



# Mindshare User Reference Guide

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The leading provider of MPEG-4 broadcast and streaming solutions

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## Mindshare 4.1 User Reference Guide

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# Safety information

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## Installation

Be sure to read all caution and danger statements in this documentation before installing this product.

Electrical current from power, telephone, and communication cables is hazardous. To avoid a shock hazard:

- Do not connect or disconnect any cable or perform installation, maintenance, or reconfiguration of this product during an electrical storm.
- Connect all power cords to a properly wired and grounded electrical outlet.
- Connect to properly wired outlets any equipment that will be attached to this product.
- When possible, use one hand only to connect or disconnect signal cables.
- Never turn on any equipment when there is evidence of fire, water, or structural damage.
- Disconnect the attached power cords, telecommunications systems, networks, and modems before you open the device covers, unless instructed otherwise in the installation and configuration procedures.
- Connect and disconnect cables as described below when installing, moving, or opening covers on this product or attached devices.

To connect:

1. Turn everything OFF.
2. Attach all cables to devices.
3. Attach power cords to outlet.
4. Turn device ON.

To disconnect:

1. Turn everything OFF.
2. Remove power cords from outlet.
3. Remove all cables from devices.

## Lithium battery

---

**CAUTION**

The battery contains lithium and can explode if not properly used, handled, or disposed of. Do not:

- Throw or immerse into water.
- Heat to more than 100° C (212° F)
- Repair or disassemble

Dispose of the battery as required by local ordinances or regulations.

---

## Laser products

---

**CAUTION**

When laser products (such as CD-ROMs, DVD drives, fiber optic devices, or transmitters) are installed, note the following:

- Do not remove the covers. Removing the covers of the laser product could result in exposure to hazardous laser radiation. There are no serviceable parts inside the device.
- Use of controls or adjustments or performance of procedures other than those specified herein might result in hazardous radiation exposure.

Some laser products contain an embedded Class 3A or Class 3B laser diode. Note the following. Laser radiation when open. Do not stare into the beam, do not view directly with optical instruments, and avoid direct exposure to the beam. exposure to the beam.

---

## Electrical current

---

**CAUTION**

The power-control button on the device and the power switch on the power supply do not turn off the electrical current supplied to the device. The device also might have more than one power cord. To remove all electrical current from the device, ensure that all power cords are disconnected from the power source.

---

## Hazardous voltage

---

**CAUTION**

Never remove the cover on a power supply or any part that has this label attached.

Hazardous voltage, current, and energy levels might be present. Only a qualified service technician is authorized to remove the covers where the following label is attached. There are no serviceable parts inside these components. If you suspect a problem with one of these parts, contact a service technician.

---

**CAUTION**

Overloading a branch circuit is potentially a fire hazard and a shock hazard under certain conditions. To avoid these hazards, ensure that your system electrical requirements do not exceed the branch circuit protection requirements. Refer to the information that is provided with your Envivio device for electrical specifications.

## Unit extension

Make sure that the rack is secured properly to avoid tipping when the unit is extended.

## Appropriate interconnecting cabling

Some accessory or option board outputs exceed Class 2 or limited power source limits and must be installed with appropriate interconnecting cabling in accordance with the national electric code.

---

**CAUTION**

Handling the cord on this product or cords associated with accessories sold with this product, will expose you to lead, a chemical known to the State of California to cause cancer, and birth defects or other reproductive harm. Wash hands after handling.

---

## Lifting

---

### CAUTION

Two people are required to lift the chassis. Grasp the chassis underneath the lower edge and lift with both hands. To prevent injury, keep your back straight and lift with your legs, not your back.

---

## Product recycling and disposal

This unit must be recycled or discarded according to applicable local and national regulations. Envivio encourages owners of information technology (IT) equipment to responsibly recycle their equipment when it is no longer needed.

---

### NOTE



This mark applies only to countries within the European Union (EU) and Norway.

This appliance is labeled in accordance with European Directive 2002/96/EC concerning waste electrical and electronic equipment (WEEE). The Directive determines the framework for the return and recycling of used appliances as applicable throughout the European Union. This label is applied to various products to indicate that the product is not to be thrown away, but rather reclaimed upon end of life per this Directive.

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## CHAPTER I

# Introducing Mindshare

Envivio Mindshare 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.

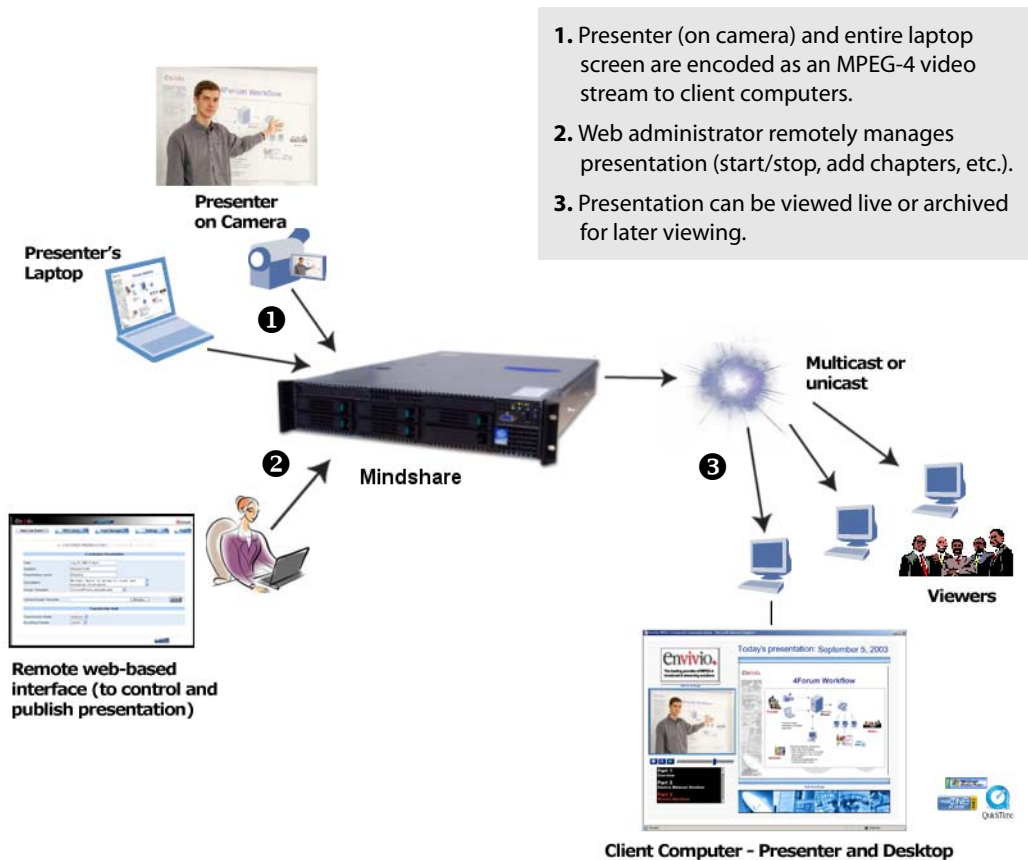
This document explains how to use Mindshare.

# Envivio Mindshare solution

The Mindshare solution enables presenters to communicate information to geographically dispersed viewers.

The presenter simply connects a PC, a Mac, an electronic white board, a visualizer, or the output of a VGA switch (with the supplied VGA cable) and a video camera (with a video cable) to the Mindshare appliance. The appliance broadcasts and records the screen capture with the audio and video from the camera as one interactive stream.

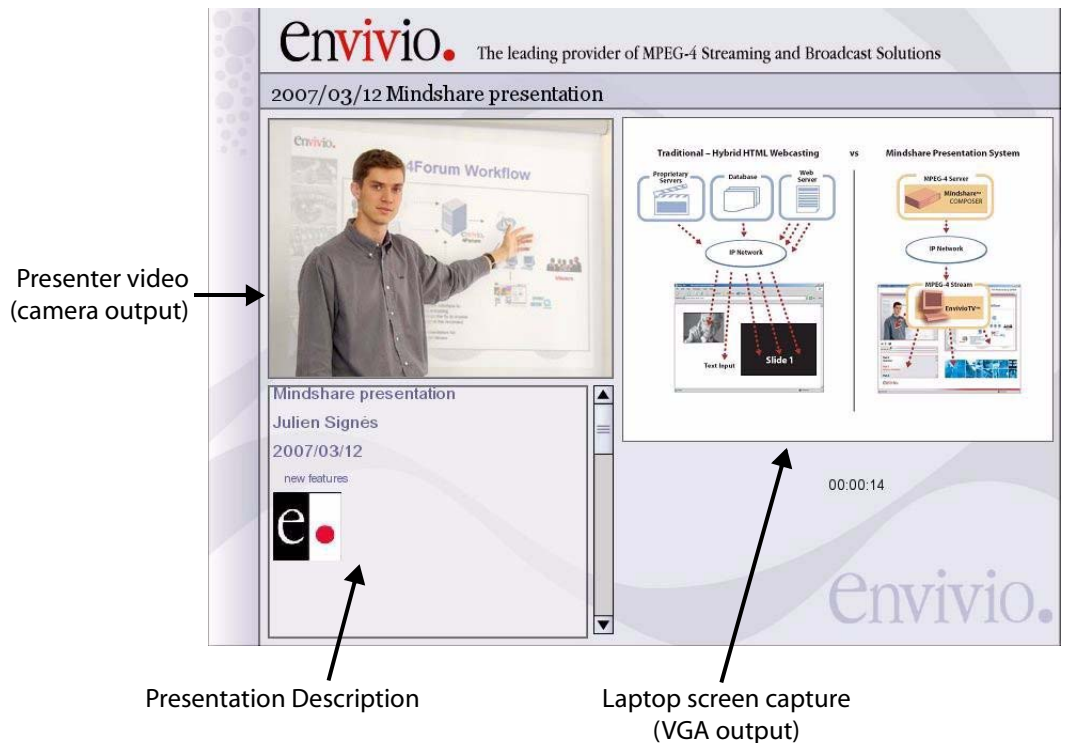
Figure 1. Mindshare workflow





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 2. Example of Mindshare interactive MPEG-4 presentation



Mindshare is a turn-key system ready for medium to larger webcasting deployments (up 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.

Mindshare includes 4Sight, a powerful MPEG-4 server for streaming live broadcasts and distributing interactive media.

Mindshare supports screen capture resolutions up to 1600x1200.

## Mindshare configuration examples

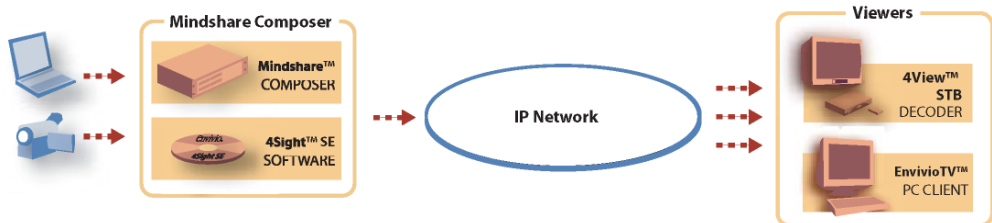
Mindshare is a scalable solution. The following graphic shows how the solution can be scaled: you can simply produce presentation files or stream to several thousands simultaneous viewers, dispersed over a worldwide and heterogeneous IP network.

Figure 3. Configuration examples (1)

### Interactive file production (for example, training/usability testing)



### Small deployments – 2 to 100 viewers (for example, classroom/small conference)



### Scalable deployments, homogeneous networks – 100 to thousands viewers

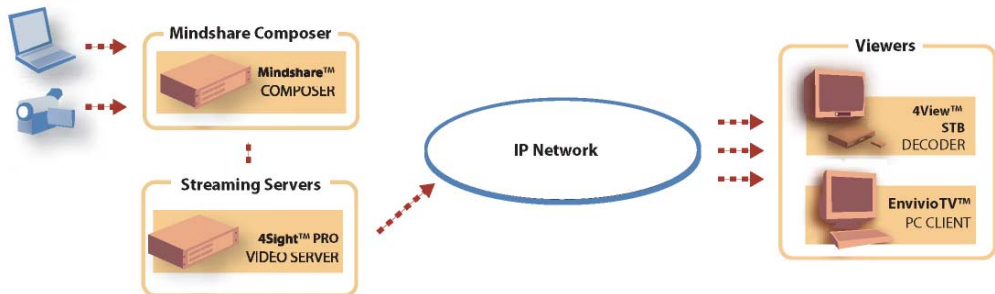
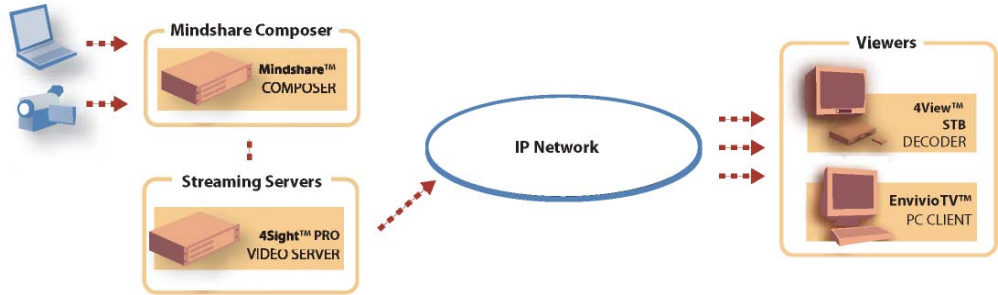
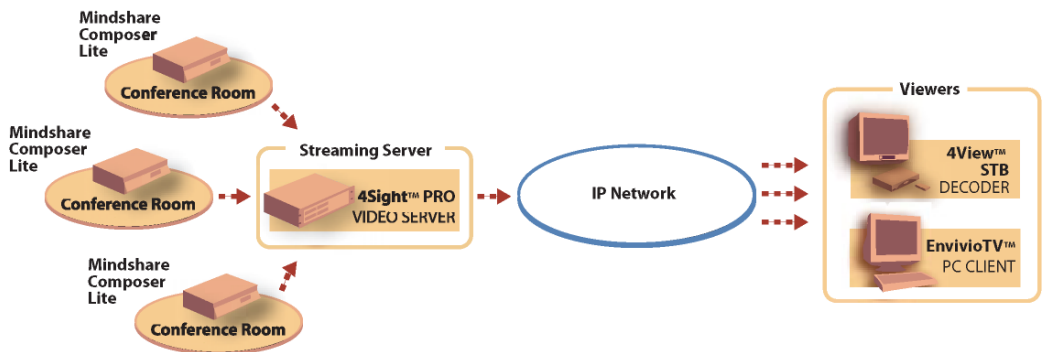


Figure 4. Configuration examples (2)

**Scalable deployments, mixed unicast/multicast network**



**Multi-conference room environment**



# Mindshare components

---

Mindshare is delivered as a plug and play solution. Software and hardware are therefore already installed and preconfigured.

For more information on Mindshare components configuration, please refer to Appendix D, "Frequently Asked Questions".

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

## Encoding components

Mindshare live encoders: video, audio, XGA (UXGA), and VGA (up to 1600x1200 on Mindshare version Rack).

## Streaming component

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

---

**NOTE**

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

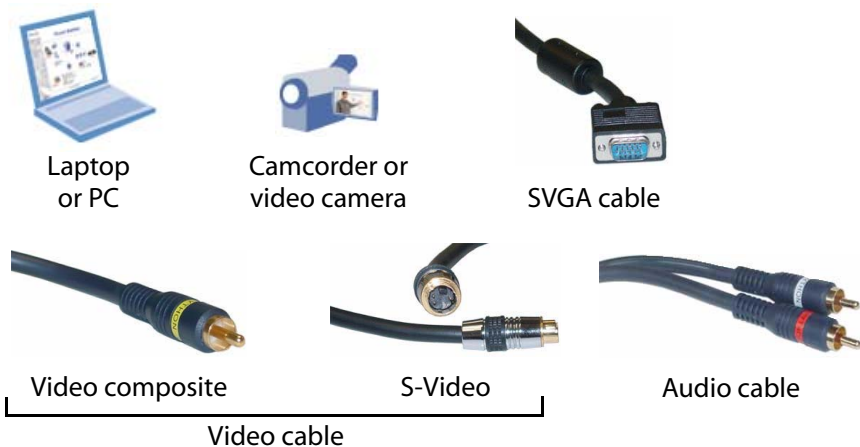
For small deployments, 4Sight streaming server is installed on the same physical server as the encoding and administration server.

## Additional components

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

- Camcorder, video camera, or H.323 endpoint to capture audio and video of the presenter
- Laptop to provide presentation slides or images to accompany your webcasts, or H.323 Endpoint with dual stream (H.329) enabled.
- Video, audio and VGA cables (see Appendix 2, "Connecting audio and video equipment").

Figure 5. Additional components



---

**NOTE**

Please note that not all cables are included (see "Unpacking the system" on page 24 for detailed list of delivered components for each edition).

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## Support information

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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 2

# Installation

# Unpacking the system

---

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

Figure 1. Common components delivered with Mindshare Rack



---

**NOTE**

You may also have received a kit to install Mindshare in a rack (see "Rack-mount bracket installation" on page 27 for installation instructions).



Figure 2. Common components delivered with Mindshare Lite



Mindshare Lite



AC power cord



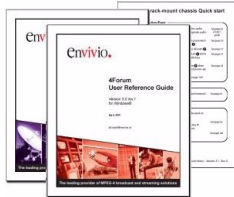
S-Video input  
cable



VGA cable



Audio breakout  
cable (*not used*)



4Sight Administrator's Guide,  
Mindshare User Reference  
& Quick Start Guides



Mindshare CD



EnvivioTV license  
certificate

# Choosing the Operating Environment

---

The Mindshare 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**

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

# Mindshare placement

---

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

- If Mindshare has to be moved frequently, install it on a table top or other flat surface.
- If Mindshare 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.

## Table top placement

When Mindshare 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 Mindshare Rack into most two-post and four-post rack and cabinet systems, use the brackets and attachment screws provided in the shipping kit. For more details, bracket kit installation guide can be downloaded at:

[ftp://download.intel.com/support/motherboards/server/sb/c78599001\\_fixedrailkit.pdf](ftp://download.intel.com/support/motherboards/server/sb/c78599001_fixedrailkit.pdf)

# Connecting audio and video equipment

---

This section describes how to connect audio and video equipment to the Mindshare. 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.

Figure 3. Mindshare rackmount chassis

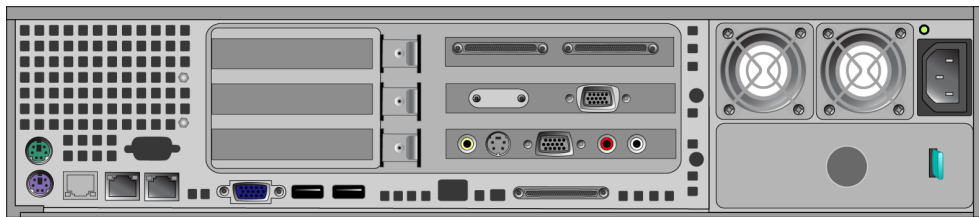
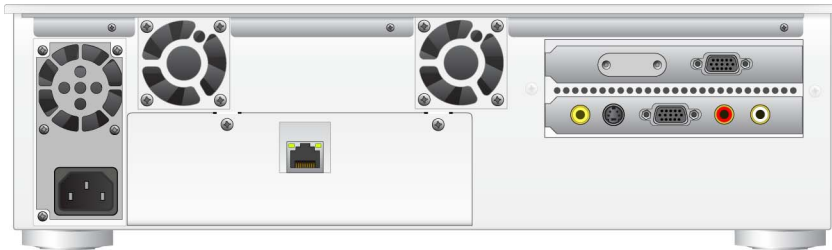


Figure 4. Mindshare Lite

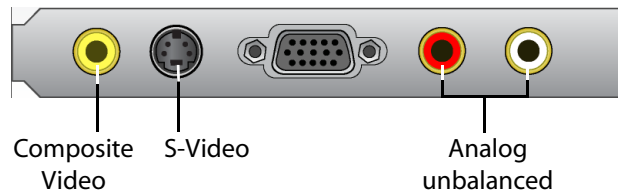


## Connecting analog video and audio

Connect the presenter's video camera or camcorder to the Mindshare 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 5. Audio and video connectors



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

**NOTE**

Mindshare 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 Mindshare 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 Mindshare VGA acquisition card.

Figure 6. VGA connector



# Connecting to the network

---

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

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

1. Connect the 1 Gb network interface cable into the 1 Gb LAN connector on the rear panel (see graphics below). Push the plug into the connector until it clicks into place.
2. Plug the other end of the LAN cables into the corresponding network switch or hub.

## Getting the IP address

If you have a DHCP server, you need to connect a mouse, keyboard, and display to the back of Mindshare to get the IP address. This address will be necessary to connect to Mindshare's Web interface (see "Launching the Mindshare Administrator interface" on page 48).

To get the IP address:

- Plug the network cable (see graphics below),
- Open a command line window: from the **Start>Run** menu, enter the **cmd** command,
- Type **ipconfig** command<sup>(1)</sup>. This command lists the IP address, subnet mask, and default gateway of each network adapter.

---

1. **ipconfig** is a command line utility which can be used to display the network settings currently assigned and given by a network.

Figure 7. Mindshare Rack network, mouse, keyboard, and display connectors

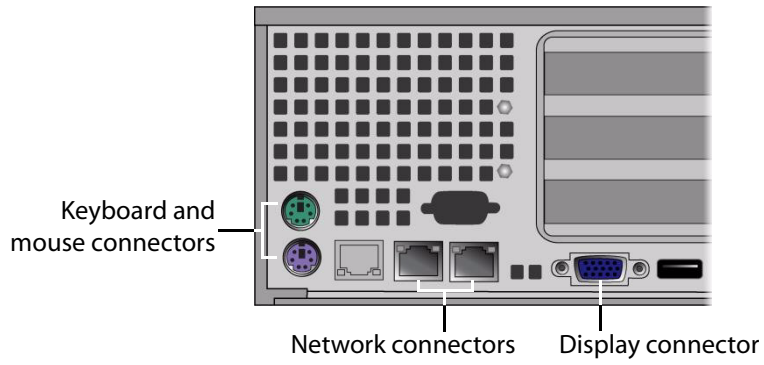
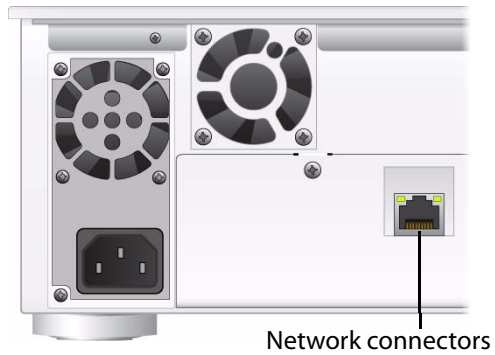


Figure 8. Mindshare Lite network connector



# Powering

---

## 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.

---

## Power-up sequence

Once the cabling and interconnections for Mindshare are completed, you may power-up the unit.


### **Mindshare Rack**

To power up Mindshare, press the power button located on the front panel. The power-on cycle takes approximately one minute to complete, as Mindshare performs extensive self-diagnostics in this time period.

When Mindshare is powered up, the green power LED, located on the front panel, illuminates.



### Mindshare Lite

To power up Mindshare, press the  button located on the front panel during 0.5 seconds. The power-on cycle takes approximately one minute to complete, as Mindshare performs extensive self-diagnostics in this time period. When Mindshare is powered up, the LCD panel displays "**Mindshare 4.1, Idle**".

## Power-down sequence

### Mindshare Rack

To power down Mindshare, press the power button located on the front panel during about one second.


### Mindshare Lite

To power down Mindshare, select the **Shut down** menu from the LCD panel (see "Shutting down or rebooting the encoder" on page 63).

---

**NOTE**

---

If Mindshare does not shut down, press the  button for a few seconds.

# 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 or to your reseller.

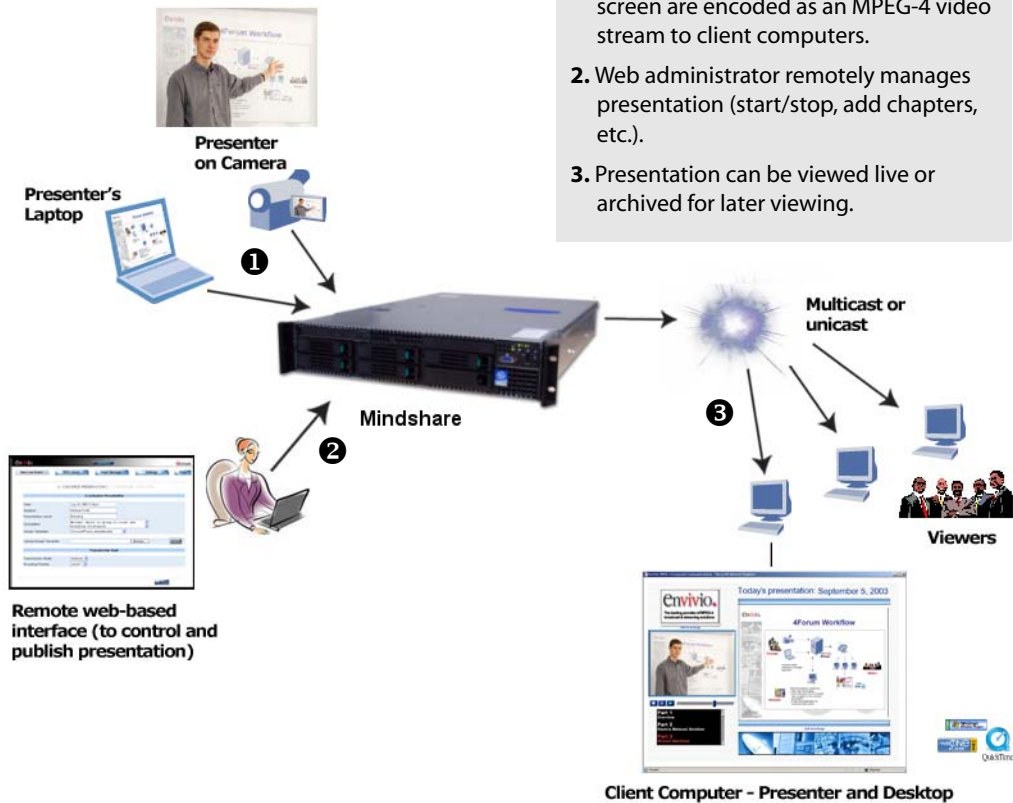
## CHAPTER 3

# Setting up Mindshare

# Basic Workflow

Mindshare involves three types of actors:

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



# Configuring the presenter's computer

---

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

## Configuring the presenter's computer (VGA source)

1. Ensure that the VGA cable from the presenter laptop (computer) is properly connected to Mindshare VGA input connector.

Under Windows:

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**

Mindshare supports resolutions up to UXGA, 1600 x 1200. The resolution can be selected from the encoding settings (see "Encoding settings" on page 106).

---

3. 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 (dual monitor),
- 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 Mindshare.

---

**NOTE**

The camera can be replaced by an H.323 endpoint (see Mindshare Addendum about H.323 experimentation).

---

# Configuring the viewers' computer

---

## Minimum requirements

Windows:

- Pentium III 800MHz (Pentium 4 - 1.7GHz or higher recommended); graphics: 16 MB (128 MB recommended)
- ActiveX control player for Internet Explorer, or plug-in to Real, Windows Media, and QuickTime players.
- Internet Explorer version 6.0 and later
- RealOne Player
- Windows Media Player version 9 and later
- QuickTime Player version 6.2 and later

Mac:

- Apple G4 computer, 32 MB RAM
- QuickTime™ Player 6.5 and later.

## Installing EnvivioTV

In order to play MPEG-4 content you have to install EnvivioTV. EnvivioTV is available for Windows and Mac operating systems.

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

---

**NOTE**

---

Links to EnvivioTV installers are available from the **System>Admin** web page.

The EnvivioTV plug-ins can be installed:

- manually on every end users' computer
- or for larger audiences, automatically with Mindshare'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 it when necessary.

### **Installing EnvivioTV plug-in for Internet Explorer (ActiveX control), QuickTime Player, RealPlayer or Windows Media Player manually**

You can download EnvivioTV from the **System>Administration** tab.

1. Launch EnvivioTV installer.
2. During the installation, the program automatically detects if you have QuickTime Player, RealPlayer or Windows Media Player installed.

By default, EnvivioTV is correctly configured.

### **Installing EnvivioTV with the ETV automatic installer (Windows, Internet Explorer only)**

This automatic installer is triggered when the user views the live or on-demand presentations using links created by Mindshare. The web page checks whether the EnvivioTV plug-in is installed or needs to be upgraded to a newer version.

If the EnvivioTV plug-in is not installed or is too old, the automatic installer is downloaded and a message prompts you that EnvivioTV will be installed (ActiveX, QuickTime Player, RealPlayer or Windows Media Player).

### **Installing the EnvivioTV ActiveX control (Windows only)**

The EnvivioTV ActiveX control allows EnvivioTV to be embedded into an HTML page rather than into a player.

The EnvivioTV ActiveX control is installed with EnvivioTV, whatever plug-in is selected. The installation is transparent to the user.

## Installing EnvivioTV for Mac player

To install Mindshare on a Macintosh, follow these steps:

1. Double-click the **EnvivioTV-XXX.dmg**<sup>(1)</sup> file.

---

**NOTE**

---

Use **EnvivioTV-XXX.dmg** with Mac OS X versions <10.4, or **EnvivioTV-XXX-Universal.dmg** with Mac OS X versions >10.4.

2. Open the uncompressed package folder that contains the installer, **EnvivioTV-XXX.pkg** and the release notes, **ReleaseNotes-XXX.txt**.



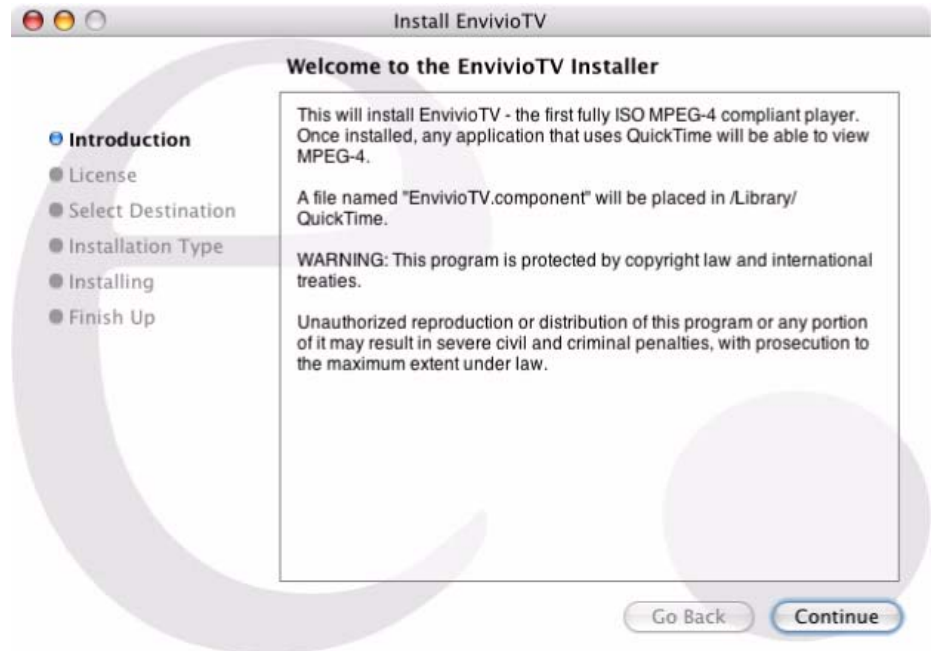
3. Double-click the **EnvivioTV-XXX.pkg** package file to start the installation.

---

1. Where *XXX* is the version number.



4. Read and follow the online instructions given during the installation process.  
Click the Continue button to go to the next step.



5. At the end of the installation process a message informs you that Mindshare has been correctly installed on your system.

---

**NOTE**

---

By default, Mindshare uses the connection parameters specified in QuickTime™.

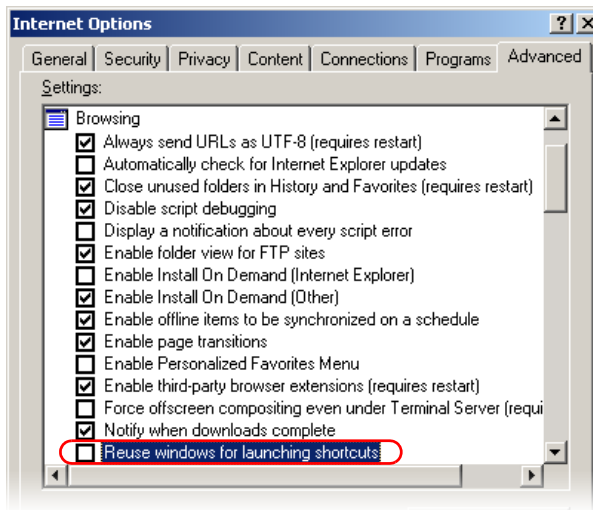
# Configuring Internet Explorer

## CAUTION

Internet Explorer 6.0 or Firefox 2.0 (or higher) is required for accessing the Mindshare Administrator interface.  
Mac users should use Firefox 2.0 (or higher) to access Mindshare web interface.

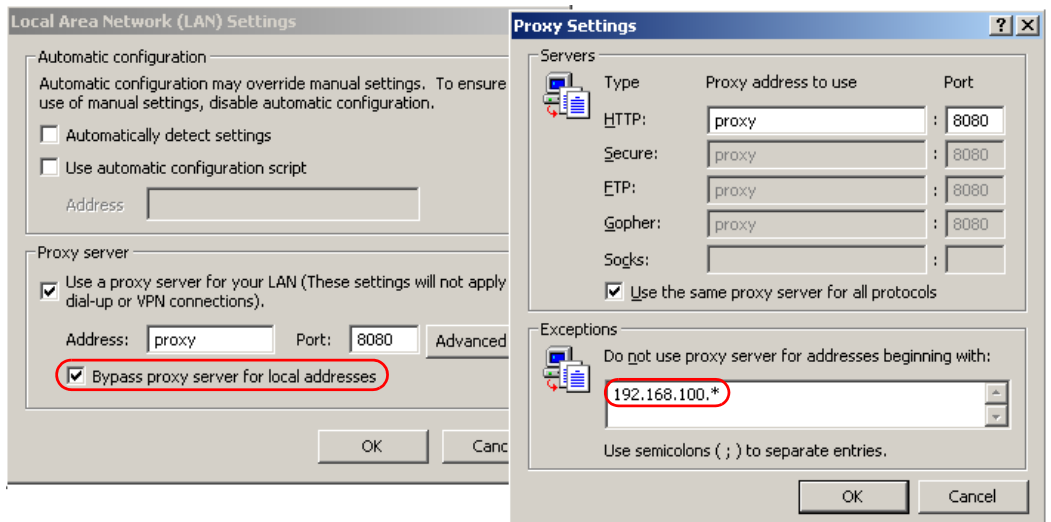
1. In **Tools>Internet options>Advanced>Browsing**, uncheck **Reuse windows for launching shortcuts**. This option makes a web interface window always available and opens all links in another Internet Explorer window

Figure 1. 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 Mindshare and the server IP address in **Exceptions field** (for example, 192.168.100.\*).

Figure 2. Setting proxy settings





## CHAPTER 4

# Quick Start

# Workflow overview

---

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

---

**NOTE**

---

This chapter explains the basic steps for encoding a live event (with a camera and a laptop plugged to Mindshare, that is no H.323) using the web-based interface.

1. **Check the connections:**
  - Set the resolution of the laptop 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 28).
2. **Launch** your web browser and connect to Mindshare Administrator interface (see "Launching the Mindshare Administrator interface" on page 48).
3. **Double check the system settings.**
4. **Choose a template** that matches your VGA input resolution to avoid resizing.
5. **Choose an encoding preset** that matches your template.
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** (*optional*).

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 or publishing.

---

**NOTE**

---

Sometimes, between two presentations, there is not enough time to publish. The user may save the presentation into the MPEG-4 editor (fast process) for later publishing and proceed to the second presentation.

**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 Mindshare Administrator interface

---

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

To launch the Mindshare Administrator interface, launch your web browser and open this URL:

**http://<IP\_address>**

where *<IP\_address>* is the IP address of the Mindshare system.

---

**NOTE**

---

To get the IP address, type **ipconfig** from the command prompt.

## Running Mindshare for the first time

If you are running Mindshare for the first time and before creating a presentation, we recommend checking the Mindshare settings. For more advanced details on Settings, see "Mindshare Settings" on page 99.

**Warning:** Settings should only be modified by advanced users and administrators.

Once the settings are set, the user can operate Mindshare without having to change the settings again.



# Mindshare web interface structure

---

- Home**
  - Home page
- Live event**
  - Create, customize, encode and stream a new presentation. Manage chapters on the fly. Save and publish presentation (as a file or as an editable archive)
- MPEG-4 Library**
  - View and manage published MPEG-4 presentations and viewer's portal
- MPEG-4 Editor**
  - Load, re-customize and re-save assets packages into MP4s from a prior live session
- Settings**
  - Set external IP address, User access authentication, manage your Streaming Server and player preferences...
    - Session
      - Configure default live session parameters
    - Source
      - Manage your audio and video sources
    - Encoding
      - Configure encoding parameters
    - Network
      - Configure network parameters
    - Templates
      - Manage design templates (import, export, delete, modify banner)
- System**
  - Set user preferences, application monitoring, system operations, help
    - Administration
      - Configure language, services,...
      - Download EnvivioTV plugin for Mac and Windows.
      - Download Powerpoint Add-in for Microsoft Windows
    - Monitoring
      - Monitor the session state
    - Help
      - Download Mindshare user's manual
      - Download support information
      - View logs



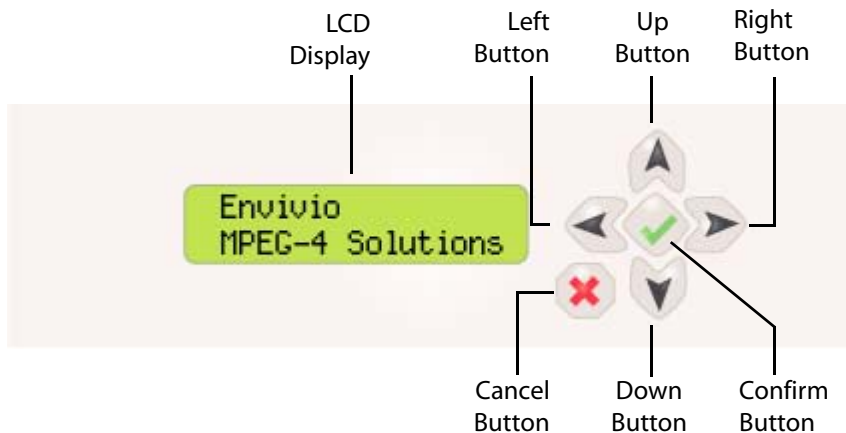
## CHAPTER 5

# **Local configuration using the front panel (Mindshare *Lite* only)**

# Using the front panel controls

The front panel provides status information, lets you perform Mindshare system administration such as setting the video standard, setting the IP address, and shutting down Mindshare, and lets you start/stop encoding.

Example 1. Mindshare front panel controls and display



## Front panel control buttons



The following buttons on the front panel can be used to navigate menus, make selections, and control the operation of Mindshare.

- |   |                                  |   |                      |
|---|----------------------------------|---|----------------------|
|  | Scroll up through menu options   |  | Select a menu option |
|  | Scroll down through menu options |  | Confirm a selection  |
|  | Exit a menu option               |  | Cancel a selection   |

## Navigating through the menus


The front panel navigation buttons are used to access all the Mindshare menus and commands.


There are three main symbols that appear on the LCD panel:

-  Up and down arrows  
At a menu level, the arrow indicates that there are additional menu items available.  
At a parameter level, the arrow indicates that there are additional parameters available.
-  Cursor  
The cursor indicates the selected menu or parameter.

---

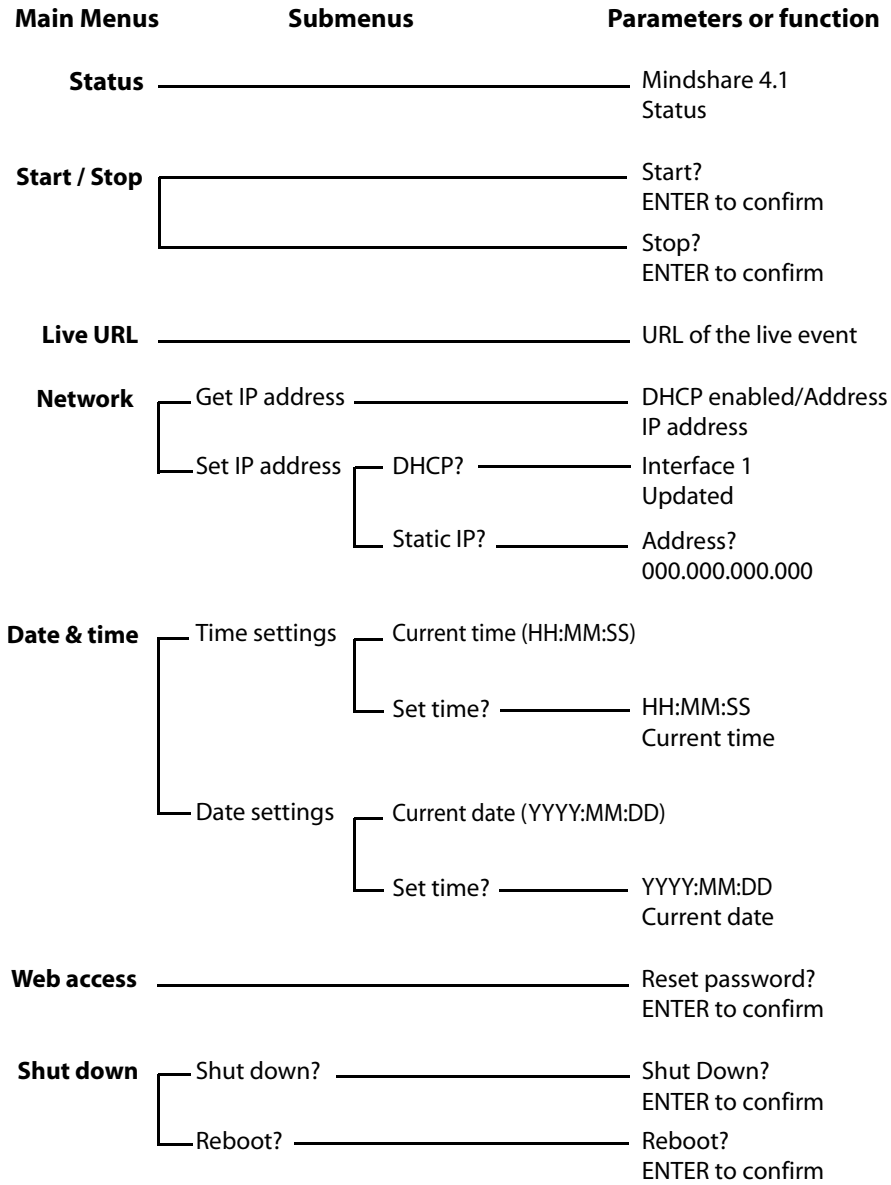
### NOTES

If you press  when you are on the last menu item, you go back to the first menu item.

If an error occurs, the first line is replaced by an error message.  
To acknowledge the message, press .

---

# Menu structure



# Displaying status

---




1. Use  or  to select **Status** then press .



Mindshare version is displayed on the first line, then the status is displayed on the second line. The status may be:



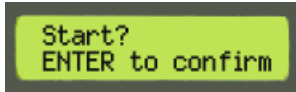
- *Not loaded* when Mindshare is not started,
  - *Idle* when Mindshare is not encoding,
  - or the time elapsed since the beginning of the encoding followed by the total bit rate (video + audio)
2. Press  to quit this menu option.






# Start/Stop encoding

This menu lets you start or stop a live event from the LCD panel. This can be done using the web interface (see "Settings should only be modified by advanced users and administrators. Once the settings are set, the user can operate Mindshare without having to change the settings again." on page 48).

## Start encoding

When you start encoding a live event from the LCD panel, Mindshare uses the latest encoding parameters and templates selected from the web-based interface.









1. Use  or  to select **Start/stop**, then press .
2. If Mindshare is not started, you are asked to confirm the start. Press  to confirm the action or press  to cancel the action. Mindshare is launched and then starts encoding.
  - The first line displays the Mindshare version.
  - The second line displays Mindshare status (*loading, initializing, starting, started*), then it displays the time elapsed since the beginning of the encoding followed by the total bit rate (video + audio)

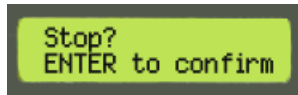
**NOTE:** When the CPU usage goes over 90%, a warning message is displayed on the first line, with the current CPU usage, for example, "CPU used at 95%".



## Stop encoding



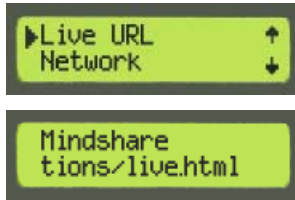
1. Use  or  to select **Start/Stop**, then press .
2. If Mindshare is started, press  to stop encoding.
3. Press  to confirm the action or press  to cancel the action.







## Getting the URL of the live event

---

When Mindshare is encoding, you can get the URL of the live session.



1. Use  or  to select **Live URL**, then press .
    - If a live session is started, the URL of the live session is displayed as a scrolling text (for example, *http://192.165.100.100/presentation/live.html*).
    - If no live session is started, the link opens an html page with the following message: *"No live session"*.
2. Press  to quit this menu option.

# Configuring the network interface card (NIC)




The network configuration depends on the presence of a DHCP server:

- **If you have a DHCP server**, Mindshare will obtain an IP address automatically from the DHCP server. You do not need to re-configure the network address.
- **If you do not have a DHCP server**, you have to configure the network interface(s) with a static address.

## NOTE




By default, NIC 1 uses a DHCP configuration.

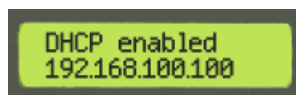



1. Use  or  to select **Network**, then press  to configure the IP address of the network interface used to broadcast the MPEG-4 streams.

## Viewing the NIC address



1. Use  or  to select **Get IP Address**, then press .



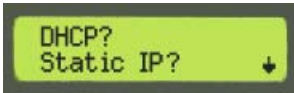
2. The NIC information is displayed.
3. Press  to quit this menu option.

## Configuring the NIC



1. Use or to select **Set IP Address**, then press .

### Configuring the NIC with DHCP

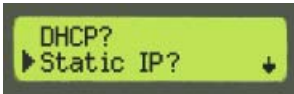


2. Press to select **DHCP** then press .

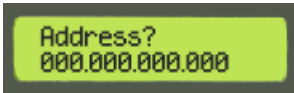


A message informs you that your modification has been taken into account.

### Configuring the NIC with a static address



3. Press to select **Static Address** then press .



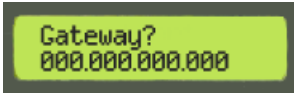
4. Use the direction buttons to enter the IP address.

5. Press to confirm your selection.



6. Use the direction buttons to enter the network mask.

7. Press to confirm your selection.



8. Use the direction buttons to enter the gateway.

9. Press to confirm your selection.



10. Use the direction buttons to enter the DNS address.

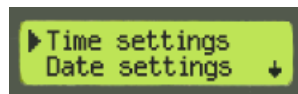
11. Press to confirm your selection.

# Configuring the date and time.



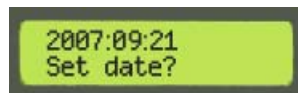
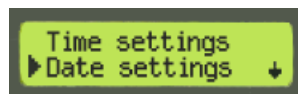
1. Use or to select **Date & time** then press to configure the date.

## Setting the time



1. Use or to select **Time settings** then press . The current time is displayed.
2. Press to keep the current value or press to change the time.
3. Use the direction buttons to enter the new time.
4. Press to confirm your modification.
5. Press to quit this menu option.

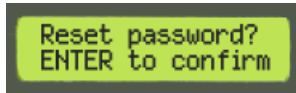
## Setting the date









1. Use or to select **Date settings** then press . The current time is displayed.
2. Press to keep the current value or press to change the date.
3. Use the direction buttons to enter the new date.
4. Press to confirm your modification.
5. Press to quit this menu option.

## Resetting the web interface

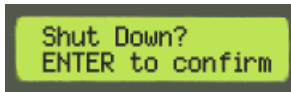
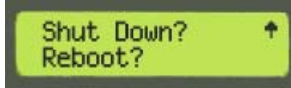
---












1. Use  or  to select **Web Access**, then press .
2. Press  to confirm the action or press  to cancel the action.
3. Press  to quit this menu option.

## Shutting down or rebooting the encoder

---



1. Use  or  to select **Shut Down**, then press .
2. Use  or  to shut down or reboot Mindshare then press .
3. Press  to confirm the action or press  to cancel the action.
4. Press  to quit this menu option.





## CHAPTER 6

# Creating a New Live Event

# Workflow for creating a new live event

Creating a new live event involves three tasks:

- **Customize your live event**, by entering information about the event such as the date, the speaker, the description (*optional*), by selecting a background design template.
- **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 **Live Event** menu, then click the **Create the live event** button.
2. You can enter information (*optional*) that will be displayed in your live presentation:

The screenshot shows a web interface for creating a live event. At the top, there is a breadcrumb trail: "Create > Start > Stop > Save". Below this is a button labeled "Create the live event ⇌".

The main section is titled "Customize the presentation" and contains the following fields:

- Date:** Year: 2007, Month: 12, Day: 09. A "Set to Today" button is next to it.
- Speaker:** Julien Signès
- Topic:** Mindshare Overview
- Description:** Mindshare New Features (text area)
- Image thumbnail:** No Image (text area) with a "Browse..." button.
- Design template theme:** blue theme, 800x600 (dropdown menu)

Below the customization section is a "Security Options" section with a checkbox for "Use Encryption" which is currently unchecked.

At the bottom of the form are two buttons: "Reset to default settings" and "Set as default settings".

## Presentation parameters

<b>Date</b>	The date of the presentation. <b>NOTE:</b> You can click the <b>Set to Today</b> button to get the current date.
<b>Speaker</b>	The name of the person making the presentation.
<b>Topic</b>	A title for the presentation.
<b>Description</b>	Provide a brief description of the presentation.
<b>Image thumbnail</b>	You can select an image for your live event. This image is going to be displayed as a thumbnail in the description box. <b>NOTE:</b> Only JPEG files are supported. The thumbnail image is always rendered using 64x64 pixels, so to ensure the best quality, use 64x64 pixels input images.
<b>Design template theme</b>	Select a template for your presentation. To have the best quality, we recommend selecting a template resolution that corresponds to your laptop, then you have to select an encoding preset that corresponds to your laptop resolution. For example, if the laptop resolutions is 800x600, you have to select Encoding Preset <b>blue theme, 800x600</b> .

---

**NOTE**

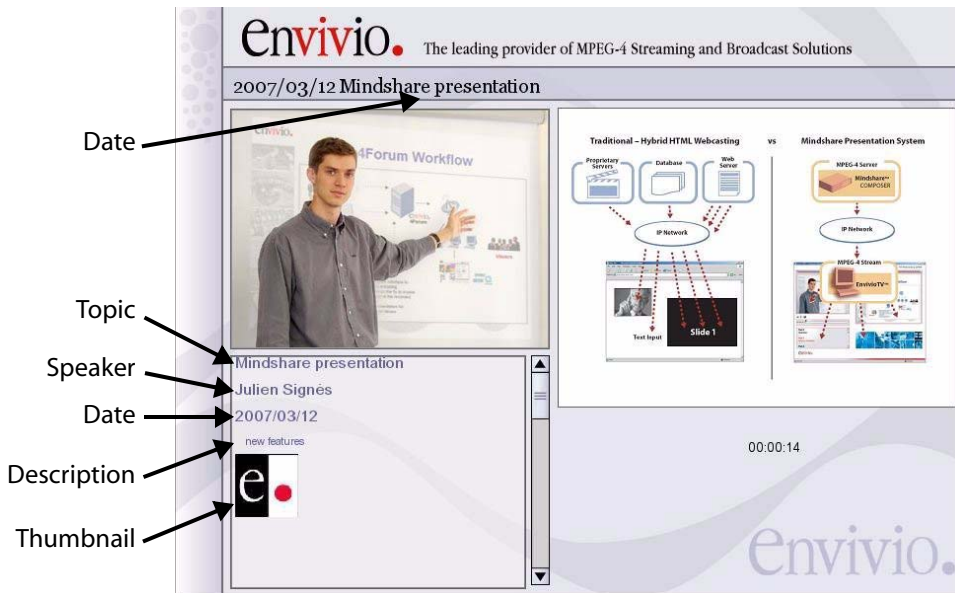
---

You can specify the default parameters for your presentation from the **Settings>Session** tab (see "Session settings" on page 101).

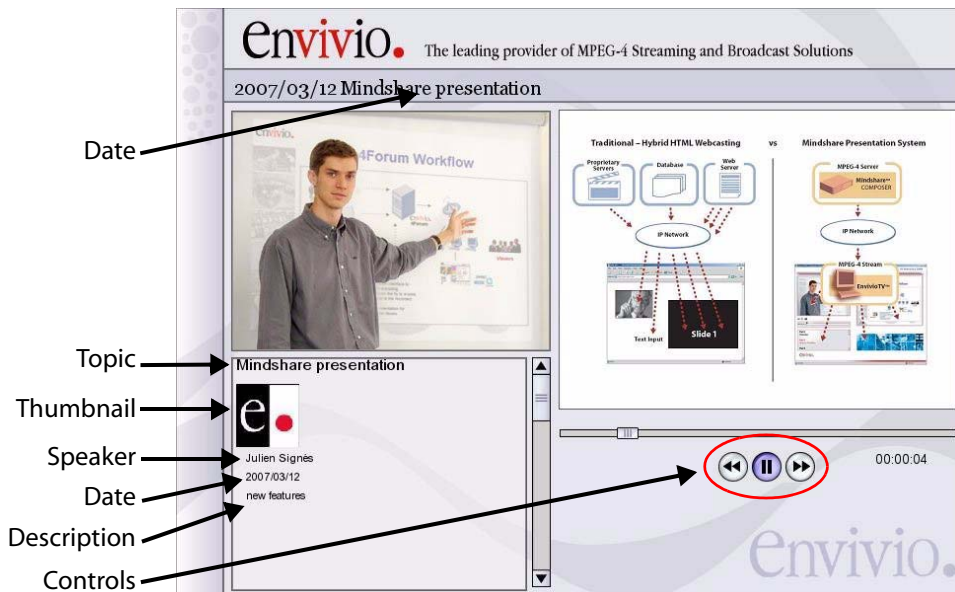
## Security parameters

<b>Use Encryption</b>	<i>Not implemented in this version.</i>
-----------------------	---

Figure 1. Live presentation



Example 1. Video-on-demand presentation

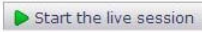


3. When you have provided the required information you can go to the next step. Click the **Create the live event** button to move to "Step 2: Encoding your live event".

## Step 2: Encoding your live event

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

Create > **Start** > Stop > Save




**Input Adjustment**

Audio volume  %

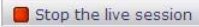
**Links to live presentation**

Live HTML page	Play live presentation in Browser	<input type="checkbox"/>
Live Direct link	e-rtsp://192.168.0.86:7070/live4FORUM_DEV1165412846.mp4	<input type="checkbox"/>

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).
2. You can adjust the audio volume.  
Click the  button to validate your modifications.

3. Click the  button to start your live presentation. The following page is displayed:

Create > Start > **Stop** > Save



**Adjustment**

Audio volume  %

VGA offset      horizontal :  pixels (min: -212, max: 60)   
                   vertical :  pixels (min: -23, max: 1)

**Links**

Live HTML link      Play Live presentation in Browser

Live Direct link      e-rtsp://192.168.0.86:7070/live4FORUM\_DEV1165413935.mp4

Monitoring      Mindshare Monitoring page


**Add a new chapter**

Name       Time  :  :   Invisible

Description

**Chapters**

+ Name	<input type="text" value="Mindshare Overview"/>	Time	<input type="text" value="0"/> : <input type="text" value="00"/> : <input type="text" value="00"/>	Invisible	<input type="checkbox"/>	<input type="button" value="✕"/>
--------	---	------	--	-----------	--------------------------	----------------------------------

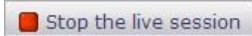
4. In the **Adjustment** panel, you can set the audio volume and adjust the VGA offset values in (horizontal and vertical) to align the VGA output. Click the  button to validate your modifications.
5. In the **Links** panel, you can click the html link or the m4e link to check that the presentation is being broadcasted and encoded correctly
- If you select the **Live HTML link**, you will see an HTML page with either an embedded player (ActiveX for Internet Explorer, Windows Media Player embedded for Firefox) or a link to the default EnvivioTV player.
  - If you select the **Live Direct link**, the presentation will always open with the default EnvivioTV plug-in.
6. You can click the **Monitoring** link to display previews of videos and the detailed status of the live session (see "Mindshare monitoring" on page 119).

7. You can add or delete chapter marks during the live presentation so that viewers can use chapter marks to jump forward or backward through the VOD presentation.

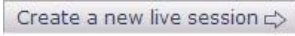
---

**NOTE** For more information on chapters, see "Adding a new chapter during encoding" on page 82.

---

8. You can stop encoding the presentation at anytime by clicking the  button. When you stop encoding, the **Save the live session** page is displayed.

---

**CAUTION** You can start a new session by clicking the  button. However, you will not be able to save again the previous live presentation.

---

## Step 3: Saving your live event

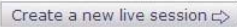
When you have completed your live event, follow these steps to publish it as an MPEG-4 file and upload it to a streaming server.

---

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

---

Create > Start > Stop > **Save**



**Save the event**

Event name	<input type="text" value="Presentation_2007-09-14_17h11"/>
Loop presentation	<input type="checkbox"/> (Check this option to make the video repeat when it finishes)
Save as MPEG-4 file on Mindshare	<input checked="" type="checkbox"/> (Check this option to save the session locally as a single MPEG-4 file)
Save as MPEG-4 file on 172.1.254.11:	<input checked="" type="checkbox"/> (For immediate streaming)
Save as local MPEG-4 archive	<input type="checkbox"/> (For post-editing with the MPEG-4 Editor)

1. Enter a file name for your presentation (a default file name is generated using the date and time when it was recorded). The MPEG-4 file will be

published and archived with this name in the MPEG-4 Library (see "Step 1: Selecting a presentation to be edited" on page 85).

---

**NOTE**


---

We recommend using a unique and meaningful file name.

2. Select the publishing options for your live event.

**Loop presentation**

If you select this option, the presentation will automatically restart when it reaches the end.

**Save as MPEG-4 file on Mindshare**

This option is always selected by default. Check this option to generate an MPEG-4 VOD saved on Mindshare device.

**Save as MPEG-4 file on <IP address> (a)**

Check this option to generate an MPEG-4 VOD and upload it on the streaming server.


**NOTE:** This is only necessary if your streaming server is not on Mindshare. The option to upload the MPEG-4 file to the streaming server will only appear if a separate streaming server is used and identified in the Network Settings page (see "Encoding settings" on page 106.)

**Save as local MPEG-4 archive**


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 Library" on page 89).

- a. Only available with an optional external 4Sight.

3. Once you have selected your publishing options, click the

 button.

Your file will be automatically saved into the MPEG-4 Library if you selected one of the "Save as MPEG-4 file" options (see "Step 1: Selecting a presentation to be edited" on page 85 for additional information).

4. Once the file has been saved, click the  button to create a new live event.



## CHAPTER 7

# 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 can expand the presenter video 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.

To view the presentation, the viewer can either:

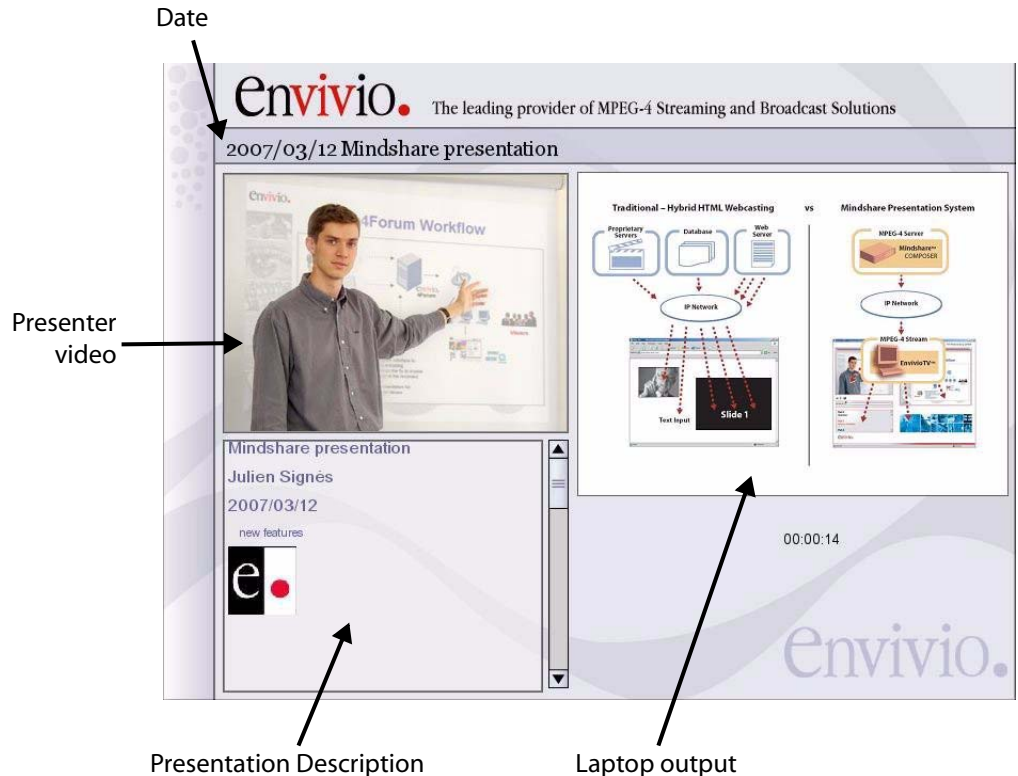
- Click a link from the Viewer's portal.  
The moderator can email a link to the Viewer's Portal from the **MPEG-4 Library** tab (see "Emailing the Viewers' Portal URL" on page 90).
- Open an email sent by the moderator and click the link to the live presentation.

The moderator can email a link of the presentation:

- before creating the live event (see "Step 2: Encoding your live event" on page 69),
- during the encoding of the new live event (see "Links" on page 118)
- or in the library manager for video on-demand presentations (see "Emailing the link to the presentation" on page 91).

The moderator can send this link (or web page) to viewers or use it as an example to add it to the intranet.

Figure 1. Live presentation using "blue theme, 800x600" 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.

---

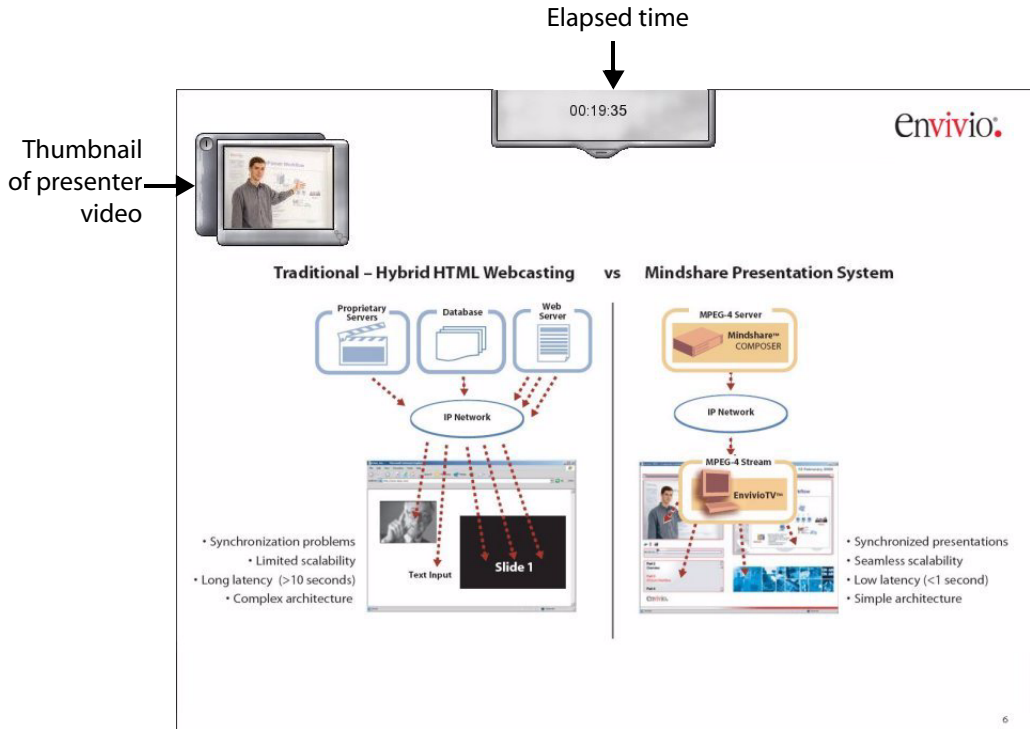
**NOTE**


The layout, graphics and interactive behaviors are defined in the MPEG-4 template. This template can be modified and customized using the optional Envivio 4Mation (see Chapter 11 on page 121 for additional information).

---

When one of the video is displayed in full screen, two toolboxes appear:

Figure 2. Live presentation in full screen mode



- The upper toolbox displays the elapsed time since the beginning of the presentation. You can click the handle to show/hide the toolbox.
- The left toolbox shows the other presentation as a thumbnail.
  - You can move the toolbox anywhere in the window using the left handle.
  - You can stretch the toolbox using the bottom right handle.
  - You can click the  button in the top left corner of the thumbnail to show/hide the video thumbnail.

## Viewing a published event

---

Viewers can access a published event "on-demand" by clicking the link to the presentation in the Viewer's portal (see "Viewer's Portal" on page 80).

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 and the slides video to full-screen view.

You have play, pause controls and special fast forward and rewind controls. These allow you to fast forward at different speeds. For example, if you press the fast forward buttons twice your video will play eight times faster than the original presentation.

Further users can navigate easily anywhere in the published event using chapters marks or the sliding bar.

---

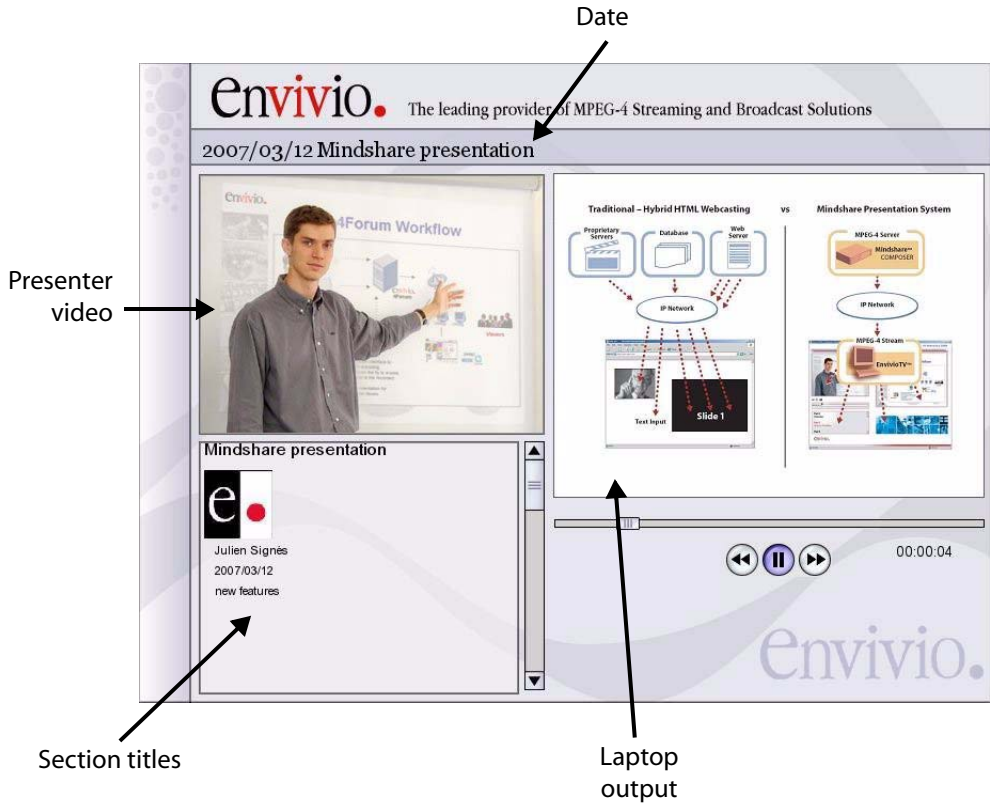
**NOTE**

---

Speed for fast forward and rewind are 4x if you click once, 8x if you click twice and 32x if you click three times.

The moderator can send the MPEG-4 file to viewers or use it as an example to add it to the intranet.

Figure 3. Video-on-demand presentation using "blue theme, 800x600" template



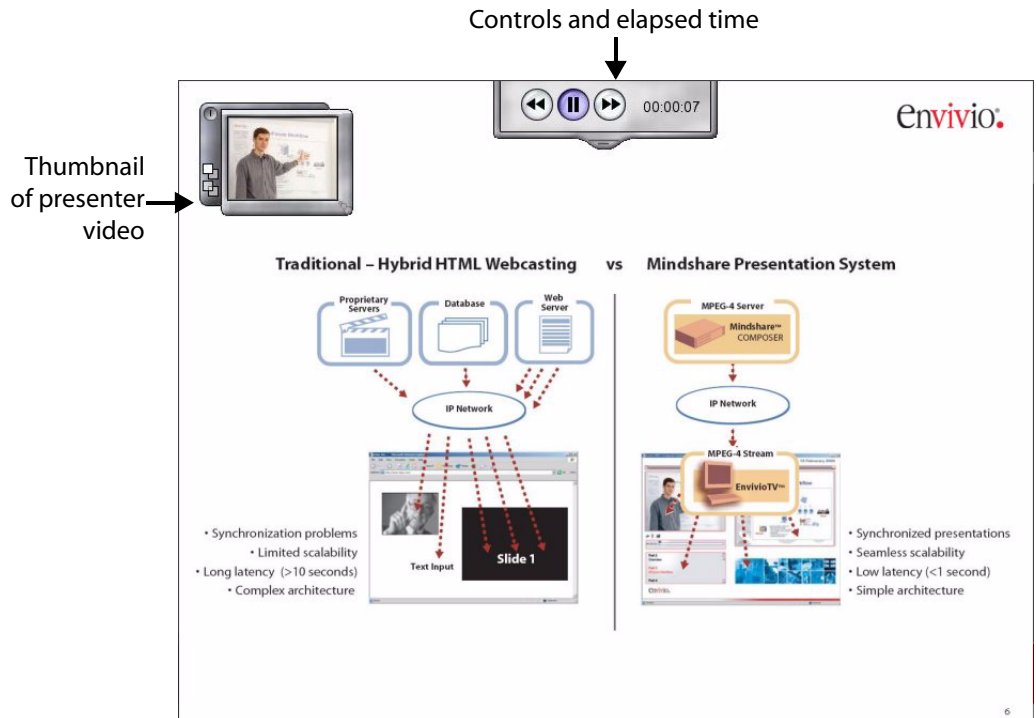
You can enlarge the presenter video by clicking on it.



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.

When one of the video is displayed in full screen, two toolboxes are displayed:

Figure 4. Video-on-demand presentation in full screen mode



- The upper toolbox lets you play, pause, stop, fast forward and rewind by clicking on the controls. It also displays the elapsed time since the beginning of the presentation.  
You can click the handle to show/hide the toolbox.
- The left toolbox shows the other presentation as a thumbnail.
  - You can move the toolbox anywhere in the window.
  - You can stretch the toolbox using the bottom right handle.
  - You can click the +/- button to show/hide the small video.
  - You can click the  or  buttons to adjust the transparency of the small video.

# Viewer's Portal

---

Administrators can select presentations in the MPEG-4 library and create a portal for the viewers. The Viewer's Portal is a web page 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 5. Viewer's portal

Video On Demand				
Name	Date ▼	Size	Duration	Links
Presentation_2006-12-22_10h48	2006/12/21	32.5 MB	0:07:09	<a href="#">Direct link</a> <a href="#">HTML page</a>
Presentation_2006-12-21_18h51	2006/12/20	2.2 MB	0:00:26	<a href="#">Direct link</a> <a href="#">HTML page</a>

See "Viewers' portal" on page 89 for more information.



## CHAPTER 8

# Advanced Use

# Chapter management

---

You can to dynamically add chapter marks during the live presentation or after the encoding has stopped.

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

## Adding a new chapter during encoding

To add a new chapter during encoding, follow these steps:

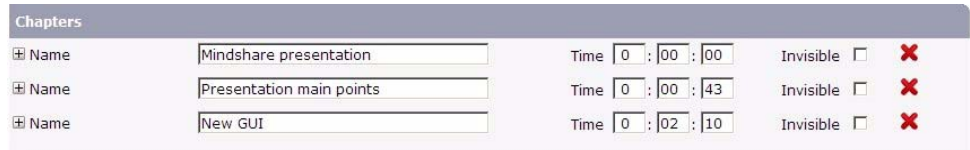
1. From the **Add a new chapter** panel, provide the following information:



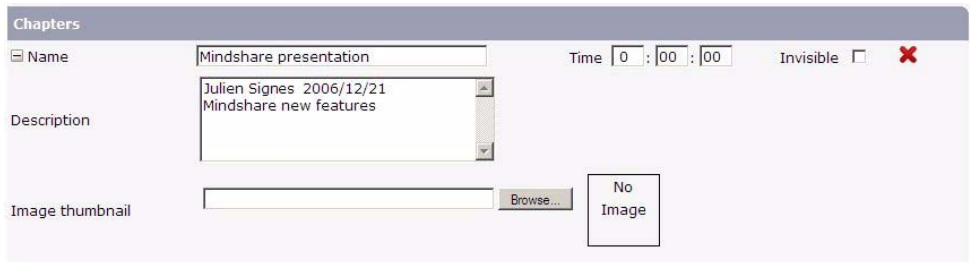
- |                    |   |
|--------------------|---|
| <b>Name</b>        | Enter a name for the new chapter.   |
| <b>Time</b>        | Enter the time for the new chapter. If you click the <b>Now</b> button, time will be set to now.  |
| <b>Invisible</b>   | Invisible chapters allow you to hide chapters of your presentation. This means that the user will not see a certain section of your presentation.<br><br>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 the end of chapter 2 to the beginning of chapter 4. Therefore, your chapters will appear in the order 1-2-4-5. |
| <b>Description</b> | Enter a description for the new chapter.  |

2. Click the **Add** button to add the new chapter.

- The new chapter is added to the chapter list.



You can click plus icon, **+** to display additional parameters:



- You can modify or complete the chapter parameters. In particular, you can add a thumbnail:

#### Image thumbnail

Each chapter can have an image associated to it.

**NOTE:** Mindshare only supports JPEG files. The thumbnail image is always rendered using 64x64 pixels, so to ensure the best quality, use 64x64 pixels input images.

- Click the **Validate** button to save your changes.

## Adding a new chapter after encoding, MPEG-4 editor

Once the encoding has stopped, additional chapters can be added using the MPEG-4 editor.

You can add or modify chapter marks manually from the **MPEG-4 Editor** panel, or add chapter marks during the presentation playback using EZeditor.

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 marks.

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

---

**NOTE**

---

The MPEG-4 Editor can only be used when you published a live event as an MPEG-4 archive (see "Save as local MPEG-4 archive" on page 72).

You can export your MPEG-4 archive for backup purpose (see "Making a backup of Mindshare data" on page 92).

You can import an MPEG-4 archive stored onto another PC (see "Importing an archive" on page 93).

### **Basic workflow for editing an MPEG-4 archive**

Editing an MPEG-4 archive involves five steps:

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

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

## Step 1: Selecting a presentation to be edited

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

The screenshot shows the 'MPEG-4 Editor' interface. It has a header 'MPEG-4 Editor' and three main sections: 'Import content', 'EZ Editing', and 'Editable Contents'. The 'Import content' section has a 'Content archive' input field with a 'Browse...' button and an 'Import content' button. The 'EZ Editing' section has a 'Use download mode' checkbox which is unchecked. The 'Editable Contents' section is a table with columns: Name, Date, Size, Duration, and Actions.

Name	Date	Size	Duration	Actions
Presentation_2006-12-22_10h48	2006/12/21	31.5 MB	0:07:09	
Presentation_2006-12-21_18h51	2006/12/20	1.8 MB	0:00:26	

2. Select an MPEG-4 archive, and click the Edit icon, to edit the presentation:

The screenshot shows the 'MPEG-4 Editor (Edit Content)' interface. It has a header 'MPEG-4 Editor (Edit Content)' and three main sections: 'VOD Generation parameters', 'Presentation Parameters', and 'Chapters'. The 'VOD Generation parameters' section has a 'VOD Filename' input field with the value 'Presentation\_2006-12-07\_15h49' and a 'Generate Presentation VOD' button. The 'Presentation Parameters' section has a 'Description' dropdown menu with the value 'Presentation of Mindshare new features', a 'Duration' field with the value '0:00:40', a 'Loop Presentation' checkbox which is unchecked, and a 'Presentation Template' dropdown menu with the value 'blue theme, 800x600'. There is a 'Save Presentation Parameters' button. The 'Chapters' section is a table with columns: Name, Time, and Invisible.

Name	Time	Invisible	Actions
topic	0 : 00 : 00	<input type="checkbox"/>	
New Chapter (00:00:03)	0 : 00 : 03	<input type="checkbox"/>	

Buttons:

## Step 2: Changing the MPEG-4 background design

1. In the **Presentation parameters** panel, select a different **Presentation template** from the drop-down list.
2. Click the button to apply your changes.

### Step 3: Adding chapter marks with the EZEditor

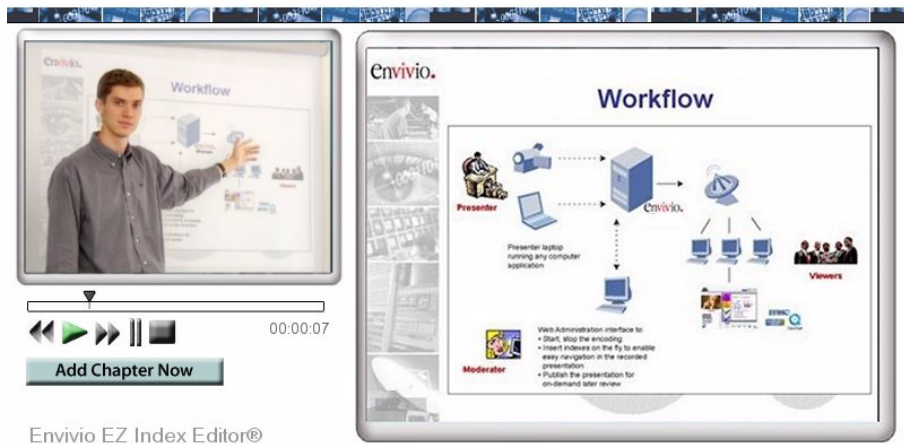
The EZEditor (*pronounced easy editor*) is a visual post-editing tool that allows you to add chapters marks during playback.

There are two options to edit your presentation:

- You can stream the presentation. This default option is 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.
- You can download the presentation by clicking the **Use download mode** option from the **EZ editing** panel. This 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.

Follow these steps to edit your event with EZEditor.

1. Click the [Edit chapters with EZEditor](#) button to launch the presentation in the EZ Editor.



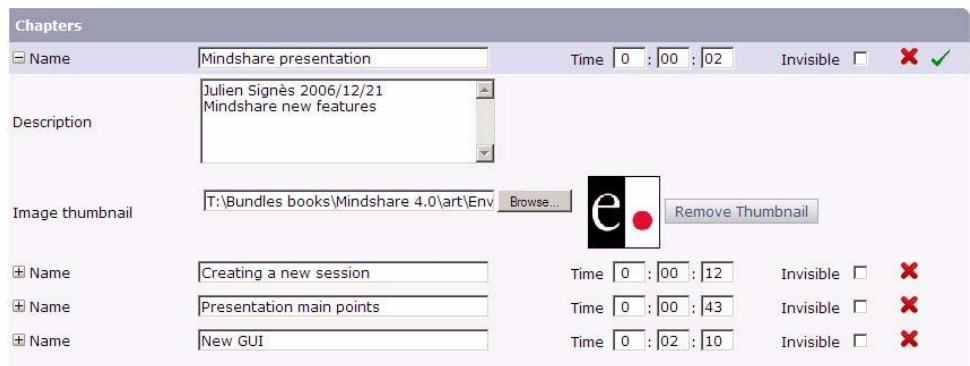
2. You can play, pause, forward, or rewind the presentation and add chapters.
3. When you click the **Add Chapter Now** button, the presentation pauses and a new chapter is added in the web interface. You can enter a name for the new chapter, attach an image thumbnail, and add a description.

4. Once you have finished filling the fields, click the **Validate** button to create a new chapter. The new chapter is added to the list of chapters.
5. Click the play, forward or rewind buttons to add more chapters.
6. When you have added all the chapters, close the EZEditor by clicking the **Close EZ Editor** button.

You can now review your new chapters from the **MPEG-4 Editor>Chapters** panel.

### Step 4: Modifying chapters from the Chapters panel

1. From the **MPEG-4 Editor>Chapters** panel, click the plus icon, **+** to view all the chapter parameters. You can modify the chapter parameters by clicking in the corresponding field:



Name	Time	Invisible	Actions
Mindshare presentation	00 : 00 : 02	<input type="checkbox"/>	Remove Thumbnail, Validate (✓)
Julien Signès 2006/12/21 Mindshare new features			
Creating a new session	00 : 00 : 12	<input type="checkbox"/>	Remove Thumbnail, Delete (✗)
Presentation main points	00 : 00 : 43	<input type="checkbox"/>	Remove Thumbnail, Delete (✗)
New GUI	00 : 02 : 10	<input type="checkbox"/>	Remove Thumbnail, Delete (✗)

2. When you have completed your edits, click the Validate icon, **✓**.

---

**NOTE**

---

You can remove a chapter by clicking the corresponding Delete icon, **✗**.


## Step 5: Publishing an MPEG-4 file

Now you can create the MPEG-4 file:

1. **MPEG-4 Editor>VOD Generation parameters** panel, enter a new file name for your presentation. We recommend choosing a unique and meaningful name.
2. Click the **Generate presentation VOD** button to save the archive as an MPEG-4 file.


---

**NOTE**

The newly created MPEG-4 file will be saved on Mindshare device. If you want to upload it to your external 4Sight, go to the **MPEG-4 Library** tab and click the Upload icon,  (see paragraph below for more information).


---

## Editing the order of chapters after encoding

1. You can change the order of chapter marks by changing their time or by adding new chapter marks.
2. Click the Validate icon,  to save your changes.



# MPEG-4 Library

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

## NOTE



The upload icon will only appear if the streaming server IP address is set - in the **Settings>Network** page - to an address different from the address of the Mindshare system.


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

Library Manager















**General**

Available Disk space 18.54 GB

Viewer's portal Publish MPEG-4 presentation into the Viewers' Portal. The Viewers' Portal gives your viewers access to MPEG-4 presentations you selected.    
URL : <http://172.1.254.21/viewersportal/displayViewersPortal.pl>

The live presentation Publish to viewers portal  

**Video On Demand**

<input type="checkbox"/>	Name	Date ▼	Size	Duration	Mindshare device	4Sight device
<input type="checkbox"/>	Presentation_2006-12-22_10h48	2006/12/21	32.5 MB	0:07:09	  	
<input type="checkbox"/>	Presentation_2006-12-21_18h51	2006/12/20	2.2 MB	0:00:26		  
<input type="checkbox"/>	Presentation_2006-12-21_18h57	2006/12/20	1.2 MB	0:00:12	  	  

The **Available disk space** parameter gives you information on the available free space on your Mindshare device.

## Viewers' portal

The viewers' portal is a web page with links to the live presentation and published events. It allows to display a selection of files that are available for everyone as the authentication is not requested.

## Publishing a presentation to the Viewers' portal

Check/uncheck the checkbox on the left of the VOD name to add/remove the presentation to/from the Viewer's portal.

Check the **Publish to viewers portal** option to add the live presentation to the Viewer's portal

## Previewing the Viewers' Portal


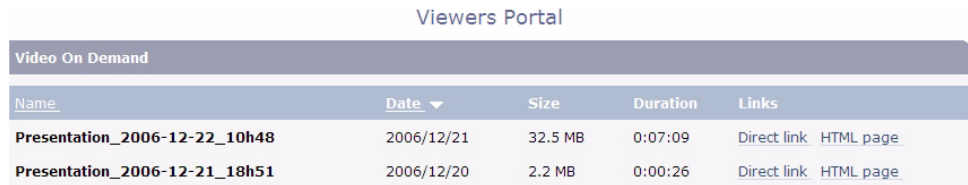
You can preview the Viewers' portal by clicking the Preview icon, .


Figure 1. Viewer's portal



The screenshot shows a web interface titled "Viewers Portal" with a "Video On Demand" section. It contains a table with the following data:

Name	Date	Size	Duration	Links
Presentation_2006-12-22_10h48	2006/12/21	32.5 MB	0:07:09	<a href="#">Direct link</a> <a href="#">HTML page</a>
Presentation_2006-12-21_18h51	2006/12/20	2.2 MB	0:00:26	<a href="#">Direct link</a> <a href="#">HTML page</a>

## Emailing the Viewers' Portal URL

The Viewers' portal URL can be emailed to your audience by clicking the email icon, . Clicking this icon launches your default email client for example, Outlook or Outlook Express.

## Managing published events (video on demand)

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

**NOTE**

The live event is always displayed on top of the list of events.


## Downloading a presentation

You can download the selected video by clicking the file name in the **Name** column.


## Streaming an MPEG-4 presentation

You can stream the selected video by clicking the Play icon, .

## Emailing the link to the presentation

You can email the link to the selected video by clicking the Email icon, .


## Transferring a presentation


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

---


**NOTE**

---

The Upload icon,  is displayed when the streaming server is on a separate machine.



You can download the VOD from the 4Sight to Mindshare by clicking the Import icon, .

## Deleting a presentation

To delete a selected presentation, click the Delete icon, .

## Making a backup of Mindshare data

---

1. To backup an MPEG-4 presentation, go to the **MPEG-4 Editor** tab, then select the presentation to be exported and click the Export icon,  then select the path where you want to save your archive (ZIP file).
2. You can save the templates by clicking the  button from the **Settings>Templates** tab.

# Importing an archive

---

To import an archive, click the **Browse** button and select the archive to be imported, then click the **Import Content** button. The archive will be added to the list of MPEG-4 archives.

Note that the ZIP file must have the correct directory structure:

Archive name ———— presenter.mp4  
                              |  
                              | collaborative.mp4  
                              |  
                              | content.cfg  
                              |  
                              | chapters.xml

---

**CAUTION**

---

You cannot download a file greater than 2 GB.

# Mindshare presenter add-in for Microsoft Powerpoint

---

The Mindshare Powerpoint add-in allows automatic creation of chapters in the Mindshare system with the user of Microsoft Powerpoint (PC only, up to Powerpoint 2003). Chapter titles are taken automatically from the slide headers.


---

**NOTE**

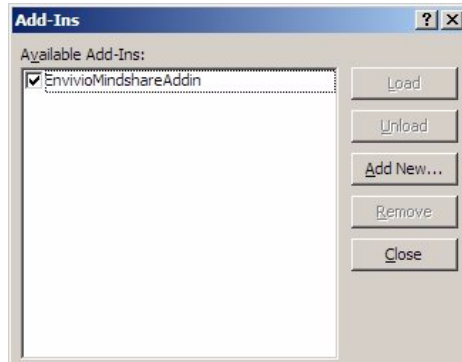
---

To use the Mindshare powerpoint add-in, the presenter laptop must be connected to the network and the powerpoint add-in must be configured using the procedure described below.

## Installation

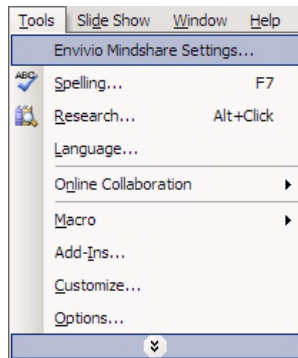
1. Before installing the Mindshare add-in for Microsoft Powerpoint, check that a previous add-in is not installed: from the Powerpoint application, go to **Tools>Add-ins...** and check that there is not an add-in named **EnvivioMindshareAddin**. If so, select it in the list and click the **Remove** button.
2. Go to **Tools>Macro...>Security>Security Level** and select the **Medium** security level (or **Low**, but it is not recommended): you will be prompted when you want to install an add-in.
3. From the Mindshare web interface, go to the **System>Administration** tab, then in the **Links** panel, click the  icon to download the add-in onto your hard drive.

4. Double click the **EnvivioMindshareAddin.ppa** file: it opens Powerpoint and a message asks you if you trust the source and want to enable macros: click **Enable macros**. A new add-in is added to the Add-ins list:



## Configuration and use

Once your Powerpoint presentation is launched, go to the **Tools>Envivio Mindshare Settings...** tab to configure the add-in.

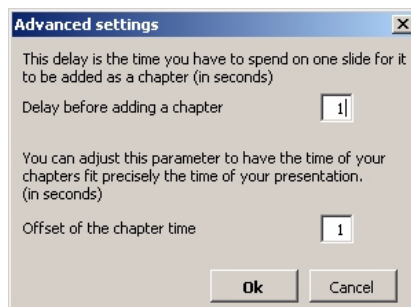


## Configuring the Powerpoint add-in

1. Check the **Use the Envivio Mindshare add-in** box and fill in the form with the IP address of the Mindshare.



2. If you have defined an access control with a login and password (see "Authentication parameters" on page 116), you have to type this login and password to connect to the Mindshare administration web interface.
3. You can set the delay and/or the offset by clicking the **Advanced...** button:



- **Delay:** When you change the active slide, the add-in will wait for that time (in seconds) before creating a new chapter. It allows you to skip some slides without creating chapter for them.



- **Offset:** When you initiate a command for adding a chapter it takes time (due to the network and the processing time). This parameter allows reducing this delay. It must be an integer.
- 4. Close the window by clicking the **Ok** button. The next time you will run the presentation, chapters will be created.

## Uninstallation

1. From Powerpoint application, go to **Tools>Add-ins...**, select the Mindshare add-in then click the **Remove** or **Unload** button.



## CHAPTER 9

# Mindshare Settings

# The settings tab

---

You can use the **Settings** tab to configure the live session, the audio and video input, the encoding, the network, and the background design templates.

---

**NOTE**

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

---

# Session settings

To view and modify the session settings, follow these steps:

1. Click the **Settings** tab, then click the **Session** menu item. the following window is displayed:

The screenshot shows a window titled "Default Session Settings". It is divided into two main sections:

- Default presentation settings:** This section contains several input fields:
  - Speaker: Julien Signès
  - Topic: Mindshare Overview
  - Description: Mindshare new features
  - Image thumbnail: No Image (with a "Browse..." button)
  - Design template theme: blue theme, 800x600
- Default saving options:** This section contains four checkboxes with their respective descriptions:
  - Loop presentation:  (Check this option to make the video repeat when it finishes)
  - Save as local MPEG-4 file:  (Check this option to save the session locally as a single MPEG-4 file)
  - Upload MPEG-4 event to Streaming Server:  (For immediate streaming)
  - Save as MPEG-4 archive:  (For post-editing with the MPEG-4 Editor)

At the bottom of the window, there are two buttons: "Reset to default settings" and "Set as default settings".

The window is divided in two panels: **Default presentation settings** and **Default saving settings**.

2. Provide the following information.

## Default presentation settings

These parameters are the same as these defined when creating a new live presentation (see "Step 1: Customizing your live event" on page 66). They will be used by default each time you create a new presentation.

<b>Speaker</b>	The name of the person making the presentation.
<b>Topic</b>	A title for the presentation.
<b>Description</b>	Provide a brief description of the presentation.
<b>Image thumbnail</b>	<p>You can select an image for your live event. This image is going to be displayed as a thumbnail in the description box.</p> <p><b>NOTE:</b> Mindshare only supports JPEG files. The thumbnail image is always rendered using 64x64 pixels, so to ensure the best quality, use 64x64 pixels input images.</p>
<b>Design template theme</b>	<p>Select a template for your presentation.</p> <p>To have the best quality, we recommend selecting a template resolution that corresponds to your laptop, then you have to select an encoding preset that corresponds to your laptop resolution. For example, if the laptop resolution is 800x600, you have to select the <b>Blue theme, 800x600</b> template.</p>

## Default saving options

These parameters are the same as these defined when saving a live presentation (see "Loop presentation" on page 72). They will be used by default each time you save a new presentation.

<b>Loop presentation</b>	If you select this option, the presentation will automatically restart when it reaches the end.
--------------------------	---

- Save as local MPEG-4 file** This option is always selected by default. Check this option to generate an MPEG-4 VOD saved on Mindshare device.
- Upload MPEG-4 event to Streaming Server** Check this option to generate an MPEG-4 VOD and upload it to the streaming server.  
**NOTE:** This is only necessary if your streaming server is not on Mindshare. The option to upload the MPEG-4 file to the streaming server will only appear if a separate streaming server is used and identified in the Network Settings page (see "Encoding settings" on page 106.)
- Save as MPEG-4 archive** 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 "Adding a new chapter after encoding, MPEG-4 editor" on page 83).

# Source settings

To view and modify the source settings, follow these steps:

1. Click the **Settings** tab, then click the **Source** menu item. Depending on the selected source, the displayed panels will differ.
2. Select the media source.

## Direct source

3. If you select **Direct source**, the following panel is displayed:

The screenshot shows a 'Source Settings' window with three sections: 'General', 'Presenter video source', and 'Collaborative video source (VGA)'. In the 'General' section, 'Media source' is set to 'Direct source'. In the 'Presenter video source' section, 'Input type' is 'Composite' and 'Frame rate standard' is 'NTSC'. In the 'Collaborative video source (VGA)' section, 'Detected format' is '1024x768, 75Hz' and there is a 'Detect' button. At the bottom, there is an 'Apply source settings' button.

4. Provide the following information.

Table 1. Presenter video source

<b>Input type</b>	Select the type of video input type. Possible values: S-Video (default) or Composite.
<b>Frame rate standard</b>	Select the type of frame rate. Possible values: NTSC or PAL.

**NOTE:** When changing video format, the Mindshare system may require a reboot. When necessary, a dialog box will pop-up, warning that a reboot is required.



Table 2. Collaborative video source (VGA)

**Detected format** Information field.  
You can click the **Detect** button to display the VGA format if there was a problem of connection.

## H323 Conferencing Source (experimental)

5. If you select **H323 Conferencing Source**, the following panel is displayed:

Source Settings

General	
Media source	H323 conferencing source
H323 settings	
Local Name	mslite_demo
Accept calls from Remote IP	*
Use dual stream mode (H239)	On
Automatically start encoders and publish	Off
<a href="#">Apply H323 Settings</a>	
Gatekeeper settings	
Use gatekeeper	On
Gatekeeper IP Address	192.168.105.96
H323 Extension (E.164 Alias)	5555
Registration status	failed (Cannot connect to the gatekeeper)
<a href="#">Register</a>	
<a href="#">Update status</a>	

6. Fill in the parameters (see Mindshare Addendum about H.323 for more information).

# Encoding settings

To view and modify encoding settings, follow these steps:

1. Click the **Settings>Encoding** tab, the following panel is displayed:

The screenshot shows the 'Encoding Settings' panel with the following details:

- Preset management:** Preset list is set to '<custom configuration>'. There is a 'Save preset as' field and a 'Save' button.
- General:** Delay is set to 'Low delay' (with a note: '(Higher delay improves video encoding quality)'). Encoding profile is set to 'Medium quality' (with a note: '(Higher quality requires more bandwidth)').
- Collaborative video (VGA):** Resolution is '800x600', Bit rate is '300 kbps', and Frame rate is '3 frames per second'.
- Presenter video:** Codec is 'MPEG-4 ASP', Resolution is '320x240', Bit rate is '250 kbps', and Frame rate is 'half' (with a note: '(14.985 frames per second)').
- Presenter audio:** Bit rate is '55 kbps', Frequency is '32000 Hz', and Channels is 'Mono'.

An 'Apply encoding settings' button is located at the bottom of the panel.

2. Provide the following information:

## Preset management

You can load and save your encoding settings into presets.

**Preset list** The list of saved encoding presets. Click **load/delete** to load/delete the selected preset.

**Save preset as** Enter a name for your preset. Click **Save** to store the current encoding configuration into the preset.

## General

- Delay** Select the latency of the encoding process; higher delay improves the overall video encoding quality.
- Encoding profile** Choose a profile to automatically fill parameters fields with default values. Choose **custom settings** if you don't want to choose default values.

## Collaborative video (VGA)

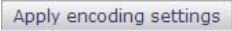
- Resolution** The encoded resolution of the VGA stream.
- Bit rate** The bit rate (in kbps) for the VGA stream.
- Frame rate** The frame rate (in fps) for the VGA stream.

## Presenter video (Camera)

- Codec** Select the video codec.  
Possible values: MPEG4 ASP or H.264 (AVC).  
The H.264 codec offers a better quality but requires more CPU to encode and decode the video.  
**NOTE:** Both codecs use Envivio state of the art codec technology.
- Resolution** The encoded resolution of the presenter video stream.
- Bit rate** The bit rate (in kbps) for the presenter video stream.
- Frame rate** The frame rate (in fps) for the presenter video stream.

## Presenter audio

- Bit rate** The bit rate (in kbps) for the presenter audio stream.
- Frequency** The frequency (in Hz) for the presenter audio stream.
- Channels** Select the number of channels captured in the presenter audio stream.  
Possible values: mono or stereo.

3. Click the  button to apply your modifications.

Quality Mode	Audio	Frames per second		Video bit rate in kbits/s			
	Presenter only	Presenter	VGA	Presenter		VGA	
				Bit rate	Resolution	Bit rate	Resolution
Low bitrate	32kbits/s, Mono, 22.05kHz	12.5 (PAL) 14.98 (NTSC)	1	100	160x120	120	640x480 to 896x600
						200	1024x768 to 1600x1200
Medium	55kbits/s, Mono, 32kHz	12.5 (PAL) 14.98 (NTSC)	3	250	320x240	300	640x480 to 1024x768
						600	1024x852 to 1152x864
						900	1280x720 to 1360x768
						1200	1400x900 to 1600x1200
High quality	96kbits/s, Stereo, 44.1kHz	25 (PAL) 29.97 (NTSC)	5	500	320x240	600	640x480 to 896x600
						1200	1024x768 to 1152x864
						1500	1280x720 to 1360x768
						2000	1440x900 to 1600x1200

# Network settings

Follow these steps to view and modify network settings

1. Click the **Settings>Network** tab. Depending on the selected network profile, the parameters will differ.

Figure 1. Network parameters: Streaming over a multicast LAN

The screenshot shows the 'Network Settings' configuration page. It is divided into three main sections: General, Broadcast Settings, and Streaming Server Parameters. The 'General' section includes a dropdown for 'Network profile' set to 'Streaming over a multicast LAN', a text input for 'Mindshare Public IP' with the value '172.1.254.21', and a checked checkbox for 'Use the LAN IP'. The 'Broadcast Settings' section includes a dropdown for 'Use multicast' set to 'Yes', a text input for 'Destination Address' with the value '239.95.108.6', a dropdown for 'Generate Last 24 bits' set to '<', and a 'Generate Multicast address' button. Below this is a text input for 'Destination Base port' with the value '7570' and a note '(Ports 7570 to 7575 will be used by Mindshare)'. The 'TTL' is set to '16'. The 'Streaming Server Parameters' section includes a dropdown for 'Streaming server' set to 'Remote Streaming Server', a text input for 'IP Address' with the value '192.168.105.96', a button for 'Admin', a text input for 'RTSP port' with the value '7070', a text input for 'FTP login' with the value 'envivio', and a text input for 'FTP password' with masked characters. An 'Apply network settings' button is located at the bottom right of the form.

2. Provide the following information:

## General settings

### Network profile

You can select your network profile so that the web interface fields are configured automatically. If you want to handle your network settings by hand, select the **custom streaming parameters** profile.

- **Streaming over the internet or a WAN:** Multicast is not possible in that case. The destination address is set to the streaming server IP Address


- Network profile**
- **Streaming over a LAN:** Multicast is disabled in that case. The destination address is set to the streaming server IP Address.
  - **Streaming over a multicast LAN:** Multicast is enabled in that case. The destination address must be a multicast address.
  - **Streaming over a multicast LAN and unicast:** Viewers will stream via multicast if they are viewing from a multicast-enabled network, or via unicast if their network is not capable of multicast.
- Mindshare Public IP** Enter the public IP address of the Mindshare server. It can be useful if Mindshare is behind an NAT (Network address translation) or a firewall.
- Use the LAN IP** Check this option if Mindshare can be accessed with its local network IP Address.

## Broadcast Settings

- Use multicast**
- If you enable the multicast mode, then clients viewing the live MPEG-4 presentation will tune to live streams coming directly from the Mindshare server. In that case, clients must be located on the same multicast-enabled network as the Mindshare server.
  - If you disable the multicast mode, the clients viewing the live MPEG-4 presentation will tune to live streams reflected from the Envivio streaming server.
- Destination address** The broadcast IP address.  
Click the **Generate multicast address** button to generate a random and valid multicast address.
- Destination base port** The broadcast base port.  
If you select 7570, then ports 7570 to 7575 will be used by Mindshare to broadcast the audio and video streams.

- 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). 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.

### Streaming server parameters

- Streaming server** Select the local streaming server (located on Mindshare device), or an external one.
- IP address** The IP Address of the streaming server.
- Admin** Click the  icon to open the streaming server administration interface.
- RTSP port** Specify the RTSP port used by the streaming server.
- FTP login** The login name for the FTP server. Only available when using an external streaming server.
- FTP password** The password for the FTP server. Only available when using an external streaming server.

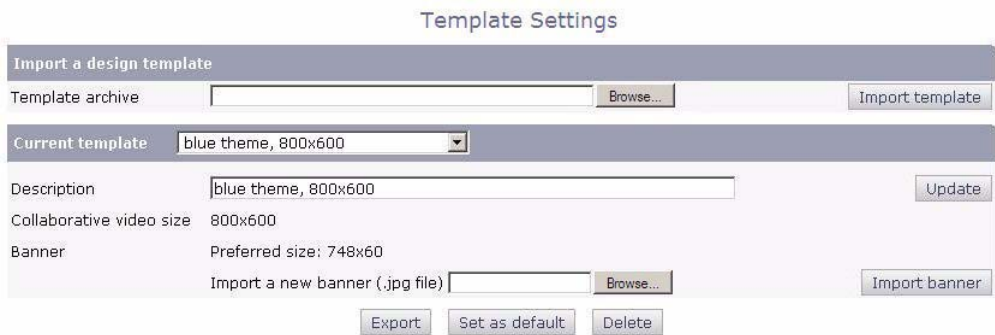
3. Apply your changes: click the **Apply network settings** button to apply your modifications.

# Templates settings

Follow these steps to view and modify the template settings

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

Figure 2. Template parameters



2. From this panel you can import, modify or delete a template.
  - To import a template, go to the **Template archive** parameter, then enter the path to the template ZIP archive or click the **Browse** button and select the template ZIP archive to be imported (see "Importing templates" on page 125).
  - To modify a template, go to the **Current template** panel, then select the template to be modified from the drop down list. You can then:
    - Modify the description of the template: enter a new description, then click the **Update** button. The selected template will be renamed.
    - Change the banner by importing a new JPEG file (see "Modifying templates" on page 124).
    - Export the current template as a zip file to be edited by Envivio 4Mation (see "Editing the background design template with Envivio 4Mation" on page 122).

**NOTE**

From this page, you can also set a selected template as default or delete it.



CHAPTER 10

# System Settings

## System tab

---

You can use the **System** tab to configure the system parameters, monitor your Mindshare, and access help.

# Mindshare administration

**NOTE**

The **Administration** tab should only be used by advanced users and administrators.

To view and modify the administration settings, follow these steps:

1. Click the **System** tab, then click the **Administration** menu item.

Figure 1. Administration parameters

The screenshot displays the 'Administration' settings page, which is organized into several sections:

- Language:** A dropdown menu is set to 'English', with an 'Apply' button next to it.
- Web interface:**
  - Authentication:** Three input fields for 'Administrator login', 'Administrator password', and 'Confirm password'.
  - HTML Pages:** Two checked checkboxes: 'Enable EnvivioTV ActiveX' and 'Enable Windows Media ActiveX (EnvivioTV Plugin Needed)'.
  - E-mail Links:** Two checked checkboxes: 'Send Media URL (Direct link)' and 'Send HTML Page viewing URL'.Buttons for 'Apply web interface settings' and 'Remove user authentication' are located below these options.
- System operations:**
  - Support:** Three actions with icons: 'Display the log content' (log icon), 'Clear the log file content' (trash icon), and 'Download support information' (download icon).
  - Device:** Four actions with icons: 'Shut down Mindshare device' (power icon), 'Reboot Mindshare device' (refresh icon), 'Restart Mindshare service' (gears icon), and 'Reset to factory settings' (reset icon).
- Links:**
  - Envivio TV Player:** Three links with icons: 'MPEG-4 Player for Mac OS X versions lower than 10.4', 'MPEG-4 Player for Mac OS X 10.4 and later', and 'MPEG-4 Player for PC'.
  - Add-in:** One link with an icon: 'Mindshare Add-in for Microsoft Powerpoint'.

The window is divided in four panels: **Language**, **Web interface**, **System operations** and **Links**.

2. Provide the following information.

## Mindshare language

### Language

Possible values: **English**, or **Japanese**.

Select your preferred language for the Mindshare web administrator, then click the **Apply** button to validate.

If you select **Japanese**, you will be able to enter Japanese characters in the web interface for the presentation and the chapter description. These Japanese characters will also be displayed in the final mp4 presentation on EnvivioTV.

## Web interface

### Authentication parameters

If no name is entered, there is no access control to the Mindshare administration web interface. If a name and password are entered, access control is initiated and access to the Mindshare administration web interface requires the use of these values. Using access control is strongly recommended.

---

**CAUTION**

---

Even with access control, the user and password are sent over the network as clear-text.

- |                              |                                       |
|------------------------------|---------------------------------------|
| <b>Administrator login</b>   | Enter a login name.                   |
| <b>Adminisrator password</b> | Enter a password for this login name. |
| <b>Confirm password</b>      | Enter the same password again.        |

## HTML pages

<b>Enable EnvivioTV ActiveX</b>	Enable ActiveX in viewers' pages (Internet Explorer only).
<b>Enable Windows Media ActiveX (EnvivioTV Plugin Needed)</b>	Enable Windows Media ActiveX in viewers' pages (Windows only).

## E-mail links

<b>Send Media URL (Direct link)</b>	Sends RTSP link to clients.
<b>Send HTML Page viewing URL</b>	Sends link to viewers pages to clients.

## System operations

This panel is divided in sub-panels, Support and Device.

### Support

This sub-panel lets you control the logs file and the support information.



Click this icon to display the logs.



Click this icon to delete the log file content.



Click this icon to download support information.

### Device

This sub-panel lets you control the Mindshare device.



Click this icon to shut down Mindshare device.



Click this icon to reboot Mindshare device.



Click this icon to restart Mindshare service.



Click this icon to reset Mindshare to factory settings.

## Links

From this panel, you can download:


- EnvivioTV player, (see "Installing EnvivioTV" on page 38 for more information on EnvivioTV installation),
- or Mindshare Powerpoint add-in (see "Mindshare presenter add-in for Microsoft Powerpoint" on page 94 for more information).

# Mindshare monitoring

From this tab, you can preview the encoded videos and display a detailed status of the live session.

### Monitoring

Input	
Media source	Direct Source
Presenter Video	composite , ntsc
Collaborative Video	1280x1024, 85Hz
VGA offset	horizontal : <input type="text" value="0"/> pixels (min: -384, max: 64) vertical : <input type="text" value="0"/> pixels (min: -43, max: 1)



Apply

Encoding	
State	encoding
Encoding time	0:28:14
Presenter video	105.024 kbps
Presenter audio	39.4409 kbps (left: 50 dB, right: 50 dB)
Collaborative video	9.49909 kbps

Network	
Streaming mode	Multicast: 239.49.113.215
Mindshare	IP Address: 172.1.250.239 Ports used: 7570 to 7575 (UDP), 80 (HTTP)
Streaming server	IP Address: 172.1.254.11 Ports used: 7070 (RTSP)

Refresh

In the **Input** panel, you can adjust the VGA offset values in (horizontal and vertical) to align the VGA output. Click the **Apply** button to validate your modifications.

Under Firefox, you can right-click the image, and choose **View image** to display it in full size.

The information is refreshed periodically, however, you can click the **Refresh** button to manually update the session information.

# Help

---

From this tab, you can:

- get information on the encoders version,
- view the User's guide in PDF format,
- view the API reference in HTML format.



## CHAPTER 11

# Mindshare Templates

The design template defines the look and feel, as well as the layout of the presentation. These templates are designed using the Envivio 4Mation MPEG-4 authoring tool, sold separately

# Creating templates

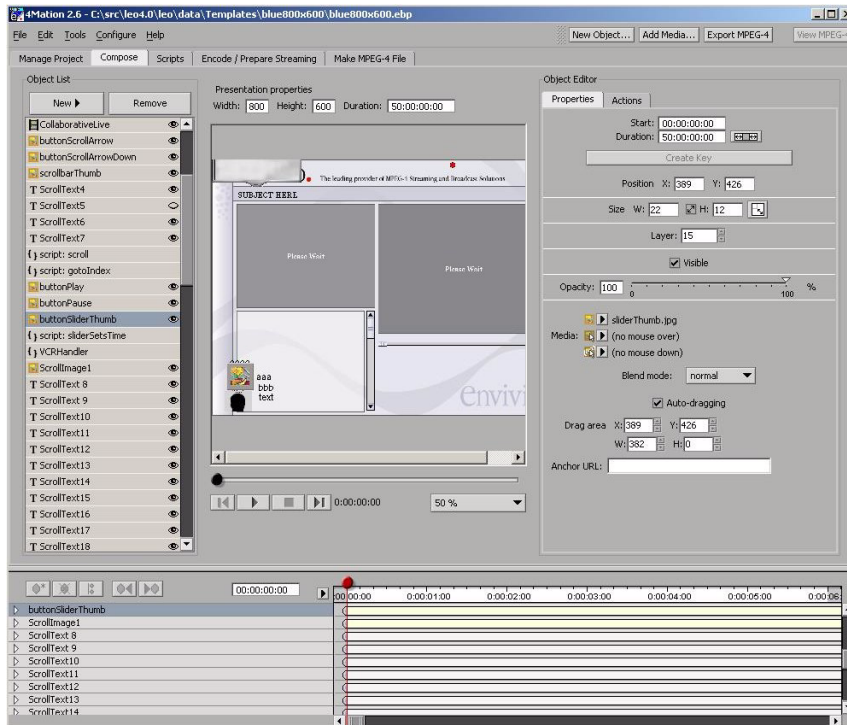
This section describes how to use Envivio 4Mation to create and update your own customized Mindshare background design templates.

## Editing the background design template with Envivio 4Mation

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

Mindshare background design templates (EBP files) can be retrieved by exporting the existing templates. To export a template, click the **Settings>Templates** tab, select your template, then click the **Export** button. (See the Envivio 4Mation User's Guide for additional information).

Figure 1. Mindshare template opened in Envivio 4Mation



## Saving the Envivio 4Mation project as a ZIP file

The archived project file (ZIP file) created by Envivio 4Mation contains all the information about position of objects, scene size, graphics, local interactivity, text information, etc. (see Figure 1, on page 122).

The same file will be used by Mindshare as a background design template for both the live and published presentations:

1. From Envivio 4Mation user interface, use the **Export project as ZIP...** command to export the new background design template.
2. This ZIP file can be uploaded to the Mindshare system via the **Settings>Templates** page and become selectable as a background design template (see “Step 1: Customizing your live event” on page 66).

---

**NOTE**

---

See Envivio 4Mation User's Guide for further details.

# Modifying templates

---

Using Mindshare web interface, you can import a new top banner to be displayed on the MPEG-4 presentation, instead of the Envivio logo.

1. Click the **Settings>Templates** tab. The following page is displayed:

Template Settings

Import a design template

Template archive

Current template

Description

Collaborative video size 800x600

Banner Preferred size: 748x60

Import a new banner (.jpg file)

2. In the **Current template** panel, select the template to be modified from the drop down list.
3. To replace the existing banner by a new one, go to the **Import a new banner** parameter, then enter the path to the new banner or click the **Browse** button and select the new banner to be imported.

---

**NOTE**

The banner file must be a JPEG file. Its size is indicated in the page (for example, 961 x 78 pixels). If the new image has a different size than indicated, it will be stretched to fit in the indicated size, and this may result in aliasing. To avoid these artifacts, always use a new banner image with the indicated size.

---

4. Click the  button to import the new banner.
5. You can change the template description.
6. Click the  button to apply your changes.

# Importing templates

---

To import a template, follow these steps:

1. From the **Settings>Templates** tab, go to the **Import a design template** panel:



2. In the **Template archive** parameter, you can either directly enter the path to the template ZIP archive or click the **Browse** button and select the template ZIP archive to be imported.

---

**NOTE**

The imported file has to be an archived project (with ZIP extension) exported from Envivio 4Mation (see “Saving the Envivio 4Mation project as a ZIP file” on page 123).

---

3. Click the **Import template** button to import the new design template.
4. To delete a template, select a template then click the **Delete** button.
5. To set a template as the default template, click the **Set as default** button.



APPENDIX A

# **Specific Configurations**

# Setting up Mindshare with a separate 4Sight server

---

## FTP server configuration

The separate 4Sight server must be located on a machine containing an FTP server. Mindshare application will upload content files to this FTP server, for live sessions and VOD sessions.

---

**NOTE**

When using 4Sight for Linux version as an external streaming server, an FTP server is already installed on the 4Sight device. You can configure it remotely, via the web-based administration tool call Webmin.

You can access Webmin with your favorite Web browser, at this address:

**http://<serverIPAddress>:10000/**

In the **Servers** tab, click on **WU-FTP Server** link. You will be able to configure your FTP Server from the interface.

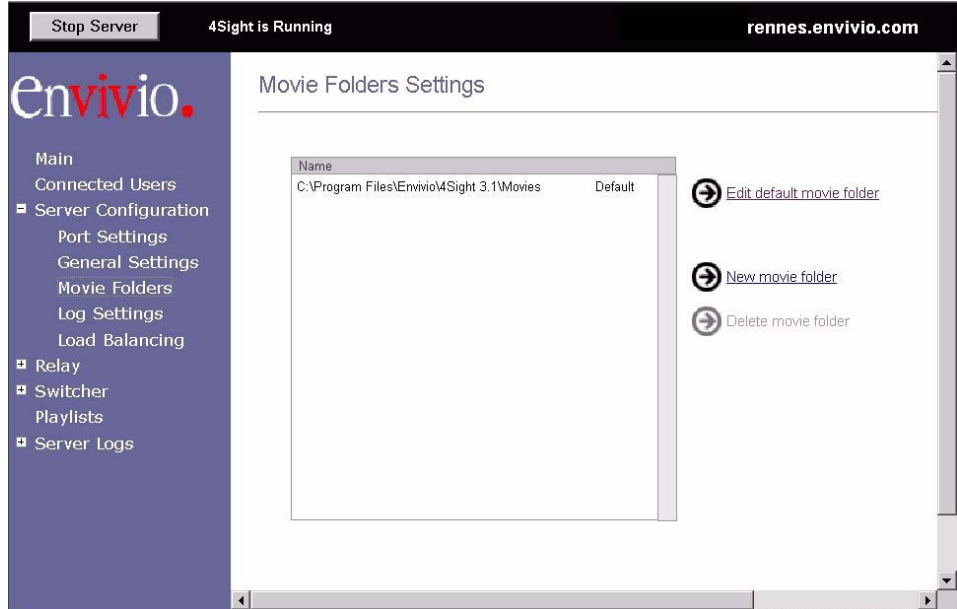
---

The FTP server repository must point to the same location as the 4Sight Movie folder. To get the path to the 4Sight Movie folder, use the 4Sight webAdmin application. Launch a web browser with the following URL:

**http://<4SightIPAddress>:1220**

Go to the **Server configuration>Movie Folders** sub-menu. The path is displayed in the right frame. You can also update the path from this page.



**NOTE**

The user rights for accessing the FTP server must include read file, write file and file deletion access.

## Configuring Mindshare with the external 4Sight

1. From Mindshare web interface, go to the **Settings** tab, then select the **Network** sub-menu. The streaming server configuration is the third part of the page.
2. Select **Remote Streaming Server**, then fill in the 4Sight information (IP address, RTSP port). You must also specify the login and password of the FTP server, so that Mindshare can automatically upload content files to the server when needed.

If the Mindshare and 4Sight are not on the same multicast network (for example when 4Sight is hosted somewhere on the internet and your Mindshare is local in your office), Mindshare needs to unicast to 4Sight.

From Mindshare web interface, go to the **Settings** tab, then select the **Encoding** sub-menu. Set the **Broadcast IP Address** to the IP address of your external 4Sight.

# Setting up Mindshare and 4Sight behind a firewall

---

## Firewalls Overview

In very simple terms, a firewall is a device or program for monitoring and controlling all that comes into and goes out of your network. Almost all major companies use a firewall to protect their internal network from the outside.

Traditionally, firewalls were - and in many cases still are - very expensive dedicated pieces of hardware that use a "rule set" to either allow or disallow connections through it. An efficient firewall will do it at the packet level that is look at every piece of data or packet individually before deciding to either accept it or drop it.

## TCP transport mode

From the **Settings>Network** tab, select the **Streaming over internet or a WAN** network profile (**Use multicast** parameter is set to **No**).

Mindshare uses the RTSP/TCP protocol on the 4Sight RTSP port specified in the **Settings>Network** tab. So this port must be opened on the firewall.

## UDP transport mode

Mindshare uses RTP/UDP and RTCP/UDP on six ports to stream the video and audio tracks. The base ports are specified in the Broadcast settings parameters from the **Settings>Network** tab. The six ports to open are indicated in the Broadcast settings option.

For example, if the broadcast base port is **7570**, then the firewall must open the ports **7570, 7571, 7572, 7573, 7574, 7575**.

# Setting up Mindshare to stream over HTTP port 80

---

## HTTP Tunneling

Many firewalls are configured to allow HTTP protocol traffic on port 80 only - this way, users inside the firewall can browse web pages but nothing else. It also prevents external attempts from accessing the network inside the firewall.

This is the reason why we developed HTTP tunneling into EnvivioTV and 4Sight. HTTP tunneling allows you to use the port 80 to stream your content. RTP, RTSP and RTCP packet are encapsulated into HTTP packets.

To use HTTP tunneling (that is streaming over HTTP on port 80), follow these steps:

1. In the **Settings>Network** tab, select the **Streaming over internet or a WAN** network profile (the **Use multicast** parameter is set to **No**). Then select a remote streaming server and enter 80 for the **RTSP Port** value.
2. In the 4Sight Web Admin, go to the **Server Configuration>Port Settings** sub menu and select the **Streaming on Port 80** option.

---

**NOTE**

4Sight and Mindshare must not be located on the same machine (i.e. use an external 4Sight).

If you want to close all ports on the firewall except port 80 in HTTP, then 4Sight and Mindshare must be located on the same multicast network, otherwise you will have to open the six ports to stream video and audio from the Mindshare to the 4Sight (see "UDP transport mode" on page 130).

---



APPENDIX B

# Physical Characteristics

# Mindshare Rack

---

<b>Dimensions</b>	Height: 87.5 mm (3.45"), Width: 430 mm (16.93"), Depth: 672 mm (26.46")
<b>Weight</b>	27,22 kg (60 lb)
<b>Ambient Temperature</b>	operating: +10° C to +35° C (+41° F to +95° F); non-operating: -40° C to +70° C (-40° F to +203° F)
<b>Relative Humidity</b>	Non-operating: 95% @ +30° C non-condensing
<b>Power supply</b>	Input voltage: 100 to 240 VAC auto-ranging Input frequency: 50/60 Hz
<b>Maximum power output</b>	460 W

# Mindshare Lite

---

<b>Dimensions</b>	Height: 110 mm (4.33"), Width: 365 mm (14.37"), Depth: 241 mm (9.49")
<b>Weight</b>	5 kg (11 lb)
<b>Ambient Temperature</b>	operating: +10° C to +35° C (+41° F to +95° F); non-operating: -40° C to +70° C (-40° F to +203° F)
<b>Relative Humidity</b>	Non-operating: 95% @ +30° C non-condensing
<b>Power supply</b>	Input voltage: 100 to 240 VAC auto-ranging Input frequency: 50/60 Hz
<b>Maximum power output</b>	460 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

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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

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## 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.






APPENDIX D

# **Frequently Asked Questions**

## How do I check the streaming server configuration?

4Sight is Envivio’s streaming server. It is preconfigured and installed as a service.

1. If you want to check your 4Sight configurations, go to the **Settings>Network** tab and click the link to 4Sight Web Admin, .
2. This part is only valid when a local streaming server is used. To edit the default movie folder, select the **Server Configuration>Movie Folder** menu, then enter **C:\Envivio\Mindshare\data\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 lets you to see how many users are connected to your event. Launch 4Sight 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 Mindshare 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.



Composite Video      S-Video



S-Video cable



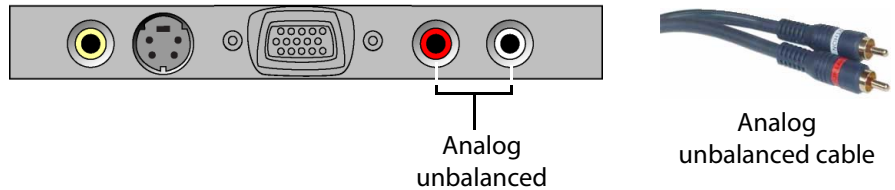
Composite cable

3. Select the appropriate input source from the **Settings>Source** tab (see "Input type" on page 104).



## 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.



---

**NOTE**

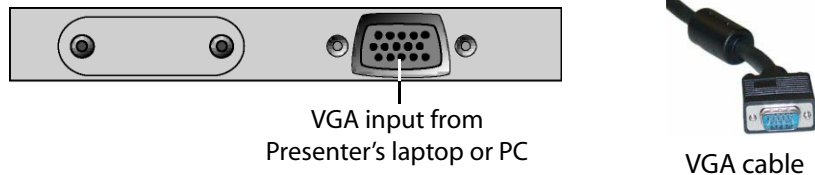
---

Mindshare only accepts unbalanced audio.

## 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 Mindshare 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 Mindshare VGA acquisition card.



3. The **System>Monitoring** tab will tell if the signal is detected.

## How do I configure the position of my VGA signal?

When you create a new live event, you can adjust the VGA signal offset (see "Step 2: Encoding your live event" on page 69).

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

### Mindshare configuration

1. In the Mindshare Web interface, go to the **Settings>Network** tab and select the **Streaming over internet or a WAN** network profile (the **Use multicast** parameter is set to **No**). 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 bit rate encoding preset; or check with the viewer how much bandwidth is available and select the encoding preset depending on that.
3. In the **System>Monitoring** tab, the **Network** panel lists the ports used by Mindshare and 4Sight.

### 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 MPEG-4 files

1. To check that the streaming server, 4Sight is running:
  - Connect to your streaming server IP address on port 1220:  
**http://StreamingServer\_IP\_address:1220**
2. Check if your MPEG-4 file has been created: click the **MPEG-4 Library** tab.
3. Check if your MPEG-4 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 Mindshare machine are correctly set in the **Settings>Network** tab.

2. Check if the streaming server, 4Sight is running:
  - Open Windows **Start>Settings>Control Panel>Administrative Tools>Services** menu, and check that 4Sight status is **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.
4. On Mindshare side, check the broadcast IP address: go to the **Settings>Network** tab.
5. Check the multicast/unicast transmission mode: go to the **Settings>Network** tab, and check the value of the **Use multicast** parameter.
6. From the **System>Monitoring** tab, check the encoding status information.

## 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 background design template, encoding preset and laptop resolution.
2. Increase the bit rate of your VGA stream (see "Collaborative video (VGA)" on page 107).

## What does the "Signal format not supported" message mean?

The resolution and/or the signal frequency of your laptop are too high. Change the resolution and/or the signal frequency of your laptop.

---

**NOTE**

Mindshare supports resolutions up to 1600x1200 with a frequency up to 85 Hz.

---

## The FTP connection is not working (when the streaming server and Mindshare 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 Mindshare:
  - Go to the **Settings>Network** tab and check the IP address of your streaming server machine and your FTP login/password.

---

**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 Mindshare 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>Network** tab to check if the streaming server IP address and the FTP login and password are valid.

## What does the warning "High CPU usage" mean?

When the CPU used is higher than 90%, Mindshare generates an error message. The message disappears when the CPU usage decreases below 85%.

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

You can decrease the CPU usage of the viewer's machine:

- by decreasing the size of the template, for example you can use the **blue theme, 800x600** template.
- by decreasing the quality of the encoding preset and choosing a low bit rate.
- by choosing the MPEG-4 ASP video codec instead of the H.264 codec to encode the presenter video.

---

**NOTE**

The resolution of your laptop, background design template and encoding preset must be consistent.

---

## What does the error message "Cannot initialize the live session" mean?

This message may appear after filling the **Customize the presentation** step from the **Live Event** tab. This means that the MPEG-4 file for your live event was not generated.

To resolve this issue, try to create a new live event again. If it still does not work, restart the Mindshare application.

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

Mindshare supports English and Japanese (Administrator interface is only available in English).

To change the language of your Mindshare, go to the **Settings>Administration** tab and select your preferred language in the drop-down menu.



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