

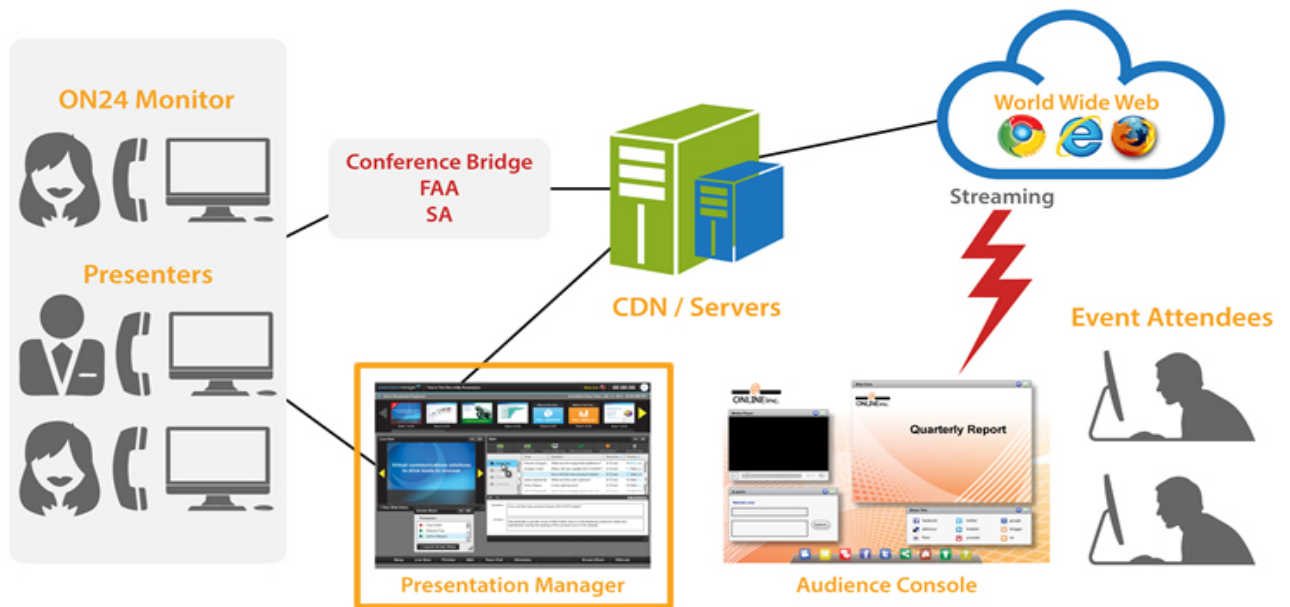
# Presentation Manager XD User Guide (for Presenters)

This document provides basic information about **Presentation Manager XD** features in an easy to use, visual format. For more in-depth documentation, please contact your Account Manager or Webcast Manager.



**Presentation Manager XD (PMXD)** is ON24's new web-based application that manages the live presentation of a webcast and is built for the unique needs of the webinar presenter. It delivers new levels of presenter control in an easy-to-use graphical interface allowing presenters to focus on what they do best - presenting.

- The redesigned user interface with movable, resizable windows takes full advantage of the screen area, so presenters can view the slides and other elements as large as they want.
- The customizable workspace enables presenters to set up and alter the workspace over the course of the presentation to meet their unique needs.
- The Interactive Storyboard places more control in the hands of the presenters, giving them the ability to be agile and adapt their delivery to the audience's needs.
- The sophisticated auto-refresh engines keep multiple presenters in synch throughout the presentation.



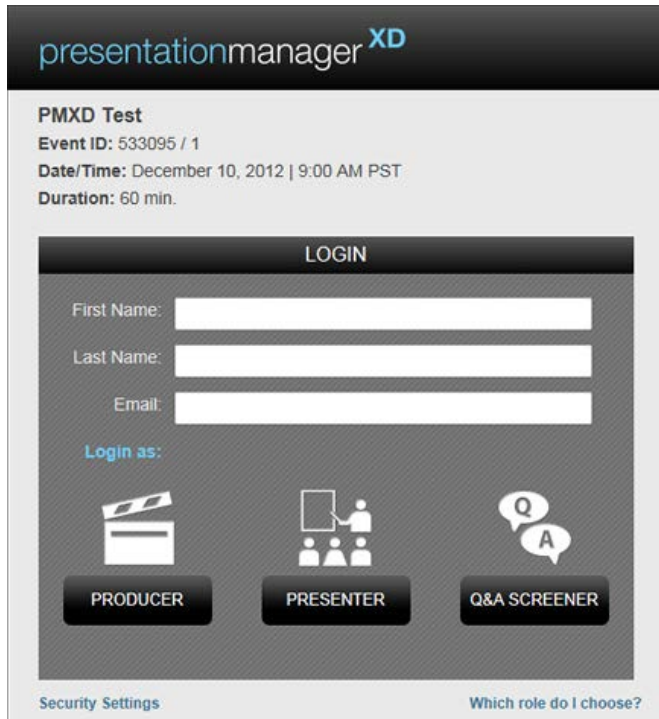
**Note:**

Only speakers and ON24 staff see and use PMXD (or PM Classic). The audience interacts with the audience console in viewing the webcast.

## Roles

To login to PMXD, enter your First Name, Last Name and Email on the Login page.

Click the appropriate button to select your role:



**Producer** - Has access to all functionality, including the only role with ability to:

- Rearrange the storyboard/presentation elements
- Access the **Start Live** button to begin the webcast

**Presenter** - Has the ability to:

- Push slides and other elements
- Participate in Q&A
- Cannot access the **Start Live** button, **Setup Window** and **Storyboard Organizer**.

**Q&A Screener**

- Has full access to **Q&A** to focus on audience questions
- Limited access to other functionality



**Note:**

PMXD requires that at least one person logs into a webcast as a **Producer**. Depending on their role in the webcast your team members will select *Producer*, *Presenter* or *Q&A Screener*. The ON24 Event Monitor will choose Producer.

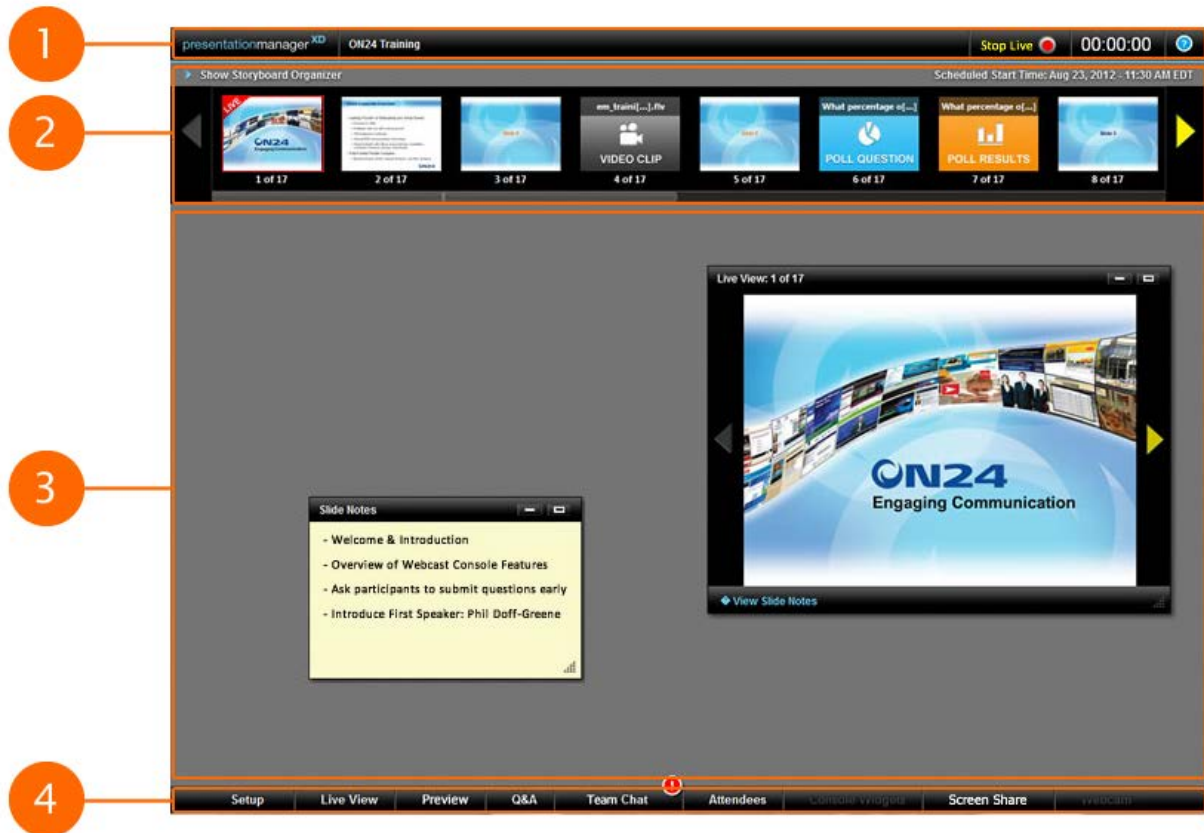
When logging in as a *Producer* or *Presenter*, the **Live View** and **Team Chat** windows will be automatically open. When logging in as a *Q&A Screener*, the **Live View** and **Q&A Window** will be open. Other available windows may be opened and/or resized and the workspace can be modified as desired.



**Tip:**

As a general best practice be sure to close all unnecessary applications and clear your browsers cache prior to logging into PM XD before each event.

## Presentation Manager XD Main Window



The PMXD Main Window contains 4 sections:

1. Header	<ul style="list-style-type: none"> <li>Contains the webcast title, the <b>Start Live</b> button and the timer.</li> <li>The <b>Start Live</b> button becomes available 15 minutes before the webcast start time.</li> </ul>
2. Storyboard	<ul style="list-style-type: none"> <li>The <b>Storyboard</b> runs left to right along the upper part of the <b>Main Window</b> and displays all elements of the presentation. Elements can be a <i>Slide</i>, <i>Video Clip</i>, <i>Poll Question</i>, <i>Poll Results</i> or <i>URL</i>.</li> <li>All slides and videos uploaded into Event Manager are pre-populated in the <b>Storyboard</b>.</li> </ul>
3. Workspace	<ul style="list-style-type: none"> <li>This is the open area where the windows and the <b>Storyboard</b> can be viewed and interacted with. The size of the <b>Workspace</b> depends on the size of the browser window.</li> <li>Windows can be moved and resized within the <b>Workspace</b>.</li> </ul>
4. Control Bar	<ul style="list-style-type: none"> <li>The <b>Control Bar</b> is located along the bottom of the Main Window</li> <li>Links in the <b>Control Bar</b> are used to open and close windows containing the presentation tools.</li> <li>The text links will change color when the window is opened and closed.</li> <li>Links that don't apply (e.g. Webcam for an audio webcast) will be disabled or grayed out.</li> </ul>

# Starting and Stopping a Presentation

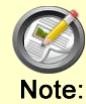
## PRACTICE SESSIONS

Unlike Presentation Manager Classic, Presentation Manager XD is *always* in practice mode when not in **Live** mode. There is no *Start Practice* or *Stop Practice* button. You may begin practice sessions at any time.

## THE START LIVE BUTTON

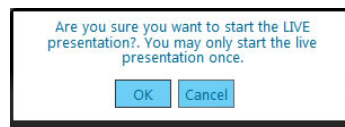


Those logged into PMXD under the **Producer** role have access to click the **Start Live** button in the top right corner. Clicking this button will start the webcast.



**Note:**

In most cases your ON24 monitor will handle this responsibility.



After pressing the **Start Live** button you a confirmation popup window appears. Clicking **OK** will send the live audio stream to the audience and start recording your presentation for On Demand access.

## STOP LIVE BUTTON



Those logged as the **Producer** role have access to click the **Stop Live** button when the webcast has reached its conclusion.

After pressing the **Stop Live** button you will be presented with a confirmation popup window. Clicking **OK** will remove the audio from the live audience stream and stop recording your presentation.

## Pushing Elements During Your Webcast

The easiest way to push presentation elements during your webcast is to click the **Live View** link on the **Control Bar** to open the **Live View** window. All elements of the presentation can be pushed to the audience by clicking the **Next** arrow in the **Live View** window.

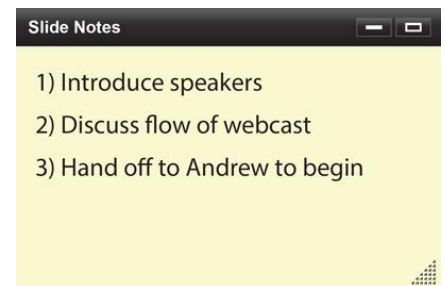


### LIVE VIEW WINDOW

The **Live View** window represents what your audience is viewing. It is resizable and movable. You can navigate through the elements in your presentation by utilizing the **Previous** and **Next** buttons on each side of the **Live View** window.

### SLIDE NOTES WINDOW

Clicking on the **View Slide Notes** link located at the bottom left of the **Live View** window will open a **Slide Notes** Window showing the slide notes for that slide as entered in the PowerPoint slide deck. The window is movable and resizable. The slide notes are read only and cannot be edited. Clicking the **View Slide Notes** link again will close the **Slide Notes** window. Closing the **Live View** window automatically closes the Slide Notes window.



### PREVIEWING AND THE PREVIEW WINDOW



The **Preview** window displays the presentation element immediately after the live element. This will give the presenter a chance to see what is coming up next before pushing it to the audience. Speakers may want to place the **Preview Window** alongside the **Live View window** as they deliver/manage the presentation.

Clicking on an element in the **Storyboard** will place it in the **Preview** window. The **Preview** window also contains a **Push to Audience** button.



## Pushing Elements During Your Webcast - continued

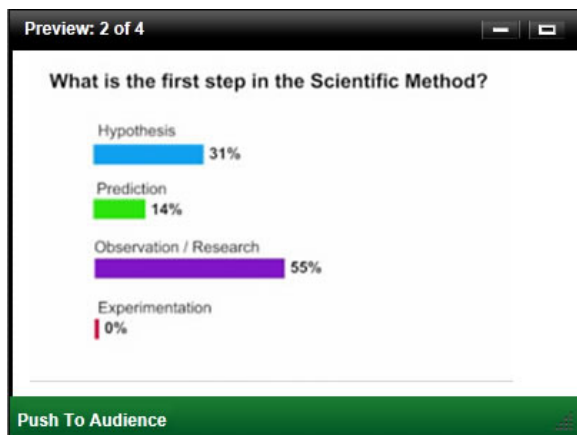
### ADDING AN ELEMENT TO THE PREVIEW WINDOW



Clicking on any element in the **Storyboard** will place it in the **Preview** window.

The **Preview** window is a personal preview, meaning that each presenter can have a unique item in the **Preview** window.

### VIEWING AND PUSHING POLL RESULTS



When a *Poll question* is pushed to the audience, you may view the results in the **Preview** Window as they update in real-time. No refreshing is necessary.

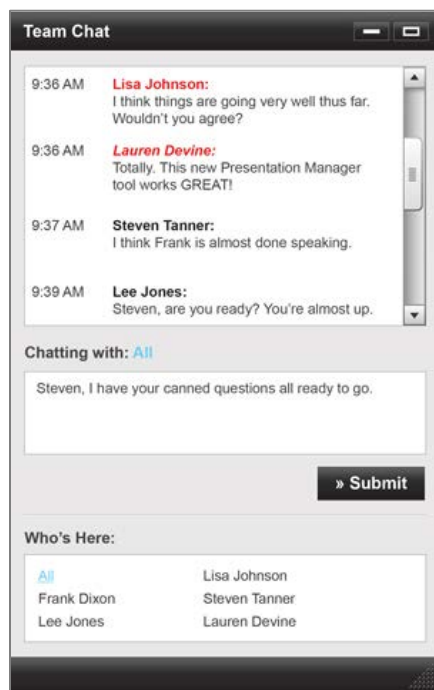
When you are ready to share the results with the audience, click the **Next** button in the **Live View** window or **Push to Audience** in the **Preview** window.



**Tip:**

Once the poll results are **Live**, the poll has stopped collecting results. If a Poll Question pushed out earlier is pushed out again, it will refresh and collect new results. If you would like to show the audience the Poll Results again, be sure to only push the Poll Results and not the Poll Question itself.

## Using Chat



The **Team Chat** window allows you to chat with presenters and other team members. You can send messages to all presenters at once or chat privately with individuals.

### SENDING MESSAGES

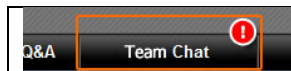
To send a chat message, type your message into the text entry section and click the **Submit** button or press the **<Enter>** key on your keyboard.

### CHOOSING WHO TO CHAT WITH

The **Who's here** section at the bottom of the **Team Chat** window will list all team members logged into PMXD for the webcast.

- Clicking the **All** link (light blue) will send your message to all team members.
- Clicking on an individual team member link will allow you to send a private chat to that person.

When you receive a private chat the sender's name will be in **red** indicating it is a private chat.



If the **Team Chat** window is minimized, an alert will appear on the **Control Bar** letting you know that a new message is waiting.

## Managing Questions Using the Q&A Window

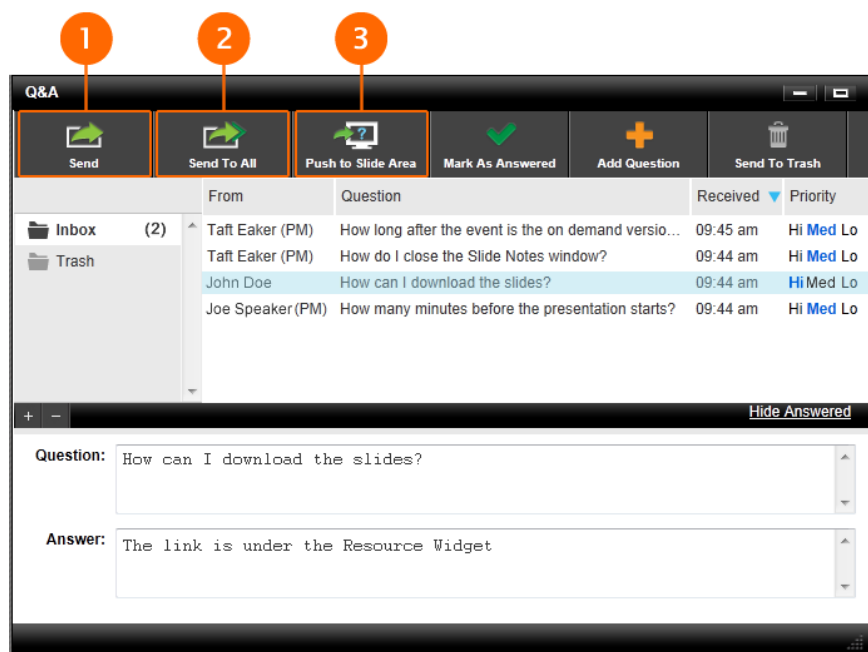
The **Q&A** Window is used to receive and answer audience questions. The layout is very similar to a common email client.

### RECEIVING AND ANSWERING QUESTIONS

As audience members submit their questions, they go into the **Inbox**. You can then assign each question a priority in relation to other questions.

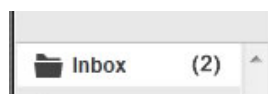


## Managing Questions Using the Q&A Window - continued



Select the question to answer it. Once selected, the question appears below in the answer section. After you type in the answer, the question can be answered in several ways:

1. Use the **Send** button to send a response directly to the individual.
2. Use the **Send to All** button to send a response to all attendees.
3. Use **Push to Slide Area** button to display the question in the live slide area.



A number is displayed next to the folder indicating how many questions within the folder are unanswered.

Once a question is answered, the text will appear in *grey italics*. You can choose to hide the answered questions using the **Show / Hide Answered** link at the bottom right of the question section.

### SORTING

You can choose to sort the questions by the time they were received time or by priority. Clicking on the **Received** column header will toggle between sorting the question list from newest to oldest and oldest to newest. Clicking on the **Priority** column heading will prioritize the question list based on the priority setting **Lo** to **Hi**.

## Window Functionalities and Features



All windows are movable within the PMXD Workspace. Most windows are also resizable.

To move a window within the workspace, click and drag on the window header.

To resize a window, either:

1. Click on the maximize button in the top right corner
2. Click and drag on the bottom right corner