

LightStream Manual

Software Version 4.4.0 - November 2019

Note:

The LightStream manual is continually being updated as the software changes. Visit renewoutreach.org/lightstream-updates/ for the latest version of the PDF, along with video tutorials, LightStream information, and the latest software updates. You can request the password by emailing help@renewoutreach.org.

Also, if you have an questions or comments about the LightStream or this manual, or have found software bugs that need to be fixed, please email help@renewoutreach.org.

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STOP. VERY IMPORTANT.

Please update your LightStream regularly

The LightStream is constantly improving! We regularly release exciting new features and fix bugs. If you are using an older version of the LightStream software, you may experience serious issues or have compromised security.

How to update

It's easy! Go to renewoutreach.org/lightstream-updates to download the update.

If you don't have the password to this page, email: help@renewoutreach.org.

If you already have an update file that you want to update the LightStream with, see the [Software Update](#) section of this manual.

QuickStart

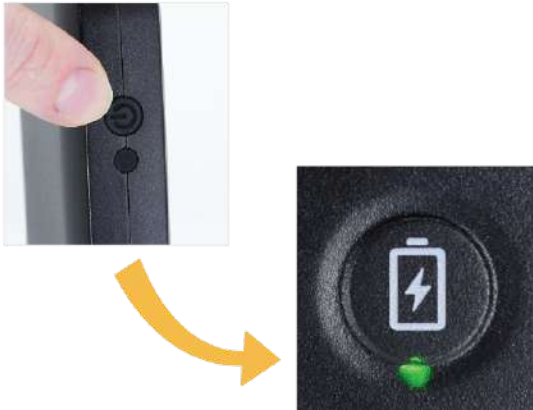
Tutorial Video: www.renewoutreach.org/videos/lightstream-quickstart



- 1 Power Button
- 2 MicroSD Lock/Unlock Button
- 3 Power Indicator - On
- 4 Battery Level Indicator
- 5 Charging Indicator
- 6 WiFi Status Indicator
- 7 Number of WiFi Users
- 8 MicroSD & USB Copying Progress
- 9 MicroSD Lock/Unlock Indicator
- 10 WiFi Antenna Connector (Optional)
- 11 Micro USB Input (Charging Device)
- 12 MicroSD Port
- 13 USB Power Output (For Copying USB Drives and Charging Other Devices)

QuickStart - Power ON/OFF

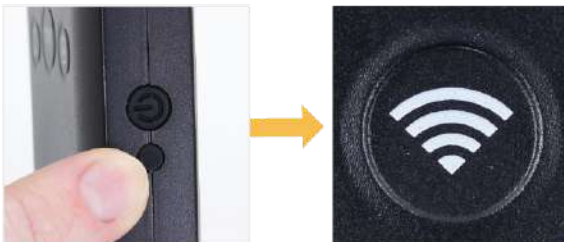
1. Hold Power button for **2 seconds**



2. WiFi will power on about **25 seconds** after device is turned on



To power WiFi on/off, hold SD lock button for **2 seconds**

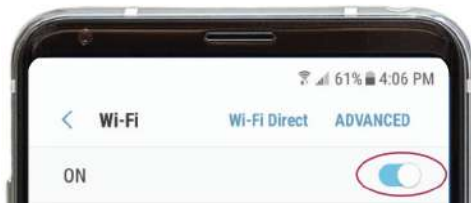


QuickStart - Connect to WiFi

1. Check the green dot below the WiFi logo to ensure that WiFi is on (if it is not, try holding down the SD lock button or restarting your LightStream).



2. Open up your WiFi settings on your phone, and turn your WiFi on.



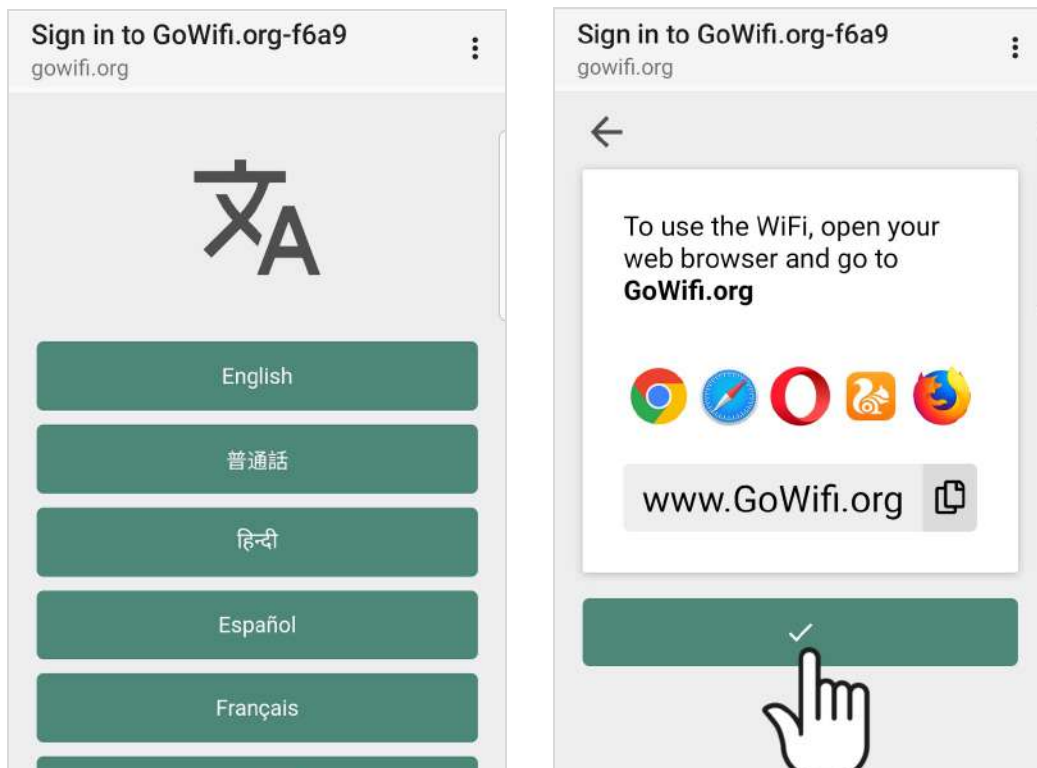
3. Click on the LightStream WiFi network. By default, the LightStream WiFi will have "GoWiFi.org" in the name.



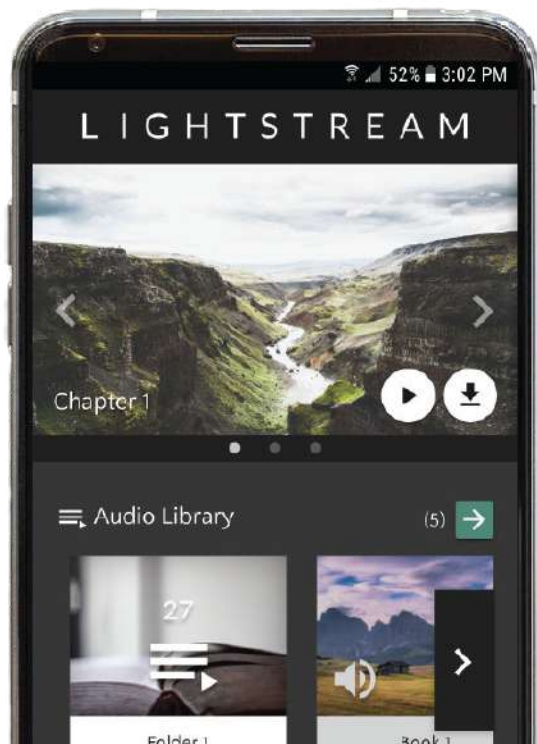
4. **If you are using iOS (iPhone), Mac, or Windows:** skip to step #6 below.
5. **If you are using Android:** Click on the popup that appears at the top of the screen that says "Sign in to the WiFi network". If you cannot see the popup, try pulling down on your notifications bar from the top of your screen.



6. The WiFi sign-in popup will appear automatically. Select a language. On the next window, instructions will appear to help users get to the homepage. Copy the url address if you need to and click the green check mark.



7. Open up your web browser, and navigate to GoWiFi.org (by default), or whatever the current name of the WiFi network is. See the [Logging in to Admin](#) and [Settings - WiFi](#) sections to learn how to change the WiFi name and other settings.



8. The blue lights around the WiFi symbol on the Pocket indicate the number of users that are currently connected to the WiFi.



1 WiFi user

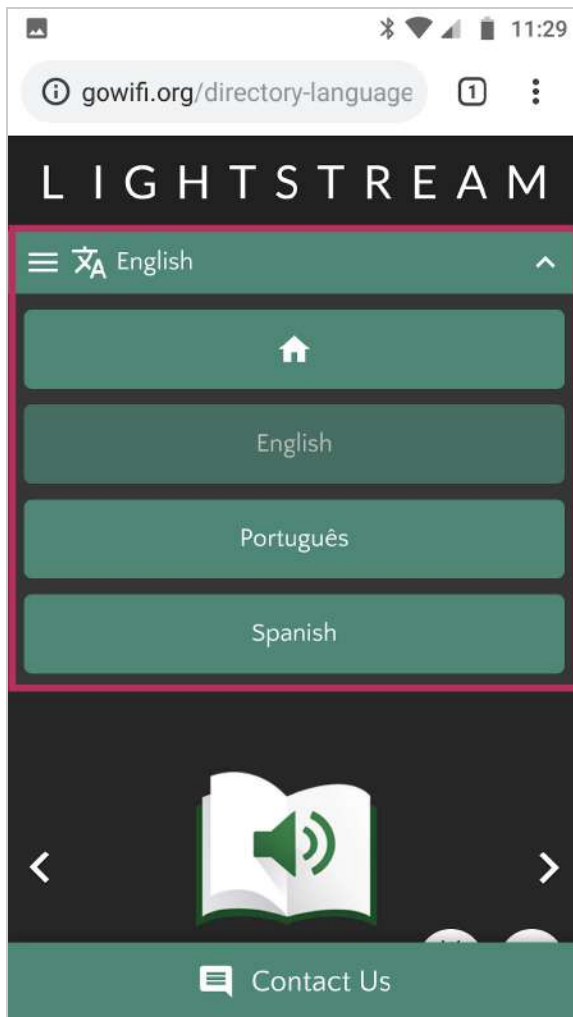


7+ WiFi Users

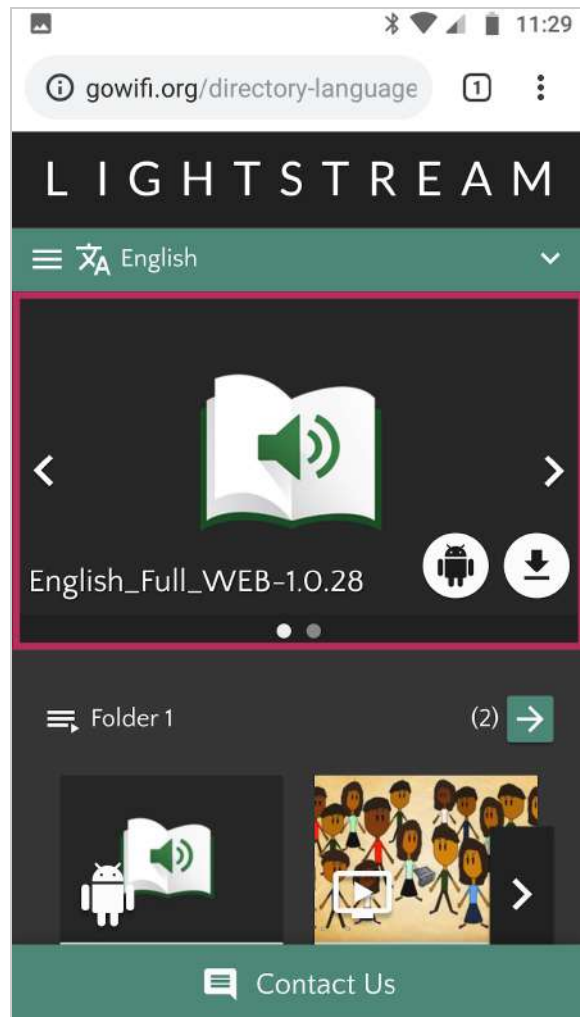
QuickStart - Using The LightStream Homepage

When you first connect to the LightStream, you'll see a menu listing the languages currently available on the device. If no languages are present, then multiple language folder have not yet been set up. See the [Admin - Manage Media](#) section of this manual for more information about language folder settings.

The featured media slider appears below the language folder menu bar. For instructions on how to select media to add to the featured media slider, see [Admin - Manage Media](#).



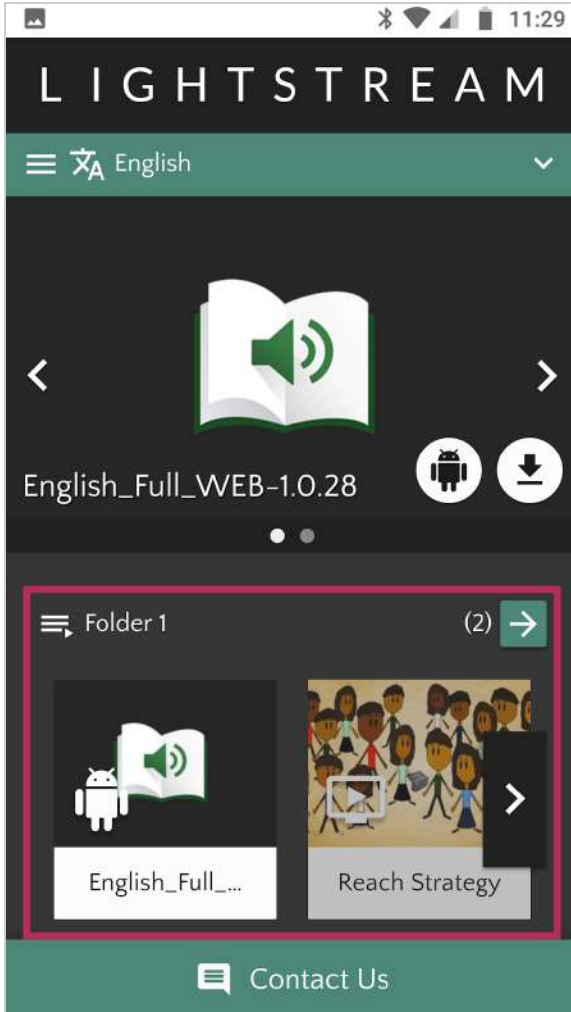
Language folders



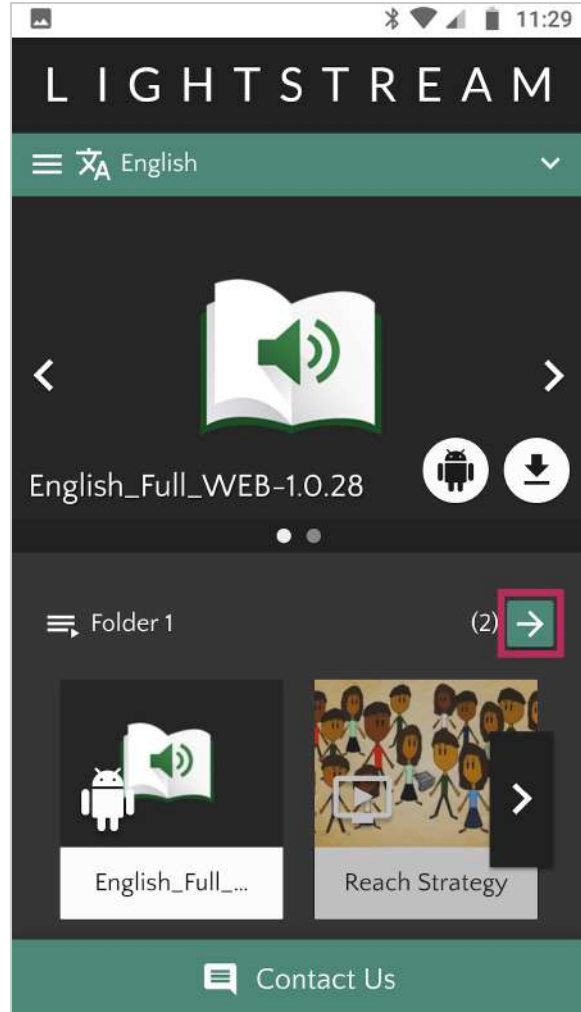
Featured Media

Folders on the LightStream appear as sliders. Folders can also be displayed as icons instead of sliders. See the General section in [Admin - Customize Homepage](#).

To enter into a folder, click the arrow button.



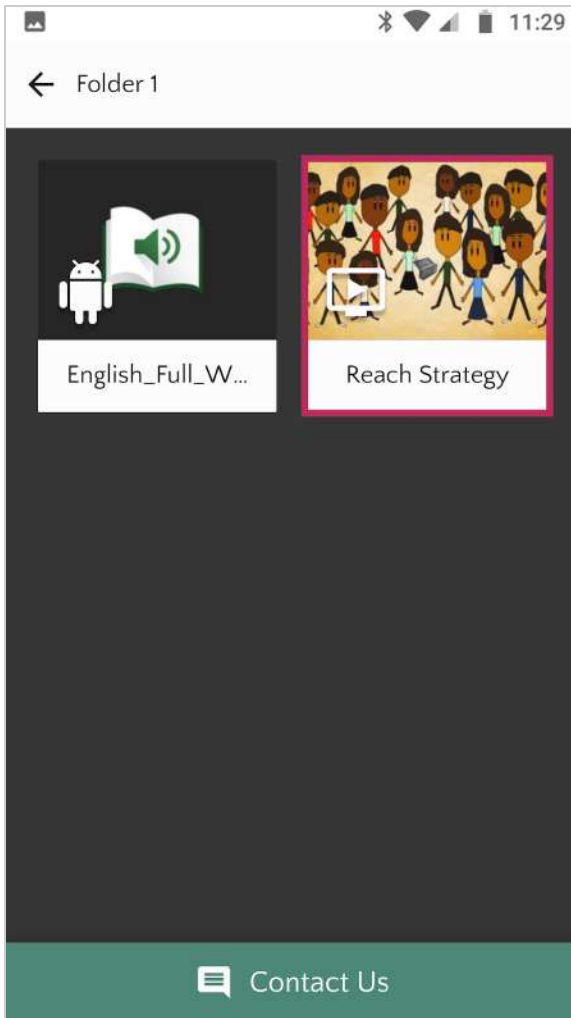
Folder Slider



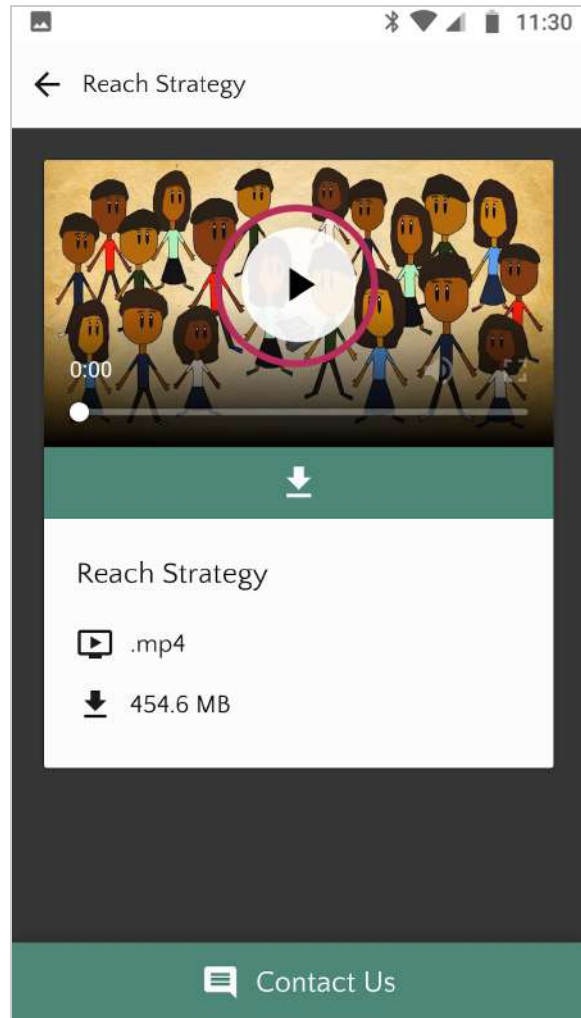
Enter Folder Button

From the homepage or in any folder, click on a media icon to view that media item.

Click play to stream video or audio files.



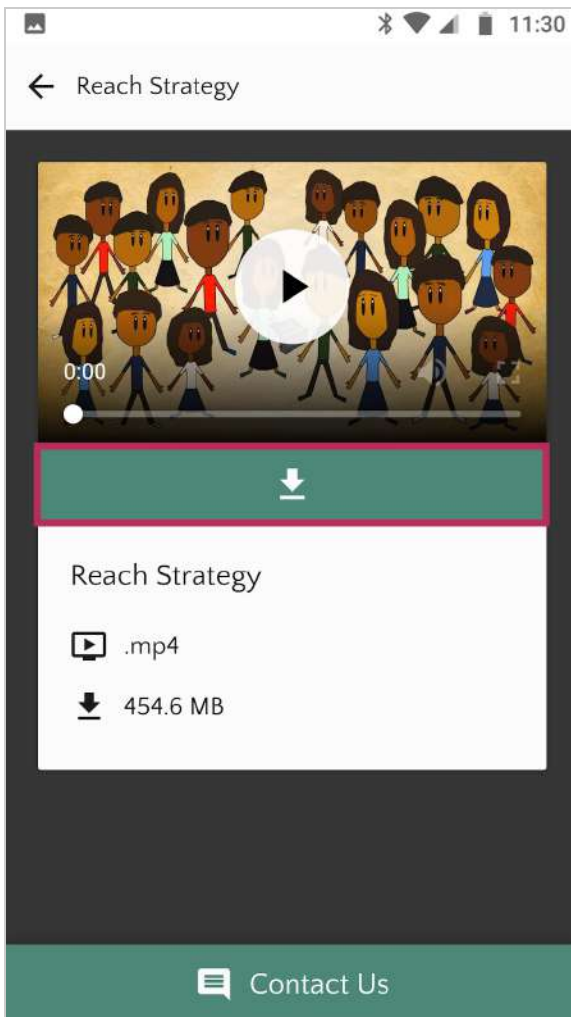
Folder View



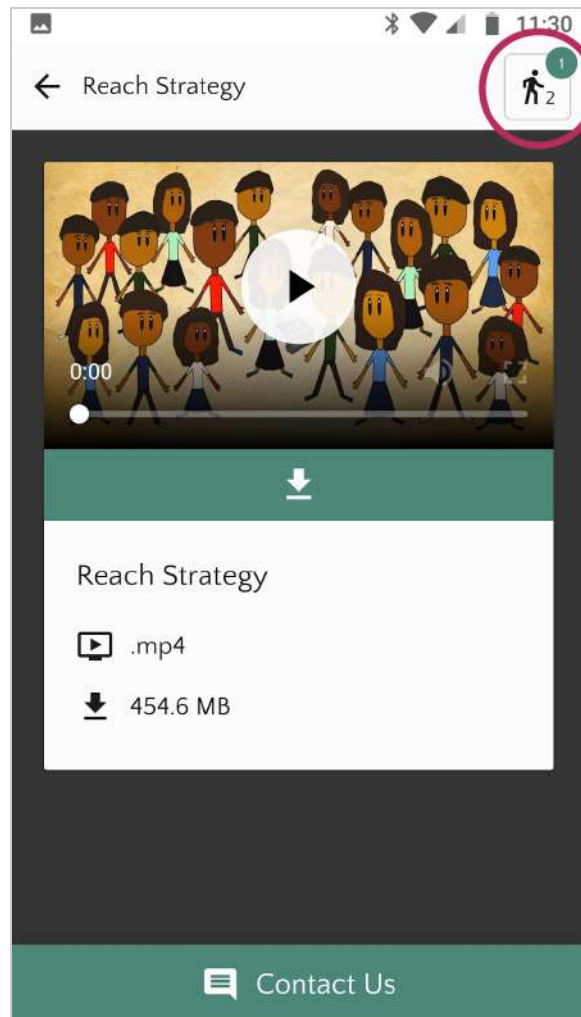
Stream Button

Click the download button to download a file.

If there are multiple people downloading files on the LightStream at once, they will be placed into a waiting line called the **Download Queue**. Since downloads take up so much WiFi bandwidth, this allows the LightStream to only allow a certain number of downloads at once (3 by default), and make everyone else wait their turn. See [Settings - WiFi](#) to see how to change download queue settings.



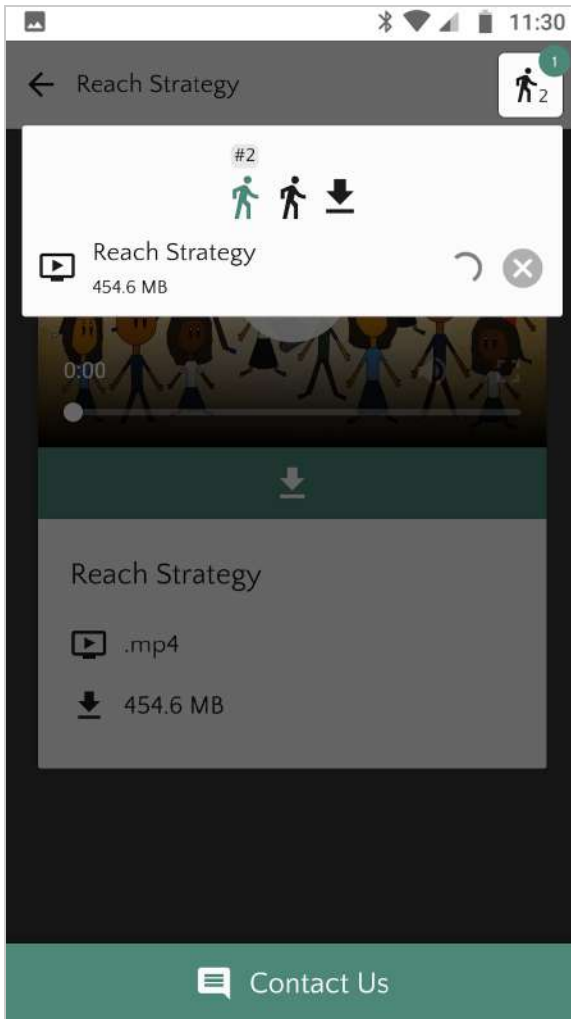
Download Button



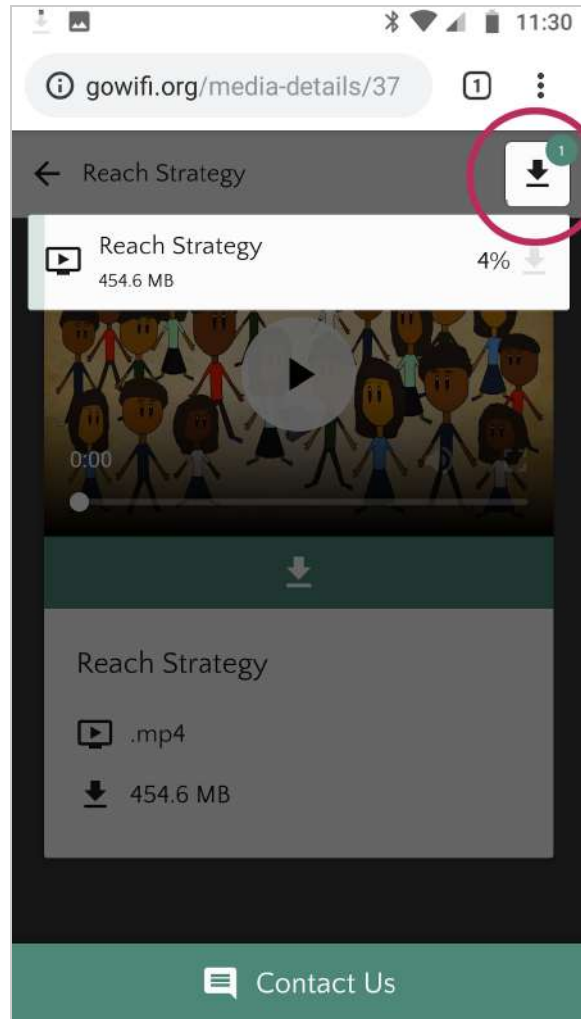
Download Queue Button

Click on the download queue button to see which downloads you have queued for when your turn comes and also your position in line. (In this example, the user is in second place, so once the person in front of them finishes, their download will start.)

When it's your turn, your download will begin. Click the download button to see the progress.



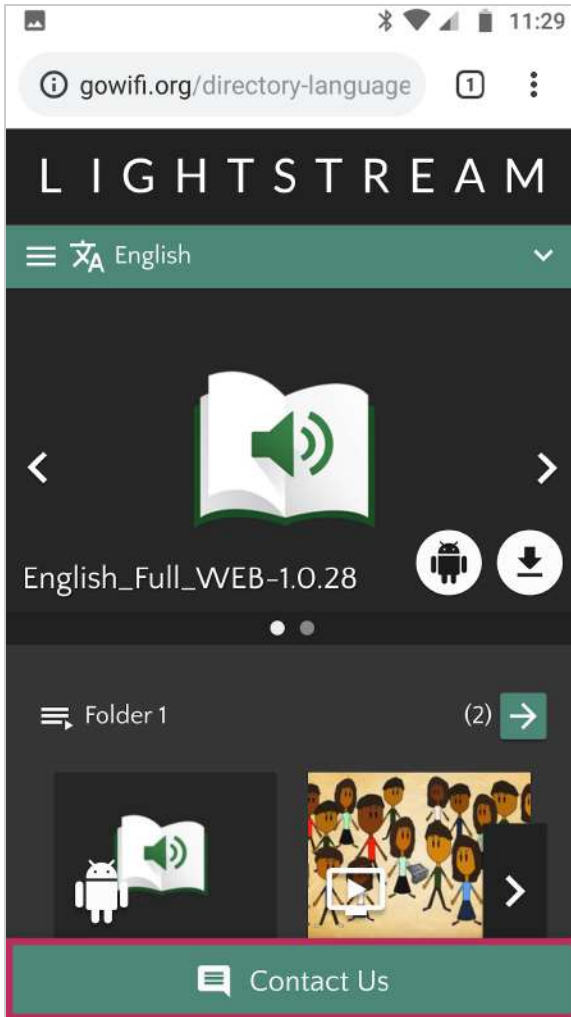
Download Queue



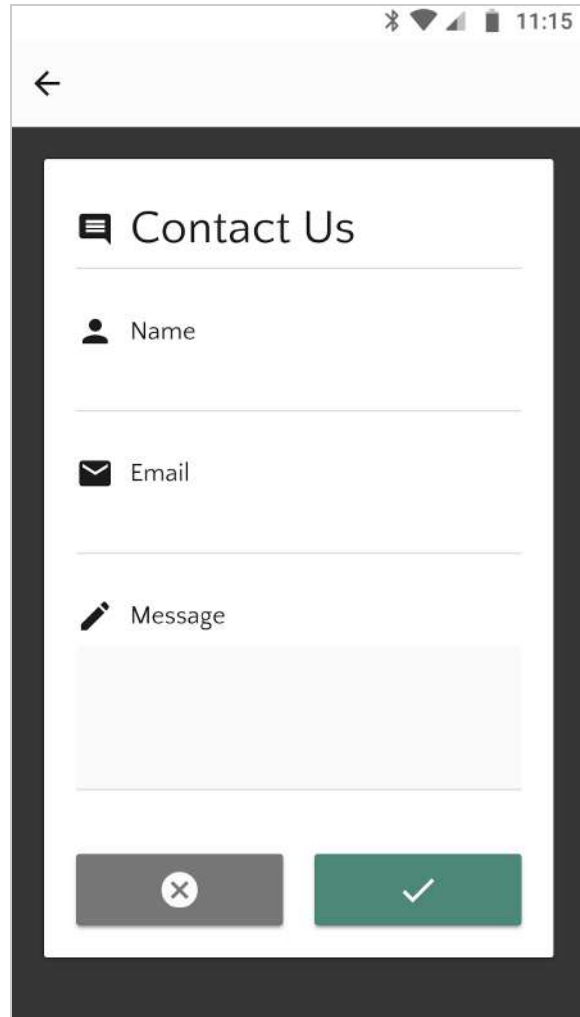
Download Progress

If users want to contact you or leave feedback of some kind, they can click the Follow-up Form button (which by default is a contact form in english). To edit the Follow-up Form, see the [Follow-up Form Settings](#) section.

Users can fill out the form and click the checkbox to submit their response. For instructions on how to view the user responses, see the [Follow-up Form Responses](#) section.



Follow-up Form Button



Follow-up Form

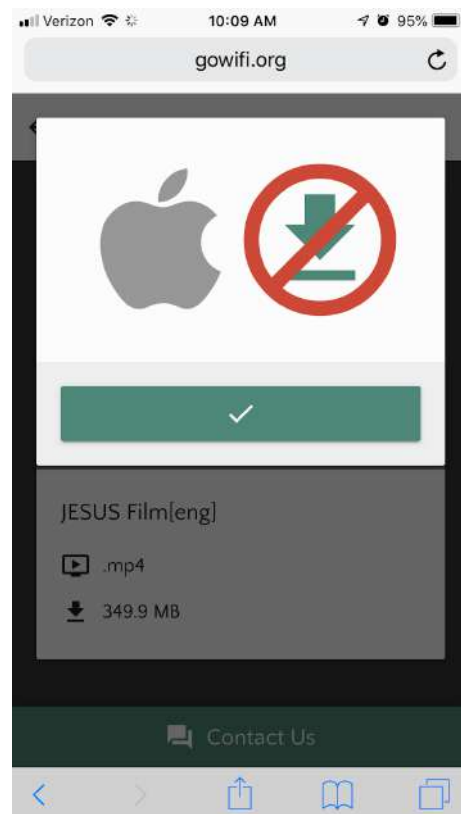
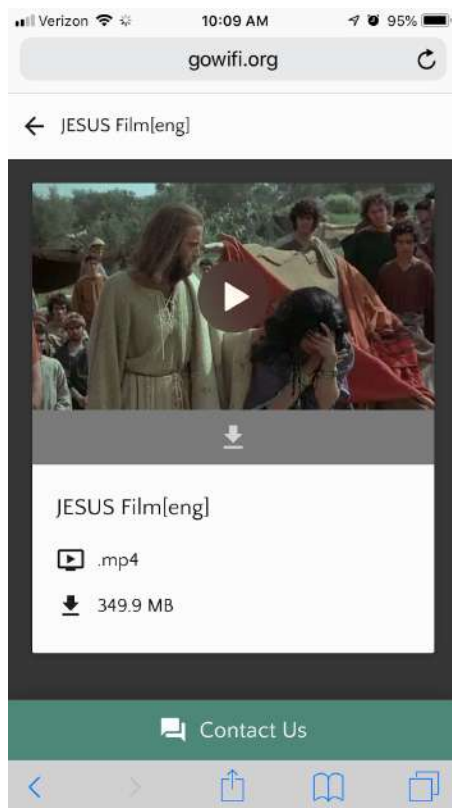


QuickStart - iPhones & Downloading

iPhones can download files if they are running iOS 13 or later.

On older iPhones, users can still stream videos and audio files but the download button will be gray for files that don't support downloading.

If users click the download button, they will see a message telling them that older iPhones can't download this file type.



QuickStart - Charge Battery



Full Charge



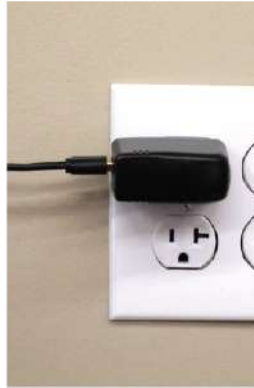
Low Battery

Tap power button for battery level

7 Lights = full battery

1 Light = low battery

To Charge a Phone Using the Pocket:
Plug the phone into the USB port and tap the power button



To Charge Battery:

Plug micro USB side of included USB cable into Pocket.

Plug the standard USB side of the cable into a wall adapter, such as the one pictured, or a computer to charge.

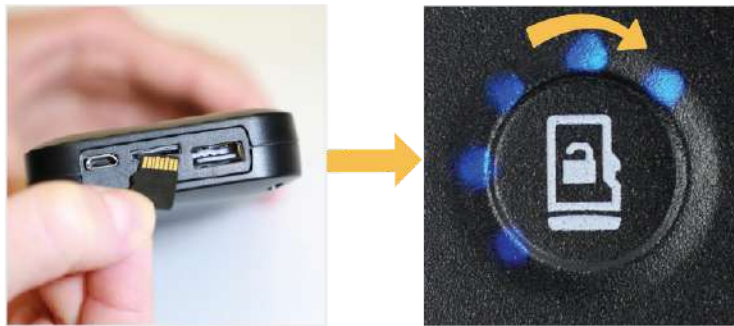
Charge Time = About 5 hours

Runtime = 12 Hours

QuickStart - MicroSD & USB Copying

If an SD card or a USB drive is inserted into the Pocket and media is selected on the Pocket for SD copy (see [Admin - Manage Media](#) for more details about how to select media for copying) the copy process will begin immediately. If you insert a USB drive into the LightStream that is not formatted as an Update Drive, the LightStream will automatically copy the SD copy media to the USB drive.

Lights flash to show progress



Green SD Light = Safe to remove SD card

All media copied successfully



Not enough space. Only some media copied.



QuickStart - MicroSD Locking

The small secondary button below the LightStream Pocket power button can lock SD cards once they've been copied.

If any media is selected in admin for SD copy, it will be copied onto an SD card as soon as the card is inserted. See [Admin - Manage Media](#) for more details on this. After the blue lights on the SD ring count up to indicate the copy progress (whether or not media is selected to be copied), a green light will appear at the bottom of the WiFi ring. Then the SD card can be locked.

Locked SD cards cannot have any files deleted from them, though files can still be shared from the card. When the SD card is inserted and has been locked, clicking the button again will unlock a locked SD card. This button can be disabled in admin settings. See [Settings - SD & USB Copy](#).

To Lock a MicroSD Card:

1. Insert SD Card.
2. Wait for the copying process to complete (the blue lights on the SD ring have counted up and the green LED appears).



Branded Pocket



Generic Pocket

3. Click the secondary button below the power button on the LightStream Pocket.

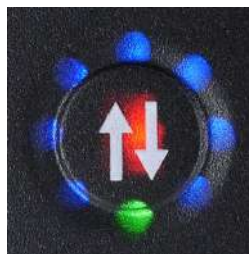


4. A red LED will appear on the SD ring indicating that the SD card has been locked. Click the secondary button again to unlock it. The red light will disappear.

SD CARD IS LOCKED:



Branded Pocket



Generic Pocket



5. If an SD card is locked, it can always be unlocked by reinserting it into the Pocket. It will automatically be unlocked.

IMPORTANT: If someone gives you their SD card and you lock it, they will not be able to remove or add any of their personal files. We recommend not locking someone's personal SD card.



When should I lock cards?

If you are distributing **new cards** that could go to people you suspect might be tempted to wipe the cards clean and sell them, you should consider locking your cards. It's best to give cards to people you know won't delete content from the cards, but in the case that someone could later be tempted to do so, you may want to lock the cards.

When should I avoid locking cards?

Do not lock cards if:

1. You are giving someone a new card, and you trust them to not delete content on the card.
2. Someone hands you their personal card so that you can copy content onto it.

Do not lock someone's card that has their personal data on it. They will not be able to add or delete anything from their cards. The LightStream not only locks the new content that's been copied, but also locks any existing content onto the card.

📄 QuickStart - Important LightStream Tips

Tip #1: The LightStream was designed for about 15 WiFi users at once. To reach larger crowds, use multiple LightStreams or have users connect at different times.

All WiFi streaming devices can only support so many users. The LightStream was designed for 15 users to stream video or audio at once, and the download queue only allows 3 downloads at one time. By default, the LightStream prevents more than 20 users from being connected at once (see the [Settings - WiFi](#) section to learn how to change this setting). Instead of telling a large group of people to connect at once, encourage people to connect over time, or consider using multiple LightStreams so that more users can connect at once. See the [Best Practices](#) section for more ideas on how to use the LightStream in larger crowds.

Tip #2: In many scenarios, it's best to tell people about the LightStream instead of expecting them to stumble upon it.

In some places, people may be suspicious of the LightStream if they connect to it expecting to be able to check their email and instead a message appears telling them to go to a website where they can watch movies. If you just turn on the LightStream on a bus or in a busy area, some people will get on and access content, but the LightStream is generally more effective if you can explain to people what it is, and why they should connect to it.

This can be done by simply putting up a poster explaining what the LightStream is, or by handing out business cards that tell people where and how to connect to the LightStream.

An effective strategy can be to leave the LightStream in a specific place in a community, like a church or coffee shop, and then spread the word so that people come and connect to it whenever they get a chance.

For more tips and strategies, see the [Best Practices](#) and [Use Cases and Strategies](#) sections.

Logging into the Admin: Manage Media & Settings

Tutorial Video: www.renewoutreach.org/videos/lightstream-log-in-stats

IMPORTANT!

Please sign in to the admin as soon as possible so that you can set your password. If you don't change your password, someone who knows the default login could log in to your device and change content without your knowledge.

Once logged in as admin, you can:

- Upload or delete media
- Add media descriptions and titles
- Customize LightStream colors, text, and images
- Choose which media is shown over WiFi
- Select which media is copied to inserted SD cards and USB drives
- Enable or disable security settings
- Customize the follow-up form
- More

How to log in

1. Connect to the LightStream WiFi & navigate to the homepage (*to learn how to do this, see the [Quick Start](#) section of this manual*). See *image 1* below.
2. When the homepage loads, type '/admin' at the end of your website name (for example, goWiFi.org/admin). See *image 2*.
3. Default Login: **username:** admin, **password:** admin. See *image 3 & 4*.

(BY DEFAULT)

url: GoWiFi.org/admin
Username: admin **Password:** admin

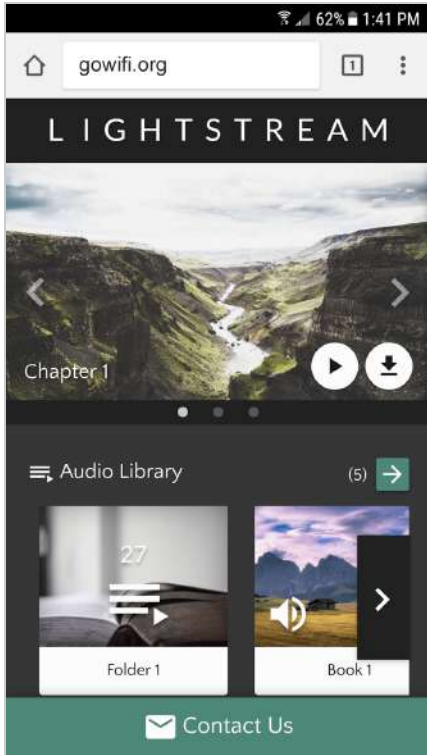


Image 1: Connect to LightStream

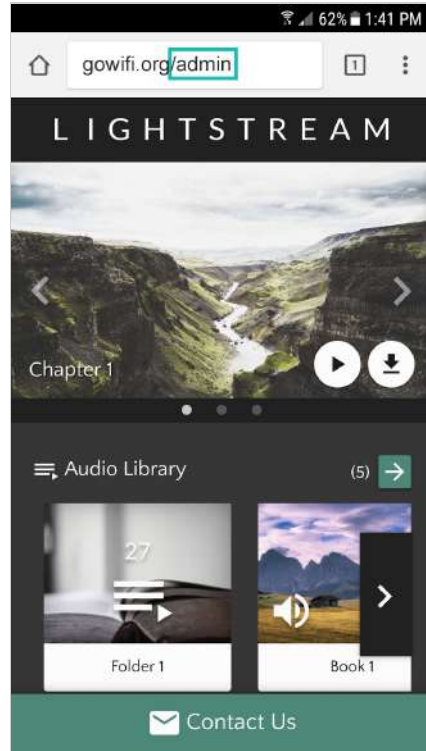


Image 2: Type in /admin

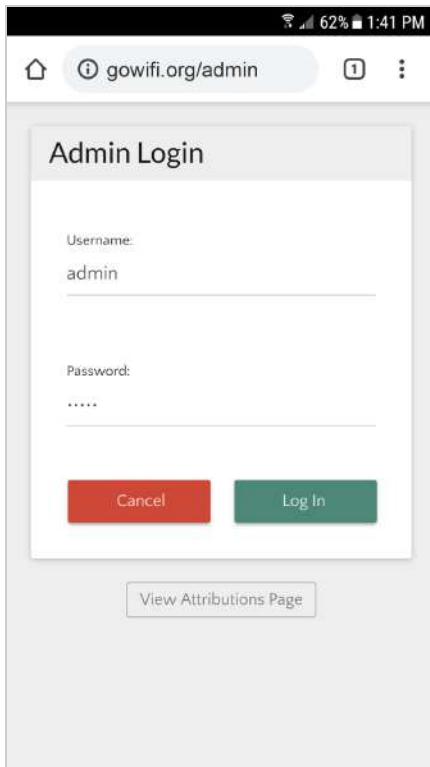


Image 3: Enter username and password

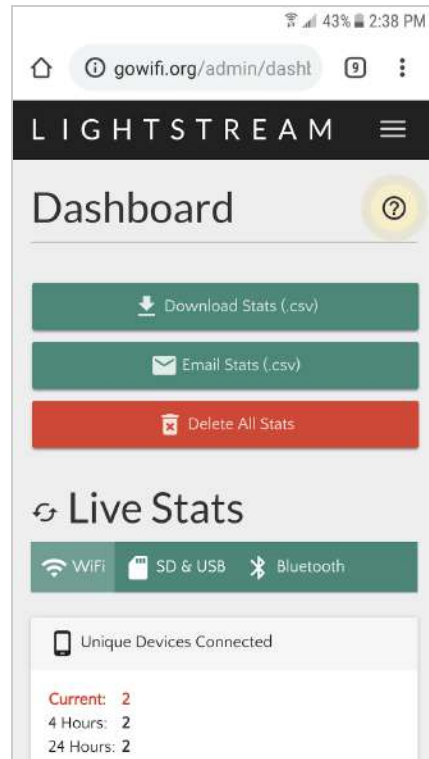


Image 4: Login successful

Use Cases & Strategies

The LightStream is a powerful tool, but it's only as powerful as the strategy it's used with. The following are some of the effective ways to use the LightStream.



Use Case #1 - “Water Fountain”

The “water fountain” strategy is where you would leave the LightStream in a specified location, and then let people know about it. People who know of its location can come by at any time of the day and download or stream from it, just like people can drink from a public water fountain or well. It can be left in a house, a coffee shop, a church, or literally by a water source like a well. You may want to consider having a sign to let people know that what the LightStream is, and how to connect to it. Usually, when the LightStream is being used this way, it's plugged into a wall and left turned on, unless someone is willing to bring the LightStream to its chosen location every day after charging it.

This method of using the LightStream is powerful because if people know what the LightStream is and how to use it, they'll be more likely to connect and download content. People are more trusting of WiFi networks that they know are not malicious.

Scenario #1 - Water Fountain

Imagine you're in a developing country that doesn't have a very good internet connection. You own a restaurant in the center of town, so you take a LightStream and plug it in behind the cash register. You put up a sign on your window that says “Free Movies. Connect to the WiFi network with *this* name and navigate to goWiFi.org.” This LightStream is now a “water fountain.” People who come into your restaurant know about the LightStream, and what's on it.

Scenario #2 - Secure Water Fountain

If you are in a region where it would not be safe to let everyone get onto your LightStream and view the content, you can enable a WiFi password (see the [Settings - WiFi](#) section of this manual for instructions on how to do this). Then, you can give the password to those you trust and want to allow to view the content on the LightStream.



Use Case #2 - “Fishing Rod”

To use the LightStream like a “fishing rod,” turn the device on in a public place. Some people will connect to the WiFi if they’re looking for an open WiFi network and curious visitors can look through content on the device. If you use the LightStream this way, consider enabling the follow-up form so that people can connect with you if they have any questions (see [Follow-up form settings](#)).

The downside of using the LightStream as a fishing rod is that people may connect expecting actual internet where they can get onto Facebook and Google, and may disconnect when they find it’s not what they were expecting. To prevent this and help people understand what the LightStream is, you can have a custom message pop up when they connect that explains what the LightStream is and what kind of content it has. See the *Captive Portal (WiFi login popup) settings* in the [Settings - WiFi](#) section of the manual to learn how to do this.

Scenario

You’re on an 8-hour train ride near the himalayayas. People on the train have smartphones, but there isn’t any cell service in the rural area you’re passing through. You turn on the LightStream, and give it a WiFi name like “Need hope? - GoWiFi.org” When people connect to the LightStream and go to GoWiFi.org on their devices, they can stream and download your content. You see people all over the train on their phones, streaming videos from your LightStream. Some of them begin to ask questions about the messages in your videos using the Follow-up Form.



Use Case #3 - “Printing Press”

The LightStream can also be used to take media content and distribute it to a group of people in a short amount of time, much like a printing press.

Scenario #1 - Training Session

You are doing a training session with 40 students. You hide all media on the LightStream except a single PDF homework assignment (see the [Admin - Manage Media](#) section of the manual to learn how to disable media over WiFi). During the session, you tell them about the homework, and help people connect to the LightStream and download the file. Since there are many users attempting to download at once, they will be added to the download queue and will download the file when their turn comes around (see the [QuickStart - Using the LightStream Homepage](#) section of the manual to learn about the Download Queue and how it works).

Scenario #2 - MicroSD Cards

You live in a small village. Most people in the village have a feature phone with a microSD card slot. You upload a few important video files to your LightStream and go house to house to all of your neighbors. If people have smartphones, you help them connect to the LightStream and download the videos over the WiFi. If they have feature phones with microSD cards, you ask for their cards and insert them into the LightStream to copy the files. When they insert the cards back into their phones, they can view the files that you have given them (make sure not to lock cards if people give them to you). See the [Quickstart - MicroSD Card Locking](#) section of this manual to learn more about locking cards, and see the [Admin - Manage Media](#) section to learn how to enable media to be copied to SD cards.

Scenario #3 - Gospel Presentation Follow-up

You are preaching a message or showing a film, such as the JESUS Film, in a community. After the presentation, a group of people are interested in learning more. Most of the people in this area have Android phones. You show them how to connect to the LightStream WiFi and download an .apk app file that has the New Testament in their language. You encourage them to read or listen to the app with their friends and family and discuss it with them. See [Installing Android .apk App Files](#) to learn how to install app files from the LightStream. If you have a large crowd of people, consider distributing a smaller file like a short video or audio clip.

Best Practices

These scenarios help overcome some challenges on the LightStream. Check out the [Best Practices](#) section of this manual for more important information on how to use the LightStream well.

The Setup Walkthrough

The setup walkthrough appears the first time you sign in to the admin. It will walk you through the most important settings on your LightStream. *To learn how to log in to the admin, see the [Logging into the Admin](#) section of the manual.*



#1 - The Admin Language

The LightStream admin pages have been translated into a number of languages. Choose the language that you are most comfortable with.



#2 - Change Password

It's important to change your password so that an unauthorized user doesn't log into your LightStream. **Since the LightStream password cannot be recovered, please choose a password that you will not forget, and write it down.** Also, you can optionally enter a "password hint" below your password which will be shown when you attempt to log in.



#3 - WiFi Settings

Here, you can change your two main WiFi settings. See the [Settings - WiFi](#) section of manual for information about WiFi Name and Website URL.

WiFi Name (SSID)

This is the network name that people will see on their devices when they open up their available WiFi networks and are connecting to the LightStream. If you're changing the WiFi name, some good options could be "Free movies - goWiFi.org," or "Free WiFi - goWiFi.org"

Note: If someone connects to the LightStream and tries to go to certain sites like Google or Facebook, the LightStream will not be able to redirect to the media website. Because of this, we recommend including the name of your website URL in the WiFi name (for instance, name your

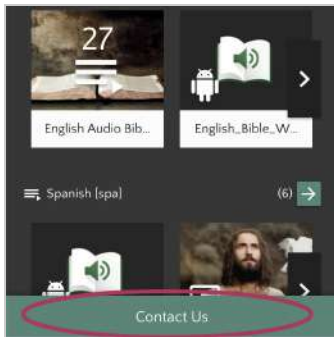
WiFi “Hear a message of hope - goWiFi.org” instead of “Hear a message of hope”). See the [Settings - WiFi](#) section of manual for more information about choosing your WiFi name.

Website URL

This is the website address that will appear in users’ browsers (like Chrome or Safari) when they connect to the LightStream and open up their browser. We recommend not changing this and using the default goWiFi.org URL if possible. Renew owns that domain and uses it to fix a few issues with certain Android devices that sometimes will automatically disconnect from WiFi.



#4 - Follow-up Form Settings





The follow-up form places a button on the homepage that allows people to give you feedback or contact information. Translate the follow-up form into a relevant language for the region you will be using the LightStream or leave all the text blank, which will use only icons for the form. See the [Follow-up Form Settings](#) section of the manual for information about the Follow-up form.

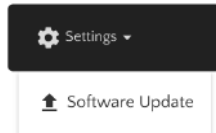


#5 - Download New Media Online

If you want to load Gospel Media onto your LightStream from the internet, you can click the button on this page to go to the download media page. You can always visit this page later by going to Media > Download New Media Online in the admin menu. See the [Media - Download New Media Online](#) section of the manual for more details and instructions.

#6 - Setup Success Screen

-  This screen explains that at the top of each page, there is a question mark icon that helps explain how to use the current page.
-  Settings that could impact the device's security will have a security button next to them. Click the button to see the security message.



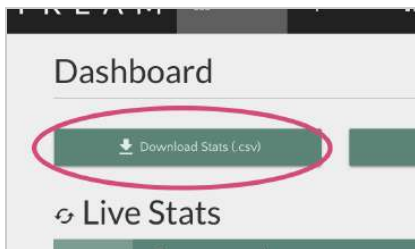
If you have a software update file, the Software Update button is a shortcut to the page where you can install the update file.

Admin Dashboard

The Dashboard is where you can view, download, and share statistics on how the LightStream has been used. Statistics include:

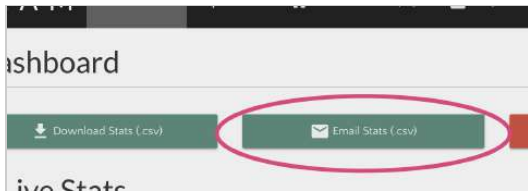
- The number of streams and downloads per file
- The most popular files on the LightStream
- Additional details about how users are interacting with the LightStream

Download Button



Click “Download Stats” to download statistics as a .csv spreadsheet file. You can then attach this file to an email to share it with others, or open it in a spreadsheet program like Microsoft Excel.

Email Stats Button



If you click the “Email” button, the email app on your device will open and the stats will be inserted into a new message. When you send the email, it will go into your outbox to be sent to the reporting email address once you disconnect from the LightStream and connect to the internet.

To set the reporting email address, see [Settings - Account](#)

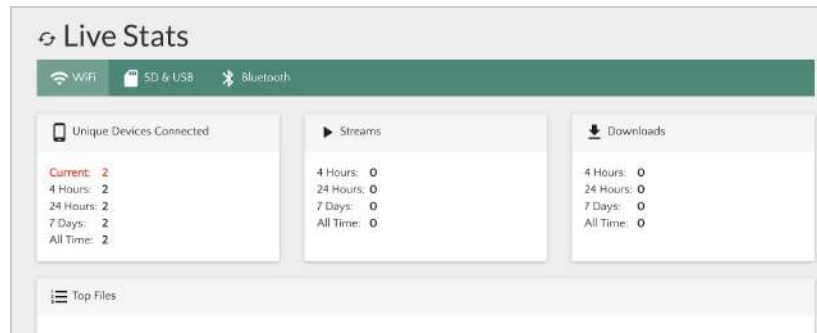
The email stats option can help retrieve statistics from LightStreams that are very far from internet connections. To get stats from a LightStream in an area that doesn’t have internet, use a cellphone or computer to:

1. Locate the LightStream in remote area & connect to the WiFi
2. Log into the admin
3. Click the “Email Stats” button
4. Click send when your email client (like Gmail on Android phones) pops up

Then, the stats will sit in your outbox on your phone until you connect to the internet. It may be a week or a month after you visited the LightStream, but it will send as soon as it's connected to the internet.

Live Stats

The 3 tabs on the dashboard are WiFi, SD & USB, and Bluetooth



Live Stats View

WiFi Tab

The WiFi tab lists statistics about the files that are streamed and downloaded over WiFi. These statistics are broken down into how many streams, downloads, or connections have happened in the last 4 hours, 24 hours, 7 days, or all time.

- **Unique Devices:** The number of unique WiFi devices like phones and laptops that have connected to the LightStream. The “current” indicator displays how many devices are currently connected.
- **Streams:** The number of video files that have been streamed. Each time a user selects a video and clicks the “play” button to stream it, a stream will register here.
- **Downloads:** The number of files that have been successfully downloaded.

SD & USB Tab

- **Number of copy sessions:** The number of times an SD card or USB drive has been inserted into the LightStream to receive media.
- **Total Files Copied:** The total number of files that have been copied to SD cards or USB drives.
- **Total Data Copied:** The total amount of data that has been copied from the LightStream to SD cards or USB drives that have been inserted.

Bluetooth Tab

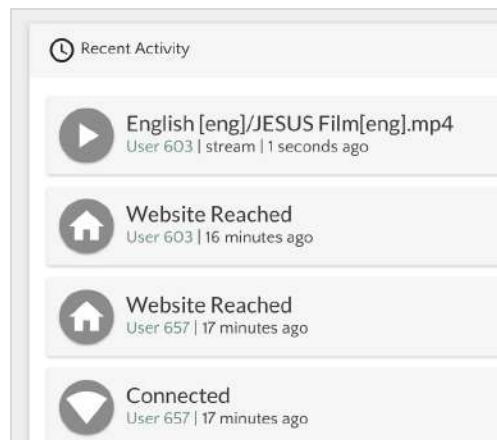
NOTE: To use Bluetooth you must have a special USB Bluetooth dongle (sold separately) plugged into your USB port. To learn more about using Bluetooth, see the [Settings - Bluetooth](#) section of this manual.

- *Unique Devices Detected*: The total number of devices that the LightStream has “seen” while scanning for devices with Bluetooth enabled.
- *Unique Device Downloads*: The total number of unique devices (phones, laptops, etc.) that have connected to the LightStream and received one or more files.
- *File Downloads*: The total number of files that have been transferred from the LightStream to devices.

Recent Activity

Watch the Recent Activity section to see real time notifications when users do the following:

- Connect to the device's WiFi
- Reach the homepage
- Stream a file
- Download a file
- Fill out a form
- Disconnect from the WiFi



Real-time recent activity

Each recent activity item also shows a user ID representing the person who did the interaction. If you click on their ID, you can see the other interactions that the user has had. For instance, if you see that “User 12345” has filled out the follow-up form, you can click on their ID and see which movies they were watching or files they were downloading before they filled out the form.

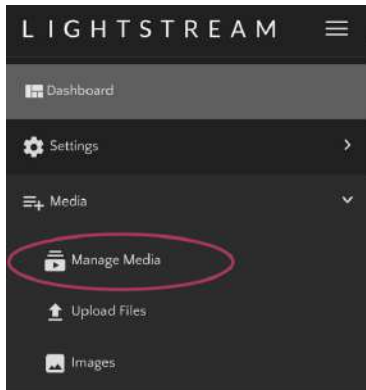


User Activity Details

NOTE: This ID assigned to a user in no way exposes who they are or what device they're using. The LightStream does not detect and store that type of secure information. It simply tracks what each individual person has done on the LightStream, anonymously.

Media - Manage Media

Tutorial Video: www.renewoutreach.org/videos/lightstream-manage-media



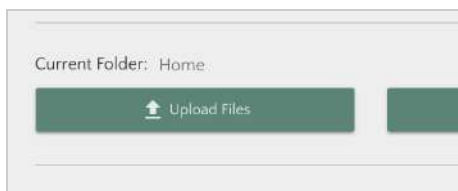
To get to this page, select “Media,” and then “Manage Media” from the top navigation menu. The Manage Media page allows you to upload new media, edit media file details, and change how the media appears on the homepage.

Total Storage Bar



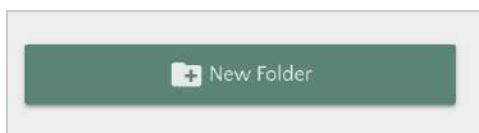
This bar indicates how much space is left on the LightStream. If your device is full, and you want to add new media, delete some media by clicking the “delete” button on the media item. Be aware that if you delete a folder or language folder, all of the media inside it will also be deleted.

Upload Files Button

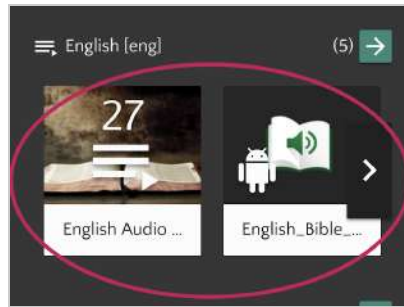


Click “Upload Files” to upload files into the folder you’re currently viewing.

New Folder Button



Click this button to create a new folder for your media. By default, folders will appear as sliders on the homepage with media icons inside when users who connect to the LightStream.



Example of slider on homepage

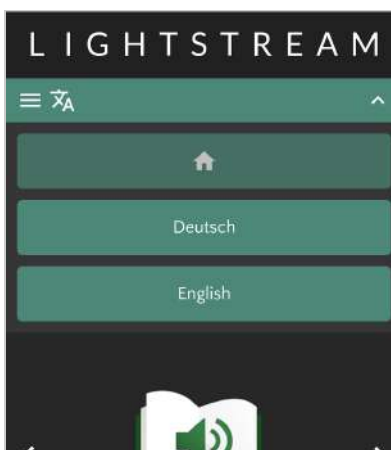
New Language Folder Button: Make “Language Folders” for media in different languages



Language folders make it easier for users to find content in their language. Each language will be shown to users on the homepage as an option in a menu.

Media that is moved into a language folder will be displayed to users who select that language in the menu. If a user’s browser is set to a language that matches one of the language folders, they will automatically be redirected into that folder on their first visit to the homepage.

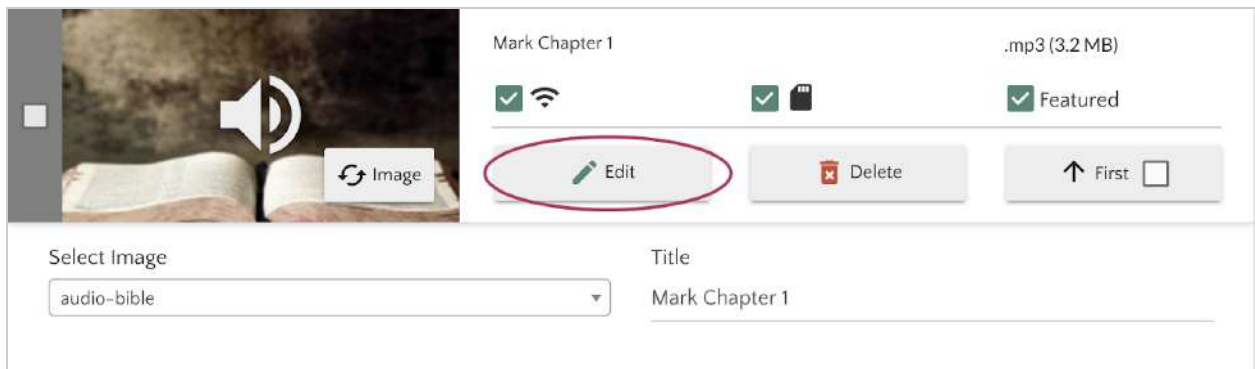
Each language folder has its own featured media slider and greeting panel. Edit a language folder to add a greeting panel in that language.



Language Menu on Homepage

Edit Button on Media Items

Each item in Manage Media representing a file or folder on your LightStream can be edited to help users understand what it is and why they should watch it.



Select Image

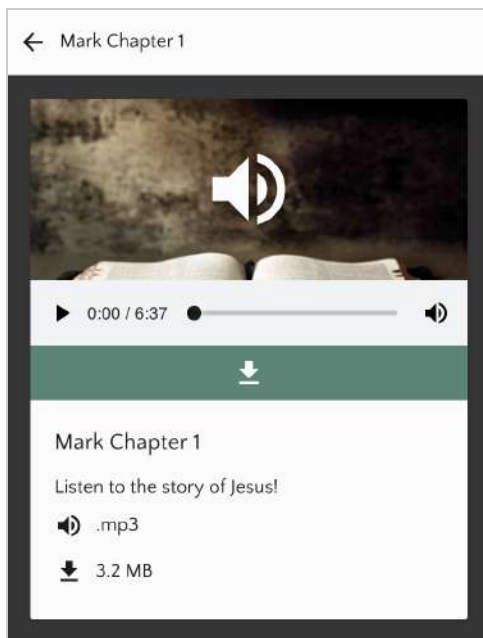
Allows you to select a thumbnail that users will see to represent this media. Thumbnails come from the Images page in admin. Click “Upload New Image” if you want to upload an image that hasn’t been uploaded (see the [Admin - Images](#) section for information about how to format your images). Videos also have an option to “Generate a New Thumbnail”, which selects a random screenshot from the video and uses it as the preview image.

Description

This is displayed to users when they click on a media file to view or stream it.

Title

This is the displayed name for the media that users will see when they connect to the LightStream.



← Title
← Description

File Name

This is the actual name of the file that will be downloaded to users' devices when they click download, or insert an SD card into the LightStream.

Edit Button - Advanced Options

Password Protect

Add a password to a media item so that it can only be accessed by people who know the password.

Disable Download (Stream Only)

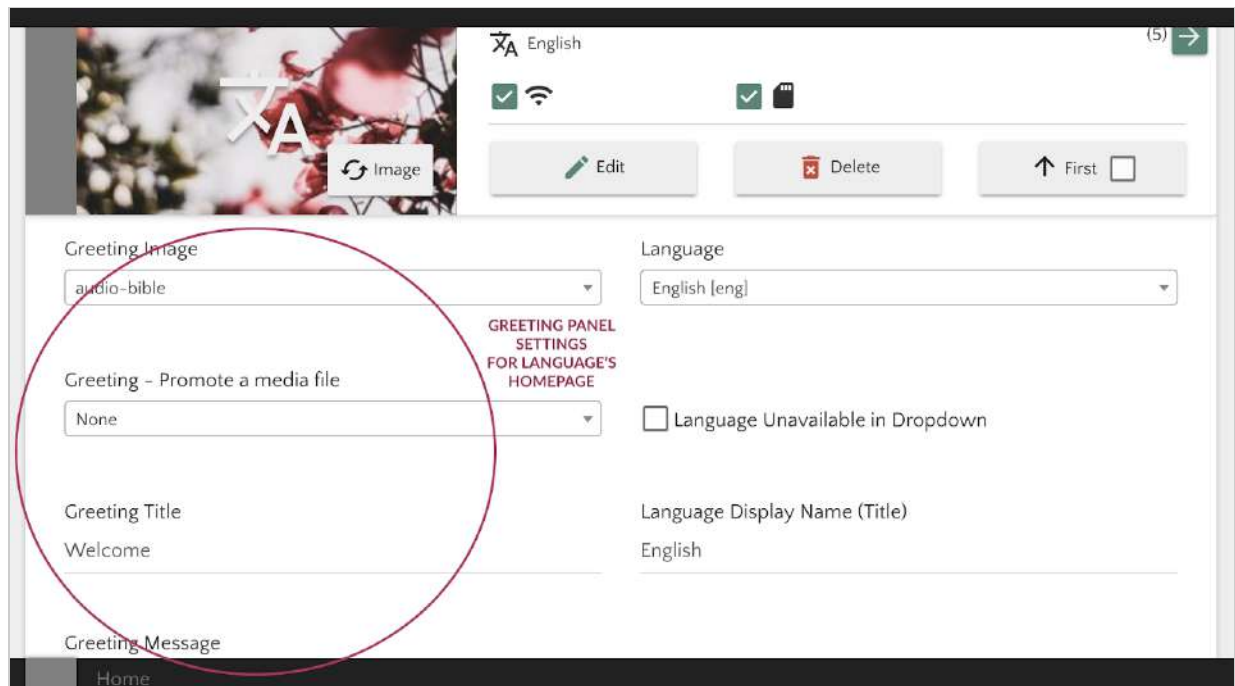
Hide the download button so this media item can only be streamed.

Show in Every Language Folder

Show this media item in every language folder. This is useful for wordless videos and apps that work in multiple languages.

Edit Button For Language Folders

On language folders, the media edit button has a few additional options



Language Folder Settings

Greeting Image:

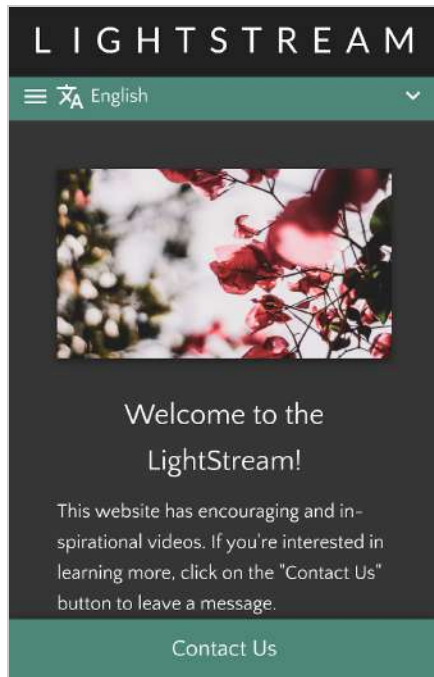
The image that will be shown at the top of the page when people view this language.

Greeting Title

The title shown at the top of the page inside this language page.

Greeting Message

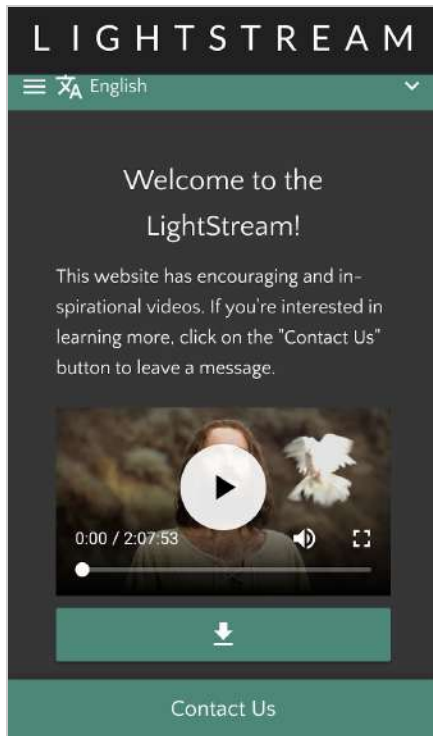
A paragraph below the title that can contain a message of greeting or instructions for users who view this language.



← Greeting Image

← Greeting Title

← Greeting Message



Greeting - Promote a Media File:

Sometimes you may want to advertise a specific file or folder of media at the top of the page. The media item that you select here will be promoted, shown at the top of the page inside of this language page. This option can be used to promote a video welcoming people to the LightStream or explaining how to use it. Additionally, this could be used to promote a short video that creates interest in the other media on the LightStream.

← *Promoted Media File*

Language

This dropdown menu contains most languages in the world, by ISO code (for instance, [eng] for english). Selecting the ISO for languages allows browsers that are set to that language to automatically jump into their language the first time they connect to the LightStream.

Language Unavailable in Dropdown Checkbox

If you cannot find the language you are looking for in the dropdown, you can select this option.

Language Display Name (Title)

This is the actual title that users will see representing the name of this language on the homepage. Try to make sure this title is in a script that users will understand (for instance, you may want to have the language "Arabic," written as "العَرَبِيَّة" rather than using English script. If you don't know how to type in a specific script, you can copy and paste from a text document that has the language written in the correct script.

File Name

File name is the actual name of the folder containing the content in the given language. When users copy media onto an SD card, the language folder will be copied with this name.

Media Checkboxes

Each media item has a few checkboxes that will change if the media is visible, featured, or shown first at the top of the page in the featured slider.



WiFi availability Checkbox

Select the WiFi checkbox to make media visible on the homepage. **IMPORTANT: If this option is not checked for a media item, users will not be able to see it.**



SD Card/USB Checkbox

Select the SD/USB checkbox to copy the file to an SD card or USB drive when it is inserted. All media items and folders that have this checkbox selected will be copied.



Featured Checkbox

Select the "Featured" checkbox to place a media file in the featured media slider at the top of the homepage (or at the top of whichever language folder the file is in).



First Checkbox

Select the "First" checkbox to show selected items first on the homepage*.

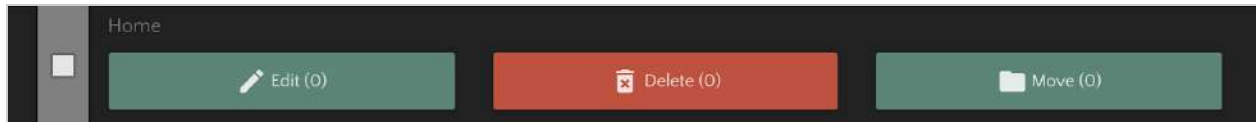


Multi-Edit Media Checkbox

This is the checkbox in the middle of the gray bar on the left of each media item. Select multiple media items by clicking the checkboxes. Then, choose a button on the bottom bar to edit, delete, or move multiple files at once.

Bottom Menu Bar

The bar at the bottom of the page allows you to multi-select, edit, delete, and move items.



Multi-select checkbox

This will select all items in the current folder. Note that if you have more than 30 items in your folder, scroll to the bottom of the page and then click the down arrow button to load more items in the folder.

Edit Button

Allows you to edit all items that are currently checked.

Delete Button

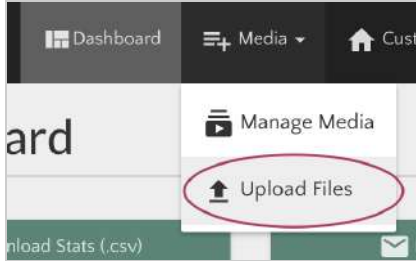
Allows you to delete all items that are currently selected.

Move Button

Allows you to move items that are checked into a different folder.

Admin - Upload Files

Tutorial Video: www.renewoutreach.org/videos/lightstream-upload-admin



To get to this page, select “Media” and then “Upload Files.” This page is for uploading media files that can be viewed on the homepage, copied to microSD cards and USB drives, and transferred to cell phones using Bluetooth.

Step 1: Set Media Upload Options

The options selected in this step will apply to all of the files you are about to upload. The “Upload Location” is the folder that files will be uploaded to. Select “Distribute Over” to enable the files you are about to upload over WiFi or SD card / USB copy.

If you click “Show advanced options,” you can also give all of the items you are about to upload the same description and image. Note that usually you will want media items to have a unique description and image.

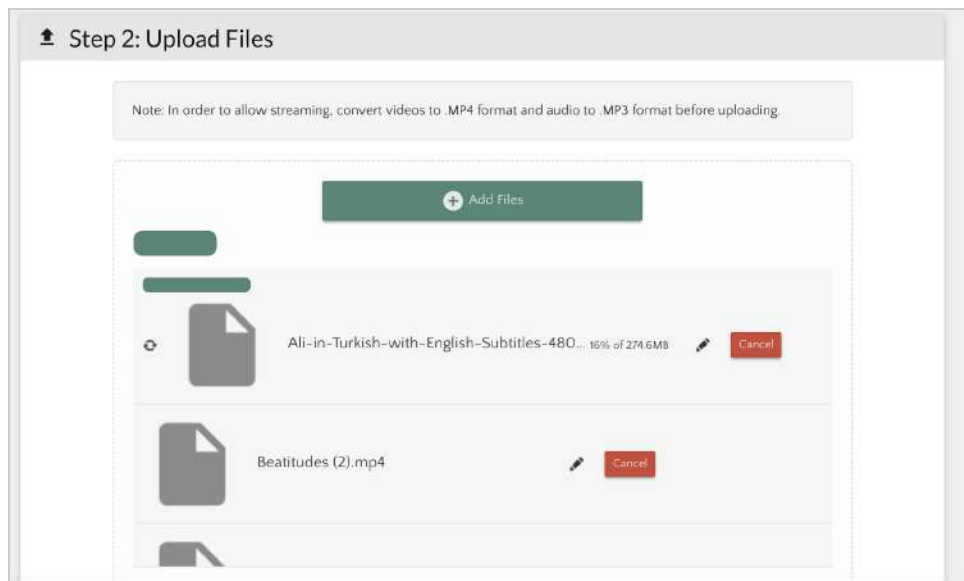
A screenshot of a web form titled 'Step 1: Set Media Upload Options'. The form contains the following fields and options:

- 'Upload Location:' with a dropdown menu set to 'Home'.
- 'Distribute Over:' with two checked checkboxes: one with a WiFi icon and one with a USB icon.
- 'Description for Files' with a large text input area.
- A note: 'To give unique descriptions, edit files individually after the upload is complete.'
- 'Image for Files' with a dropdown menu set to 'Use Thumbnails From Video Files'.
- A button labeled 'Hide Advanced Options' at the bottom.

Step 2: Upload Files

Click the “Add Files” button or drag files onto the uploader to add items to upload. Once you added an item, you can click on its filename to edit it before upload. Click “Cancel” to remove an item from your upload queue. Click “Upload” when you have added one or more items to the upload queue. See note below about uploading folder structures if you want to upload folders.

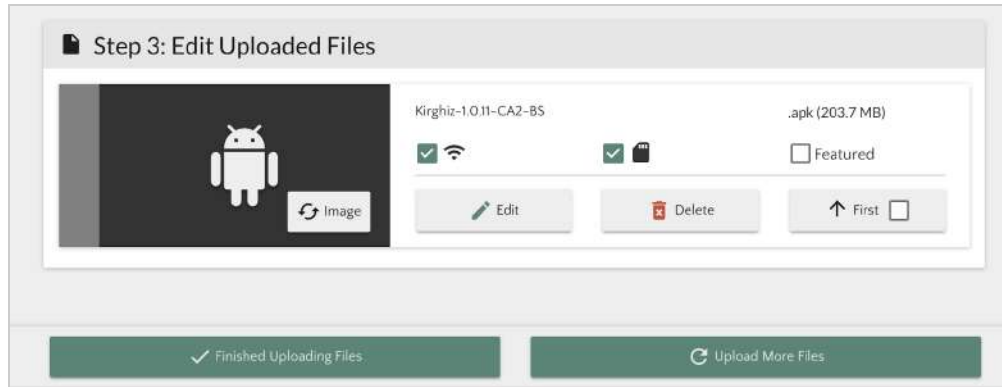
Note: See the [File Types](#) and [Converting Media](#) sections of this manual for information about how to format audio and video files before upload.



Step 3: Edit Uploaded Files

When all of your items are done uploading, they will appear in the “edit uploaded files” section. We recommend editing titles, images, and descriptions here, as well as checking the “featured” checkbox for the most important media items so they display in the featured slider.

Click “Finished Uploading Files” at the bottom of the page once you’re done or click “Upload More Files” if you have more files to upload.



Note about Uploading Folder Structures

Sometimes you may have several folders to upload, such as a folder containing other folders that have files inside of them. If you want to upload a structure of folders like this, you can upload your media using an Update USB Drive. Update Drives allow you to upload folders with nested folders inside of them. You can turn any flash drive into an Update USB Drive ([visit the *Settings - Mirror & Update Drives* section of this manual to learn how to create an Update Drive](#)).

If you upload files using an Update USB Drive, remember to visit the Manage Media page to edit your media and add descriptions and images.

File Types

The LightStream will allow you to upload virtually any type of file. Users will be able to download these files. Users will also be able to stream certain audio and video files if they are formatted correctly.

File types you might consider uploading:

1. .mp4 videos
2. .mp3 audio files
3. PDF books and documents
4. Android .apk install files for android apps
5. Microsoft documents like word, excel, powerpoint, etc.
6. Pictures
7. .zip files
8. .exe or .dmg files for installing software onto Windows or Mac computers

Distributing Books and Documents - PDF Documents

If you want to distribute text-based content, we recommend the PDF format. While other ebook formats like EPUB have numerous benefits on smaller screens and sometimes Word documents may be more convenient, many devices do not have software that can view these text formats. Because PDFs can be viewed by browsers like Chrome and Safari, virtually all smart devices can view PDF files. **If you are worried about small devices not being able to read the small text in a PDF, consider saving your PDF files from Word or your PDF editor with an increased font size for mobile devices.**

Distributing Apps - Android .apk Files

Unlike iPhones, Androids can install software from install files that they didn't download from the app store. These Android app install files are called ".apk files." The LightStream is a great way to distribute Android .apk files, but there's a catch. If a user is installing an .apk file for the first time, they have to change a setting on their phone to allow these apps to install. When installing the app, the person will be prompted to enable the option to "Install unknown apps," or install apps from "unknown sources." *For more info, see the section of the manual about [installing Android .apk files](#).*

Distributing Libraries of Files - .zip Files

Sometimes, you may want to help users download many files or a whole library of content instead of a single file. In this case, you can zip the files on a Mac or Windows computer by placing the files into a folder, right clicking on it, and selecting "compress" or "zip." Then, you can upload the zip file to the LightStream. Most Android phones can use their File Manager app to unzip .zip files. iPhones running iOS 13 and later can also unzip .zip files.

Streaming Audio and Video

Some audio and video file types can be streamed in browsers. All other file types will be only made available for download.

Video Formats that can be Streamed

1. **.mp4** *
2. .ogg
3. .webm

Audio Formats that can be Streamed

1. **.mp3** *
2. .wav
3. .aac

* **We recommend using .mp4 files for videos, and .mp3 files for audio.** These are universal formats that will work on the largest number of devices. Even if a file is in .mp4 or .mp3, it's good to make sure that the file is small enough to be efficiently streamed in a web browser. Large files can be converted to a lower quality for better streaming. *View the next section about [Converting Media](#) to learn how to convert media for streaming.*

Converting Media

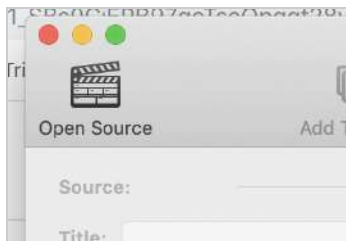
Some file formats cannot be streamed on the LightStream, only downloaded, so it's good to convert audio files to .mp3 and video files to .mp4. Even if your files are already in .mp3 and .mp4, they could be too large for efficiently streaming or downloading. On mobile phones, an HD 2GB video file may look identical to the same video converted to a lower-quality 200MB file, which is much easier to stream and download.

Converting Video Using Handbrake

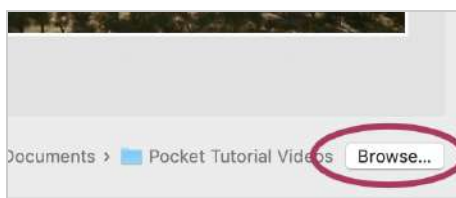
Note: Converting a video requires some basic technical skills. If you feel you need help in this area, consider asking for assistance from someone who has experience with media, video editing, or is comfortable learning new types of software.

To convert video to MP4, we recommend HandBrake, available at www.handbrake.fr. Handbrake is available for both Windows and Mac computers.

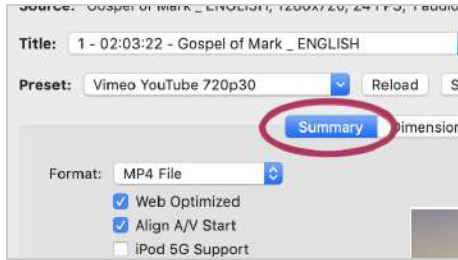
1. Once HandBrake is downloaded and installed on your computer, open the software.
2. Click "Open Source" in the top left corner.



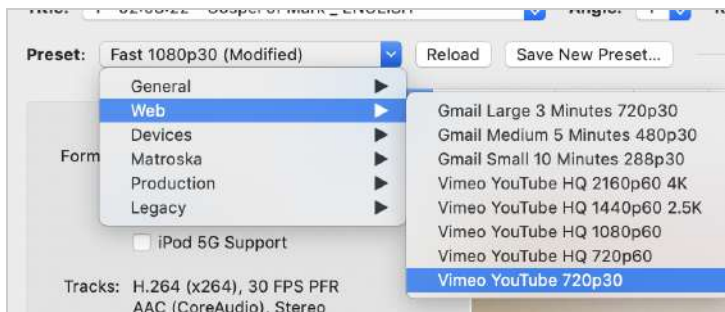
3. Select the video file you want to convert from your file browser.
4. Click "browse" in the bottom right corner of the window to select where you want to save the new file that is about to be converted.



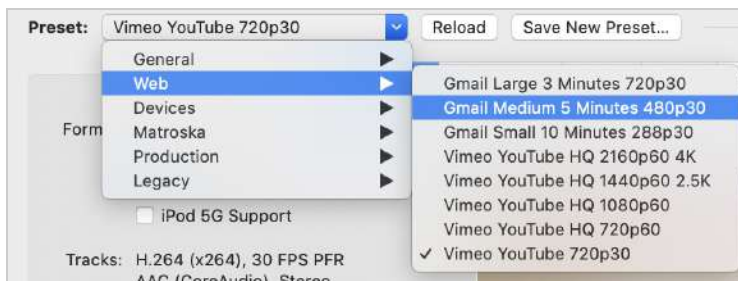
5. Make sure the "Summary" tab is selected.



6. Make sure “Format” is set to “MP4 File.”
7. If you want a file that will look good on both mobile phones and computers, under “Preset” Select “Web” and “Vimeo Youtube 720p30.” If that option isn’t available select any format that is 720p or smaller.

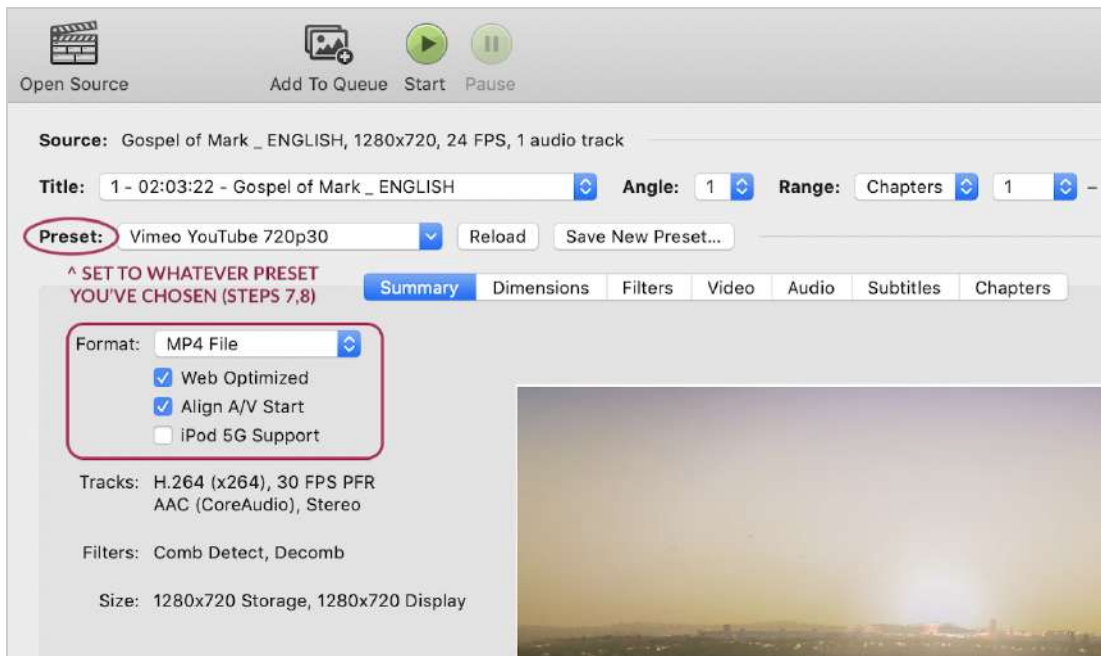


8. If your file is only going to be used by mobile phones consider making your file smaller by selecting “Web” and “Gmail Medium 5 Minutes” under “Preset.”

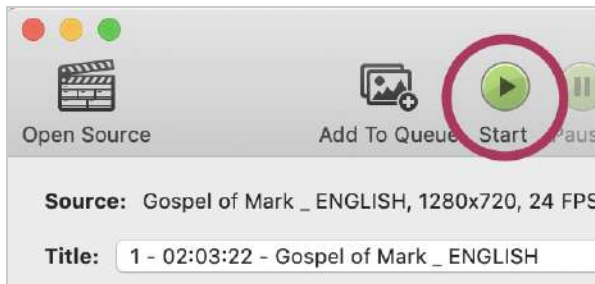


9. If you selected a different preset, make sure “Web Optimized” is selected under the “Format” drop down menu.

Your settings should look like this:



10. Click "Start" at the top of the window.



11. When the encoding is finished, find the new file in the folder that you chose when you clicked "browse."

12. Connect to the LightStream, and upload this new file.

Converting Audio Files

Converting audio to .mp3 is a bit easier than converting video. Consider using a tool like FormatFactory (www.pcfreetime.com/formatfactory), or searching Google for "convert audio to mp3". Since audio files are smaller than video files, there are many simple online tools that can help you convert a file to mp3.

Media - Images

This is where you can upload images that you want to use as media thumbnails and website backgrounds.

To Upload An Image

1. Click "Upload Image"
2. Select your image
3. The upload will begin automatically

Automatic Conversion

The LightStream will automatically convert and crop the thumbnail images that you upload. Images will be converted to both 4:3 (square, for icons) and 16:9 (wide, for featured media and backgrounds) aspect ratios. We recommend uploading images with landscape orientation (16:9 aspect ratio) to reduce cropping.



← Recommended image aspect ratio

Supported Upload Formats

The following image formats are supported: png, gif, jpeg, and jpg. All images will be converted to the .jpeg format. Because of this, images used as backgrounds and thumbnails cannot have transparency.

Deleting Images

Uploaded images take up storage space on the LightStream. If you're no longer using an image as a thumbnail or background, consider clicking the red delete button by the image to remove it.

Renaming Images

Click the edit button by an image title to rename it.

Media – Download New Media Online

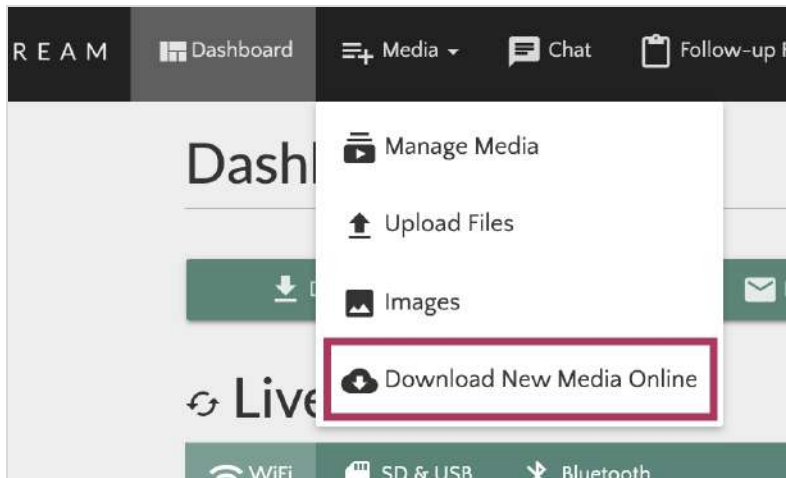
(Added In Version 4.4.0)

This feature of the LightStream allows you to download additional Gospel Media straight to your media library by connecting to an internet-enabled WiFi network.

Connecting to the Internet

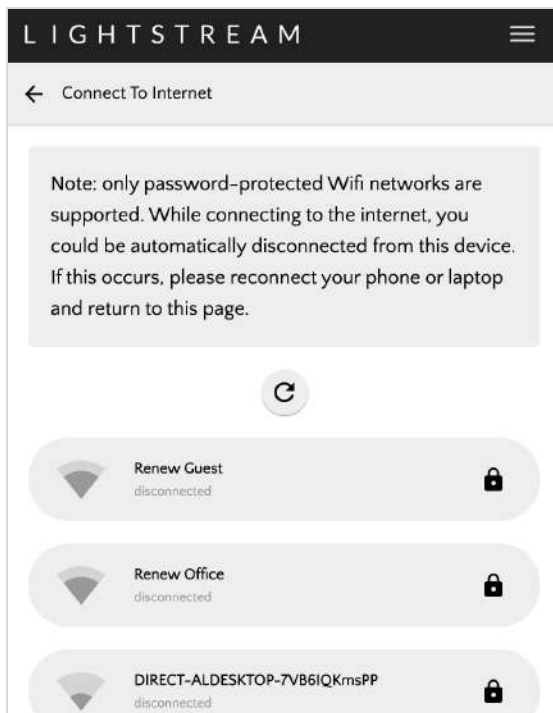
In order to download media into your library, you will first need to connect the LightStream to the internet using a WiFi network. Make sure to choose a network that's fast enough to download video files.

1. In the admin menu, go to Media > Download New Media Online.

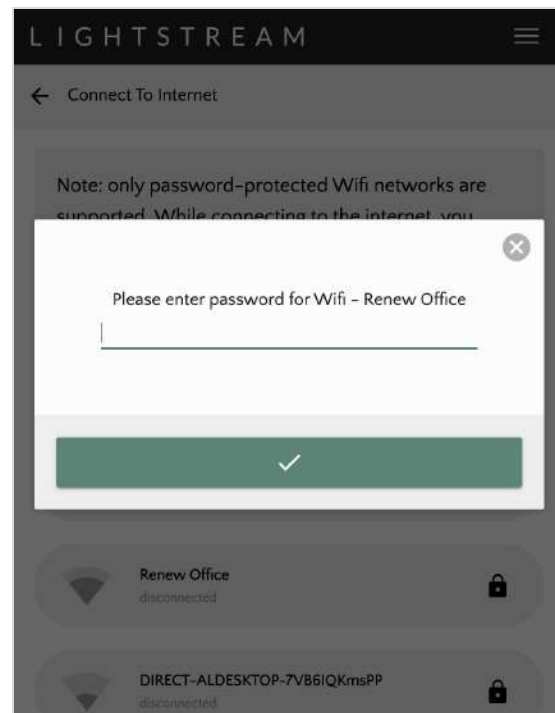


2. You will see options to connect to available WiFi networks. Select a WiFi network and enter its password. It may take some time to connect. Currently, the LightStream can only connect to WiFi networks that are password protected. The LightStream is incompatible with open WiFi networks that don't have passwords. Some phones and laptops may be automatically disconnected from the LightStream as it connects to the internet. If your device disconnects, reconnect to the LightStream and navigate back to the Download New Media Online page. You should now be connected to the internet.

Note: Do not connect to another LightStream. You will need to connect to a WiFi network that has an internet connection. For example, your home WiFi or office WiFi.



Select WiFi Network



Enter the Password

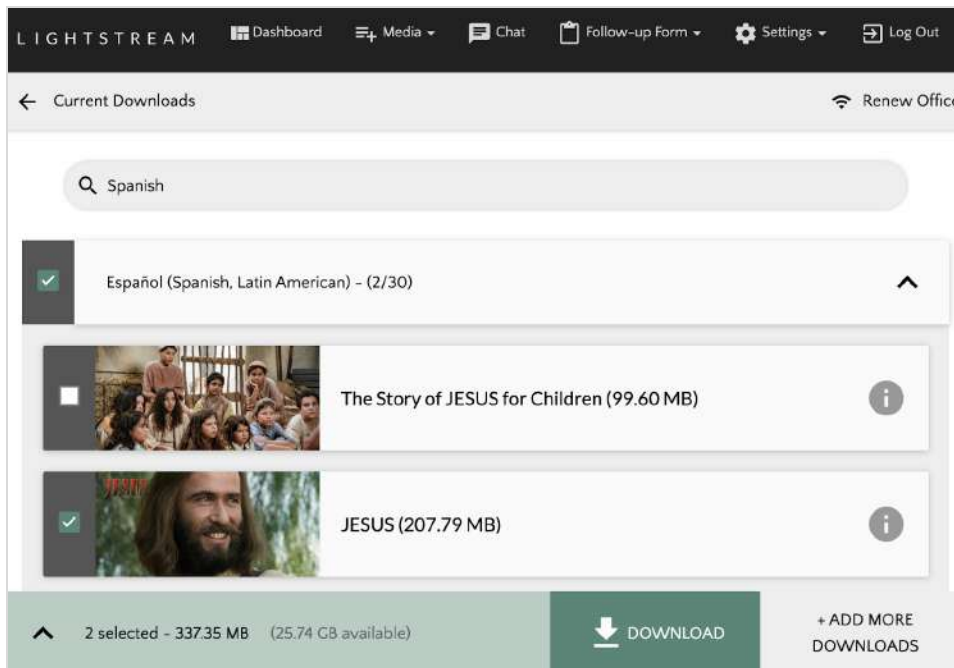


Once you are connected to the internet, the LightStream will redirect to the download page. Click on the name of the WiFi network you are connected to if you want to change to a different network

Search Languages and Download Media

Once you are connected to a WiFi network, you can search by language for available Gospel Media.

1. Enter a language into the search bar. If media is available in that language, the language will appear. Click on a language and select the media you'd like to download. If you click the checkbox next to a language, it will select all of the top films available in that language. You can click the "+ ADD MORE DOWNLOADS" button to do a new search and add more media to your list.



← Search Language

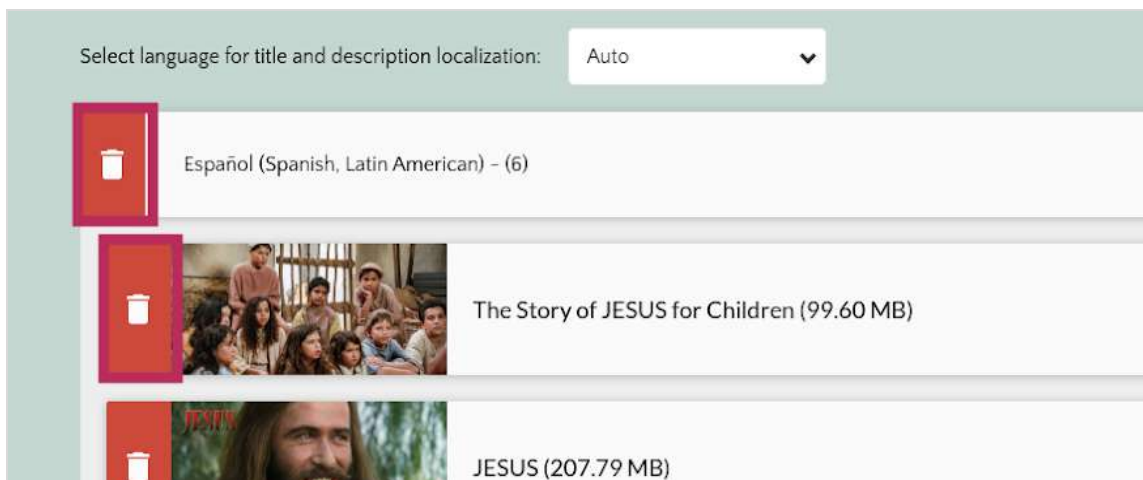
← Click on the language to view and select the media files.

← Click [+] button if you want to add media in more languages

2. Click the bar at the bottom of the page to see all of your selected media. Click a language to see the media selected in that language.

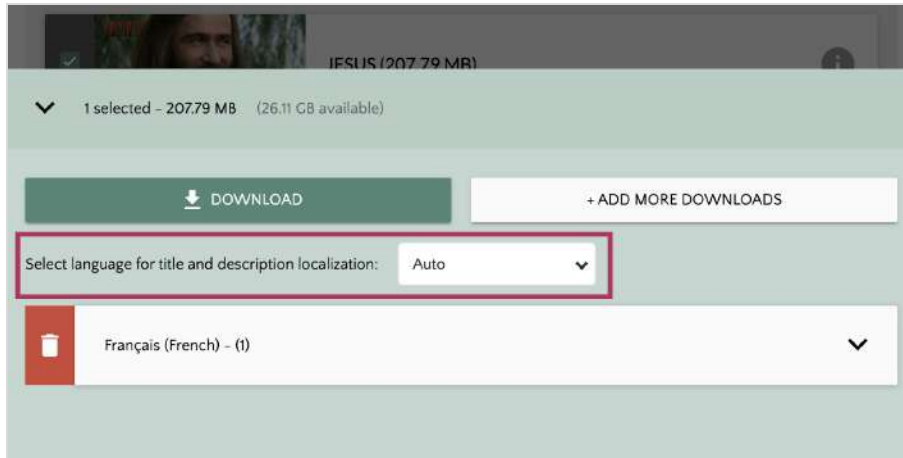


3. You can remove any of the languages by clicking the trash button. If you have clicked on a language to open it, you will also see a delete button next to each piece of media you have selected that you can click to remove individual files.



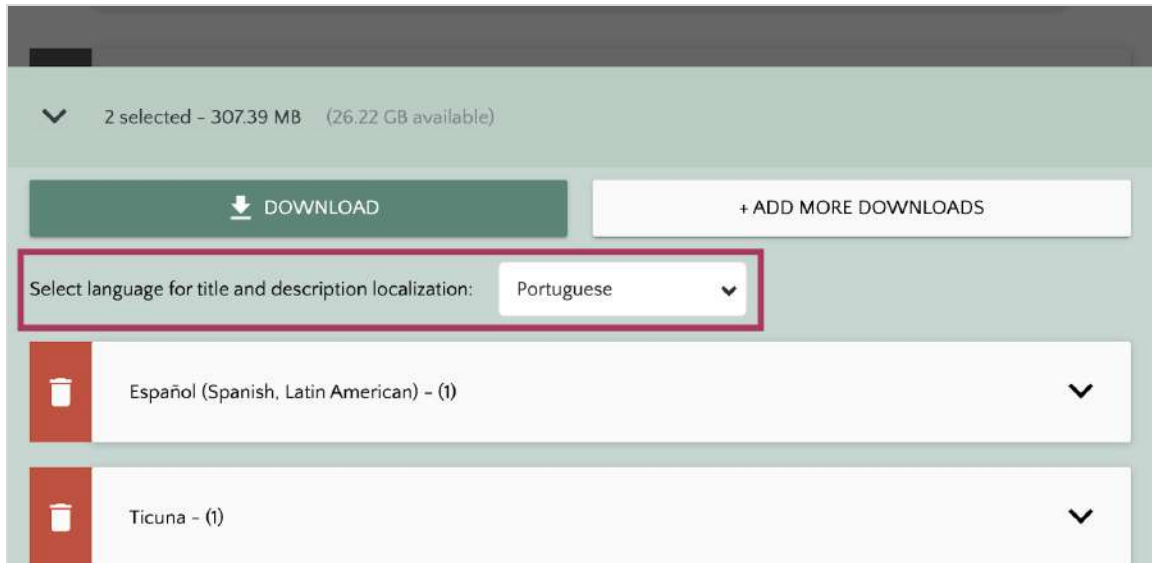
4. Use the option “*Select language for title and description localization*” to change the language of the title and description for the films being downloaded.

The “Auto” setting will intelligently select a language for titles and descriptions for each language. For example, movies downloaded in French will have their titles and descriptions in French. If the titles and descriptions have not been translated into a language that you have selected, a trade language similar to the language will be used for titles and descriptions.



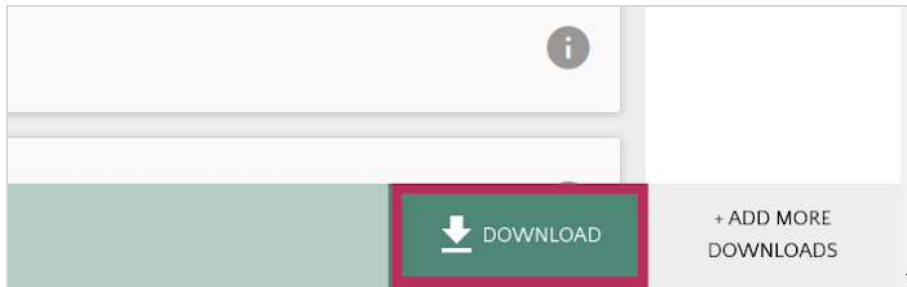
← With the “auto” setting enabled, the title and description will be set to the language of the file or the closest trade language

If you select an option other than “auto,” all downloaded files will have titles and descriptions in that language. For instance, in the example below, the movies in Ticuna and Spanish will all have their titles and descriptions in Portuguese, because Portuguese is selected in the dropdown.

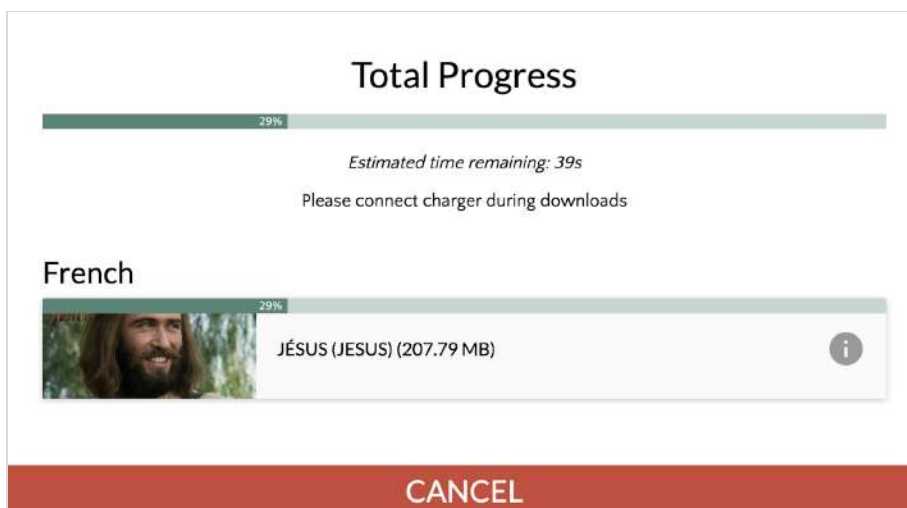


← With “Portuguese” selected, all files downloaded will have titles and descriptions in Portuguese

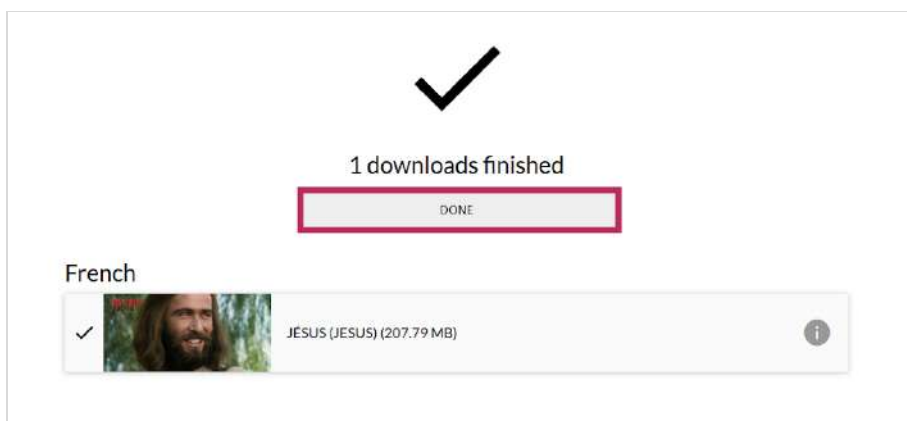
5. Click the green Download button when ready to download.



6. The download will begin.

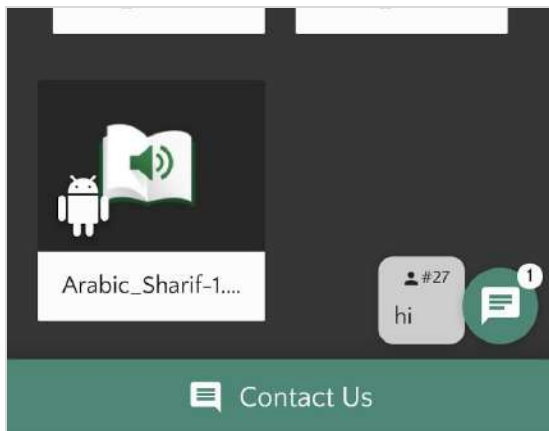


7. Click DONE to finish downloading and view media on the Manage Media page.



Chat

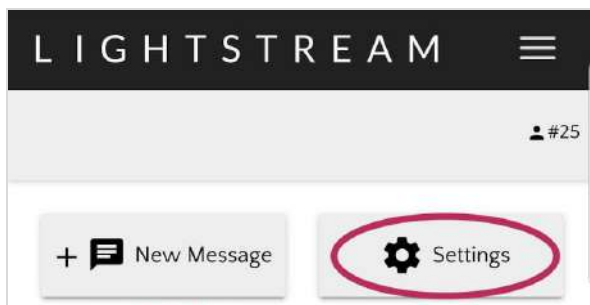
The chat feature enables the LightStream admin to communicate with users real-time who are connected to the LightStream. There are also optional settings that allow users to communicate in a group with the other users connected to the WiFi, or directly message an individual user who is connected. When chat is enabled, the chat icon will appear at the bottom right side of the homepage.



← Chat button enabled on homepage

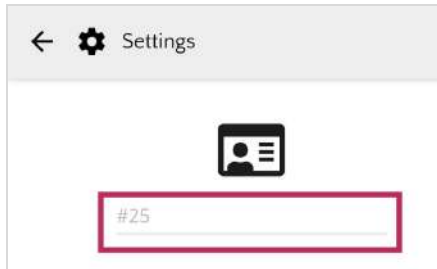
Admin: Chat Settings

Settings for admin chat can be found under the settings button on the admin chat page.



Settings: Username

By default, the username for any user is the random number chosen for their user ID. To change the username of your current device displayed in chat, enter in a new name in settings.



Settings: Enable Group Chat

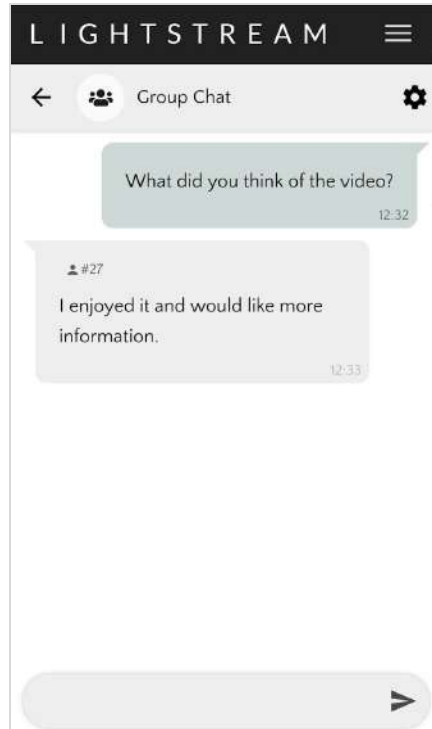
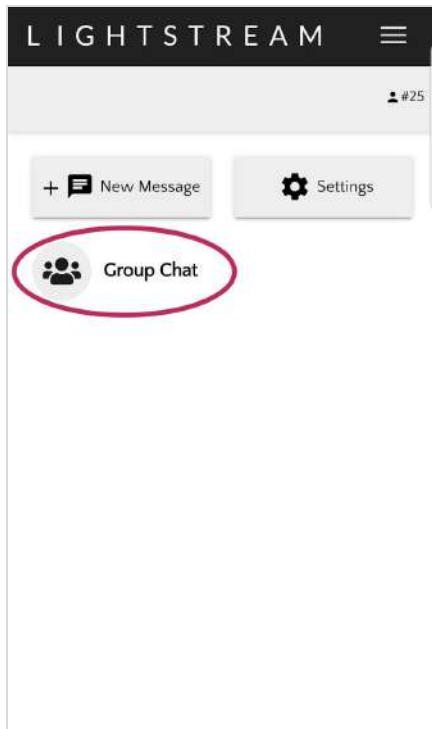
Group Chat enables the admin and all users connected to be in one chat groups and communicate with each other.

Settings: Enable User to User Chat

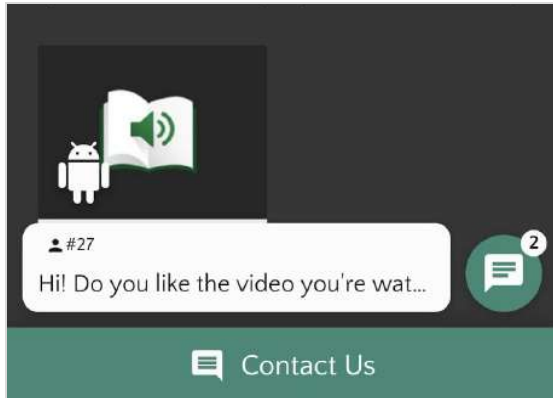
User to User Chat allows users and admin to communicate one-on-one. The admin will not be able to monitor these conversations that are only between other users. **NOTE:** the Admin can still individually message users when User to User Chat is disabled.

Admin: Group Chat

To message all users connected to LightStream in a group chat, click on the “Group Chat” button.

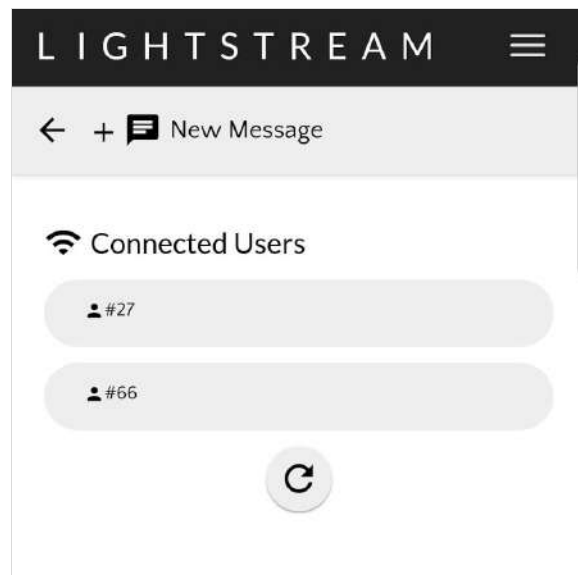
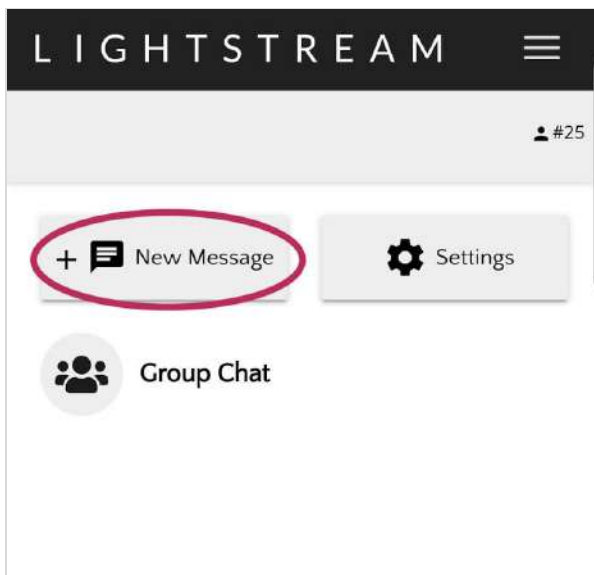


As soon as the admin sends a group message, users viewing the homepage will see the message notification appear on the chat icon at the bottom of the page. They can click on the icon to chat with the admin and other users.

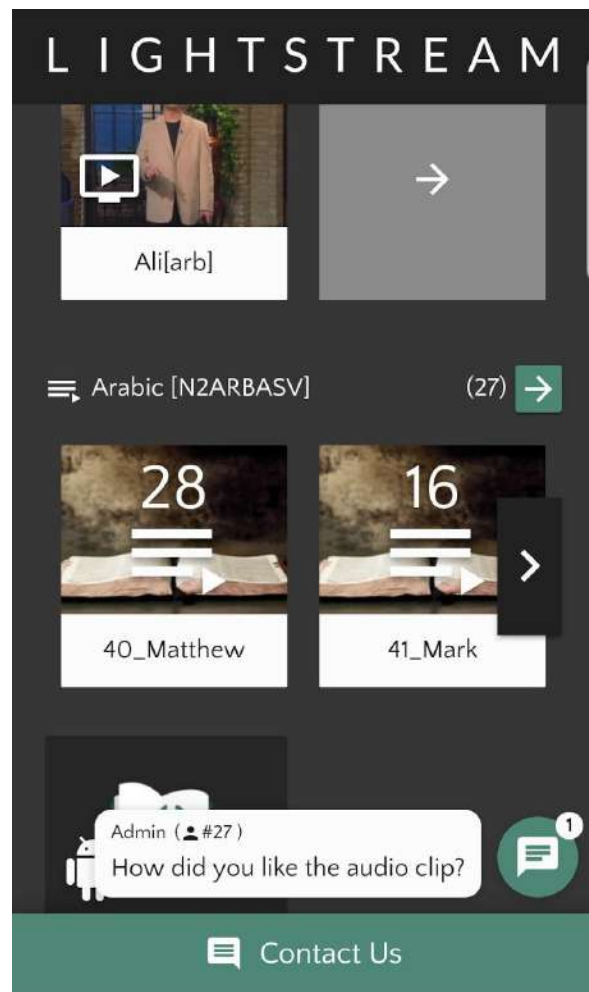
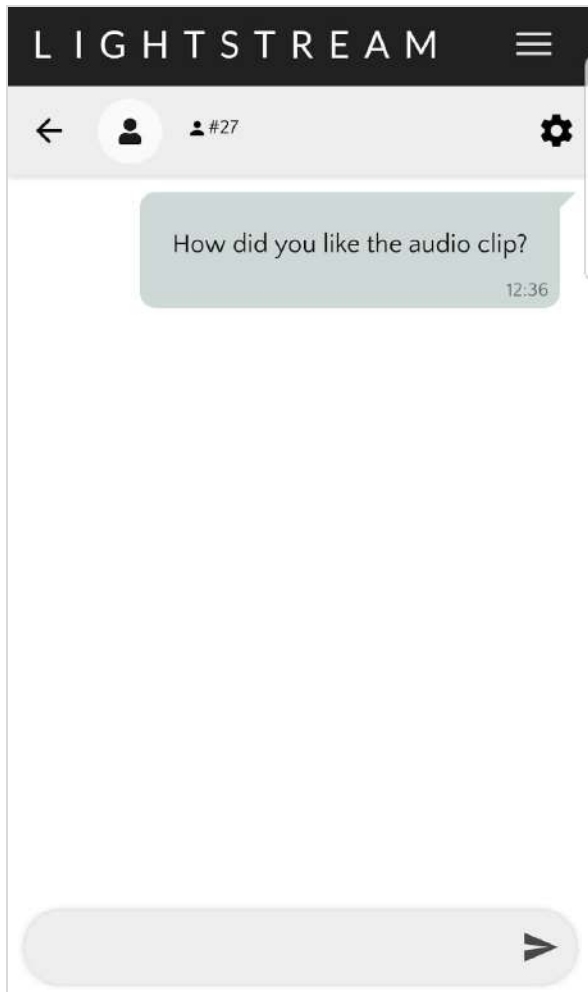


Admin: Direct User Chat

To start a new message to an individual, click on “New Message” and then select a connected user. The admin can always message an individual user even if the user to user chat setting is disabled. Note that Connected Users will only show users who are connected to WiFi and who are currently on the LightStream homepage.

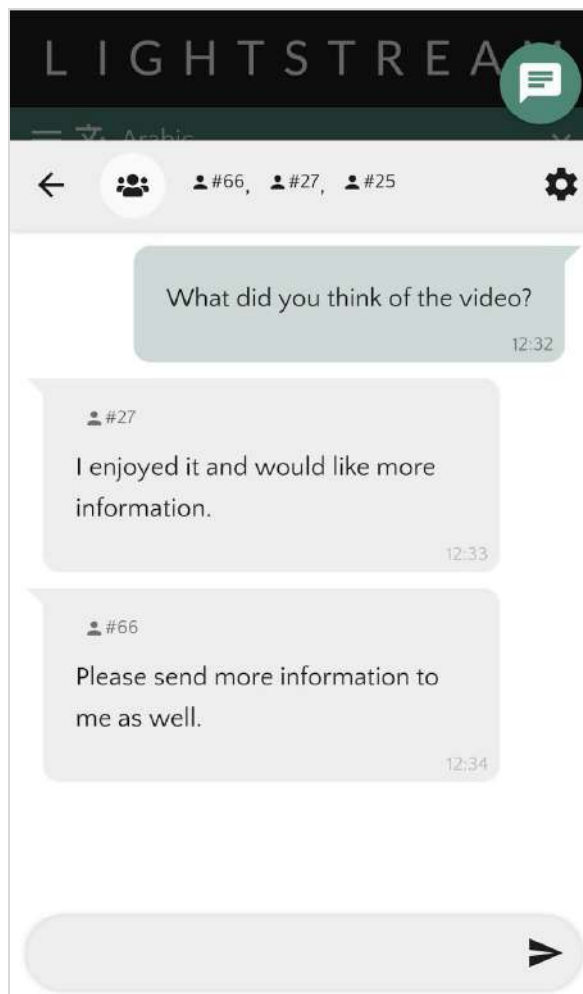
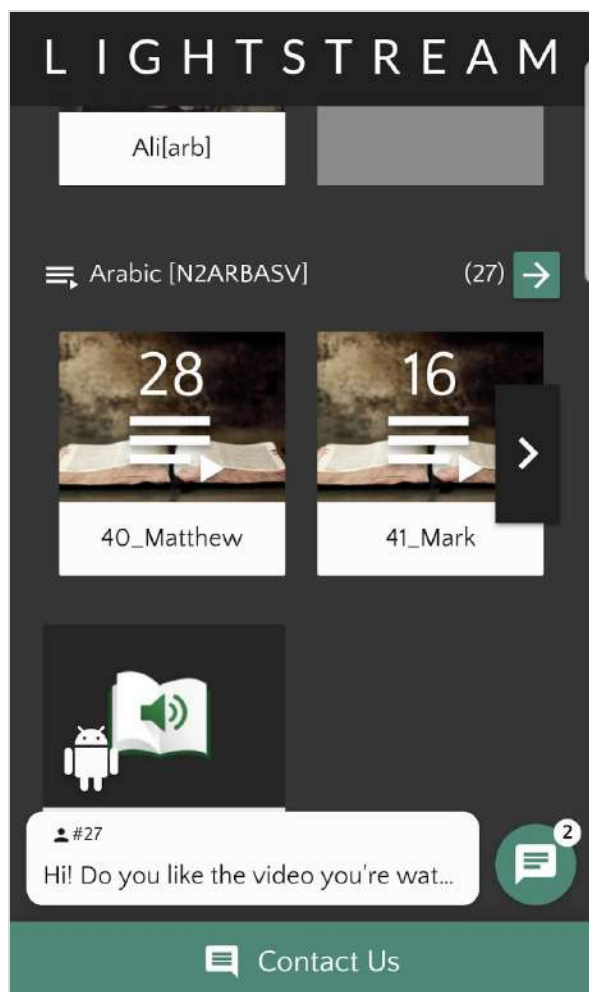


Send a message to the user. Once the message is sent, the user will see a notification on the chat icon on the homepage.



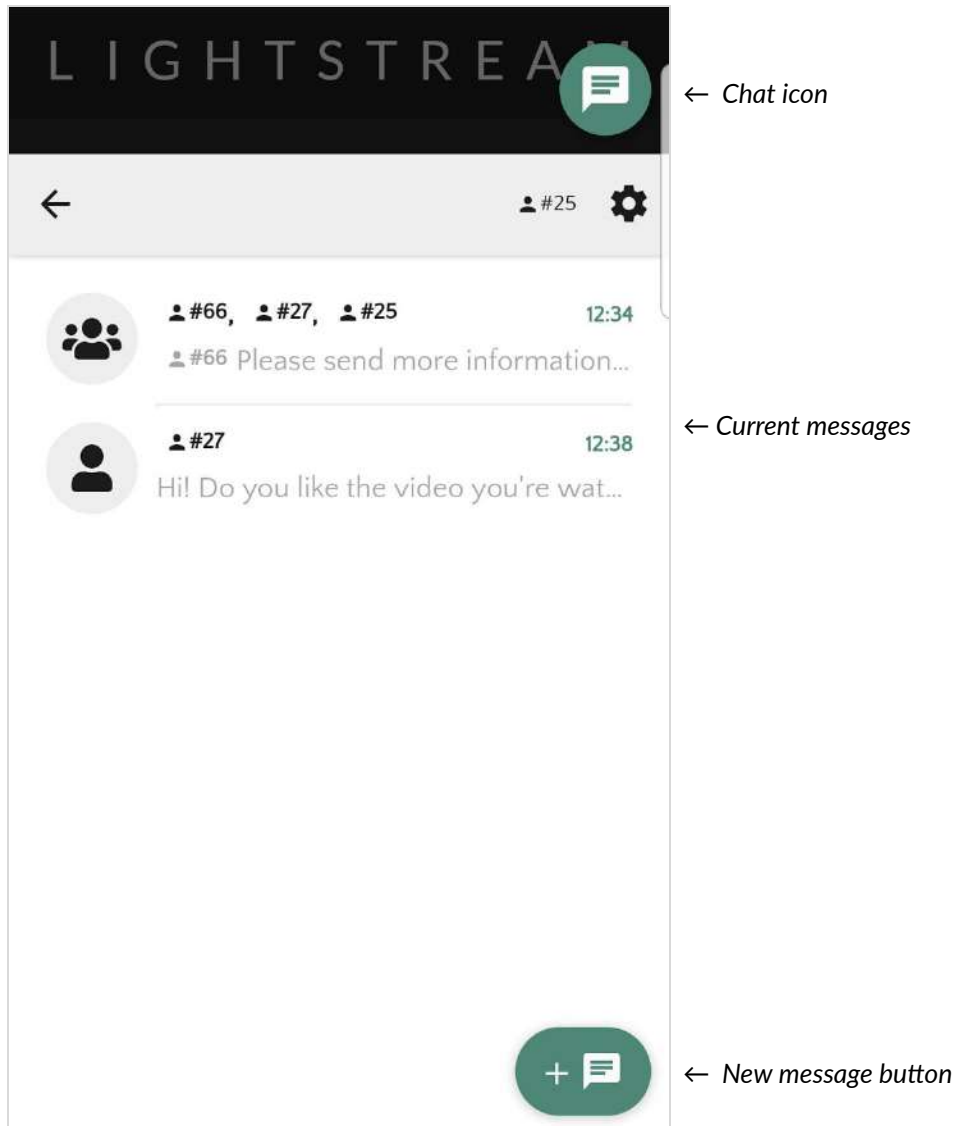
User: Group Chat

Users who aren't logged in to the admin can still chat with each other if the group chat or user to user chat options are enabled. To send and view messages in the group chat, click on the chat icon on the homepage that appears at the bottom of the screen when group chat is enabled. Whenever someone sends a message to the group, a notification will appear next to the chat icon.

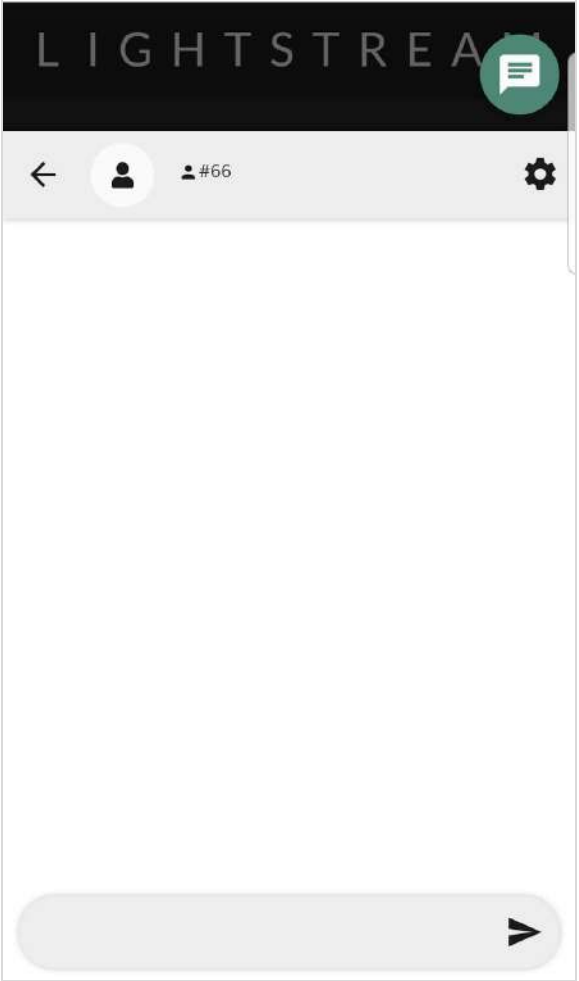


User: User to User Chat

If user to user chat is enabled in admin, the new message icon will appear in the chat window. To send a message to another user, click on the chat icon and either click on an existing message or click the new message button.

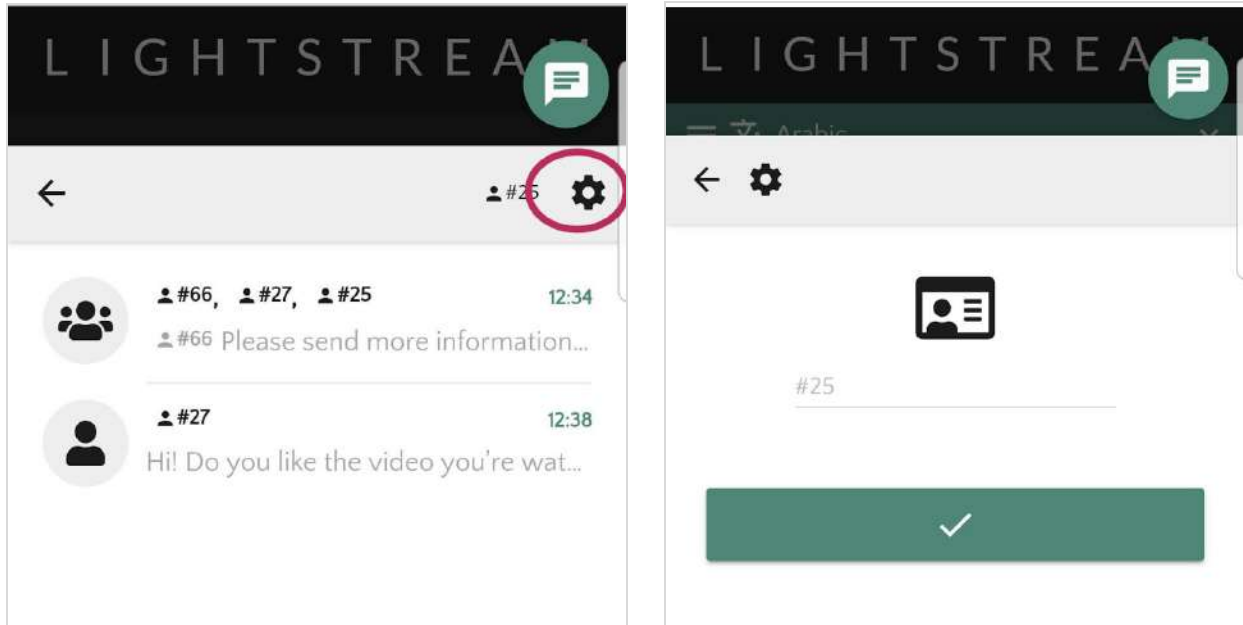


If you click the new message icon, select a connected user from the list. Then, you can message them directly.



User: Change Name in Chat

Click the chat button on the homepage and then click on the settings icon. In settings, you can change the username that is displayed to other users in chat. By default, the username is a number ID used to identify the device.



CHAT SECURITY NOTE:

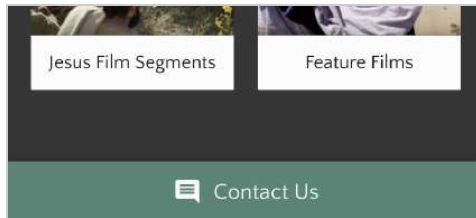
- Chat messages are not stored on the LightStream long-term. When the LightStream is restarted, all of the chat messages will be deleted.
- If a phone disconnects from the LightStream and exits out of the homepage in their browser, no chat history will be stored on the phone.
- User to user messages on the homepage will disappear when the window is refreshed. This only happens on the user homepage (on the admin panel, you will still be able to see your messages on refreshes).
- User to user messages cannot be seen by the admin, except for when the admin is the one sending the message.

NOTE: If you're collecting an email address from someone or other information that you plan to save, consider using the follow-up form since these messages will not be erased when the LightStream is powered off. [See the Follow-Up Form section for more details.](#)

Follow-up Form Settings

Tutorial Video: www.renewoutreach.org/videos/lightstream-follow-up-form

The follow-up form places a button on the homepage so that users can leave feedback or their contact information. This is also a great way to get in contact with people accessing the LightStream who you normally might not be able to openly talk with.



← Follow-up form button

Responses will be stored on the Follow-up Form Responses page, where they can be viewed, downloaded, and shared (see the [Follow-up Form Responses](#) section of this manual for more info).

Follow-up Form Scenario: Imagine you have a LightStream plugged into a wall at a friend's house in a city far from where you live. As users connect to the LightStream and access media, occasionally someone will want to get in touch with you and will fill out the follow-up form. When you go and visit your friend, you can check the follow-up form responses and contact the people who were interested in talking to you about the media on your device.

SECURITY NOTE: In some countries, collecting someone's contact information through this device could endanger them. In this situation, consider disabling the follow-up form or removing questions that ask for someone's name or contact info.

Enable Follow-up Form

Select this checkbox to make the follow-up form button appear on the homepage.

Prompt User to Send Email with Form Response

This is a way to collect someone's response if you are unable to access your LightStream to view the responses. If you select this checkbox and add a reporting email, when a user submits the follow-up form, their email app will open so their response can be emailed to you when they have internet.

For instance, if an Android user fills out the follow-up form with this option enabled and they click submit, their Gmail app will open with an email addressed to the address you chose for your reporting email. The body of the email will contain their response text. **SECURITY NOTE:** In

some countries, users can be endangered by sending you an email. Consider this option carefully if there are security restrictions.

Send Stats from this Device in Email

If this checkbox is selected, emails sent with the form submission (see section above) will also include an overview of the current LightStream statistics. This is a great way to receive stats from LightStreams that you can't easily collect the stats from. Even if the LightStream is in a region without internet, if users fill out the follow-up form and the response is sent from their email app with stats included, this email will go out as soon as the phone hits internet again.

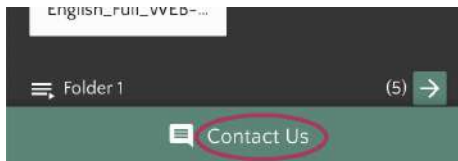
SECURITY NOTE: Sending stats in some countries may endanger users.

Form Title

This is the title at the top of the Follow-up Form.

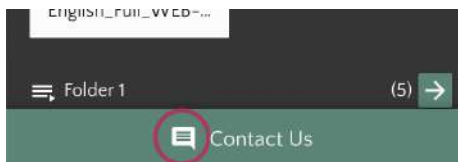
Form Homepage Button Message

This is the title on the button that takes users to the Follow-up Form.



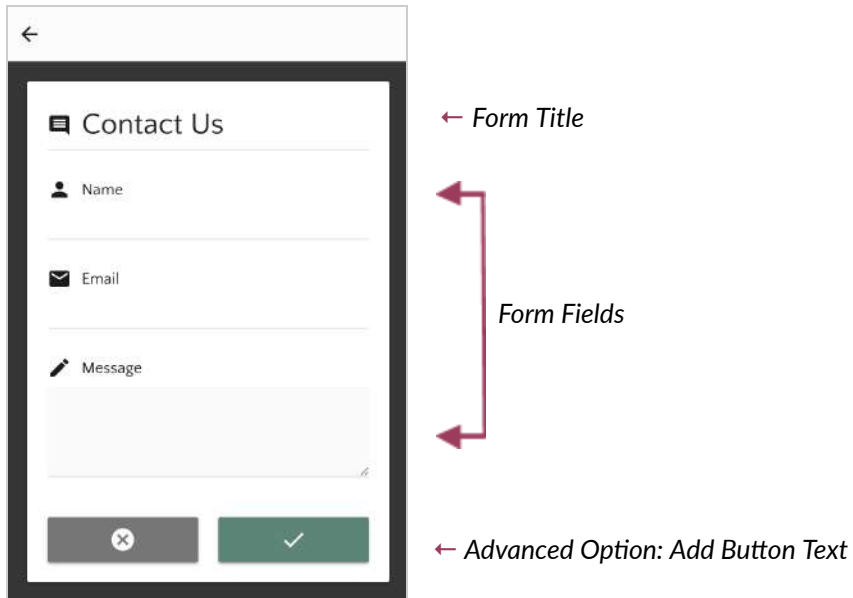
Form Icon

The icon shown on the homepage button, and next to the title at the top of the form.



Form Fields

The list of all of the questions that you want to ask users. By default, these questions are Name, Email, and Message. Select "+ Add Another Field" to add a new question, or click the red delete button to remove one. The handle on the left side of each question allows you to reorder question sort order. Each question can be a short answer, or a long answer (paragraph), and can have an optional title and icon.



Follow-up Form Advanced Options

Form Message

A message that appears below the Form Title.

Cancel Button Text

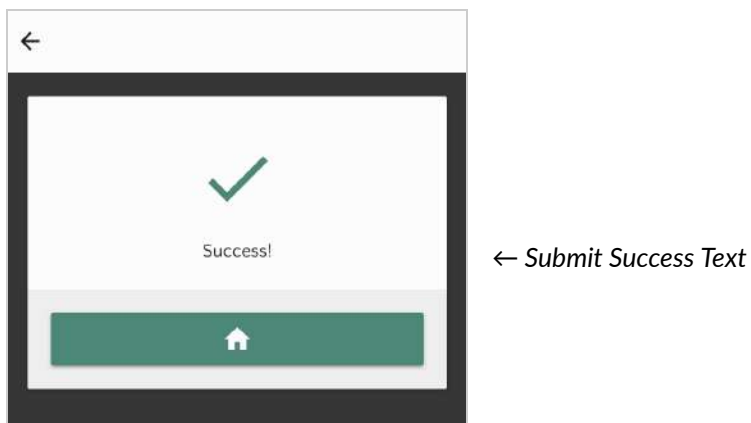
Optional translatable text on the form Cancel button.

Submit Button Text

Optional translatable text on the form Submit button.

Submit Success Text

Message shown to users when they successfully submit a form.



Follow-up Form Responses

This page lists the responses from the follow-up form submissions (see the [Follow-up Form Settings](#) section of this manual for instructions on how to set up the Form).

Download Responses

Click this button to download a .csv file of the responses, which can be viewed in a spreadsheet program like Microsoft Excel.

Email Responses

This button opens the email app on your device and the responses will be inserted into a new message. When you send the email, it will go into your outbox to be sent to the reporting email address once you disconnect from this device and connect to the internet.

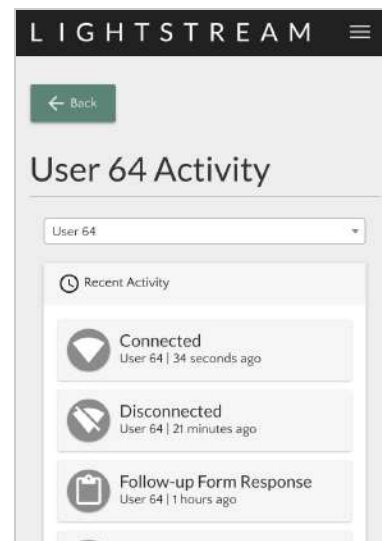
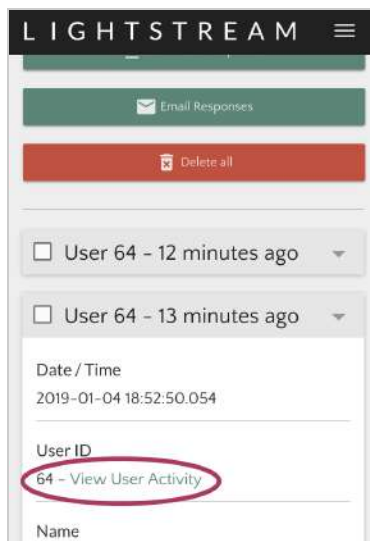
NOTE: To view the data from this email in a spreadsheet program, copy and paste the data into a text file and save it as a .csv file. Then, you can open it as a spreadsheet.

Delete Responses

To delete responses, click the checkbox next to the responses you want to remove and click “Delete” at the bottom of the screen. Or, select the “Delete all button” to delete all of your responses.

View Response Details

If you click on one of the gray response bars, it will open to reveal the response details. If a response is missing fields, it means that the user didn’t fill out that question in the form. Click “View User Activity” to see the media that the specific user has downloaded and streamed. This is a great way to get an idea of what media prompted a user to contact you.



Settings - Admin Language

This page allows you to change the admin settings language. This will not affect anything that users see on the homepage website but will only change the text on the admin pages.

Settings - Account

Tutorial Video: www.renewoutreach.org/videos/lightstream-general-settings

Change the username, password, and other account-related settings on this page.

Change Username

Enter a new username. **Be sure to choose a username that is easy to remember, like an email. You cannot recover your username, so be very careful changing it.**

Change Password

If you leave this blank, your password will remain unchanged. If you do change your password, remember, **your password cannot be recovered, so choose something easy to remember and consider writing it down in a secure location.**

Note: If you forget your login password, view the *Trusted Devices* section below (if that doesn't solve the issue, please email us at help@renewoutreach.org).

Password Hint

This hint will be shown on the login page. You can also add a hint for the username here if you want help remembering your username.

Reporting Email

This is the email where statistics and follow-up form data will be sent. It will be used when:

- The email stats (.csv) button on the dashboard page is clicked so that it opens up your email client for the purpose of sending statistics
- The email button is clicked on the follow-up form page
- Someone submits a follow-up form and "Prompt User to Send Email with Form Response" is enabled

Note that this email can be set here, or in the Follow-up Form Settings. The same email is used on both pages.

Trusted Devices – Devices that can log in without a password

If someone has forgotten the password to their LightStream and their phone is listed in Account as a trusted device, then they can log in without their password by clicking "Forgot Password" on the admin login page.

There are two ways to add your current device to the Trusted Devices list:

1. Login to admin with the device to add to the list and go to the Account page. Click the "+ Add Current Device to Trusted Devices" button.

2. Alternately, if you log in to admin and change the admin password, the device that changes the password will be automatically added to the trusted devices list.



Any devices added to the list can also be removed by clicking the trash icon.

Restore to Factory Default Button

Clicking this button will delete all of your media, and reset all of the admin settings. The current firmware will remain unchanged.

Account Advanced Options

Include all user activity data in downloaded dashboard statistics

The LightStream keeps a record of every user interaction that happens when users connect to it. Because these interactions can make the statistics .csv files quite long, these interactions are not included by default. If you are a data scientist or have an understanding of information visualization, you may want this data. This selection allows you to include every single user interaction in the statistics that are downloaded or emailed from the dashboard page. These interactions include:

1. Connecting
2. Disconnecting
3. Streams
4. Downloads
5. Follow-up Form Submissions

Note that this will increase the size of your statistics files that are downloaded or emailed.

Show Setup at Next Login

If this is enabled, the setup walkthrough will run again the next time someone logs into admin.

Highlight Page Help Buttons



The first time someone logs in to admin, the help buttons will flash to notify users to click on them to learn how to use the pages. This button allows you to re-enable that initial flash.

Settings - Customize Homepage

Tutorial Video: www.renewoutreach.org/videos/lightstream-homepage-settings

The homepage is the web page that displays media to users for downloading and streaming. It's what users see when they connect to the WiFi, and go to the website URL in their browsers. Customize homepage is broken up into four categories: General Settings, Greeting Panel, Featured Media, and Theme.



General Settings

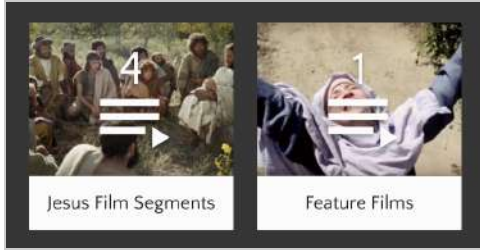
Show Folders As

Folders on the homepage can be displayed as sliders or single icons.

- Select "**Sliders**" and folders will be shown as sliders where the first few files are displayed.



- Select "**Single Icons**" and each folder will be shown as a square tile.



Site Logo

This is the icon in the top bar on the homepage website. This logo can be an image or text. Note that this won't change the "LightStream" logo in the admin page but only the logo on the homepage that users see.



Enable Site Logo: you can disable the top bar on the homepage website by unchecking the "Enable Site Logo" checkbox.

SECURITY NOTE: Please hide or change the default logo if you are in a country where you don't want people searching for information about the LightStream.

Site Logo Options:

- *Default Logo:* This is the default "LightStream" title logo, the same as the one shown in the admin navigation bar.
- *Custom Image:* Select "Custom Image" to upload your own logo for the website homepage. This image can be a .png, .jpeg, or .gif. If you upload a .png image, you will be able to have a transparent background behind the logo. Note that since this logo will be used in a navigation bar, it's best if the logo is wide, rather than tall. If you upload a tall image, it will be shrunk down to fit in the top banner on the website.
- *Text:* Select "Text" to make a text-based logo. This is a good option if you want your logo to be easy to quickly change or to be in a non-english script like Farsi or Arabic.

General Settings - Advanced Options

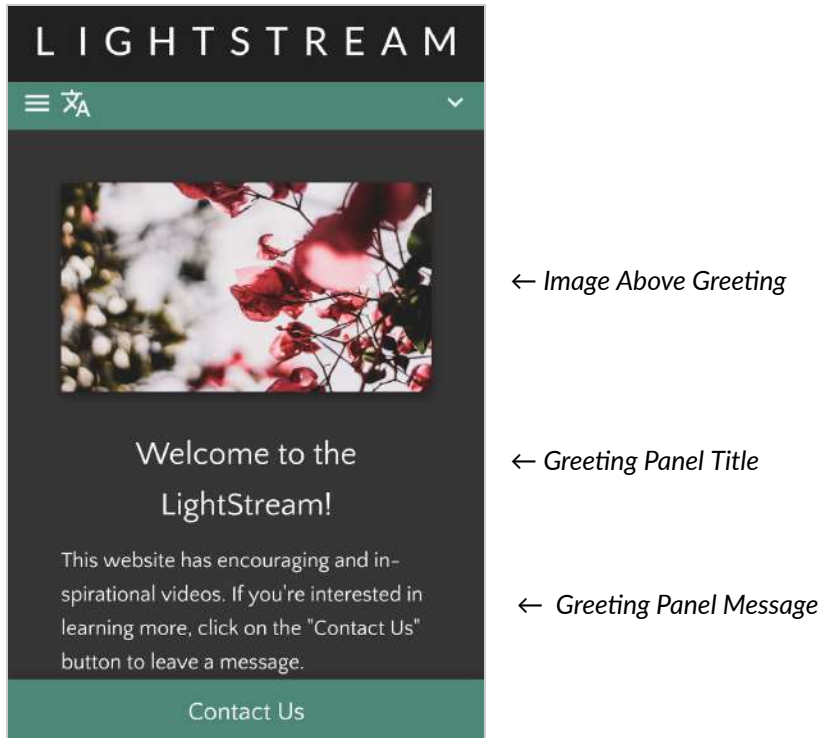
Redirect users into language folder based on browser language

This option will automatically place users into a language folder that matches the language they commonly use in their web browser. For instance, if you have a Farsi language folder on your LightStream and someone who generally visits Farsi websites connects to the LightStream, they

will be placed into the Farsi folder. Users can still choose the other language folders to view them.

Greeting Panel

This section contains settings for the message at the top of the homepage that users can see when they first connect to the LightStream.



Example of Greeting Panel

IMPORTANT: Note that the settings here are only for the main homepage on the LightStream, which contains the media not placed in a language folder. Each language folder has its own greeting panel settings that you can edit by clicking the “Edit” button on the language folder (see the [Admin - Manage Media](#) section of this manual for more info).



Enable Greeting Panel Message

Select this checkbox to make the greeting panel appear on the main LightStream homepage.

Greeting Panel Title

This is the title that appears at the top of the page, above the greeting panel message.

Greeting Panel Message

The paragraph that users will see at the top of LightStream homepage.

Greeting Panel Background

The color or image of the greeting panel background. This is set in the Theme section of Customize Homepage. See the [Admin - Customize Homepage](#) section of this manual for more information about changing colors and backgrounds.

Select One (Greeting Panel mode):

The different selections for the Greeting Panel are:

- *Text only greeting panel:* This just displays the Greeting Panel title and message.
- *Promote a media file:* In the case that you want to advertise specific media at the top of the page, this option can be used to promote a file. This file could be a video welcoming people to the LightStream or explaining how to use it. Additionally, this could be used to promote a short video that creates interest in the other media on the LightStream. Videos and Audio files chosen here will be embedded right into the page, so that users can immediately start streaming them.
- *Add an image above greeting:* instead of promoting a media file, you can display an image above the Greeting Panel Title. This image comes from your [Images page](#) in admin.

Featured Media

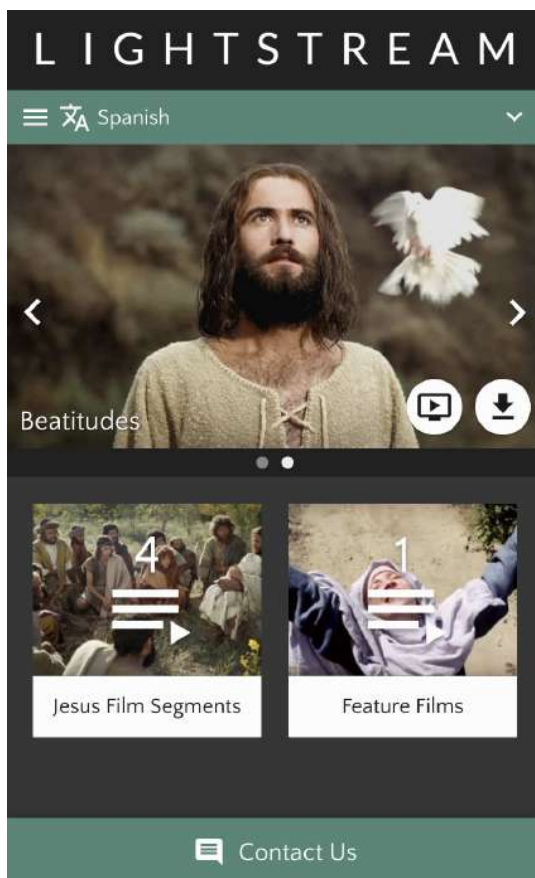
On both the homepage and language folders pages, media can be featured in a slider. This is a great way to promote media files or folders that you want users to see first.

A Note about Language Folders: Each language folder has its own homepage, greeting panel, and featured media slider. If you feature media that is inside of a language folder, it will be shown in the featured media slider inside of that folder, but not in the slider on the main homepage or in any of the other language folders.

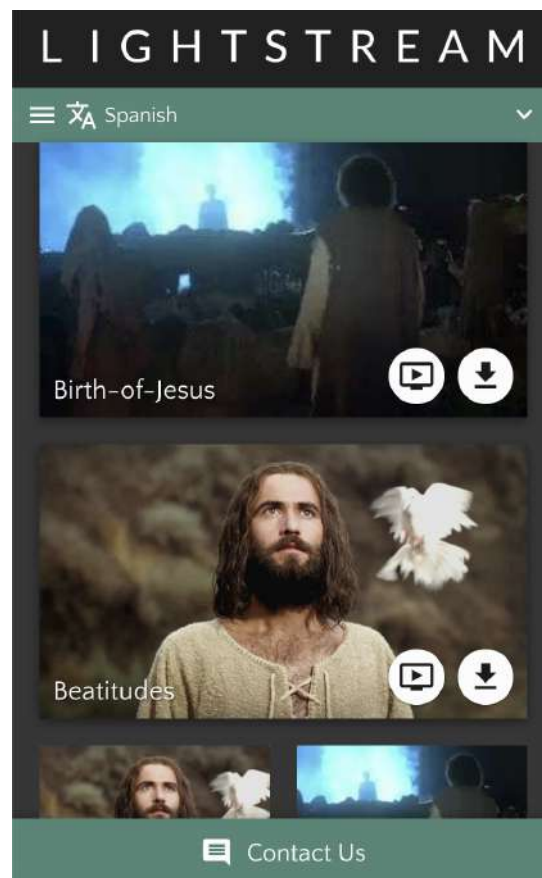
Note: Don't feature too much media. If you feature many media items, users may not have the patience to cycle through all of your featured media. Try to aim for featuring between 3 and 6 media items for each of your language folders.

Show Featured Media as

- *Animated Slider*: This will show your featured media as an animated carousel slider (like you would see at the top of Amazon.com or the app store) that can cycle through your media.
- *Stack Down Page*: if you don't want to use a slider, you can instead have your featured media items be shown in a list down the page. This can potentially make the website load a little bit faster.



Animated Slider



Stack Down Page

Automatically Move to Next Slide

- *Disabled*: This causes the slider to be paused so that users must click or drag through the slider to see the media.
- *Every X Seconds*: This causes the slider to rotate to the next slide every 5, 10, or 15 seconds.

Current Featured Media

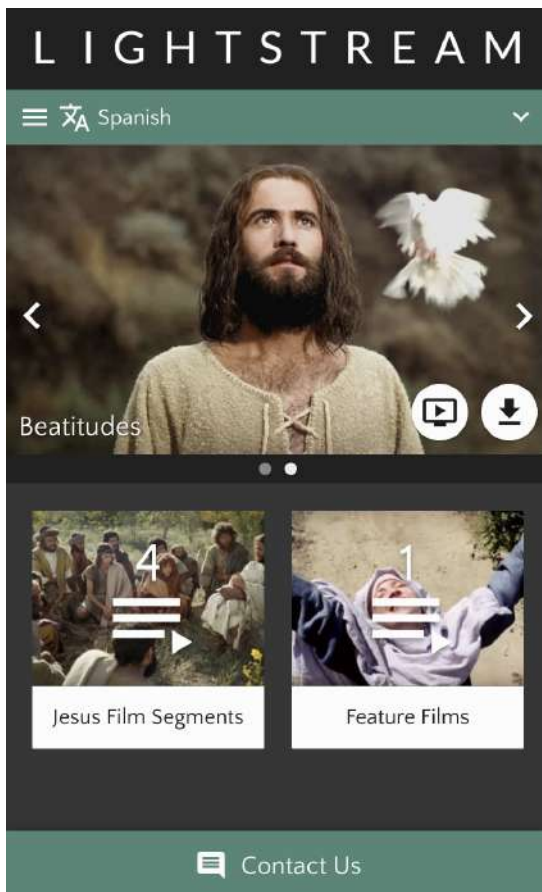
Here, you can select which of your media is shown in your featured sliders. Note that media inside of a language folder will only be in the featured media slider inside of that language page. On this page, all of your featured media is shown in a list, regardless of which language folder it is inside of.

While you can feature media through this page, it may be easier to feature media on the Manage Media page by clicking the “Featured” checkbox on the items of media you want to feature. See the [Admin - Manage Media](#) section of this manual for more info.

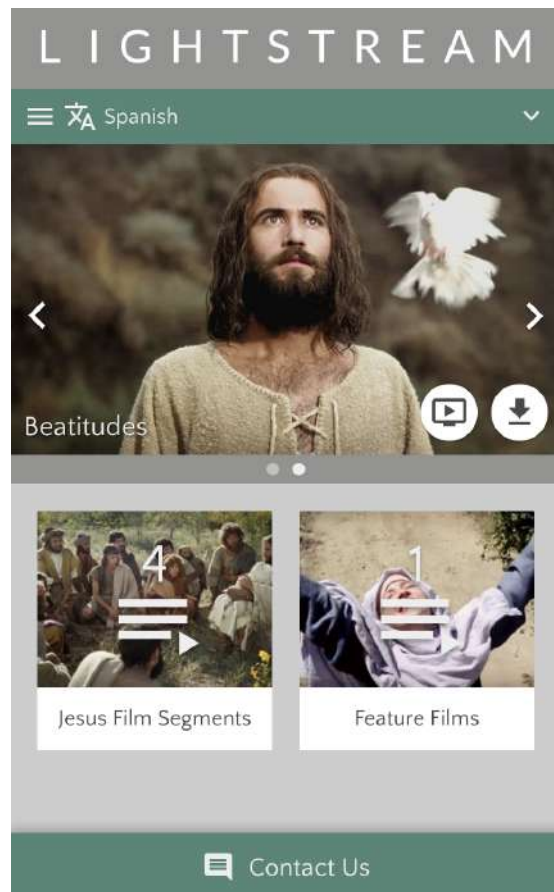
Theme

Here you can customize the look and feel of the LightStream homepage. Backgrounds on the site can be colors or images.

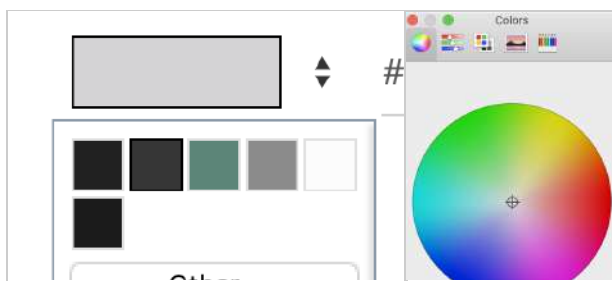
There are two main color themes built into the LightStream: Dark (default) and Light. Click “Apply Dark Theme” or “Apply Light Theme” at the top of the Theme section to apply one of the themes. Colors and backgrounds can also be individually changed.



Dark Theme

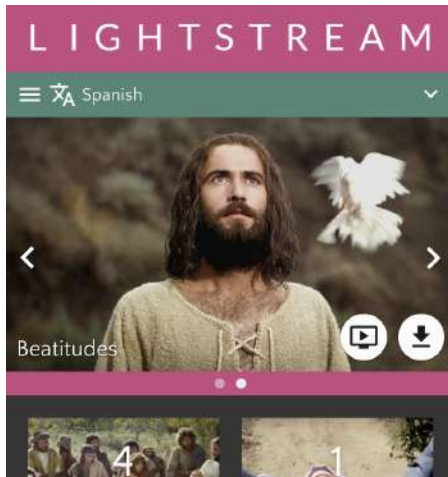


Light Theme

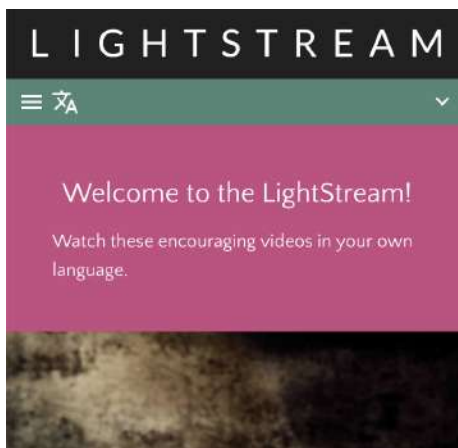


Some browsers have built-in color pickers that you can access by clicking on a color (and, on chrome, clicking “Other...”). If your browser doesn’t have a color picker, you can use an online color picker to find colors, like this one: www.w3schools.com/colors/colors_picker.asp. You can copy the 6-digit hex codes into the colors in Theme.

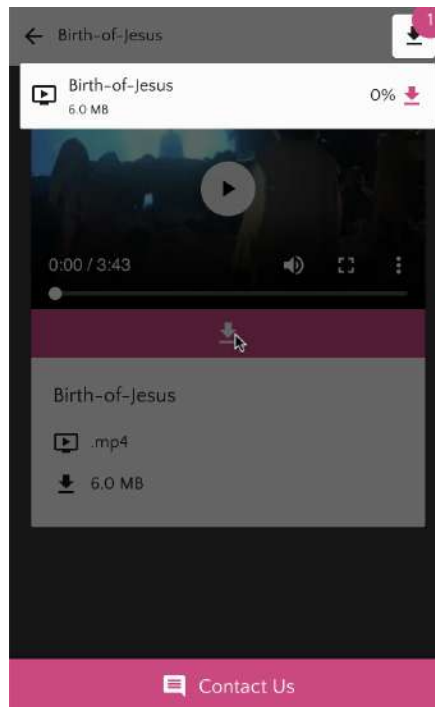
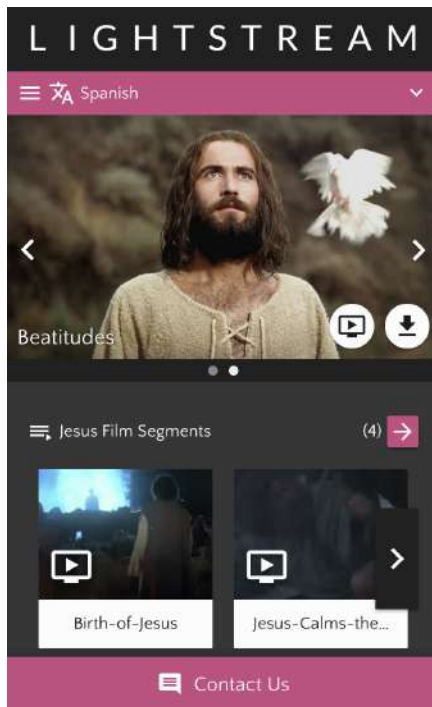
Logo Header Background - The color behind the bar at the top of the homepage that contains the logo.



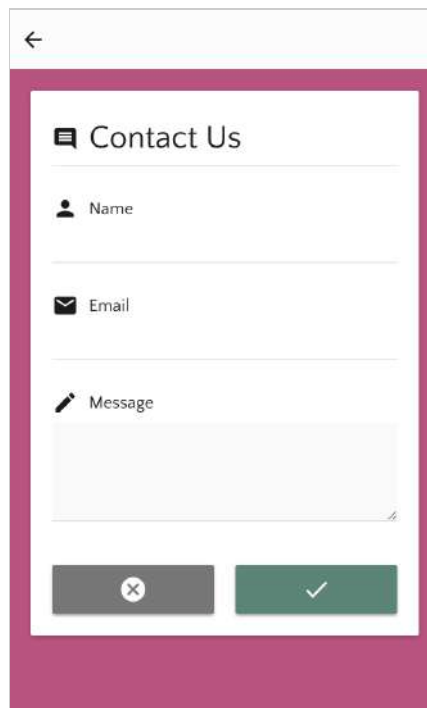
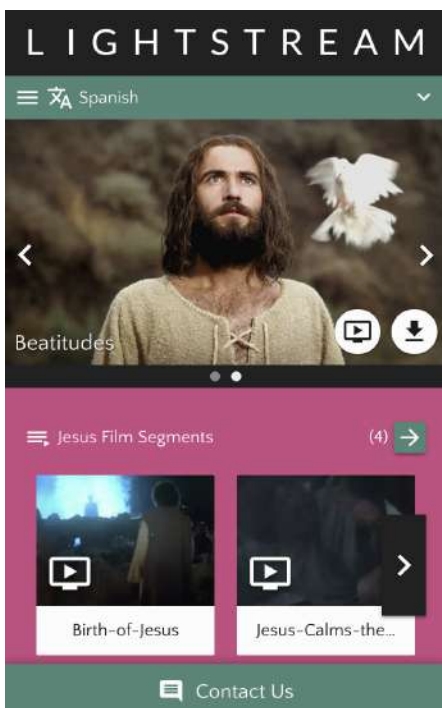
Greeting Panel Background - The color behind the greeting panel, and greeting panels inside of language folders.



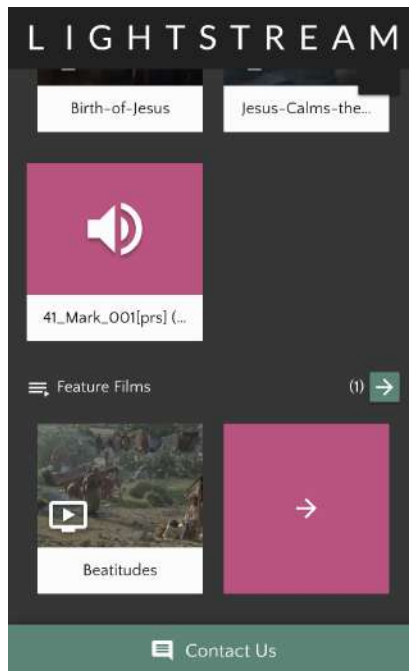
Button Background Color – The color of buttons, like the download button, and a few other things like the download icon in the download queue.



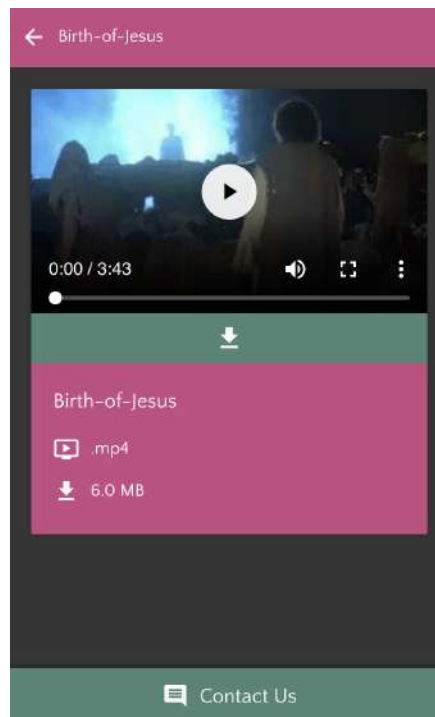
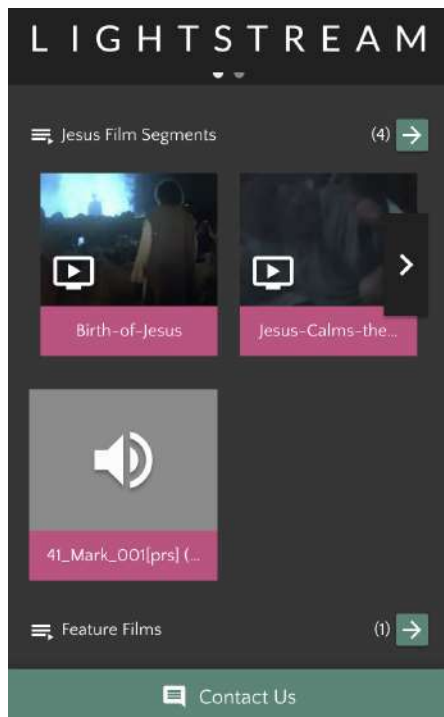
Background Color #1 – The main background color behind your media on pages.



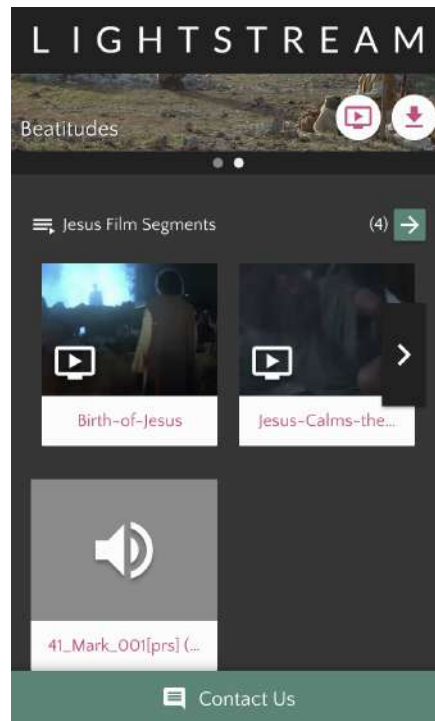
Background Color #2 - The background color for media icons that don't have thumbnails.



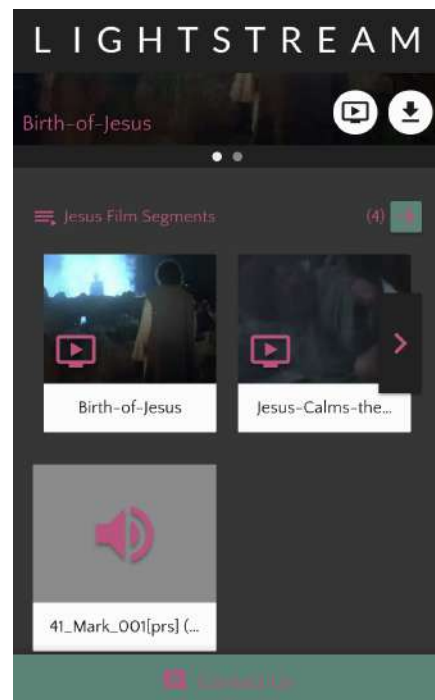
Background Color #3 - The background color for icon titles, the navigation bar for folders, and the area behind media descriptions.



Font Color: Dark – The font that will be automatically used on top of “lighter” backgrounds.



Font Color: Light – The font that will be automatically used on top of “darker” backgrounds.

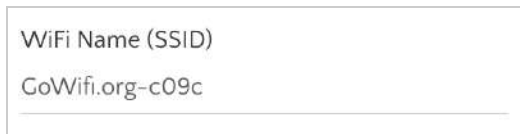


Settings - WiFi

This page contains settings for the WiFi network created by the LightStream.

WiFi Name (SSID)


This is the name that people will see on their devices when they open up their WiFi settings and are connecting to the LightStream. We recommend a name like “Free movies - goWiFi.org,” or “Free WiFi - goWiFi.org”



A screenshot of a text input field for the WiFi Name (SSID). The label "WiFi Name (SSID)" is at the top left. The text "GoWifi.org-c09c" is entered in the field.

Website URL

This is the website name that will appear in users’ browsers (like Chrome or Safari) when they connect to the LightStream and open up their browser. We recommend keeping this as the default GoWiFi.org URL if you are not in a secure region. **SECURITY NOTE: If you are using the LightStream in a region where you don’t want the device to be identified as a LightStream, you may want to change the Website URL from GoWiFi.org so that it is not easily identified.**



A screenshot of a text input field for the Website URL. The label "Website URL" is at the top left. The text "GoWifi.org" is entered in the field.



Max Number of File Downloads At Once

This is the maximum number of people who will be able to download from the device at the same time. Keeping this number low (5 or less) prevents the LightStream from becoming significantly slow and unusable when many people connect. Additional users attempting to download files will be put into a download queue to wait their turn (see the [QuickStart - Using the LightStream Homepage](#) section of this manual for more info about the download queue).

Require WiFi Password When Users Connect to WiFi

This allows you to add a password to your LightStream so that users will have to enter the password when they first connect to the network. **Note:** This password is not the same as the admin password. The admin password allows you to sign in to the admin settings. The WiFi password must be entered when a device connects to the WiFi network.

SECURITY NOTE: If you don't want everyone to be able to connect to the WiFi, require a password. This is useful in regions where you don't want everyone nearby to be able to view media on the homepage.

Imagine that you are in a region where you want only certain people to be able to view the media on your LightStream. You can enable the WiFi password and share it with people who you want to be able to connect.

Choose a WiFi password that you can remember, and write it down in a secure location. **If you forget your WiFi password, hold down the lock button for 10 seconds (until the green WiFi light begins to blink) while your WiFi is turned on to automatically disable your WiFi password.**

Captive Portal - WiFi Login Popup Mode

The captive portal is a popup that appears when users connect to the LightStream WiFi. Sometimes captive portals are used with the WiFi in hotels and on airplanes to help people log in to the WiFi network. The LightStream uses a captive portal to display a message to users that explains how to navigate to the LightStream homepage and can also optionally explain what the LightStream is.

On iOS, this pops up automatically. On Android, after you connect to the WiFi, a small message will appear in your notifications that says "Log in to WiFi network". When you click on that notification, you'll see the captive portal popup.



Connecting On Android

The captive portal can be disabled, or set to one of two different modes:

- Show Instructions In Multiple Languages
- Custom Message
- Disabled

+ Add New Language

Option #1: Show Instructions in Multiple Languages:

If this option is selected, the popup that appears when users connect will have a list of common languages. When someone selects a language, they will see written instructions that explain how to navigate to the homepage url (www.GoWiFi.org by default). You can add your own additional languages to this list by clicking the "+ Add New Language" button. Note that for all of these languages, anywhere you type [url] (the word "url" surrounded by brackets "[" and "]") the popup will show your current website URL. For instance, if your website url is gowifi.org and you set your english message to: "This is a wifi device with free apps! To download free apps, open your web browser and type in [url]" then users will see "This is a wifi device with free apps! To download free apps, open your web browser and type in **gowifi.org**."

Option #2: Custom Message:

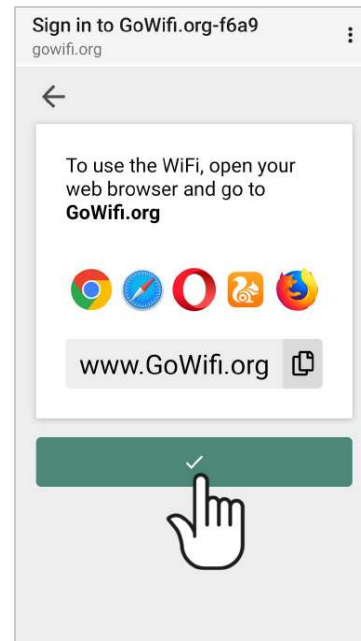
If you only want to have a message in one language for all of your visitors, you can select this option. Your message will pop up when users connect to the LightStream WiFi.

For either of these options, **consider customizing a message to explain what the LightStream is.** For example, the message could say "Welcome! This is a WiFi box that has free movies. To watch the free movies, open up your web browser and go to goWiFi.org." If people know what the LightStream is, they will be much more likely to trust it and use it as intended.

Instructions in Multiple Languages

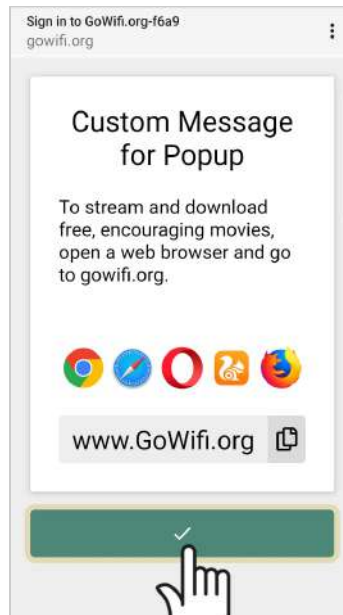


1. Select Language



2. Message explains how to connect

Custom Message



WiFi - Advanced Options

WiFi Channel

Every WiFi network is on a specific “channel,” a number from 1 to 11. If you have many LightStreams with the same WiFi name (SSID) near each other, you may need to make sure the LightStreams are on different channels so that they don’t interfere with each other. Select “Random” to give your LightStream a random WiFi channel every time the LightStream turns on.

Max Number of Connected WiFi Users

If too many users connect to the LightStream, the device can get too slow to operate. By default, the LightStream is capped at 20 connected users. You can increase this number, or decrease it to a smaller value if you only want a few users at a time on the device. Once the LightStream reaches this max number, additional users will not be allowed to connect.

Technical Note about Google, Facebook, and HTTPS

If a user connects to the LightStream WiFi and types a website into their browser, they will be redirected to the homepage. But, if a user tries to visit a website like <https://facebook.com> or <https://google.com>, the redirect will not work. This is because sites that start with “https” cannot be redirected from without a real internet connection.

The captive portal popup window helps get around this issue as it has animation that shows users how to visit the LightStream website address.

Consider mentioning the Website URL in the the WiFi Name (for example, 'Free WiFi - GoWiFi.org') so that users will type in the correct URL when they open their browser.

Settings - Bluetooth

This device can use Bluetooth to send small files to phones.

IMPORTANT: To use Bluetooth you must have a special USB Bluetooth dongle (sold separately) inserted into your USB port.

What is Bluetooth?

Bluetooth is a technology that can be used to transfer very small files between devices. It works best when audio files are less than an hour long and video clips are a few minutes long.

Bluetooth can be used for sending files to feature phones, phones that are not smartphones like older Nokias. These phones generally cannot use WiFi but can often receive files over Bluetooth.

Bluetooth can also be used to advertise the LightStream's WiFi hotspot. The Bluetooth device name can be set to something like "Connect to GoWiFi.org".

Bluetooth & File Sizes

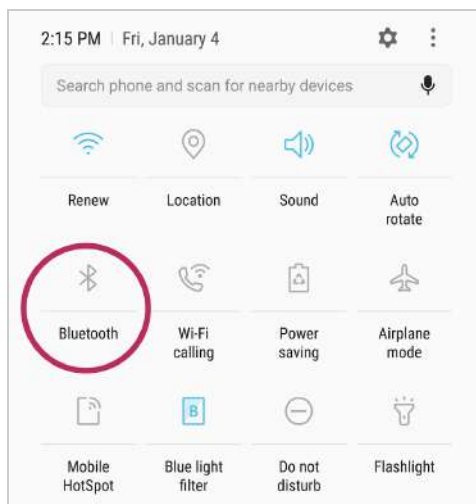
IMPORTANT: Bluetooth is for sending small files only (less than 15 MB is recommended). If you add very large files to your Bluetooth media, transfers to phones may fail before finishing.

Bluetooth can be used only between devices that are very close to each other (less than 10 meters apart).

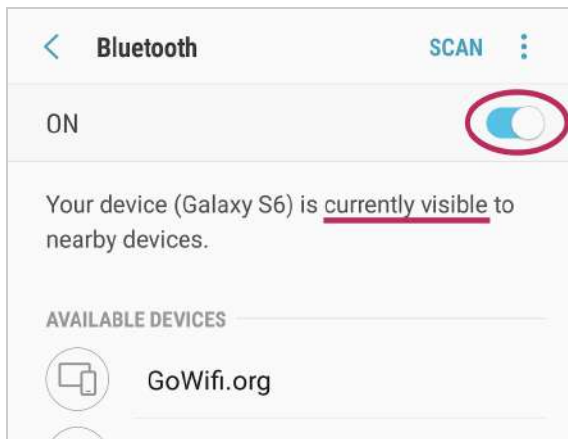
How do I receive a file using Bluetooth?

To receive a file:

1. Open a phone's Bluetooth settings



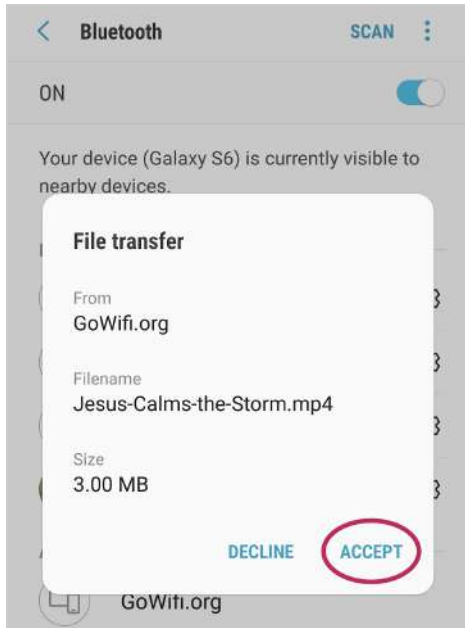
2. Turn on Bluetooth and make sure the device is visible or set to “discoverable”



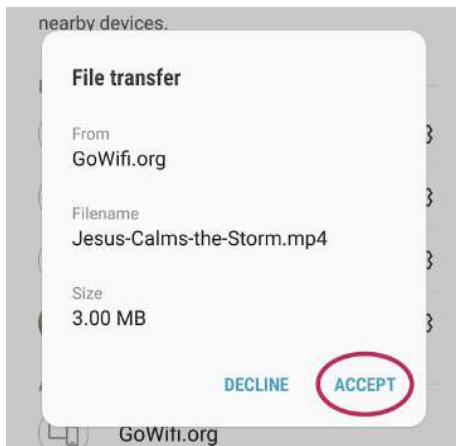
3. Pair with the LightStream. The LightStream’s Bluetooth name will be the name set in the admin Bluetooth settings (see *Bluetooth Device Name* section below).



4. If files have been selected for Bluetooth transfer on the LightStream, the file transfer will begin shortly (see *Files to send over Bluetooth* section below).



Automatic Detection of Phones: The LightStream can also automatically detect phones if their Bluetooth is turned on and set to visible and ask if they want to receive a file. Once a phone is visible, it may take a few minutes before the LightStream detects the phone and a message appears, asking if the user wants to receive a file.



Bluetooth Settings

Bluetooth Device Name

This is the name that users will see when they open up their Bluetooth settings and see available devices near them. Short names are best; some older devices only see the first 31 characters of the name.



Scan for Bluetooth Devices

If this option is selected, the LightStream will attempt to transfer files to nearby devices. If this option is disabled, the only way for users to receive files will be to pair with the LightStream Bluetooth.

Files to send over Bluetooth

The files selected here will be randomly sent over Bluetooth, one at a time, to phones that pair with the Bluetooth.

Bluetooth - Advanced Options

Maximum Number of Bluetooth File Share Attempts Before Timeout

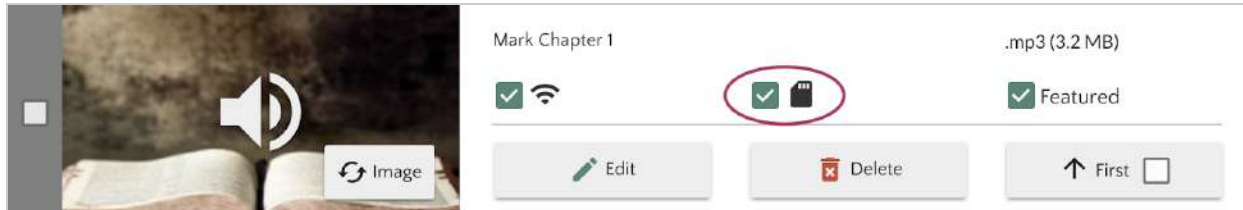
This is the maximum number of times the LightStream will attempt to send a file to a phone if the transfer fails or the phone rejects the file send prompt. The LightStream will again attempt to send files to these devices after a certain amount of time, called the timeout, which can also be set in admin.

Timeout Length (Hours)

The amount of time the LightStream will wait before attempting to send a file to a device that has rejected files repeatedly.

Settings - SD & USB Copy

Media on the Manage Media page that has the SD checkbox selected will be copied onto both SD cards and USB drives inserted into this device.



Disable SD Lock Button

The small secondary button below the LightStream Pocket power button can lock SD cards once they've been copied (see the [Quickstart - MicroSD Locking](#) section for more info on locking cards). If you don't want to accidentally lock someone's personal card, select this checkbox to disable the button. SD cards that are locked cannot have anything added or removed from them unless they are reinserted into the Pocket to be unlocked.

For instructions on copying and locking SD cards, see the [QuickStart](#) section.

Settings - Security

Tutorial Video: www.renewoutreach.org/videos/lightstream-security-settings

The Security page has the combined list of the different security settings found throughout the admin panel. Selecting the checkboxes will adjust the level of security on the LightStream.

Enable Secure Startup Mode

Secure startup mode **requires both side buttons (the power and secondary button below) to be held for 5 seconds to power on the LightStream Pocket**. Consider this mode when there is secure information on the LightStream and you want to prevent the device from easily being powered on if it is taken. In this mode, when the power button is pressed, the Pocket will simply act as a battery to charge a cellphone.



Hold *both* buttons **5 seconds** to power on



Tap power button to turn on phone charging

Require WiFi Password When Users Connect to WiFi

To only give specific people access to the LightStream, select this option to require a password to connect to the WiFi. This is useful in regions where you don't want everyone nearby to be able to stream media on the homepage.

Choose a WiFi password that you can remember, and write it down in a secure location. **If you forget your WiFi password, hold down the lock button for 10 seconds (until the green WiFi light begins to blink) while your WiFi is turned on to automatically disable your WiFi password.**

Disable Site Logo (hide top banner)

The site logo is the logo displayed in the top bar on the homepage. Please hide or change the default logo if you are in a country where you don't want people searching for information about the LightStream.

Disable Follow-Up Form

In some countries, collecting someone's contact information through this device could endanger them. In this situation, consider disabling the follow-up form or removing questions that ask for someone's name or contact info.

Follow-up Form - Disable User Prompt to Send Email with Form Response

When the function to email form responses is enabled and a user submits the follow-up form, their email app will open so they can also email their response to your chosen email when they have internet. In some regions, users can be endangered by sending you an email, so consider this option carefully if there are security restrictions.

Settings - Mirror & Update Drives

On this page, you can create USB drives and SD cards to upload new media or mirror your device to another one.

Mirror SD cards can clone your LightStream while **Update Drives** can upload new media and run updates. Mirror SD cards can speed up the process of loading specific media and settings to multiple LightStreams, while the update flash drives allow media to be uploaded without having to log in to admin.



Mirror SD Card

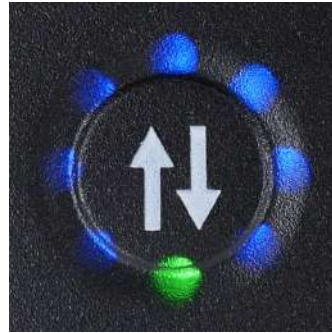
Mirror SD cards give you the ability to mass duplicate all media and settings for a LightStream that is set up like you want it. Let's say you have several blank LightStreams and one LightStream loaded with media and your settings. You can create a Mirror SD card to mirror the entire setup, media, and settings of your configured LightStream to all of the blank LightStreams. Insert the mirror card from your configured LightStream and the second LightStream will become an exact copy of the first. Because mirroring copies all of the media and settings on your device, the process can take some time.

Create a Mirror SD Card

1. To create a Mirror SD Card, you will need a microSD card that is at least the same size as the LightStream internal memory. (e.g. 16GB SD card for a 16GB Pocket, or 64GB card for 16GB Pocket)
2. Click "Create Mirror SD Card" and then insert the microSD card. **WARNING: The SD card will be reformatted and all of its content will be deleted.**
3. The media and settings of the Pocket will be copied onto the card to create an exact image of this LightStream. This process can take some time. The blue lights on the SD ring will count up to indicate the progress. It is safe to exit out of this page or disconnect your device from the Pocket all together. The progress will still be indicated by the LED lights.
4. When the green LED appears on the SD ring, the process is complete and the mirror SD card can be removed.



Branded Pocket



Generic Pocket

NOTE: If the SD card is accidentally removed while the mirror is being copied, start over at step 1 with the same SD card.

Run a Mirror SD Card

If you have created a mirror SD card, you can insert it into another LightStream, tap the secondary button, and the mirror will load to that LightStream so that it's identical to the original one. **NOTE:** If you are mirroring to a LightStream that has had its password changed from the default, you'll have to log in to its admin settings to run the mirror.

1. Power on the Pocket you want to copy to and then insert the Mirror SD Card. Blue LED lights will flash on all 3 rings of the Pocket to indicate that a mirror has been inserted.
 - a. **If the mirror and target Pocket have the same login and password, or the target Pocket has the default username "admin" and password "admin,"** you can run the Mirror SD card without signing in to the LightStream admin. To run the mirror, click the secondary button below the power button (the SD card locking button).



- b. **If your pockets have a different username and password,** you will need to log in to admin to run the mirror. Connect to the target Pocket's WiFi and sign in as admin. Go to Settings>Mirror & Update Drives and click on "Run a Mirror SD Card". Insert the mirror SD card if you have not already.

NOTE: All media and settings on this Pocket will be deleted when the mirror is applied. The target Pocket can have existing media, though this will be deleted.

2. Blue LED lights will count up on all three rings of the Pocket to indicate the progress. This process can take some time.



Branded Pocket



Generic Pocket

3. Once the mirror is complete, the blue LED lights will turn off, the Pocket will restart, and the green power LED and WiFi LED will illuminate like normal. The mirror SD card can now be removed.



Branded Pocket



Generic Pocket

NOTE: If the mirror SD card is accidentally removed during the mirroring process, you will need to restart the Pocket and complete the mirror:

1. To restart the Pocket, hold down the power button for about 12 seconds until the LEDs power off

2. Power the Pocket back on & once the green power light appears, reinsert the mirror SD card. When all of the blue LED lights flash, click the secondary button below the power button to restart the mirror process.

Update Drive

An Update Drive is a USB flash drive that's configured to upload media to a LightStream without having to log in and access the LightStream admin. An Update Drive can also run a LightStream firmware update or reset the password. Update Drives can add media, but they do not delete any existing files or change any settings. **You can also upload folders with media and nested folders inside of them.** This isn't something that can easily be done on the Upload Media page on the admin, so this makes Update Drives a powerful way to quickly add media to the LightStream.

Create an Update Drive

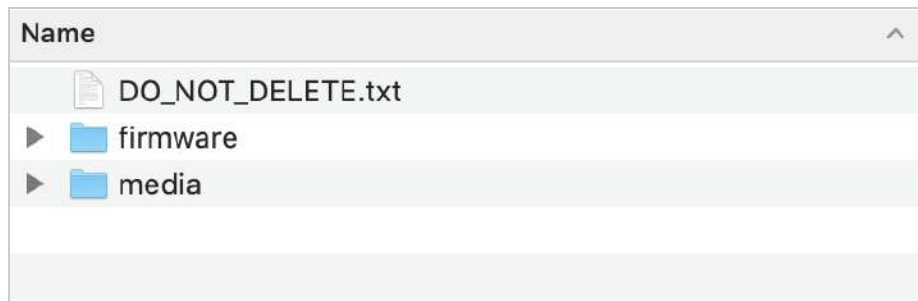
1. Start with a standard USB drive (e.g. a thumb drive, jump drive, or flash drive). **Note that anything existing on this flash drive will be deleted.**
2. On the Mirror & Update Drives page, click the "Update Drive Setup" button.
3. Insert your USB drive into the USB port on the LightStream.
4. The drive will automatically be formatted as an Update Drive.

Update Drives have two main folders: *media* and *firmware*. See Using the [USB Update Drive](#) section below on instructions for uploading media, running software updates, and resetting the admin login, all without the need to log into admin over WiFi.

Using the USB Update Drive

Tutorial Video: www.renewoutreach.org/videos/lightstream-update-drive-manually

A flash drive specially formatted to be an Update Drive can be used to upload media to the Pocket, run software updates, and reset the admin login, all without the need to log into admin over WiFi. See section above, [Settings - Mirror & Update Drives](#), for instructions on how to create an Update Drive. Update Drives have two main folders: *media* and *firmware*. Continue to the following sections for detailed instructions on ways to use the Update Drive.



Update Drive folder structure on a computer:

USB Update Drive - Upload Media via USB

Tutorial Video: www.renewoutreach.org/videos/lightstream-upload-usb

Media folder: Upload Media

To upload files to the LightStream via USB:

1. Insert the Update Drive into a computer & navigate to the media folder on the drive.
2. Copy media that you want to upload to the LightStream into this media folder.
3. Power on the Pocket and insert the Update Drive into the USB port.
4. Blue LEDs on the SD ring will begin to count up to indicate the progress. When the green LED appears, the Update Drive is ready to remove.



Branded Pocket



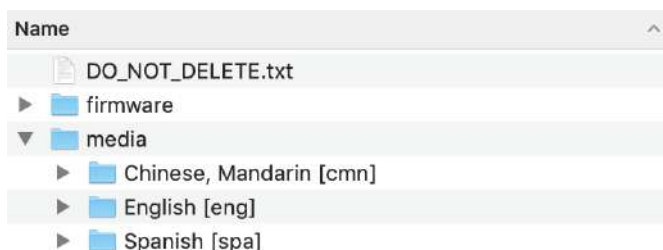
Generic Pocket

5. You can now connect to the LightStream WiFi and move and customize the files you've uploaded.

Media Folder: Creating Language Folders using an Update Drive

You can use an Update Drive to create a Language Folder as well. *To learn more about Language Folders, see the [Admin - Manage Media](#) section of this manual.*

1. Insert your Update Drive into a computer and navigate to the folder named "media."
2. Create a folder in media named "Language Name [iso]", "iso" being the 3-letter iso language code (e.g. English [eng]) See https://iso639-3.sil.org/code_tables/639/data for a list of language ISO codes. Example:

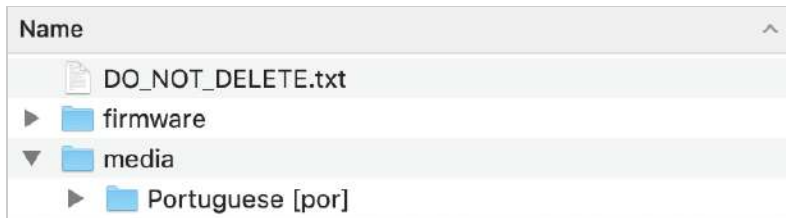


3. Place media into the new language folder on the Update Drive.
4. Insert the Update Drive into the LightStream to create the new Language Folder(s) & upload the files.

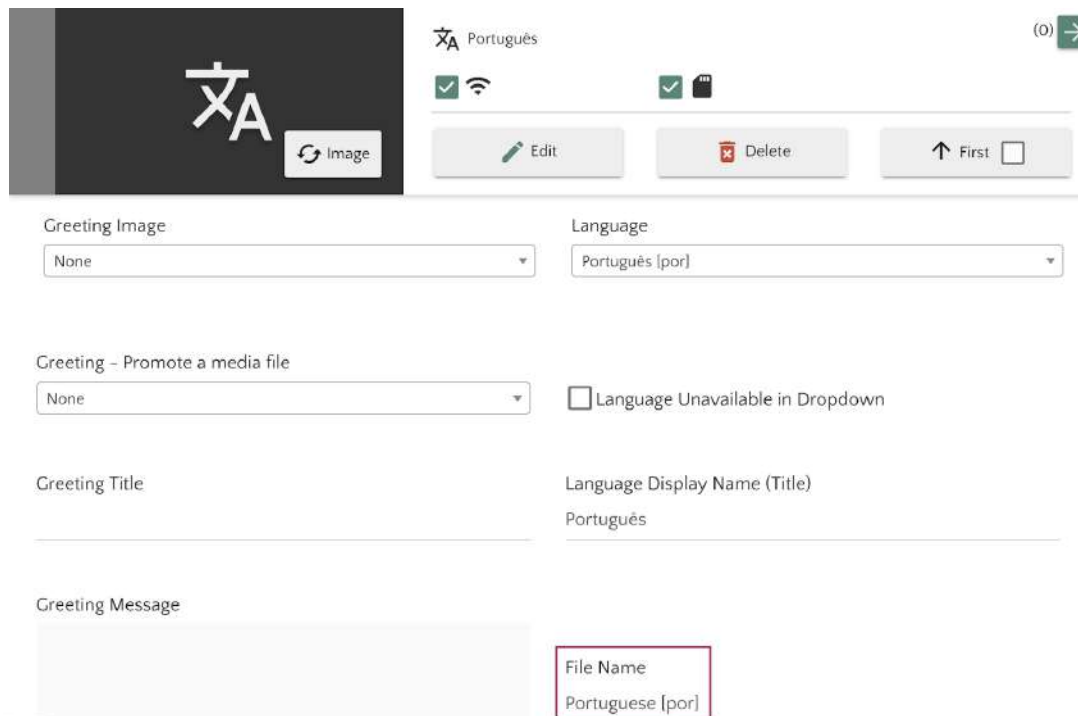
Media Folder: Upload media into existing Language Folder

1. In media folder on the Update Drive, create a folder named Language Name [iso] (e.g. English [eng]) so that it matches the existing Language Folder name & iso code.

Example:



If you don't know the iso, view this in the settings for that language folder in Manage Media:



2. Insert the Update Drive into the LightStream to upload file to the existing Language Folder.

Note: Any files or folders not placed into a language folder will be copied into the home folder

The image shows a file explorer window with a list of files and folders. The 'Name' column is visible at the top. The directory structure is as follows:

- DO_NOT_DELETE.txt
- firmware
- media
 - Chinese, Mandarin [cmn]
 - English [eng]
 - Mandarin_Chinese_Bible_UNV-1.0.2.apk
 - Mark.mp3
 - Russian
 - Spanish Films

Annotations with red arrows point to the right of the list:

- Two arrows point to the 'Chinese, Mandarin [cmn]' and 'English [eng]' folders, with the label *Copies to a Language Folder*.
- Two arrows point to the 'Mandarin_Chinese_Bible_UNV-1.0.2.apk' file and the 'Spanish Films' folder, with the label *Copies to Home Folder*.

USB Update Drive - Update Software via USB

Tutorial Video: www.renewoutreach.org/videos/lightstream-update-software

The firmware folder is a great way to update the LightStream software without having to log into the admin.

1. Download the software update from: www.renewoutreach.org/lightstream-updates/. You can request the password by emailing help@renewoutreach.org. Once the file is downloaded, keep it zipped in its .tar.gz format (don't unzip it).
2. Insert the Update Drive into your computer and navigate to the firmware folder. If there is no folder with this name, create a new folder named "firmware", all lower case.
3. Into the firmware folder, copy your .tar.gz LightStream update file. *It should be the only file in this folder.* The flash drive should look like this:



4. Remove the Update Drive from your computer, power on the Pocket, and insert it into the Pocket.
5. The blue LEDs will spin on the WiFi ring to indicate that the software update is in progress.
6. When the lights stop spinning and the green WiFi light reappears, the update process is completed and you will need to then reconnect to the Pocket WiFi network. (See below.)



Branded Pocket



Generic Pocket

7. To double check the software version, you can log in to admin and go to the Software Update page under Settings > Software Update in the Admin panel. Make sure this number matches the number of the update you just ran.

NOTE: If there is any media in the “media” folder, files in this folder will be copied to the LightStream as soon as the software update is complete. If media is being copied, you will see the blue LEDs on the SD ring begin to count up to indicate the progress. When the green light appears in the SD ring, the copy process is finished.

Settings - Power

The Settings – Power page has different options for powering on the Pocket.

Startup Modes

Normal

In normal startup mode, the LightStream powers on when the power button is held for 3 seconds.

Auto Startup Mode

In auto startup mode, the LightStream will automatically power on if it is plugged into a power source. This is a good option if someone plans to leave LightStream plugged into a wall and running 24/7. If electrical power is lost and then comes back, the LightStream will turn back on if it's in auto startup mode and still plugged into the power source. In this mode, the LightStream will still power off and on when the power button is pressed.

Secure Startup Mode

NOTE: Enabling this option will require you hold both the power button and button below for 5 seconds to power on the device. Please be aware of this if you are selecting this option. If you click the power button when in secure mode, the USB charging function will turn on, but not the WiFi (see image below). This allows the Pocket to act as a USB charger without revealing the WiFi functionality unless both the power button and the secondary button below are held down for **5 seconds**. Enable secure startup mode if there is secure information on the device and you want to prevent someone from easily powering on the Pocket.



Hold *both* buttons **5 seconds** to power on



Tap power button to turn on phone charging

Shut Down

This button can remotely power off the Pocket without having to physically hold down the power button.

Settings - Software Update

Tutorial Video: www.renewoutreach.org/videos/lightstream-update-software

You can update your LightStream to the most recent software version on this page. Updating your LightStream often is of critical importance. Updates often include fixes to security concerns and bugs as well as exciting new features. *To see how to update the software via USB instead, see [Using the USB Update Drive](#) section.*

Update the LightStream

1. Download the software update from www.renewoutreach.org/lightstream-updates/. (Email help@renewoutreach.org for the password). (DO NOT unpack the tar.gz file).
2. Power on the Pocket and connect to the Pocket's WiFi hotspot.
3. Navigate to the LightStream admin (add '/admin' to the end of the homepage URL & log in).
4. Go to Settings > Software Update and click the button to upload the update file. Choose the .tar.gz update file that you downloaded.
5. Soon after uploading the file, you should see spinning lights appear on the WiFi ring on the LightStream. When the lights stop spinning and the green WiFi light reappears, the update process is completed and you will need to then reconnect to the LightStream WiFi network. To double check your software version, you can go back to the Software Update page under Settings > Software Update, and look at the number next to "Current Software Version." Make sure this number matches the number of the update you just ran.

Best Practices

The LightStream is a powerful tool. If you receive a LightStream loaded with content, you can simply turn on the WiFi, but this is just the beginning of its capabilities. Below are some of the top strategies and functions of the LightStream that you can use to increase your impact.

Helping People Connect to the LightStream

Using a Poster to Advertise your LightStream WiFi

People are more likely to use, and trust, the LightStream WiFi if they know what it is and why they should use it. Consider making a poster or sign near the LightStream that explains what kind of media you have on your LightStream and how to connect to it (e.g. have instructions saying: connect to the network named “Free Movies - goWiFi.org,” open up your browser, and go to goWiFi.org).

Keeping the LightStream Fast and Efficient

Large Crowds: Encourage People to Connect over Time (Not All At Once)

If a single LightStream has too many users, new users that are trying to connect will not be allowed to connect. This is because of the LightStream’s max users setting, which is set to 20 by default (see the advanced settings on the [Settings - WiFi](#) page to increase or decrease the max users). Even if there are fewer than 20 users connecting at once, the more users that connect to a single LightStream, the slower it will become. Instead of having everyone get on at once, have the device running in a set location and encourage people to access the device over a period of time. That way groups of people can log on, download and stream content, and then disconnect, allowing other users to access the LightStream without slowing it down.

Large Crowds: Use Multiple Pockets

By default, the LightStream is set to allow 3 downloads at a time, 15 streams at a time, and about 20 connected users at once. If you are planning for more people than this to access the device, consider using multiple Pockets, all loaded with the same media and settings. (For instructions on how to efficiently copy the settings and media of one Pocket onto a number of Pockets, see the [create a mirror](#) section of [Settings - Mirror & Update Drives](#)). To prevent the Pocket WiFi signals from colliding with each other, set the WiFi channels to random, so that every time the LightStream powers on it will have a different WiFi channel. To set your WiFi channel to random, see the advanced settings under on the [Settings - WiFi](#) page.

Keep File Size Small

Using small files on the LightStream has many benefits. Your downloads will be faster, and you'll be able to support more connected users and streams at one time. **If users try to stream a video that has not been converted to a small, optimized .mp4 format, their stream will likely have to pause to buffer often, and slow down the LightStream.** Here's a good frame of reference for file sizes:

<p>Extra small files: Less than 25MB Small files: Between 25MB and 75MB Medium files: Between 75MB and 200MB Large files: Larger than 200MB</p>

Avoid distributing large files if possible. Most audio and video files can be converted so that they are smaller than 200MB. See the note below about converting media to help keep file size small.

Convert Audio and Video Media

Let's say you have several videos in the .mov format and audio files in .wma. If you upload these files onto the LightStream, users will be able to download them but will not be able to stream them in their browser since these formats cannot be streamed. Even if users download the files, they may not be able to use them on their devices because some devices won't play these formats as they're not universal. If you convert video files to small .mp4 files and audio to .mp3, more devices will be able to stream and access the files. See the [Converting Media](#) section of this manual to learn how to convert files to .mp4 and .mp3.

Keep the Number of Files Low

If you upload, for instance, 1000 images into a folder on the LightStream, even if the size of each file is small, that many media items on your LightStream can slow down admin pages like the Manage Media page.

Using the LightStream in Areas with Security Concerns

See the [Settings - Security](#) section of this manual for information about using the LightStream in secure regions.

Setting Up & Updating LightStreams

Mirroring LightStreams

Naming media, featuring items, translating the Follow-up Form, and customizing the other settings on a LightStream can take some time. If you have multiple blank LightStreams that you want to be identical to a LightStream you have set up, you can create a mirror SD card to clone your LightStream. See the [Settings - Mirror & Update Drives](#) section of this manual for instructions on how to create a mirror.

Using Update Drives

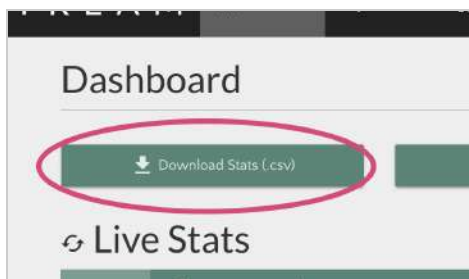
Imagine you have a LightStream in a distant city. You want to add a few more videos to the LightStream so it has fresh content. You know someone who lives in the city who would be able to update it for you, but you don't want to give them your admin password since they could make other changes to the LightStream. A solution: create an Update Drive with the new media on it, and give it to your friend. Then, they can travel to the city and insert it into the LightStream to add the media. Also, if you want to run the latest software update on the LightStream, you can put the update file on the Update Drive when you send it so the LightStream will have all of the latest features. See the [Settings - Mirror & Update Drives](#) section of this manual for more information on how to create Update Drives.

Collecting Stats & Feedback from LightStreams

Downloading Stats from the LightStream

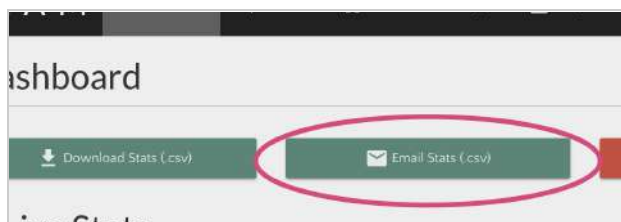
The LightStream dashboard displays general statistics though more detailed information is recorded that can be accessed if you download a statistics spreadsheet. The spreadsheet includes stats such as how many people are using the LightStream and which of the files are having the greatest impact. See the [Admin - Dashboard](#) section of this manual to learn how to download statistics.

If you want a more detailed report on the actions of each user, these statistics can be expanded by going to Settings > Account in admin and enabling "Include all user activity data in downloaded dashboard statistics". See the [Settings - Account](#) section of this manual for more information.



Using the "Email" Function to Collect Stats from LightStreams in Remote Regions

While the LightStream stats can be downloaded, they can also be attached and sent in an email as a method for collecting the stats. In admin on the Dashboard, if you click the button to email the stats, your email app will open to attach the stats in a new email. Click send, and the email will sit in your outbox until your device is disconnect from the LightStream WiFi and connects to the internet. See the [Admin Dashboard](#) section of this manual for more information about emailing statistics.



Using the Follow-up Form

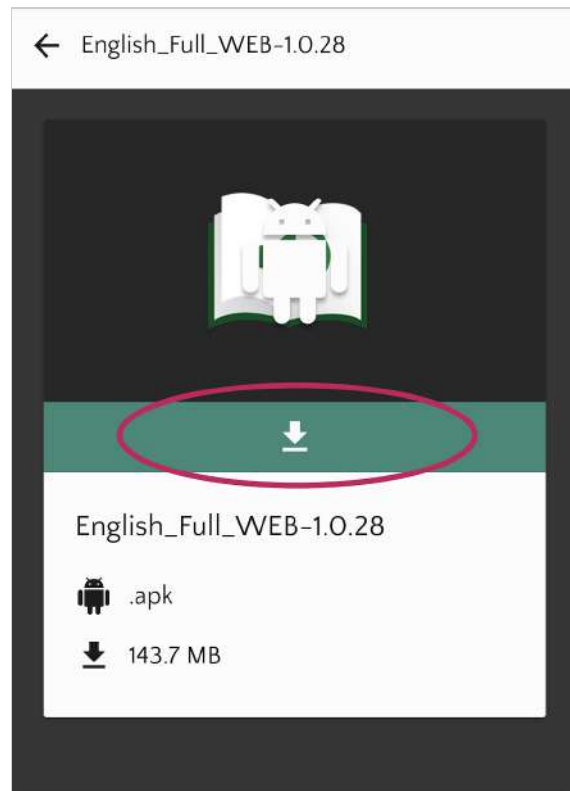
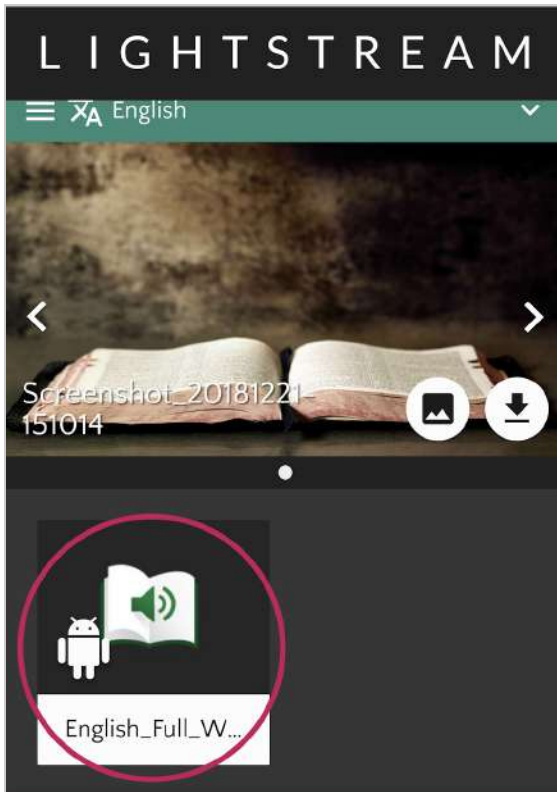
The Follow-up Form is a great way to get feedback about the LightStream content or follow-up with users who have connected to the LightStream and want more information. When users fill out the Follow-up Form, their responses are stored on the LightStream. Optionally, you can have the person's email client open up so that they can email their responses to you as well. In the LightStream admin menu, go to Follow-Up Form > Responses to view the responses. You can contact people who have questions if they've submitted their contact info. By default, the Follow-up Form is in English, so consider translating it into the relevant trade language. See the [Follow-up Form - Settings](#) and [Follow-up Form - Responses](#) sections of this manual to learn more about using the Follow-up Form.

Installing Android .apk App Files from the LightStream

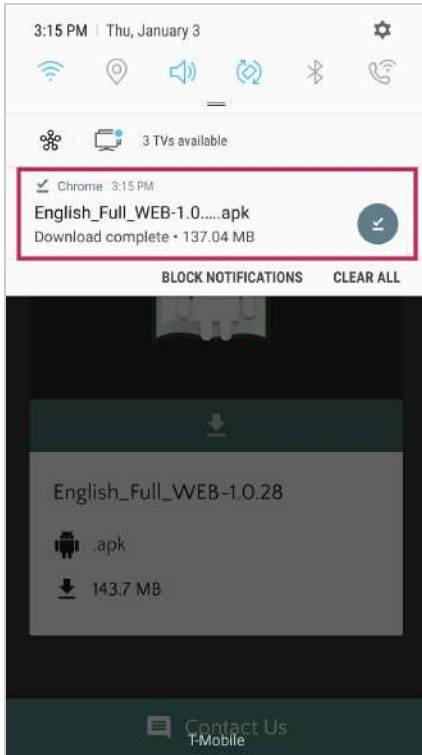
Unlike iPhones, Android smartphones allow you to install apps from an install file, instead of just from the app store. These install files are called .apk files (these work similarly to .exe files on Windows, and .dmg files on Mac). If you have Android .apk files on your LightStream, Android users who connect can download the app files and install the apps onto their phones.

Installing an Android .apk file on an Android

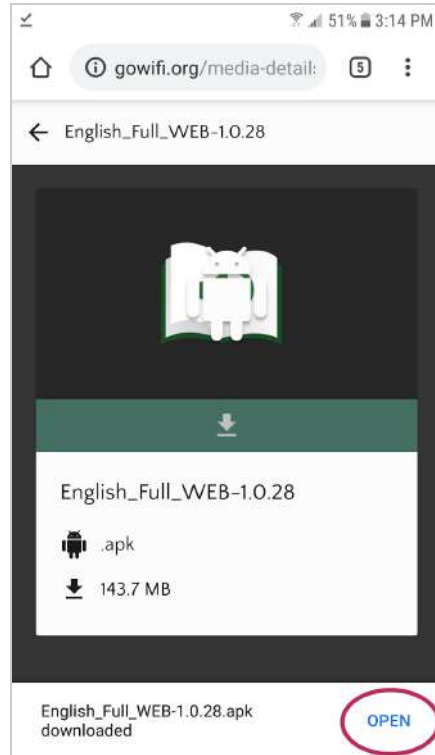
1. Download the .apk file from the LightStream. It will have the Android robot logo as its icon on the LightStream homepage.



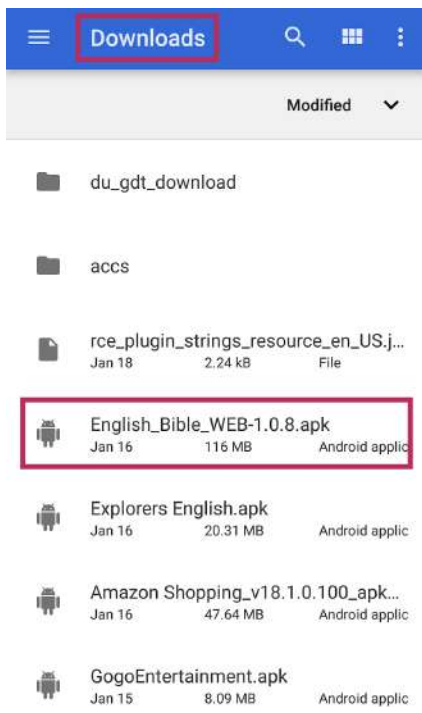
2. When the download is complete, open the file. You can do this either by dragging down on the notifications menu at the top of your screen and selecting your download, or by going to your apps and finding the "Downloads" or "File Manager" app, and selecting the apk.



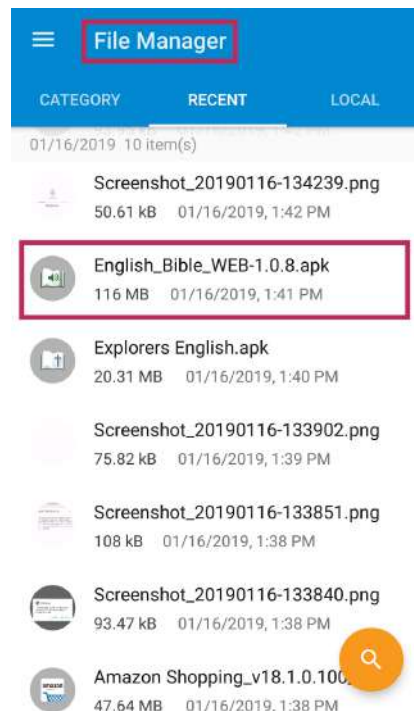
Open .apk by Swiping Down into Notifications



OR Open .apk by clicking "open" dialog that appears

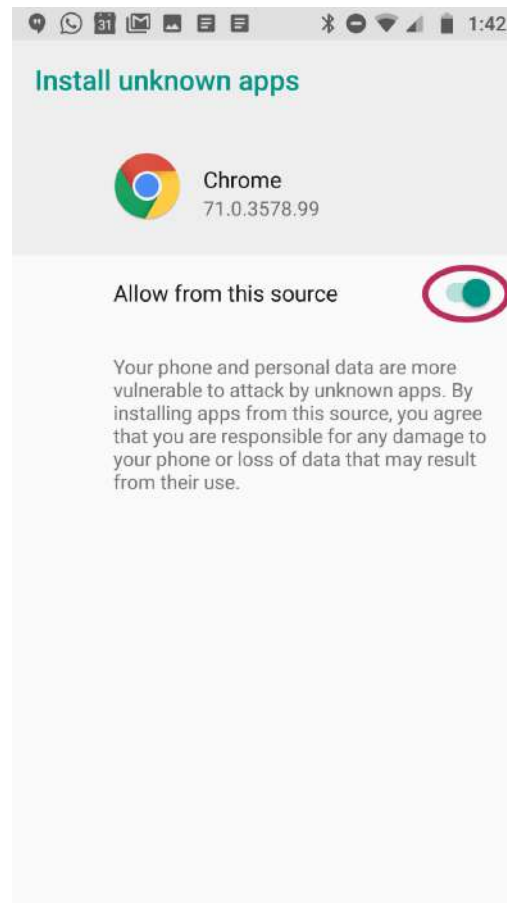
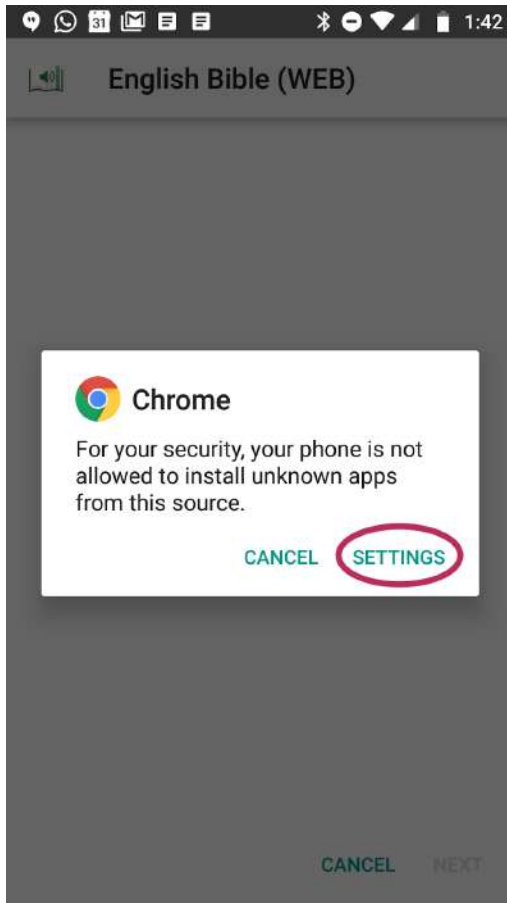


OR open in the **Downloads** app

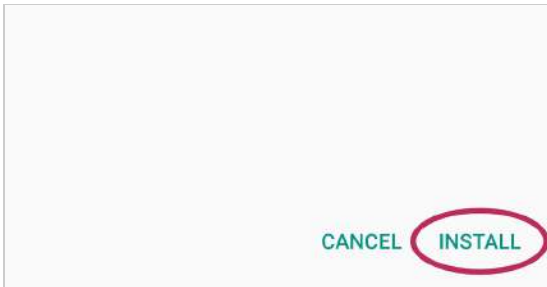


OR open in the **File Manager** (or My Files) app

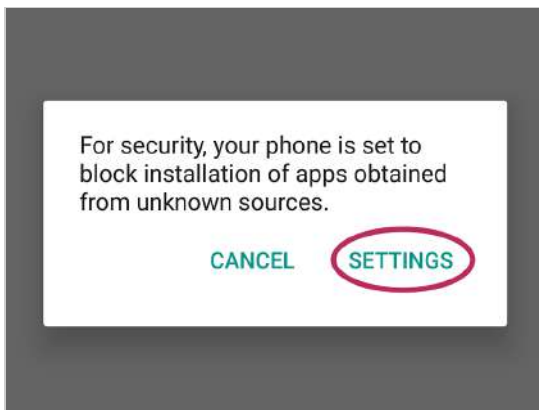
3. **If using Android 8.0 or higher:** Once you have opened the .apk file, there may be a warning message that pops up. If this appears, click “settings,” and then check the “allow from this source” checkbox.



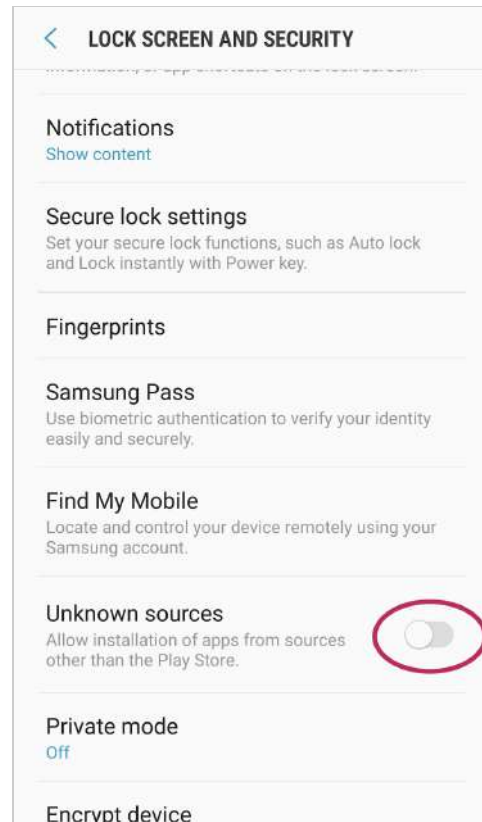
4. **If using an Android version older than 8.0:** Sometimes, there is a security setting that won't allow apps from an unknown source to be installed. If prompted, click the button that takes you to the security settings and **allow the installation of apps from unknown sources**. Then, click back to the initial install screen. You may need to click "install" again.



First, click install

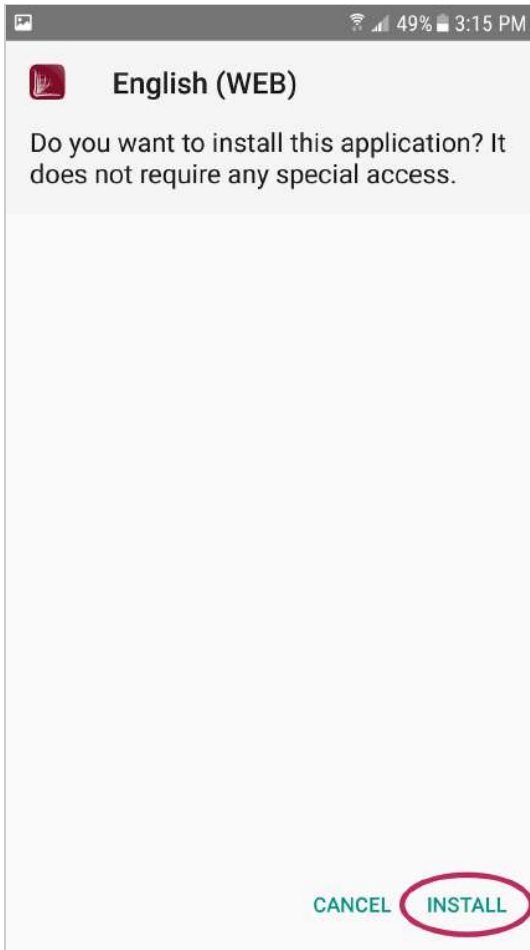


Next, click "Settings" on the popup that appears



Finally, enable "unknown sources" and go back

5. Once the .apk install file is opened, click “Install” in the bottom right hand side of the screen.



6. Once installed, you can open the app when prompted. The app will now appear with the other apps on the phone.

