



VBrick Enterprise Media System

VEMS v5.2 Portal Server User Guide



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About VBrick Systems

Founded in 1997, VBrick Systems, an ISO 9001 certified vendor, is a privately held company that has enjoyed rapid growth by helping our customers successfully introduce mission critical video applications across their enterprise networks. Since our founding, VBrick has been setting the standard for quality, performance and innovation in the delivery of live and stored video over IP networks—LANs, WANs and the Internet. With thousands of video appliances installed world-wide, VBrick is the recognized leader in reliable, high-performance, easy-to-use networked video solutions.

VBrick is an active participant in the development of industry standards and continues to play an influential role in the Internet Streaming Media Alliance (ISMA), the MPEG Industry Forum, and Internet2. In 1998 VBrick invented and shipped the world's first MPEG Video Network Appliance designed to provide affordable DVD-quality video across the network. Since then, VBrick's video solutions have grown to include Video on Demand, Management, Security and Access Control, Scheduling, and Rich Media Integration. VBrick solutions are successfully supporting a broad variety of applications including distance learning and training, conferencing and remote office communications, security, process monitoring, traffic monitoring, business and news feeds to the desktop, webcasting, corporate communications, collaboration, command and control, and telemedicine. VBrick serves customers in education, government, healthcare, and financial services markets among others.

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Portal Server v5.2 User Guide

Preface

This *Portal Server User Guide* is written for anyone who will be using or evaluating the VBrick Enterprise Media System Portal Server. This includes system administrators, software developers, network technicians, and end users in a variety of business environments. The VEMS Portal Server is a web-based portal for accessing and managing video assets including both live or stored audio and video files. The VEMS Portal Server is a key component in VBrick's Enterprise Media System. The VEMS Portal Server provides a simple, intuitive interface that easily discovers available media assets in your network. Key components in VBrick's VEMS solution include:

- VOD Servers – VOD-W and VOD-WM servers provide standard video-on-demand features for H.264 and Windows Media files respectively.
- VBrick Hardware Encoders/Decoders – network video appliances that can reside anywhere on your network to provide either distributed or high-density centralized encoding/decoding for Windows Media and H.264 video.
- WM IP Receiver – digital set top boxes that provide a low-cost standalone decoder for DVD-quality Windows Media video assets.

1. Introduction	provides a overview of the Portal Server. Describes login, logout, help, and explains how the home page works.
2. Media Library	explains how to play stored content and how to use all of the functionality in the Media Library.
3. Live Media	explains how to play live streams and how to use all of the functionality on the Live Media page.
4. Channel Guide	explains how to use the channel guide to view scheduled programming. This is an optional module.
5. Scheduling	explains how to schedule live or stored broadcasts, recordings, video conferences, etc. This is an optional module.
6. More Tools	explains how to deliver live presentations (optional), create playlists, add video, and other common tasks.

Getting Help

If you need help, or more information about any topic, use the online help system. The online help is cross-referenced and searchable and can usually find the information in a few seconds. Use the tree controls in the left pane to open documents and the up and down arrows to page through them. Use the **Search** box to find specific information. Simply enter one or more words in the box and press Enter. The search results will return pages that have all of the words you entered—highlighted in yellow (Internet Explorer only). The **Search** box is not case-sensitive and does not recognize articles (a, an, the), operators (+ and –), or quotation marks. You can narrow the search by *adding* words.

If you can't find the information you need from the online help, or from your certified VBrick reseller, you can contact VBrick [Support Services](#) on the web. Support Services can

usually answer your technical questions in 24 business hours or less. Also note that our publications team is committed to accurate and reliable documentation and we appreciate your feedback. If you find errors or omissions in any of our documents, please send e-mail to documentation@vbrick.com and let us know. For more information about any VBrick products, all of our product documentation is available on the web. Go to www.vbrick.com/documentation to search or download VBrick product documentation.

Font Conventions

Arial bold is used to describe dialog boxes and menu choices, for example: **Start > All Programs > VBrick**

`Courier fixed-width font` is used for scripts, code examples, or keyboard commands.

Courier bold fixed-width font is used for user input in scripts, code examples, or keyboard commands.

This bold black font is used to strongly emphasize important words or phrases.

Folder names and user examples in text are displayed in this sans serif font.

User input in text is displayed in this bold sans serif font.

Italics are used in text to emphasize specific words or phrases.

Printer-Friendly

Click on the following link to print a hard copy of this document.

[VEMS Portal Server User Guide](#)

▼ To save or print a PDF document:

1. Click once to open the PDF document in Acrobat Reader.
2. To save or print a PDF document, right-click and select **Save Target As** or **Print Target**.



Introduction

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Overview

The VBrick Enterprise Media System (VEMS) is a web-based portal for accessing Live and On-Demand audio and video files. The Enterprise Media System provides a simple interface to easily locate available media assets from Windows PCs, Apple Macintoshes, and IP Receivers. Upon accessing the main portal page, users can navigate or search for specific videos, select the video, and immediately begin viewing television quality video. For on-demand videos, users can **Fast Forward/Rewind** and **Seek** to specific points in the video. Details on the specific functionality are included later in this document.

The Enterprise Media System Portal Server can be accessed by Windows-base PCs, Macintoshes, or by the VEMS IP Receiver (IPR). For the most part, the operation of the Portal Server is the same from a Windows-based PC, an Apple Macintosh (see note below), or an IPR but there are some subtle differences. The majority of this document is written from a PC perspective, so certain screen shots may be slightly different on a Macintosh or a IP Receiver. For example, the Macintosh client can be configured to use QuickTime Player (or the VBrick Player) to display video. With Apple QuickTime, the player window will look different from the screen shots provided here.

Optional Modules

Various Portal Server functions are optional and may not be included with your system. Each of these items is a separately-purchasable option and requires a license. If these options have not been purchased, that particular functionality will not be available in the application. For example, if you do not have a Scheduling license, the Scheduling pages will not be shown on the VEMS interface. All of the items in the following table require a license from VBrick.

Table 1. Optional Portal Server Modules

Module	Description
Scheduler	Lets you schedule broadcasts, conferences, etc. in advance.
Network Video Recorder	Offloads recording tasks to a separate machine.
Channel Guide	Provides program content from a third-party content provider.
VEMS Reporter	An analysis tool for examining Portal Server usage and statistics.
VEMS Backup	Provides a redundant backup server for automated backup of key files and directories.

Module	Description
Presentations	Allows you to create live and stored rich media webinars.
SharePoint	Lets you embed a list of stored videos in a SharePoint page.
Transcoder	Lets you transcode a variety of input files to WM or H.264 (MP4).
Distribution Server(s)	Load-balances webinar delivery for large-scale presentations.
Zones	As shown below a certain number of addressable zones are available without charge. Additional zones require a separate license and fee. <ul style="list-style-type: none"> • Standard – 2 zones • Professional – 10 zones • Enterprise – 100 zones

Desktop Requirements

The following requirements show what is required on each *end user* desktop in order to run the Portal Server interface. The user interface in the VEMS Portal Server is designed for viewing at a screen resolution of 1024x768. Lower screen resolutions may not display properly. **Note that the VEMS Admin Console runs only on Internet Explorer.**

Table 2. Desktop Requirements

PC Type	Requirements
Windows PCs	<ul style="list-style-type: none"> • Windows XP, Vista, Windows 7. • 750 MHz Pentium III processor (Pentium IV required for H.264). • 512 MB RAM (1 GB recommended for H.264). • SVGA video card 1024x768, video card acceleration and 32 bit color recommended. • Minimum 250 MB hard disk space for installation. • Microsoft Internet Explorer 7.0 or higher. • Microsoft Windows Media Player 9.0 or higher. • Firefox 3.5 or higher. • DirectX Media Version 8.1 and higher.
Macintosh PCs	<ul style="list-style-type: none"> • Mac OS X 10.5 or higher for Intel-based PC. • Firefox for Macintosh 3.5 or higher. • Safari 3.1 or higher. • QuickTime Player 6.0 or higher. • Internet Explorer on a Macintosh is not supported.

Table 3. Supported Operating Systems and Browsers

	Operating System	Browser †
Windows	Windows XP	Internet Explorer 7.0, Firefox 3.5
	Windows Vista	Internet Explorer 7.0, Firefox 3.5
	Windows 7	Internet Explorer 8.0, Firefox 3.5

Macintosh	Mac OS X 10.6 (Snow Leopard)	Safari 4.0.x, Firefox 3.5
	Mac OS X 10.5 (Leopard)	Safari 3.1.1, Firefox 3.5

† Use version shown or higher.

Downloaded Components

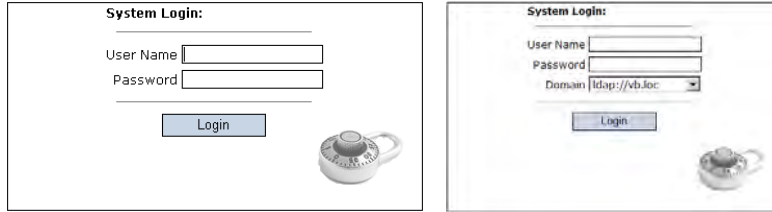
Depending on the platform and browser you are using, you may need to download additional components from VBrick. Be aware that if you do not download required components for a particular encoding format (for example H.264), files encoded in that format will not be displayed in the Media Library, Live Broadcast, or Playlist pages.

Table 4. Downloaded Components

Platform	Comments
Windows	The Portal Server uses VBrick StreamPlayer software-based components to decode video streams on the desktop. Depending on how your system is configured, the Portal Server may need to download components to your computer the first time you access the server. No download is necessary for subsequent access. You must answer Yes to security requests when prompted to download components. The Portal Server may require the installation of up to five components. If you check the box Always trust content from VBrick Systems any required components will be automatically downloaded the next time they are needed. After a download, you don't need to restart—just close the browser.
Macintosh	The Portal Server may need to download components to your computer the first time you access the server. If so, the Home page (see Figure 1) displays a link prompting you to download components that are appropriate for your computer. If you agree, these components are automatically installed and no additional download is necessary for subsequent access.
Firefox	Firefox browser users will also be prompted to install additional components the first time you launch a stream—if you are configured to receive these download components. Links for the appropriate stream types (WM, and/or H.264) will be displayed in the area where the embedded player is normally displayed. These additional plugins <i>must</i> be installed. You will also be required to install an additional plugin when you use Add Video for the first time (if you have permission).

Login

The VEMS Portal Server Home page is automatically displayed when you login with a valid **Username** and **Password**. All VEMS Portal Server functionality and commands are available from this page but you may not have access to all features and functions depending on your user privileges. For example, you may not be able to access certain live media or VOD servers. *Note that after three unsuccessful logon attempts, you will need to close the window and start again.*



▼ To launch the VEMS Portal Server Home Page:

1. Open a browser that is appropriate for your operating system Supported browsers for Windows and Macintosh are shown in Table 3.
2. Enter the VEMS 5.2 Portal Server **hostname** or **IP address** (e.g. http://<vems_servername>) in the address bar.
3. Log in with a valid **User Name** and **Password** to launch the Portal Server (Figure 1). If your site uses multiple authentication servers, you may need to select a **Domain** name as well. Contact your system administrator for more information.
4. Depending on how your system is configured, the Portal Server may need to download additional components the first time you access the server. If prompted to download components, you must answer **Yes** to the security requests.
5. Use the navigation bar at the bottom of the page to access other Portal Server pages. All Portal Server features and functions are briefly described below and explained in detail later in this guide. Remember that depending on your privileges you may not have access to some functions in which case these items are not shown on the navigation bar.

Note If authenticating using Microsoft Active Directory and the Portal Server and Active Directory servers are not in the same Windows domain, you may need to prefix your username with the fully-qualified domain name. For example, if your Active Directory server is in a domain called **London**, you will need to enter your username as [\\London\Username](#) in the Portal Server login box. Contact your system administrator for more information.

The **Logout** command logs you out of the application and lets you log back in as a different user. This may be necessary to gain access to certain functionality. For example, some users may not be allowed to create thumbnails and you may want to login as a user who has the permissions to do this. The **Logout** hyperlink is only shown when Access Control is enabled by an administrator.

Home Page

There is no specific Portal Server "home" page. When started, the Portal Server displays the last page you were on when you logged out or closed the application. For example if you were on the **Live Media** page when you logged out, that's the page that will be displayed when you log back in. All of the options on the navigation footer are explained below. Remember that not all of these items may be available at your site.

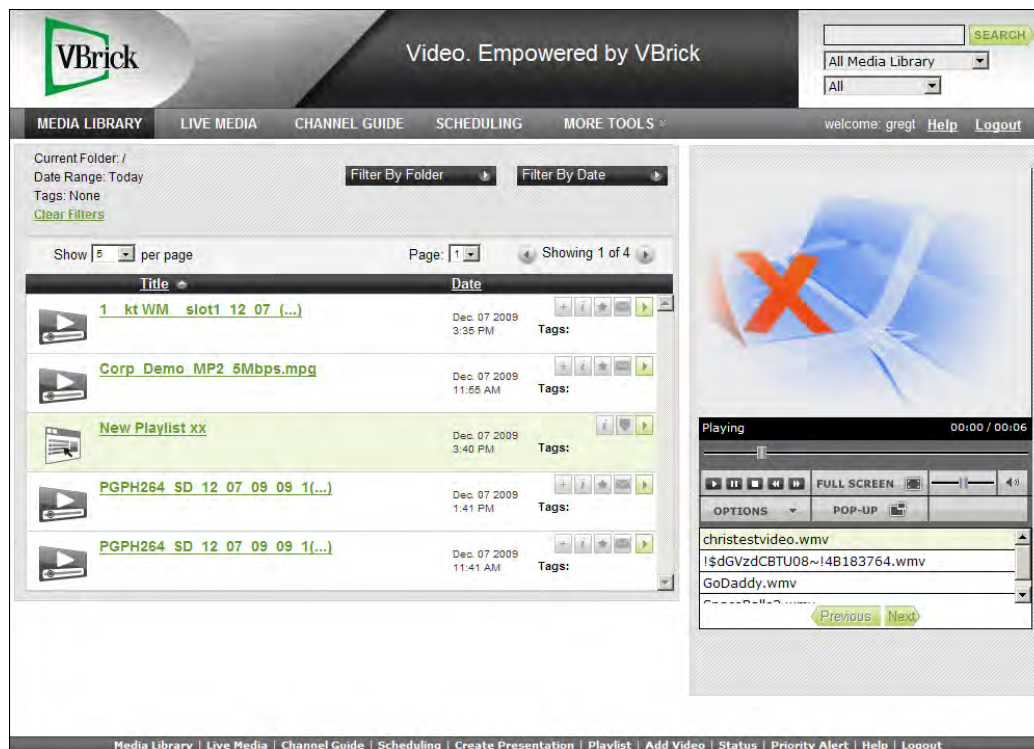


Figure 1. Media Library Page

Media Library	View pre-recorded content available from the VOD (Video-on-Demand) servers on your network. See Media Library on page 9.
Live Media	View live streams (for example, TV channels) currently available on the network. See Live Media on page 19.
Channel Guide	VBrick has partnered with a leading content provider to provide news, information, and entertainment programming for the Portal Server. This optional service requires a license and may not be supported at your site. The program listing includes some 80+ television programs and comes from a VBrick-maintained server.
Scheduling	View or create scheduled broadcasts of live or stored content. See Scheduling on page 29.
More Tools	<ul style="list-style-type: none"> • Create Presentation – launches a page from which you can create rich media presentations with PowerPoint slides. See Create Presentation on page 49. • Playlist – opens the Playlists page from which you can create and manage playlists. See Playlist on page 67. • Add Video – if you have publishing permissions you can publish a Windows Media or H.264 video that you recorded using a VBStar or StreamPlayer Plus. See Add Video on page 71. • Status – shows the status of any videos currently being added or recorded. See Status on page 73. • Priority Alert – launch a previously-defined emergency broadcast that preempts all other content. See Priority Alert on page 74.

Help	Get help for any Portal Server feature or function. See Help on page 6.
Logout	Always log out when done. The system will automatically log you out if idle for more than a few minutes.

Help

This command launches an online version of the *Portal Server User Guide* in a new window. This online help system provide fast full-text search and makes it easy to find the information you need. To navigate in the help window, use the tree controls on the left to expand a topic and the navigation buttons at the top to move to a different page. See [Getting Help](#) on page v for more information.

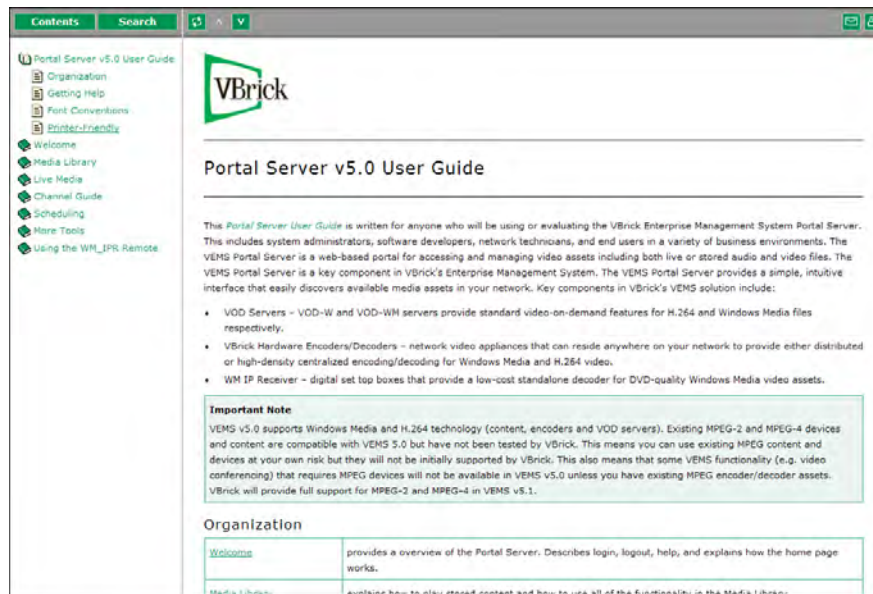


Figure 2. Online Help

Search

The Portal Server has a search feature that makes it easy to find video assets. You can search for keyword tags or text using the search box, or you can use the dropdown list boxes to filter the results for different "types" of content (e.g. presentations). In general you search for a broad category of content using the search box; then you can get more granular using the date and folder filters. As shown in Figure 3 the options below the search box are *page-based*. This means that on the **Live Media** page you can search for live assets; on the **Media Library** page you can search for stored assets; on the **Channel Guide** you can search for channel assets. The search box itself is not case-sensitive and you can enter any combination of words, numbers, and special characters. You can also limit the search by selecting Title, Description, or Tags. After a search, you can launch any stream by simply clicking on the results in the content pane.

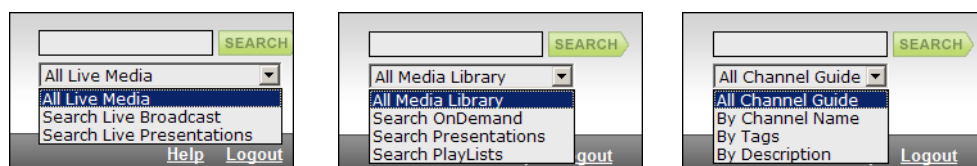


Figure 3. Page-based Search (Live Media, Media Library, Channel Guide)

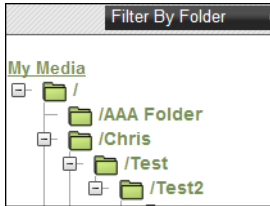
The search feature is extremely flexible; the following steps show the basic steps you will typically follow in order to search effectively.

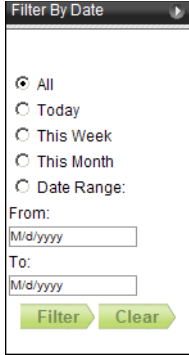
- ▼ To search for specific content:
 1. Use the Search box to find specific text or keyword tags associated with a stream, or to specify a broad category of content. For example on the Media Library page you can select **Search Presentations** from the dropdown menu.
 2. Click the **Search** button to launch the search and the results will be displayed in the content pane below.
 3. Then you can use the filters to refine your search. Start by selecting a "folder" filter. You can search the **My Media** folder or any folder you wish. (The search will include all subfolders if any.)
 4. Then select a "date" filter. For example you can select all content created this week or this month.
 5. Click **Filter** to display the new search results in the content pane; click **Clear** to discard the results and start another search. (You can also launch a search by clicking on a hyperlinked "tag" associated with a stream. This search will return all streams that have the same tag.)

Note The first time you launch the Media Library it will display the first five videos in the "root" folder by default. The root folder (/) is the highest-level folder.

Search Filters

You can filter your search by "folder" or by "date" using the search filters on the left side of the page. The options vary depending on which page you are on. On the Live Media page you can only filter the content by date (it is not stored in any folder); on the Media Library page, you can filter the content by date and/or by folder.

Filter by Folder		<p>The Media Library lets you filter stored content by folder and/or date. If you select a folder, the search results will also include content in any subfolders. <i>The search executes as soon as you select a folder.</i> You typically select a folder first and then specify a date range. The following folders have a special meaning:</p> <ul style="list-style-type: none"> • My Media – this is a special, private folder belonging to the user who is currently logged in. It can be used for playlists, personal content, or whatever. <i>No one else can see your My Media folder.</i> • / – a forward slash indicates the root folder. The root folder is the highest folder at the top level of the file system. It contains all other folders and can also contain files.
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Filter by Date		<p>On the Live Media page you can filter the content for upcoming events by date (day, week, month, or date range) only. Use the radio buttons or specify a date range in the format: mm/dd/yyyy. For example 12/25/09 is a valid date. After selecting options, use the Filter button to execute a search; use the Clear button to reset the filter to the default (All).</p>
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Search Parameters

The currently selected search parameters are shown as read-only information on the left side of the page. Check this information as you search to see what folder and date range options are currently selected.

Current Folder	Shows the folder currently selected in the Folder filter.
Date Range	Shows the date range currently selected in the Date filter.
Tags	Shows the currently specified search tags. A tag is any descriptive information associated with a library asset.
Clear Filters	Resets the folder filter to root (/) and the date range to All.

Media Library

Some Portal Server functionality and features may be restricted for certain users. If you are not authorized to launch a **Priority Alert** or **Add Video**, for example, those menu items will not be displayed on the navigation footer on the Portal Server home page as shown in Figure 4. Similarly if you do not have "record" privileges, you will not see a "record" button in the preview window. Contact your system administrator if some functionality is not available or does not work as you would expect.

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Playing Stored Streams

If the VEMS Portal Server installation includes one or more VOD Video-on-Demand servers, the **Media Library** link on the home page displays a list of content files stored on the server. Note that you will only see files for which you have been given permission. To launch a stored video, simply click on any video and it will launch in the preview window. Note that video content may be limited to a specific number of viewers. If you receive a message indicating the stream exceeds the maximum number of concurrent viewers, contact a system administrator.

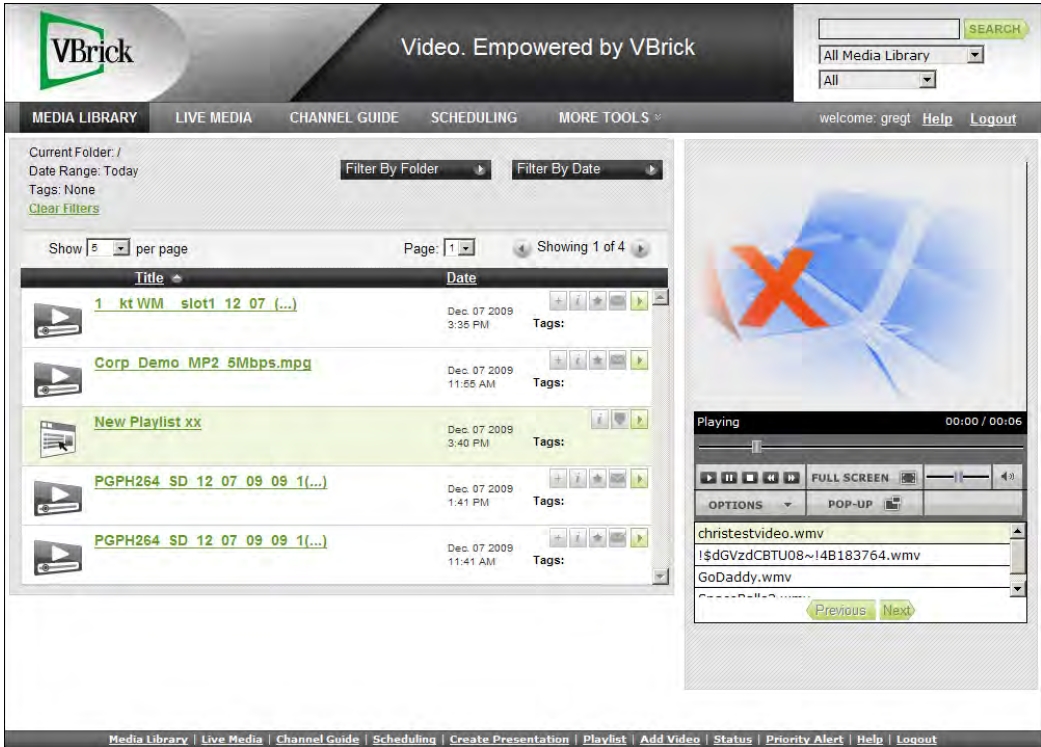




























Figure 4. Media Library Page

Filter By Folder	Shows all content available in the selected folder(s) and includes any subfolders (if present). See Search Filters on page 7 for more information.
Filter By Date	Shows all content available on the selected date(s). You can filter the content by Day, Week, Month, or Date Range. See Search Filters on page 7 for more information.
Display Options	<p>Show per page – Select the number of streams (5–100) to display on page.</p> <p>Page – jump to any available page.</p> <p>Showing – shows current page number.</p>
Title	The title of the video clip is displayed after the icon indicating it is a video clip. A thumbnail image may provide a visual preview of what is in the clip. The icons to the right of the title provide additional functionality. These icons vary depending on the stream type. For example, since you cannot create thumbnails or bookmarks for Flash (.flv) files, these icons will not be displayed next to the title or on the OPTIONS menu.
	 Add to Playlist – create a new playlist or append to an existing playlist. See Playlist on page 67.
	 Info – shows any descriptive text, keyword tags, or links associated with the stream.
	 Edit Playlist – modify an existing playlist. Jumps to the Playlist page.
	 Bookmark – adds a bookmark. See Creating Bookmarks on page 16.
	 Share Media – lets you share a stored VOD stream or presentation with other local or remote users via an e-mail message. See Sharing Media on page 14.
	 Remove Thumbnail – replaces thumbnail with generic image.
	 Play – plays the selected stream.
	<p>Tags – these are searchable keywords entered by stream viewers using the Info button. See Customizing Stored Videos on page 13.</p>

Content	<p>Each listing displays either a default file icon or a thumbnail image of the clip (see Creating Thumbnails on page 16), as well as information about the clip such as duration and tags. The scroll bar on the right of the table of available videos allows the user to scroll up or down through the entries. You can also scroll up or down through the entries using a mouse wheel or Page Up and Page Down. Scrolling may be limited by the Show per page setting.</p> <table border="1" data-bbox="462 409 1383 1031"> <tr> <td data-bbox="462 409 527 493"></td> <td data-bbox="527 409 1383 493">This icon denotes standard library content. It can be replaced by an image or a thumbnail.</td> </tr> <tr> <td data-bbox="462 493 527 598"></td> <td data-bbox="527 493 1383 598">This icon is used for bookmarks and playlists. Playlists are used to consolidate several video files, or video file segments, into a single, <i>virtual</i> video file.</td> </tr> <tr> <td data-bbox="462 598 527 682"></td> <td data-bbox="527 598 1383 682">You can replace the standard video icon with a custom image or a thumbnail of any frame. See Creating Thumbnails on page 16 for details.</td> </tr> <tr> <td data-bbox="462 682 527 871"></td> <td data-bbox="527 682 1383 871">This icon denotes rich media presentations (those with both video and PowerPoint slides, for example) that were <i>recorded</i> using VEMS. Presentations recorded on the Rich Media Studio appliance (and <i>added</i> using VEMS) have the standard library content icon. Create Presentation on page 49 for more about rich media presentations.</td> </tr> <tr> <td data-bbox="462 871 527 955"></td> <td data-bbox="527 871 1383 955">This icon denotes documents (PDFs, Word documents, etc.) that were manually entered by an administrator.</td> </tr> <tr> <td data-bbox="462 955 527 1031"></td> <td data-bbox="527 955 1383 1031">This icon denotes content (PowerPoint presentations, Flash demos, etc.) that was manually entered by an administrator.</td> </tr> </table>		This icon denotes standard library content. It can be replaced by an image or a thumbnail.		This icon is used for bookmarks and playlists. Playlists are used to consolidate several video files, or video file segments, into a single, <i>virtual</i> video file.		You can replace the standard video icon with a custom image or a thumbnail of any frame. See Creating Thumbnails on page 16 for details.		This icon denotes rich media presentations (those with both video and PowerPoint slides, for example) that were <i>recorded</i> using VEMS. Presentations recorded on the Rich Media Studio appliance (and <i>added</i> using VEMS) have the standard library content icon. Create Presentation on page 49 for more about rich media presentations.		This icon denotes documents (PDFs, Word documents, etc.) that were manually entered by an administrator.		This icon denotes content (PowerPoint presentations, Flash demos, etc.) that was manually entered by an administrator.
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	This icon denotes documents (PDFs, Word documents, etc.) that were manually entered by an administrator.												
	This icon denotes content (PowerPoint presentations, Flash demos, etc.) that was manually entered by an administrator.												
Preview Window	<p>The preview window is embedded on the right side of the window. When you select a library stream, it plays in the preview window. In certain instances an external player, such as Windows Media Player or QuickTime Player, may launch to play the stream.</p>  <p>The screenshot shows a Windows Media Encoder 9 Series playback window. The title bar reads 'Windows Media Encoder 9 Series'. The main area displays a video stream with a blue background and some text. The playback controls at the bottom include a progress bar showing 'Playing' and '00:02 / 00:10'. Below the progress bar are buttons for 'FULL SCREEN', 'OPTIONS', and 'POP-UP'.</p>												








Player Controls	<p>The icons at the bottom of the preview window control the video. <i>(Note that the controls here are different from those used for live media, for example, there is no Record button for stored media.)</i> Mouseover each button to see the title.</p>
	 <p>Seek – use the slider to navigate to any point in a stream.</p>
	 <p>Play – starts the video stream if it was previously stopped. Pause – pauses the video stream until restarted. Stop – stops the video from playing. Rewind – rewind to beginning of stream. Fast Forward – fast forward to end of stream.</p>
	 <p>Full Screen – click to display stream at full size. Press Esc to exit. You can also double-click on any video to go full screen.</p>
	 <p>Volume – use slider to adjust volume. If necessary, adjust the volume setting on your computer.</p>
	 <p>Mute – click or unclick to mute volume.</p>
	 <p>Toggle CC On – turn closed captions on or off. See Viewing Closed Captions on page 17. Create Thumbnail – creates a thumbnail from the next frame in the stream. See Creating Thumbnails on page 16. Upload Thumbnail – browse to an image on your computer. See Creating Thumbnails on page 16. Create Bookmark – Use to bookmark a stream. This creates a playlist in My Media with one bookmark. Press again <i>only</i> if you want to create another bookmark to the same stream. See Creating Bookmarks on page 16 for more information.</p>
	 <p>Pop-Up – Launches the player in a pop-up window along with the control buttons. Once the window is launched, subsequent selections will play in the external player. The launched window can be moved or resized. Closing the main VEMS Portal Server window leaves the smaller player on the screen (if this behavior has been configured by an administrator). The viewer may be resized after launch by dragging from the corners or from any side. <i>If enabled by an administrator, you may be able to launch multiple pop-up windows.</i> See Viewing Multiple Streams on page 22 for more information.</p>
Time Counter	The time counter displays the amount of time elapsed since the viewer began running the currently selected video.
Show Hide Info	Show or hide error messages and other system information.

Table 5. Keyboard Shortcuts †

Shortcut	Description
Ctrl + P	Pause stream play stream
Ctrl + S	Exit full screen and stop

Shortcut	Description
Esc	Exit full screen
Ctrl + Shift + F	Fast forward ††
Ctrl + Shift + B	Rewind

† These keyboard shortcuts will work only if the video is playing at Full Screen.

†† Fast Forward may not work with some browser settings.

Customizing Stored Videos

Users (*with Content Publishing permission*) and administrators can customize or delete stored videos; they can change the name, the folder, keyword tags, etc. All stored videos have an **Info** hyperlink button that displays additional information (if available) about the video. For example it may have a description or tag that can be used for searching, as well as links to external web sites and desktop files. (You must have the appropriate application installed locally; for example, you need PowerPoint to open a PowerPoint presentation.)

▼ To delete a stored video:

1. Click on the **Info** button to the right of any stored video.
2. Click **Delete Video** and confirm. If you have permissions, this will permanently remove the video from the Portal Server.

▼ To customize a stored video:


1. Click on the **Info** button to the right of any stored video.
2. Click **Modify Info** to display the customization page.



3. Change the **Name**, or **Folder**, and add a **Description** and **Tags** (separated by spaces) as appropriate. For video **Name**, use any combination of alphanumeric characters and the following special characters . ! ~ () _ -
4. Click **Add New Link** to create a link to a web page or a file.
 - a. Enter a **Link Title** and **Link Type**.
 - b. Click **Add Link** when done. Repeat as many times as necessary.

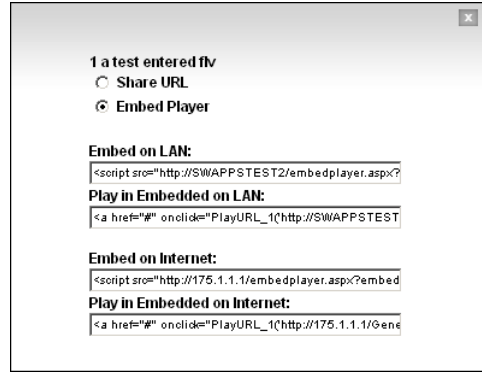
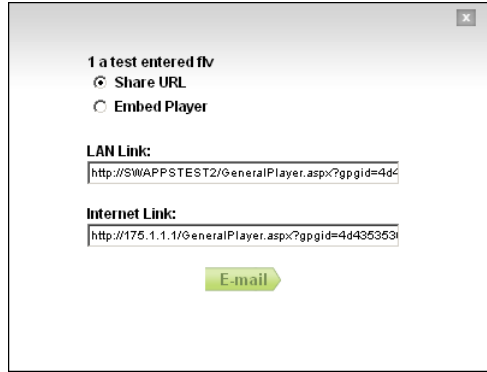
Link Title	The title actually displayed on the Info page, for example " Click Here for More Information. "
Link Type	<ul style="list-style-type: none"> • Web page URL – Enter a valid URL or copy and paste one from your web browser. • Uploaded File – Browse to select an upload file. This can be a PowerPoint, an image, or any file you want to make available to end users.

Sharing Media

The **Share Media** icon  to the right of the stream title lets you share VEMS content with other local (LAN) or remote (Internet) users. You can share content from Live Media, the Media Library, and from the Channel Guide and Playlists; you can also share live or stored presentations. To share media you simply click on the **E-mail** icon to generate an e-mail (or you can copy and paste the **LAN Link** or the **Internet Link** into a browser or other device). The e-mail will have links for local network viewing, and for outside Internet viewing if this has been configured by an administrator (see the "Uninstall/Change Configuration" topic in the *Portal Server Admin Guide* for details). The user receiving the e-mail can click on the link (or paste it into a browser), and enter a user name and password if prompted, to launch the stream on a modified VBrick player page.

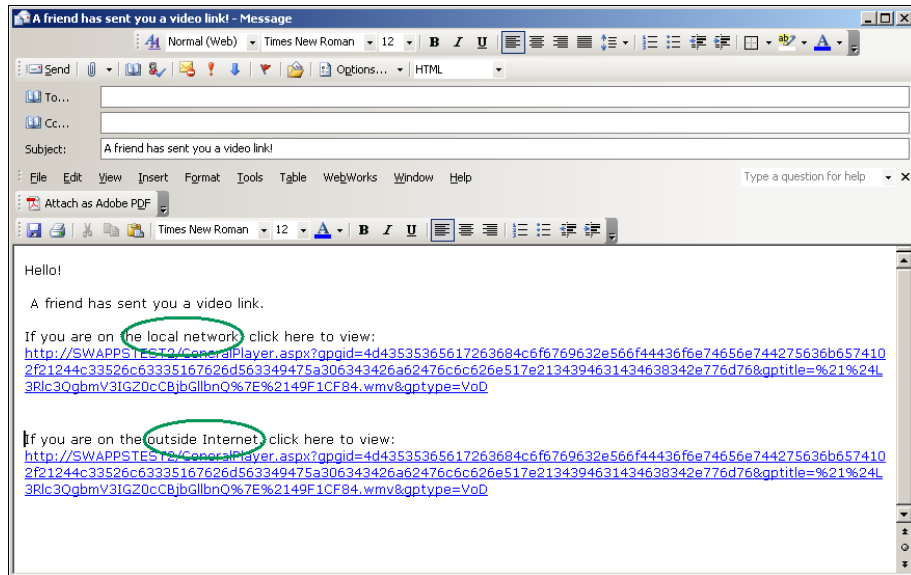
If you click **Embed Player** you can use the generated HTML to embed a standalone VBrick player on a page designed for LAN viewers or on a page designed for Internet viewers. To create a new standalone player, copy and paste the **Embed** (on LAN or Internet) code and the **Play in Embedded** (on LAN or Internet) into a web page. To add additional URLs to an existing embedded player page, add only the **Play in Embedded** (on LAN or Internet) code to the existing page. For more information see "Embedding a VBrick Player" in the *Portal Server Admin Guide*.

Note The **Share Media** pop-up window may vary slightly depending on how your system is configured. It may have a local link and/or an Internet link. The local link let's you share content with users on your local area network. The Internet link must be configured by an administrator and may not be displayed on your system. It let's you share content with users on the outside Internet.



Share URL	LAN Link	Share this URL with LAN users.
	Internet Link	Share this URL with Internet users.
Embed Player	Embed on LAN	Embed a player on page designed for LAN users.
	Embed on Internet	Embed a player on a page designed for Internet users.
	Play in Embedded on LAN	Add a URL to an existing page designed for LAN users.
	Play in Embedded on Internet	Add a URL to an existing page designed for Internet users.

When the e-mail is auto-generated you can add an e-mail address for the recipient and modify any of the text as necessary. For example, if the intended user is on the local network, you may want to delete the outside Internet hyperlink, and vice versa. You can also use the local and **Internet** links with PDAs or other handheld devices. Simply click on the appropriate link, then right-click and copy the entire URL and paste it into a handheld device.




Creating Thumbnails

You can create thumbnails for all videos stored in the Media Library that were recorded on the Portal Server. If given publishing permissions, you can replace the generic video clip icon with a snapshot of the video or with any .jpg or .gif image you choose. The folders to which you can upload thumbnails are configured by an VEMS Portal Server administrator. (Note that thumbnail images that exceed 512 K in size are not displayed in the VOD list on a WM IP Receiver; a special icon is used instead).

Note In the Media Library, the icons to the right of the title (for example Bookmark and Playlist) provide additional functionality. These icons vary depending on the stream type. For example, since you cannot create thumbnails or bookmarks for Flash (.flv) files, these icons will not be displayed next to the title or on the **OPTIONS** menu.

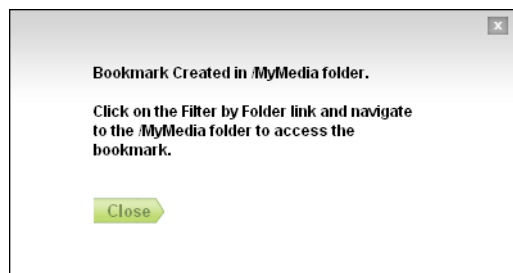
- ▼ To create a thumbnail:
 1. Launch a stored video and click **Create Thumbnail** on the **Options** menu at anytime to capture the first frame in the video. This will automatically replace the existing thumbnail if any.
 2. Repeat until you are satisfied or mouseover the title and click the Remove Thumbnail icon to replace it with the generic icon.
- ▼ To upload your own thumbnail image:
 1. Launch a video and select **Upload Thumbnail** from the **Options** menu.
 2. Browse to the jpg or gif image and click **Upload Image**.
 3. Click **Cancel** to close the window.

Creating Bookmarks

You can quickly bookmark any location in a stream playing in the preview window using the **Bookmark** button  or selecting **Create Bookmark** from the **Options** menu. This basically creates a playlist in **My Media** with one bookmark. To add additional streams or perform other editing functions, open this bookmark from the **Playlists** page.

- ▼ To bookmark any point in a stream playing in the preview window:
 1. Launch any video from the **Media Library**.
 2. Click the **Bookmark** button at any point in the video. This displays a message and creates a bookmark/playlist in the **My Media** folder. The bookmark defaults to the end of the file and has the following format:

<video_title><date><time>, for example: [VBrick Rules_09_14_2007_13_27:59](#)



3. To edit the bookmark, go to the Playlist page, mouseover the bookmark you just created, and click **Edit Playlist**.

- You can change the name, folder, duration, etc. using the editing options. See [Editing Playlists](#) on page 70.

Note Use the **Bookmark** button to bookmark a stream. This creates a playlist in **My Media** with one bookmark. To add additional streams, open this bookmark on the **Playlists** page. Press **Bookmark** again *only* if you want to create another bookmark to the same video file. For more about playlists, see [Playlist](#) on page 67.

Viewing Closed Captions

The VEMS Portal Server supports closed captions for hearing-impaired viewers. Captions can be turned on or off for using the **Options** menu. If a video stream (either live or stored) *is encoded* with captions, they can be set to on or off; if a video stream *is not encoded* with captions, captions will not be displayed regardless of the setting. If set to **CC ON**, captions are displayed for all caption-enabled streams subsequently launched from the Portal Server, until turned to **CC OFF**. A video stream must be encoded with captions in advance. VBrick can add a date/time stamp to a live stream from a security camera, for example, but it provides no other functionality to encode live or stored video with closed captions. *Note that the Portal Server supports closed captions for MPEG-4 live and stored content only if the content is recorded with closed captioning and stored on a VOD-W server.* Closed captions (if enabled) are superimposed on the video as shown here. The actual placement of the closed captions will vary depending upon how it was encoded.



Viewing Stored Presentations

Stored library presentations are those rich media presentations (with content and video) that have been recorded and saved in the Media Library. [Create Presentation](#) on page 49 explains how to create and publish rich media presentations.

Live Media

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Playing Live Streams

The **Live Media** page lets you view live streams, TV stations, and rich media presentations available on the network. The list of available streams is determined by the VBrick appliances or other encoders in your network. The administrator can assign a channel number, an icon, and other data to a live video stream. The channel appears as a number in a column to the left of each live stream. To launch a live broadcast or a presentation, simply click on any live channel and it will launch in the "preview window" on the right. The preview window has standard video controls. For example, click **Full Screen** to go to full screen; press Esc on the keyboard to return to preview. If you receive a message indicating the broadcast exceeds the maximum number of concurrent viewers, contact a system administrator. The **Live Media** page may include some or all of the following items:

- VBrick appliance live streams
- Manually-entered live stream URLs
- Active scheduled stored broadcasts
- Rich media presentations

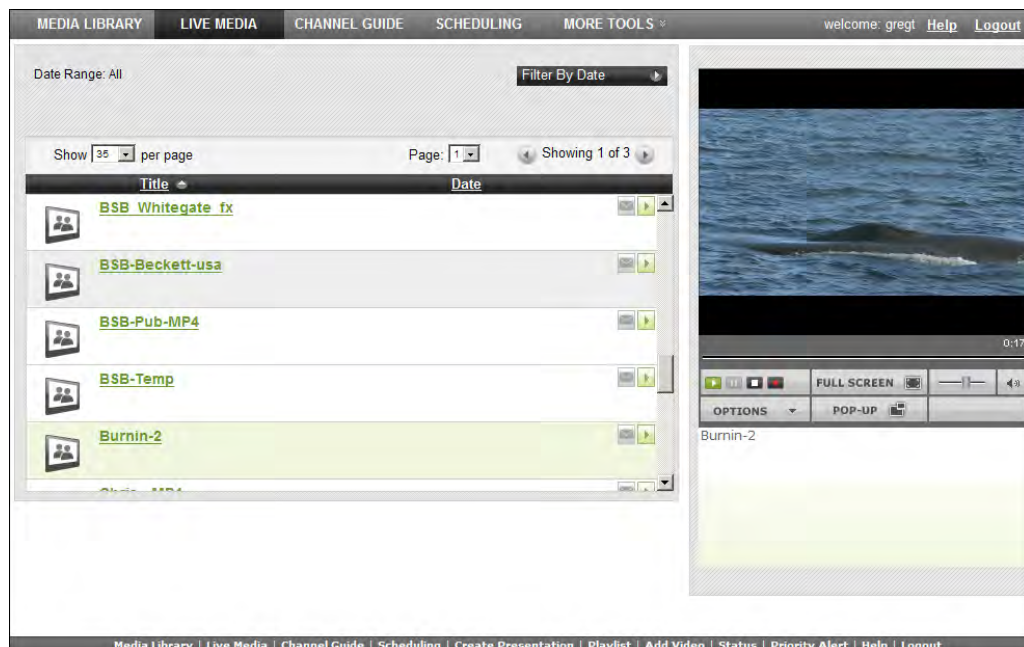











Figure 6. Live Media Page









Note Many Portal Server functions have restricted permissions. If you are not authorized to launch a **Priority Alert** or **Add Video**, for example, those menu items will not be displayed on the navigation footer. Other functionality may be hidden or non-functional. For example if you do not have "record" permissions, you will not see a record button  in the player controls under the preview window.

Filter By Date	Shows all content available on the selected date(s). You can filter the content by Day, Week, Month, or Date Range). See Search Filters on page 7 for more information.
Display Options	<p>Show per page – Select the number of streams (5–100) to display on page.</p> <p>Page – jump to any available page.</p> <p>Showing – shows current page number.</p>
Title	The title (and channel number) of the live stream is displayed after the icon.
	 Info – shows any descriptive text, keyword tags, or links associated with the stream.
	 Edit Presentation – click once and select an option to Present, Edit or Delete a presentation. .
	 Use the envelope icon to share a live stream or presentation with other local or remote users via an e-mail message. See Sharing Media on page 14.
	 Use the Play button to launch the selected stream.
Content	The Live Media page shows stations and streams that can be requested and played. Each item has its own icon and is preceded by a channel number if available. The scroll bar on the right of the table of available videos allows the user to scroll up or down through the entries. You can also scroll up or down through the entries using a mouse wheel or Page Up and Page Down. Scrolling may be limited by the Show per page setting.
	 This icon denotes standard live streams. TV channels (without programming data) will typically have this icon.
	 Custom icons can be assigned by an administrator to each station. A station may, or may not, have programming data.
	 This icon denotes rich media presentations (those that have both video and PowerPoint slides, for example). See Create Presentation on page 49 for more about rich media presentations.
	 This icon denotes live streams from a DVD, VCR, or other device (for example a satellite receiver) that can be controlled from the Portal Server. See Controlling Live Streams on page 23 for details.

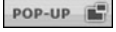
Preview Window

The embedded video player area at the right side of the window. When you select a live stream, it plays in the preview window. In certain instances an external player such as Windows Media or QuickTime may open to play the stream.



Player Controls	<p>The icons at the bottom of the preview window control the video. (<i>Note that the controls here are different from those used for stored media, for example, there is a Record button for live media.</i>) Mouseover each button to see the title. The buttons shown are for the Windows-based player. (Macintosh users may see the QuickTime Player buttons.)</p>
	<p>Play – starts the video stream if it was previously stopped.</p> <p>Pause – greyed out and not used with live streams.</p> <p>Stop – stops the video from playing. <i>Does not stop recording.</i></p> <p>Record – records the video to the VOD server. Depending on your user permissions you may not have the ability to record. Press once to start recording; press again to stop recording. A message will indicate a recording is in progress.</p> <p> – black icon indicates no recording in progress.</p> <p> – green icon indicates recording in progress. Go to More Tools > Status for information about a recording in progress.</p>
	<p>Full Screen – click to display stream at full size. Press Esc to exit. You can also double-click on any video to go full screen.</p>
	<p>Volume – use slider to adjust volume. If necessary, adjust the volume setting on your computer.</p>
	<p>Mute – click or unclick to mute volume.</p>
	<p>Toggle CC On – turn closed captions on or off. See Viewing Closed Captions on page 17.</p> <p>Control Panel – show panel for controlling a live stream from a DVD or VCR. See Controlling Live Streams on page 23.</p>
	<p>Pop-Up – Launches the player in a pop-up window along with the control buttons. Once the window is launched, subsequent selections will play in the external player. The launched window can be moved or resized. Closing the main VEMS Portal Server window leaves the smaller player on the screen. The viewer may be resized after launch by dragging from the corners or from any side. <i>If enabled by an administrator, you may be able to launch multiple pop-up windows.</i></p>
Time Counter	<p>The time counter displays the amount of time elapsed since the viewer began running the currently selected video.</p>
Show Hide Info	<p>Show or hide error messages and other system information.</p>

Viewing Multiple Streams

 The video player can be configured by an administrator so that you can view multiple streams in separate windows. Click on any *live or recorded* stream and then click the **Pop-Up** button below the preview window. If this feature is enabled, you can repeat this step to launch multiple streams in separate windows. This feature is particularly useful in security and surveillance applications. Note that the number of streams you can view display depends on the resources of your computer. Note also that when multiple windows are displayed, recording and bookmarking on the external windows is disabled. *You can only record the stream currently displayed in the preview window.*

- ▼ To tile your screen as shown below:
 1. Open multiple windows using the **Pop-Up** button.
 1. Right-click in an empty area on the Windows taskbar at the bottom of your screen.
 2. Then select **Tile Windows Horizontally** or **Tile Windows Vertically**.
 3. When done click **Undo Tile**.



Recording Live Streams

If you have permission, you can record any live channels being played in the preview window. (You cannot record or copy stored videos in the Media Library.) The live channel gets recorded and auto-ingested, usually into an assigned folder on the VOD server. The default recording *length* is defined by an administrator but you can stop recording at any time. See the "Player Controls" described above for a description of all the controls.

- ▼ To record a stream:
 1. Launch a live channel.
 2. Press the red "record" button under the preview window. A message will note that a recording is in progress.
 3. To stop the recording press the "record" button again. A message will note the recording is complete and the file will be available shortly.
 4. If necessary, go to the **Status** page to view (or cancel) any "record" or auto-ingestion currently in progress. See [Status](#) on page 73 for more about this page.

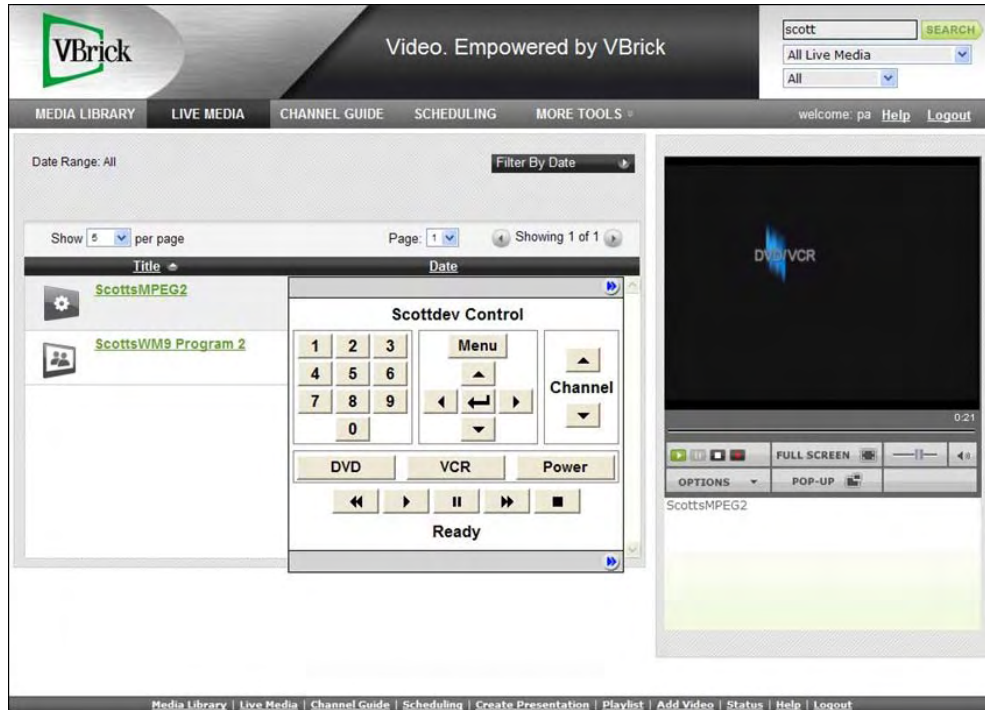
Customizing Live Streams

End users cannot customize live streams. Live streams can only be customized by administrators as explained in the *Portal Server Admin Guide*. Administrators can customize live streams by changing the name, channel number, and adding keyword tags, custom fields, etc. Live streams are broadcast by VBrick appliances and auto-discovered by the Portal Server. They can only be added or removed using the VBrick appliance's management application (IWS)—not the Portal Server's Admin Console.


Controlling Live Streams

⚙️ If defined by an administrator, DVDs, VCRs, and other devices can be controlled remotely using a graphical control panel on the screen. For example, you can start, stop, rewind, or fast forward a DVD player using the control panel associated with that device on

the **Live Media** page. Once a device has been defined, it is available to all users (with access to that device) unless it is reserved for a scheduled event. If reserved for a scheduled event and in order to avoid conflicts, only the user who created the schedule can access the device. (Mouseover the hyperlink for a schedule event to see the owner.) Once defined, you can control a device using a graphical control panel. On the **Live Media** page, any stream originating from a control device is distinguished by a special icon. Click on the icon to launch the stream and the control panel for the device. The control panel you see will vary depending on the actual device. Click on the arrow icons on the right side of the panel to show or hide the panel.



Sharing Live Streams

The envelope icon  to the right of the stream title lets you share live VEMS content with other local or remote users. See [Sharing Media](#) on page 14 for more information.

Channel Guide

The Channel Guide displays a list of custom stations and TV stations. Custom stations are defined by an administrator at your site and may also include programming data (scheduled programs names and times). TV Stations are provided by a third-party content provider and always have programming data. Use the **Show Me** filter to see what's on. You can view programming information up to 14 days in advance depending on what the channels are available.

VBrick has partnered with a leading content provider for TV stations that provide news, information, and entertainment content on the Portal Server. This is optional service that requires a license and may not be supported at your site. The program listing includes some 80+ television programs. These programs are generally "network" listings, such as ABC, CBS, NBC, CNN, National Geographic Channel, etc. The programming is hosted on a VBrick-maintained server.


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Viewing Scheduled Programs



The Channel Guide page shows what's currently on, or what will be on up to 14 days in advance. Use the right or left arrows (or search using the **Show Me** filter) to search for programming in different time slots. If you click on a channel before or after a scheduled program, you will play whatever is currently being broadcast—just like a regular TV. Click on the **Info** button to schedule a recording or display any custom program data entered by an administrator. This popup also has options that let you record an entire program in progress or schedule a future recording. You can also use "pushbutton" recording using the record pushbutton in the preview window.

Click the envelope icon  (just below the channel number on the left) to share a channel with other local or remote users via an e-mail message (see [Sharing Media](#) on page 14). You can perform all of the following tasks from the Channel Guide:

- Navigate and view program information
- Play and record programs
- Schedule program recording
- View recording information
- View station information
- Share media

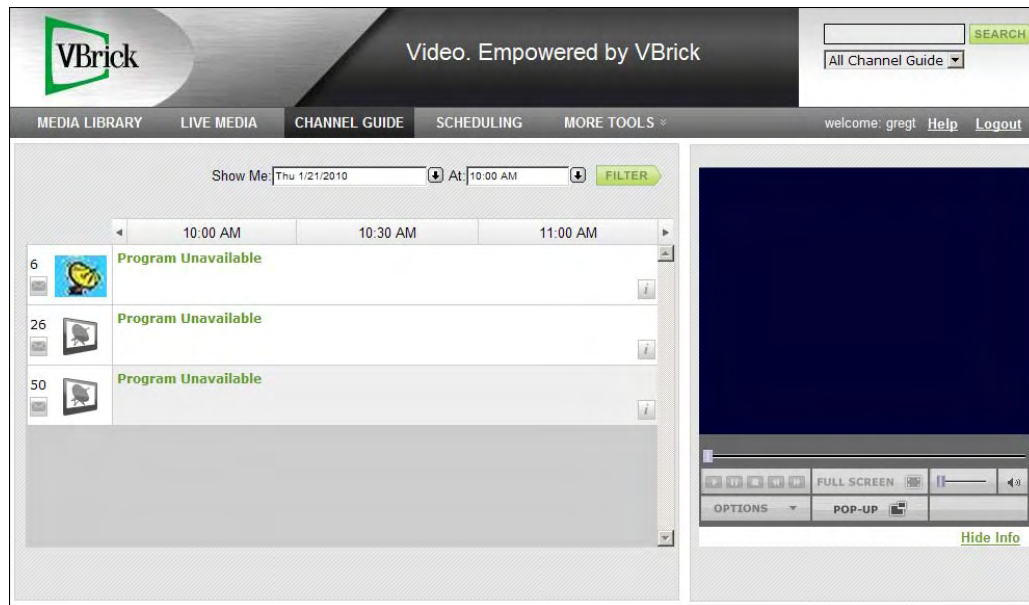



Figure 7. Channel Guide

The message "Program Unavailable" in the Channel Guide means there is no programming data associated with the stream. *It does not mean the stream itself is unavailable.* You can still click on the stream to launch it in the preview window. The message "Sign Off" means a network TV Station (for example ABC or CNN) does not have programming scheduled in that time slot. During "Sign Off" time, local stations typically air their local content.

Recording Scheduled Programs

Use the right or left arrows (or the **Show Me** filter) to display the program you want to record. Then click on the Info icon  associated with the program to view program data or to schedule a recording. The popup has options that let you record an entire program in progress or schedule a future recording. (You can also use the record pushbutton on the preview window but it only records what's currently in progress.)



Record	Use this option to schedule a recording of the selected program. The program will be recorded in its entirety at the appointed date and time. Select the time zone where most of your viewers are located. Schedules created with this option <i>will not</i> be shown on the Scheduling page.
--------	--

Schedule Options	Use this option to schedule <i>and customize</i> a recording of the selected program. (For example you may want to add an Expiration Date for the recording.) This launches the <u>Scheduling</u> module prepopulated with the name, date, and time of the selected program. Schedules created with this option will be shown on the Scheduling page.
------------------	---



Scheduling

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Overview

The **Scheduling** page lets you create (or view) a schedule for future VBrick events. These include scheduled broadcasts of live or stored video, video conferences, and the execution of previously defined scripts. You set all configuration parameters in advance and the scheduled event will occur without further intervention, assuming that all devices and streams are available at runtime. The initial steps required to create a scheduled program are described below followed by a detailed explanation of each schedule type (for example, live broadcast, video conference, etc.).

In order to schedule an event, you must have the appropriate permissions enabled by an VEMS Portal Server administrator. You may have full permissions, partial permissions (with no access to **Advanced Settings**) or no privileges at all in which case you will not see the **Add** button on the **Scheduling** page. To modify or delete a scheduled event, including one that's running, click on the event on the calendar page, then click **Modify** or **Delete**.

When using the Scheduler, be aware that all VBrick encoder/decoder resources must be available at the date and time of the scheduled event. When creating a schedule, the VEMS Portal Server verifies that the resources are currently present on the network but there is no way to determine if these resources will still be available at runtime. If there is a subsequent resource conflict, for example if a VBrick is not available (or the hard drive on a VBStar is full), the encoder/decoders will not connect for the scheduled event and there will be no video between the devices. When this happens, an error message, for example `172.16.127.29:Failed to Set` will be displayed in the Portal Server Status log window. Similar problems will occur if the VEMS Portal Server and VOD server clocks are not synchronized.

Note When navigating in the Scheduler, use the **Next** and **Back** buttons in the application. Do not use the navigation controls in your browser or you may get unpredictable results.

Schedule Privileges

As shown below, Portal Server users may have limited schedule privileges in which case their ability to create or modify schedules is restricted. For example, anyone can view a schedule on the calendar page but users with "partial" privileges, for example, will only be able to drill down and modify a schedule they "own" (i.e. one they created). Mouseover any scheduled event on the calendar page to view the owner.

Table 6. Schedule Privileges

User	Privileges
Super	Create/modify/delete all schedules and access all features.
Full	Create/modify/delete owned schedules.
Partial	Create/modify/delete owned schedules; no <u>Advanced Settings</u> .
None	No schedule privileges; no Add button shown on Scheduling page.

Viewing the Schedule

Anyone can view scheduled events but only those users who have been granted permissions can actually "schedule" an event. The following window shows a **Month** view (with several events scheduled) for a user who *does not* have schedule permissions (there is no **Add** button). Mouseover a scheduled event as shown below to see schedule details. The schedule details include the dates, recurrence pattern, and owner.

Event: 8:00 AM - Monthly Type: LiveBroadcast 8:00:00 AM - 9:00:00 AM Recurs every Thursday every 1 week(s) Starts on 6/20/2006 8:00:00 AM and continues for 10 occurrence(s). Owned By: stan
--

The screenshot shows a web-based scheduling interface. At the top, there are navigation tabs: MEDIA LIBRARY, LIVE MEDIA, CHANNEL GUIDE, SCHEDULING (selected), and MORE TOOLS. On the right, there are links for Help and Log Out. Below the tabs is a header for 'Schedule Programs' with a sub-header 'Month | Week | Day'. The main area is a calendar for 'June, 2009'. The calendar grid shows days from Sunday to Saturday. On June 19th, there are two events: '3:00 PM - Completed ...' and '8:00 AM - In Progress...'. On June 26th, there is an event '8:00 AM - Stored Bro...'. On July 1st, there is an event '8:00 AM - Live Broad...'. A mouseover tooltip is shown over the July 1st event, displaying the following information: 'Event: 8:00 AM - Stored Broadcast', 'Type: StoredBroadcast', '8:00:00 AM - 11:00:00 AM', 'Timezone: Hawaii', and 'Owned By: greg@vbrick.com'. At the bottom of the page, there is a footer with links: Media Library | Live Media | Channel Guide | Scheduling | Create Presentation | Help | Logout.

Figure 8. Scheduling Page *without* Add Permissions

Scheduling an Event

The available content for creating a scheduled program include live streams from a VBrick encoder or stored files on an VOD server (or a VBStar). You can access the **Scheduling** page from anywhere in the application. Any scheduled programs currently in progress will display a TV icon and can be launched by clicking the icon or from the **Live Media** page. (They can also be viewed from a PC if VBrick's StreamPlayer is installed) *The first steps in creating a schedule are the same for all types of schedules.*

▼ To schedule an event:

1. Click **Scheduling** on the Portal Server home page to display the "calendar" page shown below. This pages uses special icons to indicate recurring events or events currently in progress. Switch to the view (**Month, Week, Day**) you prefer. (The **Month** view is shown here.)

MEDIA LIBRARY LIVE MEDIA CHANNEL GUIDE SCHEDULING MORE TOOLS							Help Log Out
Schedule Programs							
Month Week Day							
July, 2009							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28 Add	29 Add	30 Add	Jul 1 Add 8:00 AM - Live Broad...	2 Add	3 Add	4 Add	
5 Add	6 Add	7 Add	8 Add	9 Add	10 Add	11 Add	
12 Add	13 Add	14 Add	15 Add	16 Add	17 Add	18 Add	
19 Add	20 Add	21 Add	22 Add	23 Add	24 Add	25 Add	
26 Add	27 Add	28 Add	29 Add	30 Add	31 Add	Aug 1 Add	

Figure 9. Scheduling Page *with* Add Permissions

2. Click **Add** on the date of the scheduled event to display the **Schedule Live Broadcast** page. (In **Day** view, you *must* click on a specific hour.)



3. Enter a **Schedule Name** and complete the **Start** and **End** fields. (To avoid format errors, click in the date and time fields and use the calendar and dropdown list respectively.) Depending on the view you selected above, these fields may be pre-filled.

Schedule Name	Alphanumeric, no special characters, must be unique. Maximum 128 characters.
Start	Use the calendar and the dropdown menu respectively to select start date and time.
End	Use the calendar and the dropdown menu respectively to select start date and time.
Time Zone	Be sure to select a time zone. Remote viewers will see a scheduled event that has been time-adjusted relative to the zone selected here. For example, if you schedule an event for 3:00 PM Eastern Time (US), it will be displayed as 6:00 PM Pacific Time (US) for viewers in California.

Recurrence

4. Create a **Recurrence** schedule if appropriate. This feature uses an intuitive interface that makes it easy to schedule recurring events. If a **Recurrence** schedule is in effect, the **Remove Recurrence** button will be displayed at the bottom of the window (and a recurrence icon will be shown on the "calendar" page).

Schedule Time	Set start, end, and duration. Duration cannot exceed 24 hours.
Recurrence Pattern	Use the radio buttons and check boxes to set a Daily, Weekly, or Monthly recurrence pattern. A recurring event is shown on the scheduler with a special icon.
Range of Recurrence	Describe the start and end of the range. End can be none, number of occurrences, or a specific date.

5. Select a **Schedule Type**.

Each schedule type has a different wizard as explained on the following pages but basically, you select the source and destination targets (for live and stored broadcasts), the VBricks (for a video conference), the live program you will record, or the script or control device you will manipulate. Go to the appropriate section below depending on the **Schedule Type** you select.

Schedule Type	<ul style="list-style-type: none"> • Live Broadcast – Broadcast a live channel. • Stored Broadcast – Broadcast a stored video. • Conference – Set up a video conference. • Record – Schedule and save a recording. • Script – Schedule a script to run on a device. • Control Device – Schedule and manipulate an external device.
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6. Configure **Advanced Settings** for VBricks as necessary (see [Advanced Settings](#) below).
7. Click **Next** to page through each wizard. Click **Finish** when done.
8. Verify the information and click **Create Schedule** when prompted (see [Create Schedule](#) below). If you need to make changes, click **Modify** and adjust the schedule as necessary. When done, the named schedule is added to the calendar page of scheduled events. Any scheduled links use color-coded text as shown in Table 7.

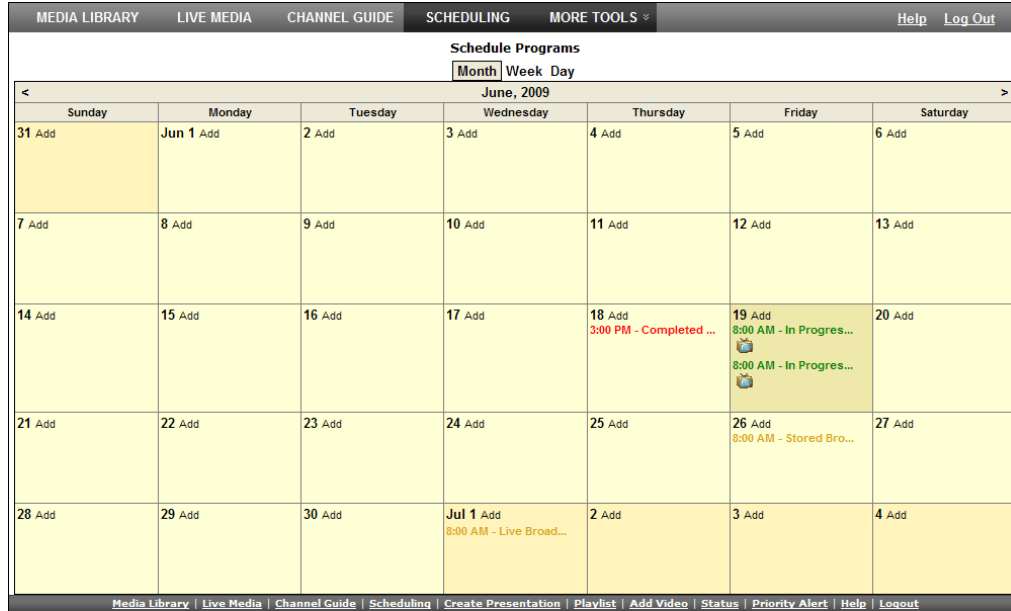



Table 7. Color-coded Scheduled Events

Text Color	Description
Red	Expired. The scheduled event is over.
Beige	Future. The scheduled event will occur at some point in the future.
Green	 Active. The scheduled event is currently in progress. If the event is viewable (for example a stored video), a TV icon is displayed and you can click on it to launch the stream.

Advanced Settings

Advanced Settings are available to configure VBricks and IPRs with exceptional configuration parameters—often with help from VBrick Support Services. It is unlikely you will ever need to change these settings. *In all cases you can safely ignore these settings and use the defaults provided by the Portal Server.* The available settings depend on the device characteristics. For example, the following window shows advanced settings for a Windows Media encoder. See the specific appliance documentation for more about these device settings.

Advanced Settings

Host Name: **JohnSWM2** IP Address: **172.22.2.141**

Schedule Start Options -

Program Name:

Destination: Template:

IP Address: Port: Transmit:

Ext. SAP: HTTP Push:

Schedule End Options -

Transmit: Ext. SAP: HTTP Push:

Create Schedule

The final step in creating a schedule is to review and confirm the settings. If you are satisfied with the schedule and/or the recurrence pattern, click **Create Schedule**. If not click **Modify**

and change the settings as necessary. Note that if you schedule a recording with a recurrence pattern, the filenames shown on the following window are automatically appended with the date and time, for example: `filename>d>t.mp4`

The screenshot shows a web interface for scheduling a live broadcast. The top navigation bar includes 'MEDIA LIBRARY', 'LIVE MEDIA', 'CHANNEL GUIDE', 'SCHEDULING', and 'MORE TOOLS'. The main content area is titled 'Live Broadcast Schedule' and contains a form with the following details:

- Schedule Name:** add
- Starts:** Thu 05/21/2009 8:00 AM Arizona Time Zone (UTC -0700)
- Ends:** Thu 05/21/2009 9:00 AM
- Video Source:** VBrick - JohnSWM2
- VBrick(s) and IPR(s) to Receive the video:** STB - chrissipr

At the bottom of the form, there are three buttons: 'Modify', 'Create Schedule', and 'Cancel'. Below the buttons, a message states: 'Please verify that the above information is correct and click Create Schedule'. The background of the form features a large, semi-transparent clock face.

Delete Schedule

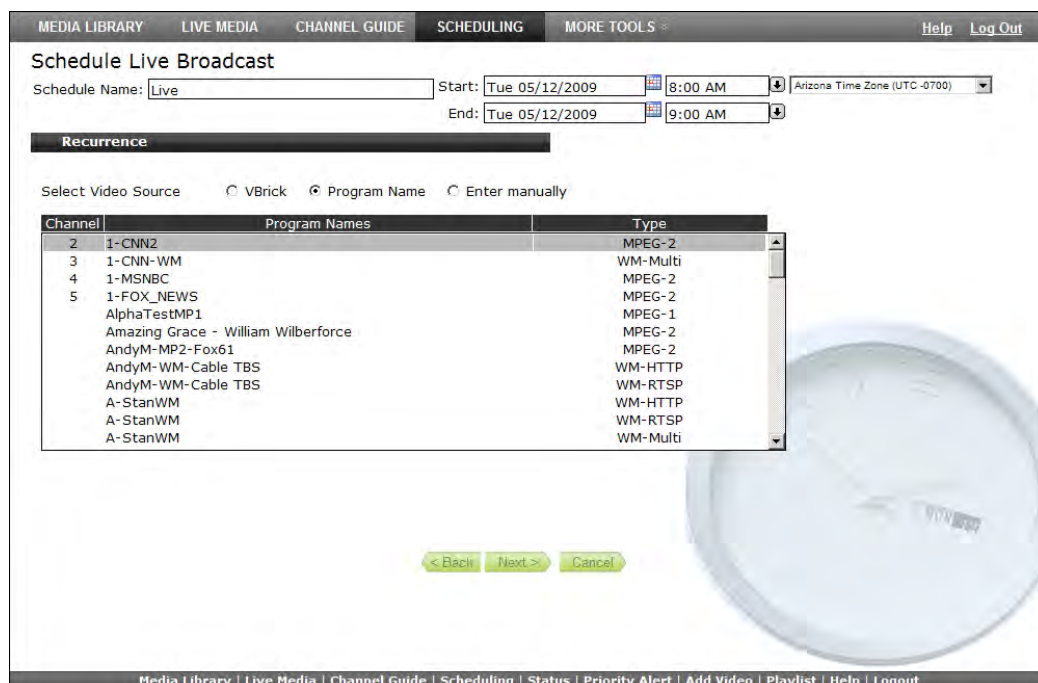
To delete a schedule, simply click on the scheduled event and click **Delete**. This removes the schedule and all future recurrences. To change a schedule without deleting it, open the schedule, click **Modify**, and page back to the item you want to change—then page forward to **Finish**. In this manner you can change the devices, recurrence pattern, or other details in a schedule without deleting the schedule and starting from scratch.

Live Broadcast

Use these steps to create a schedule for a live broadcast. This means that at the scheduled date and time a live stream will be added to the **Live Media** page and be available to authorized users for viewing.

▼ To schedule a live broadcast:

1. Select a schedule name, dates, and (optionally) recurrence pattern (see [Scheduling an Event](#)).
2. For **Schedule Type**, select **Live Broadcast** and click **Next**.



3. In **Select Video Source**, choose one of the following and click **Next**.

VBrick	Select a live stream by VBrick name.
Program Name	Select a live stream by Program Name from all available.
Enter Manually	Enter an appliance source.

▼ To use a **VBrick** as the **Video Source**:

1. Select **VBrick** as the **Video Source**.
2. Select one VBrick by **Hostname** and click **Next** (or **Finish** if no destinations are to be specified).
3. Select one or more destination **VBrick(s)** or **IPR(s)** that will receive the video and click **Finish**.
4. Verify the information and click **Create Schedule** to add the new schedule to the calendar.

Note If you create a "server" schedule whereby a unicast stream is pulled from a WM server (this means the **Destination** is **Server** rather than **Multicast**), the scheduled event cannot be launched from the Schedule page and will not display a TV icon. To launch this stream, you must know the IP address of the VBrick resource, or an administrator can add a URL for a live stream as explained in the *Portal Server Admin Guide*.

▼ To use a **Program Name** as the **Video Source**:

1. Select **Program Name** as the **Video Source**.
2. Select one **Program Name** and click **Next**.
3. Select the destination **VBrick(s)** or **IPR(s)** that will receive the video and click **Finish**.
4. Verify the information and click **Create Schedule** to add the new schedule to the calendar.

▼ To use **Enter Manually** as the **Video Source**:

1. Select **Enter Manually** and click **Next**.

2. Enter the **Schedule Start Options** and click **Next**. The options vary as follows depending on the **Source** device type.

Source	Select one: MPEG-2, MPEG-4, WM, or H.264.
Source IP Address	Destination multicast IP address that will receive the broadcast. Range 224.0.0.0–239.255.255.255.
Port	Destination port number that will receive the broadcast. Range 1040–65534.

<p>Connection Mode (MPEG-4 only)</p>	<p>Enter the video source location to connect to using one of the following. No special characters are allowed. If you enter the IP Address or Hostname of a VBrick encoder managed by the Portal Server, the availability will be verified.</p> <ul style="list-style-type: none"> • IP Address/Host Name – must include Slot number (if dual encoder/decoder) and Management Port. • URL – use VBHTTP or RTSP format. For example: <code>vbhttp://MPEG4Unit1/vbs1d1.sdp</code> <code>rtsp://172.2.3.4/vbrickvideo1</code> • SDP on Flash – read the onboard SDP file to make a connection. Enter the path to where file resides on the VBrick decoder (not in VEMS Portal Server), for example: <code>vbs1d1.sdp</code>. (Note: Set Top Boxes are not a valid destination with this Connection Mode.) • Program Name – any valid Program Name that is available on the network (or one that will be available on the scheduled date and time). (Note: Set Top Boxes are not a valid destination with this Connection Mode.) <p>Use care when specifying the IP Address/Host Name or the URL Connection Mode and entering the host name of a VBrick encoder not managed by VEMS Portal Server. These entries will not be accessible by IPRs (and in some cases by VBrick decoders either). Host names must be resolved at some point into IP Addresses and the processes that accomplish this may not always be available. When using IPRs or when Host Name resolution is questionable, use the specific device IP address.</p>
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3. Select the destination **VBrick(s)** or **IPR(s)** that will receive the video and click **Finish**.
4. Verify the information and click **Create Schedule** to add the new schedule to the calendar.

Stored Broadcast

Use these steps to create a schedule for broadcasting a stored video. This means that at the scheduled date and time a stored video from a VOD server or a VBStar will be added to the **Live Media** page and be available to authorized users for viewing. (You cannot schedule a broadcast of a video stored on a file server.)

- ▼ To schedule a stored broadcast:
 1. Select a schedule name, time, date, and (optionally) recurrence pattern (see [Scheduling an Event](#)).
 2. For **Schedule Type**, select **Stored Broadcast** and click **Next**.

3. Select the source of the stored broadcast. It can be either a VBrick VBStar (with a hard drive) or a VOD server. Each has a different icon.

	This icon denotes a VOD Server with a specific IP address. Navigate through the file system to a source video on the VOD server.
	This icon denotes a named VBStar with a hard drive. Navigate through the file system to a source video on the VBStar.

- ▼ To use a stored video on a VOD server:
 1. Select a server by IP address and navigate to a video that will be the source of the broadcast.
 2. Select a video and click **Next** (or **Finish** if no destinations are to be specified). Do not use the same stored video for broadcasts that will run concurrently.
 3. Select the destination VBricks or IPRs that will receive the video and click **Finish**.
 4. Verify the information and click **Create Schedule** to add the new schedule to the calendar.
- ▼ To use a stored video on a VBStar:
 1. Select a VBStar and navigate to a video that will be the source of the broadcast.
 2. Select a video and click **Next**.
 3. Select the destination VBricks or IPRs that will receive the video and click **Finish**.
 4. Verify the information and click **Create Schedule** to add the new schedule to the calendar.

Note Be aware that regardless of how much time you scheduled for the video on the calendar, the time blocked out will automatically adjust to the actual length of the video.

Conference

Use these steps to create a video conference between two encoders/decoder pairs at different locations. This means that at the scheduled date and time a video conference will automatically be launched using two specified VBricks—one at each end.

Note A video conference requires a matching pair of MPEG-2/4 encoders/decoders at each end. **You cannot use Windows Media or H.264 appliances for conferencing.**

▼ To schedule a video conference:

1. Select a schedule name, dates, and (optionally) recurrence pattern (see [Scheduling an Event](#)).
2. For **Schedule Type**, select **Conference** and click **Next**.

3. Select **VBrick 1**, specify **Private** or **Public** and click **Next**.

VBrick 1	VBrick at one end of conference. For MPEG-4 RTSP conferencing, the RTSP ports must be set to 554 (the default) on each VBrick. In IWS, go to Configuration > System > Security > RTSP Server Port.
Private	Limited to the specified participants. Configure for Unicast using the Advanced Settings.
Public	Available to any participants. Configure for Multicast using the Advanced Settings.

Note **Advanced Settings** are available to configure encoders and decoders with exceptional configuration parameters. It is unlikely you will ever need to change these settings. In all cases you can safely ignore the **Advanced Settings** and use the defaults provided by the VEMS Portal Server. See the *VEMS Portal Server Admin Guide* for details.

4. Select **VBrick 2** and click **Finish**.
5. Verify the information and click **Create Schedule** to add the new schedule to the calendar.

Record

Use these steps to create a schedule that will initiate the recording of live content. This means that at the scheduled date and time the live content will be recorded, optionally ingested and FTPed, and made available on the **Media Library** page to authorized users for viewing.

- ▼ To schedule a recording:
1. Select a schedule name, dates, and (optionally) recurrence pattern (see [Scheduling an Event](#)).
 2. For **Schedule Type**, select **Record** and click **Next**.

The screenshot shows the VBrick Scheduling interface. At the top, there's a navigation bar with 'MEDIA LIBRARY', 'LIVE MEDIA', 'CHANNEL GUIDE', 'SCHEDULING', and 'MORE TOOLS'. The 'Schedule Record' form is the main focus. It has a 'Schedule Name' field with 'Record' entered. The 'Start' field is set to 'Fri 12/25/2009 8:00 AM' and the 'End' field is 'Fri 12/25/2009 9:00 AM'. The 'Timezone' is '(UTC-05:00)Eastern Time (US & Canada)'. Below this is a 'Recurrence' table with columns for 'Channel', 'Program Names', and 'Type'. The table lists various channels and program names, such as 'a and e', 'AndyM-H264 Program 1', and '1 BSB-Pub-WM'. Below the table is an 'Advanced Settings' section. At the bottom of the form, there are three buttons: '< Back', 'Next >', and 'Cancel'. A clock graphic is overlaid on the right side of the form.

3. Under Advanced Settings, Select Program Name as a record source and click **Next**. (Alternately, click **Advanced Settings** and select **Manual Entry**. See [Record by Manual Entry](#) on page 45.)

Program Name	Select a live stream by Program Name from available live streams.
Manual Entry	<ul style="list-style-type: none"> • MPEG-2 – enter a Program Name, or IP Address and Port number. • MPEG-4 – enter a Program Name, or URL. • WM – enter a Program Name or URL. • H.264 – enter a Program Name or URL. • H.264TS – enter a Program Name or the URL of an H.264 Transport Stream.

Record by Program Name

When the **Record Source** is **Program Name**, you can **Record To** an NVR (Network Video Recorder) or to a VBrick as explained below.

- ▼ To use a **Program Name** as the record source:
 1. Select a live stream from the list of **Program Names**.
 2. Go to **Advanced Settings > Record To** and select **NVR** or **VBrick**.

NVR	The recording will be saved to an NVR on the VEMS Portal Server or to a standalone Network Video Recorder. See the <i>Portal Server Admin Guide</i> for more about NVRs.
VBrick	The recording will be saved to an MPEG-2, WM, or H.264 VBrick. A VBrick is an encoder with a 60 GB hard drive.

Record to NVR

- ▼ To use an **NVR** to save the recording:
 1. Select **NVR** and click **Next**. Use the tabbed windows explained below to define specific attributes for the recording. Some of these attributes (e.g. **Custom Fields** and **Links**) will be displayed on the **Info** page for the recording on the **Media Library** page. Others (e.g. **Expiration** and **Copyright**) are used solely for administrative purposes.

General	
Filename	Name of file to be recorded. The default is based on the Program Name and device Type. If you schedule a recording with a recurrence pattern, the filenames are automatically appended with the date and time.

Title	Title to be shown on VOD server. No special characters or embedded spaces. Can be the same or different from Filename above. If you append >d or >t to title, it will include the date and time in mmddyy and hhmm format. For example, if you enter the record title as <code>history>d>t.mpg</code> , the recorded title will be <code>history0608051105.mpg</code> if the recording started at 11:05 AM on 06/08/05.
Location	Use the dropdown to select the folder in which the recording will be saved.
Tags	Enter metadata text for search by tag.
Description	Enter metadata text for Description search.
Custom Fields	
Field name	Shown only if custom fields are defined by an administrator.
Dropdown list	Shown only if custom dropdown lists are defined by an administrator.
Links	
Title	Link title shown on the Info page for the recording.
Web Page URL	Actual web URL displayed when you click on the title.
Expiration	
Expiration Date	Shown if current user has copyright and expiration privileges. Content will expire after specified date in format: mm/dd/yyyy hh:mm AM.
Viewing Period	Shown if current user has copyright and expiration privileges. Content will expire after the specified viewing period.
Copyright	
Max. Concurrent Viewers	Set the maximum number of concurrent viewers. Default = Unlimited. Enter a value or select the default.
Advanced	
Add to VOD Server	Check to automatically ingest to VOD server.
Delete Recorded File After Ingestion	Check to delete file from the Portal Server after ingestion to VOD server.
FTP After Record	Check to FTP the file to other VOD servers.
Overwrite Current File on NVR	Check to overwrite a file on the NVR with the same name.
Batch	
Enable Batch	Use to divide the recording into the specified number of batch files. The files are divided evenly for the duration of the schedule. Note that in "batch" mode, the record files are not FTPed and ingested: they are saved to <code>D:\Inetpub\ftproot\MCS\Record</code> and all other options are disabled.

Continuous Recording	<p>Enable Batch must be selected. Records continuously for the specified number of seconds per file (ignoring the scheduled duration).</p> <ul style="list-style-type: none"> Recycle file number – reuses the file numbers after the specified number of batch files is reached. Keep file number chronologically – appends new file numbers after the specified number of batch files is reached.
Overwrite File On Save	Check to overwrite a file on the VOD server with the same name.

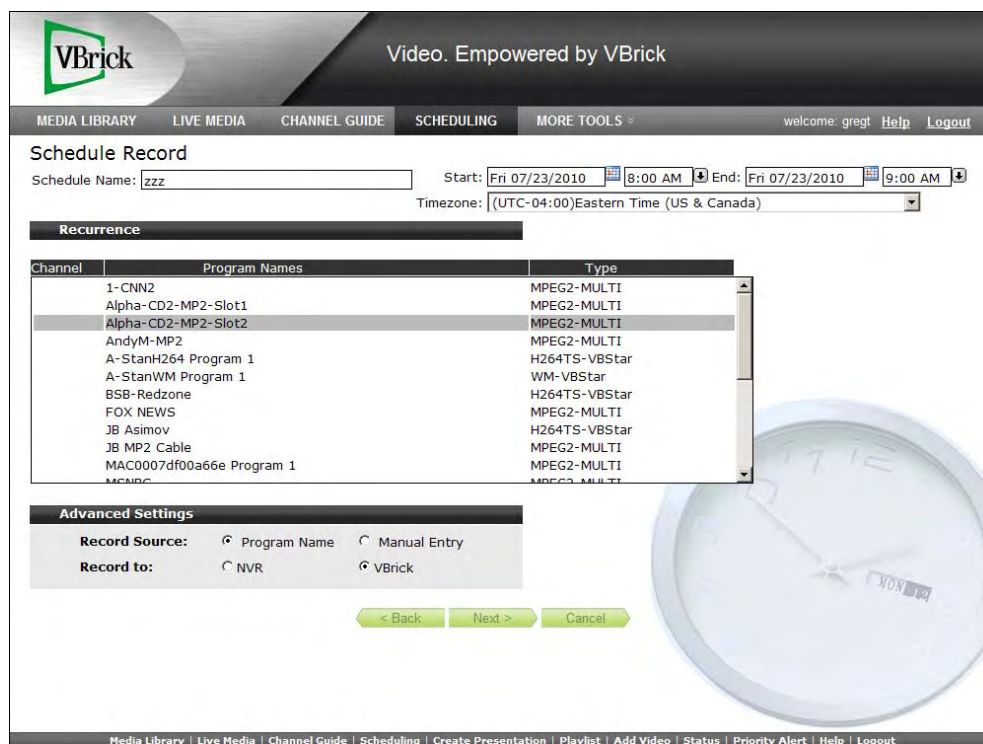
- When done click **Finish**, then verify the information and click **Create Schedule** to add the new schedule to the calendar.

Record to VBrick

You can only record to a VBrick VBStar (a VBrick appliance with a hard drive). MPEG-2, Windows Media, and H.264 models can be configured with a hard drive. (The H-264 appliance also supports an external USB drive.)

- To record to an MPEG-2, Windows Media, or H.264 VBrick:

- Select a live **Program Name** and click **Advanced Settings**.



- Select **VBrick** and click **Next**.
- Enter a filename and then select a VBrick VBStar (MPEG-2, Windows Media, or H.264) that will save the recording.

Filename	Filename of new recording. Filenames cannot exceed 25 characters and cannot include " : * ? < [] If you append >d or >t to filename, it will include the date and time in mmddy and hhmm format. For example, if you enter the record filename as history>d>t.mpg , the recorded file will be history0602081105.mpg if the recording started at 11:05 AM on 06/02/08. If you schedule a recording with a recurrence pattern, the filenames are automatically appended with the date and time.
Add to VOD Server	The recorded file will be ingested to all VOD servers. This option is available when a VBStar is configured as a VOD server.
FTP After Record	If an FTP server is configured, check this box to FTP the file after recording. Use this parameter for a VBStar if it is not configured as a VOD server.
Overwrite Current File	Check to overwrite an existing file with the same name.

- When done click **Finish**, verify the information, and click **Create Schedule** to add the new schedule to the calendar.

Record by Manual Entry

When the **Record Source** is **Manual Entry**, you can only **Record To** an NVR.

- ▼ To use **Manual Entry** as the record source:

- Select a live stream from the list of **Program Names**.
- Go to **Advanced Settings** and select **Manual Entry**.

MPEG-2	Enter a Program Name, or IP Address and Port number.
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MPEG-4	Enter a Program Name or URL. If URL, use VBHTTP or RTSP in following format: vbhttp://MPEG4Unit1/vbs1d1.sdp rtsp://172.2.3.4/vbrickvideo1
WM	Enter a Program Name or URL.
H.264	Enter a Program Name.
H.264TS	H.264TS – enter a Program Name of an H.264 Transport Stream.

3. Select and define **MPEG-2**, **MPEG-4**, **WM**, or **H.264** as the record source and click **Next**.

4. Use the tabbed windows to define specific attributes for the recording. These are the same fields described above in [Record by Program Name](#).
5. When done click **Finish**, then verify the information and click **Create Schedule** to add the new schedule to the calendar.

Script

Scripts and Script Devices are created by Portal Server administrators. Use the following steps to create a schedule that will execute a previously-defined script on a previously-defined script device such as a camera or a VCR. This means that at the scheduled date and time the script will run against a networked script device. For example, PTZ cameras respond to pan, tilt, and zoom commands; these commands can be scripted and executed from the Portal Server. A script device must be physically connected to the network and must be available at the runtime of a scheduled event. See the *Portal Server Admin Guide* for a discussion of how to define script devices and create scripts.

▼ To schedule a script execution:

1. Select a schedule name, dates, and (optionally) recurrence pattern (see [Scheduling an Event](#)).

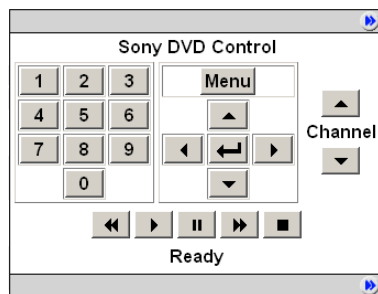
- For **Schedule Type**, select **Script** and click **Next**.

The screenshot shows the 'Schedule Script' form in the Scheduling section. The 'Schedule Name' field contains 'Script'. The 'Start' field is set to 'Thu 05/28/2009 8:00 AM' and the 'End' field is 'Thu 05/28/2009 8:01 AM'. Below these fields is a 'Recurrence' section. A table titled 'Select A Script' is present but empty. The interface includes a navigation bar at the top and a clock image on the right.

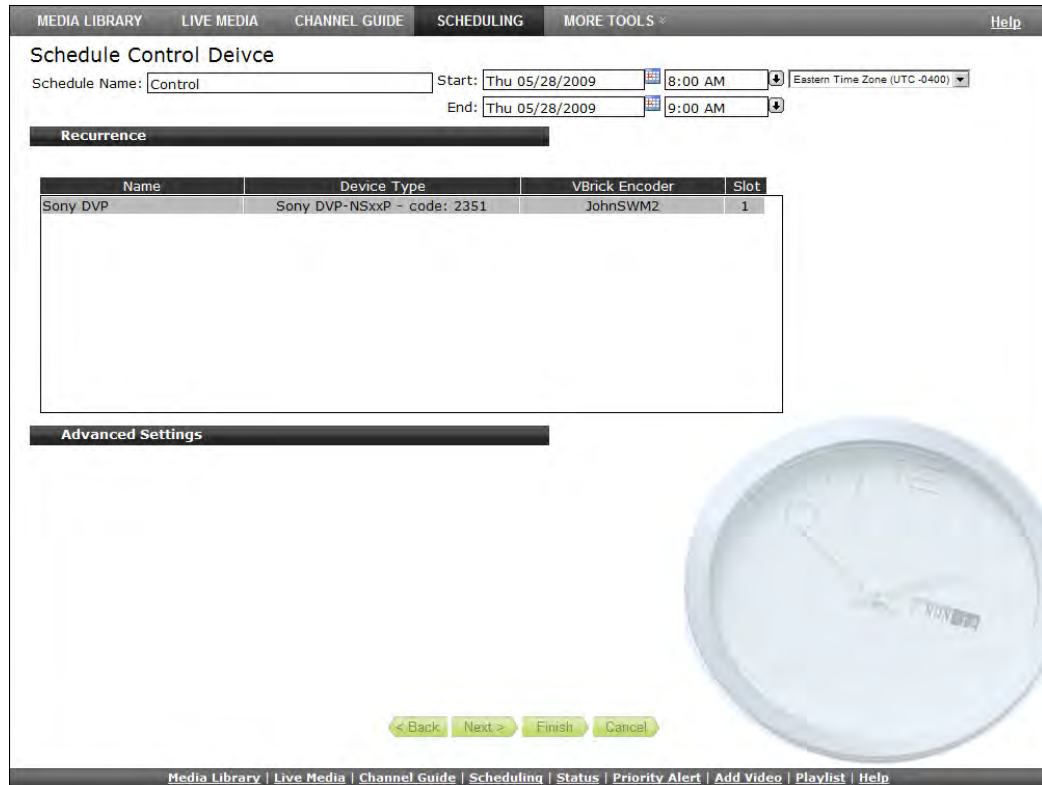
- Select a previously-defined script and click **Finish**.
- Verify the information and click **Create Schedule** to add the new schedule to the calendar.

Control Device

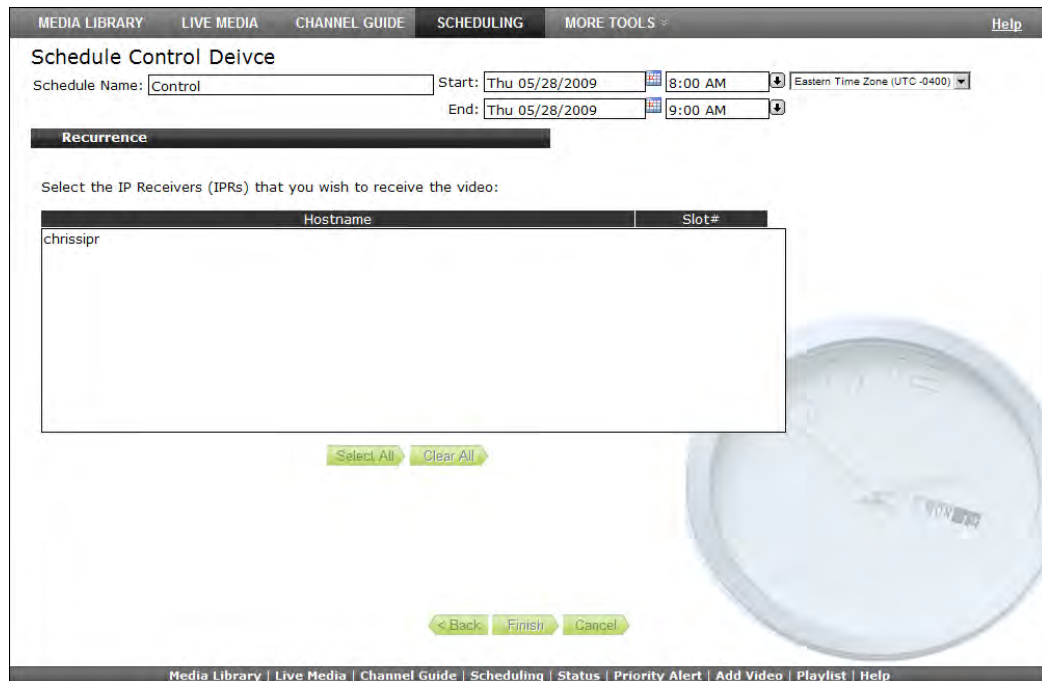
Control devices are external video sources like DVDs or VCRs that can be controlled by end users from the Portal Server. A control device is connected to a VBrick encoder. It allows client-side control of the device and must be configured by a system administrator. (*If no control devices are configured, Control Device is not shown as a Schedule Type.*) Once configured, a special icon on the **Live Media** page indicates that you can control a stream from the device using a graphical control panel similar to the one shown here. This panel is displayed when you launch the stream and you can use it for supported functions like **Start, Stop, Fast Forward**, etc.



- ▼ To schedule a control device:
 - Select a schedule name, dates, and (optionally) recurrence pattern (see [Scheduling an Event](#)).
 - For **Schedule Type**, select **Control Device** and click **Next**.



3. Select a device and click **Next**.



4. Select the destination VBricks that will receive the video and click **Finish**.
5. Verify the information and click **Create Schedule** to add the new schedule to the calendar.

More Tools

Topics in this section

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Create Presentation

Create Presentation is an optional module that requires a separate license and may not be available on your system. Be aware that even if you have this module, individual users may be restricted in the functions they can perform. For example some users may not be authorized to create presentations in which case this feature will not be displayed. Other users may only be authorized to edit or delete their own presentations. See "Multimedia Authoring Privileges" and "Allow Presentation Device Access" in the *Portal Server Admin Guide* for more information.

The VEMS Presentation feature lets you deliver rich media presentations (webinars with live video and synchronized PowerPoint content) to large-scale audiences worldwide. It provides interactive Q&A and polling and the presentations can be recorded for future use. Your live presentations can be scaled for thousands of users using VBrick's dedicated distribution servers. These server devices are specifically designed for load-balancing large-scale webinars and require a separate license. Contact VBrick [Support Services](#) for more information. Live presentations are automatically displayed on the **Live Media** page; previously recorded presentations are shown in the **Media Library**.

You create a presentation by following the sequence of steps shown in Figure 10 on the **Create Presentation** page. When creating a presentation, all required fields are marked with an asterisk. In most cases you will be scheduling a presentation that will take place at a later time. This will let you reserve the resources (for example VBrick appliances) that you will need for the presentation. When you are finished configuring the presentation, and have "published" your PowerPoint slides (if using an encoder for the presentation), the application will generate an e-mail to your invited viewers with a link to the presentation. The last step is to go to the "presenter" page from the *client* application (Figure 13), at the scheduled date and time, to launch (i.e. "present") the presentation.

Several other administrator configuration steps are required before you can publish rich media presentations to the Portal Server. For example you can author and deliver "encoder" presentations where the streaming video comes from a VBrick encoder or "device" presentations where the video comes from an external video source. Both of these options must be configured by an administrator using the Admin Console. You will also need to configure a mail server or the auto-generated e-mail invitations will not work. All of these additional steps are explained in detail in the "Configuring for Presentations" topic in the

Portal Server Admin Guide. Also be aware that in many cases a presentation will be pushed from a VBrick appliance to a Windows Media VOD server and/or to a VBrick reflector. If so you will need to configure these devices as well: the *WM Appliance Admin Guide* explains how to configure a reflector; the *VOD-WM Server Admin Guide* explains how to configure publishing points on a Windows Media VOD server.

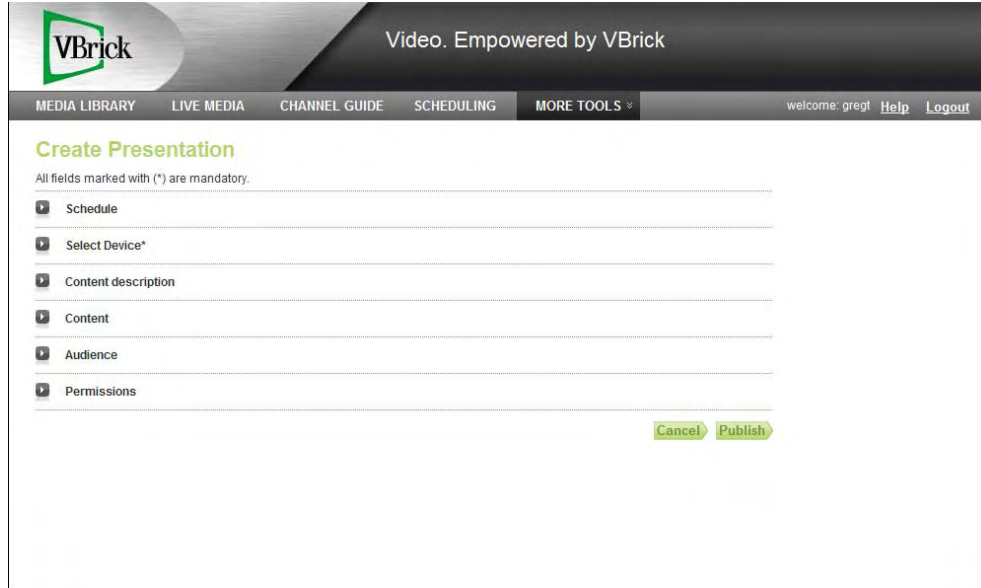


Figure 10. Create Presentation Page

Creating Presentations

Go to More Tools > Create Presentation and use the following steps to create a presentation. When finished, the presentation will be shown in the Portal Server on the **Live Media** page. To edit or modify the presentation after it has been published, go to the Portal Server, then highlight the presentation and click **Edit**. This will launch the **Create Presentation** page (Figure 10) and you can modify the presentation as desired. When you are finished creating (or editing) a presentation click **Publish** to save and/or upload your changes.

1. Schedule

Use the scheduler to select a date, time, and time zone for your presentation. In most cases it should be scheduled in your local time zone. *For remote viewers the time will be converted and displayed in their own time zone.*

2. Select Device

Select a configured device for the source video. The device you select depends on the type of presentation (see Table 8) you are about to create. The device **Type** can be a multimedia encoder (or a reflector) or a configured presentation "device." The **HostName** column shows

available Windows Media or H.264 encoders (or Windows Media reflectors) that have been configured for "Multimedia" in the Portal Server Admin Console. Select a video source for the presentation. If the encoder you select is currently in use (or scheduled to be in use at the specified time), or the viewing URL is not available, you will receive an error message when you try to publish the presentation.

Table 8. Presentation Types

Presentation Type	Description
Encoder	Sourced from a Windows Media encoder (with a hard drive) or an H.264 encoder (with internal or external storage). Encoder presentations support both video and PowerPoint slides.
Reflector	Sourced from a VBrick Windows Media encoder with a reflector. Reflector presentations support video only.
Device	Sourced from a "Viewing URL" on a Presentation Device (for example a URL pointing to a Rich Media Studio presentation). Device presentations support video only and have limited controls on the "presenter" interface. Note that each presentation "device" shown in the Type column has a WM Slot and an H264 Slot. Select a Type that matches the source of the stream. For example if the source of the stream is a Windows Media server, select WM ; if the source is an RMD presentation, select WM or H264 as appropriate. Also note that the Slot selected here will be used to determine the encoding format of the published file when you click Save presentation on the presenter interface (Figure 14). Note: Access to presentation devices can be restricted by an administrator and you may not be able to access a specific device.

Notes Several other administrator configuration steps are required before you can publish rich media presentations to the Portal Server. See the "Configuring for Presentations" topic in the *Portal Server Admin Guide* for complete details.

HostName	IP	Slot	Type
ScottsWM9	172.22.5.50	1	reflector
SFWH264	172.22.2.56	1	encoder
StanTest	172.22.1.99	WM	device
StanTest	172.22.1.99	H264	device

3. Content Description

Use this page to describe your content. The title is what will be displayed on the **Live Media** page in VEMS. Title and Description are required; Tags are optional. You can also upload a thumbnail image that will replace the generic "presentation" icon on the Portal Server pages.

Content description

Title* (max. 60 chars): Upload image:

Description*:

You can add up to 5 presenters. Click on the (+) to create a new line. Click on the (-) to remove a line.

Presenter(s):

Name	Login Name	Title, Function	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tags (separated with blank):

Use the Presenter(s) field to add one or more presenters whose names will be shown on the presentation page. Click the plus **+** button to add additional presenters. The Presenter **Login Name** is the user name used to login to the Portal Server. (This name is also used to determine authoring privileges. Some users may not have edit or authoring permissions for presentations. See the "Multimedia Authoring Privileges" topic in the *Portal Server Admin Guide* for more information.)

4. Content

Device and reflector presentations (see Table 10) support reference material but do not support PowerPoint slides. For encoder presentations, use this panel to identify your PowerPoint slide presentation (PowerPoint 2003 or 2007 only) and to upload reference material before a presentation (you cannot upload reference material *during* a presentation). Presentations can include virtually any reference material. For example when creating a presentation, you can select and upload PDFs, Word files, Excel spreadsheets, video files, Flash demos, .jpg images, etc. These reference materials are listed and can be viewed or downloaded by presentation viewers. Simply browse to the desired file and click **Publish**. You can upload as many files as necessary.

Content

You can upload a PowerPoint file for your presentation and reference material for your audience. The files are available when you hold the presentation (you can also upload files during the presentation). Note: Only presentations using encoders support uploading of PPT files.

Upload presentation (PPT/PPTX only)

Upload reference material

Reference URLs

<input type="text" value="http://"/>	<input type="text" value="label"/>
<input type="text" value="http://"/>	<input type="text" value="label"/>

Note Device and reflector presentations do not support PowerPoint slides. If creating a device or reflector presentation, the **Upload presentation (PPT only)** field is disabled.

Creating Video-Only Presentations

When a live webinar (or a stored webinar in the Media Library) has no PowerPoint file uploaded, the viewer will see a page (Figure 11) that has video only. This page supports questions, polling, and reference material just like a live webinar—but has no PowerPoint

slides. To go full screen (Windows PCs only) right-click on the image and select **Zoom > Full Screen**.

▼ To create a video-only presentation:

1. Create a presentation as described up to this point and leave the **Upload presentation (PPT only)** field blank.
2. Complete the remaining steps explained below and click **Publish** when done.
3. This will send a video-only page to presentation viewers when you go on-line.

Note For best results, create a presentation with slides or create a presentation without slides. Do not create a video-only presentation and then try to add slides later (during the presentation) because some viewers may not be able to see the slides. In all cases, if you are creating a standard presentation (with slides), you should always upload your slides before going online.

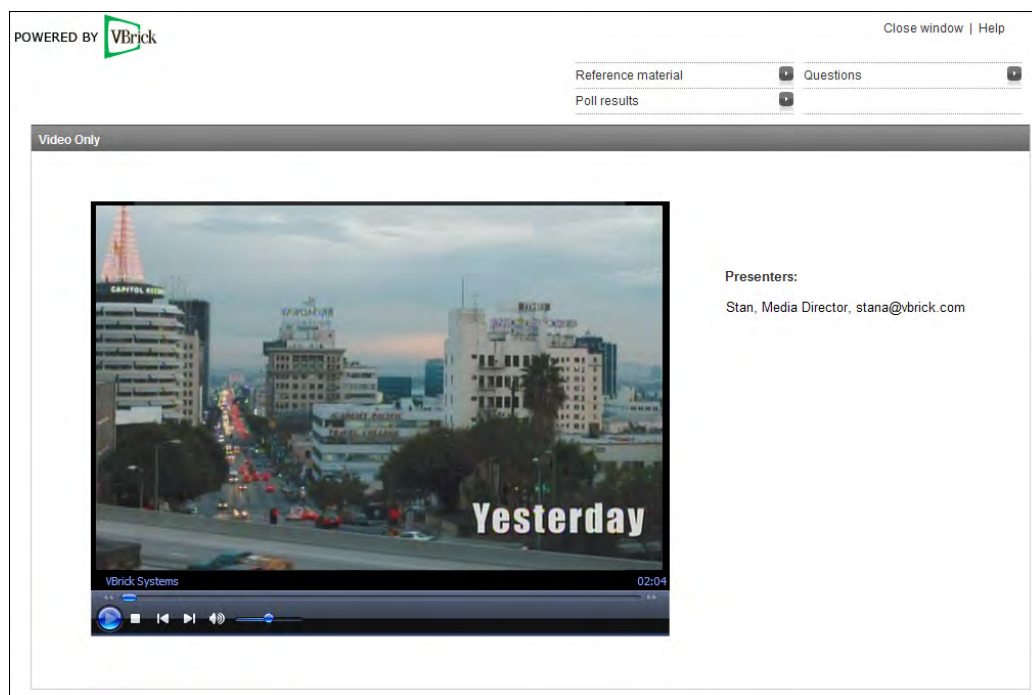


Figure 11. Video-only Encoder Presentation

5. Audience

Use this pane to invite attendees—either individuals or groups. As a convenience, you can also import a text file with each address on a separate line or delineated with commas. You can also add your own text to the invitation. The invitation will be sent automatically after you have published the presentation and will contain all necessary access data, the password, and your individual text. It will have URLs for both Internet (unicast) viewers and for local (multicast) viewers. See [Viewing Live Presentations](#) on page 64 for more details.

6. Permissions

Use this pane to set permissions that will determine which viewers will be allowed to access a live webinar. There are three different ways to define permissions for live presentations: (1) permissions can be based on selected VEMS groups; (2) they can be restricted to authenticated users; (3) or they can be granted to everyone. Select the "Permission Mode" (see below) that best matches the viewer environment for your presentation. Each of these methods can also be configured with a required password. *Be aware that the individual viewing permissions defined here override the permissions defined in the VEMS Admin Console.*

Note The permissions described here are for access to *live* webinars. Permissions for *stored* webinars (those shown on the Media Library page) depend on VEMS folder name where the presentation video is stored. The VEMS Admin Console is used to define user access to specific folders.

Protect viewer access with password


Any of the Permission modes explained below can also be configured with a password that will be sent with the e-mail invitation. If you configure a password, end users will be prompted for that password before they can view a presentation.

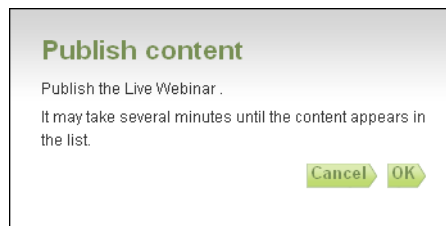
Protect presenter access with password

Presenters can also be restricted by password. Presenters can present this live webinar only if they first enter this password.

Permission mode	<p>This option determines which viewers will be allowed to access the live webinar.</p> <ul style="list-style-type: none"> • Select authorized users – Use this option for LAN/VPN users. Select one or more defined VEMS User groups from the list. • All authenticated users – Use this option for LAN/VPN users. It allows all VEMS (or LDAP-authenticated) users who are currently logged in. • Everyone – Use this option for internal (LAN) and external (Internet) viewers and whenever you are giving a large-scale presentation. Anyone can access this webinar using the e-mail invitation URL. No authentication is necessary (although a password may still be required).
-----------------	---

7. Publish



When you are finished creating a presentation, click **Publish** and your presentation along with slides (if available) and reference material are uploaded to the VEMS server. If there are errors, for example required fields (marked with an asterisk) not completed, you must fix them before continuing. If successful, the **Live Media** page on the VEMS client will be displayed. Click **Search Live Presentations** to find the presentation title you defined on the Content Description page. Then click on the edit icon  to Present, Edit, or Delete the presentation as necessary.



Authoring Presentations

Once a presentation has been configured and published you can launch it from the Portal Server at the scheduled date and time.

▼ To author a presentation from the Portal Server:

1. Configure and publish a presentation as explained above.
2. Launch the Portal Server and go to the **Live Media** page.
3. Go to the Search box and click **Search Live Presentations**.
4. Click the info button  or the edit button  and select **Start presenter** or **Present** to launch the Presenter page.
5. Customize the presentation using any of the features explained below and click **Go on-line** to launch the presentation and make it available to viewers.
6. When done click **Go off-line** to end the presentation. (It will automatically go off-line at the end of the scheduled period.)
7. If desired, click **Save presentation** to save the presentation to the specified VOD folder.

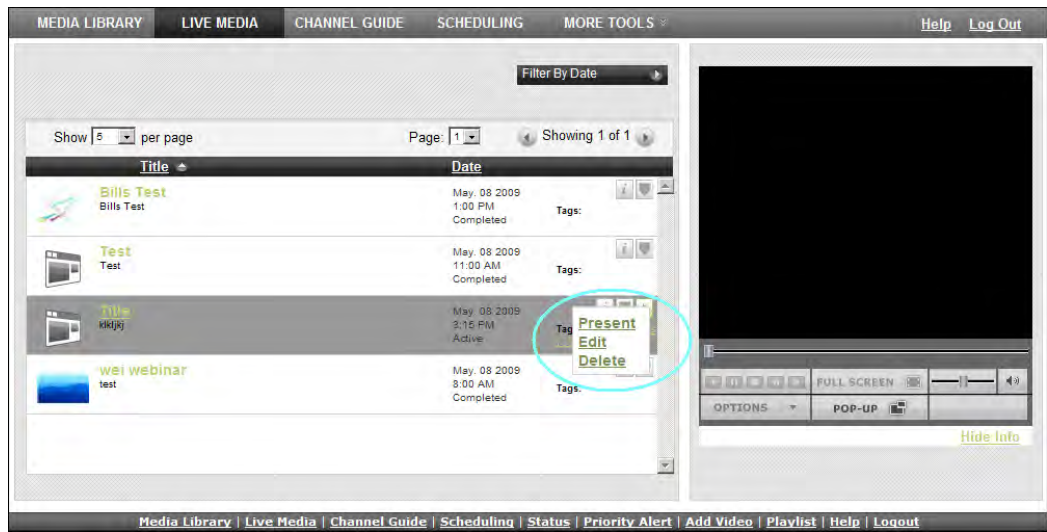


Figure 12. Presentation Launch Page

Present	Launches the Live Presenter page for "encoder" presentations (Figure 13) or "device" presentations (Figure 14).
Edit	Displays the Create Presentation page (Figure 10) so you can edit the configuration (change dates, times, VBricks, etc.) as necessary.
Delete	If you are authorized, this will automatically delete the presentation. <i>There is no additional confirmation or warning.</i>

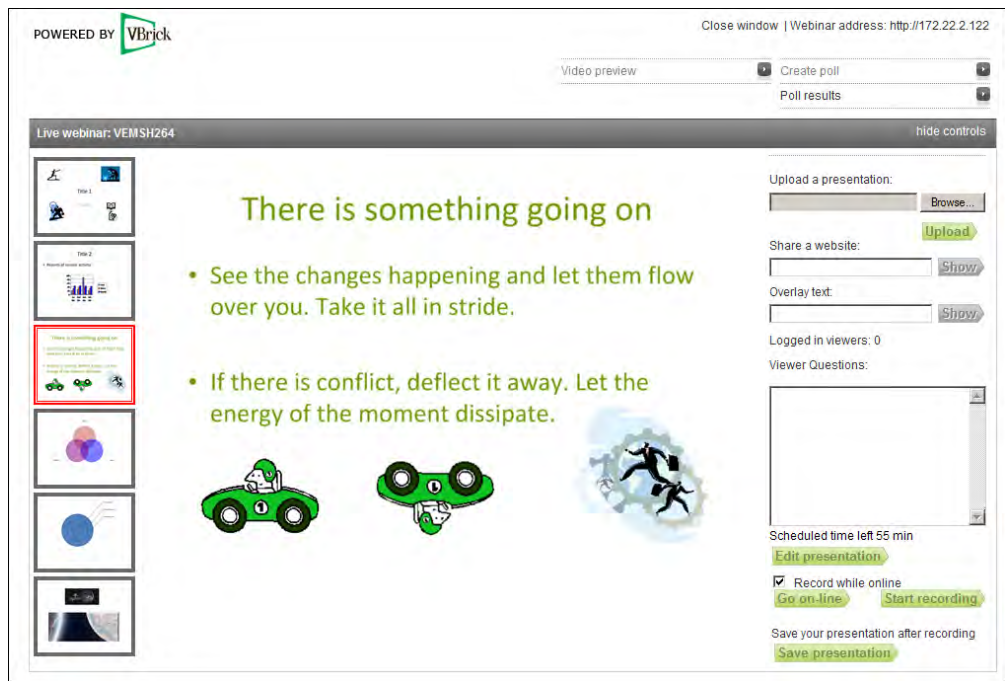


Figure 13. Presenter Page for "Encoder" Presentations

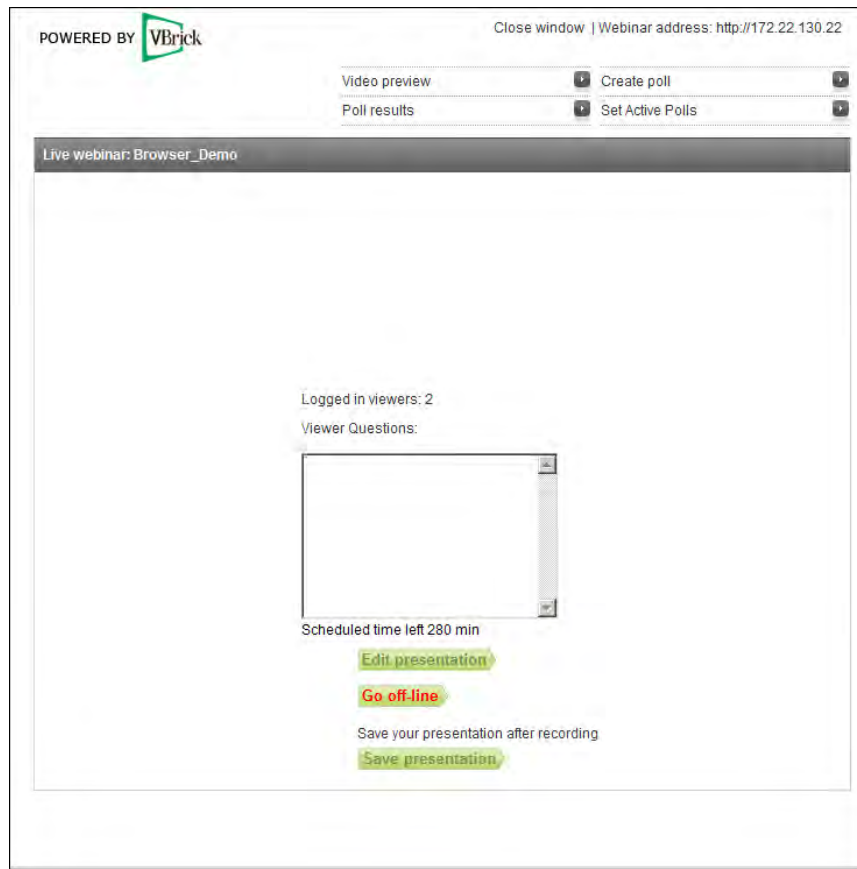



Figure 14. Presenter Page for "Device" Presentations

Video preview	<p>Launches a thumbnail of the stream in a preview window for verification. It is always a good practice to verify your slides have been uploaded and your video is streaming. See Best Practices for more information.</p> 
Create poll	Lets you create a multiple choice polls for viewers. See Creating Polls on page 61. You can create an unlimited number of polls.
Poll results	Lets you view the tabulated results of polls sent to viewers.
Set Active Polls	Lets you select what poll(s) are shown to viewers on the Respond to Poll panel on the viewer page.
Hide controls	Hide all presenter controls. (This is a convenience to the presenter. These controls are not seen by viewers regardless of this setting.)
Upload a presentation	Add a presentation or browse to a different presentation. The uploaded presentation will replace the current presentation. Not available if presentation is being streamed to a VBrick Reflector.

Share a website	Pops up a new browser window and launches the specified URL. Not available if presentation is being streamed to a VBrick Reflector.
Overlay text	The text you enter will replace the entire PowerPoint presentation. When done, use Upload a presentation to replace the overlay text with a presentation. Not available if presentation is being streamed to a VBrick Reflector.
Logged in viewers	This read-only field shows the number of viewers currently logged in to the presentation.
Viewer Questions	This panel shows questions submitted by viewers. See Submitting Questions on page 63 for details.
Scheduled Time Left	Displays the number of minutes left in a live presentation (and in red when five minutes or less). The following message is displayed when the presentation is currently outside the schedule: Not within scheduled time Note: When the schedule expires, the streaming video stops. If you want to extend the presentation, be sure to edit the presentation and modify the schedule before the schedule expires.
Edit Presentation	Launches the Edit Presentation page so you can modify the presentation. Typically used to modify the schedule by extending the length of the presentation.
Record while online	If checked, the presentation will be automatically recorded every time click Go on-line .
Go on-line off-line	This button makes the presentation live so it can be seen by viewers. The button will turn red and the status on the Live Media page in the Portal Server will change to Active during the scheduled time period. Note: Be aware that Rich Media Studio presentations are authored from the RMS device and from VEMS. This means that when RMS presentations are running, the Go off-line button in VEMS will only prevent new viewers from launching the presentation. Any users who are currently viewing the stream will be able to continue until the <i>RMS presenter</i> goes off-line.
Start Stop recording	This button starts or stops a recording of the presentation. The button will turn red when a recording is in progress. <i>Be sure to go on-line before starting a recording.</i> If you record a presentation while off-line, you will not have PowerPoint slides in the recorded webinar.

Save presentation

This publishes the encoder (WM or H.264) presentation or the device presentation to the **Media Library** (in the selected VOD folder). Use **Delete Recorded File** button (see below) to remove it from the VBrick appliance. Recorded files are purged by default after seven days.

Encoder Presentations
Device Presentations

To publish a "device" presentation, you must manually create a folder (using FTP for example) underneath the root virtual directory defined for the presentation device (default = [PDPresentations](#)). Then you can move the file into that directory. For example in the screenshot shown above, select the source folder you created (**Stan**), give the presentation a Title, and select a Destination folder on a VOD server.

Rich Media Desktop Presentations

RMS "device" presentations are handled differently. RMS presentations are published using a VBrick .bat file. See [Authoring RMS Presentations](#) below for more detailed information.

Authoring RMS Presentations

RMS presentations are authored and delivered in two places: on the VEMS server and on the RMS platform. When the RMS presentation is complete, it can be saved (i.e. FTPed) to the Media Library using a .bat file present on the VEMS server. The .bat file is configured with the IP address of the VEMS server and must be edited and saved only once.

Editing the .bat File

▼ To edit and save the .bat file:

1. Go to the VEMS machine and find the FTP .bat file in:

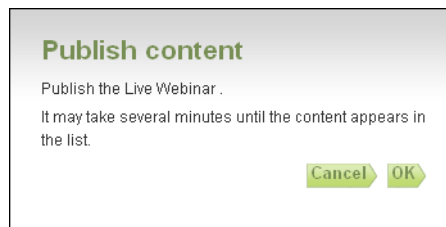
`C:\Program Files\VBrick\MCS\utils\RMS_WindowsMedia_FTP_Transfer.bat`


2. Edit the file and modify the `Set ftphost =` parameter to point to the IP address (or host name) of the VEMS server.
3. Save the file and manually copy it to a desktop folder on the RMS machine.

Create, Deliver, and Save a Presentation

The complete process for creating, delivering, and saving a presentation is explained below.

- ▼ To create, deliver, and save an RMS presentation.
 1. On the VEMS client interface, go to More Tools > Create Presentation.
 2. Create a presentation. Follow all of the steps listed in [Creating Presentations](#) on page 50, and click **OK** on the **Publish content** page. This step can be done well in advance of actually authoring the presentation: it will reserve the device, send e-mail to invitees, and ensure that the presentation is listed on the **Live Media** page.



3. When ready to author the presentation, go to the RMS machine and launch a presentation with the red **Record** button. (RMS presentations are typically auto-recorded on the RMS machine.)
4. Open the VEMS client in a browser. Then find the named presentation on the **Live Media** page, click edit button  and then **Present** and **Go online**. This will make the live RMS presentation available to viewers.
5. Deliver the Rich Media Studio presentation. When done press the **Record** button on the RMS machine to stop recording. This will launch an Explorer window showing the path to the recorded file. Copy the last part of the path (beginning with the date) to the Windows clipboard. It will look something like this: `8-22-2010 10:21.01 AM`
`<RMS_template_name>`
6. Double-click to run the `RMS_WindowsMedia_FTP_Transfer.bat` file on the RMS machine.
 - a. When prompted for local archive, paste the path you copied to the clipboard in Step 5 above. *Be sure to enclose the entire path in double-quotes.*
 - b. When prompted for remote archive, enter a unique name for a folder on the VEMS server. This folder will be automatically created under the default presentation device folder and the recorded file will be FTPed to this folder.
7. Go to the VEMS machine and click **Save presentation** on the authoring page. This will display the Publish Webinar page.

Publish Webinar

Select Source, enter Title, select Destination and press 'Confirm' to publish the webinar. Press 'Cancel' to do nothing.

Source:

Title:

Destination:

- a. From the **Source** dropdown, select the folder you created in Step 6b above.
 - b. Enter a **Title** to be shown on the Media Library page or use the default.
 - c. From the **Destination** dropdown, select a VOD folder and click **Confirm**.
8. When the ingestion to the VOD folder is complete, the saved RMS presentation will be shown on the **Media Library** page. Be aware that depending on the file length and your network resources, it will take a while for the server to ingest the file. If you have access to the VEMS Admin Console, you can view the ingestion status on the **Status** page.

Managing Presentations

Viewing Presentations

After you click **Go on-line** and wait a few seconds, the presentation will be available to viewers either from the auto-generated e-mail invitation or from the client interface. To launch the presentation from the client interface, go to the **Live Media** page and use **Search Live Presentations** to find the named presentation you just created. For more details see [Viewing Live Presentations](#) on page 64 or [Viewing Saved Presentations](#) on page 66. To share a presentation with others, click on the **Share Media** icon and use the link in the auto-generated e-mail to share the presentation with other authenticated users.

Best Practices

It's always a good idea to test your audio, video, and slides locally before presenting to a live audience. This can help identify problems in advance and provide your viewers with an optimal viewing experience. For a successful presentation, there is no substitute for a thorough walk-through that can anticipate and address potential issues—particularly with your network. *The best way to test what your viewers will actually see and hear is to have someone view your presentation from a separate desktop using Internet Explorer.* This will test the presentation on your local network and/or over the public Internet and will provide a real-world test of your multimedia presentation in a simulated production environment. A simpler method is to self-test the audio and video using the **Video preview** window the Presenter page. This is an easy way to check and adjust the audio and the video. When you click on the viewer, a preview window opens and you can verify the audio and video quality and make sure you are properly centered in the window.

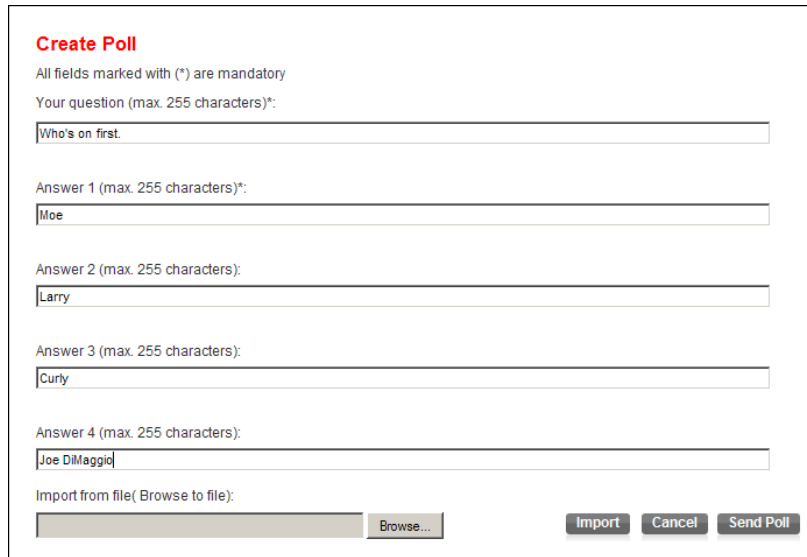
Creating Polls

Polling is an interactive feature that lets you communicate with viewers and share the results. Select **Create Poll** to conduct a realtime multiple-choice poll of your viewing audience. You can type in a question and up to five answers. If you type the questions and answers in realtime, your audience will have to wait while you type the questions. If you prepare the questions and answers in advance, the polling form is automatically populated when you click

Import. Saved presentations will also include poll results if any. **It is important to note that viewers must be online before a poll is initiated.** Otherwise they will not see the poll. Also note that "device" presentations let you create multiple polls from the "presenter" page. Use the **Set active polls** button to control which polls your viewers will see.


▼ To create a poll:

1. From the Presenter interface, click **Create poll** to display the following page.



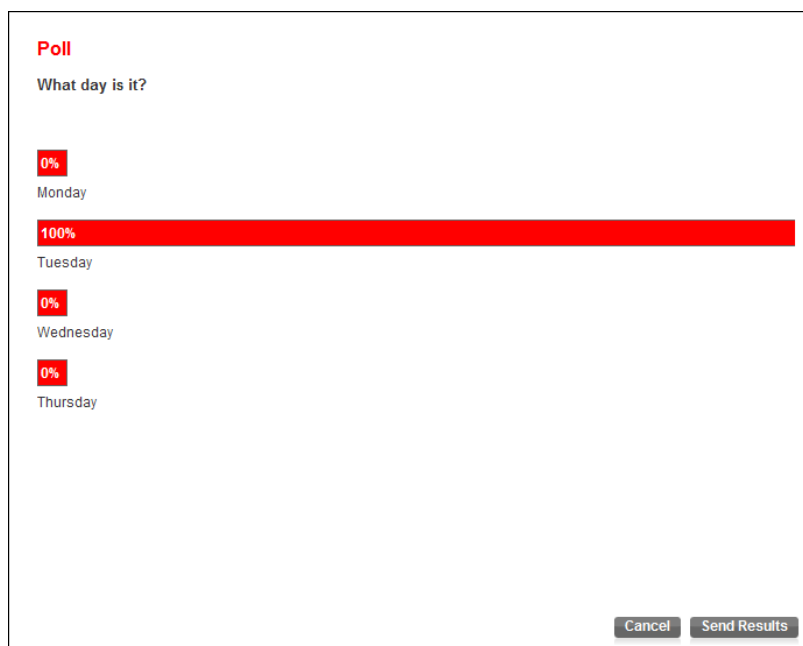
The screenshot shows a web form titled "Create Poll" with a red header. Below the title, it states "All fields marked with (*) are mandatory". The form contains several text input fields: "Your question (max. 255 characters)*:" with the text "Who's on first.", "Answer 1 (max. 255 characters)*:" with "Moe", "Answer 2 (max. 255 characters):" with "Larry", "Answer 3 (max. 255 characters):" with "Curly", and "Answer 4 (max. 255 characters):" with "Joe DiMaggio". At the bottom, there is a section for "Import from file(Browse to file):" with a "Browse..." button and three buttons: "Import", "Cancel", and "Send Poll".

2. Create a multiple choice poll by typing in the question (which becomes the name of the poll) and the possible answers. You can also use the **Import** feature to import an existing poll. If importing, create a text file with the question on the first line and each of the four possible answers on a separate line—do not use blank lines. Then **Browse** to the file, click **Import** to populate the form, and then **Send Poll** to distribute to viewers. Device presentations (Figure 14) let you create multiple polls. After creating multiple polls, use **Set Active Polls** feature to select which polls are actually shown to viewers.
3. For encoder presentations, a pop-up window will display in realtime on each viewer's desktop and they can select an answer and respond to the presenter. For device presentations, the viewers can click on **Respond to Polls**.



The screenshot shows a window titled "Poll" with a red header. The question is "What day is it?". Below the question are four radio button options: "Monday", "Tuesday", "Wednesday", and "Thursday". At the bottom right, there are two buttons: "Do Not Send" and "Send Response".

- Poll results** from viewers are available from the presenter page by selecting the named poll (the current poll name is preceded by an asterisk.) Responses from viewers are displayed in graphical form as shown below.



- If desired the presenter can click **Send Results** for encoder presentations (or **Poll Results** for device presentation) to display the results in a viewer pop-up and to populate the **Poll Results** pane on the viewer page.

Submitting Questions

Live presentations only. Viewers can submit questions at any time during a live presentation by clicking **Questions**. Simply type your question on the viewer page and click **Send**. Submitted questions are only seen by the presenter in the **Viewer Questions** area of the presenter interface.

The screenshot shows the 'Ask a Question' dialog box with the following content:

Ask a Question

Please enter your question

Does VBrick stream H.264 content

Cancel Send

The following window shows questions that have been submitted preceded by the viewer's login name. The display panel is auto refreshed each time someone asks a question. This means you can see and answer new questions in realtime. Alternatively, you can tell your audience to ask questions at any time but they will be answered at the end of the presentation.

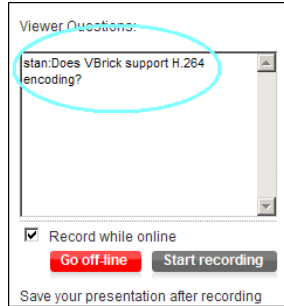


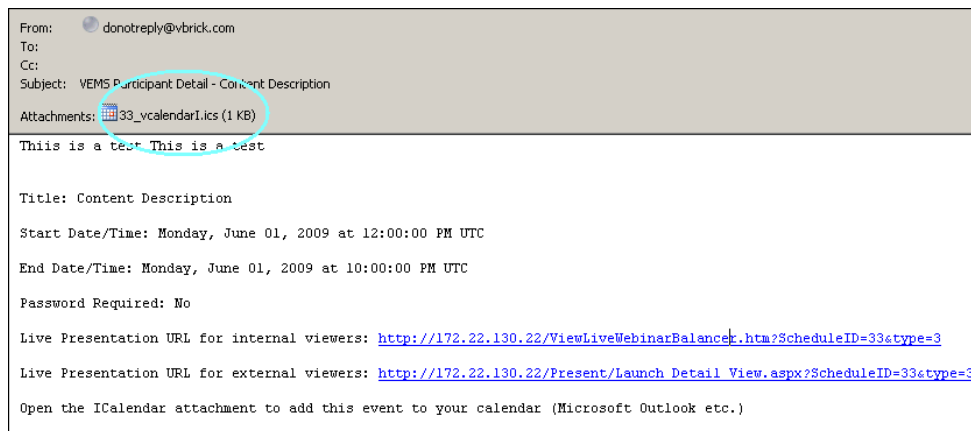
Figure 15. Audience Questions

Viewing Live Presentations

Although presentation viewers can launch a presentation directly from the Portal Server client page, the preferred method is to use the auto-generated "invitee" e-mail that all invited viewers will receive. The e-mail invitation will direct viewers to a load-balanced distribution server if present and configured. Invited viewers will receive an e-mail similar to the following with different links for internal and external viewers. Internal viewers are those in your local network; they will view the presentation via multicast. External viewers are those on the public Internet; they will view the presentation via unicast from a VBrick distribution server (if present). *Users who receive the e-mail can double-click on the calendar attachment in the invitation to launch Microsoft Outlook "add to calendar" and automatically schedule a reminder.*

▼ To view a live presentation:

1. Open the e-mail invitation and click on the appropriate internal or external link. Alternately, you can launch the presentation from the Portal Server by searching for **Live Presentations** on the **Live Media** page.



2. The internal e-mail link for example will display the following page.

Live webinar	View webinar												
<p>Content Description</p> <p>Content Description</p>													
<table border="1"> <tr> <td>Date:</td> <td>Mon 6/1/2009</td> </tr> <tr> <td>Time:</td> <td>8:00 AM - 6:00 PM</td> </tr> <tr> <td>Status:</td> <td>Active</td> </tr> <tr> <td>Owner:</td> <td>stan</td> </tr> <tr> <td>Presenter</td> <td></td> </tr> <tr> <td>Emails:</td> <td></td> </tr> </table>		Date:	Mon 6/1/2009	Time:	8:00 AM - 6:00 PM	Status:	Active	Owner:	stan	Presenter		Emails:	
Date:	Mon 6/1/2009												
Time:	8:00 AM - 6:00 PM												
Status:	Active												
Owner:	stan												
Presenter													
Emails:													
<p>Click on the button below to view the webinar.</p>													
<p>View webinar</p>													
<p>Date and time currently displayed have been synchronised with the local time setting of your laptop/PC.</p>													

3. Click **View webinar** to launch the live presentation. Figure 16 shows a live "encoder" presentation. Figure 17 show a live "device" presentation.

Figure 16. Viewing a Live "Device" or "Encoder" Presentation

Reference material	Shows reference material, for example PDFs, Word files, Excel spreadsheets, video files, Flash demos, .jpg images, etc.
Poll results	Shows the results of polls that were initiated by the presenter.
Questions	Lets you submit questions to the presenter. The questions will be seen only by the presenter.
Respond to poll	<i>"Device" presentation only.</i> Lets you respond to a multiple choice poll.

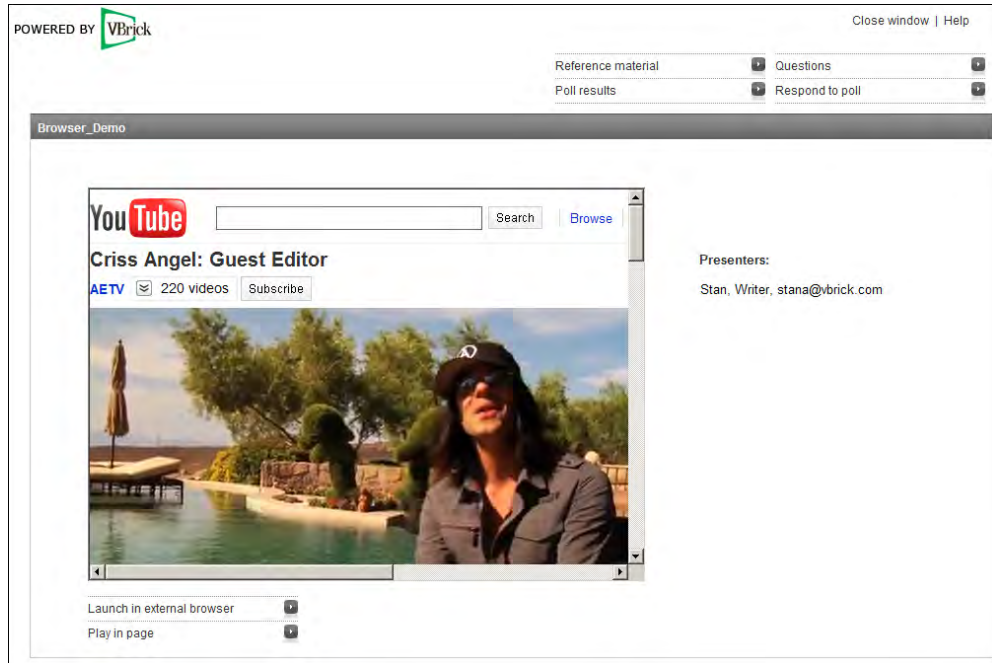


Figure 17. Viewing a Live "Device" Presentation (launched in external browser)

Launch in external Browser	Launches the presentation in an external browser. This lets you go fullscreen if desired.
Play in page	Plays the presentation in the page window. Parts of the presentation may be cropped when using this option.

Viewing Saved Presentations

Presentations that have been saved to a VOD server are available on the **Media Library** page.

▼ To view a saved presentation:

1. Go to the Search box at the top of the **Media Library** page, highlight **Search Presentations**, and click **Search**.
2. Click on any saved presentation to launch it in a browser (Figure 18).
3. When viewing a saved presentation you can navigate to any point in the presentation using the slider in the preview window or the thumbnail images at the bottom of the page.
4. You can also use the buttons to view reference material or poll results if any.

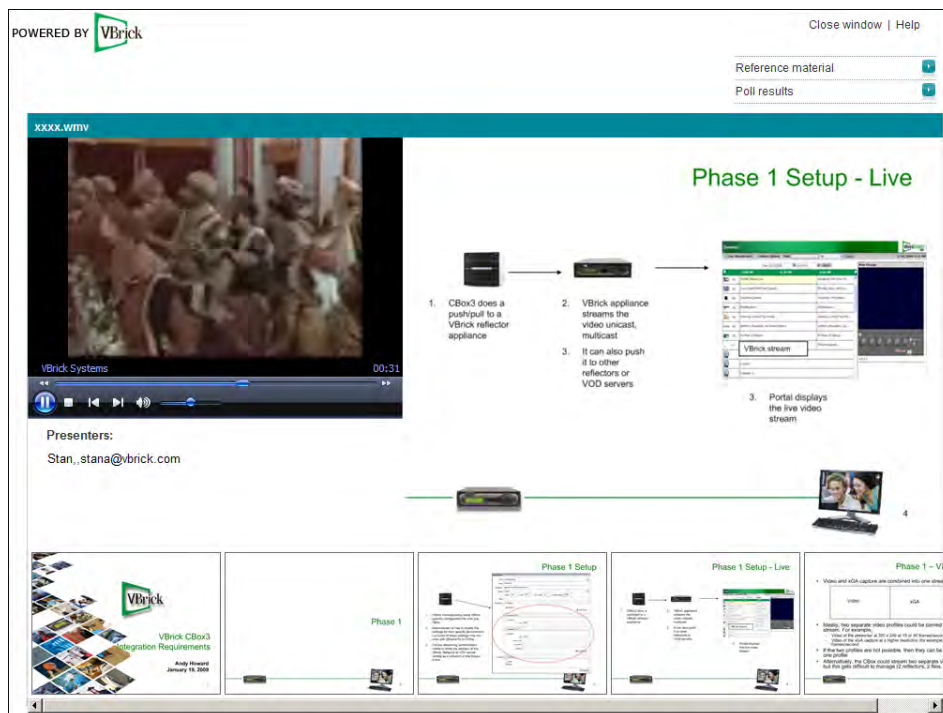


Figure 18. Viewing a Saved Presentation

Playlist



Playlists are saved in the **Media Library**. A playlist is a mechanism to consolidate multiple video files, or video file segments, regardless of format, into a *virtual* file. A playlist is a list of pointers (bookmarks) to video streams, or parts of streams, that can be played as if they were a single video file. Playlists can include files encoded in different formats (for example Windows Media or H.264) and at different bit rates. **Playlists have a special icon and are only created from stored streams.** They are not available with live streams and they are not available when multiple windows are displayed. (Playlists and bookmarks are supported on WM IP Receivers; they are not supported on Digital IP Receivers or Amino set top boxes.)

You typically create a playlist using the Add or Edit Playlist buttons on the **Media Library** page. They can be saved under any name and played back later. They can also be modified, re-ordered, or changed in a variety of ways on the **Playlist** page as explained below. Playlists can only be played in realtime. They cannot be scheduled in the Portal Server to run at a later time.

Table 9. Playlist and Bookmark Icons

+	Add To Playlist – use to create a new playlist or add to an existing playlist. You can name and save the playlist in any folder (default = My Media).
♥	Edit Playlist – Use to edit an existing playlist. Launches the Playlist page and you can manage all of the bookmarks in the playlist.
★	Create Bookmark – lets you create a bookmark to any point in a stream.

Bookmarks are slightly different. A bookmark is simply a pointer to a specific location in a file or to an entire file. In general, you can think of a bookmark as a playlist with a pointer to

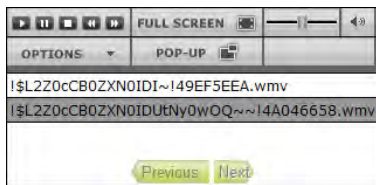
one segment in a video. You create bookmarks using the Bookmark button in the preview window. For more information, see [Creating Bookmarks](#) on page 16.

Note Special characters are not allowed in playlist names. Also be aware that if the computer you are using to access a playlist does not support a certain encoding format (for example H.264), a bookmark to that item in the playlist will not be displayed.

Playlists are saved by default in the My Media folder. A **My Media** folder is automatically created for each defined user and is available and viewable only to the user who is currently logged in. If Access Control is enabled, each user has their own **My Media** folder which no one else can access. If Access Control is not enabled, *everyone's* playlists are stored in **My Media**.

▼ To play an existing playlist:

1. Click on the **Media Library** and navigate to the **My Media** folder or to any folder that has a playlist.
2. Click on any item with a playlist icon to launch the playlist in the preview window.
3. Use the **Previous** and **Next** buttons to move up and down a playlist that has multiple bookmarks. Use the **Fast Forward** and **Rewind** icons to advance to any point in a playlist.



There may be a slight delay between clips—this is normal Portal Server behavior as the video loads. If any content in a playlist is unavailable for any reason (for example the file was moved or the content expired), the Portal Server will skip that clip, advance to the next clip, and display an informational message below the preview window. As explained below, there are several ways to create playlists. You can quickly bookmark a stream playing in the preview window using the **Bookmark** button; this creates a playlist with one bookmark. You can also create a playlist from the **Media Library** or the **Playlists** page.

Creating Playlists from the Media Library

▼ To create a playlist from the Media Library:

1. Highlight any library stream and click the playlist icon (or launch the stream and navigate to any point in the stream that you want to bookmark).



2. Add to an *existing* playlist by selecting it from the dropdown.
3. Create a *new* playlist by selecting a name and a folder.

Creating Playlists from the Playlist Page

- ▼ To create a playlist from the Playlists page:
 1. Go to **More Tools > Playlist** and mouseover any video from the folders you have permission to access.
 2. Click the Add to Playlist icon. This adds the selected stream to the playlist "editor" at the bottom of the page. By default, it starts at the beginning of the file and ends at the end of the file. (Alternately you can launch the stream and navigate to any point in the stream.)
 3. Repeat for each stream you wish to add.
 4. Edit the start and end times or reorder the playlist as desired using the options (Up, Down, Start Time, etc.) explained below in [Editing Playlists](#).
 5. Enter a Folder name (the default is the **My Media** folder of the user who logged in) and a Title and click **Save Playlist** when done. *Note that only those folders for which you have "publish" access are displayed.*

The screenshot displays the 'Edit Playlists' interface. At the top, there are navigation tabs: MEDIA LIBRARY, LIVE MEDIA, CHANNEL GUIDE, SCHEDULING, MORE TOOLS, and Help. The main content area is titled 'Available Content' and 'Edit Playlists'. It features a 'Current Folder: /' dropdown and a 'Filter By Folder' dropdown. Below this is a table of video files with columns for 'Title', 'Date', and 'Tags'. The table lists five video files with their respective IDs and dates. To the right of the table is a video player window showing a dark screen with playback controls and a 'Hide Info' link. Below the 'Available Content' section is the 'Items in Current Playlist' section, which shows two items with their start and end times. At the bottom, there are input fields for 'Folder' (set to '[My Media (Private)]') and 'Title', along with three buttons: 'Save Playlist', 'Delete Playlist', and 'New Playlist'. The footer contains a navigation bar with links: Media Library | Live Media | Channel Guide | Scheduling | Create Presentation | Playlist | Add Video | Status | Priority Alert | Help.

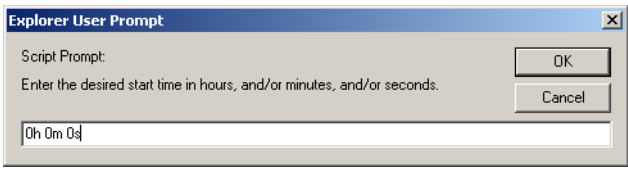
Note You may have folders without content but they are not displayed in the **Media Library**. Playlists without content, however, are not allowed. You cannot create a playlist without *first* selecting content.

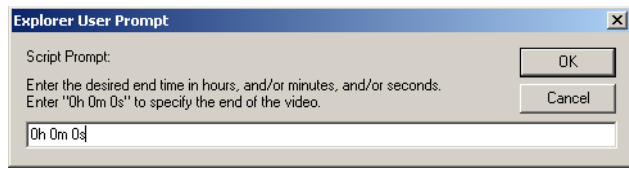
Editing Playlists

You can launch the playlist editor from the Media Library or from the Playlist page.

- ▼ To edit an existing playlist:
 1. Navigate to any existing playlist (or bookmark) and click the Edit Playlist icon.
 2. Use any of the functionality explained below (**Up**, **Down**, **Remove**, etc.) to modify the playlist. You can also change the **Title** or **Folder** location.
 3. To add additional items to a playlist, mouseover any file currently displayed in the **Available Content** list and click **Add to Playlist**. (If necessary, navigate to any folder you have permission to access.)
 4. Click **Save** or **Delete Playlist** as appropriate. Click **New Playlist** to clear the editor and start building another playlist.



Remove		Use to delete individual clips from the playlist. If the deleted clip is the last item in the playlist, the playlist itself will be removed.
Info		Each playlist has its own searchable metadata. You can add/change the name, the folder, tags, etc. For example you can add a description or keyword tags that can be used for searching, as well as links to external web sites and desktop files. See Customizing Stored Videos on page 13.
Up		Move clip up one position in playlist.
Down		Move clip down one position in playlist.
Start †		<p>Sets bookmark start time (default = beginning of file). There are two ways to set Start time. (1) Launch the clip in the preview window and click Start at the point where the clip will start. Use the Fast Forward/Rewind buttons to advance through the video as necessary. (2) Mouseover and click Start without launching the clip and use the popup to enter Start time in exact format shown, for example 0h 23m 57s</p>  <p>The dialog box is titled "Explorer User Prompt" and contains a "Script Prompt:" section with the instruction "Enter the desired start time in hours, and/or minutes, and/or seconds." Below this is a text input field containing "0h 0m 0s" and two buttons: "OK" and "Cancel".</p>

End †	<div data-bbox="462 199 495 241" style="float: left; margin-right: 5px;">E</div> <p>Sets bookmark end time (default = end of file). There are two ways to set End time. (1) Launch the clip in the preview window and click End at the point where the clip will end. Use the Fast Forward/Rewind buttons to advance through the video as necessary. (2) Mouseover and click End without launching the clip and use the popup to enter End time in exact format shown, for example 0h 23m 57s</p> 
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- † Start and end times are not supported on Macintosh desktops using the QuickTime player. The start and end times popup will function properly in Internet Explorer only if the Portal Server host name or IP address has been added to the list of trusted websites.

Add Video

If given publishing permissions, you have the ability to **Add Video** to any VOD servers you have permission to access. The folders to which you can add video are configured by your system administrator. The folder list that you can add video *to* may also be different from the folders that you can view content *from*. If you have MPEG, WM or H.264 video content saved on your PC, you can publish this content to the VOD server(s) using the **Add Video** page. Content acquired by recording with VBrick StreamPlayer Plus or a VBrick VBStar will always ingest and play at a consistent high quality; content acquired from third-party vendors or elsewhere may not. You can add any of the stream types shown below in Table 10.

Note Internet Explorer 8 has standard security options that may prevent the Portal Server "Add Video" function from working properly. If using Internet Explorer 8 as a browser, you may have to re-configure one or more of the security options to successfully ingest recorded video to a VOD server. For more information, see "Security Recommendations for Internet Explorer 8" in the *Portal Server Release Notes*.

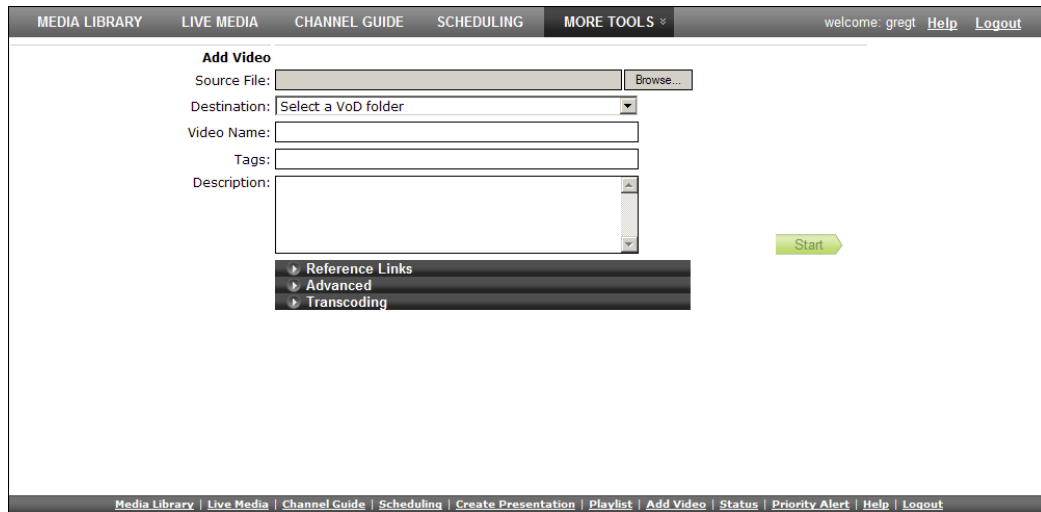
Note that the Portal Server supports MPEG-2 video delivered as a transport stream only. It does not support video delivered as a program stream. If your MPEG-2 content fails to ingest and play (and you have the right permissions), it may be a program stream. Try running it in StreamPlayer. If it does not run in StreamPlayer, it is likely a program stream in which case you can either re-stream the video and record it as a new file, or you can use third-party tools to transcode it.

Table 10. Supported Stream Types

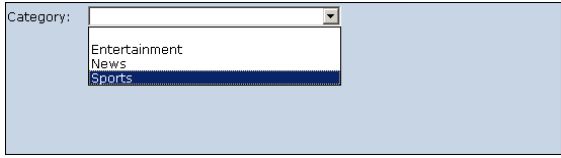
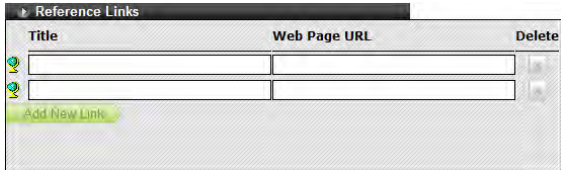
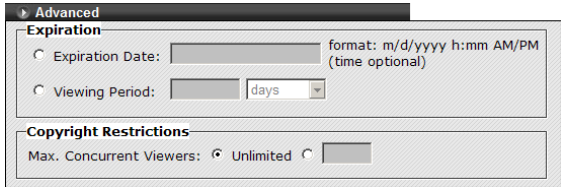
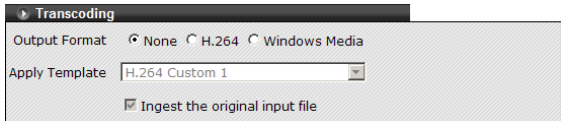
Stream Type	Description
Windows Media	Any stream type including .asf, .wmv, .wma, .mp3, and .wsx.
H.264	Most stream types including all ISMA-compliant streams.
Flash	Most stream types including .flv, H264.mp4, .mov, .m4a, m.4v, and .swf. Limited support for .mp4 files on progressive download File Server.

▼ To add a video:

1. Go to **More Tools > Add Video** on the navigation bar.
2. Browse to a **Source File** for the video content.
3. Select a **Destination** folder. You can add the video to any folder shown in the dropdown list.
4. Enter a required **Name** (with a .wmv file extension for Windows Media files) and optional **Tags** and **Description**. (The name will be shown on the **Media Library** page; the tags and description will be shown on the **Info** page.)
5. Optional. Complete **Additional Info** (not shown), **Reference Links**, and **Advanced** as explained below.
6. Click **Start** to begin ingestion to the selected folder. This may take several minutes or a lengthy period of time depending on the size of the file. Click **Status** on the navigation bar to see the status of the ingestion. When done, the video will be added to the **Media Library** in the folder you selected.




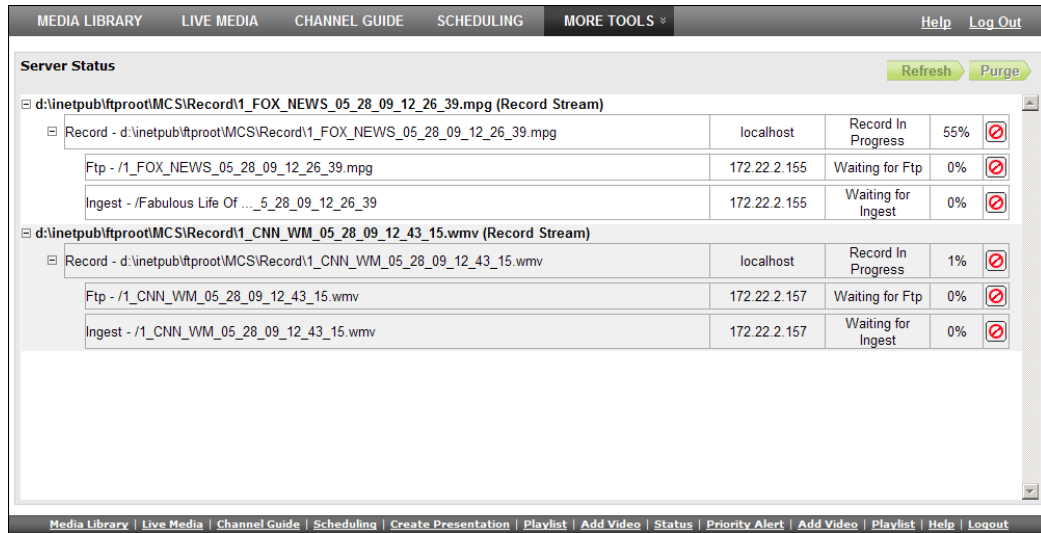
Source File	Browse to the folder on your PC or a network drive that has the video you wish to add.
Destination	Choose a folder you would like to publish the video to. Only the folders you have permission to publish to will be shown in the dropdown list.
Video Name	Enter the name you want displayed on the VEMS Portal Server interface. If adding Windows Media files, you must include the file extension; valid file extensions are .asf, .wmv, .wma, .mp3, and .wsx. Use any combination of alphanumeric characters and the following special characters . ! ~ / () _ -
Tags	Assign keyword tags that can be used to search for the video later.
Description	Define a brief description of the video. This is displayed in the messages area of the user interface when the video is played.

Additional Info	<p><i>A window similar to this is shown only if an administrator has added Custom Field(s). It can be used to provide additional descriptive information about a video.</i></p> 
Reference Links	<p>Use this window to add or delete related web page links on the Info page associated with a video.</p> 
Advanced	<p><i>Available only if you have Expiration Privileges. Use to set expiration date, viewing period, and copyright restrictions.</i></p> <ul style="list-style-type: none"> • Expiration – content will expire after the Expiration Date or the Viewing Period, depending on which radio button you select. • Copyright Restrictions – Use to set the maximum number of concurrent viewers. This overrides the default Global Setting. 
Transcoding	<p><i>Available only if you have permission to access an NVR Recorder that has transcoding enabled. Use to transcode the file being added to H.264 or Windows Media format.</i></p> <ul style="list-style-type: none"> • Output Format – transcode to H.264, Windows Media, or None for no transcoding. • Apply Template – Select a transcoding template from the dropdown list. The order is predetermined and in most cases you will use the first template in the list. • Ingest the original input file – By default the original input file and the transcoded file are both ingested. Uncheck to ingest only the transcoded file. 

Status

This window provides important realtime information. It shows the status of videos being added to the Video on Demand server or of any recordings currently in progress. Use

Refresh to update the screen or **Purge** to remove all entries. Click the Cancel icon  to the right of each item to cancel a recording or ingestion in progress. *This will also cancel the recording on the Live Media page.*



Priority Alert

A priority alert can be launched by any VEMS Portal Server user with appropriate permissions. It broadcasts a live or stored priority alert to specified VBricks or IPRs in case of an emergency. The broadcast is launched instantly, for a specified duration, and preempts all other broadcasts. (Any schedules whose start times occur during a priority alert are discarded.) It is not subject to copyright restrictions or expiration dates. When done (or manually stopped) all preempted schedules automatically resume. Priority alert templates are pre-defined in advance by administrators as explained in the *VEMS Portal Server Admin Guide*.

Note Priority alert streams are shown only on monitors or TVs attached to VBrick appliances and IPRs respectively. *They are not shown on the Portal Server user interface.* If you are watching a stream in the preview window on the Portal Server user interface, you will not see a priority alert (except as selectable live stream).

- ▼ To launch a priority alert:
 1. Go to **More Tools > Priority Alert**.
 2. Click a previously-defined template name.
 3. Set the broadcast **Duration** in minutes (or click **No Limit (Stop Manually)**).
 4. Click **Start Priority Alert** and confirm. (A message will indicate the broadcast is in progress. Any streams currently in progress will be preempted and replaced by the priority alert.) If necessary, click **Stop Priority Alert** when done.

The screenshot displays the 'Priority Alert Templates' interface. At the top, a navigation bar contains 'MEDIA LIBRARY', 'LIVE MEDIA', 'CHANNEL GUIDE', 'SCHEDULING', 'MORE TOOLS' (with a dropdown arrow), 'Help', and 'Log Out'. The main content area is titled 'Priority Alert Templates' and features a preview window for a 'Tornado Warning' template, which is currently 'Broadcasting...'. Below the preview, there is a section for 'Maximum Priority Alert Duration:' with two radio button options: 'No Limit (Stop Manually)' and '60 Minutes'. At the bottom of the interface, a secondary navigation bar includes 'Media Library', 'Live Media', 'Channel Guide', 'Scheduling', 'Create Presentation', 'Playlist', 'Add Video', 'Status', 'Priority Alert', 'Add Video', 'Playlist', 'Help', and 'Logout'.

Template Name	Pre-defined template created by an administrator.
Maximum Duration	Maximum duration in minutes after which the broadcast will automatically stop.
No Limit (Stop Manually)	Broadcast will run indefinitely until manually stopped.
Start Priority Alert	Launch priority alert.
Stop Priority Alert	Stop priority alert.





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