

**TelVue® Connect™** is a content management system through which you can contribute video content directly to your cable operator through any Internet connection. The following step-by-step guide explains how to upload video to the TelVue Connect library, describe your video with metadata, and submit it to your organization.

#### 1) Activate Your Account

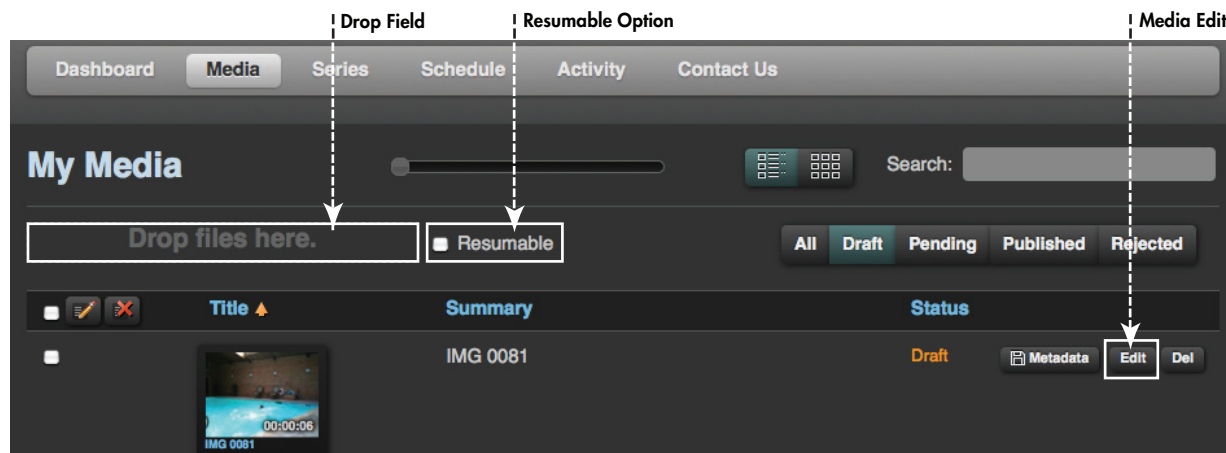
When your **TelVue Connect** account is created by an administrator, you will receive an e-mail to activate it. Click the activation link in your email and select a password.

#### 2) Login to TelVue Connect

- Go to <http://connect.telvue.com> and login with your username and password.
- TelVue Connect** is compatible with the following web browsers: **Chrome** (latest), **IE 8+** (optionally with **ChromeFrame** plugin for drag and drop), **Firefox** (latest) and **Safari** (latest).

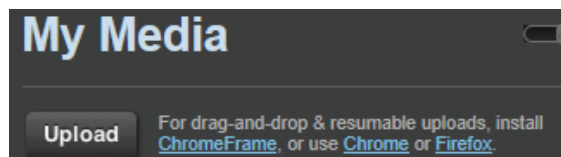
#### 3) Upload Media

- Click on the **media tab**.
- Using **Chrome** or **Firefox** as your browser (recommended) you can drag and drop one or more video files from your desktop into the **drop field**.



Media Tab - For uploading and managing your videos

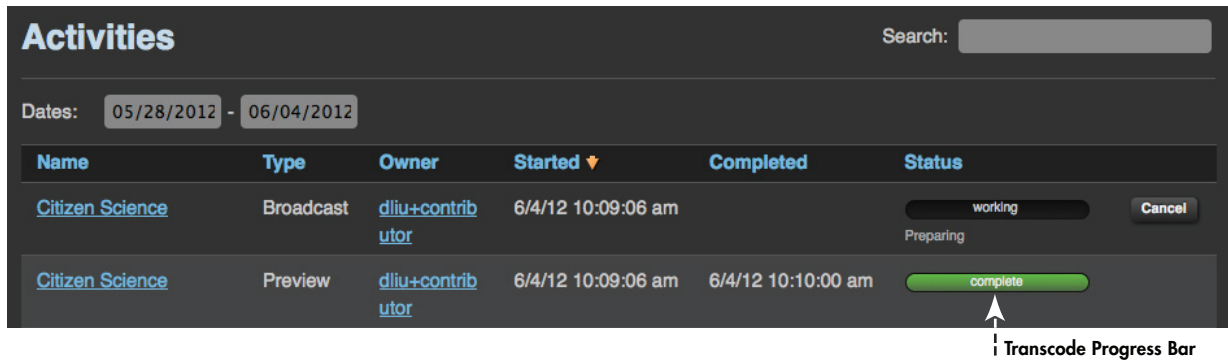
- If you are using **Internet Explorer (IE)**, which does not support drag-and-drop natively, you will instead see an **upload button**. Click on that to browse and choose one or more videos from your computer. Alternatively, you can install **ChromeFrame** in **IE**, which will enable the drag-and-drop feature.



Media Tab - As viewed in Internet Explorer

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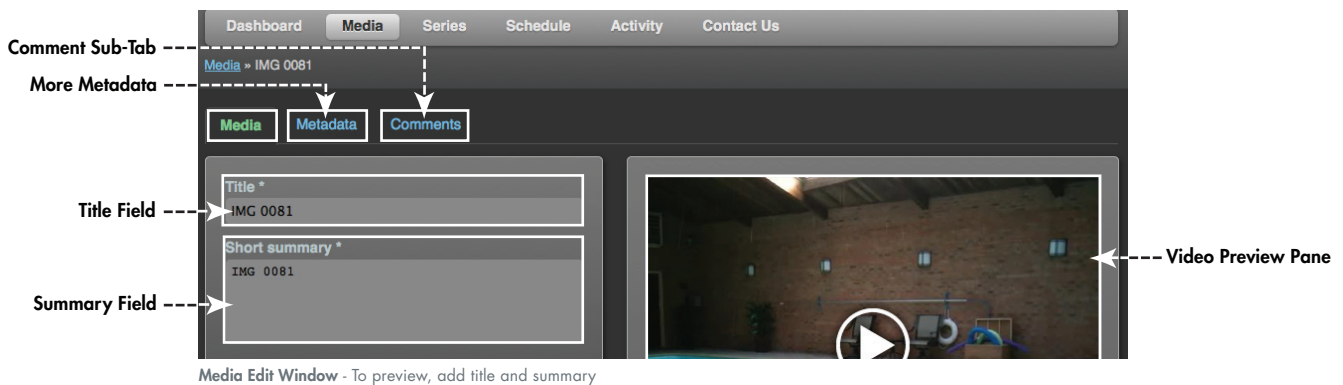
- c) Do not close your browser window while the file(s) are uploading. If you want to continue to work within Connect while your upload(s) are in progress, open a new browser window or tab. If you are submitting large files and your Internet connect is known to have drop-outs, select the Resumable option (not available in IE unless you install ChromeFrame) next to the drop field prior to dragging and dropping your file(s). If the upload is interrupted, you can drag and drop the same file(s) and the upload will resume where it left off to save time.
- d) Uploading Tips:
  - i) Be aware of the upload capacity of your bandwidth plan. With large files, you are better off with a wired, not wireless, connection.
  - ii) Editing and Master format files such as ProRes, DV, or uncompressed formats can be extremely large and may take a very long time to upload. So when exporting out of your non-linear editor, consider using a broadcast-quality but compressed Distribution format such as H.264 at 4Mbps for SD or 8Mbps for HD, or MPEG-2 at 8Mbps for SD or 18Mbps for HD.
- e) Once a file has finished uploading, it will be automatically converted to the required broadcast format, and a thumbnail and web preview video will be created.
- f) You can see the progress of the broadcast and preview conversion in the **activity tab** or on the **dashboard**.



- g) Once the video is transcoded, you can preview it from the thumbnail on the **media page**, or in the **video preview pane** on the **media edit window**.
- h) For a complete list of acceptable video formats, consult the last page of this Guide.

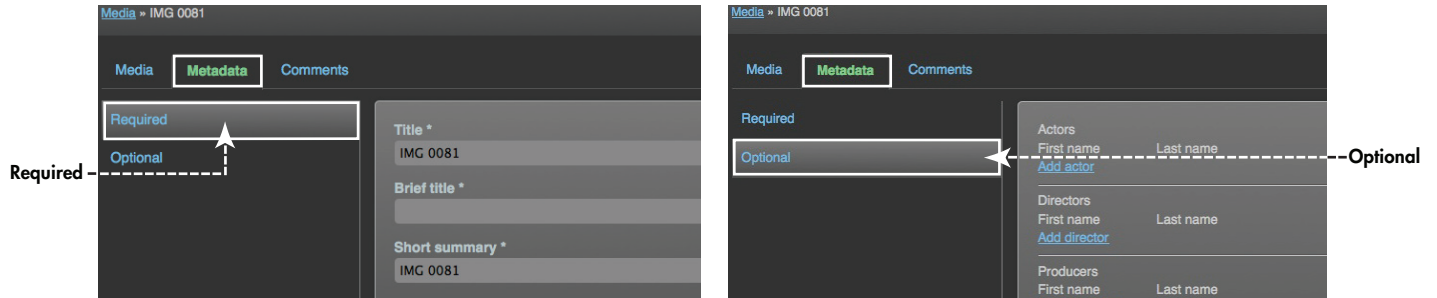
## 4) Enter Metadata

- a) Under the **media tab**, click the **edit button** for a specific video to fill in the metadata including **title** and **summary**.



- b) Click the **metadata sub-tab** to enter more metadata fields required by your cable operator. The cable metadata is split between two screens, one for **required fields**, and one for **optional fields**.

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c) Click on the sidebar to select which screen to work on.

d) Fill out all required fields, and any optional fields, then click save. This saves the record as a draft, so you can come back and make changes if you need to.

## 5) Submitting for Review

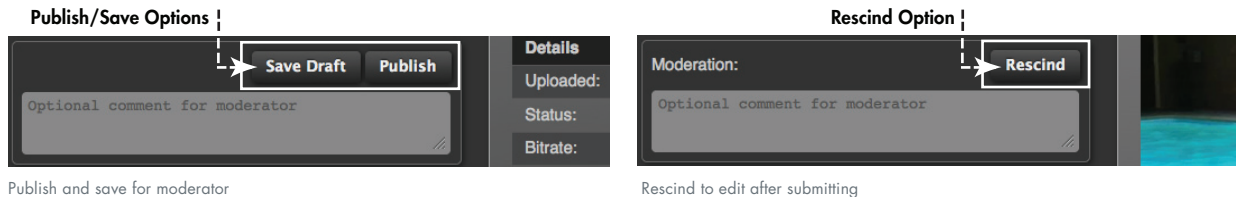
a) Once you have previewed your video and have entered all metadata, you are ready to submit your media for review by the moderator.

b) From the **media edit window**, click the **publish button**. If you are moderated by your organization, this changes your video and metadata status to "pending", for review and approval by a moderator. The moderator may "accept" or "reject" the submission, and may provide comments.

c) You will receive email notifications on moderation actions and comments.

d) If you have published media that is still "pending" and realize you would like to change the metadata, click on the **show button**, "rescind" the media, make changes, and then re-publish.

e) Once your media has been accepted, you cannot make any changes. If you feel you really need to make changes after that point, contact your system administrator via the **contact us tab**, or **post** a comment in the **comments sub-tab** on the **media edit window**.



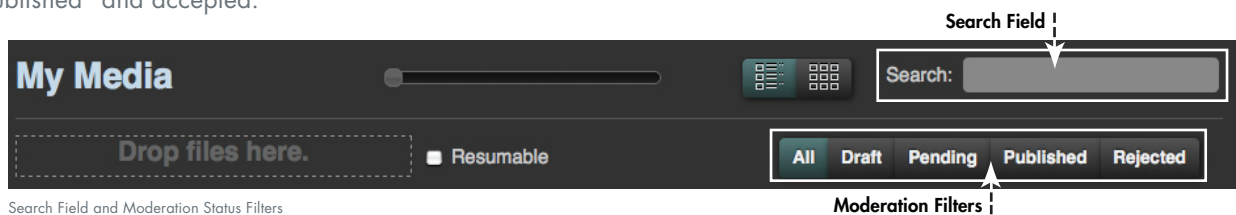
Publish and save for moderator

Rescind to edit after submitting

## 6) Search

a) You can search for media by entering in metadata keyword matches or partial matches in the **search field** on the **media tab**.

b) You can also filter based on moderation status. For example, see all of your media that is "pending" approval, or has been "published" and accepted.



Search Field and Moderation Status Filters

## 7) Questions

a) If you would like to add a comment to any individual video in **TelVue Connect**, each piece of media has a **comment sub-tab** in the **media edit window**.

b) If you would like to reach your administrator, the **contact us page** should have all the information you need.

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The following file formats can be uploaded to TelVue Connect:

Media Containers	Video Codecs	Audio Codecs
3GPP, 3G2	MPEG-4, MPEG-2, MPEG-1	PCM, MPEG-1 layer II MP#
HDV	H.264, H.263	AAC, AMR-NB
MXF (including D-10/IMX)	DVCPro, DV50, DV25	AC-3, Dolby Digital
MPEG-2 PS, MPEG-2 TS	DPS, DivX	Dolby E
MOV (QuickTime), GXF, LXF	DNxHD, AVCIntra	Dolby Digital Plus
Smooth Streaming - H.264, VC-1	Flash - VC - 1	Real Audio
VOB - DVD Inport	Real Video	Windows Media Audio
WMA, WAV, Broadcast WAV	Windows Media Video	
WMV, ASF, AVI		

**TelVue® Corporation** provides innovative, cost-effective digital video and IP broadcasting platforms and cloud-based services. This powerful, intuitive technology lets users program, manage, and deliver live, streaming, or on demand video channels that reach viewers via HDTV, Internet, or mobile media. TelVue products—such as digital video servers, encoders, and Internet streaming solutions—leverage a streamlined, file-based workflow rich with features tailored to the unique needs of cable and telco television providers. For more information about TelVue Corporation's products for broadcast and cable TV providers, as well as educational and community access channels, and new media companies, please visit: <http://www.telvue.com>.



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