Cachet

Cachet
Web Media Player for Adobe Connect
© 2017 Refined Data Solutions

A Complete User Guide

Overview

The Cachet pod provides jitter-free HD video playback that makes sharing web videos in Adobe Connect fast and easy even for users with unreliable connectivity. There's nothing worse than starting a video in your meeting room that you want everyone to see, only to find that once you've started playing it, attendees with slow connections have to wait while other attendees are somewhere in the middle of the video.

As a meeting room host using Cachet, you can see how many attendees have completed caching each video next to the video title. Now you can rest assured that when you click play, everyone will start and finish viewing the video at the same time.

Plays Web Videos

Cachet can cache and play many common video types over HTTP such as YouTube, FLV, F4V and MOV videos.

Supports Live Feeds

You can also play any RTMP type feed which can be a live or on-demand video stream.

Audio Streaming

Support for MP3 is built into cachet, so you can preload a song or use it to play lobby music when participants enter your meeting room.
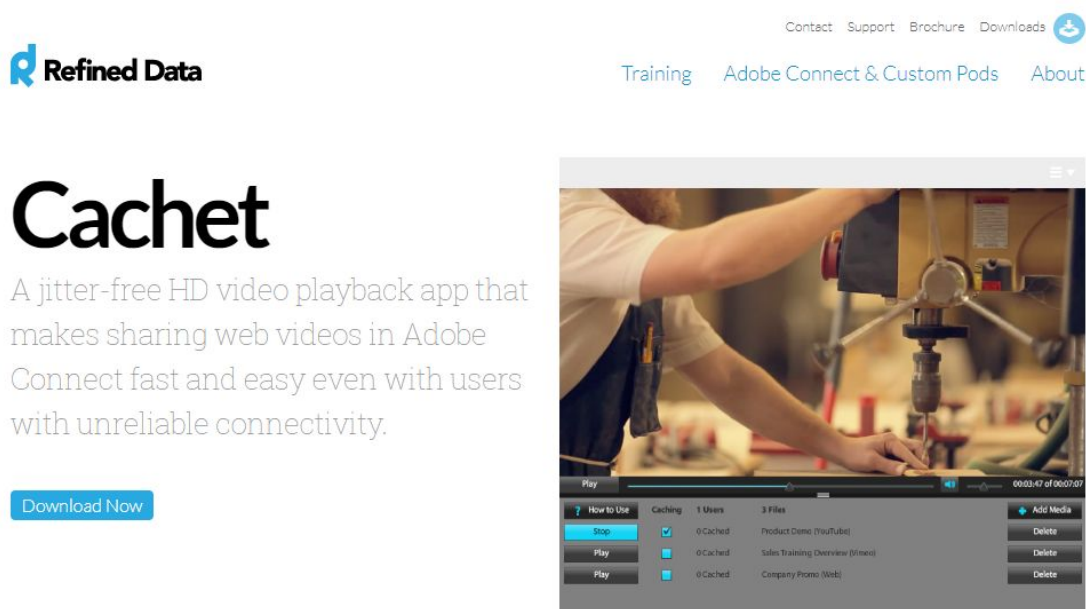
Real-time Cache Monitoring

See in real-time exactly how much of your videos are cached per user. Very handy when you want everyone's video to play in-sync.
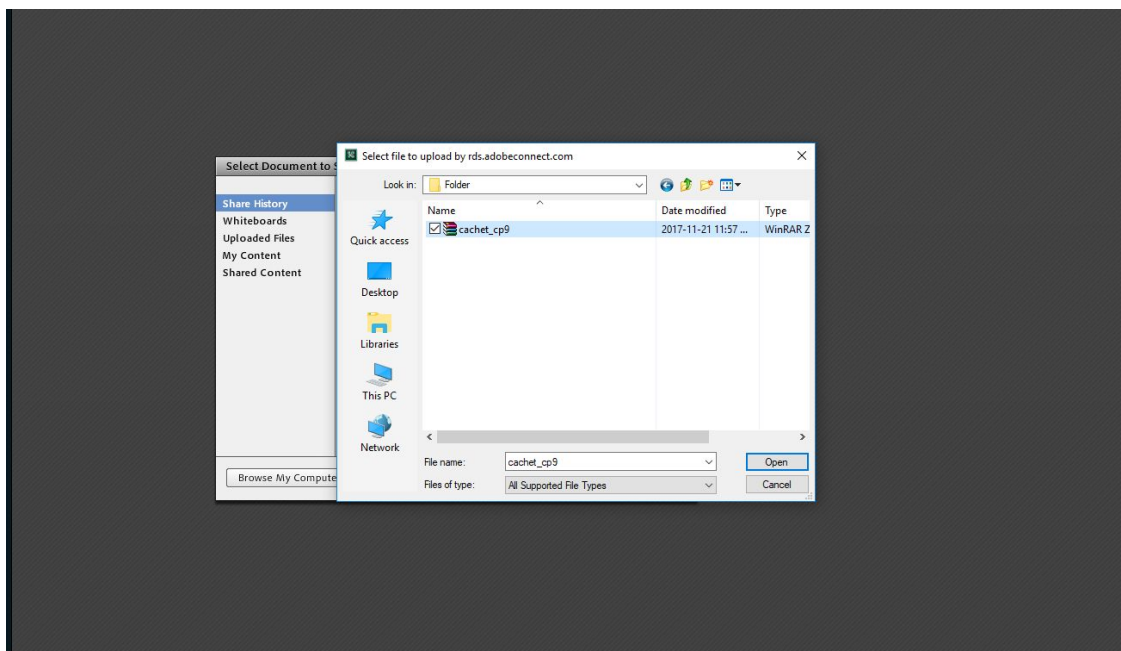
Read more: http://www.refineddata.com/cachet/

Installing Cachet

1. Go to http://www.refineddata.com/cachet/ and select [Download Now] to download the pod.

2. In your Adobe Connect meeting room select **Pods >>>> Share >>>> Add New Share** to open a new share pod. In that new pod, select **Share Document** in the drop-down menu and then click on the **Browse My Computer…** button and navigate to the zip file and click **Open**.
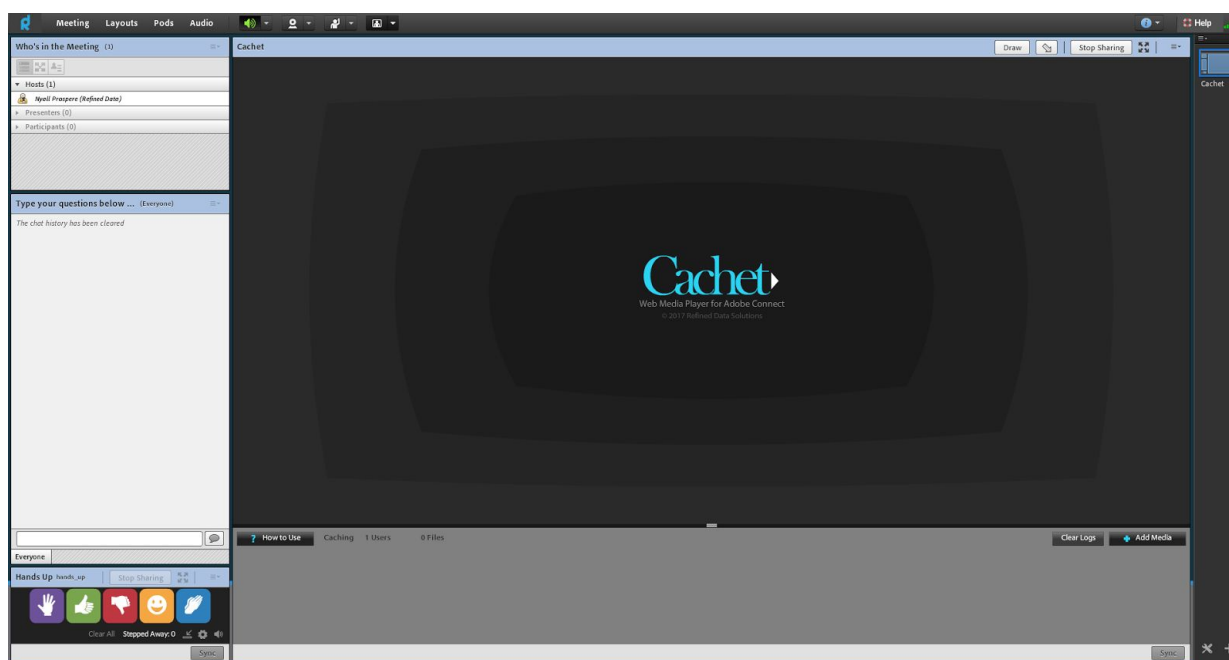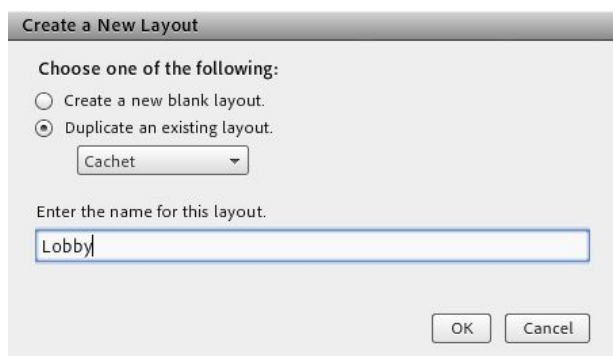
Configuring Cachet

To facilitate seamless media caching and playback throughout the meeting room, the Cachet pod once installed, adds itself to every layout in your meeting room. This allows the Host or Presenter to switch between multiple layouts and not affect the caching already done by any of the attendees.

In a New Meeting Room

1. Install the pod to the first layout. This layout will be the one where your media will be displayed, so name and arrange the layout accordingly.
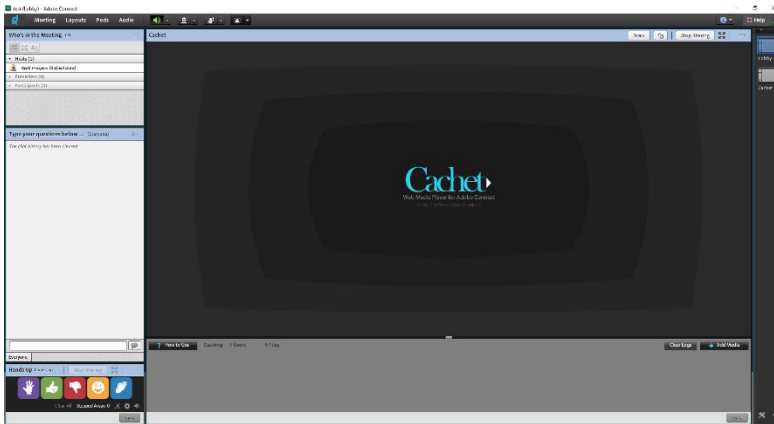

2. Create a duplicate of the first layout by selecting ➕ and choosing **Duplicate an existing layout**.
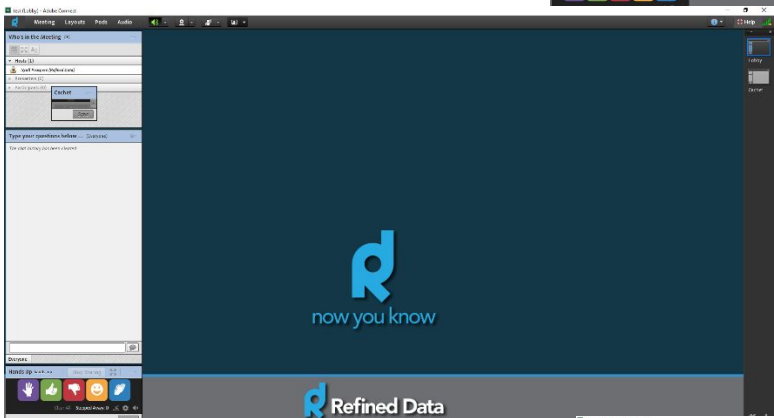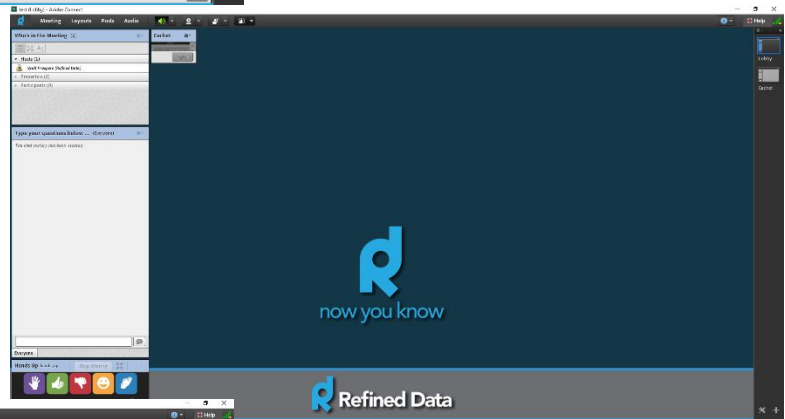

This layout will be your meeting room lobby/home page so give it a corresponding name.

3. In your **Lobby** layout, resize the cachet pod to the smallest allowable size, and drag the pod to the corner of the layout, and cover it with any of your other pods.
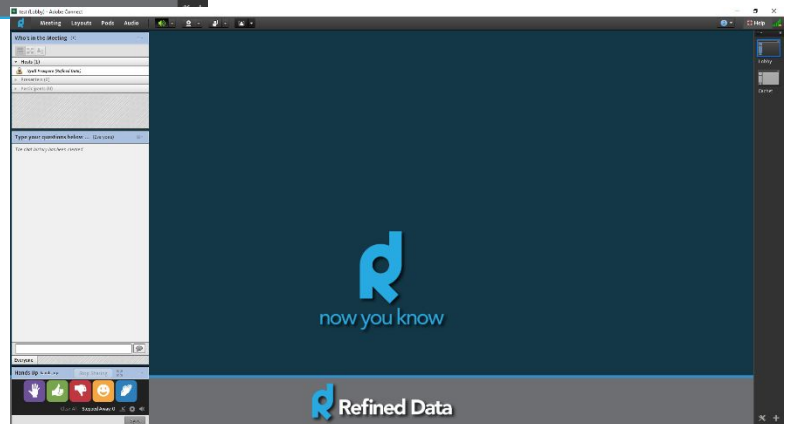

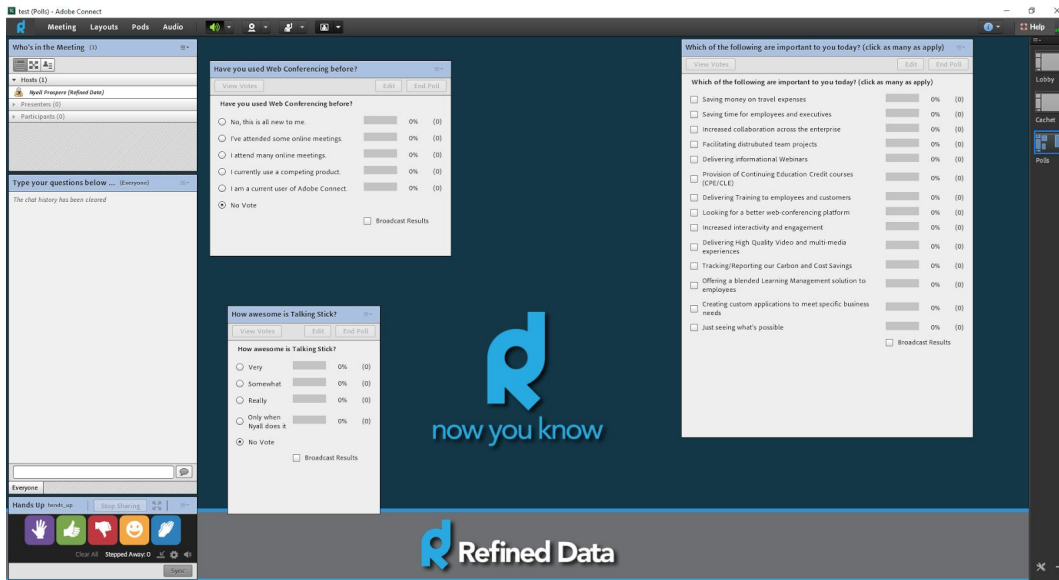Resize the pod share window to the smallest possible size.

Drag the pod share to the corner of the layout.

Click on another pod window to hide the minimized Cachet window.

4. Add new layouts to the room by creating duplicates of the **Lobby** layout and adding content and renaming them as required.

We recommend that you follow this method to create your meeting room and then using that room to create an Adobe Connect meeting room template. This ensures that Cachet will be installed and configured in all new meetings created using that template.
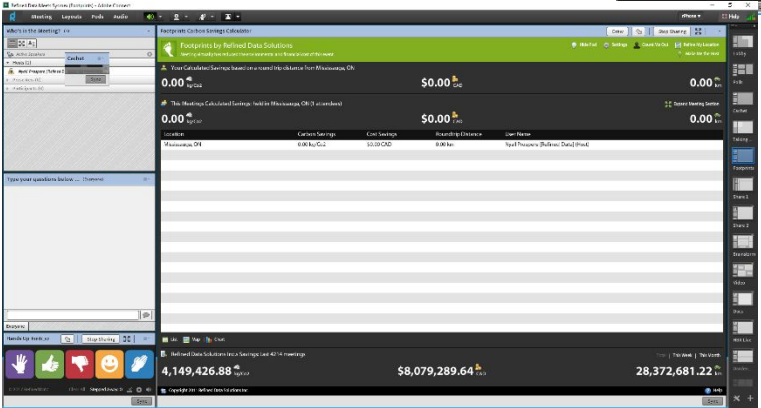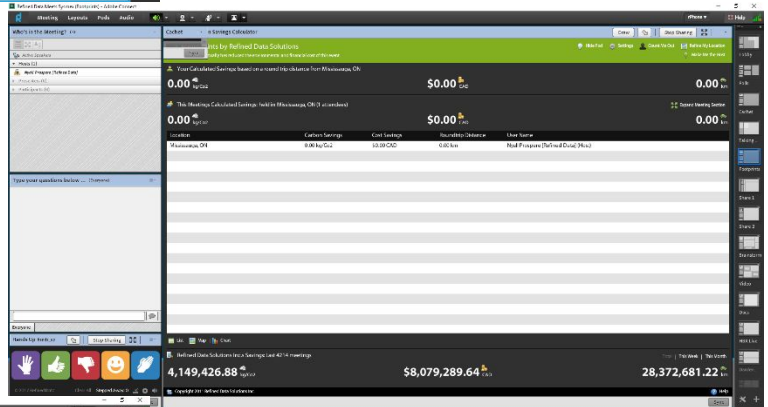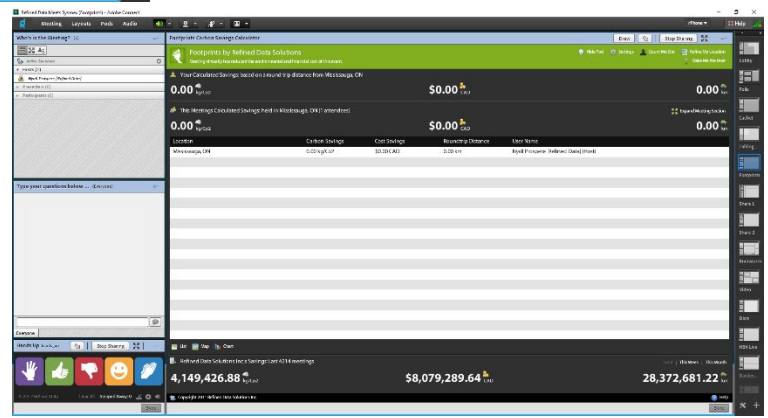
In an Existing Meeting Room

1. Install the pod to the layout you intend to display your media. This will simultaneously add Cachet to every other layout in your meeting room.

2. In all your other layouts, resize the cachet pod to the smallest allowable size and drag the pod to the corner of the layout, and cover it with any of your other pods.

Resize the pod share window to the smallest possible size.

Drag the pod share to the corner of the layout.

Click on another pod window to hide the minimized Cachet window.

Using Cachet

With Cachet, hosts can seamlessly <u>add</u>, <u>cache</u> and <u>play</u> a variety of media types to their sessions.

Supported media types include:
- **.flv/.mp4/.mov/.f4v** video files*
- Non-copyrighted **YouTube** videos
- **.mp3** audio files*

*Video and audio files need to be uploaded to server that allows the files to be publicly accessed. An affordable and easy to use solution is the Amazon S3 service, visit <u>https://aws.amazon.com/s3/</u> for more information.

<u>Adding a Video File</u>

1. In Cachet, select to [+ Add Media] go to the <u>Add Media</u> page**.**

2. a. In the Add Media page, select [Flash Video ▼] in the **Type** field.

b. Enter the name of your video in the **Title** field.

c. Enter the <u>URL</u>* of the video file in the **Media URL** field.

*The URL must end with **.mp4/.flv/.mov/.f4v.**

d. Select [Add Media]

Adding a YouTube Video

1. In Cachet, select to go to the <u>Add Media</u> page**.**

2. a. In the Add Media page, select in the **Type** field.

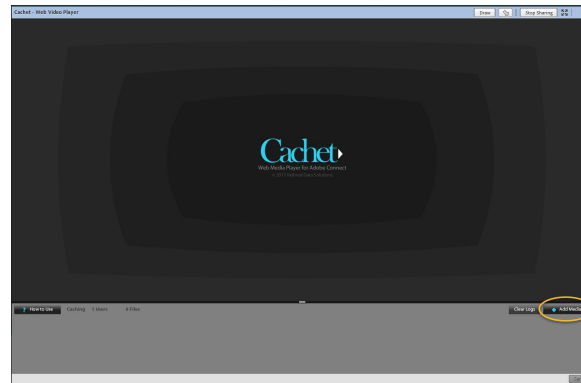b. Enter the name of your video in the **Title** field.

c. Enter the <u>URL</u> of the YouTube video in the **Media URL** field.

d. Select and select the video quality in the **Quality** field

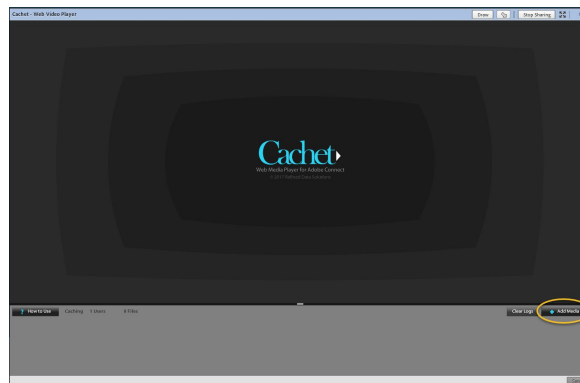e. Select

Adding an Audio File

1. In Cachet, select to ![Add Media] go to the Add Media page**.**

2. a. In the Add Media page, select ![Flash Video ▼] in the **Type** field.

   b. Enter the name of your audio in the **Title** field.

   c. Enter the URL* of the audio file in the **Media URL** field.

   *The URL must end with **.mp3.**

   d. Select ![Add Media]
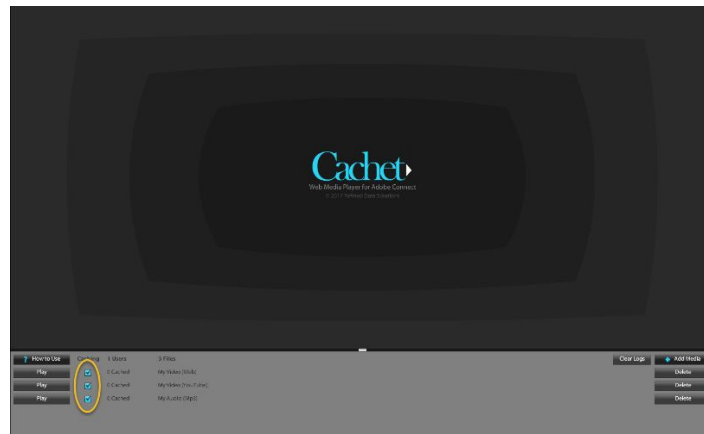
Caching Media

After the media has been added to Cachet, the host can cache up to 3 media files simultaneously. To do this, the host must select the ☐ adjacent to the media file name in the Cachet playlist.

Whilst the media is being cached, hosts can view the caching status of every media file in the **Users** column. The **# Cached** represents the number of users that the media has fully cached for.

When a media file has fully cached for all attendees, the color of the text in the **Users** column will change from **# Cached** to # Cached.

Hosts can view the cache progress of each attendee for a specific media file by selecting the Cached in the **Users** column adjacent to the media file name.

This will take them to the **Cache Progress** page, that details the caching progress for each attendee.

Playing Media

Once a media file has been fully cached, hosts can play that file by selecting the icon that is adjacent to the media file in the Cachet playlist.
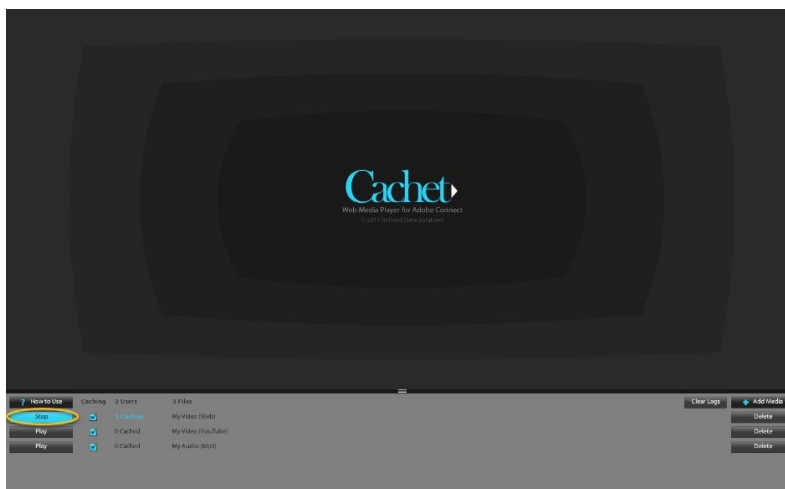

Pausing Media

Hosts can pause a media file that is actively playing by selecting

Stopping Media

To stop a media file that is playing, select

It is important to stop the media when you have finished viewing rather than selecting pause for two reasons:

1. If a momentary loss of connectivity occurs within the meeting room, when the connection begins again, the paused media will start immediately for all participants within in the meeting room.

2. Any recording of the meeting room will play the audio from any media that is playing in Cachet, creating two audio tracks in the meeting room recording.

Deleting Media

To remove a media file, select the icon adjacent to the media file name in the Cachet playlist.