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Livestreaming Guide



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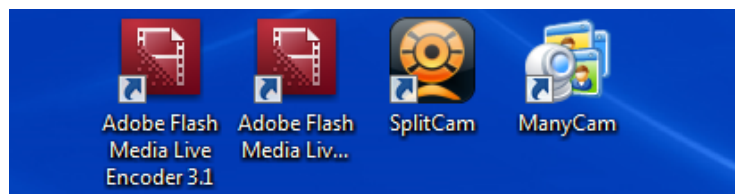
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Item Checklist

The following is the master list of items and software needed for livestreaming.

1. Tripod
2. Shure digital audio device
3. Audio cord (with two jacks)
4. Elgato capture device
5. Canon HD camera
6. Adobe Flash Media Live Encoder 3.1
7. Adobe Flash Media Live Encoder 3.2
8. SplitCam
9. ManyCam
10. Livestream laptop
11. A second computer monitor



Facebook Livestream

The Facebook livestreaming solution is comprised of an assortment of software and hardware which allow us to use Facebook's tab application as a social solution to livestreaming our D.C. events to federal, state and local end users who are not within driving distance of the D.C. metro area.

Video Coding in Brightcove

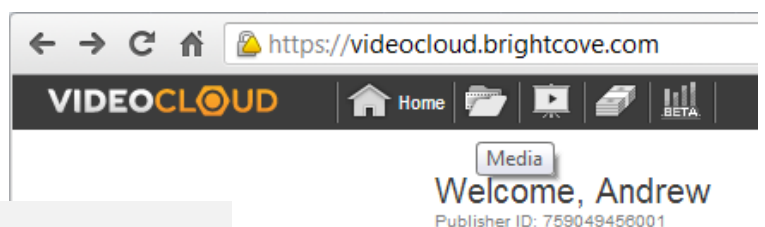
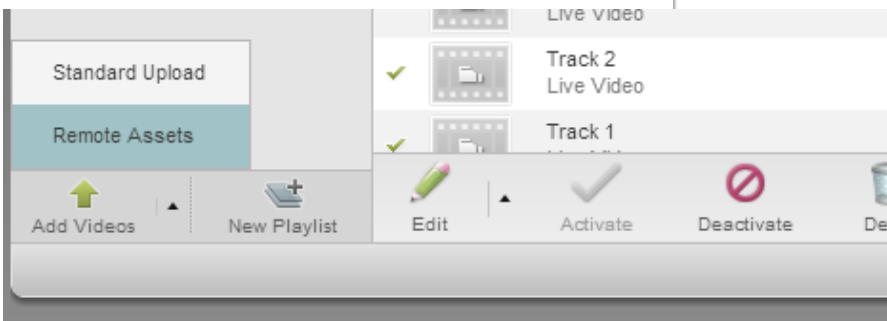
To start this process you will need to create two unique video feeds through Brightcove, our video cloud provider.

To log into Brightcove, hover over the customer sign in section and select "Video Cloud." The email and password are as follows:

Email: Andrew.Scott@Carahsoft.com

Password: 700Million

Once you have logged in, select the media folder icon from the top left menu. Then you will click on the little arrow on the **Add Videos** button and select **Remote Assets**.



At this point you will input the following fields:

Display Name: For each event, we will use two of these videos – one for the livefeed and another for the slide deck. Typically these are named after the event such as the corresponding example, “CES – Video.” The slide version will say “CES – Slides.”

Properties: Set your video type to “Live” and your delivery type to **Akamai HD**.

Rendition(s): Your URL should essentially be the following link:

http://brightcove03-f.akamaihd.net/CES_VIDEO_500k@32023

The section of the link **highlighted in blue** should correspond with the name of the video and will need to be used later with the Adobe Flash Media Live Encoder.

You will also set the following parameters:

Encoding Rate: 500 kbps

Frame Width: 752 px

Frame Height: 416 px

Once this is set, select **Add Videos** which will prompt you to the Add Media to Library window. Here you can add your second video for slides or select **Create Videos**.

After both videos are created, you will need to coordinate when the videos will become available to watch on the livestream page. To do this, simply double click on each video in the Media Library and the Edit Video window will appear. From this point, select the **Availability** tab where we can set the **Starting** date and time. After doing so, select **Save Changes**.

At this point your video is done. Now you will need to copy the coding needed for the livestream page. To do this, select the video you wish to pull the coding for and click on the Quick Video Publish link on the right side of the page. Here, you will choose the copy publishing code for website and select the circular paper icon to instantly copy the coding. Repeat for the “CES – Slides” video and save this information for the next step of the process.

Installing Code in Facebook

Each of our livestream tabs on Facebook comes with a preset template design that will include the basic coding for the Brightcove media players as well as the additional widgets that are included (Twitter feed, agenda slides, etc.).

As an admin on Facebook, simply click on the application tab for the selected livestream. Once there, click Settings in the upper right hand corner of the application. At this point you will be able to implement the new coding in the HTML editor section of the tab.

To input your new video coding you will simply need to look for the follow section in the Brightcove portion of the HTML:

```
<param name="@videoPlayer" value="2421696647001" />
```

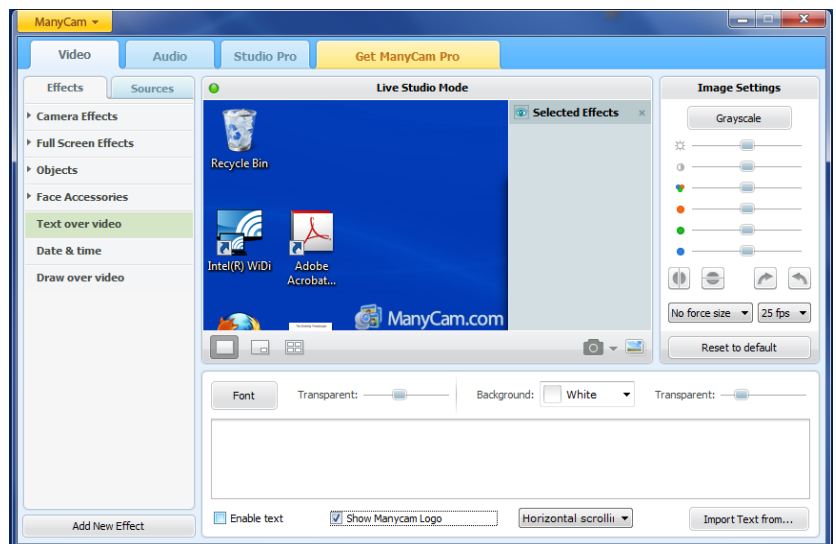
Replace the old @videoPlayer value (**highlighted in blue**) with the one from your new video presentation video coding. Do the same for the Slides video code and you're done!



Software Setup

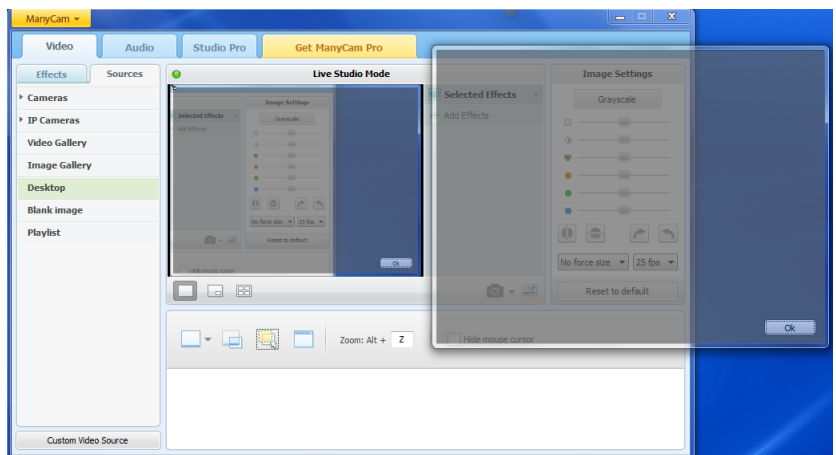
Many Cam

ManyCam is used to transfer the slide presentations that are typically recorded in Connect so that they can be shared in the slide video feed for the Facebook livestream. The program does so by using the desktop as your source. Once you've launched the ManyCam program on your computer you may notice where the ManyCam.com logo is showing up on the bottom left hand side of your screen. To remove this, select the **Video** tab, **Effects** sub-tab and the **Text over video** category. In the bottom of your window you will see a **Show Manycam Logo** box you will need to uncheck.



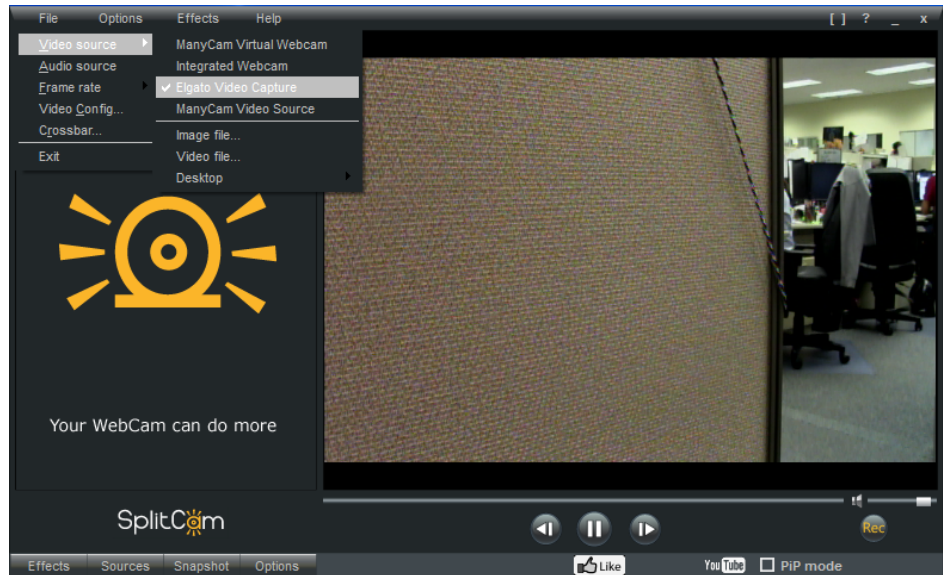
Now you will need to select the screen parameters you wish to show on the Slides video for the Facebook livestream. To do this, go to the **Sources** sub-tab under **Video** and select **Desktop**. Select the custom overlay icon and a window will appear you can use to freely adjust the custom source area. Form this selection over the area where you will be showing the slides from your presentation.

NOTE: Any movement over this selected area will be visible to those watching the event livestream slides online. This is why a second monitor is needed to eliminate these concerns.



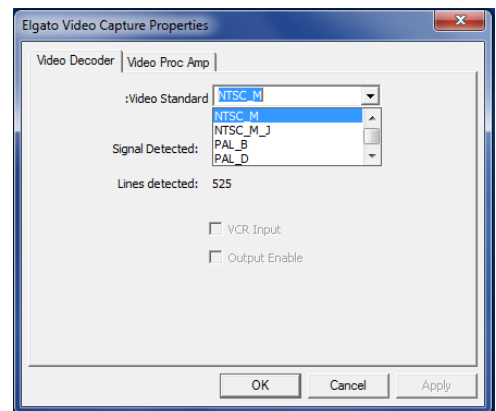
Split Cam

Split Cam allows us the capacity to transmit our video feed into both the Facebook livestream and the Connect video pod at the same time. The program does so by using the desktop as your source. Once you have launched the program, select **File**, **Video**, and **Elgato Video Capture** to enable the feed.



You will also need to configure your Elgato video capture properties to match up with Split Cam. To do this, select **File** and **Video Configure** which will prompt a new window. Under the **Video Decoder** tab, and choose **NTSC_M** under the **:Video Standard** selection options.

TROUBLE SHOOTING: If the video feed does not display in your viewfinder, simply exit out of the program and restart it. The capture device will already be selected and should activate the feed at this point.



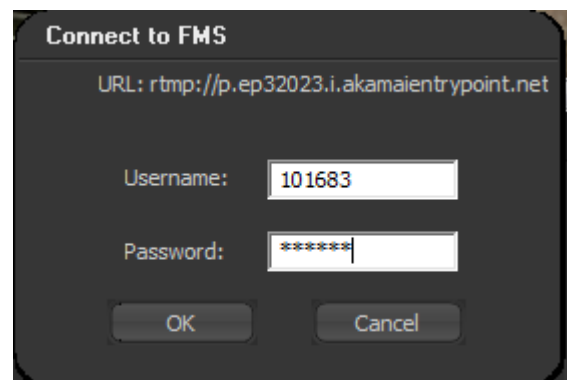
Flash Media Live Encoders

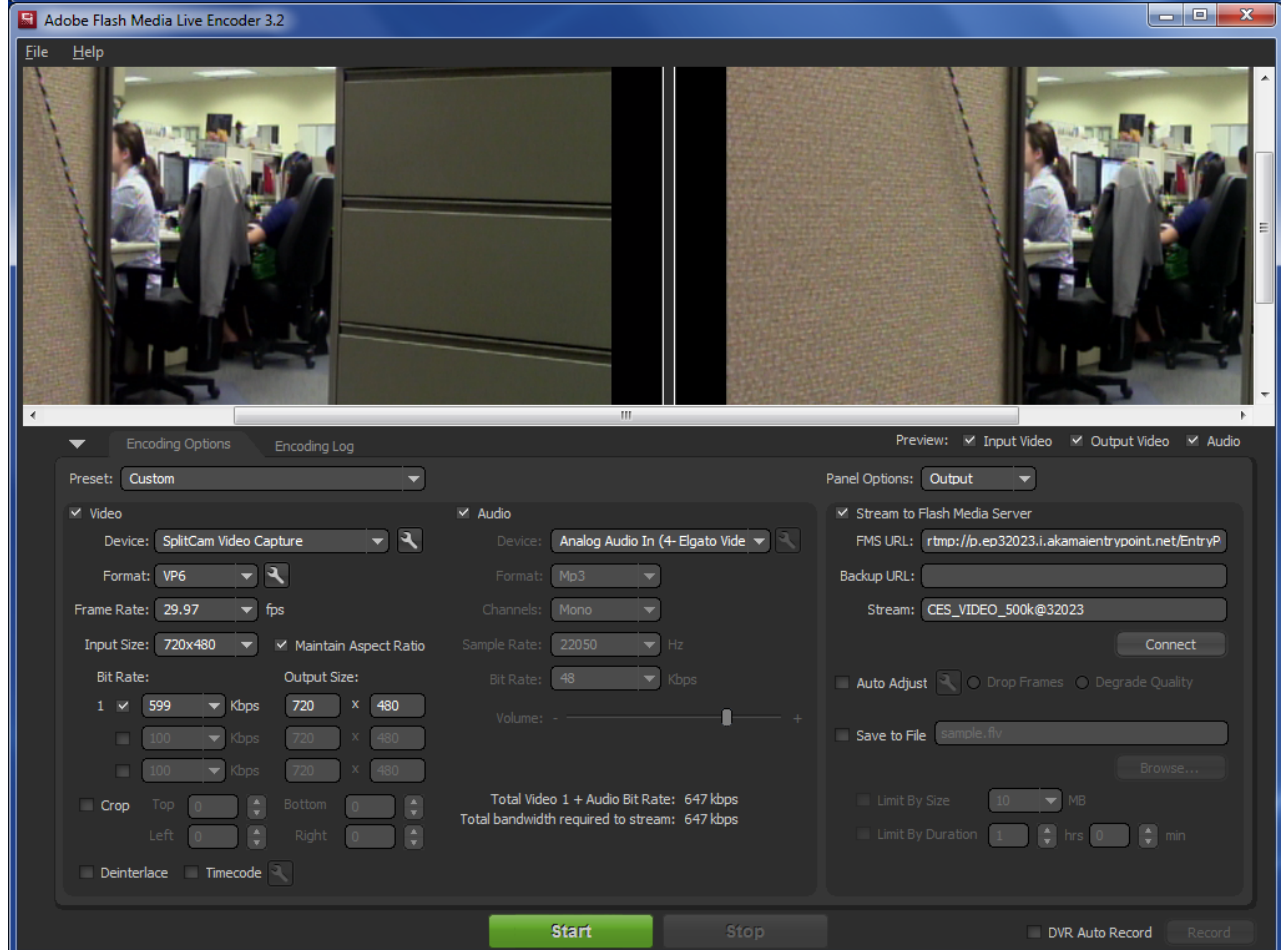
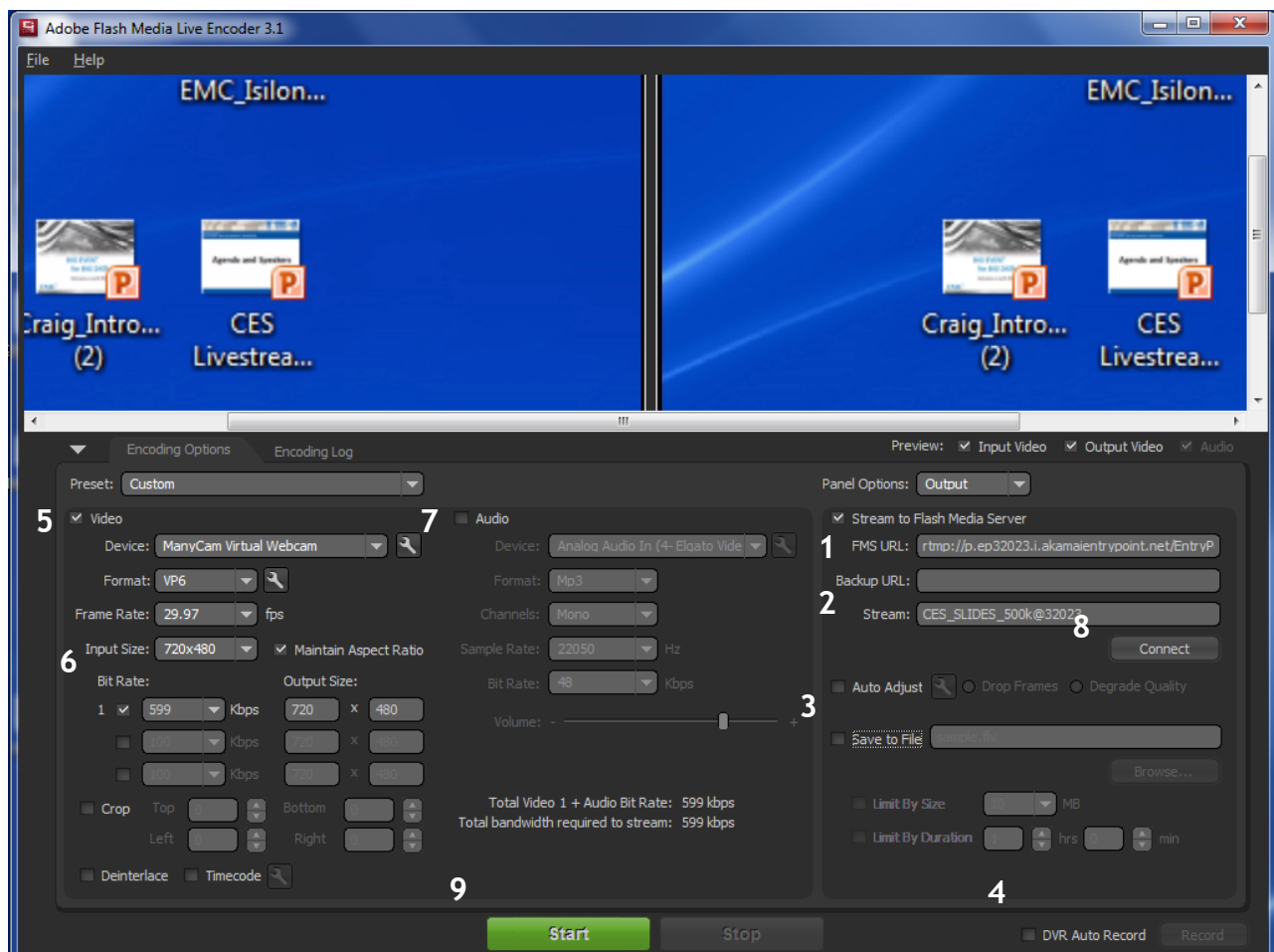
Adobe's Flash Media Live Encoders are the heart of the entire Facebook livestreaming process. All devices and codings come through this singular point. We utilize Encoder 3.1 and 3.2 for our livestream Slide and Video presentations. The following is a **9 Step** process for activating the encoder. Examples of each encoder are included on the next page.

1. Copy and Paste the FMS URL: <rtmp://p.ep32023.i.akamaientrypoint.net/EntryPoint>
2. Copy and Paste the **Rendition** stream name that was created in Brightcove. CES_VIDEO_500k@32023
3. Make sure the **Save to File** box is NOT checked.
4. Uncheck the **DVR Auto Record** box.
5. Select your video camera or webcam that you are using to gather the video.
 - a. Make sure that the Format is VP6, Frame Rate is 29.97 and the input size is 720x480.
 - b. If it is the encoder you are using for video (Encoder 3.2 in example), select SplitCam Video Capture.
 - c. If it is the encoder you are using for slides (Encoder 3.1 in example), select ManyCam Virtual Webcam.
6. Change the Bit Rate to 599 Kbps and have the output size 720x480
7. Select what audio device you will be using to record the audio.

Typically this is going to be the Shure Digital.

 - a. The rest of the settings can just be left as the default settings.
 - b. You will need to enable the audio if this is the encoder you are using for video (Encoder 3.2 in example).
 - c. If it is the encoder you are using for slides (Encoder 3.1 in example), you will disable this feature.
8. Once you have everything complete hit Connect and a pop up window will appear and it will ask for a username and password. Insert the username and password given and if correct you will be connected.
 - i. **Username:** 101683
 - ii. **Password:** 5dY9aB
9. Click on Start and you are live streaming!





Trouble Shooting

The following is a list of possible issues to be familiar with if certain elements of your livestream are not functioning properly.

- **MIXER**

- **No Audio**

- Make sure it is powered on.
 - Un Mute whatever line you are using.
 - Make sure the Master Volume is at least halfway.

- **Echo – Audio Feedback**

- Mute the speakers on all computers.
 - Mute all the Mic Lines that are not in use.
 - Make sure you are in only one Connect room.

- **ADOBE CONNECT**

- **No Audio in the room**

- Go through the Audio Setup Wizard.
 - Make sure Shure Device is selected.
 - Go to your Control Panel -> Hardware and Sound -> Sound -> Recording then make Shure Device the default.

- **No Audio in the Recording**

- Go through the Audio Setup Wizard.
 - Make sure Shure Device is selected.
 - Go to your Control Panel -> Hardware and Sound -> Sound -> Recording then make Shure Device the default.
 - Make sure that your sound is not muted.
 - Go to your Control Panel -> Hardware and Sound -> Sound -> Playback then make sure Speakers / Headphones is the Default.

- **LIVE STREAM (COMPUTER)**

- **No Video Feed in SplitCam**

- Options -> Video Config -> I forget what this is called then restart SplitCam.

- **Logo in ManyCam**

- Text Overlay and then uncheck ManyCam Logo.

- **Won't let you Start the Stream**

- Make sure you uncheck or change the name to the Save File As.
 - Located at the bottom right area of the screen.

- **VIDEO CAMERA (Actual Camera)**

- **No Audio**

- Make sure the Audio Cable is plugged in from the mixer .

- **Overlay is showing in the stream**

- Turn on the drawing tools.

- **Facebook Livestream (On The Tab)**

- **One or both of the feeds are not showing**

- This is likely because the proper coding is not matched accordingly. Check the coding on the tab as well as Brightcove to make sure they sync up.
 - It could also be due to the video availability not being set to begin at this time. If so recheck the availability section of the video in Brightcove.