

envivio.

4Forum User Reference Guide

Version 3.0 rev.0
for Windows®

May 12, 2004

4FO300USR-040512 -00



The leading provider of MPEG-4 broadcast and streaming solutions

© 2004 Envivio Inc. All rights reserved.

4Forum 3.0 User Reference Guide

This manual and the system described in it are furnished under license and may be used or copied only in accordance with the terms of such license. The content of this manual is provided for information only. It is subject to change without notice and should not be construed as a commitment by Envivio Inc.

Envivio Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this book.

Except as permitted by such license, no part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, recording, or otherwise, without the prior written permission of Envivio Inc. Please remember that existing media that you may want to include in your project may be protected under copyright law. Incorporating such material into your new work could violate the rights of the copyright owner. Please be sure to obtain any required permissions from the copyright owner.

Envivio, EnvivioTV, the Envivio logo, 4Caster, 4Coder, 4Forum, 4Manager, 4Sight and 4View are trademarks of Envivio Inc.

Microsoft, Windows, Windows 2000, Windows XP, and Windows NT are registered trademarks of Microsoft Corporation in the U.S and/or other countries. Apple, Macintosh, Power Macintosh, QuickTime, and TrueType are trademarks of Apple Computer, Inc. registered in the U.S. and other countries. QuickTime and the QuickTime logo are trademarks used under license. Helvetica and Times are trademarks of Linotype-Hell AG and/or its subsidiaries. Pentium is a registered trademark of Intel Corporation. Flash is a trademark of Macromedia, Inc. Sun is a trademark or registered trademark of Sun Microsystems, Inc. in the United States and other countries. All other trademarks are the property of their respective owners.

Protected by U.S. Patents [patents pending]. Envivio Incorporated, 400 Oyster Point Blvd., Suite 111, South San Francisco, California 94080 USA.

Notice to U.S. government end users. The software and documentation are "commercial items," as that term is defined at 48 C.F.R. §2.101, consisting of "commercial computer software" and "commercial computer software documentation," as such terms are used in 48 C.F.R. §12.212 or 48 C.F.R. §227.7202, as applicable. Consistent with 48 C.F.R. §12.212 or 48 C.F.R. §§227.7202-1 through 227.7202-4, as applicable, the commercial computer software and commercial computer software documentation are being licensed to U.S. government end users (A) only as commercial items and (B) with only those rights as are granted to all other end users pursuant to the terms and conditions set forth in the Envivio Incorporated standard commercial agreement for this software. Unpublished rights are reserved under the copyright laws of the United States.

Acknowledgments

Envivio Incorporated acknowledges use of software from the following sources and includes their copyright notices and required statements. here.

1. <http://www.apache.org/LICENSE.txt>

The Apache Software License, Version 1.1

Copyright © 2000 The Apache Software Foundation. All rights reserved.

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>).

2. Base 64

This software uses Base64: a simple base64 encoder and decoder Here is the copyright notice of this software. Copyright © 1999, Bob Withers - bwit@pobox.com. This code may be freely used for any purpose, either personal or commercial, provided the authors copyright notice remains intact.

3. Berkeley License

Copyright © 1997-2001 The Regents of the University of California. All rights reserved.

IN NO EVENT SHALL THE UNIVERSITY OF CALIFORNIA BE LIABLE TO ANY PARTY FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OF THIS SOFTWARE AND ITS DOCUMENTATION, EVEN IF THE UNIVERSITY OF CALIFORNIA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

THE UNIVERSITY OF CALIFORNIA SPECIFICALLY DISCLAIMS ANY WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE SOFTWARE PROVIDED HEREUNDER IS ON AN "AS IS" BASIS, AND THE UNIVERSITY OF CALIFORNIA HAS NO OBLIGATION TO PROVIDE MAINTENANCE, SUPPORT, UPDATES, ENHANCEMENTS, OR MODIFICATIONS.

4. RSA Data Security

Copyright (C) 1991-2, RSA Data Security, Inc. Created 1991. All rights reserved.

License to copy and use this software is granted provided that it is identified as the "RSA Data Security, Inc. MD5 Message-Digest Algorithm" in all material mentioning or referencing this software or this function.

License is also granted to make and use derivative works provided that such works are identified as "derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm" in all material mentioning or referencing the derived work.

RSA Data Security, Inc. makes no representations concerning either the merchantability of this software or the suitability of this software for any particular purpose. It is provided "as is" without express or implied warranty of any kind.

Contents

Chapter 1	Introducing 4Forum	11
	Envivio 4Forum solution	12
	4Forum editions	13
	4Forum System	13
	4Forum Producer	13
	4Forum Lite.....	13
	4Forum configuration examples.....	14
	4Forum components	16
	Encoding components.....	16
	Streaming component.....	16
	Additional components.....	17
	Web server	17
	4Forum system licences.....	18
	Full-license	18
	Demo-license	18
Chapter 2	Installation	19
	Unpacking the system	20
	Choosing the Operating Environment.....	23
	Placement.....	24
	Tabletop placement	24
	Rack-mount bracket installation.....	24
	Connecting audio and video equipment	26
	4Forum rackmount chassis.....	26

Connecting analog video and audio	26
Connecting a laptop display output	27
4Forum tower chassis	28
Connecting analog video and audio	28
Connecting a laptop display output	29
4Forum Lite	30
Connecting analog video and audio	30
Connecting a laptop display output	31
Connecting the mouse, keyboard, and display	32
4Forum rackmount chassis	32
4Forum tower chassis	33
4Forum Lite	33
Connecting to the network	34
Connecting power cords	35
Support Information	36
Troubleshooting Advice	36
Obtaining Support	36

Chapter 3 Setting Up 4Forum..... 37

Basic Workflow	38
Configuring the presenter's computer	39
Configuring the presenter's computer (VGA source)	39
Configuring the video camera	40
Configuring the viewers' computer	41
Installing and configuring EnvivioTV	41
Installing EnvivioTV plug-in for QuickTime Player, RealPlayer or Windows Media Player manually	41
Installing EnvivioTV for a large number of viewers' with ETV automatic installer	43

	Installing EnvivioTV ActiveX control	44
	Configuring Internet Explorer	45
Chapter 4	Quick Start.....	47
	Workflow overview	48
	Launching the 4Forum Administrator interface	50
	Before running 4Forum for the first time.....	51
	Creating a new Live Event.....	52
	Step 1: Customizing your live event.....	52
	Step 2: Encoding your live event.....	55
	Step 3: Publishing your live event.....	56
Chapter 5	Viewing an Event.....	59
	Viewing a Live Event.....	60
	Viewing the presentation using a web browser	60
	Viewing the presentation using a player	60
	Viewing a published event.....	62
	Viewer's Portal.....	64
Chapter 6	Advanced use.....	65
	Chapter Manager.....	66
	Adding a new chapter during encoding	66
	Adding a new chapter after encoding	67
	Changing the order of chapters after encoding	67
	MPEG-4 Editor.....	68
	Basic workflow.....	68
	Step 1: Selecting a presentation	69
	Step 2: Editing your MPEG-4 background design	69

Step 3: Adding chapter marks with the EZEditor	70
Step 4: Modifying chapters with the Chapter Manager	72
Step 5: Publishing an MPEG-4 package	72
MPEG-4 Library	74
Viewers' portal.....	74
Publishing a presentation to the Viewers' portal	74
Previewing the Viewers' Portal	74
Emailing the Viewers' Portal URL	75
Managing published events with the Library Manager.....	75
Downloading a presentation	76
Streaming an MPEG-4 presentation.....	76
Emailing the link to the presentation	76
Uploading a presentation to the streaming server.....	76
Publishing a presentation to the Viewers' Portal.....	76
Deleting a presentation	76

Chapter 7 4Forum Settings **77**

System settings.....	78
General settings	78
Player settings	79
4Forum language.....	79
Video input.....	80
Log files	80
Network settings	80
4Forum Producer IP address and password protection	81
Server settings.....	81
Transmission mode	82
Encoding Editor	82

	Modifying an existing preset	84
	Creating a new preset	86
	Deleting a preset	87
	Background design template settings	87
	Envivio 4Forum and Cisco ACNS	88
Chapter 8	4Forum Templates	91
	Creating or Updating Templates	92
	Editing the background design template with 4Mation	92
	Saving the 4Mation project as a ZIP file	93
Appendix 1	Frequently Asked Questions	95
	How do I update my demo licences with a full license?	96
	How do I check the streaming server configuration?	96
	How do I see how many users are connected?	96
	How do I check my video input?	97
	Check the video connections	97
	Check the signal using Amcap software	97
	How do I check my audio input?	98
	"No VGA signal detected!" How do I check my VGA input?	98
	Check the connections	98
	Check the signal using Vision RGB PRO software	99
	How do I configure brightness, contrast or positions of my VGA signal?	100
	How do I setup streaming over the Internet? What do I have to	
	configure if I am using a firewall?	101
	4Forum configuration	101
	Viewer configurations	101
	I cannot view any live or video-on-demand MP4 files	101

Design template can be viewed but integrated video or slides are not displayed 101

Why is my screen capture encoded in a poor quality? 102

The FTP connection is not working (when the streaming server and 4Forum are not installed on the same machine)..... 102

“Sorry, could not ftp live.mp4” is displayed when the streaming server and 4Forum are not installed on the same machine 103

How do I decrease the CPU usage on the viewer’s machine?.... 103

What does the error message mean 4Forum is not creating a live event? 103

Which languages are supported? How do I switch to another language? 103

Appendix 2 Physical Characteristics 105

Rack-mount chassis..... 106

Tower chassis..... 106

4Forum Lite 107

Appendix 3 Regulatory information 109

Product safety regulations 110

Product EMC regulations..... 111

Electromagnetic compatibility notices 112

 FCC statement (USA)..... 112

 ICES-003 (Canada) 112

 Europe (CE declaration of conformity) 112

 VCCI (Japan)..... 112

Index 113

CHAPTER I

Introducing 4Forum

Envivio 4Forum is a plug and play solution for creating, distributing, playing back and managing live and on-demand MPEG-4 presentations made of video, audio, a VGA screen capture and interactivity.

This document explains how to use 4Forum.

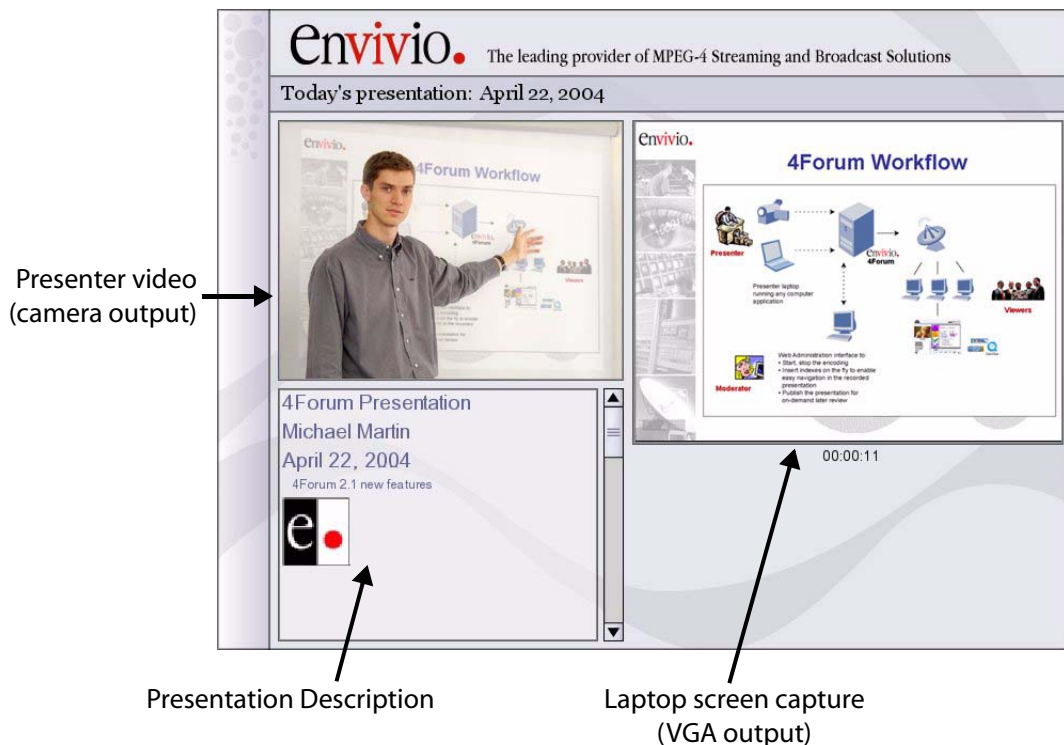
Envivio 4Forum solution

The 4Forum solution enables presenters to communicate information to geographically dispersed viewers.

The presenter simply connects a PC (with the supplied VGA cable) and a video camera (with a video cable) to the 4Forum appliance. The appliance broadcasts the screen capture of the PC with the live audio and video from the camera as one interactive stream.

The presenter shares, with the audience, any software application displayed on the screen, while recording the entire presentation as one interactive MPEG-4 file.

Figure 1. Example of 4Forum interactive MPEG-4 presentation



4Forum editions

4Forum is delivered in three editions, *System*, *Producer and Lite*. 4Forum System and Producer editions are available either a rack-mount or tower form factor.

4Forum Lite is only available in a set top box form.

4Forum System

4Forum *System* is a turnkey system ready for medium to larger webcasting deployments (From 2 to 100 simultaneous users, depending on the bit rate).

It consists of hardware components with a web-based administration application, encoders, players for playback, and streaming server to stream live and on-demand content.

4Forum *System* includes all of the above plus:

- Pack of 100 client licenses of EnvivioTV™: the world's most advanced MPEG-4 player for set-top boxes, PCs, and mobile devices.
- 4Sight: powerful MPEG-4 server for streaming live broadcasts and distributing interactive media.

4Forum Producer

4Forum *Producer* has the same features like 4Forum *System* but does not include the 4Sight streaming server component. 4Forum *Producer* is for applications where streaming is not required (non real-time production of presentation files), or for large deployments (from 100 to several thousand simultaneous viewers) where one or more separate 4Sight streaming servers are used instead, to serve more simultaneous streams.

4Forum Lite

4Forum *Lite* is specifically designed for smaller webcasting deployments; it therefore has minimum features only. However, it is still scalable for larger webcasting deployments, using additional streaming servers. Its very compact

and small appliance makes it very portable and easy to set up. 4Forum *Lite* main settings are configurable via a LCD display.

Table 1. Components included in 4Forum Editions

4Forum components	4Forum <i>Lite</i>	4Forum <i>Producer</i>	4Forum <i>System</i>
4Forum web admin interface	×	×	×
Two live real-time encoders	×	×	×
4Sight streaming server STD <i>Software Edition</i>	—	—	×
4Sight streaming server <i>Hardware Edition</i>	<i>optional</i>	<i>optional</i>	<i>optional</i>
Client Pack 10 client licenses	×	—	—
Client Pack 100 client licenses	<i>optional</i>	×	×
Client Pack 500 client licenses	<i>optional</i>	<i>optional</i>	<i>optional</i>
4Mation authoring tool ^(b)	<i>optional</i>	<i>optional</i>	<i>optional</i>

a. Max. of 5 concurrent streams in unicast, unlimited streams in multicast.

b. Professional authoring environment for creating interactive MPEG-4 content and applications, and customizing the background design templates for 4Forum.

4Forum configuration examples

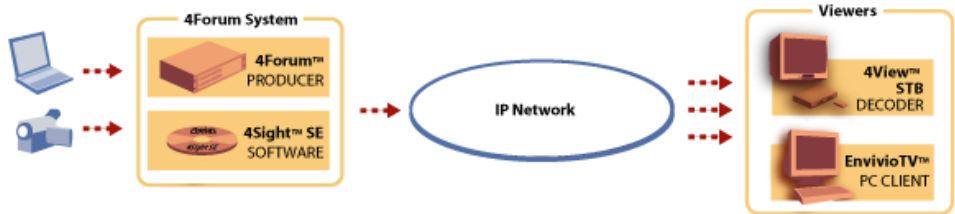
4Forum is a scalable solution. The following graphic shows how the solution can be scaled: you can simply produce presentation files or stream to several thousands simultaneous viewers, dispersed over a worldwide and heterogeneous IP network.

Figure 2. Configuration examples

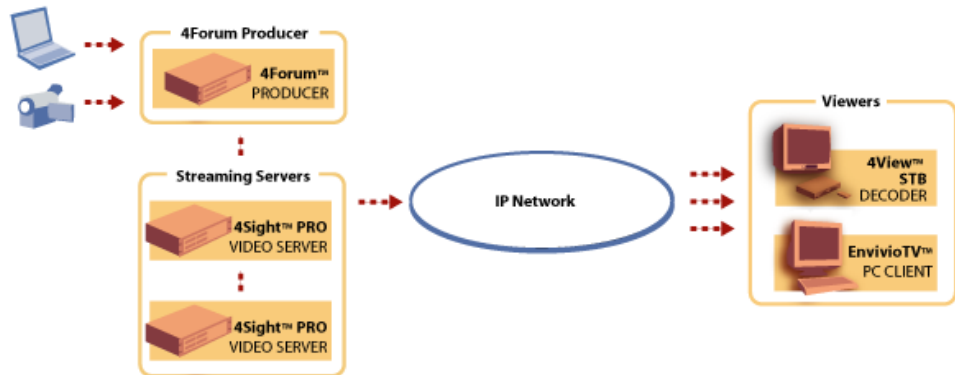
Interactive file production (e.g., training/usability testing)



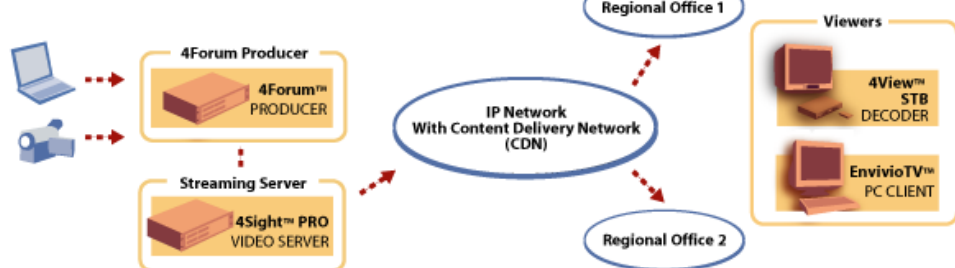
Initial deployments – 2 to 100 viewers (e.g., classroom/small conference)



Scalable deployments, homogeneous networks – 100 to thousands viewers



Scalable deployments, mixed unicast/multicast network



4Forum components

4Forum is delivered as a plug and play solution. Software and hardware is therefore already installed and preconfigured.

For more information on 4Forum components configuration, please refer to Appendix A, "Frequently Asked Questions".

The 4Forum webcasting system is a turn-key solution composed of the following:

Encoding components

4Forum live encoders.

Streaming component

4Sight streaming server⁽¹⁾. 4Sight streaming server is preconfigured and installed as a service. If you want to check your 4Sight configuration connect to Envivio 4Sight WebAdmin.

NOTE

For more information, see Appendix A, "Frequently Asked Questions" or refer to 4Sight Administrator's Guide.

For small deployments, 4Sight streaming server is installed on the same physical server as the encoding and administration server.

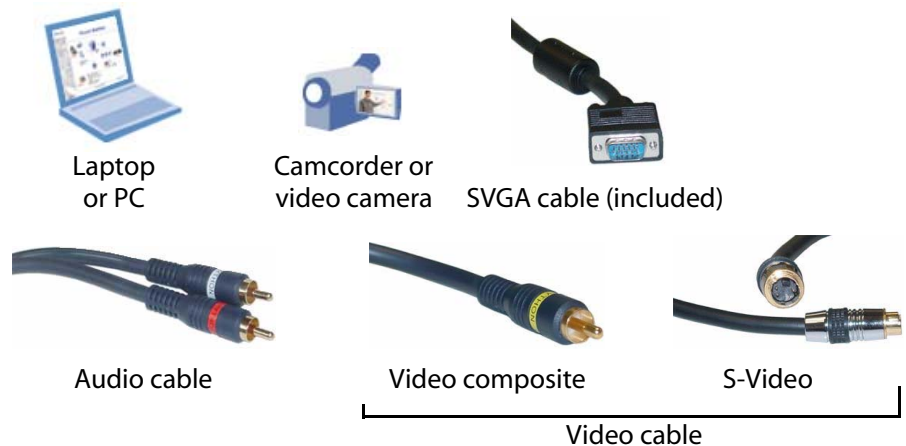
1. Except for 4Forum *Producer* edition and 4Forum *Lite* edition that does not include a streaming server.

Additional components

In addition to the encoding and streaming components, you will also need the following items to set up your webcasting studio:

- Camcorder or video camera to capture audio and video of the presenter
- Laptop or PC to provide presentation slides or images to accompany your webcasts
- Video, audio and VGA cables (see Appendix 2, "Connecting audio and video equipment").

Figure 3. Additional components



NOTE

Please note that not all cables are included (see "Unpacking the system" on page 20).

Web server

4Forum supports Apache Web Server. Unless otherwise stated 4Forum has a preconfigured Apache web server installed as a service.

4Forum system licences

The 4Forum system was installed either with a full-license or with a demo-license.

Full-license

The full-license allows you to use 4Forum with all features.

Demo-license

The demo-license allows you to use 4Forum until an expiration date.

There are minor limitations for 4Forum with a demo-license:

- 4Sight streaming server: full functionality, maximum number of 10 users or 5 Mb at any time
- Live encoder: Envivio logo is burnt into the captured video
- 4Mation: Envivio demo is burnt into the MPEG-4 movies

NOTE

You can always use the 4Forum Licenser to update your demo-license to a full-license and use 4Forum without any limitations (see Appendix A, "Frequently Asked Questions").

CHAPTER 2

Installation

Version 3.0

Unpacking the system

This section describes the components delivered with the product. Ensure that you have received the following:

Figure 1. Components delivered with 4Forum



EnvivioTV license pack certificate



4Sight, EnvivioTV, and
4Forum User Guides

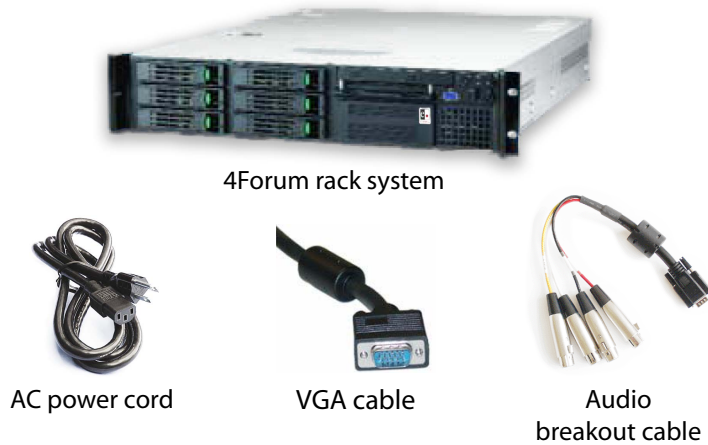


4Forum CD

Figure 2. Components delivered with 4Forum *Lite*



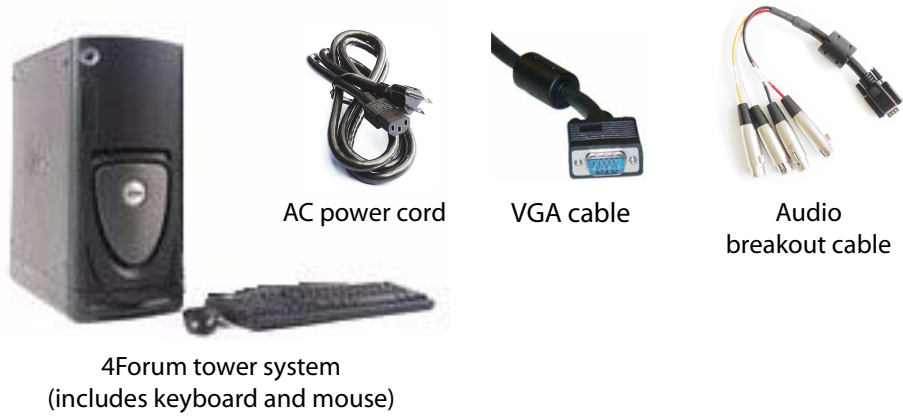
Figure 3. Components delivered with 4Forum *Producer* and 4Forum *System* (rack)



NOTE

If you ordered the 4Forum rack system, you may also have received a kit to install 4Forum in a rack (see "Placement" on page 24 for installation instructions).

Figure 4. Components delivered with 4Forum *Producer* and 4Forum *System* (tower)



Choosing the Operating Environment

The 4Forum is designed to operate in a typical office environment. Install the product in a location that is:

- Clean and free of airborne particles (other than normal dust).
- Well ventilated and away from sources of heat, including direct sunlight.
- Away from sources of vibration or physical shock.
- Isolated from strong electromagnetic fields produced by electrical devices.
- Provided with a properly grounded wall outlet.
- Provided with sufficient space to access the power supply cord, because they serve as the main power disconnect for the product.

CAUTION

The operating temperature of the 4Forum must not go below 5 °C (41 °F) or rise above 35 °C (95 °F).

Placement

4Forum can be installed on a table top or in a rack. Use the following guidelines to determine the appropriate installation for your needs:

- If the 4Forum must be moved frequently, install it on a table top or other flat surface.
- If the 4Forum is going to be installed permanently, install it in a rack using rack mount brackets.

Whichever installation is used, always position the equipment to allow easy access to the rear panel and provide adequate ventilation.

Tabletop placement

When 4Forum is installed on a table top or other flat surface, place the unit on a rubber mat or other material that will prevent the unit from sliding and protect the table top surface.

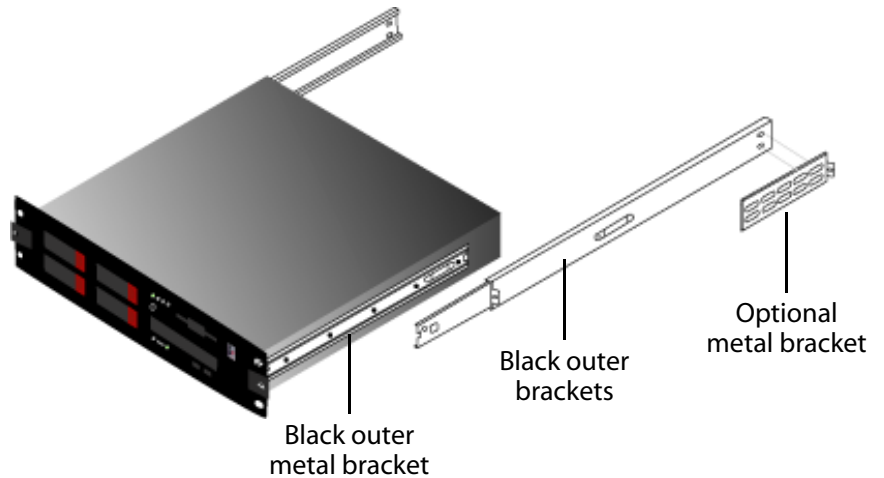
Ensure that the location and position provide the minimum required air flow clearance.

Rack-mount bracket installation

To install the 4Forum in a standard 24-inch equipment rack using brackets, perform these steps:

1. Using the brackets and attachment screws provided in the shipping kit, install the 4Forum black inner rack-mount brackets on both sides of the 4Forum.
2. Then mount the 4Forum black outer brackets onto the inner brackets. Optionally you can mount metal brackets onto the black outer brackets as shown in the following illustration.

Figure 5. 4Forum rack-mount brackets installation



Once mounted, the brackets should look like the following:

Figure 6. Installed rack-mount brackets



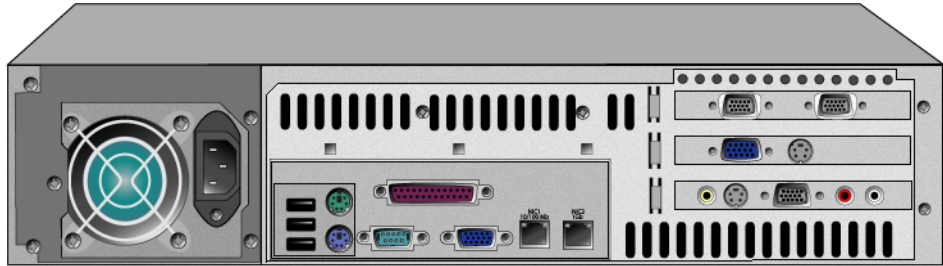
3. Using bolts, mount the 4Forum in the rack by attaching both brackets to the rack.
4. Ensure that the installation provides the minimum required air flow clearance.

Connecting audio and video equipment

This section describes how to connect audio and video equipment to the 4Forum. For example, you will need to connect video and audio output from a video camera or camcorder. You will also need to connect a VGA signal from the presenter's laptop or PC.

4Forum rackmount chassis

Figure 7. 4Forum rackmount chassis .

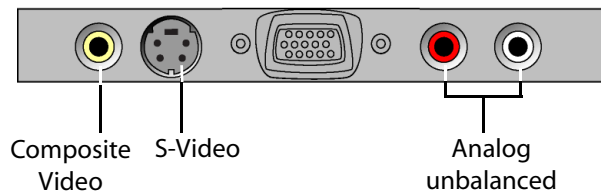


Connecting analog video and audio

Connect the presenter's video camera or camcorder to the 4Forum analog video and audio acquisition card, using the connectors shown below.

1. Connect either a composite video input or an S-Video input to the appropriate connector.

Figure 8. Audio and video connectors



2. Connect the analog audio input to the appropriate connectors. Use the RCA connectors on the acquisition card for unbalanced audio.

NOTE 4Forum only accepts unbalanced audio.

Connecting a laptop display output

Use a VGA male to VGA male cable to connect the presenter's laptop or PC to the 4Forum VGA acquisition card.

1. Connect one end of the cable to the VGA output connector on the presenter's laptop or PC.
2. Connect the other end of the VGA cable to the VGA connector on the 4Forum VGA acquisition card.

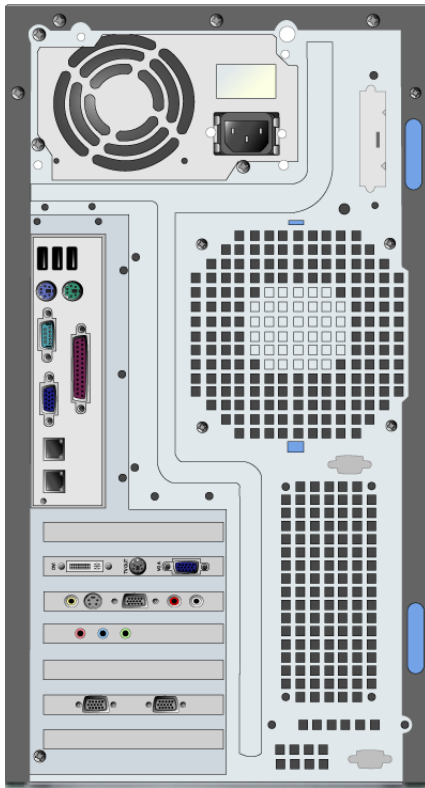
Figure 9. VGA connector



NOTE The second VGA input is disabled.

4Forum tower chassis

Figure 10. 4Forum rackmount chassis .

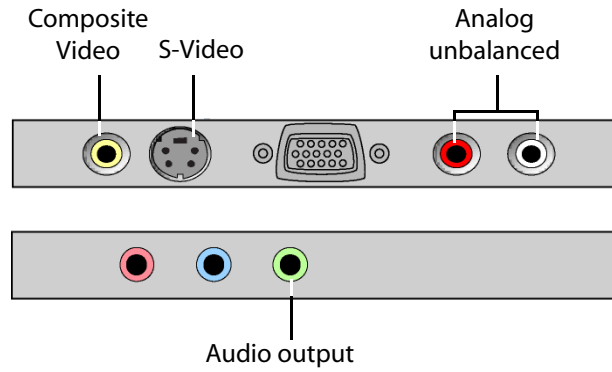


Connecting analog video and audio

Connect the presenter's video camera or camcorder to the 4Forum analog video and audio acquisition card, using the connectors shown below.

1. Connect either a composite video input or an S-Video input to the appropriate connector.

Figure 11. Audio and video connectors



2. Connect the analog audio input to the appropriate connectors. Use the RCA connectors on the acquisition card for unbalanced audio.

NOTE 4Forum only accepts unbalanced audio.

Connecting a laptop display output

Use a VGA male to VGA male cable to connect the presenter's laptop or PC to the 4Forum VGA acquisition card.

1. Connect one end of the cable to the VGA output connector on the presenter's laptop or PC.
2. Connect the other end of the VGA cable to the VGA connector on the 4Forum VGA acquisition card.

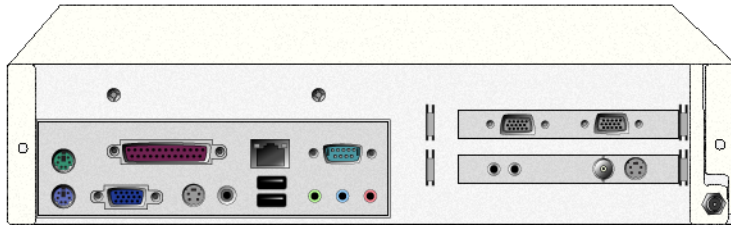
Figure 12. VGA connector



NOTE The second VGA input is disabled.

4Forum Lite

Figure 13. 4Forum Lite chassis .



Connecting analog video and audio

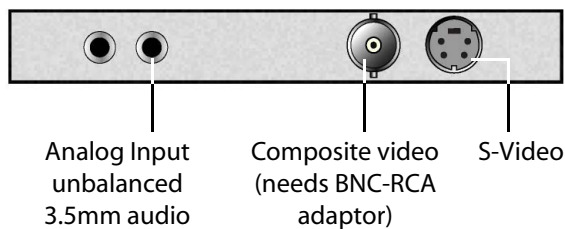
Connect the presenter's video camera or camcorder to the 4Forum analog video and audio acquisition card, using the connectors shown below.

1. Connect either a composite video input or an S-Video input to the appropriate connector.

NOTE

A BNC to RCA adaptor is provided for composite video (see Figure 2 on page 21).

Figure 14. Audio and video connectors



2. Connect the analog audio input to the appropriate connector. Use the RCA connectors on the acquisition card for unbalanced audio.

Connecting a laptop display output

Use a VGA male to VGA male cable to connect the presenter's laptop or PC to the 4Forum VGA acquisition card.

1. Connect one end of the cable to the VGA output connector on the presenter's laptop or PC.
2. Connect the other end of the VGA cable to the VGA connector on the 4Forum VGA acquisition card.

Figure 15. VGA connector



NOTE

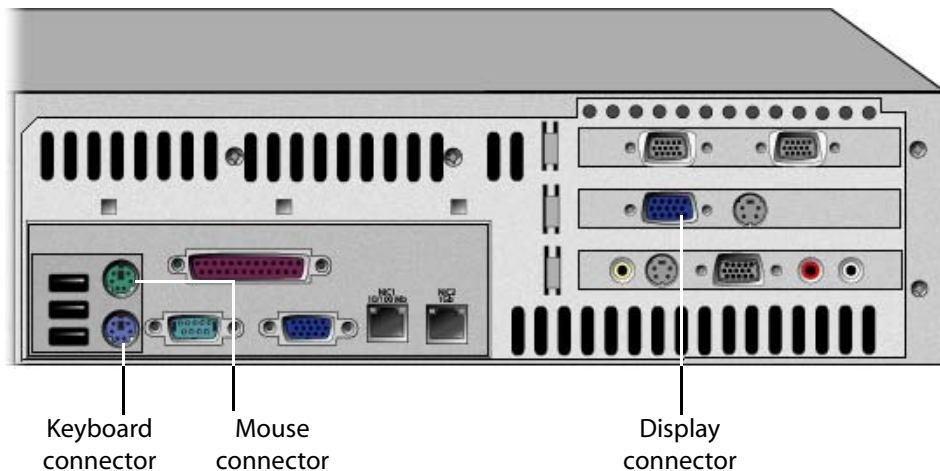
The second VGA input is disabled.

Connecting the mouse, keyboard, and display

Connect a mouse, keyboard, and display to the rear panel of the 4Forum. The location of the connectors may vary, depending upon your model.

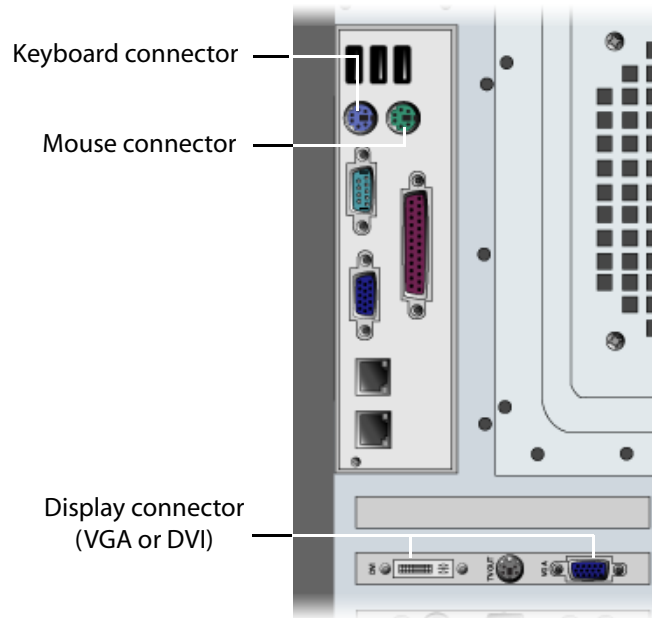
4Forum rackmount chassis

Figure 16. Mouse, keyboard, and display connectors



4Forum tower chassis

Figure 17. Mouse, keyboard, and display connectors



4Forum *Lite*

4Forum *Lite* does not require a mouse/keyboard since it can be administrated via a network.

Connecting to the network

You should tell your network administrator that you plan to connect the 4Forum to the network.

Depending upon the model, there may be two RJ-45 network interface connectors on the rear panel of the 4Forum:

- Use the 10/100 Mb network interface to connect to a 10/100 Mb ethernet network
 - If present, use the 1 Gb network interface to connect to a 1Gb network, for Gigabit bandwidth data transfer.
1. Connect the 10/100 Mb network interface cable into the 10/100 Mb LAN connector on the rear panel of the 4Forum. Push the plug into the connector until it clicks into place.
 2. If present, connect the 1 Gb network interface cable into the 1 Gb LAN connector on the rear panel. Push the plug into the connector until it clicks into place.
 3. Plug the other end of the LAN cables into the corresponding 10/100 Mb or 1 Gb network switch or hub.

Connecting power cords

Follow this procedure to connect the power cord.

CAUTION

Before connecting any power cords, verify that the input voltage selector switch (if present) is set to the correct voltage for your region.

1. Connect the power cord to the system.
2. Plug the power cord into grounded outlets.

CAUTION

Use a grounded power cord that complies with national electrical safety regulations. Do not use or attempt to modify the supplied power cord if it is not the correct type for your electric power outlet.
In regions where electrical storms are frequent, plug the system into a surge suppressor for additional protection.

Support Information

This section provides basic troubleshooting advice and explains how to contact the Envivio support organization.

Troubleshooting Advice

Make sure that the system is plugged into an electric power outlet and switched on.

For systems with video and audio inputs or outputs:

- If the product has video input or video output connectors, ensure that the video cables are correctly connected.
- If the product has audio input or audio output connectors, ensure that the audio cables are correctly connected.

Obtaining Support

You may contact us for specific projects requiring customized options or specific development, available through our service organization. For contact information, see the Envivio website at <http://www.envivio.com>.

If you have support questions, contact Envivio Customer Services or send an email to your Sales contact.

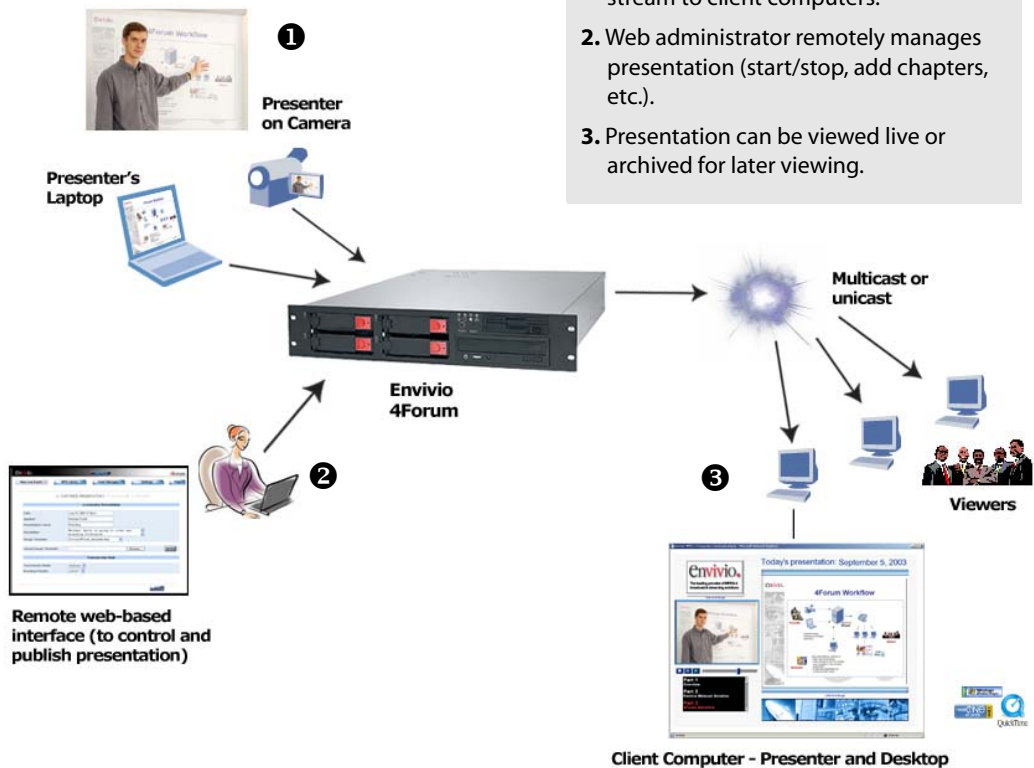
CHAPTER 3

Setting Up 4Forum

Basic Workflow

4Forum involves three types of actors:

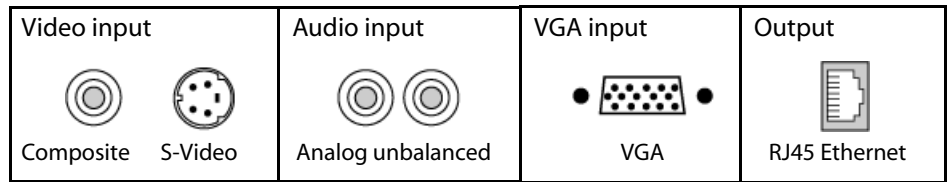
- ❶ A presenter giving a presentation in front of a camera, using a laptop.
- ❷ An administrator who controls 4Forum. He/she can start, insert dynamically chapter marks, stop, publish, and manage live and on-demand broadcasts remotely.
- ❸ Viewers (or end users) who can view the live and on-demand MPEG-4 presentations.



Configuring the presenter's computer

4Forum has input connectors for two media sources: one VGA source from a computer, and one video source from a camera

Figure 1. 4Forum input/output connectors



Configuring the presenter's computer (VGA source)

1. Ensure that the VGA cable from the presenter laptop (computer) is properly connected to 4Forum VGA input connector.
2. Set the presenter's laptop screen resolution:
 - Right-click on your desktop and select **Properties**, then go to **Settings** tab and set the screen resolution.
 - Check that your VGA output signal matches your settings

NOTE

4Forum Producer and System supports resolutions up to UXVGA, 1600 x 1200. 4Forum Lite supports only a resolution up to 1024x768. The resolution can be selected from the encoding settings (see "Encoding Editor" on page 82) or defined by the template (see step 4, on page 55).

3. You can check the presenter's laptop screen resolution by launching the **Start>Programs>Vision RGB** program.
4. Set the presenter's laptop output.

On the presenter's laptop, set the VGA output to an external monitor:

 - right-click on your desktop and activate the external monitor output,
 - or toggle the LCD/VGA key on your laptop.

Configuring the video camera

Ensure that the S-video (or composite) cable and the audio cable from the camera are properly connected to the audio/video input connectors of 4Forum.

Configuring the viewers' computer

Installing and configuring EnvivioTV

In order to play MPEG-4 content you have to install EnvivioTV.

You can install EnvivioTV as an ActiveX control this will embed EnvivioTV into a web page or as a plug-in for QuickTime™ Player, RealPlayer or Windows Media™ player.

EnvivioTV ActiveX control or plug-in can be installed:

- manually on every end users' computer
- or for larger audiences, automatically with 4Forum's automatic installer. This means that when users connect to a live stream, the automatic installer checks if EnvivioTV is already installed or if it needs to be upgraded.

Installing EnvivioTV plug-in for QuickTime Player, RealPlayer or Windows Media Player manually

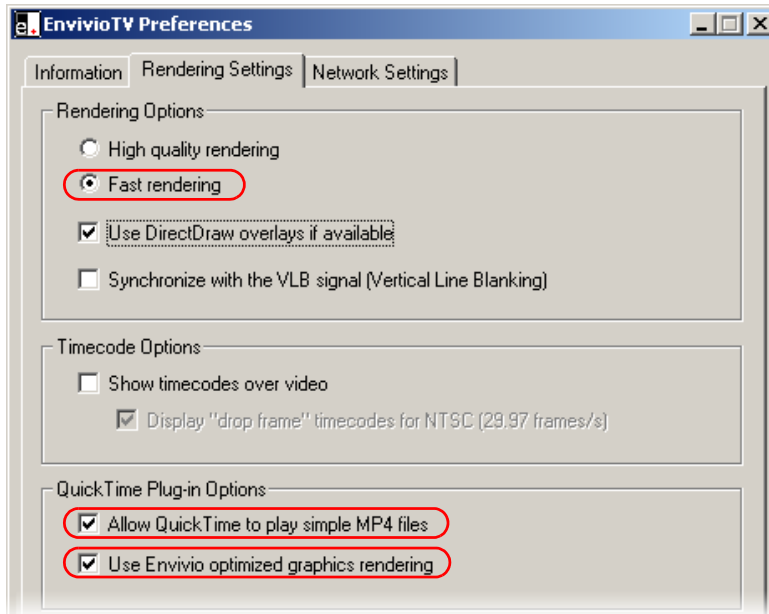
1. Launch EnvivioTV installer.

CAUTION At least, one player (QuickTime™ Player, RealPlayer or Windows Media™) must be installed before installing ETV plug-in.

2. During the installation, the program automatically detects if you have QuickTime™ Player, RealPlayer or Windows Media™ installed. If several of them are installed on your system, you are asked to choose which EnvivioTV plug-in you want to install. You can install one plug-in or all of them.
3. At the end of the installation process, if the EnvivioTV Preferences option is checked or go to **Start>Programs>Envivio>EnvivioTV>EnvivioTV Preferences>Rendering Settings** menu check **Fast Rendering**.

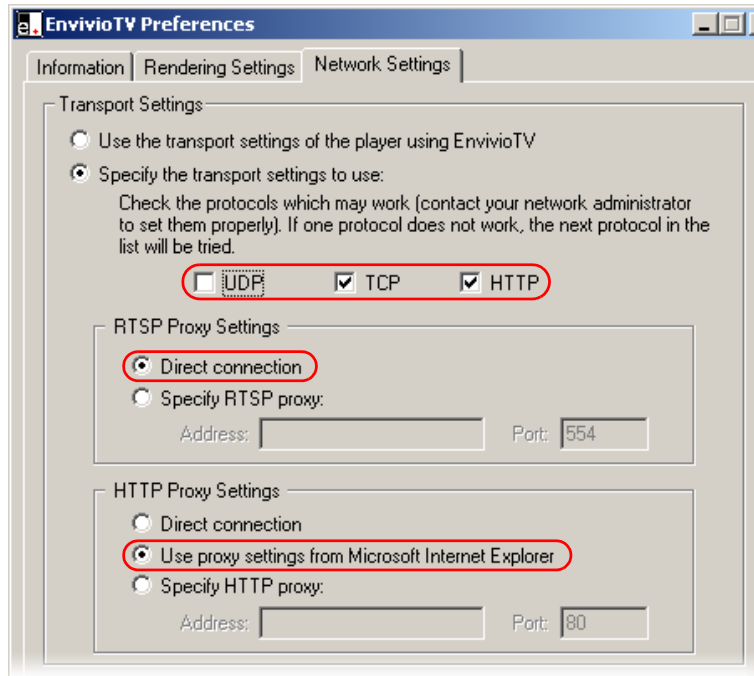
In the **Quick Time plug-ins Options**, check **Allow Quicktime to play simple MP4 files** and check **Use Envivio optimized graphics rendering**.

Figure 2. EnvivioTV Rendering settings



4. In **EnvivioTV Preferences>Networks Settings**, choose **Specify transport settings to use**, uncheck **UDP** and check **TCP** and **HTTP**.
 - For **RTSP proxy settings**, check **Direct Connection**.
 - For **HTTP proxy settings**, check **Use Proxy settings from Microsoft Explorer**.

Figure 3. EnvivioTV Network settings



Installing EnvivioTV for a large number of viewers' with ETV automatic installer

When configuring 4Forum, if you select Automatic installer (see "Player settings" on page 79), EnvivioTV plug-in or EnvivioTV ActiveX control will be automatically installed on the end user's computer.

This automatic installer is triggered when the user views the specific web page. The web page checks whether EnvivioTV plug-in is installed or needs to be upgraded to a newer version.

If EnvivioTV plug-in is not installed the automatic installer is downloaded and a message prompts you that EnvivioTV will be installed.

The automatic installer also checks your existing player version. If the installed version is too old, it will suggest a link to update your players (QuickTime™ Player, RealPlayer or Windows Media™).

At the end of the installation, the user can check the EnvivioTV settings (see "EnvivioTV Rendering settings" on page 42 and "EnvivioTV Network settings" on page 43).

Installing EnvivioTV ActiveX control

EnvivioTV ActiveX control means that EnvivioTV is embedded into an HTML page rather than into a player.

EnvivioTV ActiveX control can be installed manually or automatically.

- EnvivioTV ActiveX control is installed with EnvivioTV, whatever plug-in is selected. The installation is transparent to the user.
- EnvivioTV ActiveX control can be installed automatically, if you select Automatic installer (see "Installing EnvivioTV for a large number of viewers' with ETV automatic installer" on page 43).

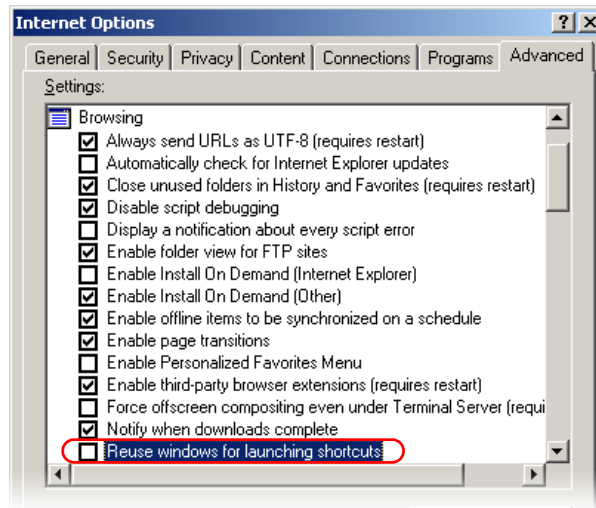
Configuring Internet Explorer

CAUTION

Internet Explorer 6.0 is required for accessing the 4Forum Administrator interface.

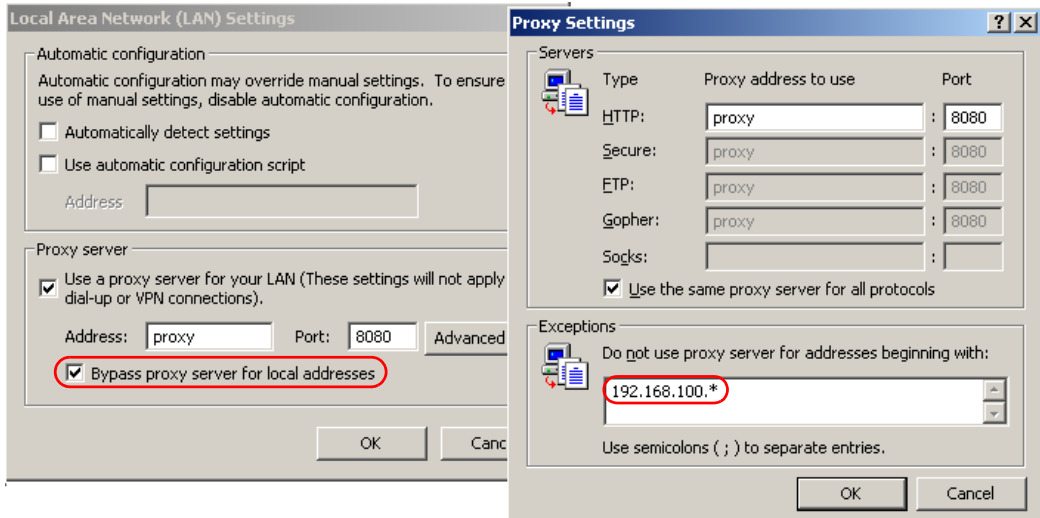
1. In **Tools>Internet options>Advanced>Browsing**, uncheck **Reuse windows for launching shortcut**. This option allows having always web interface window available and open all links in another Internet Explorer window

Figure 4. Setting Internet options.



2. If you are using a proxy, go to **Tools>Internet options>Connections>Lan setting>Proxy server**, check **Bypass proxy server for local addresses**. Then click **Advanced**, and enter the 4Forum and the server IP address in **Exceptions field** (192.168.100.*).

Figure 5. Setting proxy settings



CHAPTER 4

Quick Start

Workflow overview

This paragraph gives a general idea about the workflow of 4Forum and could be used as a check list. All steps are thoroughly explained in the next sections.

1. Check the connections:

- Set the resolution of the laptop to 800 x 600, 1024 x 768, 1280x1024 or 1600 x 1200, and activate the external monitor output.
- Check the connections to the laptop VGA connector and to the camera (see "Connecting audio and video equipment" on page 26).

2. Launch Internet Explorer, connect to 4Forum Administrator interface (see "Configuring Internet Explorer" on page 45).

3. Double check system settings.

4. Choose an encoding preset that matches your VGA input resolution.

5. Choose a design template that matches your VGA input resolution.

6. Create a live event.

7. Encode the live event.

8. Preview the live event.

9. Insert chapters (*optional*).

You can add chapter marks during live encoding to help viewers jump to a particular point in the recorded presentation (VOD). Note that chapters are only available in the VOD presentation.

10. Stop the encoding of the live event.

11. Publish the presentation.

You can save the presentation as an MPEG-4 file, upload it to a remote streaming server for on-demand viewing, and save the presentation assets for later edition.

12. View the published event in the MPEG-4 Library.


13. Edit a presentation (*optional*).

You can change the background design template, modify or add chapters, etc.


Launching the 4Forum Administrator interface

4Forum can be remotely controlled from a web browser with the 4Forum Administrator interface.

Follow these instructions to launch the 4Forum Administrator interface from your Internet Explorer.

1. Launch Internet Explorer and open this URL:
http://<IP_address>/index.html
where *<IP_address>* is the IP address of the 4Forum system.
2. click the Enter button, 

CAUTION

Before shutting down 4Forum, always click the Quit button, .

Before running 4Forum for the first time

If you are running 4Forum for the first time and before creating a presentation, we recommend checking the 4Forum settings. For more advanced details on Settings, see "System settings" on page 78.

WARNING

Settings should only be modified by advanced users and administrators. Once the settings are set, the user can operate 4Forum without having to change the settings again.

Creating a new Live Event

Creating a new live event involves three tasks:

- **Customize your live event**, by entering information about the event (date, speaker, description), by selecting a background design template, and by selecting an encoding preset.
- **Encode the live event**.
You can also add chapter marks during encoding to help viewers jump to a particular point in the VOD presentation.
- **Publish the live event**. You can save the presentation as an MPEG-4 file, upload it to a streaming server for on-demand viewing, and/or save the presentation assets for later editing.

Step 1: Customizing your live event

Follow these steps to customize your live event.

1. Click the **New Live Event** tab.
2. You can enter information (*optional*) that will be displayed in your live presentation:

1. Customize Live Event

Date of Live Event:

Speaker:

Topic:

Description:

Attach image thumbnail:

- Date** The time and date of the presentation.
 - Speaker** The name of the person making the presentation
 - Topic** A title for the presentation
 - Description** Provide a brief description of the presentation
 - Attach image thumbnail** You can select an image for your live event. This image is going to be displayed as a thumbnail in the description box.
- Note: 4Forum supports PNG and JPG files only with a size lower than 250k. Make sure your images have the right file format and size.

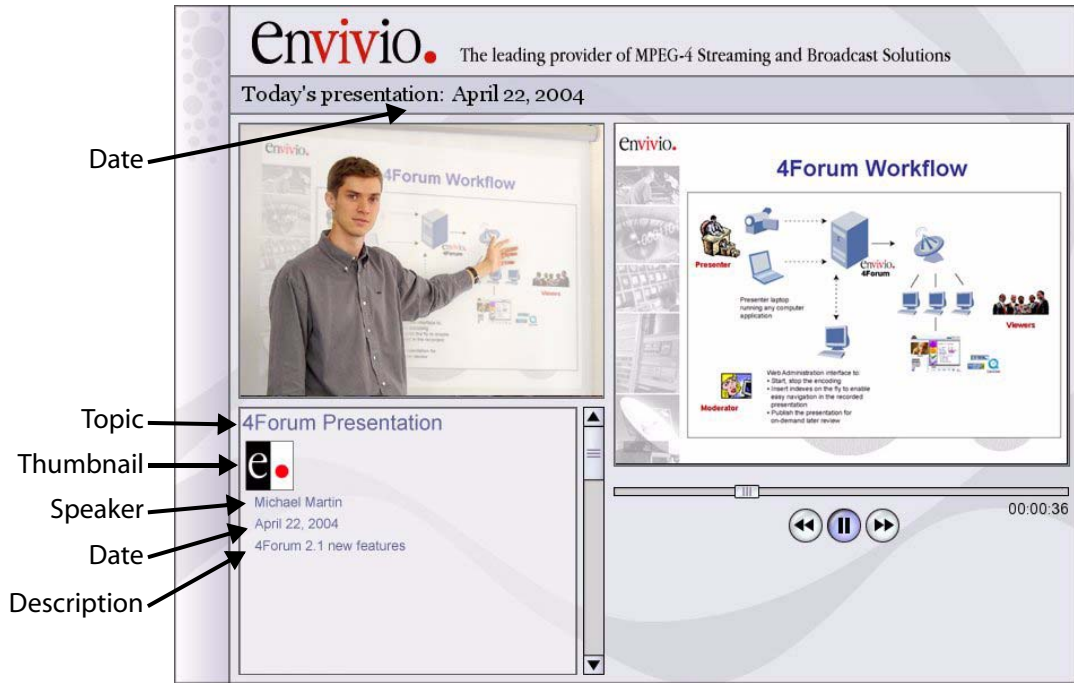
Figure 1. Live presentation

The screenshot shows a live presentation interface for Envivio. At the top, it says "envivio. The leading provider of MPEG-4 Streaming and Broadcast Solutions". Below that, it displays "Today's presentation: April 22, 2004". The main content area is split into two panels. The left panel shows a presenter, Michael Martin, standing in front of a screen displaying the "4Forum Workflow" diagram. The right panel shows a detailed "4Forum Workflow" diagram with roles: Presenter (laptop), Moderator (web interface), and Viewers (multiple monitors). Below the diagrams is a timer showing "00:00:11".

Annotations on the left side of the interface point to the following elements:

- Date → Today's presentation: April 22, 2004
- Topic → 4Forum Presentation
- Speaker → Michael Martin
- Date → April 22, 2004
- Description → 4Forum 2.1 new features
- Thumbnail → [envivio logo]

Example 1. Video-on-demand presentation




3. Select a background design template for your presentation:



CAUTION

You have to select a design template that corresponds to your laptop resolution. E.g. laptop resolutions is 800x600 you have to select Design Template blue800x600.

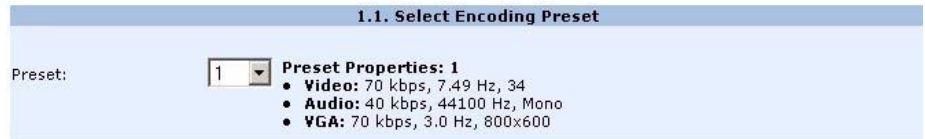
- you can choose a background design template from the drop-down list,
- or import a new background design template: select a new background design template (ZIP file) and click the Import icon, .

NOTE

For more information on templates, see "4Forum Templates" on page 91.

4. Select an encoding preset from the drop-down list. Each preset optimizes the encoding of the live event for a specific network bandwidth and/or resolution.

For example, you can select a preset designed for broadcasting your live event to viewers with DSL network connections. Another preset could encode your presentation for corporate LAN users. You have to select an



Encoding Preset that corresponds to your laptop resolution. E.g. laptop resolutions is 800x600 you have to select Encoding Preset medium_800x600.

5. When you have provided the information required, you can continue to the next step.

CAUTION

Double check that your background design template and your encoding presets corresponds to your laptop resolution.


6. Then click the NEXT button to move to step #2 Encoding.

NOTE

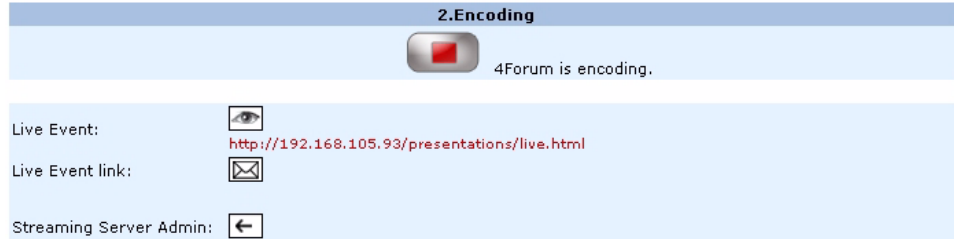
If your preset uses ACNS, after pressing the NEXT button, 4Forum will communicate with ACNS (using the information provided in **Settings>ACNS**) to create programs and assign them to channels.



Step 2: Encoding your live event

After you have customized your presentation, follow these steps to start encoding your live event.

1. Before starting encoding, You can email your audience the link to the live event by clicking the Email icon, . Clicking this icon launches your default email client (for example, Outlook or Outlook Express).


- Click the VCR encode button,  to start your live presentation. When you start encoding, the page is refreshed.




- You can click the View icon,  to check that the presentation is being broadcasted and encoded correctly.
- You can click on the Open Streaming Server Admin icon,  to see how many users are connected to your live event.
- You can use the Chapter Manager to dynamically add chapter markers during the live presentation or after the encoding has stopped. Then viewers can use chapter markers to jump forward or backward through the VOD presentation.

NOTE

For more information on Chapter Manager, see "Step 3: Adding chapter marks with the EZEditor" on page 70.

- You can stop encoding the presentation at anytime by clicking the flashing Stop button, .

NOTE

You can start encoding again by clicking the Encode button, .

- Click the **NEXT** button to move to "Step 3: Publishing your live event".

Step 3: Publishing your live event

When you have completed your live event, follow these steps to publish it as an MPEG-4 file and upload it to a streaming server.

NOTE

If you do not want to create a final MPEG-4 file now, you can still save your presentation as an MPEG-4 package and re-edit it later (for example, change or add chapters, change the background design).

The image shows two screenshots of a web interface. The top screenshot is titled "3. MP4 Event Publisher" and contains the following fields and options:

- File name:** A text input field with the placeholder text "e.g. Presentation1".
- Event Description:** A larger text input field with a small icon on the right side.
- Publish as MP4 file:** A checkbox that is checked, with the text "(default)" next to it.
- Upload MP4 Event to Streaming Server:** An unchecked checkbox with the text "(for immediate streaming)" next to it.

The bottom screenshot is titled "3.1 Post-production Publisher" and contains one field:

- Save event as MPEG-4 Editor file:** An unchecked checkbox with the text "(For post-editing with the MPEG-4 Editor)" next to it.

1. Enter a file name for your presentation. The MPEG-4 file will be published and archived with this name in the MPEG-4 Library (see "MPEG-4 Library" on page 74). We recommend using a unique and meaningful file name.

NOTE

If you do not give a file name, the current date and time will be used. The file name must use english characters, however the event description supports other characters such as Japanese.

2. Select the publishing options for your live event.

Publish as MP4 file

This option is always selected by default. This creates an MPEG-4 file that is saved in the MPEG-4 Library.

**Upload MP4 Event
to Streaming Server**

Select this option if you want to upload the MPEG-4 file to the streaming server.

Note: This is only necessary if your streaming server is not on 4Forum.

**Save event as MPEG-4
Editor file**

Select this option if you want to edit the presentation later with the MPEG-4 Editor. The MPEG-4 Editor allows you to edit chapters, background designs and text of your presentation (see "MPEG-4 Editor" on page 68).

3. Once you have selected your publishing options, click the **publish** button. Your file will be automatically saved into the MPEG-4 Library (see "MPEG-4 Library" on page 74 for additional information).

CHAPTER 5

Viewing an Event

Viewing a Live Event

The entire presentation is delivered as an interactive ISO MPEG-4 file that can be customized and branded. It can contain MPEG-4 graphics, vector-based animations, and interactivity. For example, you expand the presenter video half-screen and the slides video to full-screen view.

You can view the live event by launching either a web browser or Windows Media Player, QuickTime Player or RealPlayer.

Viewing the presentation using a web browser

To view the presentation, open a web browser and enter the following address:

```
http://IP_address/presentations/live.html
```

where IP_address is the IP address of the streaming server

This will open an MPEG-4 player embedded in the default browser (Internet Explorer is recommended).

Viewing the presentation using a player

To view the presentation, launch the player and enter the following address:

```
e-rtsp://IP_address:7070/live.mp4
```

where IP_address is the IP address of the streaming server.

This will open the MPEG-4 movie in the player of your choice.

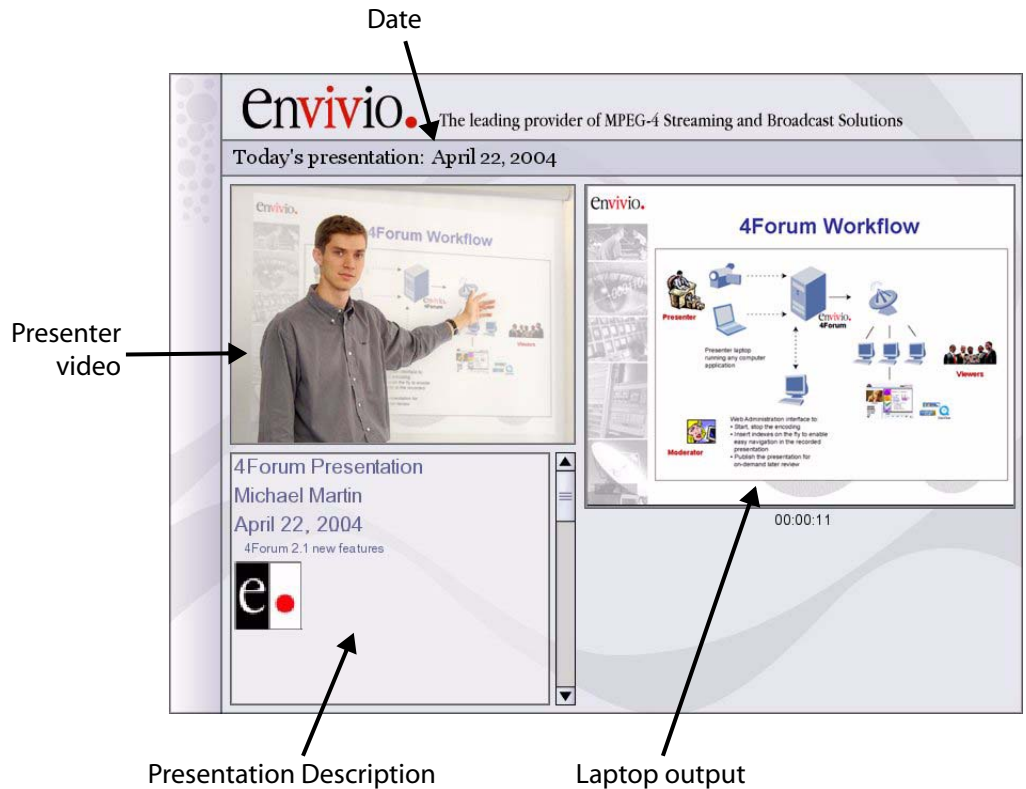
NOTE

By default, Windows Media Player with EnvivioTV™ plug-in is used but the application can be set for any other supported player (QuickTime, RealNetworks player, or ActiveX control), including any player available on the viewer's PC – See “Player settings” on page 79.

The moderator can email a link of the presentation in the Settings>General tab before creating the live event, during the encoding of the new live event, or in the library manager for video on-demand presentations.

The moderator can send this file to viewers or use it as an example to add it to the intranet.

Figure 1. Live presentation using "blue800x600" template



You can enlarge the presenter video by clicking on it.
You can expand the laptop video to full-screen view by clicking on it.

NOTE

The layout, graphics and interactive behaviors are defined in the MPEG-4 template. This template can be modified and customized using the optional 4Mation (see Chapter 8 on page 91 for additional information).

Viewing a published event

Viewers can access a published event "on-demand" by clicking the link of the presentation in the MPEG-4 Library.

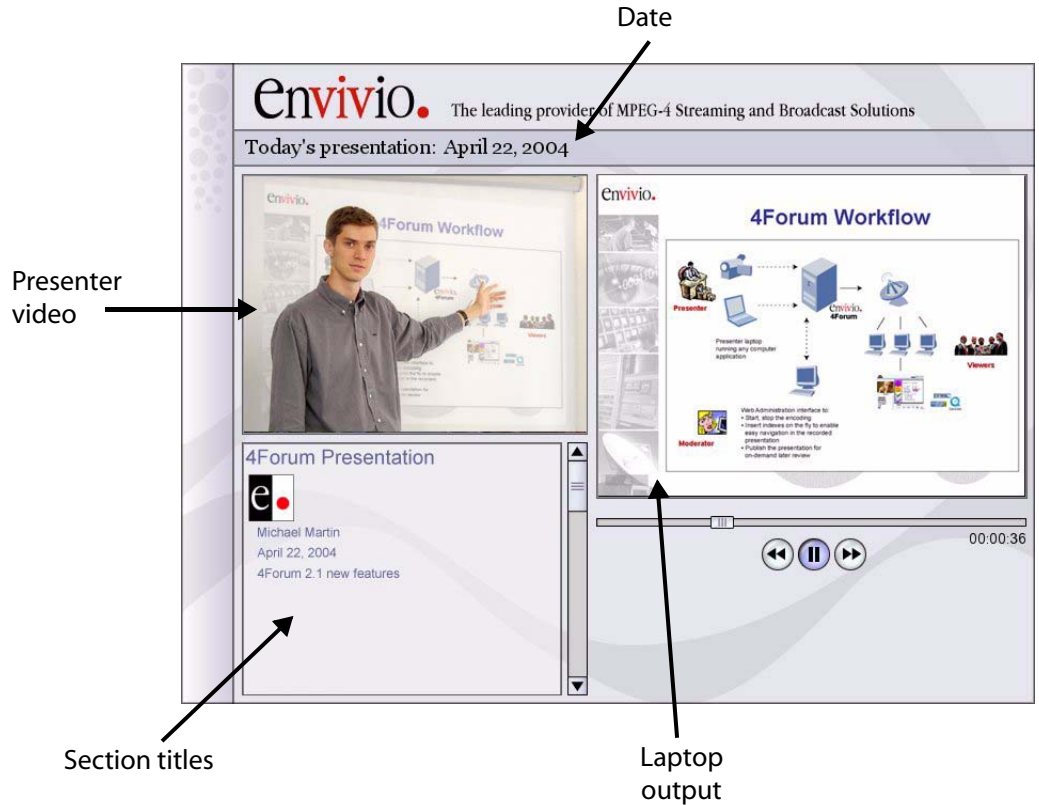
The published event contains MPEG-4 graphics, vector-based animations, and interactivity. As in a live presentation, you have full interactivity, for example, you can expand the presenter video half-screen and the slides video to full-screen view.

You have play, pause, stop controls and special fast forward and rewind controls. These allow you to fast forward in different speeds. For example, if you press the fast forward buttons twice your video is playing 4x faster than the original presentation.

Further users can navigate easily anywhere in the published event with the help of chapters marks.

The moderator can send this file to viewers or use it as an example to add it to the intranet.

Figure 2. Video-on-demand presentation using "blue800x600" template



You can enlarge the presenter video by clicking on it.

You can expand the laptop video to full-screen view by clicking on it.

You can play, pause, stop, fast forward and rewind by clicking on the controls.

Viewer's Portal

Administrators can select presentations in the MPEG-4 library and create a Viewer's portal for the viewers. The Viewer's Portal is a website that lists links to the live presentation and/or on-demand presentation.

The Viewer's Portal link can be emailed to the audience by the administrator.

Figure 3. Viewer's portal

The screenshot shows a web interface for a Viewer's Portal. It features a blue header with the title "Viewers' Portal". Below the header, there is a text block stating "The Viewers' Portal allows you to view MPEG-4 events." This is followed by another blue header titled "Live Event Link", which contains the text "Live Event: <http://192.168.100.10/presentations/live.html>". Below this is a table titled "VOD Events:" with five columns: "No.", "Name:", "Date:", "Description:", and "Link:". The table contains two rows of data.

Viewers' Portal				
The Viewers' Portal allows you to view MPEG-4 events.				
Live Event Link				
Live Event: http://192.168.100.10/presentations/live.html				
VOD Events:				
No.	Name:	Date:	Description:	Link:
1	presentation.mp4	5:31PM 19 Apr 2004		http://192.168.100.10/presentations/presentation1.html
2	test1.mp4	8:47PM 13 Apr 2004		http://192.168.100.10/presentations/test1.html

See "Viewers' portal" on page 74 for more information.

CHAPTER 6

Advanced use

Chapter Manager

You can use the Chapter Manager to dynamically add chapter markers during the live presentation or after the encoding has stopped.

Viewers can use chapter markers to jump forward or backward through the video-on-demand presentation.

Chapter Manager			
You can add, modify or delete chapters, attach image thumbnails and make them invisible with the Chapter manager.			
Add new chapter			
Chapter Name:	<input type="text"/>	Invisible:	<input type="checkbox"/> (This will allow you to hide this chapter. Starting from this chapter mark until the next one.)
Description :	<input type="text"/>	Time:	<input type="text" value="00:00:00"/> Total duration: 00:12:21
Image Thumbnail:	<input type="text"/> <input type="button" value="Browse..."/>		<input type="button" value="add"/>
Chapters			
1. Chapter Name:	<input type="text" value="4Forum Presentation"/>	Time:	<input type="text" value="00:00:00"/> Invisible: <input type="checkbox"/> Delete <input type="checkbox"/>
			<input type="button" value="apply"/>

Adding a new chapter during encoding

To add a new chapter follow these steps:

1. Provide the following information:

- Chapter name** Enter a name for the new chapter.
- Description** Enter a description for the new chapter.
- Image** Each chapter can have an image associated to it.
Note: 4Forum supports JPG and PNG files with a size lower than 250k. Make sure your images have the right file size.

- Invisible** Invisible chapters allow you to hide chapters of your presentation. This means that the user will not see a certain section of your presentation.
- For example, if you have five chapters 1-2-3-4-5 and you make chapter 3 invisible then the user will not be able to see the presentation from chapter 2 to 4. Therefore, your chapters will appear in the order 1-2-4-5.
- Time** Enter the time for the new chapter. If you leave it blank, time will be set to now.

2. Then click the **apply** button to save your changes.

Adding a new chapter after encoding

After the encoding has stopped, additional chapters can be added by entering a specific time manually.

NOTE

Added chapter has to be within the duration of the presentation.

Changing the order of chapters after encoding

1. You can change the order of chapter marks by changing their time or by adding new chapter markers.
2. Click the **apply** button to save your changes.

MPEG-4 Editor

The MPEG-4 Editor allows the user to edit a presentation and to re-publish it. For example, you can change the background design template, modify the presentation text, add or modify the chapter marks, or cut out specific sections of your presentation by using invisible chapters markers.

It is also a local repository for MPEG-4 packages.

The MPEG-4 Editor includes two tools:

- the EZeditor,
for adding chapters marks during the presentation playback
- the Chapter Manager,
for modifying chapter marks manually.

CAUTION

The MPEG-4 Editor can only be used when you published a live event as an MPEG-4 package in the Event Publisher.

Basic workflow




Editing an MPEG-4 package involves five steps:


1. **Select an MPEG-4 package**
2. **Edit the MPEG-4 background design.**
3. **Add chapter marks with the EZEditor** (*optional*)
4. **Modify chapters with the Chapter Manager** (*optional*)
5. **Publish the MPEG-4 package.**

You can save the presentation as an MPEG-4 file, upload it to the 4Forum streaming server or create a new presentation package.

Step 1: Selecting a presentation

1. Click the **MPEG-4 Editor** tab. The list of available MPEG-4 packages is displayed.

1. MPEG-4 EDITOR				
NO.	NAME	DATE ▼	EDIT	DELETE PACKAGE
1	Live3	5:31PM 22 Apr 2004		<input type="checkbox"/>
2	Live1	4:40PM 22 Apr 2004		<input type="checkbox"/>
3	presentation-clara	5:30PM 19 Apr 2004		<input type="checkbox"/>

2. Select an MPEG-4 package, then click the Edit icon, .
You can now edit the MPEG-4 background, use the EZEditor and/or the Chapter Manager and publish the MPEG-4 package.

NOTE

You can delete an MPEG-4 package by checking the Delete Package box and clicking the **apply** button.

Step 2: Editing your MPEG-4 background design

1. Select a different background design template from the drop-down list.


2. Edit Event			
Topic:	presentation 4Forum	Date of Event:	Tue Apr 13 16:53:53 2004
Design Template:	blue800x600/blue800x600.ebp		

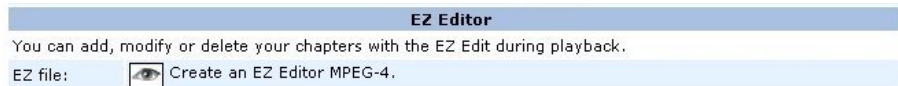
2. Click the **apply** button to apply your changes.



Step 3: Adding chapter marks with the EZEditor

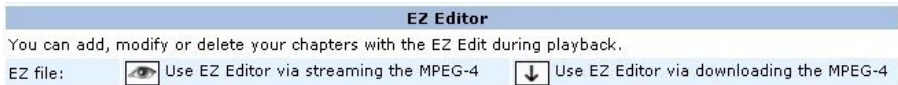
The EZEditor (*pronounced easy editor*) is a visual post-editing tool that allows you to add chapters marks during playback.

Follow these steps to edit your event with EZEditor.

1. Click the Create EZfile icon,  to create the EZ file.



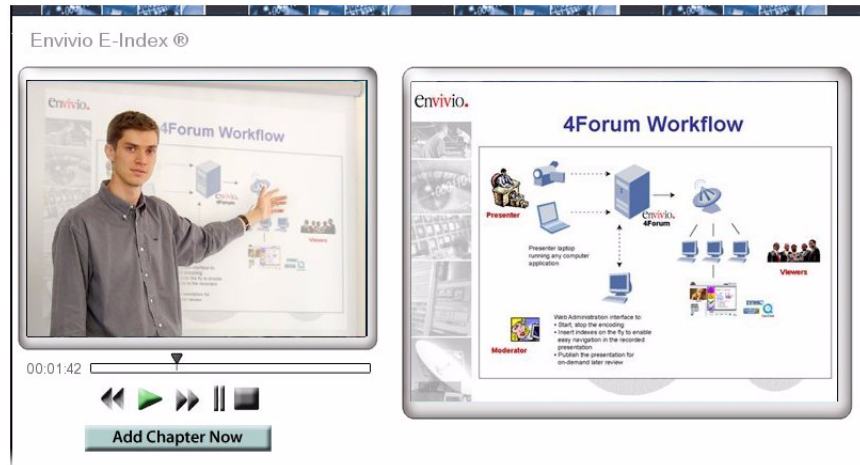
2. Click the Streaming icon,  or the Download icon,  to launch the presentation in the EZEditor.



There are two options to edit your presentation.

- The Streaming option will be faster since you are not downloading the complete presentation to your hard drive. However, any interaction will take longer since you have to wait for the streaming server buffer delay.
 - The second download option will take longer initially since the presentation is downloaded, however editing will be smoother since the presentation is played back in real-time rather than streamed.
3. You can play, pause, forward, or rewind the presentation and add chapters.

Figure 1. Adding chapters using EZEditor



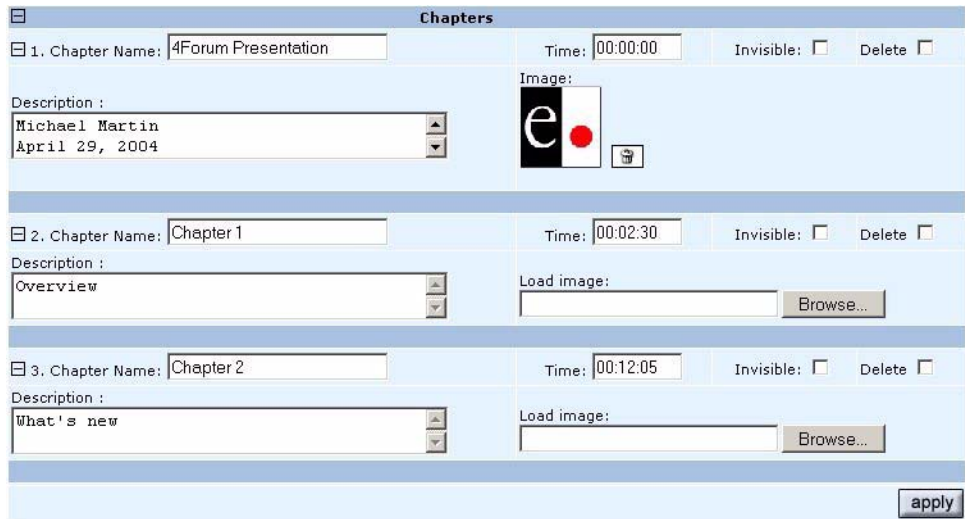
4. When you click the **Add Chapter Now** button, the presentation pauses and a text box is displayed. You can enter a name for the new chapter, attach an image thumbnail, and add a description.
5. Once you have finished adding chapters, click the **add** button to create a new chapter.
The new chapters are added to the list of the Chapter Manager.
6. Click on play, forward or rewind to add more chapters.
7. When you have added all the chapters, close the EZEditor: click the black cross on the upper right hand side of your browser.
You can now review your new chapters in the Chapter Manager.

Step 4: Modifying chapters with the Chapter Manager

1. In the Chapter Manager, click the plus sign, **+** to view all your chapters.

NOTE

For more information on chapter parameters, see "Chapter Manager" on page 66.



2. When you have completed your edits, click the **apply** button.
3. Then click the **NEXT** button to publish your MPEG-4 package.

Step 5: Publishing an MPEG-4 package

When you have completed your edits, follow these steps to publish it as an MPEG-4 file.

1. Enter a new file name for your presentation. We recommend choosing a unique and meaningful name.
2. Select the publishing options for your presentation:

Publish as MP4 Event

(Default selection) Select this option to create an MPEG-4 file that will be saved in the MPEG-4 Library.

Upload MP4 Event to Streaming Server

Select this option if you want to upload the MPEG-4 file to the streaming server.


Note: This is only necessary if your streaming server is not on the same machine as 4Forum.

Save media as MPEG-4 package

Select this option if you want to re-edit the presentation later with the MPEG-4 Editor.

3. Click the **publish** button to apply your selection(s).

MPEG-4 Library

The MPEG-4 Library is a local repository of files produced by 4Forum. These files are not necessarily served by the streaming server but can be delivered by using the Upload icon, , for each file.

Click the **MPEG-4 Library** tab to access the Viewer's Portal and the Library Manager.

Viewers' portal

The viewers' portal is a website with links to the live presentation and/or published events.

Publishing a presentation to the Viewers' portal

To add a presentation to the Viewers' portal:

1. Select a presentation Live or VOD and click the **Publish to Viewers' Portal** checkbox, then click **apply**.
2. The selected presentation is added to the list of available presentations in the Viewers' portal.

To remove a presentation from the Viewers' portal:

1. Select a presentation and uncheck **Publish to Viewers' Portal**, then click **apply**.
2. The selected presentation is removed from the list of available presentations in the Viewers' portal.

Previewing the Viewers' Portal



You can preview the Viewers' portal by clicking the Preview icon, .

Figure 2. Viewer's portal

Viewers' Portal				
The Viewers' Portal allows you to view MPEG-4 events.				
Live Event Link				
Live Event: http://192.168.100.10/presentations/live.html				
VOD Events:				
No.	Name:	Date:	Description:	Link:
1	presentation.mp4	5:31PM 19 Apr 2004		http://192.168.100.10/presentations/presentation1.html
2	test1.mp4	8:47PM 13 Apr 2004		http://192.168.100.10/presentations/test1.html











Emailing the Viewers' Portal URL

The Viewers' portal URL can be emailed to your audience by clicking the Email icon, .

NOTE

Clicking this icon launches your default email client for example, Outlook or Outlook Express.

Managing published events with the Library Manager

Library Manager						
Free Space:		59,172,757,504 bytes free				
Viewers' Portal  		Publish MPEG-4 presentation into the Viewers' Portal. The Viewers' Portal gives your viewers access to MPEG-4 presentations you selected.				
NO.	NAME	DATE	DESCRIPTION	UPLOAD TO STREAMING SERVER	PUBLISH TO VIEWERS PORTAL	DELETE FILE
	 	12:20PM 22 Apr 2004	live link		<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	  4Forum_Overview.mp4	4:17PM 30 Apr 2004			<input type="checkbox"/>	<input type="checkbox"/>
3	  4Forum_3.0_New_Features.mp4	10:32AM 30 Apr 2004			<input type="checkbox"/>	<input type="checkbox"/>
						<input type="button" value="apply"/>

The **Free space** parameter gives you information on the available free space on your machine.

The following information is given for each event: the file name, the date and the description.


NOTE

If present, the live event is always displayed on top of the list of events.

Downloading a presentation

You can download the selected presentation by clicking on the file name in the Name column.


Streaming an MPEG-4 presentation

If it was uploaded to the streaming server, you can stream the selected presentation by clicking the View streamed presentation icon, , in the Name column.

Emailing the link to the presentation

You can email the link of the selected presentation by clicking on the Email icon.


Uploading a presentation to the streaming server

You can upload the selected presentation to the streaming server by clicking the Upload icon, .

NOTE

When a file is delivered to the streaming server, the Upload icon is not displayed.

Publishing a presentation to the Viewers' Portal

You can publish the selected presentation for your viewers. The Viewers' Portal is for viewers only. It can be previewed by clicking on the Preview icon, .

Deleting a presentation

You can delete a selected presentation by clicking the Delete File checkbox.

CHAPTER 7

4Forum Settings

System settings

You can use the Settings tab to configure the general system, the network, the encoding, the background design templates, the Cisco ACNS settings.

NOTE

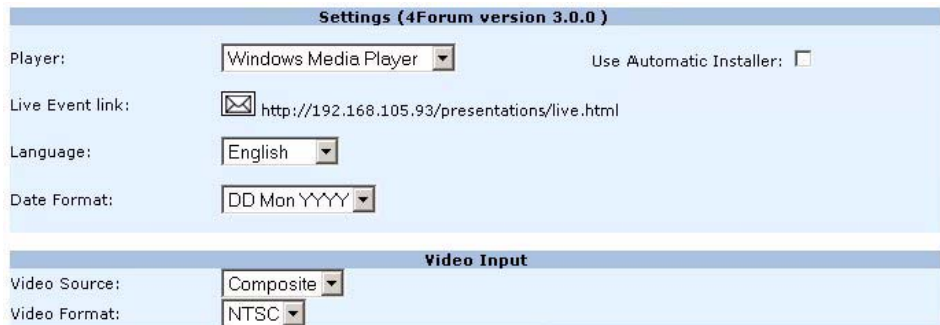
The Settings tab should only be used by advanced users and administrators. Once the settings are set, the user can operate 4Forum without having to change the settings again.

General settings

General setting are divided in three parts: Player and language settings, Video input, and Logs

Follow these steps to view and modify general system settings.

1. Click the **Settings>General** tab.



2. Provide the following information:

Player settings


Player

Select the player.

- If you select one of the players (Windows Media Player, ActiveX control), the presentation will be embedded in a web page using the selected player.
- If you select the EnvivioTV default player, the presentation will be played in your default player i.e. Windows Media Player, RealPlayer or QuickTime Player. This can be set in EnvivioTV preferences.
- If you select Automatic Installer, the presentation will be embedded into a web page. The automatic installer detects if the ETV-plug-in or ActiveX control is already installed. If not or if the installed version is too old, the automatic installer starts the installation process after the user's agreement.

Note: The same content can still be played in any player with the EnvivioTV plug-in. This setting only defines which player will be launched when the viewer clicks on the links automatically generated by 4Forum (see "Viewers' portal" on page 74).

Live event link

Click the Email icon,  to email the link of the live presentation. This link can be sent to users for viewing the live presentation.

4Forum language

Language

Select your preferred language for the 4Forum web administrator.

Possible values: English, Japanese, Chinese or Korean.

Date Format


Select the date format.


Video input

- Video source** Select the type of video source.
Possible values: S-Video (default) or Composite.
- Video format** Select the type of video format.
Possible values: NTSC or PAL.

Log files



To display a log, select a log file then click the View icon, .

To delete a log file, select a log file then click the Trash icon, .

Network settings

Follow these steps to view and modify network settings


1. Click the **Settings>Network** tab

2. Provide the following information:

4Forum Producer IP address and password protection

4Forum Producer IP (HTTP)	Enter the IP address or domain name of the 4Forum HTTP server.
Force to Local IP	Check this option if you are using DHCP. This will set the IP address automatically.
4Forum administrator login	Enter a login name.
Password	Enter a password for this login name.
Confirm password	Enter the same password again.

Server settings

Streaming Server Admin	Click the Open icon,  , to open the streaming server WebAdmin.
Streaming Server IP	Enter the IP address of the streaming server. Note: If you are using 4Forum <i>System</i> edition this is going to be the same address as the 4Forum Producer IP (HTTP).
Force to Local IP	Check this option if you are using DHCP. This will set the IP address automatically.
FTP Login	Enter the login name for the FTP server – only needed if the streaming server is on a separate machine, otherwise leave it blank.
Password	Enter the password for the FTP server – only needed if the streaming server is on a separate machine, otherwise leave it blank.

3. Click the **apply** button to enable these settings.

Transmission mode

Transmission mode

Select if you want to broadcast in Unicast or Multicast.

Note: Choose Unicast if you want to stream through the Internet or other non-multicast networks.

Encoding Editor

The Encoding Editor allows you to modify existing presets or to create new presets. A preset defines how your video is encoded, for instance what bitrate, frame rate etc. For one presentation there are two presets the first one corresponds to the video of the presenter, the second one to the VGA output of the laptop.

Below are the default presets of projects after a new installation of 4Forum.

NOTES

All these presets are set with a low latency.

Only the sum of both presets is the total bitrate of your presentation. Please make sure that your audience has sufficient bandwidth to stream your presentation.

	Preset name	VIDEO			SLIDES			AUDIO			Total bit rate	Connection speed
		Resolution	Bit rate	Frame rate	Resolution	Bit rate	Frame rate	Sampling frequency	Channels	Bit rate		
Low resolution	800x600_low_bitrate	160x120	100	15	800x600	120	1	32	mono	16	236	Narrowband
	800x600_medium	320x240	200	15	800x600	300	3	32	mono	16	516	ADSL
	800x600_high_quality	320x240	500	30	800x600	600	5	32	stereo	64	1164	T1
Medium resolution	1024x768_low_bitrate	320x240	200	15	1024x768	200	1	32	mono	16	416	ADSL
	1024x768_medium	320x240	200	15	1024x768	600	3	32	mono	16	816	ADSL
	1024x768_high_quality	320x240	500	30	1024x768	1200	5	32	stereo	64	1764	LAN
High resolution	1280x1024_low_bitrate	320x240	200	15	1280x1024	300	1	32	mono	16	516	ADSL
	1280x1024_medium	320x240	200	15	1280x1024	900	3	32	mono	16	1116	T1
	1280x1024_high_quality	320x240	500	30	1280x1024	1500	5	32	stereo	64	2064	LAN
Very high resolution	1600x1200_low_bitrate	320x240	200	15	1600x1200	400	1	32	mono	16	616	ADSL
	1600x1200_medium	320x240	200	15	1600x1200	1200	3	32	mono	16	1416	LAN
	1600x1200_high_quality	320x240	500	30	1600x1200	2000	5	32	stereo	64	2564	LAN

Modifying an existing preset

Follow these steps:

1. Select a preset from the drop-down list.

The screenshot shows a light blue header bar with the text "General Parameters". Below it, the label "Load Existing Preset:" is followed by a dropdown menu containing the number "1". To the right of the dropdown is a small trash icon.

2. You can use the default parameters, or adjust them:

General parameters

The screenshot shows a light blue header bar with the text "General Parameters". Below it, there are three rows of settings: "Load Existing Preset:" with a dropdown menu set to "1"; "Broadcast IP Address:" with a text input field containing "239.193.11.201"; and "Latency:" with a dropdown menu set to "Normal". A trash icon is visible to the right of the first row.

Broadcast IP Address

Enter the broadcast IP address.

Latency

Select the latency for your Encoding Presets.

VGA parameters

The screenshot shows a light blue header bar with the text "VGA Parameters". Below it, there are five rows of settings: "Bit Rate:" with a text input field containing "70"; "Frame Rate (1-10):" with a text input field containing "3.0"; "Resolution:" with a dropdown menu set to "800x600"; "Broadcast Port (must be even):" with a text input field containing "6148"; and "TTL:" with a text input field containing "16".

Bit Rate

Enter the bit rate (in kbits/s) for the VGA stream.

Frame Rate

Enter the frame rate (in fps/s) for the VGA input.

Resolution

Select the resolution for the VGA input.

Possible values: 800x600, 1024x768, 1280x1024 or 1600x1200.

Broadcast Port

Enter the broadcast port for the encoded VGA stream.

Note: The port number must be even.

TTL

TTL stands for Time To Live.

A value in the range 0 through 255 defines the scope within which multicast packets should be sent over a network using Internet Protocol (IP). Each router decrements the TTL by one. When the value reaches a predefined lower limit, the router throws the packet away. By default the TTL is set to 16.

Video parameters (camera)

Video Parameters	
Bit Rate:	<input type="text" value="70"/>
Frame Rate:	<input type="text" value="7.49"/>
Video Size:	<input type="text" value="Full"/> 176x144
Broadcast Port (must be even):	<input type="text" value="7570"/>
TTL:	<input type="text" value="16"/>

Bit Rate (kbits/s)

Enter the encoding bit rate for the presenter video stream.

Frame Rate (fps/s)

Enter the frame rate used for the presenter video stream.

Video size

Select the resolution of the captured presenter video.

Broadcast Port

Enter the port number for the presenter video stream.
Note: You can calculate the audio port number by adding 2 to the video port number.

TTL

TTL stands for Time To Live.

A value in the range 0 through 255 defines the scope within which multicast packets should be sent over a network using Internet Protocol (IP). Each router decrements the TTL by one. When the value reaches a predefined lower limit, the router throws the packet away. By default the TTL is set to 16.

Audio parameters (camera)

Audio Parameters	
Bit Rate:	<input type="text" value="40"/>
Sampling Frequency:	<input type="text" value="44.1"/> kHz
Channels:	<input type="text" value="Mono"/>

- Bit Rate** Enter the bit rate for the presenter audio stream.
- Sampling frequency** Enter the frame rate for the presenter audio stream
- Channels** Select the number of channels captured in the presenter audio stream.
Possible values: mono or stereo.

3. Modify parameters, then click the **save** button.

Creating a new preset


Follow these steps:

1. Enter a new preset name.

New Preset Name:	<input type="text"/>
------------------	----------------------

2. Modify preset parameters (see "Modifying an existing preset" on page 84).
3. Click the **save** button to apply your modifications.

Deleting a preset

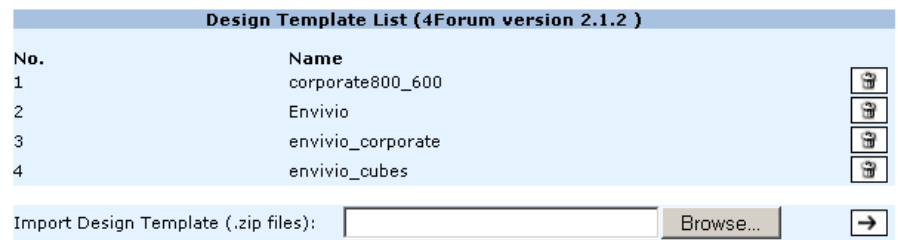
1. Select a preset from the drop-down list
2. Click the Trash icon, , then confirm your action.


Background design template settings

A design template is the background design of your presentation.

Follow these steps to upload or delete a background design template.


1. Click the **Settings>Templates** tab.



2. To upload a new template, click the **Browse** button to select a template file then click the Import icon, .

NOTE

The imported file has to be an archived project (with ZIP extension) exported from 4Mation (see "Saving the 4Mation project as a ZIP file" on page 93).

3. To delete a template, select a template then click the Trash icon, .

Envivio 4Forum and Cisco ACNS

The objective of the Cisco Application and Content Networking System (ACNS) software solution is to deliver content to the user in the most efficient manner possible. To that end, ACNS supports multiple content routing methods, and allows Content Engine caches to be populated with content in multiple ways. The Cisco ACNS network consists of at least one Content Distribution Manager, one or more Content Engines, and one or more optional Content Routers.

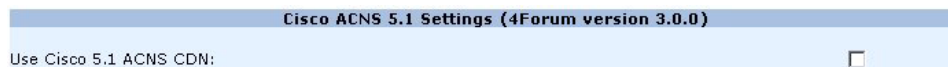
Cisco ACNS software allows content services to be configured, reconfigured, and monitored centrally from the Content Distribution Manager graphical user interface (GUI), Cisco's web-based application management tool.

Follow these steps to use Cisco ACNS with Envivio 4Forum.

NOTE

ACNS settings should only be set once by the administrator. 4Forum users do not have to change any ACNS settings again. They only have to select a preset in **Settings>Encoding** and check the option **Use ACNS settings**.

1. Click the **Settings>CDN** tab.
2. Check the **Use Cisco ACNS CDN** option to enable ACNS.
This will make the use ACNS option available in **Settings> Encoding**.




Cisco ACNS 5.1 Settings (4Forum version 3.0.0)

Use Cisco 5.1 ACNS CDN:

3. Provide the following information:

ACNS settings



Cisco ACNS 5.1 Settings (4Forum version 3.0.0)

Use Cisco 5.1 ACNS CDN:

Root CE IP Address:

CDM IP Address:port : 8443

- Root CE IP address** Enter the IP address of your RootCE.
- CDM IP address** Enter the IP address of your CDM.
- CDM IP Port** Enter the CDM IP Port.

Content Distribution Manager Authentication

CDM User	<input type="text"/>
CDM Password	<input type="password"/>

4Forum needs authentication credentials for you Content Distribution Manager GUI.

- CDM Login** Enter the CDM login
- CDM Password** Enter the CDM password

Broadcast Addresses

Video Multicast Address:Port	<input type="text"/>	:	<input type="text"/>
VGA Multicast Address:Port	<input type="text"/>	:	<input type="text"/>

NOTE

Please ensure that the video multicast address is different from the VGA multicast address.

- Video Multicast Address** Enter the multicast address for the video. This multicast address is going to be used in the program file.
- VGA Multicast Address** Enter the multicast address for your VGA. This multicast address is going to be used in the program file.

Program file

Program Start (MM/DD/YYYY HH:MM:SS):	<input type="text"/>	Now
Program Duration (Minutes):	<input type="text" value="60"/>	

- Program start** Enter the start of the program (MM/DD/YYYY HH:MM:SS).

Now button

Click the **Now** button to enter the current time and date.

Program duration

Enter the duration (in minutes) of the program.

Channels

Live ACNS Channel Name:

On-demand ACNS Channel Name:

Live ACNS Channel Name

Enter the name of your Live Channel. Please check channel settings in your Cisco CDM graphical user interface (GUI).

On-Demand ACNS Channel Name

Enter the name of your Live Channel. Please check channel settings in your Cisco CDM graphical user interface (GUI).

Manifest URL

For prepositioned content

Manifest File URL:

<http://10.32.176.120/ACNS/liveManifest.xml>


Delete existing Program Files:

**Manifest URL**

Path of the manifest file for the on-demand channel. Clicking on the link opens the XML file in a browser.

Note: LiveManifest.xml is the manifest file for the on-demand channel. Do not be confused by its name.

Delete existing program files

Clicking the Trash icon,  will delete all existing program files.

4. Click the **save** button to apply these settings.

CHAPTER 8

4Forum Templates

Creating or Updating Templates

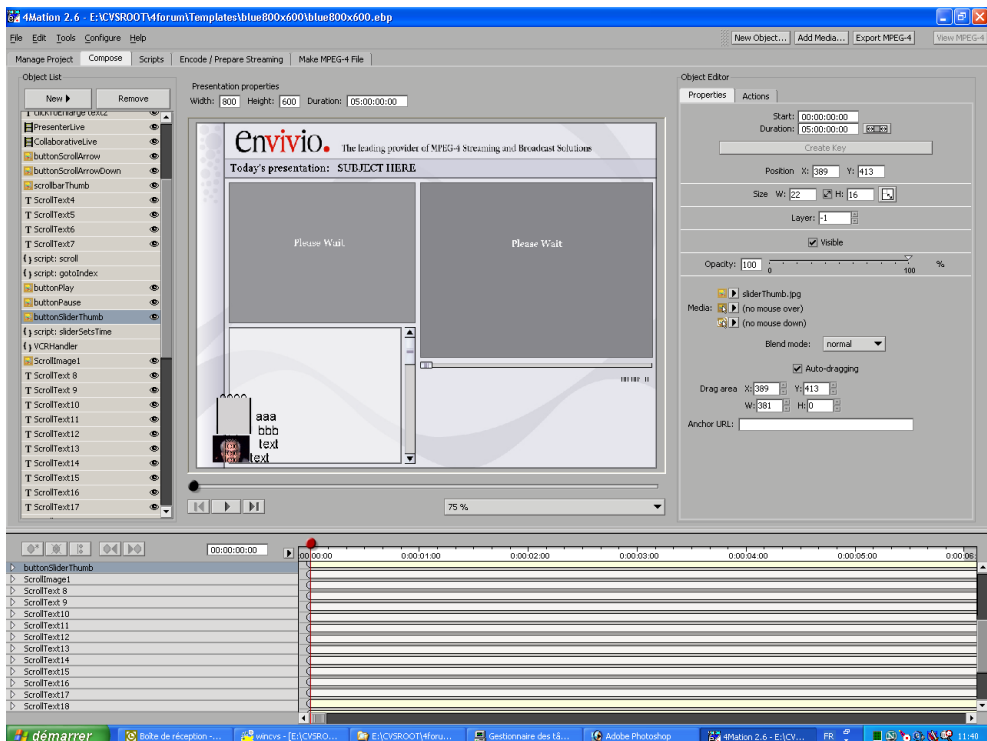
This chapter describes how to use 4Mation to create or update your own customized 4Forum background design templates.

Editing the background design template with 4Mation

Using 4Mation, the administrator can define a new look and feel and interactive behavior for the presentations.

4Forum background design templates (EBP files) are located in the 4Forum>Templates directory. (See the 4Mation User's Guide for additional information)

Figure 1. 4Forum template opened in 4Mation



Saving the 4Mation project as a ZIP file

The archived project file (ZIP file) created by 4Mation contains all the information about position of objects, scene size, graphics, local interactivity, text information, etc. (see Figure 1, on page 92).

The same file will be used by 4Forum as a background design template for both the live and published presentations.

Use the **Export project as ZIP...** command of 4Mation to export the new background design template. This ZIP file can be uploaded to the system through the **New Live Event** page to become selectable as a background design template (see “Step 1: Customizing your live event” on page 52).

See 4Mation 4Mation User’s Guide for further details.

APPENDIX A

Frequently Asked Questions

How do I update my demo licences with a full license?

If you have installed 4Forum with a demo license, you can upgrade it with a full-license using the licenser.

To update 4Forum:

1. Stop 4Forum.
2. Go to C:/4Forum/Resources/Licenser, and double click 4Forum-LicenserXXX.exe.
3. Indicate the path to the full-license file, then follow the on-line instructions.

How do I check the streaming server configuration?

4Sight is Envivio's streaming server. It is preconfigured and installed as a service. If you want to check your 4Sight configurations connect to 4Sight web Administrator. Follow these steps to connect to 4Sight WebAdmin:

1. Go to Start>Envivio>4Sight 2.8> 4Sight WebAdmin menu.
2. To launch the web interface, select the Start>Envivio>4Sight 2.8> 4Sight Administration menu.
3. To edit the default movie folder, select the Server Configuration>Movie Folder menu, then enter **C:\4Forum\ESCContents\Movies**.

NOTE

For more information, refer to 4Sight Administrator's Guide.

How do I see how many users are connected?

4Sight is Envivio's streaming server and it allows you to see how many users are connected to your event. Launch 4Sights WebAdmin and go to connected users section.

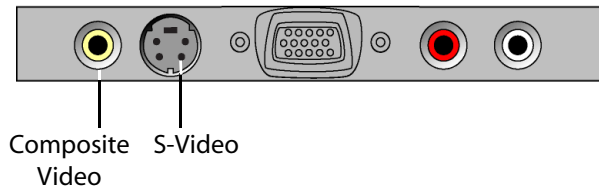
NOTE

For more information, refer to 4Sight Administrator's Guide.

How do I check my video input?

Check the video connections

1. The presenter's video camera or camcorder must be connected to the 4Forum analog video acquisition card, using the connectors shown below.
2. Connect either a composite video input or an s-video input to the appropriate connector.



S-Video cable



Composite cable

Check the signal using Amcap software

CAUTION

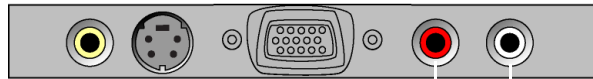
You have to quit 4Forum before launching Amcap software.

1. Go to C:\4Forum\Amcap\amcap.exe. The Amcap software allows you to check your S-Video or composite input signal.



How do I check my audio input?

1. Check your audio cables.
2. The analog audio input must be connected to the appropriate connectors. Use the RCA connectors on the acquisition card for unbalanced audio.



Analog unbalanced cable

NOTE 4Forum only accepts unbalanced audio.

"No VGA signal detected!" How do I check my VGA input?

Check the connections

Use a VGA male to VGA male cable to connect the presenter's laptop or PC to the 4Forum VGA acquisition card.

1. Connect one end of the cable to the VGA output connector on the presenter's laptop or PC.
2. Connect the other end of the VGA cable to the VGA connector on the 4Forum VGA acquisition card.



VGA input from
Presenter's laptop or PC



VGA cable

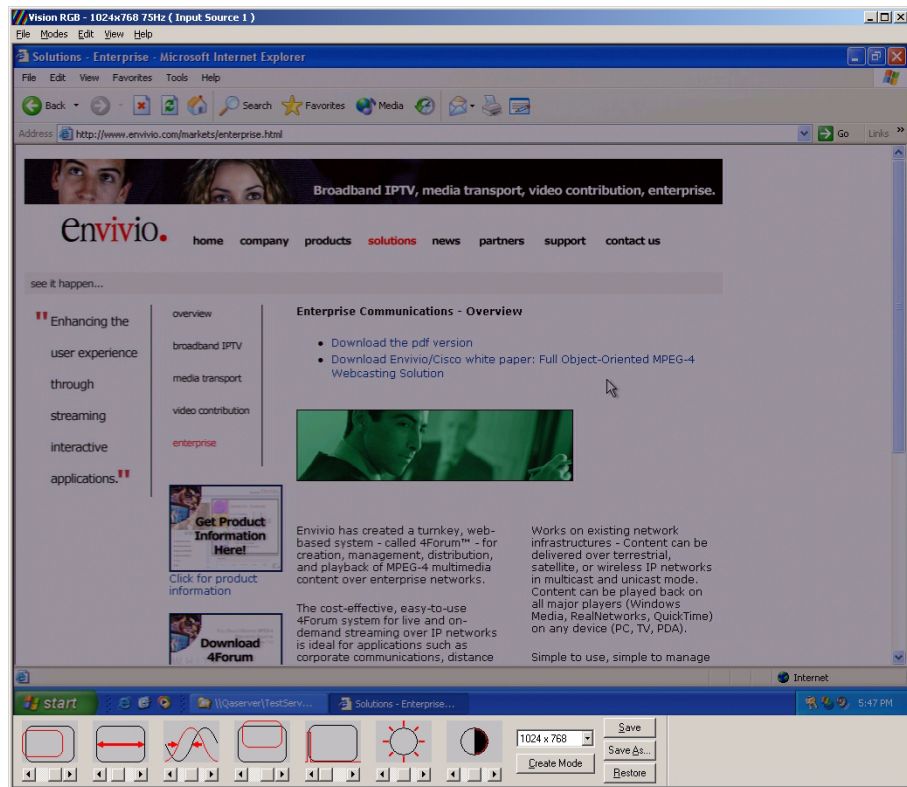
Check the signal using Vision RGB PRO software

CAUTION

You have to quit 4Forum before using Vision RGB PRO software.

1. Go to Start>Program Files>Vision RGB PRO and launch Vision RGB.
2. If there is a signal, you should see the VGA output in Vision RGB PRO window.

Figure 1. Viewing the VGA output using Vision RGB PRO



3. If there is no signal, a "NO SIGNAL" error message is displayed.

To resolve this problem, follow these steps:

1. On the presenter's laptop, right-click on the desktop and activate the external monitor output, or toggle the LCD/VGA key on your laptop. Then disable the screen saver since this changes the VGA signal output of your laptop.
2. Check if you can see the VGA output, in Vision RGB PRO window.
 - If so, quit Vision RGB PRO and re-launch 4Forum.
 - If you still cannot see your VGA signal:
 - Double check your VGA cable connections: make sure the VGA cable is plugged into the enabled VGA connector (see "Connecting audio and video equipment" on page 26).
 - Then double check that the laptop has the external monitor output activated.
3. Reboot the 4Forum machine and re-launch 4Forum.

How do I configure brightness, contrast or positions of my VGA signal?

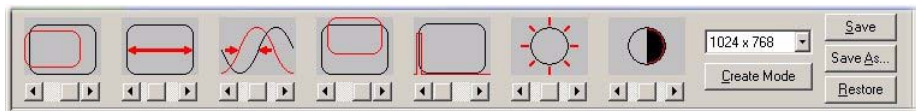
Vision RGB PRO software allows you to configure the brightness, contrast and position of your VGA signal.

CAUTION

You have to quit 4Forum before using Vision RGB PRO software.

1. Go to Start>Program Files>Vision RGB PRO and launch Vision RGB.
2. From the View>Picture Adjustments menu, and use the controls to optimize your VGA signal.

Figure 2. VGA signal adjustment controls



How do I setup streaming over the Internet? What do I have to configure if I am using a firewall?

4Forum configuration

1. In the 4Forum Web interface, go to the Settings>Network Tab and select Unicast as transmission mode.
Since the Internet is not a multicast enabled network, you have to use unicast over the Internet.
2. Then start a New Live Event and select a low-bitrate encoding preset; or check with the viewer how much bandwidth is available and select the encoding preset depending on that.

Viewer configurations

1. The viewer has to check with his IT administrator that ports 554 and 7070 of the firewall are open.

I cannot view any live or video-on-demand MP4 files

1. To check that the streaming server, 4Sight is running:
 - Go to Start>Settings>Control Panel>Administrative Tools>Services, 4Sight status must be *Started*
 - Or connect to your streaming server IP address on port 1220:
http://StreamingServer_IP_address:1220
2. Check if your MP4 file has been created (click the MP4 Library tab).
3. Check if your MP4 file has been uploaded to 4Sight server.

Design template can be viewed but integrated video or slides are not displayed

1. Check that the IP settings of the 4Forum machine are correctly set in the Settings>General Tab.

2. Check if the streaming server, 4Sight is running:
 - Go to Start>Settings>Control Panel>Administrative Tools>Services, 4Sight status must be *Started*
 - Or connect to your Streaming Server IP address on port 1220:
http://StreamingServer_IP_address:1220
3. Check the location of the folder where the streaming server is serving.

Why is my screen capture encoded in a poor quality?

1. Start a New Live Event and double check that you have selected the same resolution for your design background template, encoding preset and laptop resolution.
2. Increase the bit rate of your video.

The FTP connection is not working (when the streaming server and 4Forum are not installed on the same machine)

1. Check that your FTP connection is working:
 - Open a DOS window and type **cmd**. Then, in the command line window, type **ftp IP_address_of_ftp_server** (for example, *ftp 192.168.100.100*).
2. Check your Internet connection: double check that your FTP server is running when you use 4Forum:
 - Go to the Settings>General tab and check the IP address of your streaming server machine and your FTP server preferences.

NOTE

The login and password must be the same as those specified for your FTP server. Configure the FTP server to give users download, upload, read, and write permissions for your allocated FTP folder. Restart the FTP server after making any changes.

“Sorry, could not ftp live.mp4” is displayed when the streaming server and 4Forum are not installed on the same machine

This error message appears when you are creating a New Live Event and you are using a separate streaming server with either the wrong FTP login/password or the wrong IP address.

Click the Settings>General tab to check if the streaming server IP address and the FTP login/password are valid.

How do I decrease the CPU usage on the viewer’s machine?

You can decrease the CPU usage of the viewer’s machine by using the video800x600_low_bitrate.prj encoding preset.

NOTE

The resolution of your laptop, background design template and encoding preset must be consistent, for example blue 800x600, blue800x600.ebp and video800x600_low_bitrate.prj.

What does the error message mean 4Forum is not creating a live event?

This message may appear after filling the Customize Live Event step in the New Live Event tab. This means that the MP4 file for your live event was not generated.

To resolve this issue, try to start a New Live Event again.

Which languages are supported? How do I switch to another language?

4Forum Administrator Interface supports English, Chinese, Japanese and Korean.

To change the language of your 4Forum Administrator interface, go to the Settings>General Tab and select your preferred language in the drop down menu.

APPENDIX B

Physical Characteristics

Version 3.0

Rack-mount chassis

Dimensions	Width: 483 mm (19"), Height: 90mm (3.5"), Depth: 635 mm (25")
Weight	23 kg (51 lb)
Operating temperature	5° C to 35°C (41° F to 95°F)
Operating humidity	15% to 80% (relative)
Storage temperature	-40° C to 70°C (-40° F to 158°F)
Storage humidity	8% to 80% (relative)
Power supply	Input voltage: 100 to 240 VAC auto-ranging Input frequency: 50/60 Hz
Maximum power output	460 W

Tower chassis

Dimensions	Width: 227 mm (8.9"), Height: 506 mm (19.9"), Depth: 503 mm (19.8")
Weight	27 kg (59 lb)
Operating temperature	5° C to 35°C (41° F to 95°F)
Operating humidity	15% to 80% (relative)
Storage temperature	-40° C to 70°C (-40° F to 158°F)
Storage humidity	8% to 80% (relative)
Power supply	Input voltage: 100 to 240 VAC auto-ranging Input frequency: 50/60 Hz
Maximum power output	400 W

4Forum *Lite*

Dimensions	Width: 322 mm (12.7"), Height: 68,58 mm (2.7"), Depth: 254 mm (10")
Weight	5 kg (11 lb)
Operating temperature	5° C to 35°C (41° F to 95°F)
Operating humidity	15% to 80% (relative)
Storage temperature	-40° C to 70°C (-40° F to 158°F)
Storage humidity	8% to 80% (relative)
Power supply	Input voltage: 100 to 240 VAC Input frequency: 50/60 Hz
Maximum power output	120 W

APPENDIX C

Regulatory information

Product safety regulations

The product has been designed to comply with the following regulations:

UL 1950 - CSA 950 (US/Canada)

EN 60 950 (European Union)

IEC 60 950 (International)

CE – Low Voltage Directive (73/23/EEC) (European Union)

EMKO-TSE (74-SEC) 207/94 (Nordics)

GOST R 50377-92 (Russia)

IRAM Type Certification (Argentina)

Product EMC regulations

The product has been designed to comply with the following regulations:

FCC /ICES-003, Class A Emissions (USA/Canada) Verification

CISPR 22, 3rd Edition, Class A Emissions (International)

EN55022, Class A Emissions (CENELEC Europe)

EN55024: 1998, Immunity (CENELEC Europe)

EN61000-3-2, Harmonics (CENELEC Europe)

EN61000-3-3, Voltage Flicker (CENELEC Europe)

CE – EMC Directive 89/336/EEC (CENELEC Europe)

VCCI, Class A Emissions (Japan)

AS/NZS 3548 Class A Emissions (Australia / New Zealand)

BSMI CNS13438 Class A Emissions (Taiwan)

GOST R 29216-91, Class A Emissions (Russia)

GOST R 50628-95, Immunity (Russia)

RRL, MIC Notice No. 1997-41 (EMC) & 1997-42 (EMI) (Korea)

Electromagnetic compatibility notices

FCC statement (USA)

This device has been designed to comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

ICES-003 (Canada)

Cet appareil numérique respecte les limites bruits radioélectriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques," NMB-003 édictée par le Ministre Canadian des Communications.

English translation: This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the interference-causing equipment standard entitled "Digital Apparatus," ICES-003 of the Canadian Department of Communications.

Europe (CE declaration of conformity)

This product has been designed to comply with the Low Voltage Directive (73/23/EEC) and EMC Directive (89/336/EEC). The product has been marked with the CE Mark to illustrate its compliance.

VCCI (Japan)

この装置は、クラスA 情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。 VCCI- A

English translation: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take corrective actions.

Index

Numerics

- 1 Gb network interface connector 34
- 10/100 Mb network interface
 - connector 34
- 4Forum
 - components 14
 - configuration examples 14
 - general setting 78
 - Lite edition 13, 21, 30
 - package 20
 - Producer edition 13
 - rackmount chassis 21
 - System edition 13
 - tower chassis 22, 28
 - upgrade 96
- 4Forum Lite
 - audio connectors 30
 - VGA connectors 31
 - video connectors 30
- 4Forum rackmount chassis
 - audio connectors 27, 98
 - VGA output connector 27, 98
 - video connectors 26, 97
- 4Forum tower chassis
 - audio connectors 29
 - VGA output 29
 - video connectors 28
- 4Mation 14, 87
- 4Sight 13, 14, 102
 - configuration 96
 - WebAdmin 96

A

- access page 74
- ACNS 55, 88
- acquisition card 97, 98
- ActiveX control 44, 79
- administrator 38, 45
 - login 81
 - password 81
- Amcap 97
- Apache Web Server 17
- audio
 - unbalanced 27, 29, 30, 98
- audio cable 36, 40, 98
- audio output
 - connecting 26
- audio parameters
 - bit rate 86
 - channels 86
 - mono 86
 - sampling frequency 86
 - stereo 86
- automatic installer 43, 79

B

- bandwidth
 - available 101
- bit rate 83, 84, 86
 - video 102
- brightness 100
- broadcast IP address 84
- broadcast port 84, 85

C

cable

- audio 17, 36
- LAN 34
- network interface 34
- VGA 12, 17, 27, 29, 31, 98
- video 12, 17, 36

camcorder 17, 26, 28, 30, 97

camera 12, 17, 26, 28, 30, 39, 40, 97

CDM

- GUI 90
- IP address 89
- IP port 89
- login 89
- password 89

CDN settings 88

chapter

- hide 67
- invisible 67
- marks 38, 67

Chapter Manager 56, 69

chapters marks 62

Cisco ACNS

- network 88
- software 88

configuration

- 4Sight 96
- EnvivioTV 41
- Internet Explorer 45
- presenter's computer 39
- video camera 40

connecting

- audio output 26
- network 34
- power cords 35
- video output 26

connections

camera 48

checking 48

laptop 48

connector

- 1 Gb network interface 34
- 10/100 Mb network interface 34
- RJ-45 34

Content Distribution Manager 89

contrast 100

CPU usage 103

D

delete

presentation 76

duration 67, 90

E

edit

- published event 68
- with EZEditor 70

email client 75

Email icon 55, 75, 76, 79

encoding settings 82

end user 38, 41, 43

enlarge

presenter video 61, 63

environment

choosing 23

EnvivioTV 13, 20, 41, 43, 79

ActiveX control 43, 44

expand

laptop video 61, 62, 63

external monitor output 39, 100

EZ file 70

EZEditor 68, 69, 70, 71

F

- fast forward 62
- fast rewind 62
- file
 - delete 76
 - EZ 70
 - JPG 53, 66
 - MPEG-4 12, 48, 52, 56, 57, 60, 68, 72, 73
 - name 57, 72, 76
 - PNG 53, 66
 - size 66
 - ZIP 54, 87
- firewall 101
- frame rate 83, 84, 85
- free space 75
- FTP
 - connection 102
 - login 103
 - password 103
 - server 102
- FTP server
 - login 81
 - password 81
- full-license 18
- full-screen view 61, 63

G

- general settings
 - date format 79
 - language 79
 - live event link 79
 - log files 80
 - player 79
 - transmission mode 82
 - video input 80

I

- icon
 - Create EZfile 70
 - Delete log file 80
 - Delete preset 87
 - Delete program files 90
 - Delete template 87
 - Download EZ file 70
 - Edit MPEG-4 package 69
 - Email 55, 75, 76, 79
 - Import template 54, 87
 - Open Streaming Server Admin 56
 - Open WebAdmin 81
 - Preview viewer's portal 74
 - Stream EZ file 70
 - Trash 80, 87, 90
 - Upload a presentation 74, 76
 - View live event 56
 - View log file 80
 - View streamed presentation 76
- input voltage 35
- Internet
 - connection 102
- Internet Explorer
 - configuration 45
 - launch 50
- IP address 60
 - 4Forum 50
 - 4Forum HTTP server 81
 - broadcast 84
 - CDM 89
 - RootCE 89
 - server 45, 60
 - streaming server 60, 81, 102, 103
- IP settings 101

J

JPG file 53

K

kit components 20

L

LAN cable 34

language 103

laptop

 resolution 48

 screen saver 100

latency 84

LCD/VGA button 39, 100

Library Manager 74

licence

 full-license 96

license

 demo-license 18

 full-license 18

live broadcast 38

live channel

 ACNS 90

live encoder 16

live event

 create 52

 customize 52

 encode 55

 publish 56, 72

 upload 56

live presentation

 view 60

log 80

login

 administrator 81

 FTP 103

M

manifest file 90

moderator 60, 62

mono 83, 86

movie folder 96

MPEG-4 authoring tool 14

MPEG-4 event 57, 73

MPEG-4 file 12, 48, 52, 56, 57, 60, 68,
72, 73

 published 57

 archived 57

MPEG-4 Library 62, 73

MPEG-4 player 13

MPEG-4 server 13

multicast 14, 101

multicast address

 VGA 89

 video 89

N

network

 10/100 Mb interface 34

 connecting 34

 gigabit interface 34

network settings 80

O

on-demand

 broadcast 38

 content 13

 MPEG-4 presentation 11, 38

 presentation 54

 viewing 48, 52

operating environment 23

P

password

 administrator 81

- CDM 89
- FTP 103
- FTP server 81
- pause control 62
- play control 62
- player 60
 - automatic installer 43
 - QuickTime 60
 - RealPlayer 60
 - Windows Media 60
- PNG file 53
- power cords 35
- presentation
 - laptop 17
 - link 60
 - PC 17
 - view 60
- presenter 38
 - camcorder 97
 - camera 97
 - laptop 98, 100
 - PC 98
- preset 55, 82, 103
- Producer IP address 81
- project 82
- publish
 - live event 52, 56, 72
 - options 57, 58
 - presentation 48
- published event
 - edit 68
 - navigate 62
 - view 48, 62

Q

- QuickTime player 60, 79

R

- rackmount chassis 21
 - audio connectors 27, 98
 - VGA output connector 27, 98
 - video connectors 26, 97
- RealNetworks player 60
- RealPlayer 60, 79
- resolution 39, 55, 83, 84, 102
 - laptop 39, 103
 - presenter video 85
 - presenter's laptop 39
 - VGA 84
- RJ-45 connector 34
- RootCE
 - IP address 89

S

- sampling frequency 83, 86
- screen saver 100
- server settings 81
- signal
 - composite 97
 - S-Video 97
- source
 - VGA 39
 - video 39
- stereo 83, 86
- stop control 62
- streaming server 13, 16
 - IP address 81, 103
- support
 - contacting Envivio 36

T

- temperature
 - operating 23
- template 54, 87, 92, 102, 103
 - creating 92

- delete 87
- settings 87
- updating 92
- upload 87
- ZIP file 93
- Time To Live 85
- tower chassis 22, 28
 - audio connectors 29
 - VGA output 29
 - video connectors 28
- transmission mode
 - multicast 82, 101
 - unicast 82, 101
- troubleshooting 36
- TTL 85
- U**
- unbalanced audio 27, 29, 30, 98
- unicast 14, 101
- unpacking 20
- upgrade 96
- upload
 - live event 56
- V**
- VCR encode button 56
- VGA
 - acquisition card 27, 29, 31
 - cable 12, 27, 29, 31, 98, 100
 - output 39, 99
 - signal 100
- VGA parameters 84
 - bit rate 84
 - broadcast port 84
 - frame rate 84
 - resolution 84
 - TTL 85
- VGA signal
 - brightness 100
 - contrast 100
 - position 100
- VGA source 39
- video
 - bit rate 102
 - cable 36
 - video cable 12, 40
 - video camera 12, 17, 26, 28, 30, 40, 97
 - video format 80
 - video output
 - connecting 26
 - video parameters 85
 - bit rate 85
 - broadcast port 85
 - frame rate 85
 - TTL 85
 - video size 85
 - video size 85
 - video source 39, 80
- view
 - live presentation 60
- viewer 38, 60, 64, 101, 103
 - access page 74
 - portal 64, 74, 75
- Vision RGB PRO 99, 100
- W**
- web browser 60
- web server
 - Apache 17
- webcasting 13
- Windows Media Player 60, 79
- Z**
- ZIP extension 87
- ZIP file 54, 93