USER MANUAL
PART 1 - GENERAL WORKSPACE

Version 6.0 - November 2012

IP.Director

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Improvement Requests

Your comments will help us improve the quality of the user documentation. Do not hesitate to send improvement requests, or report any error or inaccuracy on this user manual by e-mail to doc@evs.com.

Regional Contacts

The address and phone number of the EVS headquarters are usually mentioned in the Help > About menu in the user interface.

You will find the full list of addresses and phone numbers of local offices either at the end of this user manual (for manuals on hardware products) or at the following page on the EVS website: http://www.evs.com/contacts.

User Manuals on EVS Website

The latest version of the user manual, if any, and other user manuals on EVS products can be found on the EVS download center, on the following webpage: http://www.evs.com/downloadcenter.

Table of Contents

What's New?

The following table describes the sections updated to reflect the new and modified features on IPDirector from version 6.0 (compared to version 5.9).

In the user manual, the icon 

has been added on left margin to highlight information on new and updated features.

Click the section number (or the description) in the table to jump directly to the corresponding section.

Section	Description
Main Window	
1.3.7	The Database Explorer now displays edits. Bins can contain edits as well.
1.3.8	VTR Panel: The Derush mode allows the users to ingest an entire tape and create a different clip each time a timecode disruption is encountered.
1.3.9	Possibility to load a timeline on a Control Panel.
1.3.9	Possibility to play a series of clips, a playlist or a timeline with its transition effects on a single player channel ("Mix on one channel" functionality).
1.3.13	The Director's Cut application is a new IPDirector module. It should be fully released by the end of 2012.
2.3.7 - 2.3	A **Retry Job** button has been added to the Transfer Monitoring window to resubmit jobs with a Cancelled or Error status.
2.4.3 - 2.4.4 - 4	Depending on the server configuration, up to 8 channels can be displayed on the various panels, with a maximum of 6 recorder or 6 player channels.
Settings	
3.1.2	A new setting enable users to perform a search on word synonyms.
3.1.3	Name Settings for Clips and Files: • Up to 10 user fields and 5 keywords can be used in clip/ingest/file auto-names and clip/ingest name prefix. • Some format string options result in different values in the final name or prefix of linked clips recorded on ganged recorders.
3.1.4	General Settings for Clips: new settings related to sub-clipping and trimming of linked clips.
3.1.6	Settings: OSD settings now apply not only to loaded playlists but also to other media. So, the OSD Settings window has been moved to the higher level of the IPDirector Settings window.

Section	Description
Shortcuts	
3.2.4	A new shortcut has been defined to turn the OSD ON or OFF.
System Management	
3.3.1	Layouts specifically dedicated to a category of users can be pre-defined and assigned to a user by system administrators, so it becomes its default layout.
3.3.2	Layout Management: layout toolbars are no more used with IPDirector 6.0.
2.3.6 - 3.4.1 - 3.4.2 - 3.4.3	Edits can now be managed from IPDirector. Metadata can be associated to this new item type.
3.5.4	Two types of layouts can be used with the BEPlay remote. Two new action buttons are now available to split a playlist element or to go to an element.
3.5.4	The BEPlay Remote can be used with timelines.
3.6	ShuttlePRO: two shortcuts have been added: one to turn the OSD ON or OFF, and one to split a playlist element.
Channel Explorer	
4.2.3	Updated list of the icons displayed in Channel Explorer. New icon for player channels supporting the Mix on one channel functionality.
4.2.5	Player channel name changed on an EVS video server is immediately reflected everywhere it is displayed in the IPDirector interface.
4.7	Possibility to turn the OSD ON or OFF from the Channel Explorer.
4.8.2	The option used to display the EVS server configuration window has been renamed **Restart Server**.
4.8.3	Possibility to access the EVS Server Web Configuration Tool from IPDirector.
On-Screen Display	
5	New chapter related to the OSD.

1. Introduction

1.1. IPDirector Overview

IPDirector is an integrated suite of software applications designed to enhance the workflow of a television production.

IPDirector uses its applications to control multiple channels from several EVS video servers connected to the XNet SDTI network. The IPDirector system sees the XNet network as one large server whose storage is divided into various sections accessible by any channel from any EVS server within the XNet network.

The IPDirector suite allows:

- ingest control,
- metadata management,
- on the fly editing,
- playout scheduling,

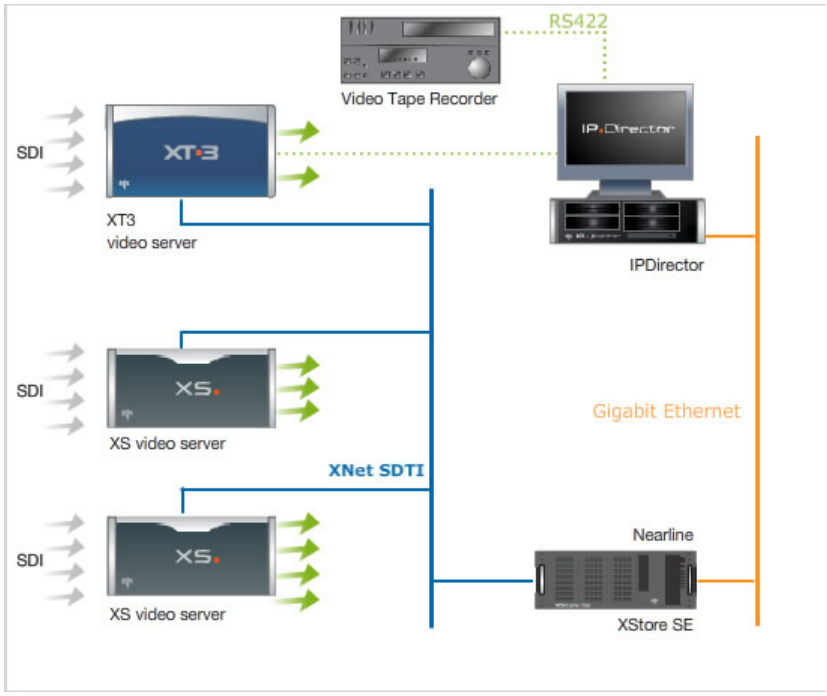
All are managed from a single interface.

Together with XTAccess, EVS gateway software, media interchange is facilitated between EVS video servers and third-party tools such as post-production, file-based camcorders, storage, etc.

1.2. IPDirector Uses

1.2.1. Standalone Mode

Each IPDirector workstation can function as a standalone system while providing all applications for the production, from ingest to playout.

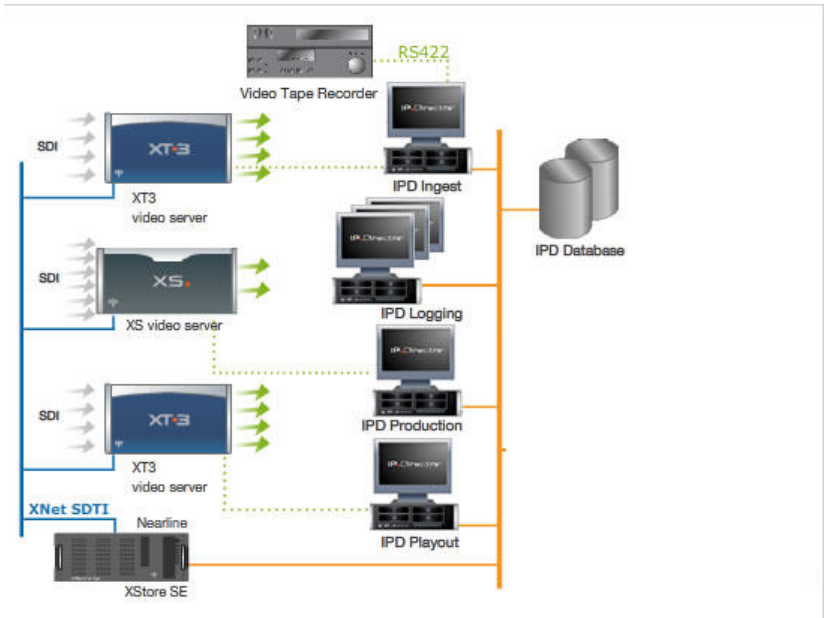


1.2.2. Modular Mode

Several workstations can be used, running only the applications required for a specific task.

Each workstation is connected through Ethernet with a central Database.

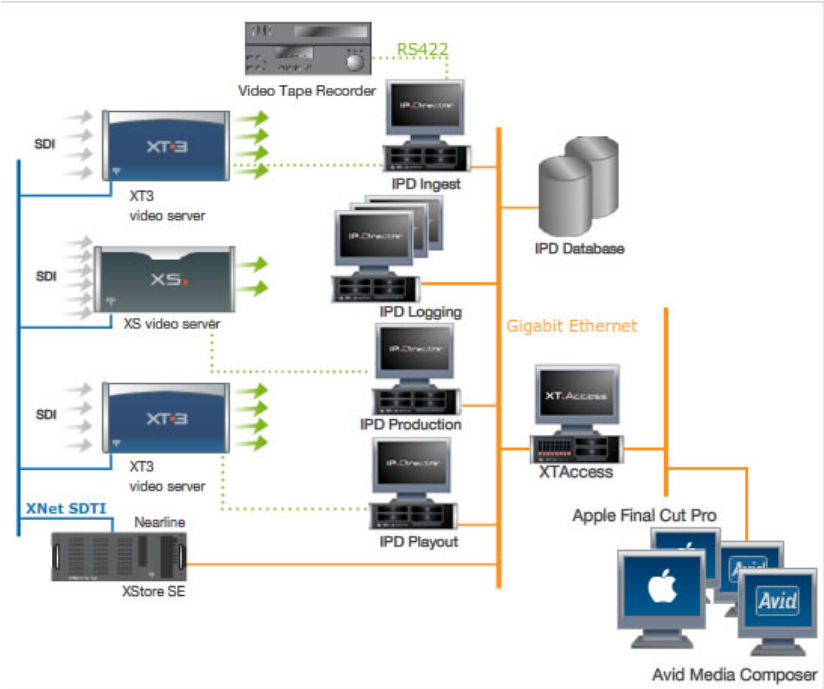
When networked together, IPDirector Database information is available to all other workstations used in different production areas while enhancing the overall production workflow.



In this modular mode, the first IPDirector station commands the ingest and is able to control multiple recordings and the digitization process of tapes into EVS servers.

This can be complemented with a logging module inside IPDirector which can associate data with each recording. The logs created will be accessible by all other users on the different workstations.

Other IPDirector workstations dedicated to the production phase allow a control of media while making clips, playlists, timelines, bins and logs. They also allow the transfer of media to third-party editing systems for finalizing edits, for instance.



Once the edit has been finalized, it can be sent back for playback to an EVS server. At the end of the production process, another workstation can allow the playback of any clips or playlists.

It also allows Fill & Key playback with perfect timecode accuracy.

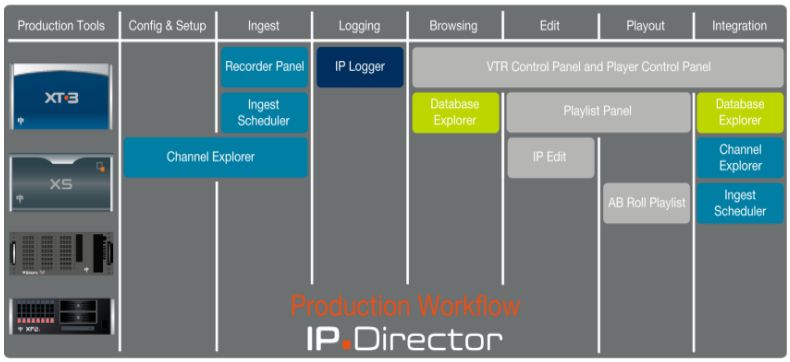
1.3. IPDirector Applications

1.3.1. Production Workflow

There are several applications designed for use on a production. Each is integrated into the overall package and is accessible via installed software licenses.

Each application can be used to perform different tasks.

The following diagram represents the production process and the role of every application.



1.3.2. Channel Explorer

The Channel Explorer provides a comprehensive overview of any device available on the media sharing network, XNet2, including:

- EVS video servers, with their recorder channels and player channels,
- XF2 removable storage,
- XStoreSE media storage,
- high resolution and low resolution streams,
- VTR devices,

From within the Channel Explorer window, any IPDirector workstation can take control of one or several channels from different EVS servers connected to the XNet. When control has been taken, the selected channels can be locked.

The flexibility of IPDirector allows multiple channels to be managed together in a variety of methods:

- Ganged channels: allowing simultaneous control of several channels from one control panel (recorders or players)
- Fill and Key: allowing 2 clips to be linked in a Fill/Key pairing for playback to a vision mixer (switcher) or keyable device.
- Program/preview: allowing the playout of audio and video transition effects between clips, playlist elements or timeline elements.
- Lock Timeline: allowing two channels to be function as Timeline Engine for use with IPEdit.
- AB Roll Playlist: to control and play material on up to 4 channels at the same time.

1.3.3. Recorder Panel

The Recorder Panel is the graphic user interface required to control recorder channels of EVS servers. It displays the channel record status and allows to start or stop the recording by a recorder channel. It provides the basic functions to create a clip.

1.3.4. Ingest Scheduler

The Ingest Scheduler is a visual tool that allows the creation, editing and view of scheduled ingests on EVS video servers, or from the servers to files on storage via XTAccess. It provides a timeline view of each recorder and stream configured through the Remote Installer and controlled by IPDirector.

The Ingest Scheduler is designed to control:

- ingests as a growing clip on any recorder channel of an EVS video server (high resolution or low resolution) controlled by IPDirector.

  The scheduled ingests are automatically saved as clip elements of XT Clip type.

- streams of the material ingested onto the recorders. The streams shown are virtual channels that are automatically associated with each recorder if at least one XTAccess in the GigE network.

  The streams are automatically saved to files and appear in IPDirector as clip elements of File type.

This module is used to schedule ingests in the future, but can also be used to immediately start a recording. It is designed to schedule one-shot ingests or to schedule ingests repeated at regular intervals (Repeat Every ingests) or repeated at a defined start time on selected days (Repeat ingests).

Ingests can be associated to a logsheet and automatically protected.

1.3.5. IPLogger

IPLogger is used to create logs on a given event. A log is a reference point to a given timecode in a record train, to which descriptive information can be associated. This is used to easily identify important moments in an event and create clips later on based on the logs.

Logs are related to a logsheet which is created for the event and contains its own metadata, previously defined in a logsheet profile. Users have the possibility to create log entries directly during the event, or later on.

Users can associate metadata to the log, such as keywords, interest level, highlight color or a description.

1.3.6. Keyword Management

A set of applications is used to manage the keywords database, prepare grids and dictionaries for logging, searching and browsing.

Using the Keyword Management tools, a keyword grid or dictionary content can easily be changed and organized by the operator and production team to make it perfectly suited for any sport or live production. An unlimited number of keyword grids, consisting of up to 300 words each can be managed by IPDirector.

Keyword Management tools allows the addition of single keywords to the database and therefore to any grid. It also allows the import of keyword grids generated by an EVS sever, keyword grids from other IPDirector installations and even the integration of keywords and keyword grids from 3rd party databases which may already exist such as competitor lists and team or event statistical databases.

Simple text files can also be easily imported into the Keyword Database making it easy to import data from a web page or other document where words exist for your event.

1.3.7. Database Explorer

The Database Explorer is a central point in the IPDirector application to perform search on all the media available on the network and to load media. It provides access to any high or low resolution media available on the online production network, as well as nearline storage platforms. This includes clips (XT clips and files), playlists, edits, timelines, and logs. It can also display the list of off-line nearline media.

Bins can be created to organize clips, playlists, edits and timelines and bin rules can be defined to automatically copy clips, playlists, edits or timelines within a bin corresponding to a specific applied filter.

1.3.8. VTR Control Panel

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 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.

1.3.9. Control Panel

The Control Panel is the graphical user interface used to preview and manipulate:

- clips, record trains, playlists and timelines stored on an EVS video server when the Control Panel is associated to a player channel,
- files stored on a nearline folder of the GigE network when the Control Panel is associated to the OCX Software Player (if the workstation has a valid license for it).

It provides transport functions to play the media and clip creation functions to clip media or trim existing clips.

Clips, playlists or timelines can be played out with transition effects between elements. To do so, special channel modes must be enabled. Depending on several parameters on the EVS video server, a single player channel could be used or two player channels must be dedicated to the playout of the loaded item.

It also allows to:

- build and play clip-lists (simple playlists),
- play back media in loop or bounce-modes,
- synchronize playback on ganged channels.

1.3.10. Playlist Panel

The Playlist Panel allows the creation, modification and playout of multiple playlists on air using an efficient and extremely flexible workflow.

A variety of playout effects can be defined, different stop or start options can be programmed, and tags can be set to carry out specific audio or video actions during playout.

1.3.11. IPEdit

IPEdit allows complete timeline editing while maintaining the speed and power of the EVS servers recorder and player channels. Drag-and-drop operations and keyboard shortcuts make it easy to perform video and audio transition effects. Video graphics and voiceovers can be added to the timelines.

Up to two simultaneous timelines can be created per EVS server. GPI Out allows for external device automation, and the ability to play out while editing ensures a speed to air workflow.

1.3.12. AB Roll Playlist

The AB Roll Playlist application is used to control and play material on a series of channels from a staged playlist in the database. These channels load in a sequential manner as per a shows rundown or planned sequence. These channels may be directly managed using the companion MPlay remote to manage up to 4 player channels.

Playlists from any EVS interface or third party applications, or rundowns from NRCS (Newsroom Computer Systems) can be used as input for the AB Roll Playlist application.

1.3.13. Director's Cut

The Director's Cut application is used in live or near-live post-productions.

Takes recorded from several camera angles at a time, as well as the Director's PGM cut which are created with a switcher, are kept on the EVS video servers and streamed or written to a NLE. An EDL using all the switcher input change notifications that appears on the switcher when the director produces the show is exported to the NLE in native format and linked to the takes.

2. IPDirector Main Window

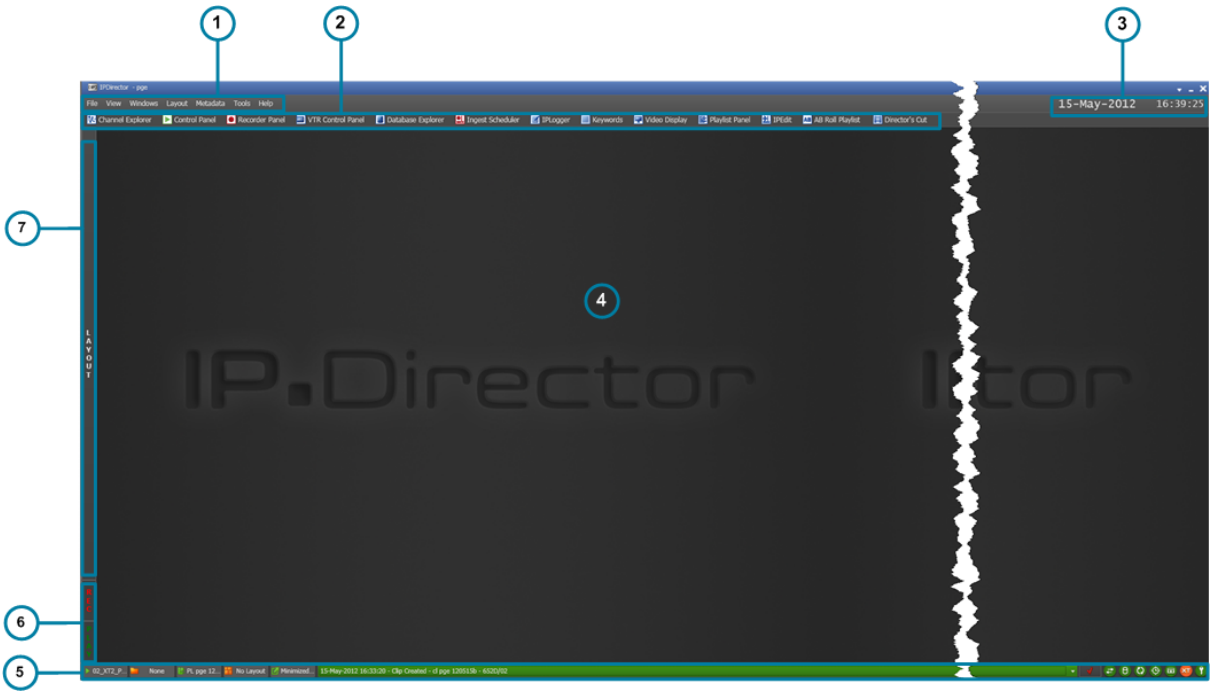
2.1. Introduction

The IPDirector main window is the window which opens when IPDirector is started. By default the IPDirector main window opens without no application window opened. However, specific layout of windows display may have been assigned to a user or created and saved by the user, so this layout will automatically be launched when the user logs in.

From this main window, the user can open one or several instances of the various IPDirector applications.

2.2. Overview of the IPDirector Main Window

The IPDirector main window contains the main areas highlighted on the following screenshot and shortly described in the table below:



Area		Description
1.	Menu bar	The Menu bar gives access to the several menu commands. • The **File**, **View**, **Windows** and **Layout** menu commands allow the users to modify and customize the IPDirector user interface in which they are working. • The **Metadata** menu gives access to the options for managing the customer-defined data that can be associated with clips, logsheets, playlists and timelines. • The **Tools** menu gives access, among others, to the settings and shortcuts defined for the various IPDirector applications as well as some additional options. • The **Help** menu gives access to the application version, user manual, license information, etc. See section "Menu Bar" on page 11 for more information on the menu commands.
2.	Application bar	The application bar provides direct access to the various IPDirector applications. When the user clicks the icon corresponding to a given application, the application opens in the workspace. The **Keyword** icon gives access to a menu for the selection of the keyword tool to open. Each application is widely described in separate chapters of the current user manual.
3.	Date and Time fields	These fields are read-only and give information on the date and time of the SDTI network, if any, or of the EVS video server in case of a standalone server.
4.	Workspace	The workspace is the central area used to display the IPDirector applications that the current user opens. Application windows can be freely resized and organized in the workspace.
5.	Status bar	The Status bar contains icons and fields that provide information on the following elements: default player channel, default bin, default playlist, loaded layout, minimized application windows, messages, connection status of IPDirector processes and external components, license validity. See section "Status Bar" on page 20 for more information on the elements available from the Status bar.
6.	Channel Status panel	The Channel Status panel contains the Recorder Status and the Player Status tabs. They make it possible to view the recorder and player channels connected to the XNet network, as well as status information. See section "Channel Status Panel" on page 16 for more information on the Channel Status panel.
7.	Layout panel	The Layout panel allows single-click access to your saved layouts. The Layout tab is described in details in "Layout Management" on page 50.

2.3. Menu Bar

2.3.1. Introduction

The Menu bar gives access to a series of menus and buttons which provides various commands described hereafter.

2.3.2. File Menu

Clicking the **File** option on the Menu bar displays the File menu.

Menu Item	Description
Log Off User	Logs off the current user and displays the Log In window.
Exit	Exits IPDirector.

Note

Prior to log off or exit, it is best practice to save the current layout. The saved layout will automatically be displayed the next time the user logs on to IPDirector.

2.3.3. View Menu

Clicking the **View** option on the Menu bar displays the View menu.

Menu Item	Description
Application Toolbar	Displays or hides the Application bar
Status Panel	Displays or hides the Status bar at the bottom of the main window.
Layout Panel	Displays or hides the Layout tab on the left of the main window.
Green Information on VGA	Enables or disables the display of the green messages on the IPDirector main window when a specific action has been performed, e.g. CLIP CREATED, CLIP DELETED…etc.
Message Box	Displays or hides the message boxes. If the option is not selected, no message box will be displayed on the workspace. They will only be added in the **Message** field. "Message Panel" on page 22 for information on the **Message** field.

2.3.4. Windows Menu

Clicking the **Windows** option on the Menu bar displays the Windows menu.

Menu Item	Description
Close All Windows	Closes all the IPDirector applications opened in the current session.
<Name of open IPDirector Application(s)>	Gives the focus on the application corresponding to the selected item and brings it to the front.

2.3.5. Layout Menu

Clicking the **Layout** option on the Menu bar displays the Layout menu.

Menu Item	Description
New	Opens the New Layout window to create a new layout.
Open	Opens the Load Layout window to select and load an existing layout.
Save Layout	Saves the current layout into the database.
Save Current Layout as	Saves the current layout with a new name into the database.
Delete	Deletes an existing layout.
Publish	Publishes a layout to a user group.
Properties	Displays and allows users to change the layout properties: name, icon, description, owner, publish options.
Import	Imports a layout.
Export	Exports one of the existing layouts.

The layout management is described in details in "Layout Management" on page 50.

2.3.6. Metadata Menu

The Metadata menu gives access to the single option **Manage Profiles...** which opens the window for defining, importing, exporting and updating the metadata on clips, logsheets, playlists, timelines and edits.

The Metadata Management is described in details in section "Metadata Profile Management" on page 57.

2.3.7. Tools Menu

Tools Menu Options

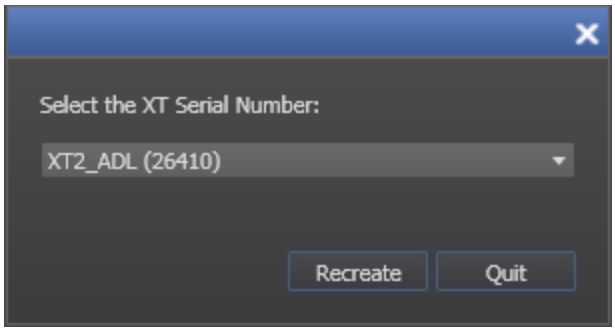
Clicking the **Tools** option on the Menu bar displays the Tools menu.

Menu Item	Description
Settings	Opens the Settings window which gives access to all the categories of IPDirector settings. Some categories relate to a dedicated application and are detailed in the chapter dealing with that application. Other categories are general or common to several applications and are detailed in "Settings" on page 25.
Logging Manager	Opens the Logging Manager window from which users can refresh associations between logs and clips. See the IPLogger user manual for more information on that function.
Remote Control Manager	Opens the Remote Control Manager window. When a MPlay Remote device or a BEPlay Remote device is connected to the IPDirector workstation, you can configure it by selecting the **Remote Control Manager** option from the Tools menu. The MPlay Remote and BEPlay Remote configuration is explained in details in "Remote Control Management" on page 71.
Recreate all Thumbnails	Allows the creation of thumbnails from a particular EVS video server. See section "Recreate All Thumbnails" on page 14.
Define Shortcuts	Opens the Define Shortcuts window which gives access to the different lists of keyboard shortcuts defined for most of the actions possible in IPDirector. Some lists relate to a dedicated application and are detailed in the chapter dealing with that application. Other lists are general or common to several applications and are detailed in "Shortcut Definition" on page 45.
Transfer Monitoring	Opens the Transfer Monitoring window that provides detailed information on the clip, playlist or timelines transfers. Transfer monitoring is explained in section "Transfer Monitoring" on page 14.
Change Password	Allows the currently logged on user to change their password.

Recreate All Thumbnails

Note
Please note that this function is only available for administrators and should be used cautiously.

This setting allows the creation of thumbnails from a particular EVS video server when there is an XML unit set to create thumbnails. Normally this process will function as a background process. If a system needs to have its clips thumbnails recreated, this window allows a manual initiation of that process.



The **Recreate** button will send XML files to the XFile or XTAccess on the network that will create thumbnails for the IPDirector system.

Transfer Monitoring

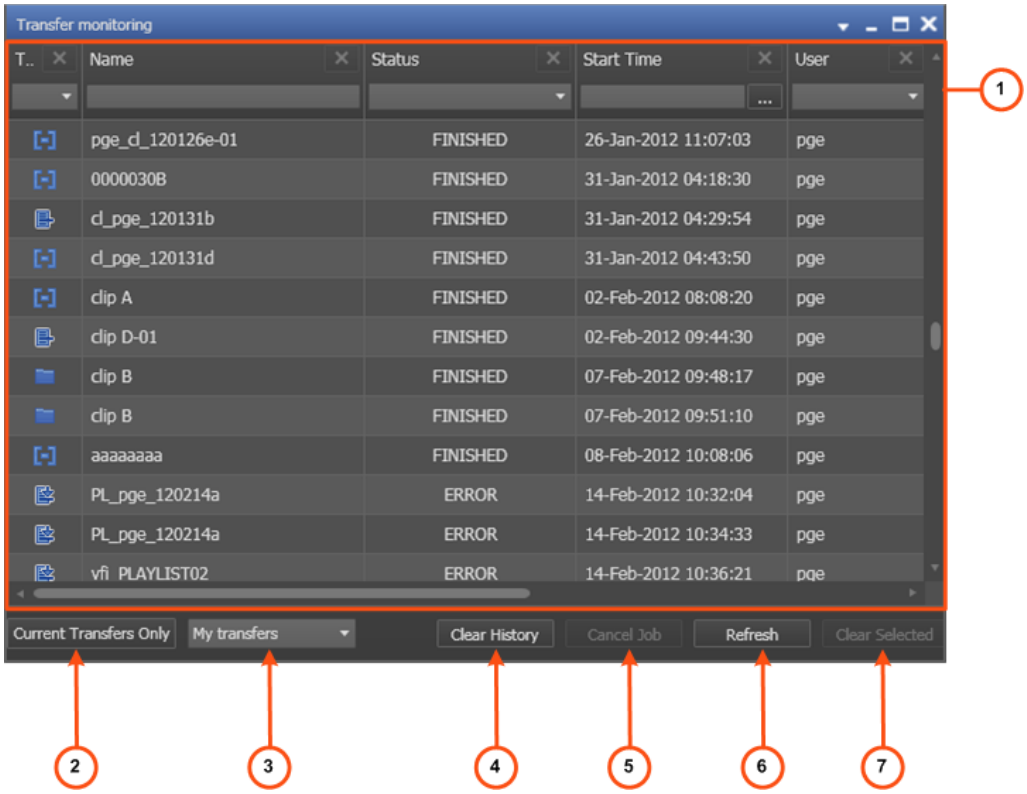
Purpose

New!

Selecting this menu item will display the Transfer Monitoring window that provides detailed information on the clips, playlists, edits or timelines transfers would they be scheduled, on-going, finished or failed.

Window Overview

The Transfer Monitoring window contains the main areas highlighted on the following screenshot and shortly described in the table below:



Area		Description
1.	Transfer Jobs grid	Transfer jobs are presented in rows and all their associated parameters and metadata are in columns. The grid display is managed like other grids in IPDirector. Filters are available from fields displayed above each column and allow searches on a specific column of the grid.
2.	Current Transfers Only button	This option only displays the transfers "In-Progress" and "Scheduled" in the grid. When the function is enabled, the button background color is blue.
3.	My Transfers / All Transfers option list	**My Transfers**: this option only shows the transfers initiated by the logged user. **All Transfers**: this option shows all the transfers initiated by all the users. It is only available for administrators / media managers or users with appropriate user rights.
4.	Clear History button	Clears the transfers history displayed on the window.
5.	Cancel Job button	Cancels the transfer job for the selected line.
6.	Refresh button	Refreshes the list of transfers.
7.	Clear Selected button	Clears the line for the selected transfer job from the list.

Users can resubmit jobs with a Cancelled or Error status by selecting them and clicking the **Retry Job** button.

2.3.8. Help Menu

Clicking the **Help** option on the Menu bar displays the Help menu.

The Help menu gives access to version and license checking features, together with Monitoring applications for the use of EVS Staff.

2.3.9. Freeze Workspace

Clicking the **Freeze Workspace** button on the Menu bar locks the IPDirector workspace to prevent from moving windows, resizing windows or opening a new IPDirector application.

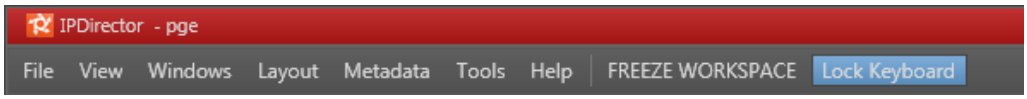
The button background color turns to blue. The operator can still open the layout shortcut panel and click a shortcut to change the layout.

The option is selected again to unfreeze the workspace.

2.3.10. Lock Keyboard

Clicking the **Lock Keyboard** button on the Menu bar locks the keyboard from use on the workstation.

The button background color changes to blue as a warning of this action and the background color of the window title bar turns to red. The control of the workstation is still possible with a mouse or touch screen.



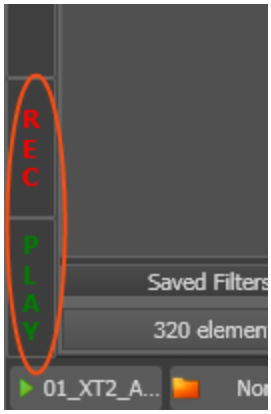
The keyboard can be unlocked by selecting the option again.

2.4. Channel Status Panel

2.4.1. Purpose

The Channel Status panel is made up of the Recorder Status panel and the Player Status panel. These panels allow the user to monitor the status of requested recorder or player channels.

By default, the panels are minimized to small REC and PLAY tabs on the bottom left side of the workspace as shown in the screenshot below.



2.4.2. Opening and Closing the Channel Status Panels

To open the Recorder Status panel or Player Status panel for the first time in a session, proceed as follows:

1. right-click the tab
2. Select the **View All Recorders** or the **View All Players** option respectively.

   The Recorder tab or the Player tab expands to the right:

To open the Recorder Status panel or the Player Status panel again during the same session, simply click the REC or PLAY tab.

To close the Recorder Status panel or Player Status panel, click again on the REC or PLAY tab.

2.4.3. Recorder Status Panel

Overview of the Recorder Status Panel

Depending on the EVS server configurations, up to 6 recorder channels can be displayed per server.

The Recorder Status panel provides the following information for each recorder channel displayed on the panel:

- recorder channel name
- remaining capacity on the recorder

- recording status
  - capacity information on a red background if the channel is recording
  - capacity information on a gray background if the channel is not recording
- **Lock** icon 

next to the remaining capacity information, if the channel is locked
- **Gang Group** icon  next to the remaining capacity information, if the channel is part of a gang group.

Recorder Status Tab Contextual Menu

A contextual menu appears when you right-click the Recorder Status tab.

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

Menu Item	Description
View Recorders	Expands the Recorder Status panel and displays the list of recorder channels as selected from the Define the Recorder Channels window.
Add/Remove Recorders	Allows the user to add recorders to or remove recorders from the Recorder panel. Selecting this item opens the Define the Recorder Channels window from which you can select the recorders to be added to or removed from the Recorder Status panel.
View All Recorders	Expands the Recorder Status panel and displays all recorder channels available on the XNet network.

Recorder Channel Contextual Menu

A contextual menu appears when you right-click a recorder area.

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

Menu Item	Description
Open Recorder Panel	Opens the Recorder Panel window for the selected channel. See the Ingest Modules user manual for more information on that window.
Remove	Removes a given recorder from the Recorder Status panel.

2.4.4. Player Status Panel

Overview of the Player Status Panel

Depending on the EVS server configurations, up to 6 player channels can be displayed per server.

The Player Status panel provides the following information for each player channel displayed on the panel:

- player channel name
- player status
  - **on air** red icon if the player channel is on air
  - **off air** gray icon if the player channel is off air
- **Lock** icon 

if the channel is locked
- **Gang Group** icon  if the channel is part of a gang group or a Fill & Key association.

Player Status Tab Contextual Menus

A contextual menu appears when you right-click the Player Status panel.

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

Menu Item	Description
View Players	Expands the Player Status panel and displays the list of player channels as selected from the Define the Player Channels window.
Add/Remove Players	Allows the user to add players to or remove players from the Player Status panel. Selecting this item opens the Define the Player Channels window from which you can select the players to be added to or removed from the Player Status panel.
View All Players	Expands the Player Status panel and displays all player channels available on the XNet network.

Player Channel Contextual Menus

A contextual menu appears when you right-click a player area.

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

Menu Item	Description
Open Control Panel	Opens a Control Panel window with the selected player channel assigned to it. See the Control Panel user manual for more information on that window.
Remove	Removes a given player from the Player Status panel.

2.5. Status Bar

2.5.1. Introduction

The Status bar contains icons that provide information on the following elements:

- default channel
- default bin
- default playlist
- loaded layout
- minimized application windows
- messages
- connection status of IPDirector processes and external components
- license

The Status bar can be hidden from the View menu of the Menu bar.

2.5.2. Default Item Icons

Purpose

The default item icons inform whether a default player channel, bin, or playlist has been defined. If this is the case, the name of the default channel, bin, or playlist will be displayed.

Default Player Channel

If a default player channel has been defined, the **Default Player Channel** icon is green and is followed by the name of the default player channel. A tooltip can be displayed by moving the mouse over the area.

If no default player channel is defined, the **Default Player Channel** icon is orange and followed by **None**.

You can define a default player channel in one of the following ways:

- in the Channel Explorer, via the **Set as Default Player** option available from the contextual menu. See section "How to Define the Default Player for IPDirector" on page 112.

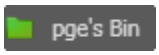
- by right-clicking the **Default Player Channel** field and selecting the default player channel from the contextual menu.

You can clear the default player channel in one of the following ways:

- by double-clicking the **Default Player Channel** field.
- by right-clicking the **Default Player Channel** field and selecting **None** from the contextual menu.

Default Bin

If a default bin has been defined, the **Default Bin** icon is green and is followed by the name of the default bin.



If no default bin is defined, the **Default Bin** icon is orange and followed by **None**.

You can define a default bin in the Database Explorer, via the **Set as Default Bin** option available from the Bin contextual menu. See the Database Explorer user manual.

You can clear the default bin by double-clicking the **Default Bin** field.

Default Playlist

If a default playlist has been defined, the **Default Playlist** icon is green and is followed by the name of the default playlist. A tooltip can be displayed by moving the mouse over the area.

If no default playlist is defined, the **Default Playlist** icon is orange and followed by **None**.

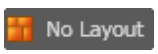
You can define a default playlist in the Database Explorer, via the **Set as Default Playlist** option available from the Playlist contextual menu. See the Database Explorer user manual.

You can clear the default playlist by double-clicking the **Default Playlist** field in the Status bar.

2.5.3. Loaded Layout Icon

If a layout is currently loaded in IPDirector, the **Loaded Layout** icon is green and is followed by the name of the loaded layout.

If no layout is loaded, the **Loaded Layout** icon is orange and followed by **No Layout**.



See section "Layout Management" on page 50 for information on how to load a layout.

You can clear the layout by double-clicking the **Loaded Layout** field.

Warning
Clearing the current layout will clear the entire user interface of all open windows! Use this with caution.

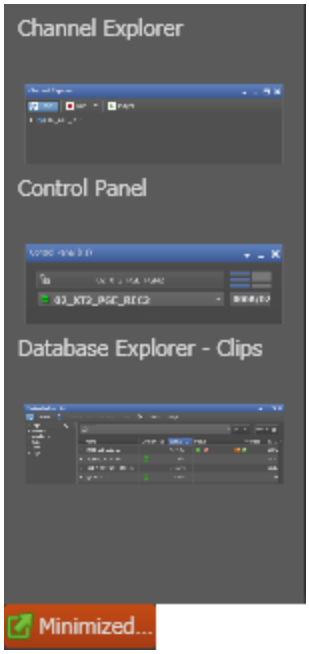
2.5.4. Minimized Windows

The **Minimized** field indicates whether windows have been minimized and allows the users to restore the minimized windows.

When no window is minimized, the **Minimized** field has a gray background.

When one or more windows have been minimized, the **Minimized** field has an orange background.

To restore a minimized window, click the **Minimized** field and select the minimized display of the window you want to restore.

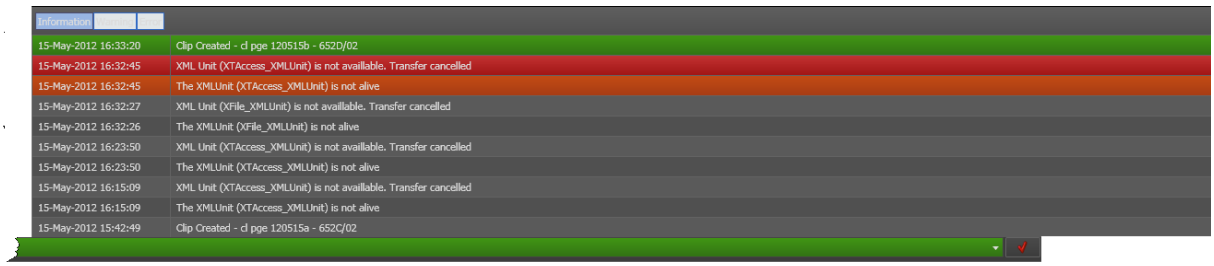


2.5.5. Message Panel

Introduction

The **Message** field displays the most recent message in the Status bar.

The Message panel expands by clicking the **arrow** on the right of the **Message** field. It provides a quick display of the information, warning and error messages generated during the current session.



Messages Display

The messages include the following information:

- the date and time when the message was generated
- the message itself

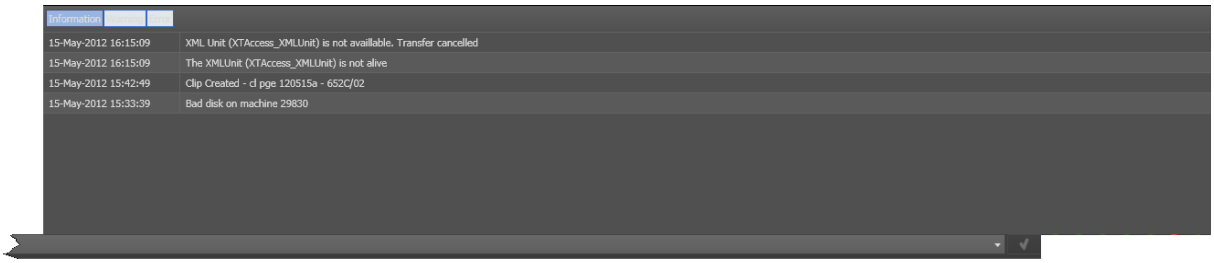
The messages are highlighted on a different background color depending on the type of message.

- An information message is highlighted in green.
- A warning message is highlighted in orange.
- An error message is highlighted in red.

Message Acknowledgment

As soon as a message appears, the **Acknowledge** button turns red.

Users can acknowledge the message by clicking the button. This changes the background of the message to gray.



This helps the user to distinguish the messages that have been dealt with from the ones that have not.

Messages Filter

Messages can be filtered according to their type thanks to the **Message Type** buttons displayed on the top left corner of the expanded Message bar: Information, Warning, Error.

By default, all the filters are enabled and all the buttons have a blue background.

To disable a filter and remove the corresponding messages from the list, users must click the **Message Type** button for that filter. The button is then displayed on a gray background.

2.5.6. Process Status Icons

The background color of the **Status** icons provides information on the status of the processes that run in the background:

- When the background color is green, the process is running or the connection is established.
- When the background color is orange, the process is not running or the connection is not established.

For more information on these processes, refer to the Technical Reference manual.

Icon	Description
	Status icon for the IPDirector Routing process
	Status icon for the database connection
	Status icon for the SynchroDB process
	Status icon for the IPScheduler process
	Status icon for the VTR Engine process
	Status icon for the EVS video server connection

2.5.7. License Icon

The background color of the **License** icon turns orange when one of the IPDirector licenses is expiring within two weeks.

3. System Management

3.1. Settings

3.1.1. Introduction

This section only describes the general and global settings applicable to several modules. For more information on specific settings, refer to dedicated chapters:

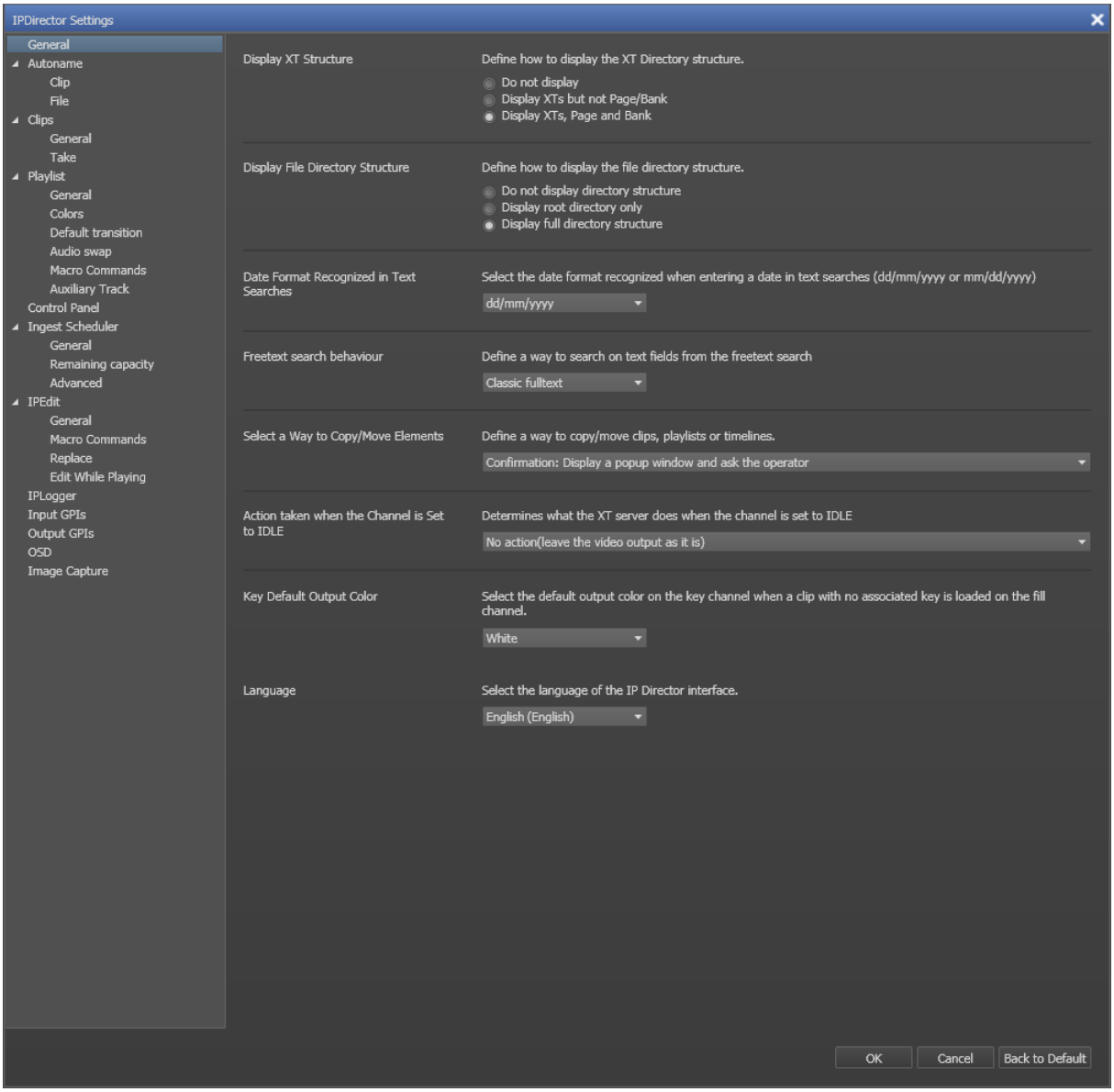
- Playlists settings: detailed in the Playlist Panel user manual.
- Control Panel settings: detailed in the Control Panel user manual.
- Ingest Scheduler settings: detailed in the Ingest Modules user manual.
- IPEdit settings: detailed in the IPEdit user manual.
- IPLogger settings: detailed in the IPLogger user manual.

Settings are available from the Tools menu of the IPDirector Menu bar.

3.1.2. General Settings

Overview

The General settings apply to the whole IPDirector system.



Display XT Structure

The Display XT Structure setting makes it possible to display the server structure in different ways in the various applications where it is available, e.g. in the Database Explorer, in the contextual menu of the Control Panel.

Three possible displays are available:

Display option	Description
Do not display	All elements are listed without displaying the server structure or the page and bank organization.
Display XTs but not Page/Bank	All elements are listed on the level down the server they belong to.
Display XTs, Page and Bank	All elements are listed on the level down of the page/bank they belong to.

Display File Directory Structure

The Display File Directory Structure setting makes it possible to display the file structure in different ways in the various applications where it is available.

Three possible displays are available:

Display option	Description
Do not display Directory Structure	All elements are listed without displaying the file directory organization.
Display Root Directory Only	All elements are listed on the level down the first level of the file directory structure (e.g. on-line nearline or media files, in the Database Explorer).
Display Full Directory Structure	All elements are listed on the level down of the file directory they belong to.

Date Format Recognized in Text Searches

Two formats are available:

- dd/mm/yyyy
- mm/dd/yyyy

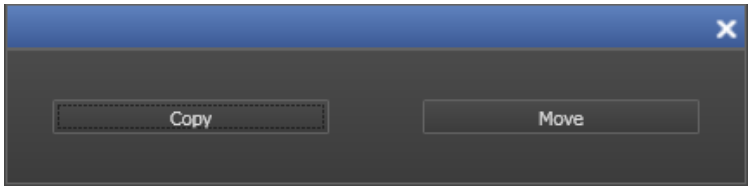
Free Text Search Behavior

When the users perform a search based on free text, the system may behave in two different manners.

Selected Option	Operation Performed
Classic Full Text	A search performed with a search string will return the list of results corresponding to this string. See also the Database Explorer user manual.
With Thesaurus	A search performed with a search string will return the corresponding synonyms, provided that they have been defined in the SQL thesaurus file.

Select a Way to Copy/Move Elements

Depending on the selected option, the copy and move operations could be performed in different ways:

Selected Option	Operations performed
Windows Style	Drag = move CTRL + drag = copy
Google Style	Drag = copy CTRL + drag = move
Confirmation Style	When dragging a clip, displays a popup window and asks the operator for the operation to perform. 

Action Taken when the Channel is Set to IDLE

Determines what the EVS video server does when the channel is set to idle:

- the video output is left as it is (= no action)
- the video output is reset to black

Key Default Output Color

This setting defines the output color on the Key channel when the user loads a Fill clip that is not associated with a Key clip. The available options are **Black** and **White**.

Language

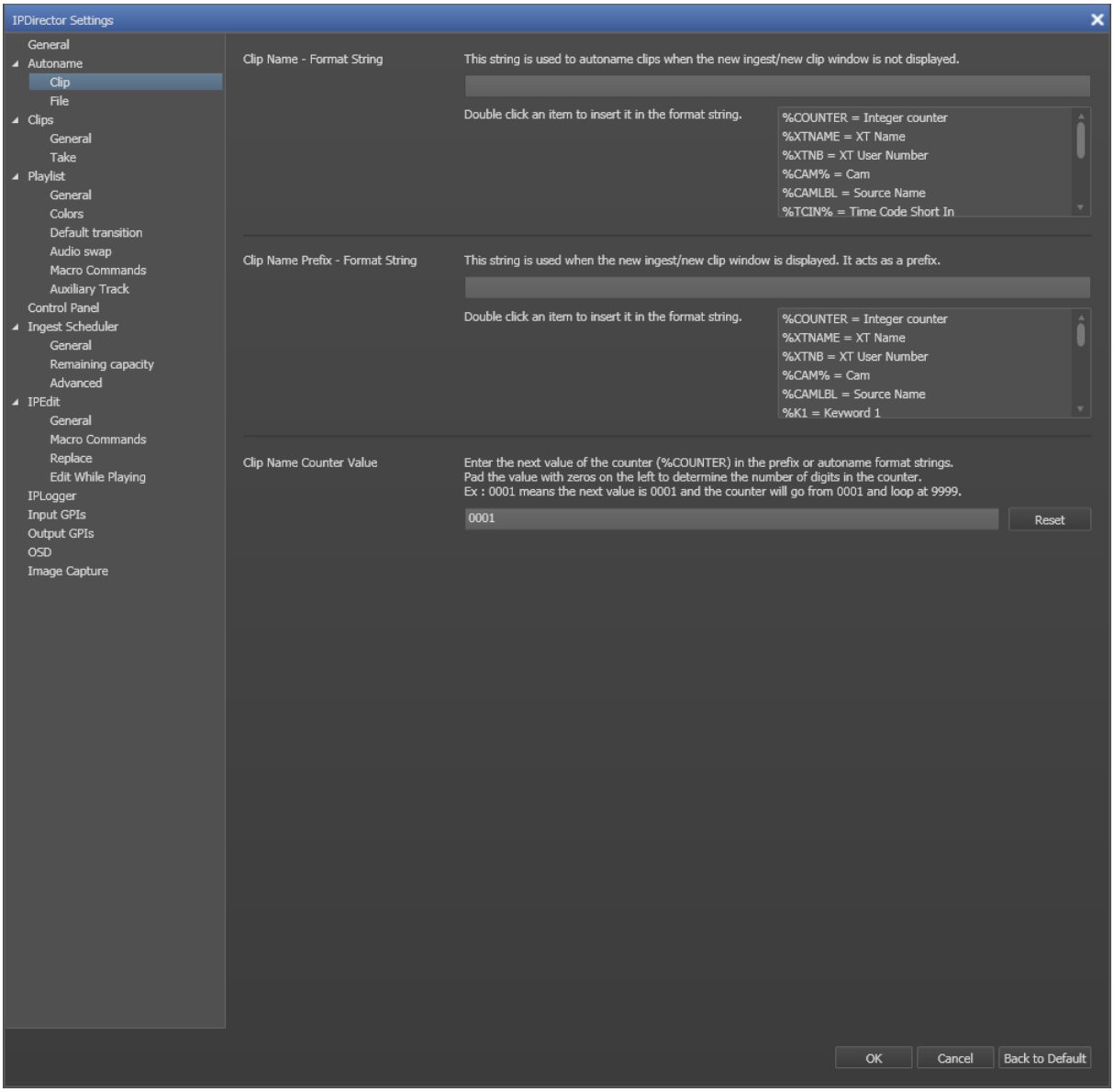
The language setting makes it possible to change the interface language to the selected language.

3.1.3. Auto-Name Settings

Purpose

The Auto-Name / Clip and Auto-Name / File settings allow the user to define auto-naming rules for new clips and new files.

Auto-Name Settings for Clips



Clip Name - Format String

Description

If the Save Clip window or the New Ingest window are not displayed at clip or ingest creation, the format string defined in the **Clip Name - Format String** field will be used to create the clip name or ingest name.

The various possible format string options are listed with a brief explanation under the field.

Double-clicking an item appends it to the format string.

User Fields

Up to 10 user fields can be used in the clip name, provided that a metadata profile has been assigned to the clip and that the selected user field number exist in the profile and has got a value.

For example, if %UF3 is used in the clip format string, the value entered in the third user field from the profile will be used in the clip name. This could be text, timecode or date.

Keywords

Up to 5 keywords can be used in the clip name, provided that the corresponding keyword number has been assigned to the clip.

For example, if %K2 is used in the clip format string, the second keyword assigned to the clip will be used in the clip name.

Ganged Recorders

When clips are created from ganged recorders, the value used for some of the format string options in the clip names may be different between linked clips.

These format string options are:

%COUNTER, %XTNAME, %XTNB and %CAMLBL.

For example, clips saved from 3 ganged recorders of a server can be distinguished one from each other by using the recorder name specific to each linked clip (%CAMLBL) in their name: CamA, CamB, CamC.

Clip Name Prefix - Format String

If the Save Clip window or the New Ingest window are displayed at clip or ingest creation, the format string defined in the **Clip Name Prefix - Format String** field is automatically added as a prefix to the clip / ingest name.

If this field is left empty, the users will have the possibility to enter a name of their choice at clip creation.

The possible format string options are the same as for the clip name.

Double-clicking an item appends it to the format string.

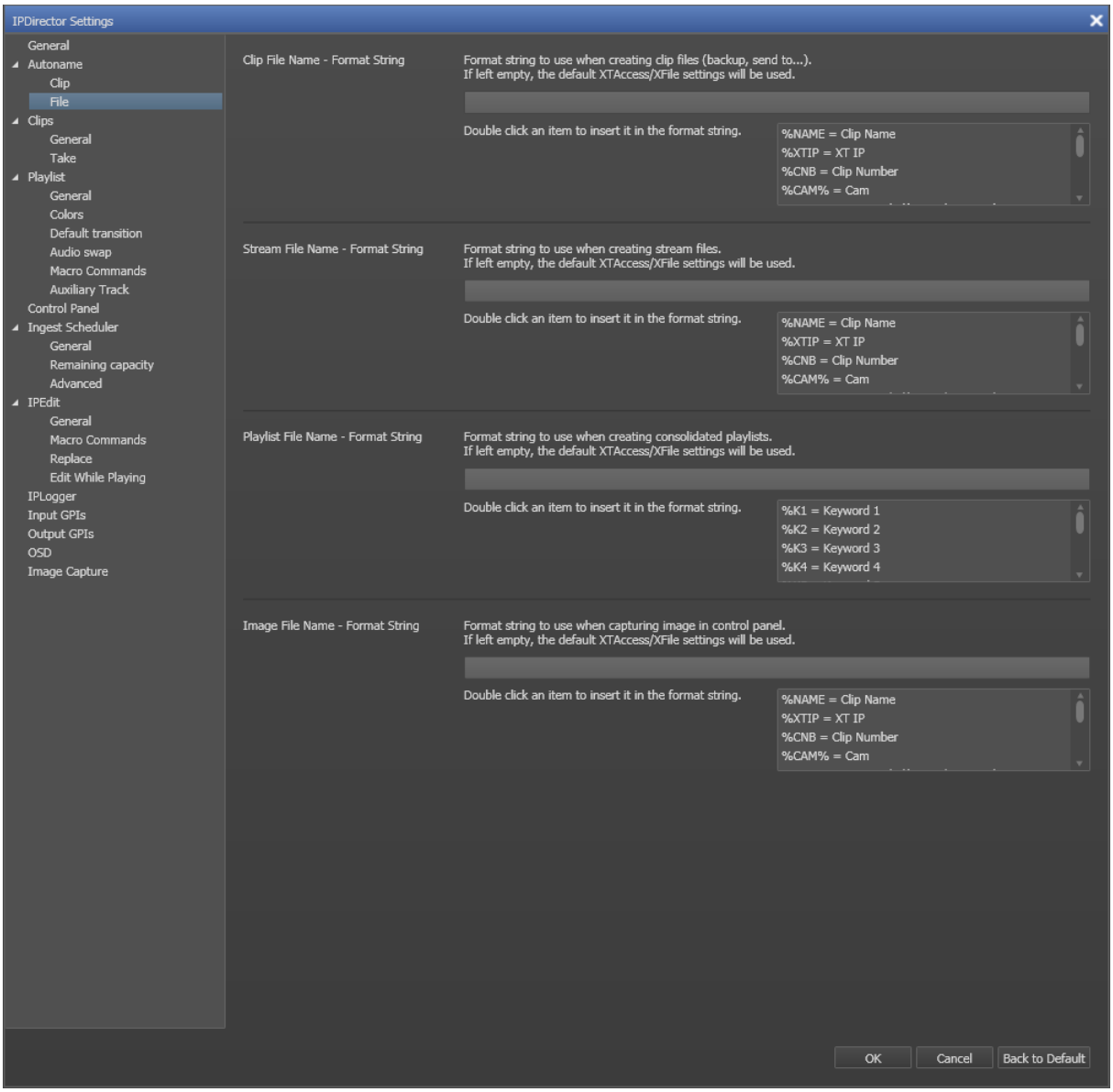
The use of format string options related to user fields or keywords or specific to ganged recorders is the same for prefix as for auto-names.

Clip Name Counter Value

In the Clip Name and Clip Name Prefix format strings, the user has the possibility to insert an integer counter (%COUNTER). This setting allows the user to view or edit the next value of the counter, e.g. if 001 is entered in the field, the next counter value will be 001.

The number of digits entered in the **Clip Name Counter Value** field defines the format of the number. For example, if 0001 is entered in the field, the counter will have 4 digits and the counter will loop from 0001 to 9999.

Auto-Name Settings for Files



Clip File Name - Format String

This setting will be used to name the files created when backing up clips using XFile or XTAccess. If left empty, the default XTAccess or XFile settings will be used.

The various possible format string options are listed and explained under the field.

Up to 10 user fields can be used in the clip file name. See section "Auto-Name Settings for Clips" on page 29.

Double-clicking an item appends it to the format string.

Stream File Name - Format String

This setting will be used to automatically name files when streaming using XStream or XTAccess.

The various possible format string options are listed and explained in the field.

Up to 10 user fields can be used in the stream file name. See section "Auto-Name Settings for Clips" on page 29.

Double-clicking an item appends it to the format string.

Playlist File Name - Format String

This setting will be used to automatically name files created from consolidated playlists using XFile or XTAccess.

The various possible format string options are listed and explained in the field.

Up to 10 user fields can be used in the playlist file name. See section "Auto-Name Settings for Clips" on page 29.

Double-clicking an item appends it to the format string.

Image File Name - Format String

This setting will be used to name the files created when capturing an image in Control Panel.

The various possible format string options are listed and explained in the field.

Up to 10 user fields can be used in the image file name. See section "Auto-Name Settings for Clips" on page 29.

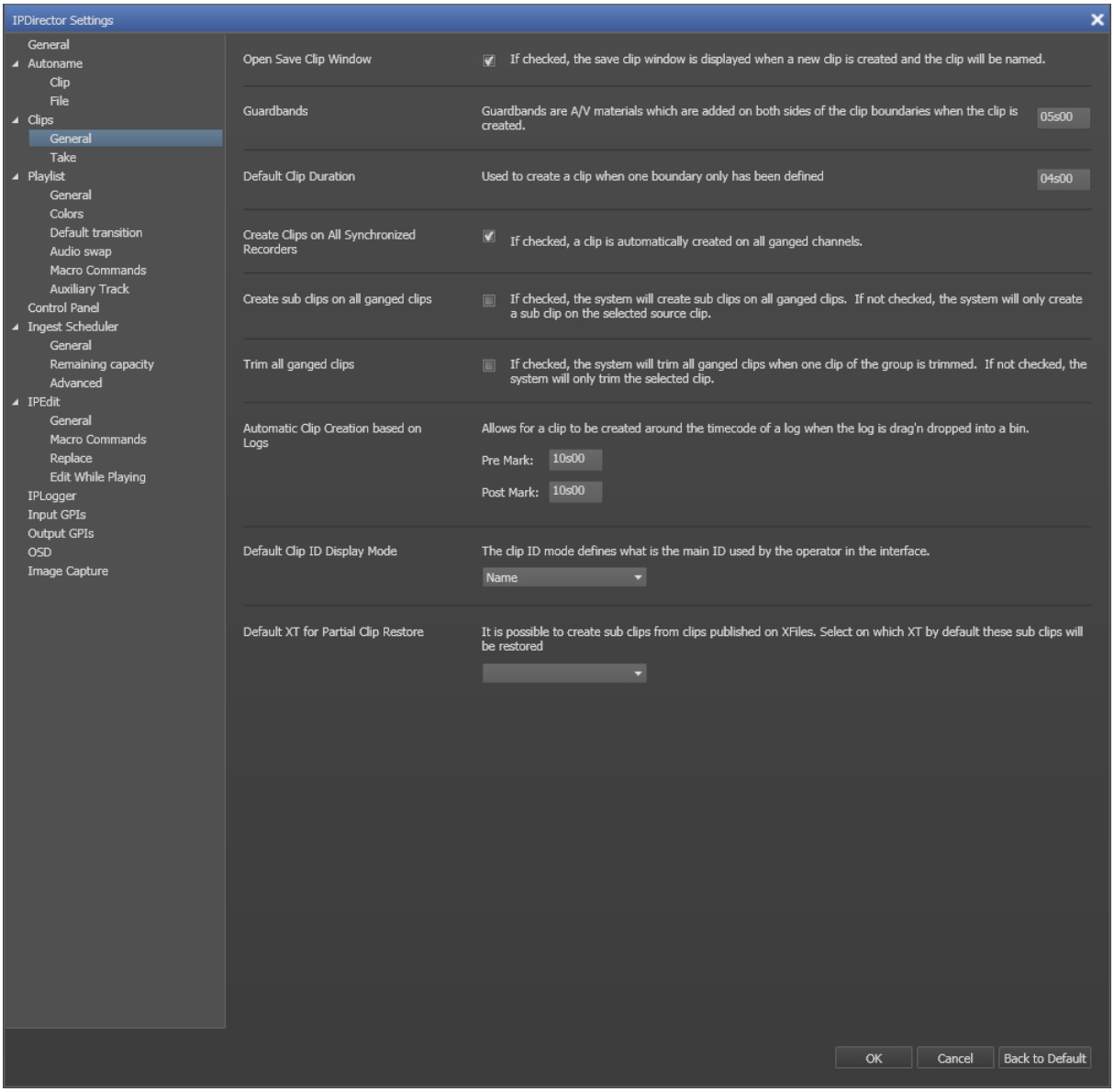
Double-clicking an item appends it to the format string.

3.1.4. Clips Settings

Purpose

Several settings linked to the clip creation can be defined in the Clips category available from the **Tools > Settings** menu. These settings are shortly described below.

General Settings for Clips



Open Save Clip Window

If this checkbox is NOT selected, the clip will be made instantly when a new clip is created in the Control Panel. The clip is stored in the next available location on the page designated for IPDirector clips in the EVS server setup (default setting is page 6).

If this checkbox is selected, the Save Clip window will open when a new clip is created in the Control Panel. The user can enter data on the clip in this window. See the Control Panel user manual.

Guardbands

The guardbands correspond to A/V material which is added on both sides of the clip boundaries when the clip is created. They are defined in seconds in this setting field.

When a new clip is saved, the guardbands will automatically be added before the IN point of the clip and after the OUT point of the clip.

Default Clip Duration

The **Default Clip Duration** setting makes it possible to create a new clip with the default duration specified in this setting when only the IN point or the OUT point has been defined and the **NEW CLIP** button is clicked.

Create Clips on all Synchronized Recorders

When this setting is selected, clips will automatically be created on all recorders ganged to the recorder on which the user creates a clip.

The clip that the user has created will have the extension 00 after the name and the clips created on the ganged recorders will have extension 01, 02, etc. depending on the number of ganged recorders.

Create Sub Clips on all Ganged Clips

If this setting is selected, when a user creates a sub-clip from one linked clip, sub-clips will automatically be created from all the clips linked to that clip.

If this setting is not checked, a sub-clip will only be created on the selected clip.

Trim all Ganged Clips

If this setting is selected, when a user trims a linked clip, all the clips linked to that clip will automatically be trimmed.

If this setting is not checked, only the selected clip will be trimmed.

Automatic Clip Creation based on Logs

A clip can be created when a log is dragged into a bin. The current setting is used to define the duration between the clip IN point and the log timecode (Pre Mark) and the duration between the log timecode and the clip OUT point (Post Mark).

Default values for the Pre Mark and Post Mark are 10 sec.

For more information on the creation of automatic clips, refer to the Database Explorer user manual.

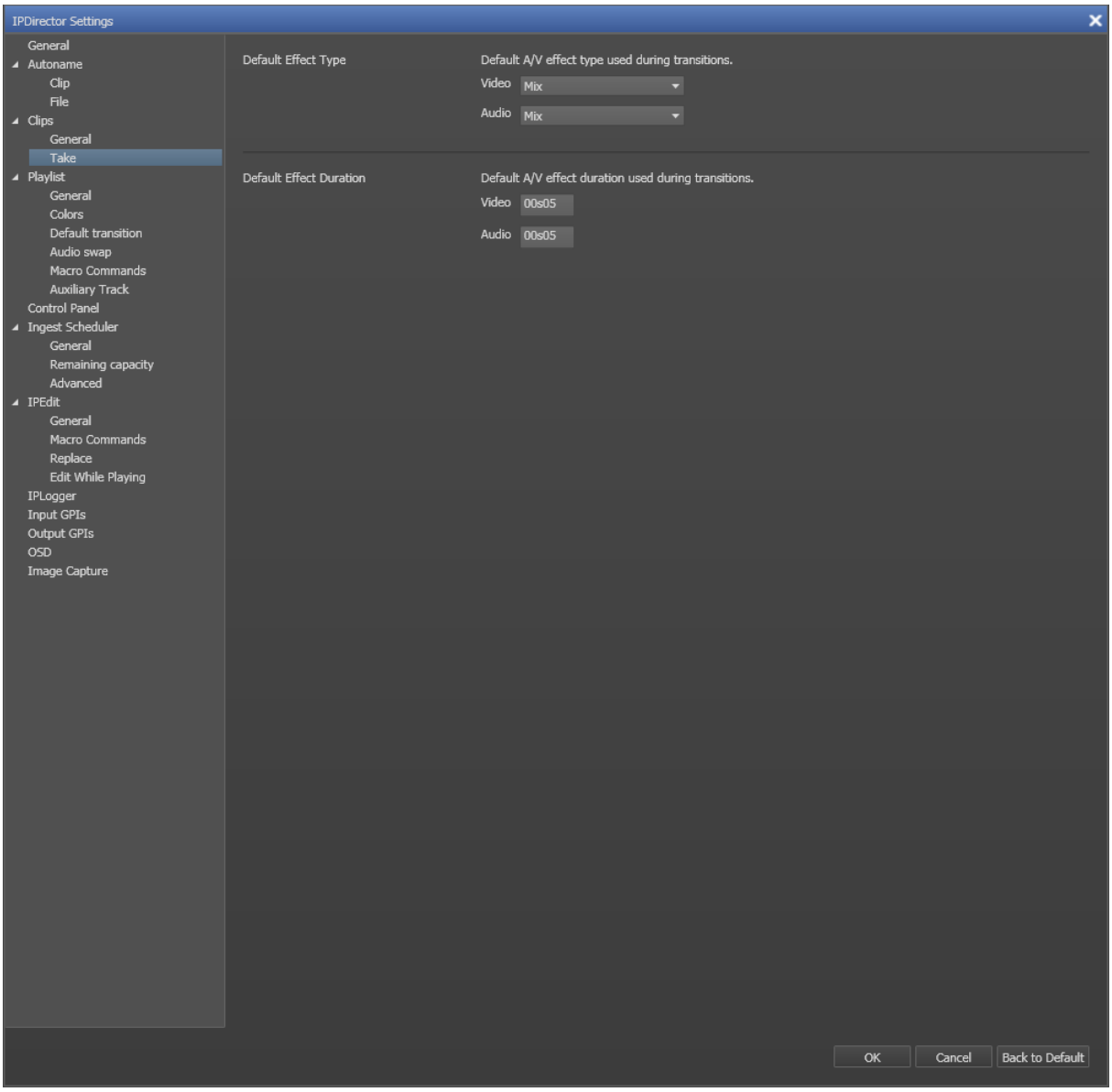
Default Clip ID Display Mode

The clip ID mode determines which ID will be used by default in the display: Name, UmID or VarID.

Default XT for Partial Clip Restore

Clips published from XFile are displayed in the Database Explorer, and can be loaded to a Control Panel. When the user creates a sub-clip from a file stored in XFile and published, IPDirector will save the sub-clip on the EVS server specified in the option.

Take Settings



Default Effect Type

The **Default Effect Type** setting allows you to define the default transition effect to be applied when you use the Take function to shift from the PGM to the PRV channel. You can specify different transition effects for the audio track and the video track.

Default Effect Duration

The **Default Effect Duration** setting allows you to define the duration of the transition effect to be applied on the audio track and the video track when you use the Take function.

3.1.5. GPI Settings

Introduction

The GPI is the General Purpose Interface device that can be connected to the EVS video server. It allows the operator to send commands directly to the EVS server. These commands need to be reflected in the IPDirector applications.

The GPI keys first need to be configured in the Setup Configuration on the EVS server. The configuration on the EVS server includes the following settings:

- The definition of the application that will manage the GPI keys. In this case, it would be IPDirector.
- The port on which the serial connection between the EVS server and IPDirector is defined.
- The actions assigned to the GPI keys.

The settings which are defined in IPDirector specify the following:

- Which signal will trigger which action on which player channel of the EVS server when a given key is pressed on a GPI device connected to this EVS server. These are the INPUT GPIs. The actions triggered by the GPI need to be reflected in the IPDirector user interface. The INPUT GPIs actions are set up in parallel on the EVS server.
- Which signal will be transferred by IPDirector via a given GPI key to a third device. These are the OUTPUT GPIs.

These settings are defined in the Input GPIs and Output GPIs categories available from the **Tools > Settings** menu.

XT Server Selection

In both the Input GPIs and Output GPIs Settings window, the **Select an XT Server** field displays all the hi-res EVS servers available on all the network groups.

When an EVS server is selected in the field, the GPI parameters of that server are displayed. This will allow the user to modify these settings for the selected server.

Use of TTL GPIs

Each EVS video server has 4 Input GPIs, 4 Output GPIs and 4 TTL GPIs which can be configured either as Input GPIs or as Output GPIs. Depending on the option selected in the **How to Use the TTL GPIs** field, 4 or 8 GPIs will be displayed.

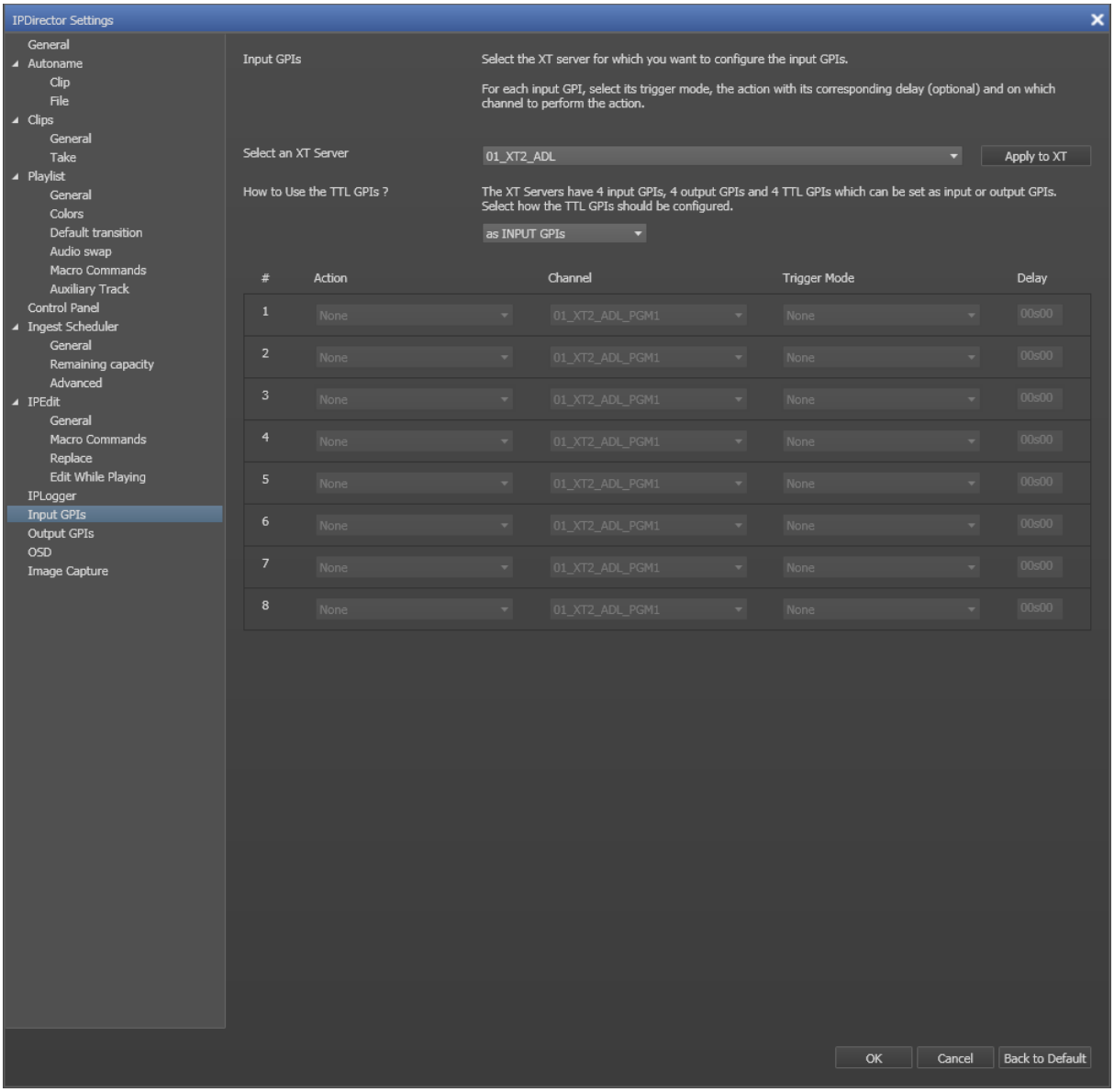
In the Input GPIs Settings window, changing the TTL configuration will result in the following behaviors:

- from Input GPIs to Output GPIs: the configuration of the last 4 Input GPIs is cleared.
- from Output GPIs to Input GPIs: a message will warn the user that the TTL GPIs may be used as Output GPIs in playlist, playlist macro command or timeline macro command.

In the Output GPIs Settings window, changing the TTL configuration will result in the following behaviors:

- from Output GPIs to Input GPIs: the configuration of the last 4 Output GPIs is cleared.
- from Input GPIs to Output GPIs: a message will warn the user that the TTL GPIs may be used as Input GPIs in playlist, playlist macro command or timeline macro command.

Input GPIs Settings



The Input GPIs settings make it possible to configure the action to be triggered on a given player channel of the EVS server when a given key is pressed on a GPI device connected to this EVS server.

Up to eight GPI inputs can be used on an EVS server.

For each Input GPI, the following information needs to be defined:

- the action triggered by the GPI key on the EVS server.
- the player channel on which the action needs to be executed.
- the type of trigger signal sent by the GPI to EVS server.

In the IPDirector workspace, the triggered action will be reflected in the open applications to which the player channel has been assigned.

Only the GPI keys set up to be managed by IPDirector on the EVS server can be configured in the Input GPIs Settings window. The other ones will be dimmed.

Warning

The GPIs IN to be used in IPDirector need to be assigned to the IPDP protocol Setup Configuration module of Multicam (SHIFT-F2, Page 4). Otherwise, they cannot be defined in IPDirector.

Example

In the above example, when the GPI key 1 is pressed on the EVS server 03_XT3, this triggers a playback action on the PGM1 player channel of the XT3 server. The trigger signal is a rising edge pulse. With the configuration defined above, the IPDirector will show the triggered action in any application that displays the given player channel.

The following sections describe in details the various fields in the Input GPI Settings window.

Action

The **Action** field allows the user to define the action that will be triggered by the GPI key. The value defined in the **Action** field for a GPI key is also defined in the Setup Configuration of the EVS server. Modifying the action type on IPDirector will update the corresponding value in the EVS server Setup Configuration and vice versa.

The following actions can be defined on a GPI key:

Action	Description
PLAY	Initiates a play command at 100% on the selected channel.
PAUSE	Initiates a pause command on the selected channel.
RECUE	Initiates a jump to the IN point of the on air element on the selected channel. If this is a playlist, the jump is performed to the IN point of the first clip of the playlist.
PREVIOUS	Initiates a command to go to the previous clip of a playlist on the selected channel.
NEXT	Initiates a command to go to the next clip of a playlist on the selected channel.
SKIP	Initiates a command to skip the clip being played on the selected channel.
TALLY	Activates or deactivates the on-air flag on the selected channel.

Action	Description
EXITASAP	Initiates a command to exit the loop as soon as possible without playing the current element until its end and jump to the selected element.
EXITOUT	Initiates a command to exit the loop as soon as the OUT point of the current element is reached and jump to the selected element.
NONE	No value is defined.

Channel

The **Channel** field allows the user to define the channel on which the GPI key action will be executed. The possible values are:

- a channel of the EVS server to which the GPI is physically linked
- the **None** value.

Trigger Mode

The **Trigger Mode** field allows the user to define the type of trigger signal that will be sent by the GPI to the EVS server. The following trigger modes can be defined:

Trigger Mode	Description
Pulse Rising Edge 	The trigger is done on a rising edge pulse.
Pulse Falling Edge 	The trigger is done on a falling edge pulse.
Level High 	The trigger is done when the level changes to high level.
Level Low 	The trigger is done when the level changes to low level.
None	No trigger mode is defined.

Note

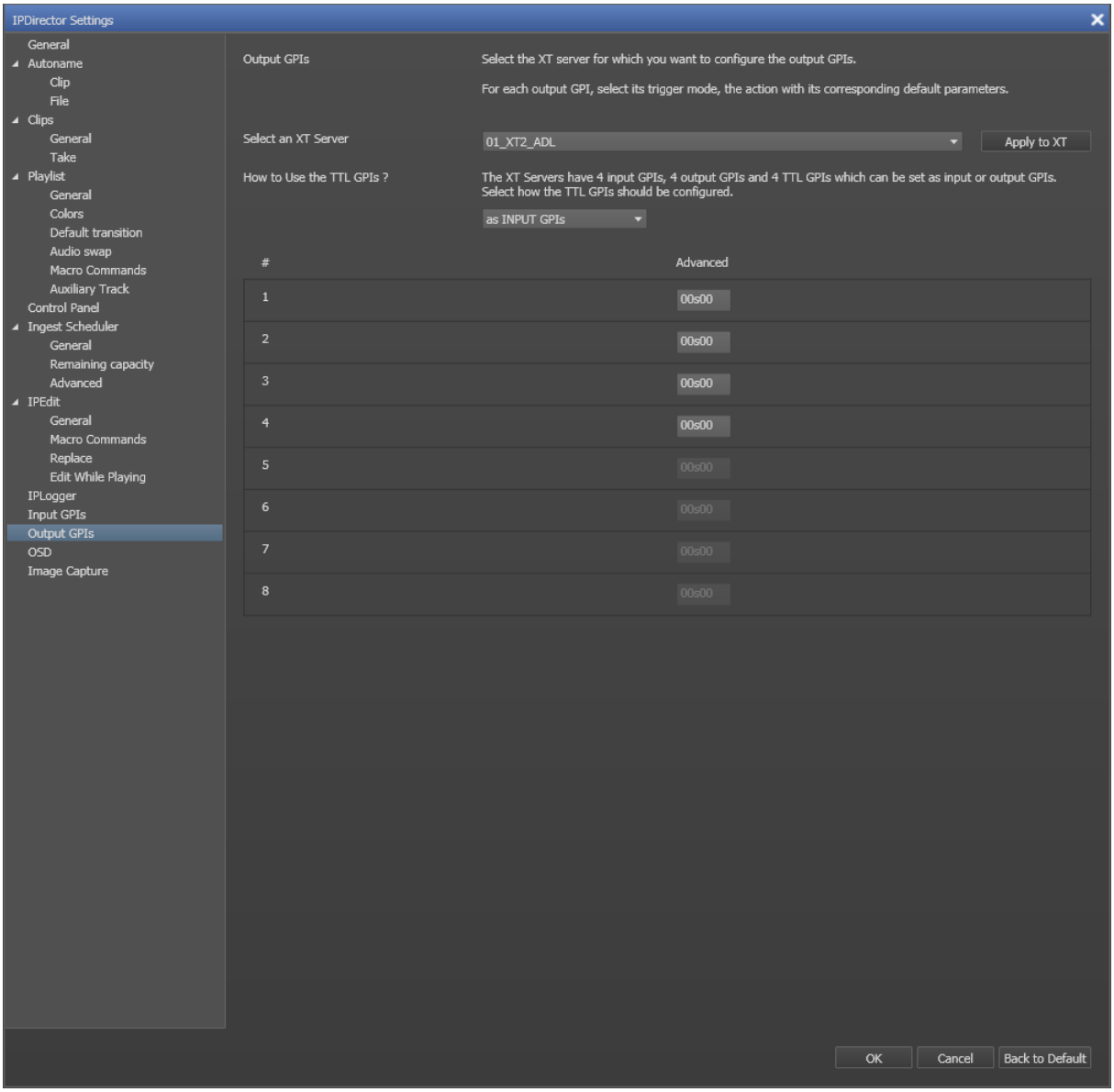
If the operator selects **None** for one of the fields, all three fields are reset to **None**. It is considered that the GPI is not used.

Delay

It is possible to specify a delay between the time the GPI key is pressed and the time the action will be carried out on the EVS server.

Output GPIs Settings

Purpose



The Output GPIs are signals that are sent from an EVS server under the control of the IPDirector.

The Output GPIs are used to send a signal from the IPDirector to a GPI key at a given timecode of a playlist played on a given player channel. This signal can then be used to trigger a record action of the playlist from the given timecode by a third device, for example a VTR. Up to eight Output GPI commands can be defined.

The Output GPI keys will be unavailable in IPDirector if they have been assigned to the Remote panel via the Replace function defined on the Remote panel itself.

For each Output GPI, the output mode, the pulse duration and the offset value can be set when defining the Output GPI. For more detailed information, refer to the Playlist Panel user manual.

The Output GPIs Settings window is used to determine how to use the TTL GPIs and to specify the Advance value.

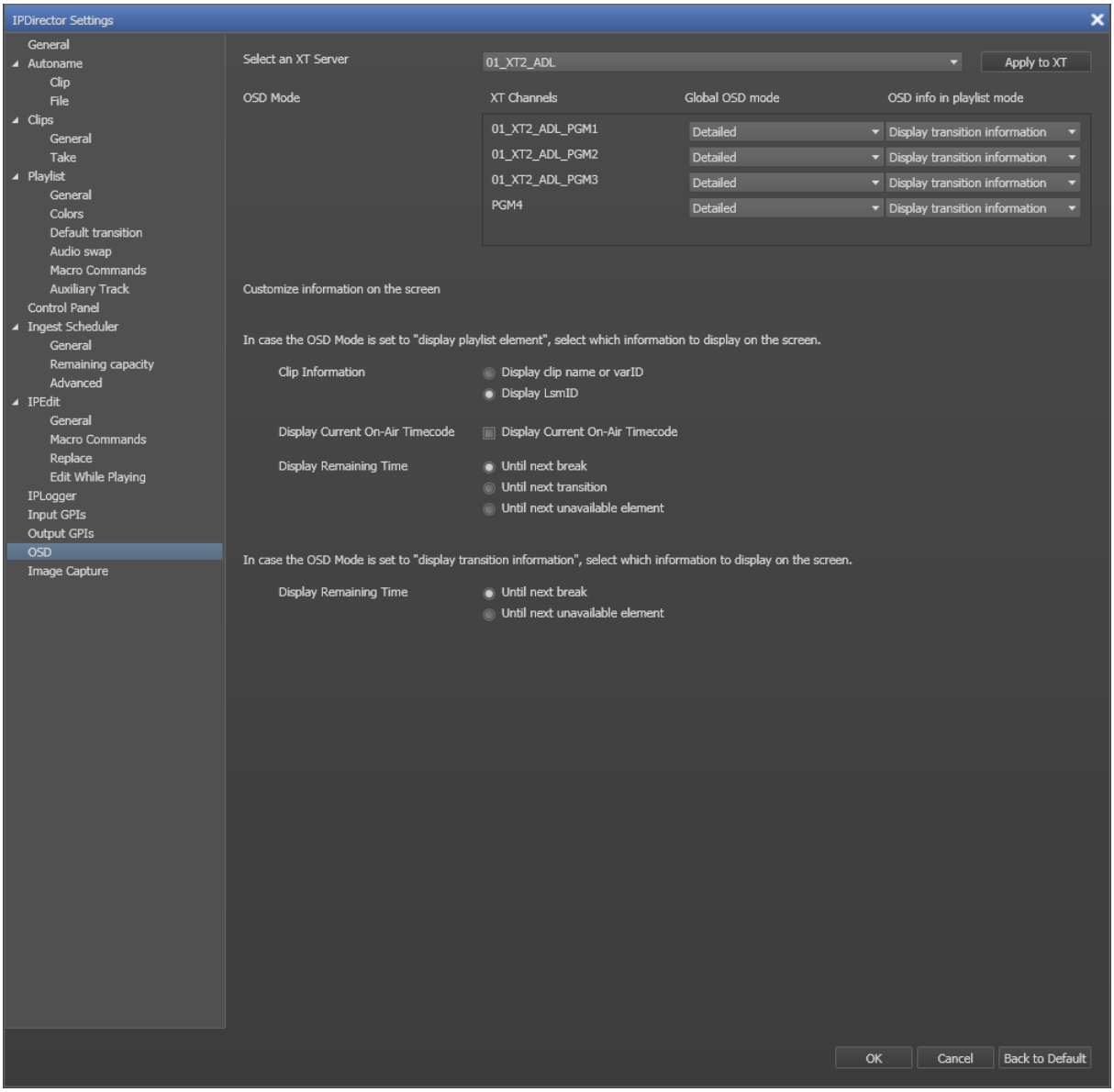
Advance

In the **Advance** field, you can specify how many seconds ahead of the timecode (on which the GPI tag is defined) the Output GPI signal should be sent by the IPDirector.

3.1.6. OSD Settings

Overview

The On-Screen Display settings allow the users to select the category of information to be displayed for each playout channel. This does not apply to recorder channels or software player.



Select an XT Server

In the **Select an XT server** drop-down list, first select the EVS server for which you want to specify OSD settings.

OSD Mode

Global OSD Mode

This mode applies to clips, growing clips, trains, playlist elements and timelines loaded on the channel.

Basic

With this option selected, only the following information is displayed on screen:

- the current on-air timecode of the clip, growing clip or train loaded on the channel
- the on-air timecode of the playlist element loaded on the channel
- the on-air timeline track position of the loaded timeline.

Detailed

This is the default value.

It gives detailed information about the loaded media.

OSD Info in Playlist Mode

This mode applies to playlists loaded on the player channel.

Display Transition Information

When this mode is chosen, select which type of information to display on screen as Remaining Time: time until next break or time until next available element.

Display Playlist Elements

The OSD mentions the following information:

- Channel Name
- Previous Clip Name
- Current Clip Name
- Current Clip Name + 1
- Current Clip Name + 2

When this mode is chosen, select which type of information to display on screen as Clip Information, Current On-Air Timecode and Remaining Time.

Clip Information

This setting defines which clip information will be displayed on screen: the Clip Name/VarID or the LSM ID.

Display Current On-Air Timecode

This setting defines whether the current on-air timecode will be displayed or not.

Display Remaining Time

This setting defines how the remaining time information will be displayed on screen with playlists:

- remaining time until next break
- remaining time until next transition (only with the Display Playlist Elements mode)
- remaining time until next unavailable element

3.1.7. Image Capture Settings

Default Path for Captured Images

This setting allows the operators to specify a destination folder where the captured images will be stored. This path is used for the Grab to File actions.

- If the administrator has specified a path applicable to all users in the User Manager, you will see the path in this setting but you will not be able to modify it.
- If the administrator has defined a default path in the User Manager, you can modify the path if requested.
- If the administrator has not defined a default path, you can specify a path for captures images in this setting. The path needs to point to a shared folder on the Gigabit Ethernet network and should have the following pattern: `\\<MachineName>\<SharedFolder>\`.

Capture Images on all Ganged Recorders or Linked Clips

When this option is selected, the image grabbed on a clip will also be grabbed:

- on all the recorder channels ganged to the recorder channel from which the image is grabbed.
- on all the clips linked to the clip on which the image is grabbed.

3.2. Shortcut Definition

3.2.1. Introduction

For each application in the IPDirector there are keyboard shortcuts available to make operation faster to the operator.

The list of shortcuts can be accessed from **Tools > Define Shortcuts**.

Some shortcuts can be redefined to suit individual preferences. They are displayed in regular text. See section "How to Change a Shortcut Setting" on page 46. Other ones cannot be modified. They appear as dimmed text.

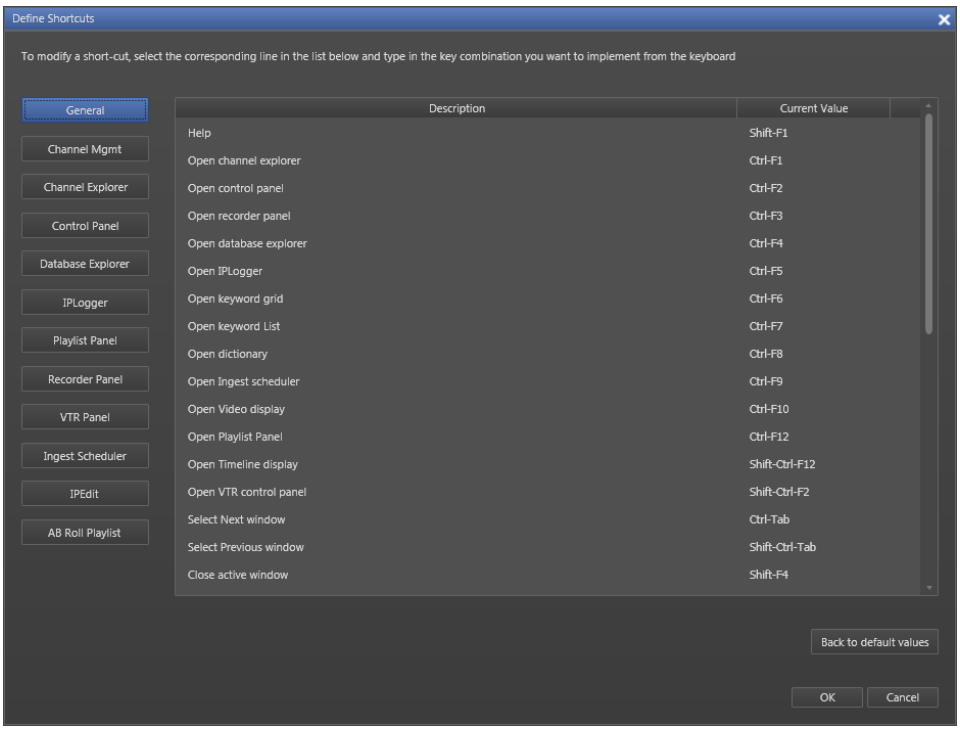
This section only describes the General and Channel Management Shortcuts, which are valid for several applications. For more information on shortcuts specific to an application, refer to:

- section "Channel Explorer Shortcuts" on page 127
- the Control Panel user manual
- the Database Explorer user manual
- the IPLogger user manual
- the Playlist Panel user manual
- the Ingest Modules user manual ("Recorder Panel Shortcuts")
- the Ingest Modules user manual ("VTR Control Panel Shortcuts")
- the Ingest Modules user manual ("Ingest Scheduler")
- the AB Roll Playlist user manual

3.2.2. How to Change a Shortcut Setting

To change a shortcut setting, proceed as follows:

1. Select the menu **Tools > Define Shortcut** from the IPDirector Menu bar to open the Define Shortcuts window:

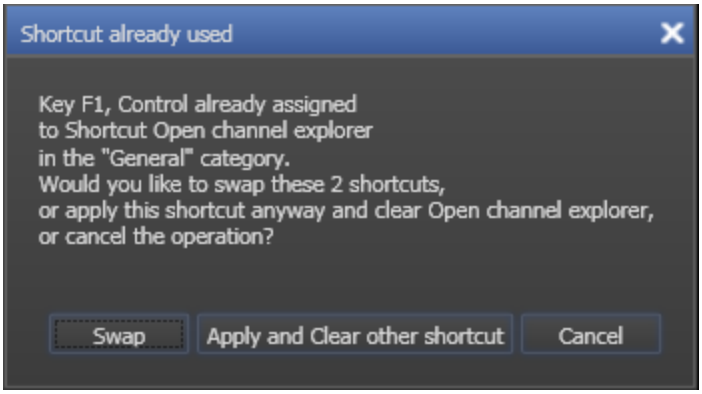


2. Select the application in which you want to modify a shortcut by clicking the corresponding button on the left. The **General** and **Channel Management** buttons include general shortcuts or shortcuts valid for several applications.

   The shortcuts usable in the corresponding application are displayed on the right pane.

3. Select the relevant shortcut action from the shortcut list. Only the shortcuts displayed in regular text can be modified.
4. Strike the key or key combination to be used as the new shortcut.

- If the new shortcut key is still available, it is automatically modified in the **Current Value** column.
- If the new shortcut key is not available, the following type of error message is displayed:



5. Select **OK** to confirm the change in the Define Shortcut window.

The change in the shortcut definition are saved and available in the application.

To restore the default values for an application, use the **Back to Default Values** button in the bottom right part of the window.

3.2.3. General Shortcuts

All the general shortcuts items that are available are shown in the screenshots below with their default values. These shortcuts are global to the system and not specific to one application. These can be modified and saved by the user if desired.

Description	Current Value
Help	Shift-F1
Open channel explorer	Ctrl-F1
Open control panel	Ctrl-F2
Open recorder panel	Ctrl-F3
Open database explorer	Ctrl-F4
Open IPLogger	Ctrl-F5
Open keyword grid	Ctrl-F6
Open keyword List	Ctrl-F7
Open dictionary	Ctrl-F8
Open Ingest scheduler	Ctrl-F9
Open Video display	Ctrl-F10
Open Playlist Panel	Ctrl-F12
Open Timeline display	Shift-Ctrl-F12
Open VTR control panel	Shift-Ctrl-F2
Select Next window	Ctrl-Tab
Select Previous window	Shift-Ctrl-Tab
Close active window	Shift-F4

Description	Current Value
Select control panel #1	F1
Select control panel #2	F2
Select control panel #3	F3
Select control panel #4	F4
Select control panel #5	F5
Select control panel #6	F6
Select control panel #7	F7
Select control panel #8	F8
Select control panel #9	F9
Select control panel #10	F10
Select keyword grid #1	Ctrl-1
Select keyword grid #2	Ctrl-2
Select keyword grid #3	Ctrl-3
Select keyword grid #4	Ctrl-4
Select keyword grid #5	Ctrl-5
Select keyword grid #6	Ctrl-6
Select keyword grid #7	Ctrl-7

Description	Current Value
Select keyword grid #8	Ctrl-8
Select keyword grid #9	Ctrl-9
Select keyword grid #10	Ctrl-0

3.2.4. Channel Management Shortcuts

All the Channel Management shortcuts are shown in the screenshots below with their default values. These can be modified and saved by the user if desired.

Description	Current Value
PLAY	P
Var play	Ctrl-P
Change the speed of the on-air element	,
PAUSE	Space
Fast Forward (FF)	F
Fast Reverse (FR)	W
E/E	L
Return	X
Snap to LIVE	Q
TAKE	Ctrl-T
Activate/Deactivate 2nd controller	D
Mark IN	I
Clear IN	Ctrl-I
Goto IN	A
Mark OUT	O
Clear OUT	Ctrl-O
Goto OUT	E
Turn OSD ON or OFF	Shift-F5
Lock/Unlock channel	Ctrl-L
Change LOOP mode	Y
Send clip to default bin	Shift-B
Append clip to default playlist	Shift-A
Send to Archive (default Xfile)	Shift-X
Save clip	S

3.3. Layout Management

3.3.1. Managing Layouts

Context of Use

Depending on job content and personal preferences, most users have a preferred screen layout (open windows and window positions).

The purpose of the Layout features in IPDirector is to present users their personalized screen layout every time they log on to IPDirector.

Depending on the user rights, users will be able to create their own layouts by themselves or a default layout will be assigned to them.

Pre-defined layouts, specifically dedicated to a category of users, are managed in the User Manager. They can be assigned to a user by system administrators. So, this layout becomes the default layout for the user.

How to Define Layout

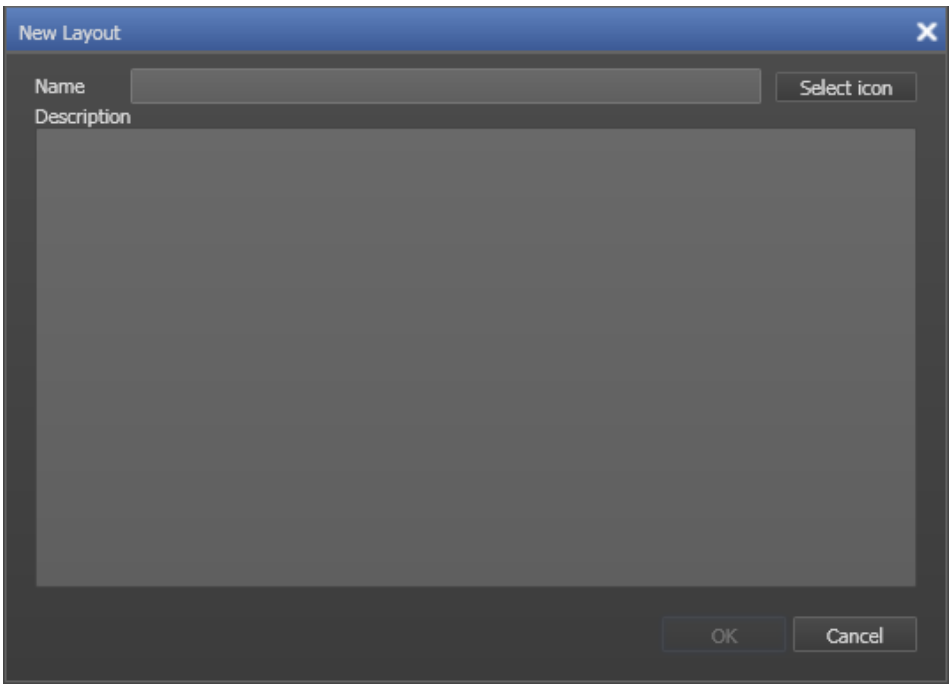
This section describes the way to define a new layout, for users who have the appropriate user rights.

You can open and arrange the selected windows before creating the layout or you can first create the layout and arrange the windows later on and save them with the layout name.

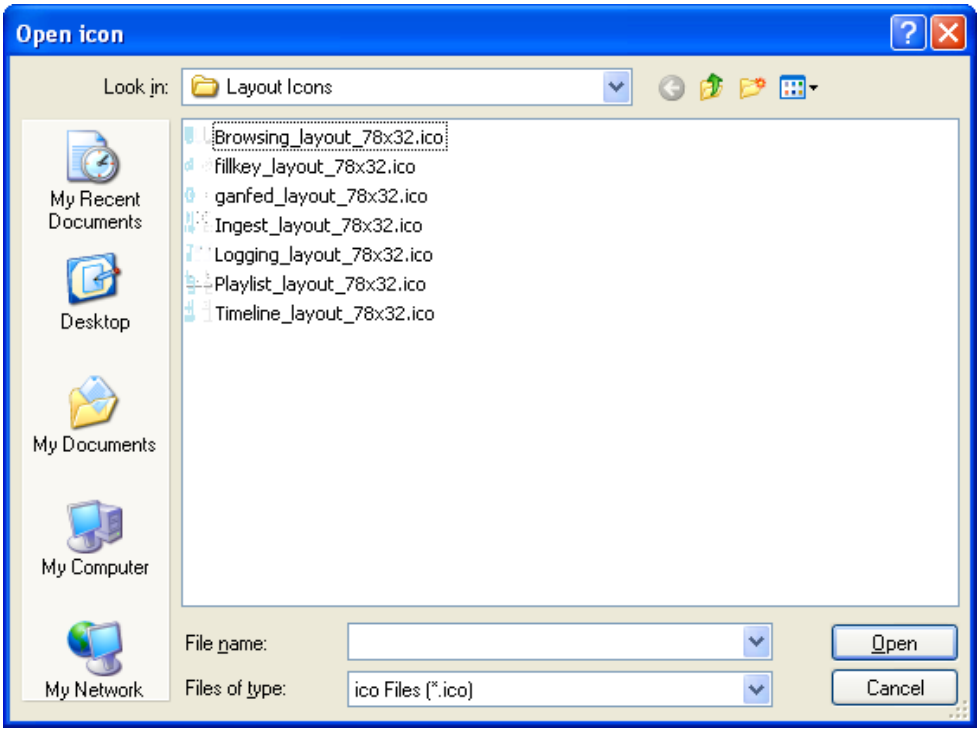
To define a layout, proceed as follows:

1. Select **New** in the Layout menu of the IPDirector Menu bar.

   The New Layout window opens.

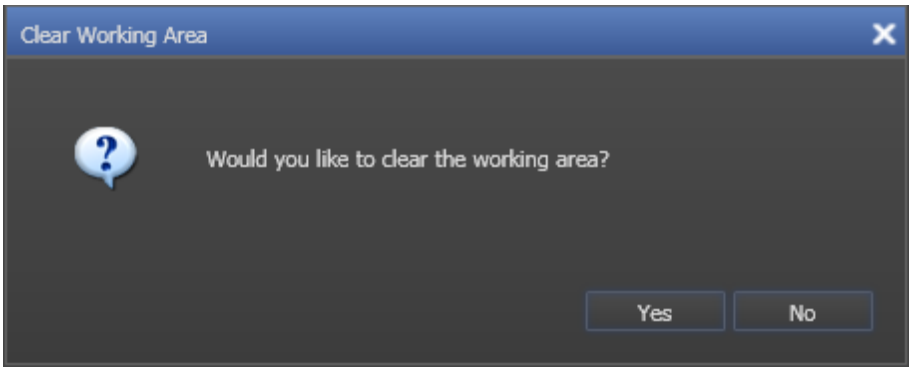


2. Enter a name for the layout.
3. If you want to associate an icon to the layout, click the **Select Icon** button and select an icon file from the Open Icon window.



4. Click **OK**.

   The following message is displayed:



5. Click
   - **Yes** if you want to start from a clean working area

   or

   - **No** if you want to create a new layout based on your current working area.

   The Layout name is displayed in the Status bar of the Main window 

.
6. In case you have clicked **Yes**,
   a. open and arrange the selected windows.
   b. Select **Save Layout** from the Layout menu.

The current work area is saved with the current Layout name.

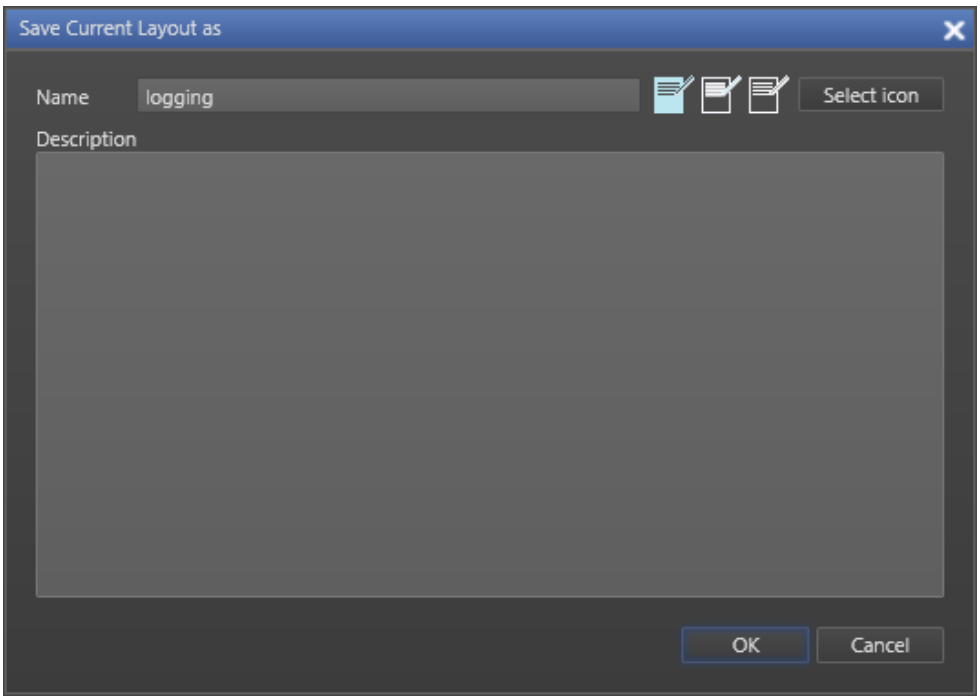
Steps 5 and 6 may be done later on, provided that you first open the layout with the **Layout > Open** option.

How to Save a Layout with a New Name

Once you have opened and arranged some windows in the way you want them to appear, you can save the current layout with a new name. To do so, proceed as follows:

1. Select **Save current layout as** in the Layout menu.

   The Save Current Layout As window appears:



2. Enter the appropriate information and click **OK**.

   The new Layout name is displayed in the Status bar of the Main window.

Possible Operations on Layouts

Clicking the **Layout** option from the Layout menu on the Menu bar displays the following commands.

Column 1	Column 2
New	Opens the New Layout window to create a layout. See section "How to Define Layout" on page 50.
Open	Opens the Load Layout window from which you can select an existing layout. The IPDirector windows associated to the selected layout will then open on screen.
Save Layout	Saves the layout of the open windows with the name of the currently loaded layout, which is displayed in the Status bar of the Main window. See section "How to Define Layout" on page 50.

Column 1	Column 2
Save Current Layout as	Opens the Save Current Layout As window to allow you to give a name to the current layout. See section "How to Save a Layout with a New Name" on page 52.
Delete	Opens the Delete Layout window from which you can select the layout(s) to delete.
Publish	Opens the Publish window from which you can publish a layout to selected users.
Properties	Opens the Properties window from which you can change the name and/or the icon of both the layout and the layout shortcut. You can also publish the layout.
Import	Allows to import a layout. The imported layout will be available from Layout menu.
Export	Allows to export a layout as xml file.

3.3.2. Using Layout Shortcuts

Introduction

Shortcuts can be created for the existing layouts, so, a layout can be opened in one-click.

The Layout Shortcuts are defined and selected from the Layout panel.

The Layout panel opens when you click the Layout tab on the left screen border.

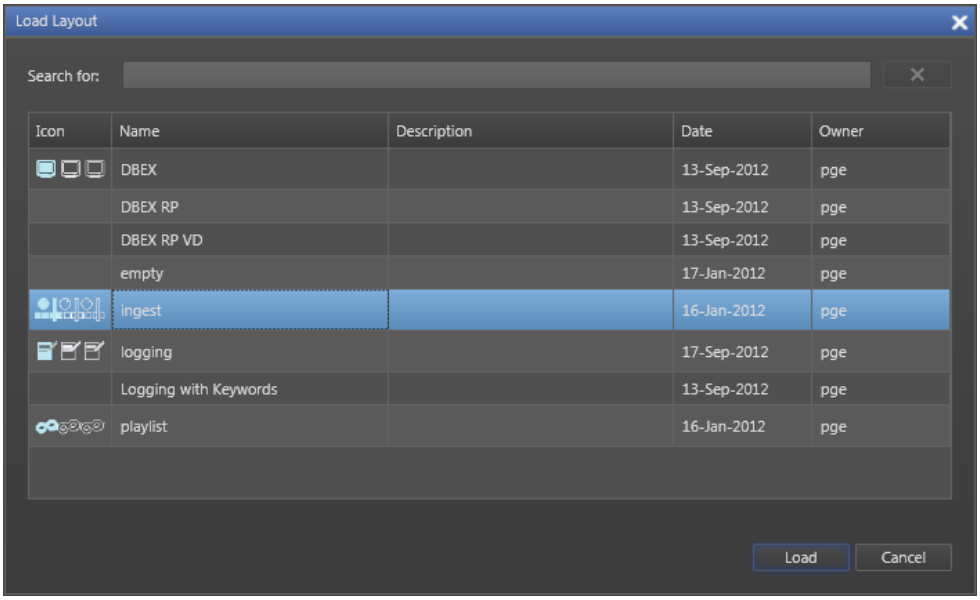
The procedure for creating a Layout shortcut is explained in details below.

How to Create a Layout Shortcut

To create a layout shortcut, proceed as follows:

1. Click the Layout tab on the left screen border to open the Layout panel.
2. Click the **New** button from the Layout panel.

   The Load Layout window opens:



3. Select an existing layout from the list.
4. Click **Load**.

   The layout is available from the Layout panel:

How to Open an Existing Layout from the Layout Panel

To open an existing layout by using the Layout shortcut, proceed as follows:

1. Click the Layout tab on the left screen border to open the Layout panel.

2. Click the **Layout** button corresponding to the layout you want to load.

The different windows corresponding to the selected layout open.

Operations on Layout Shortcuts

A contextual menu appears when you right-clicking a **Layout Shortcut** button in the Layout panel.

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

Menu Item	Description
Rename	Renames the layout shortcut in the Layout panel but does not rename the corresponding layout.
Delete	Deletes the layout shortcut but does not delete the corresponding layout.
Properties	Opens the Properties window from which you can change the name and/or the icon of both the layout and the layout shortcut. You can also publish the layout.

3.4. Metadata Profile Management

3.4.1. Metadata, Profiles, User Fields and Automatic Keywords

Metadata is customer-defined data which can be associated with clips, logsheets, playlists, timelines and edits.

Metadata Profile

A Metadata profile corresponds to a set of user fields which are managed together.

Thereafter, a profile can be associated with elements such as clips, files, edits, playlists and timelines, and metadata can be attributed to the element by entering specific values in the user fields.

After assignment, metadata can be used in searches within the Database Explorer.

A profile can be created in IPDirector or can be imported into IPDirector in the form of an .XML file. The same profile can be used for any element type.

Depending on the user rights defined, the users will be allowed to manage profiles, or to choose a profile when creating or editing an element, or they will be forced to use to default profile imposed by the administrator.

Logsheet Profile

Profiles defined for logsheets slightly differ from profiles defined for other elements in that two profiles can be associated with a logsheet:

- one for the logsheet user's fields
- one for automatic keywords.

Refer to the chapter on the IPLogger module in the user's manual for a detailed description of user's fields and automatic keywords.

Profiles for automatic keywords also consist of user fields. Values are entered for these user fields at creation of logs and will persist through all new log entries made until the automatic keyword is changed in the Automatic Keywords area of the IPLogger window. Therefore, they behave as automatic keywords as they will be associated to a log such as standard keywords, but do not need to be entered for each log separately.

For more information on how to use the metadata and automatic keywords in the IPDirector applications, refer to:

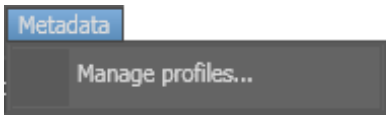
- the Control Panel user manual
- the Database Explorer user manual
- the Playlist Panel user manual
- the Ingest Modules user manual
- the IPLogger user manual ("Step 1: Defining the Logsheet Characteristics")

- the IPLogger user manual ("Overview of the IPLogger Window")
- the IPLogger user manual ("Create a New Log Window")

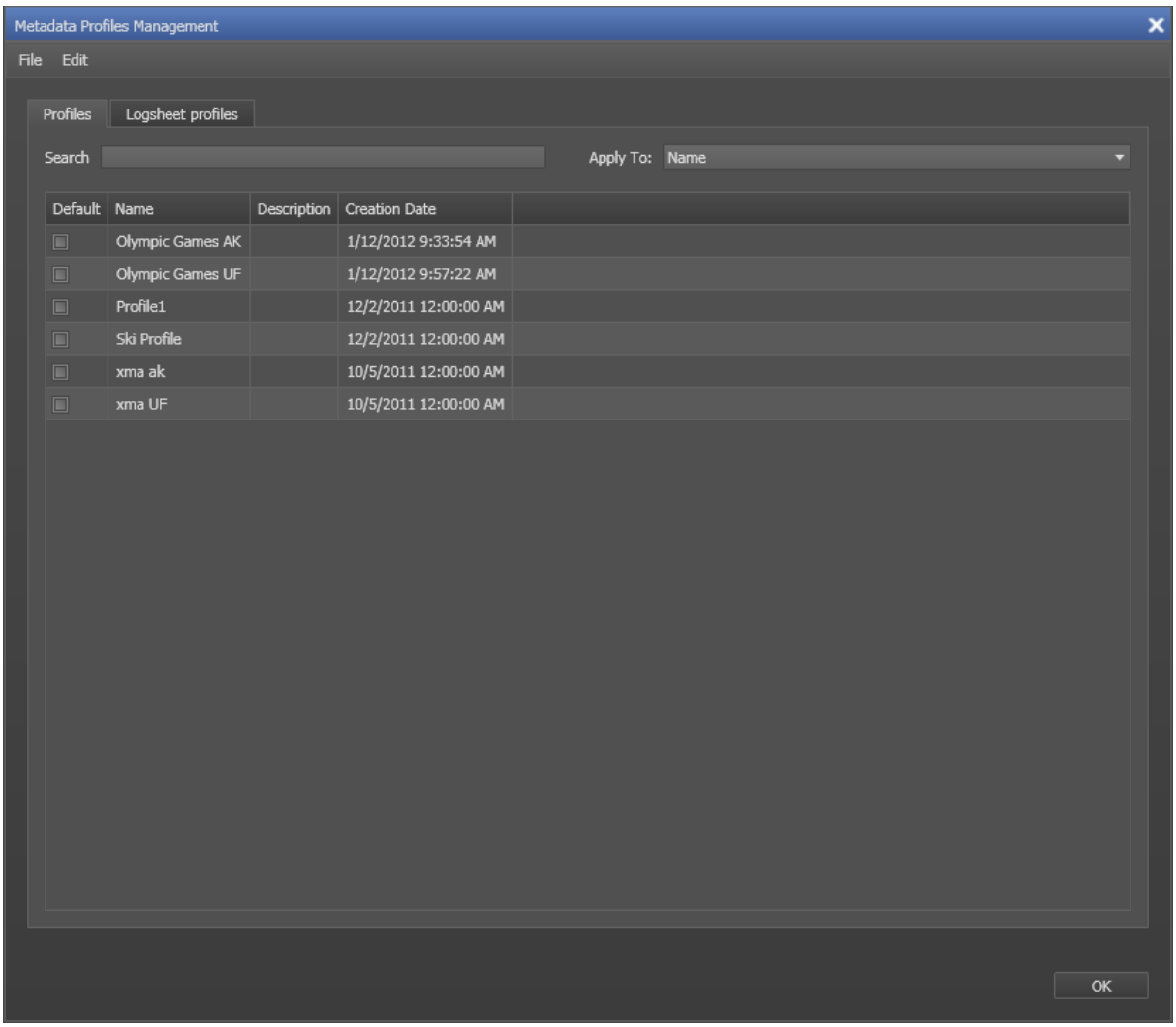
3.4.2. Overview of the Metadata Profiles Management Window

Introduction

To access the Metadata Profiles Management window, select **Manage Profiles** from the Metadata menu of the IPDirector Menu bar.



This interface can only be accessed if you have the appropriate user right. It allows you to create, edit and delete profiles.

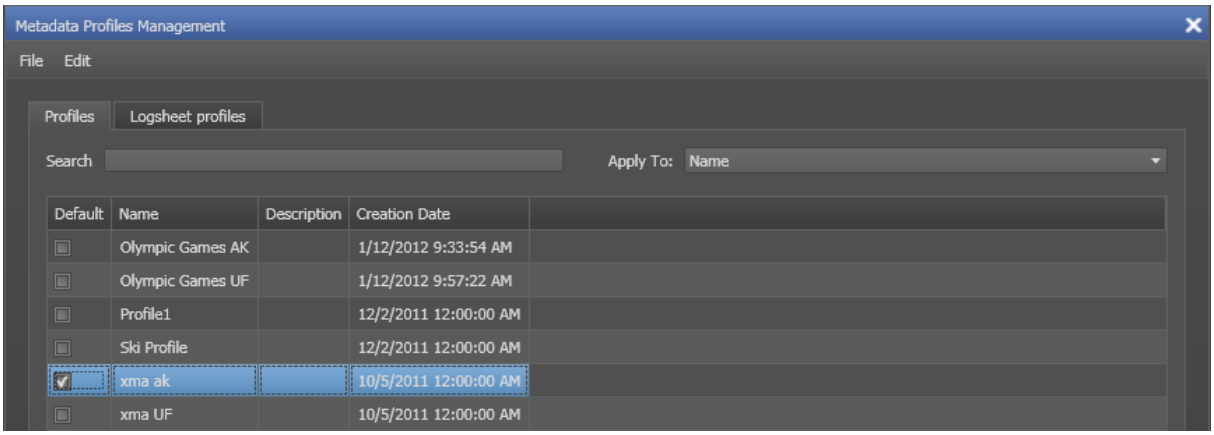


The window contains two tabs:

- The Profiles tab that lists all the metadata profiles

- The Logsheet Profiles tab that lists the profiles specifically dedicated to logsheets.

Profiles Tab



This area gives the list of available profiles which can be associated with clips, playlists, timelines and edits or which can be used when defining a subsequent logsheet profile.

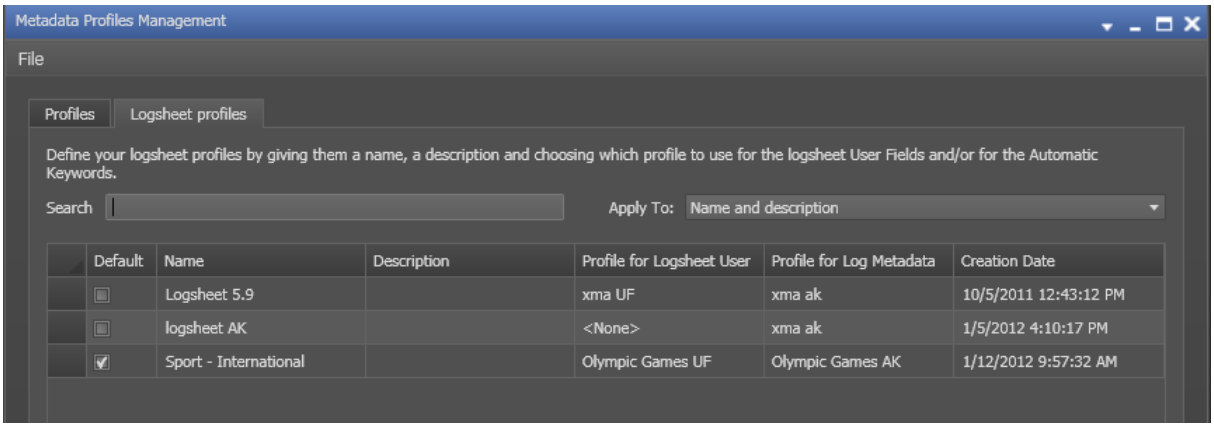
The same profile can be used for any of these element types.

A search operation can be performed either on the profile name, on the profile description or on both by entering a few letters in the **Search** field.

A File menu and an Edit menu are available and allow actions such as creation, edit, import, and export of profiles.

Within the Profiles tab, it is possible to choose a profile as the default profile by selecting the box next to the chosen profile in the **Default** column. By doing this, users who do not have the user right to choose a profile will not be able to select a profile

Logsheet Profiles Tab



This area manages the list of available logsheet profiles which can be associated with a logsheet.

A logsheet profile consists of the selection of a profile for logsheet user fields and/or a profile for automatic keywords, both created via the Profiles tab.

A search operation can be performed either on the logsheet profile name, on the logsheet profile description or on both by entering a few letters in the **Search** field.

Within the Logsheet Profiles tab, it is possible to select a logsheet profile as the default logsheet profile by selecting the box next to the chosen logsheet profile in the **Default** column. By doing this, users who do not have the user right to choose a profile will not be able to select another logsheet profile and the selected logsheet profile and its user fields will be applied by default to the new logsheets when they are created. Only one metadata logsheet profile at a time can be defined as the default logsheet profile in IPDirector.

3.4.3. Creating Profiles

Introduction

Creation of profiles and definition of the user fields to be present in each profile will be done through the Profiles tab. These profiles could then be attributed to clips, playlists, timelines or edits.

When creating a logsheet profile, in the Logsheet Profiles tab, a profile for logsheet user fields and/or a profile for automatic keywords are selected from the profiles created via the Profiles tab and a logsheet profile name is attributed.

How to Create a New Profile

When you create a new metadata profile, you will be able to choose available user fields from an existing list and/or to define new user fields.

To create a new profile, proceed as follows:

1. Select **Metadata > Profiles Management** from the IPDirector Menu bar.

   The Metadata Profiles Management window opens.

2. In the Profiles tab, do one of the following:

   - in the File Menu, select **New**

   OR

   - right-click in the profile list and select **New** from the contextual menu.

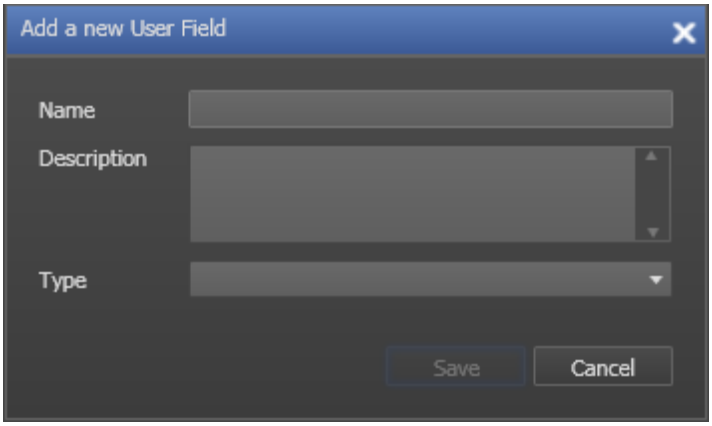
   The New Profile window opens. "New Profile Window" on page 61.

3. Enter a profile name and, if required, a description for the profile.
4. If the required user fields already exist, associate them to your profile by selecting them in the Available User Fields area in one of the following ways:

   - by selecting the user field and then clicking the right arrow
   - by double-clicking the user field
   - by dragging it onto the Selected User Fields area at the position where you want to drop it.

5. If the required user fields do not already exist, you need to add new user field as follows:

   a. Click the **Add New User Field** button. The Add New User Field window opens.



b. Fill in the **Name** field and, if required, the **Description** field

c. Choose a type for the new user field from the drop-down list. See section "New Profile Window" on page 61.

d. Click the **Save** button.

All the selected and/or added user fields are listed in the Selected User Fields area.

6. Re-order the user fields by drag-and drop operation in the way you want them to appear in the metadata area related to the element.
7. Click **Save**.

The new profile is created and appears in the Profiles tab of the Metadata Profiles Management window.

The user fields of each profile will then be listed in the available columns of the Database Explorer. The column corresponding to a user field could thus be made visible and searches could be performed on the user field values. The name of the user field appears as heading of the column in the Database Explorer.

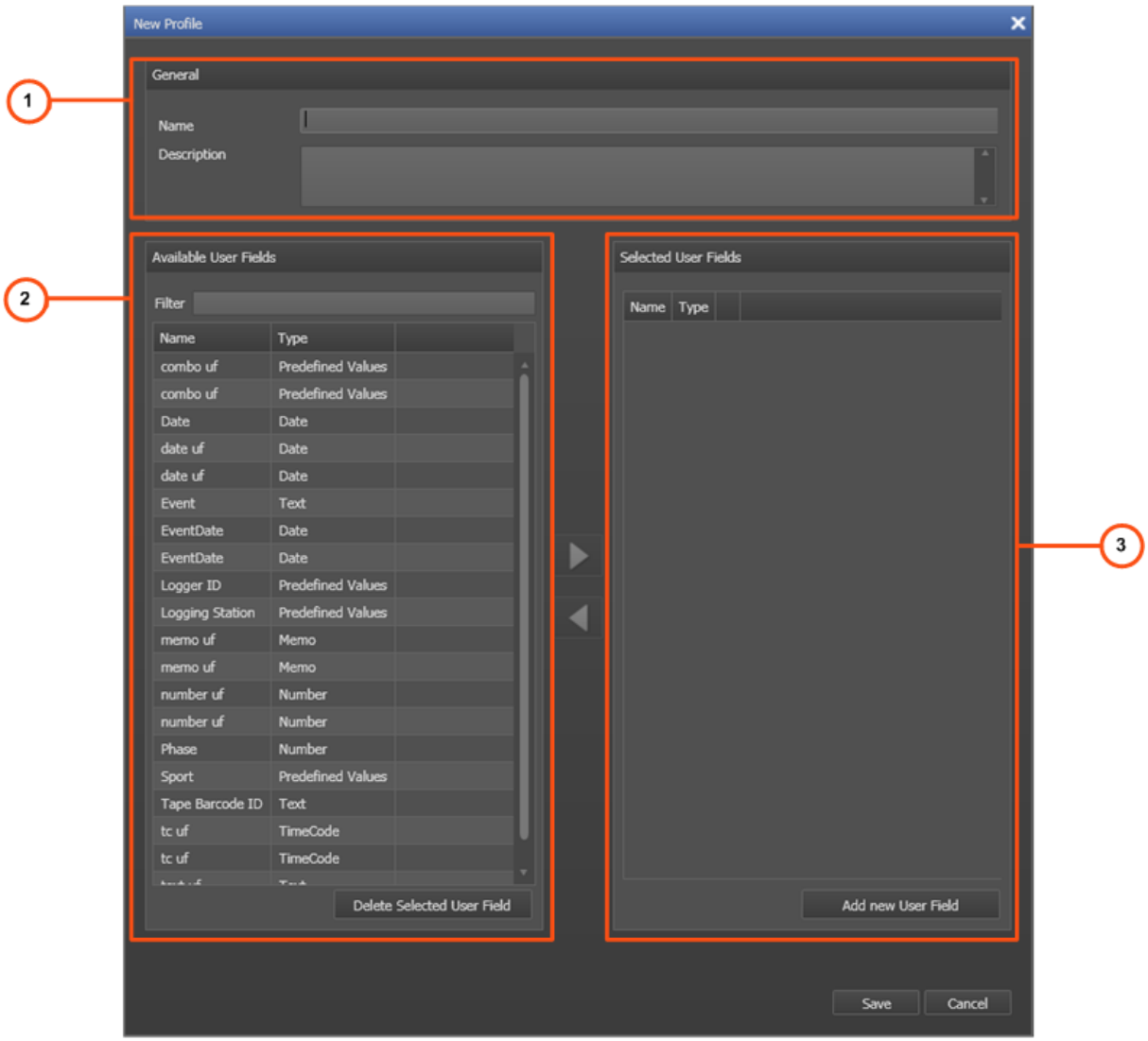
New Profile Window

Context of Use

While creating a new profile, the users have to select the **New** option in the File menu of the Profiles tab, in the Metadata Profiles Management window. This will open the New Profile window. This window makes it possible to enter profile information and to define the user fields which will appear each time the profile is associated to an element.

A profile is a flat structure: there is no possibility to build trees with user fields under other user fields.

Window Overview



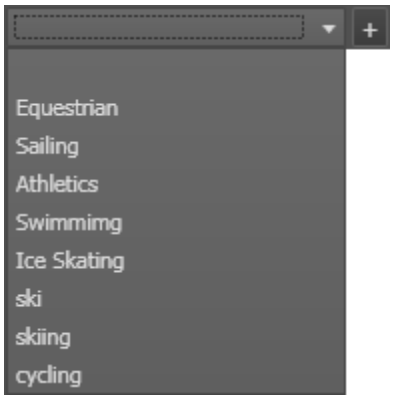
The New Profile window is divided into three areas shortly described in the table below:

Area		Description
1.	General area	It contains the **Name** field and a **Description** field
2.	Available User Fields area	It gives the list of the available user fields, and their corresponding type, which can be selected and associated to a profile. It also allows to filter the list through the **Filter** field or to delete one or several user field(s) by clicking the **Delete Selected User Field** button.
3.	Selected User Fields area	It gives the list of the user fields selected for the new profile and their corresponding type. This list is empty when creating a new profile. During profile creation, items can be re-ordered within the list by a drag-and-drop operation. It also enables the users to create new user field and add it to the profile by clicking the **Add New User Field** button.

Possible Types of User Fields

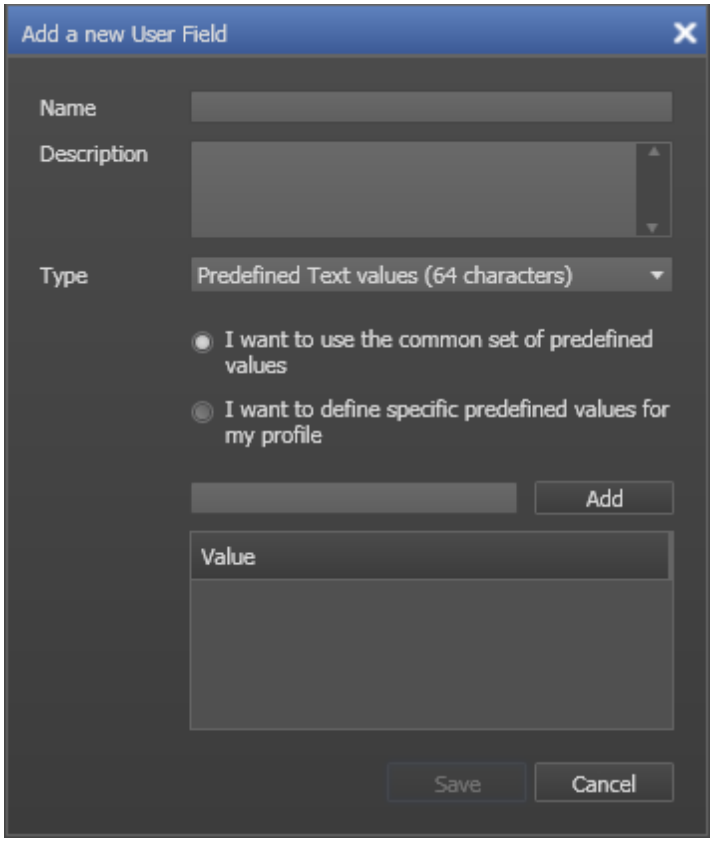
When the **Add New User Field** button is clicked in the New Profile window, the following types of user fields are available:

User Field Type	Will appear in the element metadata area as...
Text (64 characters)	Free text field 
Memo (text, 512 characters)	Free text field 
TC (for Timecode)	Timecode field 

User Field Type	Will appear in the element metadata area as...
Date	Date field with drop-down arrow giving access to a calendar. 
Number	Number field with up and down arrows to increase or decrease the value. 
Predefined Text values (64 characters)	Drop-down list displaying all the values which can be entered by the user at creation of the user field (see below). A "+" sign displayed on the right of the combo box allows you to add additional values in the list of predefined values. 

Predefined Text Values (64 characters)

When this type is selected, the expanded Add New User Field window is displayed and gives the users the choice between two options.



1. It is recommended to use the common set of predefined values when
   - The metadata will be used in only one profile, or
   - The metadata will be used in several profiles but the predefined values will always be the same.
2. It is recommended to define specific predefined values when
   - The metadata will be used in several profiles and the predefined values will differ depending on the profile.

The users will then have to enter the values they want to be available in the new profile.

How to Define Values for a User Field with Predefined Values

It is possible to define values for a user field which type is predefined text value

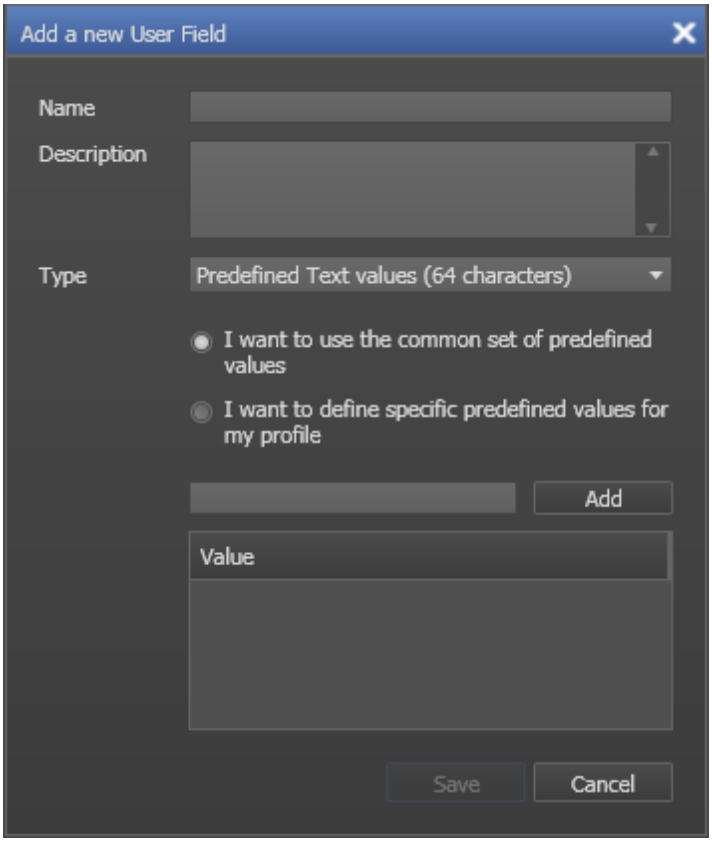
To do so, proceed as follows:

1. in the New Profile window, click the **Add New User Field** button and select **Predefined Text Values** in the **Type** field

   OR

- in the New Profile window or in the Edit Profile window, click the **Edit** button next to the user field which type is predefined text value

  The expanded Add New User Field window is displayed.



2. Enter a value in the field above the list of values.
3. Click **Add**.

The value is listed in the Value list.

If it is a common set of predefined values:

- the new value will be added to the edited profile and
- all profiles containing this user field are updated

If it is a specific set of predefined values:

- the new value will only be added to the edited profile.

How to Create a Logsheet Profile

To create a logsheet profile, proceed as follows:

1. In the Logsheet Profiles tab, do one of the following:
   - in the File Menu, select **New**

   OR

   - right-click the logsheet profile list and select **New** from the contextual menu.

   A new line appears in the list. It is highlighted and the cursor is placed in the **Name** field to allow the user to enter a name for the logsheet profile.
2. Enter a profile name and, if needed, a description for the profile.
3. Click at the right of the cell in the **Profile for Logsheet User Fields** column.

   An arrow appears.

4. Click the arrow to display the list of available profiles.
5. Select a profile to be used as Logsheet User Fields profile.
6. Click at the right of the cell in the Profile for **Automatic Keywords** column.

   An arrow appears.
7. Click the arrow to display the list of available profiles.
8. Select a profile to be used as Automatic Keywords profile.

3.4.4. Editing Profile and User Fields

Possible Actions

Once created, it is still possible to edit a profile. The profile name or the profile description can be modified. User fields can be added, removed, updated or re-ordered by a drag-and drop operation.

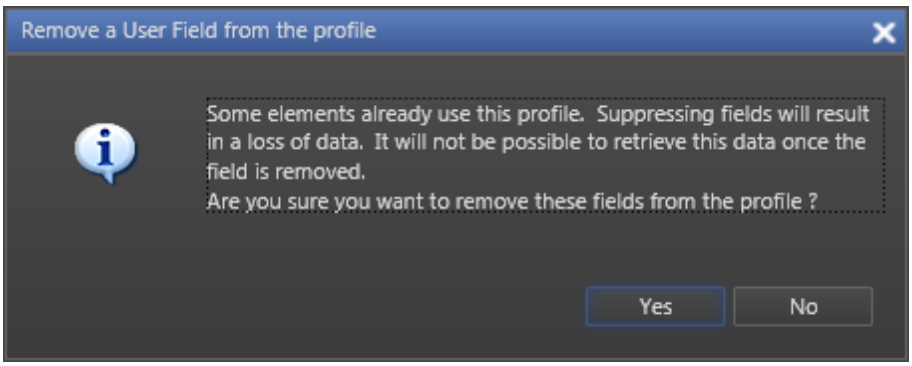
How to Remove a Selected User Field from a Profile

To remove a user field from a profile, proceed as follows:

1. In the Profiles tab, select the profile to be edited.
2. Select the **Edit** option in the File Menu or in the Profiles contextual menu.

   The Edit Profile window opens, which is similar to the New Profile window.
3. Do one of the following:
   - double-click the user field to be removed
   - select it in the Selected User Fields area and click the left arrow
   - drag it onto the Available User Fields area.

   If some elements already reference the profile, a warning message is displayed.



   Answering **Yes** will remove the fields from the profile and all previously entered data for that profile will be cleared from the user fields table.

   If no elements reference the profile, the fields are removed from the profile without warning message.

How to Edit a Profile or a User Field

If you want to edit the information related to each user field (name, description or type), proceed as follows:

1. In the Profiles tab, select the profile you want to edit.
2. Do one of the following:
   - In the File menu, select **Edit**.
   - Right-click the profile line and select **Edit** from the contextual menu.

   The Edit Profile window, similar to the Add New Profile window, opens.
3. Make the desired changes: add, remove, move user fields or rename the profile.
4. To edit a user field (name, description or type):
   a. In the Selected User Fields area of the New Profile window, click the **Edit** button at the right of the user field you want to edit.

      The Edit a User Field window similar to the Add New User Field window will then opens.
   b. Make the desired change (name, description or type).
   c. Click **Save**.

   The user field is updated.

Warning - Adding a User Field to an Existing Profile
If a user field is added to an existing profile, it is added to the corresponding metadata profile associated to existing elements and the user field will have an empty value.

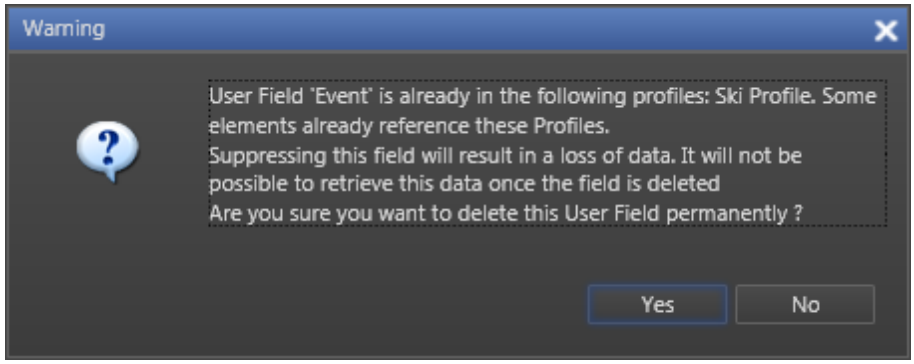
3.4.5. Deleting User Field or Profile

How to Delete an Available User Field

The user can delete a user field from the list of available user fields either from the New Profile window or from the Edit Profile window. To do so, proceed as follows:

1. In the Available User Fields list, select the user field to be deleted.
2. Click the **Delete selected User Field** button.
   - If no element references the user field and if the user field is not present in another profile, the user field is then deleted.
   - If the user field is present in a bin rule, a warning message is displayed.
   - If some elements already reference the user field or

     If the user field is present in the Selected User Fields list of another profile, even if it is not referenced, a warning message is displayed.



Click **Yes**.

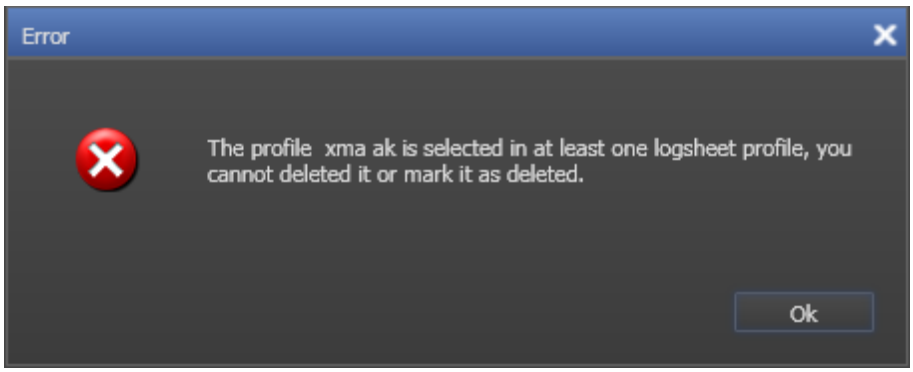
The user field is deleted from the Available User Fields list and will no longer be available.

How to Delete a Profile

You can choose to permanently delete a profile or mark a profile as deleted. To do so, proceed as follows:

1. In the Profiles tab, select the profile to be deleted.
2. Do one of the following:
   - In the Edit menu, select **Delete**
   - Right-click the profile and select **Delete** from the contextual menu.

In case the profile is referenced, an error message is displayed:



In case the profile is not referenced, it remains present in the Metadata Profiles Management window, in a dimmed and italic format, but it is no more accessible. It could nevertheless be recovered later.

Note

A profile marked as deleted can be recovered by

- selecting the profile and then selecting **Undelete** In the Edit menu,
  OR
- right-clicking the profile and selecting **Undelete** from the contextual menu.

How to Delete a Logsheet Profile

To delete a logsheet profile, proceed as follows:

1. In the Logsheet Profiles tab, select the logsheet profile to be deleted.
2. Right-click the logsheet profile
3. Select **Delete** from the contextual menu.

The logsheet profile is deleted from the list.

If a logsheet profile is used in a logsheet that has at least one log, it cannot be deleted.

3.4.6. Copying a Profile

You can choose to copy an existing profile and then edit some information if needed. To copy a profile, proceed as follows:

1. Select the profile to be copied.
2. Do one of the following:
   - In the Edit menu, select **Copy**

   OR

   - Right-click the profile and select **Copy** from the contextual menu.

   The Enter New Profile Name window is displayed.
3. Enter the new profile name and click **OK**.

The new profile is created with the same description and user fields as the original one.

3.4.7. Importing and Exporting Profiles

How to Import a Profile or a Logsheet Profile

To import a metadata profile, proceed as follows:

1. Select the profile or the logsheet profile to import.
2. In the File Menu, select **Import Profiles**.

   The Import Profiles window opens.
3. Select the .XML file that contains the metadata profile to import.
4. Select the file type:
   - XML files
   - Legacy XML files for IPDirector versions 4.4 and previous.
5. Click **Open**.

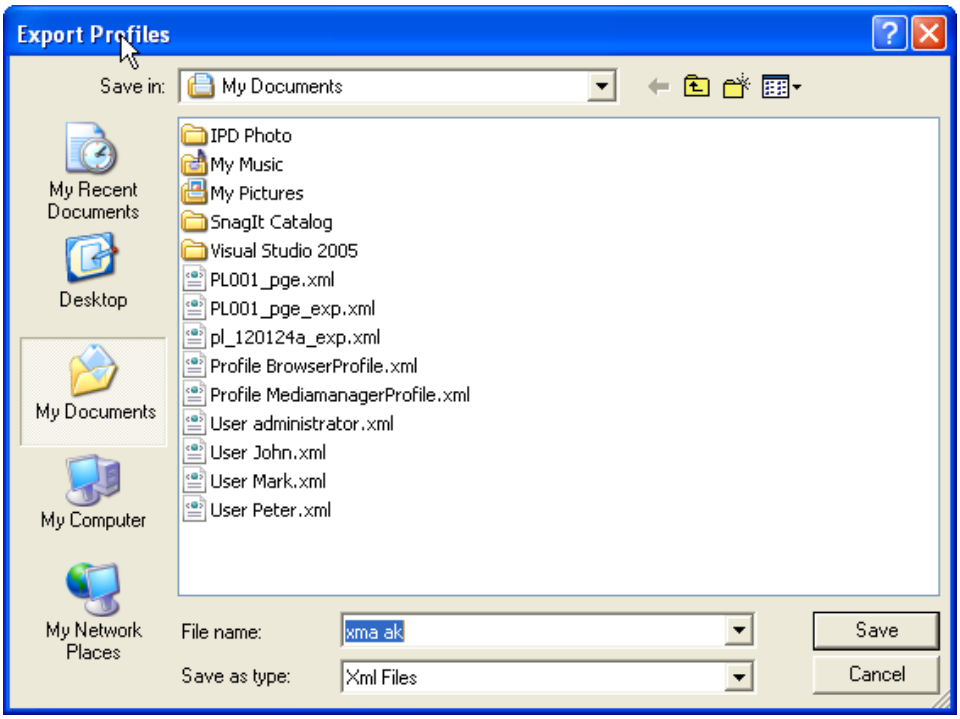
The profile is imported in IPDirector and it appears in the list of profiles of the Metadata Profiles Management window.

How to Export a Profile or a Logsheet Profile

To export a metadata profile into an XML file, proceed as follows:

1. Select the profile or the logsheet profile to export.
2. In the File Menu, select **Export Selected Profiles**.

   The Export Profile window opens:



3. Select the folder where you will export the file in the **Save in** field and type a file name for the profile to export in the **File Name** field.
4. Click **Save**.

The profile or the logsheet profile is exported to the requested folder.

Note
To export the default profile, select **Export Current Profiles** from the File menu.

3.5. Remote Control Management

3.5.1. Introduction

Remote devices can be connected to IPDirector to perform specific actions.

The MPlay Remote is a Multi-Playout controller used to control the playout of subjects on up to 4 channels.

The BEPlay Remote is used for media browsing, editing and playout.

3.5.2. Opening the Control Manager Window

The configuration of the remote devices is performed through the Remote Control Manager window. It can be accessed from the IPDirector main window, via **Tools > Remote Control Manager**.

The window displayed several tabs, one for each remote device assigned to a serial communication port in the Remote Installer.

3.5.3. MPlay Remote

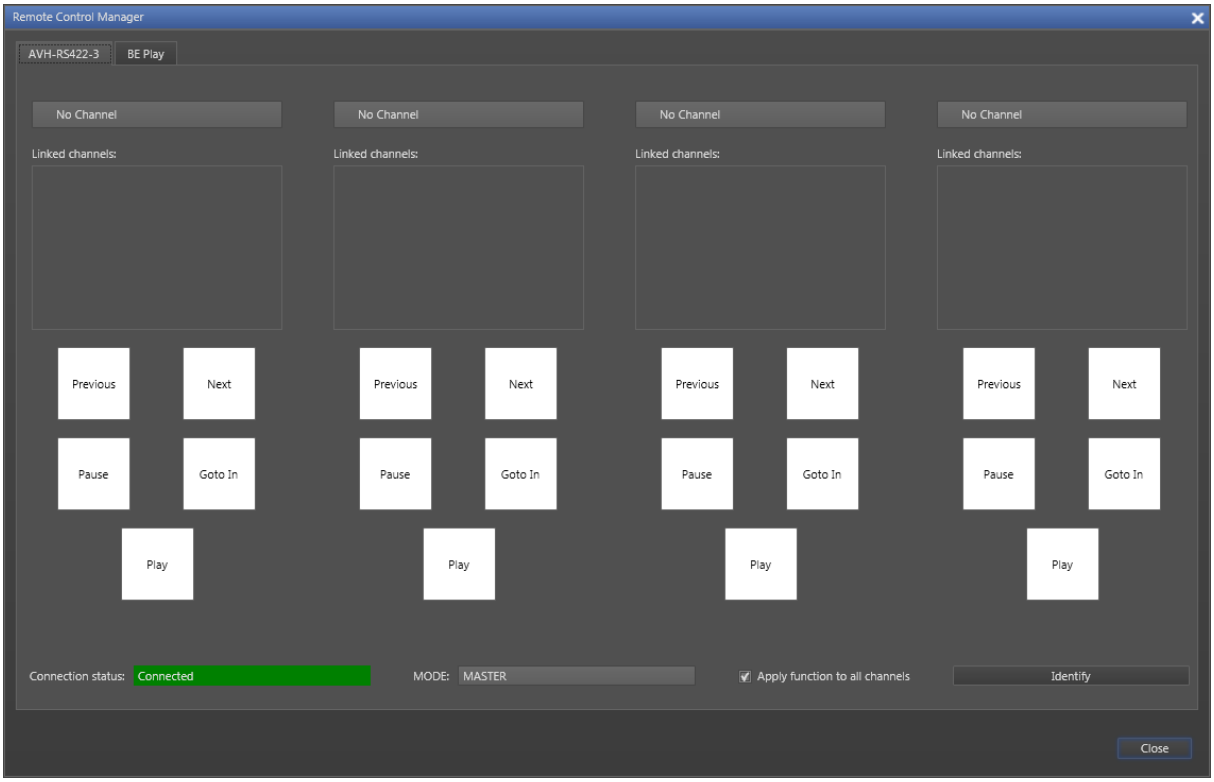
Introduction

The MPlay Remote is a simple interface dedicated to control the playout of clips, playlists or graphics. It is designed to simultaneously control up to 4 player channels. Its buttons can be configured to perform classic transport functions.

MPlay Remote Configuration

Overview of the Remote Control Manager Window

You can access the Remote Control Manager window from the IPDirector main window, via **Tools > Remote Control Manager**.



Then, select the tab corresponding to the MPlay Remote device.

Several MPlay remote devices can be connected. In this case, as many tabs are displayed as they are devices. One of the devices is defined as Master, the other ones as slaves. This is done in the Remote Installer. Refer to the Technical Reference manual.

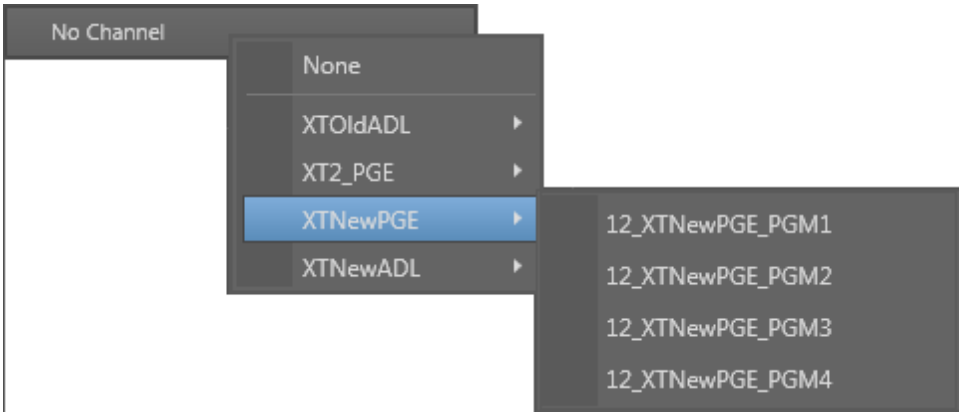
You will be able to control up to four player channels with one device.

Assigning Player Channels

How to Assign Player Channels from the Channel Name Contextual Menu

To assign a player channel to the MPlay Remote from the **Channel Name** field of the Remote Control Manager window, proceed as follows:

1. In the Remote Control Manager window, right-click one of the **Channel Name** field. A contextual menu is displayed:



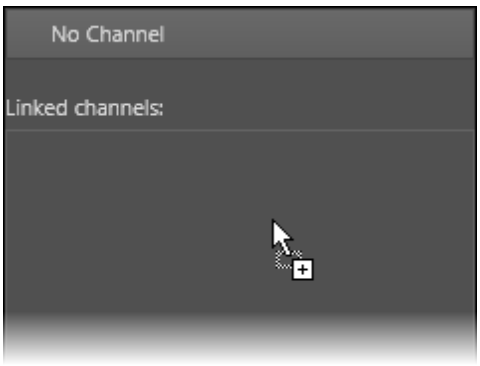
2. Select a player channel.
3. Repeat steps 1 and 2 for all the channels you want to associate to the buttons.

The channel name is displayed in the **Channel Name** field.

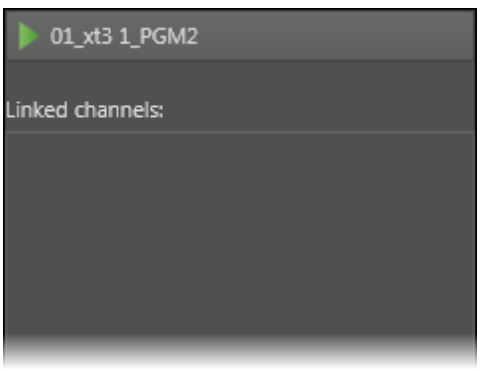
How to Assign Player or Recorder Channels to Function Buttons from the Channel Explorer

To assign player channels to the MPlay Remote by a drag-and-drop operation from the Channel Explorer, proceed as follows:

1. Open the Channel Explorer.
2. Select the player channel and drag it to one of the four**Channel Name** field areas in the Remote Control Manager window.



The player channel name is displayed in the **Channel Name** field:



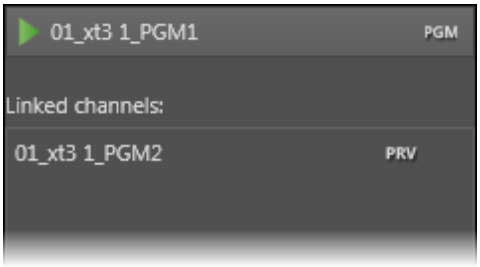
3. If needed, repeat these two steps for the three other **Channel Name** field areas.

In case the player channel is linked to another one in a PGM/PRV mode, gang mode or Fill and Key mode, the linked channels are listed in the Linked Channels field:

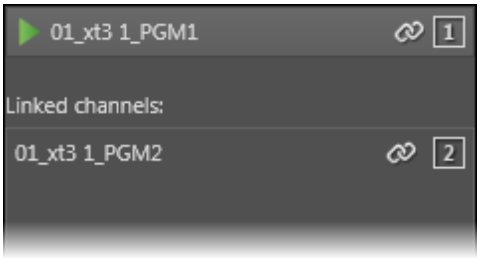
Linked Channels

In case the channel is linked to another one in a PGM/PRV mode, gang mode or Fill and Key mode, the linked channels are listed in the Linked Channels box.

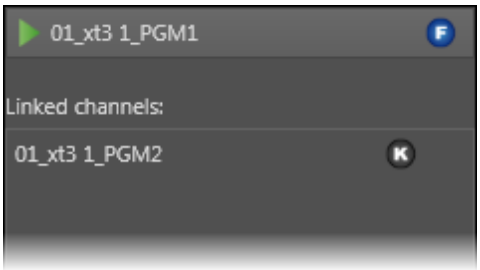
- PGM/PRV Mode:



- Gang Mode:



- Fill and Key Mode:

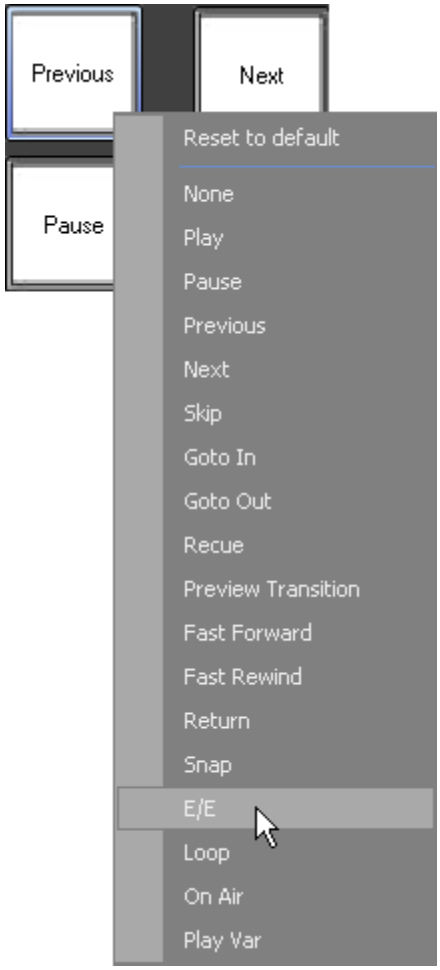


How to Customize Transport Buttons

To associate a transport function to one of the button, proceed as follows:

1. In the Remote Control Manager window, right-click one of the buttons in the box you have assigned a player channel to.

   The contextual menu with all the transport functions available is displayed:



2. Select the function you want to assign to the button.

The action name is displayed in the button for the selected channel:

Note

If the **Apply function to all channels** checkbox had previously been selected, when the operator assigns a function to a button, it is assigned to all the corresponding buttons for the player channels controlled by the remote. This modification is done on the selected tab only, not on all the connected MPlay devices.

How to Use the MPlay Remote

When you have assigned a player channel to the MPlay Remote and configured its buttons, you can use the device to perform actions on that channel.

1. Associate the same player channel to an IPDirector module such as Control Panel, Playlist Panel, Database Explorer or AB Roll Playlist interface. You can assign it to several windows at the same time.

2. On the MPlay Remote, press the button corresponding to the action you want to apply.

The action is performed on the panel or window which is active at the moment you press the button.

3.5.4. BEPlay Remote

Introduction

The BEPlay remote is a remote controller for browsing, editing and playing content.

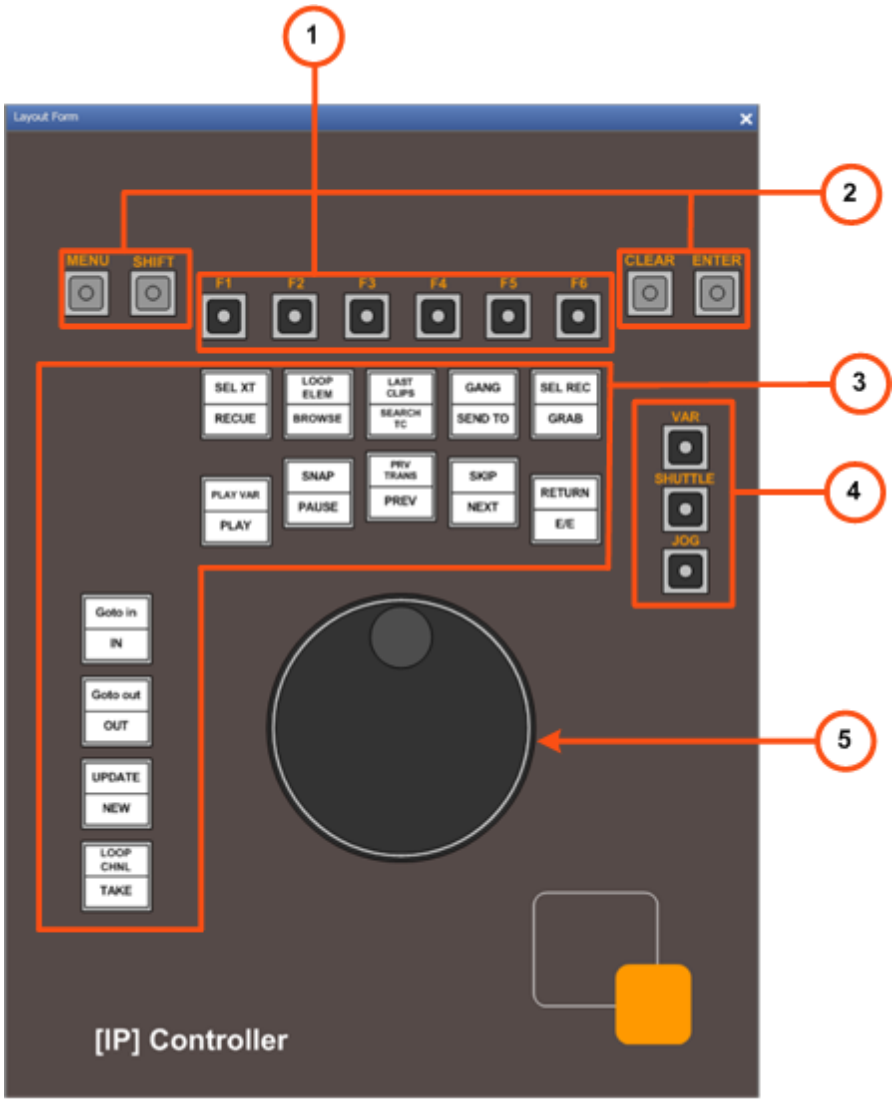
It can be configured to control selected channels and to send media to predefined destinations.

The first sections of the current chapter are dedicated to the configuration and the description of the various buttons.

The next sections provide procedures on the main functionalities which can be performed with the remote.

Overview of the BEPlay Remote Buttons

The BEPlay remote device has different kinds of buttons. They are represented on the following image and shortly described in the table below.



Area		Description
1.	Function Buttons	Function buttons are used to control a recorder or a player channel, or the Software Player.
2.	Special Buttons	4 buttons can be used with specific actions or together with other buttons.
3.	Action Buttons	14 buttons can all be used to perform two different actions, depending on whether the **SHIFT** button is pressed prior to the button. The actions vary according to the selected layout.
4.	Wheel Mode Buttons	Three buttons are available to select the mode according to which the wheel will be used.
5.	Wheel	The wheel is used to navigate through the loaded media. It can be used according to 5 different modes.

See section "BEPlay Remote Buttons" on page 82.

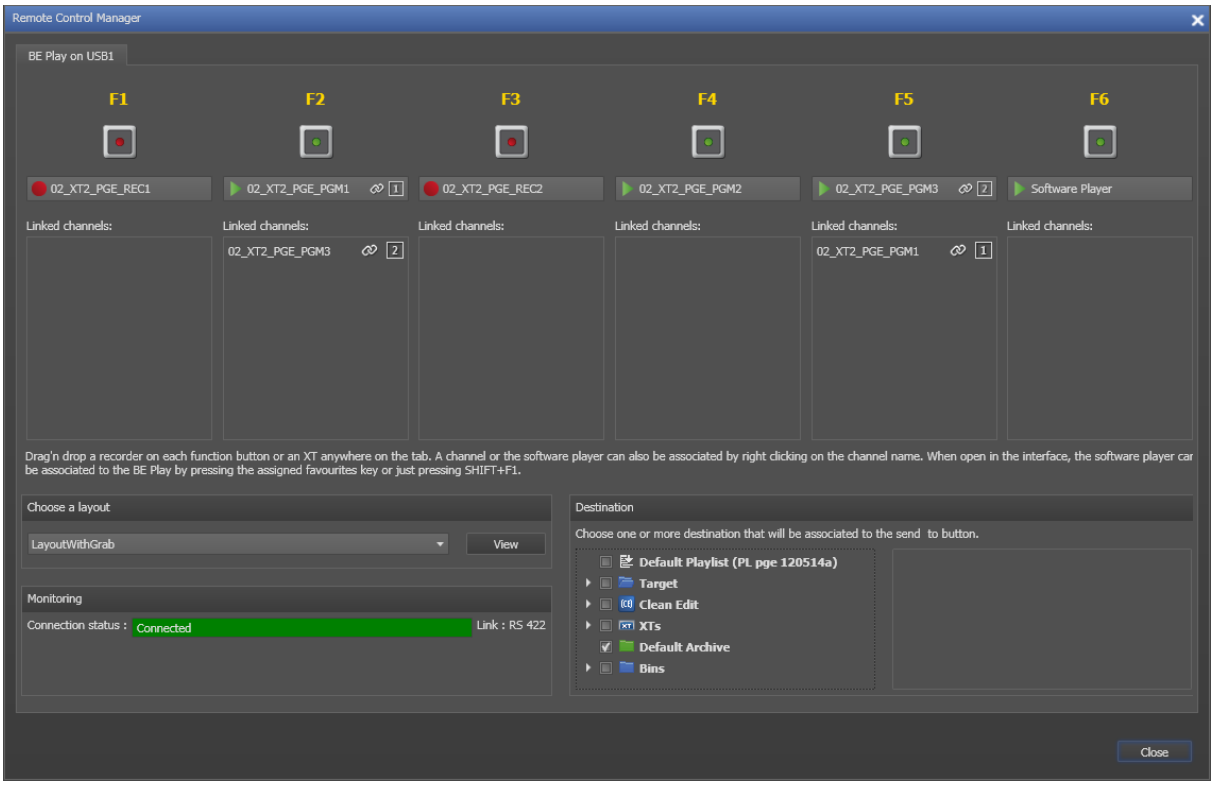
BEPlay Remote Configuration

Overview of the Remote Control Manager Window

The configuration of the BEPlay remote device is performed from the Remote Control Manager window.

You can access this window from the IPDirector main window, via **Tools > Remote Control Manager**. Then, select the tab corresponding to the BEPlay Remote device. There can only be one BEPlay remote per IPDirector workstation.

The remote configuration is linked to the workstation, not to the user.



From this window, you will be able to

- assign channels to the remote **Function** buttons
- select a remote layout
- define target destinations to send the controlled media to
- monitor the connection status.

Monitoring the Connection Status

The connection status is monitored from the Monitoring area.

The remote can be connected through a RS422 port or a USB port. The RS422 port must be configured in the Remote Installer.

When a serial port has been configured, the **Link: RS422** is displayed in the Monitoring area and the system looks for a BEPlay remote on the serial port.

If no serial port has been configured, the system tries to detect a BEPlay remote on a USB port. If one is found, **Connected – Link: USB** is displayed in the Monitoring area.

Selecting a Remote Layout

New!

Only clips, playlists and timelines can be controlled by the device.

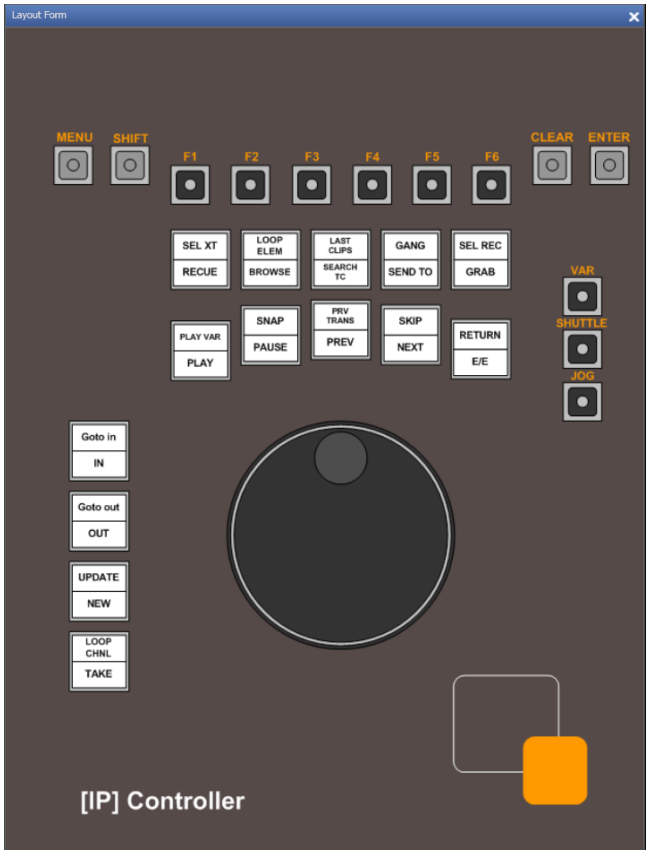
Two modes are defined for using the BEPlay. So, two layouts are available from the **Choose a Layout** field. The two layouts differ in two action buttons.

- The Layout with Split : will be preferably used with playlist elements
- The Layout with Grab

Clicking on the **View** button opens the Layout Form window which corresponds to the selected layout and shows the name of the functions assigned to each button. No action can be performed from this window.

All the functions linked to each button are described in "BEPlay Remote Buttons" on page 82.

The following screenshot shows the Layout Form window for the **Layout with Grab** layout.



Assigning Channels to Function Buttons

See section "Assigning Channels to Function Buttons" on page 89.

Selecting Destination Targets

From the Destinations area of the Remote Control Manager window, users define the destination targets where the media will be sent to when using the **Send to** button.

The available destination targets are the following:

- the user's default bin, if any
- the default playlist, if any
- a default archive target
- any target destination visible on the GigE network that has been defined in the Remote Installer (CleanEdit targets, Avid targets, Final Cut Pro targets, File targets, XT targets).
- the EVS servers for which the user has visibility right
- the bins configured in IPDirector and for which the user has write access right.

BEPlay Remote Buttons

Function Buttons

Function buttons are used to control a recorder or a player channel, or the Software Player. The section "Assigning Channels to Function Buttons" on page 89 describes the possible ways to assign channels to function buttons.

The LED of a function button gives indication on the channel assignment.

The LED of a Function button...	...when
is green	a player channel or the Software Player is assigned to the button
flashes green	the player channel or the Software Player assigned to the button is being controlled by the Remote
is red	a recorder channel is assigned to the button
flashes red	the record train from the recorder channel assigned to the button is loaded on the player controlled by the Remote
is not turned on	• no channel is assigned to the button, or • the user cannot see the recorder channel or control the player channel, or • the Software Player is not opened.

Action Buttons

The BEPlay Remote has 14 buttons which can all be used to perform specific actions.

Those actions will depend on several conditions:

- the **SHIFT** key is pressed before the button or not
- the Layout selected from the Remote Control Manager window
- the media type (clip, playlist, train, playlist element or timeline) loaded on the channel controlled by the remote.

The following table gives a brief description of the action of each action button. The media types on which the action button has an effect are mentioned in bold in the **Description** column.

Button	Description
RECUE	**Playlists**: Preloads the first frame of the first playlist element from the playlist associated to the controlled channel. **Timelines:** Acts as Goto Mark IN in the IPEdit Player. Acts as Recue timeline in the IPEdit Timeline.
SHIFT, SEL XT	Displays a list and allows • to select the EVS server from which the channels will be assigned to the **Function** buttons in Normal mode. See section "Assigning Channels to Function Buttons" on page 89. OR • to associate the Software Player to the remote. The **Software Player** option is displayed in the list only when the Software Player is associated to a Control Panel or a Playlist Panel. **MENU**: gets out of the list.
BROWSE	Enables or disables the Browse mode. The button is red in Browse mode. See section "Browsing Media with the BEPlay Remote" on page 96.
SHIFT, LOOP ELEM	**Playlists:** • If the loaded playlist element is not in a partial loop, the **Loop Elem** button puts it in an infinite loop. • If the loaded playlist element is the single element in a partial loop, the **Loop Elem** button removes the loop. • If the on-air playlist element is in a partial loop containing other clips, the **Loop Elem** button has no effect.
SEARCH TC	**Clips / trains:** Displays the list of clips and trains containing the same TC as the loaded clip and allows the selection of an element by using the wheel. The selected element is automatically loaded on the same frame as the initial element. **MENU**: gets out of the list. **ENTER**: appends the loaded clip to the default playlist. **SHIFT - ENTER**: inserts the loaded clip to the default playlist before or after the on-air element.
SHIFT, LAST CLIPS	Displays the list of last created clips and allows the selection of a clip by using the wheel, Automatically loads the last created clip on the controlled channel. Then, by moving the wheel through the list, the clip highlighted in the list is automatically loaded on the controlled player. **MENU**: gets out of the Last Created Clips list. **ENTER**: appends the selected clip to the default playlist. **SHIFT - ENTER**: inserts the selected clip to the default playlist before or after the on-air element.

Button	Description
SEND TO	Sends the media to the destinations predefined in the Remote Control Manager window. **Playlists:** sends the loaded playlist. **Clips:** sends the loaded clip or the marked portion of the loaded clip. **Trains:** sends the marked portion of the loaded train. See section "BEPlay Remote Configuration" on page 79.
SHIFT, GANG	When channels have previously been ganged, this function ungangs, or re-gangs channels.
SHIFT, GO TO ELEM	**Playlists:** Exits a partial loop and jumps on the selected element, according to the selected Exit Loop mode, i.e. as soon as possible or when the OUT point of the current element is reached.
SPLIT	**Playlists Elements:** Splits the loaded playlist element in two elements at the current timecode.
GRAB	**Playlists / clips / trains:** Saves a small image of the loaded media for use as a thumbnail. The image will be that of the current position when you click the **Grab** button. The image is stored as a file in a directory specified in the Settings (**Tools > Settings > Image Capture > Default Path for Captured Images**). See section "Image Capture Settings" to know how this path can be set.
SHIFT, SEL REC	Displays a menu with the list of available recorder channels. **MENU**: gets out of the list. See section "Loading Media" on page 94.
PLAY	**Playlists / clips / trains / timelines:** Plays the media loaded on the controlled channel.
SHIFT, PLAY VAR	**Playlists / clips / trains:** Plays the media loaded on the controlled channel at speed defined in the Control Panel settings.
PAUSE	**Playlists / clips / trains / timelines:** Stops the playout of the media loaded on the controlled channel.
SHIFT, SNAP	**Playlists / clips / trains:** Goes back to the last loaded record train or recording ingest at the timecode where the E/E mode was exited, effectively "snapping" back to where the user left off in the record train or recording ingest. This function can be used with clips loaded on the IPEdit Player.
PREV	**Playlists / clips / trains:** Loads the previous playlist element, linked clip or train on the controlled channel.

Button	Description
SHIFT, PRV TRANS	**Playlists:** Allows the user to preview a transition effect between playlist elements. This starts the play before the element transition, for the duration of the pre-roll defined in the Playlist Panel.
NEXT	**Playlists / clips / trains:** Loads the next playlist element, linked clip or train on the controlled channel.
SHIFT, SKIP	**Playlists:** Skips the next playlist element when playing a playlist. If the button is pressed twice, the next 2 elements will be skipped, and so on.
E/E	**Playlists / clips / trains:** Unloads the loaded media and loads the last loaded record train or recording ingest at its current recording position. This function can be used with clips loaded on the IPEdit Player.
SHIFT, RETURN	**Clips:** When a clip has been loaded on a player channel, pressing **RETURN** loads the same frame of media from the original record train, if it is still available (not overwritten in the recorder yet). This function can be used with clips loaded on the IPEdit Player.
IN	**Playlist elements / clips / trains:** Inserts a Mark IN point at the current position of the loaded media.
CLEAR, IN	**Playlist elements / clips / trains:** Clears the Mark IN point which has been set but not yet saved.
Goto IN	**Playlist elements / clips / timelines:** Goes to the IN point of the loaded media. This function can be used with clips loaded on the IPEdit Player or with timelines from the IPEdit timeline pane.
OUT	**Playlist elements / clips / trains:** Inserts a Mark OUT point at the current position of the loaded media.
CLEAR, OUT	**Playlist elements / clips / trains:** Clears the Mark OUT point which has been set but not yet saved.
Goto OUT	**Playlist elements / clips / timelines:** Goes to the OUT point of the loaded media. This function can be used with clips loaded on the IPEdit Player or with timelines from the IPEdit timeline pane.
NEW	**Playlist elements / clips / trains:** Allows the user to save a new clip after Mark IN and Mark OUT points have been defined. This function can be used with clips loaded on the IPEdit Player.

Button	Description
UPDATE	**Playlist elements / clips:** Allows the user to save the changes made to a playlist element or to a clip.
TAKE	**Playlists / clips / trains:** If the controlled channel is in PGM/PRV mode, the Take function shifts from the current media on the PGM channel to the media on the associated PRV channel using the Take Effect settings as defined in **Tools > Settings > Clips > Clips/Take**. If the controlled channel is in Lock Timeline mode, the Take function acts as a toggle between the media on the Player pane and the media on the Timeline pane using the Take Effect settings as defined in **Tools > Settings > Clips > Clips/Take**.
LOOP CHNL	Changes the loop mode of the controlled channel. Playlists: no loop  ↔ loop  (green action button). Clips: no loop  ↔ loop  (green action button) ↔ loop bounce  (red action button).

Special Buttons

The BEPlay Remote has 4 buttons which can be used with specific actions or together with other buttons.

The following table gives a brief description of the action of each button.

Button	Description
MENU	• "Escape": When using the **Sel XT**, **Last clips**, **Search TC** or **Sel Rec** options, a list is displayed on the IPDirector screen. The **MENU** button gets out of the list. • When using **MENU – wait for 3s - ENTER**: locks / unlocks the remote.
SHIFT	The **SHIFT** button is used prior to another button to modify the behavior of this button: • **SHIFT, action** button: allows to apply the action associated to the upper part of the button. • **SHIFT, ENTER**: from a list (**Last clips**, **Search TC** or **Browse** options) inserts the loaded clip to the default playlist, before or after the loaded element, depending on the setting. • **SHIFT, MENU** button: switches the function buttons assignment between the normal mode (all channels of an EVS video server) and the favorite mode (channels defined in the Remote Control Manager window). The **MENU** LED flashes red in favorite mode. • **SHIFT, VAR** button and **SHIFT, JOG** button: see section "Wheel Mode Buttons" on page 87. • **SHIFT, F1** button: used to associate the Software Player to the remote.
CLEAR	The **CLEAR** button is used prior to another button to modify the behavior of this button. When it is activated, its LED is red. • **CLEAR, IN**: works as CLEAR IN • **CLEAR, OUT**: works as CLEAR OUT • **CLEAR, ENTER**: cancels the applied saved filter in the Database Explorer.
ENTER	The **ENTER** button can be used alone (see below) or together with other buttons (refer to the description of the other buttons). • In Browse mode, in the Last Created Clips list and in the Search on TC list, when a clip is loaded on the controlled channel, pressing the **ENTER** button appends it to the default playlist. • In the SEL XT and the SEL REC lists: pressing the **ENTER** button confirms the selection. • In the Database Explorer tree view: opens or closes a tree node. • In the saved filter pane of the Database Explorer: applies the selected saved filter.

Wheel Mode Buttons

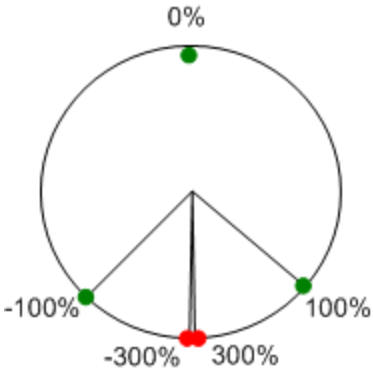
Three buttons are available to select the mode according to which the wheel will be used. As some of these buttons can be used in association with other buttons, a totality of 5 wheel modes are available to the users.

Pressing a **Mode** button activates a wheel mode but does not change the playout speed.

VAR Mode

The Var wheel mode enables to move in the loaded media at a selected constant review speed. It is activated by pressing the **VAR** button. The LED is red.

The zero position is calculated from the current playout speed to correspond to the point where the speed is null. The following picture represents the positions of different speed values:



Shift Var Mode

The Shift Var wheel mode is used to fine tune a speed by applying +1% or -1% to the speed. It is activated by pressing the **SHIFT** key then the **VAR** button. The LED flashes red.

The current speed corresponds to the zero position. The speed can be increased (clockwise), or decreased (counter-clockwise). The positions of the different speed values will differ according to the initial playout speed.

Shuttle Mode

The Shuttle wheel mode enables to play fast forward or fast rewind the loaded media. It is activated by pressing the **SHUTTLE** button. The LED is red.

The speed range is: -35x to +35x.

Jog Mode

The Jog wheel mode is used to navigate through the loaded media field by field. It is activated by pressing the **JOG** button. The LED is red.

One impulsion of the wheel corresponds to a jump of one field and is equivalent to pressing the left arrow or the right arrow keys on the keyboard.

Fast Jog Mode

The Fast Jog wheel mode is used to navigate through content. It is activated by pressing the **SHIFT** then the **JOG** buttons. The LED flashes red.

One impulsion of the wheel corresponds to a jump of 1 second.

Assigning Channels to Function Buttons

Assignment Modes

Each of the 6 **Function** buttons can be assigned to a recorder channel, to a player channel or to the Software Player.

The assignment of channels to **Function** buttons can be done in two ways:

- Favorite Mode: selected channels are defined in the Remote Control Manager window. This is done during the configuration of the remote.
- Normal mode: this mode uses all channels of an EVS video server. The server can be selected from the remote, during its use.

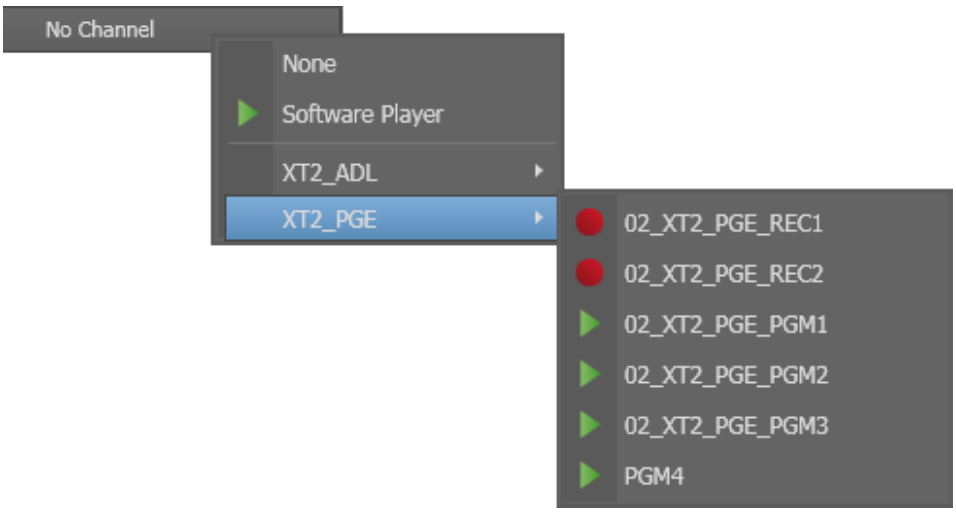
To switch the function buttons assignment between the normal mode and the favorite mode, press the **SHIFT** key and then the **MENU** button.

Assigning Player or Recorder Channels to Function Buttons in Favorite Mode

How to Assign Player or Recorder Channels to Function Buttons from the Channel Name Contextual Menu

To assign a recorder channel, a player channel or the Software Player to a **Function** button of the BEPlay Remote from the **Channel Name** field of the Remote Control Manager window, proceed as follows:

1. In the Remote Control Manager window, right-click one of the **Channel Name** field. A contextual menu is displayed:



2. Select a channel or the Software Player.
3. Repeat steps 1 and 2 for all the channels you want to associate to the buttons.

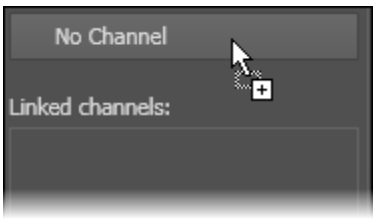
The channel name is displayed in the **Channel Name** field:

and the **Function** button LED turns red (recorder) or green (player) in the Remote Control Manager and on the remote:

How to Assign Player or Recorder Channels to Function Buttons from the Channel Explorer

To assign a recorder channel or a player channel to a **Function** button of the BEPlay Remote by a drag-and-drop operation from the Channel Explorer, proceed as follows:

1. Open the Channel Explorer.
2. Select the channel and drag it to one of the six **Function** button / **Channel Name** field areas in the Remote Control Manager window.

   The channel name is displayed in the **Channel Name** field:

   and the **Function** button LED turns red (recorder) or green (player) in the Remote Control Manager and on the remote:

Note

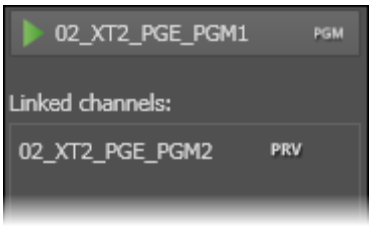
If you do not have the user right to control the channel, the channel name is displayed but the **Function** button LED is dimmed.

3. If needed, repeat step 2 for the other **Function** buttons.

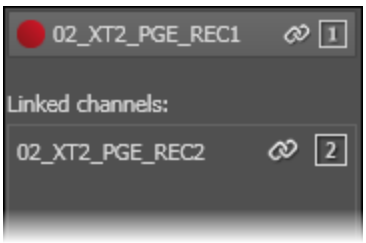
Linked Channels

In case the channel is linked to another one in a PGM/PRV mode, gang mode or Fill and Key mode, the linked channels are listed in the Linked Channels box.

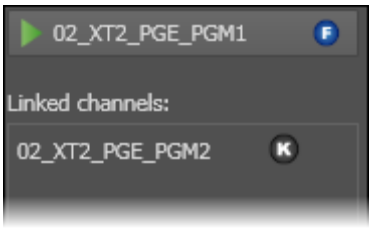
- PGM/PRV Mode



- Gang Mode



- Fill and Key Mode



How to Un-Assign Player or Recorder Channels to Function Buttons

To un-assign a player or recorder channel from a **Function** button, proceed in one of the following ways:

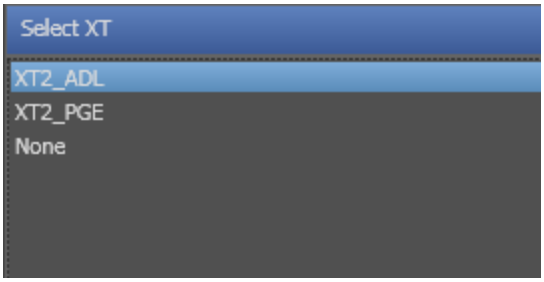
- Right-click the **Channel Name** field and select **None**
- Double-click the **Channel Name** field.

Assigning EVS Server Channels to Function Buttons in Normal Mode

To assign all the channels from an EVS video server to the Function buttons of the BEPlay Remote, proceed as follows:

1. On the remote, press the **SHIFT** key and then the **Sel XT** button.

   The list with the available EVS video servers is displayed on screen.



2. Use the remote wheel to move through the list of EVS servers.
3. Press the **ENTER** button of the remote to select one of the EVS servers.

   Note: To cancel the operation: press **MENU**.

The server recorder channels are assigned to the first **Function** buttons and the corresponding LED are red. The server player channels are assigned to the next buttons and the corresponding LED are green.

In case the EVS server has less than 6 channels, the exceeding buttons are not assigned.

New! When it has more than 6 channels, recorder channels are assigned first and the player channels are assigned until no more **Function** button is available.

Selecting a Player to Control

A player channel or the Software Player can be controlled by the remote.

Selecting a Player Channel to Control

To select one of the player channels, press the **Function** button which has been associated to it in Favorite mode or in Normal mode, as described in section "Assigning Channels to Function Buttons" on page 89.

The LED of the **Function** button flashes green.

If the player channel is already associated to a Control Panel or a Playlist Panel, the BEPlay remote icon appears in the **Player** field of this panel:

It is also displayed in the Channel Explorer, next to the controlled player.

New! In Timeline mode, two players are associated to form the Timeline Engine. They can be PGM1/PGM2 or PGM3/PGM4. Pressing the **Function** button assigned to the odd player gives access to the IPEdit Timeline pane. Pressing the **Function** button assigned to the even player gives access to the IPEdit Player pane.

Controlling the Software Player

Favorite Mode

If you work with the player and recorders which have been selected in the Remote Control Manager window, you can take the control of the Software Player with the BEPlay remote in one of the following ways:

- Press the **Function** button which has been assigned the Software Player in the Remote Control Manager window.
- Press **SHIFT**, **F1** on the Remote, would the Software Player be associated to a **Function** button or not.

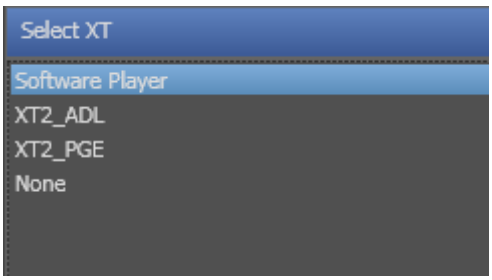
Normal Mode

If you have assigned all the channels of an EVS server to **Function** buttons from the **Sel XT** function, you can take the control of the Software Player with the BEPlay remote in one of the following ways. In both cases, the Software Player must have previously been associated to an open Control Panel or Playlist Panel.

- Press **SHIFT**, **F1** on the Remote.
- Press **SHIFT**, **SEL XT** on the Remote, as explained below.

1. On the remote, press the **SHIFT** key and then the **SEL XT** button.

   The list with the available EVS video servers and the Software Player is displayed on screen.



2. Use the remote wheel to select the Software Player.
3. Press the **ENTER** button of the remote.

   Note: To cancel the operation: press **MENU**.

The **Remote** icon appears on the left of the **Player** field in the Control Panel or Playlist Panel:

Loading Media

Loading a Train

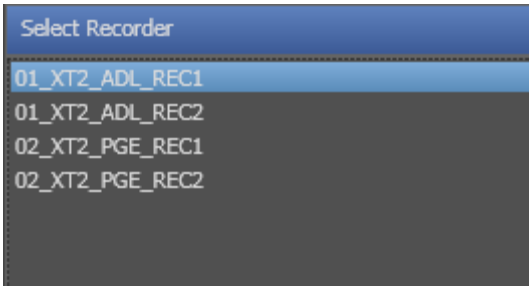
Possible Actions

Users can load a train on the controlled player channel in one of the following ways:

- If the required recorder is assigned to a **Function** button, press this **Function** button. The LED flashes red.
- In case a train is already loaded on the controlled player, you can press the **NEXT** or the **PREV** button to load the train from the next or the previous recorder.
- To select a recorder channel not assigned to a **Function** button, proceed as follows:

1. Press the **SHIFT** key and then the **SEL REC** button.

   The list with the available recorder channels is displayed on screen.



2. Use the remote wheel to move through the recorder channels list.
3. Press the **ENTER** button of the remote to select a recorder.

   Note: To cancel the operation: press **MENU**.

The train is loaded on the player channel or on the Software Player controlled by the remote.

Rules for Loading a Train

Depending on the element previously loaded on the controlled player channel, the behavior will vary as follows:

Element Previously Loaded	Pressing the F button of a recorder...
Playlist	loads the corresponding train in E/E.
Clip	loads the corresponding train in E/E.
Train in Pause	loads the corresponding train in pause at the same timecode.
Train in Play	loads the corresponding train in play at the same timecode.
Train in E/E	loads the corresponding train in E/E.

Loading a Clip

Possible Sources of Clips

Clips can be selected from different sources to load them on the controlled player channel:

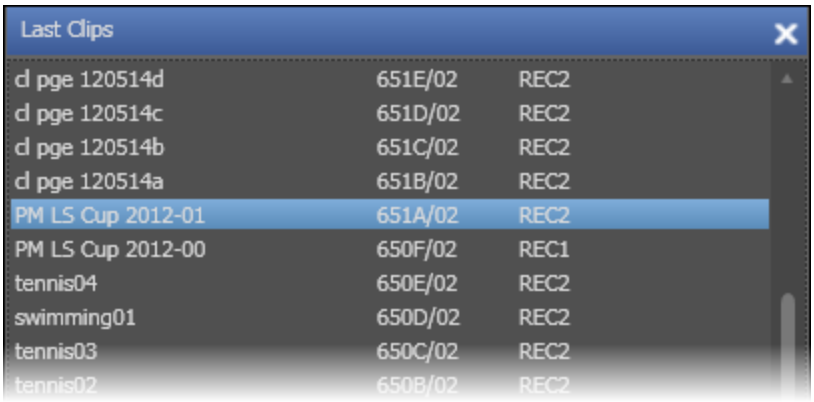
- From the Search TC list: see section "BEPlay Remote Buttons" on page 82.
- From the Last Created Clips list: see section "BEPlay Remote Buttons" on page 82.
- From the Database Explorer grid: see section "Browsing Media with the BEPlay Remote" on page 96.

How to Load a Linked Clip

1. Select the player to be controlled by the BEPlay remote, as described in "Selecting a Player to Control" on page 92.
2. Press **SHIFT**, **Last Clips** on the BEPlay.

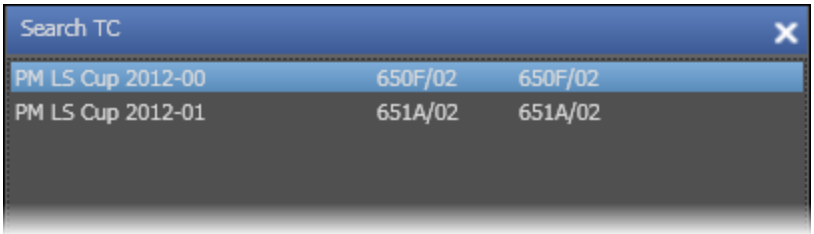
   The Last Clips window is displayed on screen and the last created clip is loaded on the controlled player.
3. Use the wheel to move through the list until the requested clip is highlighted.

   The highlighted clip is automatically loaded on the controlled player.



4. Press **MENU** to get out of the list.
5. Press **Search TC** on the BEPlay.

   The Search TC window opens on screen and displays the list of clips linked to the loaded clip.



6. Use the wheel to move through the list until the requested clip is highlighted.

   The highlighted clip is automatically loaded on the controlled player.

Browsing Media with the BEPlay Remote

The BEPlay remote allows the users to browse

- elements within a playlist,
- clips from the Database Explorer, would they be in the Clips plug-in or in the Bins/Clips plug-in.

Browsing a Playlist

Prerequisites

To be able to browse a playlist with the remote, some conditions must be met:

- a player channel or the Software player must be controlled by the remote
- the playlist must be opened in a playlist panel or in a control panel
- the player channel controlled by the remote must be assigned to the playlist panel or the control panel where the playlist is opened.

How to Browse a Playlist

To browse a playlist when the prerequisites are met, proceed as follows:

1. Press the **BROWSE** button on the remote.

   The panel on which the playlist is opened becomes active on screen.
2. Use the wheel to select a playlist element:
   - in clockwise to select the next element
   - in a counter-clockwise to select the previous element.

   The selected element is cued on its IN point.

Browsing Clips

Prerequisites

To be able to browse a clip with the remote, some conditions must be met:

- a player channel or the Software player must be controlled by the remote
- the player channel or Software player controlled by the remote must be assigned to the Database Explorer
- the remote must be linked to the Database Explorer by double-clicking the BEPlay Remote area on the status bar of the Database Explorer.

Moving through the Database Explorer

The users can navigate in the grid, in the tree view or in the saved filters pane if it is displayed. To move from one pane of the Database Explorer to another, use the following remote buttons:

- **NEXT**: move from grid → saved filters, if the pane is displayed → tree view
- **PREV**: move from grid → tree view → saved filters, if the pane is displayed.

Note

The active pane is not highlighted. When you turn the remote wheel, you will see in which pane the selection is moving.

How to Browse a Clip in the Grid

To browse clips when the prerequisites are met, proceed as follows:

1. Press the **BROWSE** button on the remote.

   The Database Explorer linked to the remote becomes active on screen.

   The Browse mode of the Database Explorer is enabled 

   The focus is on the grid.
2. Use the wheel to select a clip:
   - in clockwise to select the next clip
   - in a counter-clockwise to select the previous clip.

   The selected clip is cued on its IN point on the controlled player.
3. To send the loaded clip the default playlist, do one of the following:
   - Press the **ENTER** button to append the current clip to the default playlist.
   - Press **SHIFT then ENTER** to insert the current clip to the default playlist before or after the on-air element, according to the settings.

   To send the clip to the predefined destination:
   - Press the **SEND TO** button.

How to Browse a Clip in the Tree View

To browse clips when the prerequisites are met, proceed as follows:

1. Press the **BROWSE** button on the remote.

   The Database Explorer linked to the remote becomes active on screen.

   The Browse mode of the Database Explorer is activated 

   The focus is on the grid.
2. Use the **PREV** button to move to the tree view.

3. In the tree view, only the Clips plug-in and the Bins/Clips plug-in can be browsed. Use the wheel to move from one plug-in to the other.
4. Press the **ENTER** button to open or close a tree node.

   The corresponding list of clips is displayed in the grid.
5. Press the **NEXT** button to be able to browse the list.

How to Browse a Clip in the Saved Filters

To browse clips when the prerequisites are met, proceed as follows:

1. Press the **BROWSE** button on the remote.

   The Database Explorer linked to the remote becomes active on screen.

   The Browse mode of the Database Explorer is activated 

   The focus is in the grid
2. Press the **NEXT** button to move to the saved filters, if the pane is displayed.
3. Use the wheel to select a filter.
4. Press the **ENTER** button to apply a filter.
5. Press the **PREV** button to move to the grid and browse clips.
6. To cancel the filter, press the **CLEAR** button then the **ENTER** button.

3.6. ShuttlePRO Configuration

3.6.1. Introduction

ShuttlePRO has a Jog wheel, a Shuttle ring, and fifteen buttons. The two top rows of buttons on the ShuttlePRO have labels for quick reference as to which function each button is designed to perform.

Since version 4 of IPDirector, the ShuttlePRO driver is no more needed. IPDirector accesses directly to this device. The button configuration is now hard coded.

3.6.2. Button Configuration

The controller has different functions depending on which mode the IPDirector is being operated in. The long buttons on the lower part of the controller have a different function at either end. Other buttons have **CTRL or SHIFT** from the keyboard as a modifier to change the button function. These functions are shown in red for CTRL and blue for SHIFT in the diagrams below.

Details on the button functions are included in the different chapters of the IPDirector manual. The diagrams below are quick reference guides to the location of the functions.

3.6.3. Quick Reference in Clip Mode

In clip mode, the ShuttlePRO buttons can be used for the following operations:

3.6.4. Quick Reference in Playlist Mode

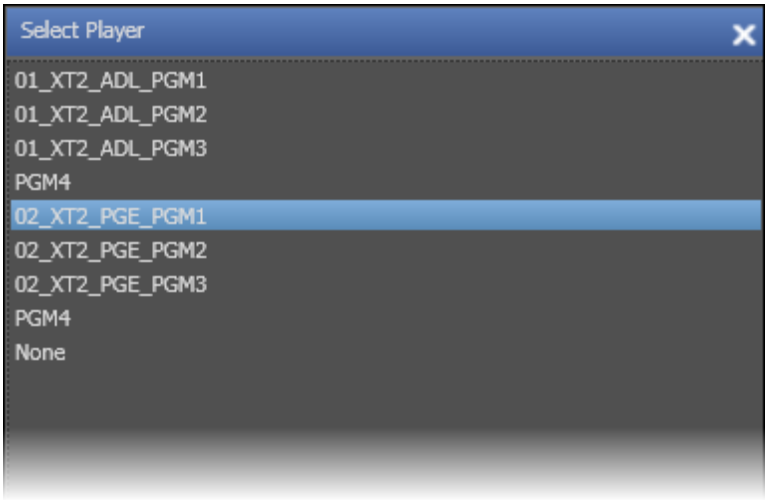
In playlist mode, the ShuttlePRO buttons can be used for the following operations:

3.6.5. How to Control a Player with the ShuttlePRO

To control a player channel or the Software Player with the Shuttle PRO, proceed as follows:

1. Press the **Select Player** key on the ShuttlePRO controller.

This calls up a list of players available to be controlled.



2. Use the jog dial to move through the list and highlight the required player channel or Software Player.
3. Press the **Select Player** key again to assign the channel and exit the menu.

See section "ShuttlePRO Configuration" on page 98 for more information on the controller.

The **ShuttlePRO** icon appears next to the channel that is now linked to the controller.

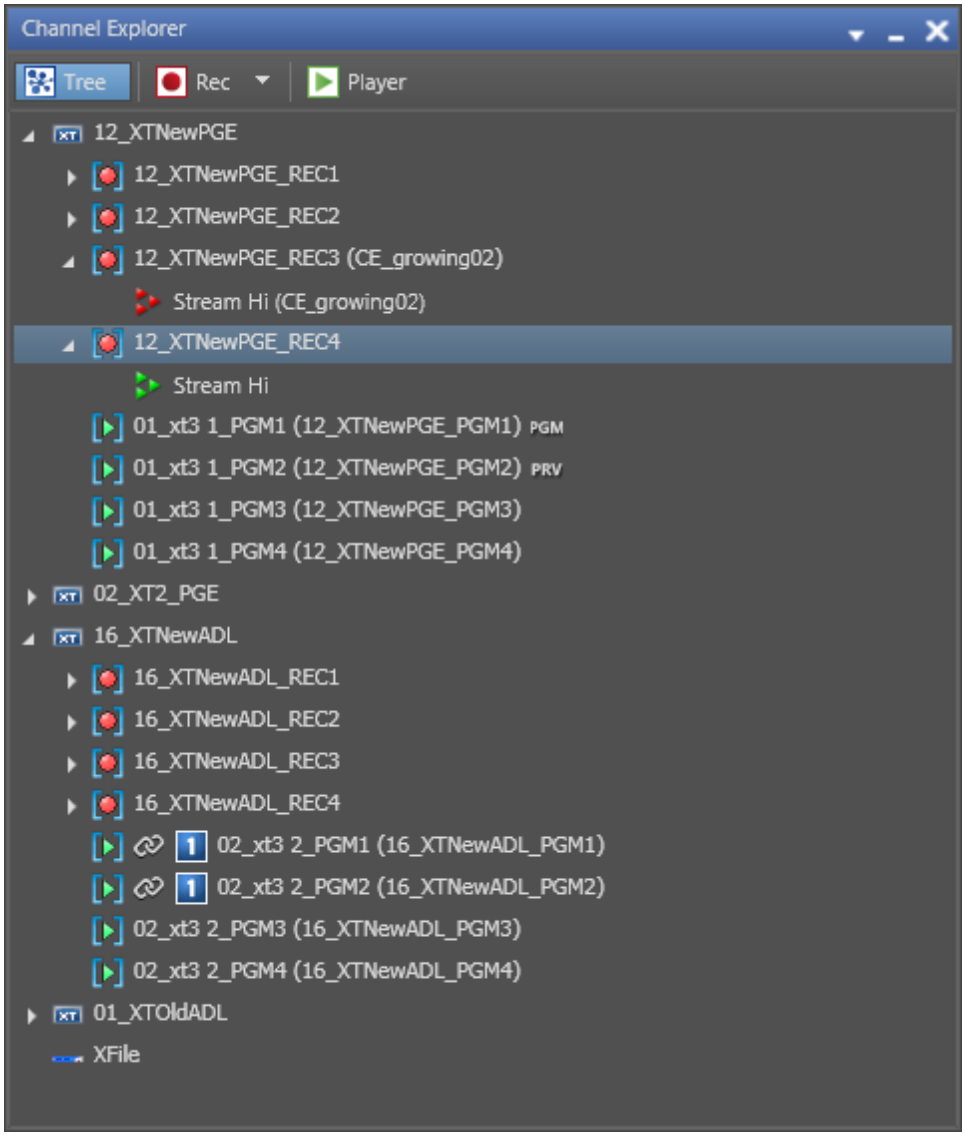
4. Channel Explorer

4.1. Introduction

The Channel Explorer provides an overview of:

- logical XNet networks as defined in the Remote Installer, tagged as high resolution or low resolution
- 

EVS servers with their channel configurations (inputs and outputs). Depending on the server configuration, up to 8 channels can be displayed, with a maximum of 6 recorder or 6 player channels.
    - streams appear directly under the recorders as a relative path
    - low resolution recorders appear under the associated high resolution recorders, after the streams
- XFile (for XF) and XStore devices on the XNet network
- VTRs being controlled by an IPDirector workstation



Through the Channel Explorer, any IPDirector workstation can take control of one or several channels on EVS servers that are connected to the XNet network.

You can perform many operations from the Channel Explorer module, for example:

- lock channels from use by others
- start or stop an ingest
- gang multiple channels
- create specialized playback modes.

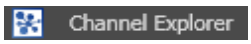
Indeed, the flexibility of IPDirector allows multiple channels to be managed together in a variety of methods:

- Ganged channels: allowing simultaneous control of several channels from one control panel (recorders or players)
- Fill and Key: allowing 2 clips to be linked in a Fill/Key pairing for playback to a vision mixer (switcher) or keyable device.
- Program/preview: allowing the playout of audio and video transition effects between clips, playlist elements or timeline elements.

- Lock Timeline: allowing two channels to be function as Timeline Engine for use with IPEdit.
- AB Roll Playlist: to control and play material on up to 4 channels at the same time.

4.2. User Interface

4.2.1. Opening of Channel Explorer

To open the Channel Explorer, click the 

icon on the Application bar of the main window.

4.2.2. Channel Explorer Views

Several views are available in the Channel Explorer:

- Tree view
- Rec view
- Player view
- VTR view
- XFile view

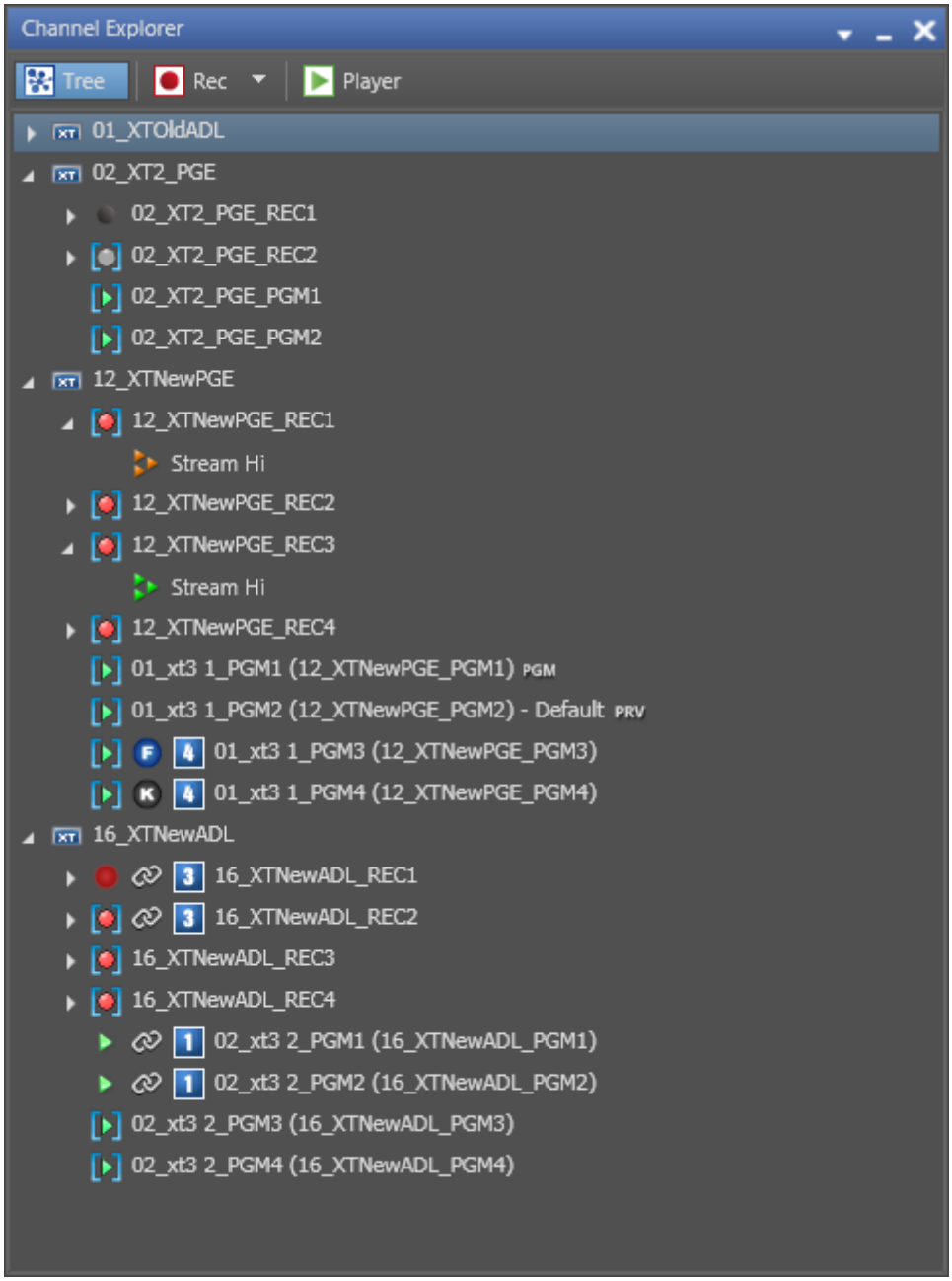
These views are explained below.

The Tree view is displayed by default when Channel Explorer opens.

4.2.3. Tree View

Overview of the Tree View

Click the **Tree** button to activate the Tree view:

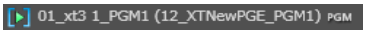


In the Tree view you can see all available resources: EVS video servers with their recorder and player channels, related streams, VTR devices, XF devices.

Description of Icons

All items are preceded by an icon. Additional information, such as gang mode of channels, is also given by an icon or by text. The meaning of each icon is explained in the following table.

Icon	Description
Resolution Information	
	high resolution XNet
	low resolution XNet
Device Information	
	EVS video server connected to the XNet. The **XT** label is used for any type of EVS video server.
	VTR device connected to the XNet
	XF device connected to the XNet
	Player channel controlled by a ShuttlePRO device
	Player channel controlled by a BEPlay device.
Player and Recorder Channels	
	Recorder channels Brackets around the icon: recorder channel not associated to a Recorder Panel. No brackets: recorder channel associated with a Recorder Panel. Red icon: recorder channel being recording. Black icon: recorder channel stopped.
	Player channels Brackets around the icon: Player channel with no associated control, Control Panel or Playlist Panel. No brackets: Player channel associated with a Control Panel or a Playlist Panel
	Player channel supporting the "Mix on one channel" functionality.
	Channel locked from this workstation
	Channel locked from another workstation
Streams	
	On-line stream (green)
	Recording stream (red)
	Off-line stream (black)

Icon	Description
	Scheduled stream (orange)
	Warning message on the stream (yellow)
Specific Modes	
	Channel ganged with another channel as part of group 3
	Channel has been assigned as a PGM
	Channel has been assigned as a PRV
	Channel set as a Fill channel in a Fill & Key association and part of group 2
	Channel set as a Key channel in a Fill & Key association and part of group 2
	Player channel locked for use in a Timeline (Timeline mode)
	Channel assigned to a group for use in AB Roll interface

Note

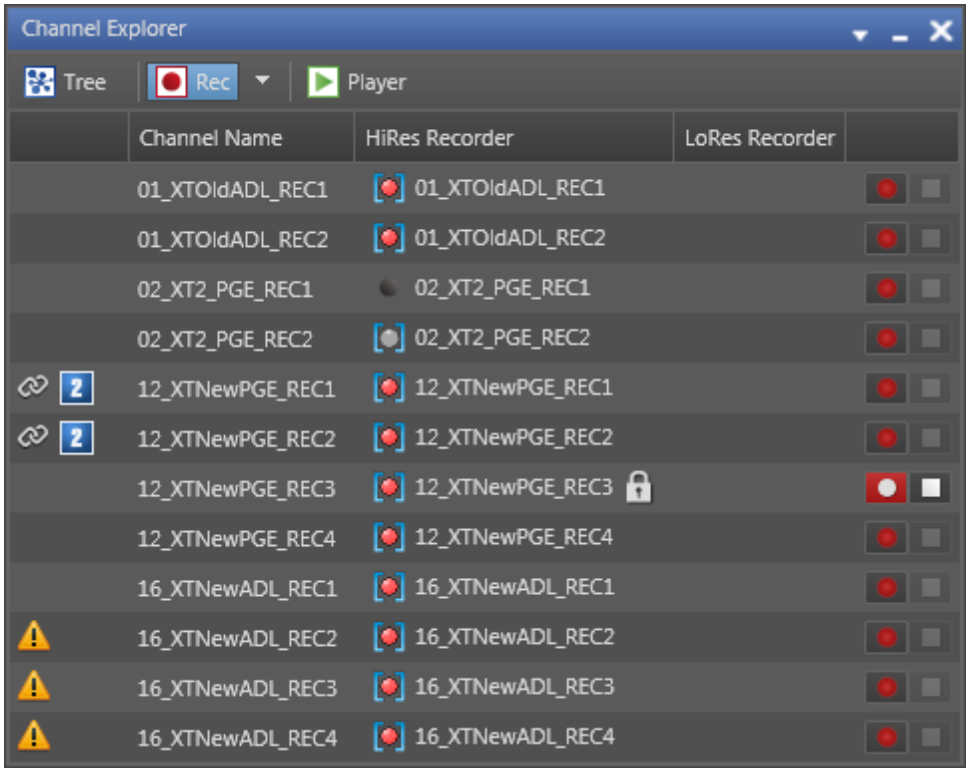
high resolution networks appear on top.

If no network is defined in Remote Installer, there will be no XNet root and the EVS servers will appear as root nodes.

4.2.4. Recorder View

Click the 

button to display the Recorder View:

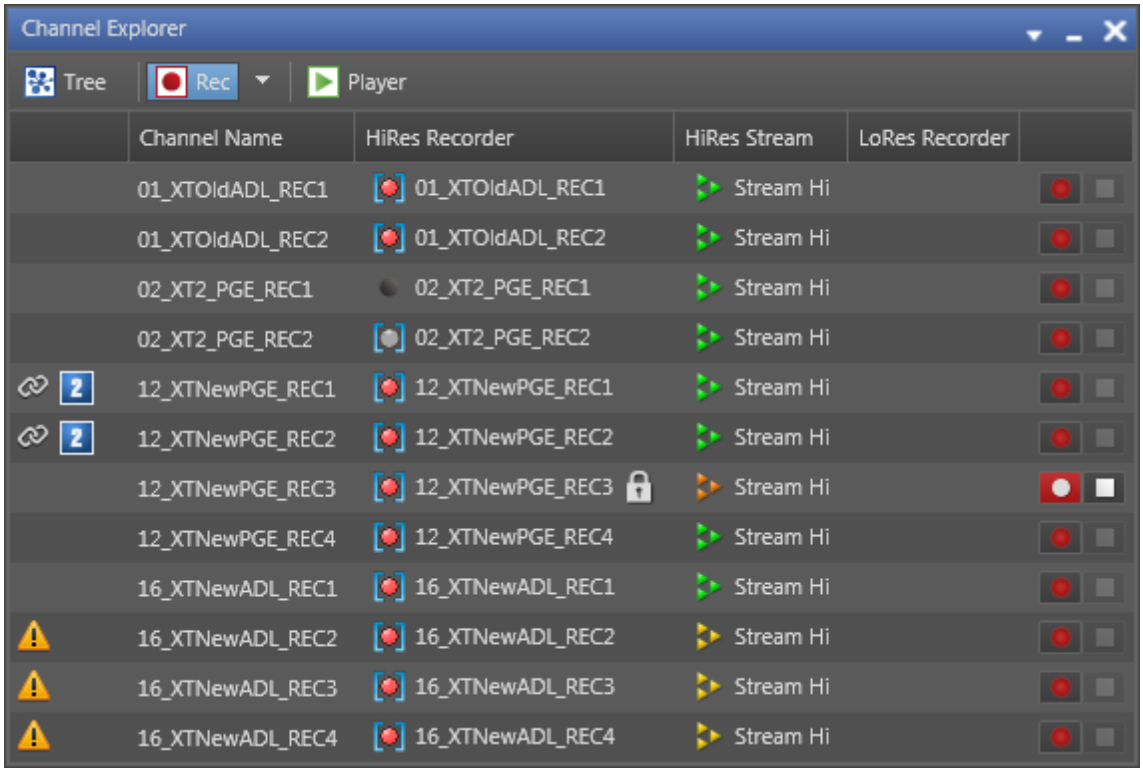


In this view you can see the following items:

- hi-res and lo-res recorders
- hi-res and lo-res streams

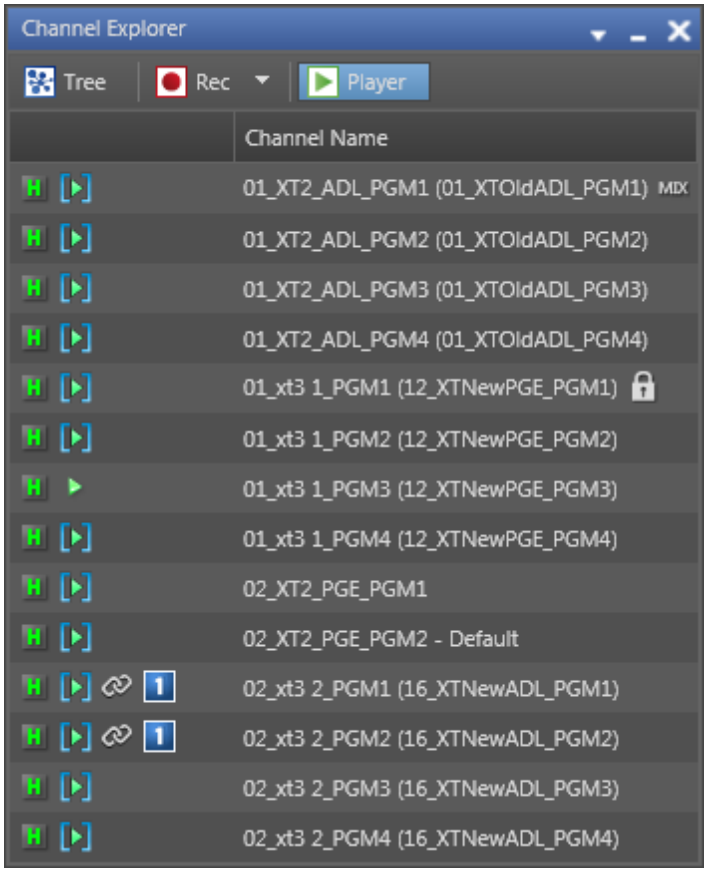
Click the arrow to the right of the 

button to select which items you want to display in the Recorder view:



4.2.5. Player View

Click the Player button to display the Player View:



New!

In this view you can see the following items:

- high resolution players
- low resolution players

Tip

When a user renames a player channel on an EVS video server, the change is immediately reflected in the IPDirector interface.

4.2.6. VTR View

This view is only available if a VTR device is connected to the XTNet.

Click the **VTR** button to activate the VTR View and see the available VTR devices.

From the VTR view, you can lock a VTR device or open a VTR Control Panel by right-clicking a VTR name and selecting the appropriate option from the contextual menu.

4.3. Assigning Channels to IPDirector Applications

4.3.1. Introduction

From the Channel Explorer, recorder channels can be assigned to Recorder Panels, player channels can be assigned to a Control Panel or a Playlist Panel, and a default player channel can be defined. Some of the operating procedures are described below. Please refer to the manuals related to the modules a channel can be associated with for more information.

4.3.2. How to Assign a Player Channel to a Control Panel

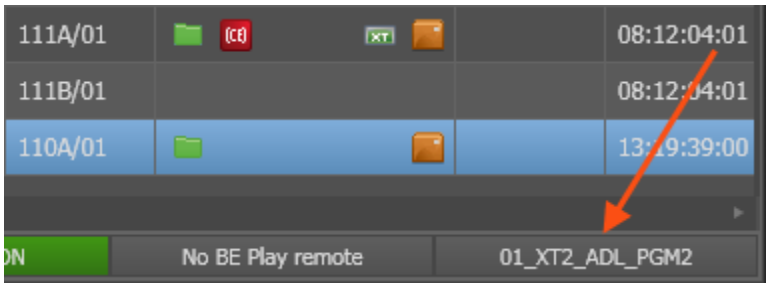
There are three ways to assign a player channel to a Control Panel from the Channel Explorer:

1. Double-click a player in the Channel Explorer: a Control Panel is opened and the player is automatically assigned to it.
2. Right-click a player channel in the Channel Explorer and select **Open Control Panel** from the contextual menu.
3. Open a Control Panel from the main menu, drag a player channel from the Channel Explorer window and drop it on the open Control Panel.

When a channel is assigned to a Control Panel, the blue brackets around the **Player** icon in the Channel Explorer window are removed: →

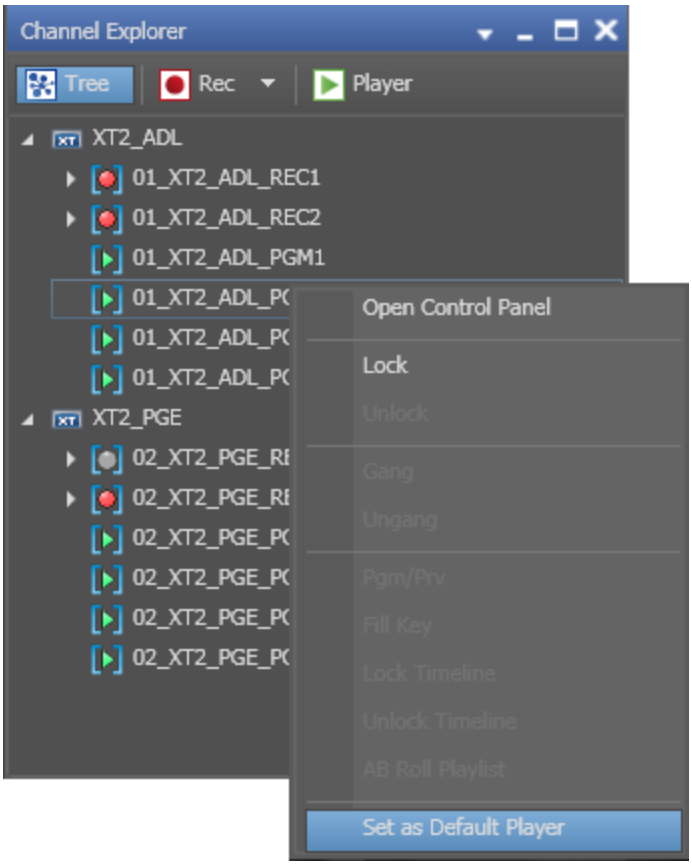
4.3.3. How to Define the Default Player for IPDirector

The **Default Player** setting is used when you open a new application window, such as the Database Explorer or IPLogger.



To define the default player channel, proceed as follows:

1. In the Channel Explorer, select the player you wish to define as the default player.
2. Right-click it and select **Set as Default Player** from the contextual menu.



The name of the default player is now displayed in the IPDirector status bar.

When the user will open the Database Explorer or the IPLogger, the default player will automatically assigned to the window.

Note
If the default channel is only accessible to the workstation the user is logged into, the default player assignment may not be accessible when the user moves to another workstation. This is due to a user rights restriction and is intentional.

4.4. Locking Channels

4.4.1. How to Lock a Channel

Right-click a recorder or a player channel and select **Lock** to prevent other users from using the channel.

If a channel is locked, it is shown in the Channel Explorer:

 channel locked from the current workstation

 channel locked from another workstation

4.4.2. How to Unlock a Channel

To unlock a channel: right-click the channel and select **Unlock**.

If the channel was locked from the local workstation  , it will be unlocked immediately.

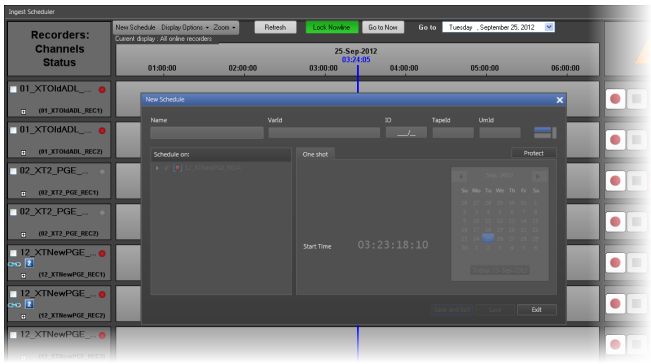
If the channel was locked from another workstation  , you will need to confirm the Unlock request in a confirmation window.

4.5. Starting / Stopping an Ingest

4.5.1. How to Start / Stop a Server Ingest

From the Channel Explorer, you can start and stop the recording of an XT clip.

Two options are available to start the recording of an XT clip.

Menu Item	Meaning
Open Ingest Scheduler (new ingest)	The recording starts and the Ingest Scheduler window opens. 
Start XT Ingest (Tree View), or **Start Ingest on Selected Channels (Recorder View)**	The recording starts but the Ingest Scheduler window does not open.

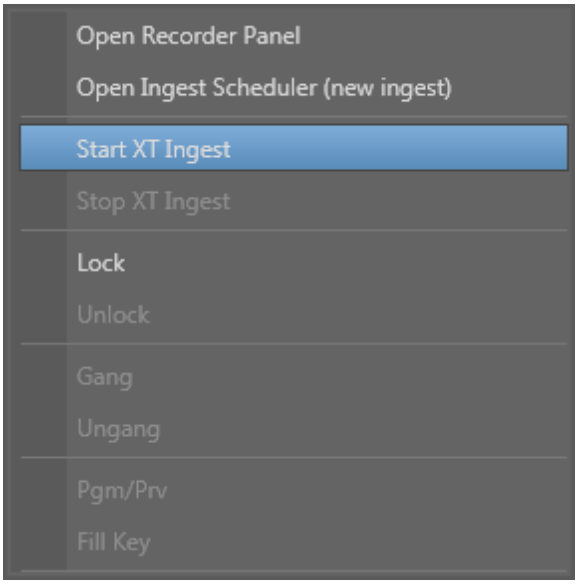
In Tree View

To start/stop the recording of an XT clip from the Tree view, proceed as follows:

1. Select the desired recorder(s).

   Use **SHIFT**+**click** or **CTRL**+**click** to select multiple recorders.

2. Right-click and select **Start XT Ingest**.



   Depending on the settings, the clip is named automatically or the New Schedule window appears for you to enter a name.

   The name of the growing clip is shown in brackets behind the recorder name.

3. To stop the recording, right-click the recorder and select **Stop XT Ingest**.

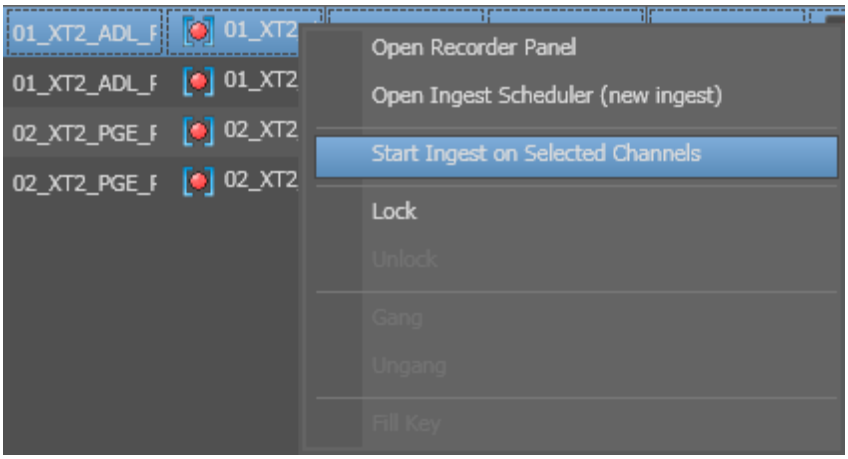
In Recorder View

To start/stop the recording of an XT clip from the Rec View, proceed as follows:

1. Select the desired recorder(s).

   Use **SHIFT**+**click** or **CTRL**+**click** to select multiple recorders.

2. Right-click and select **Start Ingest on Selected Channels**.



   OR

   Click the **Record Now** button 

3. Depending on the settings, the clip is named automatically or the New Schedule window appears for you to enter a name.
4. To stop the recording, click the **Stop Recording** button on the right of the red **Recording** button:

4.5.2. How to Start, Stop or Kill a Stream

From the Channel Explorer, you can start and stop the recording of a file from a stream.

To start/stop a stream, proceed as follows:

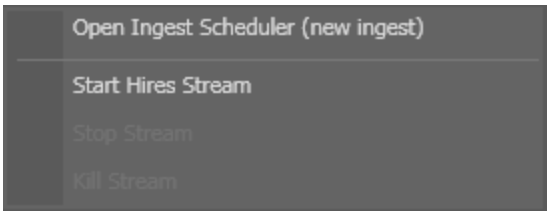
1. Right-click a stream in the Tree view.

   A contextual menu is displayed.

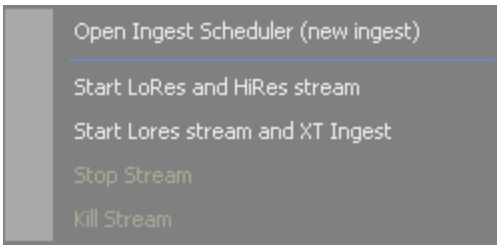
2. Select the desired option.

   The available options for starting streams (and ingests) depend on the selected stream (Hi or Lo).

Hi-res Stream

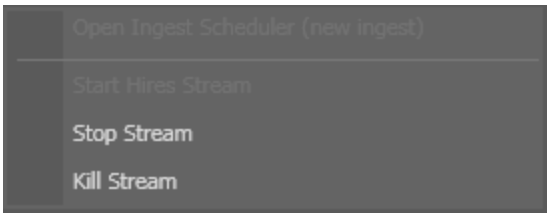


Lo-res Stream



Depending on the settings, the resulting file is named automatically or the New Schedule window appears for you to enter a name.

3. Once a stream is running, it can be stopped or killed from the Channel Explorer as well. Right-click the stream and select the desired option:



4.6. Channels Associations

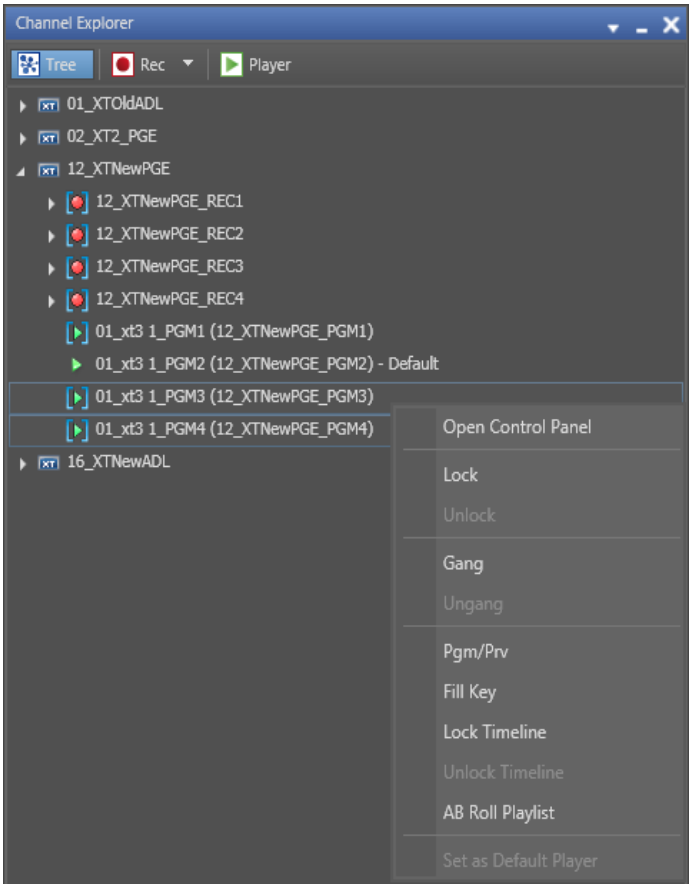
4.6.1. How to Gang Recorder or Player Channels

When channels are ganged, they can be controlled simultaneously from the same interface: the ganged Control Panel. It can be opened by double-clicking one of the ganged channels. See the Control Panel user manual for more information.

Note
It is not possible to gang recorder channels with player channels.

To gang 2 or more channels, proceed as follows:

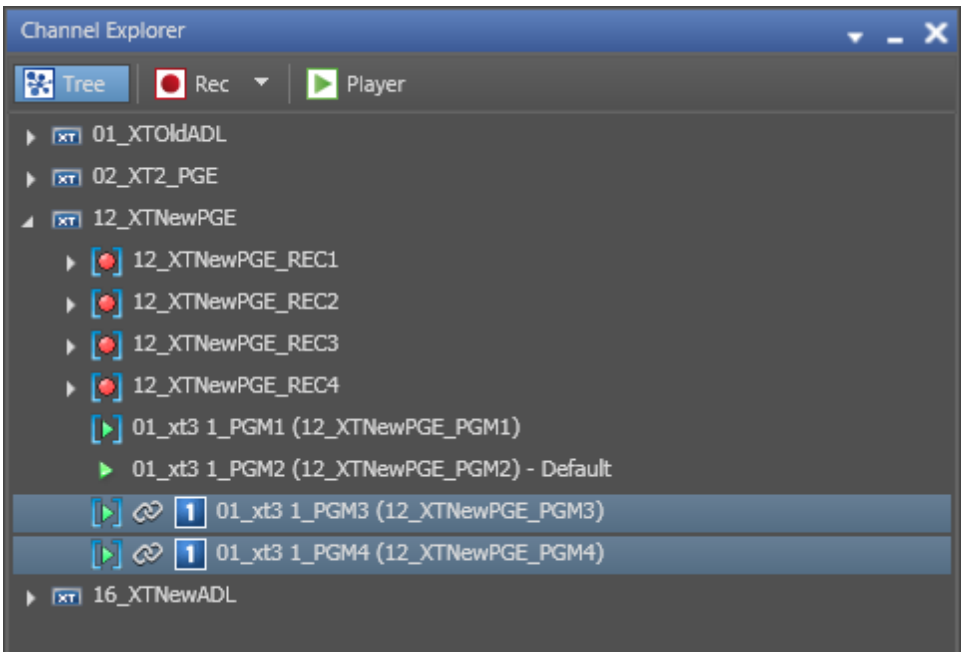
1. Select the channels with **SHIFT**+**click** or **CTRL**+**click**.
2. Right-click one of the channels and select **Gang**.



OR

press Ctrl + G

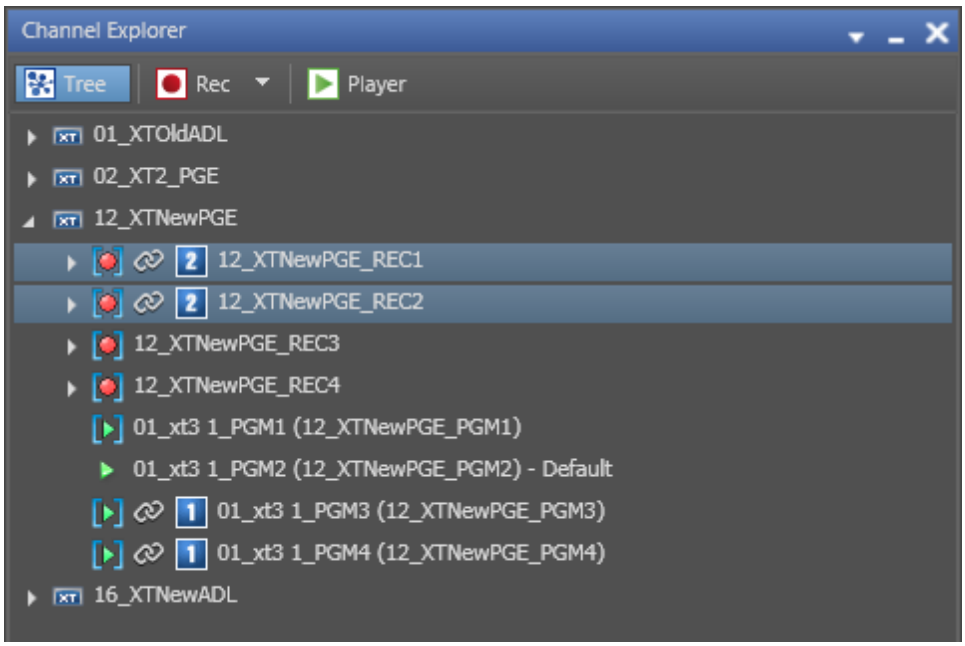
3. The ganged channels will have an icon next to them to signify their new status.



4. To add more channels to a group: select all channels of the group and the new channel, right-click and select **Gang** again.

You can have many different ganged channel groups with a number of channels per group, performing different tasks on a production.

Each of the linking icons will have a number next to it in the Channel Explorer to indicate which group the channel belongs to.



4.6.2. How to Ungang Ganged Channels

To ungang ganged channels, would they be in Gang mode, PGM/PRV mode, Fill&Key mode, Lock Timeline mode or AB Roll mode, proceed as follows:

1. Select the ganged channels with **SHIFT**+**click** or **CTRL**+**click**.
2. Right-click one of the channels

   A contextual menu is displayed.
3. Select **Ungang.**

Note
Channels can be selected even if they are part of different ganged groups. Each selected channel will be removed from the ganged group of channels it was part of.

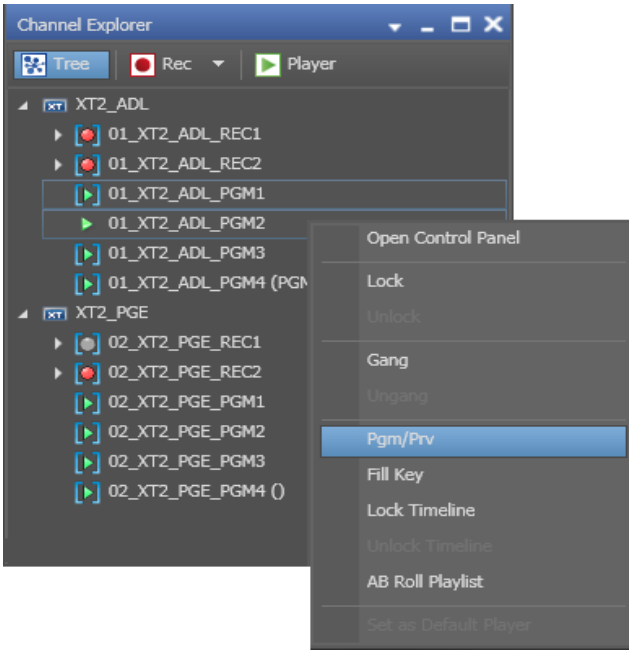
4.6.3. How to Associate Player Channels in PGM/PRV Mode

At least 2 player channels must be available to define this association.

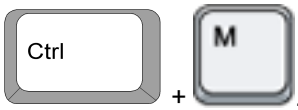
To associate channels in PGM/PRV mode, proceed as follows:

1. Select two channels with **SHIFT**+**click** or **CTRL**+**click**.

2. Right-click one of the selected channels
3. Select **Pgm/Prv**.

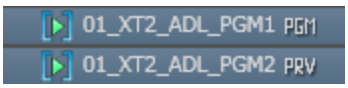


OR

press 

+ .

4. The channels are now shown with the **PGM** and **PRV** annotations.



Note

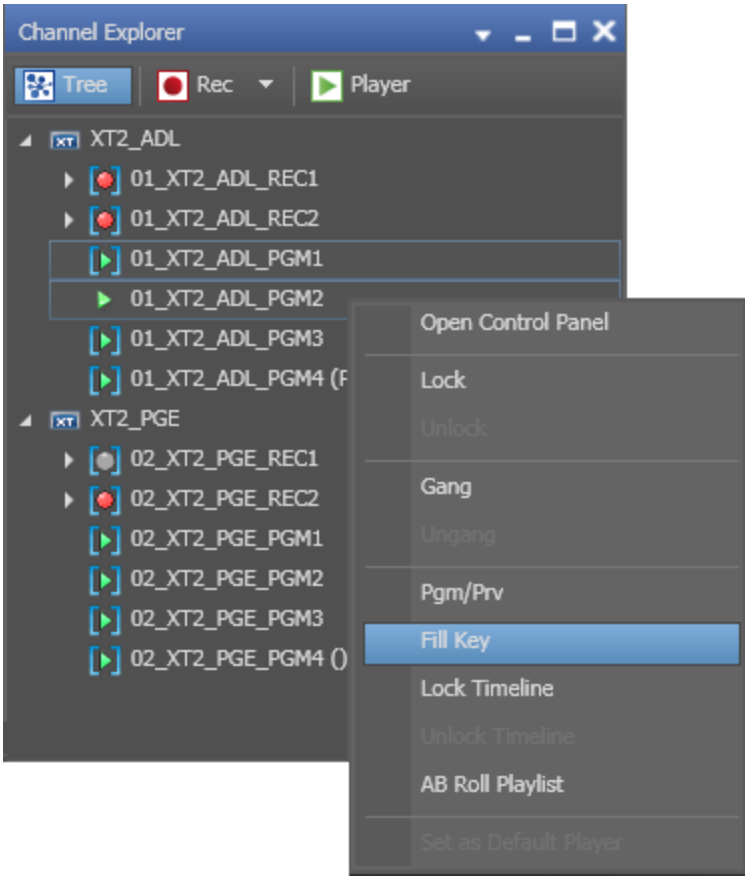
You can only make a PGM/PRV pair of PGM1-PGM2 or PGM3-PGM4 on any EVS server. PGM1 or PGM3 are always the PGM channels and PGM2 or PGM4 will always be the PRV channels.

4.6.4. How to Associate Player or Recorder Channels in Fill & Key Mode

Channels of the EVS servers can be ganged in a specific style called Fill & Key. This mode manages assignments of clips or playlists, and forces them to recall to the appropriate channels, so as to allow you to perform synchronized clip or playlist recalls in a Fill & Key scenario (sometimes called Matte & Fill).

To associate channels in Fill & Key mode, proceed as follows:

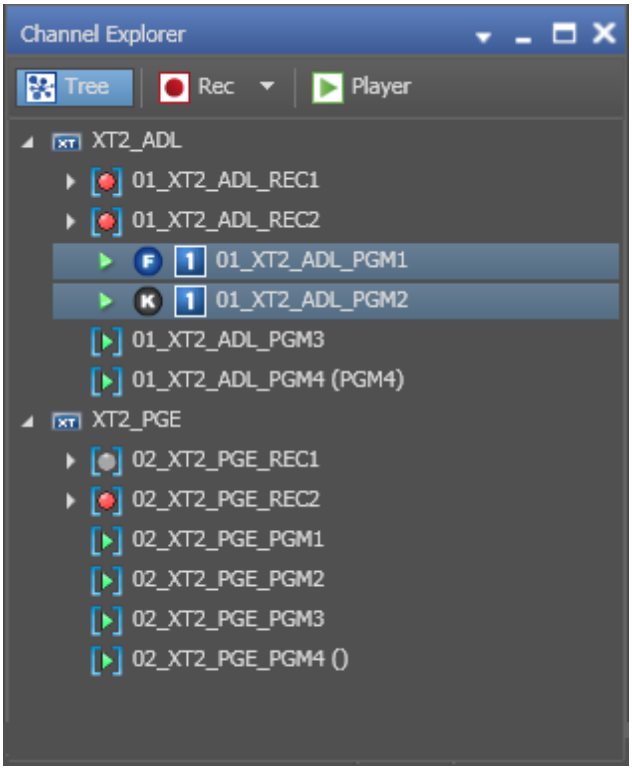
1. Select two channels with **SHIFT+click** or **CTRL+click**.
2. Right-click one of the selected channels
3. Select **Fill Key**.



OR

press Ctrl + Y.

4. The channels are now shown with the **Fill** and **Key** icons:



The association will also be reflected in the title bar of the Control panels.

Note
The first channel you select will become the Fill and the second one the Key.

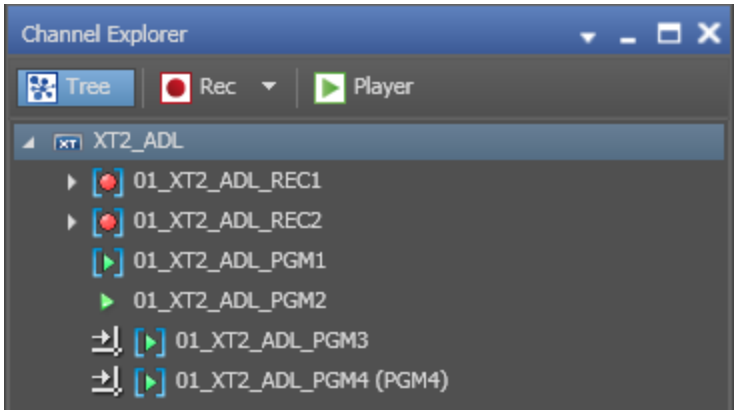
4.6.5. How to Lock Player Channels for Timeline Mode

The IPEdit module requires two player channels to function. This pair of player channels is called the Timeline Engine. The Timeline Engine can be PGM1/PGM2 or PGM3/PGM4

When two player channels are assigned to IPEdit, the Lock Timeline mode is automatically activated. This prevents you and other users from using these player channels in another mode than the Timeline mode.

See the IPEdit user manual for more details about this feature.

The Timeline Lock is visible in the Channel Explorer: the **Timeline Lock** icon is displayed in front of these channels:



The Timeline Lock can be activated from the Channel Explorer. To do so, proceed as follows:

1. Select two channels with **SHIFT+click** or **CTRL+click**.
2. Right-click a channel.
3. Select **Lock Timeline**.

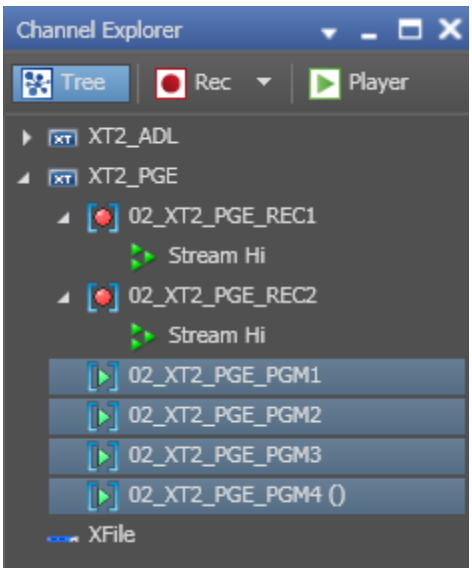
Note
The Lock Timeline mode is not automatically deactivated when the user leaves IPEdit. It needs to be deactivated manually in the Channel Explorer.

4.6.6. Defining a Channel Group for the AB Roll Playlist

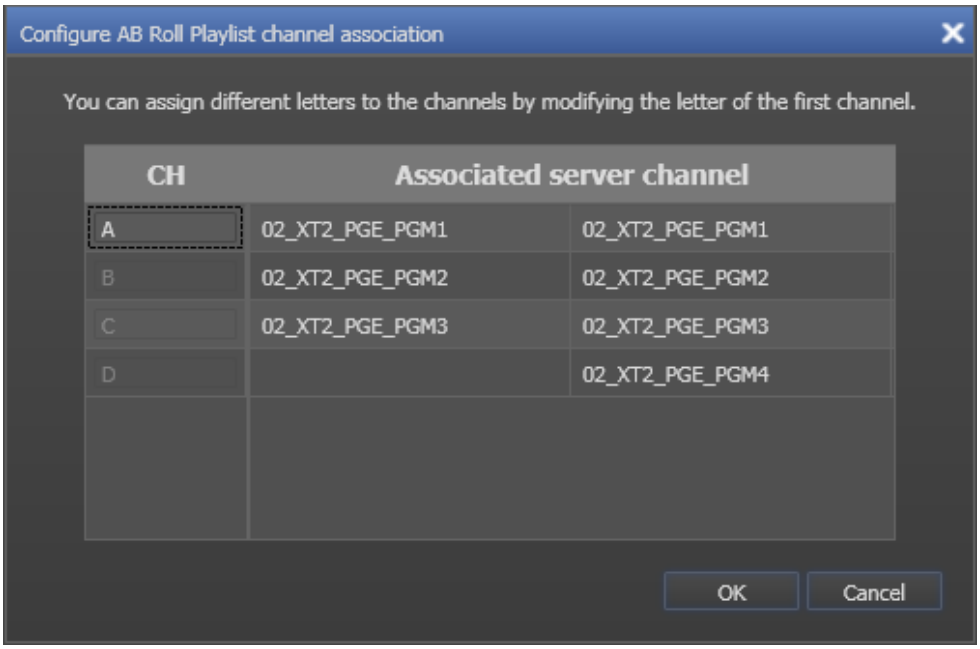
The AB Roll Playlist can be associated to 2, 3 or 4 channels. Before you can use the AB Roll Playlist you need to define this channel group in the Channel Explorer.

To define a channel group, proceed as follows:

1. Open the Channel Explorer and browse to the desired channels.
2. Select the channels that need to be associated to the AB Roll Playlist application.

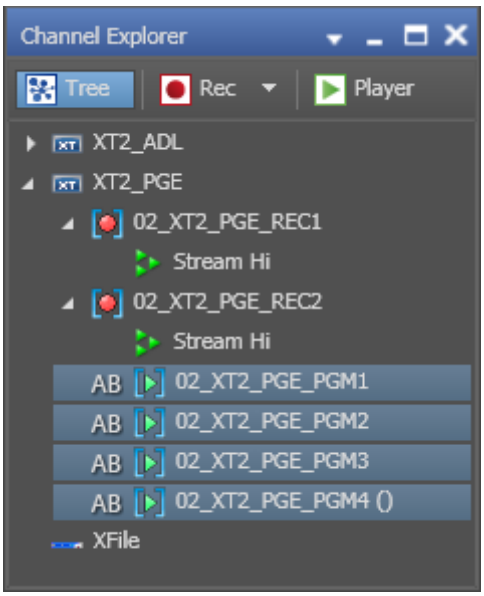


3. Right-click the selected channel group
4. Select **AB Roll Playlist** from the contextual menu.
5. The Configure AB Roll Playlist channel association window opens:



6. In this window you can edit the channel letters in the left column of the table, if so desired.
7. Click **OK** to accept the presented allocation.

   The selected channels are now marked with the "Ganged" icon and ready to be used as an AB Roll Playlist channel group:



4.7. Displaying Information on the OSD

The information to display on screen is set in the OSD Settings window. See section "OSD Settings" on page 42.

To turn the OSD ON or OFF from the Channel Explorer, proceed as follows:

1. From the Tree view or the Player view, right-click the player channel for which you want to display the OSD information.

   A contextual menu appears.

2. Select **OSD Information on Monitor**.

   The information is displayed on screen.

3. To hide the information, repeat steps 1 and 2.

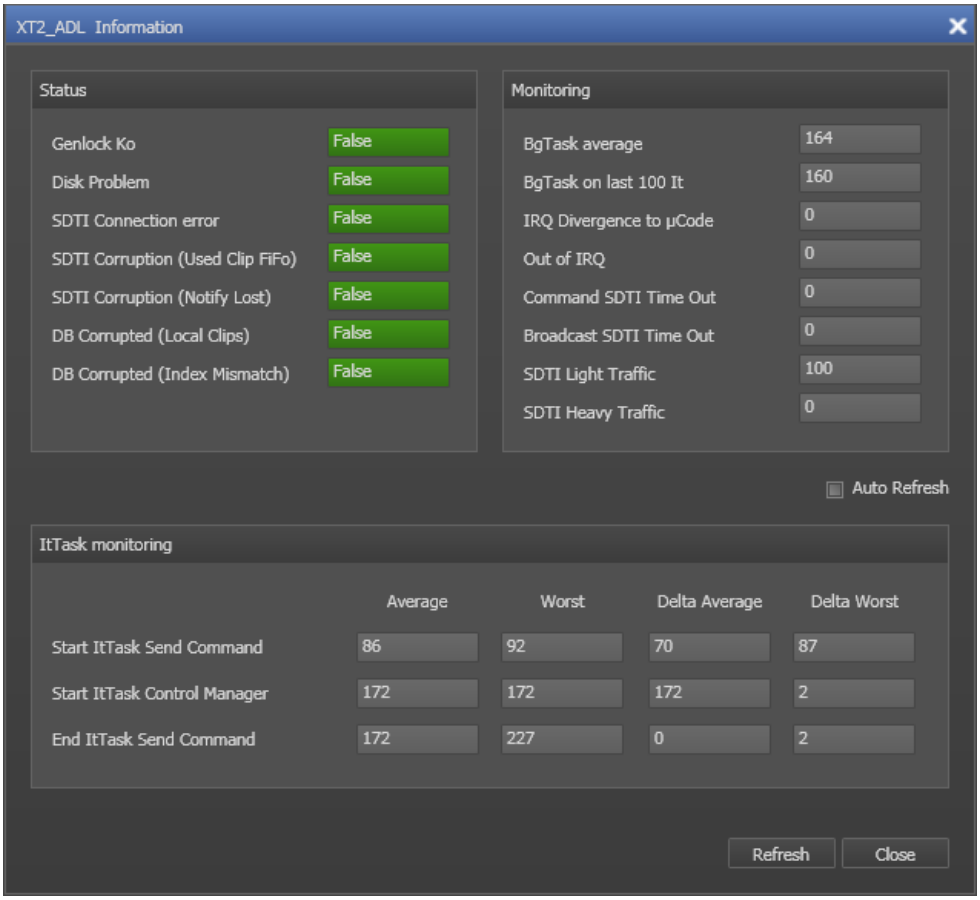
4.8. Operations on Servers

4.8.1. How to Get Server Monitoring Information

From the Channel Explorer, it is possible to check the EVS server monitoring information. To do so, proceed as follows:

1. Right-click a server name in the Channel Explorer.
2. Select **Show Server Monitoring Information** from the contextual menu.

   The [Server Name] Information window opens:



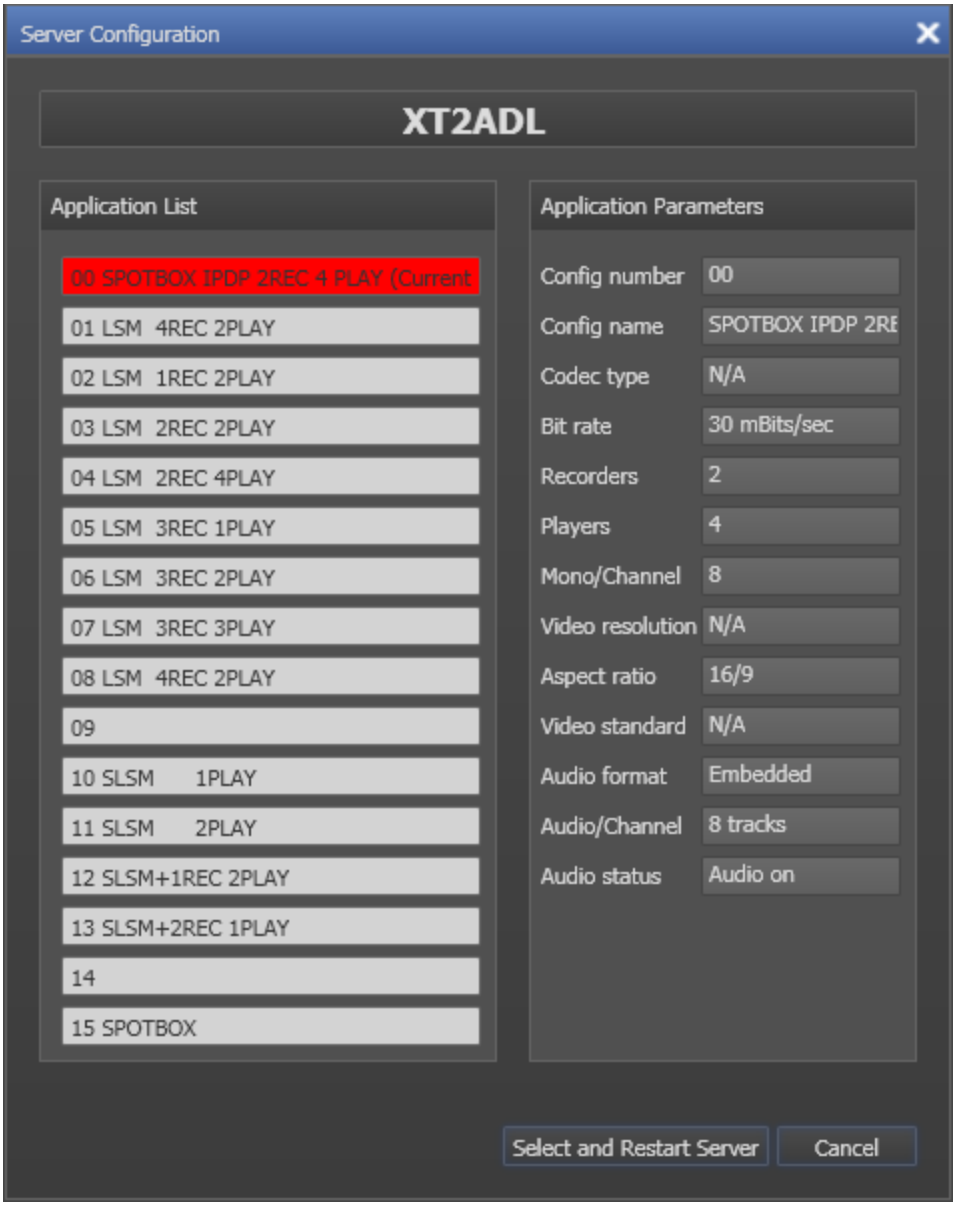
4.8.2. How to Launch a Different Predefined Server Configuration

It is possible to launch another predefined server configuration provided that you have the appropriate user right.

To do so, proceed as follows:

1. Right-click a server name in the Channel Explorer.
2. Select **Restart Server** from the contextual menu.

   The Server Configuration window opens:

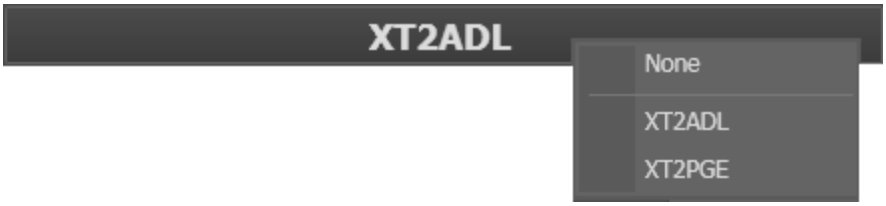


On the left, the Application List displays the list of applications available on the selected server and sorted in the same order as in the EVS menu.

The application currently launched in Multicam is displayed in red.

On the right, the parameters corresponding to the selected configuration are displayed.

3. (optional) If you want to select another server, right-click the **Server Name** field and choose a server:



4. Select another configuration from the Application List.

The corresponding parameters are displayed in the Application parameters pane. The background button turns blue.

5. Click the **Select and Restart Server** button to apply the new configuration.

4.8.3. Multicam Web Setup Tool

It is possible to access the Multicam Web Setup Tool from IPDirector.

To do so, proceed as follows:

1. Right-click a server name in the Channel Explorer.
2. Select **Configure Server** from the contextual menu.

   The Multicam Web Setup window opens.

   See the Multicam manual for more information.

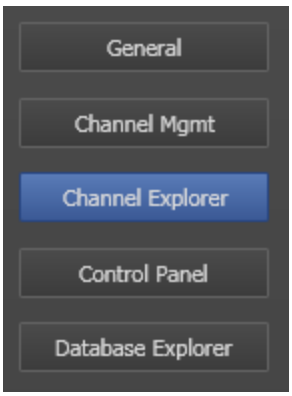
4.9. Channel Explorer Shortcuts

Some commands in the Channel Explorer can be accessed from the keyboard.

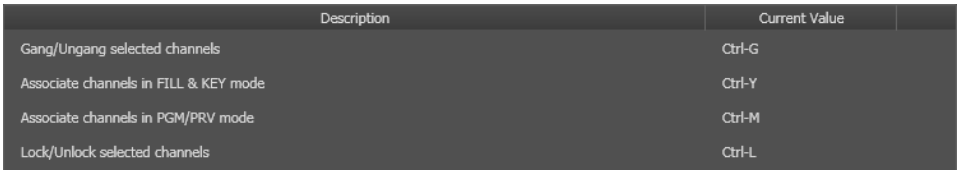
To view or customize the keyboard shortcuts, proceed as follows:

1. Click **Tools > Define Shortcuts** in the main IPDirector toolbar.

   This opens the Define Shortcuts window.
2. Click the **Channel Explorer** button on the left to go to the relevant section:



3. You can view the available shortcuts here.



4. To change a shortcut: select it and press the desired key combination.
5. Click **OK** to save your changes.

5. On-Screen Display

5.1. Configuration and Activation

The information to display on a monitor is set in the OSD Settings window. It is defined for each playout channel. This does not apply to recorder channels or software player. See section "OSD Settings" on page 42.

The OSD can be turned ON or OFF in several ways:

- By using a shortcut in the various IPDirector applications: Control Panel Playlist Panel, AB Roll Playlist Panel, IPEdit, IPLogger, Database Explorer. See sections "Channel Management Shortcuts" on page 49 and "Channel Management Shortcuts" on page 49.
- By using a shortcut on the ShuttlePRO. See section "ShuttlePRO Configuration" on page 98.
- By selecting an option in the Channel Explorer. See section "Displaying Information on the OSD" on page 124.

5.2. Impacted Channels

Depending on the channel mode the player channel is involved into, the effect of the **Turn OSD ON or OFF** shortcut will differ as detailed in the table below.

If the channel mode is...	...the OSD appears / disappears for...
PGM	the player channel linked to the device or active panel from which the shortcut has been applied
PGM/PRV	• In Clip mode (clip, growing clip, train loaded): the player channel linked to the device or active panel from which the shortcut has been applied • In Playlist mode (playlist loaded): both player channels engaged in PGM/PRV mode
Fill & Key	the player channel linked to the device or active panel from which the shortcut has been applied
Ganged	the player channel linked to the device or active panel from which the shortcut has been applied
IPEdit (Timeline mode)	the player channel associated to the panel which is active in IPEdit: Player or Timeline
AB Roll	all the player channels associated to the AB Roll Panel

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