, Inc.  
12 Beaumont Road  
Wallingford, Connecticut 06492, USA