USER MANUAL

IPDirector
VTR Control Panel

Version 8.03 | May 2023

Corporate
+32 4 361 7000

North & Latin America
+1 973 575 7811

Asia & Pacific
+852 2914 2501

Other regional offices
evs.com/contact/offices

→ evs.com

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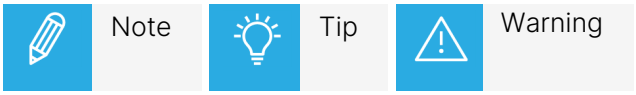
ICONOGRAPHY



What's New?

No section has been updated in version 8.03.

1. Introduction

Module Description

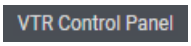
The purpose of the VTR Control Panel is to control a VTR (Video Tape Recorder) from IPDirector. It is an advanced remote control, from within the IPDirector application.

Apart from playback and record control, it also allows the extraction of clips from a tape to the EVS video servers. This process can be done for a single clip or multiple clips can be "batch digitized".

The VTR Control Panel can be used according to 3 modes:

- Transport mode: the VTR Control Panel works as a remote control for the VTR, from within IPDirector.
- Clip Digitize mode: one or several clips can be digitized from a single tape to a recorder channel on an EVS video server.
- Batch Digitize mode: several clips can be queued in a Batch list, so that they can all be digitized in one process run.

Opening the VTR Control Panel

To open the VTR Control Panel, select the corresponding icon 

on the IPDirector Application bar. At this time, you still need to assign a VTR device to the VTR Control Panel. See section "Assigning a VTR Device" on page 14.

2. Touring the VTR Control Panel User Interface

2.1. Overview of the VTR Control Panel and its Various Displays

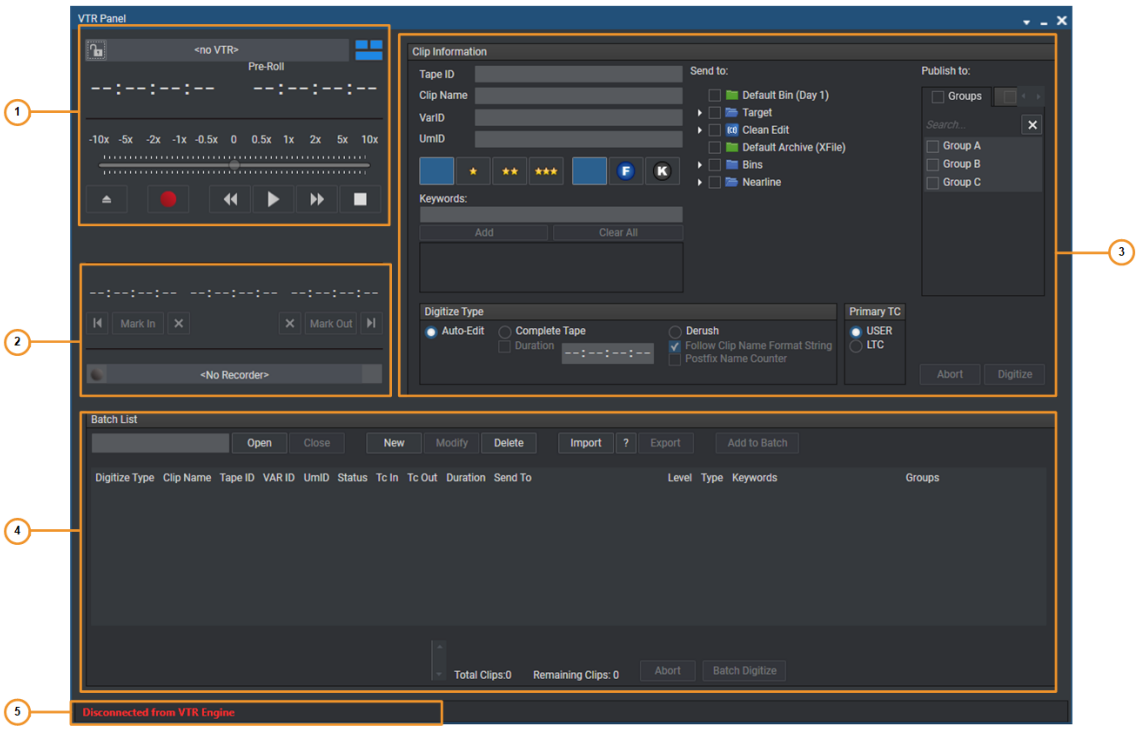
Introduction

The VTR Control Panel is designed to display one or several panes depending on the actions you need to perform.

Panes are shown or hidden by clicking the **Pane Display** buttons  .

Overview of the VTR Control Panel

When fully expanded, the VTR Control Panel contains the areas highlighted on the screenshot below:



Transport Functions pane (1)

This pane provides the basic functions to move through a tape media.

See section "Transport Functions Pane" on page 5.

Clip Creation pane (2)

This pane provides the basic functions to create a clip from a tape media.

See section "Clip Creation Pane" on page 8.

Clip Information pane (3)

This pane allows the users to enter information about the clip to digitize, to select destination targets, to select the digitize type and to start the single clip digitization process.

See section "Clip Information Pane" on page 9.

Batch List pane (4)

This pane provides the functions to digitize a series of clips at once.

See section "Batch List Pane" on page 12.

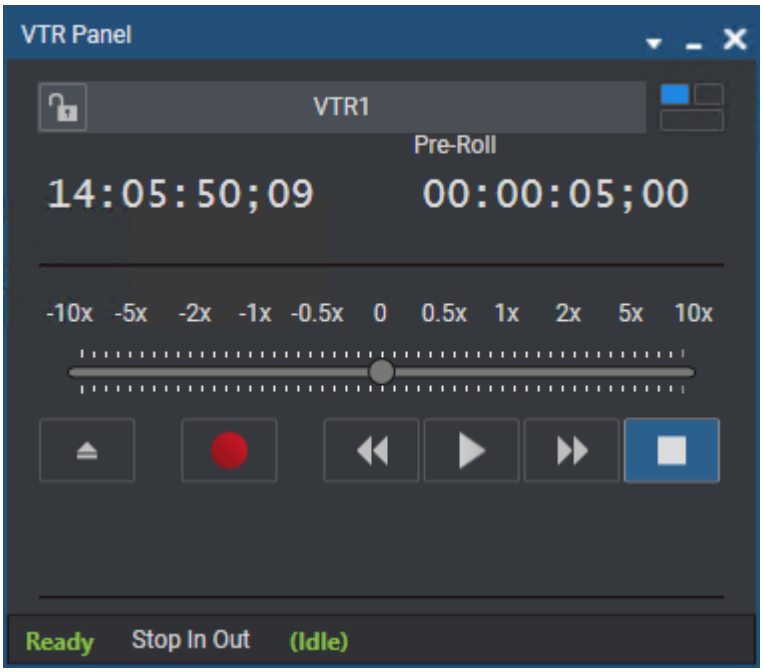
Status bar (5)

The status bar shows the current status of the VTR Control Panel.

Displays of the VTR Control Panel

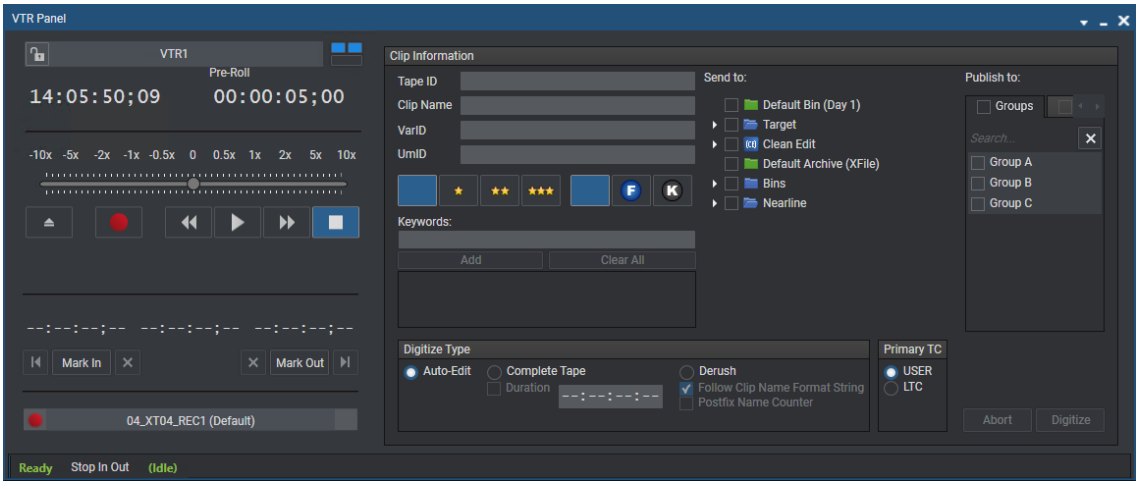
Transport Functions View

The Minimal view is shown by clicking the  button. It displays the Transport Functions pane, as shown in the following screenshot.



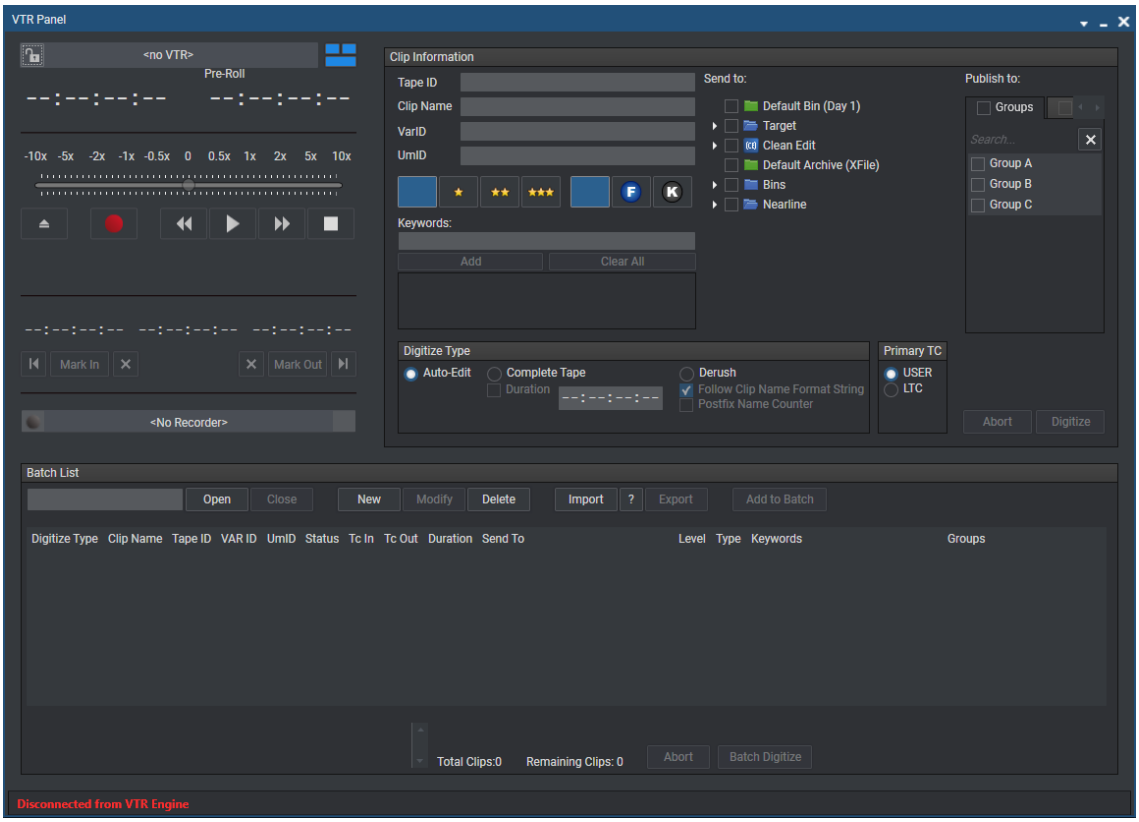
Clip Creation and Clip Information View

Clicking the  button displays the Clip Creation pane below the Transport Functions pane and the Clip Information pane on the right.



Batch List View

Clicking the  button displays the Batch List pane below the Clip Creation pane.

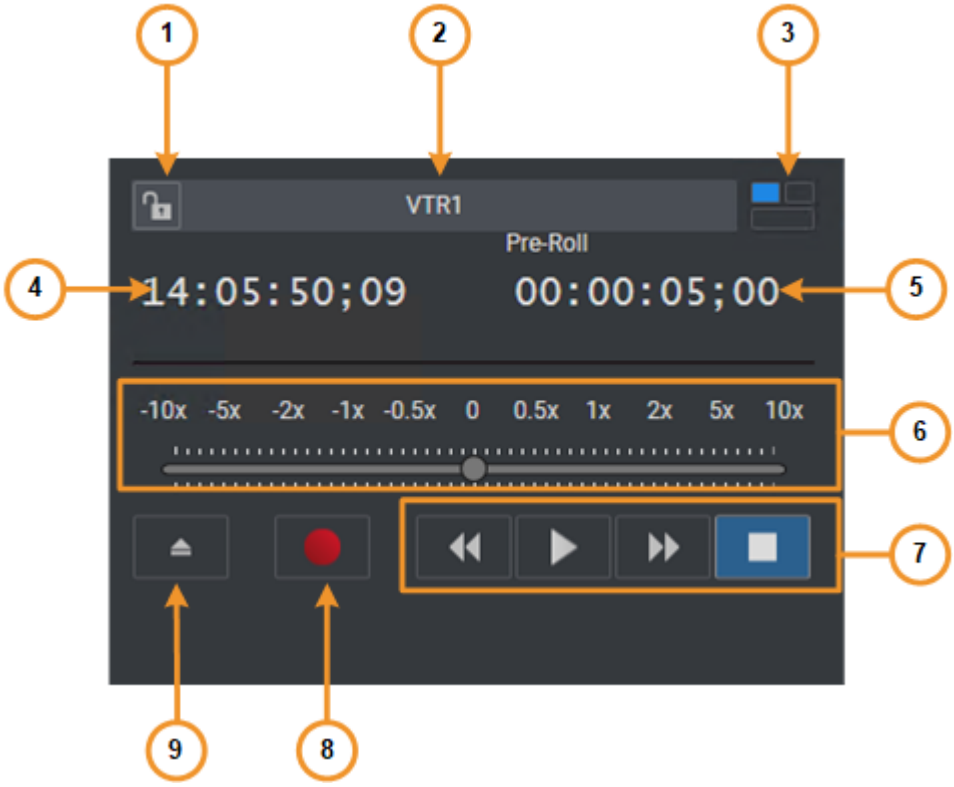


2.2. Transport Functions Pane

2.2.1. Overview of the Transport Functions Pane

The Transport Functions pane provides a shuttle bar and more transport functions to navigate in the material on the controlled VTR.

The Transport Functions pane contains the areas highlighted on the screenshot below:



Lock button (1)

This button makes it possible to lock the VTR device to prevent any operation from any IPDirector user interface.

The button can be displayed in two ways:

- : the channel is unlocked
- : the channel is locked.

VTR Name field (2)

This field is used to select the VTR device which will be used.

Pane Display button (3)

This button makes it possible to display or hide the various window panes.

See section "Touring the VTR Control Panel User Interface" on page 2.

Current Timecode field (4)

This field provides the current position of media on the tape.

The tape can be cued to a defined timecode by entering a value directly in this field and pressing **Enter**.

See section "Jumping to a Given Timecode within the Tape Media" on page 18.

Preroll field or Remaining Time field (5)

Depending on the situation, this field will display one of the two following values:

- The Preroll value defines how far the tape will rewind ahead of the **Mark IN** point before it starts to play. This allows the VTR to spin up and be at operating speed by the time the **Mark IN** is reached. This preroll value may have to be adjusted in consideration of the type of VTR being used.

  The Preroll value can be changed manually by entering numbers in this field.

- The Remaining Time value shows the time remaining before the digitization process stops. It is displayed instead of the Preroll value when the system is digitizing a media and if it knows the time when the digitization will end (Auto-Edit mode or "Complete Tape + Duration" mode).

Shuttle bar (6)

The shuttle bar allows you to move within the media at a variable speed.

See section "Playing Fast Rewind or Fast Forward" on page 15.

Transport commands (7)

Those commands are used to browse in and play the tape media.

See section "Transport Buttons and Shortcuts" on page 15 for the list of transport buttons and shortcuts.

Record button (8)

This button is used to record media from an EVS video server to a VTR device. The player channel on which the media is loaded must have been connected to the VTR device.

Eject button (9)

This button is used to eject the tape from the VTR.

Recording status

Digitization status displayed at the bottom when the system is digitizing a media.

2.2.2. VTR Name Contextual Menu

A contextual menu appears when you right-click the **VTR Name** field.

[List of available VTR devices]

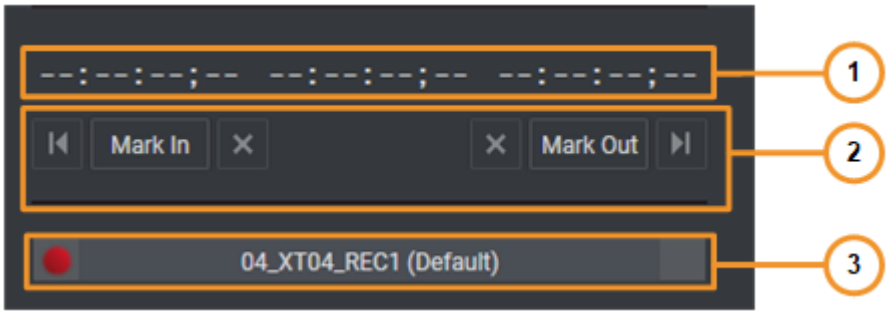
Provides the list of VTR devices available on the XNet network, and visible to the current user, which can be assigned to the VTR Control Panel. See section "Assigning a VTR Device" on page 14.

2.3. Clip Creation Pane

2.3.1. Overview of the Clip Creation Pane

The Clip Creation pane provides the functions to create clips. It is used together with the Clip Information pane which allows to enter clip metadata.

The Clip Information pane contains the areas highlighted on the screenshot below:



Time Information fields (1)

Those fields provide information on the duration and IN and OUT points of the clip being created.

They can be used to create a clip. See section "Creating a Clip by Marking Boundaries on Tape" on page 24.

Clip Creation commands (2)

Those commands are used to create a clip from the tape media.

See section "Creating a Clip by Marking Boundaries on Tape" on page 24 for the list of clip creation buttons and shortcuts.

The **GoTo IN** and **GoTo OUT** functions are described in See section "Transport Buttons and Shortcuts" on page 15.

Recorder Channel field (3)

This field displays the name of the selected recorder channel of the EVS video server which will be used in the clip digitization process.

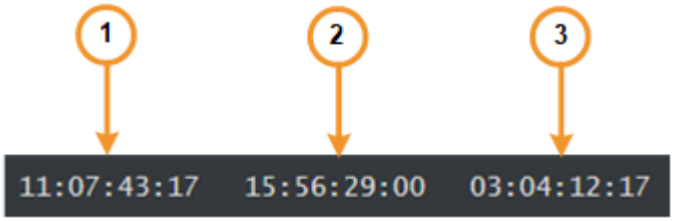
A contextual menu is available to select a recorder channel.

A **Change Recorder Input** button  will be displayed in the field when the selected recorder channel is physically linked to a video router. It allows users to change the assigned router IN port.

See section "Managing the Links with a Video Router" on page 21.

2.3.2. Time Information Fields

The following time information is displayed for the clip being digitized.



1. **IN** field: timecode of the IN point
2. **Duration** field: time interval between the IN and OUT points, i.e. clip duration
3. **OUT** field: timecode of the OUT point

2.3.3. Recorder Contextual Menu

A contextual menu appears when you right-click the **Recorder Channel** field.

The following table describes the commands available from the contextual menu.

None

Removes the association between the VTR Control Panel and the recorder.

[List of recorder channels from available EVS video servers]

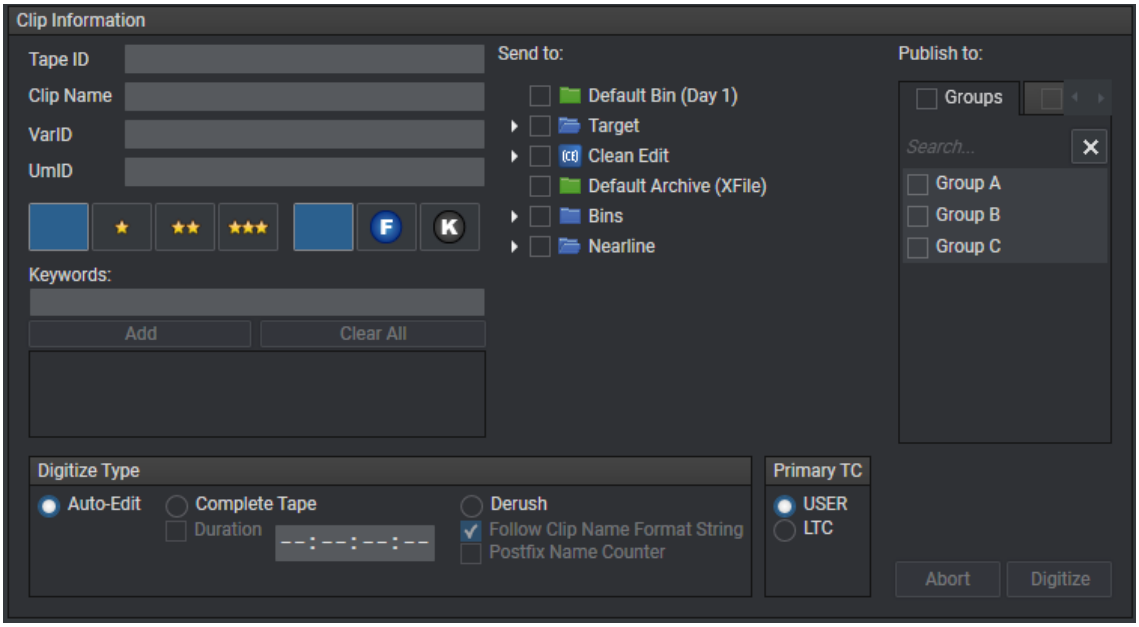
Provides the list of recorder channels available on the XNet network, and visible to the current user, which can be assigned to the VTR Control Panel and used to digitize a tape to an EVS video server.

See section "Assigning a Recoder Channel" on page 20 .

2.4. Clip Information Pane

The Clip Information pane allows the users to enter information about the clip to digitize and to select destination targets, to select the digitize type and to start the single clip digitization process.

The Clip Information pane contains the areas highlighted on the screenshot below:



The list below describes the various parts of the Clip Information pane.

Tape ID

This identifies the tape on which the clip is stored.

Clip Name

User-defined name for the clip. It can contain up to 24 alphanumeric characters.

It is mandatory.

VarID

VarID is a 32-character ID with variable length and format. It is automatically assigned to a new clip. It is mainly used to ensure redundancy on the system. It can be unique for a clip on the EVS server level or on the XNet network level, depending on EVS video server settings.

UmID

Unique Material Identification. UmID is a fixed length 8–character ID. The EVS server automatically assigns a UmID to each new clip. It is used for the unique identification of a clip on an XNet network.

Interest Level buttons

The **Interest Level** buttons allow users to assign an interest rating to a clip. Four interest levels can be defined, from no star to 3 stars. The background of the button corresponding to the selected interest level is blue. The default value is the no star level.

Type buttons

The **Type** buttons allow you to assign a type to a clip for use with Key and Fill operations.

The background of the button corresponding to the selected type is blue.

- The left button is used for normal items. This is the default value.
- The middle button is used for fill items.
- The right button is used for key items.

Keywords

This area allows you to assign up to five keywords to a clip to qualify its content.

Send To

Destinations where the clip can be transferred to.

The available targets are the targets set from the Remote Installer and the VIA Xsquare targets set from VIA Xsquare.

Select the check boxes corresponding to the requested destinations.

Publish To

User groups, or individual users, to which the clip can be published, i.e. made available.

- Select / clear the **Groups** checkbox or the **Users** checkbox at the top of the lists to select / unselect all the groups or all the users at once.
- Use the **Search** field to search for a group or to search for a user from the corresponding lists.

Digitize Type options

This area provides the different options to process digitization of tape media.

See section "Selecting the Clip Digitization Type" on page 24.

Primary TC

This area allows to select which primary timecode will be used for the ingested clip.

- **User TC**: timecode that is on the tape
- **LTC:** timecode based on the time the clip has been ingested in the system.

Digitize Process buttons

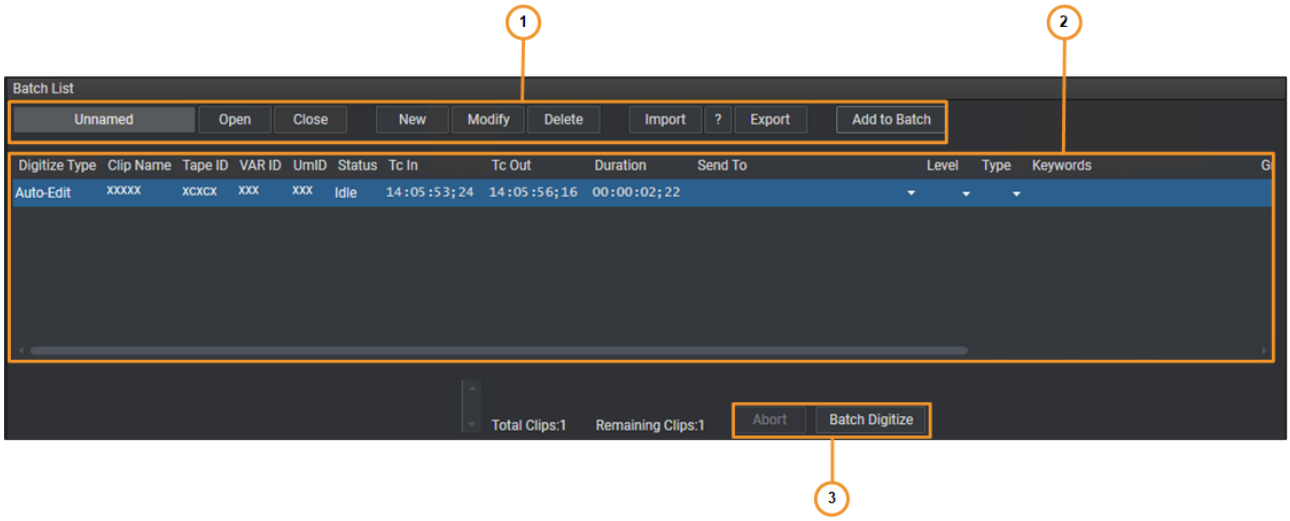
The **Digitize** button is used to start the digitize process.

The **Abort** button can be used to abort the digitize process in progress.

2.5. Batch List Pane

The Batch List pane provides the functions to digitize a list of clips at once.

It contains the areas highlighted on the screenshot below:



Batch List Management fields / buttons (1)

This area provides a series of fields and buttons used to manage the batch lists containing the clips to digitize.

Batch List Name field

Displays the name of the currently active batch list (if any).

Open

Opens an existing batch list.

Close

Closes the active batch list.

New

Creates a new batch list.

Modify

Modifies the properties of the active batch list.

Delete

Deletes a saved batch list.

Import

Imports a batch list from a file.

Help

Displays a help window about the file format used to import a batch list.

Export

Exports a batch list to a file.

Batch List grid (2)

This area displays the list of clips which have been added to the batch list in order to digitize them at once.

A contextual menu is available when right-clicking a clip in the list.

The following commands are available from the contextual menu.

Insert

Add a new line in the batch list

Delete

Deletes the selected clip from the batch list

Delete All

Deletes all the clips from the batch list

Reset Status

Resets the digitization status of selected clips to Idle. This allows users to restart the digitization process for clips when an error occurred.

Digitization buttons (3)

The **Batch Digitize** button is used to start the digitize process of the batch.

The **Abort** button can be used to abort the digitize process in progress.

3. Assigning a VTR Device

Introduction

To be able to work with the VTR Control Panel, a VTR device must be selected and linked to the panel.

There are several methods to assign a VTR device to the VTR Control Panel. Some of the methods will directly open an instance of the VTR Control Panel. Others are used when the VTR Control Panel is already open.

- Assign a VTR from the Channel Explorer.
- Assign a VTR from the VTR Name field in the VTR Control Panel.

Closing the VTR Control Panel automatically un-assigns a VTR device.

How to Assign a VTR from the Channel Explorer

To open the VTR Control Panel and assign a VTR device to it from the Channel Explorer, proceed in one of the following ways:

- In the Channel Explorer, double-click on the corresponding VTR name.
- In the Channel Explorer, right-click a VTR name and select **Open VTR Control Panel** from the contextual menu.
- Open a VTR Control Panel and drag a VTR item from the Channel Explorer onto the open VTR Control Panel.

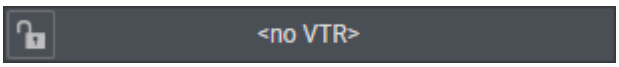
How to Assign a VTR Device from the VTR Name Field

To assign a VTR from the **VTR Name** field,

1. Select VTR Control Panel from the main menu of IPDirector.

   A VTR Control Panel window opens with a dimmed display as a VTR has yet to be assigned.

2. Right-click the **VTR Name** field:

   This displays a contextual menu which lists the available VTR devices.

3. Select the VTR to assign from the contextual menu.

4. Moving Through Media

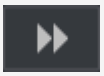
4.1. Introduction

The Transport Functions pane provides a Shuttle bar and transport buttons to navigate in the tape media. In addition, other options allow to directly jump to a given timecode within the media.

Some transport functions are available from the Clip Creation pane to allow to move in the clip being digitized.

4.2. Transport Buttons and Shortcuts

The following table gives the meaning of each transport operation which can be used with a tape. A button and/or a keyboard shortcut can be used to perform each action.

Operation	User Interface Button	Keyboard Shortcut	Description
Play		P	Starts to play the tape media.
Pause			Stops playing the tape media.
Fast Rewind		W	Starts moving backwards through the tape media at the preset speed. See section "Playing Fast Rewind or Fast Forward" on page 15.
Fast Forward		F	Starts moving forward through the tape media at preset speed. See section "Playing Fast Rewind or Fast Forward" on page 15.

4.3. Playing Fast Rewind or Fast Forward

How to Play Fast Rewind or Fast Forward at Preset Speed

The Preset Speed

A default rewind speed and a default forward speed are set in the **Tools > Settings > Control Panel** category.

Using the **Fast Rewind** or the **Fast Forward** buttons, shortcuts or Shuttle PRO keys will play the media at this default speed value. Another speed value than the default one can be chosen by means of contextual menus.

Play Fast Rewind

Operation	User Interface Button	Keyboard Shortcut
Fast Rewind		

Play Fast Forward

Operation	User Interface Button	Keyboard Shortcut
Fast Forward		

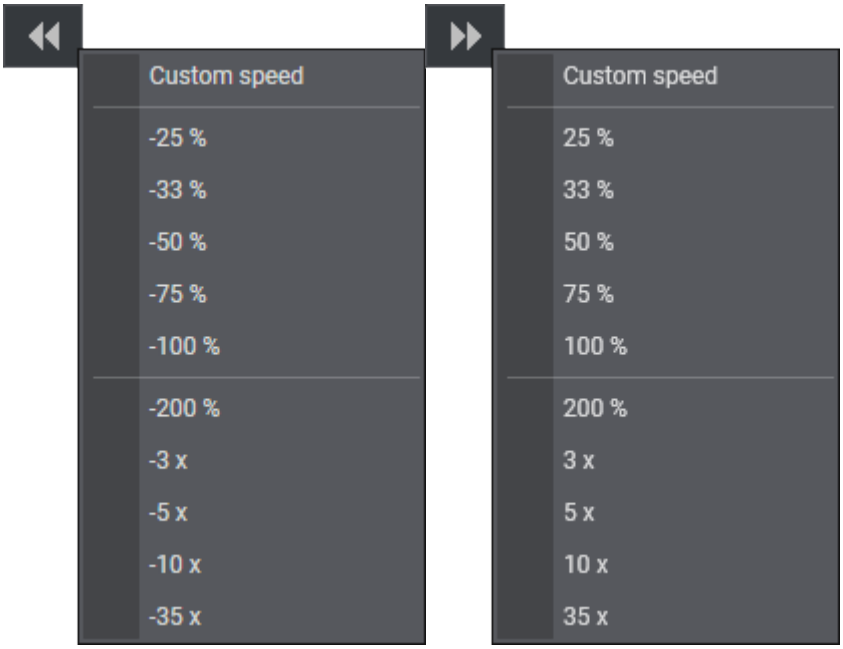
Some VTR devices may not support all the custom speed values. When a custom speed is not available on the VTR, the closest available speed will be used.

How to Use another Speed Value than the Default One

Contextual Menus on the Fast Rewind and Fast Forward Buttons

To use another speed value,

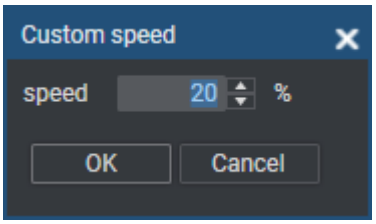
1. Right-click the **Fast Rewind** button or the **Fast Forward** button
2. Select one of the options from the contextual menu.



How to Use a Custom Speed Value

1. Press  or select **Custom Speed** from the Fast Rewind or Fast Forward contextual menus.

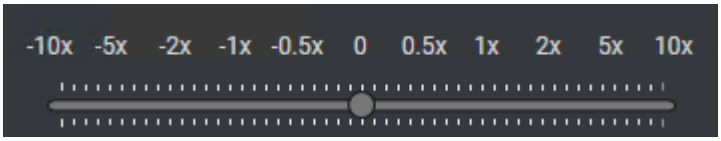
   The Custom Speed window is displayed:

2. Select or enter a value in the **Speed** field from 0 to 300%.
3. Click **OK**.

How to Play Backward or Forward at Increasing or Decreasing Speed

The Shuttle bar allows to play the tape at different speeds.

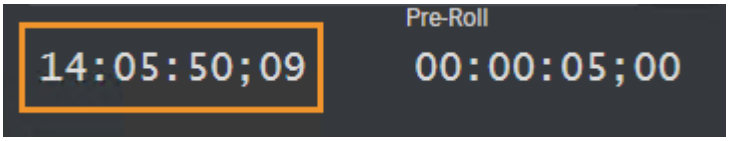


The slider can be dragged to the left or to the right to respectively play backward or forward. It returns to the zero state as soon as the mouse button is released.

The slider can be "parked" at a fixed position by right-clicking the Shuttle bar at the desired position. To return the slider to the zero state, left-click anywhere in the Shuttle bar.

4.4. Jumping to a Given Timecode within the Tape Media

To jump to a given timecode of a tape media, enter a new timecode value in the **Current Timecode** field and press **ENTER**.



5. Digitizing a Clip

5.1. Introduction

In Clip Digitize Mode, a clip can be digitized from the VTR to a recorder channel on an EVS video server. In the digitize process, clips can be sent to different destinations and published to user groups.

The users have several options to digitize a clip from a tape:

- Defining a Mark In point and a Mark Out point and digitizing the portion of the tape into one clip. This is called the Auto-Edit mode.
- Ingesting the entire tape and creating a single clip, even if the tape contains timecode discontinuities.
- Defining the clip duration and digitizing the corresponding portion of the tape from its beginning into one clip.
- Ingesting an entire tape and creating a different clip each time a timecode disruption is encountered. This is called the Derush mode.

  In this case, several clips are automatically created from the same tape by the system, while in the Batch Digitize Mode several clips may come from different tapes and are put to the batch list by the users.

5.2. Process Overview

The process of digitizing a clip can be summarized by the following steps.

Step		See section...
1.	Link the VTR device to the VTR Control Panel	"Assigning a VTR Device" on page 14.
2.	Select the recorder channel of the EVS video server	"Assigning a Recoder Channel" on page 20.
3.	Choose the digitization type	"Selecting the Clip Digitization Type" on page 24.

Step		See section...
4.	Perform the steps specific to the selected digitization type: • Auto-edit: Create a clip • Complete tape: no additional step • Selected duration: enter a duration in the **Duration** field • Derush: (optional) start and/or stop the process at the required position.	"Creating a Clip by Marking Boundaries on Tape" on page 24 and "Derushing a Tape" on page 26.
5.	Enter clip metadata, select destination target	"Clip Information Pane" on page 9.
6.	Start the digitization process	Click the **Digitize** button.

5.3. Managing Channels

5.3.1. Introduction

This chapter describes how to assign a recorder channel to a VTR Control Panel and how to manage links with a video router.

5.3.2. Assigning a Recoder Channel

Introduction

Assigning a recorder channel of an EVS video server to the VTR Control Panel is required to be able to initiate the Clip Digitize or Bach Digitize modes. So the VTR Engine can obtain VITC/ANC-TC from the video. This enables the digitize process to ensure frame accurate clip creations.

A default recorder can be defined in the VTR Engine configuration. As soon as the VTR device is selected, the associated default recorder channel is automatically assigned to the VTR Control Panel. Refer to the IPDirector Technical Reference manual for more information.

There are several ways to assign a recorder channel to a VTR Control Panel.

How to Assign a Recorder Channel from the Channel Explorer

Users can assign a recorder channel to a VTR Control Panel from the Channel Explorer.

This can be done in the following way:

- Drag a recorder channel from the Channel Explorer onto the **Recorder Channel** field of the open VTR Control Panel.

  The name of the selected recorder is displayed in the **Recorder Channel** field.

When a recorder channel is assigned to an application, the **Recorder** icon in the Channel Explorer window changes from  to  .

How to Assign a Recorder Channel from the Channel Field

Users can select a player from the **Recorder Channel** field.

To do so, proceed as follows:

1. Right-click the **Channel** field

   A contextual menu displays the available recorder channels.

2. Select the recorder channel to assign.

5.3.3. Managing the Links with a Video Router

Introduction

Video routers can be used with IPDirector to increase the number of incoming feeds manageable by EVS server recorder channels and/or the number of output channels able to play out the media from a player channel, depending on the configuration of the installation.

An EVS server recorder channel will be physically connected to an OUT port of the router, so the recorder channel records the feed received by the IN port of the router associated with this OUT port.

The router can be placed between one or several VTR devices and the recorder channels of one or several EVS video server. So the recorded feed will come from a tape media.

When a video router is used with an EVS server controlled by IPDirector, the router ports routed to the EVS server channels are shown in the IPDirector interface. So, users know exactly which router IN port is used by a recorder.

Some configuration is performed from the Remote Installer regarding the communication parameters and the association of router ports physically linked to EVS server channels. Refer to the IPDirector Technical Reference for the Remote Installer .

However, IPDirector users with appropriate user rights have the possibility to switch the assignment between router IN ports and router OUT ports from the IPDirector user interface.

The supported routers are those working with one of the following protocols:

- Miranda NV9000
- Probel SW-P-08
- Jupiter ES-Switch

Nevertheless, rather than communicating directly with a router, it is possible to communicate with a VSM system (broadcast control and monitoring system). Then, IPDirector will be able to work with all the routers supported by the VSM.

Assigning a Recorder Source

Introduction

If a recorder channel is linked to an OUT port of a router, it records the feed received by the IN port of the router associated with this OUT port. In the case of a VTR device connected to a router IN port, the media recorded by the recorder channel will come from the tape in the VTR device.

IPDirector users with appropriate user rights have the possibility to manually switch the assignment between router IN ports and router OUT ports. So, another VTR device, connected to another router IN port, can be selected and the VTR tape will be recorded by the server recorder channel as soon as the router IN port assigned to the channel has changed.

This operation can be done from the Channel Explorer, from the Recorder Panel, from the VTR Control Panel and from the Ingest Scheduler. A switch done from an application is automatically reflected in the other ones.

When using the Jupiter ES-Switch protocol, it is not allowed to change the association between a recorder channel and a router IN port during the recording of an ingest. Actually, the system will lock this association slightly before recording the scheduled ingest and it will unlock it slightly after the recording stops. This small period of time before and after the ingest is defined by the **Maximum Switch Latency** setting from the Remote Installer (Configure > Router Control Channels tab). This setting also defines the period of time when the system will switch to the IN port before the recording starts.

Prerequisites

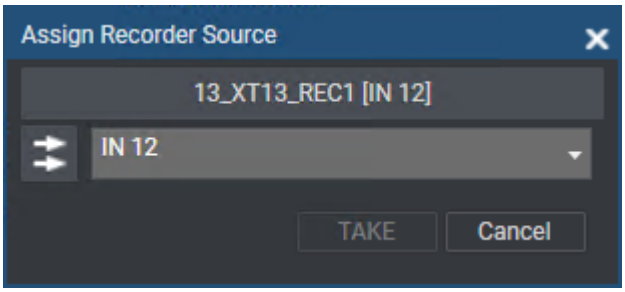
- The appropriate configuration must have been done from the Remote Installer regarding the communication parameters and the association of router OUT ports physically linked to recorder channels.
- The Router Control service is started.
- A VTR device has been assigned to the VTR Control Panel.
- A recorder channel physically connected to a router OUT port has been assigned to the VTR Control Panel.

How to Assign a Router IN Port to a Recorder Channel

To assign an IN port of a video router to a recorder channel from the VTR Control Panel or to change the assignment, proceed as follows:

1. Click the **Change Recorder Input** button  next to the **Recorder Channel** field.

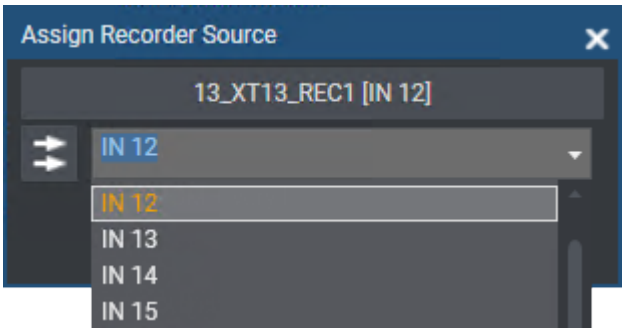
   The Assign Recorder Source window opens:

   It shows the name of the router IN port already associated with the recorder channel.

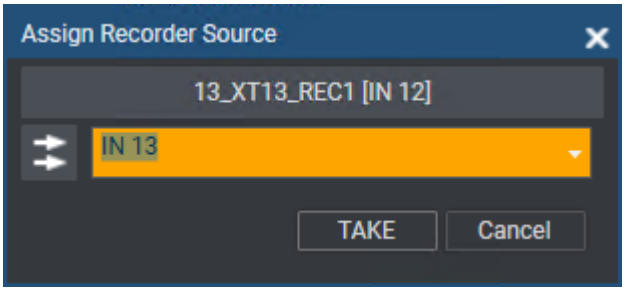
2. Click the arrow next to the **Router IN Port** field.

   The list of all the router IN ports is displayed:

3. Select an IN port.

   The **Router IN Port** field is highlighted to warn the users that the selection has changed but has not been saved:

4. Click **TAKE** to send a command to the router service and link the router OUT port connected to the recorder channel with the selected router IN port.

The name of the IN port is displayed next to the recorder channel name.

5.4. Selecting the Clip Digitization Type

The different options available to digitize a tape, or a portion of it, are shown in the Digitize Types area of the Clip Information pane. The table below describes the use of each option.

Option	Used for...
Auto Edit	the digitization of a selected portion of tape.
Complete Tape	the digitization of an entire tape into a single clip.
Complete Tape + Duration	the digitization of a media for a selected duration from the beginning of the tape.
Derush	the digitization of an entire tape into as many clips as there are timecode disruptions.

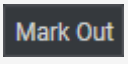
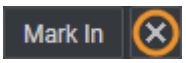
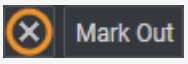
5.5. Creating a Clip by Marking Boundaries on Tape

Introduction

When the **Auto Edit** option is selected, to digitize a portion of tape, users can mark the boundaries of a clip from the tape media thanks to the clip creation functions of the Clip Creation pane.

Clip Creation Buttons and Shortcuts

The following table gives the meaning of each clip creation operation. A button and/or a keyboard shortcut can be used to perform each action. The ShuttlePRO device has buttons dedicated to most of these functions as well.

Operation	User Interface Button	Keyboard Shortcut	Description
Mark IN			Sets an IN point at the timecode shown in the **Current Timecode** field.
Mark OUT			Sets an OUT point at the timecode shown in the **Current Timecode** field.
Clear IN			Clears the IN point which has just been set.
Clear OUT			Clears the OUT point which has just been set.

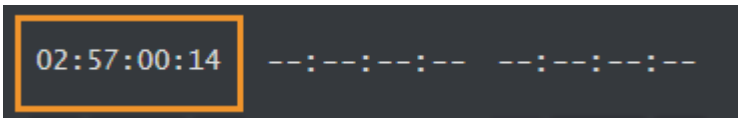
Operation	User Interface Button	Keyboard Shortcut	Description
Goto IN			Moves the current position to the Mark IN point of a clip being digitized.
Goto OUT			Moves the current position to the Mark OUT point of a clip being digitized.

How to Mark a Clip on a Tape

To mark a portion of a tape media, proceed as follows:

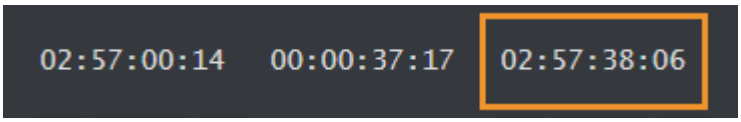
1. Mark an IN point in one of the following ways:
   - Use the clip creation function (button or shortcut) to set an IN point at the required timecode.
   - Enter the timecode of the requested IN point in the **IN** field and press **ENTER**.

   The IN point is set:

2. Mark an OUT point in one of the following ways:
   - Use the clip creation function to set an OUT point at the required timecode
   - Enter the timecode of the requested OUT point in the **OUT** field and press **ENTER**.

   The OUT point is set:

   The clip duration is displayed in the **Duration** field.

No guardbands are kept.

5.6. Derushing a Tape

Clip Settings

Settings specific to the naming of clips with the **Derush** digitization type are available. They are explained in the next table.

Setting Option	Description
Follow Clip Name Format String	When this option is selected, the clip name format string set under Tools > Settings > Autoname > Clip is applied to name clips. The **Clip Name** field in the Clip Information pane is then dimmed.
Postfix Name Counter	When this option is selected, a incremental number is added at the end of the clip name. This option does not make the **Clip Name** field unavailable.

None, one or both options can be selected at the same time.

How to Create Several Clips from an Entire Tape

To digitize an entire tape or a portion of tape and create clips each time a timecode jump exists on the tape, proceed as follows:

1. Use the transport functions to position the tape where you want to start the digitization process.
2. Click the **Stop** button to stop the digitization process. Otherwise, the system will stop at the end of the tape.

6. Digitizing a Batch of Clips

Purpose

In Batch Digitize Mode, several clips can be queued in a Batch list, so that they will all be digitized in one process run.

Process Overview

The process of digitizing a batch of clips can be summarized by the following steps.

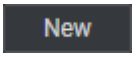
Step		See section...
1.	Create a batch list. OR Open an existing batch list.	"How to Create a Batch List" on page 28 and "Batch List Pane" on page 12.
2.	Create a clip • with **Auto Edit** option • with **Complete Tape** option • with **Complete Tape** and **Duration** options	"Creating a Clip by Marking Boundaries on Tape" on page 24 and "Digitizing a Clip" on page 19.
3.	Add the clip to the batch list • Click the **Add to Batch** button.  The **Add to Batch** button cannot be used with the **Derush** digitization type.	
4.	Repeat steps 2 and 3 to add more clips to the batch list.	
5.	Start the digitization process • Click the **Batch Digitize** button.	

Managing Batch Lists

How to Create a Batch List

To create a Batch List, proceed as follows:

1. Click the **New** button.

   The New Batch List window opens.
2. Enter a name for the Batch List, and a description if needed.
3. Click **OK**.

The batch list name is displayed in the field on the top left corner of the Batch List pane.

How to Import a Batch List

The Batch List can be prepared outside IPDirector and saved as a CSV (Comma Separated Value) file or a TXT (Text) file. These files can be imported straight into IPDirector.

To import a Batch List,

1. Click the **Import** button
2. Select the list you wish to import
3. Select the file format
4. Click **Open**.

How to Export a Batch List

A Batch List that has been created in IPDirector can be exported to a CSV file.

To export a batch list,

1. Click the **Export** button
2. In the Export a Batch List window, select a folder, enter a file name and click **Save**.
3. In the next window, do one of the following:
   - select a csv profile
   - click the **Select** button to define a profile.

     The Choose Columns to Export window opens.

     Follow steps 4 to 7.
4. To define a profile, select which columns from the Batch List should be included in the export file
5. Click **Save Export Profile**.

6. Enter a name in the Profile Name window
7. Click **OK**.

7. VTR Control Panel Shortcuts

Keyboard shortcuts are available to perform some operations.

They are listed in the Define Shortcuts windows which can be accessed by clicking the **Tools > Define Shortcuts** option from the menu bar of the IPDirector main window and then selecting the **[Application Name]** button on the left.

Some shortcuts can be redefined to suit individual preferences. They are displayed in regular text. Other ones cannot be modified.

See section "Shortcut Definition" in the General Functions user manual for more information.

Description	Current Value
Eject	Shift-Escape
Abort digitize and batch digitize	Shift-Ctrl-A
Add to batch	Shift-A
Digitize	Shift-E
Batch digitize	Shift-B
Open batch list	Shift-Ctrl-O
Close batch list	Shift-Ctrl-C
New batch list	Ctrl-N
Modify batch list	Ctrl-M
Delete batch list	Ctrl-D
Import batch list	Shift-Ctrl-I
Export batch list	Shift-Ctrl-E
Select clipname	Shift-C
Select tape id	Shift-T
Select TC IN	Shift-I
Select TC OUT	Shift-O

Record	R
PLAY	P
PAUSE	Space
Fast Forward (FF)	F
Fast Reverse (FR)	W
Mark IN	I
Clear IN	Ctrl-I
Goto IN	A
Mark OUT	O
Clear OUT	Ctrl-O
Goto OUT	E
Lock/Unlock channel	Ctrl-L

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