

HD Portal *plus* User Manual

Version 1.5



HD Portal *plus*

Digital Media Recorder HD Portal *plus*

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Safety Precautions

For your protection, please read all related safety instructions, observe all warnings and precautions, and exercise common sense while operating this electronic equipment.

- ◆ Always place the unit on a stable cart, stand or table.
- ◆ Do not use the unit near water or sources of heat.
- ◆ Do not drop or shake the unit. Do not place or install the unit in environments where it can be dropped or shaken.
- ◆ Make sure the unit is powered off while being moved even for short distances.
- ◆ Observe the power requirements of the unit; if you are not sure of the power available, consult your local dealer or power company.
- ◆ When plugging into a power outlet, insert the plug firmly into the outlet. Route the power cord so as to avoid any activity that may result in fraying or other damage to the cord or the plug.
- ◆ Under no circumstances should you attempt to override the polarization or grounding protection on the plug.
- ◆ Do not overload wall outlets, integral convenience receptacles or extension cords.
- ◆ Unplug the unit from the wall before cleaning. Do not use liquid or aerosol cleaners.
- ◆ For proper ventilation, do not block the slots and openings. Do not install the unit in a location where the ventilation slots and openings can be plugged during everyday use.
- ◆ Do not place or install the unit under, on top of or near any heat-producing equipment (i.e. radiators, stoves, or amplifiers), or in a heated place.
- ◆ Unplug the unit during lightning storms, when it will not be used for extended periods of time, or before you have a scheduled power outage.
- ◆ If the unit is visibly damaged either by not observing the precautions above or for any other reason, contact your local dealer immediately. If the unit does not operate to the specifications set forth in this user guide, or exhibits a distinct change in performance, this may be an indication of a problem needing repair.

Environmental Operating Limits of HD Portal *plus*

Operating Temperature: 0°C to 32°C (32°F to 90°F)

Relative Humidity: 10% to 90% non-condensing

Storage & Transport Temperature: -20°C to 80°C (-4°F to 140° F)

Electrical requirements

Input: 100-240V ~50/60Hz

Service Support and Training

MediaPOINTE, Inc., is committed to providing the service, support and training needed to install, manage, and maintain your MediaPOINTE® equipment. All MediaPOINTE® products are sold through a wide network of Authorized MediaPOINTE, Inc. Dealers. For help with your products, contact your local dealer for assistance first. If for any reason, you would like to contact MediaPOINTE, Inc. directly for information regarding service programs and extended warranty information, training, installation or usage, we are glad to be of assistance. You can contact us at the phone number listed below, or visit our website.

Technical Support

MediaPOINTE, Inc. Technical Support

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HD Portal *plus* Package Contents

- 1 - MediaPOINTE HD Portal *plus*
- 1 - RCA Video Cable
- 1 - Male VGA (RGBHV) Cable
- 1 - CAT-5e LAN Cable
- 1 - 3.5mm Stereo to Male RCA Audio Cable
- 1 - 3.5mm Mono to Female RCA Audio Adapter
- 1 - AC Power Cable
- 1 - IR Remote Control plus 2 AAA batteries
- 1- 12 Volt AC Power Adapter
- 1- IR Receiver
- 1- DVI Cable
- 1- DVI To DVI+VGA Adapter
- 1 - WiFi® Antenna (if WiFi® option purchased)

Warranty

MediaPOINTE, Inc. warrants that the HD Portal *plus* (excluding spare parts if applicable, external peripheral devices and consumables) will be free from any defect in materials or workmanship and shall perform in accordance with its specification for a period of 30 days for MediaPOINTE, Inc. software and 1 year for hardware, starting on shipment date of the initial purchase of the equipment. MediaPOINTE, Inc. disclaims any and all implied warranties of merchantability or fitness for a particular purpose. MediaPOINTE, Inc.'s sole liability for breach of this warranty will be (at its option) to provide access to software for download or to repair or replace the defective unit or component after customer has shipped the product to MediaPOINTE, Inc. for return-to-factory repair. Customer must obtain an RMA (return material authorization) number from MediaPOINTE, Inc. prior to returning equipment. Replacement parts may be new or equivalent to new. Part(s) replaced will be covered for the remaining term of the warranty. MediaPOINTE, Inc. shall not be liable for any loss of profits or incidental or consequential loss for whatever reason. This warranty will be void if the equipment has been subject to any unauthorized modifications, improper operation, user negligence, service by an unauthorized person, accident, neglect, misuse, tampering, acts of God, or any event other than ordinary use.

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1 Introduction and Overview

Introduction

Welcome to the user's guide for the MediaPOINTE® HD Portal *plus*. The HD Portal *plus* is one of the easiest to use, most cost-effective and reliable capture, recording, streaming and archiving products on the market today. It can archive important audio, video, and graphical data while simultaneously transmitting it anywhere on your network.

This user's guide describes how to set up and use the HD Portal *plus* to record and transport graphics, video and audio content over IP networks. As with all MediaPOINTE® AV-over-IP products, you can control the HD Portal *plus* by different methods. These methods include: Web Portal interface, InfraRed remote control, RS-232 serial port or Telnet.

This guide is written for units running version 5.3 software. If your HD Portal *plus* is operating on a different version of software, some capabilities and screen shots may be different.

Key Features

The HD Portal *plus* may be used in a variety of situations for live communication and collaboration, including:

- Capture, record, stream and archive live events, meetings, conferences, seminars, colloquia in digital High Definition. All content can be easily accessed and published with full security privileges defined by the content owner.
- Capture, record, stream and archive one HD and one composite video source simultaneously. The HD video input supports graphics content from computing devices such as laptops
- Archive media content from multiple independent sources.
- Share visual information, designs, and concepts with dispersed groups of people to gather input during a video conference.
- Stream important video conferences to other locations such as overflow rooms or remote conference locations over your corporate network.

- Conduct customer or employee training across vast geographical areas.
- Discuss research, engineering, architecture, product design, or process analysis when the participants are not able to meet in one central location.
- Access a centralized data bank of expertise from a field location.

How It Works

(Method of Operation)

The HD Portal *plus* can capture, record, stream and archive video, computer graphics and audio media. The HD Portal *plus* accepts DVI-D, analog RGBHV, composite video, and unbalanced audio input. The Content input accepts DVI and VGA sources. The audio input signal is connected via 3.5 mm mono unbalanced input. The HDMI and RGBHV outputs allow easy connection to a monitor. Audio is output via 3.5 mm stereo unbalanced output. HDMI input is also available via a DVI-to-HDMI adapter or cable. Audio via the HDMI cable is not supported. The HD Portal *plus* combines the video, audio and graphics inputs into a single media stream that is captured into a file which can be simultaneously streamed live over your network and archived.

Users can select from several configurable parameters (profiles) for capturing and subsequent playback of the recorded material. These profiles are fully configurable, allowing the user to specify the input source, capture resolution, visual layout style, bit and frame rates.

The archived recordings are stored on the HD Portal *plus*'s hard drive. The recorded file can then be viewed on your PC locally or replayed directly from the HD Portal *plus* on a local monitor using the VGA or HDMI output connector. The content can also be copied to a USB memory stick, downloaded to a PC, or automatically transferred (FTP) to a server after the file has been indexed.

The HD Portal *plus* records content in standard H.264/MPEG-4 AVC format, which can be played on a variety of desktop client players including QuickTime, VLC and others. It supports multiple resolutions.

HD Portal *plus* Front Panel



Front Panel Controls

The front panel consists of a power switch, USB port and a WiFi® antenna. The following is a brief description of each of these components.

1. Power Switch

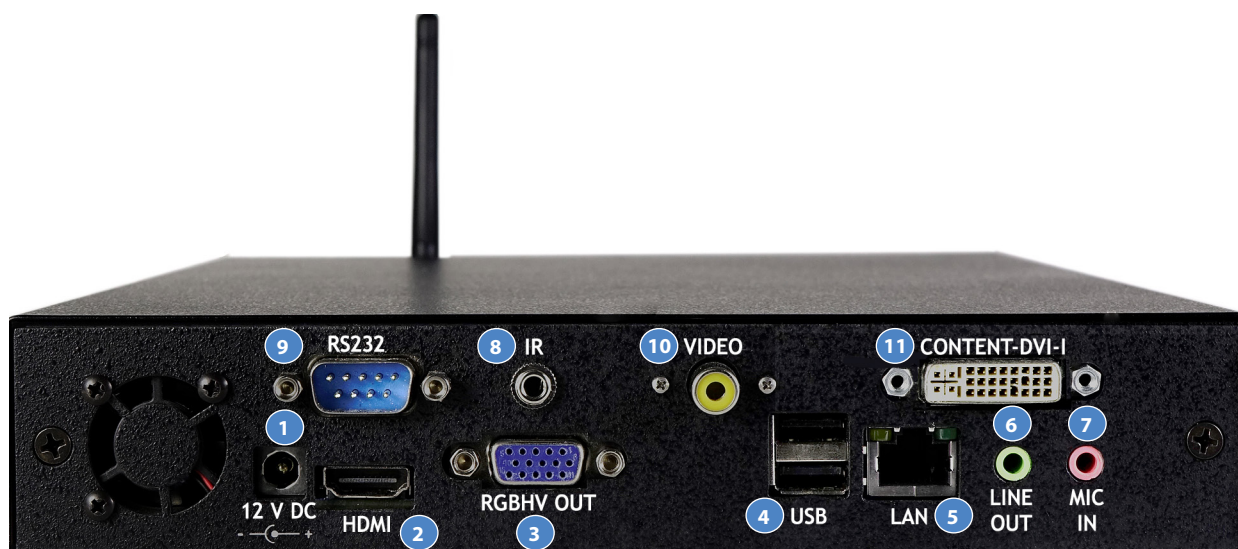
The HD Portal *plus* has a power button on the front panel. Press the button once to power up the unit. Press the illuminated power button to power down the unit.



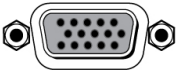
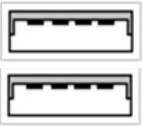



2. USB Port


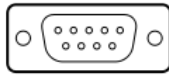

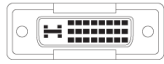
The USB 2.0 port on the front panel is used to transfer files to and from the HD Portal *plus*. The USB Port may also be used with the optional MediaPOINTE KEYCARD AUTOMATION SYSTEMS

3. WiFi System Antenna (Optional)

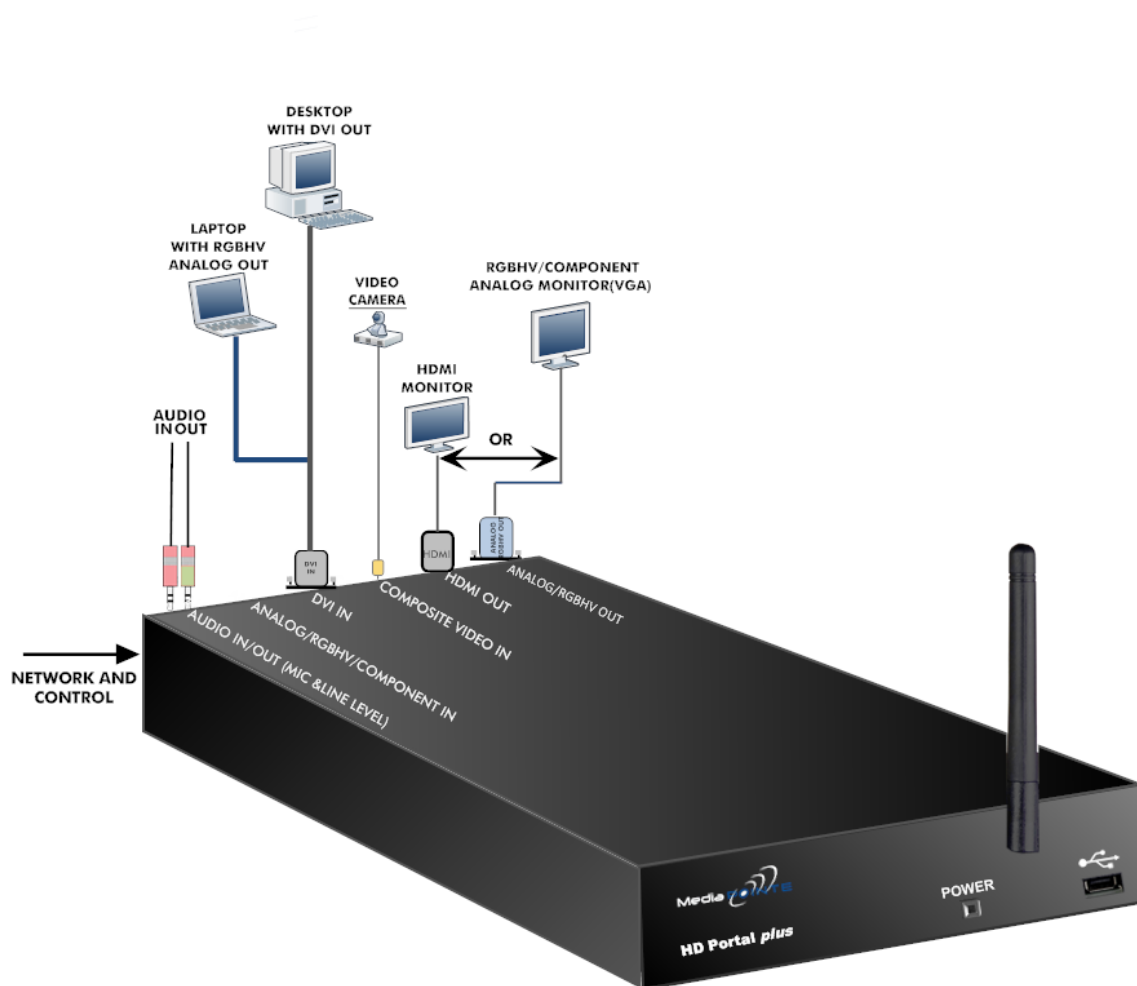
HD Portal *plus* Back Panel



CONNECTORS AND FUNCTIONS			
	Connector	Function/Name	Description
1		DC Power Input	The 12 Volt 3 Amp DC input provides DC power to the unit. The DC connector goes to the AC/DC Power Adapter
2		HDMI Output	The HDMI connector sends digital video to the display. This connector does not support audio. One (only one) monitor must be connected.
3		RGBHV Output	The HD-15 (VGA) connector sends analog video to a display. One (only one) monitor must be connected.
4		USB 2.0 Ports	The USB ports on the back of the unit can be used for upload or off load of video content or for network configuration
5		LAN Connection	The RJ-45 connector allows the included standard 10/100Mb CAT-5e LAN cable to connect the HD Portal <i>plus</i> to a network.
6		Audio Output (Unbalanced)	The standard 3.5 mm stereo connector outputs stereo unbalanced audio from the HD Portal <i>plus</i> .
7		Audio Input (Unbalanced)	The standard 3.5 mm mono connector takes input from unbalanced mic or line level signals.

CONNECTORS AND FUNCTIONS			
	Connector	Function/Name	Description
8		IR Infrared Input	The 3.5 mm mini stereo connector is used to connect the included IR receiver to the unit for IR remote control.
9		RS-232 Serial Port	The standard serial DB-9 connector allows connection for serial control (Note: a null-modem serial cable is required)
10		Video Input	The RCA video connector allows connection of a composite NTSC video source
11		Content Input DVI-RGBHV Video	The DVI connector is used to input an digital or analog computer video signal

Basic Setup Diagram



2 Setting Up the HD Portal *plus*

System Administration

Use this information when you are ready to install the HD Portal *plus* hardware at your site. First, plug a local monitor into the HDMI or RGBVH output on the back of the unit and power it on. Plug the supplied RJ 45 cable into your network, connecting the cable from your network to the LAN connector on the back of the unit. Plug the connector from the AC Power Adapter into the 12 VDC connector on the back, then connect the Power Adapter to AC power. Start the unit by pressing the front panel Power Button

Initial Login

This section describes the procedure for a first time Administrator login, and for setting the HD Portal *plus* access rights. Administrator rights are required to access or change any of the settings under the Configure and Manage sections in the main menu and to change all features of the HD Portal *plus*.

To log into the HD Portal *plus*, browse to its IP address using your Internet web browser. The default IP address is: **192.168.1.253**

Once you have navigated to the website, you will be presented with the a login page. The screen capture below shows the login fields. For the initial login, use the Login ID “admin” and the default password of “MediaPOINTE”. Note that the Login ID and password are case sensitive. The login page is shown below.

Access Rights

There are three levels of access rights: admin, author and user. The Administrator can control all of the functions of the HD Portal *plus*. The author can record, stream and view content. The user can only view content. Note that the Login ID and the password are case sensitive. It is not possible to change any of the login names. Only the passwords can be changed.

Administrator (Username: admin)

The Administrator maintains all rights to the HD Portal *plus*. Exclusive Administrator access allows the configuration of: the date and time; security; IP settings; command line; e-mail and managing notifications; logging; AV controls; AV test; jobs; and software upgrades.

Author (Username: author)

The Author maintains content creation rights on the HD Portal *plus*. The Author can access or change any of the settings under the “Record/Stream” section in the main menu. No password is required for the “author” login as a default.

User (Username: “user”)

The user can watch content. No password is required for the “user” login as a default.

Configure Security

Changing the Administrator Password

By default, the Administrator Username and Password are set to “admin” and “MediaPOINTE” respectively.

To change the Administrator password, enter a new Administrator password in the New Admin Password field (10 characters maximum) reenter the new password in the confirm password field and click the Update button. The next time the HD Portal *plus* is accessed, the new admin password will take effect.

Be sure to write down the new administrator password and keep it in a safe place. If you forget the admin password, the HD Portal *plus* must be reset back to the factory defaults to enable administrator access.

Author Login Security

The Administrator needs to enable the security login for author. Checking the Enable Author Security box will enable the author password. Enter an author password in the author password field then reenter the new password in the confirm password field and click the Update button.

Unchecking the Enable Author Security check box deactivates the author login password. Press Update to confirm the change.

Note that the Login ID and the password are case sensitive.

User Login Security

By default, a login password for the user is disabled. Checking Enable User Security will enable the User password. Enter a user password in the User Password field, then reenter the same password in the Confirm User Password field and click the Update button.

Setting Date & Time

When content is recorded using the HD Portal *plus* it is given a time and date stamp. The time and date stamp can be set in the Date & Time section of the main menu. The date can be selected from the pop-up calendar. The Time Zone can be selected from the drop down menu. Current time can be selected from the drop down menu. Confirm any changes by clicking on the Submit button.

If desired, the NTP (Network Time Protocol) feature can be enabled to synchronize the clock of the HD Portal *plus* to an NTP server; click on the "Enable NTP" box and enter the server information, then click on Submit.

IP Settings

System Name

The factory set system name is MediaPOINTE. You can change the name in the IP setting menu page by entering a new name in the text field. A reboot is required for the new name to take effect. The name can be up to 15 characters long and consist of alpha-numeric characters. No special characters or symbols will be accepted except for a hyphen.

NETWORK CONFIGURATION	
Setting	Description
DHCP Client	Enable DHCP settings for automatic address retrieval from DHCP Server. Disabling the DHCP client will require a static IP address (with subnet mask and default gateway) to be entered.
IP Address	Assign a static IP address to HD Portal <i>plus</i> . This field will also display the currently assigned IP address
IP Subnet Mask	Assign subnet mask to HD Portal <i>plus</i> . This field will also display the currently assigned subnet mask
Default gateway	Assign a default gateway to the HD Portal <i>plus</i> . This field will also display the currently assigned default gateway
DNS server	If the network supports DNS, enter the DNS Server IP address(es) here. This field will also display the currently assigned default gateway

The System Name and all network settings can be set in the IP Settings section of the main menu. Network settings may also be configured via USB memory stick configuration.

NOTE: To change the default IP settings of the HD Portal *plus* or any of the other configuration settings, you must log in with administrator rights as (admin).

To quickly find the system's IP Address, connect a local monitor to the VGA or HDMI output. Use the InfraRed remote to navigate to the System Info page of the on screen menu.

IP addresses may be assigned to the HD Portal *plus* in two ways: DHCP and Fixed (Static) IP. If your network is configured for DHCP, the IP address will be provided automatically and will be visible on the local output of the HD Portal *plus*. To set the IP address, follow the procedure on the next page.

Configuring a Static IP Address

1. On your Internet browser, enter the current IP address of the HD Portal *plus*. (Note: If the unit has factory settings, the default static IP address is: 192.168.1.253)
2. Login to the HD Portal *plus* using the procedure shown in the Logging In section.
3. Navigate to the network settings page by selecting IP Settings.
4. To change to a Fixed or Static IP address, set the DHCP Client check box to "Disable". Fill in the IP Address, IP Subnet Mask and Default Gateway fields.
5. Once you have completed all of the above steps, select the Apply Changes button. You will receive a pop-up window warning you to use this option with caution as you are changing the default address and should remember the new settings.

Use this option with caution as you are changing the default of this configuration file and will implement the settings from the file.

If the `dmx_ip_conf.txt` file is intentionally left blank with no text of any type within the body of the file, the HD Portal *plus* will write its network settings to this file. This is an easy way to obtain the unit's network settings.

SMTP Mail

The HD Portal *plus* has the ability to send emails. To send the emails you must enable the SMTP configuration. After enabling it, enter the address of the SMTP server in the appropriate text box and the e-mail account that you use to send emails in the appropriate box. Confirm any changes to the SMTP mail configuration by clicking Submit.

Configuring a DHCP IP Address

1. Follow the first three steps above.
2. To enable the HD Portal *plus* to pick up an IP address, set the DHCP Client check box to "Enable".
3. If you have made any changes to the network settings, select the Apply Changes button. You will receive a pop-up window warning you to use this option with caution as you are changing the default address and should remember the new settings.

USB Network Configuration

This section describes how to configure the HD Portal *plus* using a USB memory stick. The network parameters of the HD Portal *plus* can be set via a special configuration text file on a USB memory stick. Insert the memory stick into one of the HD Portal *plus* USB ports at any time. The unit will look for the presence of this configuration file and will implement the settings from the file. Use a simple ASCII text editor to create the file named `dmx_ip_conf.txt`.

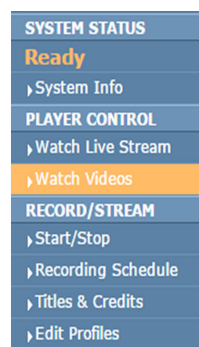
```
dhcp=(bool)0
dns_1=(string)192.168.0.2
dns_2=(string) 192.168.0.3
ethernet=(string)auto
gateway=(string)192.168.1.1
ipaddress=(string)192.168.1.253
```

3 Controlling the HD Portal *plus*

The HD Portal *plus* can be controlled by several different methods. These include, a Web Portal interface, IR remote control, RS-232 serial port, or Telnet. This section will cover each of these controls.

Web Portal Overview

The HD Portal *plus* has a fully featured Web Portal that can be accessed via a web browser. Enter the unit's IP address in the web browser's address bar and logon. From this portal you can start and stop a recording session, play or download previously archived material, set recording preferences and move content on/off or within the HD Portal *plus*.



The Watch Videos page will appear upon login. The screen capture on the left indicates when you are in the Watch Videos page. Selecting the Watch Videos selection from the main menu will show a list of all current recordings in the Root directory.

Main System Toolbar

When logged in, selecting the Watch Videos selection from the main menu provides the main system toolbar. The Main System Toolbar Icons Table on the right shows the icons found at the top of the web page in the Watch Videos web page.

MAIN SYSTEM TOOLBAR TABLE		
Icon	Function	Description
	Create New Folder	Creates a new folder without password protection.
	Rename Folder	Changes the name of the name of the selected folder
	Delete Folder	Permanently deletes folder including all content
	Folder Password	Allows the user to password protect the currently selected folder. If the folder is already password protected, it allows user to change the password.
	Show Folders	Displays the Folder management Trees
	Close All Folders	Shows only the highest tier folder of the folder tree.
	Close Folder View	Hides all folders on the HD Portal <i>plus</i> .
	Open All Folders	Shows all folders on the HD Portal <i>plus</i>
	Move To	Allows content to be moved from one folder to another.
	Copy to	Allows a copy of a media file to be created in a different folder.
	Delete Selected	Deletes the selected content. There is no recovery process for content that has been deleted.
	Download to my PC	Opens Download Manager to allow content to be moved to the local PC.

On-Screen Menu

The On-Screen Menu is displayed on the VGA or HDMI output of the HD Portal *plus*. The HD Portal *plus* IR remote will provide some of the configuration features of the Web Portal as well as provide the ability to navigate and playback non-password protected content stored on the HD Portal *plus*.

Currently the on screen menus give the user the following capabilities:

- ◆ Start/Stop Recording
- ◆ Browse and Play non-password protected content
- ◆ Browse and Play recent content
- ◆ Copy content to USB
- ◆ Set audio input recording level
- ◆ Adjust the Menu opacity, position and timeout
- ◆ Retrieve System Information

External Control

Telnet (TCP/IP)

The telnet client within the HD Portal *plus* provides access to the Command Line Interface through the TCP/IP protocol. By default, TCP telnet is disabled but can be activated from the Web Portal with an optional password. The available commands are the same as listed in the RS-232 section.

To turn on Telnet control, set the Telnet port number (typically Port 23) and check the TCP/IP port enable check box. A password for the Telnet session can be activated by entering a password in the Password for TCP/IP connection text box. If a password is not desired on the Telnet session, leave the text box blank.

Once logged in, type 'help' or '?' for a list of commands.

Infra-Red

The Infra-Red (IR) receiver for the remote control plugs into a jack located on the back of the HD Portal *plus*. It can also be used for IR control via control systems such as AMX or Crestron.

RS-232

On the back of the HD Portal *plus* there is a serial control port configured as a DTE that supports the RS-232 protocol. A Null-Modem cable should be used between the HD Portal *plus* and the COM port on your PC.

Terminal session settings required for RS-232 control are: 9600, 8, None, 1 with No Flow Control.

There is no password protection on this interface and, by default the RS-232 port is enabled. The administrator has the ability to disable the port by unchecking the COM port enable check box.

4 Recording, Archiving, Streaming and VOD

Recording/Streaming

A recording/streaming session can be started and stopped from the Start/Stop section of the main toolbar and from the profile listing of the Web Portal. The “default” profile will be used unless another profile is selected. To select an alternate profile, use the Change button to bring up a profile listing.

The Web Portal will display a “Recording” message at the top of the page. The record/stream parameters will be as specified in the profile that was chosen.

To stop the recording and create an archived file, press the Stop button to begin the “indexing” process.

Playback on HD Portal *plus*

Content stored on the HD Portal *plus* can be viewed via the HDMI or RGBHV output connected to a local monitor. Selecting the Play Locally button on the Watch Videos page will start the content playback.

During playback, the pause, stop, skip forward and skip backward controls may be selected.

In order to play files, an MPEG-4 capable playback application (such as Quicktime Player) is required on the viewing PC.

Archiving

Download Manager

Files and Folders can be downloaded to the browsing computer using the Download Manager.

Select the Download Manager icon from the Watch Videos paging using this icon:



The Download Manager Toolbar will appear

USB Offload / Upload

The front USB port can be used to move media to or from the HD Portal *plus*. Connect the USB memory stick and a folder named USB will appear in the Folder tree in the left pane. While the USB is connected, media can be copied to and from this folder.

Streaming

The Watch Live Stream page allows users at their personal computers to launch client media players, which will receive and decode the media streams for playback.

Manual FTP Upload

Under the actions menu for any video there is a manual FTP icon. Clicking this icon will allow you to manually transfer a video file and associated XML file to a remote server. SCP, FTP, and FTPS are all available options for transferring files. To transfer your desired file, choose the Manual FTP icon in the actions menu. Enter the server destination, Port number (optional for non standard ports), Destination path, and credentials. You can choose to delete the content after a successful upload.

Metadata

Metadata tagging allows you to tag a video file with information such as Author, Title, Keywords and more. This information is stored in the header of the Video file. A second copy of this information is stored within an XML file that is downloaded or transferred alongside the file. To add metadata to the file, select the video you wish to edit and click on the metadata icon in the Actions Menu associated with that file. Then enter your desired information into the available fields.

Transcoding

The HD Portal *plus* supports file transcoding. This is a manual post process procedure. To transcode a video select the transcode icon under the actions menu for the desired video. Select the desired formats you wish to transcode from the pop-up menu. You can choose: H.264, WMV, iPod and Flash formats. The transcoding will happen in the background and appear as a new file in your media library. The new file will have the transcoded video type appended to the beginning of the original file name for easy recognition. To see waiting jobs reference the Job Management page.

Titles & Credits

JPEG images can be uploaded to the HD Portal *plus* in the Titles & Credits selection of the main menu. Images uploaded here can be specified in the profile parameters. Images must be in JPEG format.

To upload an image, browse to the JPEG you wish to use and click on the Upload button. Individual images can be viewed or deleted using the controls provided on each graphic.

Changing Profiles

On the Start/Stop page, you can click on the Change icon and you will get a list pop-up with all available profiles. Select on the profile of your choice and the Start/Stop page will automatically be updated.

Video On Demand (VOD)

A VOD channel is a way to link up to other units simultaneously. The following table describes the HD Portal *plus* play/stream VOD capabilities.

CHANNEL FEATURES HD Portal <i>plus</i>	
View/Play recorded content	Yes
View/Play live stream	Yes
Make recorded content available	Yes
Stream live content	Yes

EDIT PROFILE ICONS TABLE		
Icon	Function	Description
	Start Record/Stream	Starts a recording/streaming session using the settings specified in Profile.
	Stop Record/Stream	Stops both the recording and the live stream and will begin the indexing process.
	Streaming	Indicates that Streaming is enabled on this profile.
	Recording	Indicates that recording is enabled on this profile.
	Info	Provides a quick view of all configured settings in profile.
	Copy	Creates a copy of a profile that can be customized.
	Edit Profile	Allows a user defined profile to be edited. To create a custom profile, copy one of the 8 Originals.
	Delete Profile	Permanently deletes a custom profile.
	Default Profile	Used when a recording is started without a profile specified. Identified by a Gold Star.
	Set Default Profile	Changes the Default profile when clicked.

VOD Channel Settings

By clicking on “Add New Channel” a window will open allowing you to enter the IP address of the device you want to connect to.

Viewing VOD Channels

If you go to the Live Streams page you will see current live streams from all your VOD channels. To view the stream click on the play icon under Actions and a window will open and display the stream.

5 Creating and Modifying Profiles

This section describes how to set up all configurable recording options on the HD Portal *plus*; only author and admin users have access to these settings.
















Profiles

A Profile is a collection of settings that defines the operating characteristics for a streaming/recording session. Parameters include:

- Profile name - The name you choose
- Auto start - Enables automatic video conference recording
- Format - Selects the type of encoding
- Main source - Selects input or template
- Frame size - Selects capture resolution
- Frame rate - Sets maximum frame rate
- Bitrate - Sets maximum bitrate
- Audio format - 64 kbps or 32 kbps
- Archive folder - Selects local file location
- Archive prefix - The filename (max 10 chars)
- Enable FTP upload - When checked sets parameters for automatic file transfer
- Transcoding selects for automatic file transcoding
- Custom settings - Enable titles and credits

Follow the steps below to create a new profile.

1. The Portal *plus* comes with two preconfigured profiles that cannot be modified. These can be copied to create custom profiles. The “**Profile Listing**” screen capture from the HD Portal *plus* Web Portal is shown below.

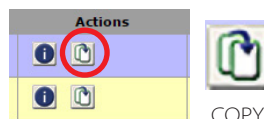
SYSTEM STATUS		Profile Listing										
Ready												
▶ System Info												
PLAYER CONTROL												
▶ Watch Live Stream												
▶ Watch Videos												
RECORD/STREAM												
		<table><tr><th>Quick Start</th><th>Name</th><th>Options</th></tr><tr><td></td><td>Composite</td><td></td></tr><tr><td></td><td>Content </td><td></td></tr></table>		Quick Start	Name	Options		Composite			Content 	
Quick Start	Name	Options										
	Composite											
	Content 											

Creating/Modifying a Profile

2. To create a custom profile, choose one of the two profiles outlined below in red as a starting point. (Composite or Content.)

Quick Start	Name	Options
	Composite	
	Content	

3. After you choose the profile in step 2, click on the Copy Icon from the Profile Listing page for the profile you want to copy. The Copy Icon is in the Actions column as circled in red below.



4. The Copy Profile web page shown below will appear.

Copy profile

Profile name:

Auto start:

Format:

☐ ☒

Capture settings

Main source:

Layout:

Frame size:

Stream settings

Frame rate: fps

Bitrate: kbps

Audio format:

Archive settings

Archive folder:

Archive prefix: (max 10 chars)

Enable FTP upload: ☐

Transcoding

Video transcoding: ☐ Windows

☐ h264

☐ flash

☐ ipod

Custom settings

Enable titles and credits: ☐

Creating (Copy) a Profile

Next, using the screen capture on the right as a guide set parameters. Fill in each section with the information you want in that profile as outlined in the steps below. By checking the Icons on the Copy profiles web page you can have streaming only, recording only or streaming/recording simultaneously.

1. Profile name - Enter any name up to 30 characters. It cannot contain special characters. This will appear as a new profile on the Edit Profiles page after you press Submit. The name should be unique.
2. Auto start- The drop down provides two choices: OFF and ON. Select OFF for standard control. Select ON for standard control and automatic video conference record with specified codec
3. Format - The drop down provides six choices: PC, iPod, WMV, DIVX, AAC audio only and WMV audio only. Selecting PC provides standard H.264 with selectable frame sizes. Selecting iPod sets lower resolution frame size. Selecting AAC audio only or WMV audio only selects no video, audio only.
4. Main Source - The drop down provides three choices: DVI, Composite and Custom Multiple Source Template. Selecting DVI sets the DVI as input with frame size selection. Selecting Composite sets the Composite (RCA) video input as input with frame size selection. Custom Multiple Source Template brings up a allows you to select from a variety of available layouts. [See Page 15](#).
5. Layout - The Layout button allows you to choose one of many screen layouts as shown on [Page 15](#).
6. Frame Size (if allowed) - The drop down provides five choices: QVGA - 320 x 240; VGA - 640 x 480; SVGA - 800 x 600; XGA - 1024 x 768; 720p -1280 x 720. Choose desired frame size.
7. Frame rate - Enter the selected frame rate with a maximum of 30 fps.
8. Bitrate - Enter the bitrate desired with a range from 128 kbps to 5120 kbps.
9. Audio format - The drop down provides three choices: Disabled for no audio; Mono (64 kbs) for 1 channel mono source; Mono (32 kbs) for 1 channel mono source at a lower bitrate.
10. Archive folder - The location where the files are saved on the local machine.
11. Archive prefix - The beginning of the file name saved. A maximum of ten characters is allowed

The screenshot shows a web form titled "Copy profile" with the following sections and numbered callouts:

- 1** Profile name: Text field containing "Copy of Composite".
- 2** Auto start: Dropdown menu set to "OFF".
- 3** Format: Dropdown menu set to "PC".
- 4** Main source: Dropdown menu set to "Custom - Multiple Source Ten".
- 5** Layout: Button labeled "Change".
- 6** Frame size: Dropdown menu.
- 7** Frame rate: Text field set to "30" with "fps" unit.
- 8** Bitrate: Text field set to "2000" with "kbps" unit.
- 9** Audio format: Dropdown menu set to "Mono (64kbps)".
- 10** Archive folder: Text field with a "Select" button.
- 11** Archive prefix: Text field containing "comp_" with "(max 10 chars)" note.
- 12** Enable FTP upload: Checkbox, currently unchecked.
- 13** Video transcoding: Section with checkboxes for "Windows", "h264", "flash", and "ipod".
- 14** Enable titles and credits: Checkbox, currently unchecked.
- 15** Submit and Cancel buttons.

with no spaces or special characters (only underscore and dash are allowed.)

12. Enable FTP upload - Check if you want to send the files to an FTP server after recording. If you check this another menu will appear.
 - FTP Server: Enter address of FTP server
 - FTP user name: Enter registered user of the FTP server
 - FTP user password: Enter Password of the FTP server user
 - FTP upload directory: Enter the path to where the file(s) will be stored on the FTP server
 - Delete: Check this box if you want to delete local media after upload.
13. Video transcoding - Makes a copy of the recorded file in the selected format. This provides four checkbox choices: Windows, H.264, Flash and iPod. Check the format you want.
14. Enable titles and credits - Select if you want to insert a JPEG image at the beginning and end of a recording. You must upload images first in the Titles & Credits section of the main menu.
15. Submit or Cancel - Click Submit if you want to save this profile. Click Cancel if you want to reject

Modifying (Edit) a Profile

Modifying a profile is very similar to copying one. Use the screen capture on the right as a guide to set parameters. Modify each section with the information you want in that profile as outlined in the steps below. By checking the Icons on the Edit profiles web page.

1. Profile name - The name of the profile you are editing.
2. Auto start- The drop down provides two choices: OFF and ON. Select OFF for standard control. Select ON for standard control and automatic video conference record with specified codec
3. Format - The drop down provides six choices: PC, iPod, WMV, DIVX, AAC audio only and WMV audio only. Selecting PC provides standard H.264 with selectable frame sizes. Selecting iPod sets lower resolution frame size. Selecting AAC audio only or WMV audio only selects no video, audio only.
4. Main Source - The drop down provides three choices: DVI, Composite and Custom Multiple Source Template. Selecting DVI sets the DVI as input with frame size selection. Selecting Composite sets the Composite (RCA) video input as input with frame size selection. Custom Multiple Source Template brings up a allows you to select from a variety of available layouts. [See Page 15](#)
5. Layout - The Layout button allows you to choose one of many screen layouts as shown on [Page 15](#).
6. Frame Size (if allowed) - The drop down provides five choices: QVGA - 320 x 240; VGA - 640 x 480; SVGA - 800 x 600; XGA - 1024 x 768; 720p -1280 x 720. Choose desired frame size.
7. Frame rate - Enter the selected frame rate with a maximum of 30 fps.
8. Bitrate - Enter the bitrate desired with a range from 128 kbps to 5120 kbps
9. Audio format - The drop down provides three choices: Disabled for no audio; Mono (64 kbs) for 1 channel mono source; Mono (32 kbs) for 1 channel mono source at a lower bitrate.
10. Archive folder - The location where the files are saved on the local machine.
11. Archive prefix - The beginning of the file name saved. A maximum of ten characters is allowed with no spaces or special characters.

12. Enable FTP upload - Check if you want to send the files to an FTP server after recording. If you check this another menu will appear.

FTP user name: Enter registered user of the FTP server

FTP user password: Enter Password of the FTP server user

FTP upload directory: Enter the path to where the file(s) will be stored on the FTP server

Delete: Check this box if you want to delete local media after upload.

13. Video transcoding - Makes a copy of the recorded file in the selected format. This provides four checkbox choices: Windows, H.264, Flash and iPod. Check the format you want.
14. Enable titles and credits - Select if you want to insert a JPEG image at the beginning and end of a recording. You must upload images first in the Titles & Credits section of the main menu.
15. Submit or Cancel - Click Submit if you want to save this profile. Click Cancel if you want to reject

Setting screen layouts


1. You can choose a screen layout while creating or editing profiles.
2. If you choose the Copy Icon to create a new profile, click the change button as shown below (outlined in red.) Then select the layout you want from the Screen Layouts pop up as shown at the bottom of this page.

Capture settings

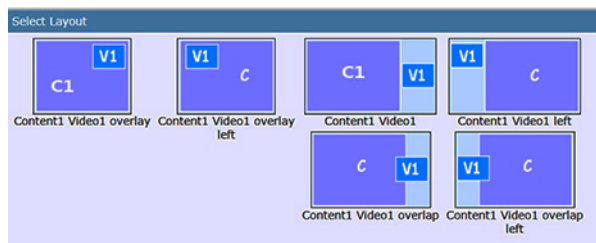
Main source: Custom - Multiple Source Ten ▼
Layout: Change
Frame size: ▼

3. If you choose the Edit Icon to change an existing profile, click the change button as shown below (outlined in red.) Then select the new layout you want from the Screen Layouts pop up as shown at the bottom of this page.

Capture settings

Main source: Custom - Multiple Source Ten ▼
Layout:  Change
Frame size: 1280x480 ▼

Screen Layouts



6 Management and System Tools

The Software Management section of the HD Portal *plus* menu enables the system administrator to perform several key functions. These include upgrading the system software to a new version; and resetting the HD Portal *plus* configuration to factory default network settings.

AV Controls

Audio input and output levels can be adjusted either by sliding the pointer along the bar, or by entering a value from 0 to 100 in the text field. You can also mute the output by clicking on the icons. Event tones can be turned on to alert you when an event occurs. For example you will hear a tone when you stop recording.

AV Test

The HD Portal *plus* has the ability to test audio and video to connected output devices without the need for live input sources. There are four audio test tones and three test images for confirming video output to a locally connected monitor. Once a test tone or image has been selected, use the Stop Test button to end the test.

Live Video Test

The Video inputs can be tested to a local monitor. To test the live video, click on the Video image and the source connected to that input will display on the local monitor.

Notifications

The HD Portal *plus* can be configured by the Administrator to send email event notifications from the “Notifications” section of the main menu. Enter the email address to which the notifications will be sent and select the events to track. Confirm these settings with the Save Notification Settings button.

Storage Limits

The Administrator can determine the action to take when the HD Portal *plus* hard drive is full. Make the selection and press the Submit button.

Job Management

The job management page will show you the progress of all manual FTP uploads as well as transcoding jobs.

JOB MANAGEMENT TABS	
Tab	Description
Job Queue	Job queue will show you what jobs are waiting to be completed. To cancel a job press the cancel button on the left hand side.
Job History	The job history tab will show you previously transcoded jobs
Upload Queue	The upload queue tab will show you the FTP uploads waiting to be transferred. To cancel a transfer press the cancel button on the right hand side.
Upload History	The upload history tab shows you previously uploaded files.

Logging

The HD Portal *plus* can be configured by the Administrator to log events from the Logging section of the main menu. Select the events you wish to save to a log and confirm these settings with the Save Logging Options button. Current logs will hold 14 days of data. Logs listed as “old” will include the previous 14 days of data.

LOGS	
Setting	Description
Event Log	The time and date of all recordings and live streams are captured in the event log. Also included in this log are all actions related to the archived media files (moving , renaming, deleting content etc.)
Failed Logins	All failed logins are logged and date stamped.
SMTP Log	All emails sent from HD3 are logged and date stamped.
Error Log	The error log will provide a description of the problem that put the HD3 into an error state (the Yellow LED will be on)

Upgrade System Software

MediaPOINTE's Development Team is constantly striving to refine and upgrade features on the HD Portal *plus* to lead technological advances in the archiving and streaming marketplace.

In order to keep the HD Portal *plus* up to date with all of the latest features, you may want to update the system software from time to time. Follow the following steps to upgrade the HD Portal *plus* software.

1. Contact your MediaPOINTE dealer for the latest software version and have the upgrade fee sent to you. This file will have an *.mpup extension. The downloaded file must be placed on the same PC that is used to browse the web portal.
2. Go to the Software Management section of the main menu and click on the browse button to search for the downloaded *.mpup file. Locate the file and specify the path to the file as shown in the window.
3. Select the Upgrade button to begin the upgrade. Be sure to wait until the upgrade is complete before proceeding.
4. If your HD Portal *plus* doesn't automatically reboot, manually do this by selecting the Reboot button in the info section. This will reboot the unit and the new software will be in place.

Disabling and enabling multicast

By default the HD Portal *plus* will unicast anytime a profile is initiated with streaming enabled. Unicast can be disabled or multicast enabled. To do this, choose the Software Management tab of the Network GUI. There you can enable or disable multicast or unicast.

Reset Configuration

Selecting the Reset Configuration button on the Software Management page will reset all HD Portal *plus* passwords and network settings to factory default. This will not delete any of your recorded files.

System Info

The System Info section gives the user important information about the HD Portal *plus*. The system can be rebooted from this page of the Web Portal. See the table below for more details.

SYSTEM INFORMATION	
Setting	Description
Product Name	HD Portal <i>plus</i>
Model	Product Series Number
Software Version	The installed Version number of current software
Build Number	Software Build Number
Serial Number	The HD Portal <i>plus</i> Serial Number
Manufacturer	Name of the Company that manufactured HD Portal <i>plus</i>
Copyright	Copyright date of HD Portal <i>plus</i>
Available disk space	The amount of disk space still available for content recording
Options	Future optional features will be listed here

Shutdown

Select the Shutdown button on the Software Management page to remotely power-down (shut off) the HD Portal *plus*. Any access to the unit will be lost as the unit is powered down. In order to power up the unit, the user must physically push the power switch on the front of the unit. No communication is possible with the HD Portal *plus* when it is powered down.

7 Options

All HD Portal *plus* units are shipped out to the field with the basic software installed. However, the software was designed with the ability to receive multiple option upgrades. Please contact MediaPOINTE to purchase these options.

Installing Upgrade Packages

After your purchase of an upgrade option(s), MediaPOINTE's tech support team will walk you through the process of enabling your specific option(s).

Setting up the WiFi® Option

If equipped, this allows you to wirelessly access the network interface of the unit. By default, the option is then enabled, it is on channel 11 and operating as 802.11g protocol with an IP address of 10.0.0.1. The channel and protocol can be changed if necessary to deal with the spectrum allocation at a specific location. The network name (SSID) can also be changed.

To establish a connection, from a wireless equipped device scan for available networks. The SSID name will begin with "mediapointe-", connect to this network. Open your browser and go to 10.0.0.1, this will bring you to the login page.

Keycard Automation Option

The MediaPOINTE Keycard Automation completely automates the work flow of capturing, streaming and distributing control based on a User I.D. The Keycard system provides a simple, user-friendly way to initiate capture, recording and streaming applications with complete security and control built-in. The MediaPOINTE Keycard Automation System, if integrated properly may enable a system to become HIPPA compliant.



HD Portal *plus* User Manual

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