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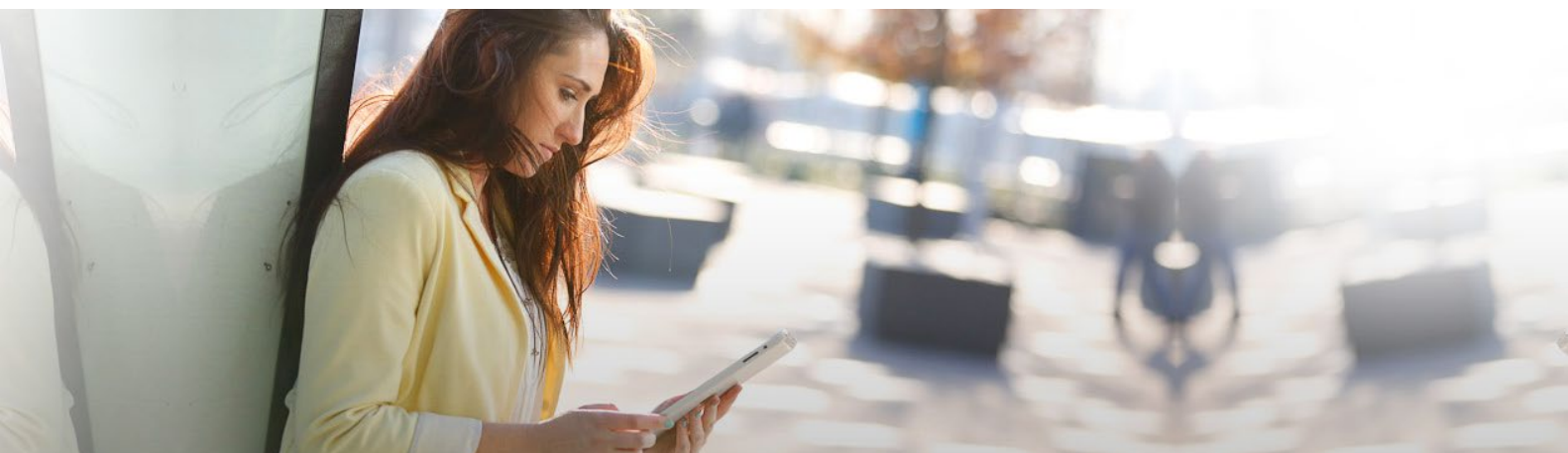
Streaming a  
conference over  
YouTube

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User Guide

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## Version Control

Date	Version	Changes	Authorised
27 <sup>th</sup> July 2015	0.1	Draft for review	TK
27 <sup>th</sup> July 2015	1.0	Approved version for release	TK
15 <sup>th</sup> April 2017	1.1	Support references updated	TK
7 <sup>th</sup> June 2018	1.2	YouTube Video URL's updated	TK
26 <sup>th</sup> March 2020	1.3	Added YouTube verification requirements	TK

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# Introduction

Using VC-Control with UCi2i VMR's can output a dedicated multimedia stream to enterprise CDN (Content Delivery Network) streaming and recording services such as Wowza, Adobe, VBrick, and Microsoft Azure, and to public streaming services such as YouTube. Any conference can be streamed as a live event to an unlimited number of viewers, and can automatically be recorded and stored for later consumption.

This guide explains how a VC-Control user can stream a VMR conference over YouTube.

## Prerequisites

### YouTube

Before the VC-Control user can stream to YouTube, they must ensure that they have a verified YouTube account, and that the account is enabled for live events.

1. From your YouTube account settings page, select **View additional features** ([www.youtube.com/features](http://www.youtube.com/features)).
2. If your **Account status** is not verified, select **Verify** and follow the YouTube instructions.
3. If **Live events** is not enabled, click **Enable**. *Please note that it takes 24 hours for YouTube to activate Live events/streaming on a newly verified account.*

### VC-Control

You will require a VC-Control enabled user account. If you have forgotten your password, you may request a reset via the login interface at <https://vccontrol.uci2i.com>.

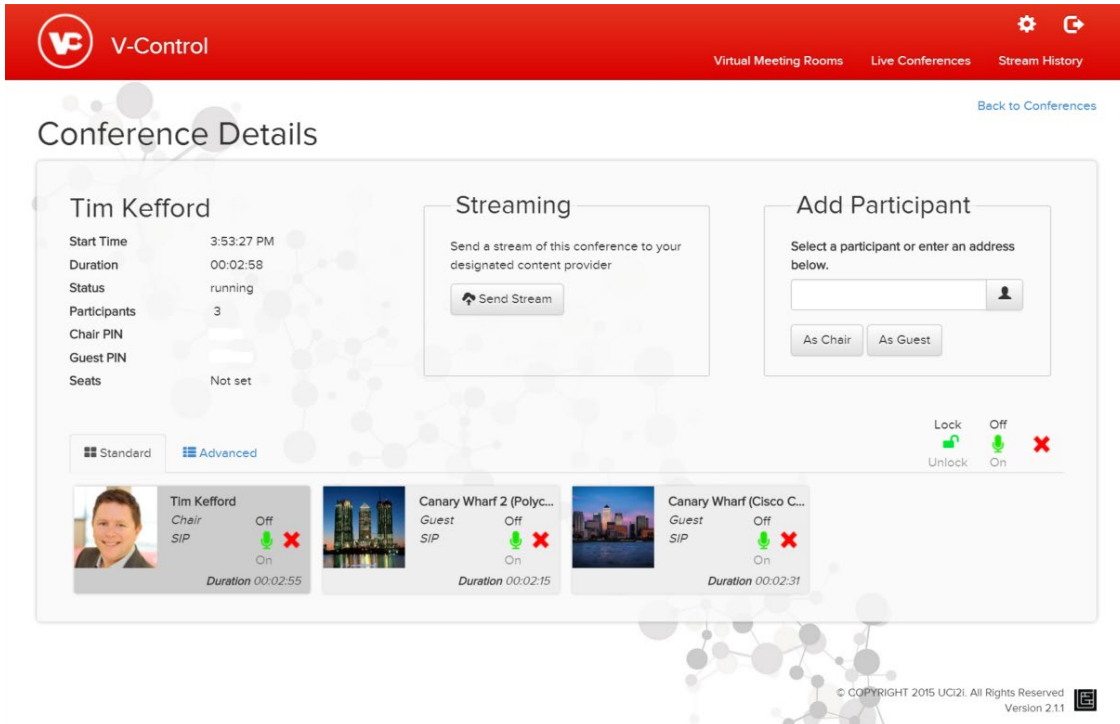
Alternatively, if you would like to request an account, then you will need to email [support@uci2i.com](mailto:support@uci2i.com) where your request will be evaluated prior to access details being provided.

## Setting up streaming

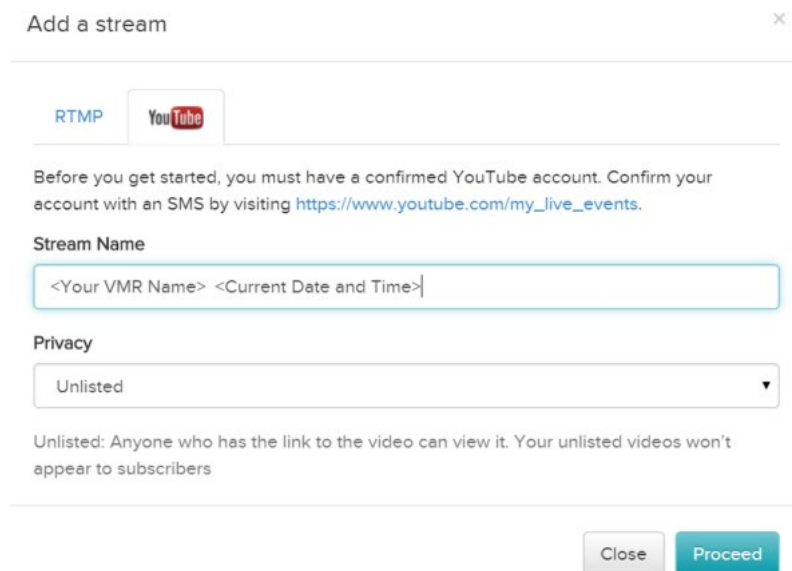
To stream a conference you must first purchase a streaming license from UCi2i and its partners. Once this is obtained you will be required to nominate the VMR(s) that you would like enabled. Once enabled you will be provided a new **Streaming** action inside your VMR.

## Starting a stream

1. Start your VMR, either through VC-Control or directly calling your VMR address and entering your PIN.
2. You can either invite participants or start the stream session. In this example additional participants have been added.



3. Click the **Send Stream** button in the **Streaming** box.
  - a. If this is the first time you have clicked this feature you will be asked to allow VC-Control access to send information to your YouTube account. You will need to **Accept** this for the feature to function. This is a YouTube permission and no data is held by UCi2i.
4. You will now see an **Add a stream** dialogue. Select the YouTube tab. You will then be presented with screen requesting a name and the privacy settings for this streaming session.



The default name is your VMR name and the current time and date appended. You may change this to something more appropriate for the meeting. The default privacy option is **Unlisted**. The privacy options are:

- a. **Private** – A private video can only be seen by you and the users that you select. The video won't appear on your channel or search results and will be invisible to other users.
  - b. **Unlisted** - Making a video unlisted means that anyone who has the link to the video can view it. Your unlisted videos won't appear to others who visit the Videos tab of your channel page and shouldn't show up in YouTube's search results unless someone adds your unlisted video to a public playlist.
  - c. **Public** – This means that anybody can view it and people subscribed to your channel will be notified of the new content.
  - d. Further info: <https://support.google.com/youtube/answer/157177>
5. Click **Proceed** and the meeting will be output to YouTube. After a small moment VC-Control will provide you with the URL for watching the stream (for people not in the VMR or for re-watching at a later date) and also a link for managing the event via the **Live Events** page within your YouTube account. *It is normal for the stream to be 15-20 seconds behind real-time.*

The screenshot shows the VC-Control interface for a conference. At the top, there is a red navigation bar with the VC-Control logo and links for 'Virtual Meeting Rooms', 'Live Conferences', and 'Stream History'. Below this, the 'Conference Details' section is displayed. It includes a 'Tim Kefford' panel with details like Start Time (3:53:27 PM), Duration (00:21:45), Status (running), Participants (4 (1 x Streams)), Chair PIN (2580), Guest PIN (Not set), and Seats (Not set). The 'Streaming' panel offers options to stream to YouTube, with a 'Stop Streaming' button. The 'Add Participant' panel has an input field and 'As Chair'/'As Guest' buttons. At the bottom, there are controls for 'Lock' (Off/On) and 'Unlock' (On/Off), and a list of participants: Tim Kefford (Chair, Off, On), Canary Wharf 2 (Polyc..., Guest, Off, On), and Canary Wharf (Cisco C..., Guest, Off, On). Each participant card shows their profile picture, name, role, status, and duration.

6. Once the meeting has concluded or you no longer require the broadcast, then click the **Stop Streaming** button. The event will then stop broadcasting on YouTube and the audience will receive a notification that the event is over.

## Stream History

Past events can be viewed via the **Stream History** menu option. This will list all previous streams actioned via VC-Control.

## Broadcast Analytics

Analytics for finished streaming sessions can be downloaded via the VC-Control interface by using the cog icon at the right of the stream list. Options are to go to the Analytics YouTube page or to download the CSV file with the data contained within.

# Video Management

Using the YouTube **Videos** page (<https://studio.youtube.com>) you can add thumbnails, edit settings, add enhancements, audio, annotations, cards and subtitles and closed caption options.

No longer needed videos can be deleted from the **Videos** page simply by selecting the video using the tick boxes and then choosing **Delete** via the **Actions** menu.

## Downloading Recordings

You can download any recordings via the YouTube **Videos** page (<https://studio.youtube.com>). Tick the video you require and select the video drop-down option of **Download MP4**.

## Permissions and Privacy

Permissions to these broadcasts and recordings are controlled via YouTube. Should an event have the privacy permission altered at a later date then this will NOT be reflected in Stream History within VC-Control. In addition if you are concerned about the privacy of a meeting then always mark it as 'Private' as this can be altered at a later date.

UCi2i cannot be held responsible for any accidentally disclosed broadcasts or recordings from the use of this feature.

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