

# Quick Start Guide

## FUNERAL STREAMING WITH FOVEO

**Welcome to Foveo!** You've joined a rapidly growing family of funeral businesses that recognize the value of simple, refined digital experiences for funeral professionals and the families they serve.

### A. Getting Started

To live stream, you need the following:

1. **Foveo.App account** (username and password)
2. **Streaming Camera** with microphone OR other audio source. This may be one of the following:
  - a. Mobile device (with Foveo's DirectorView™ app installed)
  - b. Fixed camera/PTZ chapel camera (with Foveo IP Camera address and key set)
  - c. Videographer or Church system (using RTMP)
3. **Internet Connection** (8 Mbps upload speed recommended)
  - a. 5G Wireless
  - b. Wi-Fi6
  - c. Ethernet

### B. Creating a Live Stream

1. Sign in to **Foveo.App** (opens to Streams > List view)
2. Click on **+Create** (top left)
3. Create new **Family Account** for Next of Kin (name, email, phone number)
4. **Schedule Live Stream** (Stream name, date, time, director, notes)
5. **Personalize** broadcast (add photo, date of death, obituary URL, etc.)
6. Review **Family Privacy** settings (default for guest downloads set to OFF)
7. **Save** (automatically sends guest registration link to funeral director and Next of Kin)

### C. How to Stream a Funeral

1. **Sign in to Foveo.App** on a computer with Chrome browser (opens to Streams > List view).
2. Find the Stream in List view and click on **DIRECTOR** button (right side) to open Director Panel.
3. **Set up Streaming Camera** and microphones ([see SimplicityCam™ instructions](#)), and
  - a. Sign in to **DirectorView™** app on your mobile camera device (use Camera's username).
  - b. Tap on desired Stream in **Calendar**, then tap green **Connect Camera** button. Camera view will appear on device screen.
  - c. Tap the **Music Note button** (in bottom right corner) OFF and then ON again.  
*Important:* If the four buttons appear at top of screen, your mobile camera is upside down.
4. Return to **DIRECTOR** panel in Foveo.App, and **Refresh Browser** to load the Live Camera feed.
5. **Check Audio:** Unmute the Live Camera feed, using the mute button in Live Camera viewer.
6. **Begin live broadcast:** Click **Go Live** under **Live Camera** view, then select **Immediately**.
  - a. Two new control buttons will appear under Broadcast Monitor on right side (Pause & End).
  - b. There is a 20-second delay between Live Camera feed and Broadcast Monitor (no audio).

## Notes:

- a. The **DirectorView™** mobile app allows you to **Start, Pause, and Stop broadcasts from your phone or tablet** (sign in with your own username and password). It does not allow you to play videos as part of the live broadcast.
- b. **You may close your browser (Foveo.App) or the DirectorView™ app** on your own **phone during a live broadcast**. It will not disrupt the live stream.
- c. If your Live Camera feed or Broadcast Monitor go black or freeze in Foveo.App, **refresh your browser** to restore your view and broadcast controls.
- d. **You can play a video** (as part of the broadcast for guests) before going live with your camera view. Click Go Live, then select "Play [video name]" (instead of "Immediately"). Playing a video for online guests before, during or after a broadcast is **ONLY** available when controlling a Stream from the DIRECTOR Panel in Foveo.App.

## D. Concluding a Broadcast

1. **Sign-in** to Foveo.App.
2. Find the Stream in the **List view**, and open the **DIRECTOR** panel (right side).
3. Click on **End Broadcast** button (under Broadcast Monitor), then click **Immediately**.
  - a. If you wish to play a video at the conclusion of the live broadcast (instead of ending Immediately), after clicking **End Broadcast**, click **Play [video name]** in dropdown menu. The video will play and the broadcast will automatically conclude at the end of the video. You may close your browser and pack up your mobile camera without disrupting the live stream.

## D. About Recordings

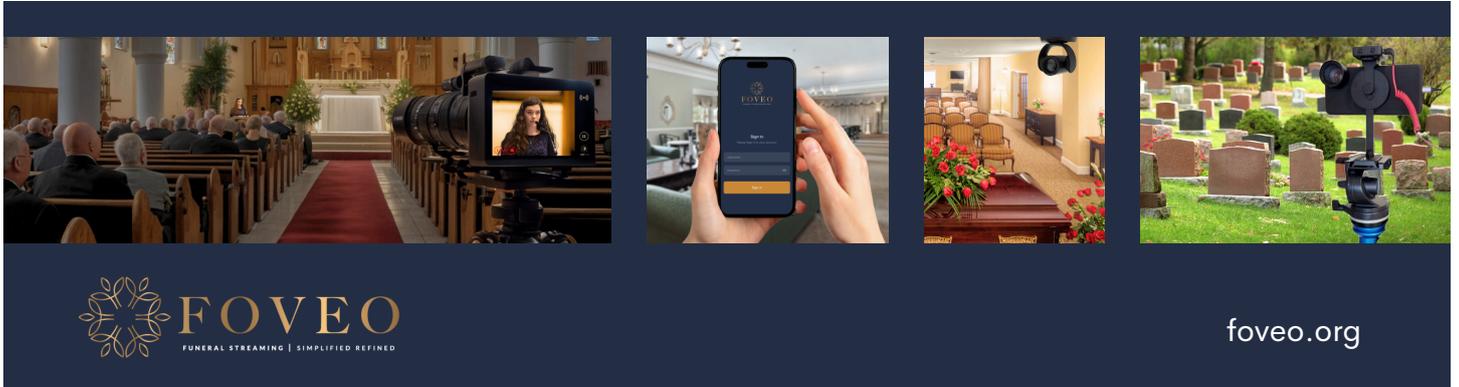
1. **Access** to live stream recordings **never expires**.
2. The following users may **view** and/or **download** the recording of the original broadcast:

User Group	Access Requirement	View Recording	Download
Family Account Admin	Sign in to Foveo.app	Yes.	Yes.
Registered Guests	Register to view Live Stream and Recording	Yes. Set Family Privacy settings to allow "View the Recording."	Yes. Set Family Privacy settings to allow "Download the Recording."
Funeral Director	Sign in to Foveo.app (as Funeral Home Admin)	Yes.	Yes.

**Note:** It is possible, when necessary, for your Funeral Home Admin or a Foveo Care Team expert to upload an edited version of the broadcast recording after the live stream has ended.

### Questions?

Our support specialists will be happy to help you. Please email [support@foveo.org](mailto:support@foveo.org) or call 1-877-936-8369 or +1-613-720-0556 (from outside long distance).



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