# Source-Connect Now Quickstart Guide



# 1. What You Will Need

### Necessary

# -Google Chrome web browser version 58 or higher

This can be either on your computer or your android phone. iOS compatibility not yet supported. (Get Chrome at <a href="https://www.google.com/chrome">https://www.google.com/chrome</a>)

## -Microphone

This can be a built-in microphone, such as what you'd find on most laptops, or an external microphone with its own hardware.

## -Playback device

Headphones or speakers. One thing to note, Source-Connect Now only works with high-quality audio, this means that there is no echo cancellation, so users who have speakers as their playback device will have to utilize our Talkback Tool (See "Talkback" section below) to avoid echoing into their microphone

#### -Source-Connect Now account

Users who already have a Source-Elements account can already sign in using their existing account name and password. Those without an account will have to create a new one. (See "Creating a Source-Connect Now Account" section below)

#### Not Essential but Recommended

#### -A strong, stable internet connection

Source-Connect now can work on low-bandwidth connections, however the weaker your internet connection is, the more likely you will run into digital audio distortion or conversation dropouts. Our built-in Bandwidth Graph will show whether your internet is stable or not. (See "Bandwidth Graph" section below)

# 2. Creating a Source-Connect Now Account

Creating an account for Source-Connect Now is very simple. Click on the "Create Your Account" button found on the right side of the page underneath the login section.

You should have received an email in the account you entered on the last page. The email will ask you to confirm and complete the account creation process by clicking the "Click here to confirm your new account" link found in the body of the email. If you do not receive an email check your spam folder, and edit your spam filter to allow "server@source-elements.com".

Once you've clicked the link in your email, your account is officially created! You can now log in to the Source-Elements website where you'll have access to our support, editing your profile, information on Source-Connect Now and other Source-Elements products and more.

# 3. Logging in to Source-Connect Now

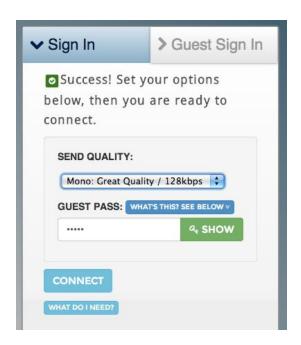
You can reach the Source-Connect Now login page from the Source-Elements website after logging in (See "Creating a Source Connect-Now Account" section above), or through this url:

# http://source-now.com

Here you will see the Source-Connect Now Home Page, which features information on Source-Connect now and it's features, a questions and comments area, and the ability to log in and begin using Source-Connect Now.

Enter your account information in the sign-in box at the top right to log into Source-Connect Now. The "show" button with the small key label will allow you to switch between hidden characters for privacy, and exposed characters, which you can use to check your password if you experience issues logging in.

When you've entered your correct account and password, click the "sign in" button. This will direct you to set your quality and guest password. Select your channels (mono or stereo) and quality using the dropdown box. These can be changed during your session as well (See Source-Connect Now Changing Audio Quality section below).



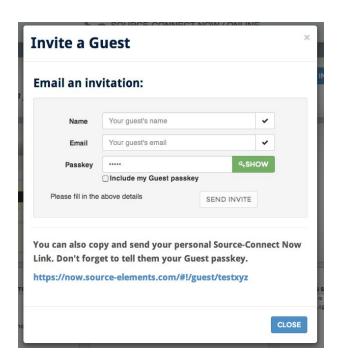
After choosing your desired audio quality, enter the password you wish to have for your session. *This is not the password to your Source-Connect Now account.* This is a password, along with your account name, that your guests will use to sign in and connect to your session. You can choose any password for your session. When you've finished setting the guest password, click the "connect" button to initiate your Source-Connect Now session.

# 4. Inviting Guests to Your Source-Connect Now Session

Now that you have successfully logged into your own Source-Connect Now session, you need to invite guests to work with! There are multiple ways to do this:

#### Invite via Email

The first method is using the "Send Invite" button at the top of your session page. Clicking this button will open up a prompt allowing you to email someone an invitation to your session. Just add the guests name, email, and the password to your session, and click the "Send Invite" button to send an invite directly to their email. You can also select the "Include my Guest Passkey" checkbox to have the session password typed directly into your guests email if you so desire.



#### Invite via Link

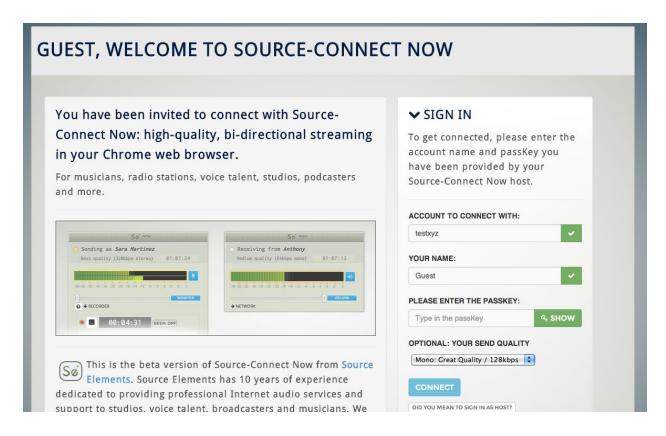
In the same "Invite a Guest" window as the previous method, you'll find a direct link to your session. Give this link to your guest(s), along with the password to your session and it will send them directly to the login page to join you.

#### Invite via Name/Password

The final method involves giving the guest(s) your information directly, and having them sign in through the Source-Connect Now login page. In order to log in, a guest will need your Source-Connect Now Account name and the password to the session.

# 5. Logging in as a Guest

Logging in as a guest is very similar to logging in as a room creator. Regardless of your method of invite, you will be logging in through the Source-Connect Now guest page (<a href="https://now.source-elements.com/#!/guest">https://now.source-elements.com/#!/guest</a>).



If you received an email, the link in the email will bring you directly to the guest sign-in page with your name and the password for the room already filled out.

If the creator sent you the direct link, it will take you to the guest login page with the username and password also already filled out.

If neither an email or link is sent, a guest can also log in via the Source-Connect Now homepage (<a href="https://now.source-elements.com">https://now.source-elements.com</a>). At the top of the login box is a "Guest Sign-In"

tab that will bring you to the guest sign in page where you can enter the room creators name and room password to enter.

In all cases of logging in, quality and channels of audio are selectable by the guest before connecting. These setting are adjustable in-session (See Source-Connect Now Changing Audio Quality section below).

# 6. Using Source-Connect Now

Now that you and your guest(s) have logged in, it's time to begin exploring the features Source-Connect Now has to offer.

## First Time Login

The first time you connect to Source-Connect Now on a computer you will be prompted to allow Google Chrome to access your microphone. Clicking the "Allow" button will write an exception for Source-Connect Now under Chrome's media exceptions settings and give you the ability to change audio inputs during your sessions.



### Changing Microphone Inputs

Your input into Source-Connect Now can be changed in two ways. The first option is found by clicking the "Info" button next to Audio Input section in the Status box. This will open up a page where you can select a temporary input based on your computers installed devices. Chrome is unable to remember this setting, so on your next login you will automatically have the default audio input re-assigned.

To change your microphone input permanently, navigate to Chrome's address bar (where you type in website urls) and click on the small camera icon on the right side or the bar. The "Microphone" drop down box will allow you to select your audio input based on the devices your computer has installed.

When changing your input, chrome the web page will reload, but the session will automatically reconnect for any parties involved.

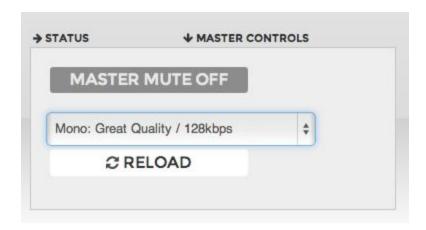
## **Changing Your Output**

You can change the output device at any time without needing to reload the page: output selection is immediate and does not disconnect your session.

As of now Android devices are currently only able to use their built-in inputs. USB device support is in the works.

#### Changing Audio Quality

You can change the amount of channels and the quality of audio in Source-Connect Now. At the top you will have a drop-down menu featuring multiple audio qualities and channels. Simply select one of the options and click the "Refresh" button to refresh the page with your new audio settings.



Keep in mind that this only affects the audio YOU are sending out. Guest(s) will have to change their own audio settings in order for you to get a quality change on the receiving end.

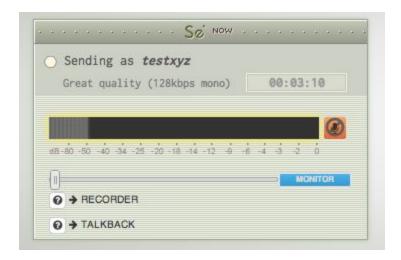
Audio quality may also be affected by bandwidth issues, higher qualities are more subject to distortion if connectivity is limited. This issue may be compounded the more people you have in your session.

#### **Volume Controls**

To control the volume of an individual guest, slide their "Volume" fader to the desired volume. Sliding the fader all the way to the left will automatically trigger the "Mute" button found next to their meter. You can also manually click this button to quickly mute a specific person. Clicking the button again will return their volume to the fader position prior to muting.

Under the "Master Controls" menu (found by clicking "Master Controls" above the status box) there is also a "Master Mute" button that will mute all other parties in the chat. *This will not mute your* output, it will only mute the input from any other party currently in the chat.

You can mute your own output by clicking the button labeled with a microphone next to your fader. This will gray out your fader on your screen, and adds a "Muted by User" message on your fader in other session member(s) screens to let them know your output is muted.

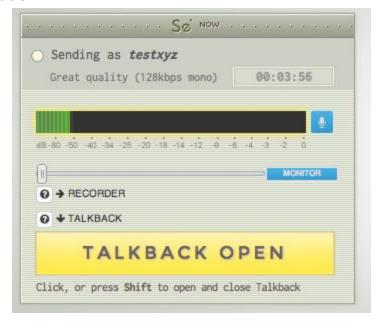


## Monitoring (ONLY AVAILABLE IN EARLY VERSIONS OF CHROME)

You can monitor your own output by sliding your fader (notice the fader is labeled "Monitor' instead of "Volume") to the right. The fader label will change to "Monitoring" to notify you that you should be hearing yourself.

#### Talkback

Source-Connect Now features a Talkback tool that will allow you to control your output to the session. Underneath your monitor fader, there is a "Talkback" button that will open up the Talkback Tool controls.



While this window is open, the shift button on your keyboard will act like a talkback switch, holding open the audio output while shift is held down and muting it upon release. You can also click the button to latch the talkback open. Pressing and releasing shift while latched will return the talkback to the unlatched setting. The output mute button next to your fader (Mentioned in the "Volume Controls" section above) also acts as a latchable talkback button.

When talkback is closed, your faders will be grayed out on your own screen. Your fader will also show a "Muted by User" message in the other session member(s) screens to notify them that you are currently muted.

#### Recording

IMPORTANT: Currently you can only record your OWN audio. To record the remote audio, please ask your connection partner to record themselves at the same time and transfer the file to you, for example using a file transfer service such as wetransfer.com. If you have a method to record the audio for example, Pro Tools or any DAW, we recommend using Source-Nexus <a href="https://source-elements.com/products/source-nexus">https://source-elements.com/products/source-nexus</a>

The Recorder tool in Source-Connect Now provides a simple method for you to record your session. To utilize this feature, click on the "Recorder" arrow underneath your meter to drop down the tool menu.



The "Beep" Button allows you to set up a 3 beep que that will play prior to each recording, otherwise, clicking the red "record" button will begin recording the session immediately (this includes your own input). While recording, the yellow indicator light next to the record button will flash to indicate recording status.

The Recorder tool allows you to record files up to 16 minutes in length. These files are saved in a WAV format, preserving the quality of the session (See "Changing Audio Quality" section for information on increasing the quality of your sessions audio). Recording is also done pre-fader, so any mutes or fader movements will have no affect on the recorded files.

Once recorded, the files will show up in your Recorder tools file list. Here, you can select a file by clicking the "select button". This will bring up a new menu that includes the ability to rename the track, and a playback bar to listen, delete, or download the selected recording to your computer. Clicking "Done" will return you to the original view.



It is important to note that these recordings are not saved permanently. Closing the session in any way, including reloading the session to change quality (see "Changing Audio Quality" section) will delete the recordings forever. If you do attempt to reload the session with unsaved recordings, a prompt will come up to remind you that these recordings will be cleared. The only way to save these recordings outside of the session is to download them through the playback menu mentioned above.

# **Network Graph**

The Network Graph tool allows Source-Connect Now users to see their other session partners network connection quality in real-time. Clicking the "Network" arrow underneath a users meter will bring up the graph for that specific user. The graph shows the last 60 seconds of activity, and is constantly updating in the background. This is a useful tool for quickly diagnosing possible connection issues during a session. Use it in conjunction with the Network status percentage on the Status window: if you see the network status dropping, check in the Network Graph to see more details.

