

# IngestStation

Automated Tape Digitization System

System Guide



SOFTWARE VERSION 1.0

071834200  
AUGUST 2004

*the most watched worldwide*

# CERTIFICATE

Number: 510057.001

The Quality System of:

## Thomson Broadcast & Media Solutions

**TBMS**  
400 Providence Mine Road  
Nevada City, CA 95945

**TBMS**  
Weiterstadt, Germany  
Brunnenweg 9  
D-64331 Weiterstadt, Germany

**TBMS**  
15655 SW Greystone Ct.  
Beaverton, OR 97006

**TBMS**  
Nederland B.V.  
4800 RP BREDA  
The Netherlands

**TBMS/Nextream**  
Rennes, France  
Rue du Clos Courtel  
Cesson-Sevigne, Cedex  
France

**TBMS**  
17 rue du Petit Albi-BP 8244  
95801 Cergy Pontoise  
Cergy, France

**TBMS**  
10 Presidential Way, 3<sup>rd</sup> Floor, Suite 300  
Woburn, MA 08101

**TBMS**  
2300 South Decker Lake Blvd.  
Salt Lake City, UT 84119

**TBMS - PCB**  
Rennes, France  
Rue du Clos Courtel  
Cesson-Sevigne, Cedex  
France

**TBMS/Nextream**  
Technopole Brest Iroise  
CS 73808  
29238 Brest Cedex 3  
France

Including its implementation, meets the requirements of the standard:

## ISO 9001:2000

Scope: The design, manufacture and support of video hardware and software products and related systems.

This Certificate is valid until:	June 14, 2006
Revision Date:	September 9, 2003
Renewal Date:	June 14, 2003
Issued for the first time:	June 14, 2000



H. Pierre Sallé  
President  
KEMA-Registered Quality, Inc.

The method of operation for quality certification is defined in the KRQ General Terms and Conditions for Quality Certification. Integral publication of this certificate and adjoining reports is allowed.

# IngestStation

Automated Tape Digitization System

System Guide

SOFTWARE VERSION 1.0

071834200  
AUGUST 2004

*the most watched worldwide*

## Copyright

Copyright © 2004 Thomson Broadcast and Media Solutions, Inc. All rights reserved. Printed in the United States of America.

This document may not be copied in whole or in part, or otherwise reproduced except as specifically permitted under U.S. copyright law, without the prior written consent of Thomson Broadcast and Media Solutions, Inc., P.O. Box 59900, Nevada City, California 95959-7900

## Trademarks

Encore, Grass Valley, IngestStation, NewsQ, NewsQ Pro and Profile are either registered trademarks or trademarks of Thomson Broadcast and Media Solutions, Inc. in the United States and/or other countries. Other trademarks used in this document are either registered trademarks or trademarks of the manufacturers or vendors of the associated products. Thomson Broadcast and Media Solutions, Inc. products are covered by U.S. and foreign patents, issued and pending. Additional information regarding Thomson Broadcast and Media Solution, Inc.'s trademarks and other proprietary rights may be found at [www.thomsongrassvalleygroup.com](http://www.thomsongrassvalleygroup.com).

## Disclaimer

Product options and specifications subject to change without notice. The information in this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Thomson Broadcast and Media Solutions, Inc. Thomson Broadcast and Media Solutions, Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this publication.

## U.S. Government Restricted Rights Legend

Use, duplication, or disclosure by the United States Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.277-7013 or in subparagraph c(1) and (2) of the Commercial Computer Software Restricted Rights clause at FAR 52.227-19, as applicable. Manufacturer is Thomson Broadcast and Media Solutions, Inc., P.O. Box 59900, Nevada City, California 95959-7900 U.S.A.

## Revision Status

Rev Date	Description
August, 2004	Release for Software Version 1.0

# Contents

---

## **Preface**

Grass Valley Product Support .....	5
Safety Summaries .....	7
Safety Terms and Symbols.....	8
Service Safety Summary .....	9
Certifications and Compliances .....	10
Environmental Criteria .....	12

## **Chapter 1**

### **Introducing IngestStation**

What is IngestStation? .....	14
Kit Contents .....	15
System Requirements .....	15
Tour of the IngestStation Window.....	16
Channel Window Toolbar.....	17
VTR Mode .....	18
Channel Columns .....	18
Clip Record Area.....	19
Feed Mode.....	20
Channel Columns .....	20
Clip Record Area.....	21

## **Chapter 2**

### **Installing IngestStation**

Installing the IngestStation Hardware.....	24
Installing the IngestStation Software .....	24
Obtaining a Software License Number.....	25

## **Chapter 3**

### **Configuring Your System**

Setting Up Your Media Server .....	28
M-Series iVDR.....	28
Profile Media Server .....	28
DCOM .....	28
RS-422 .....	28
Configuring IngestStation.....	29
Configuring Recording Settings.....	29
Configuring the Router.....	30
Configuring Channels .....	31
Configuring NewsQ Pro Settings .....	33



---

*Contents*

<b>Chapter 4</b>	<b>Using IngestStation</b>	
	Recording Clips from a VTR Tape . . . . .	36
	Adding Handles . . . . .	36
	Creating a Batch List . . . . .	37
	Controlling the VTR with IngestStation . . . . .	38
	Marking In and Out Points . . . . .	39
	Importing an EDL . . . . .	40
	Rearranging the Batch List . . . . .	41
	Recording Clips to the Media Server . . . . .	42
	Recording a Feed . . . . .	43
	Linking Clips to NewsQ Pro Placeholders . . . . .	45
	Tour of the Assignment List Manager . . . . .	45
	Linking Clips . . . . .	46
	Creating New Placeholders . . . . .	46
<b>Appendix A</b>	<b>The IngestStation Keyboard . . . . .</b>	<b>49</b>
	<b>Index</b>	

## Grass Valley Product Support

To get technical assistance, check on the status of problems, or report new problems, contact Grass Valley Product Support via e-mail, the Web, or by phone or fax.

### Web Technical Support

To access support information on the Web, visit the product support Web page on the Grass Valley Web site. You can download software or find solutions to problems by searching our Frequently Asked Questions (FAQ) database.

**World Wide Web:** <http://www.thomsongrassvalley.com/support/>  
**Technical Support E-mail Address:** [gvgtechsupport@thomson.net](mailto:gvgtechsupport@thomson.net)

### Phone Support

Use the following information to contact product support by phone during business hours. Afterhours phone support is available for warranty and contract customers.

United States	(800) 547-8949 (Toll Free)	France	+33 (1) 34 20 77 77
Latin America	(800) 547-8949 (Toll Free)	Germany	+49 6155 870 606
Eastern Europe	+49 6155 870 606	Greece	+33 (1) 34 20 77 77
Southern Europe	+33 (1) 34 20 77 77	Hong Kong	+852 2531 3058
Middle East	+33 (1) 34 20 77 77	Italy	+39 06 8720351
Australia	+61 3 9721 3737	Netherlands	+31 35 6238421
Belgium	+32 2 3349031	Poland	+49 6155 870 606
Brazil	+55 11 5509 3440	Russia	+49 6155 870 606
Canada	(800) 547-8949 (Toll Free)	Singapore	+656379 1390
China	+86 106615 9450	Spain	+ 34 91 512 03 50
Denmark	+45 45968800	Sweden	+46 87680705
Dubai	+ 971 4 299 64 40	Switzerland	+41 (1) 487 80 02
Finland	+35 9 68284600	UK	+44 870 903 2022



## **Authorized Support Representative**

A local authorized support representative may be available in your country. To locate the support representative for your country, visit the product support Web page on the Grass Valley Web site.

## **Profile Users Group**

You can connect with other Profile XP Media Platform users to ask questions or share advice, tips, and hints. Send e-mail to [profile-users@thomson.net](mailto:profile-users@thomson.net) to join the community and benefit from the experience of others.



# Safety Summaries

## General Safety Summary

Review the following safety precautions to avoid injury and prevent damage to this product or any products connected to it.

*Only qualified personnel should perform service procedures.*

While using this product, you may need to access other parts of the system. Read the *General Safety Summary* in other system manuals for warnings and cautions related to operating the system.

Review all system operator manuals, including manuals in electronic format on the system hard drive.

## Injury Precautions

### **Use Proper Power Cord**

To avoid fire hazard, use only the power cord specified for this product.

### **Ground the Product**

This product is grounded through the grounding conductor of the power cord. To avoid electric shock, the grounding conductor must be connected to earth ground. Before making connections to the input or output terminals of the product, ensure that the product is properly grounded.

### **Do Not Operate Without Covers**

To avoid electric shock or fire hazard, do not operate this product with covers or panels removed.

### **Do Not Operate in Wet/Damp Conditions**

To avoid electric shock, do not operate this product in wet or damp conditions.

### **Do Not Operate in an Explosive Atmosphere**

To avoid injury or fire hazard, do not operate this product in an explosive atmosphere.

### **Avoid Exposed Circuitry**

To avoid injury, remove jewelry such as rings, watches, and other metallic objects. Do not touch exposed connections and components when power is present.



## Product Damage Precautions

<b>Use Proper Power Source</b>	Do not operate this product from a power source that applies more than the voltage specified.
<b>Provide Proper Ventilation</b>	To prevent product overheating, provide proper ventilation.
<b>Do Not Operate With Suspected Failures</b>	If you suspect there is damage to this product, have it inspected by qualified service personnel.
<b>Battery Replacement</b>	To avoid damage, replace only with the same or equivalent type recommended by the circuit board manufacturer. Dispose of used battery according to the circuit board manufacturer's instructions.

## Safety Terms and Symbols

### Terms in This Manual



These terms may appear in this and other product manuals:

**WARNING:** Warning statements identify conditions or practices that can result in personal injury or loss of life.



**CAUTION:** Caution statements identify conditions or practices that can result in damage to the equipment or other property.

### Terms on the Product

These terms may appear on the product:

**DANGER** indicates a personal injury hazard immediately accessible as one reads the marking.

**WARNING** indicates a personal injury hazard not immediately accessible as you read the marking.

**CAUTION** indicates a hazard to property including the product.

**Symbols on the Product**



The following symbols may appear on the product:

DANGER high voltage



Protective ground (earth) terminal



ATTENTION – refer to manual

## **Service Safety Summary**

**Do Not Service Alone**

Do not perform internal service or adjustment of this product unless another person capable of rendering first aid and resuscitation is present.

**No Power Switch**

To avoid electric shock, disconnect the main power by means of the power cord. The power cord is the main power disconnect. Ensure that the power cord is easily accessible at the rear of the product or at the power receptacle.

**Use Care When Servicing With Power On**

Dangerous voltages or currents may exist in this product. Disconnect power and remove battery (if applicable) before removing protective panels, soldering, or replacing components.

To avoid electric shock, do not touch exposed connections.



## Certifications and Compliances

### **Canadian Certified Power Cords**

Canadian approval includes the products and power cords appropriate for use in the North America power network. All other power cords supplied are approved for the country of use.

### **FCC Emission Control**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense. Changes or modifications not expressly approved by Tektronix can affect emission compliance and could void the user's authority to operate this equipment.

### **Canadian EMC Notice of Compliance**

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

### **Canadian Certified AC Adapter**

Canadian approval includes the AC adapters appropriate for use in the North America power network. All other AC adapters supplied are approved for the country of use.

### **EN55022 Class A Warning**

For products that comply with Class A. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

## **Laser Compliance**

### **Laser Safety Requirements**

The device used in this product is a Class 1 certified laser product. Operating this product outside specifications or altering its original design may result in hazardous radiation exposure, and may be considered an act of modifying or new manufacturing of a laser product under U.S. regulations contained in 21CFR Chapter 1, subchapter J or CENELEC regulations in HD 482 S1. People performing such an act are required by law to recertify and reidentify this product in accordance with provisions of 21CFR subchapter J for distribution within the U.S.A., and in accordance with CENELEC HD 482 S1 for distribution within countries using the IEC 825 standard.

### **Laser Safety**

Laser safety in the United States is regulated by the Center for Devices and Radiological Health (CDRH). The laser safety regulations are published in the “Laser Product Performance Standard,” Code of Federal Regulation (CFR), Title 21, Subchapter J.

The International Electrotechnical Commission (IEC) Standard 825, “Radiation of Laser Products, Equipment Classification, Requirements and User’s Guide,” governs laser products outside the United States. Europe and member nations of the European Free Trade Association fall under the jurisdiction of the Comité Européen de Normalization Electrotechnique (CENELEC).

### **FCC Emission Limits**

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesirable operation.



## Certification

Category	Standard
Safety	<p><i>Designed/tested for compliance with:</i></p> <p><b>ANSI/UL60950-2000</b> - Safety of Information Technology Equipment</p> <p><b>IEC 60950</b> - Safety of Information Technology Equipment (3rd edition, 1999)</p> <p><b>CAN/CSA C22.2, No. 60950-00</b> - Safety of Information Technology Equipment</p> <p><b>EN60950:2000</b> - Safety of Information Technology Equipment (3rd edition)</p>

## Environmental Criteria

The following table lists the environmental criteria for IngestStation.

Characteristics	Description
Operating Temperature	<i>Requirement:</i> 10° to 40°C
Storage Temperature	<i>Requirement:</i> -40° to 65°C
Operating Altitude	<p><i>Requirement:</i> To 10,000 feet</p> <p><i>Supplemental Data:</i> IEC 60950 compliant to 2000 meters</p>
Storage Altitude	<i>Requirement:</i> To 40,000 feet
Mechanical Shock	<i>Supplemental Data:</i> Class 5 (30G) Grass Valley 001131500
Random Vibration	<p><i>Requirement:</i> Operational: Class 6 Grass Valley 001131500</p> <p><i>Requirement:</i> Non-Operational: Class 5 Grass Valley 001131500</p>
Transportation	<i>Requirement:</i> Grass Valley 001131500
Equipment Type	<i>Supplemental Data:</i> Information Technology
Equipment Class	<i>Supplemental Data:</i> Class 1
Installation Category	<i>Requirement:</i> Category II Local level mains, appliances, portable equipment, etc.
Pollution Degree	<i>Requirement:</i> Level 2 operating environment, indoor use only.
Relative Humidity	<p><i>Requirement:</i> Operating 80% from +30° to +40°C</p> <p>Non-Operating 90% from +30° to +60°C</p> <p>Do not operate with visible moisture on the circuit boards.</p>

## ***Introducing IngestStation***

IngestStation is an automated tape digitization system that allows you to record footage from VTR tapes or feeds from a router directly to a Media Server in your newsroom. You can also ingest VTR material directly to a rundown in the NewsQ Pro automated news playback system.

This manual shows you how to install and configure IngestStation in your newsroom, and how to use IngestStation to capture and record clips for later use in a newscast.

This chapter discusses:

- What IngestStation is
- IngestStation kit contents
- System requirements
- The IngestStation window



## What is IngestStation?

IngestStation lets you get news footage from VTR tapes and router feeds and ingest it directly to your Media Server. With IngestStation, you can select clips from a VTR tape, create a batch list, and record it to the server. You can also ingest feeds from a router source directly to the same server.

The IngestStation system supports two types of Media Servers—Profile 6g and Profile XP Media Platform servers, and M-Series iVDRs. These media servers are controlled through Ethernet-based AMP.

Raw footage comes from two sources—a VTR connected directly to the IngestStation PC or a router source. While you can connect to the IngestStation using either DCOM or RS-422, you need RS-422 connection from the VTR to the IngestStation PC in order to have control of the VTR in the IngestStation windows. For router sources, IngestStation supports both the Grass Valley Series 7000 and Encore control systems, and allows source selection and renaming.

Supporting up to six channels, IngestStation can record footage in one of two modes—VTR (batch) mode and feed mode. VTR mode allows for recording with configurable handle durations, lets you set mark points using either the VTR, the PC keyboard, or the mouse, and allows you to reorganize clips in your batch list. You use Feed mode to crash record, manually starting and stopping the recording of a feed from a router source.

If you use NewsQ Pro as a playback system in your newsroom, you can ingest clips directly to a NewsQ Pro rundown by linking clips to a NewsQ Pro placeholder at the point of record.



## **Kit Contents**

IngestStation comes in a kit containing all of the items you need to get IngestStation up and running on your PC.

The IngestStation kit contains these items:

- CD-ROM containing the IngestStation software
- One video capture board
- One RS-422 board
- Cable assembly for the RS-422 board
- RS-422 Breakout Box assembly

## **System Requirements**

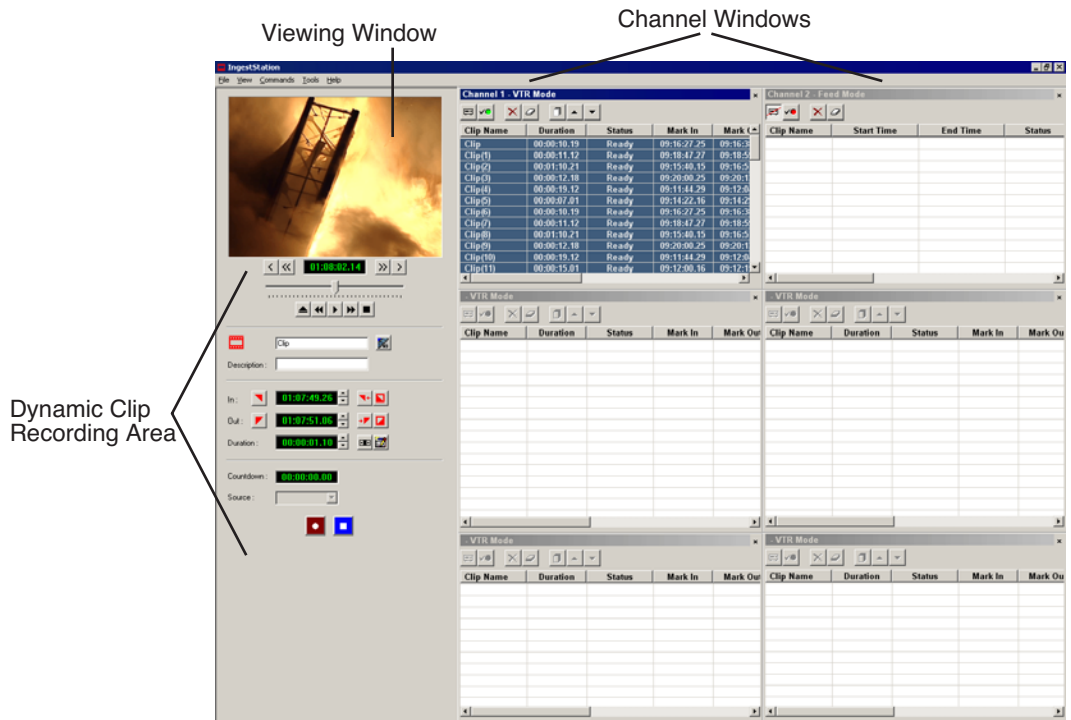
The PC you use to run IngestStation should conform to these requirements:

- Intel compatible CPU with a minimum of 800 MHz and 256 MB RAM
- Windows 2000 Pro or XP Pro with current service packs
- Minimum 1024x768 SVGA display adapter
- 20GB HDD
- CD-ROM drive for installation
- Two available PCI slots for the video capture and RS-422 boards
- 100BaseTX Ethernet interface










## Tour of the IngestStation Window

The IngestStation window consists of one to six channel windows, a viewing window, and a dynamic clip record area that changes depending on which mode you are using. Both the recording area and the channel window contents change depending on which mode you are using—VTR Mode or Feed Mode.



## Channel Window Toolbar

The Toolbar lets you perform common IngestStation functions:

Icon	Function
	Toggles the currently selected channel between VTR Mode and Feed Mode for recording clips.
	Displays channel status—A green icon indicates status is OK; a red icon indicates a problem. Click on this icon to see status for the VTR, Primary Server, and Backup Server.
	Deletes the selected clip.
	Clears the batch capture list.
	Organizes the clips in order of timecode. (VTR Mode only)
	Moves the selected clip up in the list. (VTR Mode only)
	Moves the selected clip down in the list. (VTR Mode only)



## VTR Mode

You use VTR Mode to create a batch list of clips, which you then record to your Media Server.

### Channel Columns

Each channel window displays information about the clips in the batch list:

Column	Description
Clip Name	The name of the clip placeholder.
Duration	The duration of the clip.
Status	The current status of the clip: <b>Ready</b> = The clip is ready to record. <b>Cuing</b> = The clip is preparing to record. <b>Recording</b> = The clip is currently recording to the server. <b>Done</b> = The clip has finished recording. <b>Failed</b> = The clip could not record. Check the Error Message field for more information.
Mark In	The mark points for the clip.
Mark Out	
In Handle	The amount of handle material in the clip.
Out Handle	
Clip ID	The automatically-generated identification for the clip.
Description	The description of the clip.
Error Message	Any error messages describing why the clip was not recorded to the server.

### Clip Record Area

The screenshot shows the VTR Mode interface with the following labeled components:

- VTR controls:** A set of navigation buttons at the top including left and right arrows, a double left arrow, a digital time display showing 01:08:35.05, a double right arrow, and a right arrow. Below these is a progress bar with a slider and a set of playback control buttons (stop, previous, play, next, record).
- Clip name and description:** A red filmstrip icon, a text input field, a 'Link to NewsQ Pro placeholder' icon, and a 'Description:' label with another text input field.
- Mark point area:** 'In:' and 'Out:' labels with red triangle icons and digital time displays (01:08:32.04 and 01:08:33.11). Below are 'Duration:' and '00:00:01.07' with a digital display and a 'Duration' icon.
- Recording countdown:** A 'Countdown:' label with a digital display showing 00:00:00.00 and a 'Source:' label with a dropdown menu.
- Record buttons:** A red square button with a white play symbol and a blue square button with a white stop symbol.



## Feed Mode

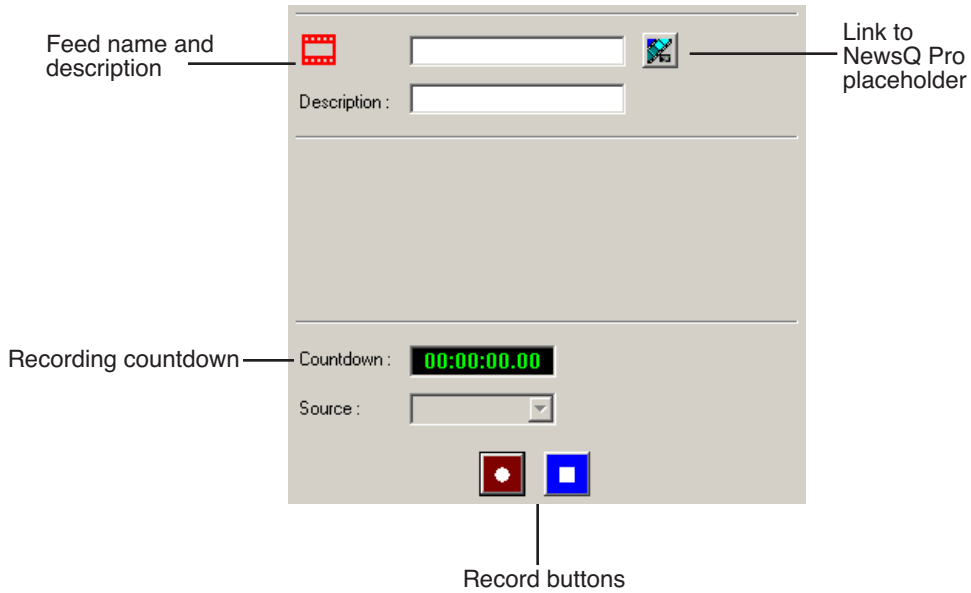
You use Feed Mode to record a source from a router as one long clip.

### Channel Columns

Each channel window displays information about the feed:

Column	Description
Clip Name	The name of the feed placeholder.
Start Time	The beginning and ending time for the feed.
End Time	
Status	The current status of the feed: <b>Ready</b> = The feed is ready to record. <b>Cuing</b> = The feed is preparing to record. <b>Recording</b> = The feed is currently recording to the server. <b>Done</b> = The feed has finished recording. <b>Failed</b> = The feed could not record. Check the Error Message field for more information.
Router Source	The router source selected for this feed.
In Handle	The amount of handle material in the feed.
Out Handle	
Clip ID	The automatically-generated identification for the feed.
Description	The description of the feed.
Error Message	Any error messages describing why the feed was not recorded to the server.

## Feed Record Area





---

*Chapter 1 Introducing IngestStation*



## Installing IngestStation

The IngestStation system consists of two boards you install in your computer, a VTR, an optional router, the IngestStation software, and your Profile Media Server or M-Series iVDR.

This chapter discusses how to:

- Install the IngestStation hardware
- Install the IngestStation software
- Obtain a Software License number



## Installing the IngestStation Hardware

To install the IngestStation hardware:

1. Install the video capture board in your computer and install the driver for the board.
2. If necessary, install the RS-422 board in your computer and install the driver for the board.
3. If you are going to be connecting several VTRs to IngestStation, you may want to install and use the RS-422 breakout box, which connects to the RS-422 board in the IngestStation computer.
4. Connect the video capture board's S-Video Input connector to the device you're using for on-screen video display (VTR, router, or switch box).
5. Connect the VTR(s) to the computer via RS-422 (either directly to the board or through the breakout box).

## Installing the IngestStation Software

To install the IngestStation software on your computer, insert the IngestStation CD-ROM into the machine's CD-ROM drive and follow these instructions:

On this screen...	Do this...
Welcome	Click <b>Next</b> .
Choose Destination Location	Click <b>Next</b> .
Select Server Type	Select the type of media server you are using with IngestStation— <b>MSeries</b> or <b>Profile</b> .
Select Program Manager Group	Click <b>Next</b> .
Start Installation	Click <b>Install</b> .
Installation Complete	Click <b>Finish</b> .

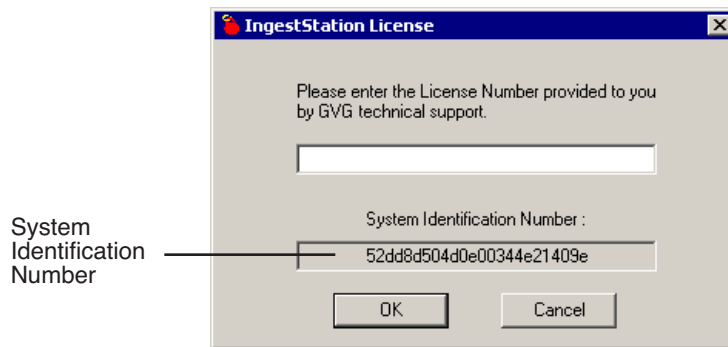
## Obtaining a Software License Number

Once you've installed the IngestStation software, you need to get a License Number from Grass Valley.

To obtain a License Number:

1. Open Windows Explorer and browse to **C: | Program Files | IngestStation | Utilities.**
2. Double-click the file **License.exe** to open it.

The Software License Utility opens:



Your System Identification Number appears in the bottom field of the window.

3. Call Grass Valley Product Support at 1-800-547-8949 and provide the customer service representative with your System Identification Number, as well as the software version and the original order number for the system.
4. Enter the License Number provided to you by Grass Valley Product Support and click **OK**.



---

*Chapter 2 Installing IngestStation*

## Configuring Your System

Once you've cabled IngestStation and installed software, you need to configure your system for your particular newsroom equipment and workflow.

This chapter discusses how to:

- Set up your media server for IngestStation
- Configure IngestStation



## Setting Up Your Media Server

You need to configure your Media Server to work with IngestStation. Follow the instructions below for your type of server.

### M-Series iVDR

If you are using an M-Series iVDR as your media server with IngestStation, you need to configure it as follows:

- Set up record channels to use Advanced Media Protocol (AMP).
- Configure channels to use LTC input (IngestStation only supports LTC input).

See your M-Series iVDR documentation for instructions.

### Profile Media Server

You configure the Profile Server differently for IngestStation depending on the type of communication you're using for the server—DCOM or RS-422.

#### DCOM

If you are using DCOM, see your Profile documentation and set up the server as follows:

- Set up record channels using the Configuration Manager.
- Configure channels to use LTC input (IngestStation only supports LTC input).
- When you connect, it is imperative that you *don't* launch any of the Profile interfaces; you can't have any channels open in either the VdrPanel or the AMP Application.

#### RS-422

If you are using RS-422, see your Profile documentation and set up the server as follows:

- Set up record channels using the Configuration Manager.
- Configure channels to use LTC input (IngestStation only supports LTC input).
- Use the AMP Client Application to configure channels for control by AMP.

## Configuring IngestStation

You need to configure IngestStation options for your particular newsroom equipment and workflow.

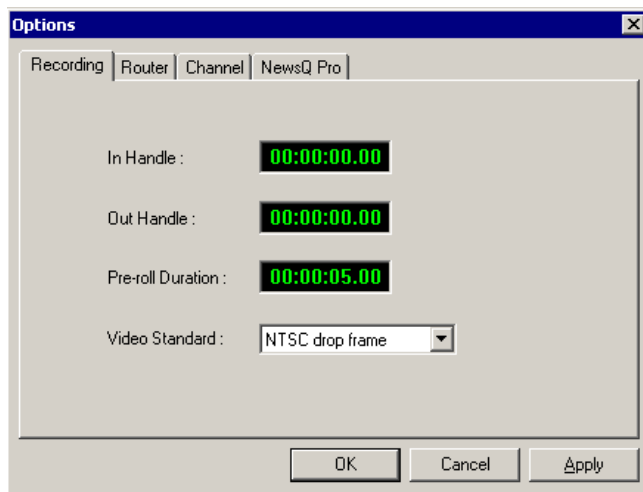
To set IngestStation options:

1. Choose **Tools | Options**.
2. Go through each Options tab to set options.

The following sections describe each tab in the Options window.

3. Click **OK** when you are done adjusting options.

## Configuring Recording Settings

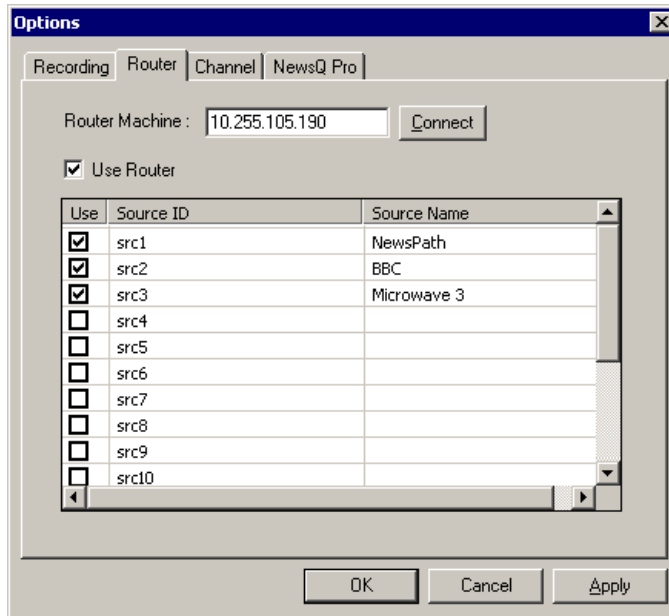


Setting	Options	Description
In Handle		Handles allow you to have additional frames to use while editing. Enter the duration you want for the In and Out Handles. The default duration is 0 seconds.
Out Handle		
Pre-roll Duration		Enter the number of seconds of pre-roll you want to use when recording clips. The default duration is 5 seconds.
Video Standard	<b>NTSC drop frame</b> <b>NTSC non-drop frame</b> <b>PAL</b>	Select the video standard used in your newsroom.



## Configuring the Router

If you are using a SMS7000 or Encore router as part of your news station, you can configure IngestStation to use sources from the router to record clips.



To configure a router for use with IngestStation:

1. Enter the IP address of the router in the Router Machine field and press **Connect**.  
IngestStation connects to the router, queries the list of sources, and displays the available sources in the window.
2. Check the **Use Router** checkbox.
3. For each source you want to use in IngestStation, check the box in the **Use** column.
4. Click on the Source Name field for each checked source and enter a name for that source. Checked sources display in the feed recording source list using the Source Name you entered.
5. Click **Apply** to save changes.



## Configuring Channels

With IngestStation, you can have between one and six channels. The number of channels you have depends on how IngestStation is licensed. You need to configure each channel in order to record clips.

The screenshot shows the 'Options' dialog box with the 'Channel' tab selected. The 'NewsQ Pro' sub-tab is also visible. The 'Select Channel' dropdown is set to '1'. The 'Channel' section includes 'Channel Name' (Channel1) and 'On-Screen Video Source' (DST1). The 'VTR' section includes 'VTR Port' (COM5) and 'Router Source' (SRC21). The 'Main Recording Channel' section has radio buttons for 'DCOM' (selected) and 'RS422', with 'Media Server' (10.11.89.47), 'Recording Channel Name' (0), and 'Record Destination' (DST2). The 'Use Backup' checkbox is checked. The 'Backup Recording Channel' section has radio buttons for 'DCOM' (selected) and 'RS422', with 'Media Server' (10.11.89.47), 'Recording Channel Name' (2), and 'Record Destination' (DST3). Buttons for 'OK', 'Cancel', and 'Apply' are at the bottom.

Field	Value
Select Channel	1
Channel Name	Channel1
On-Screen Video Source	DST1
VTR Port	COM5
Router Source	SRC21
Main Recording Channel	DCOM
Media Server	10.11.89.47
Recording Channel Name	0
Record Destination	DST2
Use Backup	Checked
Backup Recording Channel	DCOM
Media Server	10.11.89.47
Recording Channel Name	2
Record Destination	DST3

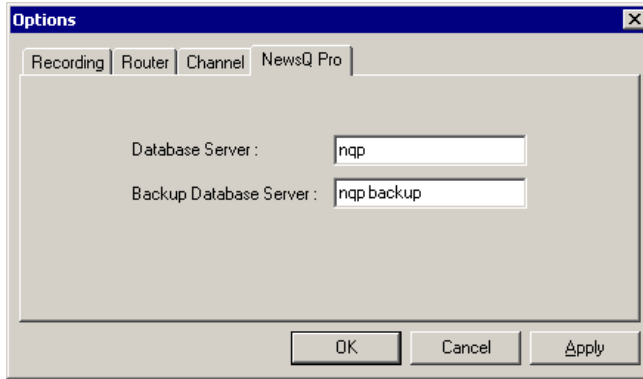


## Chapter 3 *Configuring Your System*

<b>Setting</b>	<b>Options</b>	<b>Description</b>
Select Channel		Select the channel you want to configure from the list.
Channel	Channel Name	Enter a name for the channel. This name identifies the IngestStation Channel Window.
	On-Screen Video Source	If using a router, select the router destination source; this is the destination for video input to the video capture board.
VTR	VTR Port	Select the COM port for controlling the VTR
	Router Source	If using a router, select the router source for the VTR.
Main Recording Channel:		Select DCOM or RS422 for the type of connection you have.
DCOM	Media Server	Enter the name or IP address of the M-Series or Profile server.
	Recording Channel Name	Enter the name of the channel you are using to record; for an M-Series server, enter <b>0</b> or <b>2</b> ; for a Profile server, enter the name of the channel, such as <b>vtr1</b> .
	Record Destination	If using a router, select the router destination that is physically connected to the Media Server's recorder channel.
RS422	Recording Control Port	Select the COM port for the recording channel.
	Record Destination	If using a router, select the router destination that is physically connected to the Media Server's recorder channel.
Use Backup		Check this box if you are using a backup channel for recording.
Backup Recording Channel:		
DCOM	Media Server	Enter the name or IP address of the M-Series or Profile server.
	Recording Channel Name	Enter the name of the channel you are using to record; for an M-Series server, enter <b>0</b> or <b>2</b> ; for a Profile server, enter the name of the channel, such as <b>vtr1</b> .
	Record Destination	If using a router, select the router destination that is physically connected to the Media Server's recorder channel.
RS422	Recording Control Port	Select the COM port for the recording channel.
	Record Destination	If using a router, select the router destination that is physically connected to the Media Server's recorder channel.

## Configuring NewsQ Pro Settings

If you are using NewsQ Pro to playout clips to air, set these options; otherwise, leave these fields blank. Setting this option allows you to associate clips you record using IngestStation with a NewsQ Pro placeholder.



Setting	Description
Database Server	Enter the name of the server where the NewsQ Pro database resides (primary SDB Server).
Backup Database Server	If you are using a backup database server, enter the name of the server where the backup NewsQ Pro database resides (hot-standby SDB Server).



---

*Chapter 3    Configuring Your System*

## Using IngestStation

With IngestStation, you can record clips in two ways—from a VTR tape or a router feed. Recorded clips are saved on your Media Server for later use in a newscast. If you have NewsQ Pro as part of your newsroom, you can also link clips to NewsQ Pro placeholders.

This chapter discusses how to:

- Record clips from a VTR tape
- Record feeds
- Link clips to NewsQ Pro placeholders



## Recording Clips from a VTR Tape

You can record a list of clips from a single videotape in a Channel Window.

To record clips from a VTR:

1. Decide if you want to add handles to your clips.
2. Create a batch list or import an EDL.
3. Rearrange the batch list if you need to.
4. Record the batch list to your Media Server.

The following sections describe each step in detail.

### Adding Handles

If you add handles to your clips, you will have additional frames to choose from when trimming your clips.

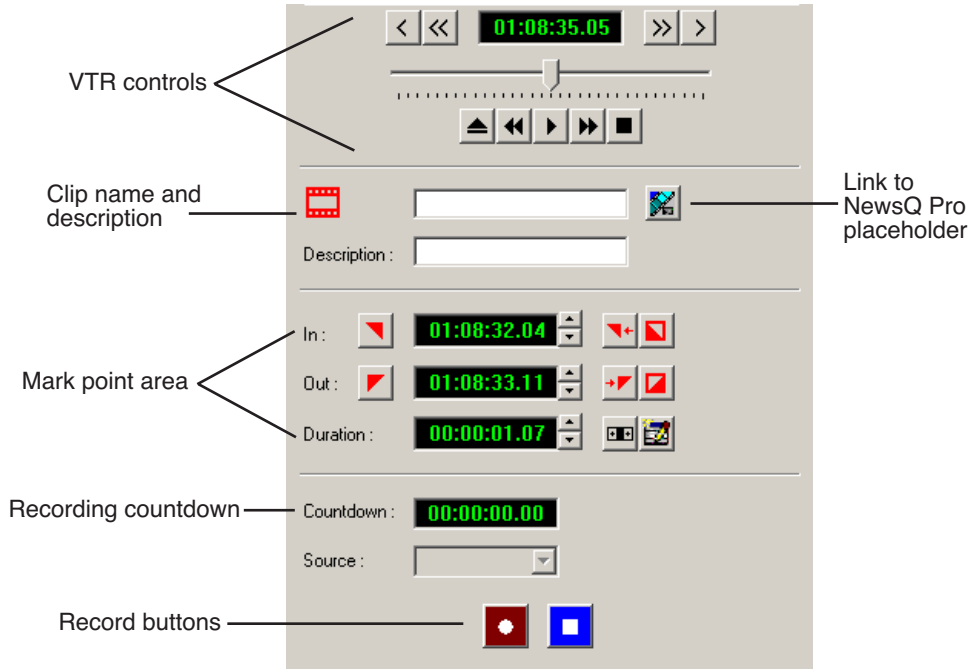
To use handles:



- Click the **Add Handles** button.

To set the duration of the handles, see “Configuring Recording Settings” on page 29.

## Creating a Batch List



To create a batch list:










1. Play through the videotape to get the footage you need (see “Controlling the VTR with IngestStation” on page 38).
2. Mark an In and Out point for the clip (see “Marking In and Out Points” on page 39).
3. Name the clip and add a description, if you want to.
4. Click **Add Clip to Batch List** or press **C** on your keyboard.
5. Repeat steps 1-4 for additional clips.





## Controlling the VTR with IngestStation

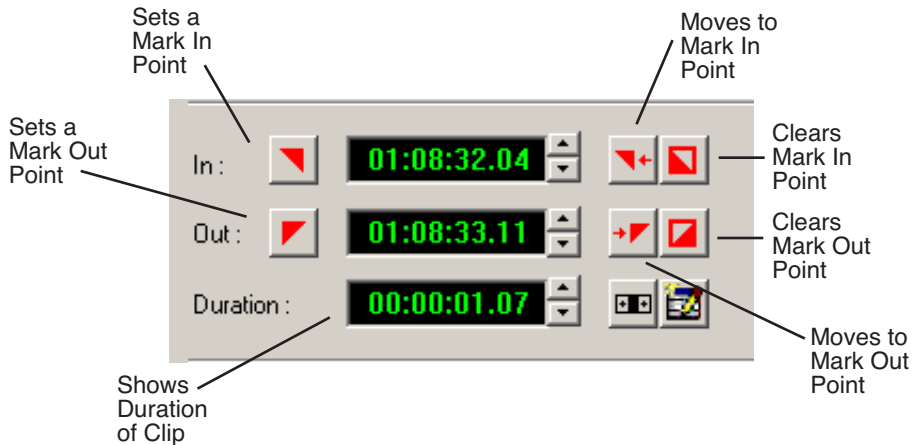
To get the footage you need to create clips, you need to play through the videotape in the VTR. IngestStation provides transport control buttons like those on a tape deck. Use these controls to locate the material you want to record as a clip. The deck controls are:

Button	Function
	Ejects the tape.
	Rewinds the tape.
	Plays the tape.
	Fast forwards the tape.
	Stops the tape.
	Jogs one frame back.
	Jogs 10 frames back.
	Jogs one frame forward.
	Jogs 10 frames forward.



## Marking In and Out Points

Mark points are used to determine the length of a clip.



To set Mark In and Out Points:

1. Find the spot on the videotape where you want your clip to begin.
2. Mark an In Point using any of the following methods:
  - Press **I** on your keyboard.
  - Click the **Mark In** button on the IngestStation window.
  - Type the timecode in the In field.
  - Create a Mark In on the VTR.
3. Play through the tape until you reach the point where you want the clip to end.
4. Mark an Out Point using any of these methods:
  - Press **O** on your keyboard.
  - Click the **Mark Out** button on the IngestStation window.
  - Use the up or down arrows to find the correct timecode.
  - Type the ending timecode in the Out field.
  - Create a Mark Out on the VTR.



## Importing an EDL

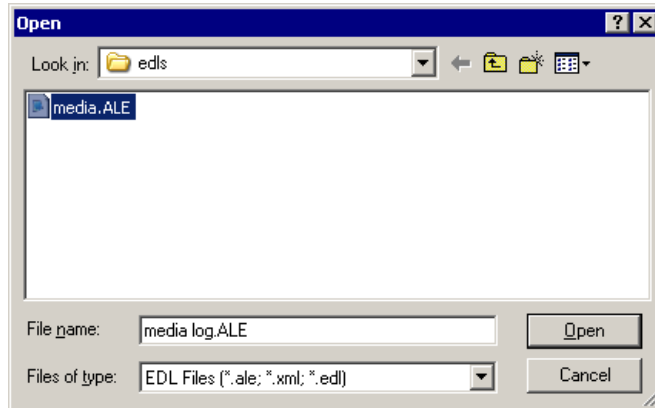
You can also use an Edit Decision List (EDL) as your batch list. Supported EDL formats are .ale, .edl, and .xml.

**NOTE:** *IngestStation does not currently support EDLs that contain clips from multiple tapes within a single batch list.*

To import an EDL:

1. Choose **File | Import EDL**.

The Open window appears:



2. Navigate to the correct folder, select the EDL you want, and click **Open**.

The clips in the EDL appear in the batch list for the selected channel and are ready to record:






Clip Name	Duration	Status	Mark In	Mark Out	In Handl
001	00:00:08.10	Ready	00:36:28.04	00:36:36.14	00:00:00.
002	00:00:11.12	Ready	00:36:47.27	00:36:59.09	00:00:00.
003	00:00:10.21	Ready	00:37:40.15	00:37:51.06	00:00:00.
004	00:00:12.18	Ready	00:38:00.25	00:38:13.13	00:00:00.
005	00:00:19.12	Ready	00:38:44.29	00:39:04.11	00:00:00.
006	00:00:08.01	Ready	00:39:11.16	00:39:19.17	00:00:00.

3. Record your clips to the media server.

## Rearranging the Batch List

Channel 1 - VTR Mode					
Clip Name	Duration	Status	Mark In	Mark Out	In Handl
001	00:00:08.10	Ready	00:36:28.04	00:36:36.14	00:00:00.
002	00:00:11.12	Ready	00:36:47.27	00:36:59.09	00:00:00.
003	00:00:10.21	Ready	00:37:40.15	00:37:51.06	00:00:00.
004	00:00:12.18	Ready	00:38:00.25	00:38:13.13	00:00:00.
005	00:00:19.12	Ready	00:38:44.29	00:39:04.11	00:00:00.
006	00:00:08.01	Ready	00:39:11.16	00:39:19.17	00:00:00.

If you need to, you can rearrange clips on the batch list:

Button	Function	Other Ways to Access
	Deletes the selected clip.	Right-click in batch list and select <b>Delete</b> .
	Clears the batch list.	Right-click in batch list and select <b>Clear All</b> .
	Organizes the clips in order of timecode.	N/A
	Moves the selected clip up in the list.	N/A
	Moves the selected clip down in the list.	N/A

If you have a clip that failed to record for some reason, you can change its status back to Ready by highlighting the clip, right-clicking and selecting **Mark Ready**.



## Recording Clips to the Media Server

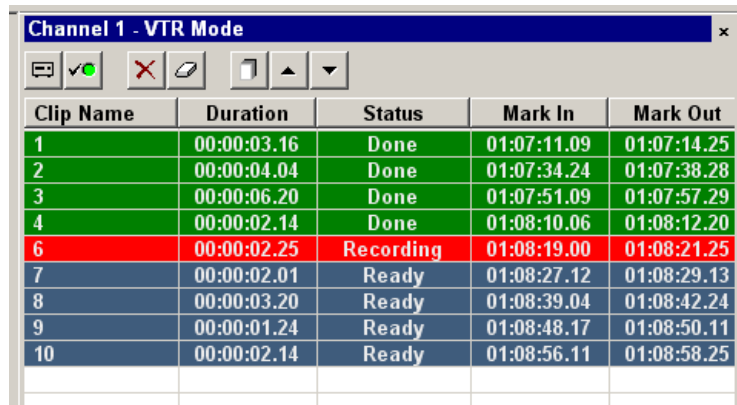
After you've created a batch list, you can record the clips to your Media Server.

To batch record:

1. Make sure the Channel Window is selected.
2. Click **Record**.



IngestStation records the clips from the VTR tape to the server for later use in a news story. Clip status changes from Ready -> Cuing -> Recording -> Done. If the clip didn't record for some reason, status shows as Failed.



Clip Name	Duration	Status	Mark In	Mark Out
1	00:00:03.16	Done	01:07:11.09	01:07:14.25
2	00:00:04.04	Done	01:07:34.24	01:07:38.28
3	00:00:06.20	Done	01:07:51.09	01:07:57.29
4	00:00:02.14	Done	01:08:10.06	01:08:12.20
6	00:00:02.25	Recording	01:08:19.00	01:08:21.25
7	00:00:02.01	Ready	01:08:27.12	01:08:29.13
8	00:00:03.20	Ready	01:08:39.04	01:08:42.24
9	00:00:01.24	Ready	01:08:48.17	01:08:50.11
10	00:00:02.14	Ready	01:08:56.11	01:08:58.25

## Recording a Feed

With IngestStation, you can record a feed from a router source. In order to record a feed, you need to have IngestStation configured for your router and a specific IngestStation channel configured as well. See “Configuring the Router” on page 30 for instructions.

The screenshot displays the IngestStation software interface. On the left, there is a video preview window showing a tower against a cloudy sky. Below it, there are controls for clip management, including a text field for 'Clip 1', a 'Description' field, a 'Countdown' timer set to 00:00:00.00, and a 'Source' dropdown menu set to 'NewPath'. The main area is divided into four panels, each titled 'VTR Mode'. The top-left panel shows a list of clips for Channel 1. The top-right panel shows a table for Channel 2, 'Feed Mode', with one clip named 'test' in a 'Recording' status. The bottom two panels are empty tables for other channels.

Clip Name	Duration	Status	Mark In	Mark Out
Clip	00:00:10.19	Ready	09:16:27.25	09:16:31
Clip(1)	00:00:11.12	Ready	09:18:47.27	09:18:51
Clip(2)	00:01:10.21	Ready	09:15:40.15	09:16:5
Clip(3)	00:00:12.18	Ready	09:20:00.25	09:20:1
Clip(4)	00:00:19.12	Ready	09:11:44.29	09:12:0
Clip(5)	00:00:07.01	Ready	09:14:22.16	09:14:2
Clip(6)	00:00:10.19	Ready	09:16:27.25	09:16:3
Clip(7)	00:00:11.12	Ready	09:18:47.27	09:18:5
Clip(8)	00:01:10.21	Ready	09:15:40.15	09:16:5
Clip(9)	00:00:12.18	Ready	09:20:00.25	09:20:1
Clip(10)	00:00:19.12	Ready	09:11:44.29	09:12:0
Clip(11)	00:00:15.01	Ready	09:12:00.16	09:12:1

Clip Name	Start Time	End Time	Status
test	16:07:04 16:53:56	17:07:04 16:53:56	Recording



## Chapter 4 Using IngestStation

To record a feed:

1. Select the channel window where you want to record the feed.
2. Click **Toggle Mode** to switch the channel to feed mode.



The icon changes to this:

3. Enter a name for the clip.
4. Enter a description for the clip, if you want to.
5. Select the router source from the Source drop-down list.

IngestStation switches the router source to the router destination for the on-screen video source, main record channel and backup record channel.



6. Click **Record**.

The clip is added to the batch list. IngestStation switches the router source to the router destination for the main recording channel record destination and backup record channel destination. After a short time the clip begins recording.

Clip Name	Start Time	End Time	Status	Router Source	In Hand
001	16/07/04 16:53:56	17/07/04 16:53:56	Recording	2	00:00:00



7. When you are done recording, click **Stop Record**.

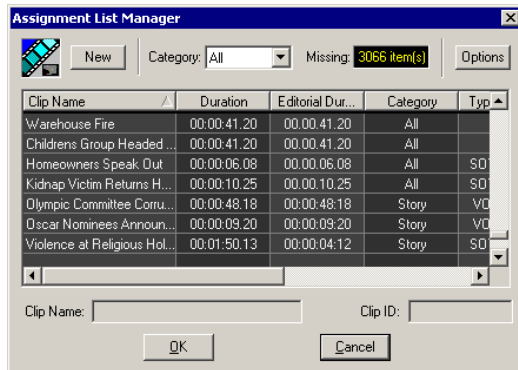
Recording stops and the clip status changes to Done.

Clip Name	Start Time	End Time	Status	Router Source	In Hand
001	16/07/04 16:5...	16/07/04 16:5...	Done	2	00:00:00

## Linking Clips to NewsQ Pro Placeholders

If you are using NewsQ Pro for playout, you can link clips you record with IngestStation to placeholders in NewsQ Pro. You can link clips for both the VTR Mode and Feed Mode using NewsQ Pro's Assignment List Manager. In VTR Mode, you can link a placeholder to any of the individual clips in the batch list. In Feed Mode, you link the placeholder to the entire feed, and for playout, you'll need to jog/shuttle using NewsQ Pro to cue the piece accurately to the start point.

### Tour of the Assignment List Manager



The list of assignments shows each clip placeholder and its properties:

Column	Description
Clip Name	The name of the clip placeholder.
Duration	The length of the clip.
Editorial Duration	The duration of the clip set when the placeholder was created. This estimated value will be changed later when media is associated with the placeholder.
Category	The category assigned to the clip; you can assign categories based on the editor to receive the assignment, for instance.
Type	The type of story or sequence an editor needs to create: Voice Over (VO), Sound on Tape (SOT), or other types set in News Q Pro's SDB Server Options.
Description	Brief description of the clip an editor needs to create.
Clip ID	The clip ID, which is automatically defined when the placeholder is created.
Date	The date the placeholder was created.



## Linking Clips

To link an ingested clip to a NewsQ Pro placeholder:

1. In VTR Mode, mark an In and Out point to create a clip; in Feed Mode, select your feed source.



2. In the left pane of IngestStation, click **Assignment List Manager**.

The Assignment List Manager opens.

3. Select a placeholder to link to and click **OK**.

The placeholder name and description fill in on IngestStation.



4. In VTR Mode, click **Add Clip to Batch List**; in Feed Mode, click **Record**.



The ingested clip or feed is now associated with the NewsQ Pro placeholder.

## Creating New Placeholders

If you need to, you can create additional placeholders for clips you want to link to NewsQ Pro.

To create a new placeholder for a clip:

1. Click **New**.

The New Clip Entry window appears:

**New Clip Entry**

Settings

Clip Name : Warehouse Fire

Story Type : SOT

Category : News

Editorial Duration : Clip Duration

Description : package on downtown fire

Protected :

Being Edited :

OK Cancel



2. Enter the clip information:

- **Clip Name** — Enter a name for the placeholder. The name identifies the placeholder in your Assignment List Manager, the Assignment List Plug-in on the ENPS system, and the NewsQ Pro playlist.
- **Story Type** — Select a Story Type from the drop-down menu. Story types are set in the NewsQ Pro application in SDB Server Options. Default story types are SOT (Sound on Tape) or VO (Voice Over). You can also leave this field blank.
- **Category** — Select a category from the drop-down menu. The category determines who receives the placeholder as an assignment. Selecting **ALL** makes the placeholder accessible to all editors who select **ALL** in their Assignment List Manager.
- **Editorial Duration** — If desired, enter an estimated duration for the story or select one from the drop-down list. Once the clip is created the duration is automatically adjusted to the clip length. The editor can also enter an editorial duration that is less than the clip length, which is sent back to the NCS for show timing.
- **Description** — Enter a description for the placeholder to help identify the clip you need to create.
- **Protected** — Check this box to prevent the clip from being deleted from the database.
- **Being Edited** — Check this box to show that the clip for a placeholder is being edited. This field allows editors to easily see that a clip is already being worked on in another edit room.

3. Click **OK**.

The Clip ID and Date are automatically set when you create the placeholder.



---

*Chapter 4 Using IngestStation*







## ***The IngestStation Keyboard***

This appendix lists all of the keyboard functions that control IngestStation, including key combinations using the Control keys.



Appendix *The IngestStation Keyboard*

Icon	Key	Name	Function
	<b>F12</b>	Record	Starts recording the clips in the batch list or the feed from the router source.
	<b>Ctrl + Q</b>	Eject	Ejects tape from tape deck.
	<b>W</b>	Play	Plays the tape or feed.
	<b>E</b>	Rewind	Rewinds the tape or feed.
	<b>R</b>	Fast Forward	Fast Forwards the tape or feed.
	<b>I</b>	Mark In	Marks an In point.
	<b>Ctrl + I</b>	Go to Mark In	Moves to the Mark In point.
	<b>O</b>	Mark Out	Marks an Out point.
	<b>Ctrl + O</b>	Go to Mark Out	Moves to the Mark Out point.
	<b>P</b>	Clear Mark In	Clears the In point.
	<b>]</b>	Clear Mark Out	Clears the Out point.
	<b>A</b>	Back 1 Frame	Moves cursor one frame back on the Timeline.

Icon	Key	Name	Function
	<b>S</b>	Forward 1 Frame	Moves cursor one frame forward on the Timeline.
	<b>D</b>	Back 10 Frames	Moves cursor 10 frames back on the Timeline.
	<b>F</b>	Forward 10 Frames	Moves cursor 10 frames forward on the Timeline.
	<b>C</b>	Add Clip to Batch List	Adds marked clip to batch list.
 	<b>Space Bar</b>	Stop	Toggles between recording and stopping recording.



---

*Appendix The IngestStation Keyboard*

# Index

---

## A

Assignment List Manager 45

## B

batch list

creating 37

importing EDL 40

rearranging 41

## C

channel

columns 18, 20

configuration 31

window toolbar 17

clip record area 19

clips

linking in NewsQ Pro 45, 46

recording to server 42

configuration

channels 31

IngestStation 29

Media Server 28

M-Series iVDR 28

NewsQ Pro 33

Profile Media Server 28

recording settings 29

router 30

controlling a VTR with IngestStation 38

creating

batch list 37

new placeholders 46

## D

description of IngestStation 14

## E

EDL, importing into IngestStation 40

## F

Feed Mode

channel columns 20

description of 20

feed record area 21

recording 43

feed record area 21

## G

guidelines, safety 7

## H

handles, adding 36

hardware, installing 24



## I

- importing EDL 40
- IngestStation
  - configuring 29
  - controlling a VTR 38
  - description of 14
  - Feed Mode 20
  - importing EDL 40
  - installing
    - hardware 24
    - software 24
  - kit contents 15
  - linking clips to NewsQ Pro placeholders 45
  - recording clips 42
  - software license 25
  - system requirements 15
  - VTR Mode 18
  - windows 16
- installation
  - hardware 24
  - software 24

## K

- keyboard, description of keys 50
- kit, IngestStation 15

## L

- linking clips in NewsQ Pro 46

## M

- Mark Points
  - description 39
  - setting 39
- Media Server
  - configuring 28
  - recording clips 42
- M-Series iVDR, configuring for IngestStation 28

## N

- NewsQ Pro
  - Assignment List Manager 45
  - configuring for IngestStation 33
  - creating new placeholders 46
  - linking clips 46
  - linking clips to placeholders 45

## O

- organizing clips 41

## P

- PC requirements for IngestStation 15
- placeholders
  - creating 46
  - linking clips to 45
- precautions 7, 8
- product support 5
- Profile Media Server, configuring 28



## **R**

- rearranging batch list 41
- recording
  - clips 42
  - clips from VTR tape 36
  - feed 43
- recording settings, configuring 29
- router, configuring for IngestStation 30

## **S**

- safety guidelines 7
- service safety 9
- setting Mark Points 39
- setting up Media Server 28
- software
  - installation 24
  - license number 25
- support 5
- system requirements 15

## **T**

- technical support 5
- toolbar, channel window 17

## **V**

- VTR Mode
  - adding handles 36
  - channel columns 18
  - clip record area 19
  - controlling VTR 38
  - creating batch list 37
  - description of 18
- VTR, recording from 36

## **W**

- windows in IngestStation 16



---

*Index*