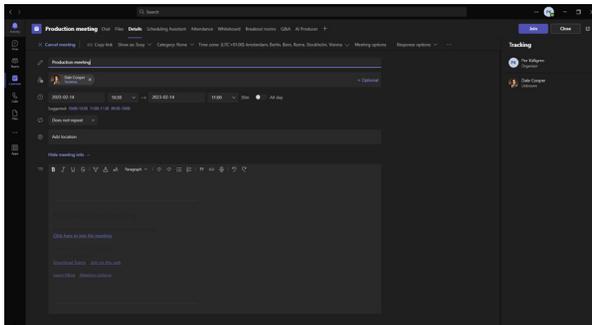


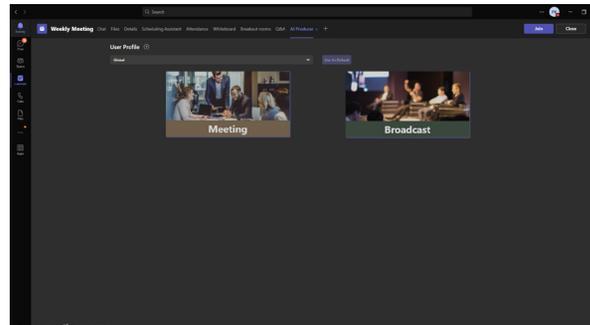
Quick Start Broadcast

It's easy to create your first broadcast. Follow these steps, and you will soon be up and running. This Quick Start guides you through the basic steps to complete a broadcast using Ai Producer. For more in-depth knowledge of all features, see all explanatory texts in the app. You will find more tutorials at livearena.com.



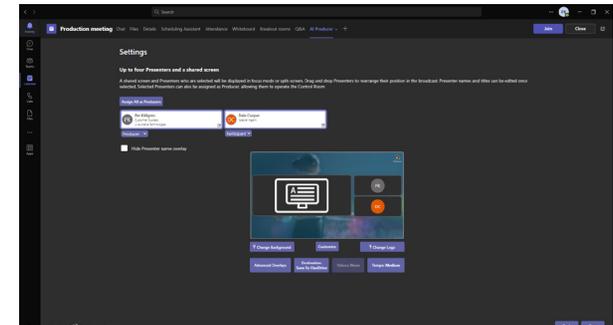
Step 1 | Create a Production meeting, and add AI Producer

- Create a production meeting in Microsoft Teams, where the production happens, and invite the Participants. If it's only you, only invite yourself.
- Send the invite.
- Re-open the meeting you just created.
- Add AI Producer by clicking the (+) symbol at the top. Click Save to add AI Producer to the meeting.



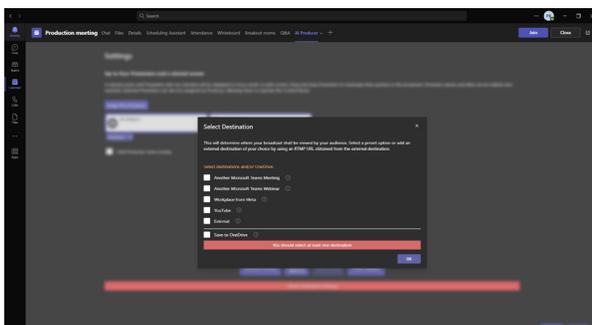
Step 2 | Select User Mode

- Select Broadcast.



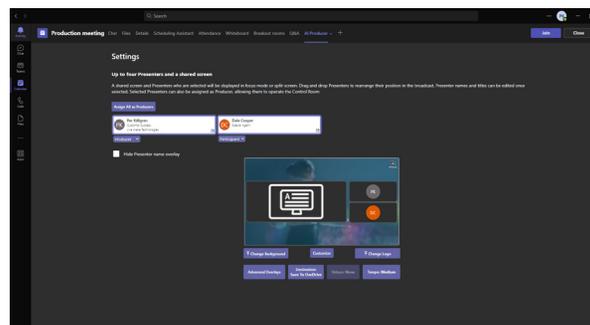
Step 3 | Tailor-make the production

- Proceed through the AI Producer settings and select Production format and Presenters.
- Brand your broadcast by adding your logo and a background*.
- Add or choose videos to be shown with high quality in the Production meeting. (Available Q1 2023)
- Select the Production tempo.



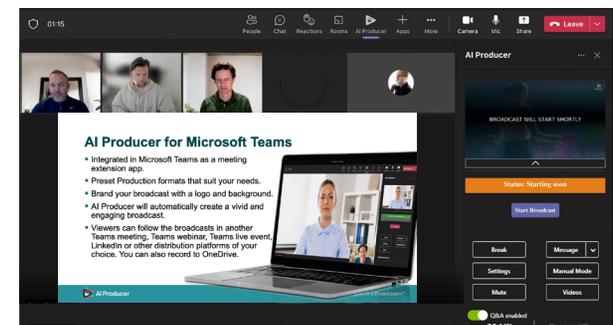
Step 4 | Set where to watch the Broadcast

- Choose Broadcast Destination - where the viewers will watch the broadcast**.
- If you want to broadcast to an external destination you need to add a link to that destination.
- We recommend that you also Save to OneDrive.



Step 5 | Finalize settings & Invite attendees

- Double check your settings and click OK.
- You can always go back to the meeting and change the settings in AI Producer.
- To add a Q&A, you need to, after you created the production meeting and connected it to the viewer meeting, add AI Producer also to the viewer meeting.



Step 6 | Run the Broadcast

- To start the broadcast, join the meeting from your Teams' calendar prior to the scheduled start.
- Ensure your camera and microphone are enabled, and the content to share is prepared.
- Open the Control room with the AI Producer icon.
- AI Producer will join the meeting when the meeting organizer or a Producer clicks the "Prepare" button in the Control Room.
- When AI Producer has joined the meeting, you are set to go. Start the broadcast from the Control Room.

*The branding options you can choose from are enabled by your administrator. If you want to use other elements, contact the administrator.

**The destinations you can choose from are enabled by your administrator. If you want to broadcast elsewhere, contact the administrator.