**VideoHub 1.2 Administrator Documentation**

**Concepts**

The Hubs and Advisors run the same software with slightly different configurations.

Hubs may be shared by Advisors from different organisations.

Vectera is used to provide the video conferencing, and screen-sharing abilities of the VideoHub solution. Meeting Rooms should be created in Vectera – one per hub. Each meeting room should be created as short hub name, followed by a long random string of numbers and letters. Advisors will need to be logged into Vectera with Host permissions for each Meeting Room. Hubs are not logged into Vectera and join meetings as guests.

Each organisation should have their own Vectera tenancy.

Advisors control Hubs and their document cameras by means of either an FTP server or a SharePoint document library. This is also used to transfer scans from the Hub to the Advisor.

Each Advisor can connect to any hub that is in their HubList.txt file.

Each Hub is assigned an ID (short name) in their config file and can be connected to advisors from different organisations, either by a client pressing a button, or an Advisor initiating a connection.

**Installation**

There are several files that you will be provided with:

* The main large zip file contains the core program files, DLLs, etc.
* A config file, that needs adapting for your usage
* A hublist.txt file that assigns short and long names to the Hubs
* An image file that is displayed on a Hub when it is waiting for users

The main zip file should be extracted somewhere that the user has access to and that is not redirected onto a network drive. C:\VideoHub works in most cases.

The other 3 files should be placed in the same subfolder as the VideoHub executable.

The **VideoHub.exe.config** file has various settings that need to be configured before the program will start:

<add key="**siteURL**" value="sharepointsite or ftpserver" />

This should be set to the root of the SharePoint site starting with https or the IP address or FQDN of the FTP server. No “/” is needed on the end.

<add key="**relativeURL**" value="”/>

This should be set to the end of the URL of the SharePoint document library starting with “/sites/” and ending with “/”. For FTP, this will be the directory in the FTP server – eg “/Hubs/” or could be just “/”

<add key="**userName**" value="" />

This is the username for SharePoint or the FTP server.

<add key="**password**" value="pass” />

This is the password for the SharePoint or FTP server – it cannot be set in the config file and must be set within the software. It will be encrypted when saved back in the file. The encryption is tied to the user on the PC and cannot be transferred. Before configuring, set to “pass” in the config file.

<add key="**HubID**" value="Hub2" />

For Hubs this is their ID, for users this is the default hub to connect to.

<add key="**SnapsFolder**" value=".\\snaps\\" />

<add key="**CommandsFolder**" value=".\\commands\\" />

These are subfolders with the VideoHub folder used internally.

<add key="**LoginURL**" value="https://www.vectera.com/dashboard/" />

This is used for the Advisors to sign into Vectera.

<add key="**cameraindex**" value="1" />

<add key="**switchmaincamera**" value="False" />

Used by the Hub to select which camera is the document camera, and if the default camera is wrong the switchmaincamera option will choose the non-default camera before joining the meeting.

<add key="**KnockingTimeOut**" value="2" />

Amount of time in minutes to wait for a hub to be logged in when button is pressed on the Hub.

If an Advisor doesn’t log the hub in then after approximately this number of minutes, the hub will go back to the main screen.

<add key="**isAdvisor**" value="True" />

Set to True for an Advisor, False for a Hub.

<add key="**AutoUpdateURL**" value="" />

Set to the server that will provide autoupdates.

http(s):// or ftp:// URLS are supported – should point to an xml file.

http(s) servers should have no caching enabled!

<add key="**HTTPProxyString**" value="" />

<add key="**FTPProxyString**" value="" />

<add key="**FTPPort**" value="" />

May be required if proxies are in use

Hubs that serve more than one organisation will need to have two entries separated by a comma for each of **siteURL**, **relativeURL**, **username**. You can mix and match SharePoint and FTP options.

e.g:

<add key="**userName**" value="fred@company1.com,joe@company2.co.uk" />

For the password field, leave it as just “pass” and set from within the software.

**HubList.txt** should have 2 lines per hub like this:

Hub1

Descriptive name of Hub1

Hub2

Descriptive name of Hub2

The short names should match the subfolder names on the Sharepoint or FTP Server that is being used for communication and file transfer between Hubs and Advisors.

**Sharepoint site or FTP layout**

It’s recommended to add a document library to the SharePoint site, or a folder to the FTP site and

call it **Hubs**. Within that create a folder for each hub named after the short names of the hubs:

**\Hubs**

**\Hub1**

**\Hub2**

In each of those subfolders there needs to be a text file that has the details of the Vectera meetings. File should be named: <short hub name>Vectera.txt eg:

**Hub1Vectera.txt**

The contents of each file should have 2 lines with the Vectera meeting details link ending with **/?share=audiovideo**

e.g:

**https://www.vectera.com/room/ourmeetingrooms/hub1blahblahblah/?share=audiovideo**

**https://www.vectera.com/room/ourmeetingrooms/hub1blahblahblah/?share=audiovideo**

The first line is used when knocking, the 2nd line is used when the Advisor pulls the client in. For the moment both lines should be the same.