

## **Webcasting Instructions**

### Equipment Needed

ILAO Laptop

Logitech Webcam

Ethernet Cable

Power Pack for Laptop

Manilla Folder with Presenter Agreement Forms and Webcast Instructions

Plastic bag with extra extension cord, longer Ethernet cable and duct tape (you should probably take this bag with you just in case you have everything)

\*Please double check the laptop bag before doing a webcast. We all share these laptops so sometimes webcams and folders are removed depending on how the computers are being used. The laptops/everything can be found in the file cabinet under the printer and fax machine in the storage room. Natasha has a key to open the cabinet if it is locked.

### Laptop and Webcam Set-Up

- 1.) Plug in computer.
- 2.) Plug in internet cable.
- 3.) Plug in webcam (USB port).
- 4.) Turn on computer and LOGON-The password for all ILAO laptops is: abc123.
- 5.) Mute volume on computer by clicking on speaker icon at bottom right panel and clicking mute box.
- 6.) Click onto Internet Explorer (or any other browser) to get online.
- 7.) Go to the home page of the Illinois Legal Advocate site - [www.illinoislegaladvocate.org](http://www.illinoislegaladvocate.org)
- 8.) Once on the Illinois Legal Advocate homepage, LOG IN as VIDEO RECORDER:  
Username: [video@illinoislegalaid.org](mailto:video@illinoislegalaid.org) Password: ilao1590
- 9.) Go to the Calendar tab at the top of the page. Click on "Calendar."
- 10.) Find your webcast by name and date of training and click on the webcast.
- 11.) The webcast page will appear and the flash player prompt box will pop up. Click "Allow."
- 11.) You should now see the image that the camera is picking up. Press "Record" to start recording. Press "Stop" to stop recording.

12.) Logitech Camera Settings: To adjust picture and sound on the Logitech Camera click on the automatic toolbox pop up. Click on the gears icon or on the words "More Options." If a toolbox does not automatically pop up, click on the Logitech Webcam icon in the lower right toolbar on your computer. By clicking on the gears icon/ "More Options" you will be able to control picture and sound settings. Click on the camera icon to adjust picture (brightness, contrast, etc.) Please adjust as needed. Do not use auto-tracking (make sure it is set to "Off") or adjust camera after you start recording. Click on the microphone icon to adjust volume. If your webcam is not picking up sound, make sure that the sound is set to "Logitech Camera" (the webcam's microphone). You can then adjust the sound level on the scrub bar to raise/lower volume.

13. ) Flash Player Settings: Occasionally you will need to make sure that the volume is being recorded properly in the Flash Player. The Flash Player controls the gain/quality of the sound. If the sound is distorted in any way (depending on the location of the training) you will need to raise or lower the audio in the Flash Player. To do this, right click on the image box in the Flash Player. Left click on "Settings" and the Flash Player prompt box will pop up. Then click on the microphone icon and raise or lower the gain as needed. You will almost always need to lower the gain. Also, please make sure that the "Reduce Echo" box is checked. Then close the Flash Player prompt box to save your settings.

\*It is important to have Susan (or if she is unavailable, a coworker at ILAO) monitor the webcast to make sure that the sound levels are good and that the video is being recorded properly. The staff member monitoring the webcast will help you to set the correct audio levels and will tell you if they are seeing/hearing the streaming video.

\*You may use the question box on the webcast page to privately communicate with a coworker or ILAO staff who may be monitoring the webcast. Though it says you are speaking "Private"ly, other users with certain privileges may be able to read what you are writing. Also, be sure to watch the box in case viewers have any questions that they would like you to ask the Presenter/s during the training. You may communicate with viewers "Public"ly.

### Working with Presenters

- 1.) Introduce yourself to Presenter/s. All Presenter/s should know that they will be webcast ahead of time. In case a Presenter does not wish to be webcast, please tell him/her that you will not webcast their portion of the training.
- 2.) Please have Presenter/s sign ILAO Presenter Agreement Form. The form will be in a manilla folder in the laptop bag.
- 3.) Remind Presenter/s that they will be recorded live. They may not wish to mention client/judge's names and should not use profane language.
- 4.) Please ask Presetner/s to repeat questions for the webcam microphone.

- 5.) Please ask Presenter/s to sit or to stand in one place. This will make for a better webcast.
- 6.) Get as close as possible to the Presenter/s and adjust picture and sound as needed for the best quality webcast possible. Please do not get video of powerpoint projections- these cannot be seen well in the webcast.
- 7.) Remember to ask Presenter/s to email Susan any handouts that they are using at the training (if they are not already on the webcast page). Susan's business cards are in the laptop bag.
- 8.) Susan will follow up with Presenter/s with a link to the archived training.
- 9.) Susan will also help to answer any other questions that the Presenter/s or live audience members may have. Please distribute Susan's cards as needed.

\*If you cannot get onto the internet please check with the IT person at the organization hosting the training for assistance or contact one of the following staff members at ILAO. Susan tests out each location ahead of time, but sometimes there are problems:

Helpful Contact Information:

Susan Muirhead <a href="mailto:smuirhead@illinoislegalaid.org">smuirhead@illinoislegalaid.org</a>	Office: 312.977.9047 ext. 17
Gwen Daniels <a href="mailto:gdaniels@illinoislegalaid.org">gdaniels@illinoislegalaid.org</a>	312.977.9047 ext. 13

Webcasting on Pro Se website, [www.illinoislegalaid.org](http://www.illinoislegalaid.org)

- 1.) To webcast a training on the pro se site, first follow steps 1- 6 under Webcast Set-Up.
- 2.) Instead of going to the advocate home page, go to the homepage of the pro se site at [www.illinoislegalaid.org](http://www.illinoislegalaid.org).
- 3.) Once on the Illinois Legal Aid homepage, LOG IN as VIDEO RECORDER:  
Username: [video@illinoislegalaid.org](mailto:video@illinoislegalaid.org) Password: ilao1590
- 4.) Then click on "News and Events" in the bottom left hand corner of legal aid homepage.
- 5.) Scroll down the list of events-which will include webcasts. Find your webcast by name and date of training and click on the webcast.
- 6.) Follow steps 11-13 under Webcast Set-Up.