

Studio Staffer Roles

	Admin	Moderator	Speaker	Staffer	Q&A Only	Viewer	Custom
Setup View	х						
Setup Edit	х						
Content Add/Edit/Delete	х						
Staff Add/Edit/Delete	x						
Source Add/Edit/Delete	х						
Start/Stop and Extend Buttons	х						
Previous/Next Buttons	х	X	х	х			
Auto Ask for Webcam/Mic		х	х				ALL
Source List Controls	x	X					OPTI
Combined Source	х	х					SNOI
Broadcast Message	х					\leq	CAN
Panel Commands	х	Х	х			VIEW ONLY	IBES
Notifications	х					DNLY	ET B
Q&A	х	Х	х	Х	Х		ASEI
Activity Summary/Reports	x	х	х	x			ALL OPTIONS CAN BE SET BASED ON NEED
Viewer List/Search	х	Х	х	х			
Reset Activity	х						
Email On Demand Question Submissions		x	х				
Tools	x						
Producer Tools	Х						
Profile Edit/Access	х						
Low Latency View (WebRTC)							
Override Ending of Screen Share							

Role Options

Role Options	Navigation in STUDIO	Navigation in STUDIO (image)	Content Display	Drill Down
Setup View	Setup > Overview	C C BACK X OVERVIEW SETTINGS	Webcast Title Presentation Type (Live, Simulive, OnDemand) Live Date & Time Estimated Duration Early Entrance Abstract Diagnostic Information	
Activity Summary/Reports	Viewers > Viewers Online	← BACK × A VIEWERS ONLINE ACTIVITY P	View how many viewers are participating in the webcast, including the ability to search for users	
	Viewers > Activity		Viewer >	Unique Viewers Total Views Average View Time Total View Time
	Viewers > Activity		Presenter >	Unique Viewers Total Views Average View Time Total View Time



 Viewers >	Q&A >	Questions
Activity		Asked
,		Questions
		Answered
		Percentage of
		Questions
		Answered
		Unique
		Viewers that
		Asked
		Questions
		Average
		Questions Per
		Unique
		Viewer
		Unique Polling
		Question
		Responses
Viewers >	Handout >	Unique
Activity		Handout
		Views
		Total Handout
		Views
		Average
		Handout
		Views per
		Viewer
		Total Handout
		Adds
		Average
		Handout Adds
		per Viewer
Viewers >	Details Reports >	Attendee List
Activity		Question List
		Polling Results
		Scheduled
		Attendees
Viewers >	Reset Activity	
Activity		
		1



Setup Edit	Setup > Overview		Webcast Title Presentation Type (Live, Simulive,	
		OVERVIEW	OnDemand) Live Date & Time Estimated Duration	
		SETTINGS	Early Entrance Abstract	
		EXIT ACTION		
		MEDIA PANEL ASSETS		
	Setup > Settings	PRESENTER CONTROLS	Presentation Type > Media Type >	Live, Simulive, OnDemand
		KEYBOARD SHORTCUTS	Frame Size > Frame Rate > Target Video Bitrate	Video and Audio, Audio Only
				720p, 540p, 360p, 270p, 180p, VGA, QVGA, HVGA 10, 15, 20, 30 fps
	Setup > Exit Action		Destination > Target Window >	None, Survey, Test, Webpage This Window, New Window
	Setup > Media Panel Assets		Standby Image Default Stream Media	
	Setup > Presenter Controls		Hide Slide Notes	
	Setup > Keyboard Shortcuts		Next Slide Previous Slide Collapse Timeline Open Timeline	



Source Add/Edit/Delete	Sources	SOURCES STAF CHAT WEBCAM/MIC VIDEO CONFERENCING SLIDES SCREEN SHARE PHONE MEDIA FILE ENCODER/STUDIO	Telephony Encoder/STUDIO Media File Slides Screen Share Video Conferencing Webcam/Mic
Viewer List / Search	Viewers > Viewers Online	 C BACK C BACK VIEWERS ONLINE C TIVITY C C S 	View how many viewers are participating in the webcast, including the ability to search for users.



Reset Activity	Viewers > Activity	 ← BACK ✓ BACK ✓ VIEWERS ONLINE □ ▲ CTIVITY ▲ CTIVITY ▲ CTIVITY ▲ CTIVITY 	Ability to reset webcast activity.
Content Add/Edit/Delete	Content	 C - BACK X A SLIDES HANDOUTS 	Slides Handouts
Email On Demand question submissions	Questions & Answers panel in the webcast console. If viewer submits a question in the Q&A panel, the question will be emailed to the staffer.		



Source List Controls Available next to each Source listed (3 dots).	Sources > Phone Content will display when added to the scene.	SOURCES STAFF CHAT Alex Koz Ready Alex Koz Ready CHAT TELEPHONY ENCODER/STUDIO MEDIA FILE SLIDES SCREEN SHARE VCU	Mute Audio Edit Source > Source Details > Delete Source Mute Audio	Title, Default Source Media, Conference Provider, Country Code, Phone Number Audio Bitrate, Audio Queue
	Sources > Encoder/STUDIO Content will display when added to the scene.	WEBCAM/MIC	Remove Video from Scene Mute Audio Hide Video Edit Source > Source Details > Delete Source	Title, Go Live Automatically, Default Source Media StreamID, Stream URL, Frame Size, Frame Rate, Target Video Bitrate, Download Encoder Template
	Sources > Media File Content will display when added to the scene.		Mute Audio Hide Video Edit Source > Delete Source	Title, Go Live Automatically, Media, Loop
	Sources > Slides Content will display when added to the scene.		Mute Audio Hide Video Edit Source > Delete Source	Title, Go Live Automatically
	Sources > Screen Share Content will display when added to the scene.		Hide Video Edit Source > Source Details > Delete Source	Title, Go Live Automatically, Default Source Media Video Bitrate, Video Queue

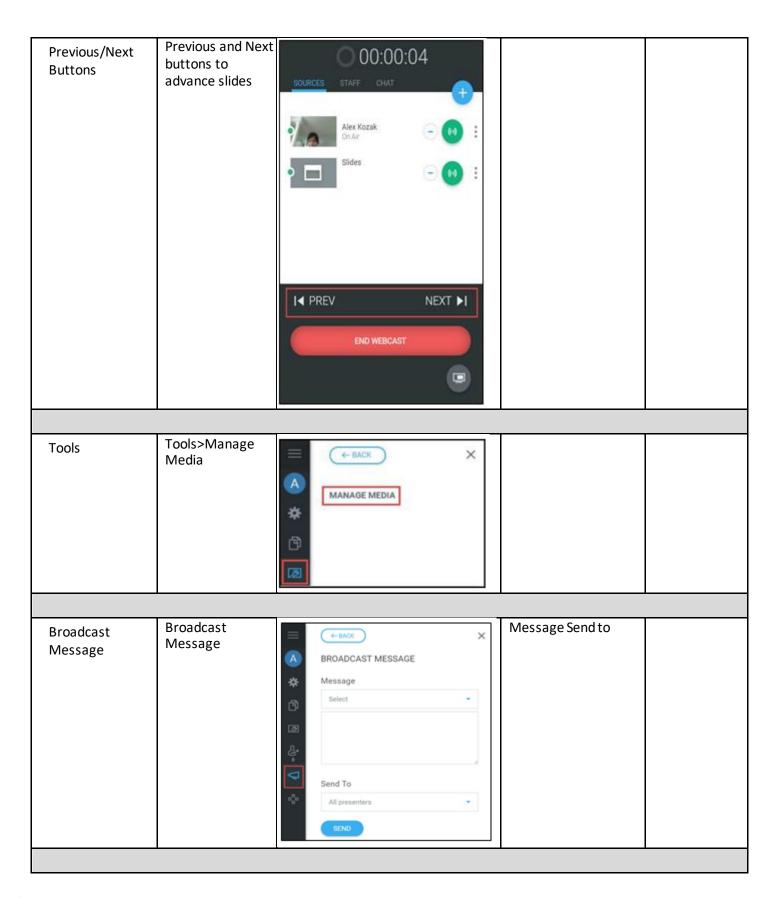


	Sources > Video	Remove Video from	
	Conferencing	Scene	
	Content will	Mute	
	display when	AudioHide	Title, Go Live
	added to the	Video	Automatically,
	scene.	Edit Source >	Default Media
		Source Details	Source, From
		Delete Source	Name, To URI
	Sources >	Remove Video from	
	Webcam/Mic	Scene	
	Content will	Mute	
	display when	AudioHide	
	added to the	Video	Title, Go Live
	scene.	Reconnect	Automatically,
		Edit Source >	Default
		Source Details >	Source File,
		My Devices >	Media Mode,
		Delete Source	Send Frame
			Size,
			Upstream
			Video Bitrate
			Video Bitrate,
			Audio Bitrate,
			Video Queue,
			Audio Queue,
			Presenter Link
			Cameras,
			Microphones
Auto Ask For	Will		
Webcam/Mic	automatically		
webearing whe	pickup any		
	staffers webcam		
	when entering		
	the webcast.		
Combined Source	Add multiple		
Note: This only	sources to the		
applies to	scene. This can		
Broadcast	be one singular		
Studio	source, or		
	multiple.		



Staff Add/Edit/Delete	Staff > Add New Staffer Staff>View Details	SOURCES STAFF CHAT Alex Kozak Online View Details × Eli Herman Offline Edit Staffer ×	Search By Name Search By Email Name Email Staffer Link Photo
Start/Stop and Extend Buttons	Start and Stop the webcast. Receive a notification within 30 minutes of the max recording time allowing to extend the webcast by an additional hour.	O OO:OO:OO SOURCES STAFF CHAT A Alex Kozak Online Eli Herman Ortine Eli Herman Ortine NEXT M	
		START WEBCAST	







Panel Commands	Panel Commands	Video PANEL COMMANDS Video Video O Abstract Abstract Abstract O Abstract Abstract O Abstract O Abstract Chapters Social Share Widget Chat
Notifications	Displays any Errors or Warnings within the webcast. Such as errors in the Setup or Console, for example. Accessed in Webcast Notifications	



Producer Tool Note: Producer Tool only applies to Broadcast Studio. Tools must be selected for access to the PT and MT.	Tools>Producer Tools			
		1	1	
Q&A Note: This option is only viewable in the Attendee view.	Access to Questions & Answers panel in the webcast.			
				• •
Profile Edit/Access	Individuals logged in can edit their profile.	 CHOOSE FILE CHOOSE FILE 	Name Photo Bio	
Low Latency View (WebRTC)	View the webcast as an attendee in real-time. This will benefit speakers and/or moderators that run webcasts with an in- room/physical audience and it will keep in sync with the content the speaker			



	and/or moderato is presenting.		
Override Ending of Screen Share	Allow a staffer to end the screen share session on behalf of a speaker.		

