

mimio™
boardCast™
version 1.0

producer
user's guide

mimio™

Think it. Share it.™

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chapter 1

introducing mimio
boardCast

what is mimio boardCast?

mimio boardCast is an Internet presentation tool for the RealSystem™ G2 platform from RealNetworks, Inc. RealNetworks® lets you deliver multimedia content across the Internet using streaming technology to provide live or on-demand presentations. Using boardCast with RealNetworks allows you to stream mimio ink and audio, turning your mimio-equipped whiteboard into a one-to-many presentation tool, ideal for presentations, training, distance learning, and other settings where you need to share information with a remote audience.

This guide will help you:

- Create your boardCast RealMedia files
- Place the required files on your RealServer™ and web server
- Share the location of your files with your audience

what can i do with mimio boardCast?

Whiteboards have always been a great medium for explaining complex ideas to a local audience. mimio boardCast enhances this medium by letting you stream your whiteboard presentations around the world with drawings that change in time, with synchronized voice narration.

With boardCast you can synchronize your handwritten mimio ink presentations with voice and stream it over the Internet to RealNetworks RealPlayer® users, live, on-demand (archived), or both.

Here are some applications for using mimio boardCast:

- Distance learning - let your remote students view and hear your lecture across the Internet
- Corporate presentations - share live or on-demand presentations with your employees
- Subject Matter Expert presentations - view and retain the valuable information delivered by experts

Note — mimio boardCast should not be used if you need to perform highly interactive two-way conferences. You can use the mimio.com meeting center or mimio's Windows NetMeeting® plug-in instead. See www.mimio.com/meetings for more information.

some terms you should know

archive	To store a presentation for later on-demand viewing.
LAN	Local Area Network, usually used to connect all the computers within a company. Your LAN may also be part of a Wide Area Network (WAN), connecting remote LANs and computers of your company.
profile	The boardCast way of identifying you and your server information. Saving your profile lets you avoid re-running the boardCast Wizard.
RealServer	The streaming media server software from RealNetworks specifically designed to stream RealMedia content. RealServer is compatible with standard web servers that support configurable MIME types.
RealPlayer	What your viewers use to see and hear your boardCast. A free download is available from www.real.com .
RealNetworks	The company that creates and sells Internet content delivery products based on streaming technology.
streaming	A method used for making and sending audio, data, and other multimedia over the Internet or corporate intranet. Available live or on-demand, streaming eliminates traditional file downloading.
server	A server hosts and "serves" files and information to remote computers. Can refer to either hardware or software, depending on the type of server you are using.
SMIL	Synchronized Multimedia Integration Language files coordinate the delivery and playback of your boardCast media files. A SMIL file (pronounced "smile") tells the RealPlayer what part of a boardCast to play for both on-demand and live presentations.
UDP	A network transport method that sends commands one way. For example, a RealPlayer establishes a connection to the RealServer. After this connection is established, the RealServer establishes a connection back to the RealPlayer, sending the actual data from the RealServer. The RealPlayer has no way of sending information back to the RealServer. This method results in higher quality RealMedia. If you don't have a firewall, you should use the UDP connection (recommended method).

TCP/IP

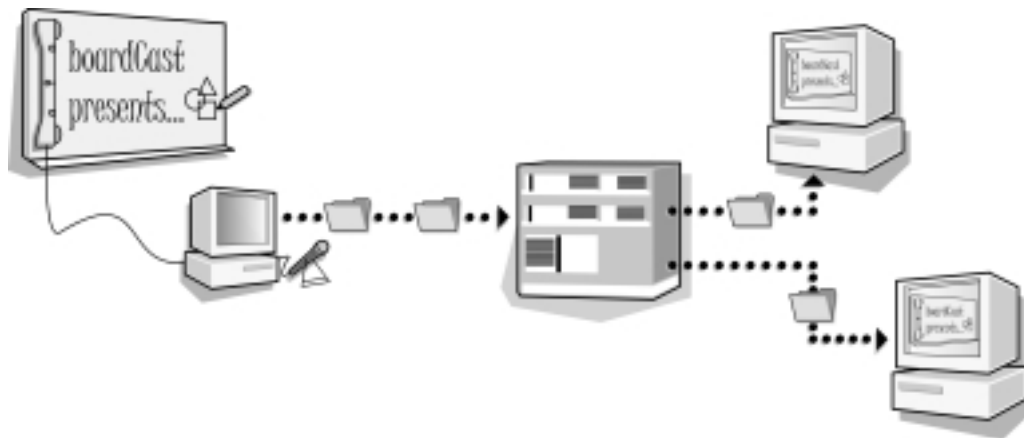
TCP/IP is a network transport method with the ability to send two-way commands. For example, a web browser establishes a connection to a web server. The server uses this connection to send the user the information that they see on a web site. The user can request additional information from the server. If you're behind a firewall, you should use the TCP/IP connection.

how does it work?

You use mimio boardCast to create a mimio whiteboard presentation with both ink and audio, which you broadcast across the Internet. You can choose whether your audience views it live as you're giving the presentation, or on-demand at their convenience.

After creating a mimio boardCast, you store your presentation on, and stream it from, a RealServer.

You can e-mail your audience a link to the presentation, or post a link on a web page automatically generated by boardCast. This link points your audience's RealPlayers to the boardCast ink and audio files that you placed on your RealServer. Your RealServer streams your presentation back to your audience.



what your viewers see

When your viewers click on your boardCast SMIL file (or on the link on your web page), the RealPlayer on their system launches, and plays your presentation with your marker-strokes and voice narration.

If this is the first time they've participated in a boardCast, the RealPlayer asks them to download the boardCast RealPlayer plug-in, enabling their RealPlayer to recognize the boardCast file format.

- If you've archived the presentation on an accessible RealServer, viewers can see and hear your boardCast at any time that's convenient for them.
- If you do a live, real-time boardCast, you must inform your viewers what time it starts.

Note — If your audience does not have RealPlayer installed, they'll get a message to go to www.real.com and download it. The basic player is free.

quick reference

Use this section as a high-level overview of the steps you'll perform as you use boardCast.

overview of creating a boardCast for on-demand viewing

1. Start mimio and (optionally) enable the boardCast control panel
2. Start the boardCast wizard
3. Create a profile in the boardCast wizard
4. Record your boardCast
5. Test your boardCast files locally
6. Move your boardCast files to the RealServer
7. Test your boardCast files from the RealServer
8. Make the boardCast available to your audience

overview of creating a live boardCast

1. Start mimio and (optionally) enable the boardCast control panel
2. Start the boardCast wizard
3. Create a profile in the boardCast wizard
4. Publish the links to your live boardCast before you start your boardCast
5. Make the presentation link and time available to your audience
6. boardCast live

chapter 2

getting prepared and
installing boardCast

before you begin

Before you can start boardCasting, you need to get a few things in place:

- Make sure the mimio software and capture bar are installed and operating. See your mimio documentation for more information.
- If any normal mimio functions are not working, consult your mimio documentation for assistance.
- If you will be sharing your presentation over the Internet or your LAN, make sure your connection is working. See your System Administrator or RealServer Administrator for more information.

system requirements

The following system requirements are needed to produce, publish, and view boardCast media.

for the boardCast producer

To create mimio boardCast presentations, you need:

- mimio hardware, mimio 1.11 or higher software, and the mimio boardCast plug-in
- PC with Windows® 95, Windows 98, Windows NT 4.x, or Windows 2000
- 200MHz Intel Pentium® (minimum)
- 32MB of RAM (minimum)
- Any Sound Blaster® compatible soundcard and a microphone that works with your PC (if you are recording audio)
- RealPlayer 7.0 or higher with the mimio boardCast RealPlayer plug-in (if you want to preview your boardCasts)

for the RealServer administrator or service provider

To publish your boardCast files you need:

- A RealServer G2 or authorized access to a RealServer, for publishing on-demand or live boardCasts.
Access to a RealServer can come from your IT organization, or from an Internet Service Provider. Many service providers are listed on the RealNetworks web site at www.realnetworks.com. See the RealServer documentation for information on installing your own RealServer.
- The mimio boardCast file format plug-in installed on your RealServer for delivering boardCast media on-demand.

The boardCast file format plug-in for the RealServer is included with the boardCast product and is also available for download from www.mimio.com/boardcast.

Note — The boardCast file format plug-in is not needed for RealServers that only host live boardCasts.

- Access to a standard HTTP web server that recognizes SMIL files as a registered MIME type (if you're publishing links to your boardCast on a web site). The web is the best way for your audience to gain access to the boardCasts you create.

The web server must have .SMI registered as a MIME type in order to properly launch RealPlayer from web pages. Most modern web servers already have this MIME type registered. If your server does not have SMI as a MIME type, you or your System Administrator must create an association to link the extension .SMI with:

application/smil

- The name of the directory into which you must place archived media on your organization's RealServer.

for the boardCast viewer

To see and hear mimio boardCast presentations, your audience needs:

- A web browser with Internet or LAN access
- RealPlayer 7.0 or higher with the mimio boardCast RealPlayer plug-in
- PC with Windows 95, Windows 98, Windows 2000 or Windows NT 4.0 with Service Pack 4
- 120MHz Intel Pentium or equivalent (Recommended: 200 MHz)
- 16MB of RAM (Recommended: 32 MB of RAM)
- 28.8 Kbps Internet connection (Recommended: 56.6 Kbps or higher)
- 16-bit sound card and speakers (If your boardCast contains audio)
- 65,000-color (16-bit) video display card

Note — Support for Macintosh playback of mimio boardCasts is planned. See www.mimio.com/boardcast for updated announcements.

before you install

Before you install the mimio boardCast producer plug-in, make sure that:

- You have mimio software version 1.11 or higher installed and working.
- Your Internet or LAN connection is working.
- You have the serial number for your copy of boardCast (not required for the evaluation version).
- You quit mimio and other open applications before running the installer.

installing the mimio boardCast plug-in

You can get the boardCast plug-in for your mimio from two places, the boardCast CD or on the web.

from the boardCast CD

1. Close all programs.
2. Insert the boardCast CD into your CD drive. The installer runs automatically when you insert the CD-ROM into the drive. If it doesn't, double-click **My Computer**, right-click on the CD drive, and choose **AutoPlay**.
3. Carefully follow the instructions as the Setup Wizard guides you through the installation.

Note — You should view the Readme.txt file to get the latest information on this version of boardCast.

from mimio.com

1. Download the boardCast plug-in from www.mimio.com/software.
2. Close all programs.
3. Double-click **boardCast10_producer.exe** from where you place the download file.
4. Carefully follow the instructions as the Setup Wizard guides you through the installation.

Note — You should read the Readme.txt file to get the latest information on this version of boardCast.

installing the mimio boardCast file format plug-in for RealServer

New features for content delivery can be added to your RealServer through the use of plug-ins. The mimio boardCast file format plug-in must be installed in your RealServer plug-ins directory to allow your RealServer to stream on-demand mimio boardCast files.

This plug-in is available for free on www.mimio.com and is also located on the boardCast CD. To install the plug-in:

1. Download the plug-in from www.mimio.com/software or locate it on the boardCast CD.
2. Close all programs.
3. Double-click **boardCast10_client-server.exe**.
4. Carefully follow the instructions as the Setup Wizard guides you through the installation.

The RealServer plug-ins directory is usually set up as:

`real/realserver/plugins`

Note — If a service provider is hosting your RealServer, you must ask them to install the boardCast file format plug-in for the RealServer.

At press time, the mimio boardCast file format plug-in was available for RealServers running on Windows NT and Windows 2000 only. Linux and Solaris support is planned. See www.mimio.com/boardcast for details.

chapter 3

producing a boardCast
for on-demand viewing

The mimio boardCast plug-in is a Wizard application that guides you through the required steps to produce an on-demand boardCast presentation.

Your audience experiences an on-demand presentation as a recorded, archived boardCast presentation available anytime they want to watch. Just like watching a video tape, this format allows the user to pause, fast forward, rewind, and replay the presentation whenever they want.

Note — The boardCast Wizard asks you to enter specific information about your RealServer, such as the server name and content directory location. If you don't know this information, you should check with either your System Administrator, RealServer Administrator, or the service provider that is hosting your RealMedia files.

starting the boardCast wizard

To start the boardCast wizard:

1. Open the mimio software.
2. Click the boardCast plug-in icon on the mimio toolbar or from the plug-ins pane.



3. Follow the Wizard instructions to set up your profile as discussed below.

The boardCast Wizard walks you through a series of screens that you'll fill out to specify information about your presentation.

setting up your profile

You use the Wizard to create a profile about your presentation and your server environment. If the information about your server is not going to change, you can save a profile to avoid re-running the Wizard. When you run the mimio boardCast plug-in after you've saved a profile, you'll receive options to:

- open the selected profile
- modify a profile

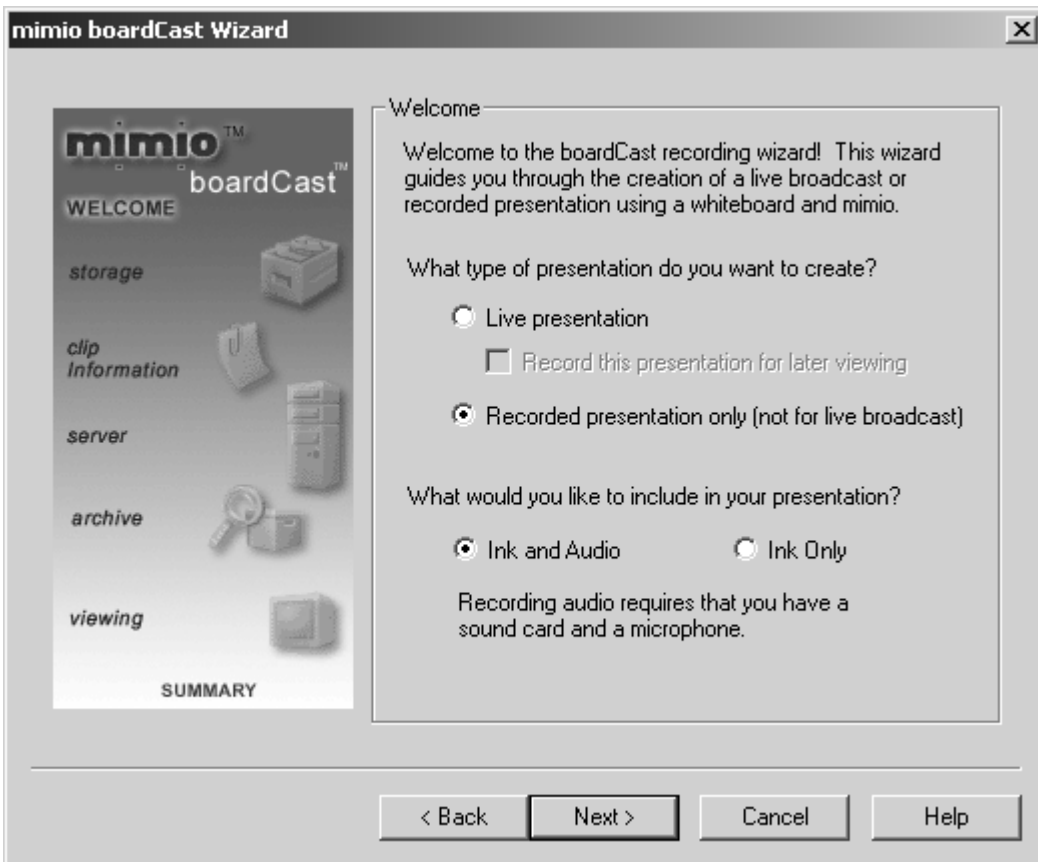
or

- create a new one using the Wizard

For more information on saving your profile, see "boardCast controls" on page 31.

selecting a boardCast presentation type

Use the boardCast welcome screen to select the type of presentation that you want to deliver.

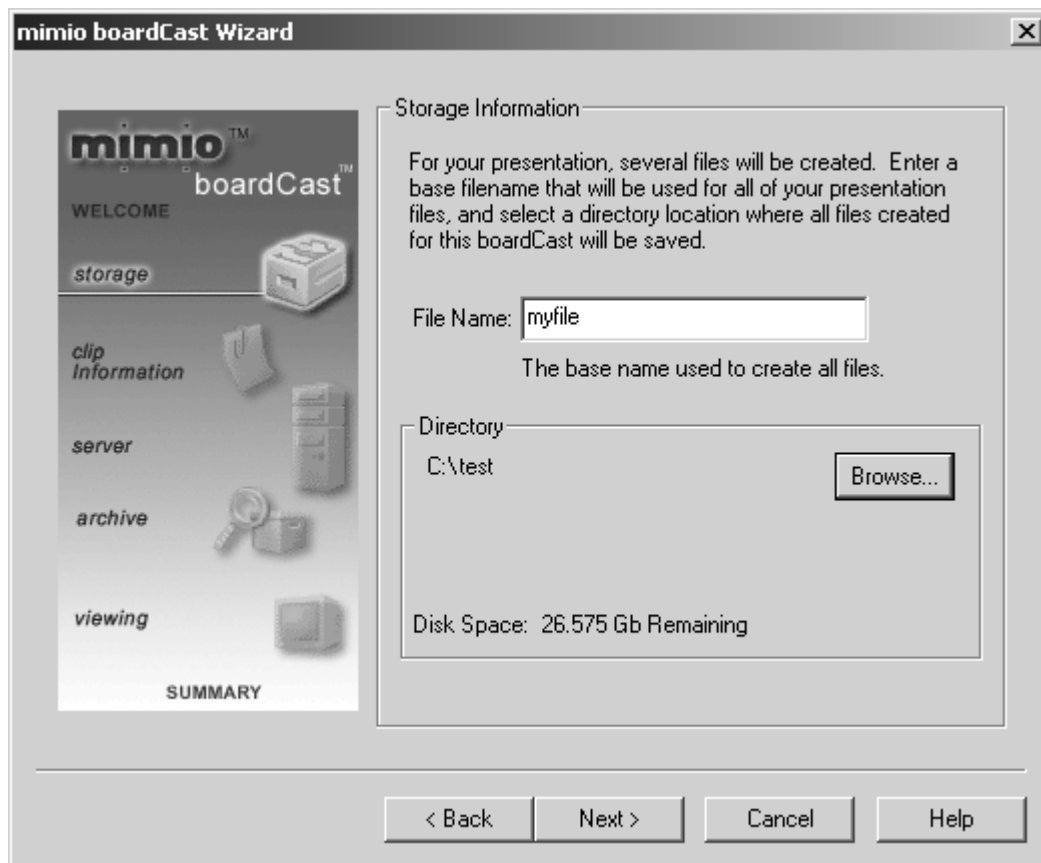


To select the type of presentation your want to deliver:

1. Select the boardCast presentation you want to perform:
Recorded presentation only
2. Choose the type of media you want in your presentation, **Ink and Audio** or **Ink** only.
Note – Recording audio requires that you have a microphone and sound card installed and working on your PC.
3. Click **Next**.

choosing a name and storage directory for your presentation

When you create a boardCast presentation, you need to specify the name and location of the presentation files that you are creating. These names are important because they are embedded in the files boardCast creates and are later used by the RealServer to give your audience access to your presentation.

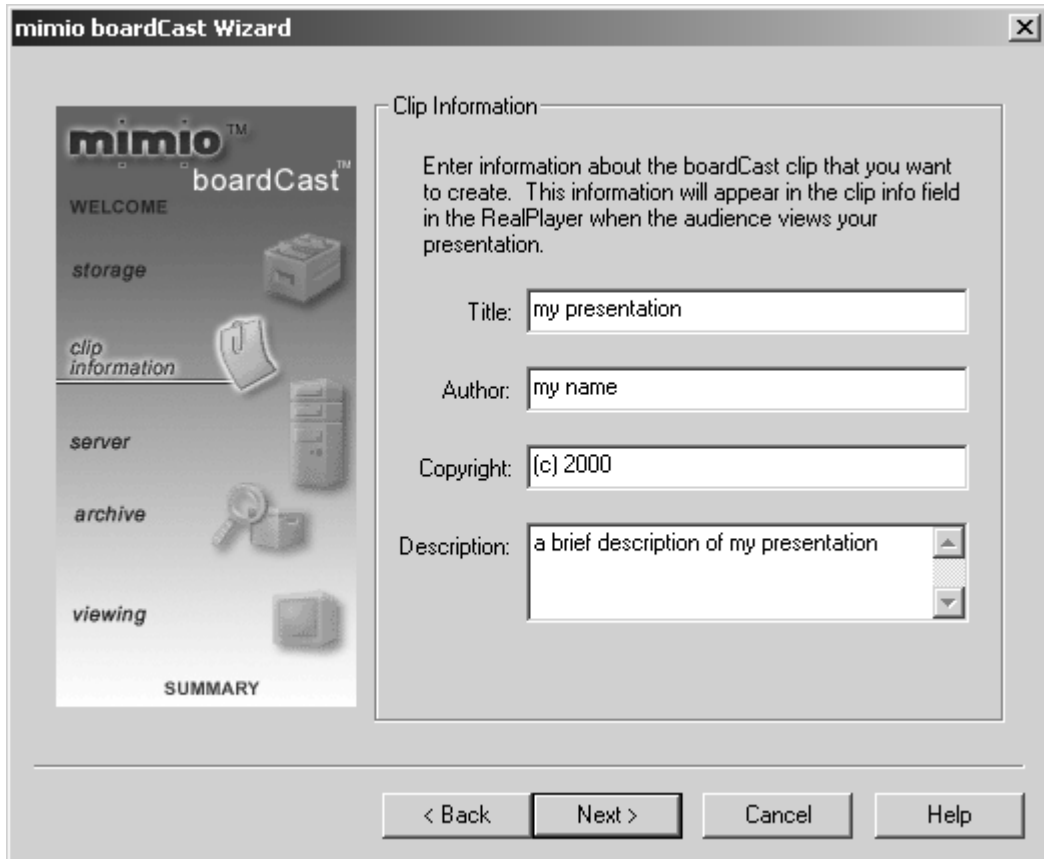


To select your file storage information:

1. Type a File Name for your presentation. (This guide uses the example **myfile** throughout.)
2. Browse for a location where you want to store your files. (This guide uses the example of **C:\test** throughout.)
3. Click **Next**.

entering information about your presentation

You use the Wizard to enter optional information that identifies your presentation to your users. This information is helpful because it lets your users see information about you and your presentation through the About this Presentation dialog in their RealPlayers.



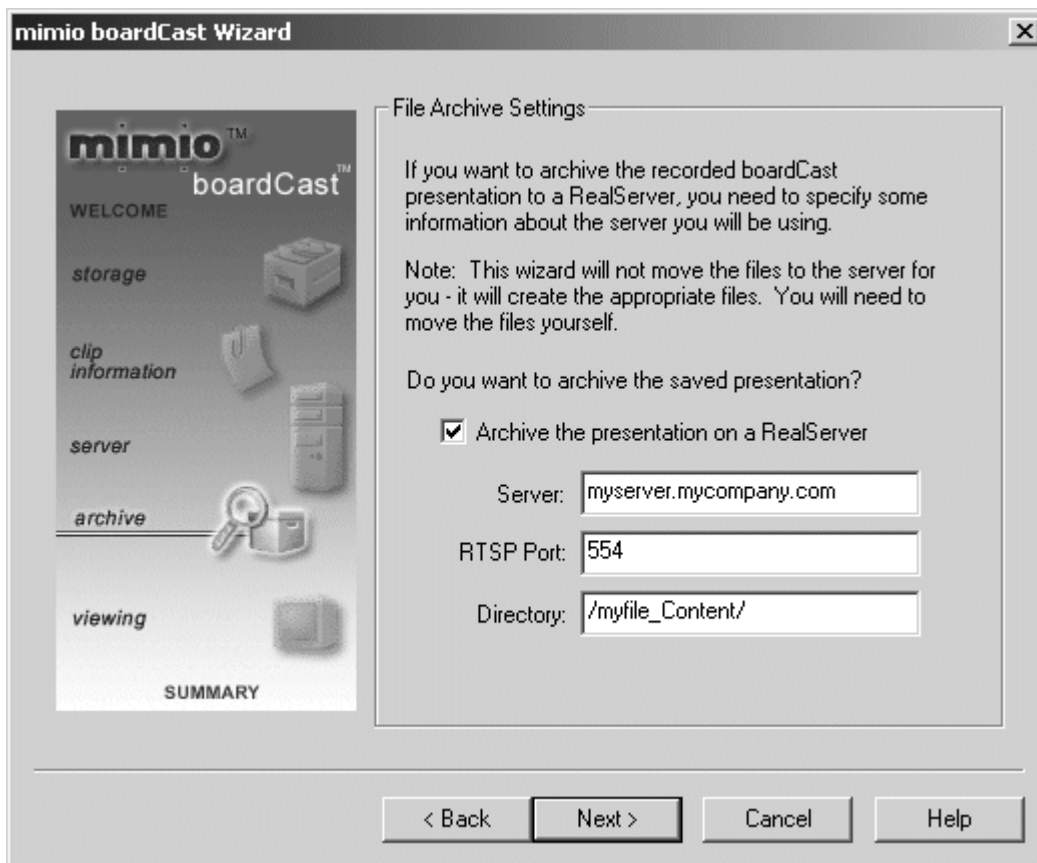
Enter information about your boardCast presentation:

1. Type a
Title
Author
Copyright
Description
2. Click **Next**.

entering archive information about your RealServer

If you want to archive your boardCast presentation on a RealServer, you must specify information about your server.

Note — The Wizard creates the appropriate files for you, but does not move them to your server. You or your System Administrator must manually move the ink and audio files that you'll create to your RealServer, by FTP or other method, after you create your presentation. For more information, see "publishing a recorded boardCast" on page 50.



To set up your RealServer archive settings:

1. Check **Archive the presentation on a RealServer.**
2. Type your RealServer name or IP address
RTSP Port is 554 by default - Real Transport Streaming Protocol is the streaming protocol of

RealNetworks. This tells the RealPlayer where to look for archived files.

Directory - This is your content directory that needs to be placed in the default archive location for RealMedia content in your RealServer setup.

Tip — Your organization or service provider may have assigned you a subfolder in the RealServer content directory. If this is the case, type it in the Directory path above.

For example, in a college setting your directory may be:

/history_department/myfile_Content/

Be sure to check with your organization or service provider to find out your directory.

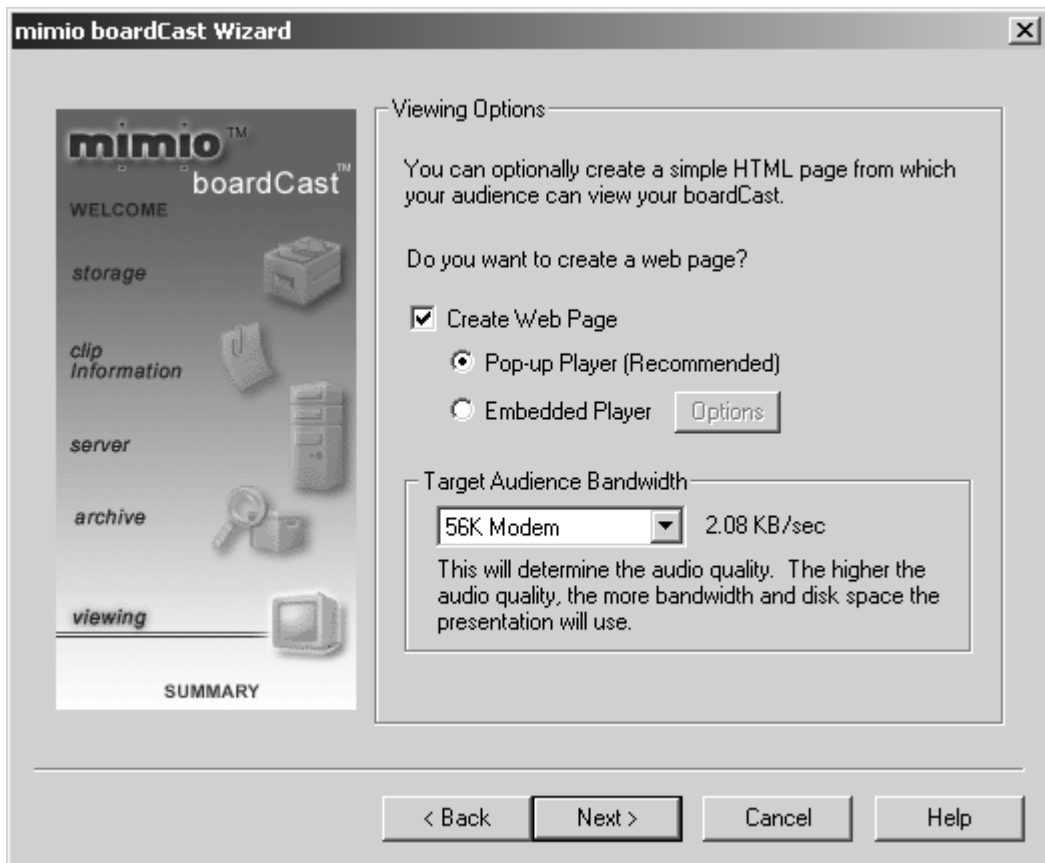
3. Click **Next**.

selecting how your audience accesses and views your boardCast

You need to select options for the way your presentation is accessed and viewed by your audience. The most common way of sharing a boardCast presentation is through a link on a web page that launches a pop-up RealPlayer. This method uses a link to share the location of your boardCast presentations with your audience in much the same way you use links to connect to web pages.

Other methods include:

- Embedding a RealPlayer directly into your HTML code
- Sending a RealPlayer .SMI file as an e-mail attachment to your users

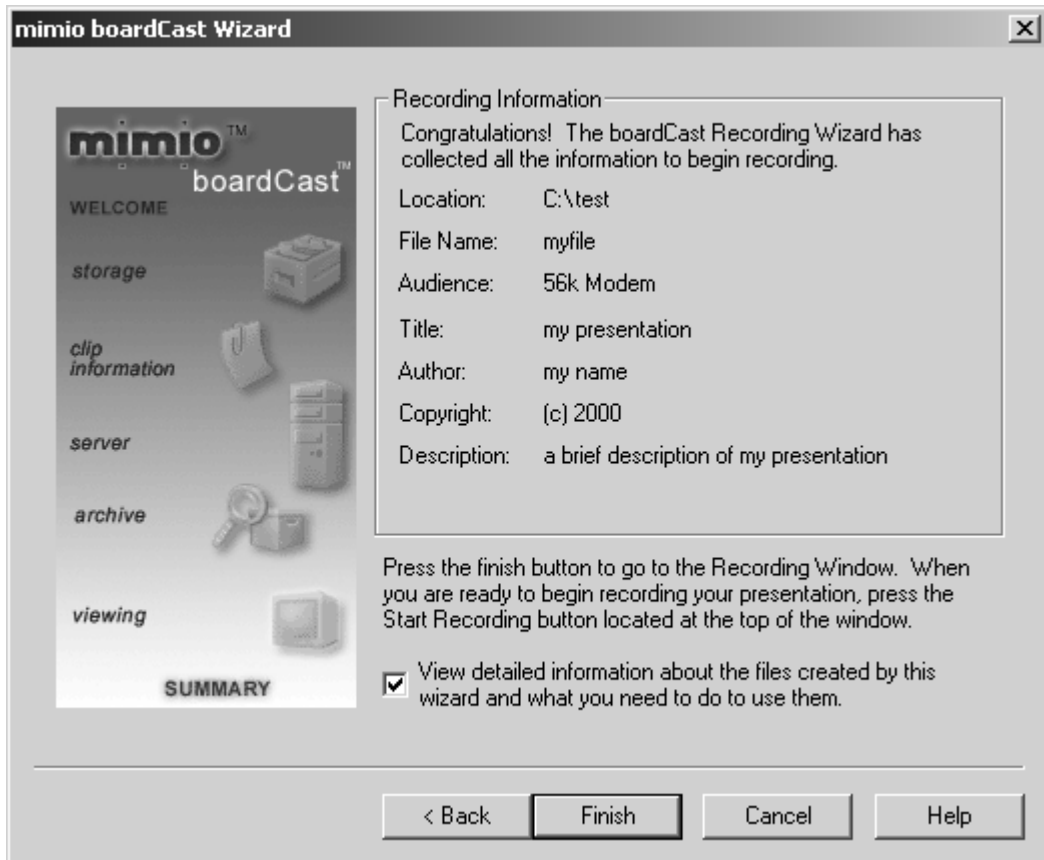


To specify how your audience sees your boardCast:

1. Check if you want a simple web page to be created for your presentation. If yes, check either **Pop-up Player** or **Embedded Player**.
2. Select your target audience bandwidth. This setting determines the quality of your audio based on your target audience bandwidth.
3. Click **Next**.

summarizing your profile

The summary screen contains the information you specified about your presentation.



This screen lets you see the:

- Location of your files
- File name
- Audience bandwidth
- Title, Author, and Copyright
- Description

You can also decide if you want to view more detailed information about your boardCast:

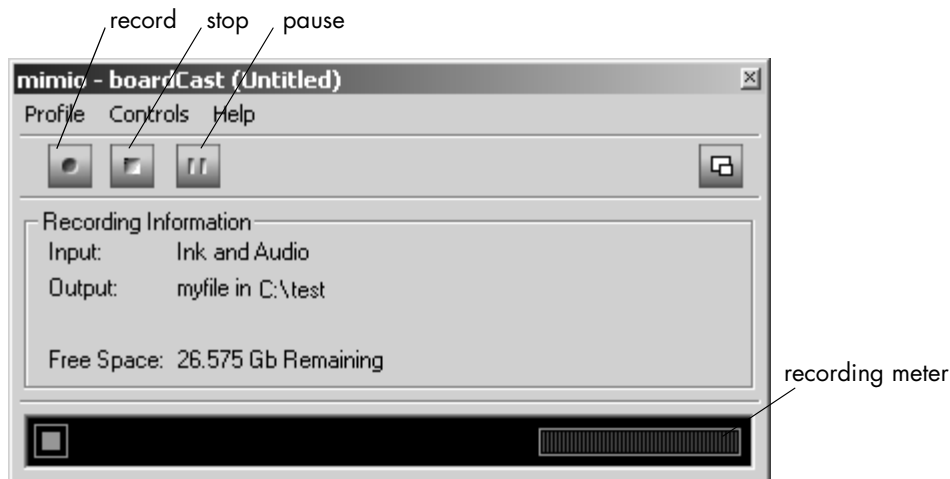
1. Check the **View detailed information...** check box.
2. Click **Finish**.

After creating your profile, you can create your boardCast presentation.

creating your boardCast presentation

Once your profile is created, you can create your boardCast using the Recording window.

1. Start mimio as usual.
2. When you are ready to begin, click **Record** on the boardCast recording window (or press the **Record** button on the boardCast control panel).
3. In a few seconds, you should see the recording meter start to respond to your voice. You can now use the whiteboard, talk, draw, erase, and press **New Board** from the mimio capture bar.
4. When you are finished, click the **Stop** button. boardCast automatically saves your presentation with animated ink and sound.
5. After you've finished recording, refer to "publishing your boardCast" on page 49 to publish your files.



boardCast controls

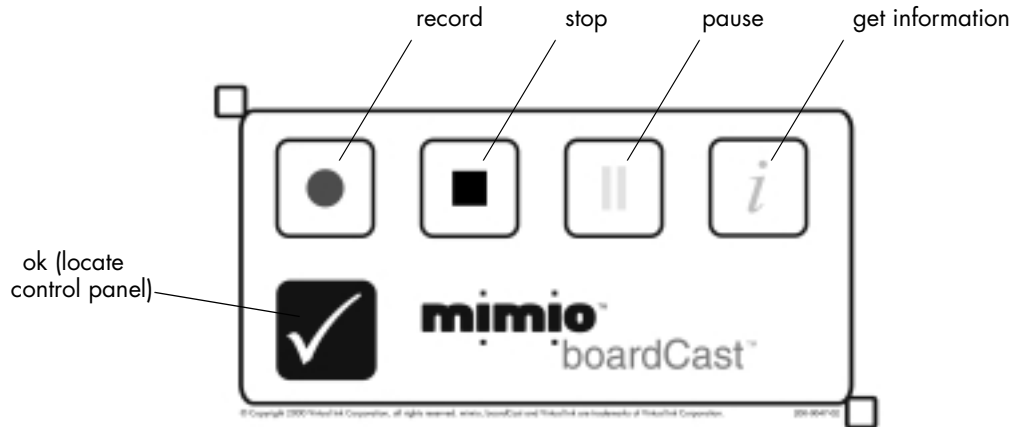
You can perform the following using the Recording window.

Profile	New Profile	opens the Wizard to create a new profile
	Open Profile	opens an existing profile
	Configure Profile	makes changes to the current profile
	Run Wizard	opens the Wizard to its first page, with the same New/Open/Configure choices as the above commands
	Save Profile	saves the current profile
	Save Profile As...	saves the current profile with a new name or location
	Exit	closes boardCast and returns you to mimio
Controls	Record/Stop	begins/ends recording your boardCast
	Pause	stops the recording without ending it (Pause is disabled during a live boardCast)
Help	Help Topics	opens the online help system
	Register	registers your copy of the software as a valid copy of boardCast
	About...	displays the version number and other information about boardCast

using the boardCast control panel

The boardCast control panel lets you control boardCast functions directly from the whiteboard. Using the control panel, you can run sessions from the whiteboard, where you'll be standing, rather than going back and forth between the whiteboard and your computer.

After setting up the control panel, you can perform your boardCast recording functions by pressing the "buttons" printed on the decal using a mimio stylus.



The features you can use from the control panel are:

Start

Pause

Stop

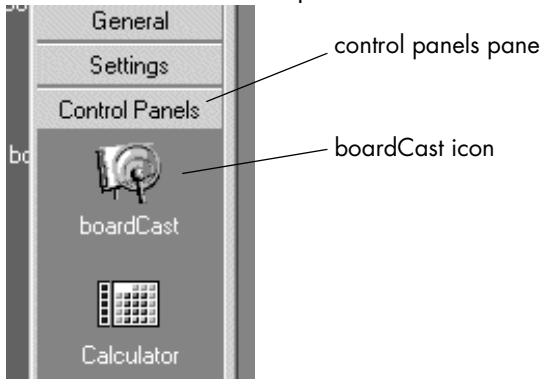
Get Information

OK (locator) - The checkmark is a mimio-specific button, used for locating the control panel on the whiteboard.

locating the boardCast control panel

To begin the calibration process for the boardCast control panel:

1. Place the boardCast control panel electrostatic decal on your whiteboard.
2. Click the **Control Panels** pane.



3. Click the **boardCast** icon.
4. Using a stylus to press the boardCast icons, follow the on-screen and audio cues for the calibration process.

After you've finished recording, refer to "publishing your boardCast" on page 49 to publish your files.

chapter 4

producing a live
boardCast

The boardCast plug-in is a Wizard application that guides you through the required steps to produce a live boardCast presentation. A live boardCasting session requires you to enter specific information about your RealServer as you use the Wizard. You can get this information from either your System Administrator, RealServer Administrator, or the service provider hosting your RealMedia files.

Your audience experiences a live boardCast as a one-time only event delivered at a specific time. Just like walking in late to a class, a user who clicks the link after the broadcast has started will miss any notes or lecture materials that occurred before they entered. The pause, fast forward, and rewind features on the RealPlayer are not available during a live broadcast.

Note — The boardCast Wizard asks you to enter specific information about your RealServer, such as the server name and mount point. If you don't know this information, you should check with either your System Administrator, RealServer Administrator, or service provider.

starting the boardCast wizard

To start the boardCast wizard:

1. Open the mimio software.
2. Click the boardCast plug-in icon on the mimio toolbar or from the plug-ins pane.



3. Follow the Wizard instructions to set up your profile as discussed below.

The boardCast Wizard walks you through a series of screens that you'll fill out depending on the type of presentation that you want to deliver.

setting up your profile

You use the Wizard to create a profile about your presentation and your server environment. If the information about your server is not going to change, you can save a profile to avoid re-running the Wizard. When you run the mimio boardCast plug-in after you've saved a profile, you can:

- open the selected profile
- modify a profile

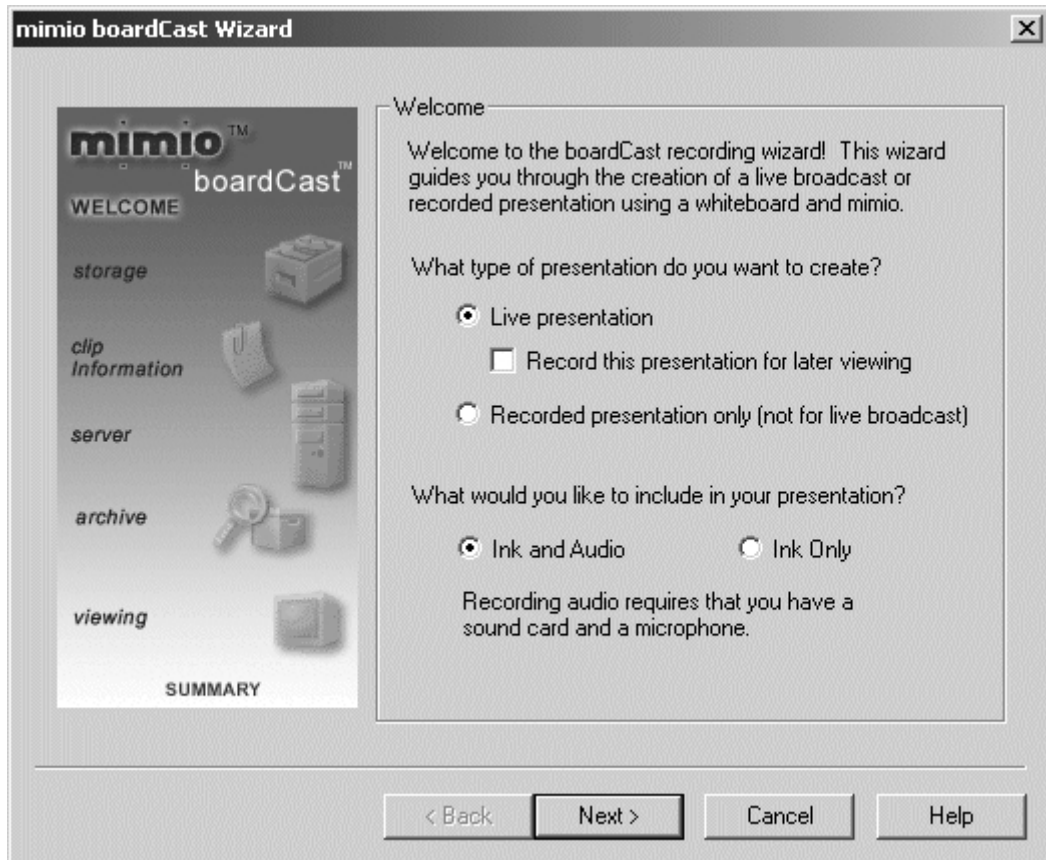
or

- create a new profile using the Wizard

For more information on saving your profile, see "boardCast controls" on page 45.

selecting a boardCast presentation type

Use the boardCast welcome screen to select the type of presentation that you want to deliver.

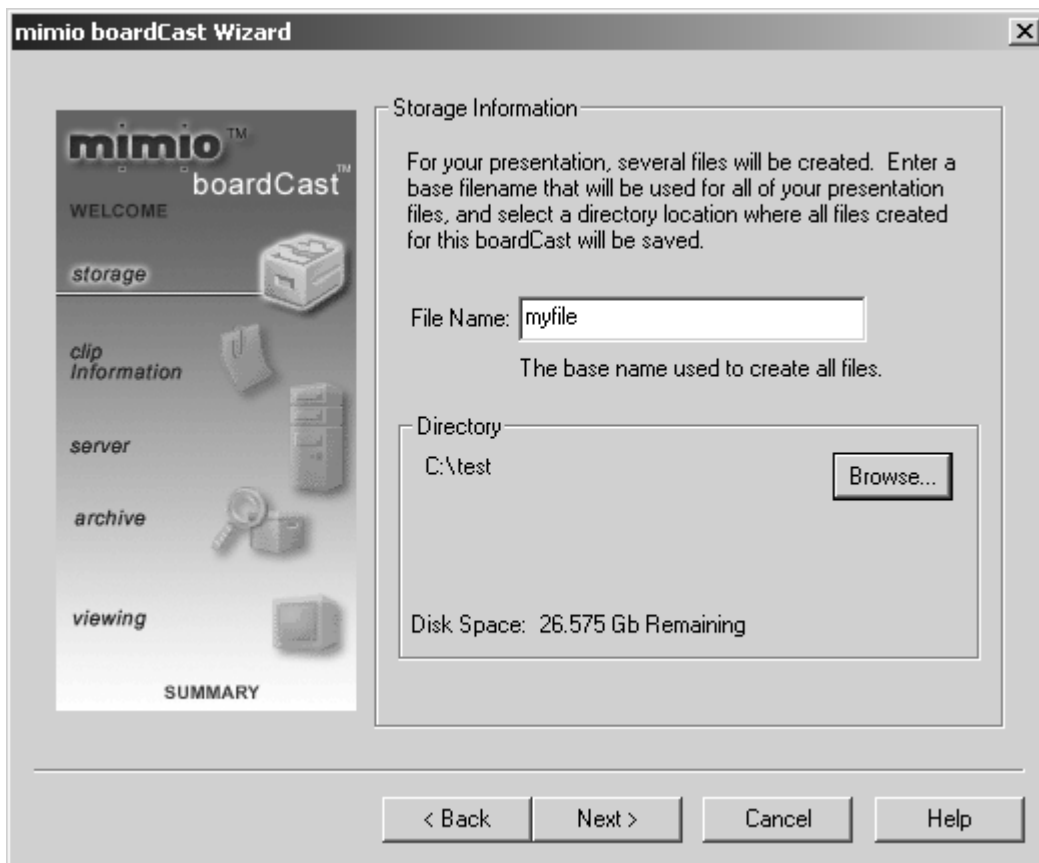


To select the type of presentation your want to deliver:

1. Click the boardCast presentation you want to perform:
Live presentation
 or
Live presentation plus Recorded for a later viewing
2. Choose the type of media you want in your presentation, **Ink and Audio** or **Ink**.
Note — boardCasting audio requires that you have a microphone and sound card installed and working on your PC.
3. Click **Next**.

choosing a name and storage directory for your presentation

When you create a boardCast presentation, you need to specify the name and location of the presentation files that you are creating. These names are important because they are embedded in the files boardCast creates and are used by the RealServer to give your audience access to your presentation.

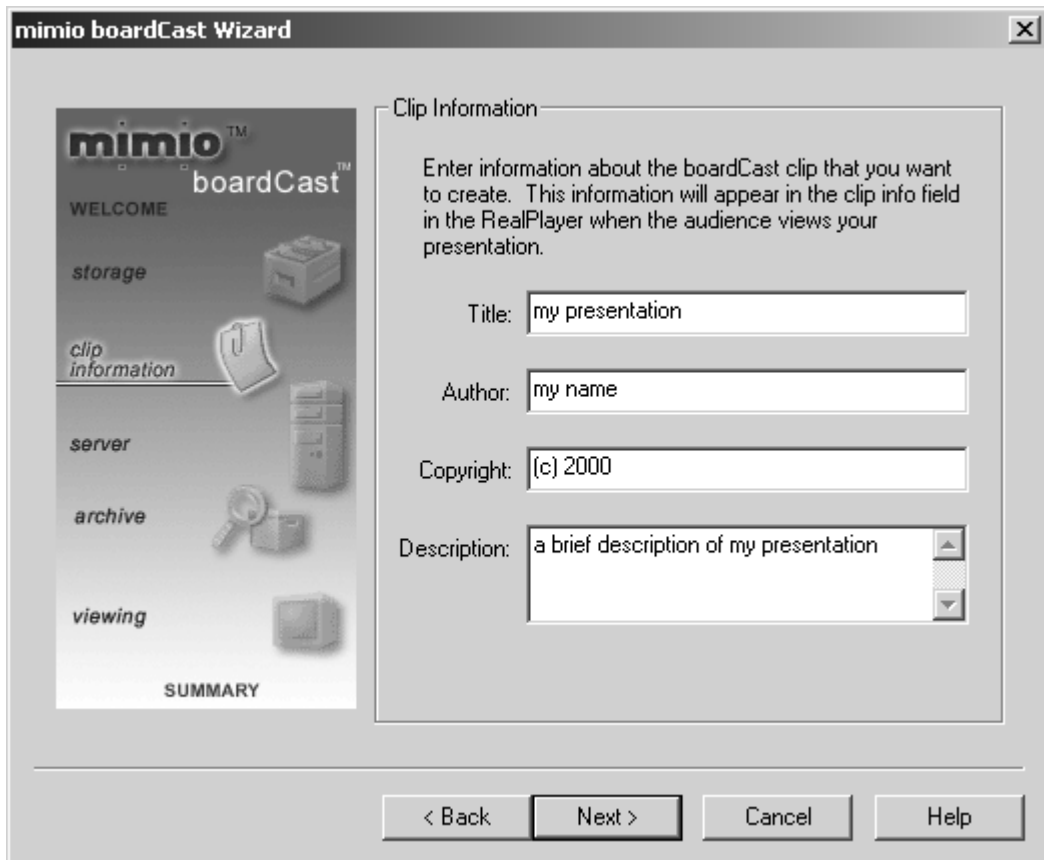


To select your file storage information:

1. Type a File Name for your presentation. (This guide uses the example **myfile** throughout.)
2. Browse for a location where you want to store your files. (This guide uses the example of **C:\test** throughout.)
3. Click **Next**.

entering information about your presentation

You use the Wizard to enter optional information that identifies your presentation to your users. This information is helpful because it lets your users see information about you and your presentation through the About this Presentation dialog in their RealPlayers.



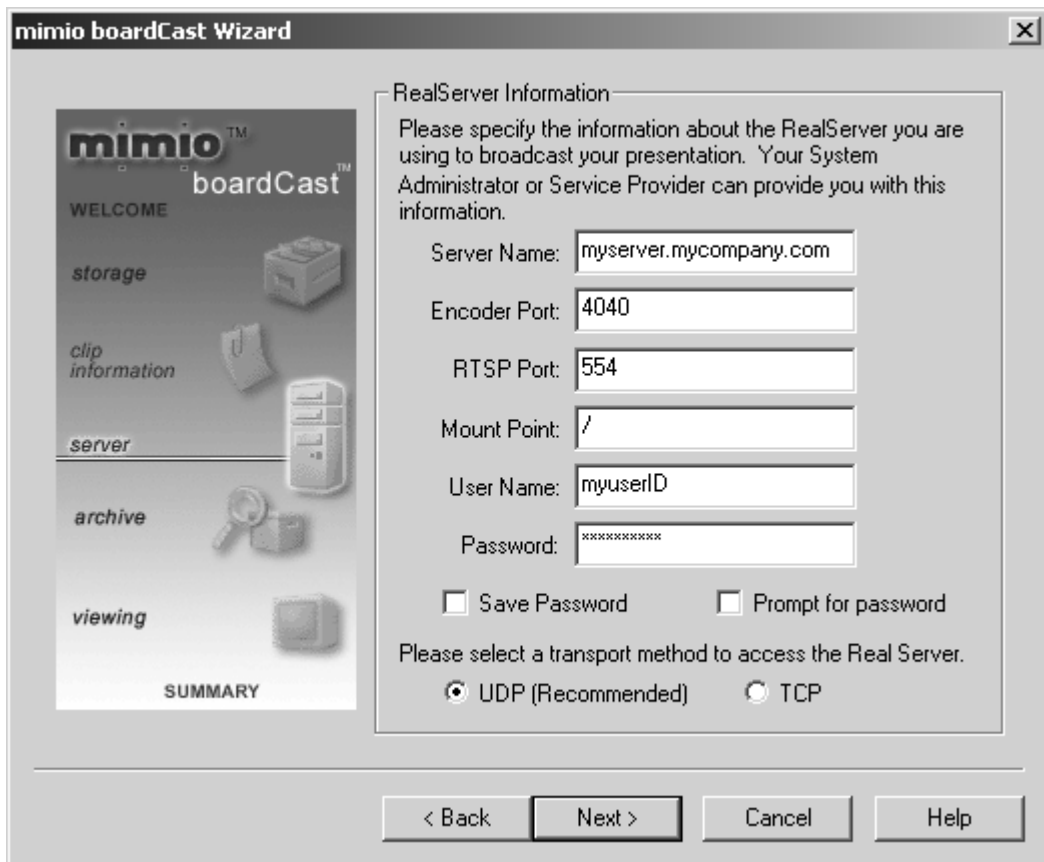
The screenshot shows the 'mimio boardCast Wizard' dialog box. On the left is a vertical navigation pane with icons and labels for 'storage', 'clip information', 'server', 'archive', 'viewing', and 'SUMMARY'. The 'clip information' step is selected. The main area is titled 'Clip Information' and contains the following text: 'Enter information about the boardCast clip that you want to create. This information will appear in the clip info field in the RealPlayer when the audience views your presentation.' Below this text are four input fields: 'Title' (containing 'my presentation'), 'Author' (containing 'my name'), 'Copyright' (containing '(c) 2000'), and 'Description' (containing 'a brief description of my presentation'). At the bottom are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Enter information about your boardCast presentation:

1. Type a
Title
Author
Copyright
Description
2. Click **Next**.

entering your RealServer information

Before boardCasting live, you need to specify some information about your RealServer.



1. Type the following information:
 - The RealServer name or IP address
 - The encoder port is 4040 by default
 - The RTSP port is 554 by default - Real Transport Streaming Protocol is the streaming protocol of RealNetworks. This tells the RealPlayer where to look for archived files.
 - The mount point is /encoder/ by default. Check with your System Administrator or RealServer Administrator to see if yours is different.
 - User name and password
 - If you have a firewall, select the TCP/IP connection otherwise, select UDP (recommended). Refer to your RealServer documentation for more information about the use of RealNetworks and firewalls.
2. Click **Next**.

entering archive information about your RealServer

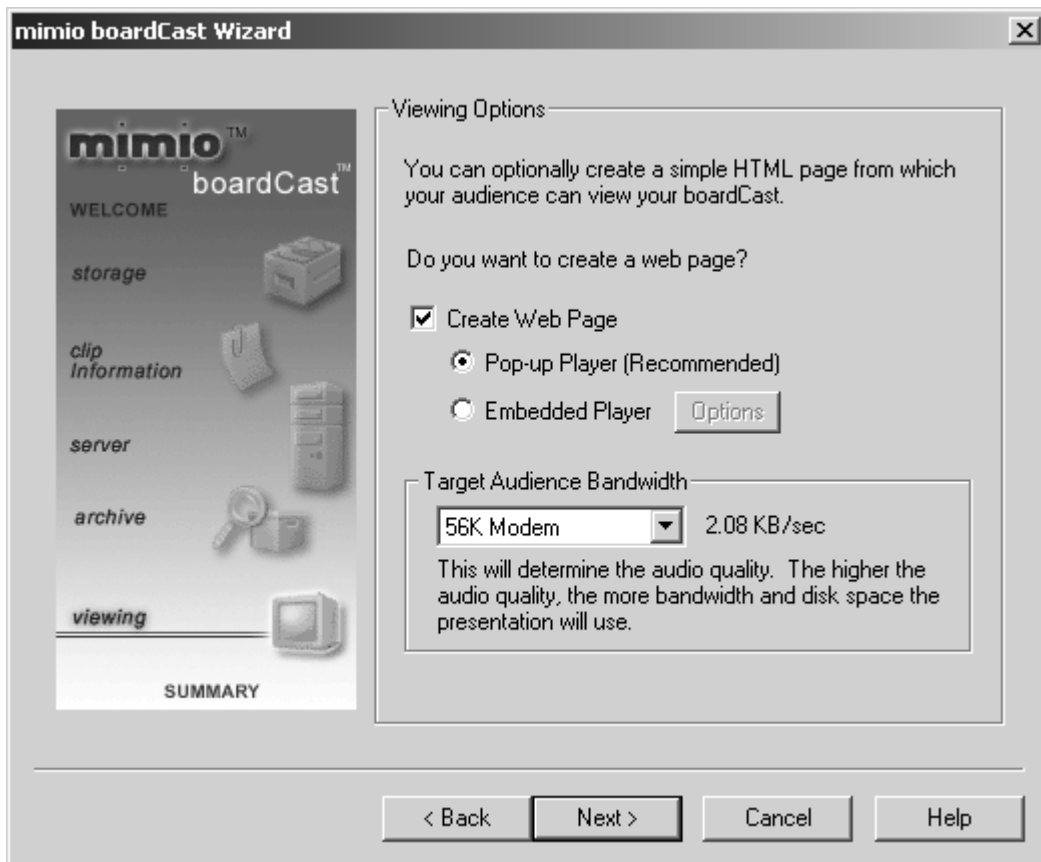
If you also selected to record a live presentation for later viewing on page 37, you'll see an additional File Archive Settings screen. You need to use this screen to specify information about your RealServer. See "entering archive information about your RealServer" on page 26 for more information on this screen.

selecting how your audience accesses and views your boardCast

You need to select options for the way your presentation is accessed and viewed by your audience. The most common way of sharing a boardCast presentation is through a link on a web page that launches a pop-up RealPlayer. This method uses a link to share the location of your boardCast presentations with your audience in much the same way you use links to connect web pages.

Other methods include:

- Embedding a RealPlayer directly into your HTML code
- Sending a RealPlayer .SMI file as an e-mail attachment to your users

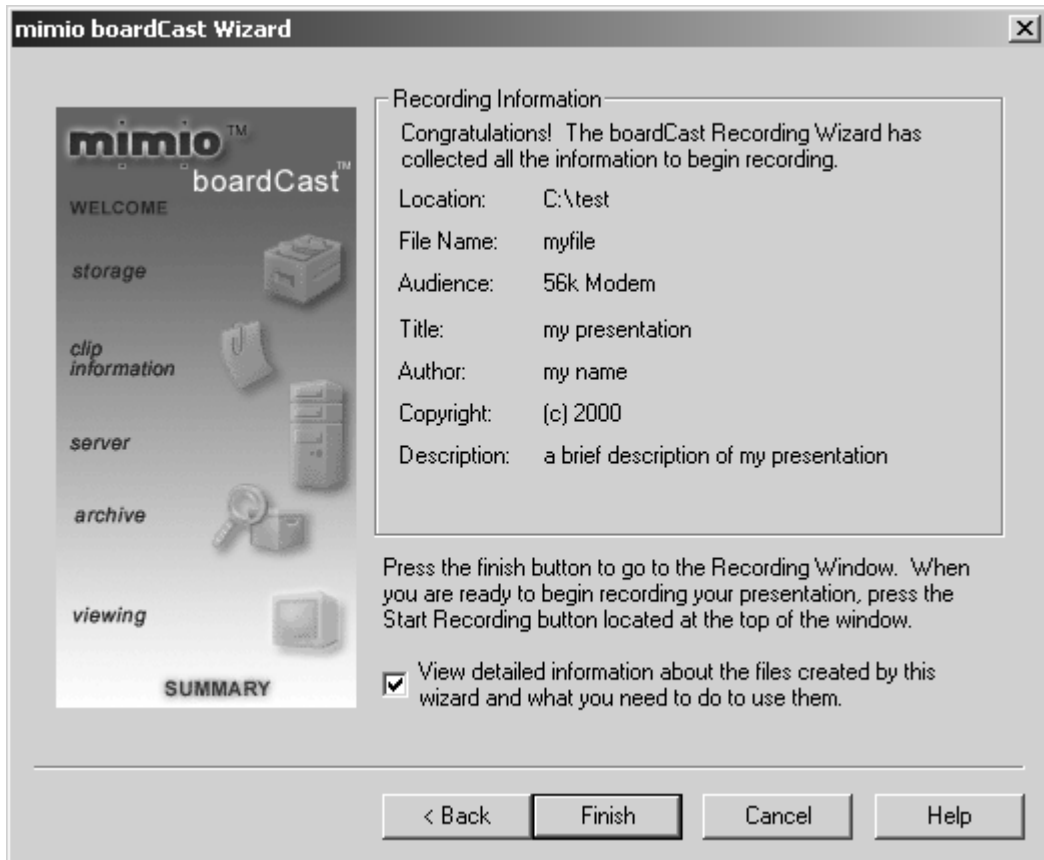


To specify how your audience sees your boardCast:

1. Check if you want a simple web page to be created for your presentation. If yes, check either **Pop-up Player** or **Embedded Player**.
2. Select your target audience bandwidth. This setting determines the quality of your audio based on your target audience bandwidth.
3. Click **Next**.

summarizing your profile

The summary screen contains the information you specified about your presentation.



This screen lets you see the:

- Location of your files
- File name
- Audience bandwidth
- Title, Author, and Copyright
- Description

You can also decide if you want to view more detailed information about your boardCast:

1. Check the **View detailed information...** check box.
2. Click **Finish**.

After creating your profile, you must publish links to it before boardCasting your presentation live.

moving your files before you go live

Because you are creating a live presentation, your viewers need access to your files and knowledge of your boardCast before it begins. A common way to do this is through a web page link and a message telling them when to connect (a bit like an invitation).

If you selected to create a web page in the Wizard, boardCast automatically creates a simple web page with an embedded link to your boardCast files. You can post this web page where your viewers can access it; or, you can easily copy the HTML into a web page of your own. Viewers can just click on the link to see and hear your presentation.

After setting up your live profile, you'll need to move your files to the RealServer and let your viewers know about the presentation. See "publishing a live boardCast" on page 52. It's a good idea to publish your files *well before* you are scheduled to perform your live boardCast.

After publishing links to your upcoming live boardCast and publicizing the date and time, you can boardCast live.

creating your boardCast presentation

Once your profile is created, you can start your live boardCast using the Recording window.

Note — You *must* perform the steps in "publishing a live boardCast" on page 52 *before* starting a live boardCast. These steps allow your viewers to access your live boardCast.

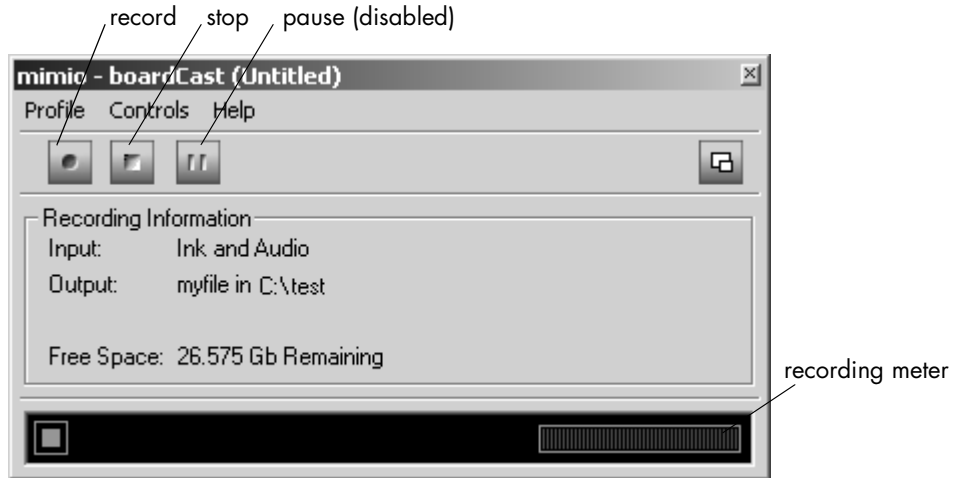
Tip — You should start your live presentation 10 or 15 minutes before the start time so that early attendees don't get error messages. A good idea is to use a count down on the whiteboard that you update every minute, such as "starting in 10 minutes." This helps your early viewers know they've connected to the right place. Also keep in mind that your late viewers will *not* see anything that was written on the current board before the point in time they tuned in. Like entering a classroom after the lecture has started, late viewers only see and hear the presentation from where they entered.

When it's time for your presentation to begin:

1. Start mimio.
2. Start the boardCast Wizard.
3. Select the profile you created for this presentation.
4. Click **Finish**.

5. When you are ready to begin, click **Record** on the boardCast recording window (or press the **Record** button on the boardCast control panel).
6. In a few seconds, you should see the recording meter start to respond to your voice. You can now use the whiteboard, talk, draw, erase, and press **New Board** from the mimio capture bar.
7. When you are finished, click the **Stop** button.

Note – Pause is disabled during a live boardCast.



boardCast controls

You can perform the following using the Recording window:

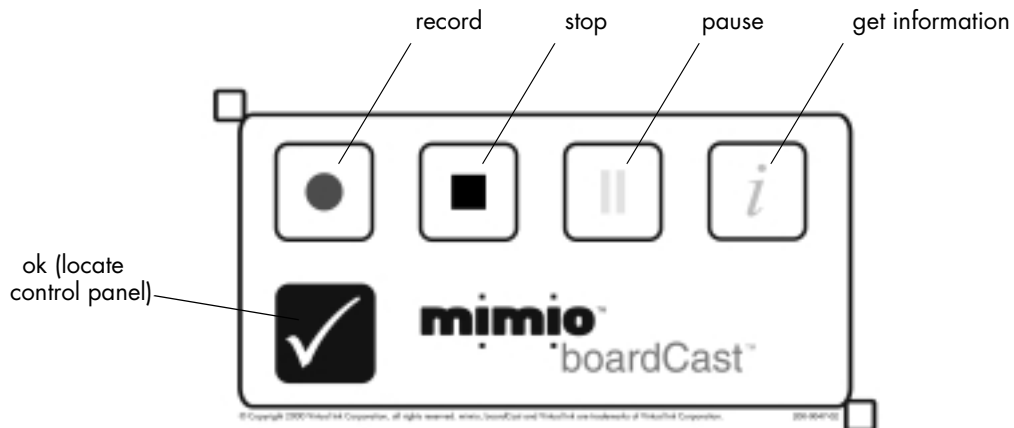
Profile	New Profile	opens the Wizard to create a new profile
	Open Profile	opens an existing profile
	Configure Profile	makes changes to the current profile
	Run Wizard	opens the Wizard to the first screen, with the same New/Open/Configure choices as the above commands
	Save Profile	saves the current profile
	Save Profile As...	saves the current profile with a new name
	Exit	closes boardCast and returns you to mimio

Controls	Record/Stop	begins recording your boardCast
	Pause	stops the recording without ending it (Pause is disabled during a live boardCast)
Help	Help Topics	opens the online help system
	Register	registers your copy of the software as a valid copy of boardCast
	About...	displays the version number and other information about boardCast

using the boardCast control panel

The boardCast control panel lets you control the boardCast functions directly from the whiteboard. Using the control panel, you can run sessions from the whiteboard, where you'll be standing, rather than going back and forth between the whiteboard and your computer.

After setting up the control panel, you can perform your boardCast recording functions by pressing the "buttons" printed on the decal using a mimio stylus.



The features you can use from the control panel are:

Start

Pause

Stop

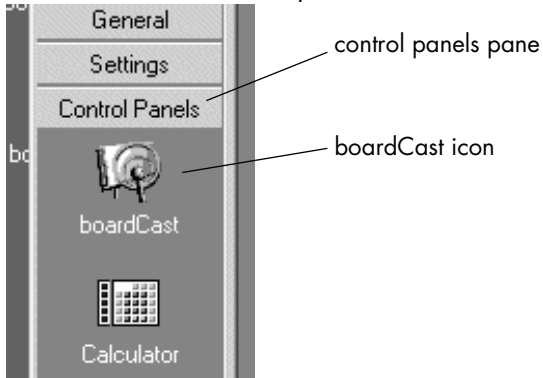
Get Information

OK (locator) - The checkmark is a **mimio**-specific button, used for locating the control panel on the whiteboard.

locating the boardCast control panel

To begin the calibration process for the boardCast control panel:

1. Place the boardCast control panel electrostatic decal on your whiteboard.
2. Click the **Control Panels** pane.



3. Click the **boardCast** icon.
4. Using a stylus to press the boardCast icons, follow the on-screen and audio cues for the calibration process.

chapter 5

publishing your
boardCast

After you create a recorded boardCast presentation, but before you create a live presentation, you must publish the files generated by the boardCast Wizard to your RealServer and web server so that your audience can view the boardCast.

publishing a recorded boardCast

When you've finished recording your boardCast, a folder called **myfile** (in our example) is created in your **C:\test** directory. This directory, and the files inside it, were created by the Wizard based on the profile you set up.

Note — **myfile** and **C:\test** are examples used throughout this guide. Even though your file names and structure may be different, the concept is the same.

The directory structure looks like this:

C:\test\myfile

\myfile\myfile_Content

\myfile\myfile_Content\myfile.mbc

streaming mimio ink

\myfile\myfile_Content\myfile.rm

streaming audio

\myfile\myfile_Content\myfile_local.smi

SMIL file for local testing

\myfile\myfile_Archive

\myfile\myfile_Archive\myfile_archived.htm

HTML file for your web server

\myfile\myfile_Archive\myfile_archived.smi

SMIL file for your web server

testing your presentation locally

It's always a good idea to test your boardCast files locally before you upload them to your RealServer.

There are three files located in your myfile_Content folder:

- **.MBC** - the mimio boardCast file that contains the ink you recorded.
- **.RM** - the audio file containing the audio you recorded.
- **_local.SMI** - a SMIL file. This allows you to test the boardCast locally on your machine (if the .MBC file and .RM file are located in the same directory).

playing a local presentation

Double-click the _local.SMI file (or the web link to it) to play your boardCast.

Note — For a presentation saved on your local drive or a network drive, you must keep the SMIL file, .MBC file, and .RM file in the same directory.

moving the _Content folder to your RealServer

After you complete your presentation, you or your System Administrator needs to move your boardCast files to the RealServer.

The easiest way to do this, and the way you set it up in the Wizard, is to move the entire myfile_Content folder to the content directory on your RealServer.

Note — The content directory on your RealServer should match the directory that your System Administrator told you to enter in the boardCast Wizard. See “entering archive information about your RealServer” on page 26 for more information.

moving boardCast files via FTP

1. Use a standard FTP utility to FTP to your RealServer or hosting account. You may need to use a user ID and password.
2. Upload your myfile_Content folder to the correct directory on your RealServer.

moving boardCast files via drag and drop

If your RealServer is available on your Network Neighborhood or as a locally mounted drive that you can access, you can just drag and drop the myfile_Content folder to the correct content directory on your RealServer.

moving the _Archive folder to your web server and creating a link to your archived boardCast

To create links to your boardCast files on a web server:

1. Find the myfile_Archive folder on your system.
2. Place the myfile_Archive folder in the web content folder on your web server. Your audience can now access your on-demand presentation with a URL similar to (but not identical to) the following:
`http://www.college.edu/myfile_Archive/myfile_archived.htm`
3. If desired, you can now integrate this link into your existing web pages. You can use the source of the HTML contained in the myfile_archived.htm file as a guide, or manually create a hypertext link into one of your existing HTML web pages pointing to myfile_Archived.smi.

4. Place the myfile_Archived.smi file in the same directory as the HTML file you are editing. Once everything is saved, your existing web page will contain a link to the mimio boardCast presentation you recorded.

Note — You can also e-mail the myfile_Archived.smi to your viewers. Simply copy the file out of the myfile_Archive folder and send it to your viewers. Your viewers can then double-click it to view the streamed presentation.

publishing a live boardCast

When you've finished creating a profile using the boardCast Wizard, a folder called **myfile** is created in your **C:\test** directory. You need to copy the _Live folder to your web server.

Note — **myfile** and **C:\test** are examples used throughout this guide. Even though your file names and structure may be different, the concept is the same.

Your boardCast directory structure looks like this:

C:\test\myfile

 \myfilelive\myfile_Live

 \myfilelive\myfile_Live\myfile_live.htm

 \myfilelive\myfile_Live\myfile_live.smi

HTML with link to live SMIL file

SMIL file pointing to live presentation

You can make the live presentation available in one of two ways:

- e-mail the myfilelive_Live.smi file to your audience and tell them to double-click on it at the scheduled time for the presentation.
- add a link to your web site that points to myfile_live.smi.

Note — You or your webmaster must have access to a web server to host your web page, and the web server must have .SMI files registered as a MIME type. See page 17 for more information about the MIME type.

To move the _Live folder to your web server:

1. Find the myfile_Live folder on your system.
2. Place the myfile_live folder in the web content folder on your web server. Your audience can now access your on-demand presentation with a URL similar to (but not identical to) the following:

http://www.college.edu/myfile_live/myfile_live.htm

3. If desired, you can integrate the link into your existing web pages. Using the HTML contained in myfile_live.htm as a guide, or by manually typing, add a link as follows into one of your existing HTML web pages:

```
<a href="myfile_live.smi">My Files</a>
```

4. Place the myfilelive_live.smi file in the same directory as the HTML file you are editing. Once everything is saved, your existing web page will now contain a link to the mimio boardCast profile files that you created with the boardCast Wizard. These files stream your presentation out to your audience as you are boardCasting.
5. Be sure you let your audience know the date and starting time for your boardCast.

Note — After your live boardCast is finished, if you selected to also record it for later viewing, you need to follow the directions in the section, “moving the _Archive folder to your web server and creating a link to your archived boardCast” on page 51.

sharing a recorded presentation over a network

A recorded presentation is stored on your local drive and can be shared locally. After recording your boardCast, the Wizard automatically creates the myfile_Content folder.

The folder contains:

- myfile.mbc (Ink)
- myfile.rm (Audio)
- myfile_local.smi

To share a recorded boardCast presentation:

1. Move the myfile_Content folder to a viewer's PC via e-mail, FTP, or a shared folder on the LAN.
2. Once your user receives the files, they can click the _local.SMI file to launch the RealPlayer and start the presentation.

working with Service Providers

There are several ISPs and RealServer service providers that can host your RealNetworks media files. Go to the www.realnetworks.com web site for more information on authorized RealServer service providers.

chapter 6

tips, tricks, and
troubleshooting

tips and tricks

plan a boardCast strategy

It's a good idea to create a plan for using boardCast, including resources that you will need. Having this information readily accessible should help to make your session run more smoothly.

make a list of information that you will need

Work with your System Administrator to put together a list of information you'll need to boardCast. This list should enable you to get up and running much more efficiently. It should include such things as the IP address for your RealServer or web server, RTSP port number, etc.

post settings for easy access by multiple boardCast producers

If you have multiple people who will be boardCasting from one mimio-equipped whiteboard, keep a boardCast journal or information sheet in a visible place. It should include your RealServer's IP address, cheat sheets for setting up boardCast sessions (for both live sessions and recorded sessions), and all mimio and boardCast documentation.

live presentation tips

- When you do a live presentation, start the session approximately 15 minutes before the announced start time by drawing some notice on the board, for instance, "Starts in 15 minutes." You could then refresh the message every few minutes; "Starts in 10...", "Starts in 5," etc. This will prevent your audience members from potentially becoming confused if they tune in early.

Otherwise, if they connect before you have started the session, they will see an error message, which might cause them to think there's a problem.

- If you've set up a conference call so that your audience can ask questions during your live presentation, be aware that there is a few seconds lag between a boardCast and what's happening in real-time.
- Because your audience can't see *you*, they can only see what you're writing and hear what you're saying, you may find it helpful to emphasize key points on the whiteboard. A good way to do this is to use the marker to highlight special interest items or circle main points during your presentation.
- When you are boardCasting live, pause is disabled. You can use your microphone's mute feature to mute your audio presentation. This does not stop the ink stream.
- If you are using the Control Panel on your whiteboard, you should be careful not to accidentally stop the boardCast during a live presentation.

microphone tips

- When recording your voice, speak in a clear tone, directly into the microphone, and follow your microphone manufacturer's specifications.
- Because of the close proximity to you while you speak, a lapel microphone is a good microphone to use during a presentation.

sending a presentation for non-streamed use

Another method of distributing boardCasts besides archiving it on a server is to record a presentation for playback on your own computer, then give those files to someone to play back locally on their computer using RealPlayer 7 or higher.

You would send the entire _Content folder to them, by e-mail, disk, or over a network.

troubleshooting

the web server does not recognize the extension .SMI

Older web server software may not be configured to connect SMIL files with RealNetworks streaming presentations. If your server does not have SMI as a MIME type, you or your System Administrator must create an association to link the extension .SMI with:

```
application/smil
```

my RealPlayer displays the missing plug-in detected message

In order to view boardCast files, RealPlayer must have the mimio boardCast RealPlayer plug-in installed. The first time you play a boardCast file, RealPlayer automatically detects if the plug-in is installed and contacts RealNetworks if it's needed. If you need the plug-in, follow the instructions on your screen to install it.

Note — You can set up RealPlayer to always download new components and plug-ins needed for playback. See the RealPlayer documentation for more information.

the drawings and notes i create using the styli and erasers toolbar do not appear in my boardCast

boardCast only records the ink drawn on the physical whiteboard, not from the mimio software.

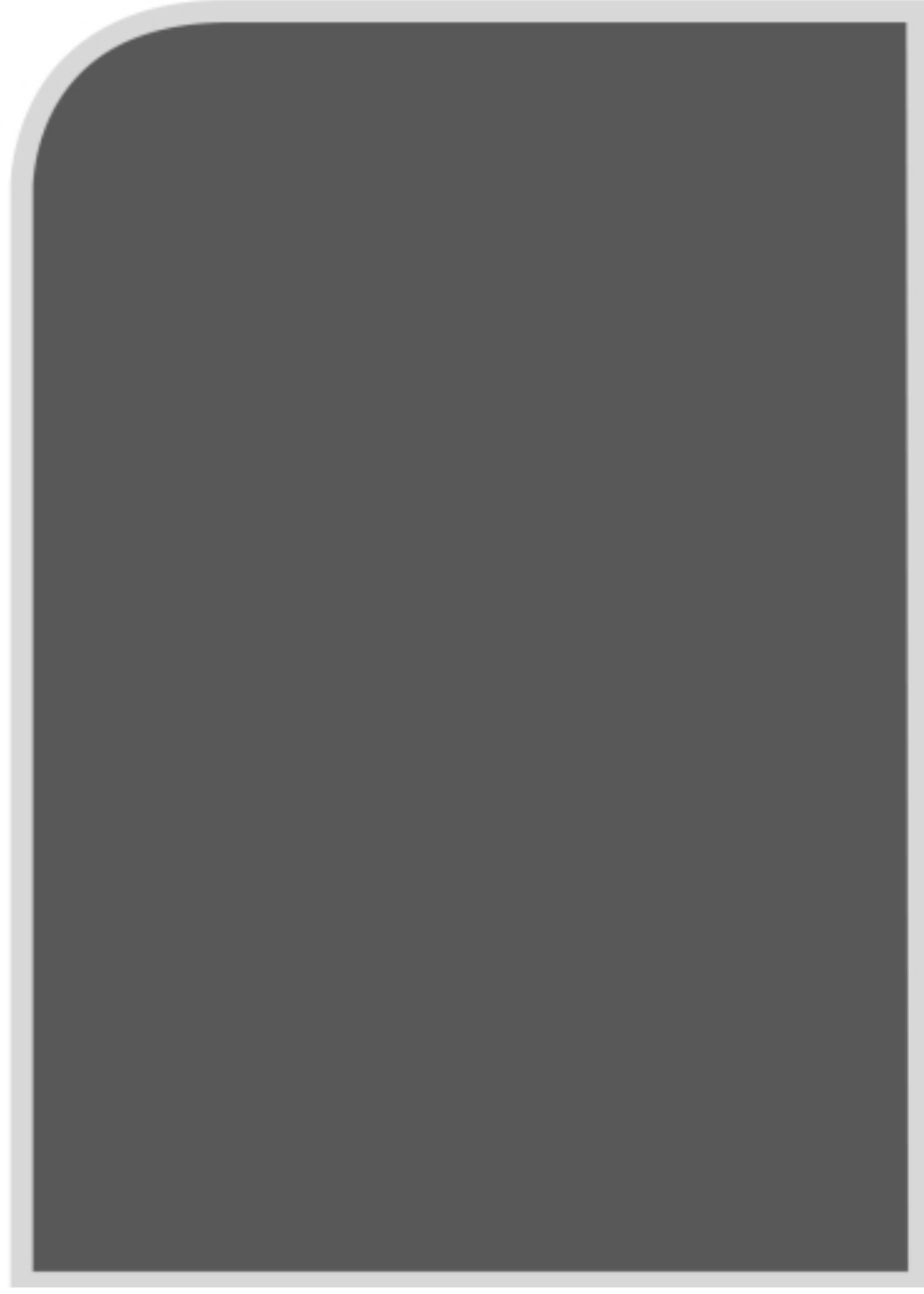
i get disconnected from the server after 30 seconds of a live boardCast

Make sure that you are using the TCP/IP transport method for your boardCast and try to connect again.

how do i contact Technical Support?

See the insert in your mimio package for Technical Support information, or see the mimio web site at www.mimio.com/support/.

appendix



boardCast file types

There are several file types that you should be familiar with when you are using boardCast:

SMIL Files (.SMI) - Synchronized Multimedia Integration Language files coordinate the delivery and playback of your boardCast media files. A SMIL file (pronounced “smile”) tells the RealPlayer what part of a boardCast to play for both on-demand and live presentations.

mimio boardCast (.MBC) - Official file format for streamed mimio ink. Contains the whiteboard portion of your boardCast.

RealMedia (.RM) - RealNetworks audio clip. Contains the audio portion of your boardCast.

about RealMedia SMIL files

SMIL files point to the locations of the mimio boardCast (.MBC) and RealMedia (.RM) files. These files begin with a locator type, followed by a specific URL.

The locator type identifies the protocol used to exchange information across a network, such as HTTP:// and FTP://. The RealNetworks locator type used for live mimio boardCast presentations is RTSP. The address to your live boardCast presentations start with

rtsp://

Instead of pointing to a file, your web page is set up to point to a SMIL file containing the URL of the boardCast files associated with the presentation, starting with rtsp://.

using an HTTP web server in place of a RealServer

It is possible, but not advisable, to use a web server instead of a RealServer to play and archive your boardCasts. Because the HTTP protocol was designed before streaming technology, a web server is not as robust and does not perform all of the features of a RealServer.

If you are archiving to a web server instead of RealServer, you should get the following information from your System Administrator or service provider:

- Web server where your web page should be uploaded
- Directory on the server where your web page should be uploaded
- URL of the web page

Note — For simple HTTP streaming, your web page and boardCast files can be placed in the same location on your web server.

publishing to a web server

Note — You cannot perform live boardCasts from an HTTP web server.

1. Move the .MBC file and the .RM file to the appropriate HTML directory on your web server.
2. Open the myfile_Archived.smi file in a text editor, such as Notepad. Change the RealNetworks RTSP locator to HTTP and change the RealServer path to point directly to the .MBC and .RM files, for example:

```
ref src="rtsp://rty:554/myfile_Content/myfile.mbc
```

```
audio src="rtsp://rty:554/myfile_Content/myfile.rm
```

needs to be changed to:

```
ref src="http://<YOUR SERVER NAME>/<YOUR HTML DIRECTORY>/myfile.mbc
```

```
audio src="http://<YOUR SERVER NAME>/<YOUR HTML DIRECTORY>/myfile.rm
```

3. Save and close the myfile_Archived.smi file.
4. Move the edited myfile_Archived.smi file to the appropriate HTML directory on your web server.
5. Create a link in your web page pointing to your myfile_Archived.smi file.
6. Once everything is saved, your existing web page will contain a link to the mimio boardCast presentation you recorded and your audience could access your recorded presentation with a URL similar to (but not identical to) the following:

```
http://www.college.edu/<YOUR WEB PAGE>.htm
```


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