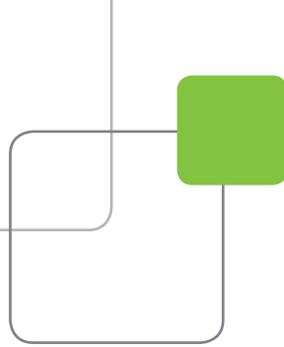


# User's Manual

Version 5.9 - January 2011

Part 1 - General Workspace



# IP.Director



Video Production Management Software



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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.tv](mailto:doc@evs.tv).

## 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.tv/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.tv/downloadcenter>



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# What's New?

The following table describes the sections updated to reflect the new and modified features on IPDirector from version 5.9 (compared to version 5.8).

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
2.2, 2.7	Updated user interface: new icons have been designed in the Status Bar.
	New icons for Fill and Key options:
3.2.1	<ul style="list-style-type: none"> <li>• Channel Explorer -Tree View</li> </ul>
4.2.4	<ul style="list-style-type: none"> <li>• BEPlay - Linked Channels</li> </ul>
4.1.4	Channel Management Shortcut: new shortcut for the 'Speed of the on-air element' parameter.
4.2.4	BEPlay Remote - Selecting the Software Player: the Software Player can now be associated to a function button from the Channel Name contextual menu.
4.2.4	BEPlay Remote - Function Buttons: additional information is given about the LED color of the Function buttons.



## Important

Screenshots may contain some user interface elements (icons, buttons,...) that slightly differ from the current IPDirector 5.9 user interface. However the position of updated elements and their underlying function have not changed compared to the old ones.

# About this Manual

This manual is intended to cover all aspects of IPDirector. It should be seen as a reference guide that provides a detailed description on the various modules of IPDirector, as well as procedural information on how to work with the IPDirector system. The user manual for IPDirector Version 5.9 is divided into 9 parts.

This is part 1 of the manual.

## PART 1: GENERAL WORKSPACE

The first part contains the following chapters:

Chapter	Description
Introduction	This chapter gives an overview on the product and describes the components of the IPDirector suite.
 IPDirector Main Window	This chapter details the various areas in the IPDirector main window, i.e. the window that opens when IPDirector is started.
 Channel Explorer	This chapter describes the Channel Explorer, i.e. the module that provides an overview on the components of the XNet network. It allows the users, among others, to take control of one or several channels from different EVS video servers connected to the XNet.
 System Management	This chapter contains a description of overall system settings: <ul style="list-style-type: none"><li>• shortcut definitions</li><li>• MPlay and BEPlay Remote configuration</li><li>• ShuttlePRO configuration and button layout</li></ul>

## PART 2: LOGGING

The second part contains the following chapters:

Chapter	Description
 IP Logger	This chapter provides information on the IPLogger module, which is used to create logs that relate to recorded events with timecodes, camera angles, clip numbers and metadata.

Chapter	Description
Keyword Management	This chapter covers the management of keywords, i.e. the creation and setup of the various tools which allow the users to assign keywords to logs, clips, playlists or timelines in a unified manner. Assigning keywords to logs, clips, playlists or timelines make it possible to search on the video material stored on the XNet network and easily find it back.

## PART 3: BROWSING

The third part contains the following chapter:

Chapter	Description
 Database Explorer	This chapter explains the Database Explorer module, which has been designed to allow the users to organize and search all media or data available in the XNet network, as well as to search for off-line nearline files.

## PART 4: INGEST

The fourth part contains the following chapters:

Chapter	Description
Recorder Panel	This chapter provides information on the Recorder Panel, i.e. the module used to control the recorder channels of an EVS video server.
Ingest Scheduler	This chapter covers the Ingest Scheduler module that allows for clips, or streams, to be automatically made on any channel under the IPDirector control at a time scheduled in advance.
 VTR Control Panel	This chapter describes the VTR Control Panel module that allows the users to control a VTR from IPDirector and to extract clips from a tape to an EVS video server.

## PART 5: PLAYOUT – CONTROL PANEL

The fifth part contains the following chapters:

Chapter	Description
 Player Control Panel	This chapter explains in details the Player Control Panel, i.e. the module used to control player channels of an EVS video server and to make clips and simple playlists.

Chapter	Description
 Software Player	This chapter provides information on the use of the Software Player.
Video Display	This chapter describes the configuration of the Video Display and its options to display the media associated to a player channel or the Software Player.

## PART 6: PLAYOUT – PLAYLIST PANEL

The sixth part contains the following chapters:

Chapter	Description
 Playlist Panel	This chapter describes the Playlist Panel module that allows complex playlists to be made, modified and played to air using an efficient workflow.
 Fill & Key	This chapter explains the Fill & Key function in IPDirector, which make it possible to gang channels of the EVS video server together in a Fill and Key relationship to allow the operator to perform synchronized clip or playlist recalls in a Fill & Key scenario.

## PART7: PLAYOUT – AB ROLL PLAYLIST

The seventh part contains the following chapter:

Chapter	Description
AB Roll Playlist	This manual describes the AB Roll Playlist module. This application is used to control and play material on up to 1 to 4 channels (A to D) at the same time. The operator plays clips in A-B-C-D sequence, using the MPlay remote control.

## PART 8: EDITING

The eighth part contains the following chapter:

Chapter	Description
 IPEdit	This manual describes the IPEdit module. This is a video editing solution that delivers real-time performance through a new server-based architecture. It offers complete timeline editing with no rendering process required.

## PART 9: EDITING

The ninth part contains the following chapter:

Chapter	Description
 Edit While Playout	This manual describes the Edit While Playout mode of the IPEdit application. This mode allows playing out a timeline while the same timeline is being editing in IPEdit.

# 1. Introduction

---

## A COMPLETE SUITE OF PRODUCTION TOOLS TO MANAGE NETWORKED EVS VIDEO SERVERS

IPDirector is a suite of software applications designed to enhance the workflow of a Television production.

In combination with EVS video servers, IPDirector can utilize its applications to both control multiple channels within the XNet network and also add comprehensive logging features and database functionality. This provides browsing capability and production orientated clip management to increase the efficiency of any Broadcast Operation.

There are nine applications designed for use on a production. Each is integrated into the overall package and is accessed by installed software licenses. Each of the applications can be used to perform different tasks. This could be in the form of multiple recordings of different events within a studio environment. This can be complemented with the logging system to associate data with each recording, compiling media from the database for inclusion in an edited package. The IPDirector suite also allows the playback of several completed elements to multiple sources such as big screens, fill & key switcher effects, and studio play-in.

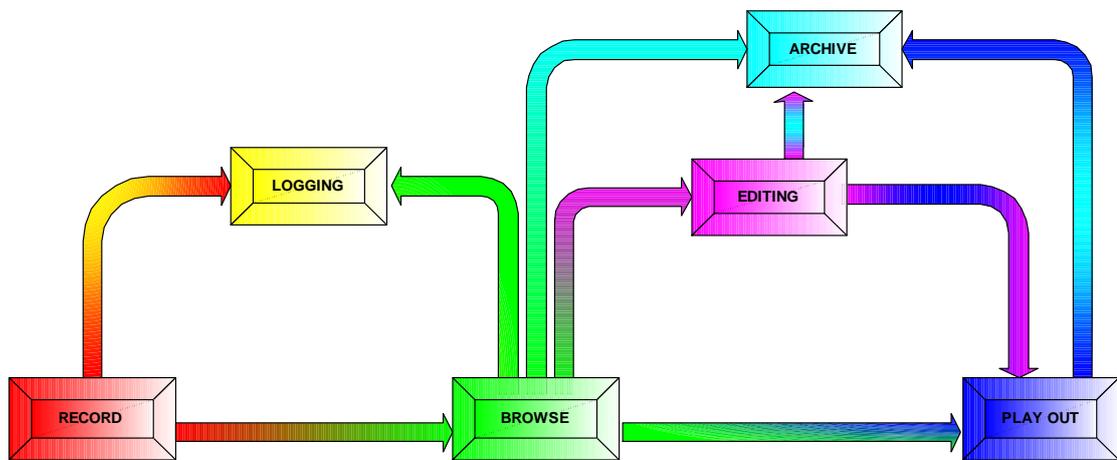
These applications are:

- Channel Explorer
- IPLogger
- Database Explorer
- Ingest Scheduler
- Recorder Panel
- VTR Control Panel
- Player Control Panel
- Playlist Panel
- AB Roll Playlist
- IPEdit

Each IPDirector system can function as a standalone workstation providing all applications on a production, or several workstations can be used, running only the applications required for a specific task and each workstation can be connected via Ethernet with a central Database. When networked together, IPDirector Database information is available to all other workstations that are being used in other areas of the production and enhances the overall production workflow.

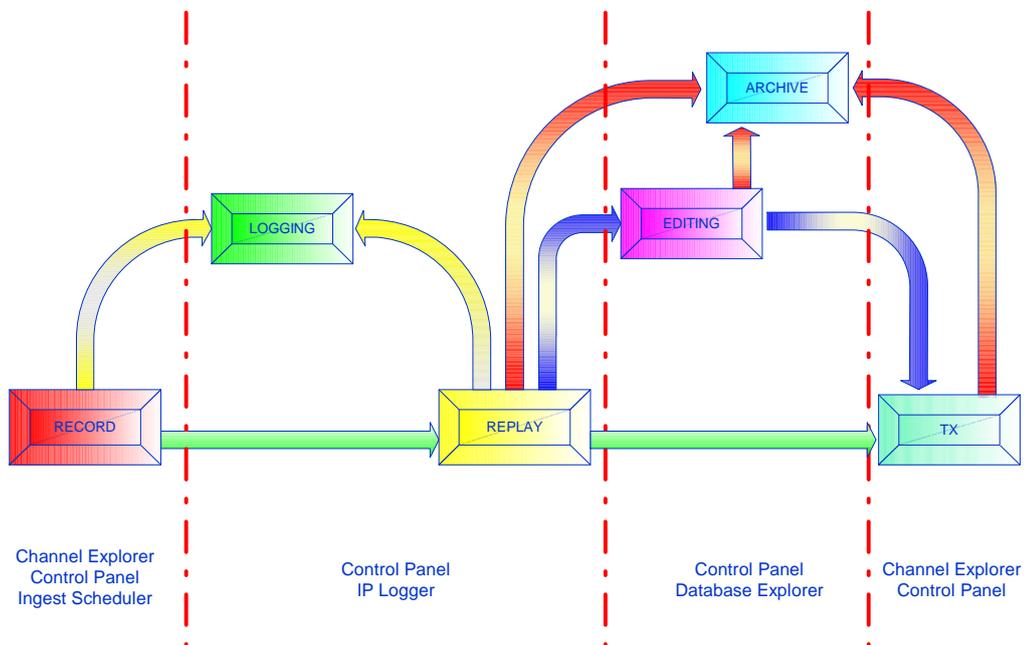
IPDirector can control channels of several EVS video servers. Each workstation sees the XNet network as one large server whose storage is divided into various

volumes accessible by any channel from any EVS server within the XNet network.  
 In the Diagram below, different areas of the production workflow are identified:



Conventionally, in a simple show a recording is made, logged on paper sheets and then edited or played into the final production or to Air, making reference to the logs. The desired media will then be archived, generally by compiling onto a new tape and a new log is created to match the new recording.

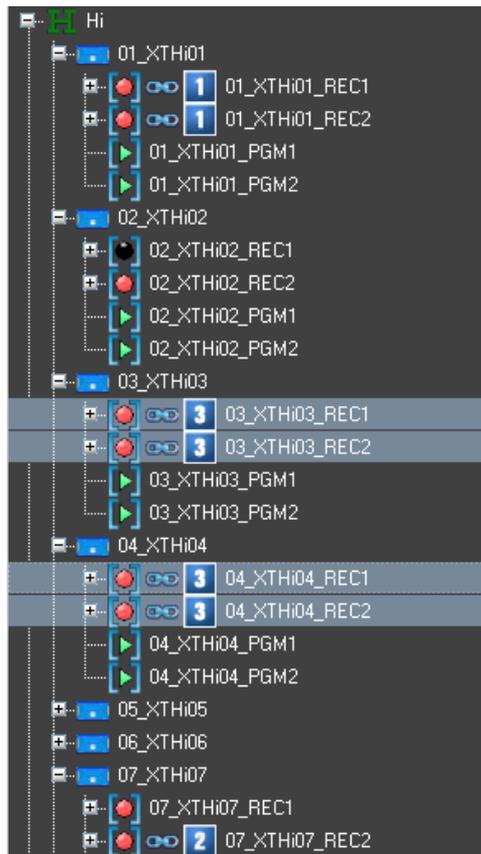
The diagram below shows which application within IPDirector is designed to assist in each stage of the workflow, not only to produce an integrated database with video, audio, and time code information for each clip created, and also all metadata associated with that clip such as: name, keywords, description, creation date, original location (server s/n, clip position, etc), but also to control the ingest, manipulation and play out of the media.



# 1.1 PRODUCTION APPLICATIONS

## 1.1.1 CHANNEL EXPLORER

Channel Explorer provides a comprehensive overview of the entire XNet. High and low resolution EVS video servers, XFile, XStore, hi-res and lo-res streams and VTR devices appear as individual items in the Channel Explorer. The tree contains expandable nodes for servers in which the IPDirector systems and the VTRs are directly connected via RS422.



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:

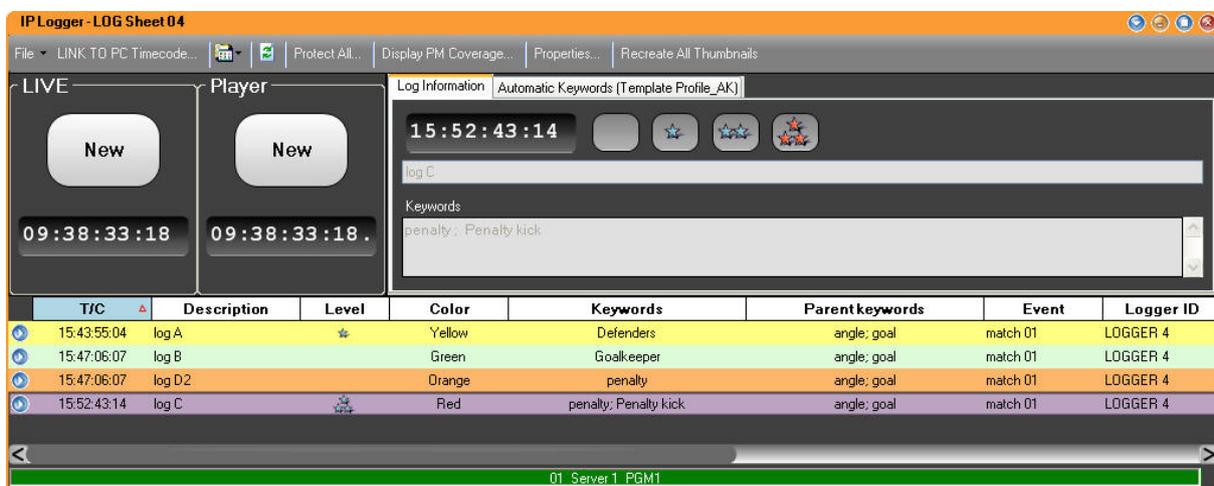
- Ganged channels: allowing simultaneous control of several channels from one control panel (recorders or players)
- Fill and Key: allowing 2 clips to be linked in a Fill/Key pairing for playback to a vision mixer (switcher) or keyable device.

- Program/preview: allowing dissolves and wipes between clips of two linked player channels to play clips sequentially with a transition, either manually or from a playlist.

These multiple playback modes can both be used on clips, to offer a comprehensive range of operational playback modes.

## 1.1.2 IP LOGGER

A log of recorded material is essential to the production process; by using IP Logger the speed of operations is enhanced by automatically associating logging data to content on the XNet network of servers. It can replace the traditional paper log sheet (which produces manual timecode and descriptions) with a system that automatically links a logging entry to all relevant media created on EVS video servers.



The IP logger provides an easy way to add descriptive data to the media and centralize logging data. Using the IP Logger wizard, a log sheet can be created based on specific production requirements.

The log sheet is created by capturing the timecode of important events, and then easily adding keywords using customized keyword grids, descriptions entered on the keyboard manually, and a level rating.

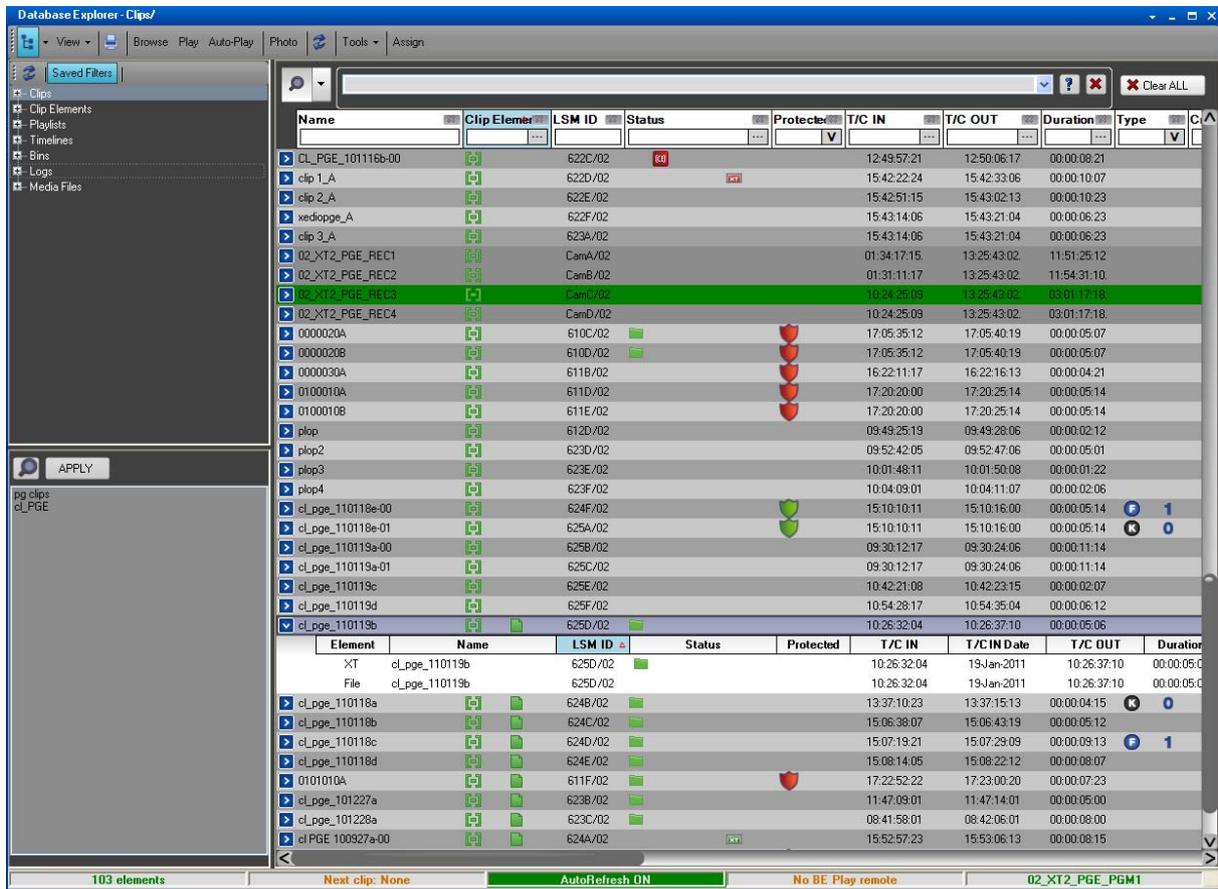
Any clip or file accessible by IPDirector which includes the timecode of logged events, and is made from a record train that has been defined as relevant to the current log entry is then automatically linked to the corresponding entry in the log sheet.

IP Logger also features the capabilities to review and edit content of the log sheet at any time during or after the event. By linking a play channel from an EVS server or the Media Viewer, the operator has a simple and flexible way to refine logging information captured during the live event.

Compared to conventional logging techniques, IP Logger has significant time-saving benefits, and saving time is always critical in live production. By producing accurate logs, and providing an efficient search engine, information is available faster to all EVS XNet users for browsing, editing and archiving. Logs can be accessed by other users even while they are being generated, and EVS media associated with the log can be cued and used instantly.

## 1.1.3 DATABASE EXPLORER

Database Explorer displays and manages clips (XT clips and files), play-lists, timelines, bins and logs for the media available on the EVS XNet network.



### Clips & Playlists

Clips and Playlists created on EVS servers are synchronized to the IPDirector central database and can be browsed from this window.

### Timelines

Timelines created on the EVS servers and in the IPDirector IPEdit system are visible in the database window.

### Files

Files managed by the IPDirector nearline management or IP Drive become accessible and can be managed from the Database Explorer.

### Bins & Logs

Bins and Logs are details only present on the IPDirector systems, and add improved methods for associating clips and other details to the user. These sections are not directly visible on EVS servers, but the results of these functions can affect clips on the XNet network beneficially.

Features of the Database Explorer window include:

- bin management
- log sheet management
- timecode or free text search engine and search filters
- keyword filter and assignment
- thumbnail displays
- metadata details (ID, name, timecode, keywords, UmID...)
- fill & key management of clips and playlists
- browse and playback directly from explorer window
- export of log sheets (XML, CSV)
- archive management via XFile

## 1.1.4 RECORDER PANEL

The Record Panel is the graphical user interface used to control the recorder channels of an EVS server. The Recorder Control Panel shows the record status of a channel and can enable channels to start or stop recording depending upon the EVS server base configuration. In conjunction with the buttons on the VGA, there are also keyboard shortcuts and dedicated buttons on the optional ShuttlePRO controller. Where they are shown, these are the default settings.



### Note

If the EVS server is operating in the LSM mode, the Recorder Panel will not be able to stop the recorders. This is due to superiority of the LSM remote in the configuration.

## 1.1.5 INGEST SCHEDULER

Ingest Scheduler allows for clips and streams to be automatically created from any record channel under the control of IPDirector at either a time scheduled in

advance or entered manually by the user. This means multiple events over a period of time can be automatically stored. A clip can be created on a channel with a name, level rating and metadata associated with it, and also be automatically placed into a bin in the Database Explorer.

## 1.1.6 VTR CONTROL PANEL

The VTR Control Panel allows a VTR (Video Tape Recorder) to be controlled 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 servers.

## 1.1.7 PLAYER CONTROL PANEL

Control Panels can be opened in two different modes:

- EVS server PGM Channel control:
  - Uses a PGM channel from an EVS server
- Software Player:
  - Allows browsing content over Gigabit Ethernet topology
  - Requires Media Viewer License code



IP Control Panel is designed to efficiently control media browsing and playout with VTR-like functions to clip, trim and playback media. The Control Panel also has more advanced features such as the ability to:

- build, edit and play clip-lists
- use mix or wipe transitions between linked control panels set in a Program/Preview mode
- playback in normal, loop, or bounce modes
- synchronize the playback of channels that are ganged together
- offer parallel control or exclusive control to be passed to third party devices (controllers, editors, vision mixers...etc).
- attribute extended metadata to the media loaded.

Within the Control Panel a clip list can be built using a conventional drag and drop technique from the Database Explorer. Controls for the transition effect, transition duration, next, and skip are readily accessible and re-ordering, insertion and deletion of clips can be made even as the list is rolling to air

Using the Control Panel with a Secondary Control function gives traditional devices such as linear editors the power of instant access to any material available on the EVS XNet network. Any media, even while being recorded, can be cued using the Control Panel and simultaneously controlled by 3rd party editors, controllers and switchers using industry-standard RS-422 protocols (Sony BVW, Odetics, VDCP, etc...).

## 1.1.8 PLAYLIST PANEL

The Playlist Panel allows multiple playlists to be created, modified and played to air using an efficient workflow with a great deal of flexibility.

The playlist workflow involves using other application windows, such as Database Explorer or Control Panel, for creation and management of playlists.

Advanced functions can be used, which means that playlists with different transition effects between elements can be created in contrast to simple clip-lists from the Control Panel.

A variety of playout effects can be defined such as audio and/or video transition effects, different playout speed, skipping an element, looping playlist elements. Different stop or start options can be programmed for the different elements of a playlist. Tags can be defined on playlist elements at specific timecode to carry out specific audio or video actions during playout.

## 1.1.9 IPEdit

IPedit allows complete timeline editing. Drag-and-drop and keyboard shortcuts make it easy to do video and audio transition effects. Video graphics and voice-over can be added to the timelines.

Up to four audio tracks (a total of 8 audio channels) provide flexible audio editing, including audio swap, mute, and volume automation.

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.

## 1.1.10 ABROLL PLAYLIST

The AB Roll Playlist application is used to control and play material on up to 4 channels (A to D) at the same time. The operator plays clips in A-B-C-D sequence, using the MPlay remote control.

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

The operator can also play elements manually on channels E and F.

## 1.2 MANAGEMENT AND SYSTEM APPLICATIONS

The IPDirector system also has a set of management and monitoring tools included in the IPDirector suite:

### 1.2.1 KEYWORD MANAGEMENT

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

Using the Keyword Management tools, a keyword grid's or dictionaries 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 also the integration of keywords and keyword grids from 3<sup>rd</sup> 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.

### 1.2.2 KEYBOARD SHORTCUT DEFINITION

This application is used to define shortcuts that can be used on the keyboard for each of the production applications in the IPDirector suite.

### 1.2.3 LOGGING ASSOCIATION DEFINITION

When the IPDirector suite is opened a check is performed to establish that all data previously stored in the database still has associations that are correct and that the media is still available on the XNet.

This application allows the user to manually decide which aspects of the association between clips and logs should be initiated afterwards. This window

normally is used by an experienced IPDirector operator for very specific purposes. It also allows for a clip to be associated with a log sheet after importing it from another IPDirector workstation.

---

**Note**

The Logging Association process takes around 3 minutes for 100 log sheets, each containing 100 elements, so the definition of parameters for this process only applies to when there is a limited time available to start the system and a large amount of logs are stored.

---

## 1.2.4 TRANSFER MONITORING

The Transfer Monitoring window that provides detailed information on the clip, playlist concatenation or timelines transfers. This includes scheduled, on-going, finished or failed transfers.

## 1.2.5 EVS SYSTEM TOOLS

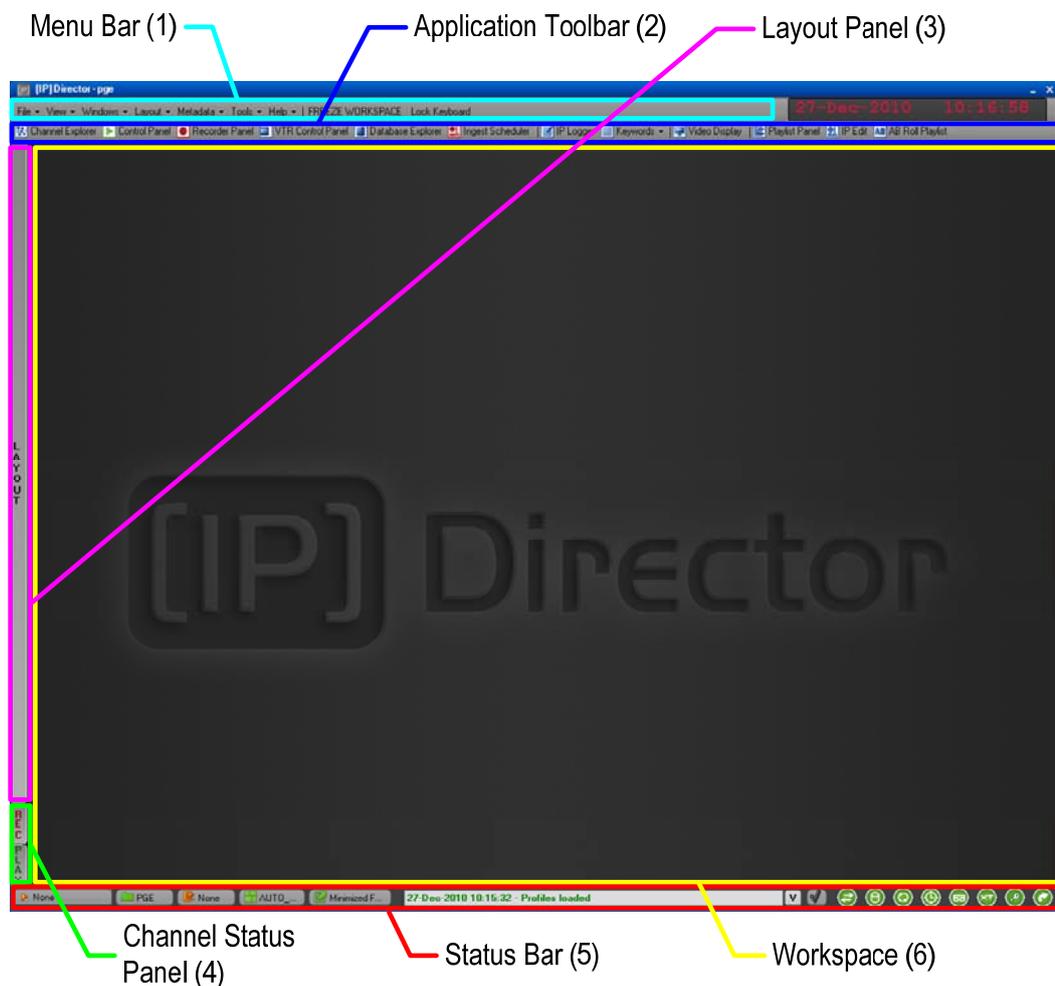
Within each application there are monitoring tools provided in the menu structures for the use of EVS engineers to monitoring the performance of the system and help isolate any support issues which may arise.

# 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 any application window opened. From this window, the user can open one or several instances of the various IPDirector applications.

## 2.2 OVERVIEW OF THE MAIN IPDIRECTOR WINDOW



From the IPDirector main window, the user can access the following elements:

## MENU BAR (1)

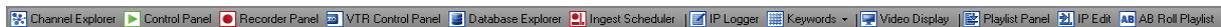


The menu bar gives access to the following menu commands:

- The File, View, Windows and Layout menu commands, as well as the Freeze Workspace and Lock Keyboard options 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, i.e. importing, exporting and updating, the customer-defined data that can be associated with clips, log sheets, playlists and timelines.
- The Tools menu gives access to the settings 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.

For more information on the menu commands, refer to section 2.3 Menu Bar, on page 14.

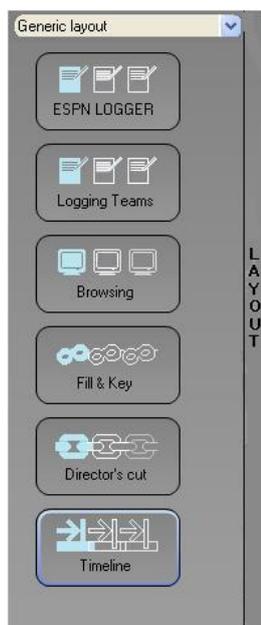
## APPLICATION TOOLBAR (2)



The application bar allows the user to access to the IPDirector applications.

For more information on the application bar, refer to section 2.4 “Application Toolbar”, on page 19.

## LAYOUT PANEL (3)



The Layout panel provides a quick access to defined layout toolbars and to the layouts included in these toolbars. It allows the user to easily load the existing layouts into their workspace.

For more information on the Layout tab, refer to section 2.9 ‘Layouts’, on page 42.

## CHANNEL STATUS PANEL (4)



The Channel Status panel contains the Recorder Status and Player Status tabs. They make it possible to view the recorder and player channels connected to the XNet network, as well as status information.

For more information on the Channel Status panel, refer to section 2.6 “Channel Status Panel”, on page 20.

## STATUS BAR (5)



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

- default channel, bin and play-list
- loaded layout icon
- minimized applications icon
- message panel
- connection status of IPDirector processes and external components
- license icon
- shortcut icon

In addition, the Status bar gives access to the Copy/Move Manager via the Message panel.

For more information on the elements available from the Status bar, refer to section 2.7 “Status Bar”, on page 22.

## WORKSPACE (6)

The central area, i.e. the workspace, is used to display the IPDirector applications that the current user opens. Application windows can be freely resized and organized in the workspace.

## 2.3 MENU BAR

### 2.3.1 FILE MENU

The File menu includes menu commands to log off and exit IPDirector:

Menu command	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.

### 2.3.2 VIEW MENU

The View menu includes items corresponding to various elements of the IPDirector main window. Each item can be selected to be displayed or deselected to be hidden on the main window.

Menu command	Description
Application Toolbar	Displays or hides the Application toolbar
Status Panel	Displays or hides the Status bar (excluded the Channel Status panel) at the bottom of the main window.
Layout Panel	Displays or hides the Layout Shortcut panel
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	<p>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 panel.</p> <p>The message boxes are disabled when robots are used for logging when the IPDirector configuration is tested before important events.</p>

## 2.3.3 WINDOWS MENU

The Windows menu makes it possible to bring to the front or close the various IPDirector applications opened in the current session.

Menu command	Description
Close All	Closes all the IPDirector applications opened in the current session.
<Name of open IPDirector Application>	Gives the focus on the application corresponding to the selected item and brings it to the front. The background color of the window title bar, as well as the window frame border, will then turn orange.

## 2.3.4 LAYOUT MENU

The Layout menu is described in details in section 2.9 “Layouts”, on page 42.

## 2.3.5 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, log sheets, playlists and timelines.

The Metadata Menu is described in details in section 2.8 “Metadata Profile Management”, on page 27.

## 2.3.6 TOOLS MENU

The Tools menu gives access to user settings, transfer monitoring, shortcut definition, password management,... for the IPDirector user logged on.

The various menu items are the following and are described in the sections below:

- Settings
- Logging Manager
- Remote Control Manager
- Recreate All Thumbnails
- Define Shortcuts
- Transfer Monitoring
- Change Password

## SETTINGS

The Setting menu item gives access to a window with twelve categories to define settings in the following fields:

- General
- Autoname
- Clips
- Playlists: detailed in chapter on Playlist Panel in part 6 of the user manual.
- Control Panel: detailed in chapter on Control Panel in part 5 of the user manual.
- Ingest Scheduler: detailed in chapter on Ingest Scheduler in part 4 of the user manual.
- IPEdit: detailed in chapter on IPEdit in part 7 of the user manual.
- IPLogger: detailed in chapter on IPLogger in part 2 of the user manual.
- Input GPIs
- Output GPIs
- Image Capture

Some categories contain a short description of the settings inside the application. However, you can refer to section 2.10 'Settings' on page 52 for more information on the general and global settings applicable in several modules, or refer to dedicated chapters for more information on specific settings.

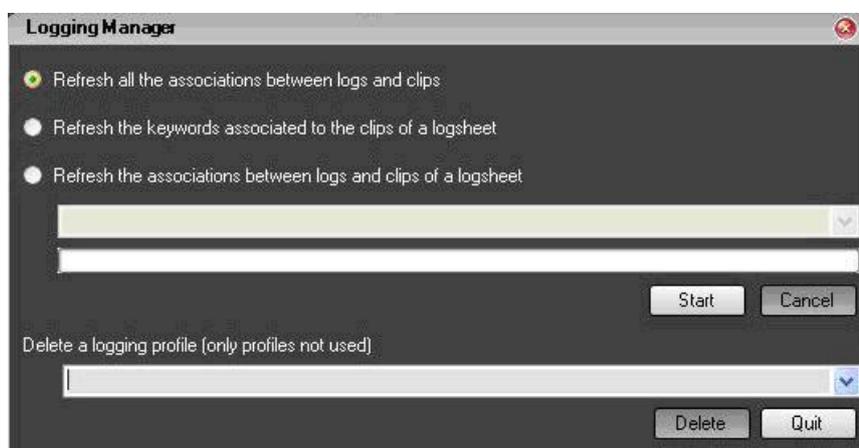
## LOGGING MANAGER



### Note

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

The Logging Manager provides options to manage the links between the clips and the log sheet.



### Refresh all Associations Between Logs and Clips

Selecting this option and clicking start refreshes all links for all logged events and clips present in the IPDirector and XNet network.

### Refresh the Keywords Associated to the Clip for a Log Sheet

Selecting this option, choosing a log sheet from the list available and clicking start refreshes any keywords that should be associated with a clip within the specified log sheet.

### Refresh the Association Between Logs and Clips for a Log Sheet

Selecting this option, choosing a log sheet from the list available and clicking start refreshes any clip associations between logged events and clips within the specified log sheet.

### Delete a Logging Profile

Selecting this option, choosing a logging profile from the list available and clicking the Delete button deletes the logging profile from the database. Only logging profiles which are not currently used in a log sheet can be deleted.

## REMOTE CONTROL MANAGER

When an 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. The MPlay Remote and BEPlay Remote configuration is explained in details in section 4.2 'Remote Control Management' on page 92.

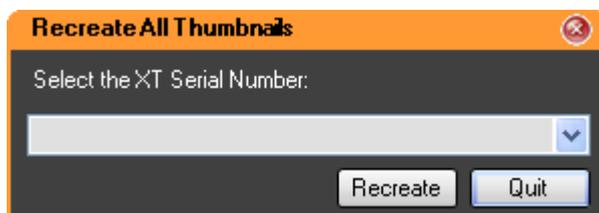
## RECREATE ALL THUMBNAILS



### Note

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

This setting enables the creation of thumbnails from a particular EVS video server when there is an XFile in the XNet network 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 manually initiation of that process.



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

## DEFINE SHORTCUTS

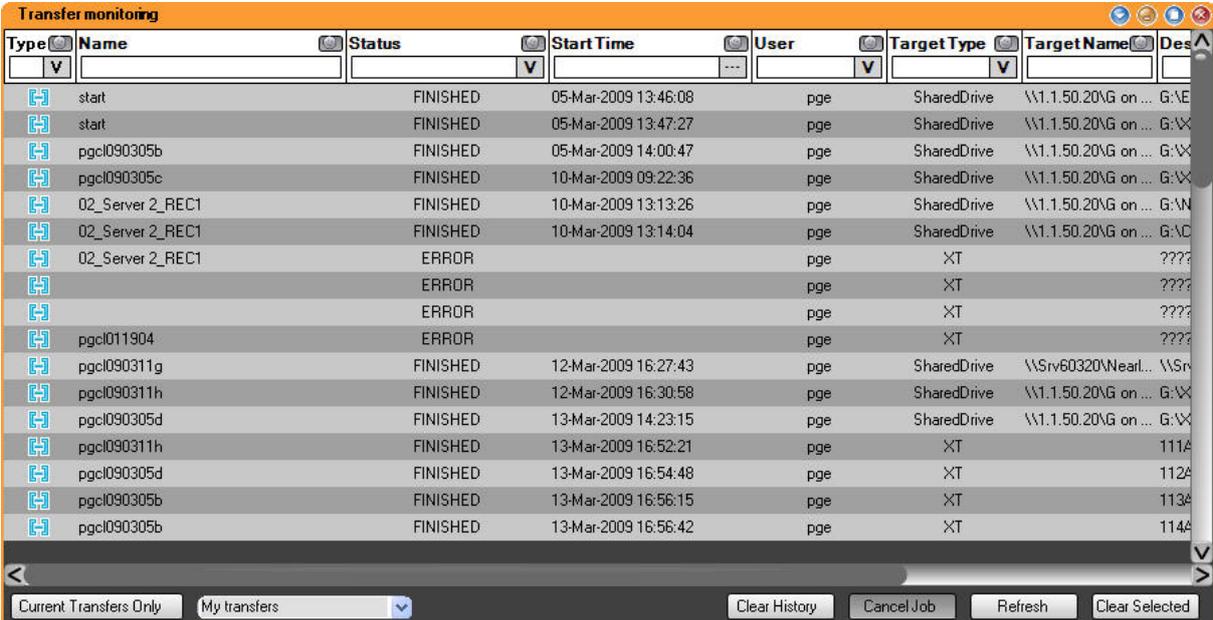
The Shortcut definition is explained in details in section 4.1 'Shortcut Definition' on page 88.

## TRANSFER MONITORING

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

Information is displayed in columns and filters can be applied to column headings.

My transfers and All Transfers options exist but All Transfers is only available for administrators / media managers or users with appropriate user rights.



Type	Name	Status	Start Time	User	Target Type	Target Name	Description
[H]	start	FINISHED	05-Mar-2009 13:46:08	pge	SharedDrive	\\1.1.50.20\G on ...	G:\E
[H]	start	FINISHED	05-Mar-2009 13:47:27	pge	SharedDrive	\\1.1.50.20\G on ...	G:\X
[H]	pgcl090305b	FINISHED	05-Mar-2009 14:00:47	pge	SharedDrive	\\1.1.50.20\G on ...	G:\X
[H]	pgcl090305c	FINISHED	10-Mar-2009 09:22:36	pge	SharedDrive	\\1.1.50.20\G on ...	G:\X
[H]	02_Server 2_REC1	FINISHED	10-Mar-2009 13:13:26	pge	SharedDrive	\\1.1.50.20\G on ...	G:\N
[H]	02_Server 2_REC1	FINISHED	10-Mar-2009 13:14:04	pge	SharedDrive	\\1.1.50.20\G on ...	G:\D
[H]		ERROR		pge	XT		???
[H]		ERROR		pge	XT		???
[H]		ERROR		pge	XT		???
[H]	pgcl011904	ERROR		pge	XT		???
[H]	pgcl090311g	FINISHED	12-Mar-2009 16:27:43	pge	SharedDrive	\\Srv60320\Nearl...	\Srv
[H]	pgcl090311h	FINISHED	12-Mar-2009 16:30:58	pge	SharedDrive	\\1.1.50.20\G on ...	G:\X
[H]	pgcl090305d	FINISHED	13-Mar-2009 14:23:15	pge	SharedDrive	\\1.1.50.20\G on ...	G:\X
[H]	pgcl090311h	FINISHED	13-Mar-2009 16:52:21	pge	XT		111A
[H]	pgcl090305d	FINISHED	13-Mar-2009 16:54:48	pge	XT		112A
[H]	pgcl090305b	FINISHED	13-Mar-2009 16:56:15	pge	XT		113A
[H]	pgcl090305b	FINISHED	13-Mar-2009 16:56:42	pge	XT		114A

Current Transfers Only | My transfers | Clear History | Cancel Job | Refresh | Clear Selected

## CHANGE PASSWORD

This setting allows the currently logged on user to change their password.

## 2.3.7 HELP MENU

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

## 2.3.8 FREEZE WORKSPACE

Selecting this option on the menu bar locks the IPDirector workspace to prevent from moving windows, resizing windows or opening a new IPDirector application. The option is selected again to unfreeze the workspace.

The option on the menu bar changes to blue as a warning of this action. The operator can still open the layout shortcut panel and click a shortcut to change the layout.



## 2.3.9 LOCK KEYBOARD

Selecting this option on the menu bar locks the Keyboard from use on the workstation. The option is selected again to unlock the keyboard.

The option on the menu bar 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.



## 2.4 APPLICATION TOOLBAR

The application toolbar 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.



For the Keyword Management application, the user needs to select in the sub-menu whether to open the Keyword grid, dictionary, list or the three of them.

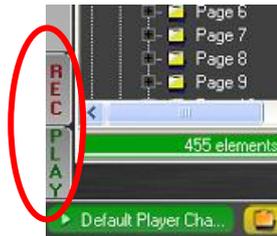
## 2.5 LAYOUT PANEL

The Layout panel allows single-click access to your saved Layouts. The Layout menu is described in details in section 2.9 “Layouts”, on page 42.

## 2.6 CHANNEL STATUS PANEL

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 statuses 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.



### OPENING AND CLOSING THE CHANNEL STATUS PANELS

To open the Recorder Status panel or Player Status panel for the first time in a session, right-click the tab and select the **View All Recorders** or the **View All Players** option respectively.

To open Recorder Status panel or Player Status panel again in the 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.

### 2.6.1 RECORDER STATUS PANEL



### DISPLAYED STATUS INFORMATION

The Recorder Status panel provides the following status information on the recorder 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 green background if the channel is not recording
- Lock icon  09h41 before the remaining capacity information, if the channel is locked
- Gang icon  before the remaining capacity information, if the channel is ganged

## CONTEXTUAL MENUS

When right-clicking the Recorder Status tab, the following actions are available from the contextual menu:

Recorder Status Panel Contextual Menu Item	Description
View Recorders	Displays or minimizes the Recorder Status panel.
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 where you can select the recorders to be added to or removed from the Recorder Status panel.
View All Recorders	Displays all recorder channels available on the XNet network.

When right-clicking the data related to one of the recorders, the following actions are available from the contextual menu:

Recorder Contextual Menu Item	Description
Open Recorder Panel	Opens the Recorder Panel window for the selected channel. Refer to chapter 'Recorder Panel' in part 4 of the user's manual.
Remove	Removes a given recorder from the Recorder Status panel.

## 2.6.2 PLAYER STATUS PANEL



### DISPLAYED STATUS INFORMATION

The Player Status panel provides the following status information on the players displayed on the panel:

- player channel name
- player status
  - on air red icon if the player channel is on air 
  - off air grey icon if the player channel is off air 
- Lock icon  OFF AIR if the channel is locked
- Gang icon  if the channel is ganged

## CONTEXTUAL MENUS

When right-clicking the Player Status panel, the following actions are available from the contextual menu:

Player Status Panel Contextual Menu Item	Description
View Players	Displays or minimizes the Player Status panel.
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 where you can select the players to be added to or removed from the Player Status panel.
View All Players	Displays all player channels available on the XNet network.

When right-clicking the data related to one of the recorders, the following actions are available from the contextual menu:

Player Contextual Menu Item	Description
Open Control Panel	Opens the Control Panel window for the selected channel. Refer to chapter Control Panel in part 5 of the user's manual.
Remove	Removes a given player from the Player Status panel.

## 2.7 STATUS BAR



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

- default channel, bin and play-list
- loaded layout icon
- minimized applications icon
- message panel
- connection status of IPDirector processes and external components
- license icon
- shortcut icon

In addition, the Status bar gives access to the Copy/Move Manager via the Message panel.

The following elements in the status bar are explained in the sections below.

## 2.7.1 DEFAULT ITEM ICONS

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

### DEFAULT PLAYER CHANNEL ICON



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..

If no default player channel is defined, the Default Player Channel icon next to the 'None' value is orange.

The icon is for informative purpose.

You can define a default player channel

- in the Channel Explorer, via the Set as Default Player option available from the contextual menu

OR

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

You can clear the default player channel

- by double-clicking the Default Channel icon.

OR

- by right-clicking the Default Player Channel icon and selecting None from the contextual menu.

### DEFAULT BIN ICON



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 next to the None value is orange.

The icon is for informative purpose. However, the option to send an element to the default bin is available from the contextual menu of the various applications when this is relevant.

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

You can clear the default by double-clicking the Default Bin icon.

### DEFAULT PLAYLIST ICON



If a default playlist has been defined, the Default Playlist icon is green and is followed by the name of the default playlist.

If no default playlist is defined, the **Default Playlist** icon next to the **None** value is orange.

The icon is for informative purpose. However, the option to send an element to the default playlist is available from the contextual menu of the various applications when this is relevant.

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

You can clear the default playlist by double-clicking the **Default Playlist** icon.

## 2.7.2 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 next to the 'No Layout' value is orange.

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



### Note

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

## 2.7.3 MINIMIZED ICON



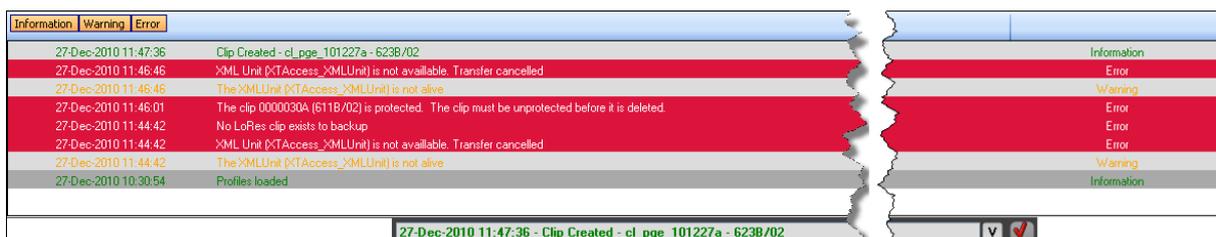
The **Minimized** icon tells the user whether windows are minimized and allows the user to restore the minimized windows.

When no window is minimized, the **Minimized** icon will have a grey background.

When one or more windows are minimized, the **Minimized** icon will have an orange background.

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

## 2.7.4 MESSAGE PANEL



The Message panel provides a quick display of the information, warning and error messages generated in the current session. It is minimized by default in a message field which displays only the most recent message in the Status bar.

## ACCESSING AND CLOSING THE MESSAGE PANEL

You will open the Message panel by clicking the V sign on the right of the Message bar.

The Message panel is minimized back to the Message field when you click outside the panel or click the V sign again.

## INFORMATION AVAILABLE IN THE MESSAGE BAR

The messages include the following information:

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

## MESSAGE COLOR

The messages are highlighted in a different color depending on the type of message:

- An information message is highlighted in green.
- A warning message is highlighted in yellow.
- An error message is highlighted in red.
- The selected message has a darker background than the normal background.

## MESSAGE FILTER

The user can perform a filter on the message type by clicking the message type icons displayed on the top left corner of the expanded Message bar:

- When the message type icon has a pink background, the messages that belong to that type are displayed, if any.
- When the message type icon has a blue background, the messages that belong to that type are not displayed.

## ACKNOWLEDGE BUTTON



When the users have read a message, they can acknowledge it by clicking the ACK button. The Acknowledge button changes the background of the selected message to grey. This helps the user distinguish the messages that have been dealt with from the ones that have not.

## 2.7.5 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 IP Scheduler process
	Status icon for the VTR Engine process
	Status icon for the EVS video server connection

## 2.7.6 LICENSE ICON



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

## 2.7.7 SHORTCUTS ICON



The background color of the Shortcut icon turns orange when the Shortcut function is deactivated. Double-clicking the icon will reactivate the shortcut function in IPDirector. For technical reasons, the Shortcut function is deactivated when the user edits a text field.

## 2.8 METADATA PROFILE MANAGEMENT

### 2.8.1 METADATA, PROFILES, USER FIELDS AND AUTOMATIC KEYWORDS

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

#### 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, log sheets, 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, to choose a profile when creating or editing an element, or they will be forced to use to default profile imposed by the administrator.

#### Log Sheet Profile

Profiles defined for log sheets slightly differ from profiles defined for other elements in that two profiles can be associated with a log sheet:

- one for the log sheet user's fields
- one for automatic keywords.

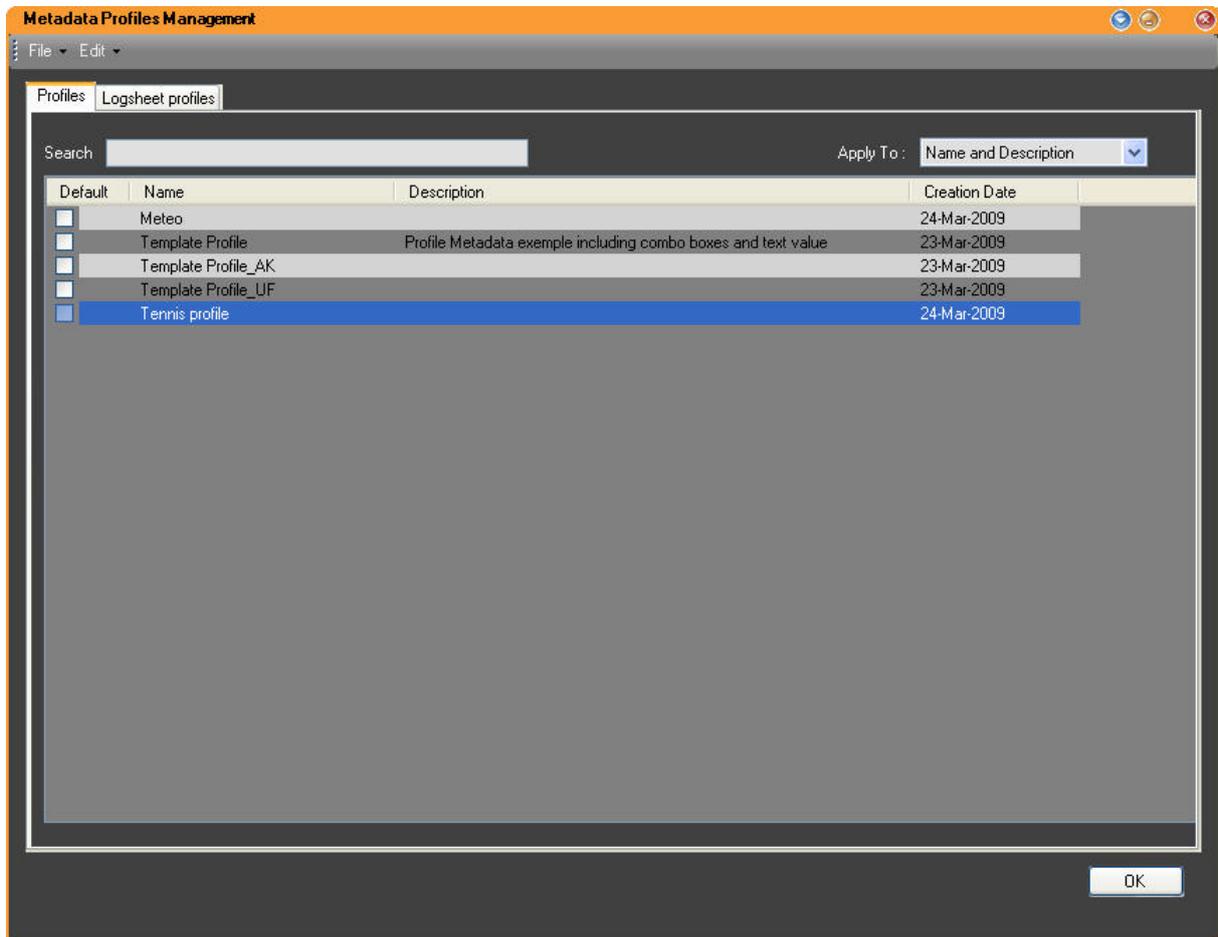
Refer to the chapter on the IP Logger module in part 2 of the user's manual for a detailed description of user's fields and automatic keywords.

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 tab of the IP Logger window. Therefore, they behave as automatic keywords as they will be associated to a log such as 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 following chapters and sections:

- Control Panel chapter: sections 'Metadata tab' and 'How to Add or Modify Metadata of a Clip'.
- Database Explorer chapter: section 'Edit Clip Window'
- Playlist Panel chapter: section 'New Playlist Window' and 'How to Modify Playlist Information'
- Ingest Scheduler chapter: section 'Fields in the New Ingest Window'
- IP Logger chapter: sections 'Logging Profile Information' in 'Step 1: Defining the Log sheet Characteristics', 'Step 4: Defining the User's Fields' and 'Automatic Keywords'.

## 2.8.2 OVERVIEW OF THE METADATA PROFILES MANAGEMENT WINDOW



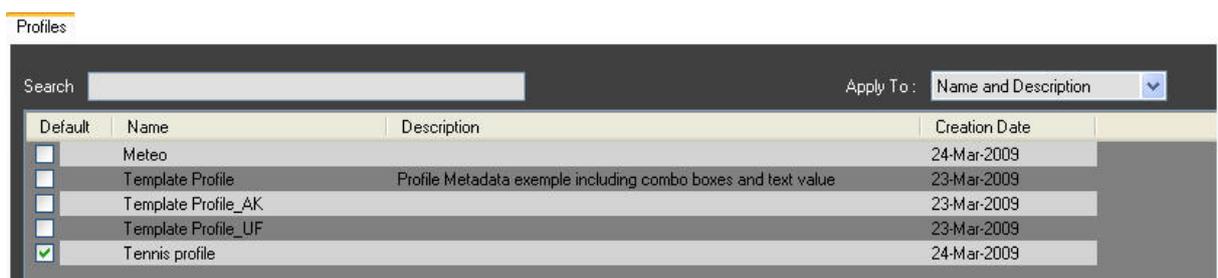
To access the Metadata Profiles Management window, select Manage profiles from the Metadata menu in the main toolbar.



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

The window contains two tabs:

### PROFILES TAB



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

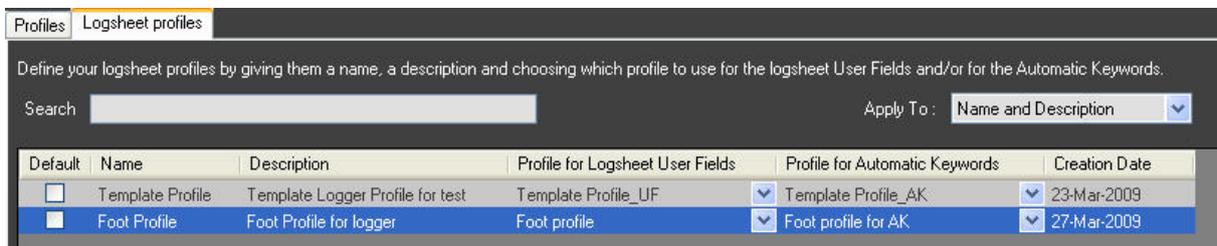
The same profile can be used for any of these element types.

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 select a profile as the default profile by checking 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 log sheet profiles which can be associated with a log sheet and, therefore, with associated logs.

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

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

Within the Logsheets Profiles tab, it is possible to select a log sheet profile as the default log sheet profile by checking the box next to the chosen log sheet 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 log sheet profile and the selected log sheet profile and its user fields will be applied by default to the new log sheets when they are created. Only one metadata log sheet profile at a time can be defined as the default log sheet profile in IPDirector.

### 2.8.3 CREATING PROFILES

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 or timelines.

When creating a log sheet profile, in the Logsheets Profiles tab, a profile for log sheet user field and/or a profile for automatic keywords are selected from the profiles created via the Profiles tab and a log sheet profile name is attributed.

## HOW TO CREATE A NEW PROFILE

When you create a new 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. In the main IPDirector window, select the menu **Metadata > Profiles Management**.

The Metadata Profiles Management window opens.

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

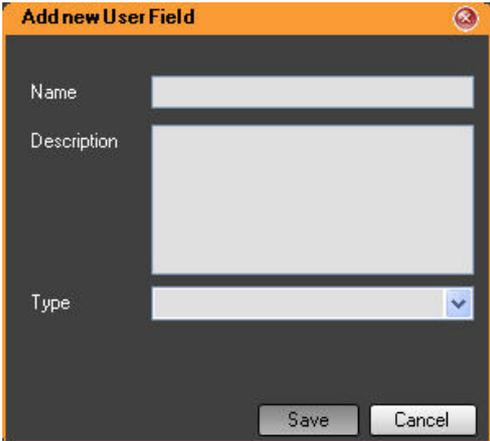
- in the File Menu, select **New**

OR

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

The New Profile window opens. See section 'New Profile Window' on page 31.

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 available user fields in the Available User Fields area either
  - by selecting the user field and then clicking the blue right arrow
  - or by double-clicking the user field
  - or 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. Then fill in the Name field and, if required, the Description field and choose a type for the new user field from the drop-down list. Refer to section 'Possible Types of User Fields' on page 33.
- c. 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 element metadata pane.
7. Press 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.



#### Note

If the name entered for the user field already exists, a warning message is displayed asking you to enter another name.

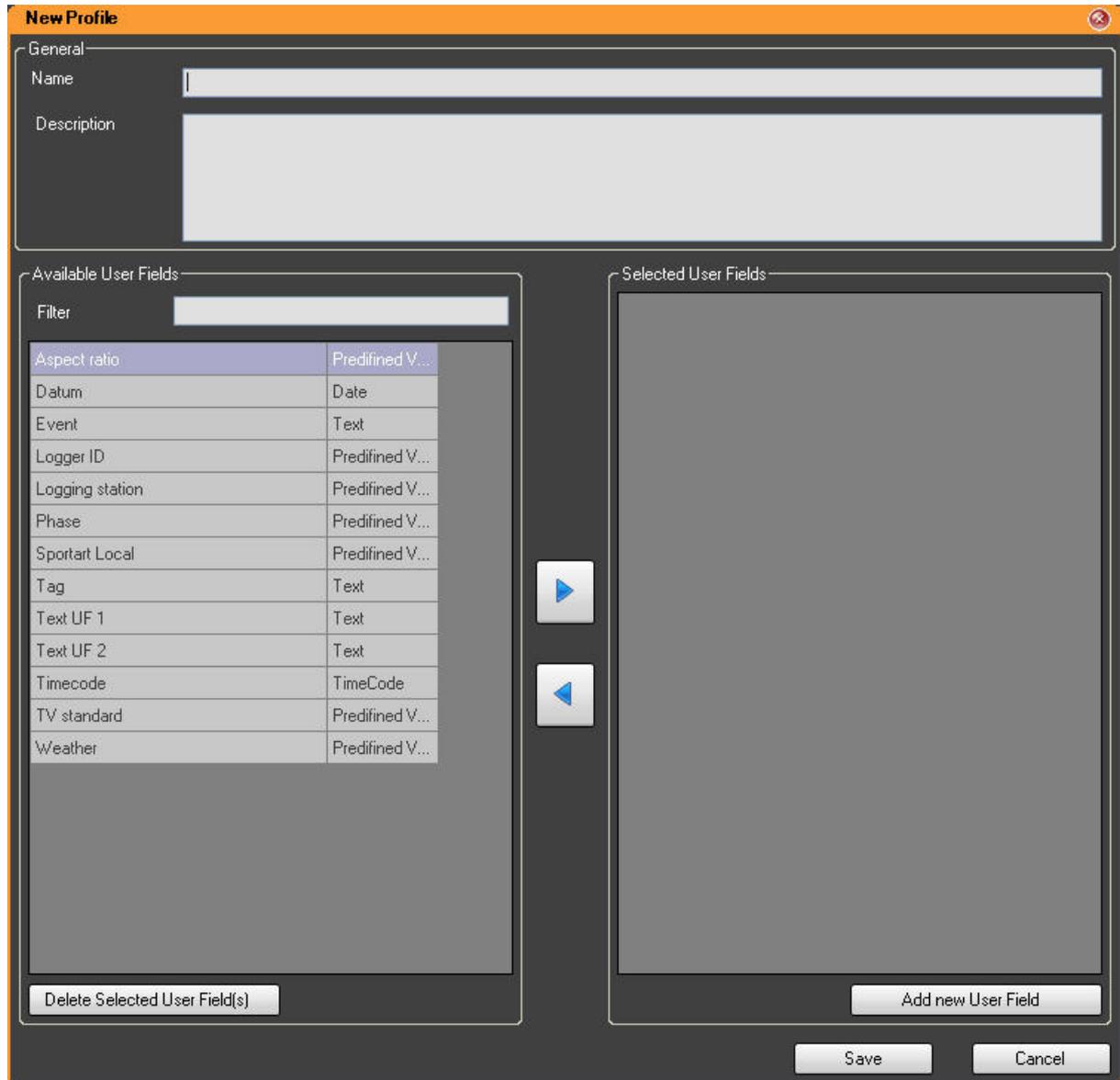
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## NEW PROFILE WINDOW

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



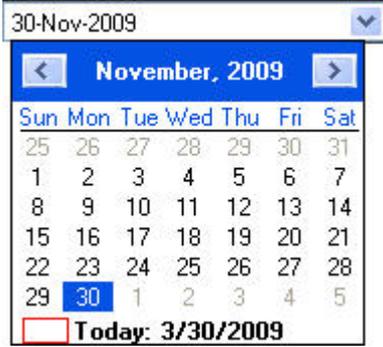
The New Profile window is divided into three areas:

- The **General** area: it contains the **Name** field and a **Description** field.
- The **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.
- The **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 pressed in the New Profile window, the following types of user fields are available:

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

The screenshot shows the 'Add new User Field' dialog box. It features an orange title bar and a dark grey background. The dialog is divided into several sections: 'Name' (a single-line text input), 'Description' (a multi-line text area), and 'Type' (a dropdown menu currently showing 'Predefined Text values (64 character)'). Below the 'Type' dropdown are two radio buttons: the first is selected and labeled 'I want to use the common set of predefined values', and the second is unselected and labeled 'I want to define specific predefined values for my profile'. On the right side, there is a 'Predefined values' section with a text box and an 'Add' button. Below this is a list area with a header 'Value' and a single entry. At the bottom right are 'Save' and 'Cancel' buttons.

1. It is recommended to use the common set of predefined values when
  - o The metadata will be used in only one profile, or
  - o 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
  - o 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.

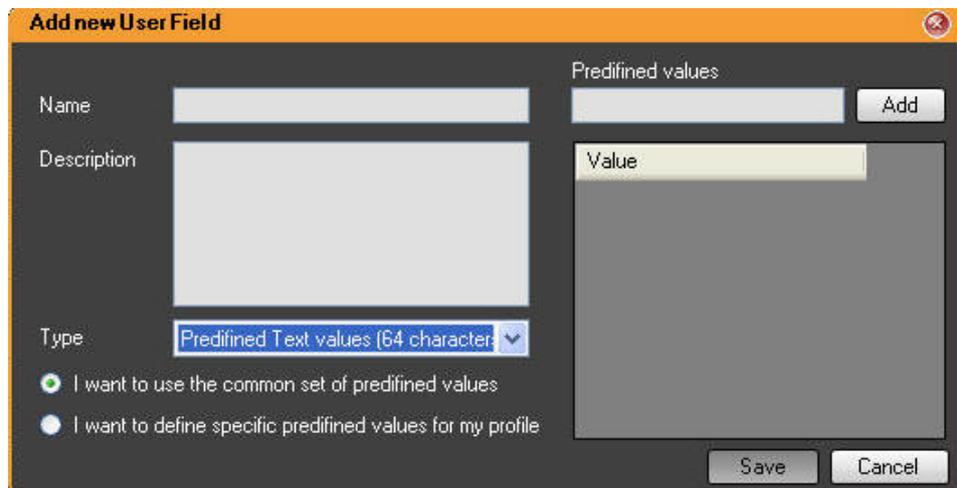
## HOW TO DEFINE VALUES FOR A USER FIELD WITH PREDEFINED VALUES

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, press 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 **Predefined Value** field.
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 fields 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 LOG SHEET PROFILE

To create a log sheet profile, proceed as follows:

1. In the main IPDirector window, select the menu **Metadata > Profiles Management**.

The Metadata Profiles Management window opens.

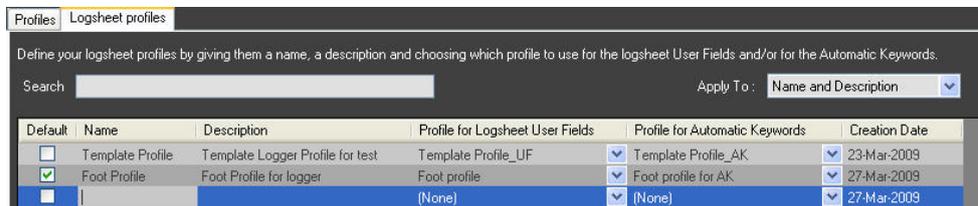
2. In the Logsheet Profiles tab, do one of the following:

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

OR

- right-click in the log sheet 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 log sheet profile.



3. Enter a profile name and, if needed, a description for the profile.
4. Using the arrows, select one profile in the **Profile for Logsheet User Fields** column and/or one profile in the **Profile for Automatic Keywords** column.

## 2.8.4 EDITING PROFILE AND USER FIELDS

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 EDIT 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):  
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.
5. Make the desired change (name, description or type).
6. Click Save.  
The user field is updated.



#### Important - Adding a User Field to an Existing Profile

If a user field is added to an existing profile, it is added to the metadata profile of existing elements associated to this profile and the user field will have an empty value.

---

## 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 element 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  
OR
  - select it in the Available User Fields area and press the blue left arrow  
OR
  - drag it onto the Available User Fields area.

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

Selecting 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.

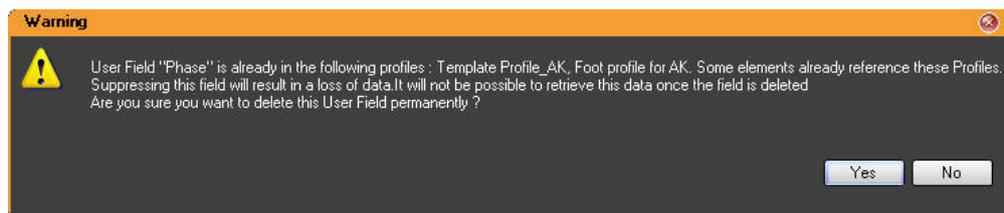
When removed from the Selected User Fields list on the right, the user field reappears in the Available User Fields list.

## 2.8.5 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(s) to be deleted.
2. Press the Delete selected User Field(s) button or the Delete key on the keyboard.
  - 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.



Press YES.

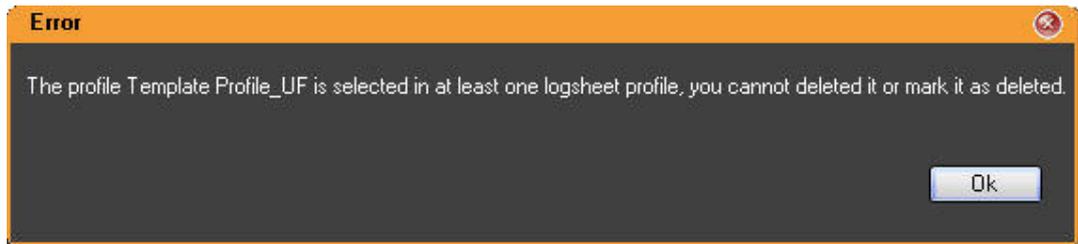
The user field is deleted from the Available User Fields list.

### HOW TO DELETE A PROFILE

You can choose to permanently delete a profile or mark a profile as deleted. Proceed as follows:

1. In the main IPDirector window, select the menu Metadata > Profiles Management.  
The Metadata Profiles Management window opens.
2. In the Profiles tab, select the profile to be deleted.
3. Do one of the following:
  - In the Edit menu, select Delete
  - OR
  - 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 and can 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 LOG SHEET PROFILE

To delete a log sheet profile, proceed in one of the following ways:

1. In the main IPDirector window, select the menu **Metadata > Profiles Management**.  
The Metadata Profiles Management window opens.
2. In the **Logsheet Profiles** tab, select the log sheet profile to be deleted.
3. Right-click the log sheet profile and select **Delete** from the contextual menu.

The log sheet profile is deleted from the list.

A log sheet profile can be deleted from the Logging Manager window. It is available from the **Tools > Logging Manager** in the main menu bar. If a logging profile is used in a log sheet that has at least one log, it cannot be deleted and will not appear in the list.



## 2.8.6 HOW TO COPY 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. In the main IPDirector window, select the menu **Metadata > Profiles Management**.

The Metadata Profiles Management window opens.

2. Select the profile to be copied.
3. Do one of the following:
  - In the Edit menu, select **Copy**
  - OR
  - Right-click the profile and select **Copy** from the contextual menu.A pop-up message is displayed.

4. Enter the new profile name and click **OK**.

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

## 2.8.7 IMPORTING AND EXPORTING PROFILES

### HOW TO IMPORT A PROFILE OR A LOG SHEET PROFILE

To import a metadata profile, proceed as follows:

1. Select the profile or the log sheet profile to import.
2. In the File Menu, select **Import Profiles**.  
The Import Profile window opens.
3. In the Windows tree view, select the .XML file that contains the metadata profile to import.
4. Click **Open**.

The profile is imported in IPDirector. You can now define it as the default profile via the menu **Metadata > Manage Profiles...** and edit its metadata via the menu **Metadata > Manage Profiles... > File > Edit** as described in previous sections.

## HOW TO EXPORT A PROFILE OR A LOG SHEET PROFILE

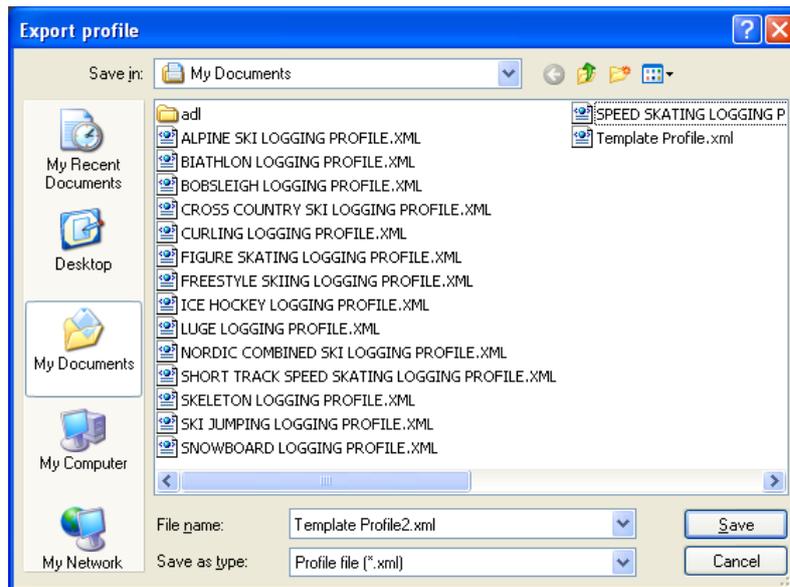
To export a metadata profile into an XML file, proceed as follows:

1. In the main IPDirector window, select the menu Metadata > Profiles Management.

The Metadata Profiles Management window opens.

2. Select the profile or the log sheet profile to export.
3. In the File Menu, select Export Selected Profiles.

The Export Profile window opens:



4. Select the folder where you will export the file in the Save in drop-down list and type a file name for the profile to export in the File Name field.
5. Click Save.

The profile or the log sheet profile is exported to the requested folder.



### Note

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

## 2.9 LAYOUTS

### 2.9.1 OVERVIEW

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 a user his personalized screen layout every time he logs on to IPDirector.

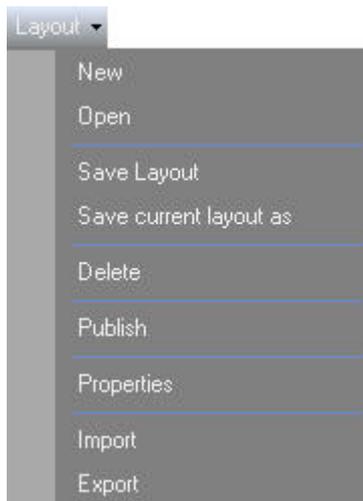
A number of Layout definitions can be saved and retrieved with a single mouse click.

Through the Layout menu, the user can create, save, open and publish a layout.

The Layout buttons available in the Layout Panel allow one-click access to saved layouts.

### 2.9.2 LAYOUT MENU

The Layout menu available from the main toolbar contains the following options:



- **New:** create a new layout
- **Open:** open an existing layout
- **Save Layout:** save the current layout into the database
- **Save current layout as:** save the current layout with a new name into the database
- **Delete:** delete an existing layout
- **Publish:** publish a layout to a user group
- **Properties:** view or change the layout properties
- **Import:** import a layout
- **Export:** export one of the existing layouts

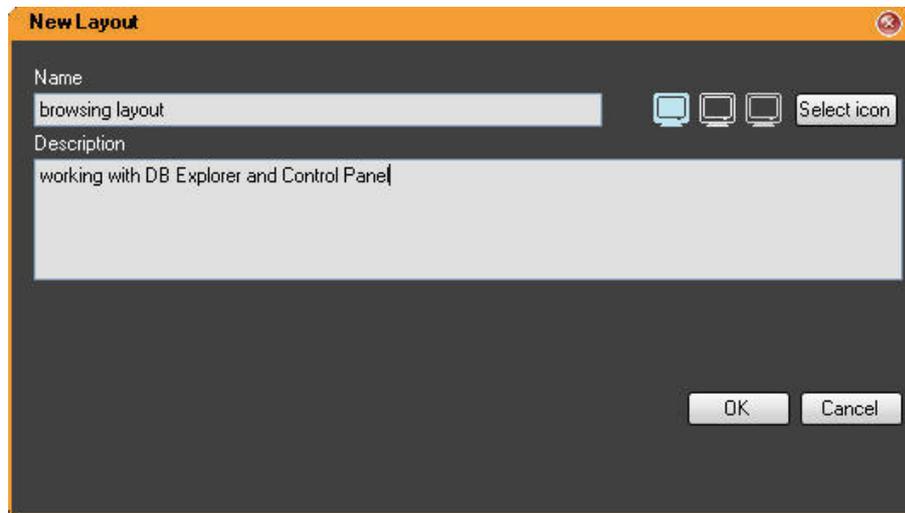
These features are explained in detail below.

## HOW TO CREATE A NEW LAYOUT

To create a new layout, proceed as follows:

1. Select New in the Layout menu.

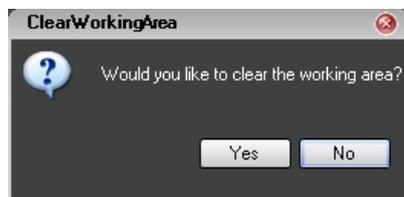
The New Layout window opens.



2. Enter the appropriate information and, if required, select an icon to illustrate your layout.

3. Click OK.

The following option window appears:



4. 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.

## HOW TO OPEN AN EXISTING LAYOUT FROM THE LAYOUT MENU

To open an existing layout, proceed as follows:

1. Select Open in the Layout menu.

The Load Layout window opens.



2. Select a Layout and click Load.

The different windows corresponding to the selected layout open.

## HOW TO SAVE A LAYOUT

To save the current layout, select Save in the Layout menu.

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

## HOW TO SAVE A LAYOUT WITH A NEW NAME

To save the current layout with a new name, proceed as follows:

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

The Save Current Layout As window that appears:



2. Enter the appropriate information and click OK.

## HOW TO DELETE AN EXISTING LAYOUT

To delete an existing layout, proceed as follows:

1. Select Delete in the Layout menu.

The Delete Layout window opens:



2. Select the Layout you wish to delete.
3. Click Delete.
4. Click Close.

## HOW TO PUBLISH A LAYOUT

To publish the current layout, proceed as follows:

1. Select Publish in the Layout menu.

The Publish window opens:



2. Select the user groups to which you wish to publish your current layout and click the > button to move the group from Available groups to Selected groups.
3. Click Publish.

## HOW TO VIEW OR CHANGE LAYOUT PROPERTIES

To view or change the layout properties, proceed as follows:

1. Select **Properties** in the **Layout** menu.

The **Properties** window opens:



2. Make any required changes and click **OK**.

## HOW TO IMPORT A LAYOUT

To import a layout, proceed as follows:

1. Select **Import** in the **Layout** menu.  
The **Import Layouts** window opens.
2. Select the file that contains the layout to import.
3. Click **Open**.
4. Click **OK** for the message stating that the import has been successful.

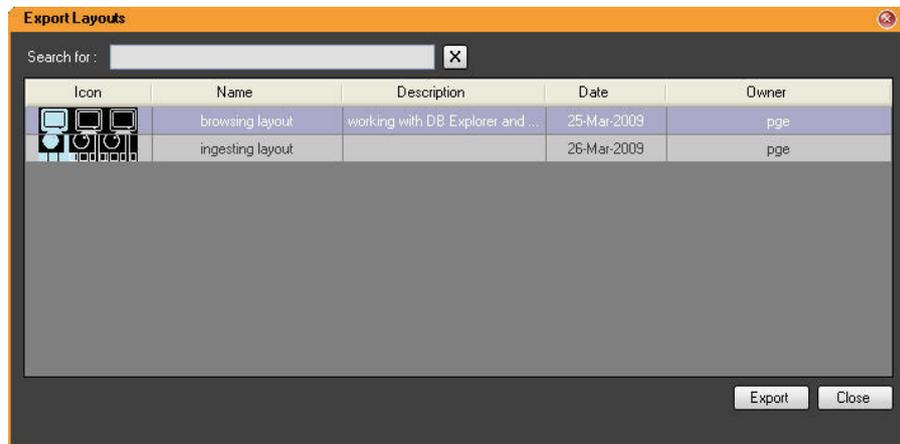
The imported layout is available from the **Layout** menu.

## HOW TO EXPORT A LAYOUT

To export a layout, proceed as follows:

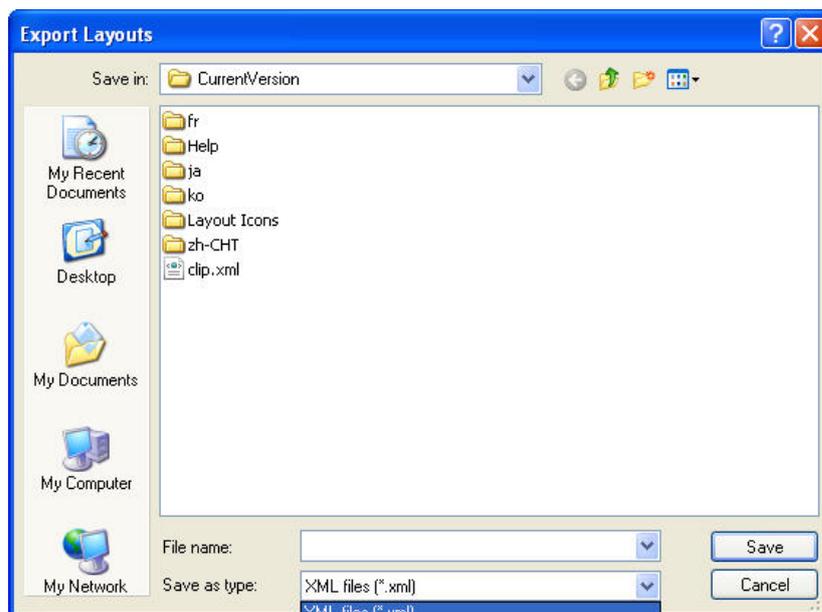
1. Select Export in the Layout menu.

The IPDirector Export Layouts window opens:



2. Select the layout to export and click Export.

The following Export Layouts window opens:



3. Select the folder in which to export the layout.
4. Type a name for the layout.
5. Click the Save button.
6. Click OK for the message stating that the export has been successful.
7. In the IPDirector Export Layouts window, click Close.

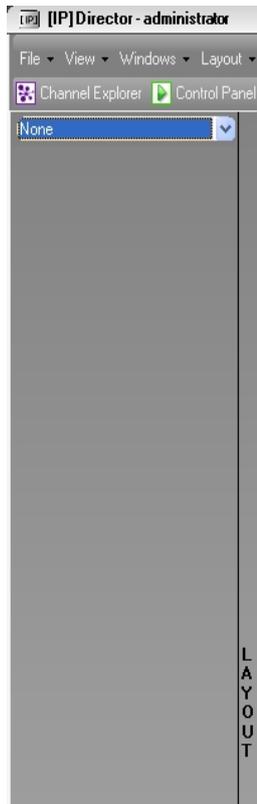
The layout is saved in the given .xml file stored in the specified folder.

## 2.9.3 LAYOUT PANEL

### INTRODUCTION

The Layout panel allows single-click access to your saved Layouts. The Layout menu is described in details in section 2.9 “Layouts”, on page 42.

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



The Layout panel is empty when you first open it.

Several Layout toolbars can be defined and loaded from the drop-down list box at the top of the Layout panel.

Each toolbar can contain a number of layouts. These layouts are called from the shortcuts displayed in the Layout panel.

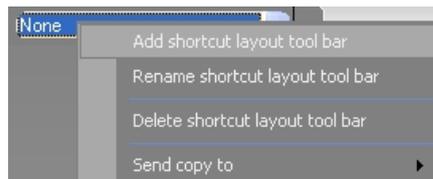
The procedures for creating Layout toolbars and adding items to the toolbars are explained in detail below.

### HOW TO CREATE A LAYOUT TOOLBAR

To create a layout toolbar, proceed as follows:

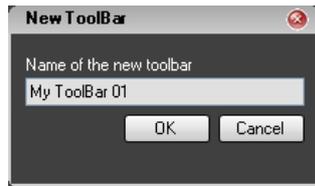
1. Click the Layout tab on the left screen border to open the Layout panel.
2. Right-click the blue Layout Toolbar field.

The following contextual menu is displayed:



3. Select Add shortcut layout toolbar.

The New Toolbar window opens:



4. Enter a name for the new toolbar and click OK.

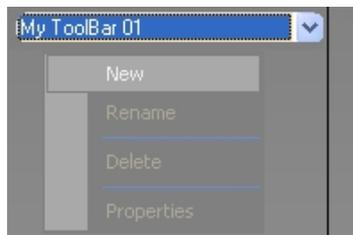
The new layout toolbar name is displayed in the Layout Toolbar field.

## HOW TO ADD A LAYOUT TO A LAYOUT TOOLBAR

To add a layout to a Layout toolbar, proceed as follows:

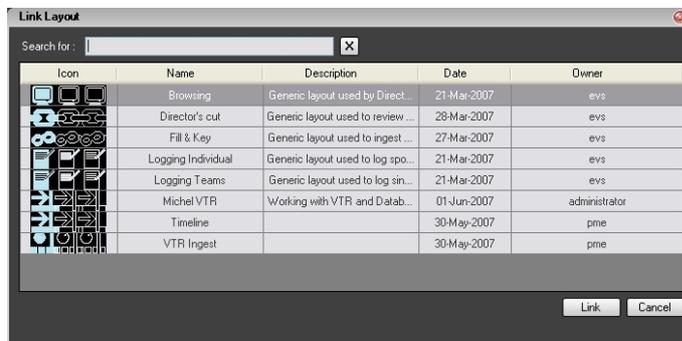
1. Click the Layout tab on the left screen border to open the Layout panel.
2. Right-click the grey empty region under the blue Layout Toolbar field.

The following contextual menu is displayed:



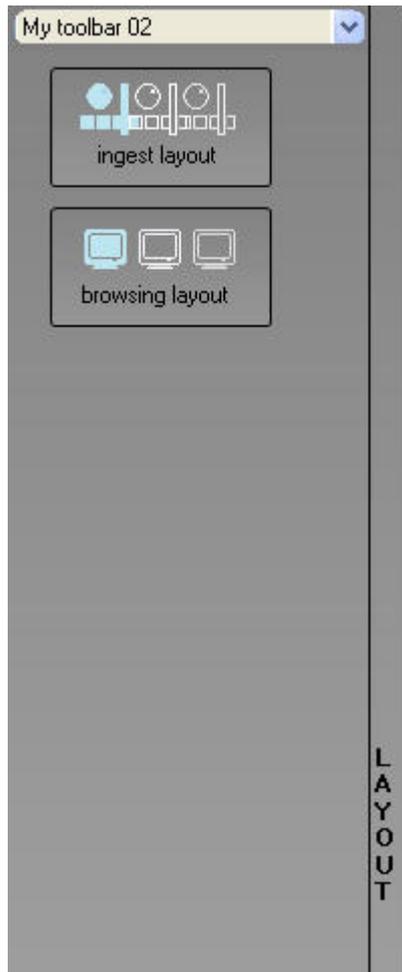
3. Select New from the menu.

The Link Layout window opens and displays the list of existing layouts:



4. Select a layout and click Link.  
Refer to section 'How to Create a New Layout' on page 43.
5. If required, repeat steps 1 to 3 to add more layouts to the toolbar.

The icons corresponding to the selected layout are displayed in the Layout Panel.

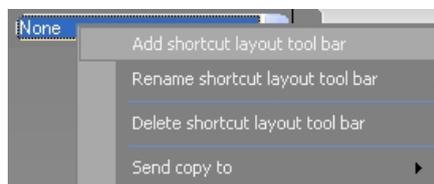


## LAYOUT TOOLBAR COMMANDS

To perform other Layout toolbar operations, more commands are available.

### *Layout Toolbar Contextual Menu:*

Right-clicking the blue Layout Toolbar field opens the following contextual menu:



Select one of the commands to:

- rename a shortcut layout toolbar
- delete a shortcut layout toolbar
- send a copy to another user

### *Layout Button Contextual Menu:*

Right-clicking a Toolbar button in the layout panel opens the following contextual menu:



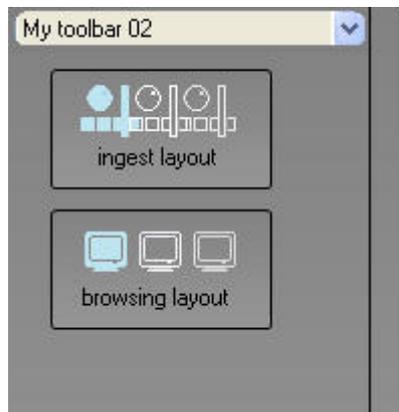
Select one of the commands to:

- rename a button. This option only renames the layout shortcut but does not rename the corresponding layout.
- delete a button. This option only deletes the layout shortcut but does not delete the corresponding layout.

## 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.

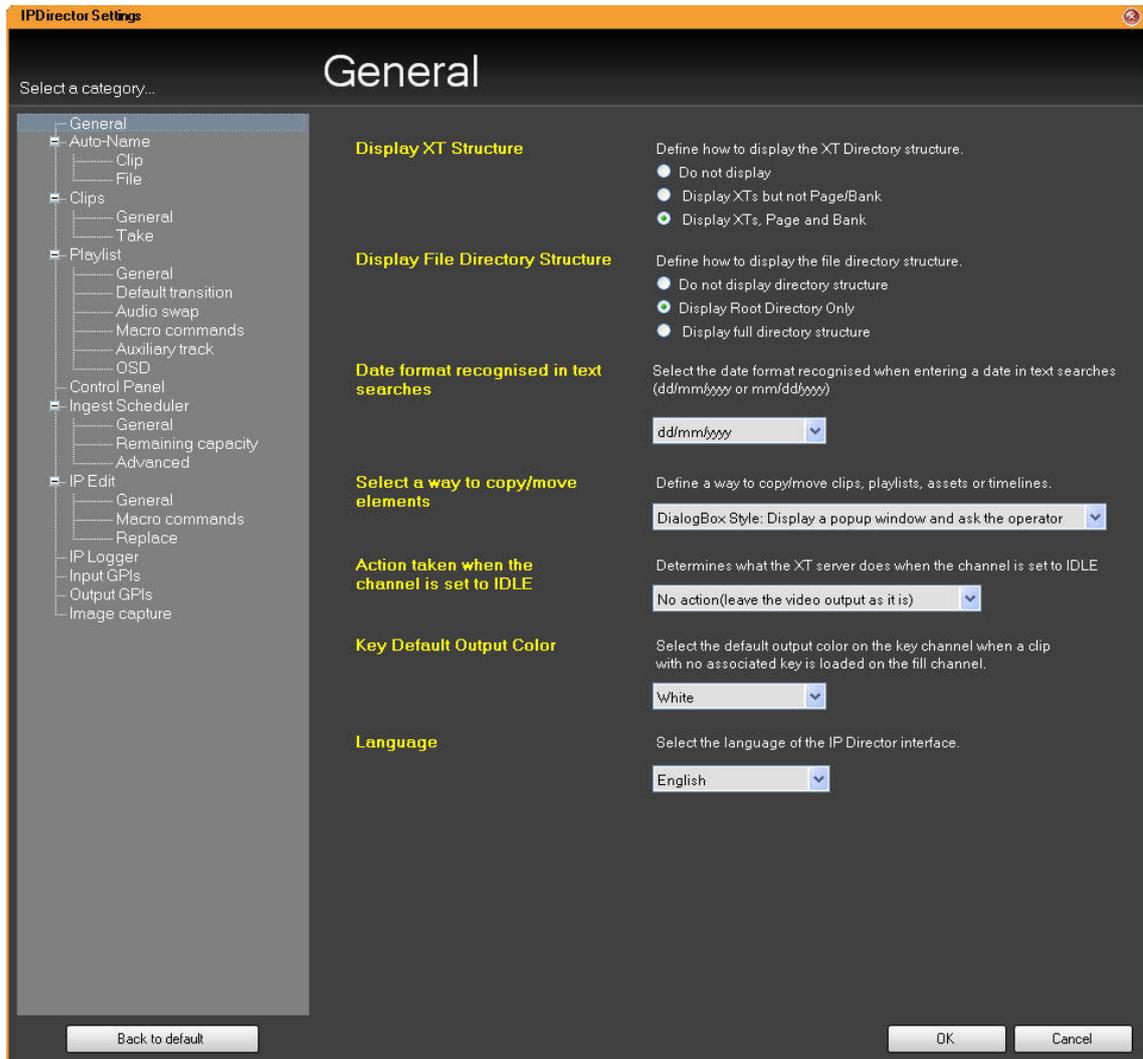
## 2.10 SETTINGS

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 chapter on Playlist Panel in part 6 of the user manual.
- Control Panel settings: detailed in chapter on Control Panel in part 5 of the user manual.
- Ingest Scheduler settings: detailed in chapter on Ingest Scheduler in part 4 of the user manual.
- IPEdit settings: detailed in chapter on IPEdit in part 7 of the user manual.
- IPLogger settings: detailed in chapter on IPLogger in part 2 of the user manual.

## 2.10.1 GENERAL SETTINGS

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	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

## SELECT A WAY TO COPY/MOVE ELEMENTS

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

Selected Option	Operations performed
Windows Style	Drag = move CTRL + drag = copy
Google Style	Drag = copy CTRL + drag = move
Dialog Box 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

The Key Default Output buttons make it possible to define the forced key channel color when the user loads a Fill clip that is not associated with a Key clip:

- A black key channel will be forced if the Black option is selected.
- A white key channel will be forced if the White option is selected.

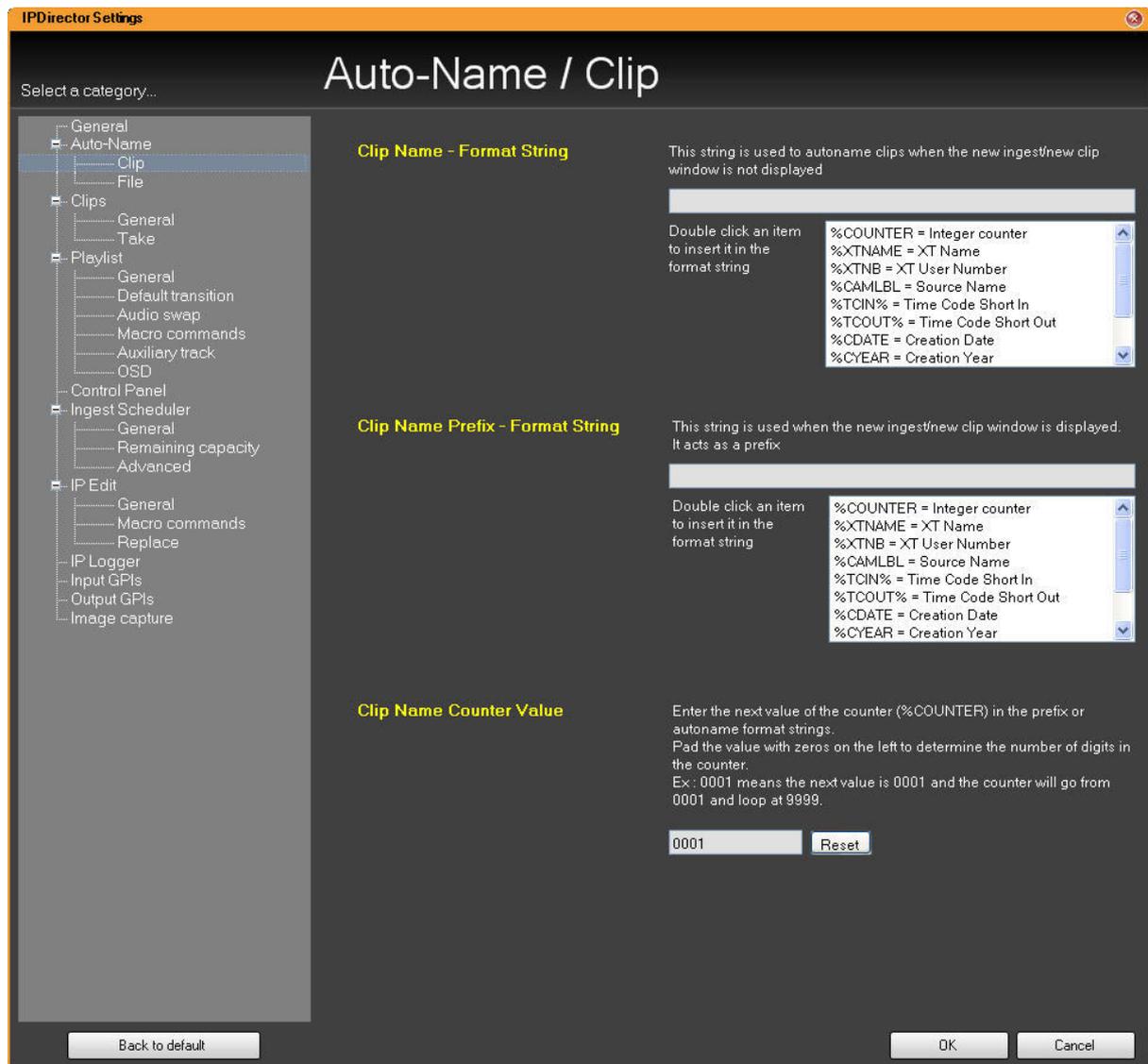
## LANGUAGE

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

## 2.10.2 AUTO-NAME SETTINGS

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*

When the New Ingest or the Save Clip windows are not displayed, refer to section 'Open Save Clip Window' on page 59, the clip name will be the generic name of the recorder or a name corresponding to the format string, if specified in the Clip Name - Format String field.

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

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

## Clip Name Prefix – Format String

When the New Ingest or the Save Clip windows are displayed, refer to section 'Open Save Clip Window' on page 59, a prefix is automatically added to the clip name as specified in the Clip Name Prefix - Format String field. 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.

## 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

The screenshot shows the 'Auto-Name / File' settings window in IPDirector. On the left is a tree view with categories: General, Auto-Name (Clip, File), Clips (General, Take), Playlist (General, Default transition, Audio swap, Macro commands, Auxiliary track, OSD), Control Panel, Ingest Scheduler (General, Remaining capacity, Advanced), and IP Edit (General, Macro commands, Replace, IP Logger, Input GPIs, Output GPIs, Image capture). The 'File' sub-category under 'Auto-Name' is selected.

The main area is titled 'Auto-Name / File' and contains four sections, each with a title, a description, a text input field, and a list of variables:

- Clip File Name - Format String**: Format string to use when creating clip files (backup, send to...). If left empty, the default XTAccess/XFile settings will be used. Variables: %XTNAME = XT Name, %XTNB = XT User Number, %CNB = Clip Number, %CAM% = Cam, %CAMLBL = CamLabel(Recorder Name).
- Stream File Name - Format String**: Format string to use when creating stream files. If left empty, the default XTAccess/XFile settings will be used. Variables: %XTNAME = XT Name, %XTNB = XT User Number, %CNB = Clip Number, %CAM% = Cam, %CAMLBL = CamLabel(Recorder Name).
- Playlist File Name - Format String**: Format string to use when creating consolidated playlists. If left empty, the default XTAccess/XFile settings will be used. Variables: %XTNAME = XT Name, %XTNB = XT User Number, %PLSTNAME = Playlist Name, %PNB = Playlist Number, %UMID = UmID.
- Image File Name - Format String**: Format string to use when capturing image in control panel. If left empty, the default XTAccess/XFile settings will be used. Variables: %XTNAME = XT Name, %XTNB = XT User Number, %CNB = Clip Number, %CAM% = Cam, %CAMLBL = CamLabel(Recorder Name).

At the bottom, there are buttons for 'Back to default', 'OK', and 'Cancel'.

### ***Clip File Name – Format String***

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

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

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 XTAcess.

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

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 XTAcess.

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

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.

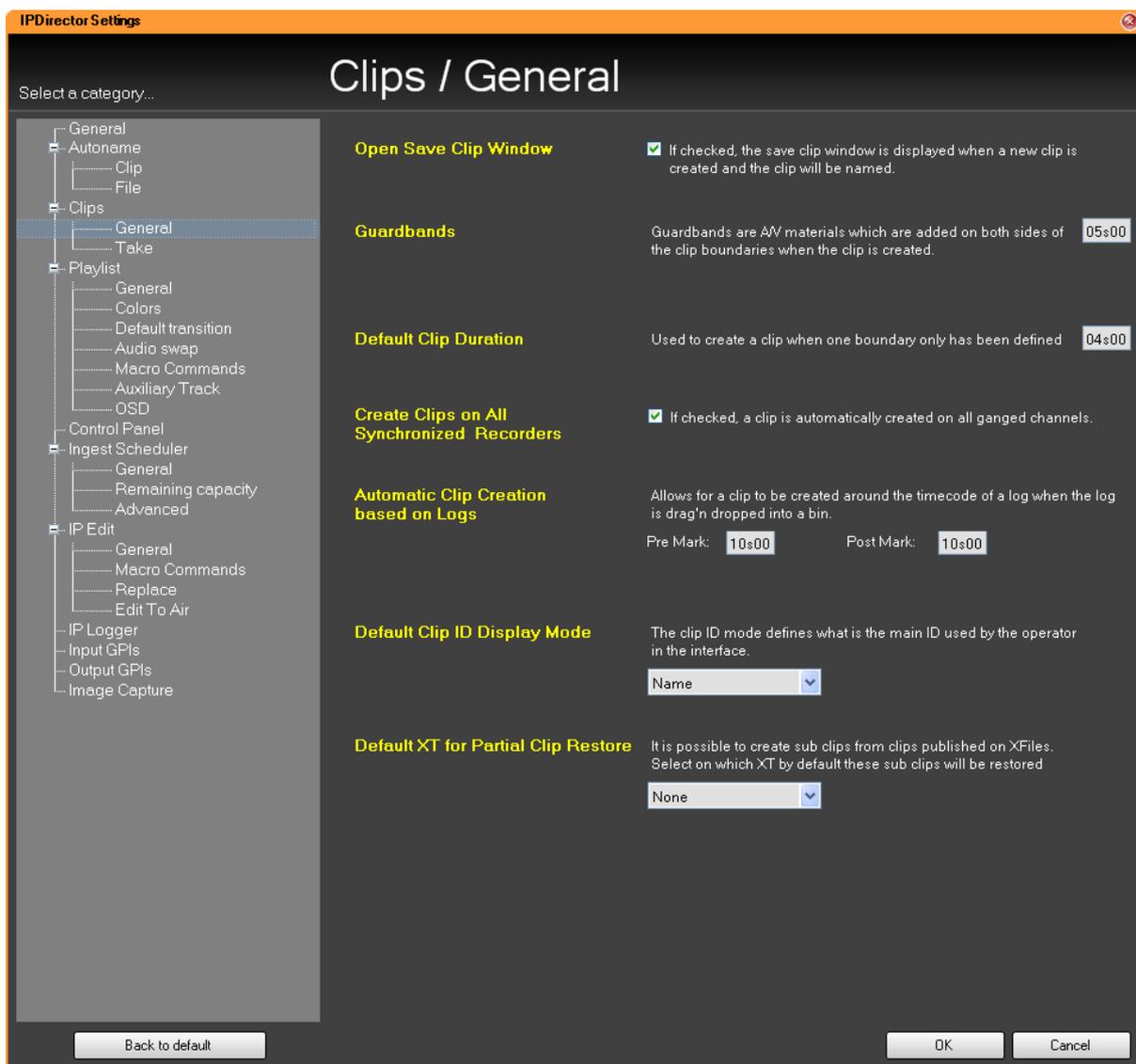
The various possible format string options are listed and explained in the field.

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

## 2.10.3 CLIPS SETTINGS

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 setting is NOT checked, the clip will be made instantly when the NEW CLIP button is selected 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 setting is checked, the Save Clip window will open when the NEW CLIP button is selected in the Control Panel. The user can enter data on the clip in this

window or a prefix is added to the clip name if defined in the Auto-Name / Clip settings.

### ***Guardbands***

The guardbands are A/V material which is added on both sides of the clip boundaries when the clip is created.

When a new clip is saved, the guardband defined in seconds in this setting 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 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.

### ***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.

### ***Automatic Clip Creation based on Logs***

The automatic clip creation based on the logs allows for a clip to be created around a captured timecode on a log sheet using the parameters defined in this setting.

If the Pre Mark and Post Mark are set to 5 sec, which are the default values, the clip that will be created will have an IN point 5 seconds before the log timecode and an OUT point 5 seconds after the log timecode.

For more information on the creation of automatic clips, refer to section “How to Create Clips Automatically from a Logged Event”, in the Database Explorer chapter.

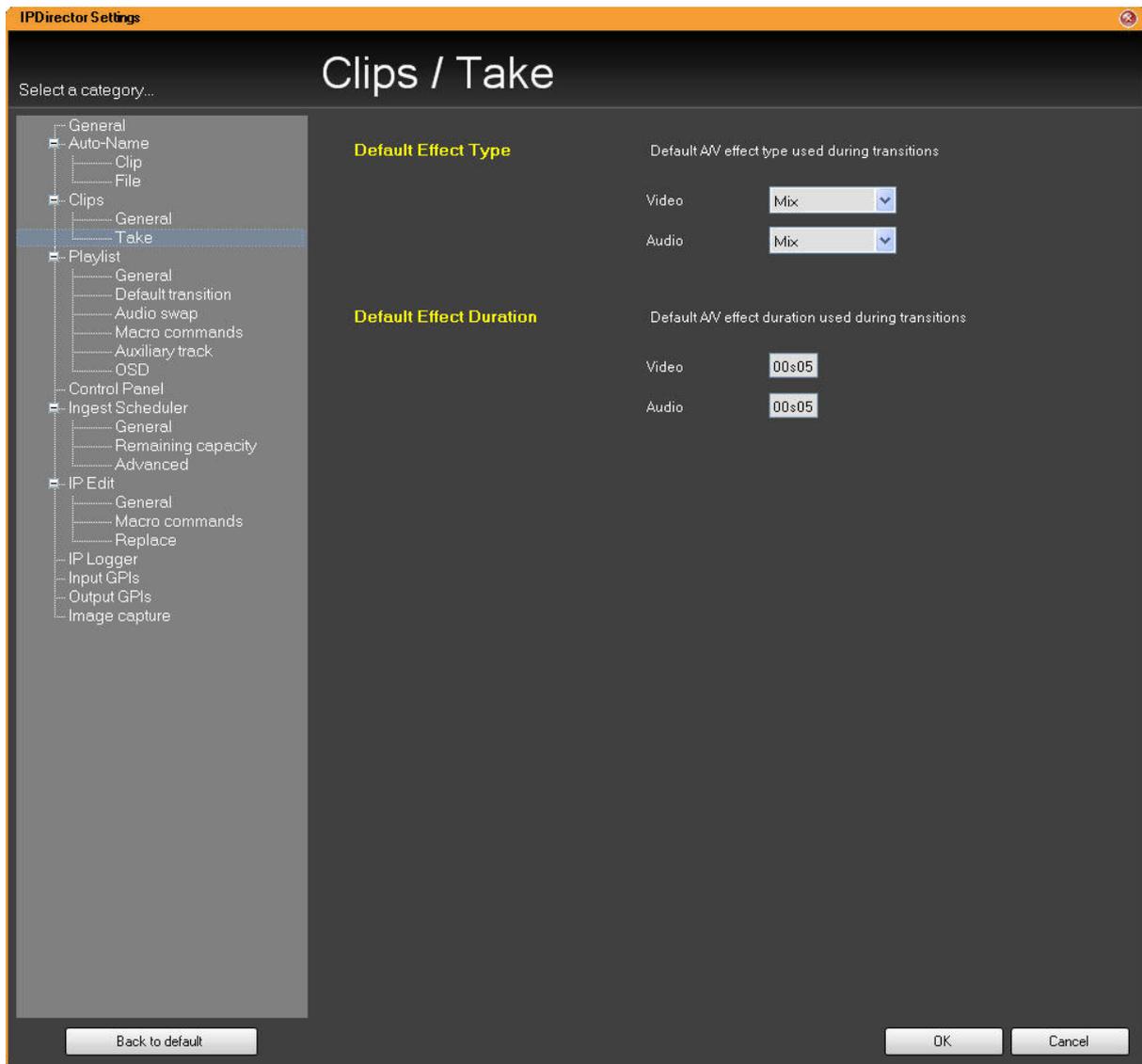
### ***Default Clip ID Display Mode***

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

### ***Default XT for Partial 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.

## CLIP TAKES 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 transition effects for the audio track and the video track.

### *Default Effect Duration*

The Default Effect Duration allows you to define how long the transition effect will be played on the audio track and the video track.

## 2.10.4 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 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. The user can define up to eight INPUT GPIs.
- Which signal will be transferred by IPDirector via a given GPI key to a third device. These are the OUTPUT GPIs. The user can define up to four 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.

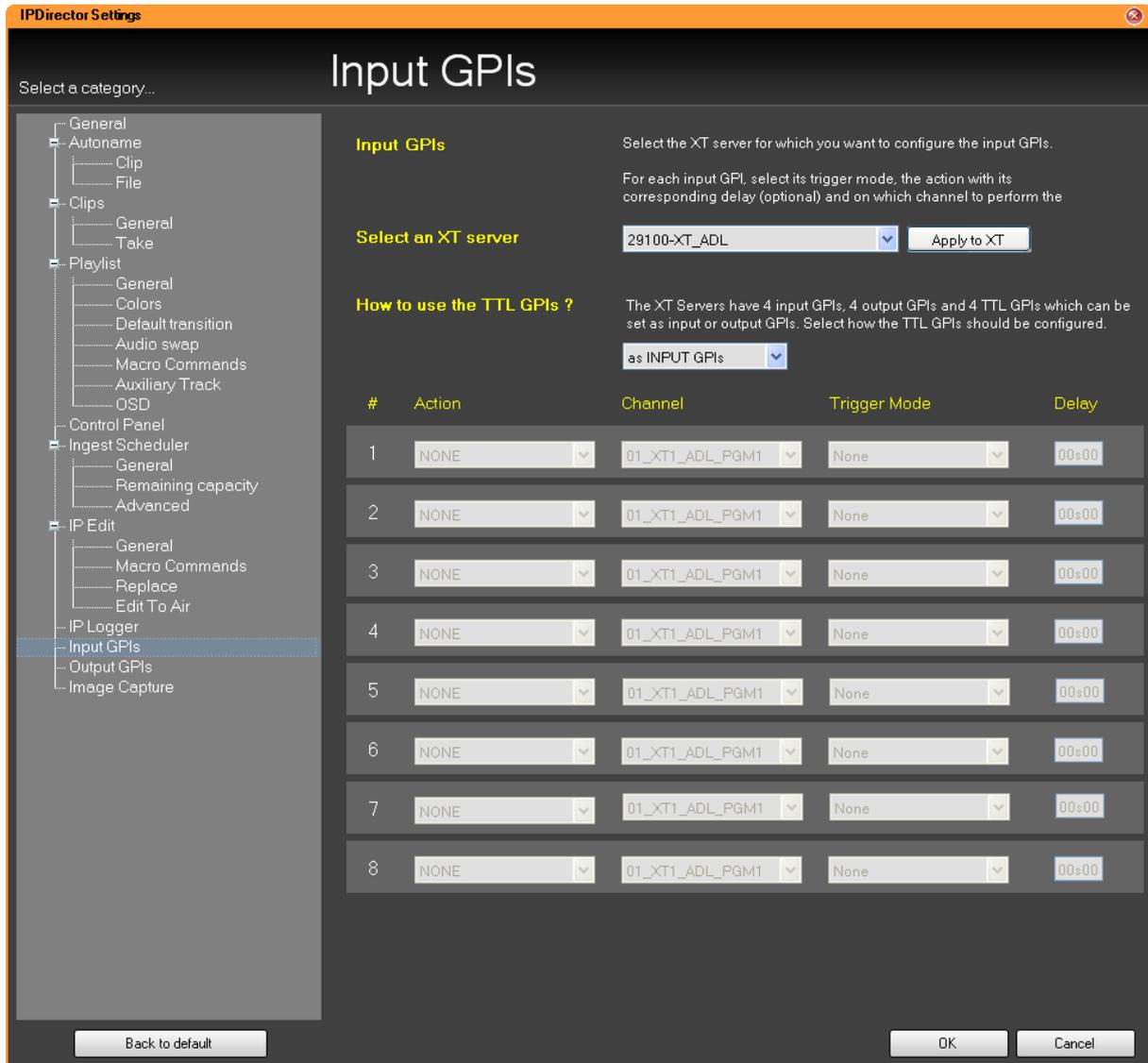
In the Input GPIs Settings window, changing the TTL configuration will result in the following behaviors:

- 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 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.



### Important

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

GPI IN	Action	Channel	Trigger Mode
01	PLAY	03_XT3_PGM1	Pulse_Rising_Edge

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.

Action	Description
TALLY	Activates or deactivates the on-air flag on the selected channel.
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.



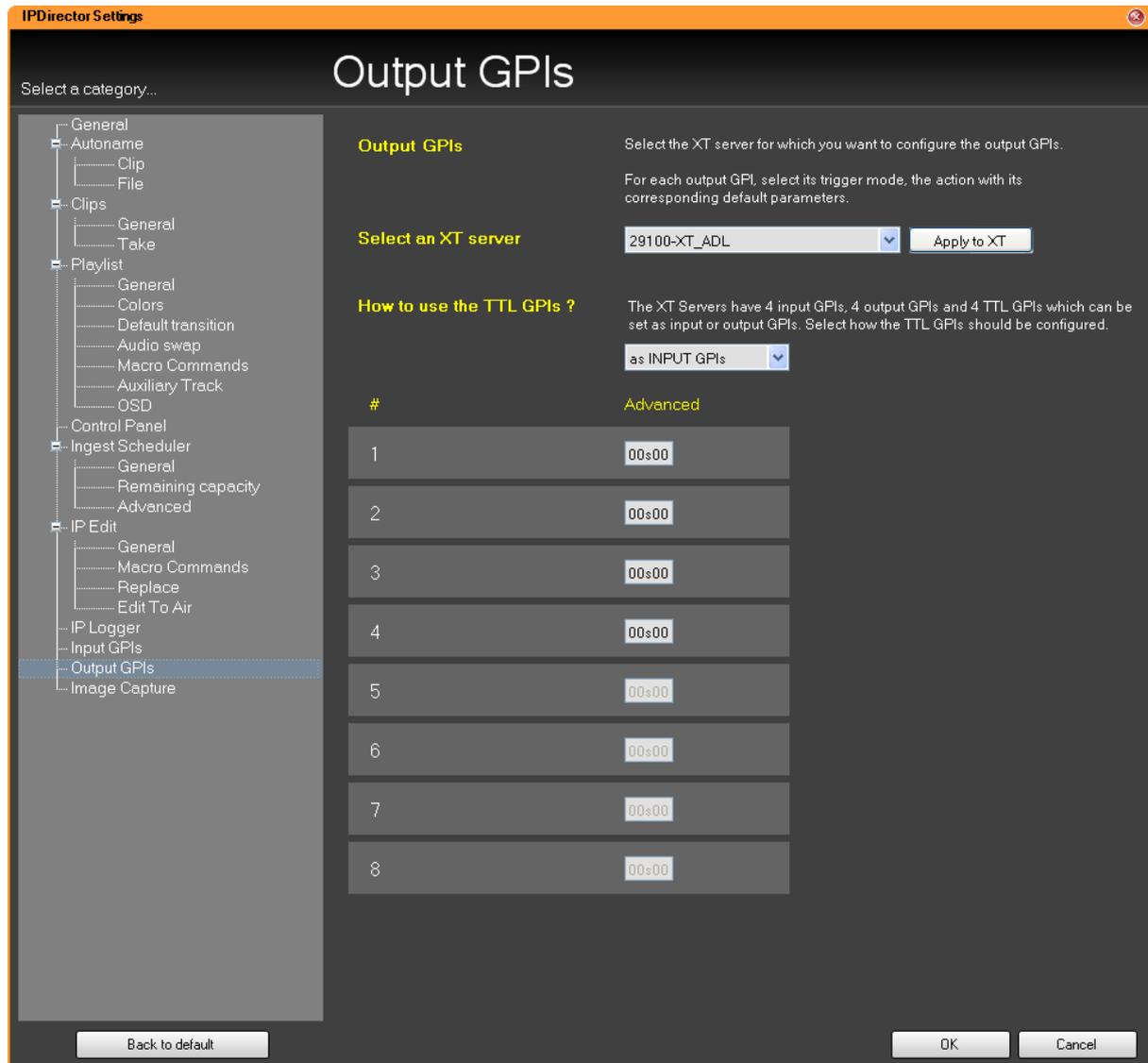
#### Note

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



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

The Output GPIs settings 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. Refer to the following sections in the Playlist

Panel chapter of the part 6 of the user manual for more detailed information:

- Using Action Tags into a Playlist to Trigger Transport Functions or Playout Effects
- Playlist Macro Command Settings

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.

## 2.10.5 IMAGE CAPTURE SETTINGS

### DEFAULT PATH FOR CAPTURED IMAGES

This setting allows the operators to specify a path on which the grabbed frames will be stored:

- If the administrator has specified a path applicable to all users, 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 for all users, 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 on which the clip is loaded.
- on all the clips linked to the clip on which the image is grabbed.

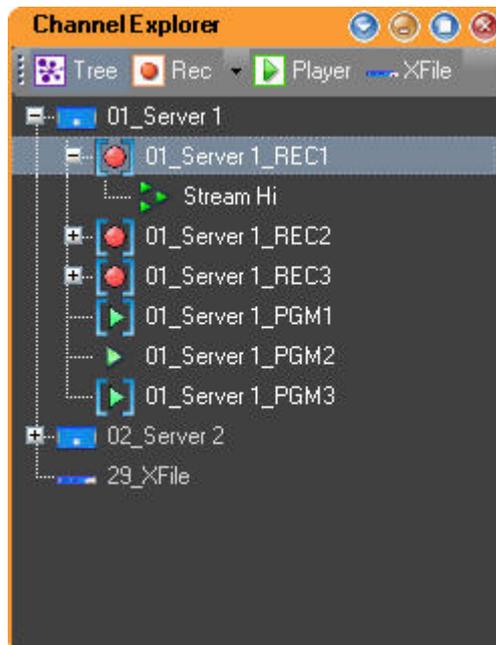
# 3. Channel Explorer

## 3.1 INTRODUCTION

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. The controlled channel(s) can be locked.

You can gang multiple channels, either for ganged playback of several sources, or specialized playback modes such as Fill & Key or Program/Preview mode to play clips sequentially with a transition.

These multiple playback modes can be used for clip elements or playlists, offering a range of operational playback modes using a conventional computer interface with keyboard and mouse control, familiar to any computer user.



The Channel Explorer provides an overview of:

- logical XNet networks as defined in the Remote Installer, tagged as hi-res or lo-res
- EVS servers with their channel configurations (inputs and outputs)
- Streams appear directly under the recorders as a relative path
- lo-res recorders appear under the associated hi-res recorders, after the Streams
- XFile and XStore devices on the XNet network
- VTRs being controlled by an IPDirector workstation

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

- lock channels from use by others
- start or stop an ingest
- gang multiple channels for simultaneous playback
- create specialized playback modes such as Fill & Key or Program/Preview mode

## 3.2 CHANNEL EXPLORER VIEWS

The available views in the Channel Explorer are:

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

These views are explained below.



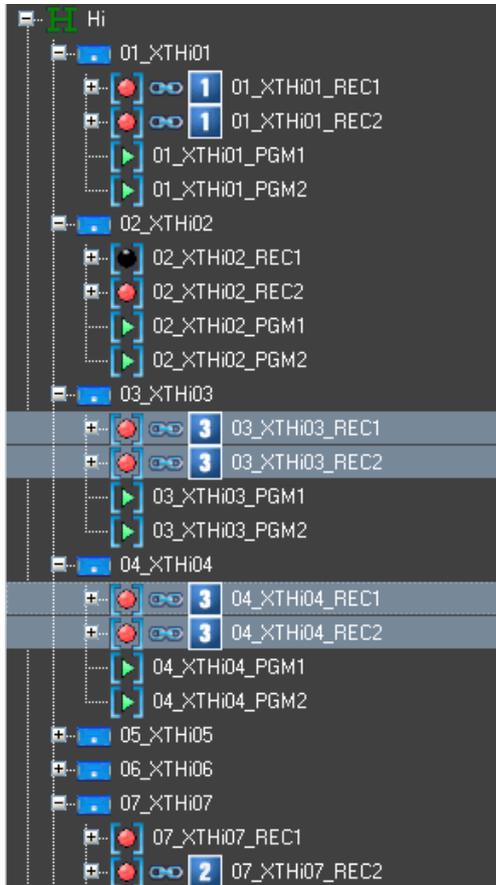
### **New!**

From version 5 of IPDirector, you can display channels in a “flat” view. In this view, you can quickly select several channels and start/stop the recording or streaming process.

---

## 3.2.1 TREE VIEW

Click the Tree button  to activate Tree View:



In the tree view you can see all available resources. All items are preceded by an icon. The meaning of the icons is explained in the following table:

Icon	Description
	hi-res XNet
	lo-res XNet
	Recorder channel with no associated control
	Recorder channel with associated Recorder Panel open
	Player channel with no associated control
	Player channel with an associated Control Panel or Playlist Panel

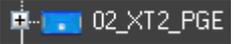
Icon	Description
	On-line stream
	Recording stream
	Off-line stream
	VTR
	XFile
	Controlled by ShuttlePRO
	Channel locked from this workstation
	Channel locked from another workstation
	Channel locked for use in a Timeline
	Channel is ganged with another channel as part of group 3
	Channel is ganged as a Fill channel as part of group 2
	Channel is ganged as a Key channel as part of group 2
	Channel has been assigned as a PGM
	Channel has been assigned as a PRV

New!

 **Note**  
 hi-res 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.

## STATUS ICONS

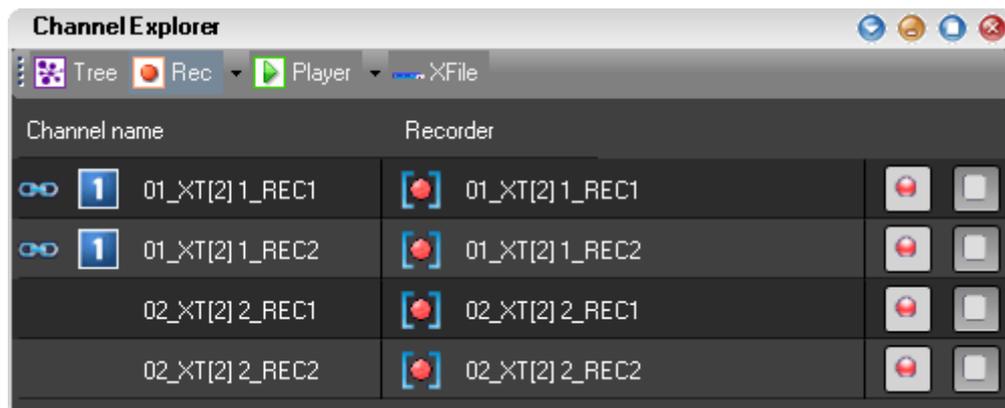
The primary line for each device in the Channel Explorer shows the machine status, its name and an icon representing the device type.

Icon	Description
	EVS video server connected to the XNet with channels available for use with IPDirector

Icon	Description
	EVS video server connected to the XNet with channels available for use with IPDirector
	EVS video server connected to the XNet with available channels displayed in its sub menu
	EVS video server connected to the XNet without an RS-422 link to a workstation for channel control by IPDirector
	XFile connected to the XNet
	VTR connected to the XNet

## 3.2.2 RECORDER VIEW

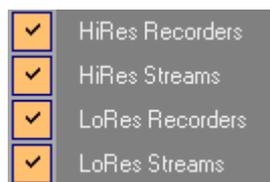
Click the Rec button to activate the Recorder View:



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



### 3.2.3 PLAYER VIEW

Click the Player button to activate the Player View: 



In this view you can see the following items:

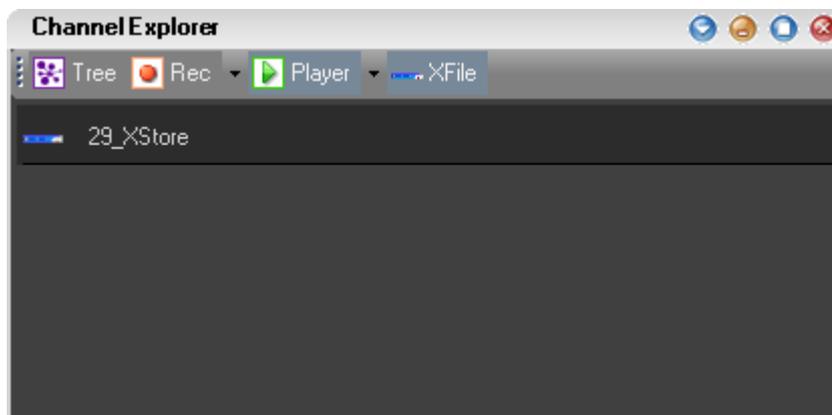
- hi-res players
- lo-res players

Click the arrow to the right of the Player button to select which items you want to display in the Player view:



### 3.2.4 XFILE VIEW

Click the XFile button to activate the XFile View: 



In XFile view, you can only see the available XFile devices, there are no commands available.

## 3.2.5 VTR VIEW

Click the VTR button to activate the VTR View.

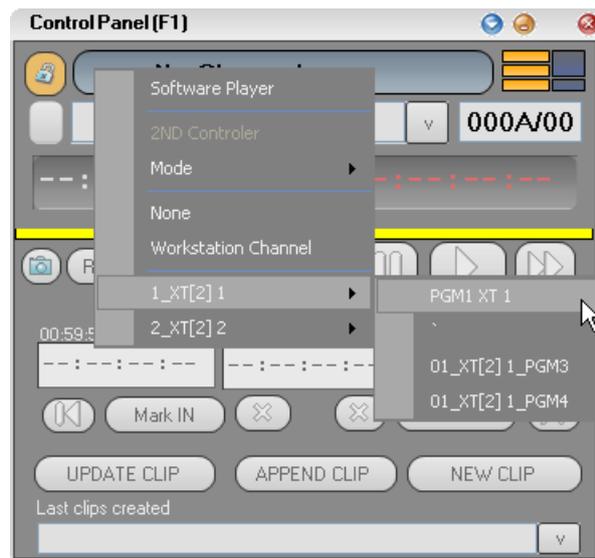
In VTR view, you can only see the available VTR devices, there are no commands available.

## 3.3 OPERATING PROCEDURES

### 3.3.1 HOW TO ASSIGN A PLAYER CHANNEL TO A CONTROL PANEL

There are three ways to assign a player channel to a control panel:

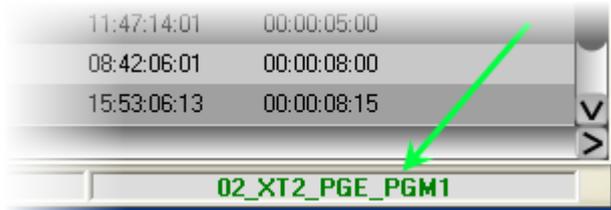
1. Double-click a player in the Channel Explorer: a Control Panel is opened and assigned to that player.
2. Open a Control Panel from the main menu. Drag a player channel from the Channel Explorer window and drop it on the open Control Panel.
3. Open a Control Panel and choose an available channel from the Channel Name field contextual menu:



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

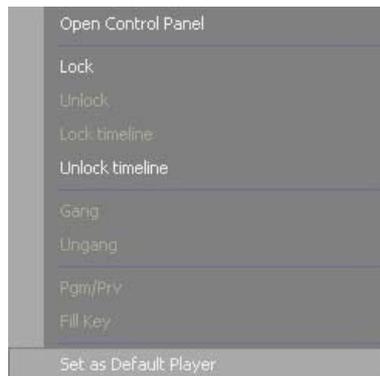
### 3.3.2 HOW TO DEFINE THE DEFAULT PLAYER FOR IPDIRECTOR

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, proceed as follows:

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



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



#### 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.

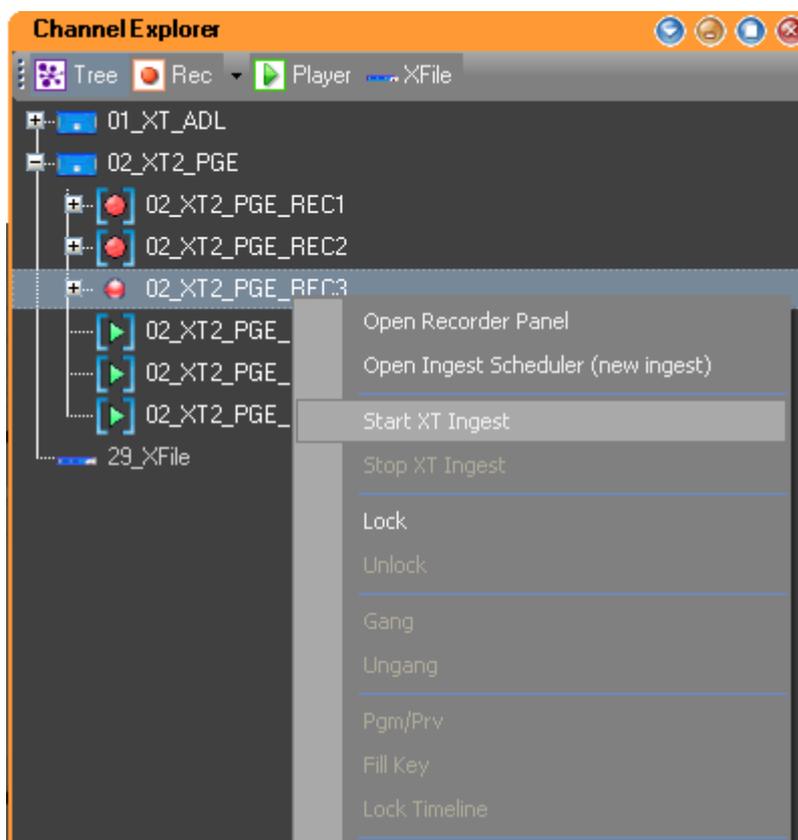
### 3.3.3 HOW TO START / STOP A SERVER INGEST

From the Channel Explorer, you can start and stop a server ingest.

#### IN TREE VIEW

To start/stop an ingest 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.



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

The running ingest is shown in brackets behind the recorder name.

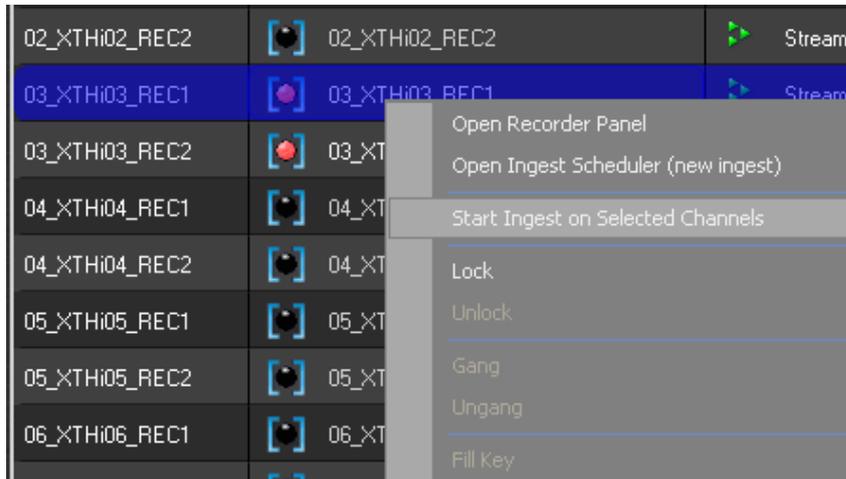
 02\_XTH02\_REC1 (XTLo02 - 25-Jul-2008 - 5:53 PM )

4. To stop the running ingest: right-click the recorder and select Stop XT Ingest.

## IN RECORDER VIEW

To start/stop an ingest 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 ingest is named automatically or the **New Schedule** window appears for you to enter a name.
4. To stop the running ingest: click the **Stop Recording** button to the right of the red Recording button:



### 3.3.4 HOW TO START, STOP OR KILL A STREAM

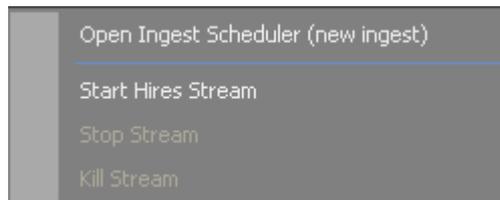
From the Channel Explorer, you can start and stop streams.

To start/stop a stream, proceed as follows:

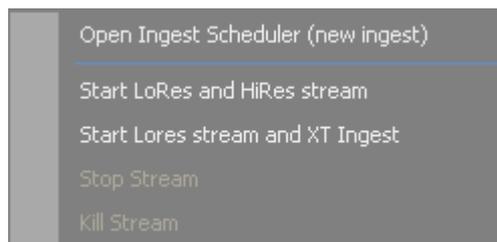
1. Go to the desired stream in the tree view.
2. Right-click and select the desired option.

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

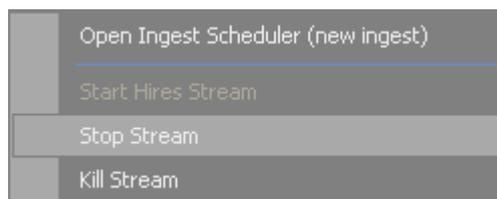
#### StreamHi



#### StreamLo



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:



### 3.3.5 HOW TO LOCK A CHANNEL

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



### 3.3.6 HOW TO UNLOCK A CHANNEL

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

-  channel locked from the current workstation
-  channel locked from another workstation

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



#### Note



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.

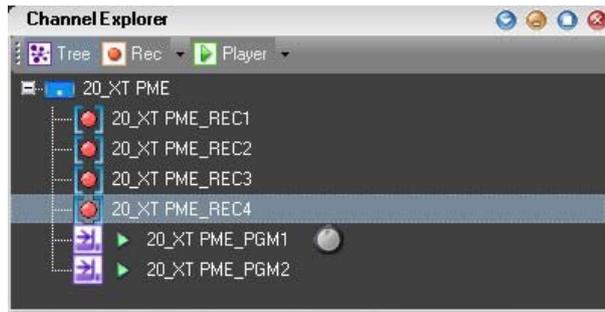
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### 3.3.7 HOW TO UNLOCK TIMELINE CHANNELS

When 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.

For more details about this feature, refer to the IPedit user manual.

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



To remove the Timeline Lock, proceed as follows:

1. Select one or both of the channels with the Timeline Lock icon.
2. Right-click and select **Unlock 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.

### 3.3.8 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. Refer to the Control Panel chapter for more information.



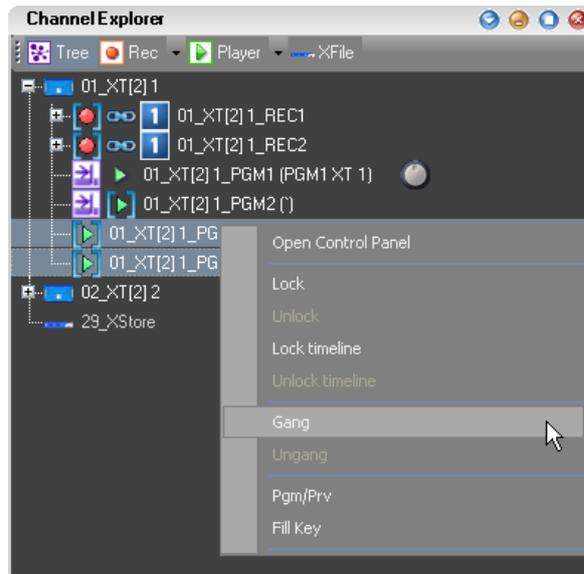
#### Note

It is not possible to gang recorder and player channels.

It is not possible to gang channels that already belong to different gang groups.

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**.



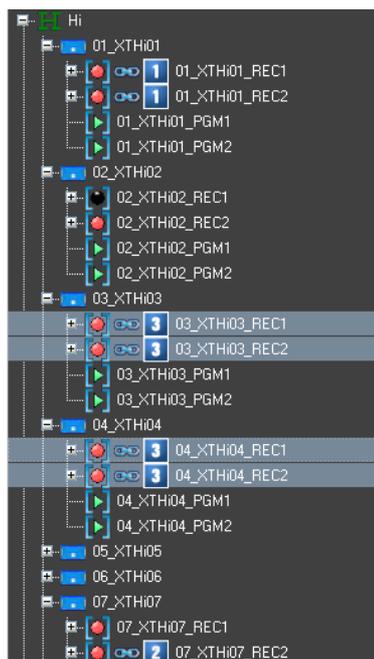
OR



3. The ganged channels will now 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 it belongs to.



### 3.3.9 HOW TO UNGANG GANGED CHANNELS

To ungang ganged channels, proceed as follows:

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

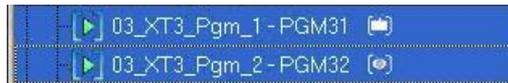


#### Note

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

### 3.3.10 HOW TO ASSOCIATE CHANNELS IN PGM/PRV MODE

This mode allows you to play several clips 'back to back', with transition effects.



When playing single clips, the next clip can be selected on the PRV channel and a TAKE button is present and active on the designated PGM control panel in this mode, to allow the clip that is selected on PRV to be transitioned to manually.

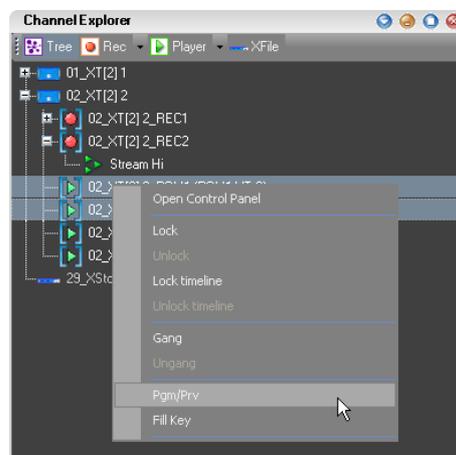
When running a playlist, this mode provides the PRV channel that is necessary for using transitions.

Please refer to the section on PGM/PRV settings in the Control Panel chapter for a detailed description of the available settings for this mode.

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

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

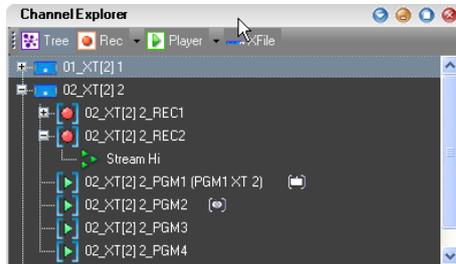
1. Select two channels with SHIFT+click or CTRL+click.
2.
  - Right-click one of the selected channels and select Pgm/Prv.



OR

- press  + .

3. The channels are now shown with the PGM  and PRV  icons:



#### Note

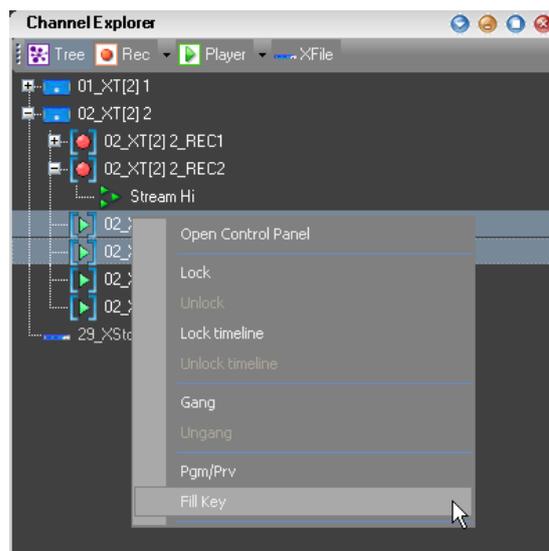
You can only make a PGM/PRV pair of PGM1-PGM2 or PGM3-PGM4 on any EVS server. PGM1 or PGM3 are always the PGM channels and PGM2 or PGM4 will always be the PRV channels.

### 3.3.11 HOW TO ASSOCIATE 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:

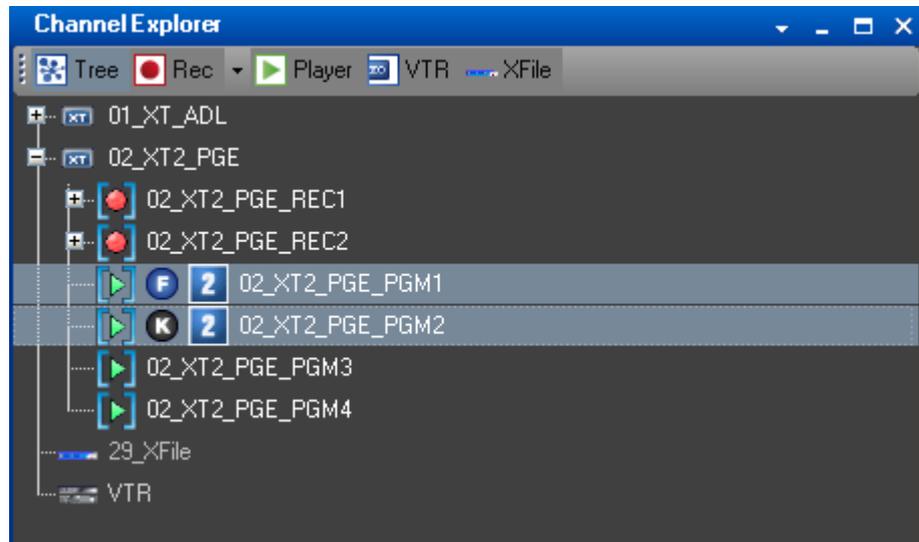
1. Select two channels with SHIFT+click or CTRL+click.
2.
  - Right-click one of the selected channels and select Fill Key.



OR

- press  + .

- 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.



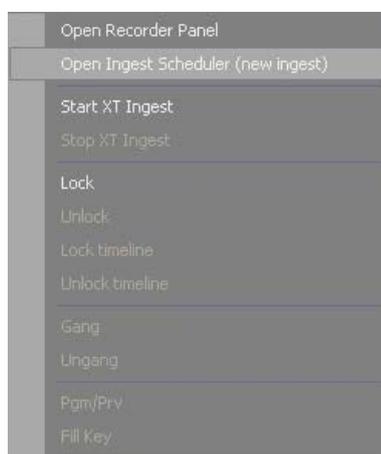
#### Note

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

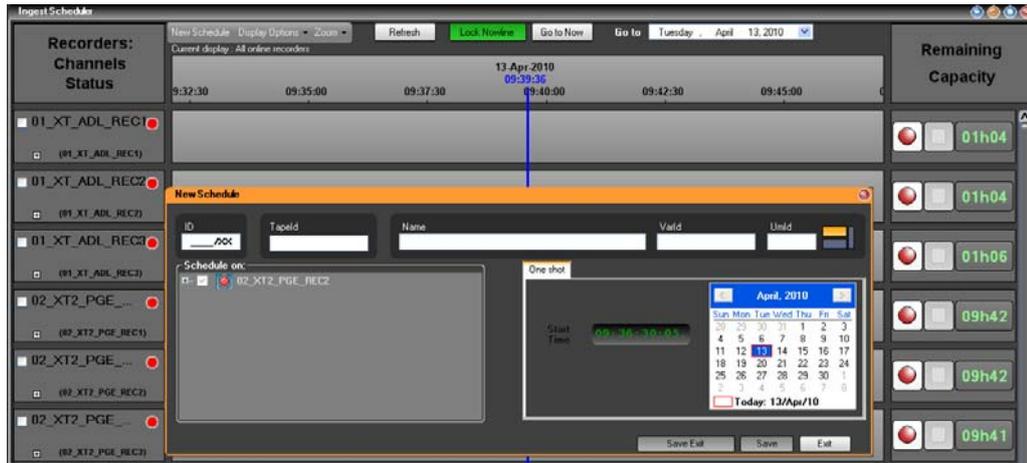
### 3.3.12 HOW TO LAUNCH A NEW INGEST FROM WITHIN CHANNEL EXPLORER

You can launch a new ingest in Ingest Scheduler from within the Channel Explorer.

To do this: right-click a record channel and click Open Ingest Scheduler (new ingest).



This will launch Ingest Scheduler, with a New Schedule window open:



Refer to the Ingest Scheduler manual for more information on how to create a new scheduled ingest.

### 3.3.13 HOW TO ASSIGN YOUR SHUTTLEPRO TO A CHANNEL

You can assign your ShuttlePRO controller to one of the channels in Channel Explorer. To do that, proceed as follows:

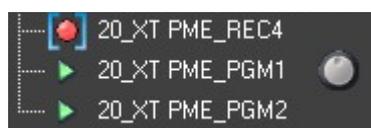
1. Press the Select Player key on the ShuttlePRO controller.



2. The list of available channels appears:

```
02_XT 1_Pgm_1
02_XT 1_Pgm_2
02_XT 1_Pgm_3
02_XT 1_Pgm_4
< None >
```

3. Use the jog dial to move through the list and highlight the required channel.
4. Press the Select Player button again to select and exit the menu.
5. The ShuttlePRO icon appears next to the channel that is now linked to the controller.



**Note**

Refer to the ShuttlePRO section of the manual for more information on the operation of the controller.

### 3.3.14 HOW TO APPLY ANOTHER SERVER CONFIGURATION

It is possible to apply another 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 Select XT Configuration from the contextual menu.

The Server Configuration window opens:

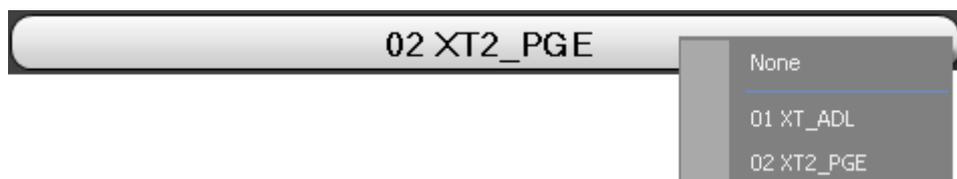


On the left, the Application List displays the list of applications available on the selected server and sorted in the same order as in the EVS menu.

The application currently launched in Multicam is displayed in red.

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

3. 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.

04 LSM 2REC4PLAY

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

## 3.4 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.

Description	Current Value
Gang/Ungang selected channels	Ctrl-G
Associate channels in FILL & KEY mode	Ctrl-Y
Associate channels in PGM/PRV mode	Ctrl-M
Lock/Unlock selected channels	Ctrl-L

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

# 4. System Management

## 4.1 SHORTCUT DEFINITION

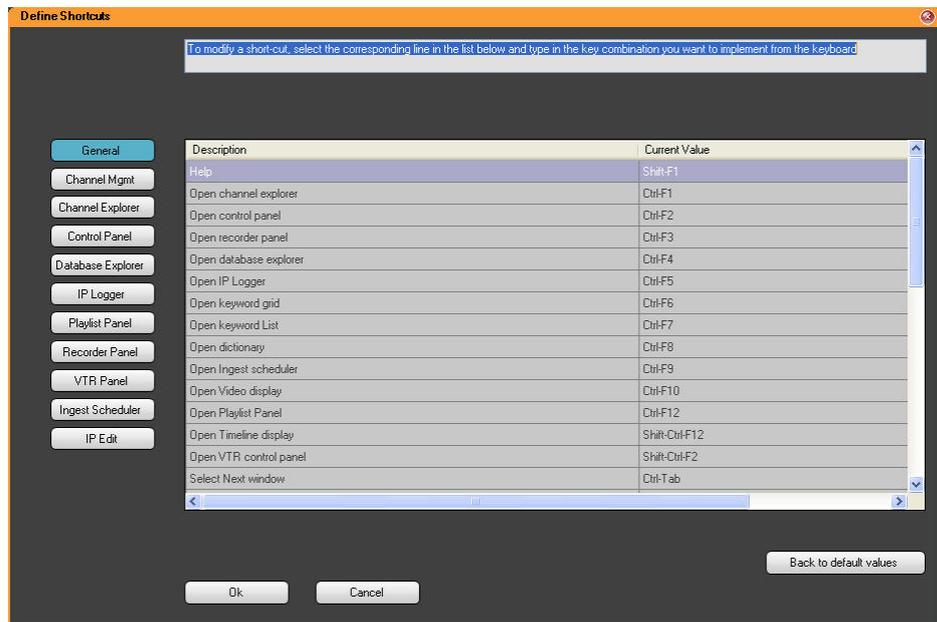
### 4.1.1 INTRODUCTION

For each application in the IPDirector there are keyboard shortcuts available to make operation faster to the operator. All shortcuts can be redefined to suit individual preferences. A list of the shortcut defaults applied on system delivery is available when clicking the button corresponding to an application.

### 4.1.2 HOW TO CHANGE A SHORTCUT SETTING

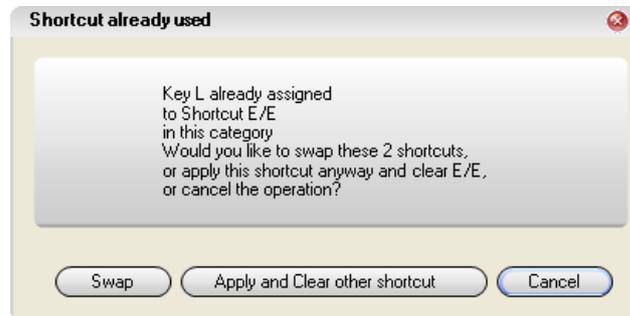
To change a shortcut setting, proceed as follows;

1. Select the menu Tools > Define Shortcut from the IPDirector main menu 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 in several applications. The shortcuts available in the corresponding application are displayed on the right pane.
3. Select the relevant shortcut action from the shortcut list.
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. Repeat steps 3 and 4 for all the shortcuts to be modified.
6. Select OK to confirm the changes in the shortcut definition.

The changes 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.

### 4.1.3 GENERAL SHORTCUTS

In the IPDirector main window, the menu **Tools > Define Shortcuts** in the menu bar allows the users to define shortcuts for most of the common operations with the IPDirector.

Shown in the screenshots below are all general shortcuts items that are available, the default values are shown. These shortcuts are global to the system and not specific to one application. These can be modified and saved by the system 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 IP Logger	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

Description	Current Value
Select Previous window	Shift-Ctrl-Tab
Close active window	Shift-F4
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-D1
Select keyword grid #2	Ctrl-D2
Select keyword grid #3	Ctrl-D3
Select keyword grid #4	Ctrl-D4
Select keyword grid #5	Ctrl-D5
Select keyword grid #6	Ctrl-D6
Select keyword grid #7	Ctrl-D7
Select keyword grid #8	Ctrl-D8
Select keyword grid #9	Ctrl-D9
Select keyword grid #10	Ctrl-D0



## 4.1.4 CHANNEL MANAGEMENT SHORTCUTS

In the IPDirector main window, the menu Tools > Define Shortcuts in the menu bar allows the users to define shortcuts for most of the common operations with the IPDirector.

Shown in the screenshots below are all Channel Management shortcuts that are available, the default values are shown. These can be modified and saved by the system user if desired.

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

## 4.2 REMOTE CONTROL MANAGEMENT

### 4.2.1 INTRODUCTION

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

- MPlay Remote: Multi-Playout controller used to control the playout of subjects on up to 4 channels.
- BEPlay Remote: used for media browsing, editing and playout.

### 4.2.2 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.

### 4.2.3 MPLAY REMOTE

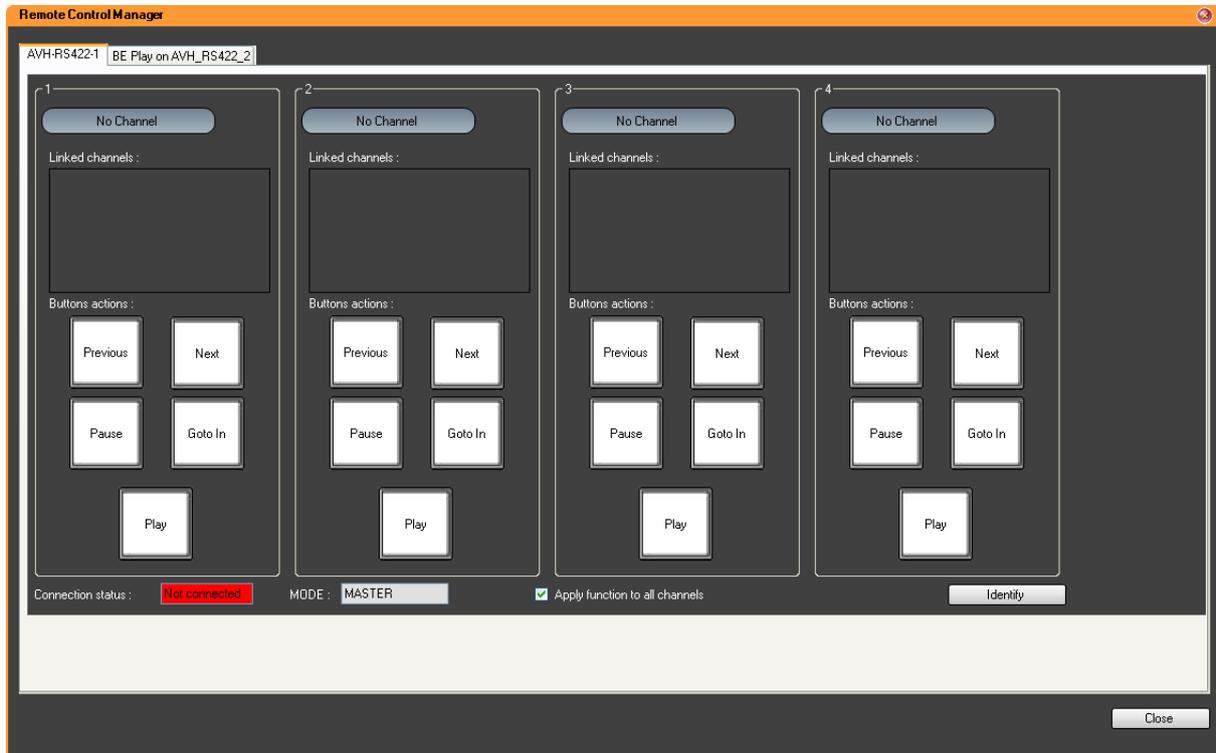
#### INTRODUCTION

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

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 device is defined as Master, the other ones as slaves. This is done in the Remote Installer. Refer to the Technical Reference manual.

### *How to Assign Player Channels*

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

To assign player channels to the MPlay Remote, proceed in one of the following ways:

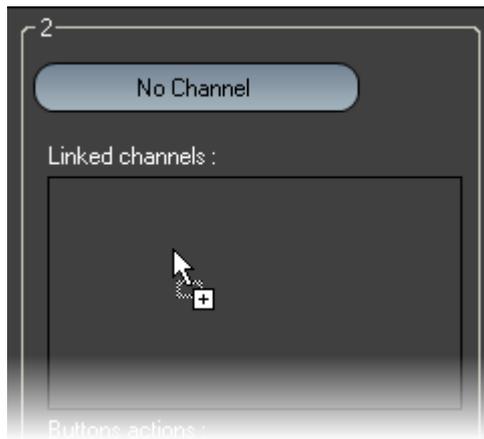
- From the Channel Name contextual menu:



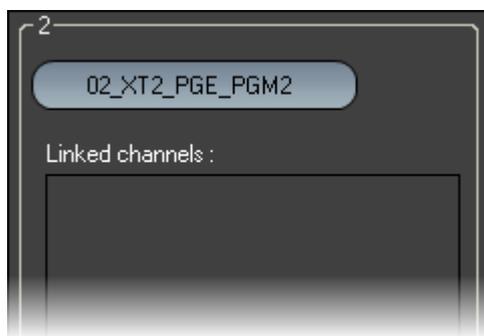
- Drag-and-drop operation from the Channel Explorer:

1. Open the Channel Explorer.
2. Select the player channel and drag it to one of the four Linked Channels

fields 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 Linked Channels fields.

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:

**PGM/PRV Mode:**



**Gang Mode:**



### Fill and Key Mode:

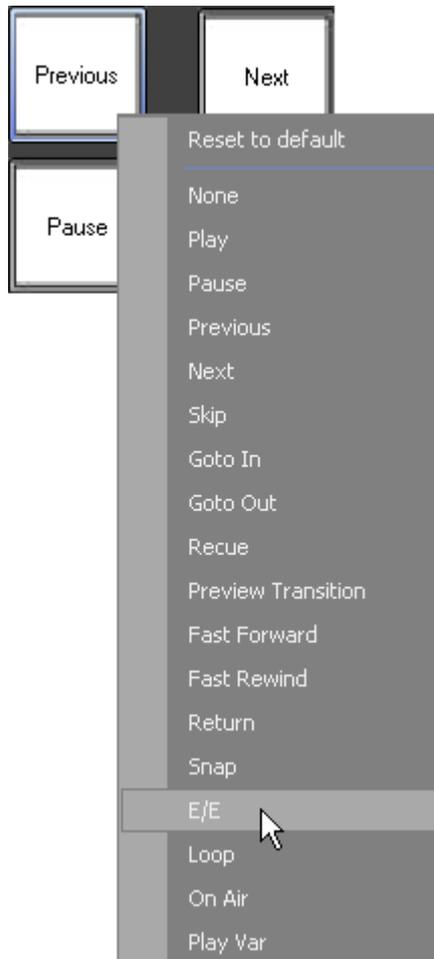


### *How to Customize Transport Buttons*

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 four channels:

**Note**

If the **Apply function to all channels** checkbox is selected, when the operator changes a function assigned to a button, it will be changed to all the groups of the remote. This modification is done on the selected tab only, not on all the connected Remote P 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, or Database Explorer. 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.

## 4.2.4 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.

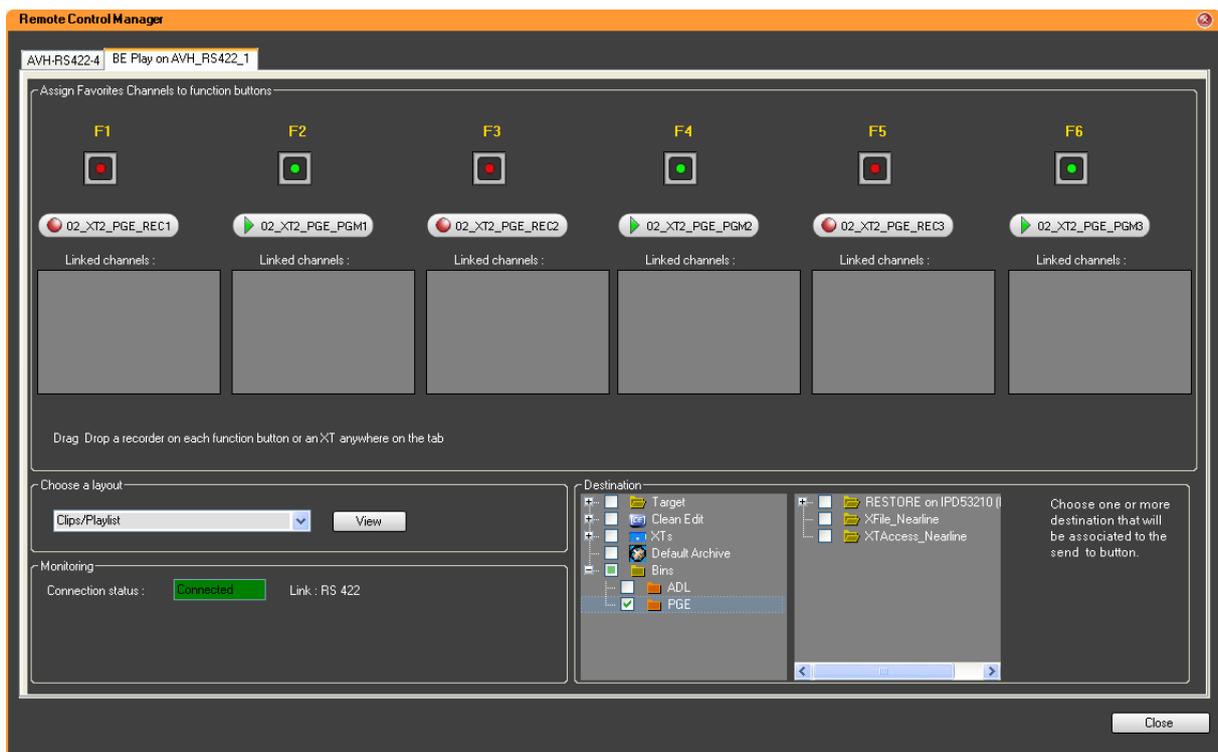


## BEPLAY REMOTE CONFIGURATION

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.

## Assigning Channels to Function Buttons

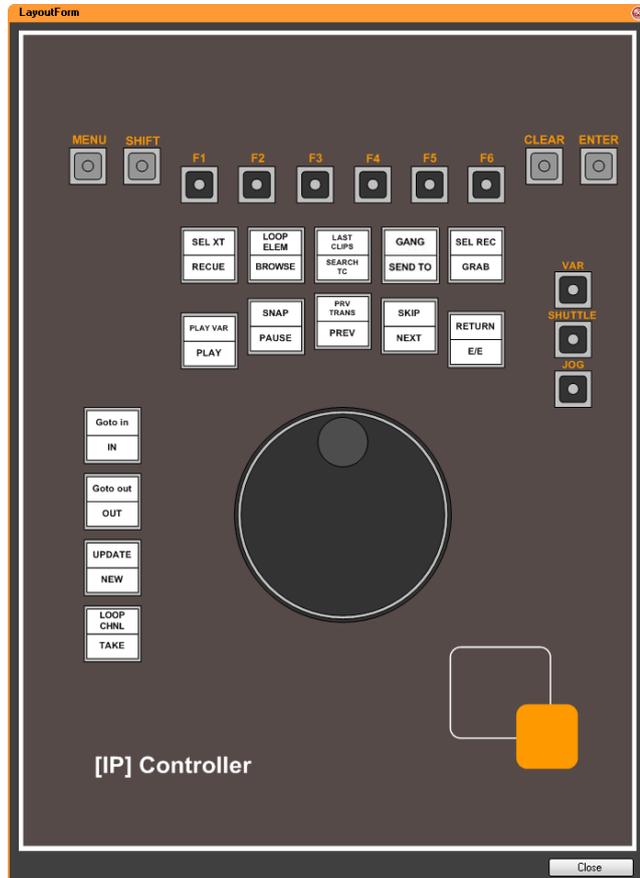
Refer to section 'How to Assign Player or Recorder Channels to Function Buttons in Favorite Mode' on page 106.

## Using a Remote Layout



Only clips and playlists can be controlled by the device and only one layout is available from the Choose a Layout field.

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



## Selecting Destination Targets

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

The available targets and nearline are the same as those available from the Save Clip window. Refer to part 5 of the user manual.

## BEPLAY REMOTE BUTTONS

The BEPlay remote device has different kinds of buttons, each of them is described in the following sections:

- Function buttons, labeled F1 to F6,
- Action buttons,
- Special buttons: MENU, SHIFT, CLEAR, ENTER,
- Wheel Mode buttons: VAR, SHUTTLE, JOG.



### Function Buttons

Function buttons are used to control a recorder or a player channel, or the Software Player. The LED of a function button gives the following indication:

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 recorder channel assigned to the button is loaded on the channel controlled by the Remote
is not turned on	<ul style="list-style-type: none"><li>• no channel is assigned to the button, or</li><li>• the user cannot see the recorder channel or control the player channel, or</li><li>• the Software Player is not opened.</li></ul>

### Action Buttons

The BEPlay Remote provides 14 buttons which can all be used to perform two different actions, depending on whether the SHIFT button is pressed prior to the button.

When you use the 'Clips/Playlists' layout, the action may differ according to the media type (clip, playlist, train or playlist element) 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.

Italicized actions are those linked to the upper part of a button, for which you need to press the **SHIFT** button before pressing the action button.

Button	Description
RECUE	<p><u>Playlists:</u></p> <p>Preloads the first frame of the first playlist element from the playlist associated to the controlled channel.</p>
<i>SEL XT</i>	<p>Displays a list and allows</p> <ul style="list-style-type: none"> <li>to select the EVS server from which the channels will be assigned to the Function buttons in Normal mode. Refer to section 'How to Assign Player or Recorder Channels to Function Buttons in Normal Mode' on page 108.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
BROWSE	<p>Enables or disables the Browse mode. The button is red in Browse mode.</p> <p>Refer to section 'Browsing Media with the BEPlay Remote' on page 111.</p>
<i>LOOP ELEM</i>	<p><u>Playlists:</u></p> <ul style="list-style-type: none"> <li>If the loaded playlist element is not in a partial loop, the LOOP ELEM button puts it in an infinite loop.</li> <li>If the loaded playlist element is the single element in a partial loop, the LOOP ELEM button removes the loop.</li> <li>If the on-air playlist element is in a partial loop containing other clips, the LOOP ELEM button has no effect.</li> </ul>
SEARCH TC	<p><u>Clips / trains:</u></p> <p>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,</p> <p>The selected element is automatically loaded on the same frame as the initial element.</p> <p>MENU: gets out of the list.</p> <p>ENTER: appends the loaded clip to the default playlist.</p> <p>SHIFT - ENTER: inserts the loaded clip to the default playlist before or after the on-air element.</p>

Button	Description
<i>LAST CLIPS</i>	<p>Displays the list of last created clips and allows the selection of a clip by using the wheel,</p> <p>Automatically loads the last created clip on the controlled channel.</p> <p>MENU: gets out of the Last Created Clips list.</p> <p>ENTER: appends the selected clip to the default playlist.</p> <p>SHIFT - ENTER: inserts the selected clip to the default playlist before or after the on-air element.</p>
<i>SEND TO</i>	<p>Sends the media to the destinations predefined in the Remote Control Manager window.</p> <p>Playlists: sends the loaded playlist.</p> <p>Clips: sends the loaded clip or marked portion of loaded clip.</p> <p>Trains: sends the marked portion of loaded train.</p> <p>Refer to section 'Selecting Destination Targets' on page 99.</p>
<i>GANG</i>	<p>When channels have previously been ganged, this function ungangs, or re-gangs channels.</p>
<i>GRAB</i>	<p>Playlists / clips / trains:</p> <p>Saves a small image of the loaded media for use as a thumbnail. The thumbnail image will be that of the current position when you click the GRAB button.</p>
<i>SEL REC</i>	<p>Displays a menu with the list of available recorder channels.</p> <p>Refer to section 'Loading a Train' on page 110.</p>
<i>PLAY</i>	<p>Playlists / clips / trains:</p> <p>Plays the media loaded on the controlled channel.</p>
<i>PLAY VAR</i>	<p>Playlists / clips / trains:</p> <p>Plays the media loaded on the controlled channel at speed defined in the Control Panel settings.</p>
<i>PAUSE</i>	<p>Playlists / clips / trains:</p> <p>Stops the playout of the media loaded on the controlled channel.</p>
<i>SNAP</i>	<p>Playlists / clips / trains:</p> <p>Goes back to the last loaded record train at the timecode where the E/E mode was exited, effectively "snapping" back to where the user left off in the record train.</p>

Button	Description
PREV	<p>Playlists / clips / trains:</p> <p>Loads the previous playlist element, linked clip or train on the controlled channel.</p>
<i>PRV TRANS</i>	<p>Playlists:</p> <p>Allows 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.</p>
NEXT	<p>Playlists / clips / trains:</p> <p>Loads the next playlist element, linked clip or train on the controlled channel.</p>
<i>SKIP</i>	<p>Playlists:</p> <p>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.</p>
E/E	<p>Playlists / clips / trains:</p> <p>Unloads the loaded media and loads the last loaded record train at its current recording position.</p>
<i>RETURN</i>	<p>Clips:</p> <p>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).</p>
IN	<p>Playlist elements / clips / trains:</p> <p>Inserts a Mark IN point at the current position of the loaded media.</p>
CLEAR then IN	<p>Playlist elements / clips / trains:</p> <p>Clears the Mark IN point which has been set but not yet saved.</p>
<i>Goto IN</i>	<p>Playlist elements / clips:</p> <p>Goes to the IN frame and timecode of the loaded media.</p>
OUT	<p>Playlist elements / clips / trains:</p> <p>Inserts a Mark OUT point at the current position of the loaded media.</p>
CLEAR then OUT	<p>Playlist elements / clips / trains:</p> <p>Clears the Mark OUT point which has been set but not yet saved.</p>

Button	Description
<i>Goto OUT</i>	<p>Playlist elements / clips:</p> <p>Goes to the OUT frame and timecode of the loaded media.</p>
NEW	<p>Playlist elements / clips / trains:</p> <p>Allows to save a new clip after Mark IN and Mark OUT points have been defined.</p>
<i>UPDATE</i>	<p>Playlist elements / clips:</p> <p>Allows to save the changes made to a playlist element or to a clip.</p>
TAKE	<p>Playlists / clips / trains:</p> <p>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 &gt; Settings &gt; Clips &gt; Clips/Take.</p>
<i>LOOP CHNL</i>	<p>Changes the loop mode of the controlled channel.</p> <p>Playlists: no loop  ↔ loop  (green button).</p> <p>Clips: no loop  ↔ loop  (green button) ↔</p> <p>loop bounce  (red button).</p>

### Special Buttons

The BEPlay Remote provides 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	<ul style="list-style-type: none"> <li>When using the options Sel XT, Last clips, Search TC and Sel Rec, a list is displayed on the IPDirector screen.</li> <li>The MENU button gets out of the list.</li> <li>When using MENU – wait for 3s - ENTER: locks / unlocks the remote.</li> </ul>
SHIFT	<p>The SHIFT button is used prior to another button to modify the behavior of this button:</p> <ul style="list-style-type: none"> <li>SHIFT - action button: allows to apply the action associated to the upper part of the button.</li> <li>SHIFT - ENTER: from a list (Last clips, Search TC or</li> </ul>

Button	Description
	<p>Browse options) inserts the loaded clip to the default playlist, before or after the loaded element, depending on the setting.</p> <ul style="list-style-type: none"> <li>• <b>SHIFT - MENU</b> 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.</li> <li>• <b>SHIFT - VAR</b> button and <b>SHIFT - JOG</b> button: refer to section 'Wheel Mode Buttons' on page 104.</li> <li>• <b>SHIFT - F1</b> button: used to associate the Software Player to the remote.</li> </ul>
<b>CLEAR</b>	<p>The <b>CLEAR</b> button is used prior to another button to modify the behavior of this button. When it is activated, its LED is red.</p> <ul style="list-style-type: none"> <li>• <b>CLEAR - IN</b>: works as CLEAR IN</li> <li>• <b>CLEAR - OUT</b>: works as CLEAR OUT</li> <li>• <b>CLEAR - ENTER</b>: cancels the applied saved filter in the Database Explorer.</li> </ul>
<b>ENTER</b>	<p>The <b>ENTER</b> button can be used alone (see below) or together with other buttons (refer to the description of the other buttons)</p> <ul style="list-style-type: none"> <li>• In <b>Browse</b> mode, in the <b>Last Created Clips</b> list and in the <b>Search on TC</b> list, when a clip is loaded on the controlled channel, pressing the <b>ENTER</b> button appends it to the default playlist.</li> <li>• In the <b>SEL XT</b> and the <b>SEL REC</b> lists: pressing the <b>ENTER</b> button confirms the selection.</li> <li>• In the Database Explorer tree view: opens or closes a tree node.</li> <li>• In the saved filter pane of the Database Explorer: applies the selected saved filter.</li> </ul>

### *Wheel Mode Buttons*

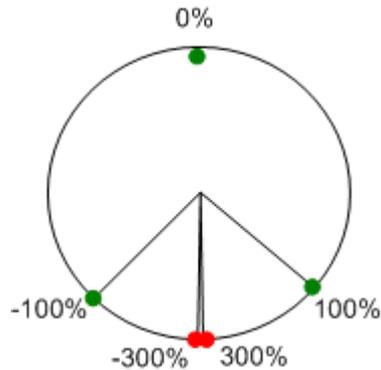
Three buttons are available to select the mode according to which the wheel will be used. As some of these buttons can be used in association with other buttons, a totality of 5 wheel modes are available to the users.

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 activated by pressing the **SHIFT** then the **VAR** buttons. It is used to fine tune a speed by applying +1% or -1% to the speed. 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

Each of the 6 function buttons can be assigned to a recorder channel or to a player channel.

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.

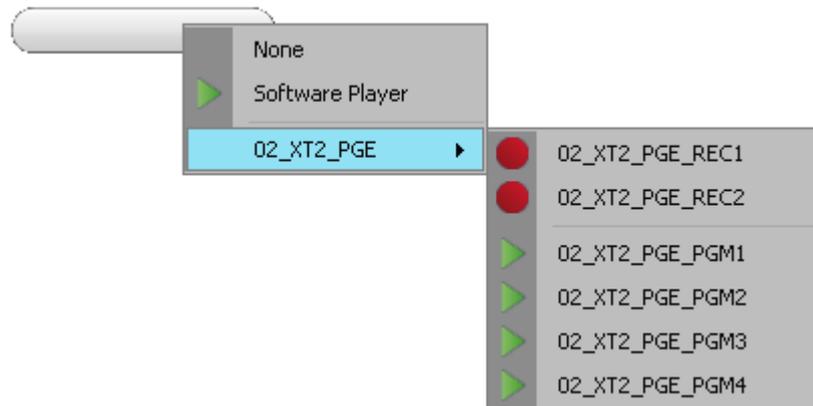
To switch the function buttons assignment between the normal mode and the

favorite mode, press the **SHIFT** button and then the **MENU** button.

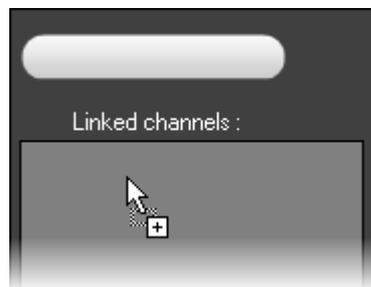
### *How to Assign Player or Recorder Channels to Function Buttons in Favorite Mode*

To assign a channel to a function button of the BEPlay Remote from the Remote Control Manager window, proceed in one of the two following ways:

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



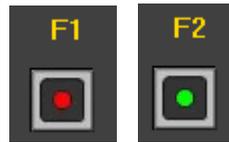
2. Select a channel.
  3. Repeat steps 1 and 2 for all the channels you want to associate to buttons.
- Drag-and-drop operation from the Channel Explorer
    1. Open the Channel Explorer.
    2. Select the channel and drag it to one of the six Linked Channels fields or Function button areas in the Remote Control Manager window.



The channel name is displayed in the Channel Name field:



and the Function button LED turns red (recorder) or green (player):



#### 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 these two steps for the other Linked Channels fields or Function button areas.

### 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 field:

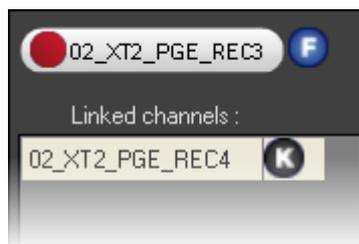
- PGM/PRV Mode



- Gang Mode



- Fill and Key Mode



New!

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

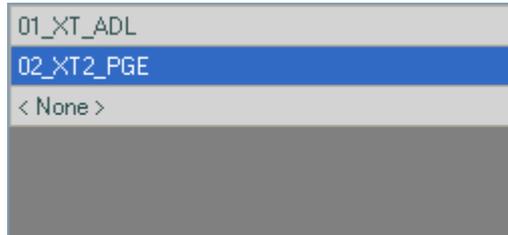
To un-assign a player or recorder channel from a Function button, do one of the following:

- Right-click the Channel Name field and select None
- Double-click the Function button or the Channel Name field.

## *How to Assign Player or Recorder 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 button and then the SEL XT button.  
The list with the available EVS video servers is displayed on screen.



2. Use the remote wheel to select an EVS server.
3. Press the ENTER button of the remote.

Note: To cancel the operation: press MENU.

Recorder channels are assigned to the first Function buttons and the corresponding LED are red. Then the 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.

## SELECTING A PLAYER

You can select a player channel or the Software Player to be controlled by the remote.

### *Selecting a Player Channel*

To select one of the player channels, press the Function button which has been associated to it, as described in section 'Assigning Channels to Function Buttons' on page 105.

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 Channel Name field:



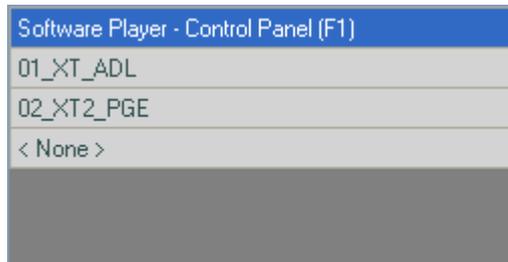


## Selecting the Software Player

You can assign the Software Player to the BEPlay remote in one of the two following ways.

- from the Channel Name contextual menu, as described for the channels in section 'How to Assign Player or Recorder Channels to Function Buttons in Favorite Mode' on page 106. This can be done even if the Software Player is not currently associated to a Control or Playlist Panel. The LED of the function button is not lit. As soon as a Software Player is opened, the LED turns green.
  - from SHIFT + F1 on the Remote
  - from the SHIFT + SEL XT on the Remote, as explained below:
1. The Software Player must have previously been associated to an open Control Panel or Playlist Panel.
  2. On the remote, press the SHIFT button and then the SEL XT button.

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



3. Use the remote wheel to select the Software Player.
  4. Press the ENTER button of the remote.
- Note: To cancel the operation: press MENU.

The LED of the F1 button is lit red. Other Function buttons are not lit.

In case the Software Player is associated to a Control Panel or a Playlist Panel, the Remote icon appears on the left of the Channel Name field:



## LOADING MEDIA

### *Loading a Train*

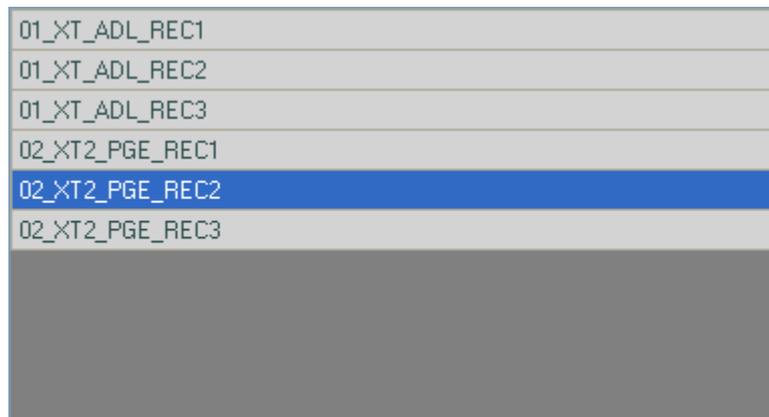
#### Possible Actions

You 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 corresponding 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 select a recorder channel not necessarily assigned to a Function button, proceed as follows:

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

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



2. Use the remote wheel to select a recorder.
3. Press the ENTER button of the remote

Note: To cancel the operation: press MENU.

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

#### Rules for Loading a Train

According to the element previously loaded on the controlled player channel, the behavior will differ 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.

Element Previously Loaded	Pressing the F button of a recorder...
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*

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

- From the Search TC list: refer to section 'Action Buttons on page 99.
- From the Last Created Clips list: refer to section 'Action Buttons' on page 99.
- From the Database Explorer grid: refer to section 'Browsing Clips' on page 112.

## **BROWSING MEDIA WITH THE BEPLAYREMOTE**

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

Browsing through clips is done in 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.

## 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 Remote B area on the status bar of the Database Explorer.

## 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 in 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.
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 enabled   
The focus is in 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 enabled   
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.

## 4.3 SHUTTLEPRO CONFIGURATION

### 4.3.1 INTRODUCTION

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

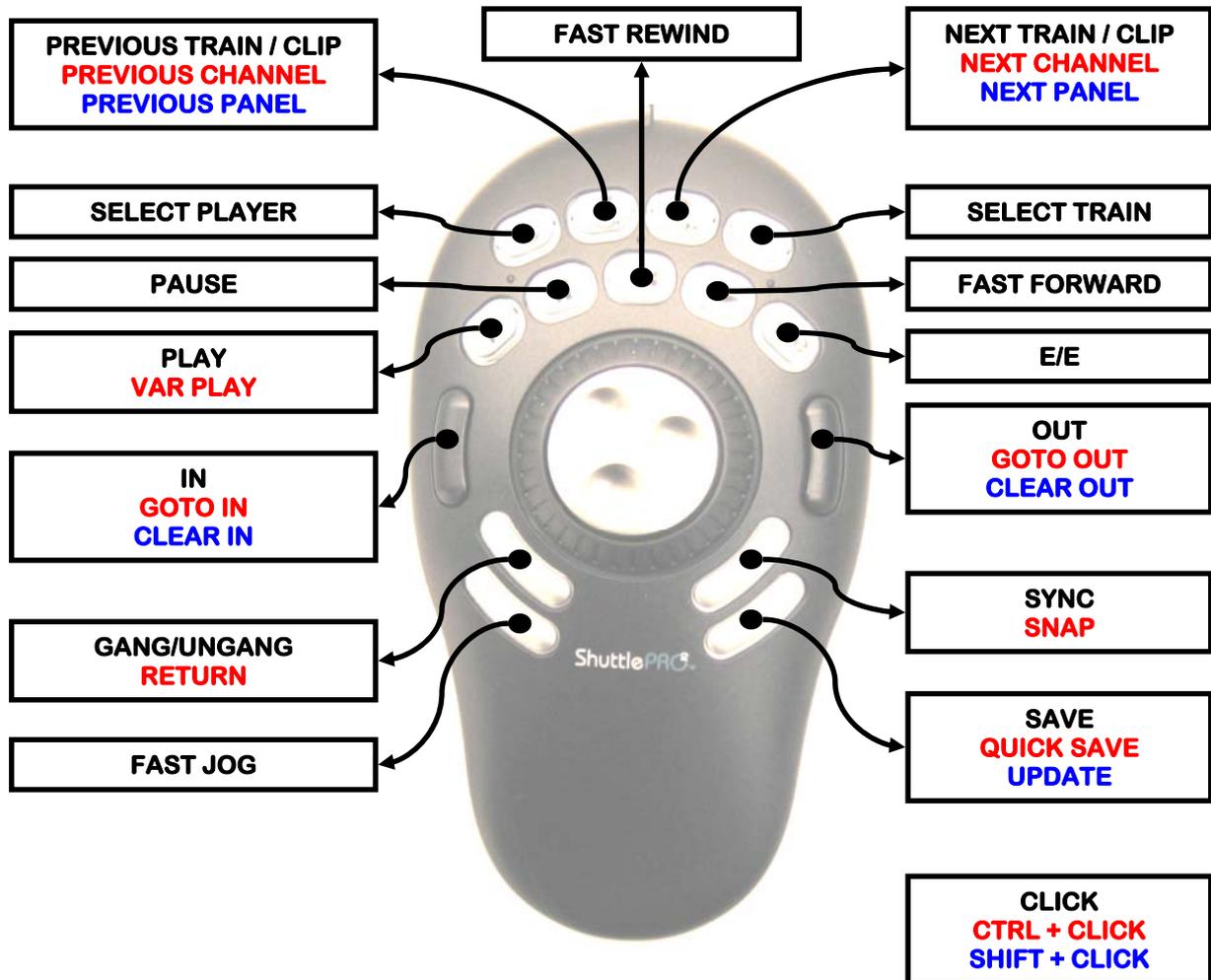
Since version 4 of IPDirector, the ShuttlePRO driver is no more needed. IPDirector accesses directly to this human device. The button configuration is now hard coded.

### 4.3.2 BUTTON CONFIGURATION

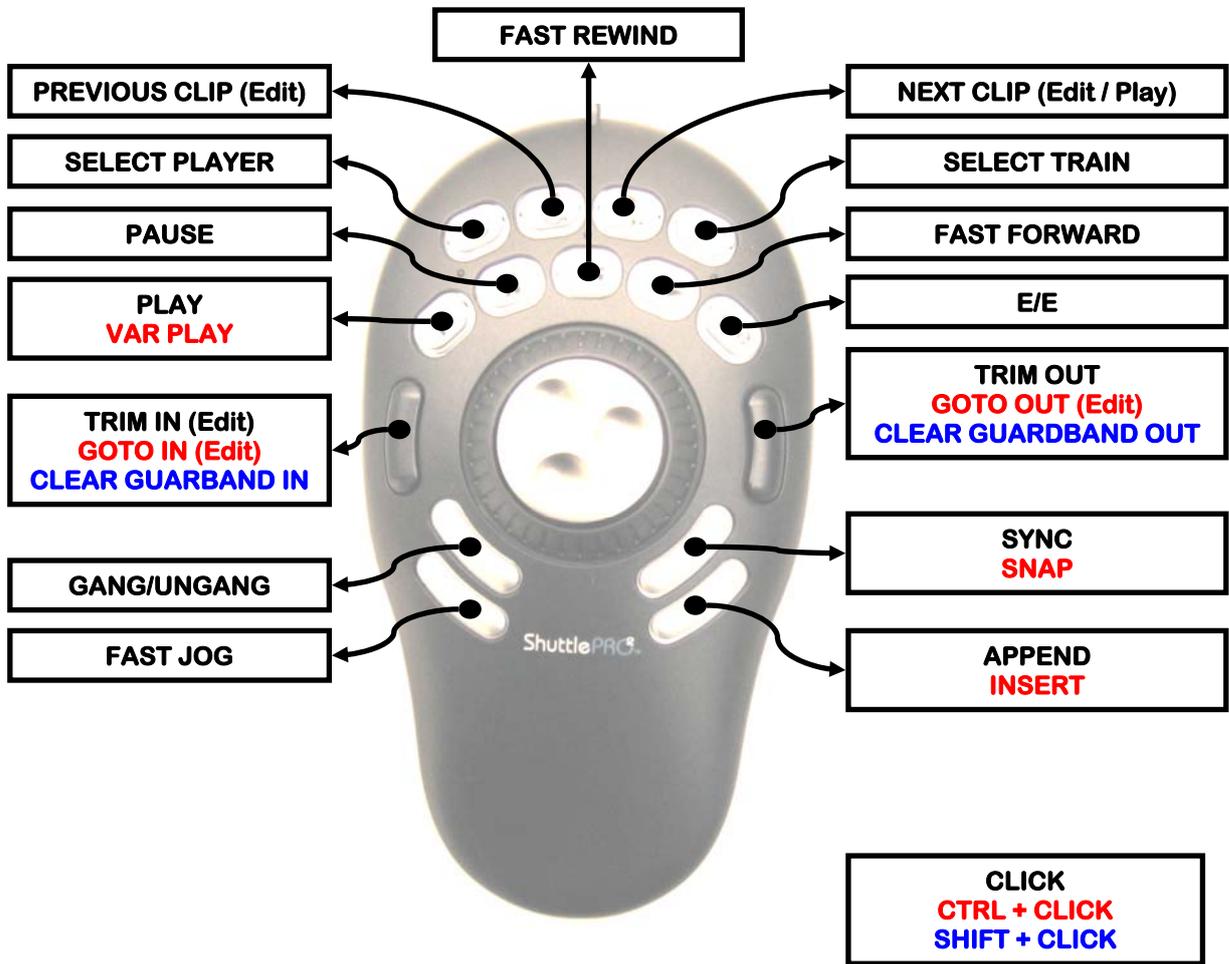
The controller has different functions depending on which mode the IPDirector is being operated in. The long buttons on the lower part of the controller have a different function at either end. Other buttons have CTRL or SHIFT from the keyboard as a modifier to change the button function. These functions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

Details on the button functions are included in the Control Panel section of the manual. The diagrams below are quick reference guides to the location of the functions.

### 4.3.3 QUICK REFERENCE IN CLIP MODE



### 4.3.4 QUICK REFERENCE IN PLAY-LIST MODE



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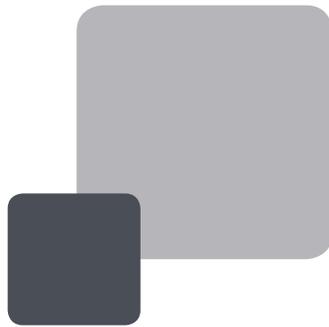
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