



## Webcasting User Guide

Last Revised 7/20/11

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## **Overview**

Visual Presenter is accessible to customers, event managers and producers who are incorporating presenter images, slide shows, polling, URL's and/or interactive questions into their webcasting event. Using this tool, you can prepare for your event with slides, polling questions and other features available to you, as well as enter the Control Room, which you will use to operate all of these features during the course of the actual event.

If you have any other questions, please contact Infinite Conferencing at:

1.888.203.7900

1.973.671.0040

[events@infiniteconferencing.com](mailto:events@infiniteconferencing.com)

# **System Requirements**

## **Hardware:**

- 256 MHz or faster
- 64 MB RAM minimum/128 MB recommended
- 16 bit sound card
- 65,000 (16 bit) color video display card

## **Operating System:**

- Microsoft Windows 2000/XP/Vista (or)
- Apple Mac OS X 10.3

## **Media Players:**

You must have one of the following streaming media players and versions installed on your computer:

- Microsoft Silverlight 2
- Microsoft Windows Player 6.4 or later
- Flash Player

## **Internet Browsers:**

For Windows operating systems, you must have either Microsoft Internet Explorer 6+ or Firefox 1.5+. For the Mac operating systems, you must have Mozilla Firefox 1.0.4.

## **Browser Security Settings:**

Browser security settings must have ActiveX and Plug-ins enabled. Please follow the steps below.

- Click Tools >> Internet Options
- Click the Security Tab >> Click the Custom Level button
- Scroll down to Run ActiveX controls and plug-ins >> Select enable
- Click OK

If the slides do not advance for Internet Explorer 8 users, they may need to change a security setting in their Internet options. The “Navigate windows and frames across different domains” setting needs to be enabled. It is set to disable by default. Please follow the steps below to correct this issue.

- Click on Tools >> Internet Options >> Security Tab >> Click Custom Level button.

- Scroll down to where it says "Navigate windows and frames across different domains" and Enable the setting.
- Click OK

**Internet Connection:**

A fast connection to the Internet -- such as T1, DSL, or cable modem -- will greatly enhance your experience in viewing the rich media content. If your connection is slower - a 28 or 56k modem, for example - you will experience lower quality sound and video, this is due to the current limitations of the streaming media technology.

**JavaScript:**

You need to have JavaScript enabled to use the advanced features of this website.

**Popup Blockers:**

This site makes use of popup windows for advanced features such as URL pushes and exit surveys. Please set your popup blocking software to accept popup windows from this website.

**Cookies:**

You need to have cookies enabled to use the advanced features of this website.

**Streaming Media Ports:**

You need to have ports 554 and 1755 open. If your media player is configured for port 80 you still may receive streaming media.

**Firewalls and Proxy Servers:**

If you are listening or viewing in your office, you need to disable the firewall, proxy server, or other security system in place that blocks audio/video streams.

## Login

1. To access Visual Presenter, please go to <https://secure.visualwebcaster.com>.

The image shows the login interface for Visual Presenter. At the top is a blue header with the "VisualPresenter™" logo. Below the header, the text "Sign in" is centered. Underneath, there are two input fields: "Event ID" and "Password". Below the "Password" field is a green "Login" button, which is highlighted with a red rectangular box. To the right of the "Login" button is a small icon of a question mark inside a square. At the bottom of the form, the copyright notice "©2010 Onstream Media Corporation - All Rights Reserved" is displayed.

2. Enter the "Event ID" and "Password" that you have been given. These were assigned when the event was ordered.
3. Click the Login button to enter.

## Main Menu

Once you have logged on to Visual Presenter, you'll be taken to the "Main Page". Here you will find different tools (depending on your event order) for the preparation and operation of your visual webcaster event. The possible tools are: Presenter, Slides, URL's, Poll, Materials, Indexing and the Control Room.

The screenshot shows the 'VisualConference' main menu. At the top, there is a header bar with the 'VisualConference' logo on the left and a 'Logout' button on the right. Below the header, the event information is displayed: 'INFINITE DEMO COMPANY - Event ID 74433', 'Maria's Demo', and 'Tuesday, November 09, 2010 at 1:37:29 PM'. The main content area is divided into two sections: 'Produce' and 'Present'. The 'Produce' section contains six items, each with a green oval button and a description: 'PRESENTER' (Upload or Edit presenter images), 'SLIDES' (Produce your internet-ready Presenter slide show, Upload your PowerPoint files. Preview your slide show. Make changes to your presentation.), 'URL's' (Create or Edit predefined URL's to use in presentation), 'POLL' (Create or Edit Poll information), 'MATERIALS' (Upload supporting materials for audience download), and 'INDEXING' (Create or Edit indexes to use in presentation). The 'Present' section contains one item with a blue oval button: 'CONTROL ROOM' (Enter Virtual Control Room and manage your live presentation here.).

**VisualConference** Logout

**INFINITE DEMO COMPANY - Event ID 74433**  
**Maria's Demo**  
**Tuesday, November 09, 2010 at 1:37:29 PM**

**Produce**

- PRESENTER** Upload or Edit presenter images
- SLIDES** Produce your internet-ready Presenter slide show  
*Upload your PowerPoint files. Preview your slide show.  
Make changes to your presentation.*
- URL's** Create or Edit predefined URL's  
*to use in presentation*
- POLL** Create or Edit Poll information
- MATERIALS** Upload supporting materials  
*for audience download*
- INDEXING** Create or Edit indexes to use in presentation

**Present**

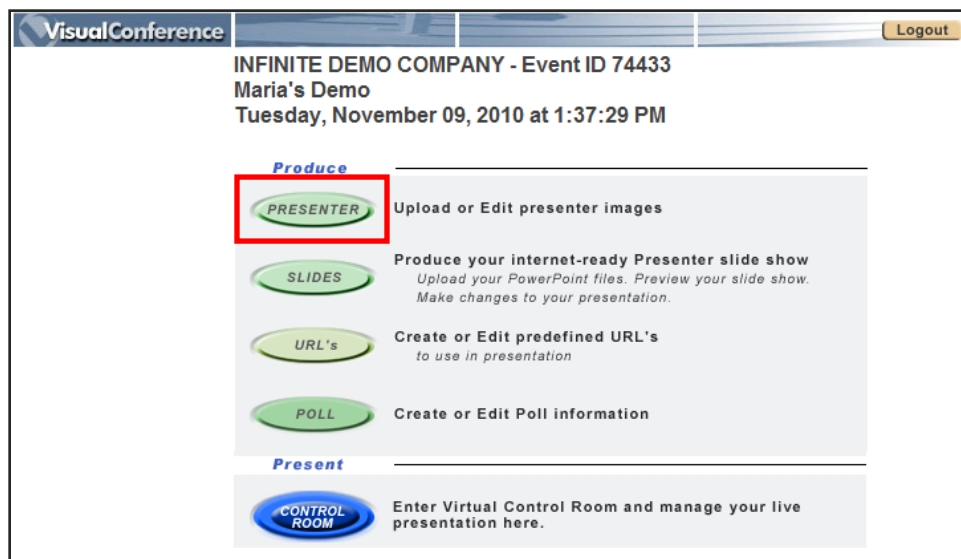
- CONTROL ROOM** Enter Virtual Control Room and manage your live presentation here.

# PREPARING FOR THE EVENT

## Presenter

This is where you can upload the images of the individuals who will be presenting during your event. You may upload as many images as you wish. The image should be a .jpg or .gif with a maximum size of 240 x 180. When uploading more than one image, you will have the ability to place them in the appropriate order.

1. Click on the **PRESENTER** button on the main page.



2. You will open up the “Presenter Images” window where you can upload your images. You can return to the main menu by pressing the **MAIN MENU** button at any time.



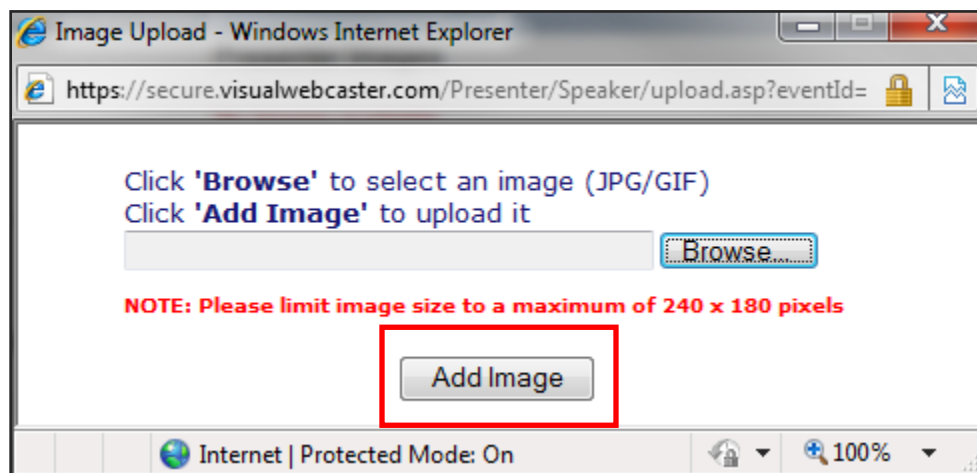


## To add a new presenter image:

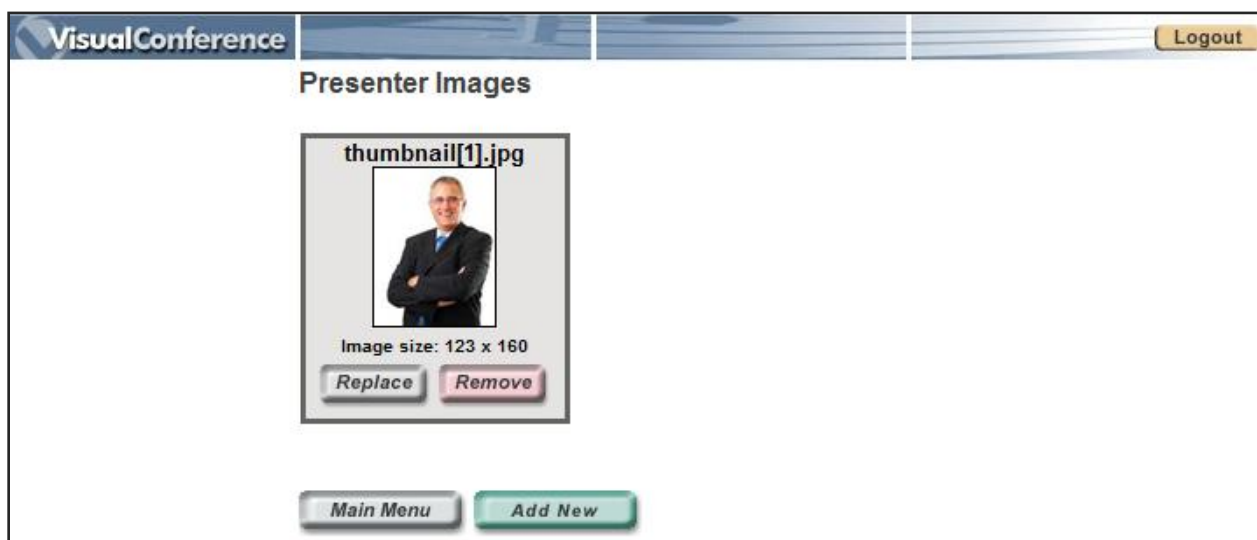
1. Click on the **ADD NEW** button.



2. An “Image Upload” window will pop up where you can browse for your image. Once you have selected an image, you can click on **ADD IMAGE** to upload it to Visual Presenter.

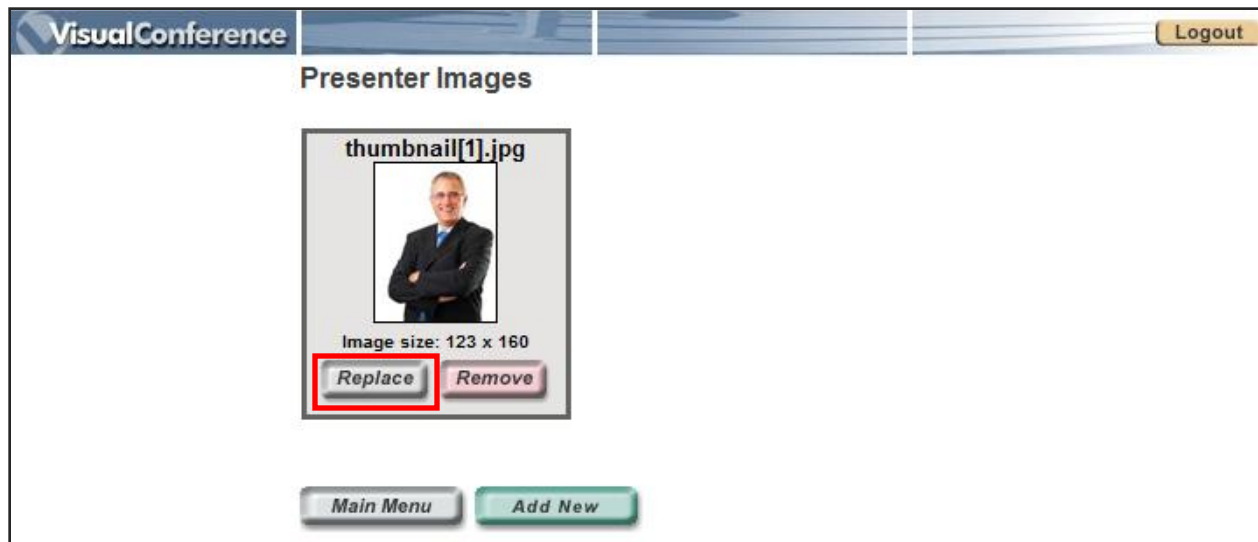


3. You will see the image uploaded on the “Presenter Images” window. Now you have the option to replace or remove the existing image.

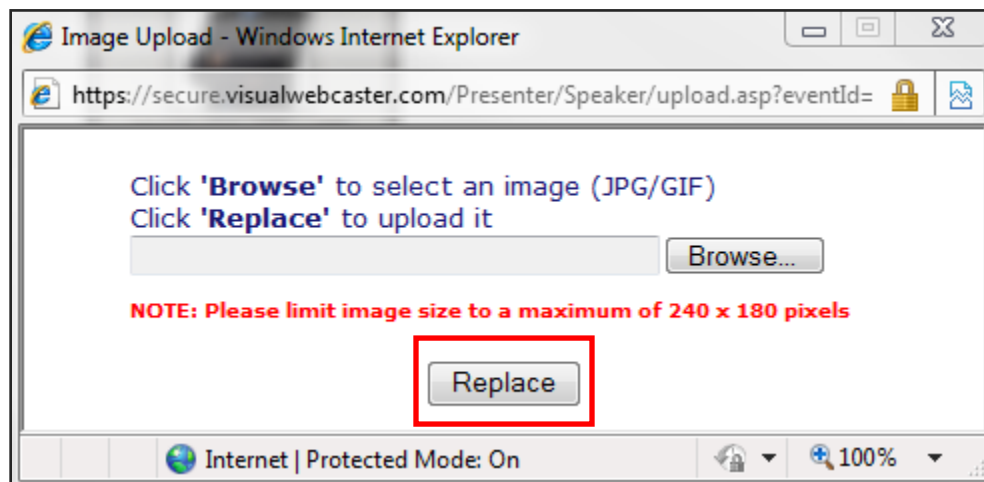


## To replace an existing image:

1. Click on the **REPLACE** button.

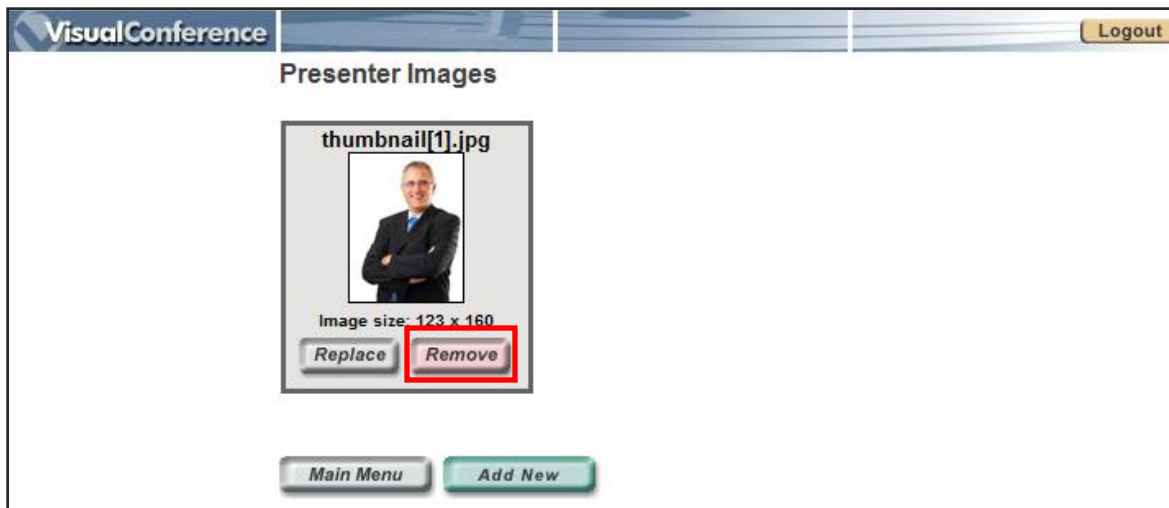


2. An "Image Upload" window will pop up where you can browse for your replacement image. Once you have selected an image, you can click on **REPLACE** to replace the existing one.

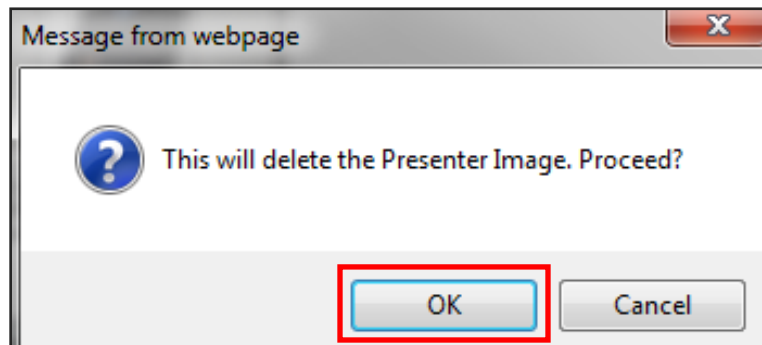


### To remove an existing image:

1. Click on the **REMOVE** button.



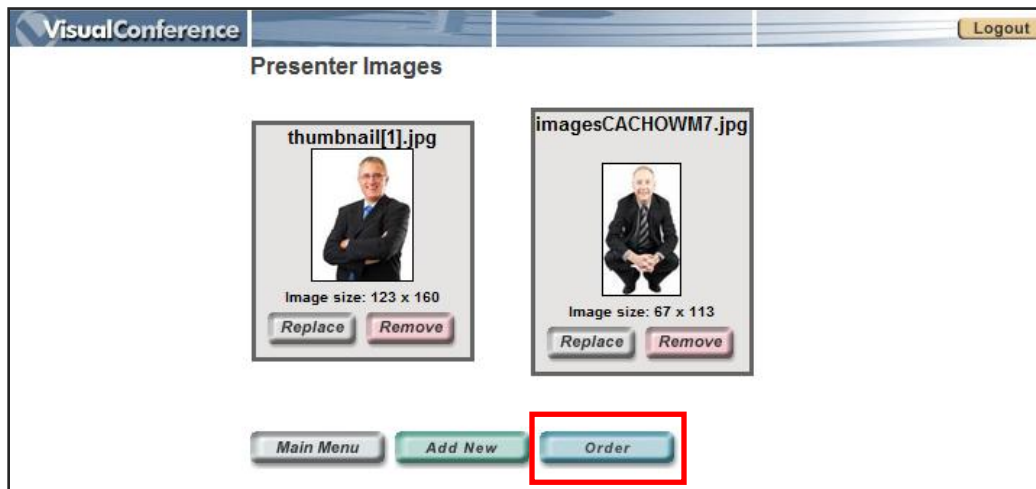
2. You will receive a dialogue box confirming your removal, click **OK**.



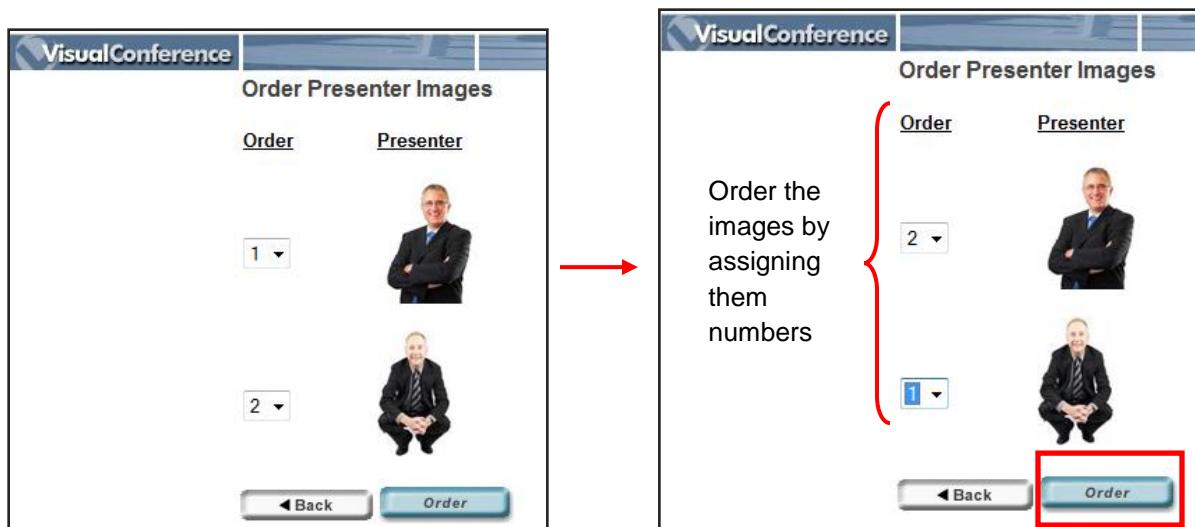
## To arrange the sequence of the images:

By default, the images will be arranged in the Control Room in the order in which they were uploaded.

1. Once you have uploaded more than one picture, you will have the option to re-arrange the sequence of the images. Click on the **ORDER** button to manage the order.



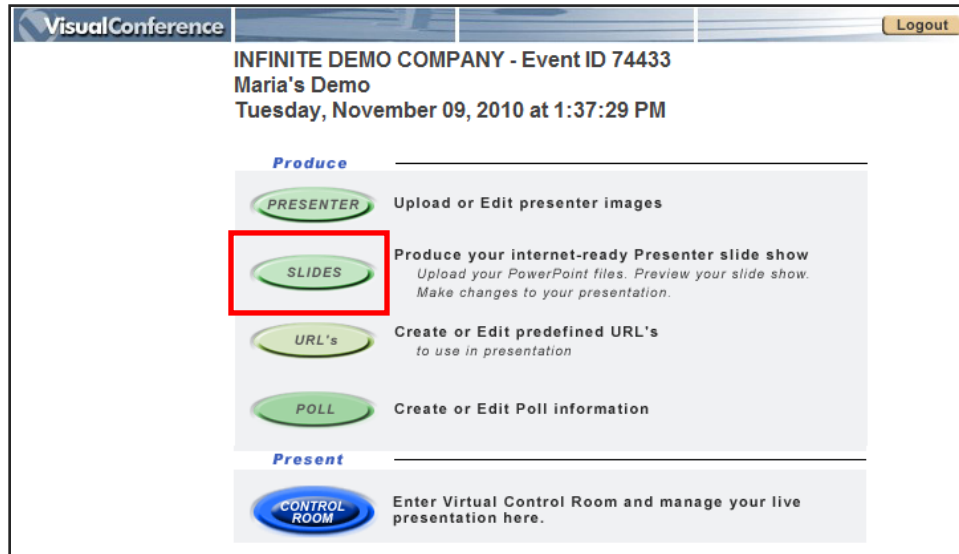
2. The “Order Presenter Images” screen will appear allowing you to number your images in the selection you will want them to appear. First change the order underneath the Order column and then click on the **ORDER** button to re-arrange the images.



## Slides

This is where you can upload your Power Point slide presentation(s) that will be shown during the webcast. You may upload as many presentations as required for your event, however, you can only upload them individually. When uploading more than one slideshow, you will have the ability to place them in the appropriate order.

1. Click on the **SLIDES** button.



3. The first time that you enter this section, there will be a message that reads “No PowerPoint presentations available” indicating that slides have not yet been uploaded for this event. When you re-enter this area and at least one Power Point file has been uploaded, the screen will show you all slide presentations that have already been uploaded for this event, as well as options for editing, downloading or removing existing slide presentations. You can return to the main menu by pressing the **MAIN MENU** button at any time.

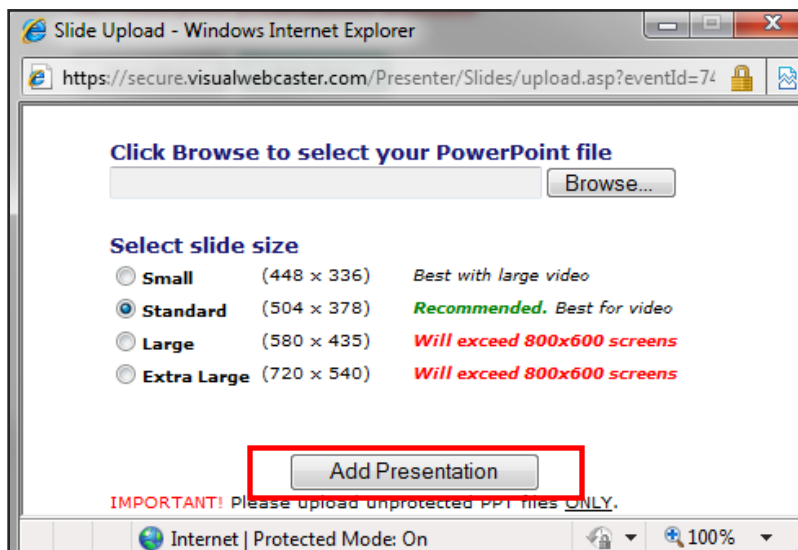


## To add a new slide presentation:

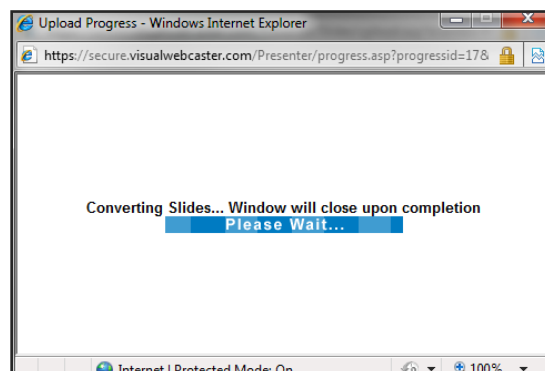
1. Click on the **ADD NEW** button.



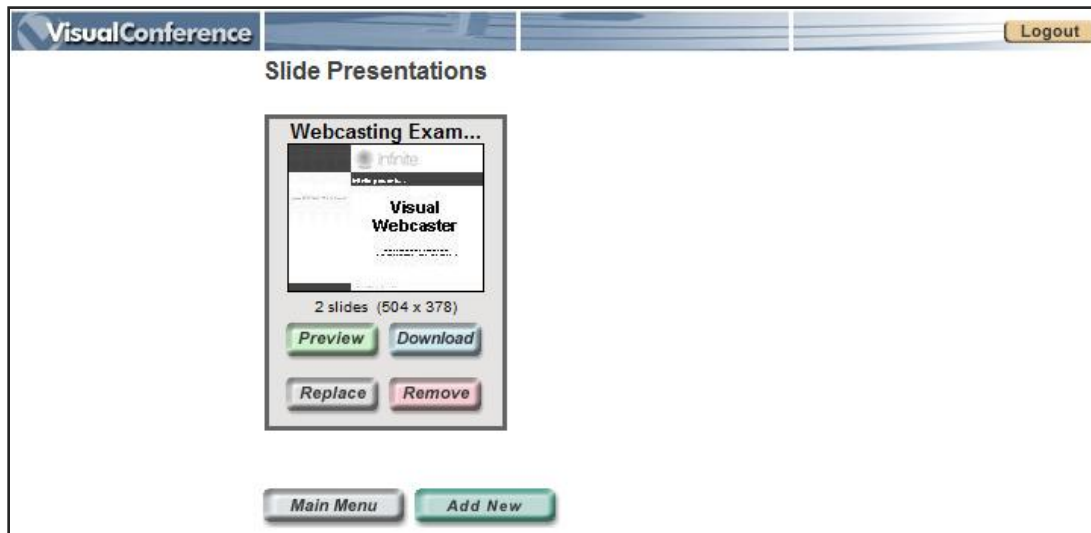
2. Browse and select the Power Point slide presentation from your files that you wish to upload for this event. Choose the type of resolution or size for your presentation. The default setting is on standard (504x378 pixels). Selecting different settings may alter the quality of your presentation. Click **ADD PRESENTATION** when you are ready to upload.



3. The uploading process to Visual Webcaster may take a few minutes and a message box will appear illustrating the status of the upload and conversion. Do not stop the process until it is complete. The window will close upon completion.



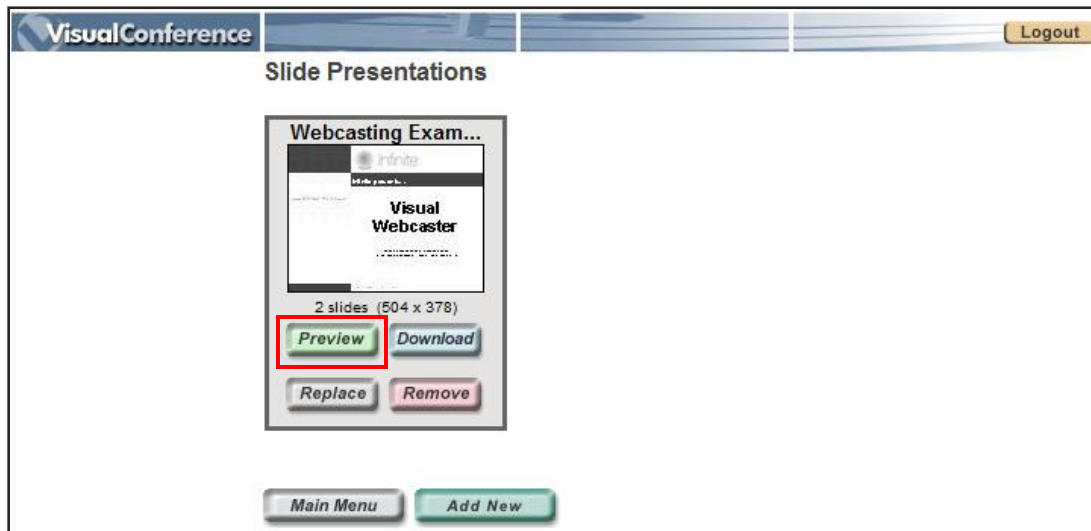
4. Once the upload process is complete, a thumbnail image of the first slide will appear. To add additional presentations, click **ADD NEW** and follow the steps again.



### To preview your presentation:

It is recommended that you use the Preview function once the slides have been uploaded to ensure that all slides have been converted properly.

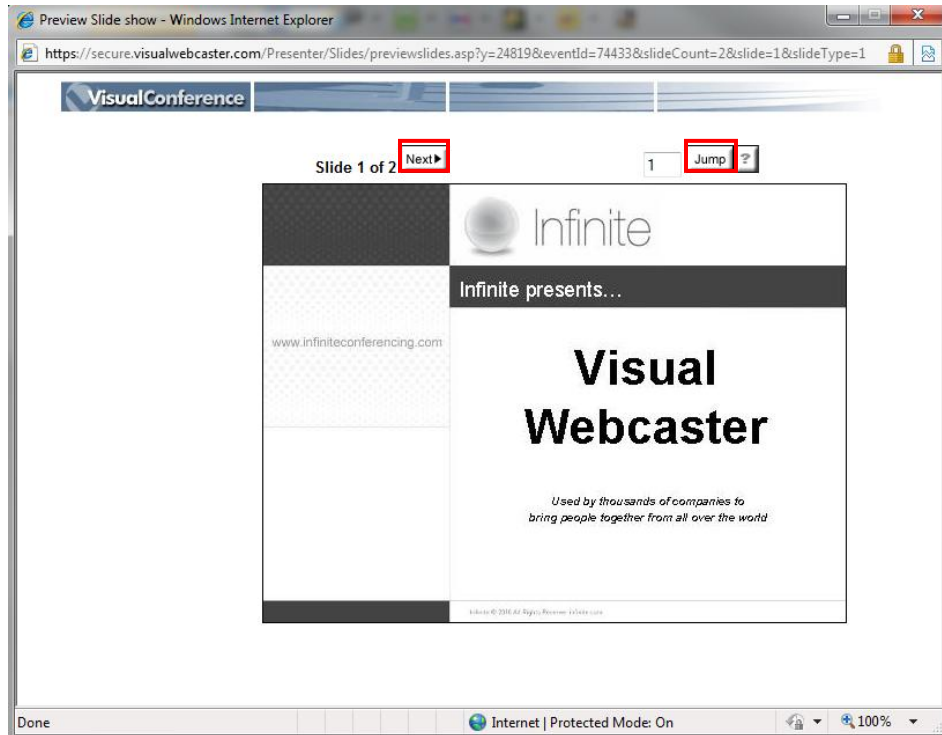
1. Click the **PREVIEW** button.



2. You will be able to preview all your slides by using the buttons on the preview window. Click on **NEXT** (and **PREVIOUS**) buttons to scroll through your slides.

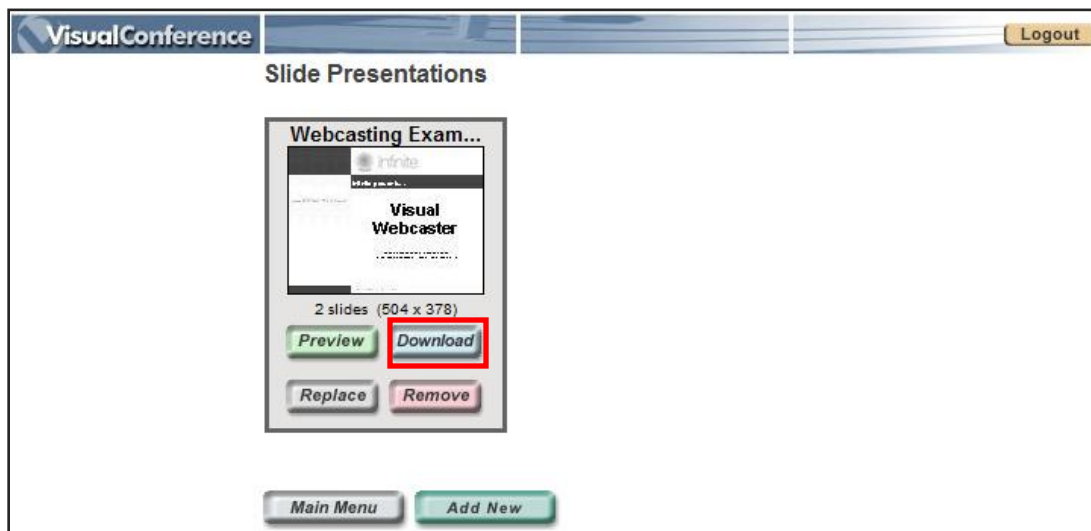
Type a slide number into the box to the left of the **JUMP** button and then click the button to jump by number to any slide.

**NOTE:** If you want to make changes, you'll then need to modify the Power Point source presentation on your system and then upload the new Power Point file. This upload will replace the previous one.



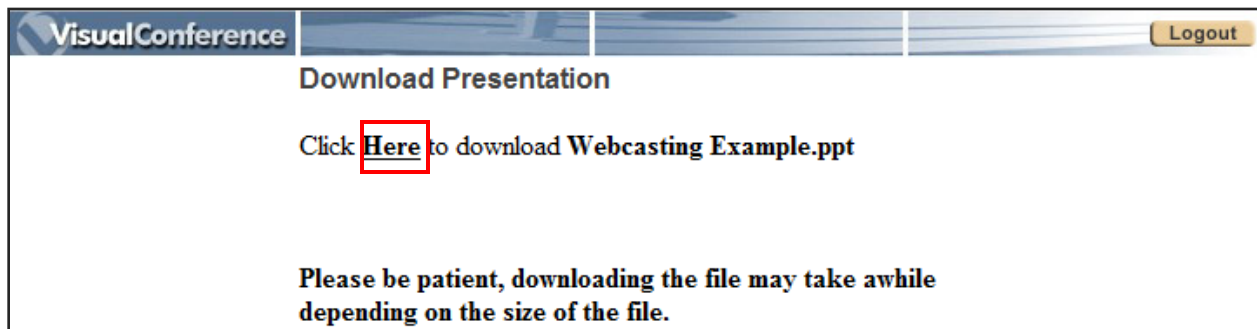
To download your presentation to your files:

1. Click the **DOWNLOAD** button.

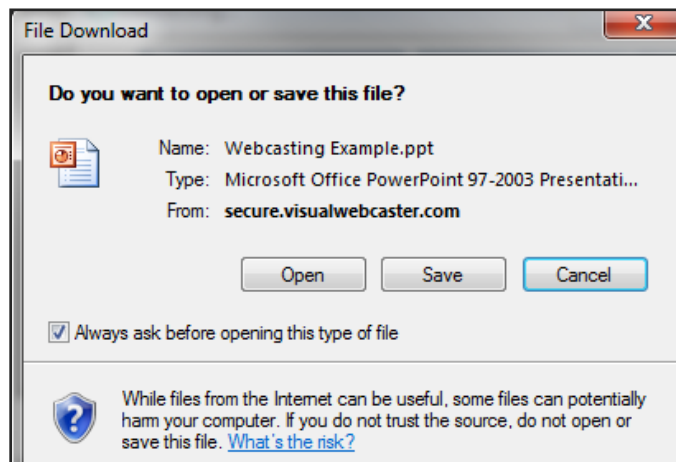




2. The “Download Presentation” window will appear and you can click on **HERE**.

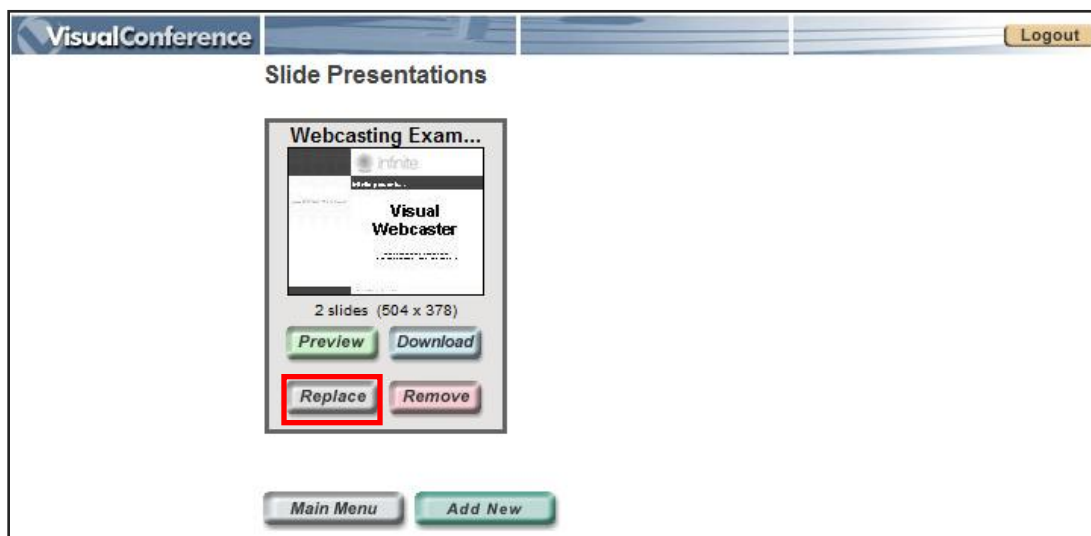


3. You have the options to open or save the presentation.

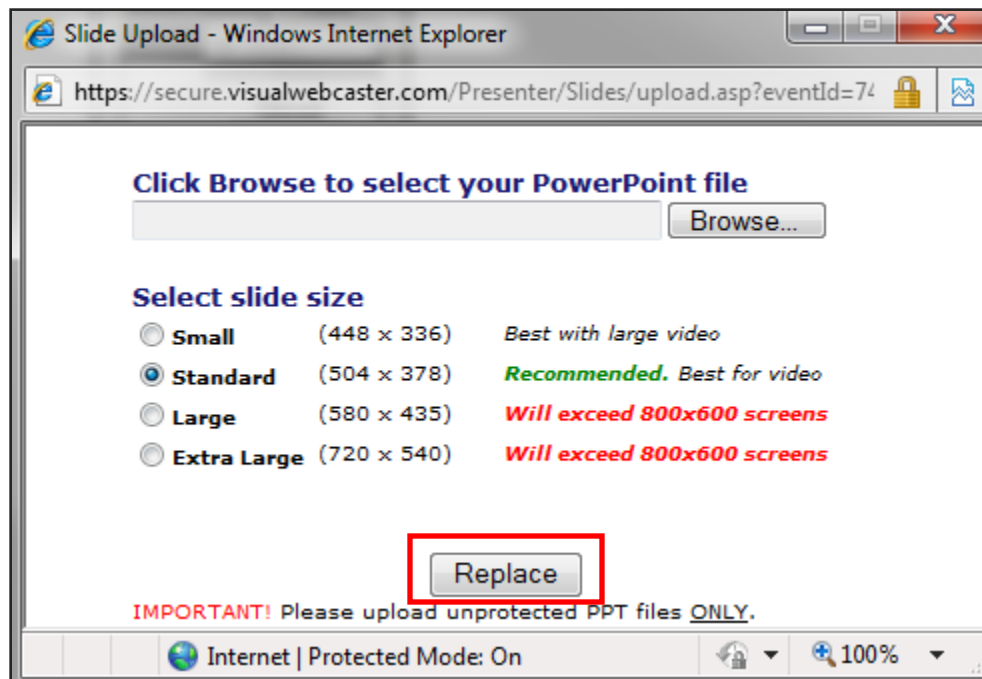


### To replace the existing presentation:

1. Click the **REPLACE** button.



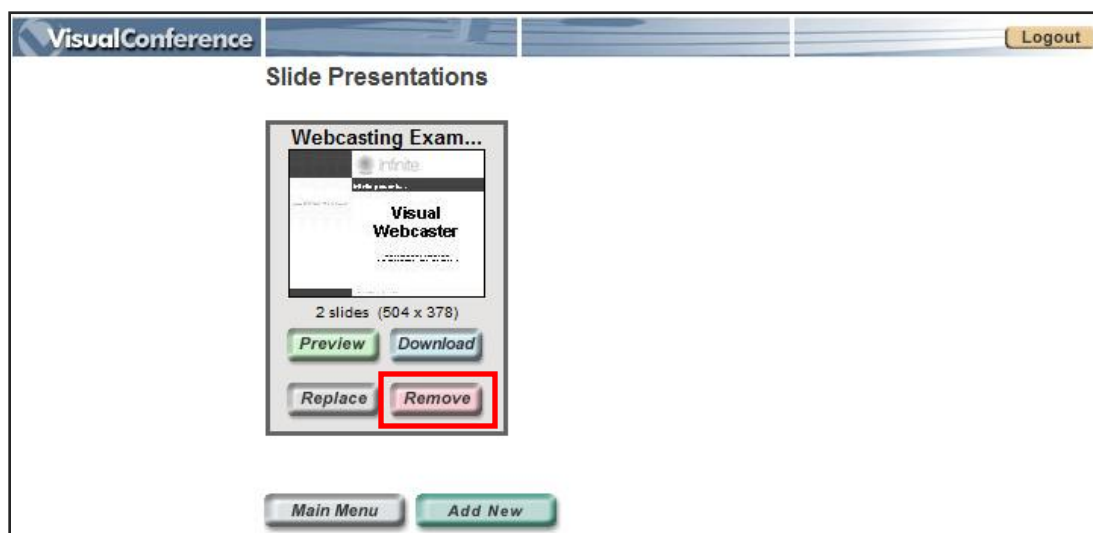
2. Browse and select the Power Point slide presentation from your files that you wish to upload as the replacement. Choose the type of resolution or size for your presentation. Click **REPLACE** when you are ready to upload.



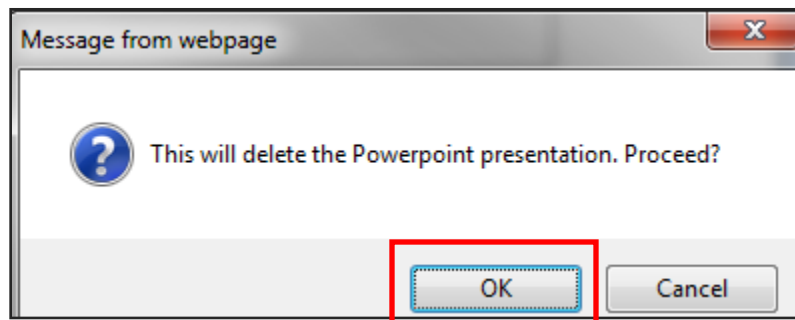
### To remove the presentation:

The remove feature allows you to delete the selected presentation from the Video Webcaster files.

1. Click on **REMOVE**.



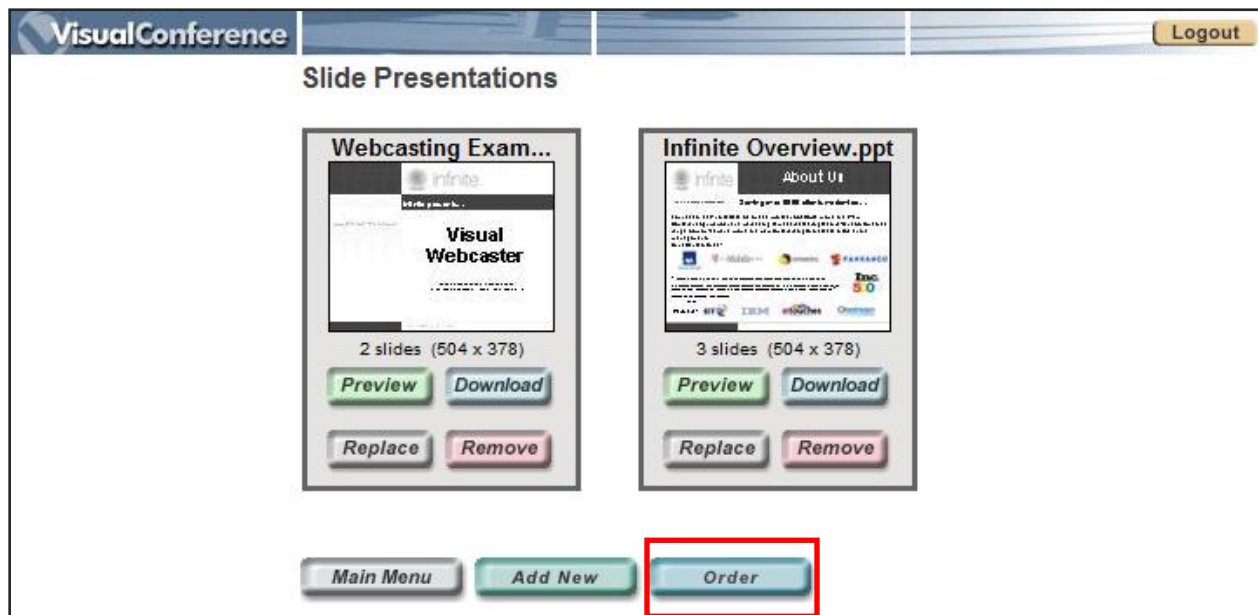
2. You will receive a dialogue box confirming that you want to delete the presentation. Click **OK**.



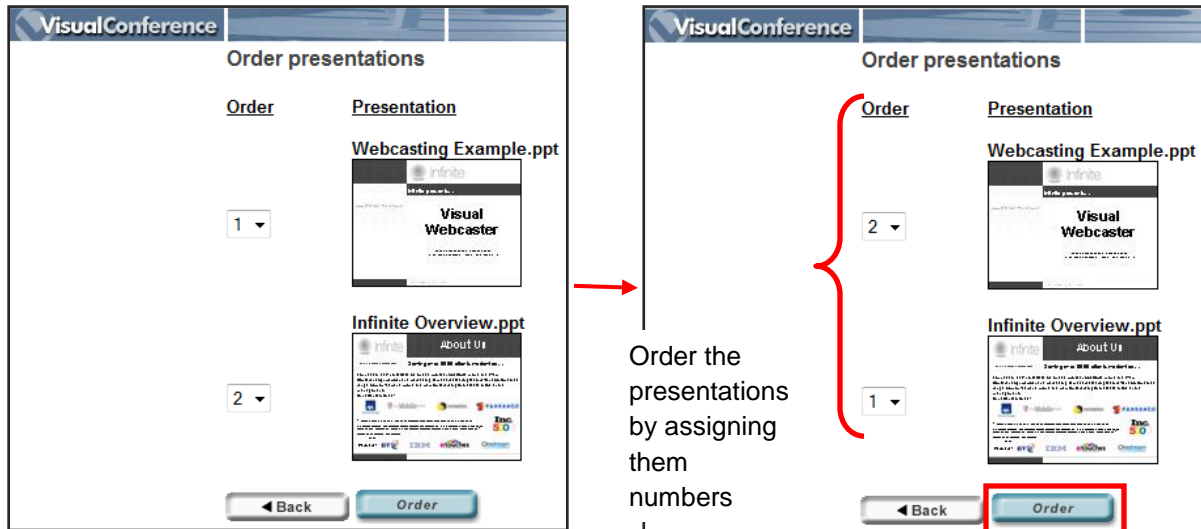
### To arrange the slide presentations:

By default, the slide presentations will be arranged in the Control Room in the order in which they were uploaded.

1. To change the order, click **ORDER**.



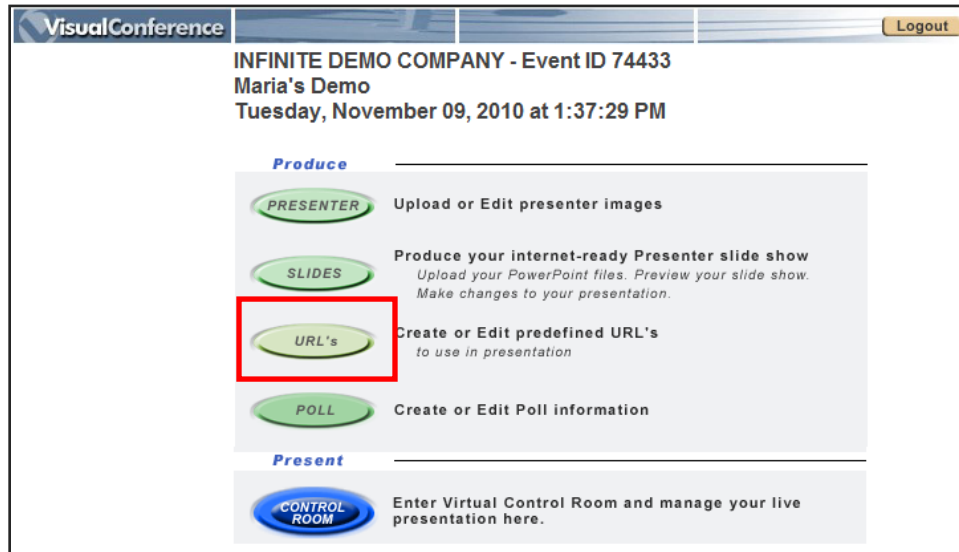
2. You will see a drop-down box next to each slide presentation with the current number in which that photo will appear. Click on the drop-down box next to the slideshow and change the number in the box to correspond with the correct order that you desire. When finished, click **ORDER**.



## URL's

This is where you can create or edit pre-defined URLs to use in your presentation. This will allow you to enter a website address that you will want to send your webcast viewers to during your event. Although it is not necessary for you to pre-define URLs, we have found that it is more efficient and more accurate than typing a website address in the control room during the live event.

1. Click on the **URL's** button.

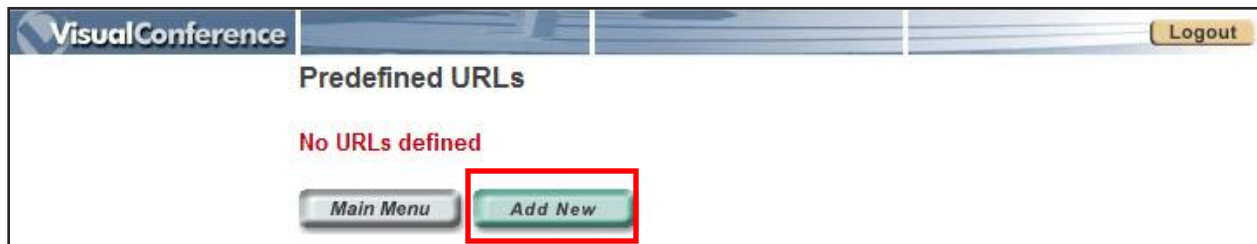


2. The first time that you enter this section, there will be a message that reads "No URLs defined" indicating that there have not been any URLs added for this event. When you re-enter this area and at least one URL address has been added, the screen will show you all URL addresses that have already been added for this event, as well as options for editing, and deleting existing URLs. You can return to the main menu by pressing the **MAIN MENU** button at any time.

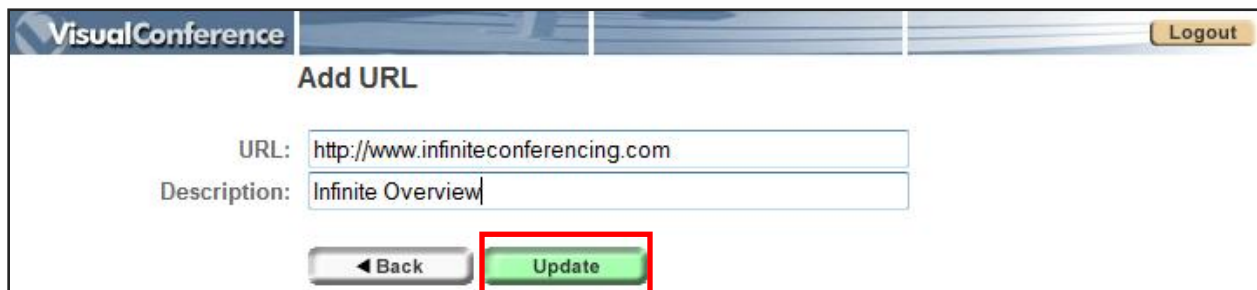


## To add a new URL:

1. Click the **ADD NEW** button.



2. The “Add URL” window will appear and here is where you can add the URL address and the description. Click on the **UPDATE** button when you are finished.



3. Once the URL has been added, then it will show up on the “Predefined URLs” screen with its description and the options to delete or edit. If you need to add more URLs, then please follow the previous steps.

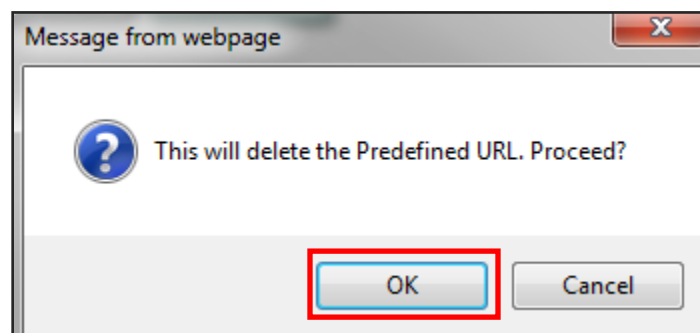


### To delete an existing URL:

1. Click on the **DELETE** button.



2. A dialogue box will appear confirming that you want to delete the selected URL. Click **OK**.



### To edit an existing URL:

1. Click on the **EDIT** button.



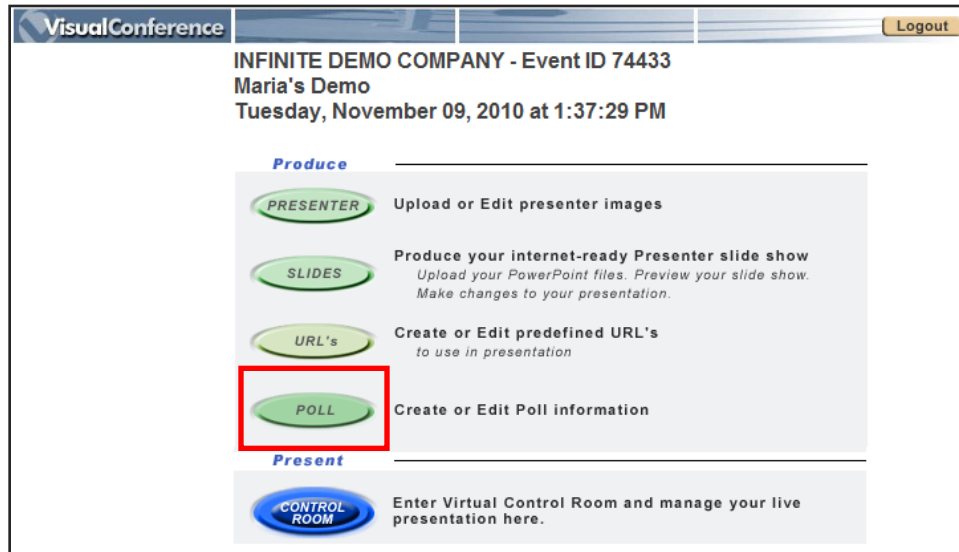
2. You will be taken to the screen where you can change the URL path and the description of your existing URL. Click **UPDATE** when you are finished.



## Poll

This is where you can set up polling questions to pose to your audience during the event. There is no limit to the number of questions you can enter.

1. Click on the **POLL** button.



2. The first time that you enter this section, there will be a message that reads “No Polls defined” indicating that there have not been any poll questions added for this event. When you re-enter this area after a poll question has been added you will see options for deleting, editing, previewing, and viewing the results. You can return to the main menu by pressing the **MAIN MENU** button at any time.





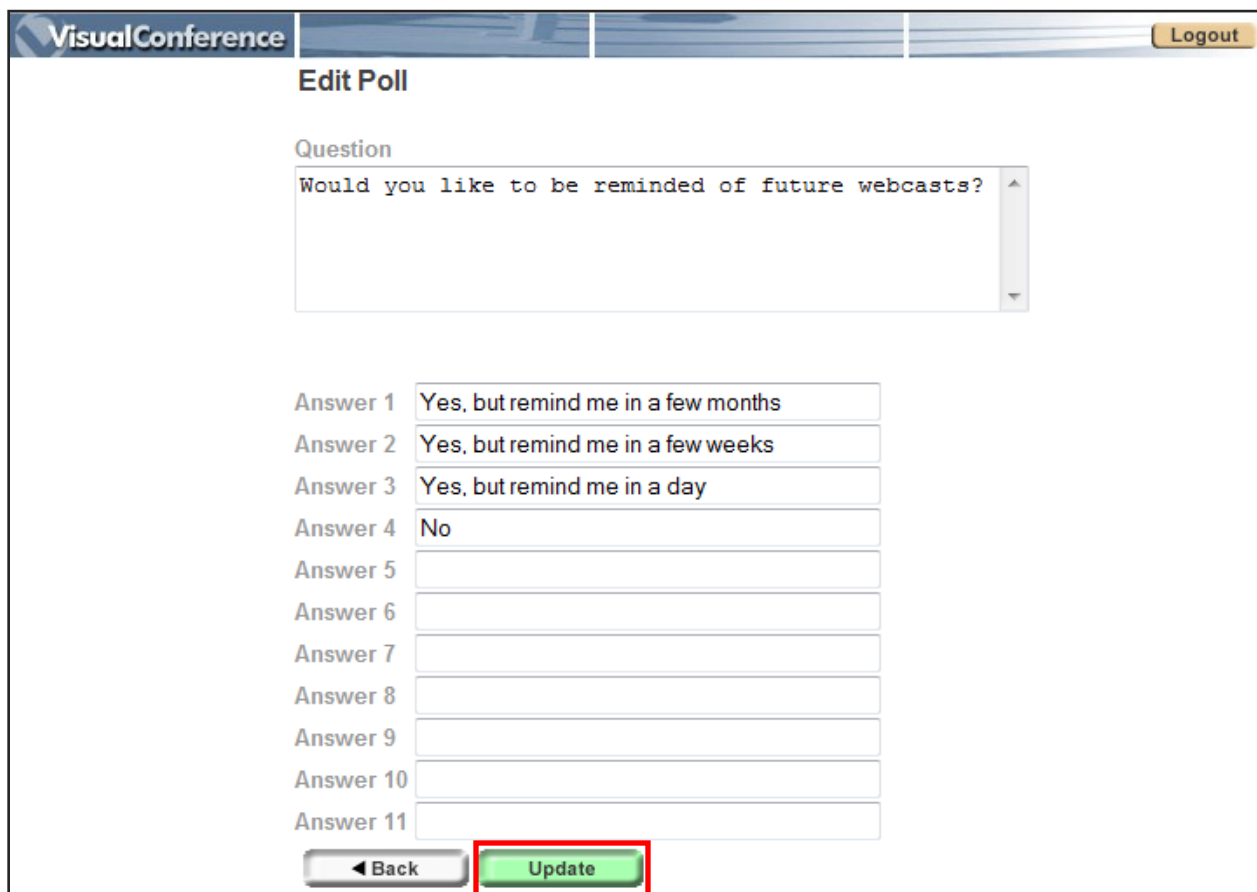
## To add a new poll:

1. Click on the **ADD NEW** button.



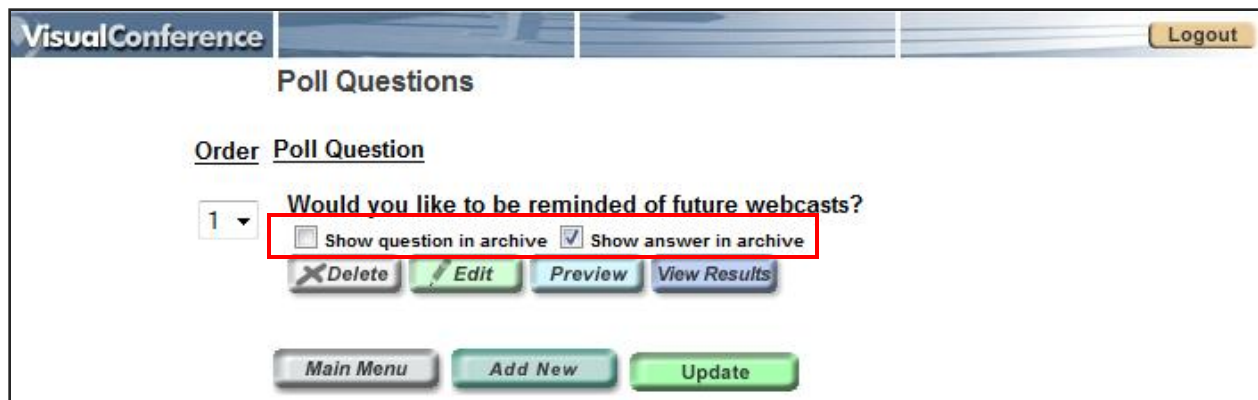
The screenshot shows the 'VisualConference' interface with a 'Logout' button in the top right. The main heading is 'Poll Questions'. Below it, the text 'No Polls defined' is displayed in red. At the bottom, there are two buttons: 'Main Menu' and 'Add New'. The 'Add New' button is highlighted with a red rectangular box.

2. The “Edit Poll” window will appear where you can enter the question in the large text box, followed by the answer choices in the appropriate choice fields. The responses can be in the form of true/false, yes/no or multiple choice. When you have finished entering the data, click **UPDATE** at the bottom of the page.



The screenshot shows the 'VisualConference' interface with a 'Logout' button in the top right. The main heading is 'Edit Poll'. Below it, there is a 'Question' label and a large text box containing the text 'Would you like to be reminded of future webcasts?'. Below the text box, there are 11 answer fields labeled 'Answer 1' through 'Answer 11'. The first four answers are filled: 'Yes, but remind me in a few months', 'Yes, but remind me in a few weeks', 'Yes, but remind me in a day', and 'No'. The remaining seven answers are empty. At the bottom, there are two buttons: 'Back' and 'Update'. The 'Update' button is highlighted with a red rectangular box.

3. Once you click Update, you will see the question added to the “Poll Questions” screen with a few other options available such as delete, edit, preview, and view results. You will also see two checkboxes allowing you to make your selection of showing the question and/or answer in the archive as well. If these boxes are checked off, then that means that when the webcast is available on demand then the audience will also be able to see the polling questions and/or answers.

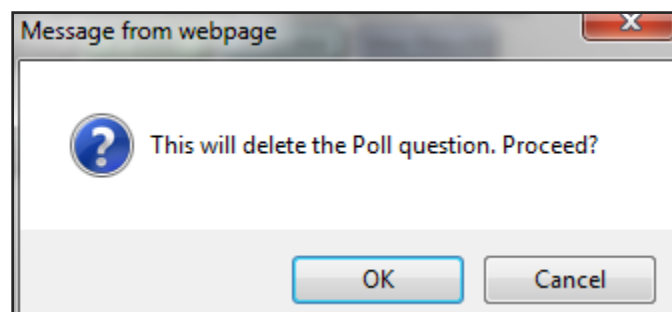


To delete a poll question:

1. Click on the **DELETE** button.



2. A dialogue box will appear confirming that you want to delete the selected poll question. Click **OK**.



## To edit a poll question:

1. Click on the **EDIT** button.

The screenshot shows the 'VisualConference' interface with a 'Poll Questions' section. At the top right is a 'Logout' button. Below the title, there are tabs for 'Order' and 'Poll Question'. A dropdown menu shows '1'. The poll question is 'Would you like to be reminded of future webcasts?'. Below the question are two checkboxes: 'Show question in archive' (unchecked) and 'Show answer in archive' (checked). There are four buttons: 'Delete' (with a red X), 'Edit' (highlighted with a red box), 'Preview', and 'View Results'. At the bottom are three buttons: 'Main Menu', 'Add New', and 'Update'.

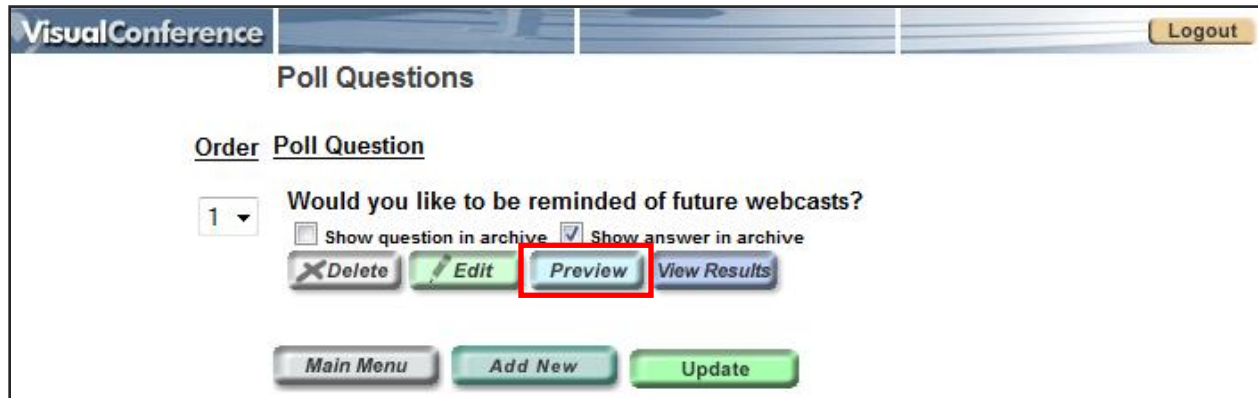
2. You will be taken to the screen where you can change the poll question and update its answers. Click **UPDATE** when you are finished.

The screenshot shows the 'VisualConference' interface with an 'Edit Poll' section. At the top right is a 'Logout' button. Below the title, there is a 'Question' field containing 'Would you like to be reminded of future webcasts?'. Below the question field are 11 answer fields, labeled 'Answer 1' through 'Answer 11'. The first four answers are: 'Yes, but remind me in a few months', 'Yes, but remind me in a few weeks', 'Yes, but remind me in a day', and 'No'. The last seven answers are empty. At the bottom are two buttons: 'Back' and 'Update' (highlighted with a red box).

## To preview a poll question:

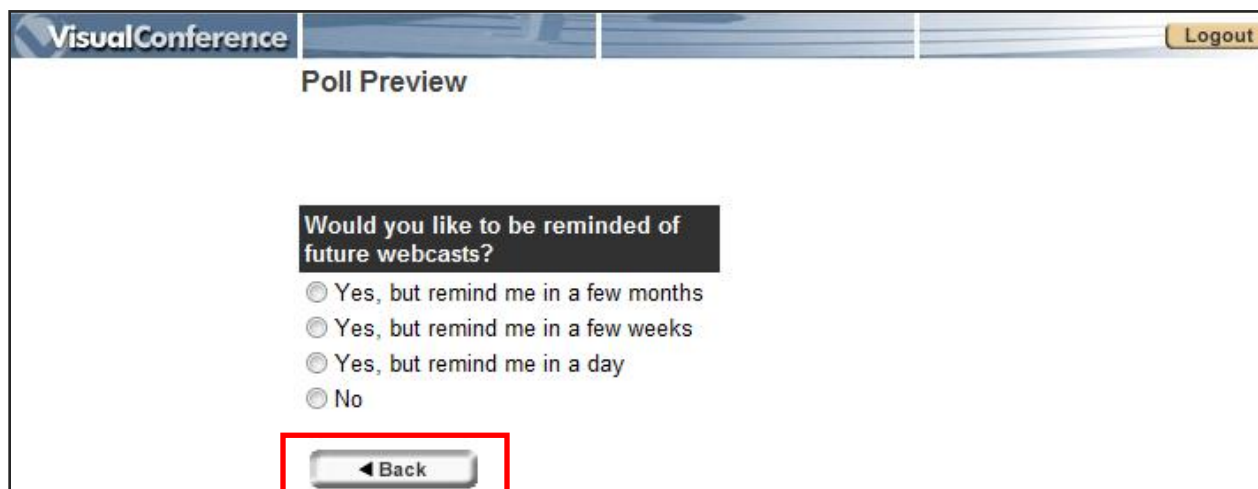
Preview the question so that you can see how it will appear to your audience.

1. Click on the **PREVIEW** button.



The screenshot shows the 'VisualConference' interface for managing 'Poll Questions'. At the top right is a 'Logout' button. Below the header, the title 'Poll Questions' is centered. There are two tabs: 'Order' and 'Poll Question', with 'Poll Question' being the active tab. On the left, there is a dropdown menu showing the number '1'. To the right of the dropdown is the poll question text: 'Would you like to be reminded of future webcasts?'. Below the question text are two checkboxes: 'Show question in archive' (unchecked) and 'Show answer in archive' (checked). Below these checkboxes are four buttons: 'Delete' (with a red X icon), 'Edit' (with a pencil icon), 'Preview' (highlighted with a red rectangle), and 'View Results'. At the bottom of the interface are three buttons: 'Main Menu', 'Add New', and 'Update'.

2. The “Poll Preview” screen will show you the poll question in the way that it will appear to your audience. When you are done previewing, you can click on the **BACK** button.

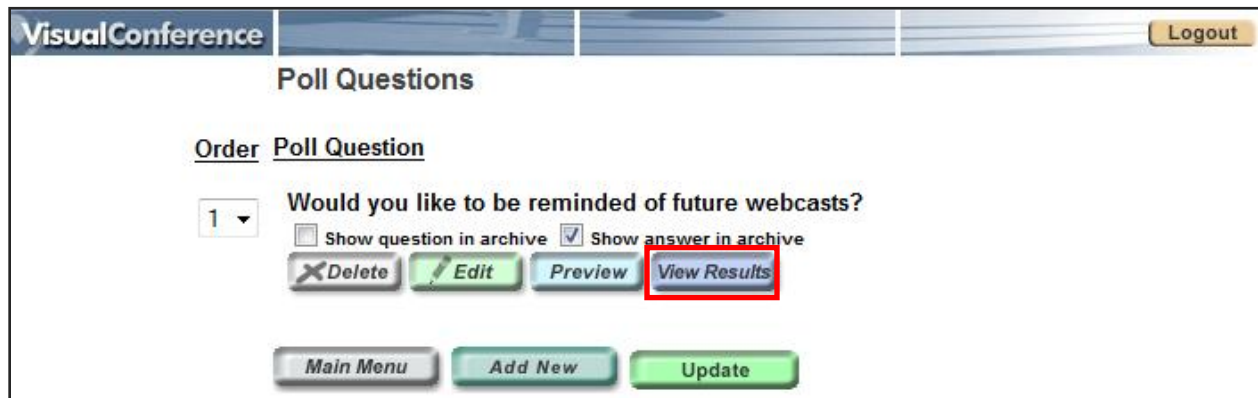


The screenshot shows the 'VisualConference' interface for the 'Poll Preview' screen. At the top right is a 'Logout' button. Below the header, the title 'Poll Preview' is centered. The main content area displays the poll question 'Would you like to be reminded of future webcasts?' in a dark box. Below the question are four radio button options: 'Yes, but remind me in a few months', 'Yes, but remind me in a few weeks', 'Yes, but remind me in a day', and 'No'. At the bottom of the interface, there is a button labeled 'Back' with a left-pointing arrow, which is highlighted with a red rectangle.

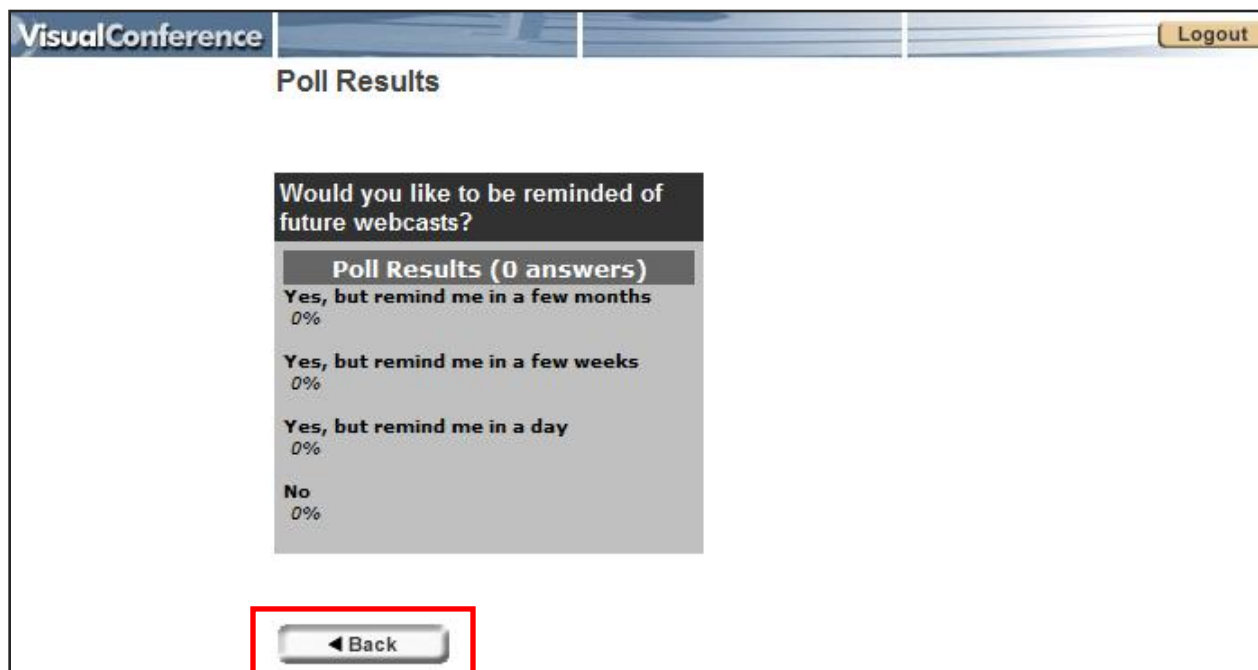
## To view results:

You can check for the results after the webcast event is over though this button.

1. Click on the **VIEW RESULTS** button.



2. The “Poll Results” window will appear showing you the percentage of people that selected each answer. When you are done viewing, you can click on the **BACK** button.



## To arrange the sequence of the poll questions:

By default, the poll questions will be arranged in the Control Room in the order in which they were uploaded.

1. You can assign a number to the question in the way that you want to order them underneath the “Order” column. Click **UPDATE** for your screen to refresh with the updated sequence.

The screenshot shows the 'VisualConference' interface with a 'Poll Questions' section. It contains two poll questions, each with an 'Order' dropdown menu and a set of action buttons. The 'Update' button at the bottom is highlighted with a red box.

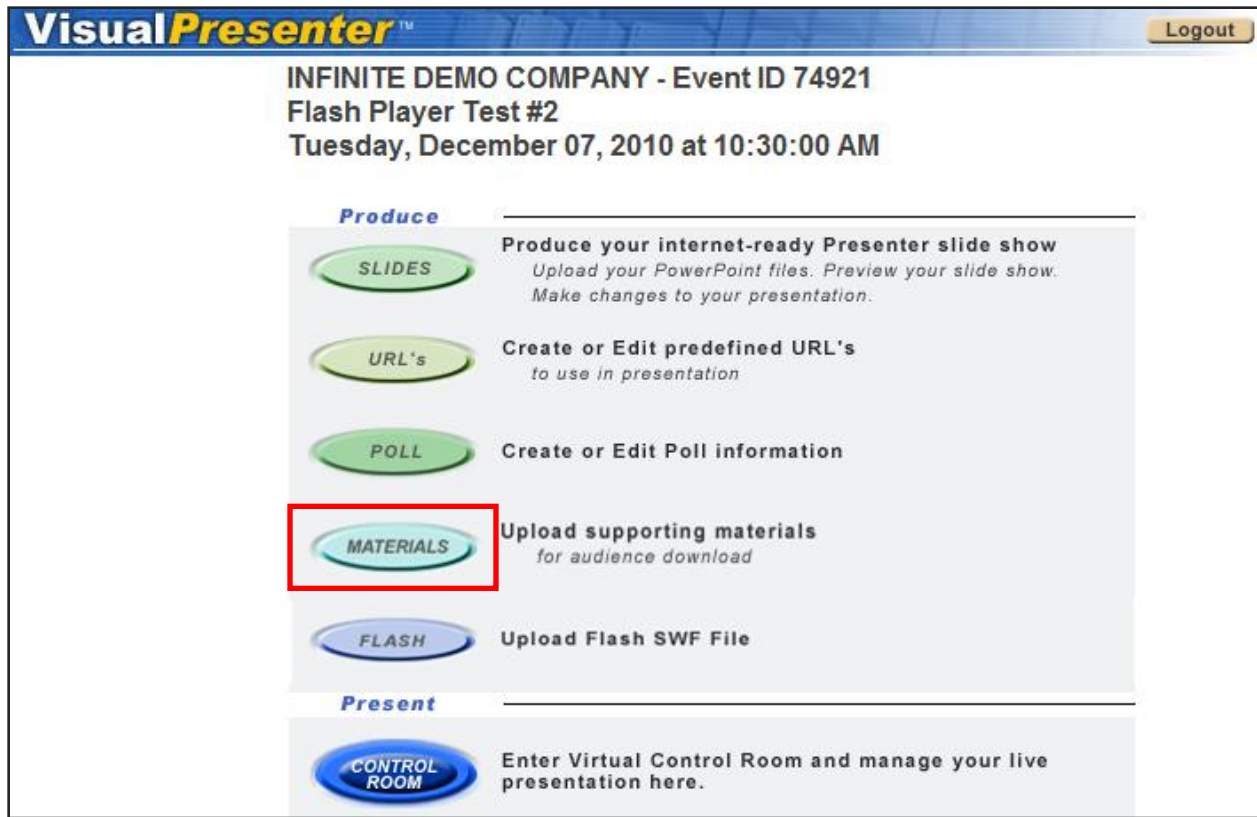
Order	Poll Question
1	<p>Would you like to be reminded of future webcasts?</p> <p><input type="checkbox"/> Show question in archive <input checked="" type="checkbox"/> Show answer in archive</p> <p><a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Preview</a> <a href="#">View Results</a></p>
2	<p>Did you like the presenter?</p> <p><input type="checkbox"/> Show question in archive <input checked="" type="checkbox"/> Show answer in archive</p> <p><a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Preview</a> <a href="#">View Results</a></p>

[Main Menu](#) [Add New](#) [Update](#)

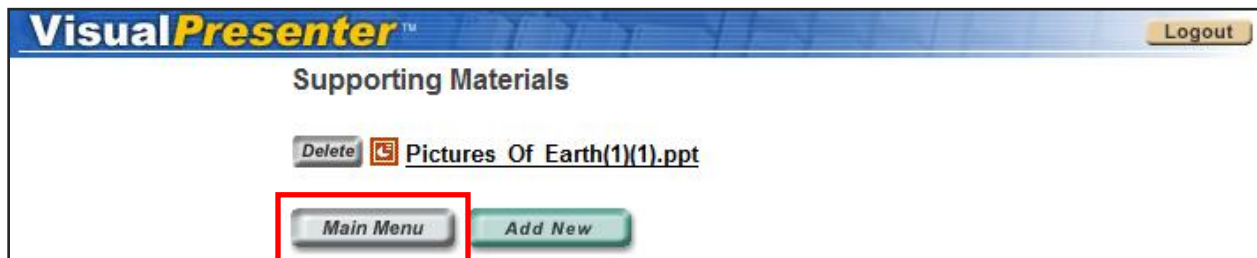
## Materials

This is where you can upload the materials that you want your audience to be able to download during the event. There is no limit to the amount of documents that you can upload and you can upload the following formats: DOC, PDF, PPT, XLS, ZIP, TXT, JPG, GIF, BMP.

1. Click on the **MATERIALS** button.



2. You will have the option to add a new document or delete an existing document. You can return to the main menu by pressing the **MAIN MENU** button at any time.



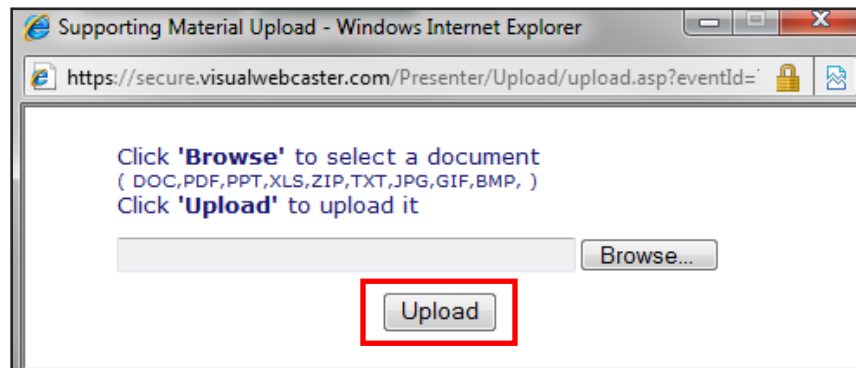


**To add a new supporting material:**

1. Click the **ADD NEW** button.

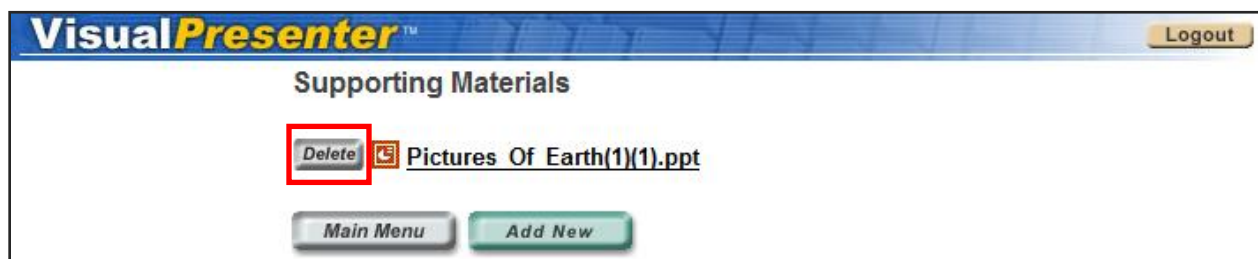


2. Browse the document that you want to upload, and click **UPLOAD** to add it as a downloadable material for your audience.

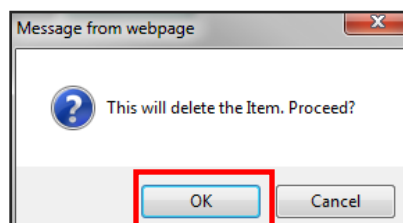


**To delete an existing supporting material document:**

1. Click the **DELETE** button.



2. A confirmation window will appear and you can click **OK** to delete.

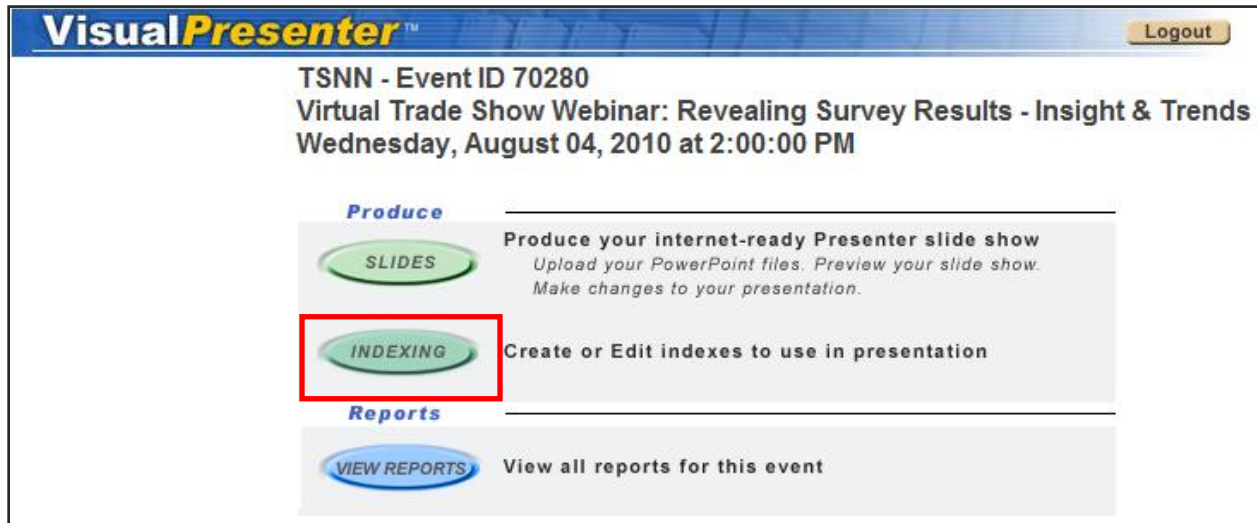




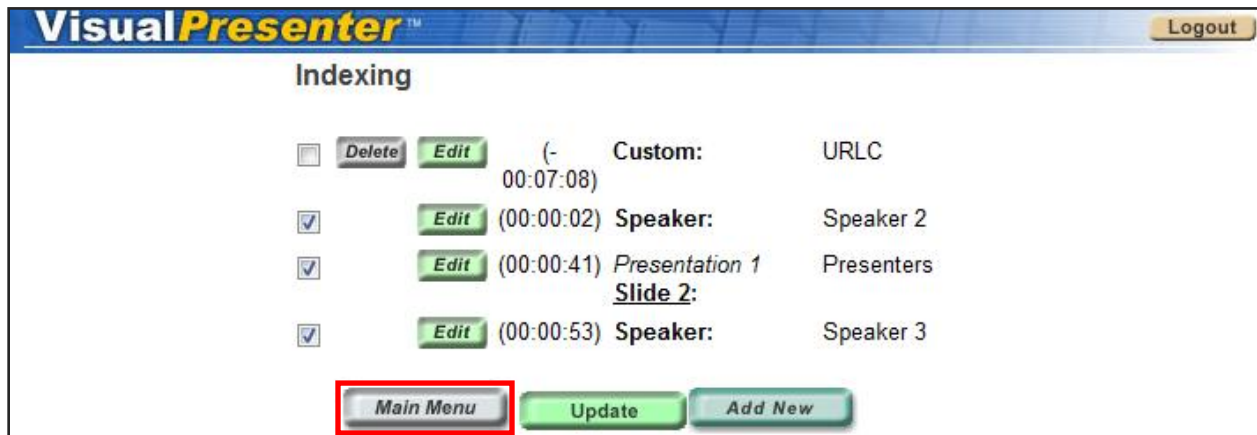
## Indexing

This is where you can create your indexing for the presentation slides for your on demand event. After you have had your live event, the Indexing function gives you the opportunity to queue your slides by timing them so that they may appear however you like on the archived format.

1. Click on the **INDEXING** button.

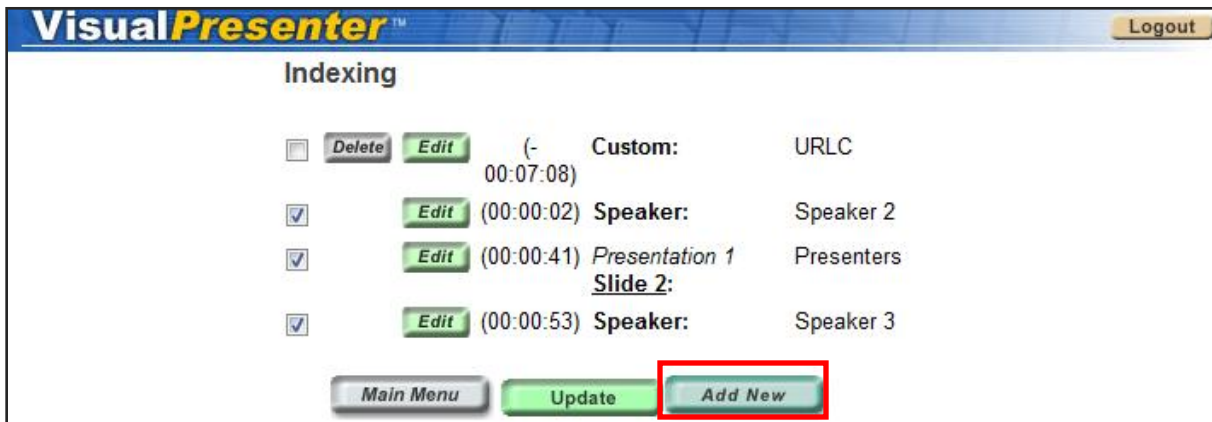


2. You will have the option to add new, update, edit and delete. You can return to the main menu by pressing the **MAIN MENU** button at any time.

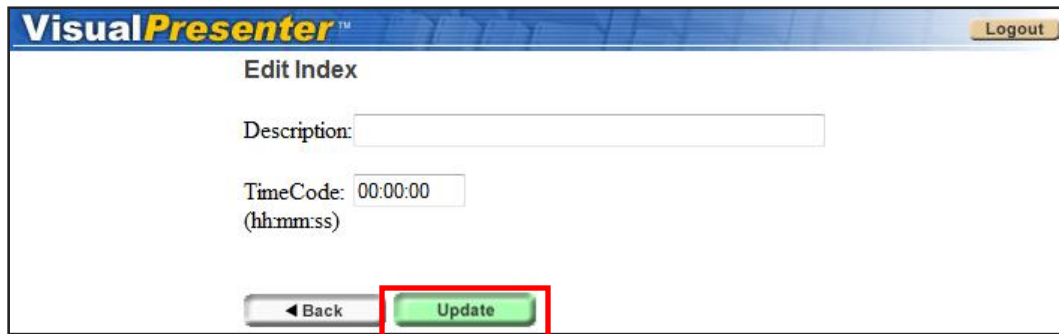


## To add a new index:

1. Click on the **ADD NEW** button.

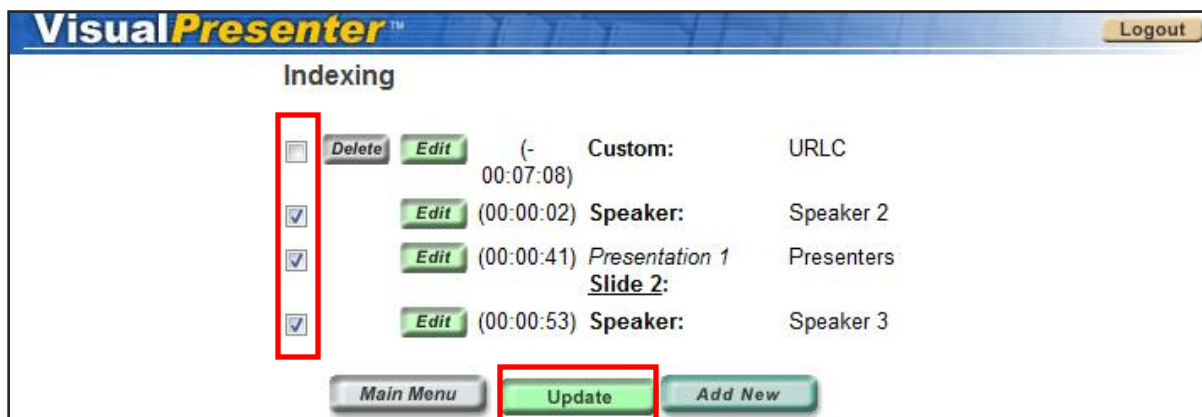


2. Insert the description of the new index so that you can keep track of all of them easier and include the time code. Once you are done, click on **UPDATE**.



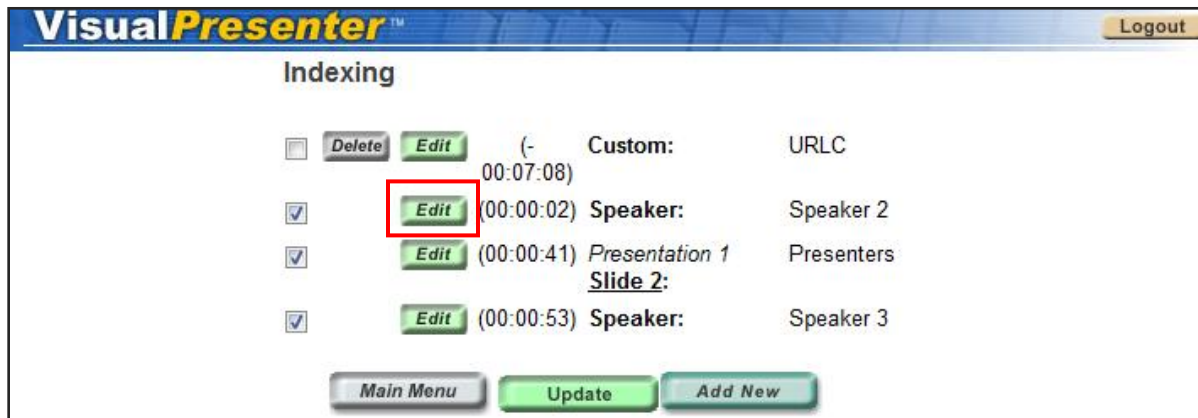
## To update changes to the indexes:

1. If you do not want to include all your created indexes then you can unselect them from the boxes to the left. Click **UPDATE** to save the changes.

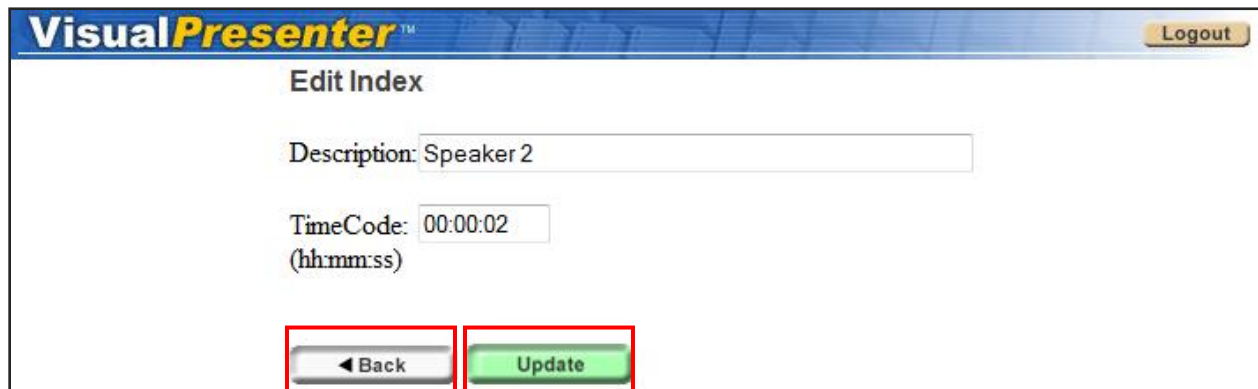


## To edit an existing index:

1. Click on the **EDIT** button.

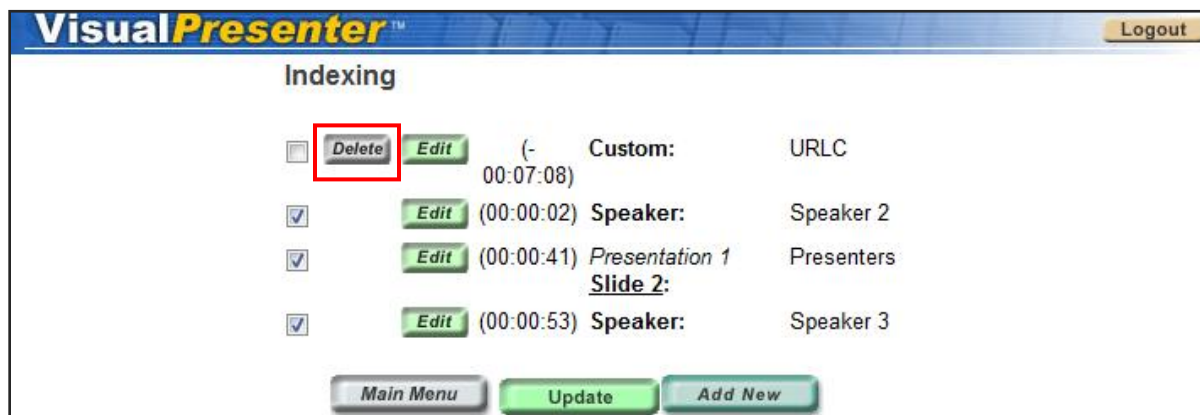


2. You can change the description and the time code. Once you are done, you can click on **UPDATE**. If you do not need to edit then you can just hit **BACK** to go back to the Index screen.

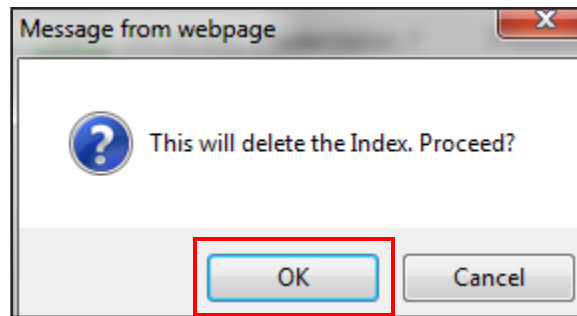


## To delete an existing index:

1. Click on the **EDIT** button.



2. A confirmation window will appear, select **OK** to delete.



# LIVE WEBCAST

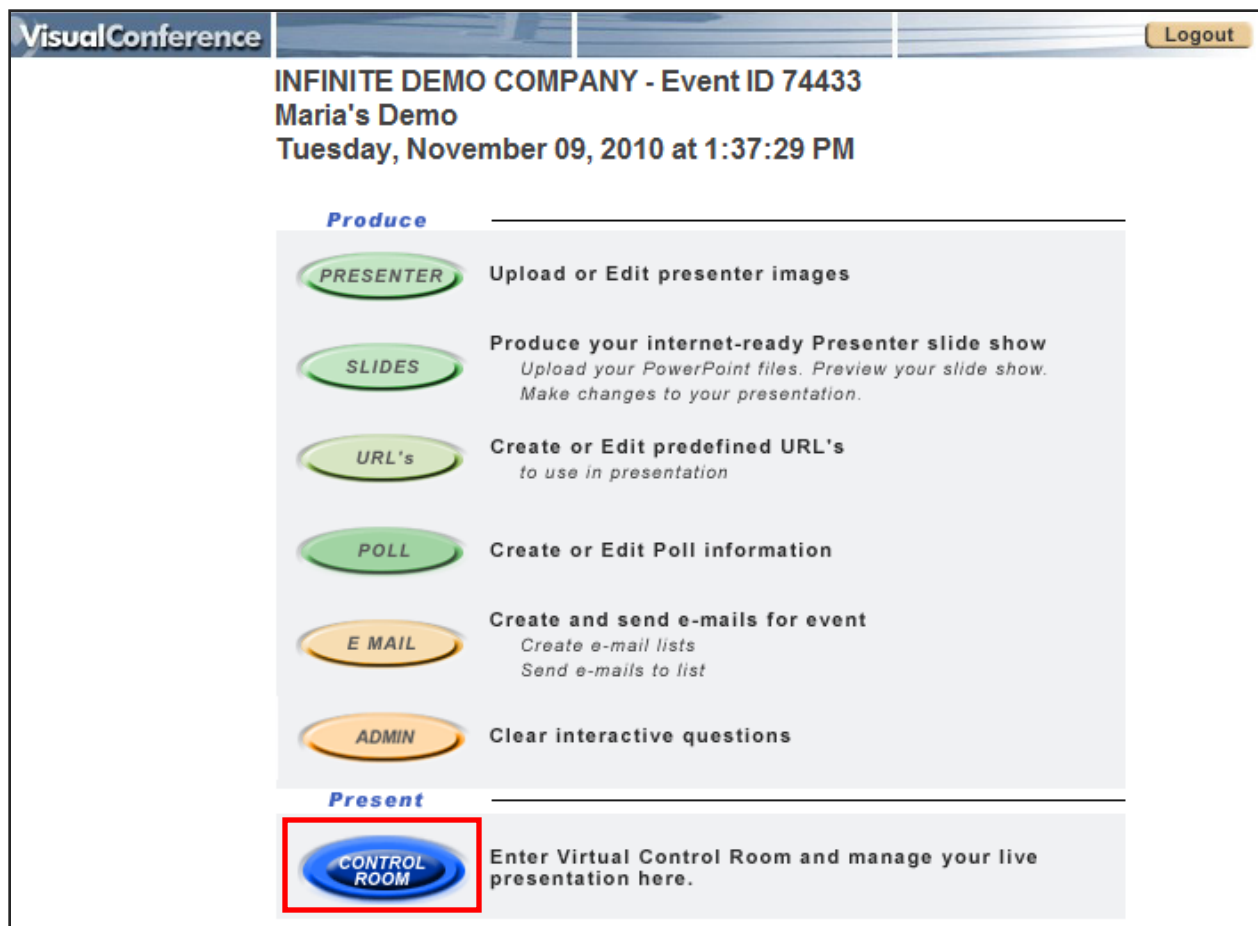
## Control Room

This is where you can control the visual and interactive features during the course of the actual event. You will not be able to enter this area until fifteen (15) minutes prior to the scheduled start time of your event.

From the Control Room you will have access to everything that will be used during your live webcast such as: slide presentation(s), the image of the presenter(s) that will be shown on the Media Player, polling questions that will be asked during the course of the event, and questions that are received from the audience. Here is a step-by step description of each feature.

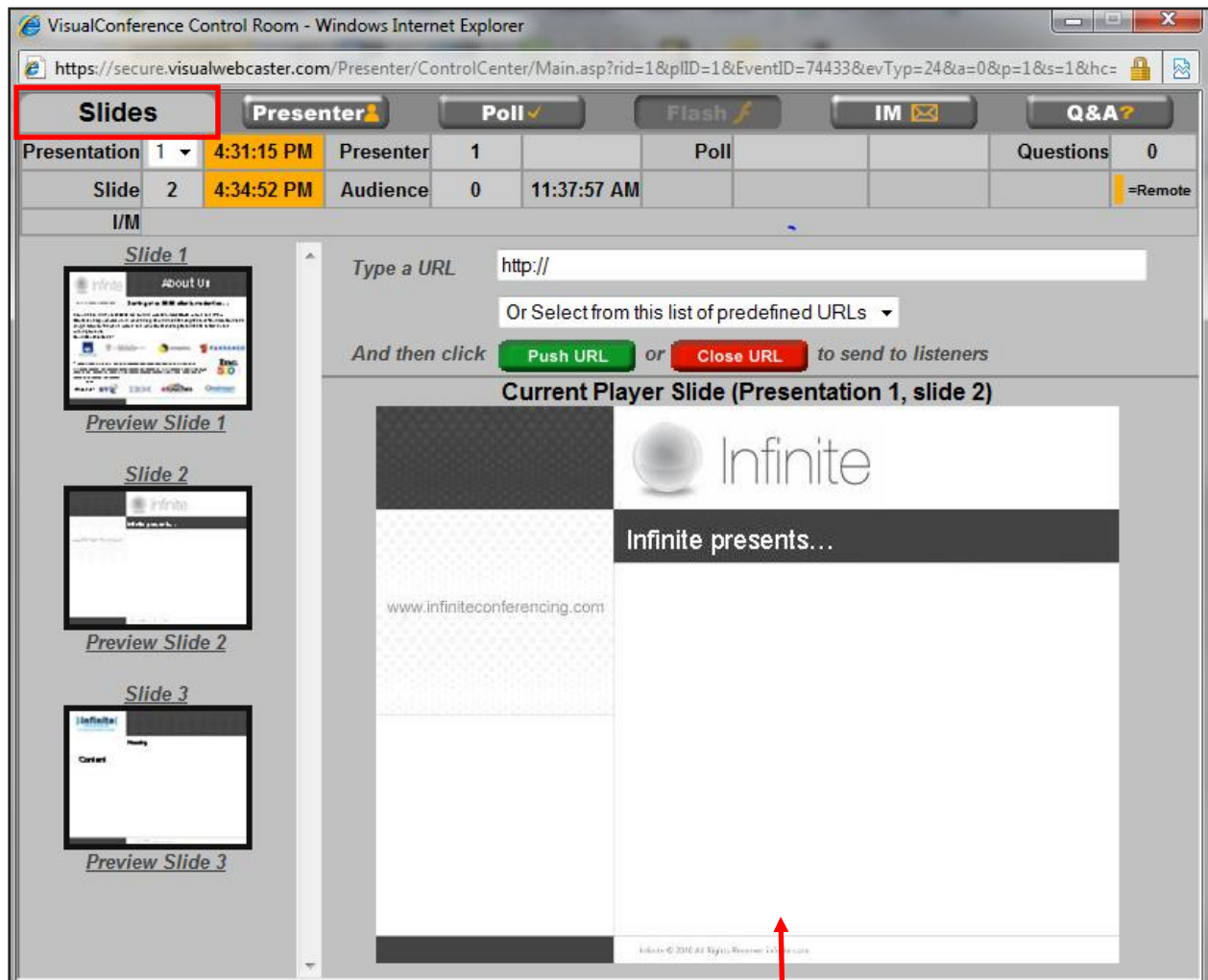
**NOTE:** While you are in the control room, you may click on any category tab at the top of the page without effecting what the audience sees. The audience view will only be affected when you click on a specific function within each category.

1. Click on **CONTROL ROOM**.



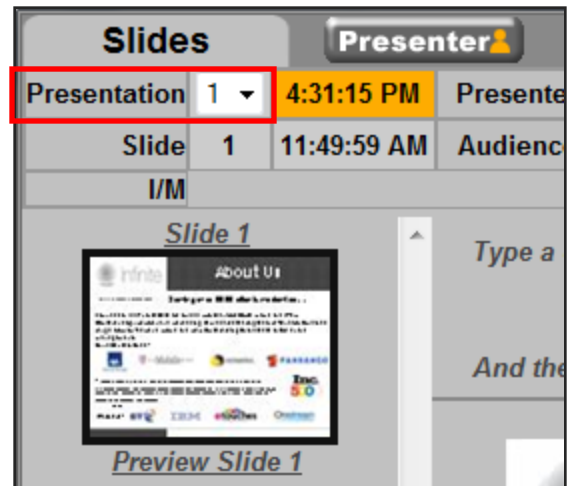
## Slides Button:

The Slides tab is automatically opened when you click on the Control Room and it is the most commonly used function. This tab allows you to push out slides for the audience to see during an event, you can switch between different slide presentations (if there is more than one presentation for the event), and you can also send the audience to a particular website or URL during the live webcast.



Slide currently shown to the audience

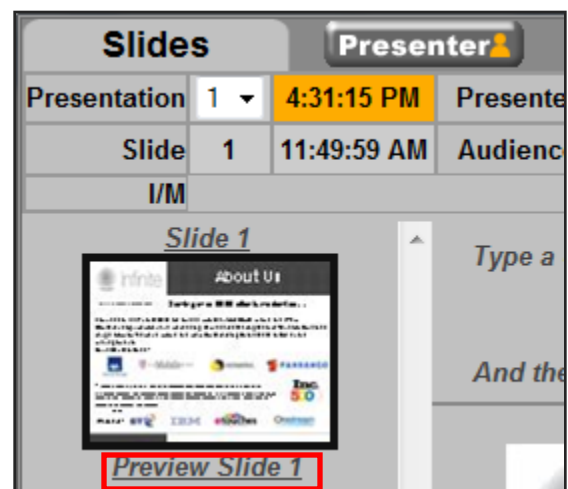
**Presentation Selection:** If you have uploaded multiple slide presentations, this will indicate which slideshow presentation is being aired on the live webcast. You may click on the drop-down box to select a different presentation.



**Slide:** This will indicate which slide is currently being presented to the audience.



**Preview Slide:** At any time you may preview a slide by clicking the "Preview Slide" link located underneath the thumbnail images. The preview slide will open in a new window and will NOT affect the advancement of the slides or what the audience is viewing.





**Slide Thumbnails:** This shows a thumbnail image of each slides in the order that they u will appear during the live presentation. Once you have started advancing the slides, the thumbnail frame with auto scroll.

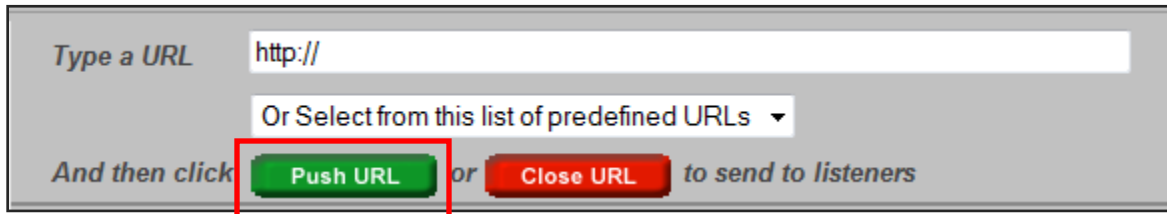


**NOTE 1:** At any time you may jump to a new slide within the same presentation or advance to another presentation.

**NOTE 2:** To push out a slide for the audience to see click the desired slide from the thumbnail sized choices of slides on the left side of the window. The currently selected slide always appears in bottom right section.



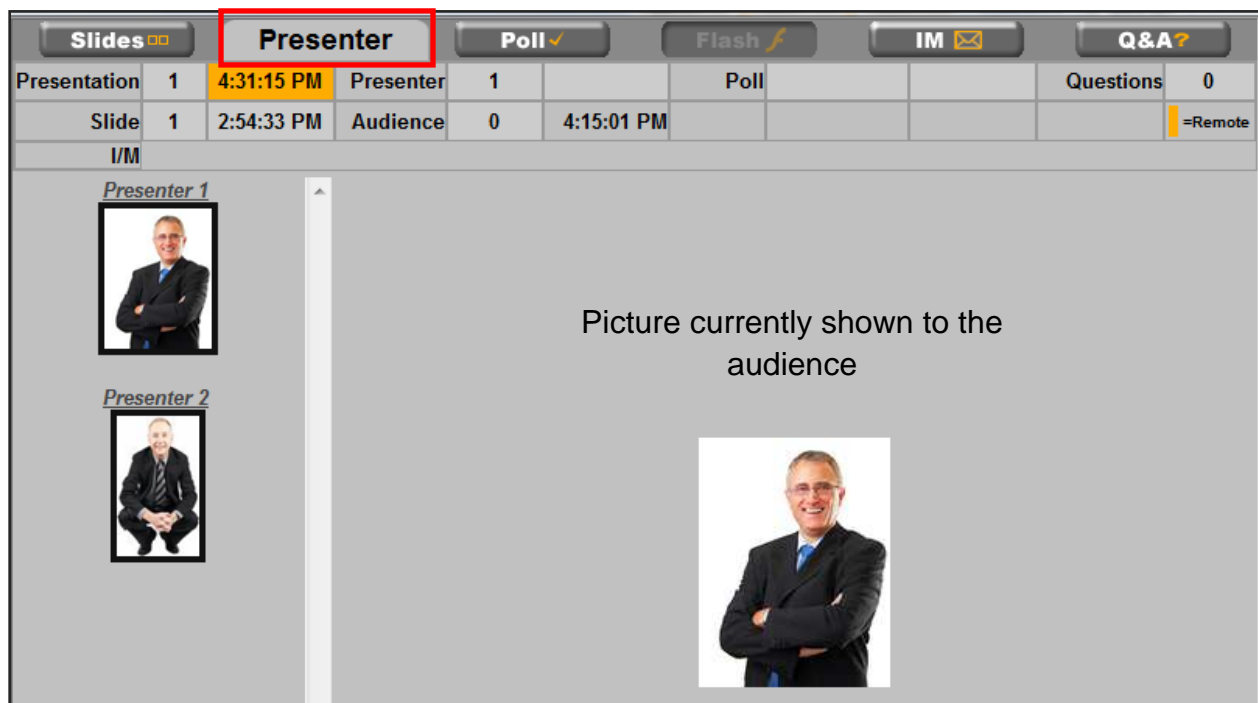
**URLs:** You can send a URL out to your audience, simply type the address bar and click **PUSH URL**. If you have pre-defined URL's in Visual Presenter, click the drop-down box, select the URL and click **PUSH URL**.



The screenshot shows a user interface for sending URLs. It features a text input field with the placeholder "Type a URL" and the text "http://". Below this is a dropdown menu labeled "Or Select from this list of predefined URLs". At the bottom, there are two buttons: a green "Push URL" button and a red "Close URL" button. The "Push URL" button is highlighted with a red rectangle. The text "And then click" is to the left of the buttons, and "to send to listeners" is to the right.

### Presenter Button:

1. Click on the **PRESENTER** button on the top of the screen.



The screenshot shows the main interface of Visual Presenter. At the top, there is a navigation bar with buttons for "Slides", "Presenter", "Poll", "Flash", "IM", and "Q&A". The "Presenter" button is highlighted with a red rectangle. Below the navigation bar is a table with the following data:

	Presentation	1	4:31:15 PM	Presenter	1		Poll		Questions	0
Slide	1	2:54:33 PM	Audience	0	4:15:01 PM					=Remote

Below the table, there is a section for "Presenter 1" and "Presenter 2". Each has a small portrait photo. To the right of these photos, the text "Picture currently shown to the audience" is displayed. Below this text is a large portrait photo of a man in a suit, which is the picture currently shown to the audience.

**Current Presenter:** This box will show you which presenter image is currently being shown. You may change the order of the images by using the Presenter upload tool.


Slides

Presenter

Poll

Presentation	1	4:31:15 PM	Presenter	1
Slide	1	2:54:33 PM	Audience	0
I/M				

Presenter 1




**Photo Thumbnails:** This will show you all the images available to be shown to the audience. You can select any of the pictures to be aired at any time.

Slides


Prese

Presentation	1	4:31:15 PM
Slide	1	2:54:33 PM
I/M		

Presenter 1

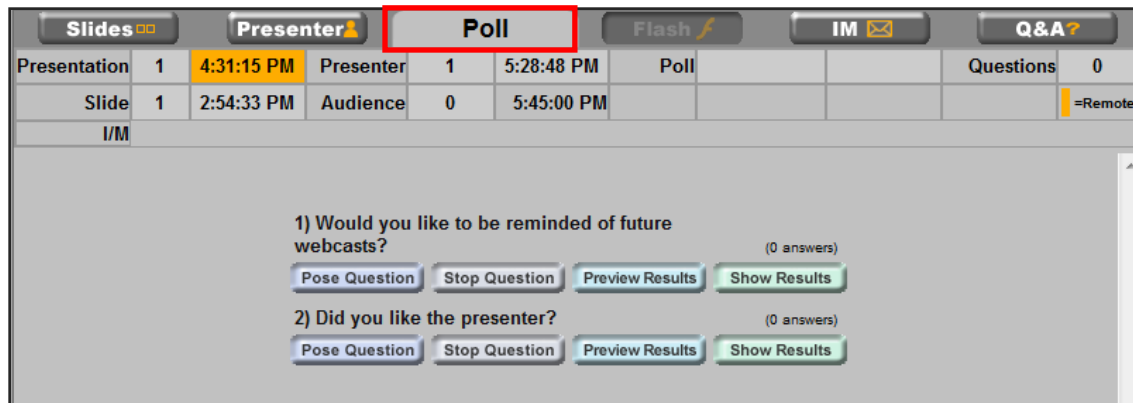


Presenter 2

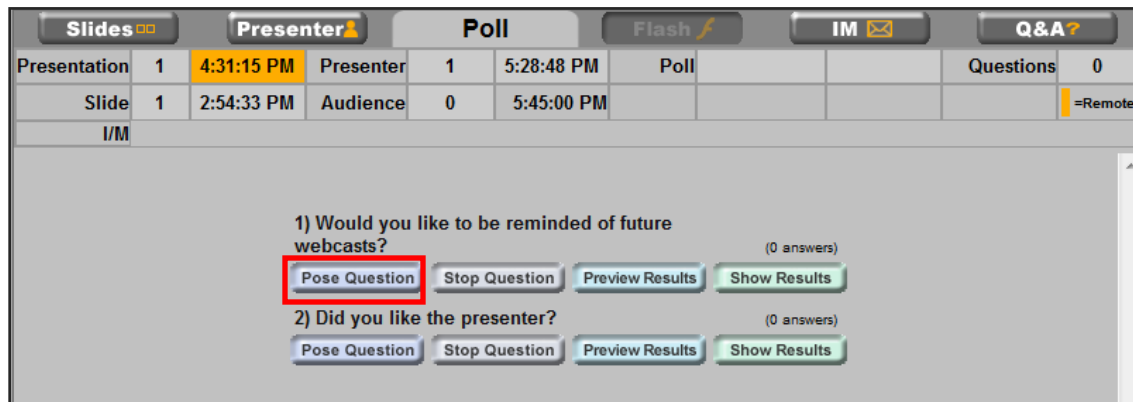


## Poll Button:

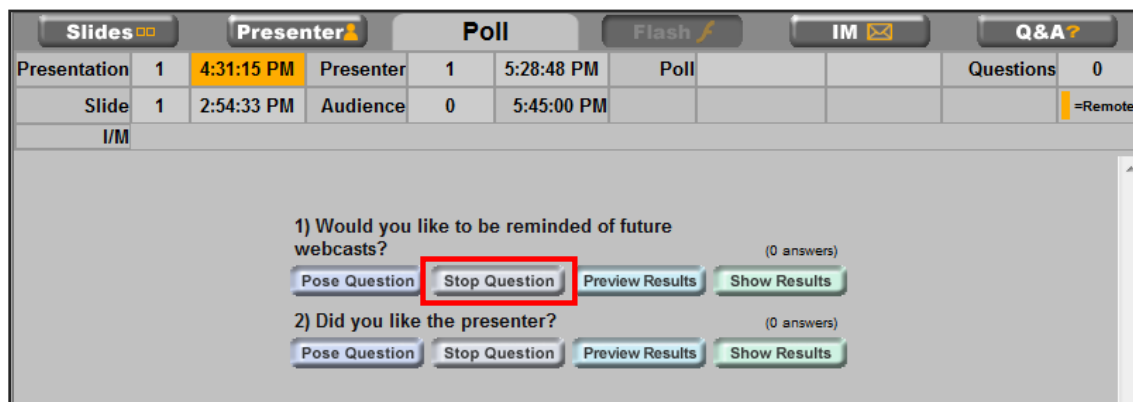
1. Click on the **POLL** button on the top of the screen.



**Pose Question:** Select the question you want to ask and click **Pose Question** to have it shown to the audience. The top will show you at what time you posed the question to the public.



**Stop Question:** Click here when you are ready to stop accepting responses from the audience.



**Preview Results:** This will show poll results to you ONLY and not to the audience.

The screenshot shows the top navigation bar with tabs: Slides, Presenter, Poll, Flash, IM, and Q&A. Below the navigation bar is a table with the following data:

	Presentation	1	4:31:15 PM	Presenter	1	5:28:48 PM	Poll			Questions	0
Slide	1	2:54:33 PM	Audience	0	5:45:00 PM						=Remote

Below the table, the main content area displays two poll questions:

1) Would you like to be reminded of future webcasts? (0 answers)  
Pose Question Stop Question **Preview Results** Show Results

2) Did you like the presenter? (0 answers)  
Pose Question Stop Question Preview Results Show Results

The screenshot shows the top navigation bar with tabs: Slides, Presenter, Poll, Flash, IM, and Q&A. Below the navigation bar is a table with the following data:

	Presentation	1	4:31:15 PM	Presenter	1	5:28:48 PM	Poll	Q1. Stopped	11:03:51 AM	Questions	0
Slide	1	2:54:33 PM	Audience	0	11:03:44 AM						=Remote

Below the table, the main content area displays a poll question and its results:

Would you like to be reminded of future webcasts?

**Poll Results (0 answers)**

- Yes, but remind me in a few months 0%
- Yes, but remind me in a few weeks 0%
- Yes, but remind me in a day 0%
- No 0%

At the bottom, there is a "Back" button.

**Show Results:** Click here to show poll results to your audience.

The screenshot shows the top navigation bar with tabs: Slides, Presenter, Poll, Flash, IM, and Q&A. Below the navigation bar is a table with the following data:

	Presentation	1	4:31:15 PM	Presenter	1	5:28:48 PM	Poll			Questions	0
Slide	1	2:54:33 PM	Audience	0	5:45:00 PM						=Remote

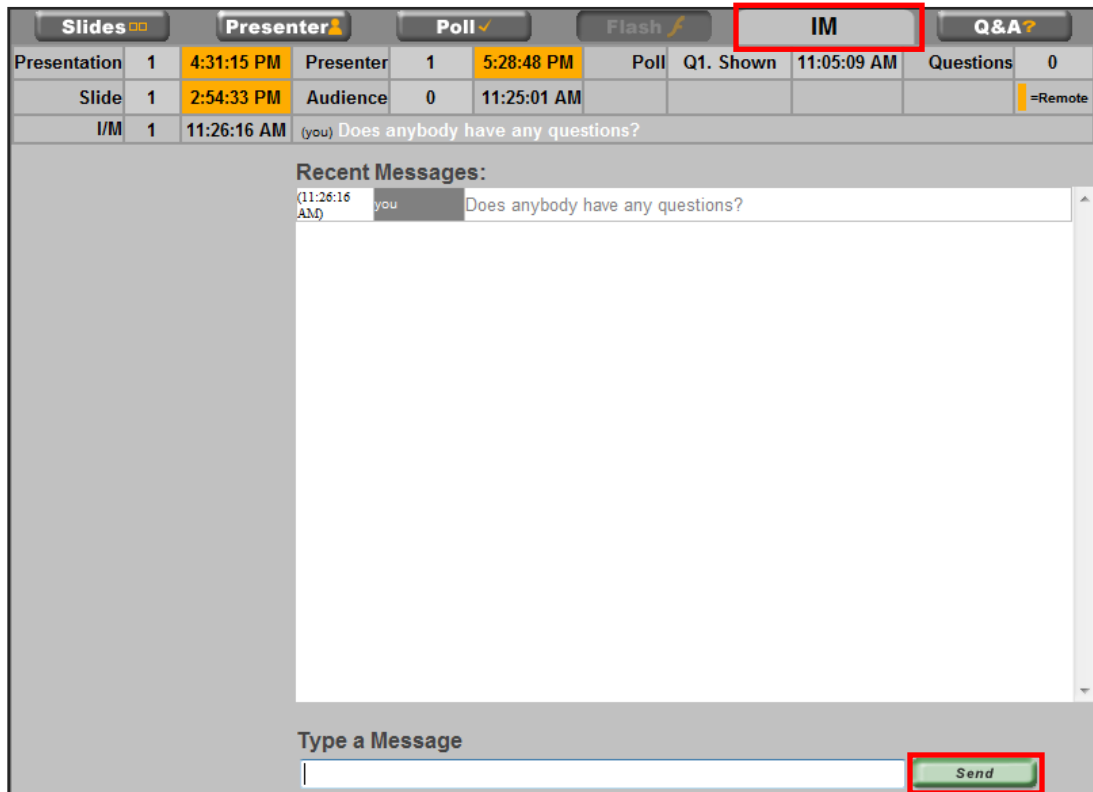
Below the table, the main content area displays two poll questions:

1) Would you like to be reminded of future webcasts? (0 answers)  
Pose Question Stop Question Preview Results **Show Results**

2) Did you like the presenter? (0 answers)  
Pose Question Stop Question Preview Results Show Results

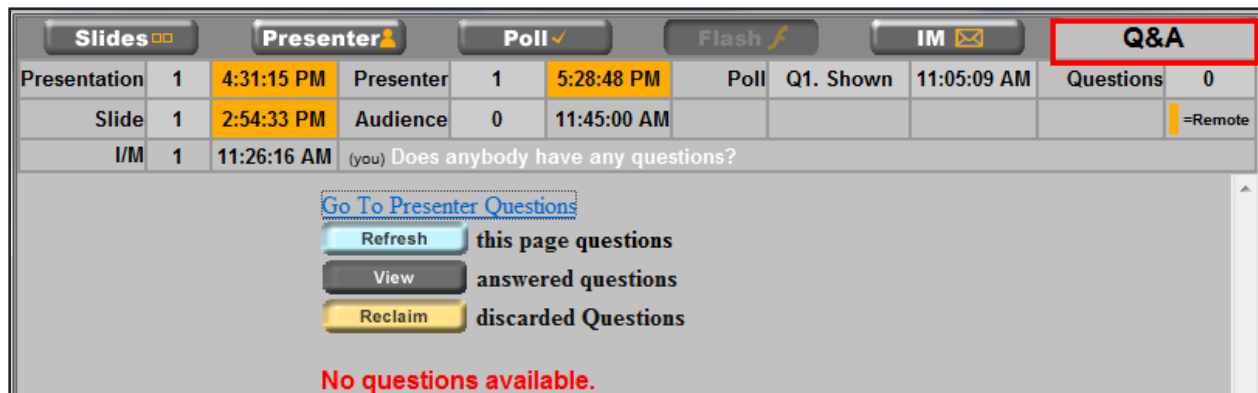
## IM Button:

The IM function will allow you to send questions to the other presenters and the audience will not be able to see it. Write your message in the “Type a Message” box and click **SEND**.



## Q&A Button:

This function allows you to receive the questions that the audience will be submitting in during the event. In order to view the questions, click on the **Q&A** button.



## POST-EVENT REPORTING

After the live event is over, you can access statistics, registration information, polling results and the Q&A from a reporting link that will be provided to you. You can view this information online or export it to an XLS, CSV or XML for your use.

The link will look something like this:

<http://reports.visualwebcaster.com/Report.aspx?eventid=XXXXX&pwd=XXXX>

### Registration Tab:

Click on the **REGISTRATION** tab to view all the people that have registered to your event. You can view the registration date, first and last name, their company and title, their address, telephone and email address. You have the option to sort by clicking on any of the top fields to organize your information. You can also export this information to the format that you would like and then click **EXPORT**.

The screenshot displays the VisualWebcaster Reports interface. The top navigation bar includes tabs for Live Users, Registrations (highlighted with a red box), Event Users, Statistics, Polling, Questions & Answers, and Combined. The main content area is titled 'Viewer Registrations' and contains a table of registration data. On the left, there is a sidebar with event details for 'INFINITE DEMO COMPANY AAPC Demo', including start time, registration status, and a small table of HTML Player and Stream Only counts. At the bottom right, there are 'Export Options' for XLS, CSV, and XML, with an 'Export...' button highlighted by a red box.

Event Summary ID: 74423

**INFINITE DEMO COMPANY**  
**AAPC Demo**

Start Time(EST): 11/10/2010 3:00 PM  
Registration Enabled: TRUE  
Polling Enabled: TRUE  
Questions & Answers Enabled: TRUE  
Survey Enabled: FALSE  
Total Registrations: 5  
Stream Totals: 3

Registration Date	First Name	Last Name	Title	Company	Street Address	City	State	Zip Code	Country
11/09/2010 2:08PM	Mark	Romero	Administrator	test	100 Morris Ave	Springfield	IL	07950	United States
11/10/2010 1:50PM	Onstream	Media	MKT	Onstream	100 morris avenue	springfield	NJ	07081	United States
11/10/2010 2:57PM	Oliver	Gohring	Sales and Support	Copper Conferencing	180 Morris Ave	Springfield	NJ	07081	United States
11/10/2010 3:07PM	David	Maxwell		AAPC					United States
11/17/2010 11:47AM	Frank	Howards		Infinite			NJ		United States

Export Options: ☒ XLS ☐ CSV ☐ XML

	HTML Player	Stream Only	Total
Live	3	0	3
Archive	0	0	0
Total	3	0	3

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## Event Users:

Click on the **EVENT USERS** tab to view all the registrants that actually attended the event. Here you have the option to open up more detailed information on each specific participant such as their start time, minutes listened, their streaming player selection, and their IP address. You have the option to sort by clicking on any of the top fields to organize your information. You can also export this information to the format that you would like and then click **EXPORT**.

VisualWebcaster™ Reports  
A product of OnStream

Event Summary ID: 74423

INFINITE DEMO COMPANY  
AAPC Demo

Start Time(EST): 11/10/2010 3:00 PM  
Registration Enabled: TRUE  
Polling Enabled: TRUE  
Questions & Answers Enabled: TRUE  
Survey Enabled: FALSE  
Total Registrations: 5  
Stream Totals: 3

Registration Date	First Name	Last Name	Company	Street Address	City	State	Code
11/10/2010 3:07PM	David	Maxwell	AAPC				Unit
11/10/2010 03:36:45PM							
11/10/2010 03:45:39PM							
11/17/2010 11:47AM	Frank	Howards	Infinite			NJ	Unit
11/09/2010 2:08PM	Mark	Romero	Administrator	100 Morris Ave	Springfield	IL	07950 Unit
11/10/2010 2:57PM	Oliver	Gohring	Sales and Support	180 Morris Ave	Springfield	NJ	07081 Unit
11/10/2010 1:50PM	Onstream	Media	MKT	100 morris avenue	springfield	NJ	07081 Unit

Stream ID Description  
134862 Windows Media Player/Audio/  
134863 Real Player/Audio/

Export Options: ☒ XLS ☐ CSV ☐ XML

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## Statistics:

Click on the **STATISTICS** tab to view a summary of the percentage of how many registrants used each specific media player. At the bottom of the screen, there will be the breakdown of the media players' usage during the Live and Archived event. You have the option to sort by clicking on any of the top fields to organize your information. You can also export this information to the format that you would like and then click **EXPORT**.

VisualWebcaster™ Reports  
A product of OnStream

Event Summary ID: 74423

INFINITE DEMO COMPANY  
AAPC Demo

Start Time(EST): 11/10/2010 3:00 PM  
Registration Enabled: TRUE  
Polling Enabled: TRUE  
Questions & Answers Enabled: TRUE  
Survey Enabled: FALSE  
Total Registrations: 5  
Stream Totals: 3

HTML Player	Stream Only	Total	
Live	3	0	3
Archive	0	0	0
Total	3	0	3

Event Statistics

LIVE Usage Statistics: 100.00% WindowsHTMLPL

ARCHIVE Usage Statistics: 93.33% WindowsHTMLPL, 6.67% RealStreamOnly

Stream Breakdown

Stream Type	Number of Streams
Live	3
Real Player/Audio/	

Live Breakdown

Date	WindowsHTMLPlayer	WindowsStreamOnly	RealHTMLPlayer	RealStreamOnly	Total
11/10/2010	3	0	0	0	3

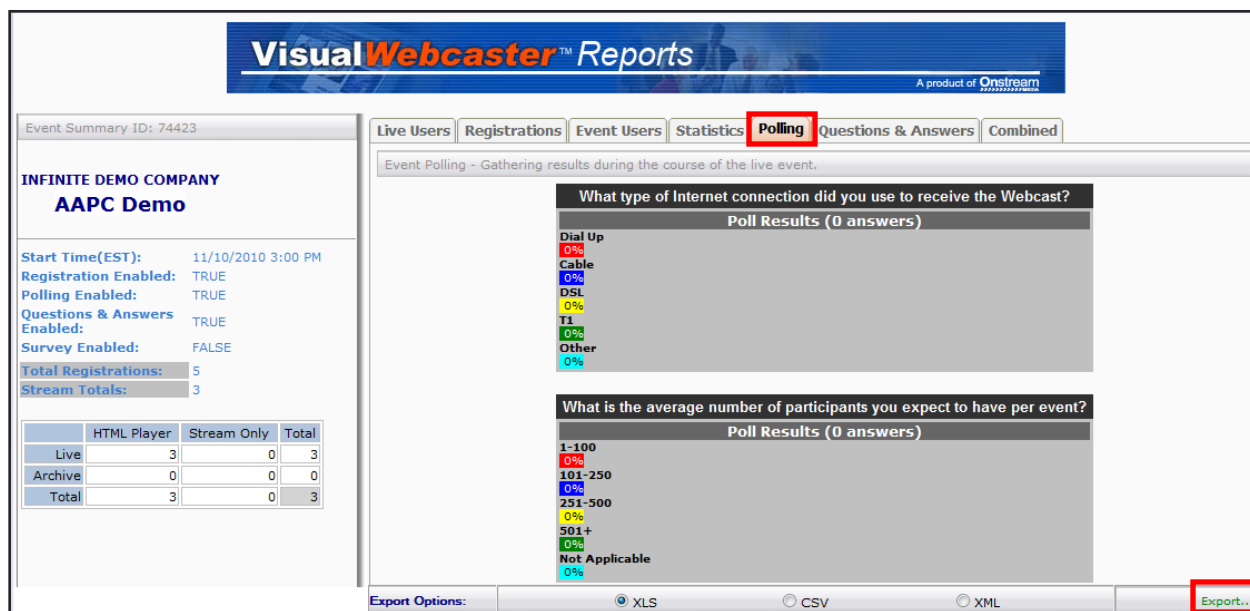
Archive Breakdown

No Data To Display

Export Options: ☒ XLS ☐ CSV ☐ XML

## Polling:

Click on the **POLLING** tab to view the results in percentage of all your polling questions. You have the option to sort by clicking on any of the top fields to organize your information. You can also export this information to the format that you would like and then click **EXPORT**.



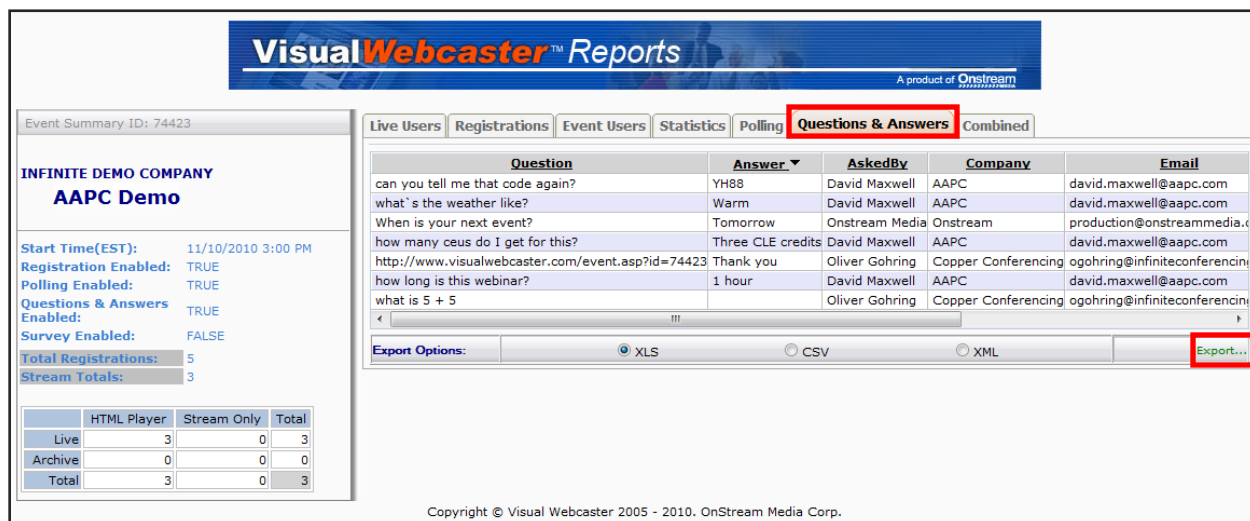
The screenshot shows the VisualWebcaster Reports interface with the 'Polling' tab selected. The left sidebar displays event details for 'INFINITE DEMO COMPANY AAPC Demo', including start time, registration status, and a table of stream totals. The main content area shows two poll results, both with 0 answers. The first poll asks 'What type of Internet connection did you use to receive the Webcast?' with options: Dial Up (0%), Cable (0%), DSL (0%), T1 (0%), and Other (0%). The second poll asks 'What is the average number of participants you expect to have per event?' with options: 1-100 (0%), 101-250 (0%), 251-500 (0%), 501+ (0%), and Not Applicable (0%). At the bottom, there are 'Export Options' for XLS, CSV, and XML, and an 'Export...' button.

HTML Player	Stream Only	Total	
Live	3	0	3
Archive	0	0	0
Total	3	0	3

Question	Answer	AskedBy	Company	Email
can you tell me that code again?	YH88	David Maxwell	AAPC	david.maxwell@aapc.com
what's the weather like?	Warm	David Maxwell	AAPC	david.maxwell@aapc.com
When is your next event?	Tomorrow	Onstream Media	Onstream	production@onstreammedia.com
how many ceus do I get for this?	Three CLE credits	David Maxwell	AAPC	david.maxwell@aapc.com
http://www.visualwebcaster.com/event.asp?id=74423	Thank you	Oliver Gohring	Copper Conferencing	ogohring@infiniteconferencing.com
how long is this webinar?	1 hour	David Maxwell	AAPC	david.maxwell@aapc.com
what is 5 + 5		Oliver Gohring	Copper Conferencing	ogohring@infiniteconferencing.com

## Questions and Answers:

Click on the **Questions & Answers** tab to view the questions that were asked during the event and its respective answers. This tab will also show you the person that asked the question, their company and email address, the time that they asked the question, the time that it was answered, and if it was a rejected question. You have the option to sort by clicking on any of the top fields to organize your information. You can also export this information to the format that you would like and then click **EXPORT**.



The screenshot shows the VisualWebcaster Reports interface with the 'Questions & Answers' tab selected. The left sidebar displays event details for 'INFINITE DEMO COMPANY AAPC Demo'. The main content area shows a table of questions and answers. At the bottom, there are 'Export Options' for XLS, CSV, and XML, and an 'Export...' button.

Question	Answer	AskedBy	Company	Email
can you tell me that code again?	YH88	David Maxwell	AAPC	david.maxwell@aapc.com
what's the weather like?	Warm	David Maxwell	AAPC	david.maxwell@aapc.com
When is your next event?	Tomorrow	Onstream Media	Onstream	production@onstreammedia.com
how many ceus do I get for this?	Three CLE credits	David Maxwell	AAPC	david.maxwell@aapc.com
http://www.visualwebcaster.com/event.asp?id=74423	Thank you	Oliver Gohring	Copper Conferencing	ogohring@infiniteconferencing.com
how long is this webinar?	1 hour	David Maxwell	AAPC	david.maxwell@aapc.com
what is 5 + 5		Oliver Gohring	Copper Conferencing	ogohring@infiniteconferencing.com



## Combined:

Click on the **COMBINED** tab to view a mix of information regarding each participant. You can see when they registered, how many minutes they listened, and their responses to the polling questions. You have the option to sort by clicking on any of the top fields to organize your information. You can also export this information to the format that you would like and then click **EXPORT**.

VisualWebcaster™ Reports

A product of OnStream

Event Summary ID: 74423

**INFINITE DEMO COMPANY**  
**AAPC Demo**

Start Time(EST): 11/10/2010 3:00 PM  
Registration Enabled: TRUE  
Polling Enabled: TRUE  
Questions & Answers Enabled: TRUE  
Survey Enabled: FALSE  
Total Registrations: 5  
Stream Totals: 3

	HTML Player	Stream Only	Total
Live	3	0	3
Archive	0	0	0
Total	3	0	3

Live UsersRegistrationsEvent UsersStatisticsPollingQuestions & Answers**Combined**

Combined Survey and Registrations Data Grid

Registration Date	Listen Time	Minutes Listened	First Name	Last Name	Title	Company	Street Address
11/10/2010 1:50PM	Nov 10 2010 3:08PM	40	Onstream	Media	MKT	Onstream	100 Morris Ave
11/10/2010 2:57PM	Nov 10 2010 2:58PM	76	Oliver	Gohring	Sales and Support	Copper Conferencing	180 Morris Ave
11/10/2010 3:07PM	Nov 10 2010 3:36PM	4	David	Maxwell		AAPC	
11/10/2010 3:07PM	Nov 10 2010 3:45PM	4	David	Maxwell		AAPC	

Export Options: ☒ XLS ☐ CSV ☐ XML [Export...](#)

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