

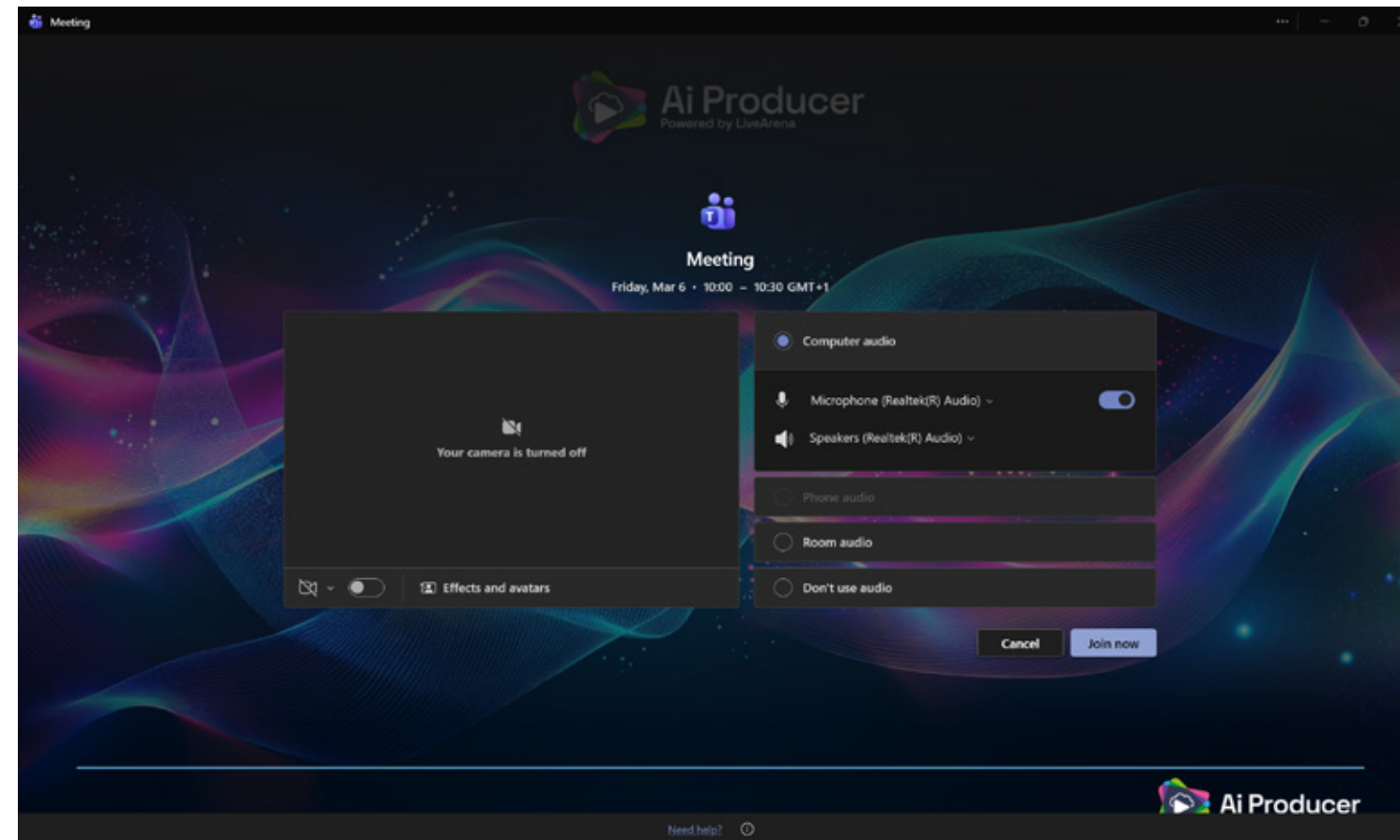
QUICK START GUIDE



Ai Producer

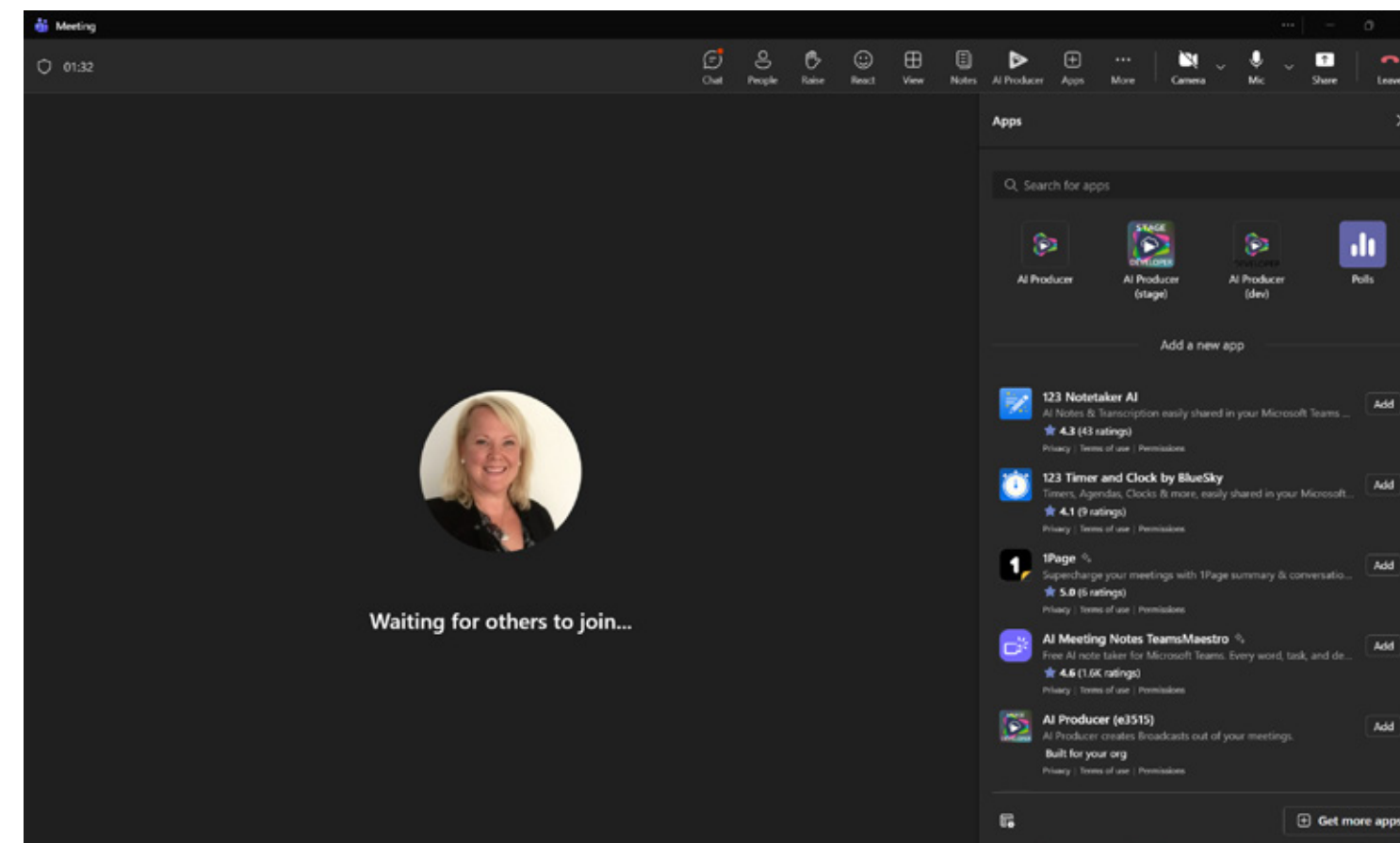
Quick Start Guide

Play Video



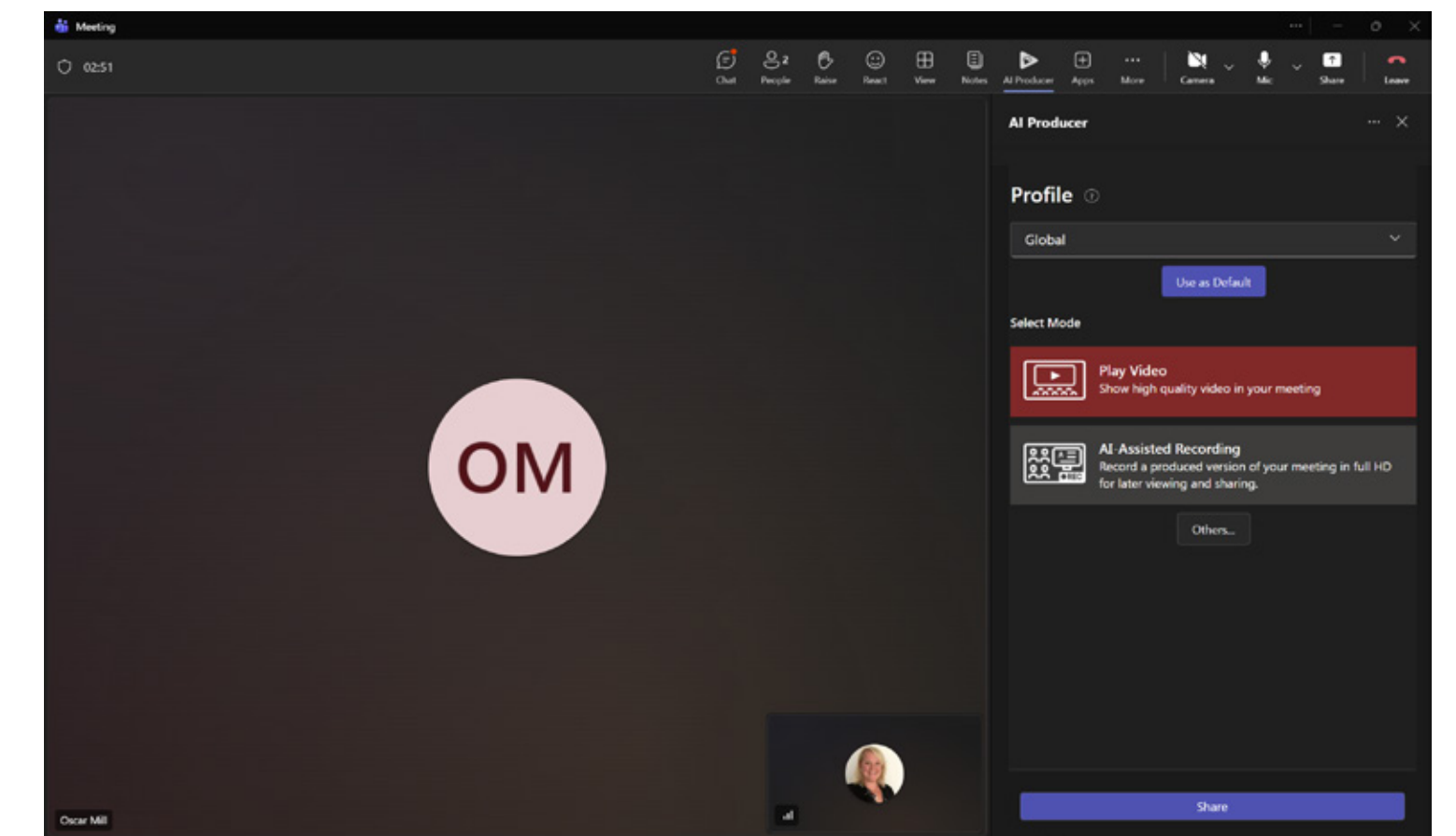
Step 1 | Join a Meeting

Set up a meeting in Microsoft Teams. Join the meeting at the scheduled time to ensure high-quality video playback.



Step 2 | Add AI Producer

When you are in the meeting, add AI Producer as a meeting extension app by clicking the plus (+) icon. Select the AI Producer icon, then click Save on the welcome screen.

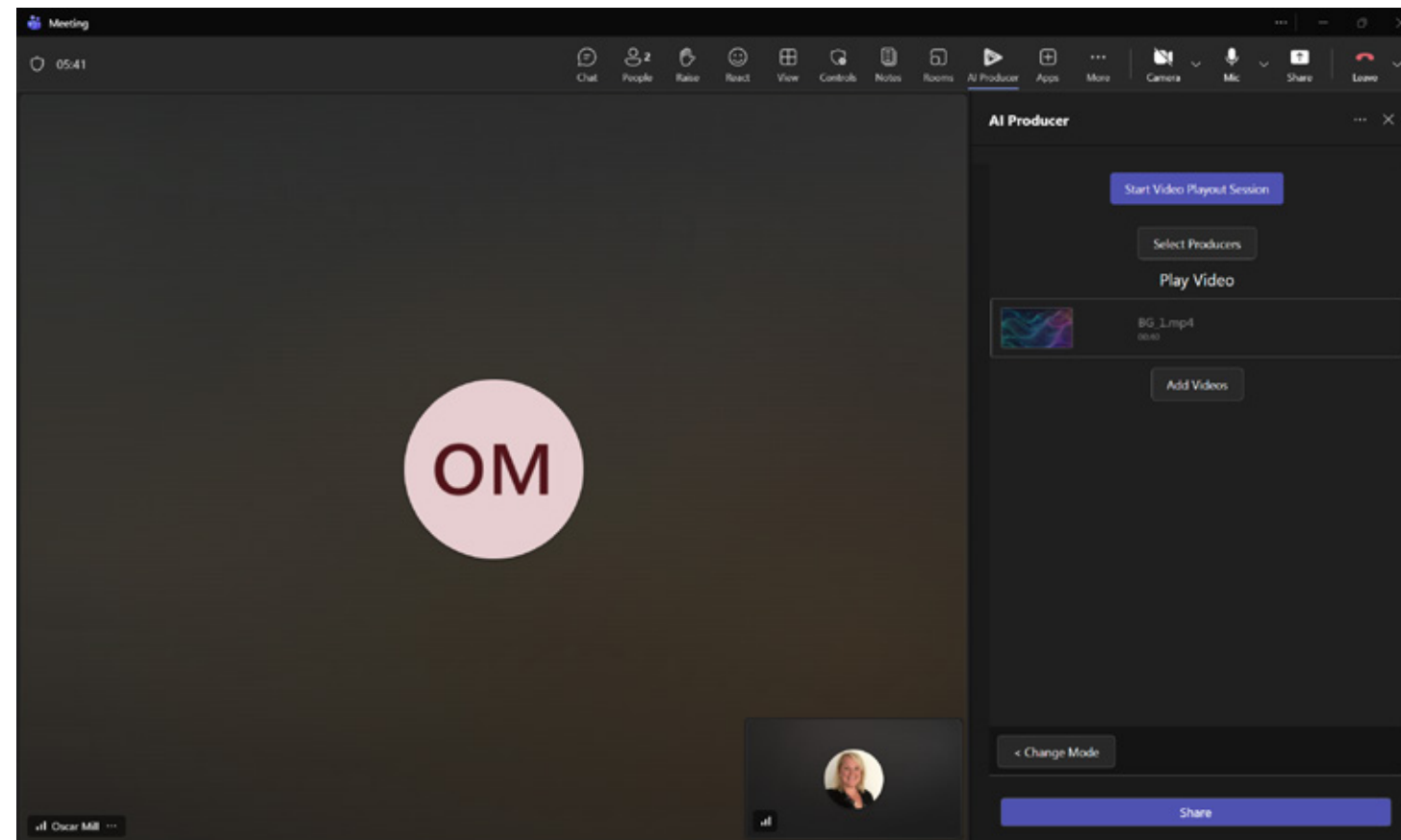


Step 3 | Start Play Video

- Once AI Producer is open, you can start the Play Video format. First, select the preferred User Profile, then choose Play Video.
- Videos can be uploaded to your video library in the User Portal or by the administrator in the Admin Portal.

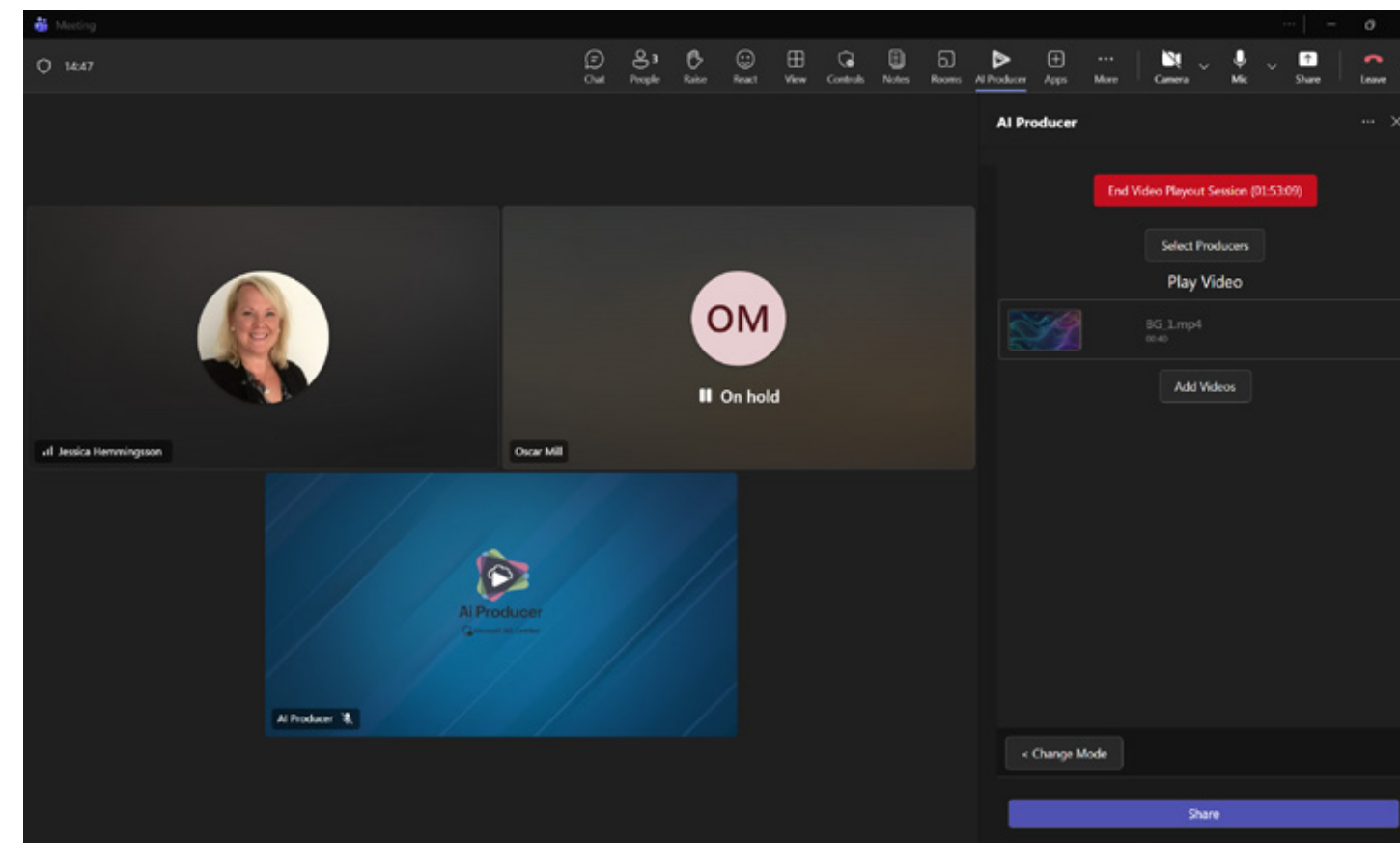
Quick Start Guide

Play Video



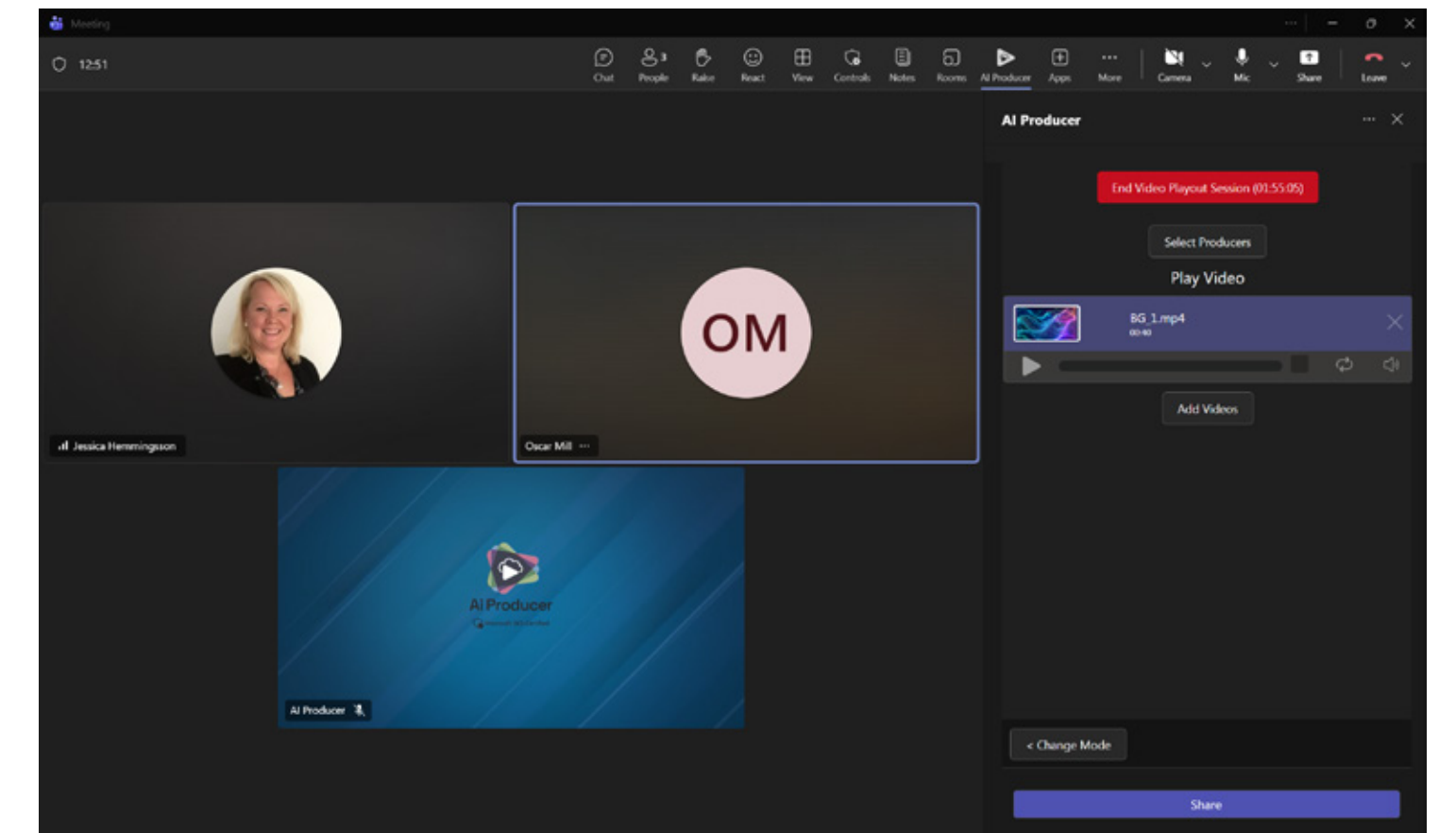
Step 4 | Start a Playout Session

- Click the Start Video Playout Session button to activate the video player; this may take a few seconds. Once activated, you can start playing videos immediately.
- If you click Play directly on a video before clicking Start Video Playout Session, there may be a short delay before the video starts.
- To add more videos, click the Add Videos button.



Step 5 | Ready to Play High-Quality Video

- To play a video, click the Play icon below the video on the left.
- You can Play, Pause, Stop, or Loop the video using the icons in the player. You can also adjust or mute the audio.
- To play another video, simply click its Play icon.
- For the best viewing experience, make sure AI Producer is spotlighted for everyone.

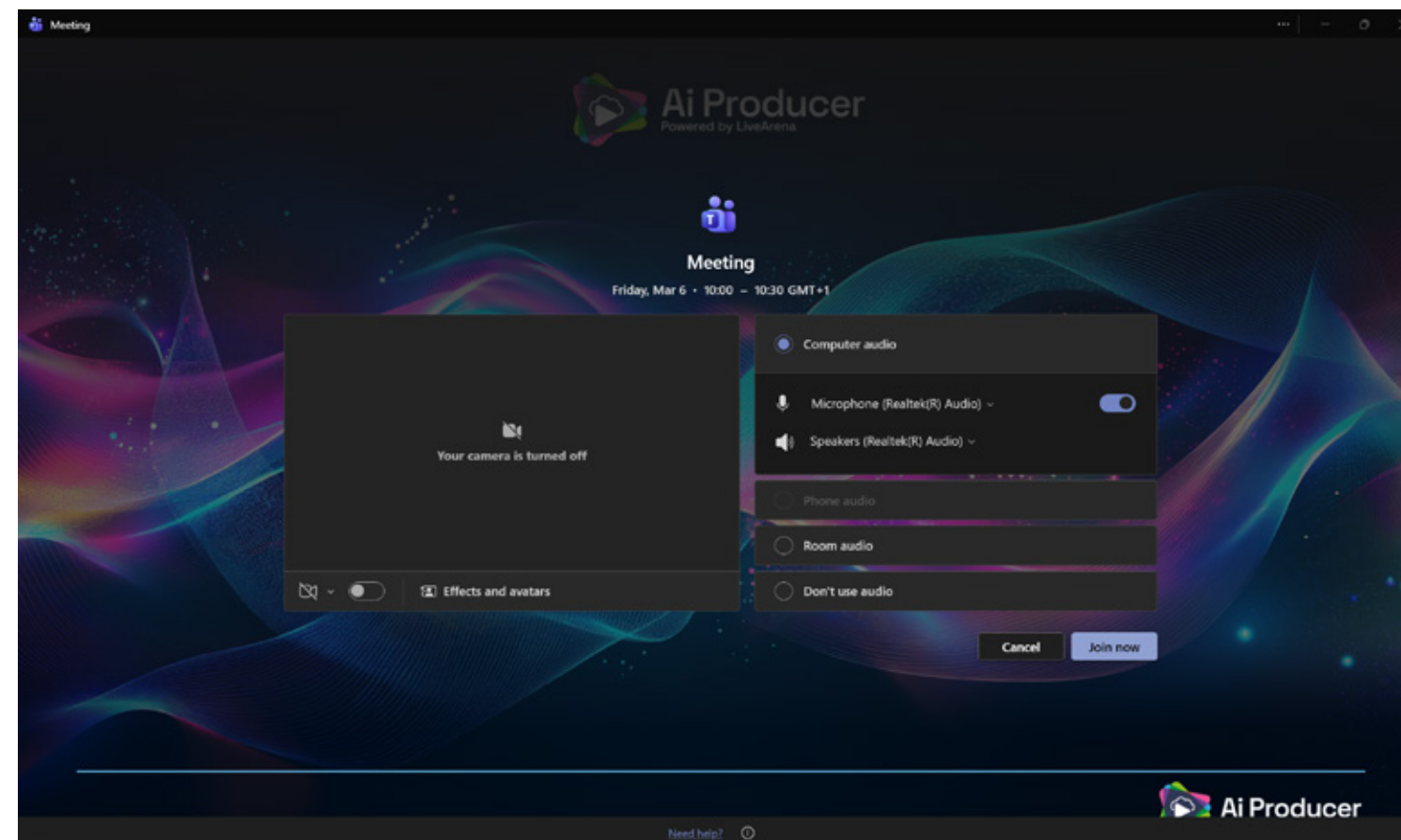


Step 6 | When You Are Finished Playing Videos

- If you want to continue the meeting without playing any more videos, select End Video Playout Session and close the AI Producer window. You can restart the Video Playout Session at any time, beginning at Step 4.
- You can also leave the meeting at any time by clicking Leave.

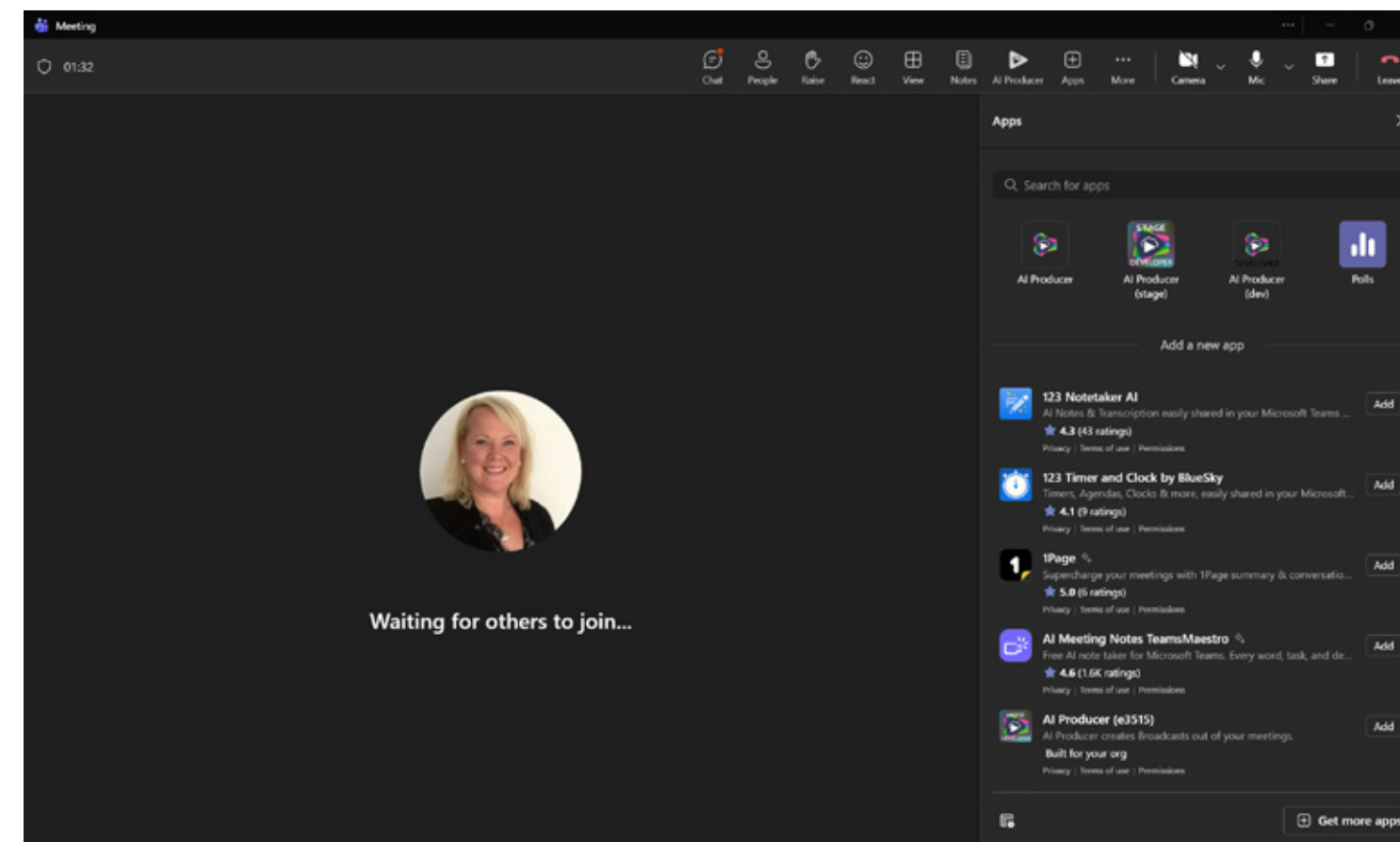
Quick Start Guide

AI-Assisted Recording



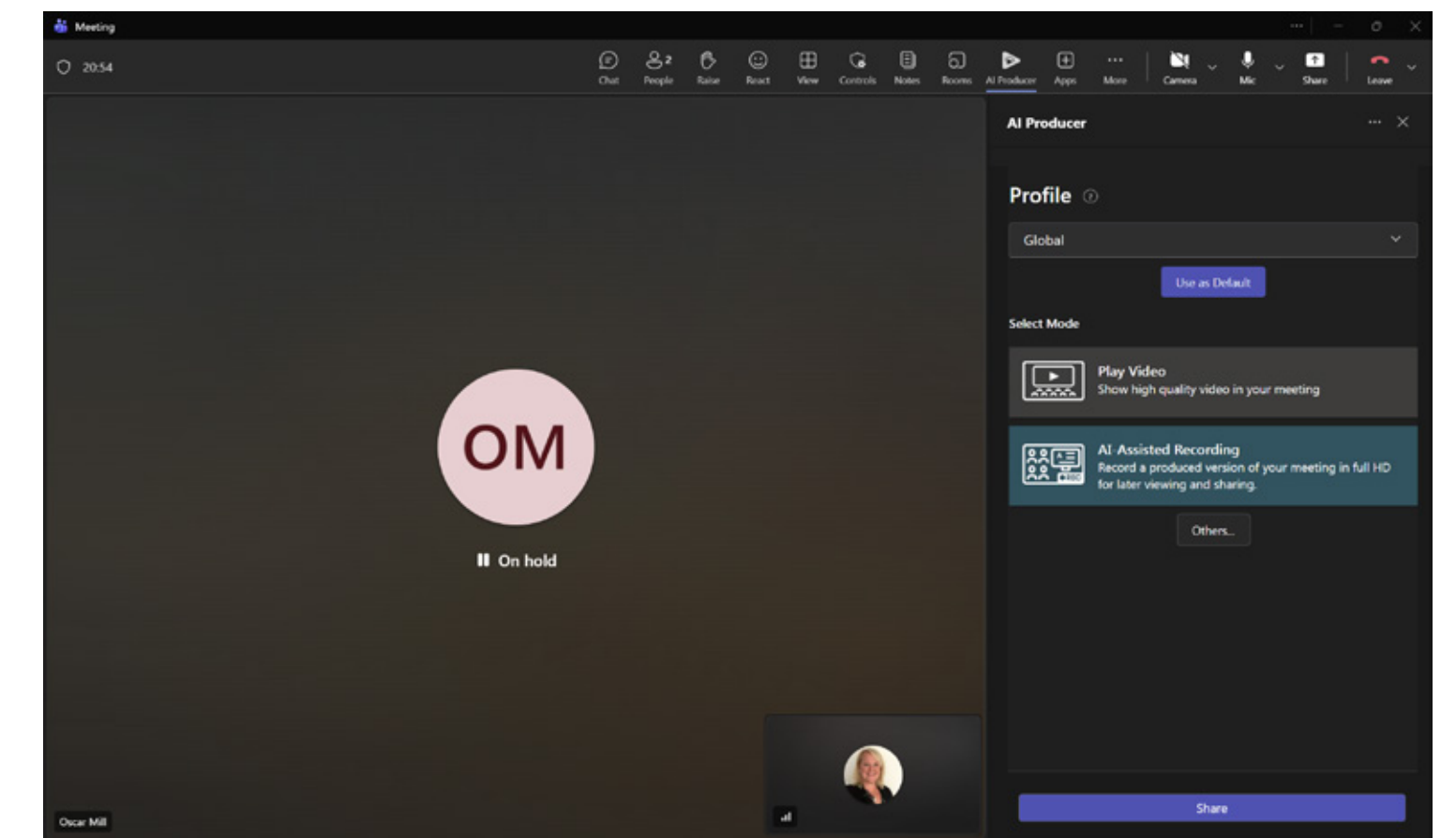
Step 1 | Join a Meeting

Set up a meeting in Microsoft Teams, then join the meeting.



Step 2 | Add AI Producer

When you are in the meeting, add AI Producer as a meeting extension app by clicking the plus (+) icon. Select the AI Producer icon, then click Save on the welcome screen.

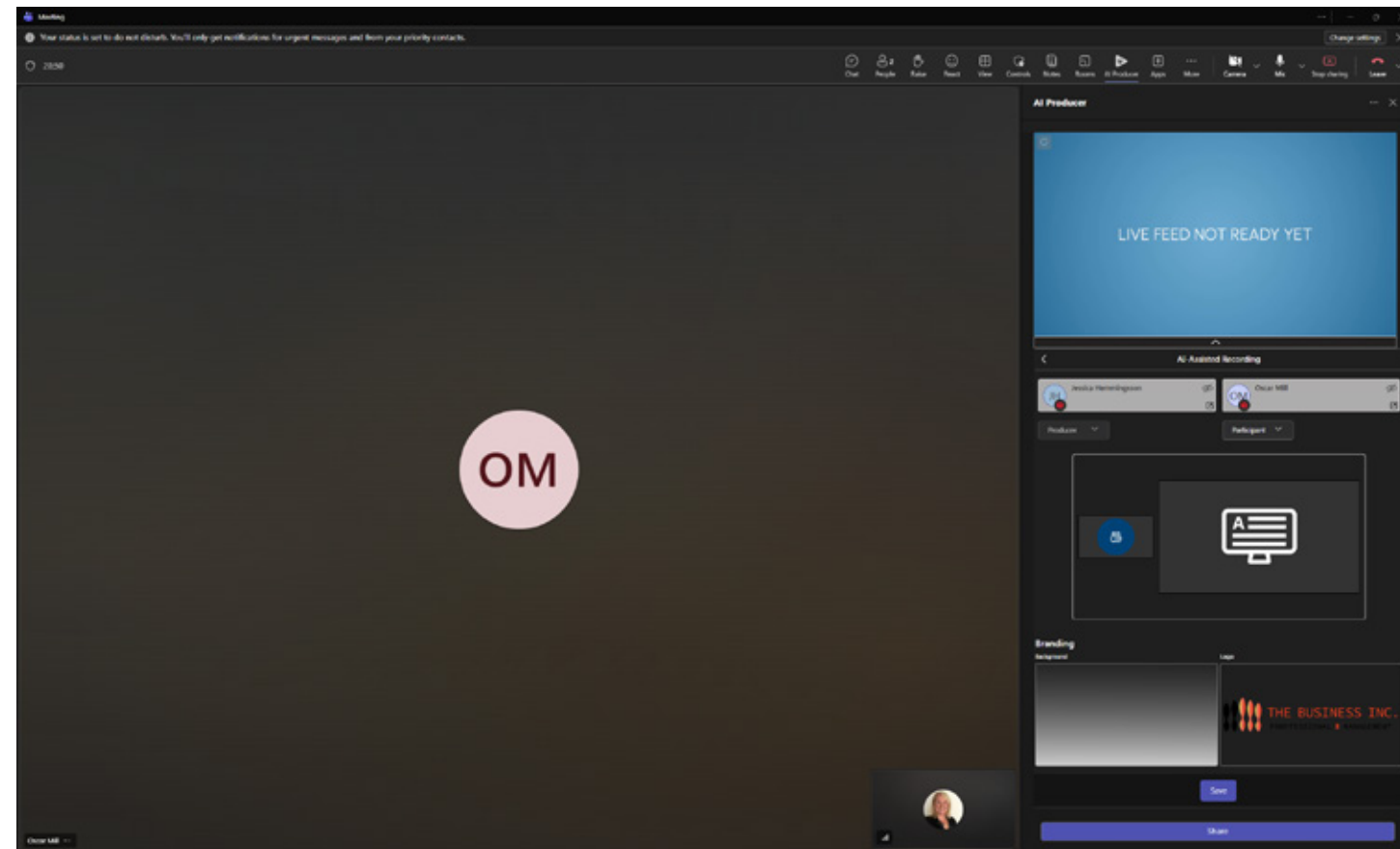


Step 3 | Start AI-Assisted Recording

- Open the AI Producer Control Panel by clicking the AI Producer icon at the top.
- Select AI-Assisted Recording.

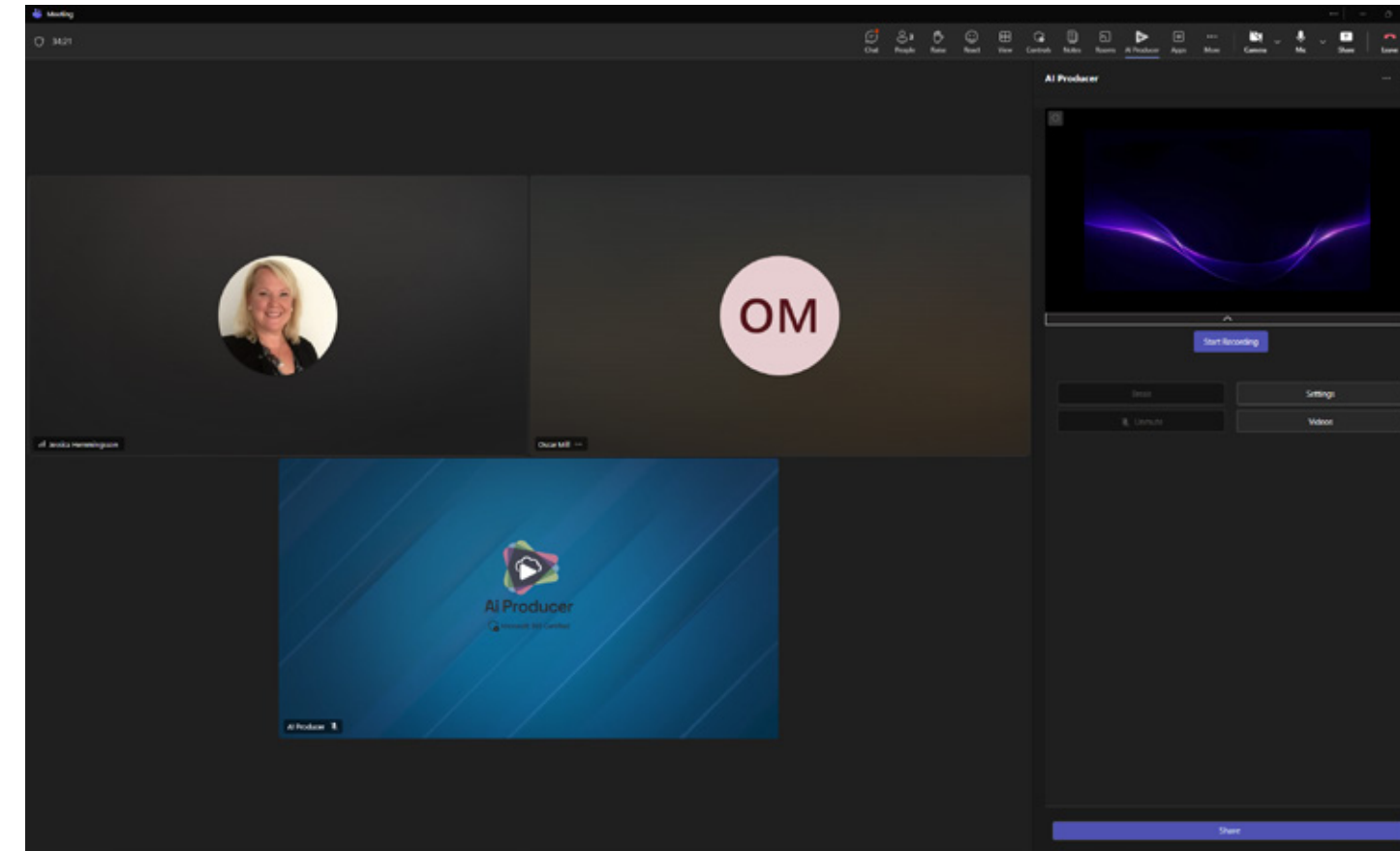
Quick Start Guide

AI-Assisted Recording



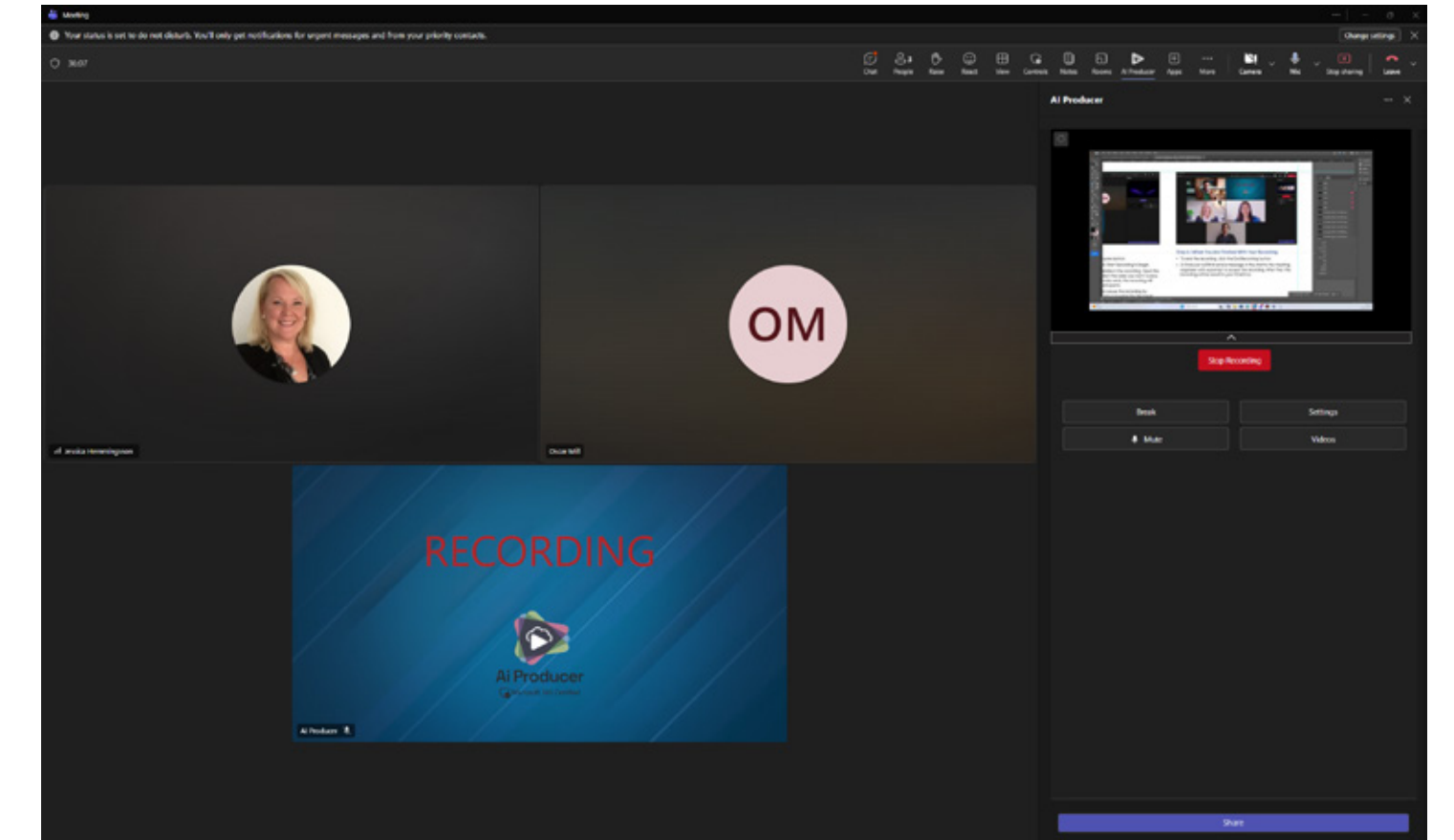
Step 4 | Select Who Should Be a Part of the AI-Assisted Recording

- Select the presenters who should be part of the recording. You can select up to 3 presenters who will always be shown. Additional participants will appear in the Active Speaker Box, displayed one by one as they actively speak.
- You can edit the name overlays of the presenters by clicking the edit button in the bottom right corner of each presenter's frame.
- You can select a custom layout and adjust the branding for the recording.
- If there are participants you don't want shown in the recording, you can choose to hide them by clicking the hide icon in the top right corner of the presenter's frame.



Step 5 | Start the Recording

- To start the recording, click the Prepare button.
- When preparation is complete, click Start Recording to begin.
- The Play Video function is also available in the recording. Open the video section by clicking Videos, select the video you want to play, and hit the play button. When the video ends, the recording will resume, continuing to record the participants.
- If you need to take a break, you can pause the recording by clicking the Break button and selecting a duration for the break.
- If you need to change any settings during the recording, you can access the settings menu by clicking the Settings button.

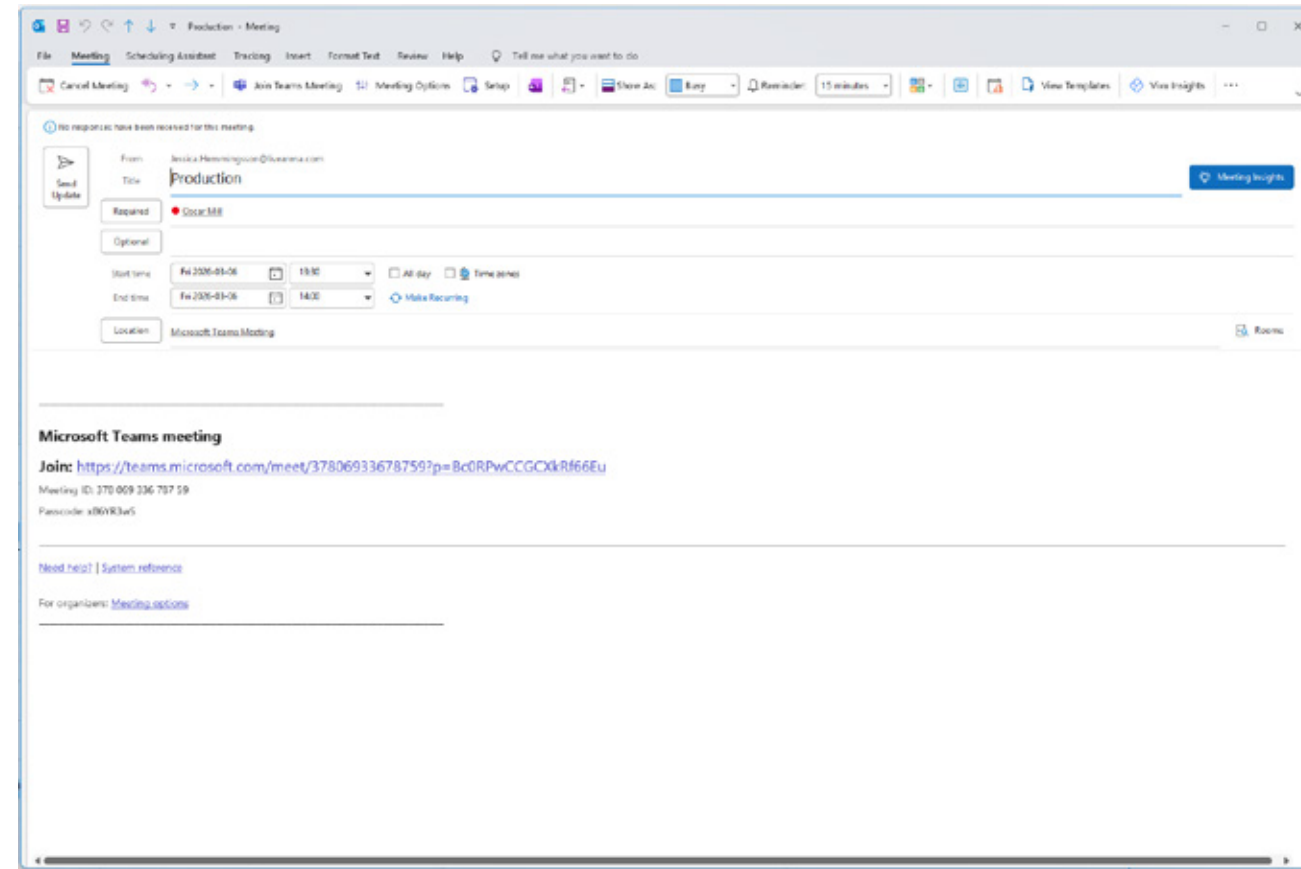


Step 6 | When You Are Finished With Your Recording

- To end the recording, click the End Recording button.
- AI Producer will first send a message in the chat to the meeting organizer with a prompt to access the recording. After that, the recording will be saved to your OneDrive.

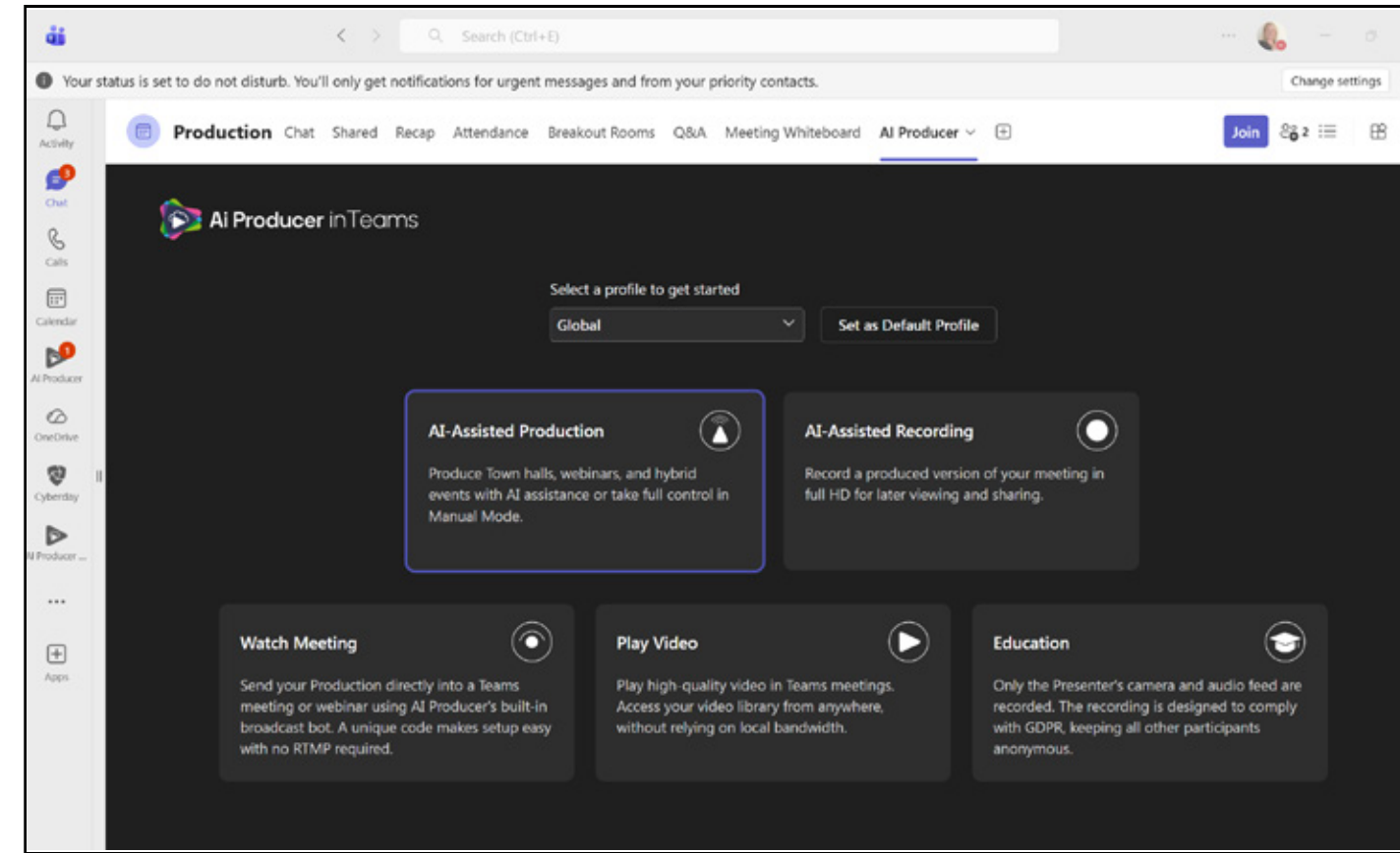
Quick Start Guide

Broadcast



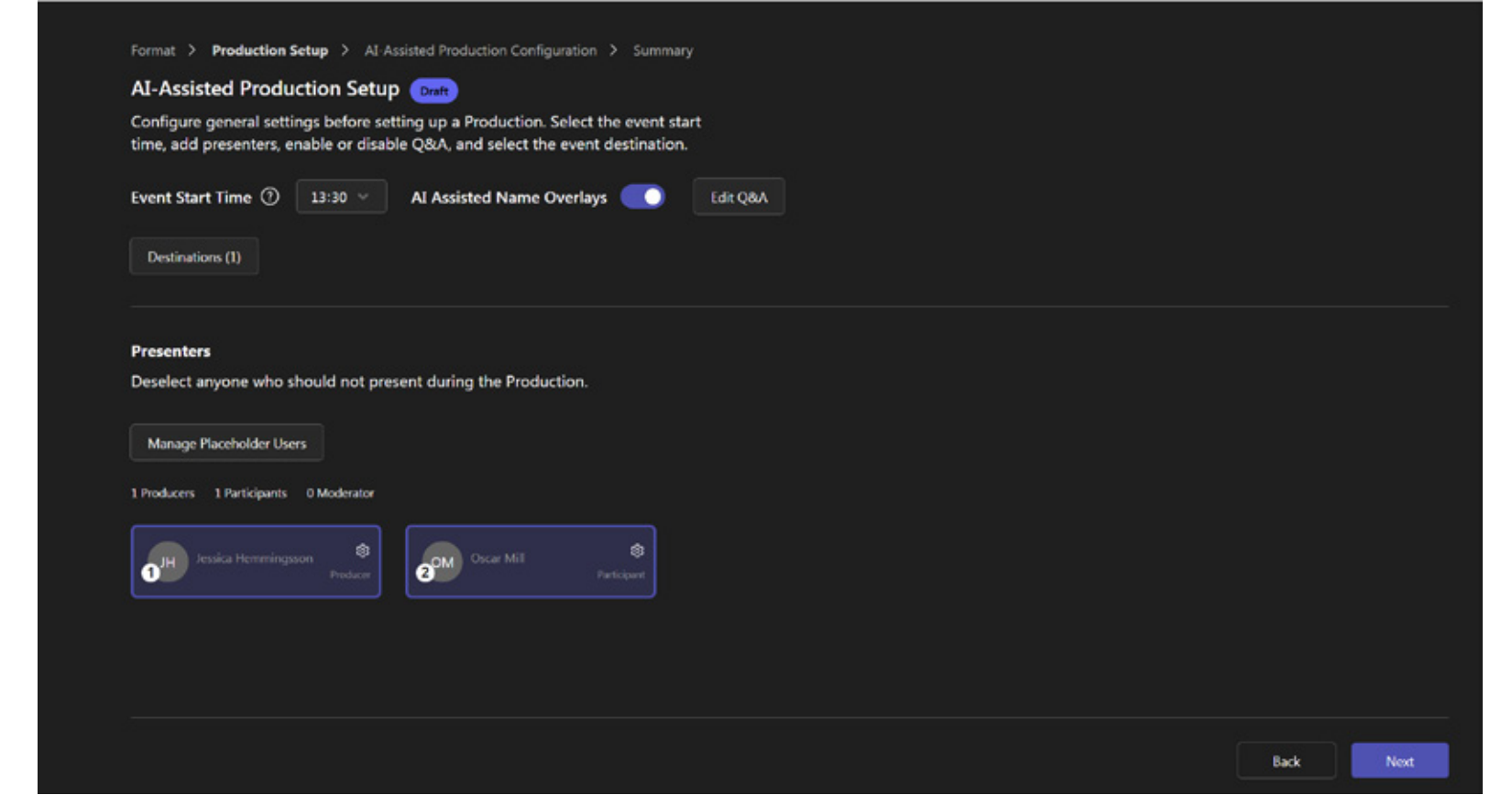
Step 1 | Create a Production Meeting and Add AI Producer

- Create a meeting in Microsoft Teams, where you will run the production, and invite the presenters, producers, and moderators.
- Send the invite.
- Reopen the meeting you just created.
- Add AI Producer by clicking the plus (+) icon at the top. Select the AI Producer app, then click Save to add AI Producer to the meeting.



Step 2 | Pre-Meeting Settings

- If you are part of multiple profiles, select the profile you want to use for the broadcast.
- To proceed to the next step, click AI-Assisted Production.

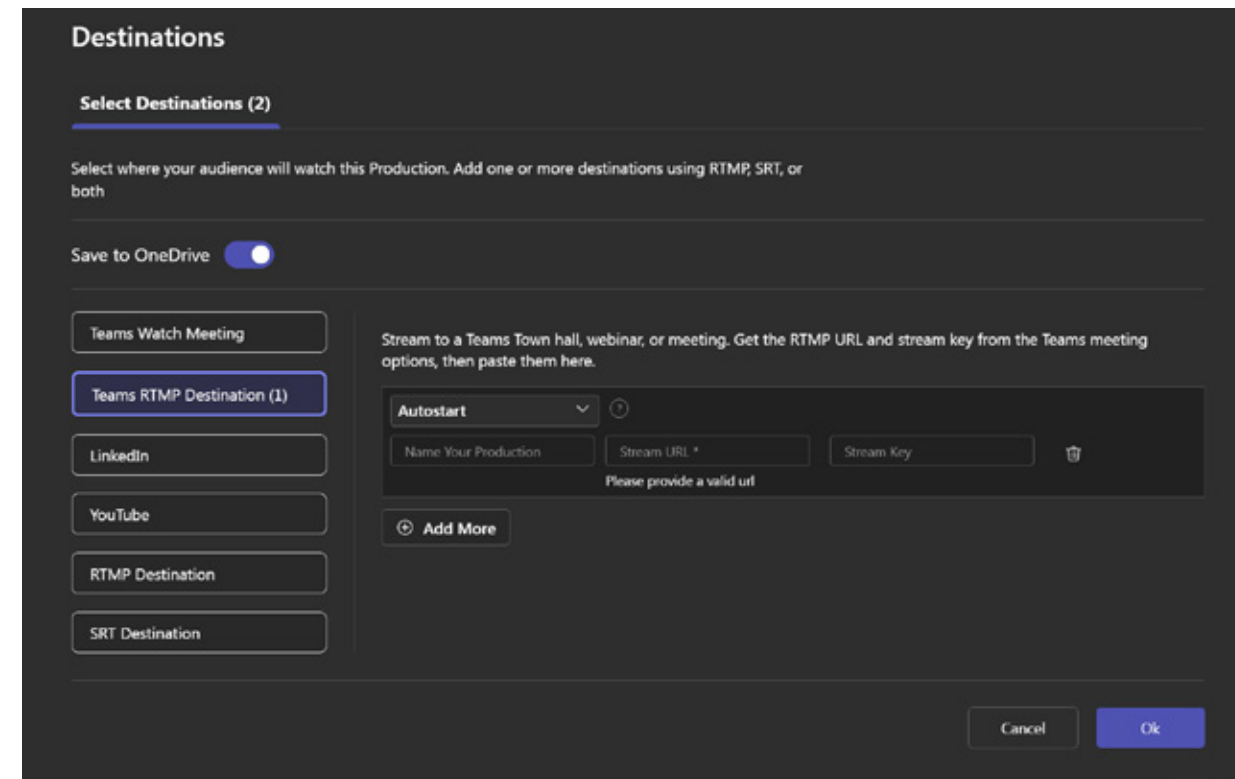


Step 3 | Configure the Production

- Proceed through the AI Producer settings and select Production Format.
- Highlight the participants you want on camera during the production, and edit the name overlays as needed. If you want multiple producers, you can assign the producer role to several participants.
- Edit your Event Start Time and Q&A.
- Select Destinations.

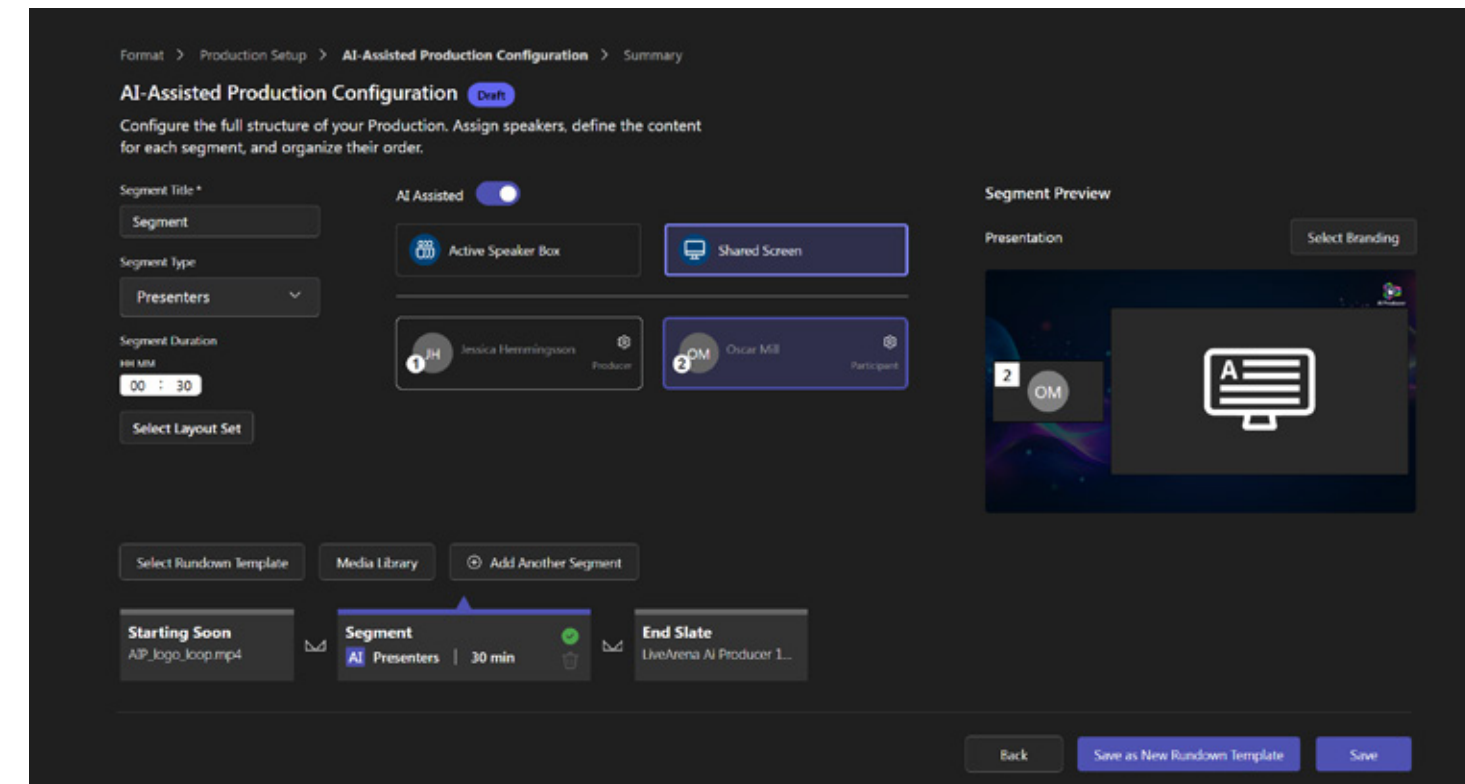
Quick Start Guide

AI-Assisted Production



Step 4 | Select Destinations

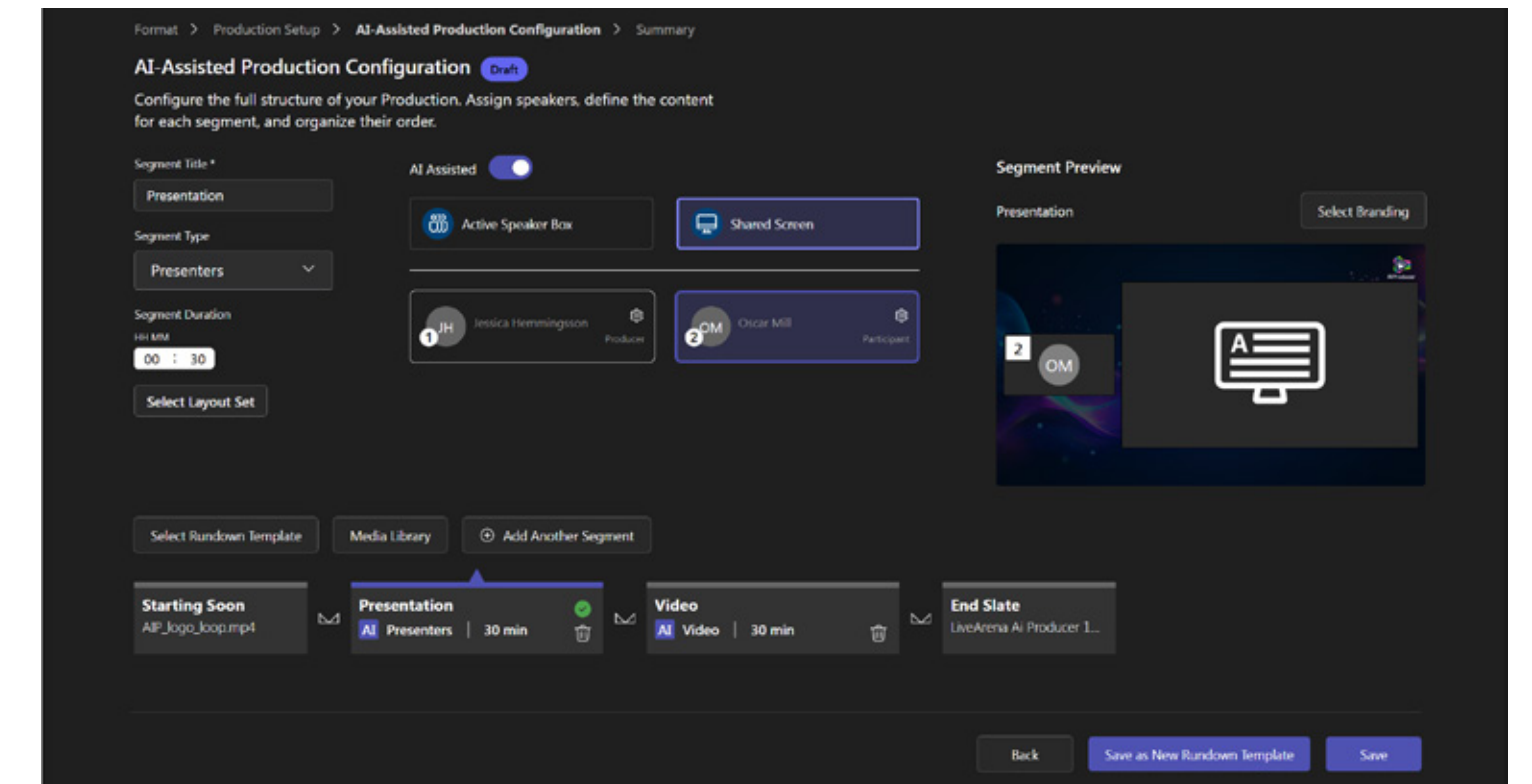
- Enter the required destination information. You can stream up to six destinations simultaneously.
- We recommend that you also save to OneDrive.
- If you're not ready to enter the destinations at this stage, you can always go back into the settings and enter them later, as long as you haven't started the Prepare phase.



Step 5 | Configure Your Production

The Production Configuration is where you:

- Select Branding
- Add Segments
- Configure Segment title, type, and duration
- Select Layout Set
- Create or Select Rundown Template
- Access the Media Library



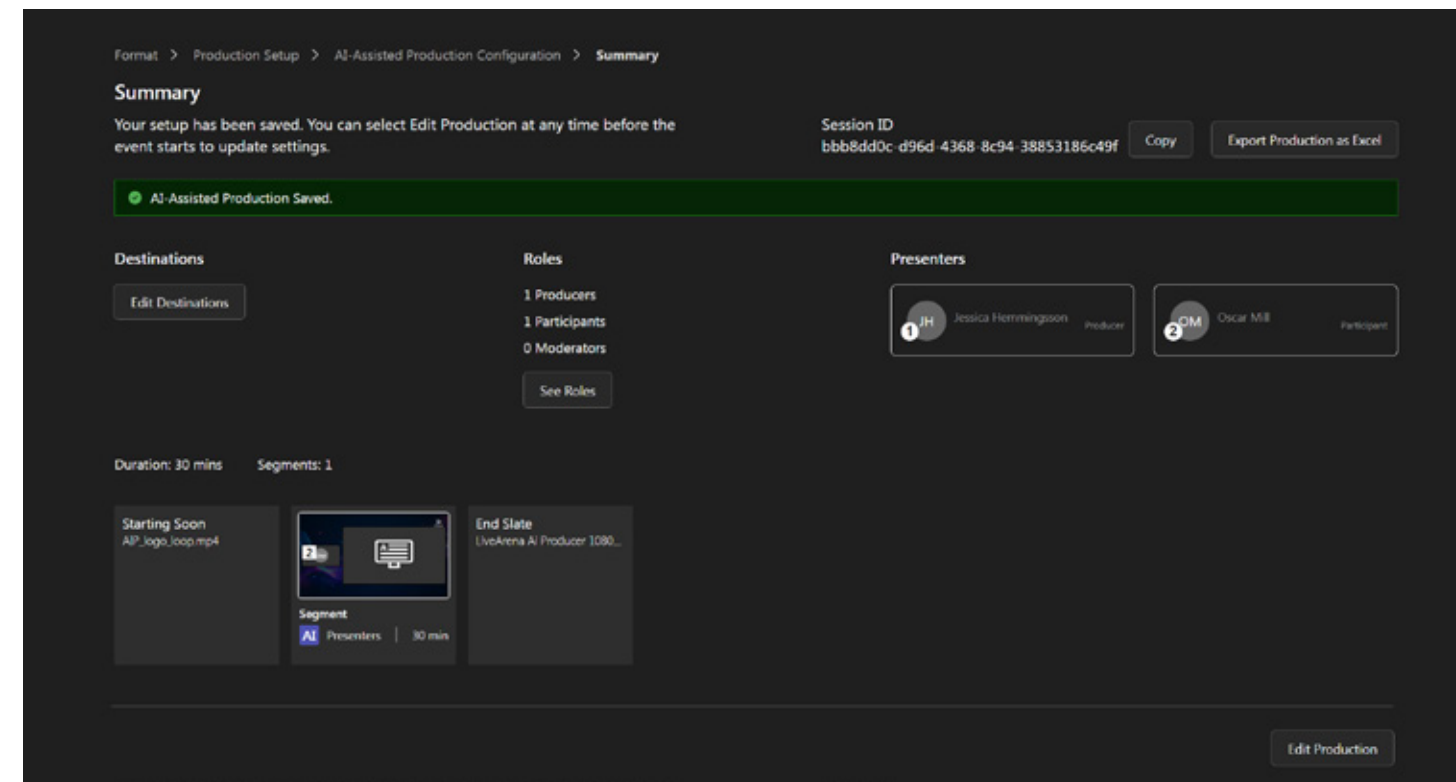
Step 5.1 | Create Rundown

In the Rundown:

- Add Segments
- Configure each Segment by choosing title, type, and duration
- Save your Rundown as a Template or click save

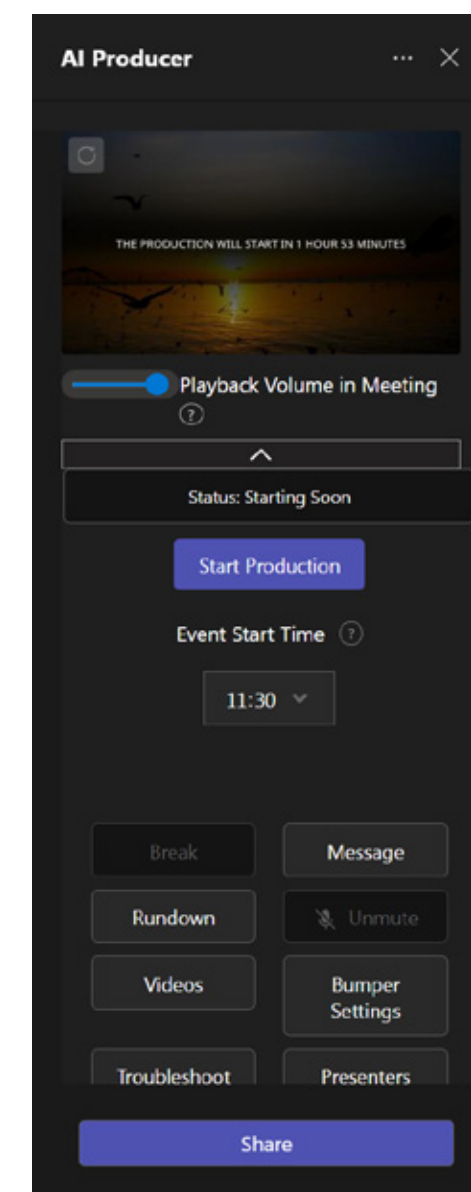
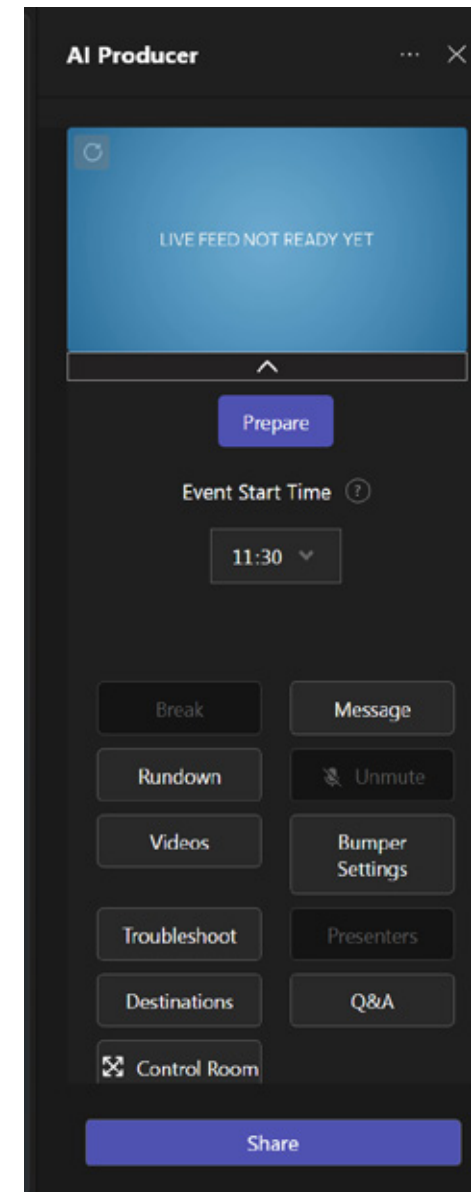
Quick Start Guide

AI-Assisted Production



Step 6 | Production Summary

- Double-check your settings.
- To start the production, join the production meeting from your Teams calendar.
- Ensure the presenters' cameras and microphones are enabled, and that the desired content is being shared. (Note: AI Producer does not support PowerPoint Live.)

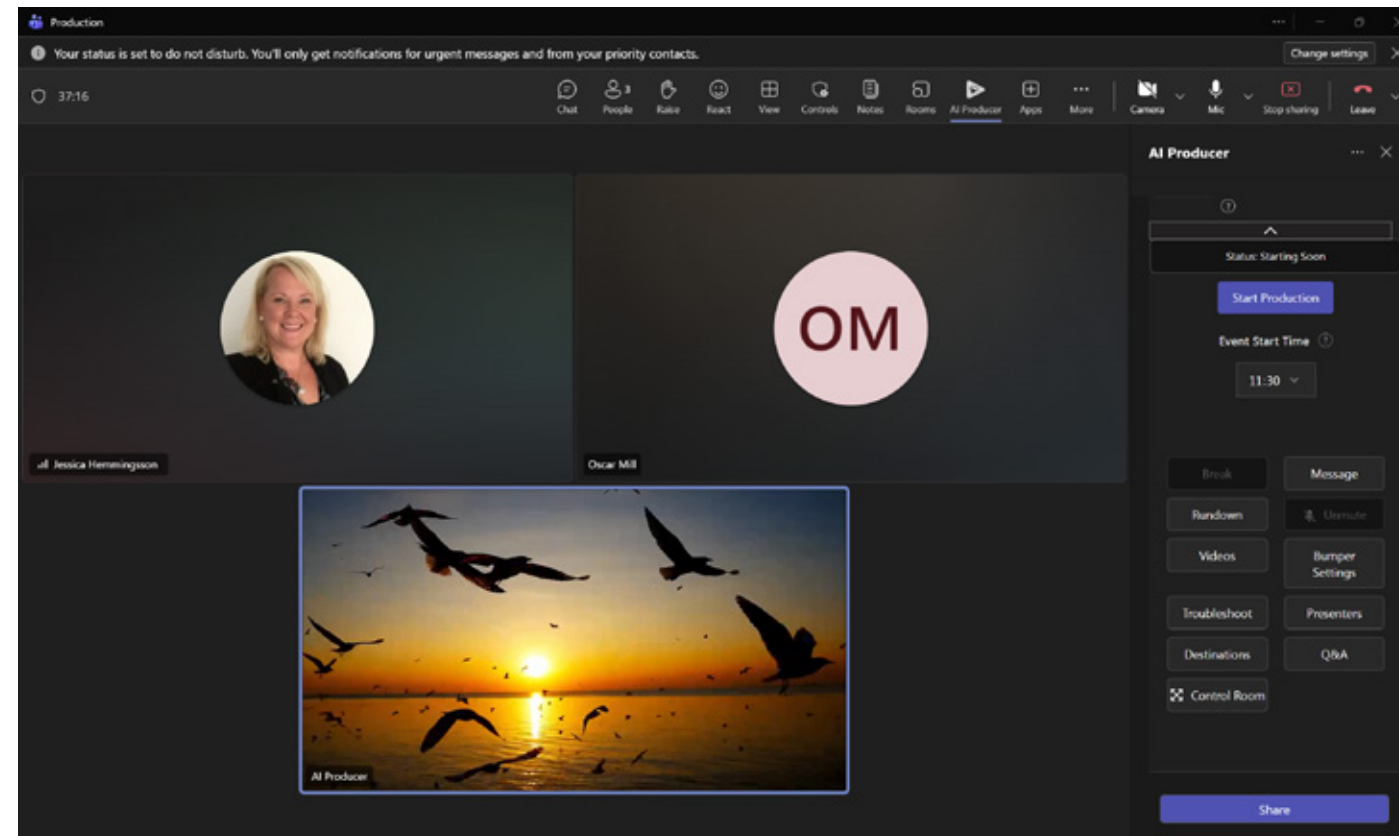


Step 7 | Run the Production

- Open the Control Panel by clicking the AI Producer icon in the top bar.
- AI Producer will join the meeting when the meeting organizer or a producer clicks the Prepare button in the Control Panel.
- When AI Producer has joined the meeting and the Start Production button appears, you are ready to start the broadcast.
- Click Start Production in the Control Panel to begin the production.

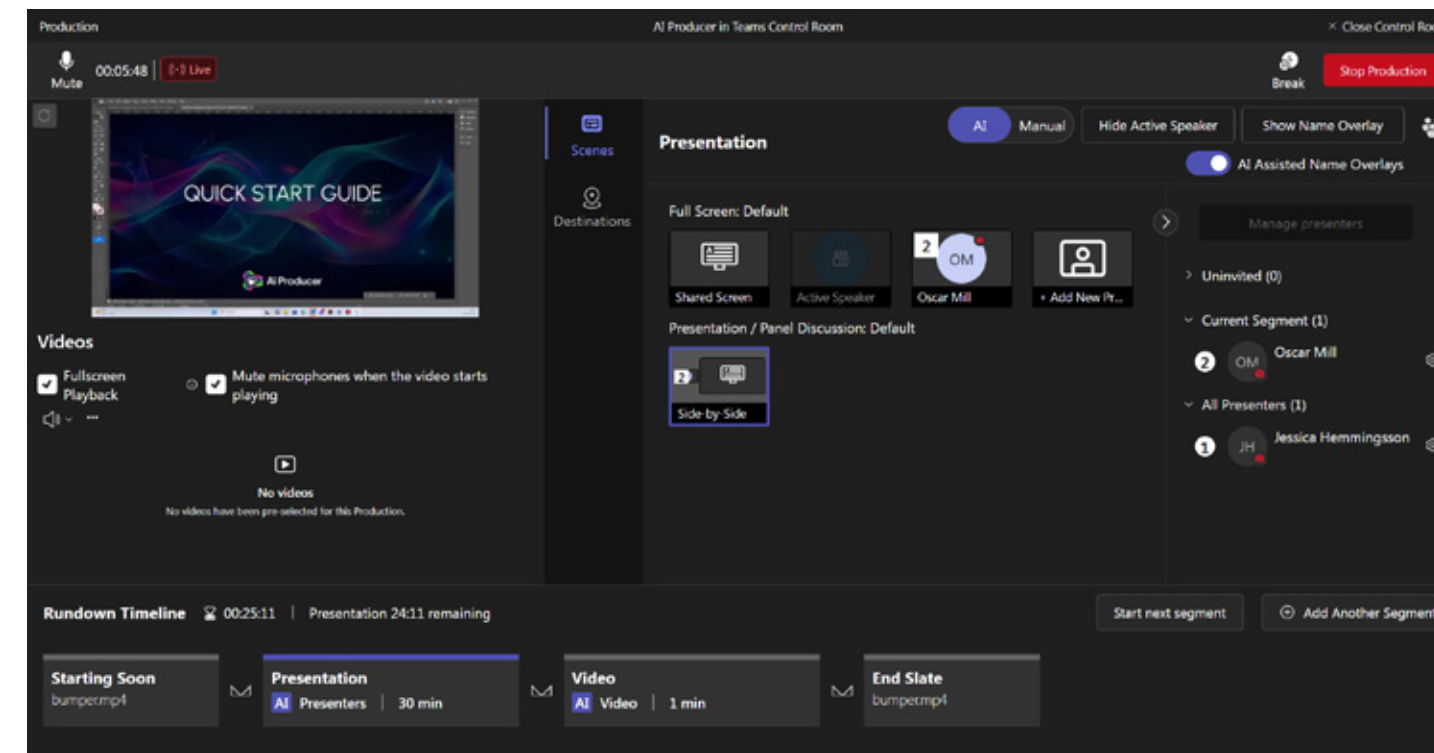
Quick Start Guide

Using the Control Room



Opening the Control Room

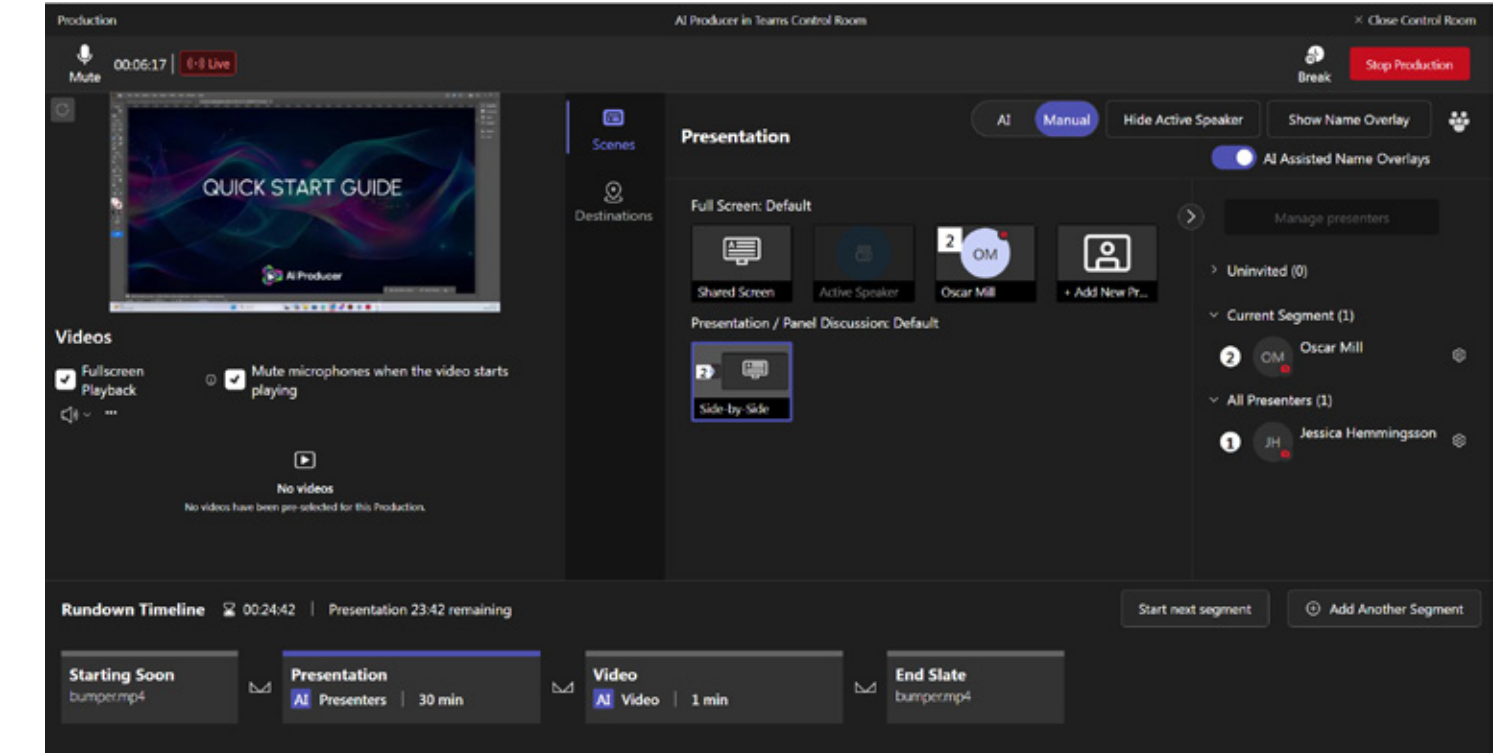
Open the Control Room by clicking the Open Control Room button in the Control Panel.



Overview

Inside the Control Room, you can access various options for running the production. When you have clicked Start Production, you have access to:

- Stop Production
- Start next segment: activates the next segment in the rundown.
- Add Another Segment: adds another segment to the production.
- Activate a Break.

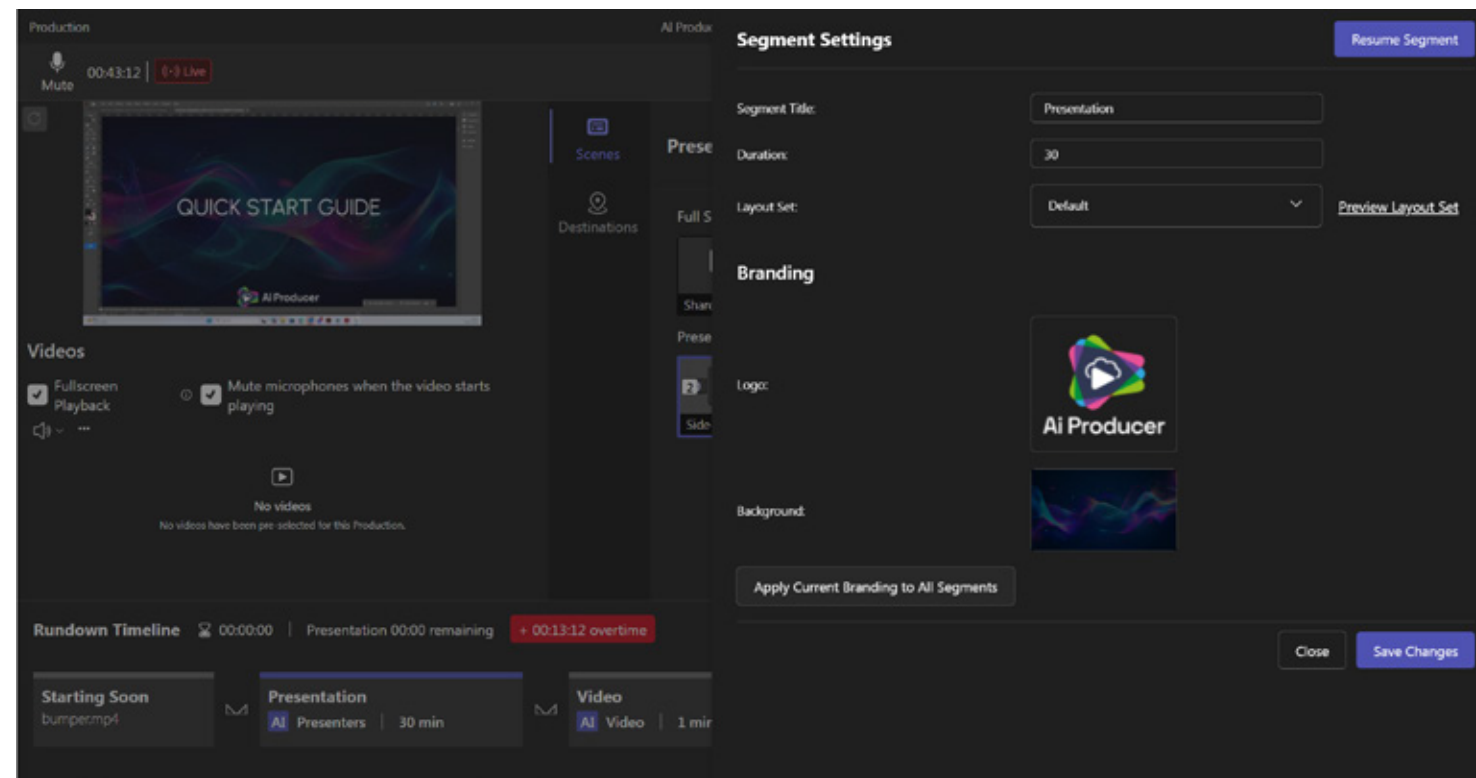


Manual Mode

- If you prefer to override the segment settings and deactivate AI Mode, you can activate Manual Mode, which enables you to take control of the production. You can select the layout and choose which speaker to display in the production by clicking the desired square.
- You can also turn off the AI-Assisted Name Overlay function here, and manually trigger name overlays by clicking the Show button.
- To change presenters in different layouts, click the cogwheel icon and select a different presenter or presenters.

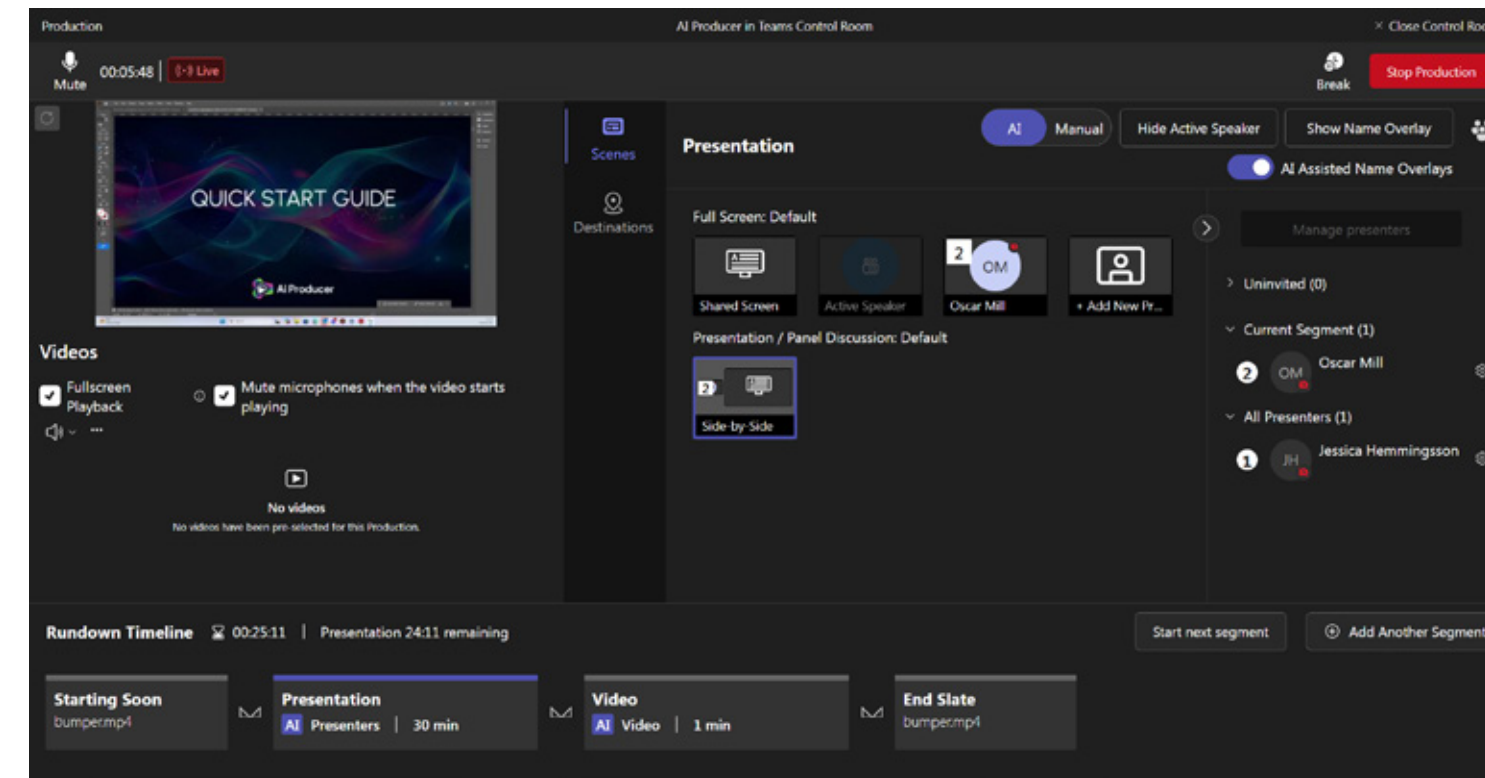
Quick Start Guide

Using the Control Room



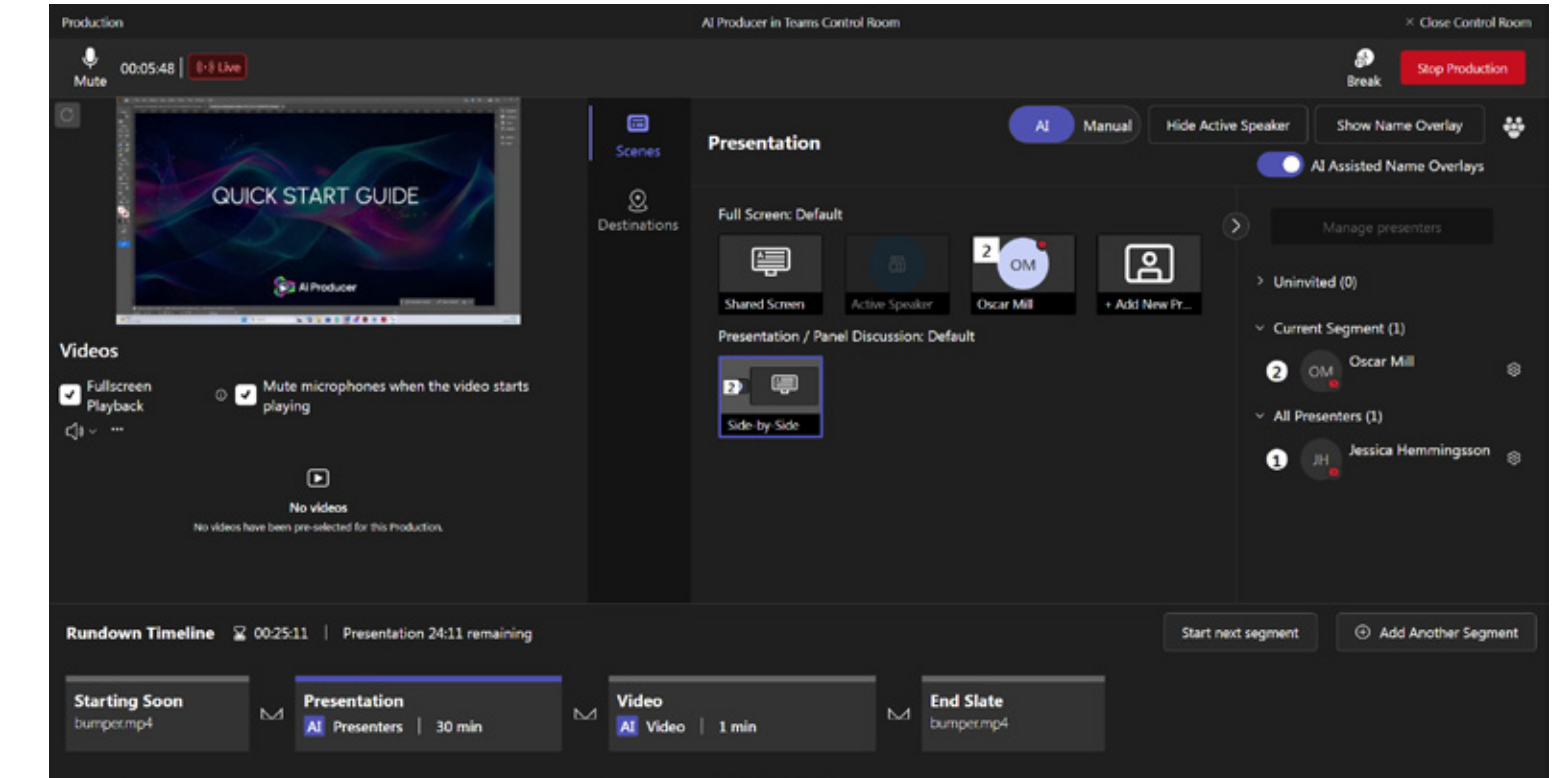
Rundown Settings

- The rundown is displayed at the bottom of the screen, where you can view the timers for the production and each individual segment.
- By clicking on a segment, you can open the segment settings and adjust any setting within that segment.



Play Video

- The videos added to a segment will play automatically, and depending on the settings chosen during setup, will either freeze on the last frame, automatically start the next segment, or loop until you manually click Next Segment when the video finishes.
- If, during the production, you want to spontaneously play a video from your video library, simply highlight the video you want to play and click the play button. When the video finishes, the production will return to the previous settings.

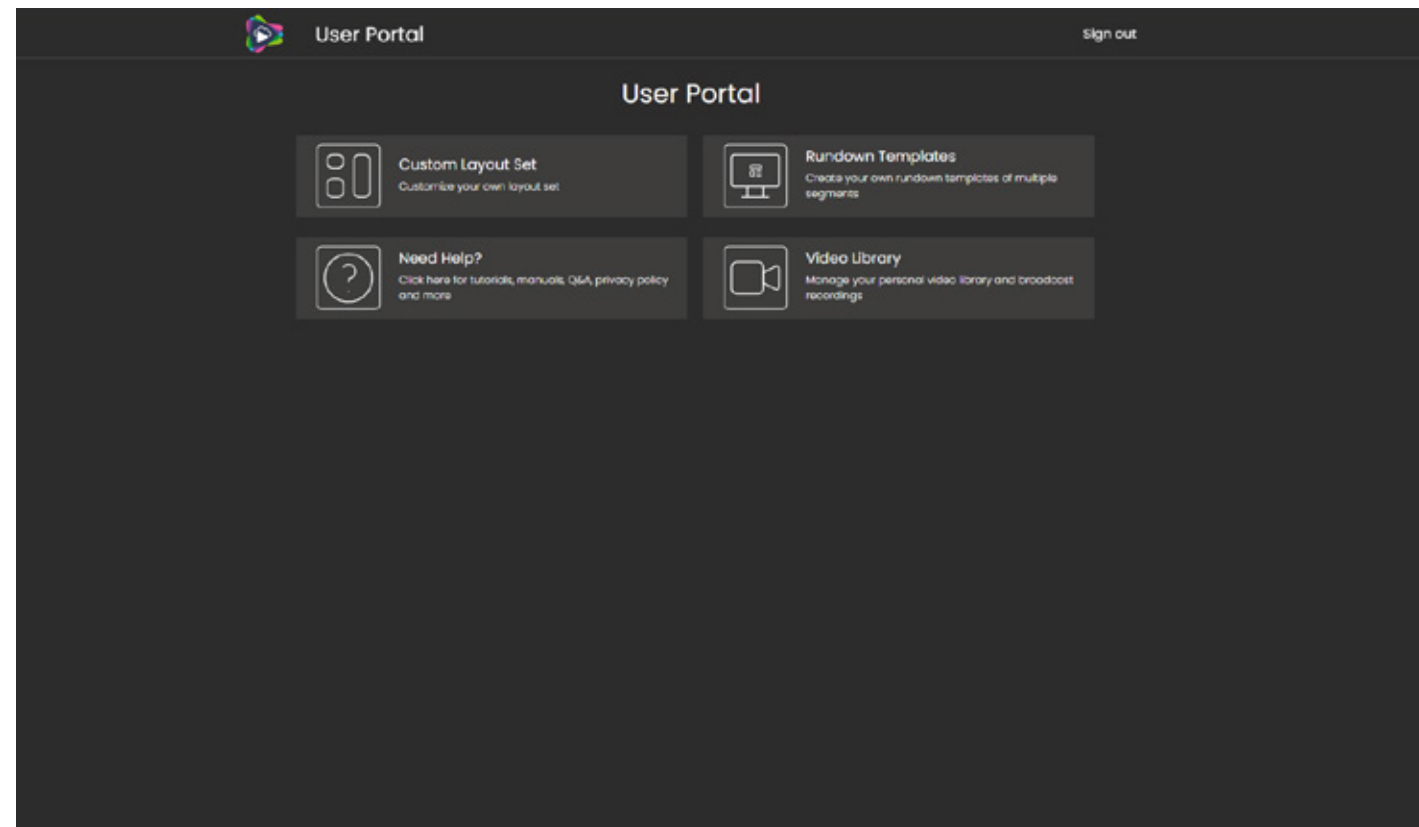


Stop Production

- When the production is ending, you can stop it in two different ways, either you manually click Stop Production.

Quick Start Guide

User Portal

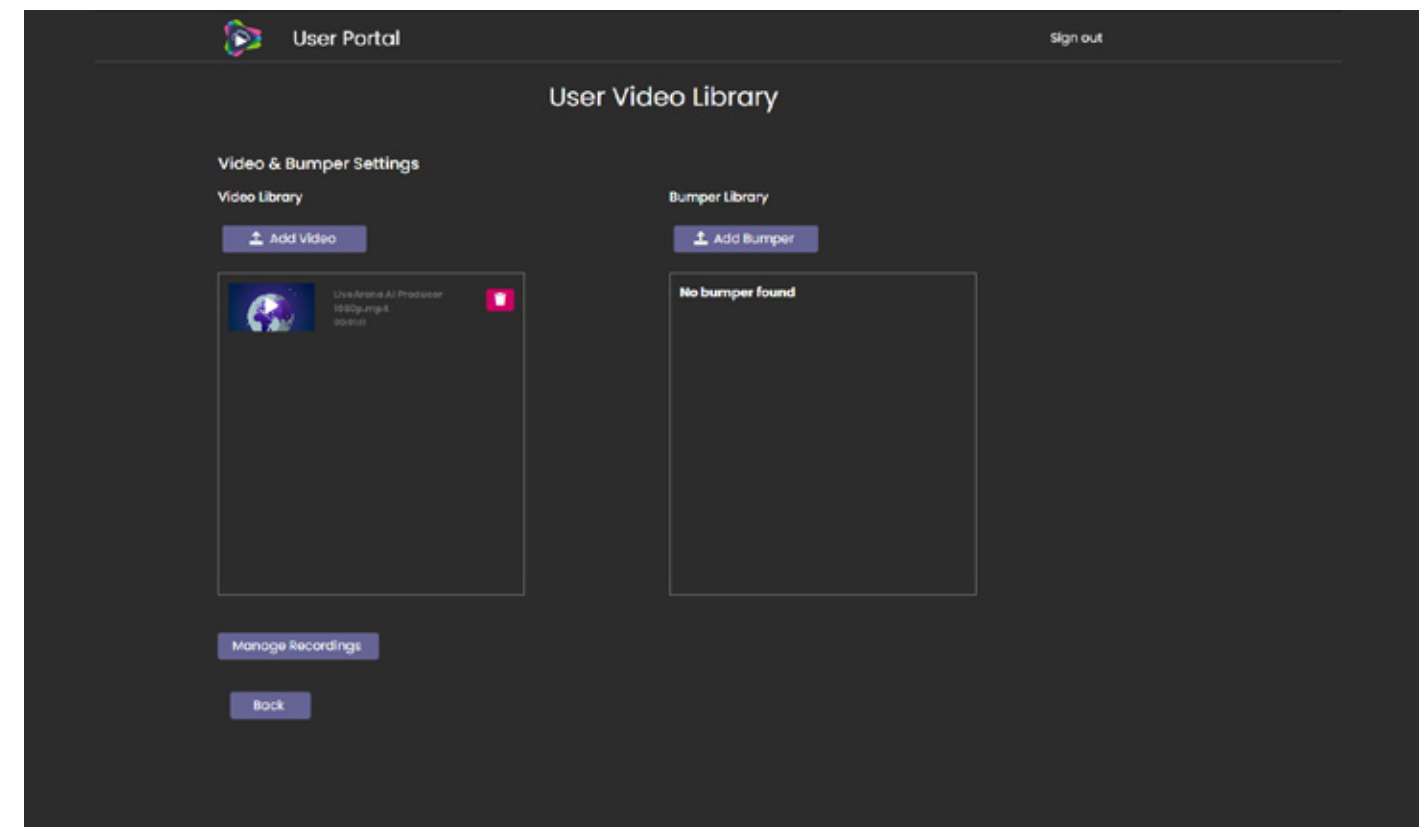


User Portal Overview

To access the User Portal, go to www.userportal.aiproducer.com.

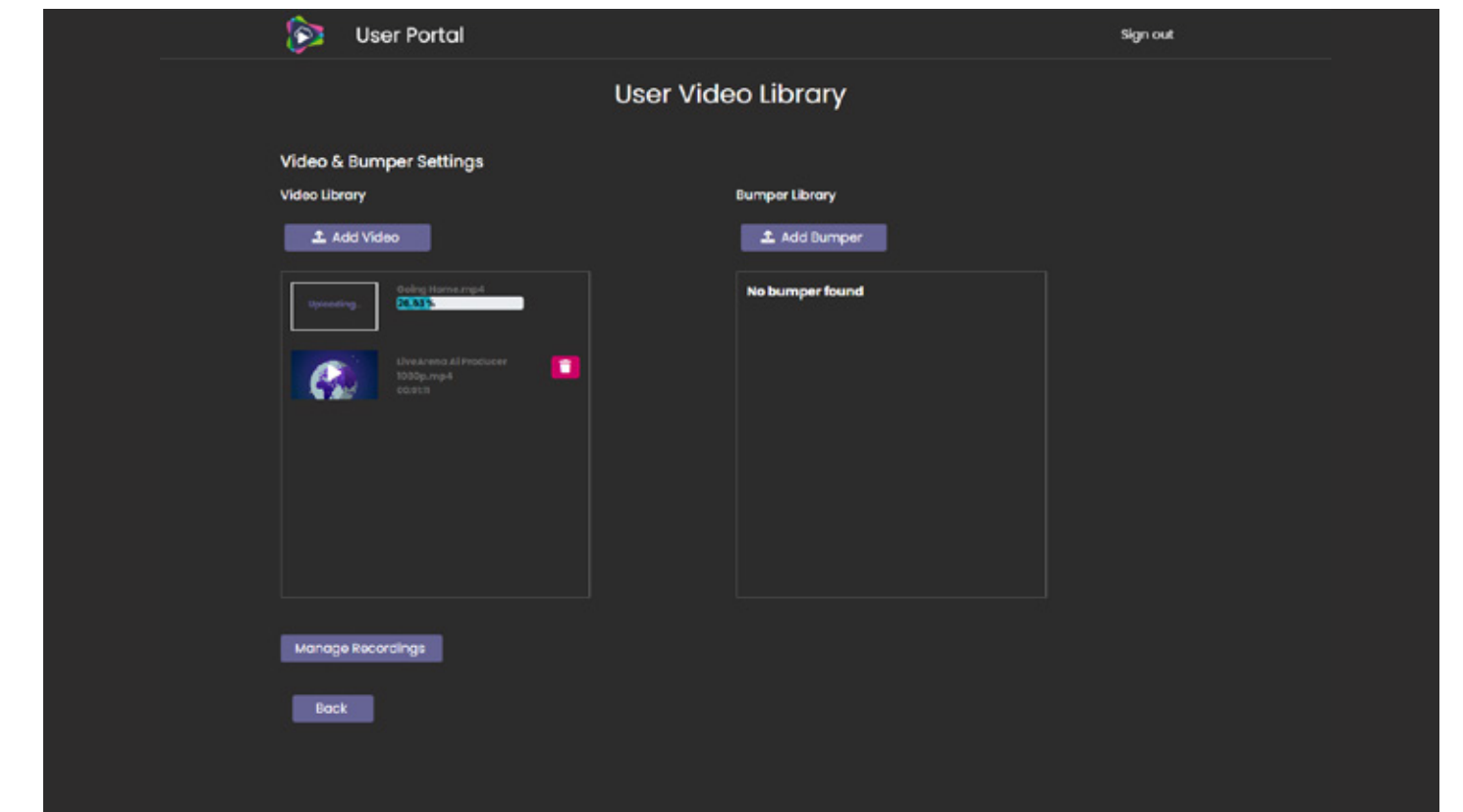
In the User Portal, you can:

- Manage your video and bumper libraries.
- Create rundown templates.
- Create custom layout sets.



Uploading Videos to Your Video Library

- To upload a video to your video library, select Video Library to open the Video & Bumper Settings page.
- Click the Add Video button to search for your video file locally on your computer or on OneDrive.
- Select the desired video, then click Open to begin the upload process.
- Your video will automatically start uploading and will be transcoded if necessary.
- Once completed, your video will appear in your Video Library, where you can preview or delete it at any time.

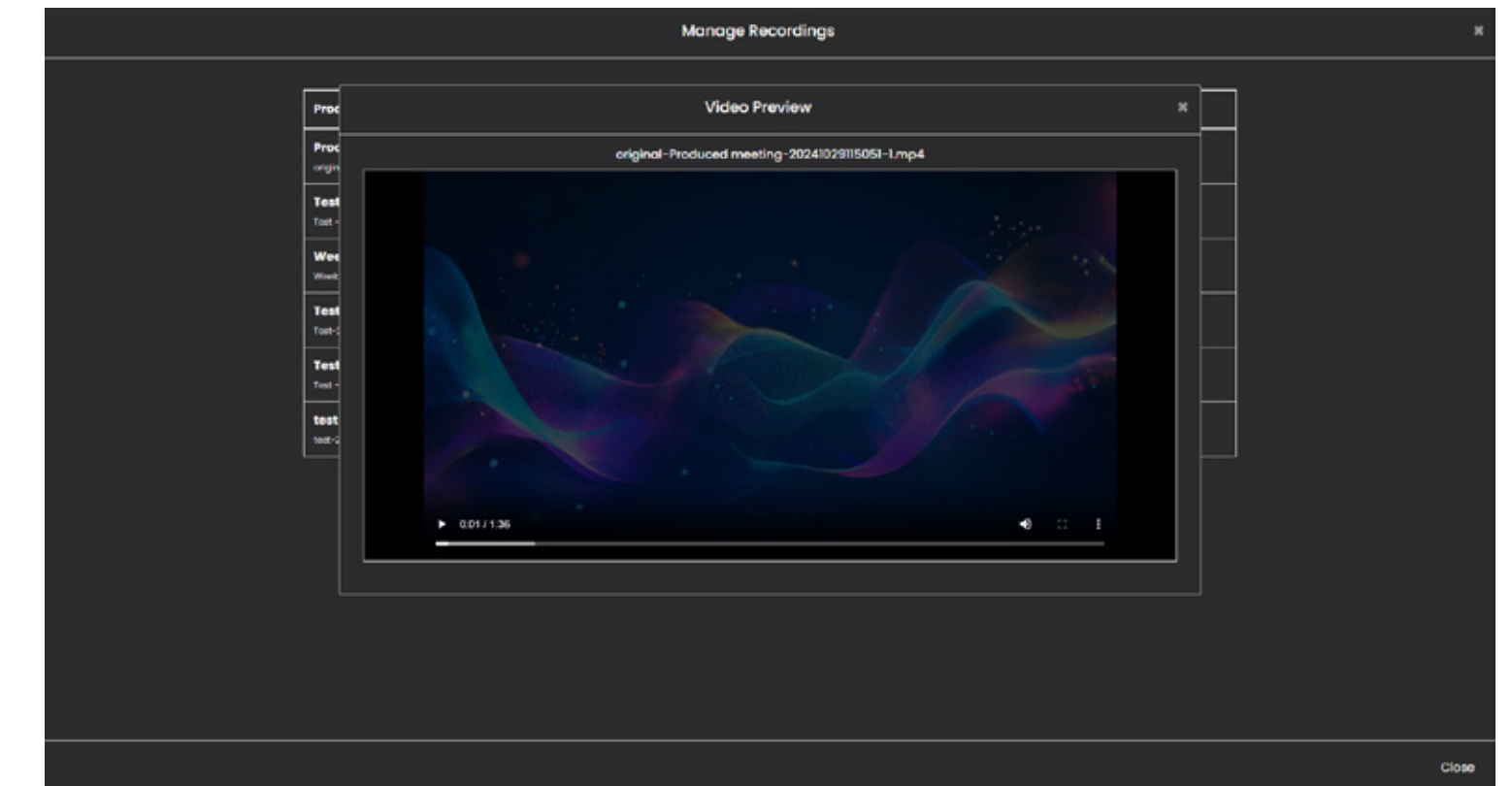
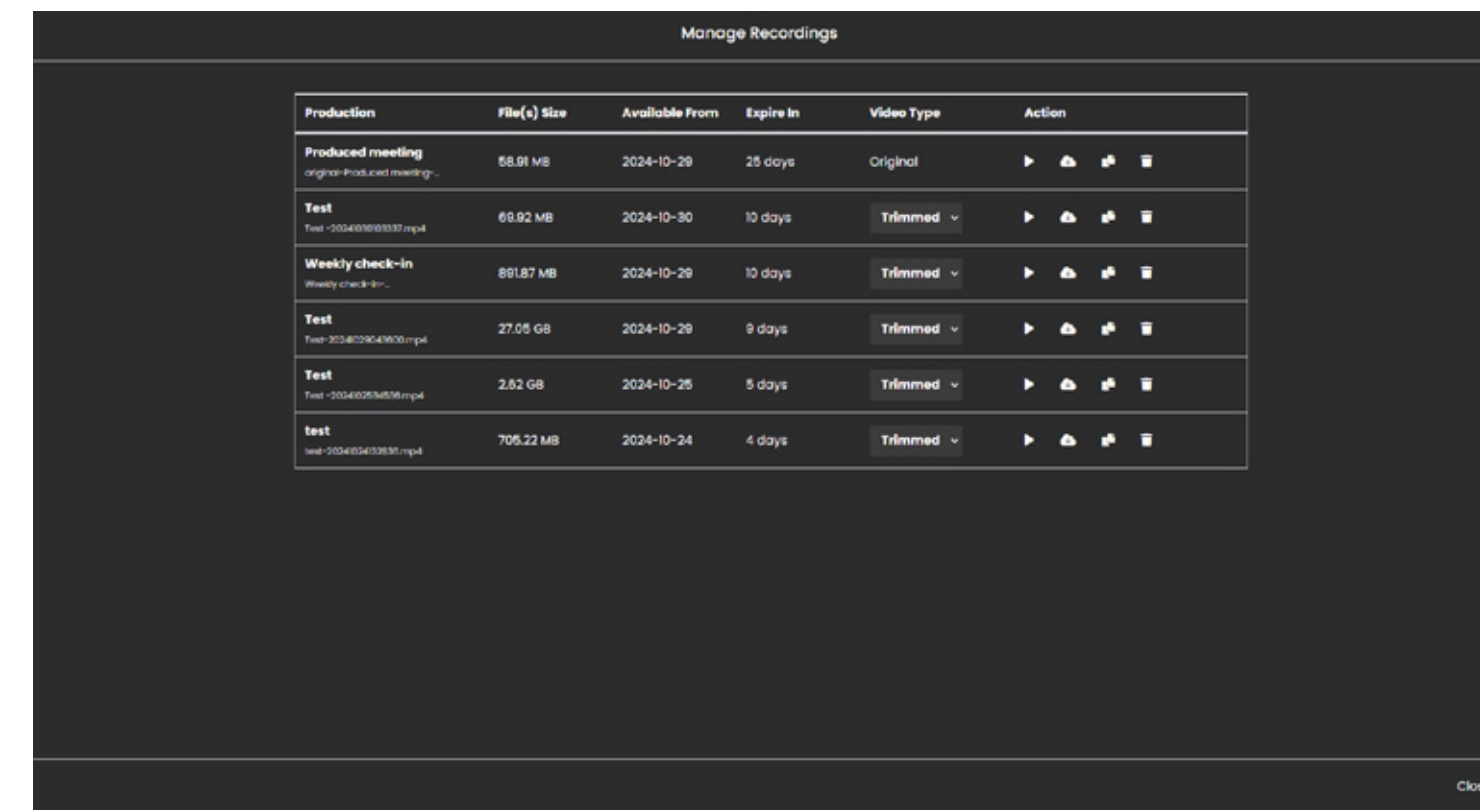
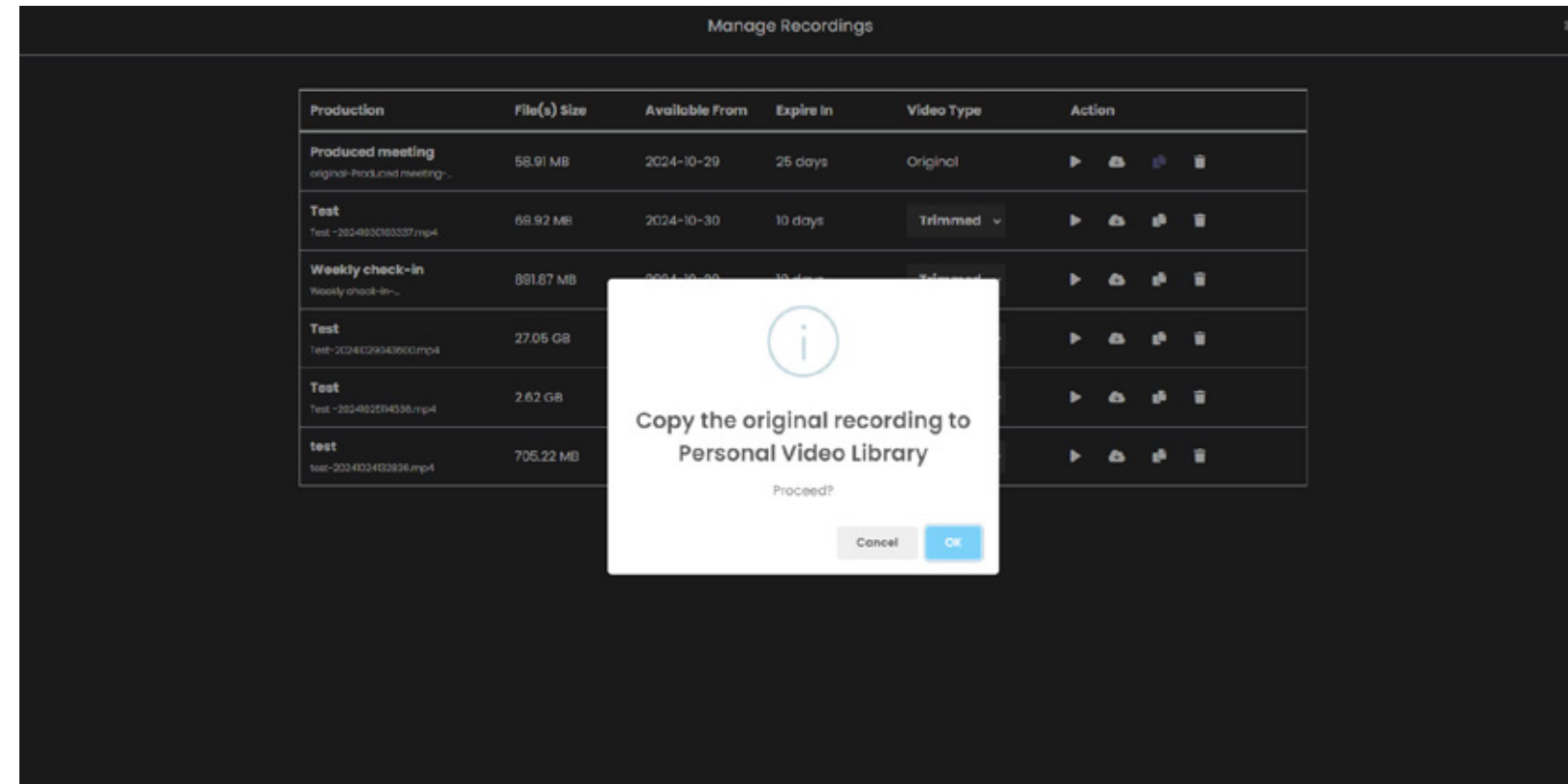


Uploading Bumpers to Your Bumper Library

- To upload a bumper video to your bumper library, select Video Library to open the Video & Bumper Settings page.
- Click the Add Bumper button to search for your bumper video file locally on your computer or on OneDrive.
- Select the desired bumper video, then click Open to begin the upload process.
- Your bumper video will automatically start uploading and will be transcoded if necessary.
- Once completed, your bumper video will appear in your Bumper Library, where you can preview or delete it at any time.

Quick Start Guide

User Portal



Manage Recordings Overview

- The User Portal is where you can access all your AI Producer broadcast and meeting recordings saved to your OneDrive.
- In the Manage Recordings menu, you can:
 1. Preview your saved AI Producer recordings.
 2. Download your saved AI Producer recordings to your desktop.
 3. Copy your saved AI Producer recordings to your Personal Video Library.
 4. Delete your saved AI Producer videos.

Manage Recordings Overview Part 2

- In the Manage Recordings menu, you will:
 1. Have access to all of your recordings from the past 30 days.
 2. See the file name, which corresponds to the production name.
 3. View the file size of each video.
 4. See the recording date.
 5. View the expiration date, indicating when the video will be automatically deleted from OneDrive if you do not respond to the AI Producer prompt to save or delete the recording after the production is completed.
 6. Delete your saved AI Producer videos.

Manage Recordings

- To access the Manage Recordings menu, click Video Library, then click the Manage Recordings button.
- To preview a video, click the play icon. To delete a video, click the trash can icon and confirm.
- To download a video to your desktop, click the cloud icon; the video will begin downloading immediately.
- To copy a video to your Personal Video Library, click the copy icon and confirm. The video will then appear in your Video Library.

To learn more about the different formats and features, please visit aiproducer.com/tutorials

Password: AiPtutorial!