New Master Control Guide Book

Draft 1

Contents

[Basic Operations 3](#_Toc391211293)

[Signal Path 3](#_Toc391211294)

[Basic Responsibility’s 3](#_Toc391211295)

[Operating Instructions for Media Bank (NBC) 4](#_Toc391211296)

[MediaBank’s Basic Functions 4](#_Toc391211297)

[Playing media 4](#_Toc391211298)

[Playlist 4](#_Toc391211299)

[Acquiring Media for MediaBank 6](#_Toc391211300)

[Recording video 6](#_Toc391211301)

[HD 6](#_Toc391211302)

[SD 6](#_Toc391211303)

[PitchBlue 6](#_Toc391211304)

[Recording media from PitchBlue 6](#_Toc391211305)

# Basic Operations

## Signal Path

It is important to understand the understand the path our signal takes, from the studio to air, in order to be able to trouble shoot a problem when we unexpectedly go off air.

Signal Path for KCBD 11.1 (NBC) and 11.2 (ThisTV)

## Basic Responsibility’s

* Ensure we are on air
* Roll Breaks at the right time
* Document the time breaks roll on paper log
* Log transmitter readings
* Ensure we have all media (Spots, Shows) needed

# Operating Instructions for Media Bank (NBC)

## MediaBank’s Basic Functions

MediaBank’s two basic functions are to play MPEG videos (spots, show segments, etc…) and control the router. If the event column is set to switch, MediaBank will only switch the router and not play a file. Normally the only things you will switch to is NET (NBC) and NEWS (the studio), and is set in the ID column. If the event is Decode1 then it will play the file indicated in the ID column.

## Playing media

To play a file (a segment of a show, a break, etc…) you do one of two things.

1. Press the Primary (Or secondary, if using the secondary MediaBank system) Play button on the master control console.
   1. Note, the secondary button on the console does not always work, so it is best that you hit the play button on the secondary system if playing off of it, due to the primary failing.
2. Press the play icon in MediaBank.

### Playlist

The playlist is set-up as illustrated bellow:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | Description | Time | Length | Event | Device | Status |
| MPR6502 | NBC Promo | 12:00:25:10 | 00:00:30:01 | DUR | DECODE1 | Playing |
| NEWS | NEWS AT 6 | 12:00:55:00 | 00:10:00:00 | DUR | Switch |  |
| M1130 | Paid Spot | 12:11:00:00 | 00:00:30:00 | MAN | DECODE1 | Cued |

* The ID column is the file name of the show segment or spot that is to run.
  + All spots are named by is house id, or m number, e.g. the first line of the table is indicating that MPR6502.mpeg is playing, the third is indicating that M1130.mpeg is to play.
  + All shows are named by their show code + the date + the segment number, e.g. INSD140622-1.mpeg is the first segment of Inside Edition for the 22nd of June, 2014
* Description is simply a description of the file and is determined by what is entered into the description field when the file is dubed in. For a promo or news topical, it should say what show it is advertising. E.g. “Jeopardy top 22jun14”, or “10top 22jun14”. For a paid spot, it should say who it is advertising and the ISCI/Add-ID, e.g. Toyota GMT1403.
* The Length column shows how long the file is. Almost all spots will be 5, 10, 15, of 30 seconds. Show segments vary in length, but are normally longer than five minutes.
* The EVENT column determines what MediaBank will do after an action is complete.
  + If set to DUR, MediaBank will keep playing until it comes to a MAN item.
  + A MAN event will play all DUR items before it, and then stop until it is manually played[[1]](#footnote-1).
  + REM will cause MediaBank to skip an item and play the next item after it. This is used for comments and killing a spot for time.
  + TOD will cause MediaBank to play an item at a certain time, rather than advancing to the next file or waiting for a manual play.
* Device will always either be DECODE1, if playing a file from MediaBank, or SWITCH if the next item is a switch (to NET or NEWS) and MediaBank does not have to play a file

# Acquiring Media for MediaBank

## Recording video

Most of what you record will need to be in HD. In fact we need to air as much as possible in HD. You must never[[2]](#footnote-2) record anything from the studio in SD, because the video will be window boxed. If the HD encoder in un-avaible, the anchor/reporter/whoever must wait.

Recorded files do not need to be ran through Carbon Coder.

Refer to APENDIX for a list of what shows we record, and how to record it.

### HD

1. Switch the secondary MediaBank system’s monitor to the HD Encoder
2. Select the approate source in the router under the small HD Encoder monitor
3. Select “Quick Record”, and name your file so you will know what it is based on the file name. e.g. “Steve weather wrap 22jun”
4. Click “Start”
5. When what you are recording is done, click “stop”
6. After you click stop the HD encoder will freeze while it is writing the file to disk, and you will be unable to record again until it is finished. You will know it is done when the clock starts running again.

## SD

1. Open MediaBank ASR on the SD-Ingest computer
2. Using the SD router on the console to route the source you want to record to Profile 2 or 3, depending on what SD encoder you are using.
3. Click “Quick Record” and select the encoder you are using and name the file.
4. Click “Start”
5. When done, click “Stop”. The SD encoders do not have the same freezing problem the HD encoder does.

## PitchBlue

PitchBlue automatically records, transcodes, and segments most of the syndicated shows we air. To dub them into MediaBank, you simply open the holding folder and rename the file to remove the episode number from the start of the file name.

## Preparing Media for Dubbing

All media not recorded or from PitchBlue must be processed by Carbon Coder, failure to do so will cause Media Bank to crash when it tries to play the file. On the SD-Ingest computer copy the file you want to process to /Desktop/hdwatch/IN. Once it is done, the file will be in /Desktop/Conform

1. See page 4, for instructions on playing media in MediaBank [↑](#footnote-ref-1)
2. There are exceptions to every rule; we record the 10 news in SD, for example, but only for protection in case the HD encoder fails. As a rule we must never air anything recorded in SD from the studio. [↑](#footnote-ref-2)