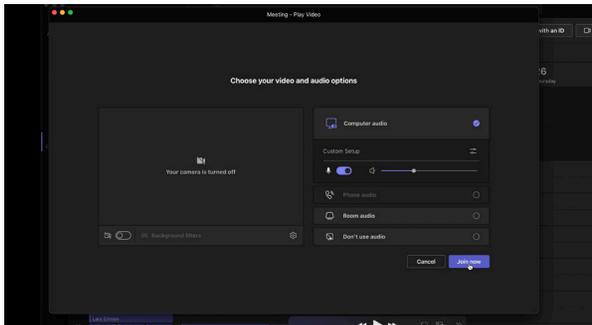


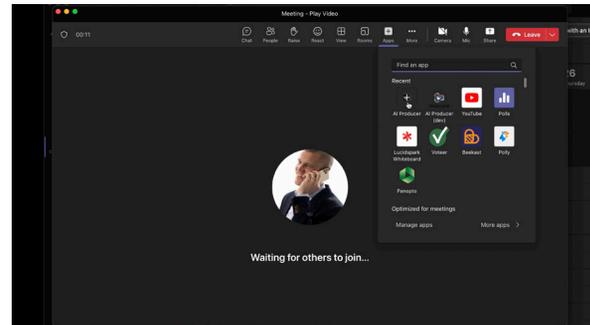
# Quick Start Meeting - Playout Video

With AI Producer Meeting you can play high-quality video in Teams meetings. Play your personal Playout Video library from anywhere, regardless of limitations in local bandwidth. You will find more tutorials at [livearena.com](https://livearena.com).



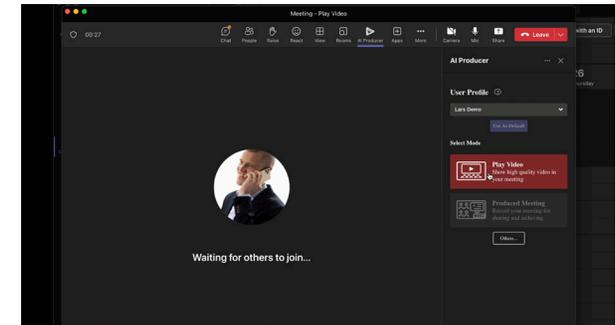
## Step 1 | Join a meeting

- Setup a meeting in Microsoft Teams. Join the meeting when it is scheduled to be able to play high-quality video.



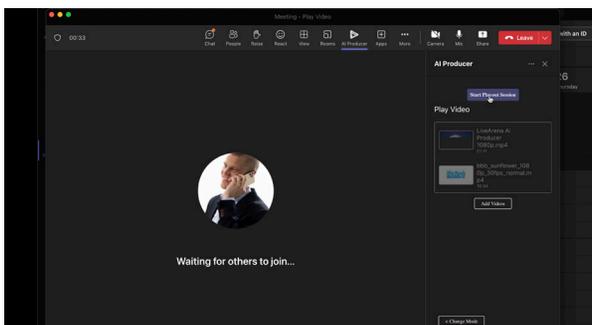
## Step 2 | Add AI Producer

- When you are in the meeting, add AI Producer as a meeting extension app by clicking the plus (+) symbol. Select the AI Producer icon and click Save in the Welcoming screen.



## Step 3 | Start Play Video mode

- AI Producer opens and you can start the Play Video mode. Ensure you are using the preferred User Profile, then select the mode *Play Video*.
- Videos can be uploaded to your video library in the User portal, or by the administrator in the Admin portal. In that way you get access to several User Profiles.



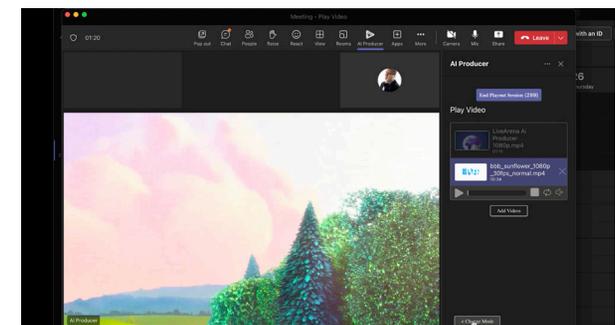
## Step 4 | Start a Playout Session

- Click the button *Start Playout Session* to pre-start the process, it takes a few seconds. Thereafter you can start playing video immediately.
- If you instead click *Play* directly, it will take a few seconds until the video starts. If you want to add more videos, click the button *Add Videos*.



## Step 5 | Ready to play high-quality video

- To play a video, click the *Play* icon to the left below the video.
- You can *Play*, *Pause*, *Stop* and *Loop* the video with the icons below, you can also adjust or mute the *Audio*.
- If you want to play another of your videos, simply click its *Play* icon.



## Step 6 | When you are finished

- If you want to continue the meeting without playing any more videos, close the AI Producer window.
- You can also leave the meeting immediately by clicking *Leave*.