

## [ Broadcast Station Quick Guide ]

- This quick guide is to help users to use the collaboration platform quickly and easily, therefore, this guide does not include all features. If you want to know the detailed and complete functions and other related information, please refer to the User Manual.
- To facilitate your reading, some copious sentences in this guide, such as “After logging in the **Home** page, click the **Subsite Management** on the menu, and click **User Management**”, will be simplified as “Home > Subsite Management > User Management”.

## [ Hardware and Software Requirement ]

Operating System	Windows 2000, Windows XP
CPU	Pentium III 800MHZ or above
RAM	256 MB or above
Audio & Video Player	Windows Media Player 9.0 or above
Display Resolution	1024 X 768 or above
Browser	IE 6.0 or above
Network Bandwidth (e.g.: 6 persons' classroom)	Download 1M / Upload 64K or above (audio only) Download 2M / Upload 256K or above (audio and video)

## [ Log In Subsite ]

Entering your account name and password and clicking “Log In”, you will log in the subsite home page.

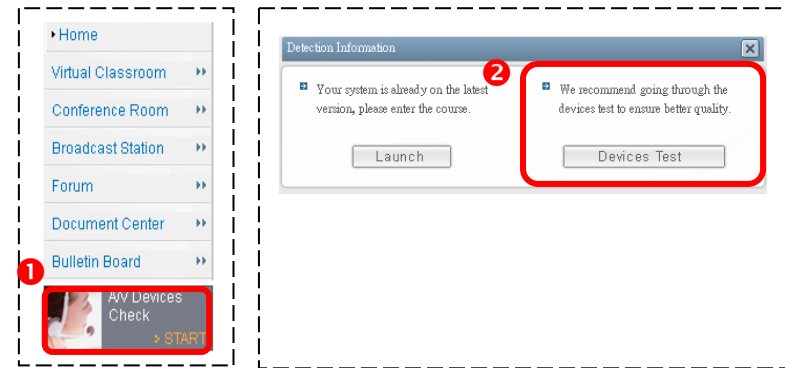


## [ Audio & Video Device Check ]

Before the program starts, please follow the steps in the URL provided below to begin the earphone, microphone and webcam installation and test.

<http://203.69.39.35/ishare/DeviceTest/devTest.htm>

**Tip:** You can start the A/V device test by clicking the banner below the menu (see picture ❶) or before entering the Broadcast station, choose 'Devices Test' (see picture ❷).



## [ If you are the subsite administrator ]

Please note, before start using the subsite, the subsite administrator needs to do some planning and setting.

### ■ Create organization type: Home > Subsite Management > User Management

#### Step 1.

Click 'Add Group' and enter the group name and description.



#### Step 2.

Click 'Finish' to complete the organization type setting.

### ■ Create user account: Home > Subsite Management > User Management

#### Step 1.

Click 'Add User' and enter the user information according to the columns.



#### Step 2.

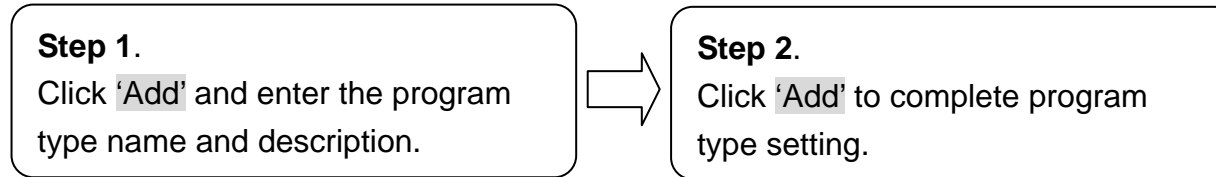
Click 'Next' to edit the user's role and permission.



#### Step 3.

Click 'Finish' to complete the user account setting.

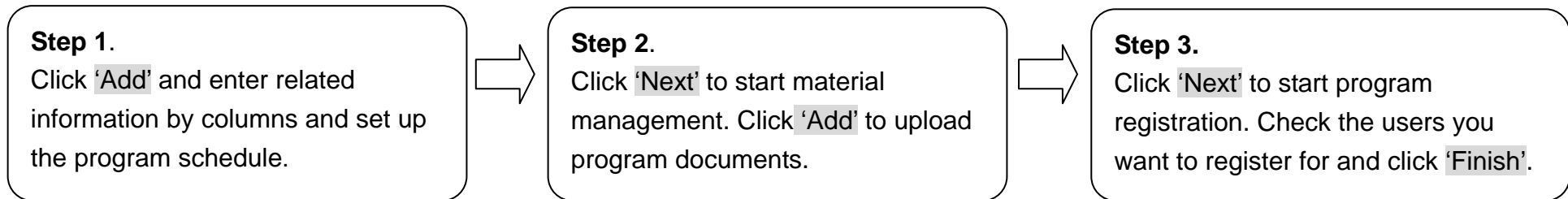
## ■ Create Program Type: Home > Broadcast Station > Program Type Management



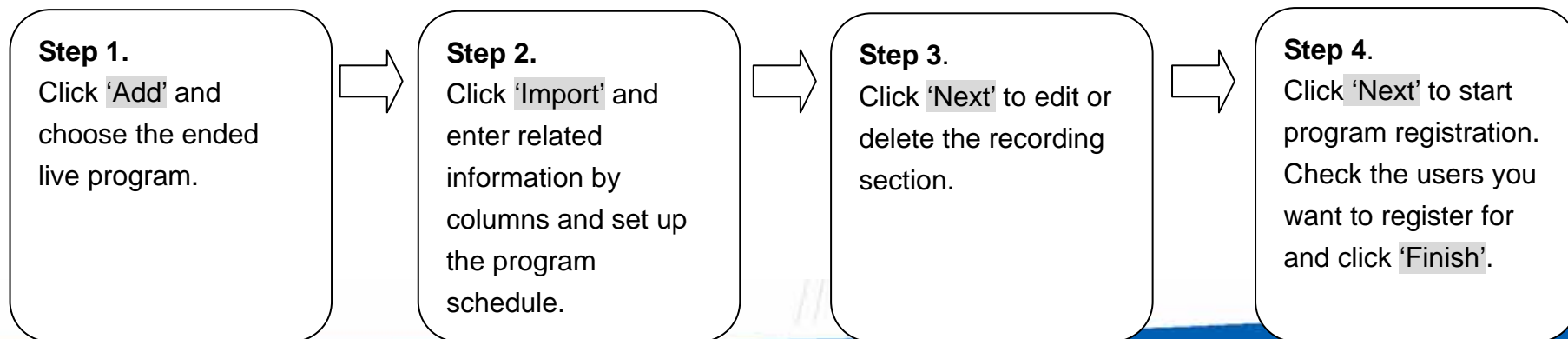
## [ If you are the presenter ]

If your role is the program presenter, you can create new live programs and on-demand programs.

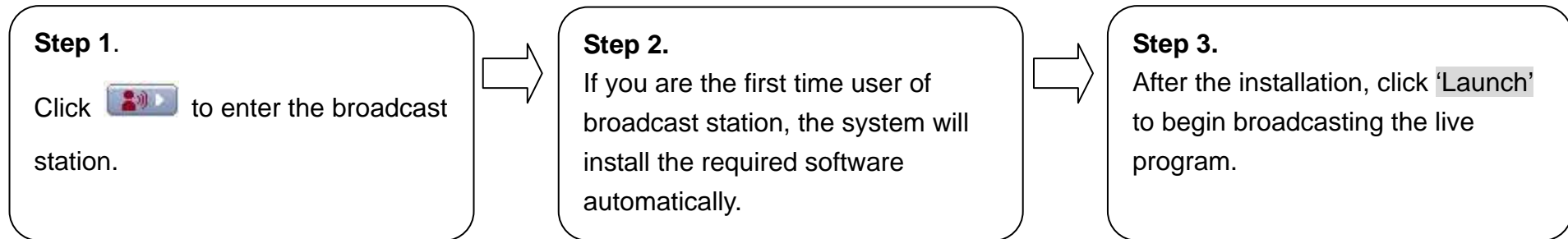
## ■ Create new live programs: Home > Broadcast Station > Live Program Management



## ■ Creating on-demand program: Home > Broadcast Station > On-Demand Program Management



## ■ Participating live programs: Home > Broadcast Station > Live Programs

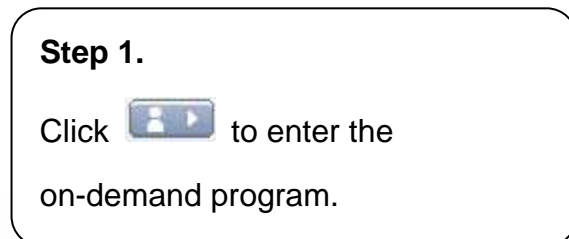


## [ If you are the audience ]

## ■ Participating live programs: Home > Broadcast Station > Live Programs



## ■ Watching on-demand programs: Home > Broadcast Station > On-Demand Programs



## [ Broadcast Station User Interface Introduction – Presenter Side ]

The screenshot shows the X-Press broadcast station presenter interface. The main content area (2) displays a slide titled "Making a call" with the following text:

**Telephoning**

**Making a call**

- Your company wants to buy 10 new notebook computers for senior management. Call a computer company to get information about their latest models.
- You work for a global company, which sells mobile phones. The company's senior managers from all the branches are planning a team-building weekend in your area. Call a well-known resort near your city to enquire about possibilities for such a weekend.
- Your boss asked you to make an appointment for him with the manager of a tourism development company to discuss an agreed upon sponsorship for a local festival. Ask to speak to Mr. Lemon, the executive manger of the "Come2us" company.

The interface also includes a video window (4) showing a presenter, a control panel (5) with icons for video, audio, and other functions, and a content list (6) on the right side. The status bar at the bottom (7) shows "Broadcasting/Recording", "Send Rate: 141 Kbits/s", and "Online Users: 0 (Maximum: 0)".

- \* The presenter can use these functions to broadcast and record.
- In the displaying area, users can read materials, use whiteboard, use AP Sharing and etc.
- Advanced Settings of audio and video devices.
- In this area, audience can see the presenter's video.
- \* The presenter can use these function to preview or stop the video and adjust the volume of the microphone.
- \* The presenter can choose the documents desired to use or look up program information.
- \* In this area, the presenter can see the program status and numbers of online users.

Information marked with '\*' are presenter's functions.

If you want to know the detailed operation

## [Broadcast Station User Interface Introduction – Audience Side ]

The screenshot displays the iShare Broadcast Station User Interface (Audience Side) with the following components:

- 1** **Materials:** A large area on the left showing a lesson titled "Making a call" under the heading "Telephoning". The lesson content includes:
  - Your company wants to buy 10 new notebook computers for senior management. Call a computer company to get information about their latest models.
  - You work for a global company, which sells mobile phones. The company's senior managers from all the branches are planning a team-building weekend in your area. Call a well-known resort near your city to enquire about possibilities for such a weekend.
  - Your boss asked you to make an appointment for him with the manager of a tourism development company to discuss an agreed upon sponsorship for a local festival. Ask to speak to Mr. Lemon, the executive manger of the "Come2us" company.
- 2** **Presenter Video:** A video window on the right showing a presenter (Carol Feng) smiling. Above the video is a toolbar with icons for document, camera, list, and help.
- 3** **Volume Control:** A volume control slider located below the presenter's video.
- 4** **Program Information:** A panel at the bottom right displaying:
  - Program Name: 0816 Carol's test
  - Program Information: --
  - Presenter: Carol Feng
  - Time: [00:00] ~ [00:00]

At the bottom of the interface, technical details are shown: Program Bitrate: 141.30 kbps, Receiving: 32.98 kbps, Receiving: 100% (http / 5000). The logo for TAITRA Business English On-Line is visible in the bottom left corner.

- ❶ In this area, it displays the materials used in the program
- ❷ Using these functions, audiences can switch different displaying modes.
- ❸ In this area, audiences can see the presenter's video. In the lower area, users can adjust the volume.
- ❹ In this area, audiences can look up program information.

If you want to know the detailed operation functions, please refer to the User Manual.

## [On-Demand Program User Interface Introduction ]

The screenshot displays the iShare X-Press user interface. The main window is titled 'Materials' and contains a table with the following data:

段落	記錄長度	檔案大小(KB)	開始時間	
1	6m6s	1528KB	8/16/2006 8:04:34 AM	觀看
2	2m54s	879KB	8/16/2006 8:15:54 AM	觀看
3	2m36s	708KB	8/16/2006 8:20:47 AM	觀看

Numbered callouts in the image indicate the following features:

- ① Recorded section list.
- ② In this area, the functions include recorded section list and different displaying modes.
- ③ In this area, users can see the presenter's video and adjust the volume.
- ④ In this area, users can look up program information.

Program Information:

- > Program Name 0816 Carol's test(on-demand)
- > Program Information --
- > Presenter Carol Feng
- > Time [00:00] ~ [20:00]

Program Bitrate: - Receiving: - Receiving: -

- ① Recorded section list.
- ② In this area, the functions include recorded section list and different displaying modes.
- ③ In this area, users can see the presenter's video and adjust the volume.
- ④ In this area, users can look up program information.

If you want to know the detailed operation functions, please refer to the User Manual.