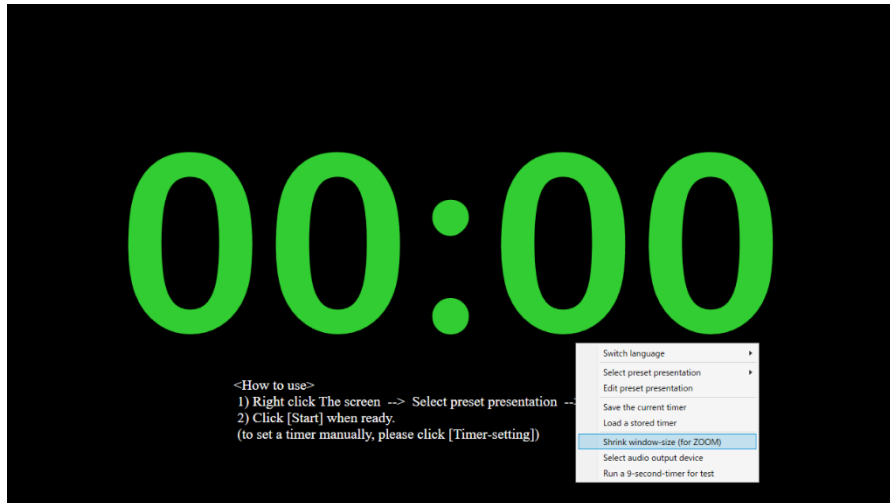


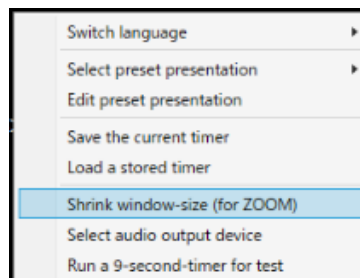
# How to use the Time-keeper

(This app is a completely free software)

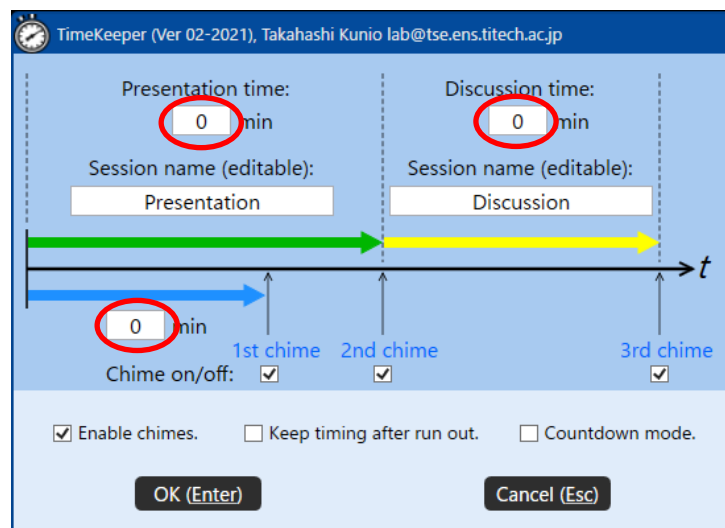
- 1 . The Time-keeper (referred to as this app) is coded and compiled using Visual Studio 2022. It can be run on a window PC without installation. This app operates as a timer with bell-chiming function. To launch it, please double click **TimeKeeper(VerXX\_XX).exe**.
- 2 . Once being launched, this app would initially appear in full-screen mode, as shown below.



- 3 . All the functions of this app can be accessed via either a few buttons at the bottom of the screen, or the context menu (by right-clicking the screen). This app's screen can be shrunk by selecting “**Shrink window-size (for ZOOM)**” in the context menu, as shown below:



- 4 . After launching this app, as instructed on the screen, either a preset presentation (via the context menu) or a manually-set timer is required. A “timer” here means a time sequence required for the presentation and discussion, as shown below, which can be set via the **Timer-setting** button at the bottom of the screen.



5. This app also allows you to set the time for noticing-bell (described in the figure as 1<sup>st</sup> chime) to notice the presenter the remaining time of his/her presentation. Please be sure that the times need to be set in MINUTE, although ZERO minute is programmatically accepted. As an example, the following figure shows the times for notice-bell, presentation, and discussion to be 15, 20, and 10 minutes, respectively.

TimeKeeper (Ver 02-2021), Takahashi Kunio lab@tse.ens.titech.ac.jp

Presentation time: 20 min

Session name (editable): Presentation

Discussion time: 10 min

Session name (editable): Discussion

15 min

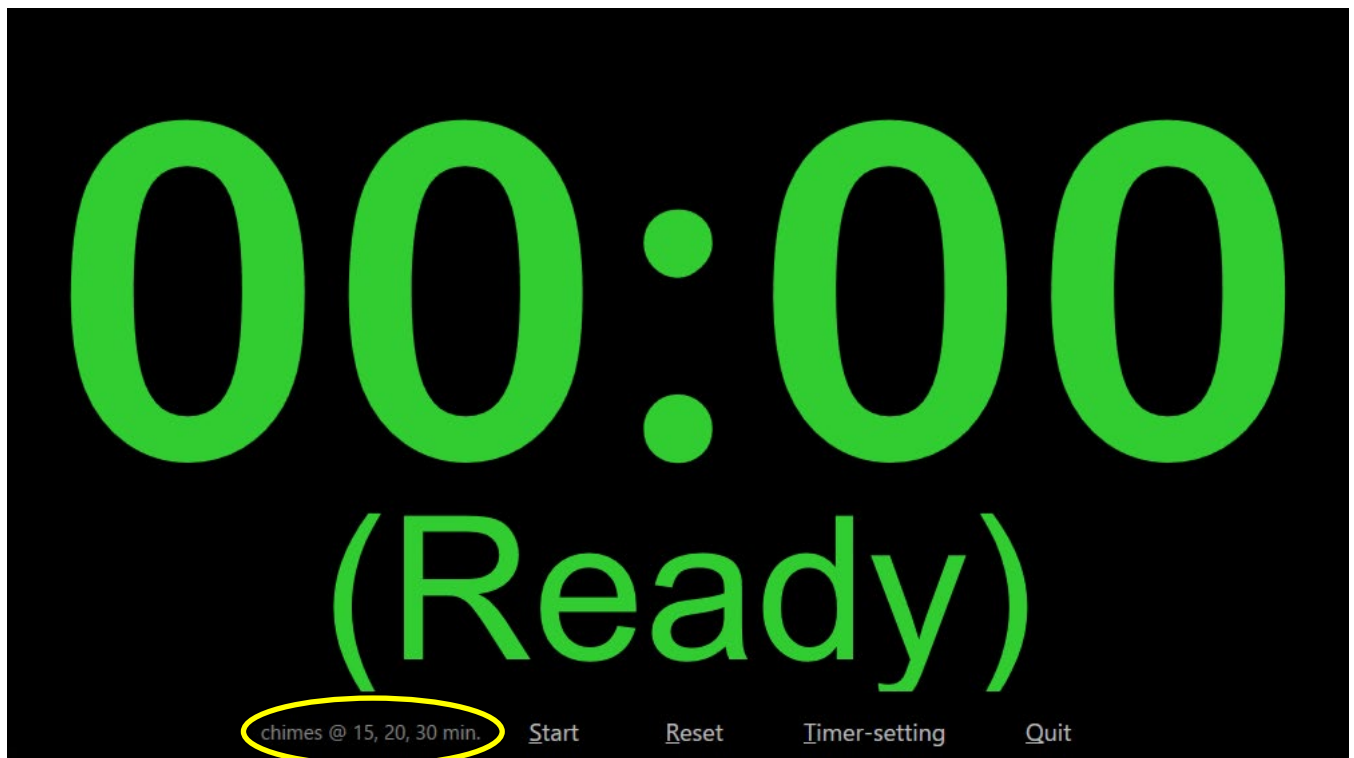
1st chime 2nd chime 3rd chime

Chime on/off: ☒ ☒ ☒

☒ Enable chimes. ☐ Keep timing after run out. ☐ Countdown mode.

OK (Enter) Cancel (Esc)

Finally, click **OK** button after you've completed your setting. Your timer is then ready to run. In case the chimes are enable, you can also check those times, as circled in yellow in the following figure. To start the timer please click Start button (or hit S-key), then the timer will run and will automatically stop when the time is over. When the timer has ended and stopped, please click Reset button (or hit R-key) before restarting a new run.



## 6 . Additional functions

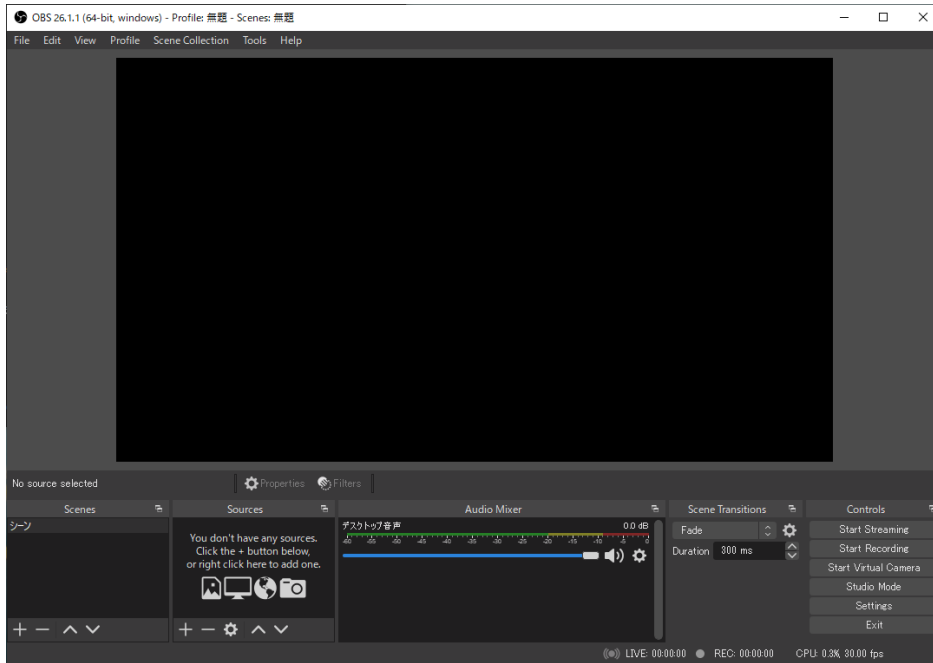
1. Storing a manually-set timer on HDD for future use:  
please select “Save the current timer” in the context menu.
2. Loading a manual timer:  
please select “Load a stored timer” in the context menu.
3. Changing the timer’s font-size:  
if you want to enlarge/reduce the font-size of the time or the session name to fit your screen, you can do it by leaving your mouse cursor on either of them and rotate the mouse wheel.
4. Japanese and English are available within this app. It (hopefully) automatically detect your OS’s locale and determine the language, however you can switch the language via the context menu if necessary.

Available shortcuts for this app are shown in the following table.

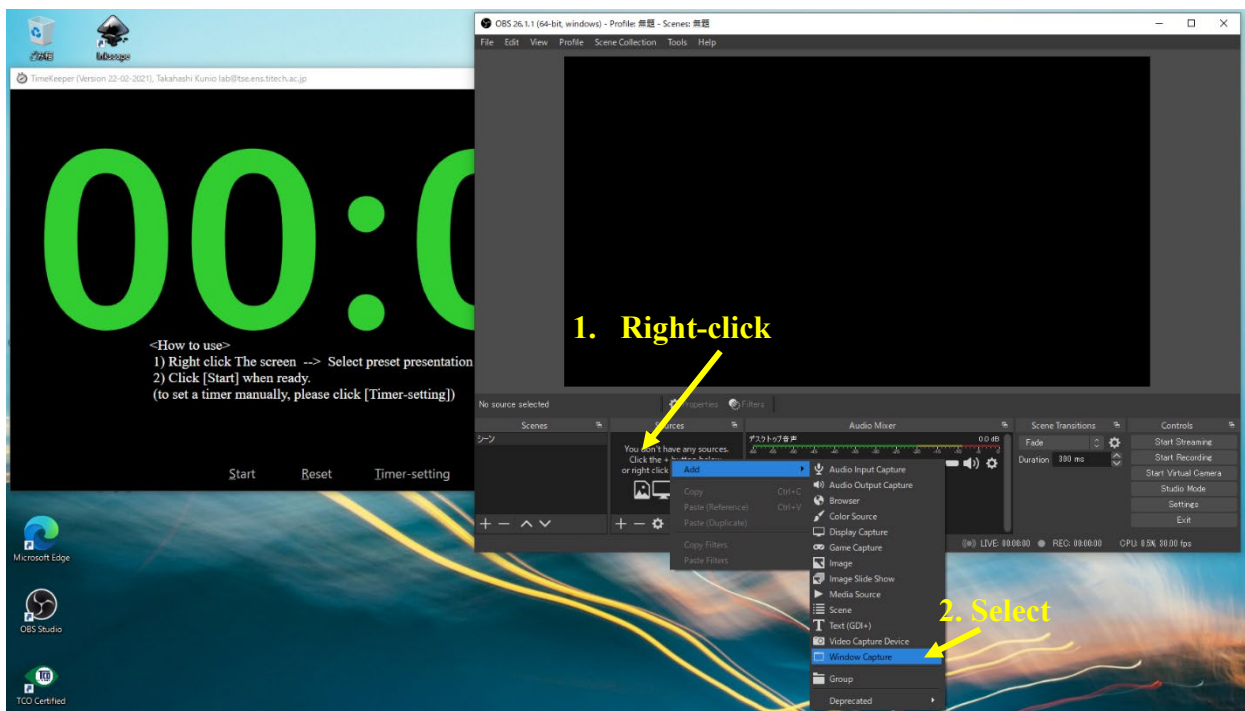
Button name	Shortcut key	Function
<u>S</u> tart	S	Starting the timer
<u>P</u> ause	P	Temporarily pausing the timer
<u>R</u> eset	R	Reset the time to be ready to start
<u>T</u> imer-setting	T	Open the manual setting window
(Context <u>M</u> enu)	M	Open/close the context menu
Cancel ( <u>E</u> sc)	Escape	
OK ( <u>E</u> nter)	Enter	
<u>Q</u> uit	Q	Quitting this app

## How to add Time\_keeper's screen to OBS studio's virtual camera:

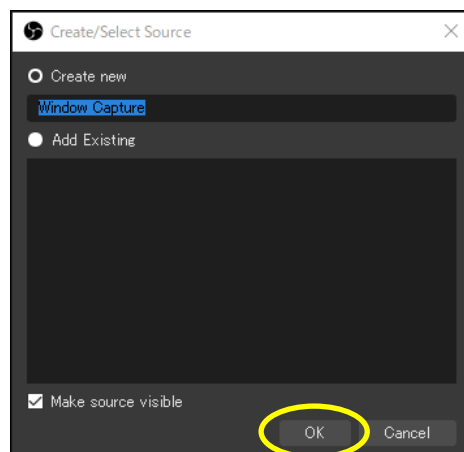
1. Launch OBS studio. Its screenshot will appear as the following figure.



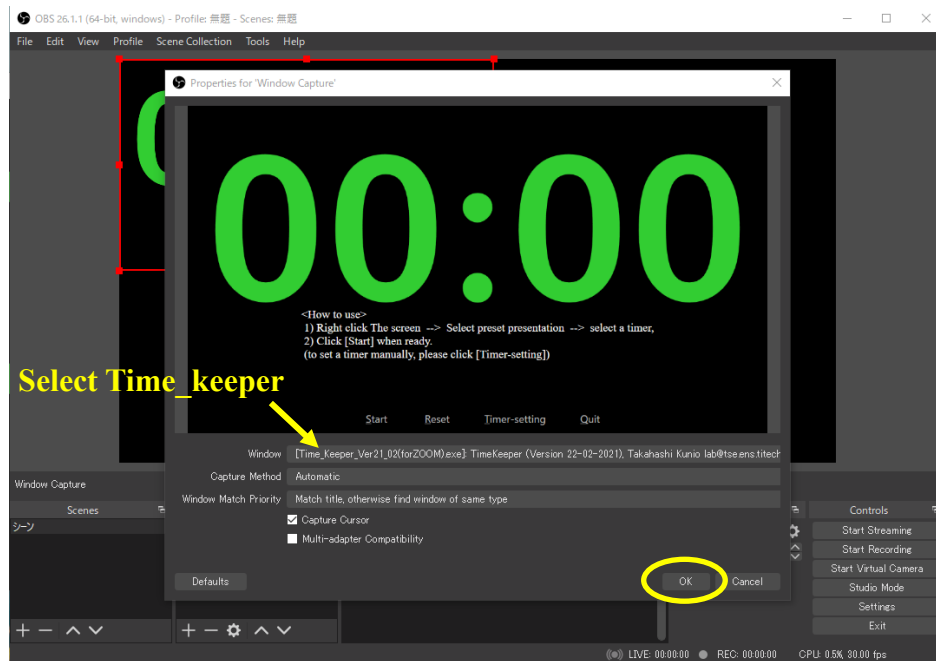
2. Right-click "Sources" domain → Add → select "Window Capture", as shown below.



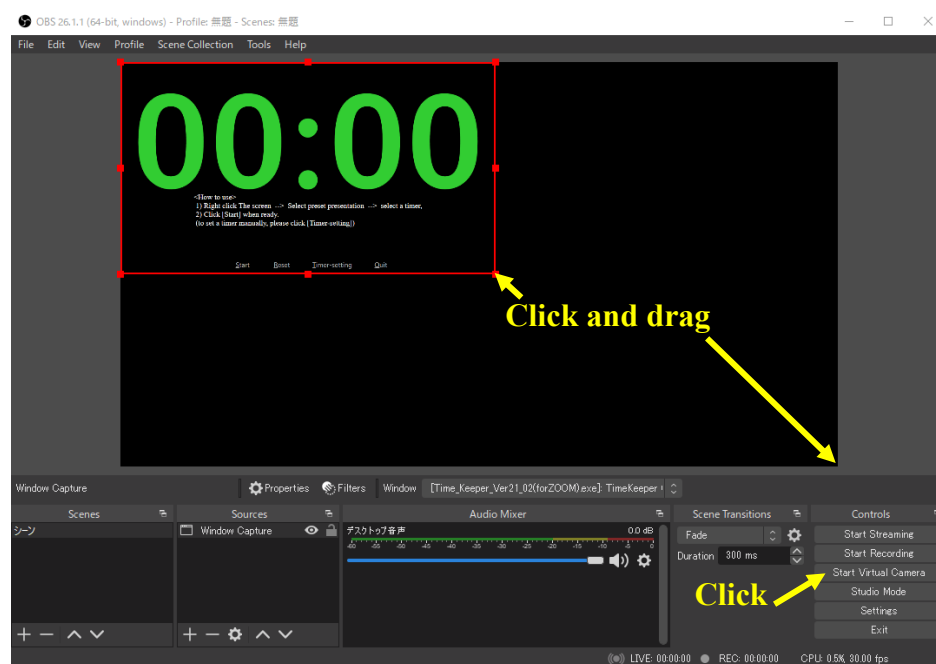
3. The following window will then appear. Here, you can change "Window Capture" to another name if necessary. Then click OK.



4. if there are several applications running at the same time, an unexpected app might be selected. If it is wrongly selected, please click the “Window” domain and select Time\_keeper, as shown below. Then click OK.



5. The large black-rectangular-area shown in the following figure is the view domain of the virtual camera. So, the next step is to enlarge the screenshot of the Time\_keeper (the rectangle with red border) to fit the virtual camera's view domain. Please click and hold the bottom-right corner of the red rectangle and drag it to snap to the bottom-right corner of the black rectangular area. Then, enable virtual camera by clicking “Start Virtual Camera” button.



6. The OBS virtual camera is now ready to be selected in Zoom's camera setting.

