

VIVOH

Vivoh OnTime For Zoom

Installation and User Guide

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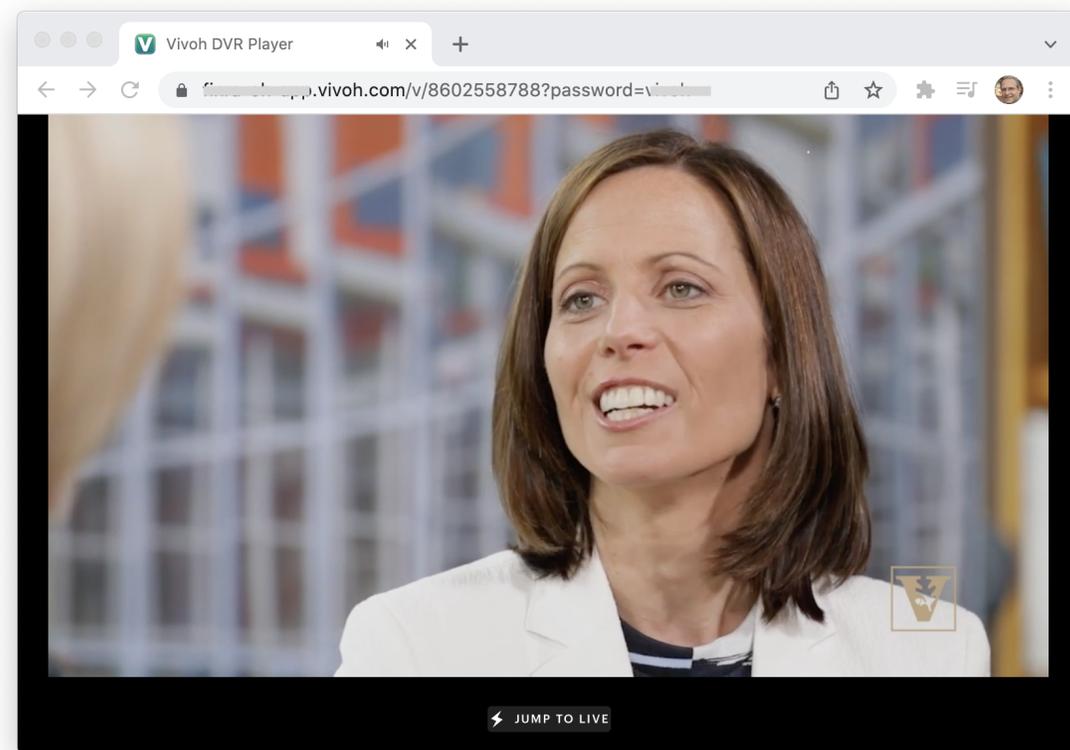
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1: Introducing Vivoh OnTime For Zoom

Vivoh OnTime for Zoom is a “DVR for meetings” service which extends Zoom meetings with pause, rewind, and 2X playback capability during the live meeting. Now hosts can start every meeting on time since attendees can catch up on their own when they arrive. Now attendees can show up late and catch up without disrupting the meeting or they can pause the meeting if they need to take another call or take a break and then quickly catch back up. Non-native language participants can rewind and playback content at ½ speed in order to understand it more easily.

Vivoh OnTime has a simple, web-based, user interface which works well with modern browsers on Windows, MacOS, or Linux desktops as well as Android and iPhone mobile devices.

Hosts configure their Zoom meeting streaming settings to point to the Vivoh OnTime servers. Authentication is via Zoom which supports single-sign-on (SSO), Google, and Facebook logins or via your company’s SSO service, including OKTA, SAML, and ADFS. Hosts may set a password for each Vivoh OnTime meeting and/or add a list of allowed attendees for authorization. Vivoh OnTime can be configured to restrict access to users with approved email domains, for example from your company.



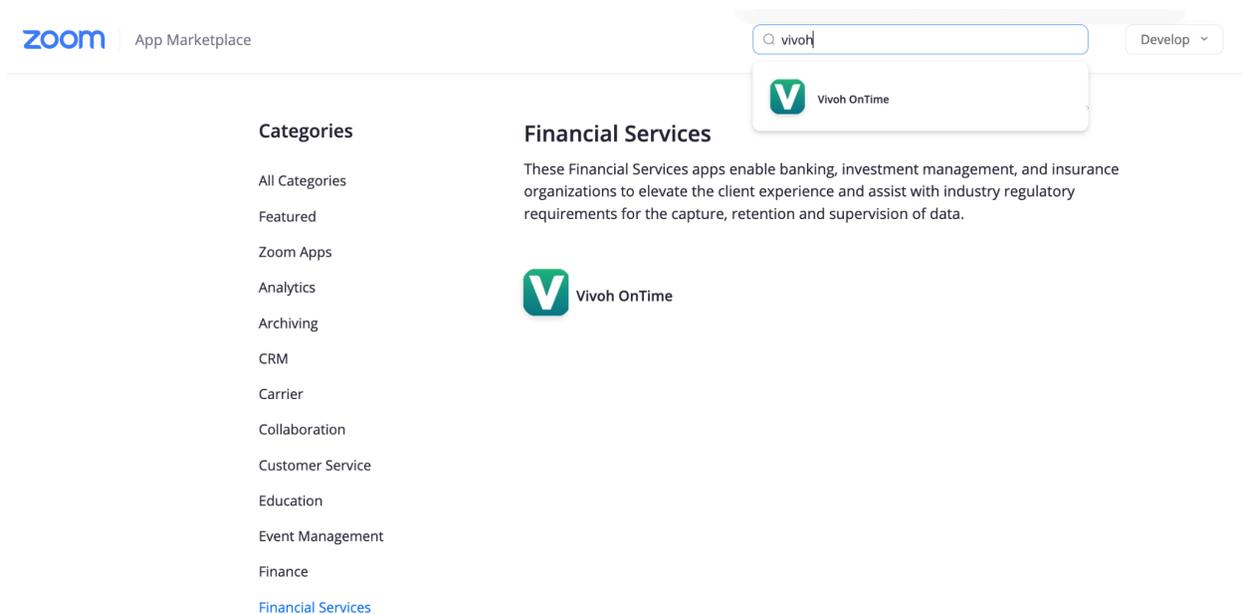
2: Installing Vivoh OnTime For Zoom

Vivoh OnTime For Zoom requires authentication via a Zoom Marketplace App that is installed by each user or by a customer-specific SSO configuration. Authentication enables Vivoh OnTime to trust the identity of the user. The user’s email address is then used for authorization, including access to the Vivoh OnTime Meeting Manager, per-domain user access across all meetings, or per-meeting access from a customer-provided list of attendees.

How to install a Zoom App

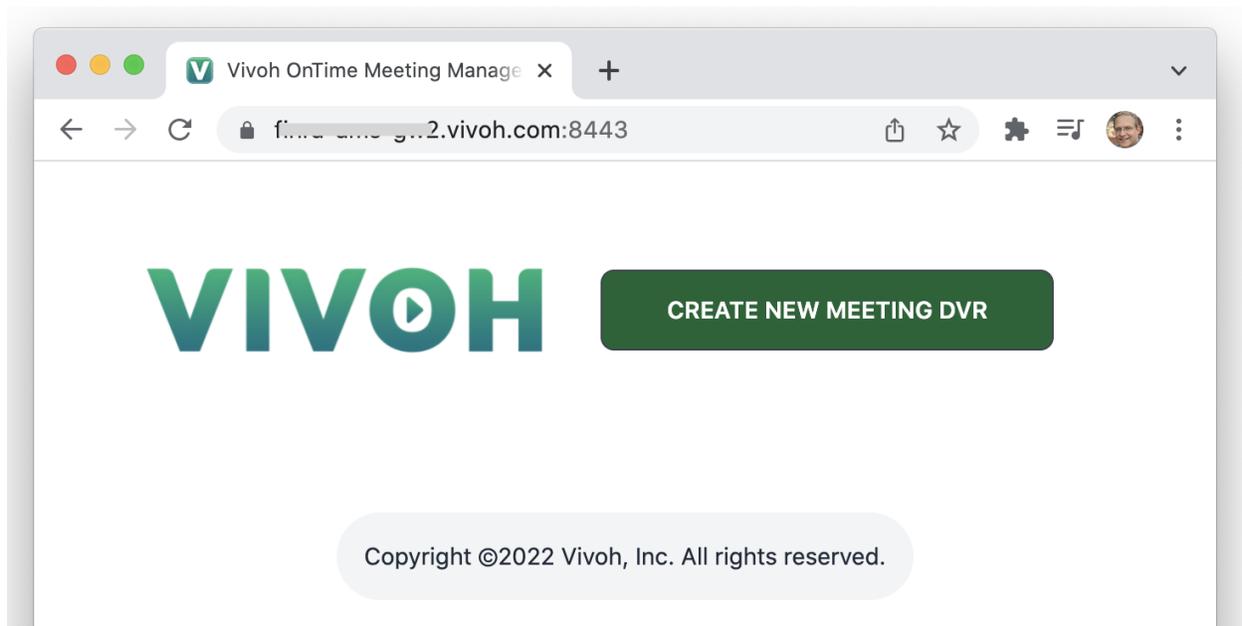
Zoom Apps can be installed before a meeting through the App Marketplace, on the desktop client in the Apps tab, or during a live meeting.

1. Navigate to <https://marketplace.zoom.us/> and sign in.
2. Search for apps by entering “Vivoh OnTime” into the search bar.
3. After performing a search, click the app icon to select it.
4. Click Install.
5. If you see the “Request pre-approve” option instead, your account owner or admin must approve the app before it can be installed. Click “Request pre-approve” to send a request to your owner/admin.



Zoom Custom Streaming Service Configuration

To use Vivoh OnTime as a Custom Streaming Service for a Zoom meeting, configuration settings must be acquired from Vivoh. Please contact sales@vivoh.com for these settings. Vivoh will provide a URL to your Vivoh OnTime Meeting Manager which will be configured by Vivoh to allow you to access it once you have been authenticated by Zoom or SSO. Vivoh will also provide you with a Streaming URL and a Live Streaming Page URL. Start the configuration by navigating to the Vivoh OnTime Meeting Manager shown below.



Next, click “Create New Meeting DVR” and provide the **required** Meeting ID and Meeting URL values. A best practice is for this Meeting ID to match your Zoom Meeting ID (or Personal Meeting ID) but this is not required. The Meeting URL is your Zoom link which will take your attendees to your meeting when they click “Jump To Live” in the Vivoh OnTime user interface.

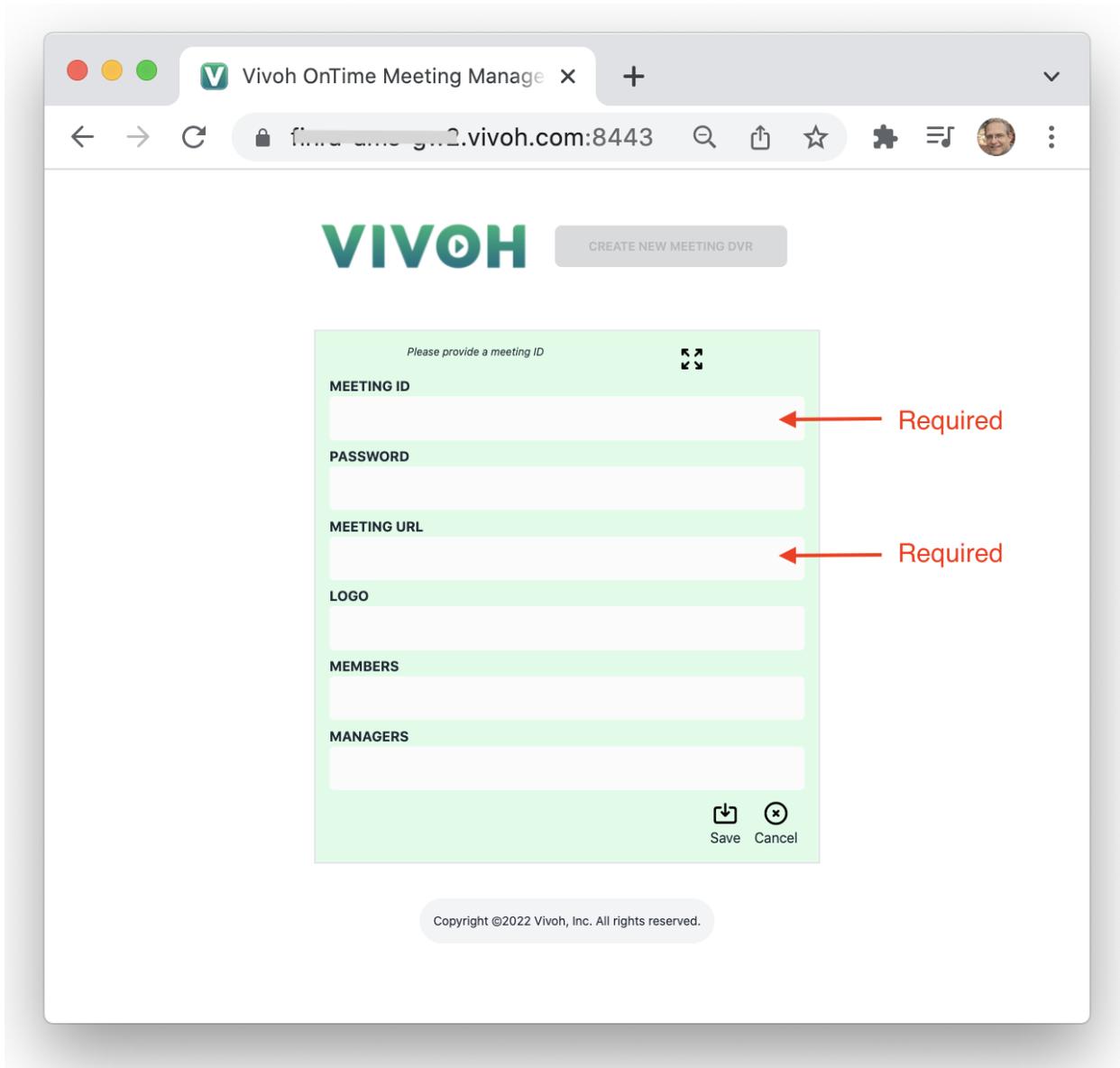
Optional value inputs include PASSWORD, LOGO, MEMBERS, and MANAGERS.

The **logo** value is a URL to an image which will appear if a password is set when the user is prompted to enter this password.

The **members** value is a comma-delimited list of email addresses of users that you are granting access to the Vivoh OnTime user interface. If blank, then all authenticated users may access Vivoh OnTime unless Vivoh has restricted them by their email domain.

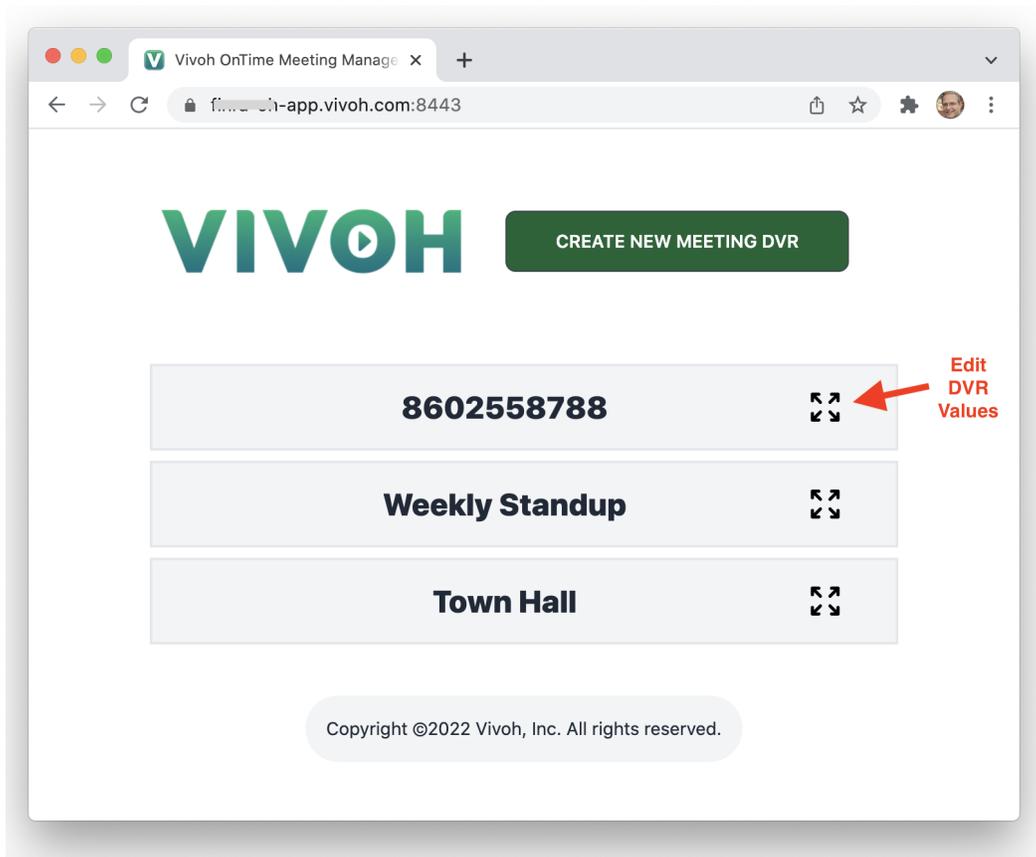
The **managers** value is a comma-delimited list of email addresses of users that you are granting access to the Vivoh OnTime Meeting Manager for the specified meeting.

This enables you to share access to this specific meeting's Meeting Manager configuration utility with a specified list of managers. This enables managers to change the meeting password, add attendee members, or disable the meeting.



Click "Save" when all of your desired values have been entered.

Repeat this for multiple meetings and each will appear in the Meeting Manager.



Next, click the expand icon  to review the values for a specific meeting. You can update this information and click “save” or you can disable the meeting by clicking “archive”. This will include the Stream Key value for connecting to the Vivoh streaming servers which is provided by Vivoh and can not be changed.

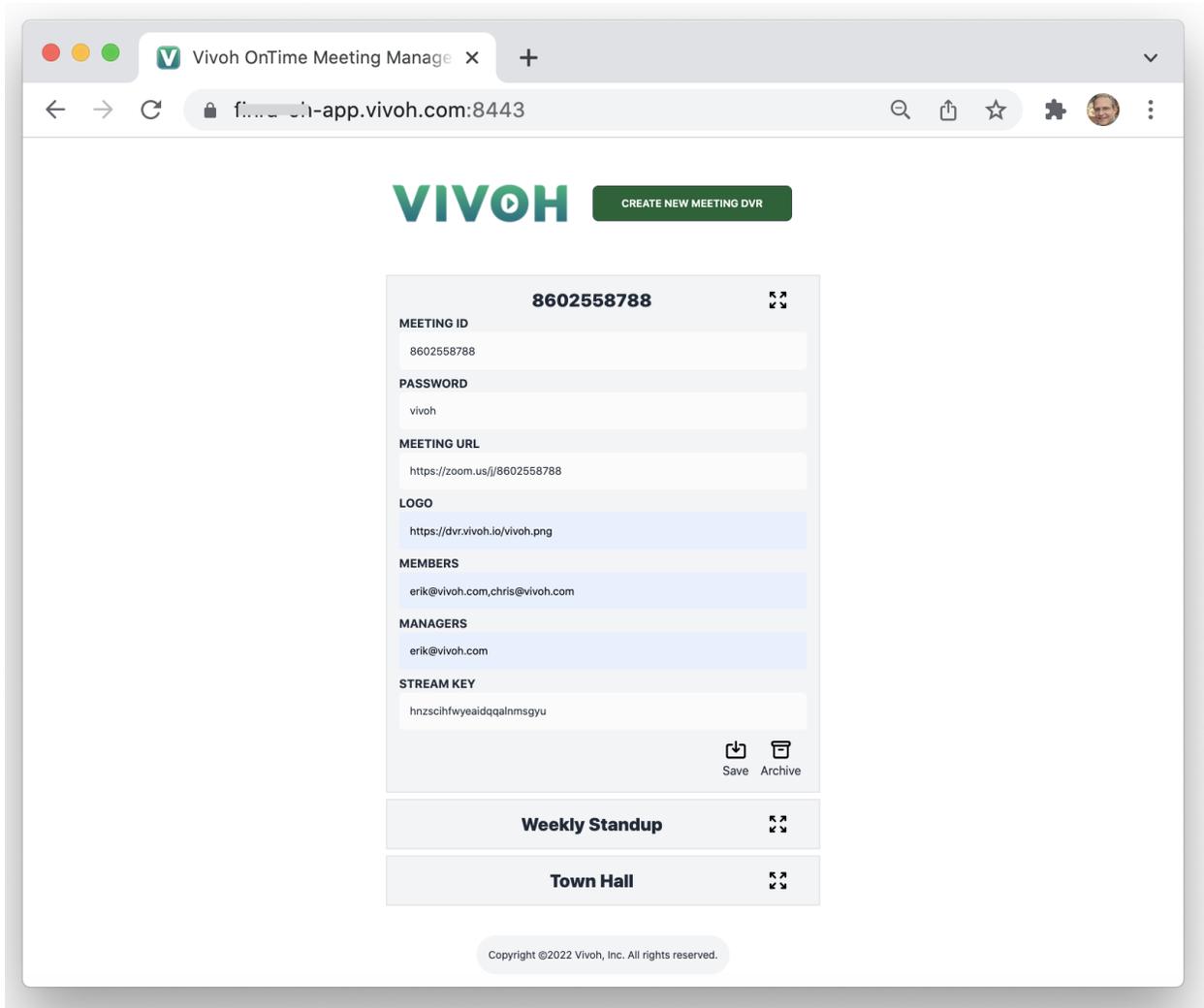
Please note that you may not re-use a Meeting ID (it must be unique). If you archive the meeting then you must create a new one with a new Meeting ID. The Meeting ID is used to create a unique Live Streaming Page URL, for example:

<https://my.vivoh.com/v/8602558788?password=vivoh> where “8602558788” is the Meeting ID.

Names with spaces are supported, for example “Town Hall”. The Live Streaming Page URL will then need to be URL encoded with “%20” instead of the space, for example:

<https://customer.vivoh.com/v/Town%20Hall?password=vivoh>

The **members** value is a comma-delimited list of email addresses of users that you are granting manager access to the specified meeting. These users must be authenticated and may also be subject to authorization constraints, for example by their email address domain.



Now you have the required information from Vivoh OnTime to configure Zoom's Custom Live Streaming Service settings. The Streaming URL was provided by Vivoh and never changes, the Stream key is generated by the Meeting Manager for each meeting, and Live streaming page URL is a combination of the Vivoh-provided based URL, the Meeting ID, and, optionally, the meeting password. For example:

`https://my.vivoh.com/v/8602558788?password=vivoh`

Enter this information in your Zoom Personal Room (PMI) live streaming settings and then Vivoh OnTime will be available any time you start a meeting with your PMI or after scheduling a new meeting. Recurring meetings can be configured once and Vivoh OnTime can be used for each meeting in the series without further configuration.

Please note that the live streaming configuration options only appear after you have scheduled a new meeting unless you are configuring your PMI. A best practice is to create your new meeting, copy your meeting link, then create a new meeting in the Vivoh OnTime Meeting Manager. Paste your meeting link into the **Meeting URL** field then use the Vivoh-generated **Stream Key** value and the Vivoh-provided **Live streaming page URL**. In the Zoom **Meetings** configuration page, click “Edit”, paste these values into the appropriate fields, then click “Save”.

Also note that these settings may not be available to you unless your administrator has enabled live streaming with a custom live streaming service. This option is available under your **Settings** menu or by your administrator, depending on your level of account access.

Zoom Live Streaming Configuration For A Personal Room:

The screenshot shows the Zoom Meeting Manager interface for configuring live streaming. At the top, there are navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and a user profile icon. The main content area is titled "Live Streaming" and includes a "Start" button, "Edit", "Delete", and "Save as Template" buttons. A link "Want a webinar instead of a meeting? Convert this Meeting to a Webinar" is also present. Below the "Live Streaming" heading, there is a section for "Custom Streaming Service Configuration" with the following details:

- Stream URL: `rtmps://fivoh-h-stream.vivoh.com/live/`
- Stream key: `*****` (with a "Show" link)
- Live streaming page URL: `https://fivoh-app.vivoh.com/v/Town%20Hall?password=fivoh`

Two warning messages are displayed:

- × Custom streaming service requires authentication to broadcast
- × Configure live stream during the meeting

At the bottom of the configuration section, there are "Edit" and "Delete" buttons. A blue chat bubble icon is visible in the bottom right corner of the interface.

Zoom Live Streaming Configuration For A New Meeting:

Start

Edit

Delete

Save as Template

Live Streaming

After starting the meeting, click "More" and choose the service on which to live stream your meeting.

The services indicated below support live streams of your meetings:

- Custom Live Streaming Service

Custom Streaming Service Configuration

Stream URL `rtmps://f.....h-stream.vivoh.com/live/`

Stream key `*****` [Show](#)

Live streaming page URL `https://f.....h-app.vivoh.com/v/Town%20Hall?password=vivoh`

- × Custom streaming service requires authentication to broadcast
- × Configure live stream during the meeting

Edit

Delete

Please note that if you change your optional Vivoh OnTime password (which is different from your Zoom meeting password) in the Vivoh OnTime Meeting Manager then you should change this password in your Zoom custom live streaming page URL settings. Otherwise your attendees will be prompted to enter the new password.

Once configured, Vivoh OnTime is available any time you start the meeting. In the Zoom App, to start Vivoh OnTime, click “More” then “Live on Custom Live Streaming Service”.

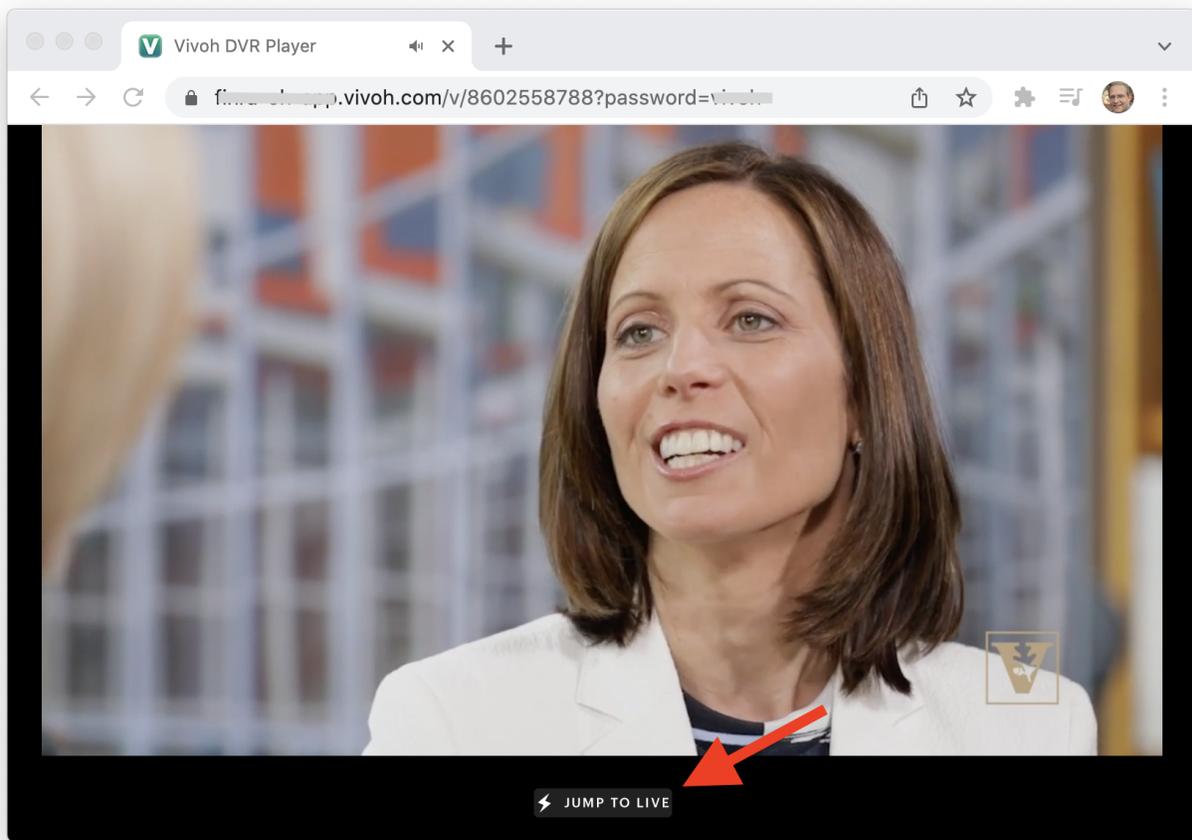


Attendees can access Vivoh OnTime via the live streaming page URL.

You may add the URL to your meeting invite as an alternative access method, however, users can also access Vivoh OnTime by clicking on the **View Stream on Custom Live Streaming Service** option in the Zoom App.

Once inside the Vivoh OnTime interface, users can join the live Zoom meeting by clicking on the **Jump To Live** button. This will navigate the user away from Vivoh OnTime since the user may be confused by hearing both audio sources. To keep both open, right-click on **Jump To Live** and open the URL in a new tab or simply click on the Vivoh OnTime URL again.

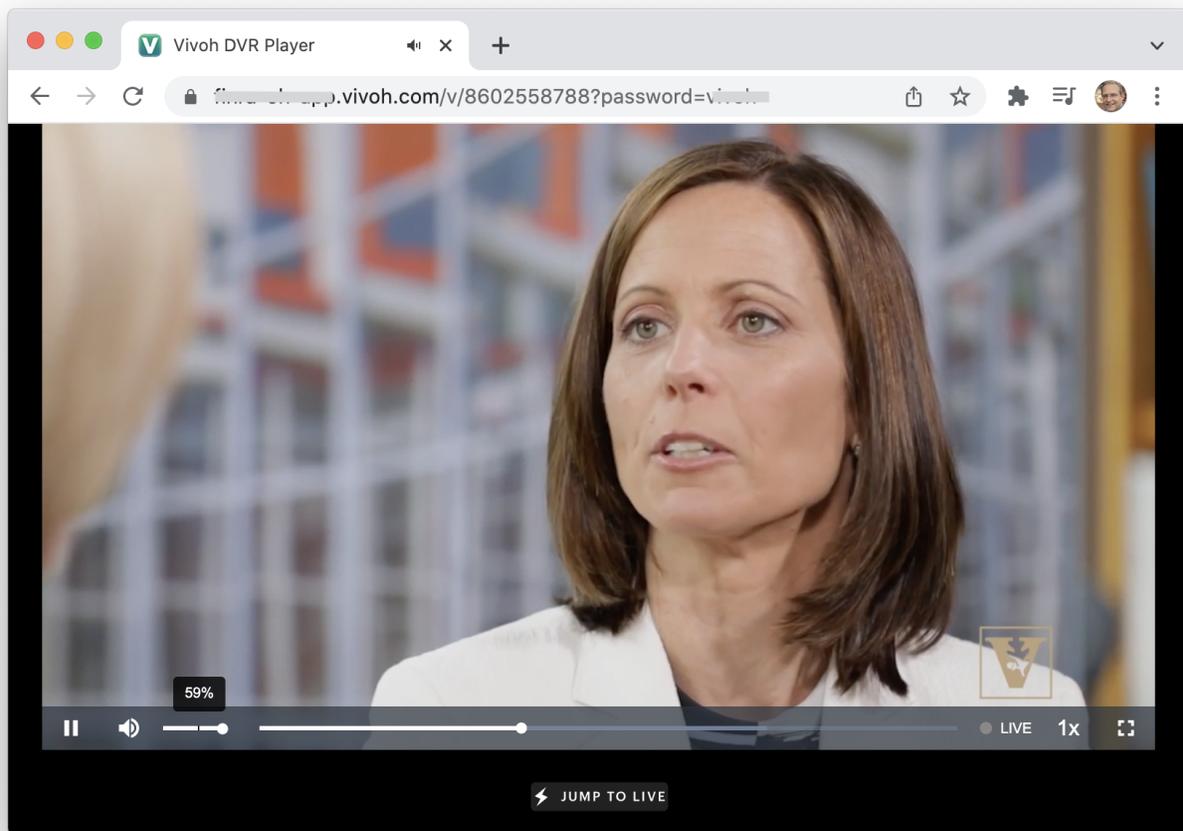
You may elect to only provide the Vivoh OnTime URL to your attendees as they can quickly jump to the Zoom meeting from the Vivoh OnTime user interface. Today, many are struggling to manage the number of meetings that they have been invited to attend. Vivoh OnTime permits more flexibility and gives attendees more ways to experience your meetings which can increase productivity and happiness for hosts and attendees alike.



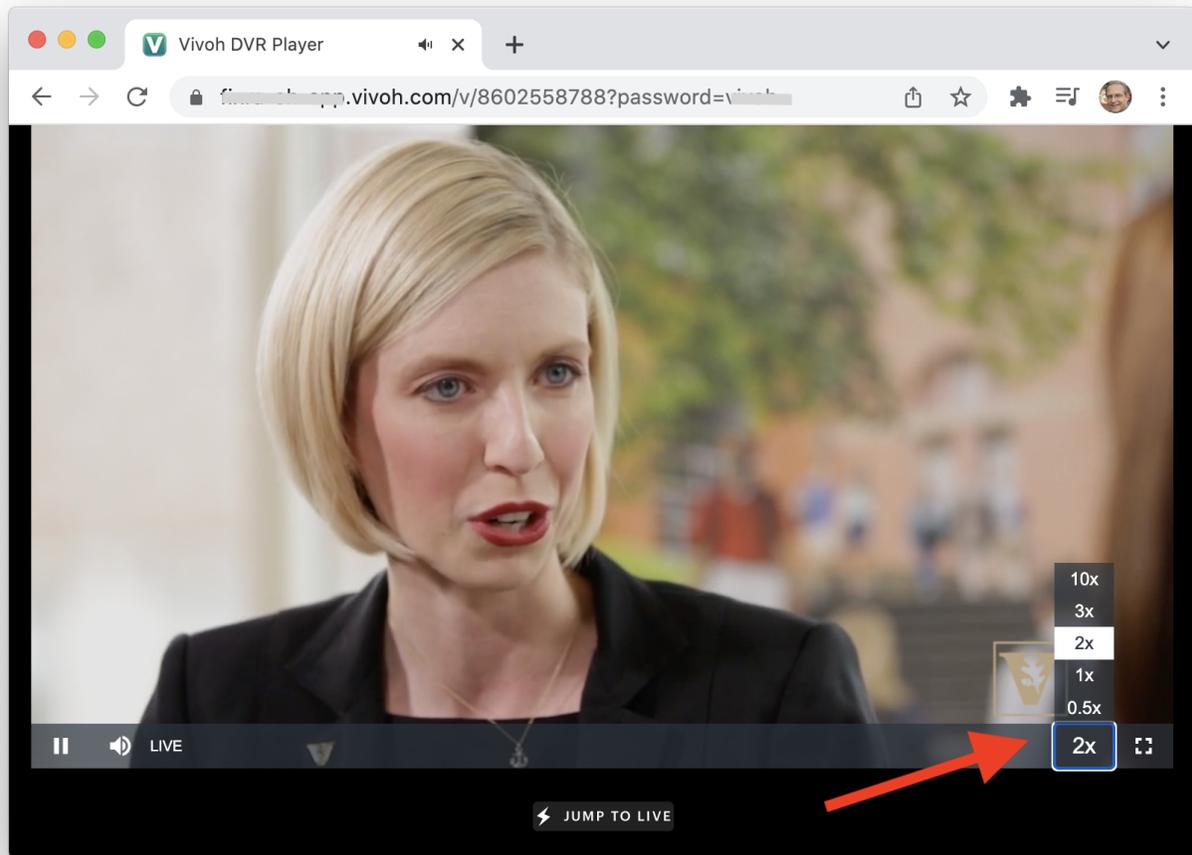
Jump To Live Button On The Vivoh OnTime User Interface

3: Working with Vivoh OnTime

Vivoh OnTime gives your attendees new options to enhance their experience with your meeting. Playback controls are provided when they hover over the video area. These include pause, play, fullscreen, and a seekbar that allows the attendees to rewind or skip past meeting content. In addition to these, attendees may also change the playback speed of the meeting content.



Vivoh OnTime User Interface After User Controls Are Revealed



Vivoh OnTime User Interface With Playback Speed Controls

4: How To Contact Vivoh

Vivoh can be reached on sales@vivoh.com or (860) 606-7878.

More information is available at <https://vivoh.com/ontime>.