

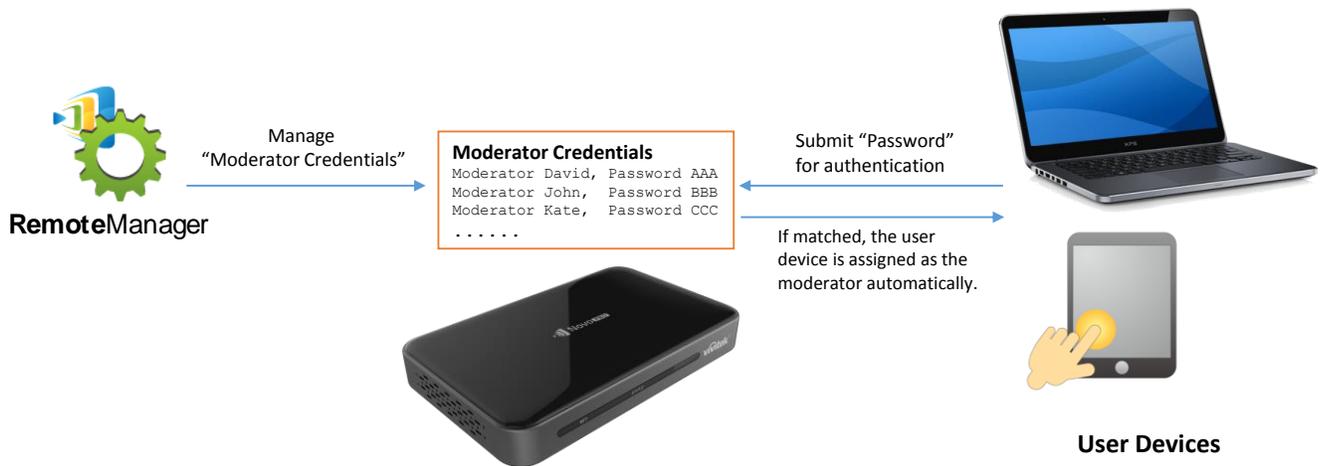
Moderator Credentials – Configuration and Usage

When using NovoPRO, the first connected user is the meeting moderator by default. However, this may not be the intended result in real world as the “real” moderator may not be the first user to join the session. The feature “Moderator Credentials” is designed to address this issue.

Here is how it works:

- 1) Moderator Credentials, consisting of a list of moderators and the corresponding passwords, are stored on NovoPRO units. (Moderator Credentials are managed via software Remote Manager.)
- 2) When a user device connects to a NovoPRO unit, the user device send its moderator password (if any) to the NovoPRO unit. If the password matches the one stored on the NovoPRO unit, the user device will be assigned as the moderator, regardless it is the first device to connect or not.

The picture below illustrates the process.



1. Setting up Moderator Credentials in Remote Manager

- 1) Launch the Remote manager application.
- 2) Connect to your NovoPRO device via Remote Manager (see NovoPRO User’s Manual for detailed instructions).
- 3) Make sure your NovoPRO device is online (the connection indicator is green).
- 4) Highlight the NovoPRO device and then click on button “Set Moderator”



- 5) This will open the Moderator Credentials window. Note: For changes to take effect, make sure the green connection indicator is lit in the upper left of the screen.



- 6) Enter the moderator name and password in the corresponding windows.

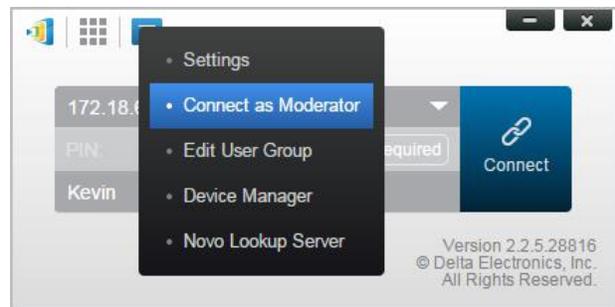


- 7) Use the   buttons to add or delete moderators from the list.
- 8) Click “Save” to save the moderator credential file to the local PC.
- 9) Click “Upload” to upload the new moderator credential file to the device.
- 10) Click “Load from Device” to download a file saved on the device.
- 11) Click “Load” to load a moderator credential file stored on local storage.
- 12) Click “Remove (Device Side)” to remove moderator credentials currently stored on device.

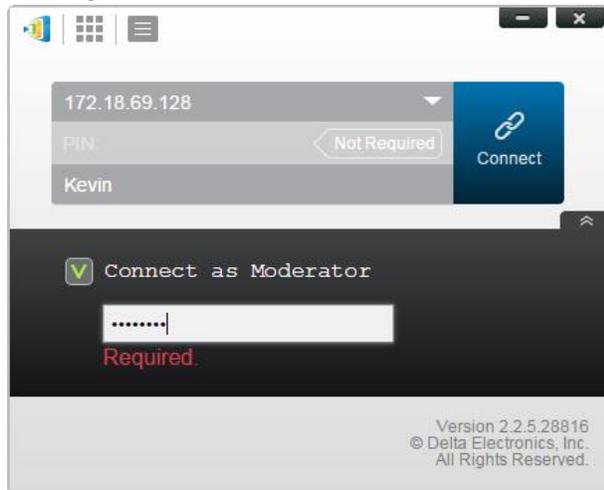
Note: Moderator credential files will be stored in the XXXX.NCMC file format.

2. Setting up Moderator Credential in Desktop Streamer

- 1) To set up Moderator Credentials in Desktop Streamer, click the settings tab and select “Connect as Moderator.”
- 2) This will open the Moderator Credentials box. Enable the feature



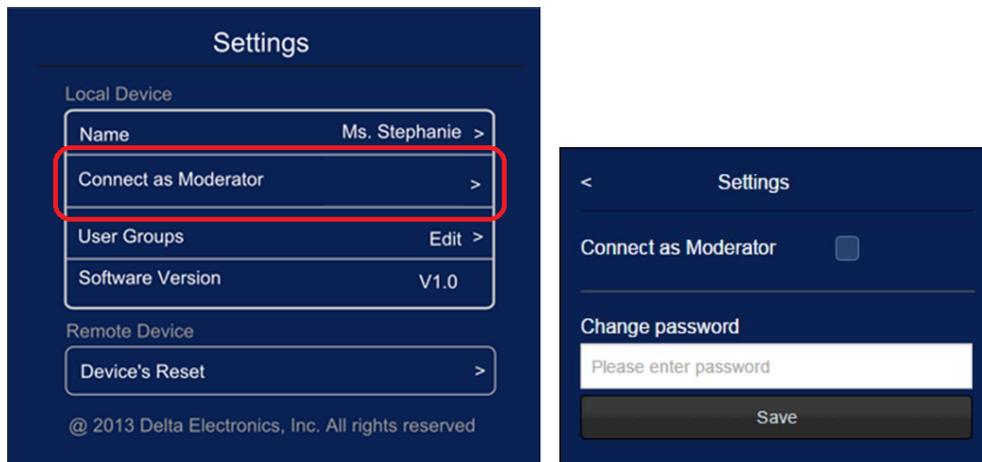
by checking the “Connect as Moderator” box and entering a password.



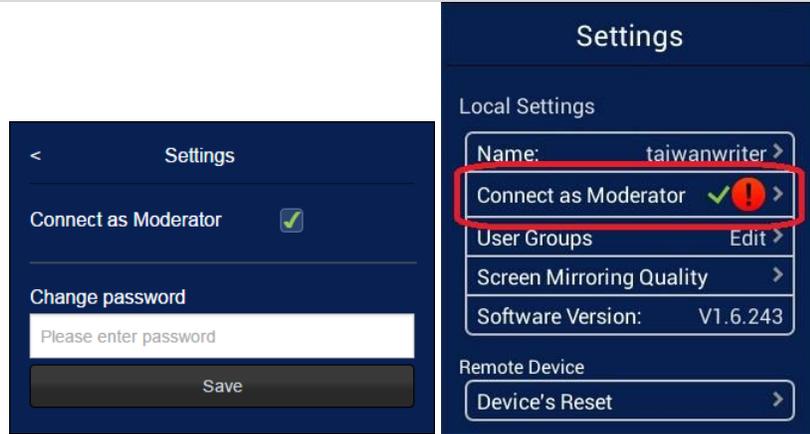
- 3) Now, when the “Connect as Moderator” box is checked, you will begin the session as moderator.

3. Setting up Moderator Credential status in NovoPresenter

- 1) To enable Moderator Credentials while offline, select the “Settings” tab in the upper right of the screen. Tap “Connect as Moderator” to open the setup tab. The default setting is disabled.



- 2) To enable Moderator Credentials, click the check box next to “Connect as Moderator” and enter a password into the “Change password” box.
- 3) Note, if you check the “Connect as Moderator” box without entering a password, a  will appear next “Connect as Moderator” tab showing that the feature is enabled, but you have not entered a password.



- 4) When Moderator Credentials have been enabled correctly, a single check will appear next to “Connect as Moderator.”



4. Some Exceptions

1. Moderator credentials will not work when Voting or Polling is in progress.
2. When users enable “Connect as Moderator” and the password is incorrect, a warning message pop up.
3. When two users attempt to “Connect as Moderator” at the same time, the second one to attempt a connection will receive the error message: “An authorized moderator (e.g. teacher) is already connected.”

