

WIJET MODERATOR MANUAL



WiJET.G and WiJET.Video **Presentation Session Management System**

WiJET Moderator Server
WiJET Moderator Client
Presentation Script Builder



<http://www.otcwireless.com/>

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1. Introduction

The **WiJET Moderator Presentation Session Management System** is a presentation control application. It is designed for use in situations that require managed access to the **WiJET** unit(s). This makes the **WiJET Moderator Presentation Session Management System** ideal for classroom and conference environments.

The software is easy to deploy and implement. Conceptually, it requires that one computer/operator is designated as the “moderator”, with all other participants designated as “presenters”. The **WiJET Moderator Server** software runs on the moderator’s computer and presenters uses the **WiJET Moderator Client** application software.

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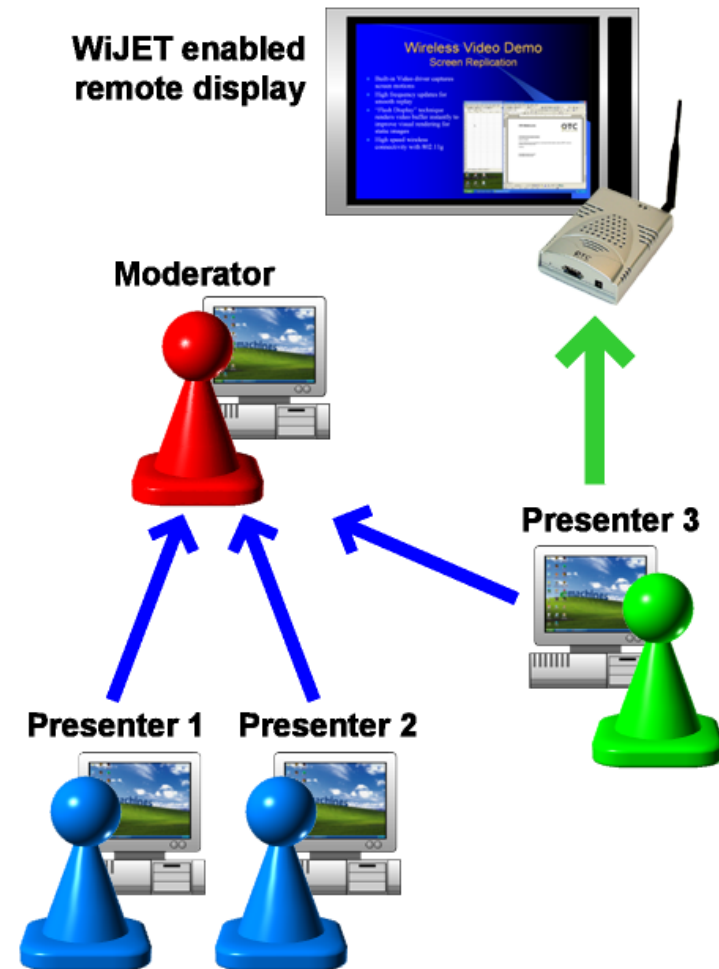


Figure 1 WiJET Moderator Mode

2. Getting Started

2.1 Requirements

To use the **WiJET Moderator Presentation Management System** the following are the normal basic requirements:

- At least one **WiJET.G** or **WiJET.Video**.
- The **WiJET Moderator Server** software needs to be installed on the PC that will be used by the session moderator.
- The **WiJET Moderator Client** software needs to be installed on the PCs that will be used by the presenters.
- The standard **PSM** software that is used to control the **WiJET** will also need to be installed on the PCs used by the presenters.
- An adequate number of IP addresses within the same IP subnet for the moderator and the presenters. Note that the **WiJET(s)** do not necessarily need to be on the same IP subnet.
- Individual PCs used in the session forum must be connected to the network either through a LAN connection or a wireless one.
- The **WiJET Moderator Flash Memory Stick** containing the **WiJET Moderator Server** software access key.

2.2 Software Installation

Please see the [APPENDIX](#) for instructions on installing the required software. All required software is on the accompanying CD. Demo material is also available for the **Presentation Script Builder** on the same CD.

If you have installed the Demo version of the **WiJET Moderator** applications, you will not need to reinstall the software. Simply complete the [registration](#) of the **WiJET Moderator Server** application.

2.3 Starting the WiJET Moderator Server software

1. Insert the **WiJET Moderator Flash Memory Stick** into the USB port of the moderator's PC.
2. Start the application.
3. Do not remove the **WiJET Moderator Flash Memory Stick** until the session is over. Its presence is required for the proper functioning of the software.

2.4 Starting the WiJET Moderator Client software

1. Presenters will need to start the **WiJET Moderator Client** before they can register into the forum. (The number of active **WiJET Moderator Clients** that can register into an active forum is limited by the number of licenses purchased).
2. Start the standard **PSM** if desired. If the standard **PSM** has not been started at the time a scheduled session is to begin, the **WiJET Moderator Client** application will automatically start it.

2.5 WiJET tools Defined

- The **PSM** is used to control a **WiJET.G** or **WiJET.Video**.
- The **WiJET Moderator Server** and **WiJET Moderator Client** are used only for the controlled management of a presentation forum.
- There is also the **Presentation Script Builder** for automated scripted presentations. The **Presentation Script Builder** is a component of the **WiJET Moderator Client** and **PSM** (version 2.5 and later).

3. Software Registration

In order to use the licensed version of the **WiJET Moderator Server**, it will be necessary to enter the registration information into the Login Panel (Figure 2). The registration information is included in the material that came with the purchase of the license for the application.

3.1 Registration Information

This is the basic registration information:

User ID: user (use the registration User ID)
Company Name: your company/organization name
License Number: the registration license number
Limited: the number of client licenses purchased

See box on the right for the procedure to register the **WiJET Moderator Server** using the **WiJET Moderator Server Flash Memory Stick**.

Note 1: It is possible that the first time you insert the **WiJET Moderator Flash Memory Stick** into the PC that the Windows OS may ask to install a driver for the device. If this happens, click “Cancel” and follow the standard Software Registration Procedure in the panel to the right.

Note 2: Users may install the **WiJET Moderator Server** on as many PCs as needed. Limit on use is based on the number of server licenses purchased. Each single license purchased provides for a single **WiJET Moderator Flash Memory Stick**.

Note 3: The **WiJET Moderator Clients** do not need to be registered and can be installed on PCs as needed. The license purchased will limit the maximum number of users that can be registered with the **WiJET Moderator Server** at any given time.

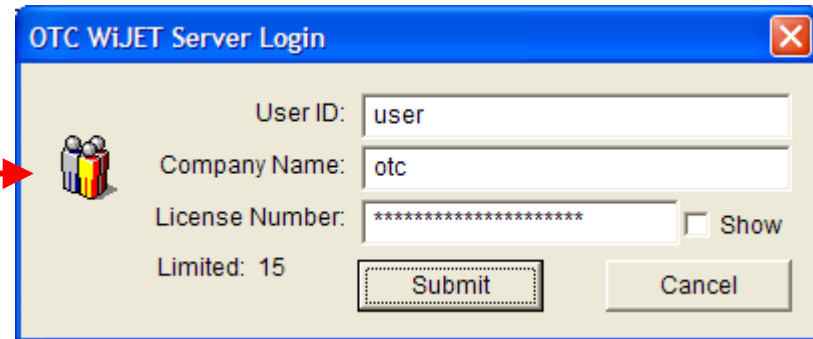


Figure 2 Login Panel

SOFTWARE REGISTRATION PROCEDURE:

1. Have the **WiJET Moderator Flash Memory Stick** ready, but **Do not** insert it into the PC' USB port for the moment.
2. Start the **WiJET Moderator Server** application.
3. Click several times on the icon on the face of the Login Panel.
4. You will be asked to insert the **WiJET Moderator Flash Memory Stick** into a USB port.
5. Click on the “OK” button.
6. The registration fields should automatically populate.
7. Click “Submit” to enter the main application interface.

STARTING THE MODERATOR AFTER REGISTRATION:

1. Insert the **WiJET Moderator Flash Memory Stick** into the PC's USB port.
2. Start the **WiJET Moderator Server** application.
3. The Login Panel will appear with the registration fields automatically populated.
4. Click “Submit” to enter the main application interface.

Leave the **WiJET Moderator Flash Memory Stick** in the USB port for the duration of the moderated forum or the **WiJET Moderator Server** application will not function correctly.

4. Using the WiJET Moderator

The OTC **WiJET** Moderator application provides a very simple model for running a meeting where presenters share a **WiJET** connected to display device. The application can also be used to control multiple **WiJET**s in a moderated wireless presentation forum.

- The person designated as the moderator, should run the application first.

Remember to leave the **WiJET Moderator Server Flash Memory Stick** in place.

- The **WiJET Moderator Server** allows the moderator to receive presenters' requests for access to designated **WiJET**s, and through the use of the application's GUI, has full management over the access to the **WiJET**s.
- The moderator must go to the **WiJET List** tab and take control of **WiJET**s that will be used for the moderated forum. Controlled units come under the full control of the moderator and cannot be accessed unless made explicitly available to a presenter by the moderator.
- Presenters should run the **WiJET Moderator Client** application from their respective PCs.
- Each presenter needs to register with the moderator first. Enter the presenter's name. The IP address of the moderator's PC will be auto-populated. Click the "Register" button. This will register the presenter into the moderator's Register List.

- Once registered, individual presenter can submit access requests to the **WiJET**(s). Presenters should enter the desired presentation starting time into the Preferred Time field and the estimated duration of the presentation into the Length field in Minutes (the default is 20 minutes). To send the presentation request, click the "Submit" button.
- The **WiJET Moderator Server** will automatically enter the request into a Request Queue. The **WiJET Moderator Server** will automatically schedule the presentation starting time. This will be based on the order in which requests are received. Both the **WiJET Moderator Server** and the **WiJET Moderator Client** allows users to see the status of the current Request Queue list.
- The moderator can select a presenter from the Request Queue (Figure 3) and click on the "Grant" button to give the selected presenter immediate access to the **WiJET**(s). If the moderator's selection of the presenter is out of sequence, the Request Queue will be automatically updated to reflect the new sequence. The moderator can also re-sequence the Request Queue manually or cancel a session request from the queue.
- Alternatively, by activating the Auto Controls the **WiJET Moderator Server** can be set to operate in automatic mode and the software will grant access to presenters automatically according to the order of the Request Queue.

Note: If the **WiJET Moderator Server** application is ended all registered **WiJET Moderator Clients** automatically becomes unregistered and any active **WiJET** session will immediately terminate. For this reason, it is recommended that all presenters should un-register before the **WiJET Moderator Server** application is ended.

5. WiJET Moderator Server

5.1 Request Queue

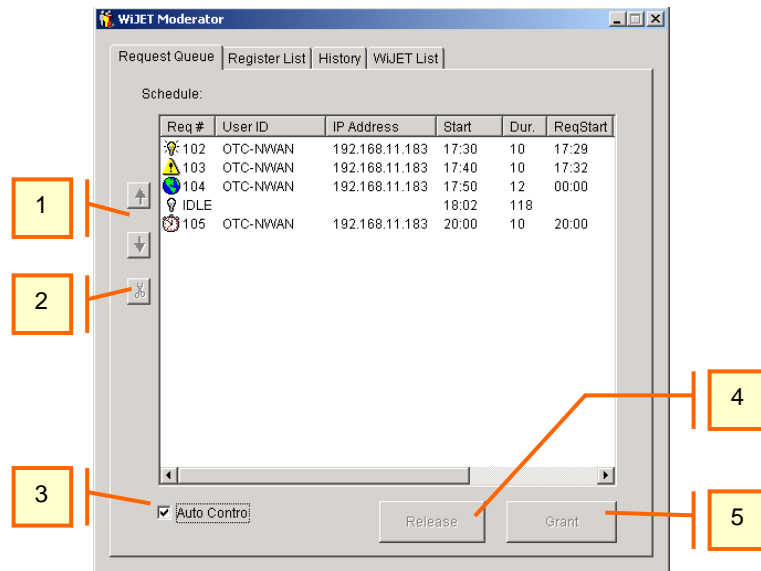


Figure 3 Request Queue Tab

1. Move session requests up or down in the queue.
2. Remove a session request from the queue.
3. Allows automatic processing of session requests.
4. "Release" a presenter's session.
5. "Grant" immediate access to an available **WiJET**.

Session requests are always processed from the top down. Moving a session requests towards the top of the list will move that request up in priority.

5.2 Request Queue Status

Presenter requests on the queue can be in one of five states:

	Granted In session
	Delayed Schedule is delayed
	Flexible No time specified
	Idle Registered but has not requested a session
	On Time Schedule is on time

SPECIAL WIJET MODERATOR SERVER EXECUTIVE FUNCTIONS



The "cut" function under the Request Tab and Register List is coded to allow the **WiJET Moderator Server** application to instantaneous end a **WiJET Moderator Client's** active **PSM** session. Use with caution.



The "block" function will allow the **WiJET Moderator Server** to block an IP address. The PC of the IP address blocked will not be able to register again with the **WiJET Moderator Server** again during the current active moderated session. Executing this in the midst of a **WiJET** presentation will cause the session to end instantaneously.

5.3 Register List

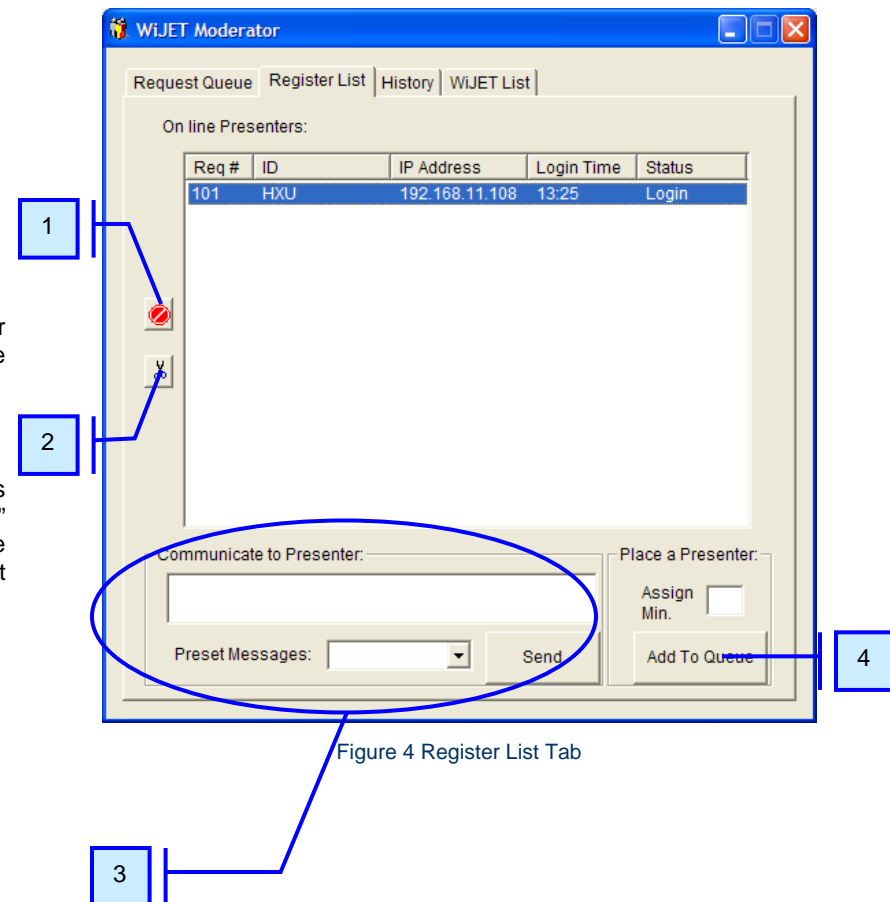
- 1. Selectively blocks an IP address from the current moderated forum.
- 2. Used to cancel the selected registration from the registry.
- 3. Used to send an “Instant Message” to a presenter (see below).
- 4. Used to manually assign a presenter to the queue.

Sending Instant Messages:

The moderator can either customize a message in the field provided or use/modify one of the preset messages. Highlight the intended recipient in the main window and use the “Send” button to dispatch the message.

Add to Queue:

Highlight one of the registered presenters in the main window. Assign minutes (default is 20 minutes if this field is left blank) and click the “Add to Queue” button. The presenter will be added to the Request Queue. The interface automatically switches over to the Request Queue tab. From the Request Queue interface, the request can be further manipulated.



5.4 History List

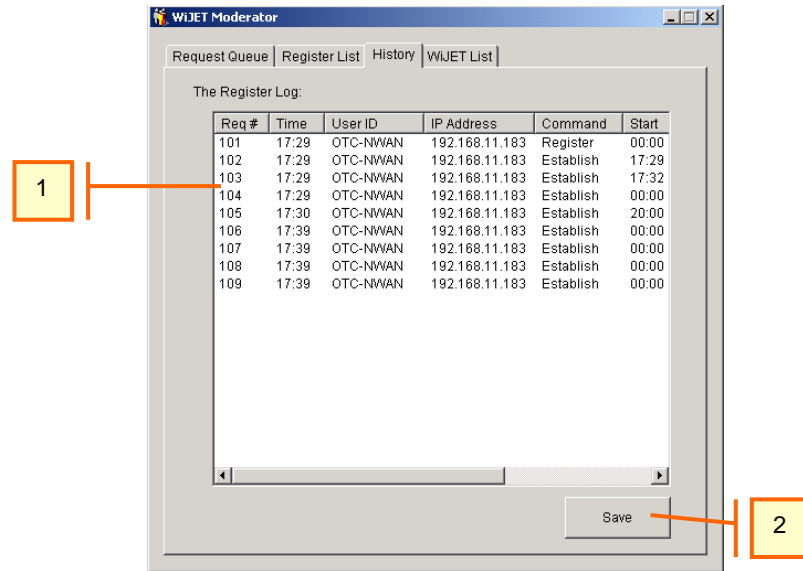


Figure 5 History Tab

- 1. Displays the events log.
- 2. Clicking this button save the event log to a text file.

Only WiJETs controlled by the moderator can be used in a moderated forum.

5.5 WiJET List

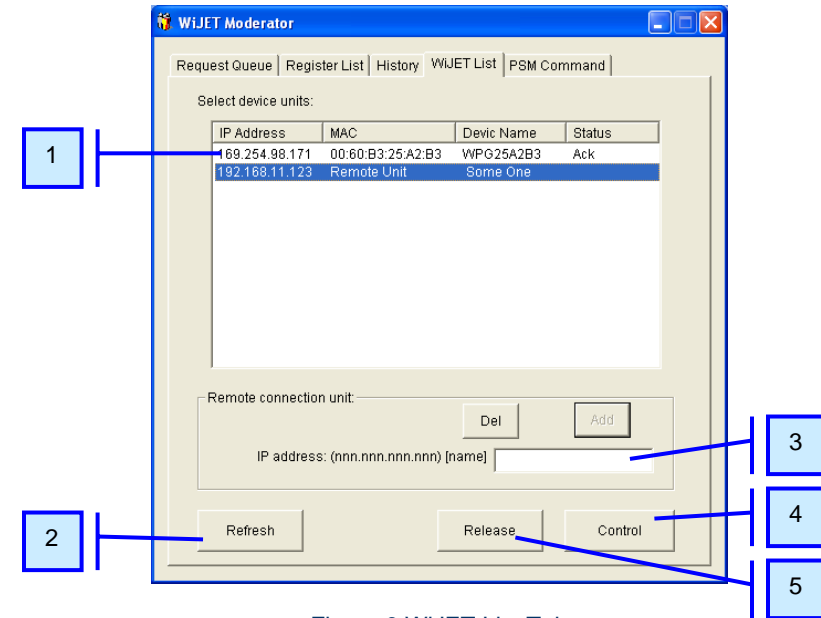


Figure 6 WiJET List Tab

- 1. **WiJETs** on the network and their status.
- 2. Clicking the “Refresh” button refreshes the list of available **WiJETs**.
- 3. Use this panel to Add or Delete **WiJETs** that are on a different IP subnet. To use this feature, enter the IP address of the **WiJET** and click “Add”. (For **WiJET.Videos**, you also need to add: “[space]video”) after the IP address). The **WiJET** will then be added to the list. Highlight a **WiJET** on the list and click “Del” to remove it from the list of exclusively controlled **WiJETs**.
- 4. Control – highlight a **WiJET** from the list and click “Control” to place the selected **WiJET** under the exclusive control of the moderator. Multiple **WiJETs** can be put under the moderator’s control in this manner. Controlled **WiJETs** will not be available to users unless explicitly made available to them by the moderator.
- 5. Release – highlight and click the “Release” button to relinquish control of controlled **WiJET** units.

6. WiJET Moderator Client

6.1 Registration

1. Presenter's name goes here (default is the PC's name).
 2. The IP address of the moderator's PC goes here. This is normally automatically populated. If there is more than one moderated session in progress, select the forum to join using the appropriate IP address.
- There is also a "refresh" function associated with this menu in case the application cannot for whatever reason automatically detect the moderator's PC's IP address.
- If necessary, the moderator's PC's IP address can also be entered manually (not recommended).
3. Click to register into a moderated session. Once registered, the presenter's name and IP address will be immediately visible in the **WiJET Moderator Server** Register List.

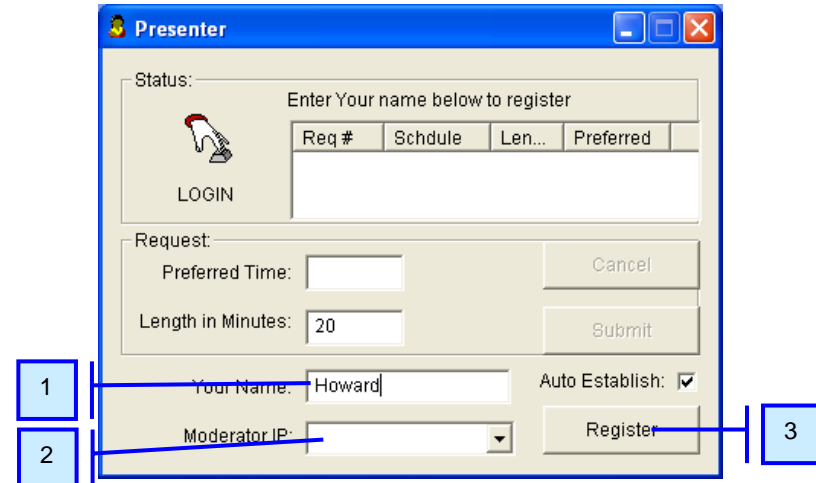


Figure 7 WiJET Moderator Client *before* Registration

6.2 Session Request

1. Enter the request time when the session is to begin.
2. Enter the duration needed for the session.
3. Session request status information.
4. Cancel or Submit a **WiJET** session request.
5. Automatically launches the **PSM** when it's time for a session (when checked).
6. Click to leave a moderated session. This also ends the **WiJET Moderator Client** application.

The **WiJET Moderator Server** must be running in order to support the functions of the **WiJET Moderator Clients** (with the sole exception of the **Presentation Script Builder** which can be run independently).

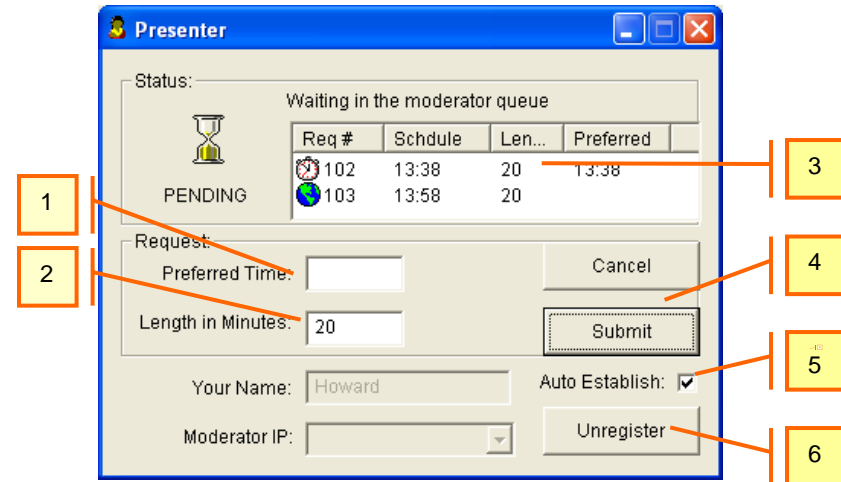


Figure 8 WiJET Moderator Client *after* Registration

7. Presentation Script Builder

The **Presentation Script Builder** adds additional functionality including the ability to script and pre-program presentations for display at a later time. This application is built into both the **PSM** and the **WiJET Moderator Client**.

7.1 Starting the Presentation Script Builder

There are two ways to start the **Presentation Script Builder**.

1. With the **PSM** started, right-click on the **PSM** icon in the system tray and select the **Presentation Script Builder** from the pop-up menu.
2. With the **WiJET Moderator Client** started, right-click on the title bar and select the **Presentation Script Builder** from the pop-up menu.

Once the **Presentation Script Builder** is opened, the parent application can be safely minimized or closed. However, if you are intending to use the runtime [test function](#), it is recommended that you leave the **PSM** application running.

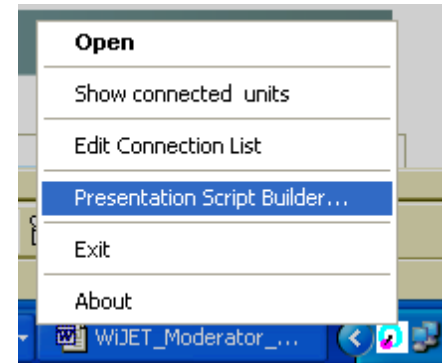
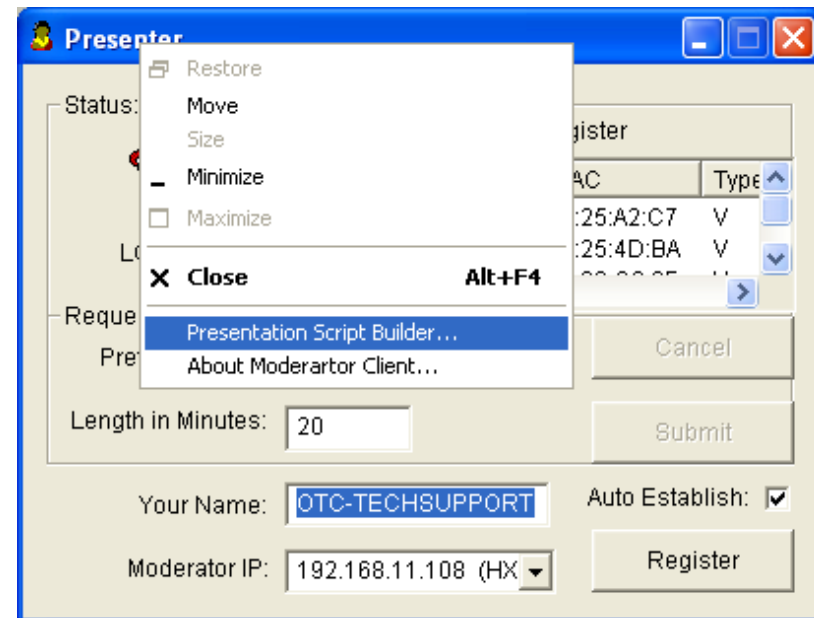


Figure 9 Starting the Presentation Script Builder from the PSM menu (above) and from the WiJET Moderator Client (below).



7.2 Building Presentation Scripts

The **Presentation Script Builder** screen (Figure 10) provides a method to generate sequential commands and save these to a file. This file will be attached to the request in the **WiJET Moderator Server** queue.

To build a script:

1. Choose a command from the **Command Edit** box.
2. If a file is needed, browse to the needed file.
3. Enter the duration in seconds needed for the presentation of the selected file.
4. Enter any needed parameters.
5. Click on the **black DOWN** arrow to enter the line.
6. Highlighting and clicking on the **black UP** arrow will allow a copy of a line entry to be modified.

Ordering a scripted presentation:

1. Use the **blue UP** and **DOWN** arrows to move an item up or down the list. Items will be presented in order from the top down.
2. To delete a line entry entirely, highlight it and click on the **Scissors** button.

Click **“Save”** after all changes have been made. The script will be saved to a text file for replay. To exit the **Presentation Script Builder**, click on **“Cancel”**.

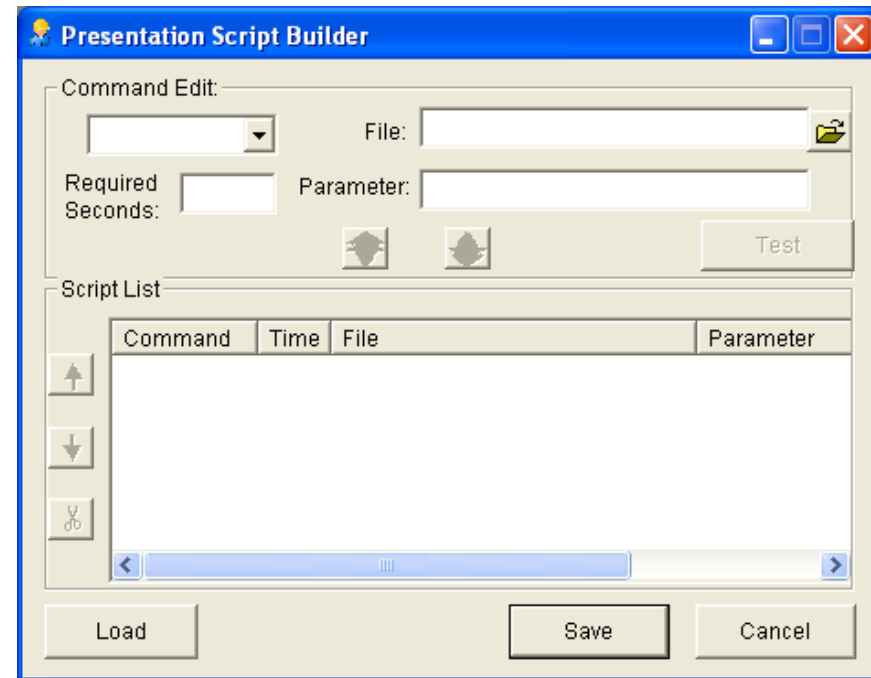


Figure 10 Presentation Script Builder Screen

7.3 Editing a previously saved script

Click on the **“Load”** button and using the file navigation dialog box, select the desired script and click **“Open”**. The script will be loaded into the **Presentation Script Builder** and can be edited as required.

7.4 Script Builder Commands

Comment	Allows comments to be added. Use the File name selection field to enter the actual comment. Comments are not executed.
LaunchPPT	Runs a Microsoft® PowerPoint file from within the PSM . This is needed for presentations with embedded MPEG1 or MPEG2 audio-visual files. (Only the WiJET.Video will support this function).
LoadScript	Loads a previously saved script.
Open	Opens a user specified file. The file can be an executable program or a document file. (Executable programs may need specific set parameters to correctly operate or open data files – see the applications own documentation for details).
PlayVideo	Play a specified video file using the PSM Video Player. (Only the WiJET.Video will support this function).

7.5 Script Builder Parameters

Required Seconds	Default is 10 seconds. This parameter is absolute.
File	This field allows the user to type in or select a file using a file navigation dialog box.
Parameter	Used for command line entries that may be required for executable files. Refer to your application's documentation for specifics.

7.6 Script Builder Buttons

Test	Provides a run time testing for input commands with file and/or parameter. The test function will automatically open the PSM and establish a session with an available WiJET .
Black ARROWS	Transfers a command line to and from the Script List window.
Blue ARROWS	Used to order the command lines.
Scissors	Used to delete a command entry entirely.
Load	Used to load a previously saved script.
Save	Allows a script to be saved to a text file. Use the Load Script command to reload a previously saved script.
Cancel	Exits from the Presentation Script Builder .

7.7 Running an scripted presentation

1. Use the "Run Script" button on the **PSM**. Use the file navigation dialog box to select the desired script and click "Open". The presentation script will start playing. See the **WiJET Technical Manual** for more information on this function.
2. To run and schedule a scripted presentation automatically; start the **WiJET Moderator Server** application (the same PC can be used to run both **WiJET Moderator** applications).
From the **WiJET Moderator Client** send a request and schedule a session and then highlight the request. Double-click on the request entry; a file navigation dialog box will open. Select the saved script and click "Open". The script will be embedded into the request and will play automatically when the session request is granted.

7.8 Tips on preparing fully automated presentations

The Presentation Script Builder can open and run almost any Windows application or file. It will also close the application or file after its part in the presentation sequence is finished. The following tips will help in preparing fully automatic unmanned presentations.

1. Most executable programs need parameters when executed without direct human supervision. If the program allows for unsupervised operations, the needed parameters can usually be found either in its Help files or documentation.
2. Executable programs can usually be started by simply opening their associated file types. For example, to display a Microsoft® Excel spreadsheet, use the “Open” command and select the Excel document to be displayed.
3. To display a picture you can use the “Open” command. This will cause the picture to be opened using the default application for the picture file type (usually the Windows Image Viewer).
4. If you want to display a picture full screen, the easiest way to do this is to embed it into a Microsoft® PowerPoint slide and use the “LaunchPPT” command (or open the PPT file directly).
5. The “Open” command does not close files/programs that have been opened. If an application needs to be closed it will require an external mechanism such as a batch file. The only exceptions are files opened using the PSM PPT Launcher or PSM Video Player.
6. Remember to specify a time frame; otherwise an item will be displayed for only 10 seconds (the default). Spend the time to figure out the correct timing needed for your presentation.
7. The script will not automatically advance PPT slides. Use the slide transition settings to advance PPT presentations with multiple slides.
8. WiJET.Gs do not support the “LaunchPPT” and “PlayVideo” commands. It will just ignore these entries if they are included in the script – **but the script will still factor in any timing specifications set.**
9. To play a PPT presentation using a WiJET.G, use the “Open” command and open the file directly.
10. Scripts can be embedded into scripts. Use these sub-scripts for sequences that need to be repeated.

7.9 Playing background music

To have background music play for the duration of the entire presentation, or parts thereof, use a DOS batch file to open the music file to be played.

Example:

```
cd c:\Documents and Settings\My Documents\My Music  
Beethoven_concerto_5.wma
```

Using this method you can, for example, present a series of slides or text documents with background music running in the background.

Since the WiJET will not by default play music, you will need to use the PC speakers or rig up something more elaborate.

7.10 Presentation Script Builder Demo

Properly used, the **WiJET Moderator Presentation Management System** offers a very high degree of creative freedom for designing automated presentations that may not be immediately apparent.

A demo-scripted presentation is included on the CD that came with the purchase of the **WiJET.G**, **WiJET.Video** or **WiJET Moderator** license. See the **readme.txt** in the demo folder of the CD for instructions on installing the demo material.

APPENDIX

Installing the required software

All software for the **WiJET Moderator Presentation Session Management System** is on the CD that is provided with the purchase of the license. The software is also available on the CD that is included with the **WiJET**. The program files are also available in the [Technical Support Downloads](#) section of the [OTC Wireless, Inc.](#) web site.

Place the WiJET Moderator CD into a PC drive. The installer should automatically start. If it does not, navigate to the root folder of the CD and click on "Setup.exe".

With reference to Figure 11:

Installing the WiJET Moderator Server:

Choose the **WiJET Moderator Server** option and click "Next>". Then follow the installer instructions to install the software. The installer does not create a desktop shortcut.

Installing the WiJET Moderator Client (and PSM):

Choose the **WiJET Moderator Client (and PSM)** option and click "Next>". Then follow the installer instructions to install the software. The **PSM** and **Presentation Script Builder** will also be installed. The installer does not create a desktop shortcut, for the **WiJET Moderator Client**.

Creating desktop shortcuts:

Find the program name in the Microsoft® Windows **Start ► Menu ► Program Files** section. Right-click on the program name and then allow the mouse cursor to hover over on "**Send To ...**" for a couple of seconds. In the next menu that appears, select "Desktop (create shortcut)".

Important: If you are upgrading from a previous version of any of the **WiJET** applications, uninstall these before installing the latest version.

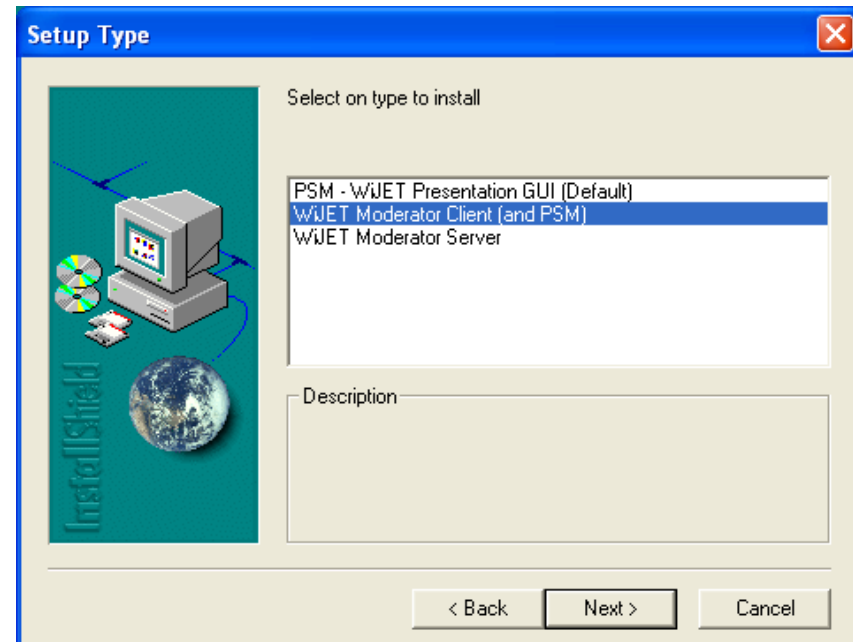


Figure 11 Installer Setup Type Panel