

In order to have as many people participate through the webcast via ON24, users will need to have their computer system tested so that they will be able to see and hear the webcast. Below are the configurations needed so that the viewer will be able to see and interact with the webcast.

Computer Configuration Requirements:

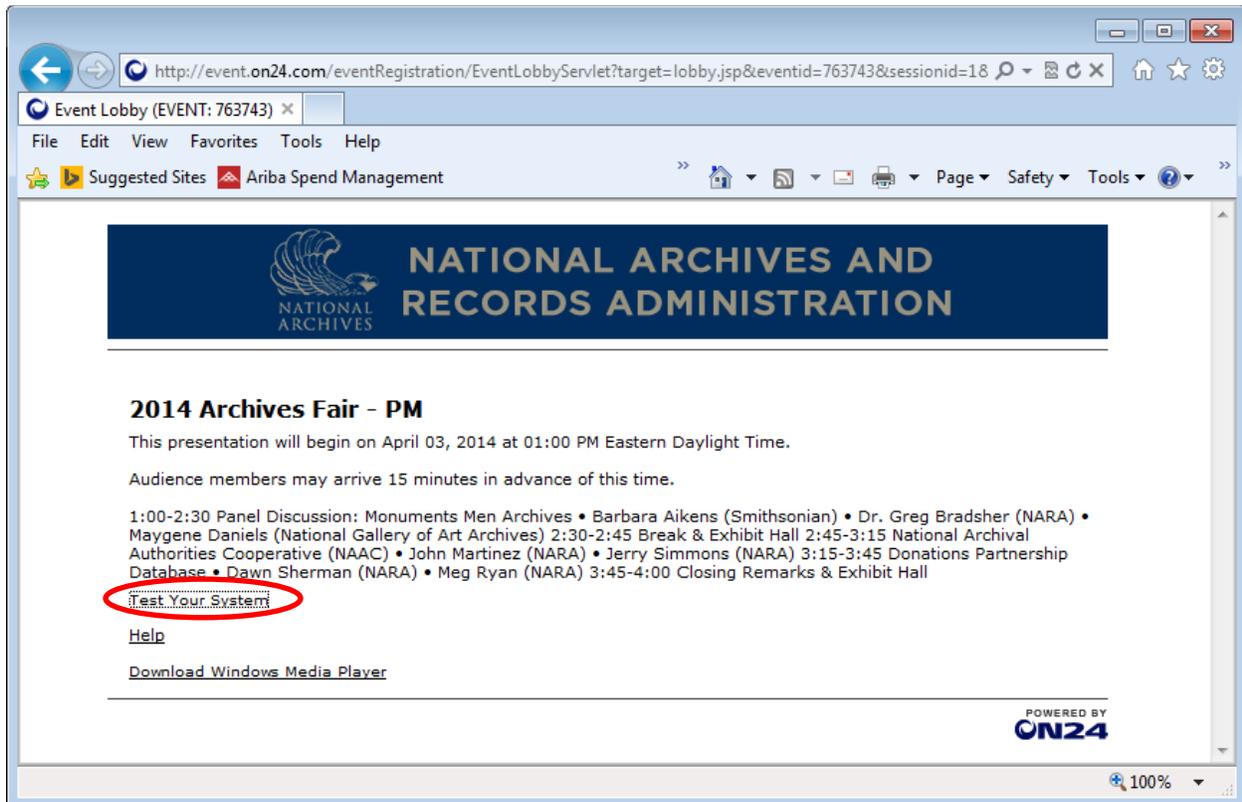
Audience System Requirements - HTMLConsoles

Component	Supported	
Operating System / Browser	Windows XP SP3	IE 6+
	Windows Vista	IE 7+
	Windows 7	IE 7+
Browser Configuration	Must accept cookies and have JavaScript enabled	
Screen Resolution	1024x768 minimum	
Processor (CPU)	1GHz or faster	
RAM	512 Mb minimum	
Connection Speed	Audio	56Kbps or greater
	Video	300Kbps or greater
Media Player	Windows & IE	Windows Media Player 10+

Testing the Computer System

Potential audience members should be encouraged to “REGISTER” with the ON24 Webcast center for a variety of reasons. Some benefits are:

- 1) Tracks the audience size for the presenters
- 2) Provides notification of the Webcast 24-hours and 1-hour in advance of the Webcast taking place
- 3) Registered users are informed when the Archive event is ready for viewing so they can go back and listen to the event again in case they missed something
- 4) Registered users who wanted to attend but did not will receive a notification that the archive is ready for viewing as the system keeps track of those who attend and did not attend (but were registered)
- 5) Upon the initial registration users can download a calendar event so it will be placed on their Outlook calendar. This is great for advanced planning and not to schedule over the webcast.
- 6) Probably the most important reason to register is to “TEST YOUR SYSTEM” – see below.



The screenshot shows a web browser window with the URL <http://event.on24.com/eventRegistration/EventLobbyServlet?target=lobby.jsp&eventid=763743&sessionid=18>. The page header features the National Archives and Records Administration logo and the text "NATIONAL ARCHIVES AND RECORDS ADMINISTRATION". The main content area is titled "2014 Archives Fair - PM" and includes the following text:

This presentation will begin on April 03, 2014 at 01:00 PM Eastern Daylight Time.

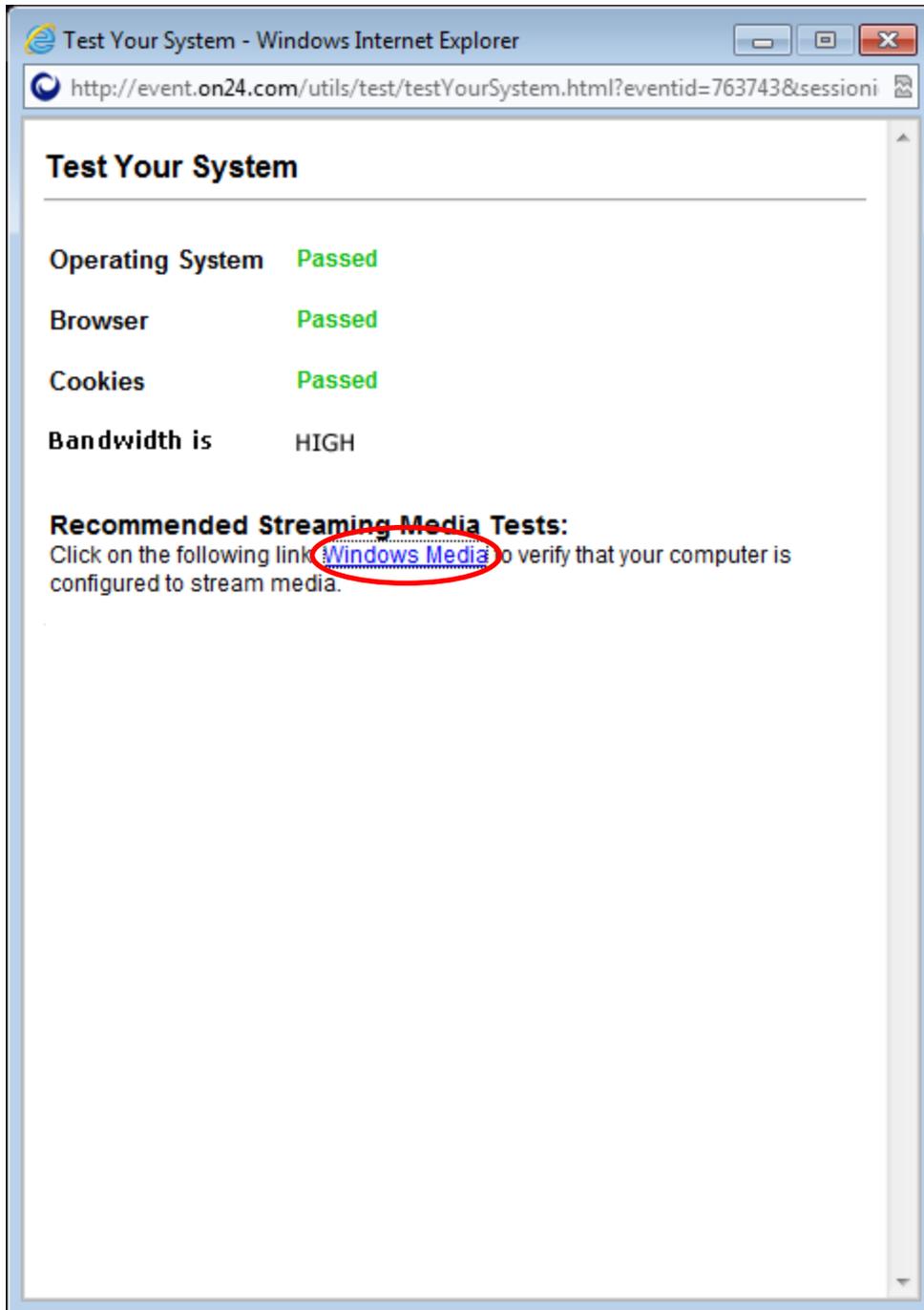
Audience members may arrive 15 minutes in advance of this time.

1:00-2:30 Panel Discussion: Monuments Men Archives • Barbara Aikens (Smithsonian) • Dr. Greg Bradsher (NARA) • Maygene Daniels (National Gallery of Art Archives) 2:30-2:45 Break & Exhibit Hall 2:45-3:15 National Archival Authorities Cooperative (NAAC) • John Martinez (NARA) • Jerry Simmons (NARA) 3:15-3:45 Donations Partnership Database • Dawn Sherman (NARA) • Meg Ryan (NARA) 3:45-4:00 Closing Remarks & Exhibit Hall

The link "Test Your System" is circled in red. Below it are links for "Help" and "Download Windows Media Player". The page footer includes the text "POWERED BY ON24" and a zoom level of 100%.

Once a user has registered they will be able to test their system – see circled item in RED above.

Users can click on “TEST YOUR SYSTEM” and they will be presented with the screen below.



This system has passed to make sure the Operating System, Browser, Cookies, and Bandwidth will meet the minimum requirements.

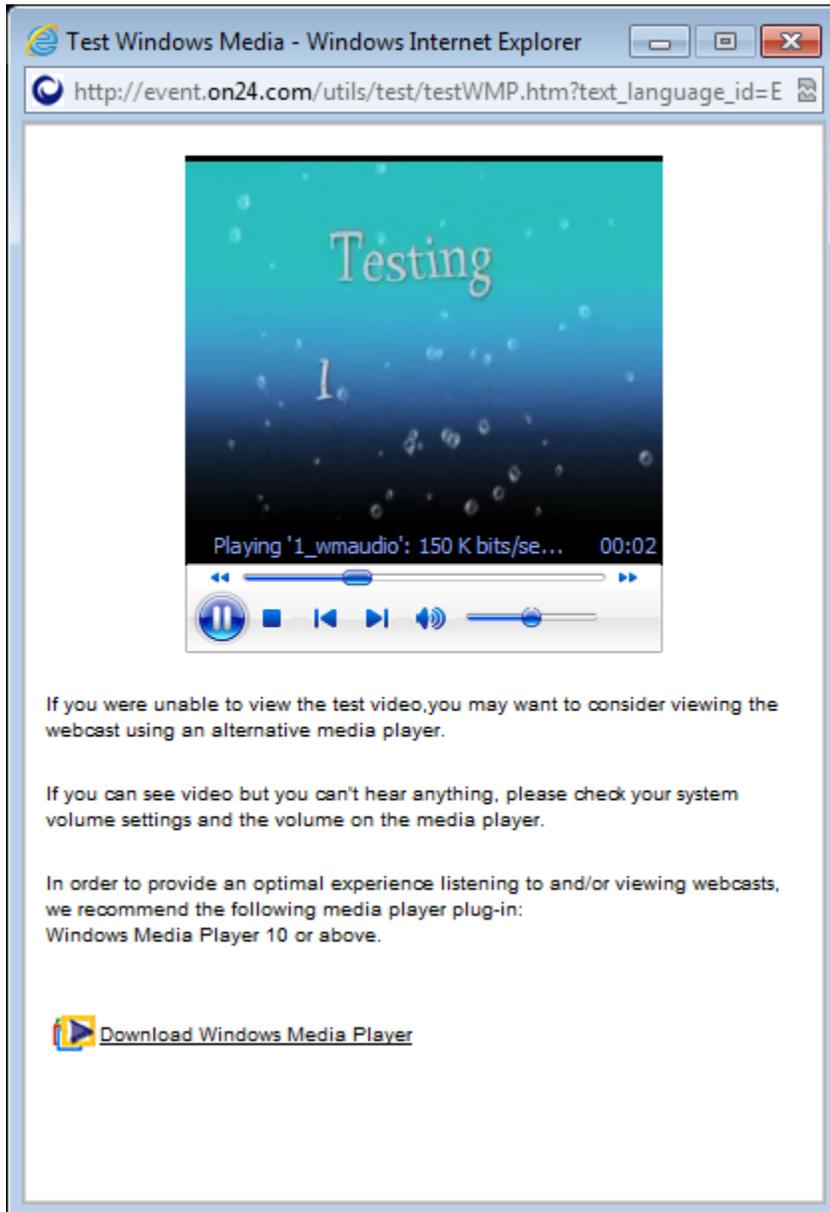
However, there is one more test that the user needs to complete before they know for sure if everything will work correctly.

Circled in RED above is the link that will verify that the computer is configured to stream the media. It's IMPORTANT to make this final test.

Below is the final screen the user will get if their system is configured properly.

The Windows Media Player will begin playing a short animation and you will hear some music through your speakers or headset connected to your computer.

If this does not start playing – your system will not work for the Webcast. It's best to trouble shoot your system now to make the fix necessary so there will be no surprises when you go to view the event.



Test Windows Media - Windows Internet Explorer

http://event.on24.com/utis/test/testWMP.htm?text_language_id=E

Testing

Playing '1_wmaudio': 150 K bits/se... 00:02

If you were unable to view the test video, you may want to consider viewing the webcast using an alternative media player.

If you can see video but you can't hear anything, please check your system volume settings and the volume on the media player.

In order to provide an optimal experience listening to and/or viewing webcasts, we recommend the following media player plug-in:
Windows Media Player 10 or above.

 [Download Windows Media Player](#)