



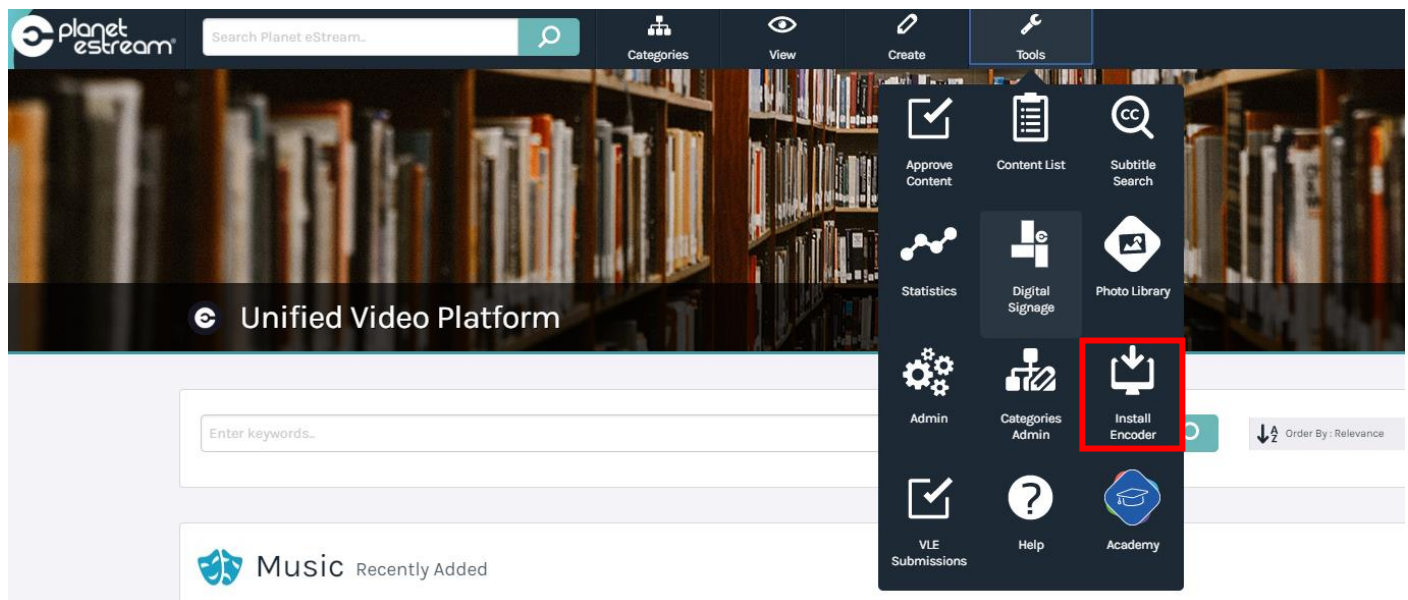
## Live Streaming Using the Encoder Application

The Planet eStream Encoder is the main Live Streaming and Capture Tool available within Planet eStream and can be downloaded and installed on Windows devices. It can then be used to Live Stream for teaching and learning purposes, such as distance learning or extra-curricular events such as sports fixtures, performances or graduation ceremonies.

### Step One – Download and Installing the Application

The Encoder is a software application that can be downloaded from your Planet eStream website for installation on a supported Windows device. If you are unable to install programs, please ask an IT administrator to do this for you.

To download the Encoder, navigate to **Tools > Install Encoder**



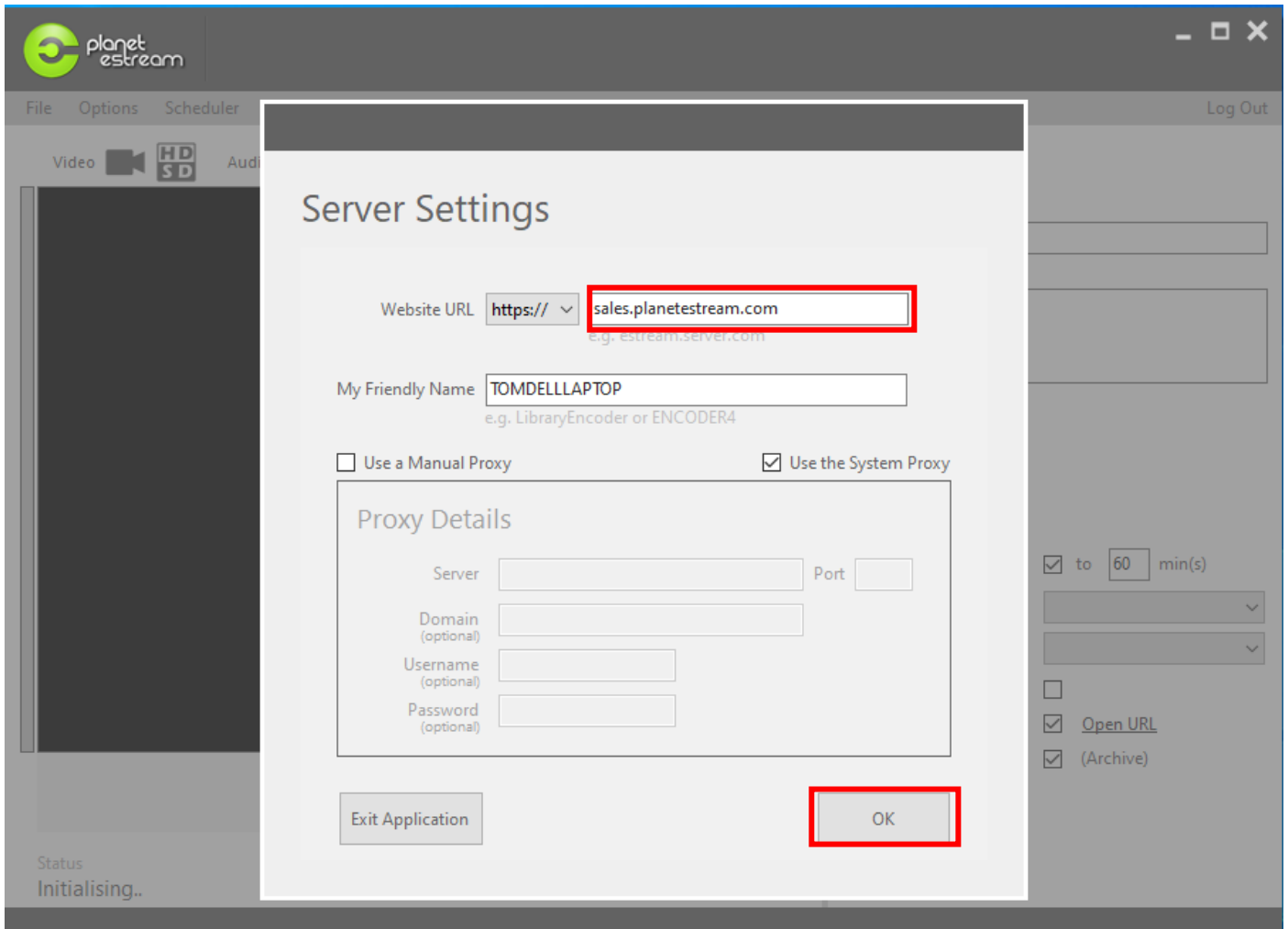
Once you have downloaded the Encoder, follow the usual installation steps that you would take when installing any software application.

## Step 2 – Signing into the Encoder

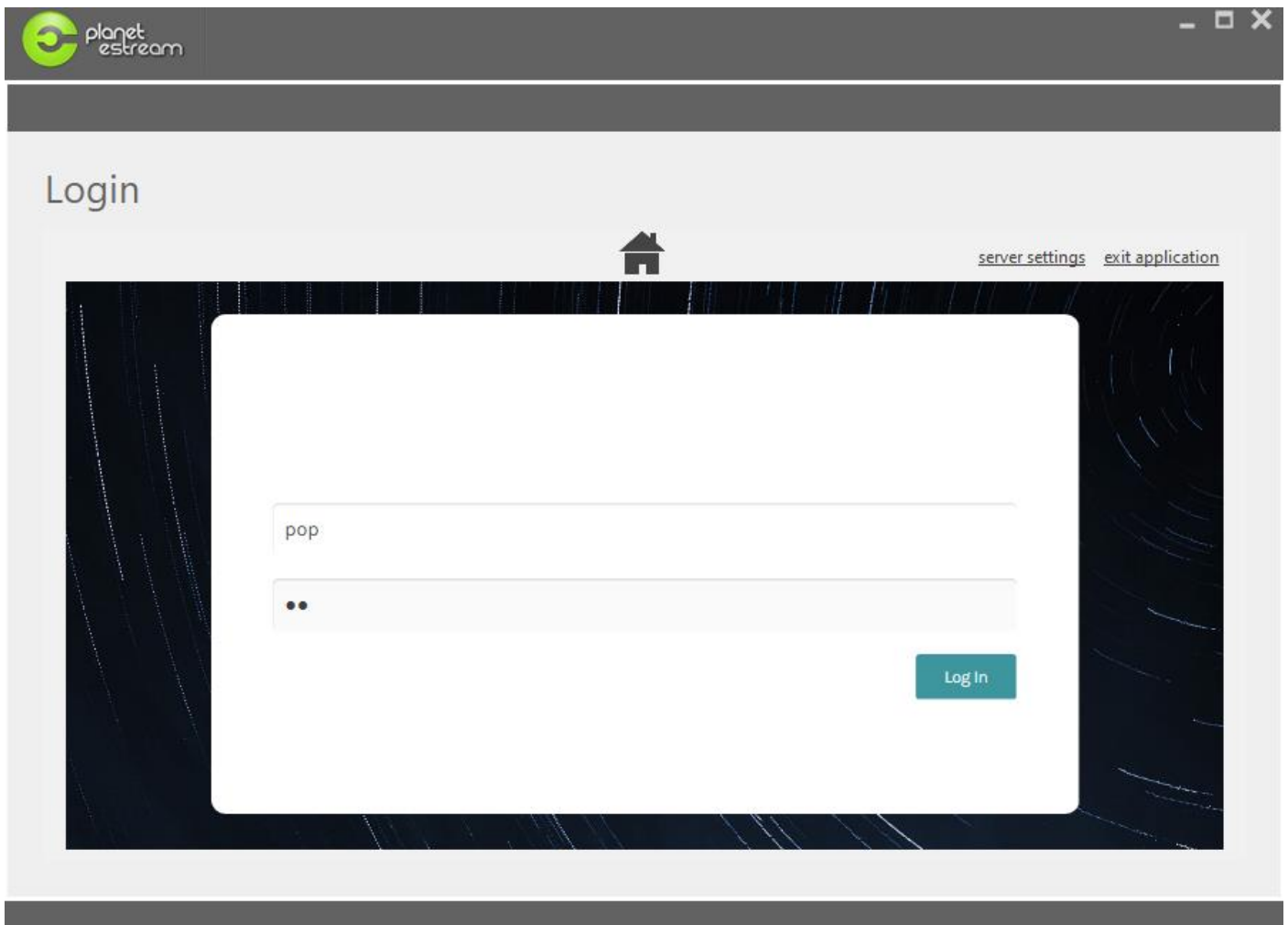
Once you have launched the Encoder on your device you need to follow a couple of steps to set-up and sign-in to the application.

Firstly, point the Encoder at the address of your Planet eStream website. In this case the address is <https://sales.planetstream.com>. The friendly name will be taken from the name of your device but you can change this if you like. The friendly name is used when streaming to your Planet eStream Digital Signage.

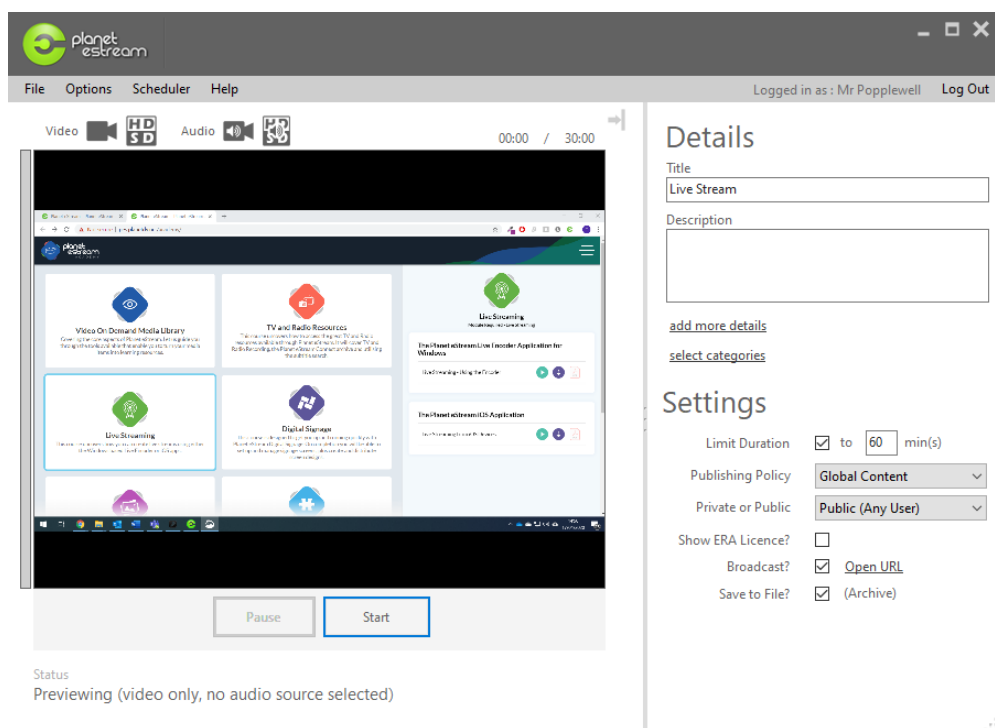
Once you have added the relevant information, click **OK**.



You will then be presented with the log-in page. Enter your normal Planet eStream log-in details and then select **Log In**.

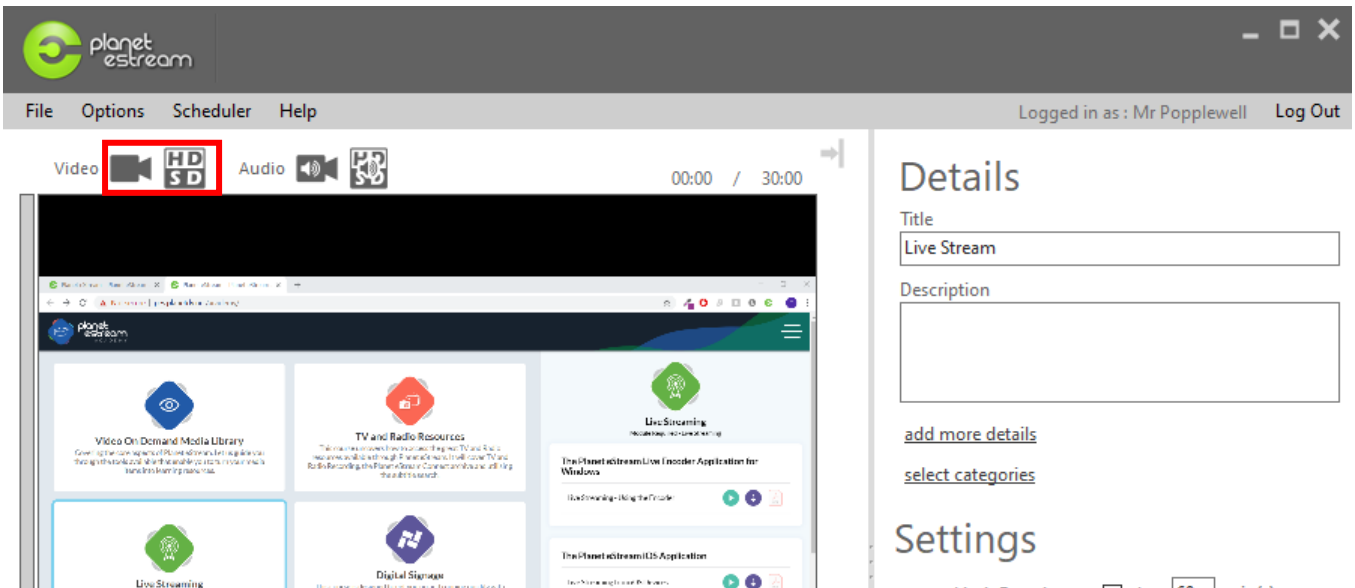


The Encoder will then launch and display a default device.



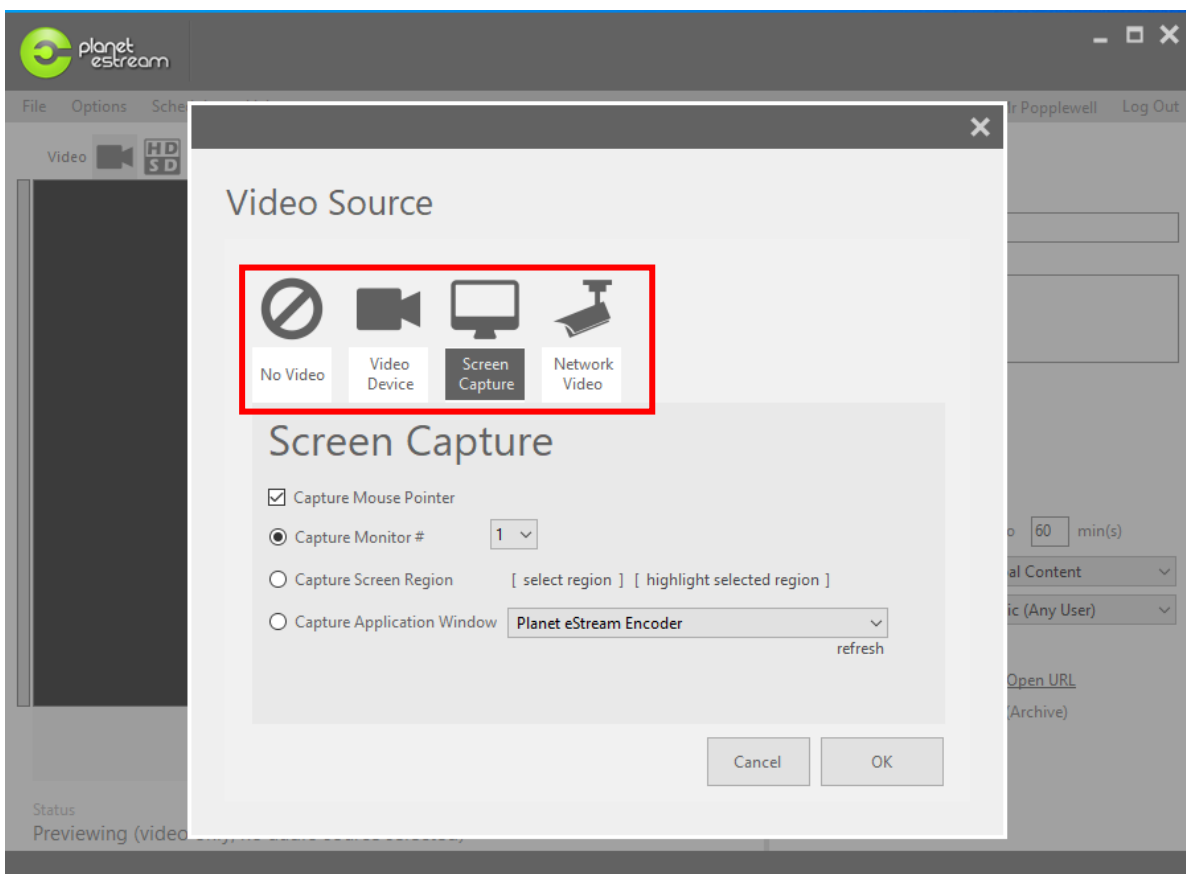
### Step Three – Selecting your Sources

Before starting your stream, you will want to select your video sources. You can do this by clicking on the options just above the preview window.



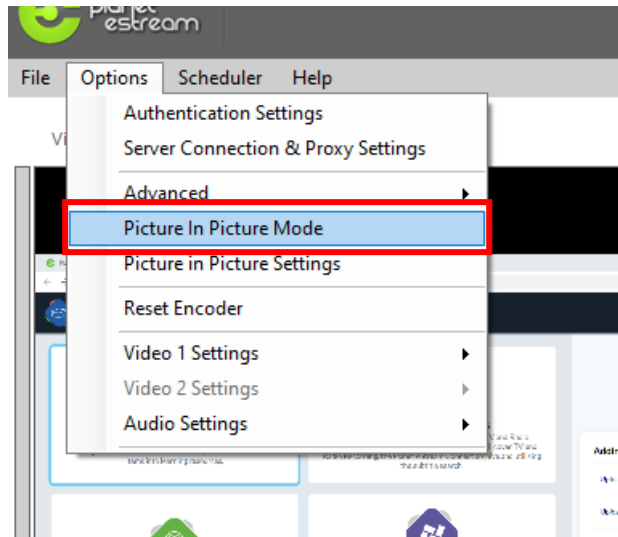
You can change the video source itself with the video camera icon and the quality with the HD/SD icon. You can also do the same for audio sources, by selecting the audio options slightly the right.

After selecting the video icon, you will be presented with four device options. **Audio Only** will only capture audio, **Video Device** will allow you to select from recognised video devices such as webcams or capture cards, **Screen Capture** will allow you to record your screen and **Network Video** capture from IP devices.

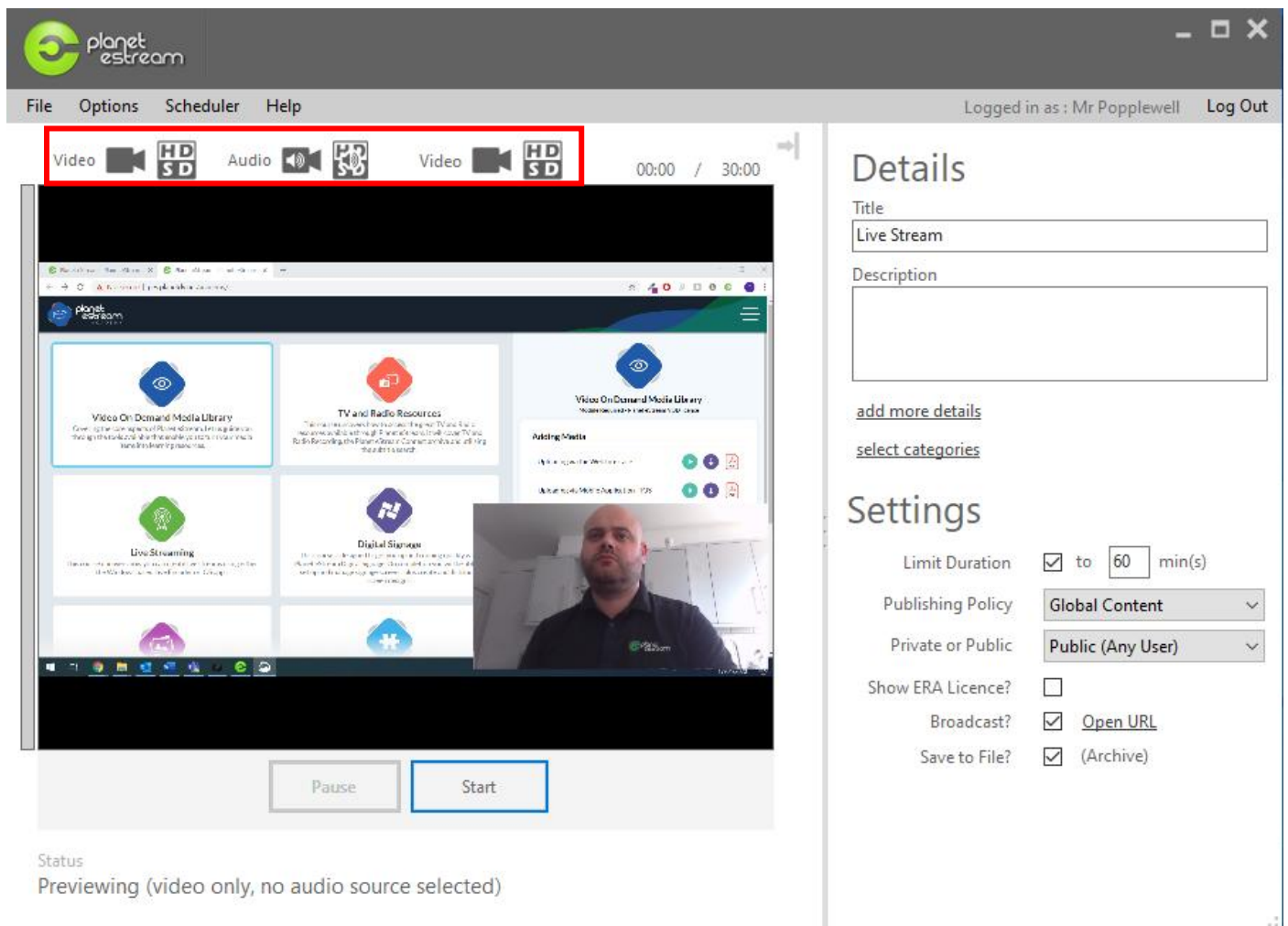


You have similar options for audio devices.

You can also select two sources at the same time by going to **Options > Picture in Picture Mode**



This will show a second camera source icon and you can select a second source to be displayed as picture-in-picture. This will commonly be a small camera window over a large screen capture, as below, but doesn't need to be.



Once you have selected your sources you need to add any relevant information on the right-hand side of the preview window. This includes a title, description and location for the live stream, as well as additional meta-data and category, where necessary.

You can also limit the duration of the stream, which will automatically stop it after the duration has been reached. Leave the box unticked to prevent this from happening.

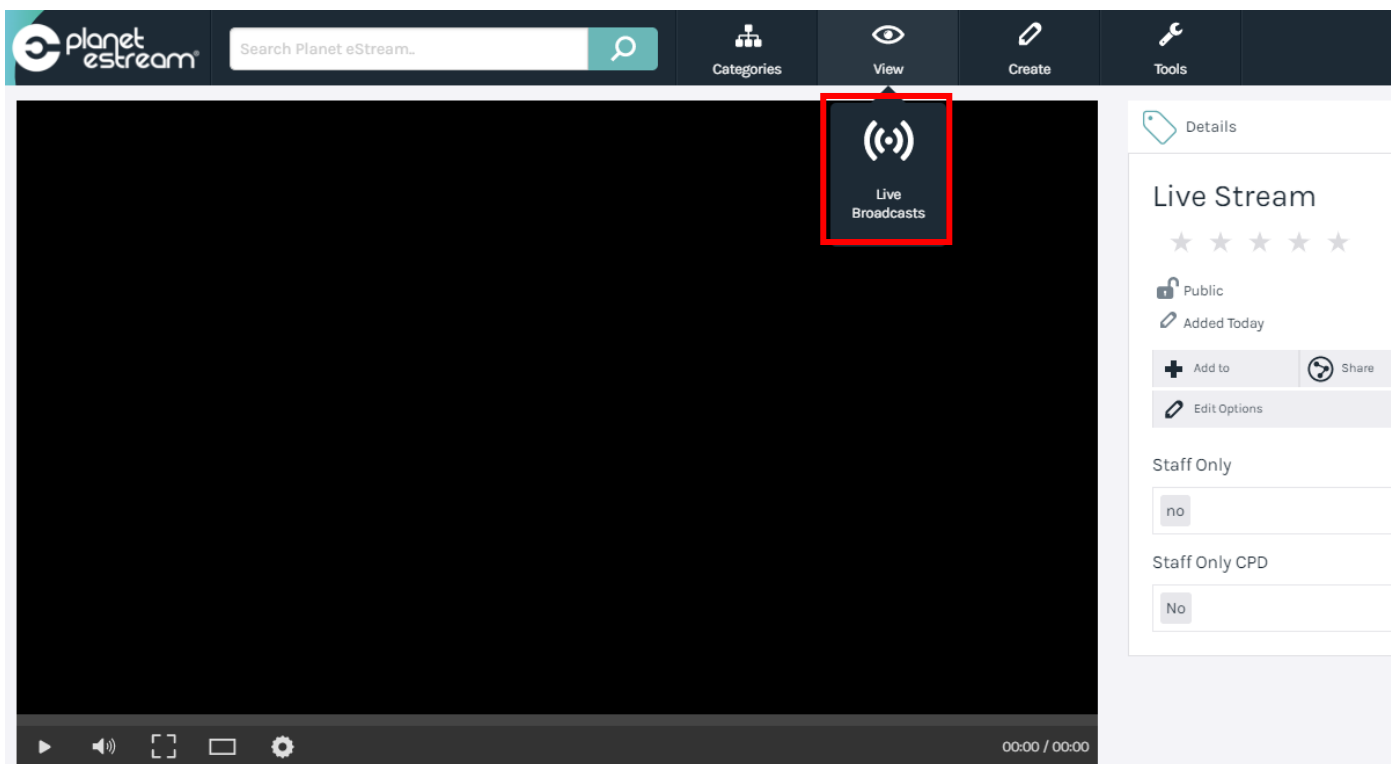
The two keys options are towards the bottom. **Broadcast** will send out your sources live for viewing now and **Save to File** will archive a copy to your Planet eStream site for viewing on-demand. You can select either of these or both at the same time.

Press **Start** to start the stream.

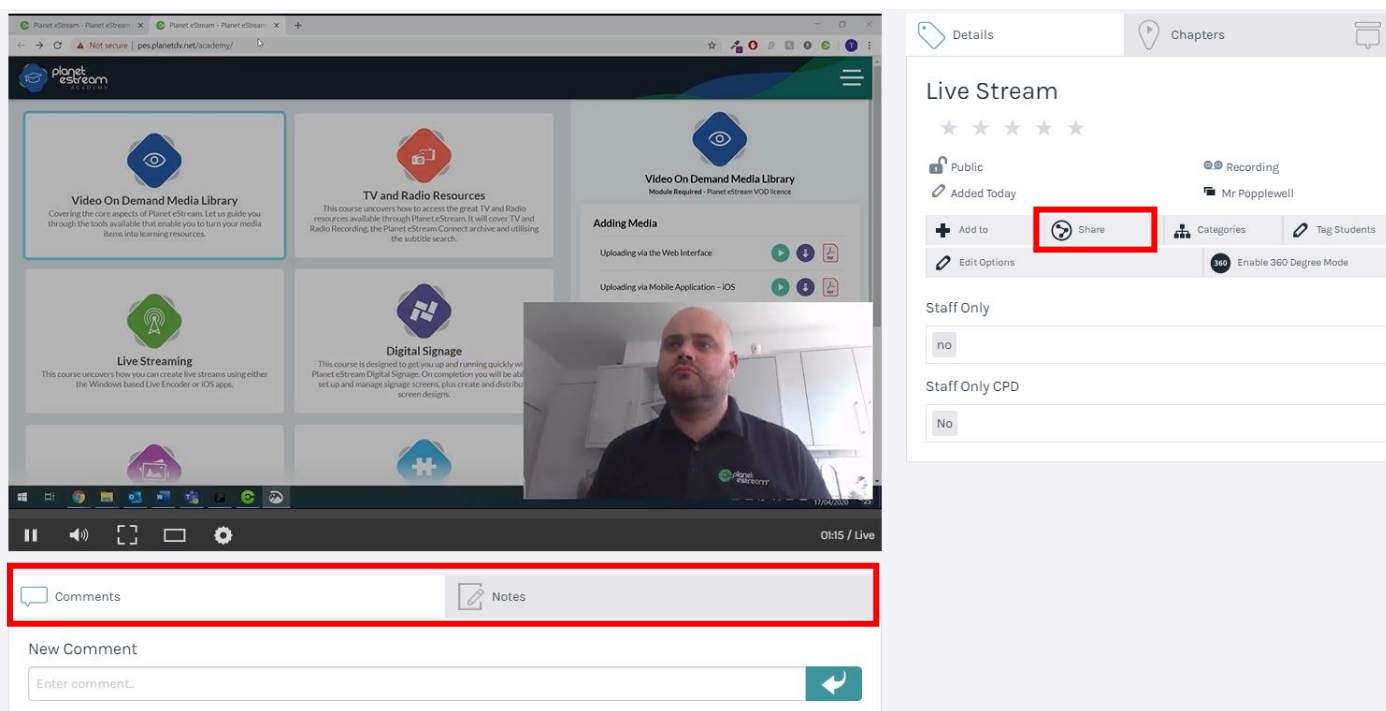
The screenshot displays the Planet eStream software interface. At the top, the logo and navigation menu (File, Options, Scheduler, Help) are visible. The user is logged in as 'Mr Popplewell'. The main area is divided into a preview window on the left and a configuration panel on the right. The preview window shows a live stream of a man speaking, with a 'Start' button highlighted in a red box. The configuration panel includes a 'Details' section with 'Title' (Live Stream) and 'Description' fields, both highlighted in a red box. Below this are 'Settings' for 'Limit Duration' (60 min), 'Publishing Policy' (Global Content), and 'Private or Public' (Public). At the bottom of the settings, 'Broadcast?' (checked, Open URL) and 'Save to File?' (checked, Archive) are also highlighted in a red box. The status bar at the bottom indicates 'Previewing (video only, no audio source selected)'.

## Step Four – Viewing a Live Stream

To view your live stream, go to your Planet eStream website, log-in and then navigate to **View > Live Streams** in the top navigation and select the live stream that you want to view. It is possible to run multiple live streams at the same time so you may see a few to select from.



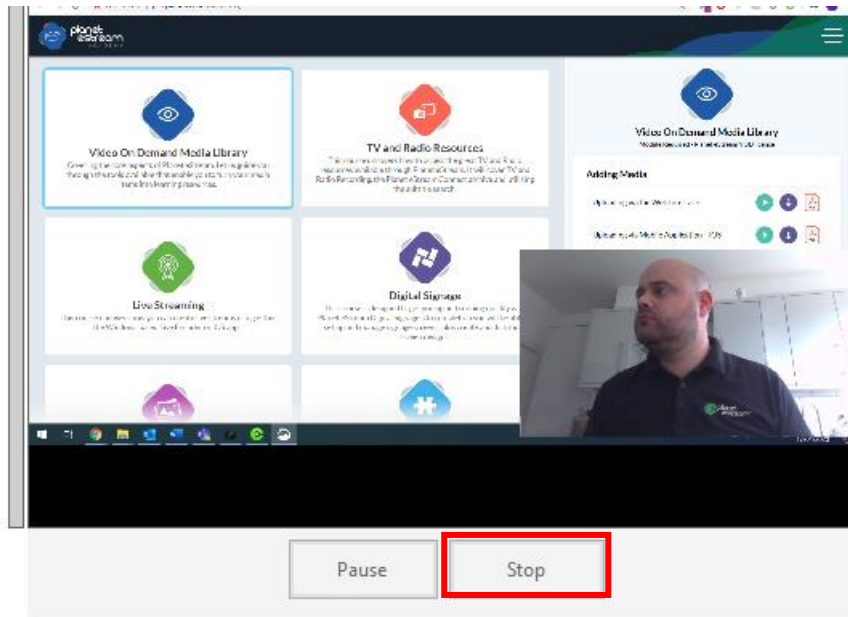
Press play to view the live stream once you have selected it. You have the same options as you would have with a normal Planet eStream video, so you can add Comments and Notes and share via a web link or embedding. Embedded live streams don't require a log-in, unless you specify this, so are useful for opening up the stream to a wider audience. For example, you could embed a live stream into a website, learning platform or parent portal.





## Step Five – Stopping the Stream and Archiving

To stop the live stream, navigate back to the Encoder application and select **Stop**.



If you selected **Save to File** before you started the stream you will be presented with the publisher. Use this to archive your live stream recording to Planet eStream for on-demand viewing. Select **Publish** to archive your video.

