

U S E R S
G U I D E

VIDEOMAIL PRO

Email You Can See

VIDEOMAIL PRO

Version 1.0 for Macintosh

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<http://www.shout.net/~dtrinka/videomail.html>

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INTRODUCTION

VideoMail Pro allows you to create and send QuickTime movies over the Internet. By using digitally recorded audio and visual communication, VideoMail makes it possible to convey emotions online. With VideoMail, your recipients can *see* your facial expressions and *hear* your voice.

System requirements

To create and send audio-video messages with VideoMail Pro, you need the following:

- Macintosh computer with System 7.5
- 700 Kb or more free memory
- QuickTime and Thread Manager extensions installed; the PowerPlug extension is required for Power Macintoshes (System 7.5 installs these extensions by default.)
- Microphone if you want to record audio messages
- Video camera such as Connectix QuickCam or a camera and an AV card.
- MacTCP 2.0.4 or Open Transport 1.0.8
- Internet connection (direct, SLIP, or PPP)
- Color monitor recommended

To see and hear VideoMail messages, recipients need:

- QuickTime video player (included with System 7.5)
- QuickTime players for MS Windows and Unix platforms are available at:
<http://www.astro.nwu.edu/lentz/mac/qt/home-qt.html>
- MIME-compliant mail application

Registration

Becoming a registered user of VideoMail Pro is fast and easy. You can register by phone, postal mail, fax, or online.

To register VideoMail Pro:

1. Double-click the Register VideoMail Pro icon inside the VideoMail Pro folder.
2. Select the VideoMail Pro program you want to register.
3. Follow the online instructions.

Installing VideoMail Pro

To install VideoMail Pro:

1. Drag the VideoMail Pro folder to your hard disk.
2. Double-click the VideoMail Pro icon to start VideoMail Pro.

If your version of VideoMail Pro is not registered, you will be prompted for your user name and mail server name each time the program is started.

3. If using a registered copy of VideoMail Pro for the first time, enter your user name and mail server name in the dialog that appears.

If necessary, ask your Internet access provider or system administrator for your user name and the name of the mail server you are using.

4. Test your configuration by sending a VideoMail Pro message to yourself (for instructions, see “Creating an audio-video message” on page 4).

To configure VideoMail Pro, see page 9.

USING VIDEOMAIL PRO

The chapter explains how to create and send different types of messages.

Things to keep in mind

- Organize your thoughts before recording to keep messages short
- Use a compression method that is compatible with the platforms to which you are sending
- Position your camera at eye-level, if possible
- Look at the camera while recording, not the Movie Recorder window
- Playback your message before sending it, and redo it if necessary
- Avoid sending movies and other large files to a listserv, or to anyone who may not want mail from you.
- You do not have to wait until a message is sent before sending another message. VideoMail Pro can send multiple messages at the same time.

About the toolbar buttons



Audio—creates an audio message



Video—creates a audio-video message



Send—sends message

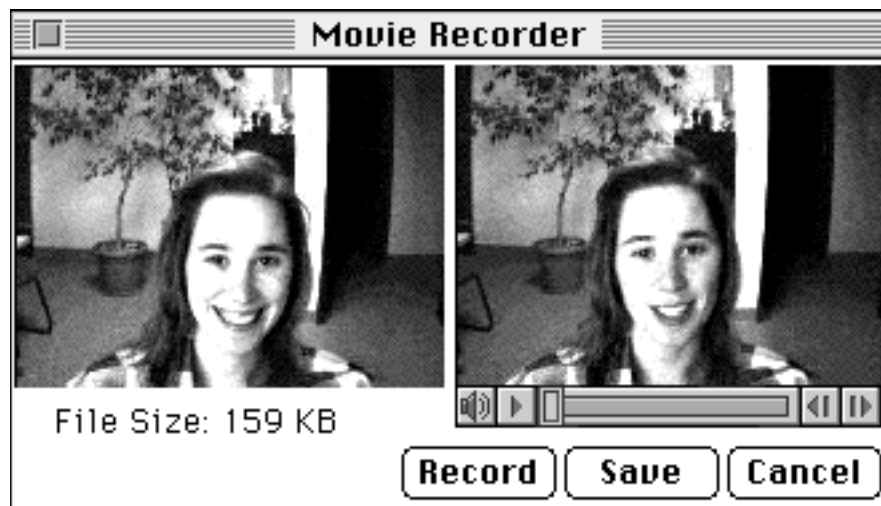


Trash—deletes current video

Creating an audio-video message

To create and send an audio-visual message:

1. From the Message menu, choose New Message.
2. Click the Video toolbar button.
3. When you are ready to start recording, click Record.



The size of the video file is displayed as you record.

4. Click Save to stop recording.



The video is displayed in the Message window. To view the video, click the “Play” button. To replace the video, click the Video toolbar button again.

5. In the To field, type the email address of the recipient. You can send the message to multiple recipients if each address is separated by a comma.

Note: Do not delete or change the To, Cc, or Subject field labels.

6. In the Cc field, type the addresses of secondary recipients, if any.
7. In the Subject field, type a brief description of your message.

The first 15 characters from the Subject field are used for the name of the VideoMail file, so type a description that is appropriate for a file name.

8. Type a text message, if you wish.
9. To send the message, click the Send toolbar button. Or, choose Send from the Message menu.

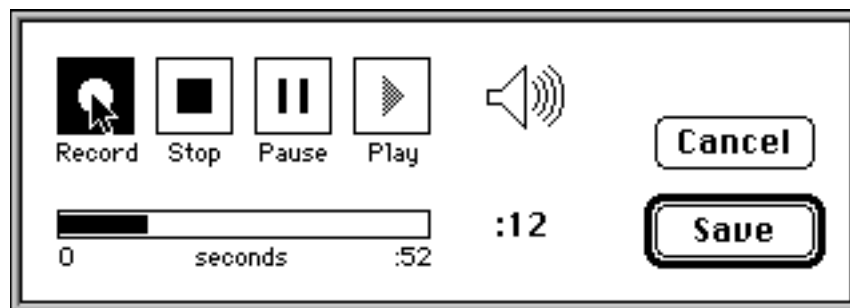
Mailed VideoMail Pro messages are not saved. To save a VideoMail Pro message, send the message to yourself by typing your email address in the Cc field.

Creating an audio-only message

VideoMail allows you to create audio messages without a movie. Instead of a movie, a static image is displayed while the audio message is played. To change the default still image, see “Changing the default snapshot” on page 9.

To create an audio-only message:

1. From the Message menu, choose New Message.
2. Click the Audio toolbar button.



3. Click Record to begin recording.

The Pause button can be used to stop and resume recording. The length of the recording is displayed in seconds. Unlike movies, the length of audio messages is limited. The maximum length of audio message varies according to the compression method selected.

4. When done recording, click the Stop button.
5. Click the Play button to listen to the recording.
6. To delete the current recording and start over with a new one, click the Record button again.
7. When you are satisfied with the recording, click the Save button.



The audio message will be sent with the static image shown in the Message Window. To change the default image, see "Changing the default snapshot" on page 9.

8. In the To field, type the email address of the recipient. If you are sending a message to multiple recipients, separate each recipient by a comma.

Note: Do not delete or change the To, Cc, or Subject field labels.

9. In the Cc field, type the addresses of secondary recipients, if any.
10. In the Subject field, type a brief description of your message.

The first 15 characters from the Subject field are used for the name of the video-mail file, so type a description that is appropriate for a file name.

11. Type a text message, if you wish.

12. To send the message, click the Send toolbar button. Or, choose Send from the Message menu.

Mailed VideoMail Pro messages are not saved. To save a VideoMail Pro message, send the message to yourself by typing your email address in the Cc field.

Playing VideoMail messages

VideoMail messages are sent as e-mail attachments.

If you are using Eudora, you can play an attached message by simply clicking the filename, which is appended to the end of the Eudora message (as shown below).

Attachment converted: Macintosh HD:VideoMail_Pro_B.MOV (MooU/TU00) (0000E949)

If you are not using Eudora, go to the folder where the attachment is saved and double-click the message.



Click the "Play" button to start playing the message.

CONFIGURING VIDEOMAIL PRO

This chapter describes how to configure VideoMail Pro.

Settings

This section describes how to configure options in the Setting menu.

Colors

The Colors control sets the number of colors on your monitor. The default setting is the current system setting. Colors not supported by your display are dimmed.

Playback Volume

The Playback Volume setting controls the playback volume for your system. This control has the same affect as changing the volumes in the Sound control panel. This setting does not effect the recording volume which is controlled by the distance between you and the microphone.

Compression

The Compression settings controls how messages are compressed before they are sent. Generally, file compression settings are a compromise between file size and quality.

Compression setting	Video quality	Audio quality	File size	Recommended use
Large	Excellent	Excellent	Large	Fast network, or local area network
Medium	Good	Good	Medium	For general use
Small	Low	Good	Small	Audio quality is more important than video quality

Compression setting	Video quality	Audio quality	File size	Recommended use
Smallest	Low	Low	Smallest	Slow network (i.e. modem) or when length of message is more important than quality
Windows/Unix Compatible	Good	Excellent	Large	Sending messages to Windows or Unix users

Encoding

The Encoding setting determines which encoding method is used to convert binary files to text before they are sent over a network.

Encoding method	Recommended use	Macintosh file and creator types
MIME	Recommend setting, because any MIME compliant mailer can view the message	Saved
Binhex	For sending messages to Macintosh mailers that are not MIME compliant	Saved
Uuencode	For sending messages to multiple platforms that may not be using MIME compliant mailers	Not saved

Note: Mac and Windows versions of Eudora support all three encoding methods.

Changing the default snapshot

You can replace the static image displayed with audio-only messages with one of your own.

To change the default snapshot:

1. Create a PICT file named **Snapshot** that is 160 pixels wide by 120 pixels tall.
2. Put the file in the same folder as VideoMail Pro.

Using nicknames

VideoMail Pro can read nickname files created by Eudora or files using the same format as Eudora's nickname files.

To use a nickname file created by Eudora the nickname file must be in the Eudora folder (in the System Folder) or in the same folder as VideoMail Pro. If the Eudora

folder is not in the System folder, you can put an alias to a Eudora nickname file in the same folder as VideoMail Pro.

If you are not using Eudora, you can use a text editor to create your own nickname file using the following syntax:

alias *name address1, address2, ...*

Example:

```
alias VideoMailHelp videomail@duracef.shout.net
alias Friends bobs, sue@abc.com
alias bob 73272.3434@compuserve.com
```

The nickname file is loaded each time VideoMail Pro is started. If the nickname file is changed while using VideoMail Pro, choose Reload Nicknames from the File menu to reload the file without restarting.

FREQUENTLY ASKED QUESTIONS

Where can I get a MIME-compliant mail program?

Pine (Unix)

<ftp://ftp.cac.washington.edu/pine/>

Eudora (Macintosh and Windows)

<http://www.qualcomm.com/ProdTech/quest/freeware.html>

How do I know if the recipient has a MIME-compliant mail program?

Ask.

How can I report a problem?

Complete the form at <http://www.shout.net/~dtrinka/videomail.html>

Or use VideoMail Pro to mail a problem report to VideoMailHelp (default nickname).

Does VideoMail Pro work with Connectix's QuickCam?

Yes, of course.

Can VideoMail Pro receive mail?

No. VideoMail is designed to create and send digitally recorded audio and video messages which complements other fine mailers such as Eudora.

Where can I get an evaluation copy of VideoMail Pro?

<http://www.shout.net/~dtrinka/videomail.html>

Can I send video messages to Windows and Unix users?

Yes, if you use the Windows/Unix Compatible compression setting.

Where can I get a QuickTime viewer?

QuickTime players for all platforms are available at <http://www.astro.nwu.edu/lentz/mac/qt/home-qt.html>

TROUBLESHOOTING

The video window is all black or white. Why?

Check the brightness setting on your camera.

A "Cannot connect to server" error occurred. Why?

Check that the name in the Mail Server field (in the Mail Setting dialog) is correct. For your user name and the name of the mail server you are using, see your system administrator or access provider.

I have a Quadra 840/660 AV, and I cannot use the geoport and Movie Recorder at the same time. Why?

The Quadra 840/660 AV computer uses the same chip (DSP) for the geoport and for video capturing, so only one can be used at a time. To use VideoMail with a Quadra 840/660 AV, you need an external modem or a direct network connection.

My setting in the Audio and Video dialogs were not saved between sessions. Why?

Audio and Video dialog settings are saved for the current session only.

GLOSSARY

binhex (BINary HEXadecimal)

A method commonly used by Macintosh systems for converting non-text files into ASCII, which is the format used for Internet e-mail.

encoding

Converting binary data to text (ASCII) data which is more portable over networks.

munpack

Program that decodes MIME encoded messages. Available at <ftp://ftp.andrew.cmu.edu/mpack/>

MIME

Multipurpose Internet Mail Extensions is a standard system for sending different file formats over the Internet.

uuencoding

A method of encoding commonly used by Unix systems.

