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Mediasite Helpful Hints Script

Thank you for joining me today to learn more about how to get the most from your Mediasite experience. Mediasite is a new technology that allows WPS Medicare to record presentations for playback at your convenience or to broadcast presentations live over the internet.

In order to view a Mediasite recording you will need a computer with internet access and an activated sound card. If you are viewing the recording from a corporate location your organization will also need to allow access to "streaming video". If you are able to view this presentation you probably already have access and don't need to change anything. If in doubt talk with your technology department.

So let's run through some of the basic functions of Mediasite.

If you look at the screen you will see 2 boxes. A small black box and a larger blue box.

The small black box is the **Presenter's Box**. This is where the video of the presenter will appear.

The larger blue box is the **Presentation Box**. This is where the presentation will appear. The presentation could be in the form of PowerPoint slides or Internet Webpages or another program.

Both of these screens can be enlarged to full screen. To enlarge the **Presenter's box to Full Screen** click on the X in the lower right corner of the black box

To enlarge the **presentation box to full screen** click on the X in the lower right corner of the blue box.

To **Play** the presentation simply click on the Play button located just below the black box. Should you need to pause the presentation you can click on this button a second time and the presentation will be paused. Click play again to resume.

To adjust the **volume** of the presentation drag the Volume Control slider to the left or right. You may also need to adjust the volume on your computer settings. Normally this can be done by clicking on the speaker icon in the lower right corner of your screen.

To **mute** the volume click on the mute button. Click a second time to restore volume.

You can adjust the **Speed** of the Presentation to play at normal speed, half speed or double speed by moving the speed of presentation slider up or down.

You can also **navigate** within the presentation (skipping ahead or back) by using the Slide Bar to Advance or Rewind.

To skip to a specific slide click on the **left or right arrows** above the presentation box.



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Finally, if you have questions about the presentation you can click on the **Ask** button above the presenter's box and email your question to us.

I hope this information has been helpful and will enable you to get the most from your Mediasite experience.

Thank you for your time.