

KZO OFFLINE PLAYER GUIDE



This document will walk you through using the **KZO Offline Player** to view and collaborate on videos in low and zero-bandwidth environments.

Common Terms

There are several terms unique to the KZO Platform that should be clarified beforehand:

A **Community** is a collection of **Presentations** within the Platform.

A **Presentation** is a collection of videos (a playlist) for viewing, separated into different **Parts/Videos**.

A **Part** or **Video** is a single video within a Presentation. Each **Part** has its own **chapters**.

A **Chapter** is a searchable segments within the video. While watching a video, users can skip between chapters at will.

1.1 Downloading the Offline Player

Before you begin using the Offline Player, you will need to download and install it on your computer.

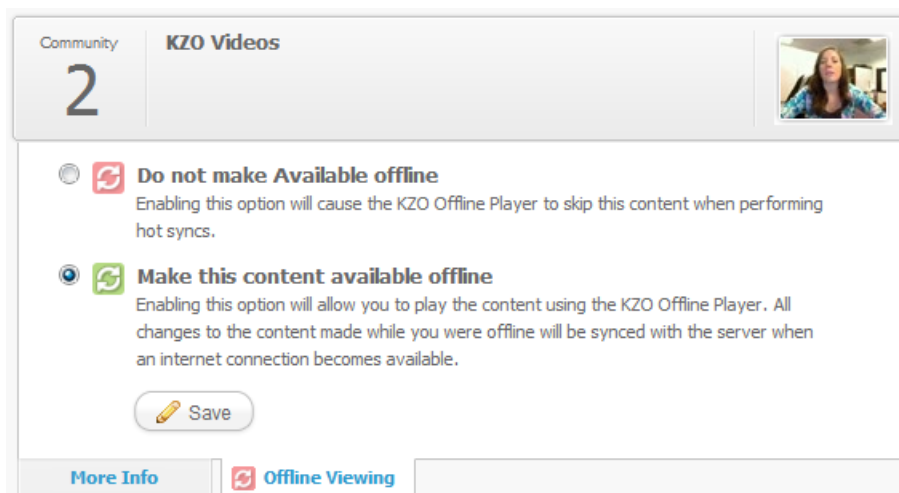
The Offline Player should be provided by the administrator of your Platform. By default, there is a download link in the **Important Links** section of the Platform.

Note that Adobe Air is **required** to run the Offline Player. This software is available for free from Adobe.

Once you've installed the Offline Player, it should be available in your Start menu.

1.2 Offline Availability

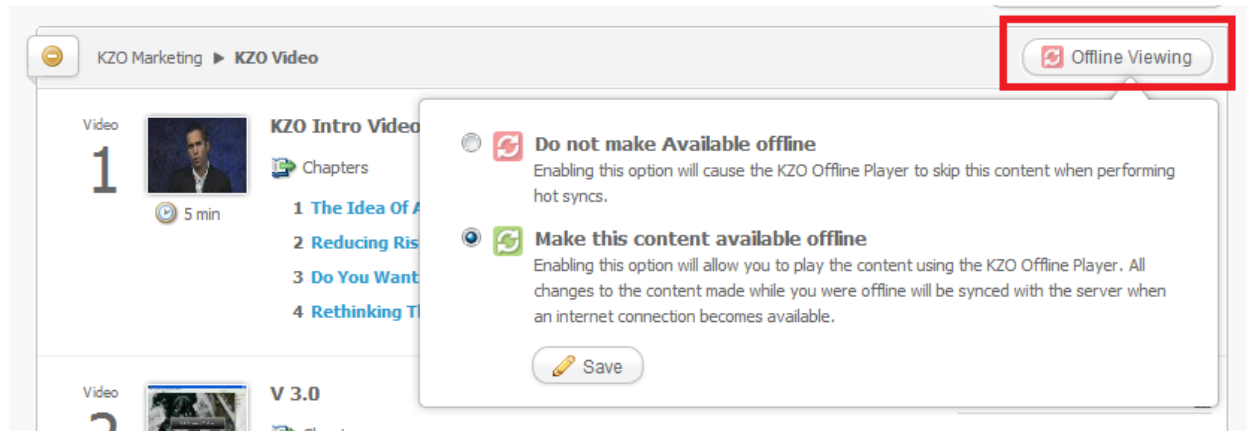
Now that you have the KZO Offline Player installed, you will need to select which videos on your Platform



you'd like to be made available for offline viewing.

Log into your Platform and locate the community you'd like to make available. You can mark it for offline viewing through the **Offline Viewing** tab. Be sure to **save** your change.

You can also mark **individual presentations** for offline availability.



Please note that the Offline Player will download each video you choose. Since some videos may be quite large, it is recommended that you only mark those videos you will need.

1.3 Syncing Content

Now that you've chosen videos for offline availability, you can **sync** the Offline Player with the content you've selected.

Open the Offline Player and log in with your username and password. This is the same username and password you use on the Platform. The program will automatically sync with the Platform.

In the Offline Player, you may add **comments** or **discussions** just like in the online player.

The next time you connect to the Internet, you can click the **sync** button in the lower right corner of the Offline Player, and your discussions will automatically be synced to the online Platform.



1.4 Using the Offline Player

The Offline Player interface is similar to the Online Player. However, there are several important differences.

Since the Offline Player is designed for zero-bandwidth environments, the Live Chat window has been removed. Instead, the **Community Navigator** allows you to navigate through your available videos. The Community Navigator is organized in the same way that videos on the Platform are organized.



To view the videos in a community, simply click on the Community in the Navigator. Similarly, to view an individual video, click on it. To move back out to the community view, click on the **back** button in the lower left.

The rest of the Offline Player interface functions identically to the Online Player. You can create and reply to discussions in the same way you would using the Online Player, and they will be uploaded to the Platform the next time you **sync**.

For more details on using the Online Player, please refer to the **KZO Platform User Guide**.