

MINIMUM SYSTEM REQUIREMENTS

Software Requirements

• Java version 1.5 or later; Java can be downloaded and installed from

<http://www.java.com/en/download/index.jsp>

• Flash player version 10.1 or later;

Flash player can be downloaded and installed from the below link

<http://www.adobe.com/products/flashplayer/>

Browser:

- Firefox 3.5 or later
- IE 7 or later
- Chrome
- Safari

Minimum Hardware Requirements

- 2 GB RAM
- Core 2 duo, 2 GHz Processor

Network Requirements

- Uplink: 1Mbps
- Downlink: 1Mbps

PLANNING AN EVENT

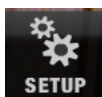
- Log in to Portal, www.vivu.tv/portal/myhome.jsp
- To schedule an event, click on "SCHEDULE FOR LATER"
- To start an event instantly, click on "START EVENT NOW"

IN EVENT - AUDIO/VIDEO SET-UP

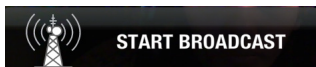
- Click on "Setup Now" button when hosting or participating in an event for the first time
- Click on "Allow", "Remember" and "Close". This lets Flash player access your camera.
- Click on "next>" to configure the camera
- Click on "Change Camera" to see the list of cameras that are connected to your system.
- Select the camera from which the video has to be broadcast. If you connect the camera after signing in event, there is a good chance the camera might not be listed. Please close the browser and start the event again.
- Click on "Close" once the camera is selected.
- Click on "next>" to set-up the microphone.
- Click on "Change MIC" to select desired microphone.
- Select the desired microphone and click on "Close".

Note: Please make sure the camera is not accessed by other programs.

IN EVENT - AS A HOST



Click on "SETUP" anytime to change camera settings.



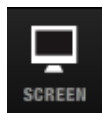
To start the event, click on START BROADCAST



Click on "SLIDES" to see Slides console.



Click on "ADD SLIDES" to add powerpoint files, images, flv files.



Click on "SCREEN" to share your desktop.



Click on "ROOM" to see the participants in auditorium view



Click on "SETTINGS" to adjust bit rate of the stream, SD for high quality and QCIF for low quality.

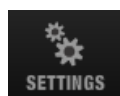


Click on "CHANGE PRESENTER" to give control to other participant who is on air

- To broadcast a participant's video, as a host click on the participant's picture.

IN EVENT - AS A PARTICIPANT

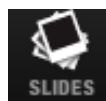
- To join the event, Participants should enter their name and e-mail. It is not necessary for participants to sign-up.



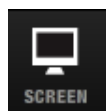
Click on "SETTINGS" to set the camera and microphone for video conference.



Click on "ASK" for participating in the event.



Click on "SLIDES" to see the slides presented by HOST. If HOST is not presenting, SLIDE SHARING IS NOT ACTIVE message is seen.



Click on "SCREEN" to see the screen shared by HOST. If HOST is not sharing his/her screen, SCREEN SHARING IS NOT ACTIVE message is seen.



Click on "ROOM" to see the participants in auditorium view

BEST PRACTICES

- Connect the camera and audio input before signing to the event
- Close the browsers and reopen them after you connect camera and audio input
- All participants in video conference must use headphones, to avoid echo problems.
- Upload presentations while scheduling the event, as the files will be ready to go during broadcast. The participants don't have to wait while you are uploading.

Recommended Cameras:

- Logitech HD Pro Webcam C910
- Microsoft Lifecam HD-5000
- Creative Live! Cam Socialize HD
- Logitech Webcam Pro 9000