XPression

INcoder User Guide

VERSION 14.0



ROSS

Thank You for Choosing Ross

You've made a great choice. We expect you will be very happy with your purchase of Ross Technology.

Our mission is to:

1. Provide a Superior Customer Experience
   - offer the best product quality and support
2. Make Cool Practical Technology
   - develop great products that customers love

Ross has become well known for the Ross Video Code of Ethics. It guides our interactions and empowers our employees. I hope you enjoy reading it below.

If anything at all with your Ross experience does not live up to your expectations be sure to reach out to us at solutions@rossvideo.com.



David Ross

CEO, Ross Video

dross@rossvideo.com

Ross Video Code of Ethics

Any company is the sum total of the people that make things happen. At Ross, our employees are a special group. Our employees truly care about doing a great job and delivering a high quality customer experience every day. This code of ethics hangs on the wall of all Ross Video locations to guide our behavior:

1. We will always act in our customers' best interest.
2. We will do our best to understand our customers' requirements.
3. We will not ship crap.
4. We will be great to work with.
5. We will do something extra for our customers, as an apology, when something big goes wrong and it's our fault.
6. We will keep our promises.
7. We will treat the competition with respect.
8. We will cooperate with and help other friendly companies.
9. We will go above and beyond in times of crisis. *If there's no one to authorize the required action in times of company or customer crisis - do what you know in your heart is right. (You may rent helicopters if necessary.)*

XPression INcoder User Guide

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- Version: 14.0
- Document Revision: 1
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Patents

Patent numbers US 7,034,886; US 7,508,455; US 7,602,446; US 7,802,802 B2; US 7,834,886; US 7,914,332; US 8,307,284; US 8,407,374 B2; US 8,499,019 B2; US 8,519,949 B2; US 8,743,292 B2; GB 2,419,119 B; GB 2,447,380 B; and other patents pending.

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IMPORTANT:

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1. **INTERPRETATION.** In this Agreement, (a) words signifying the singular number include the plural and vice versa, and words signifying gender include all genders; (b) every use of the words "herein", "hereof", "hereto" "hereunder" and similar words shall be construed to refer to this Agreement in its entirety and not to any particular provision hereof; (c) reference to any agreement or other document herein will be construed as referring to such agreement or other document as from time to time amended, modified or supplemented (subject to any restrictions on such amendment, modification or supplement set forth therein); (d) every use of the words "including" or "includes" is to be construed as meaning "including, without limitation" or "includes, without limitation", respectively; and (e) references to an Article or a Section are to be construed as references to an Article or Section of or to this Agreement unless otherwise specified.

2. **DEFINITIONS.** In this Agreement, in addition to the terms defined elsewhere in this Agreement, the following terms have the meanings set out below:

   "**Affiliate**" means, with respect to any Person, any other Person who directly or indirectly controls, is controlled by, or is under direct or indirect common control with, such Person. A Person shall be deemed to control a Person if such Person possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of such Person, whether through the ownership of voting securities, by contract or otherwise; and the term "controlled" and "controlling" shall have a similar meaning.

   "**Agreement**" means this End User Software License Agreement including the recitals hereto, as the same may be amended from time to time in accordance with the provisions hereof.

   "**Backup System**" means the secondary piece of Designated Equipment upon which the Software is installed and mirrored for the sole purpose of replacing a Primary System in the event such Primary System is not available or functioning properly for any reason.

   "**Change of Control**" means (a) the direct or indirect sale, transfer or exchange by the shareholders of a Party of more than fifty percent (50%) of the voting securities of such Party, (b) a merger or amalgamation or reorganization or other transaction to which a Party is party after which the shareholders of such Party immediately prior to such transaction hold less than fifty percent (50%) of the voting securities of the surviving entity, (c) the sale, exchange, or transfer of all or substantially all of the assets of a Party.

"Confidential Information" means all data and information relating to the business and management of either Party, including the Software, trade secrets and other technology to which access is obtained or granted hereunder by the other Party, and any materials provided by Ross Video to Licensee; provided, however, that Confidential Information shall not include any data or information which:

(i) is or becomes publicly available through no fault of the other Party;

(ii) is already in the rightful possession of the other Party prior to its receipt from the other Party;

(iii) is already known to the receiving Party at the time of its disclosure to the receiving Party by the disclosing Party and is not the subject of an obligation of confidence of any kind;

(iv) is independently developed by the other Party;

(v) is rightfully obtained by the other Party from a third party; or

(vi) is disclosed with the written consent of the Party whose information it is.

"Designated Equipment" shall mean (a) the hardware products sold by Ross Video to Licensee on which the Software is installed and licensed for use, as the same may be replaced from time to time by Ross Video; or (b) in the case of Software licensed on a stand-alone basis, the equipment of Licensee on which the Software is to be installed and meets the minimum specifications set out in the Documentation.

"Documentation" shall mean manuals, instruction guides, user documentation and other related materials of any kind pertaining to the Software (whether in electronic, hard-copy or other media format) that are furnished to Licensee by or on behalf of Ross Video in relation to the Software.

"Freeware" means Software that is available free of charge from Ross Video, and includes, without limitation the master control system software known as "DashBoard".

"Governmental Authority" means (a) any federal, provincial, state, local, municipal, regional, territorial, aboriginal, or other government, governmental or public department, branch, ministry, or court, domestic or foreign, including any district, agency, commission, board, arbitration panel or authority and any subdivision of any of them exercising or entitled to exercise any administrative, executive, judicial, ministerial, prerogative, legislative, regulatory, or taxing authority or power of any nature; and (b) any quasi-governmental or private body exercising any regulatory, expropriation or taxing authority under or for the account of any of them, and any subdivision of any of them.

"Improvements" means all inventions, works, discoveries, improvements and innovations of or in connection with the Software, including error corrections, bug fixes, patches and other updates in Object Code form to the extent made available to Licensee in accordance with Ross Video's release schedule.

"License Fee" means the fee(s), if any, payable in respect of the Software in accordance with the relevant invoice(s) or other purchase documents delivered in connection with this Agreement.

"License Period" means the period of time that Licensee will have the rights granted under this Agreement, as may be specified in an Order.

"**Modifications**" means any enhancements, changes, corrections, translations, adaptations, revisions, developments, upgrades or updates thereto; and "Modify" shall mean the creation of any of the foregoing.

"**Object Code**" means the machine readable executable form of a computer software program.

"Open Source Components" means third party Open Source software, libraries or other components.

"Open Source License" means the license that governs each Open Source Component.

"Order" means the documents provided by Ross Video to Licensee detailing the Ross Video products contemplated for purchase, the corresponding fees and License Period that may apply to the Software, including any and all quotations, purchase orders, acknowledgments, pro formas, invoices and other purchase documentation.

"**Parties**" means both Ross Video and Licensee and "Party" means either one of them as the context requires.

"**Person**" will be broadly interpreted and includes (a) a natural person, whether acting in his or her own capacity, or in his or her capacity as executor, administrator, estate trustee, trustee or personal or legal representative; (b) a corporation or a company of any kind, a partnership of any kind, a sole proprietorship, a trust, a joint venture, an association, an unincorporated association, an unincorporated syndicate, an unincorporated organization or any other association, organization or entity of any kind; and (c) a Governmental Authority.

"**Primary System**" means the Designated Equipment upon which the Software is installed and executed to deliver its intended functionality.

"Released Claims" has the meaning ascribed to it in Section 9(b).

"Released Parties" has the meaning ascribed to it in Section 9(b).

"Ross Video" means Ross Video Limited and its Affiliates.

"Software" means the version of the Object Code licensed and delivered to Licensee by Ross Video concurrently with delivery of this Agreement, including without limitation the Freeware, and any subsequent error corrections, updates, Modifications or Improvements provided to Licensee by Ross Video pursuant to this Agreement, but specifically excluding any features or plug-ins that may be purchased by you directly from third parties as upgrades or enhancements to the Software.

"**Source Code**" means the human readable form of a computer software program, and all tools and documentation necessary for a reasonably competent computer programmer to understand, maintain and Modify the Software.

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   a. Licensee will not Use the Freeware to engage in or allow others to engage in any illegal activity.

   b. Licensee will not Use the Freeware in any way that will interfere with or damage the operation of the services of any third parties by overburdening/disabling network resources through automated queries, excessive usage or similar conduct.

   c. Licensee will not Use the Freeware to engage in any activity that will violate the rights of others, including, without limitation, by using it for operations that involve child labour, suppressing the right of freedom of expression or endangering the security of person.

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a. Ross Video agrees to defend, indemnify and hold harmless Licensee from final damages awarded by a court of competent jurisdiction (hereinafter referred to as the "**Losses**"), which Licensee, or any of its officers or directors, may incur, suffer or become liable for as a result of, or in connection with, any third party claim asserted against Licensee to the extent such claim is based on a contention that the Software, Documentation or any portion thereof, infringes any valid, registered, enforceable patents, copyrights, trade secrets, trademarks or other intellectual property rights of any third party, provided that (a) the allegedly infringing Software or Documentation has been used within the scope of and in accordance with the terms of this Agreement, and (b) Licensee notifies Ross Video in writing of such claim within ten (10) days of a responsible officer of Licensee becoming aware of such claim. If the Software, Documentation or any portion thereof is held to constitute an infringement of a third party's intellectual property rights, and use thereof is enjoined, Ross Video shall, at its election and expense, either (i) procure the right to use the infringing element of the Software or Documentation; or (ii) replace or modify the element of the Software or Documentation so that the infringing portion is no longer infringing and still performs the same function without any material loss of functionality. Ross Video shall make every reasonable effort to correct the situation with minimal effect upon the operations of Licensee.

b. Notwithstanding the above, Ross Video reserves the right to terminate this Agreement and the License granted hereunder on immediate notice to Licensee, and without liability to Licensee, in the event that the Software or Documentation constitutes or may, in Ross Video's determination, constitute, an infringement of the rights of a third party that Ross Video, in its sole discretion, does not consider to be affordably remediable.

c. Either party may terminate this Agreement immediately should any Software become, or in either party's opinion be likely to become, the subject of a claim of infringement of any intellectual property right and, in such event, there shall be no claim by either Licensee or Ross Video against the other arising out of such termination, provided that the foregoing shall not apply to a claim for infringement by Ross Video against Licensee in the event that Licensee is alleged to have infringed Ross Video's intellectual property rights, in which case Licensee shall remain liable for all outstanding License Fees and other amounts owing to Ross Video.

d. Notwithstanding the foregoing, Ross Video shall have no liability for any claim of infringement based on use of other than a current, unaltered release of the Software and/or Documentation available from Ross Video if such infringement would have been avoided by the use of a current, unaltered release of the Software and/or Documentation provided that such current, unaltered release performs substantially in conformity with the specifications set out in the Documentation and was provided, at no additional cost by Ross Video, to those subscribing for maintenance services for the Software or Documentation.

12. **CONFIDENTIALITY.** Each Party shall maintain in confidence all Confidential Information of the other Party, shall use such Confidential Information only for the purpose of exercising its rights and fulfilling its obligations under this Agreement, and shall not disclose any Confidential Information of the disclosing Party to any third party except as expressly permitted hereunder or make any unauthorized use thereof. Each Party shall disclose the Confidential Information only to those of its employees, consultants, advisors, and/or subcontractors who have a need to know the Confidential Information. Each Party shall, prior to disclosing the Confidential Information to such employees, consultants, advisors and/or subcontractors, obtain their agreement to receive and use the Confidential Information on a confidential basis on the same terms and conditions contained in this Agreement. The receiving Party shall treat the Confidential Information of the disclosing Party with the same degree of care against disclosure and/or unauthorized use as it affords to its own information of a similar nature, or a reasonable degree of care, whichever is greater. The receiving Party further agrees not to remove or destroy any proprietary or confidential legends or markings placed upon any documents or other materials of the disclosing Party. The obligations of confidence set forth in this Agreement shall extend to any Affiliates that have received Confidential Information of the disclosing Party and shall also cover Confidential Information disclosed by any Affiliate. The receiving Party shall be responsible for any actions or omissions of its Affiliates as if such actions or omissions were its own.

    Either party may disclose certain Confidential Information if it is expressly required to do so pursuant to legal, judicial, or administrative proceedings, or otherwise required by law, provided that (i) such Party provides the other Party with reasonable written notice prior to such disclosure; (ii) such Party seeks confidential treatment for such Confidential Information; (iii) the extent of such disclosure is only to the extent expressly required by law or under the applicable court order; and (iv) such Party complies with any applicable protective or equivalent order.

    Each of Ross Video and Licensee (the **"Indemnifying Party"**, as applicable) agree to indemnify the other (the **"Indemnified Party"**, as applicable) for all Losses incurred by the Indemnified Party as a result of a failure of the Indemnifying Party to comply with its obligations under this Section 12 provided that the Indemnified Party has given prompt notice of any such claim and, to the extent that a claim may lie against a third party for the unauthorized disclosure of such Confidential Information, the right to control and direct the investigation, preparation, action and settlement of each such claim and, further, provided that the Indemnified Party reasonably co-operates with the Indemnifying Party in connection with the foregoing and provides the Indemnifying Party with all information in the Indemnified Party's possession related to such claim and such further assistance as reasonably requested by the Indemnifying Party.

    The Parties acknowledge and agree that any breach of the confidentiality provisions of this Agreement by one Party may cause significant and irreparable injury to the other Party that is not compensable monetarily, as well as damages that may be difficult to ascertain, and agrees that, in addition to such other remedies that may be available at law or in equity, the other Party shall be entitled to seek injunctive relief (including temporary restraining orders, interim injunctions and permanent injunctions) in a court of competent jurisdiction in the event of the breach or threatened breach by such party of any of the confidentiality provisions of this Agreement. The relief contemplated in this Section shall be available to each Party without the necessity of having to prove actual damages and without the necessity of having to post any bond or other security. Each Party further agrees to notify the other Party in the event that it learns of or has reason to believe that any Person has breached the confidentiality provisions of this Agreement.

13. **LIMITATION OF LIABILITY.** The limitation of liability provisions of this Agreement reflect an informed voluntary allocation of the risks (known and unknown) that may exist in connection with the licensing of the Software or Documentation hereunder by Ross Video, and that voluntary risk allocation represents a material part of the Agreement reached between Ross Video and Licensee. Should Ross Video be in breach of any obligation, Licensee agrees that Licensee's remedies will be limited to those set forth in this Agreement. No action, regardless of form, arising out of this Agreement may be brought by Licensee more than twelve (12) months after the facts giving rise to the cause of action have occurred, regardless of whether those facts by that time are known to, or reasonably ought to have been discovered by, Licensee.

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    (B) IN NO EVENT SHALL ROSS VIDEO, ITS AFFILIATES AND LICENSORS, AND THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS, BE LIABLE FOR ANY CLAIM FOR INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, AGGRAVATED DAMAGES; LOST PROFITS, OR LOST REVENUE ARISING FROM OR IN CONNECTION WITH THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, OR IN TORT, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

    (C) IN ANY EVENT THE AGGREGATE LIABILITY OF ROSS VIDEO, ITS AFFILIATES AND LICENSORS, AND THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS, FOR ANY CLAIM FOR DIRECT DAMAGES WITH RESPECT TO THE SUBJECT MATTER OF THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF THE PURCHASE PRICE PAID TO ROSS VIDEO UNDER THIS AGREEMENT.

14. **TERM AND TERMINATION**.

    (1) Unless terminated earlier in accordance with the terms of this Agreement, the term of this Agreement shall commence upon Licensee's first download, access, installation, or other use of the Software or Documentation and continues until, in the case of Software licensed with Designated Equipment provided by Ross Video, the earliest of (a) the end of the License Period, or (b) if the Designated Equipment is assigned or transferred in accordance with this Agreement, the date on which the Designated Equipment is no longer owned by Licensee;

    (2) Either Party shall have the right to terminate this Agreement on notice to the other Party if:

        (a) the other Party fails to pay any fees or other amounts when due hereunder or under any other agreement between the Parties (or any Affiliates of the Parties, as applicable) in connection with the Software and/or Designated Equipment and such breach is not cured within thirty (30) days after written notice of such failure to pay is given to the defaulting Party by the non-defaulting Party;

        (b) the other Party shall file a voluntary petition in bankruptcy or insolvency or shall petition for reorganization under any bankruptcy law, consent to an involuntary petition in bankruptcy, or if a receiving order is given against it under the Bankruptcy and Insolvency Act (Canada) or the comparable law of any other jurisdiction (and such is not dismissed within ten (10) days);

(c) there shall be entered an order, judgment or decree by a court of competent jurisdiction, upon the application of a creditor, approving a petition seeking reorganization or appointing a receiver, trustee or liquidator of all or a substantial part of the other Party's assets and such order, judgment or decree continues in effect for a period of thirty (30) consecutive days; or

(d) the other Party shall fail to perform any of the other material obligations set forth in this Agreement and such default, in the case of a default which is remediable, continues for a period of thirty (30) days after written notice of such failure has been given by the non-defaulting Party or, in the case of a non-remediable default, immediately upon notice.

(3) Notwithstanding anything to the contrary contained in this Agreement:

(a) Ross Video may forthwith terminate this Agreement if Licensee is in breach of any of sections 3, 4 or 12 of this Agreement. For greater certainty, in such instances Ross Video shall provide written notice of such termination as soon as practicable but written notice shall not be a necessary prerequisite to such termination; and

(b) in the event of a Change of Control of Licensee, Ross Video shall have the right to terminate this Agreement and the License granted hereunder upon thirty (30) days' prior written notice to Licensee. For greater certainty, Ross Video's right to terminate in the event of a Change of Control of Licensee shall continue for a period of six (6) months from the date Licensee delivers notice of such Change of Control to Ross Video.

(c) Ross Video may terminate the License immediately on the date on which it provides notice to Licensee, if its agreements for Third Party Software are terminated.

(4) Upon the termination or expiry of this Agreement:

(a) Licensee shall immediately cease and desist all use of the Software and Documentation;

(b) Licensee shall immediately deliver to Ross Video any of Ross Video's Confidential Information provided hereunder (including the Software and Documentation) then in its possession or control, if any, and shall deliver a certificate of an officer of Licensee certifying the completeness of same;

(c) Licensee shall refrain from further use of such Confidential Information; and

(d) Licensee shall forthwith pay all amounts owing to Ross Video or any of its Affiliates hereunder.

15. **SURVIVAL.** The provisions of sections 1, 2, 6, 8, 9, 10, 11, 12, 13, 14, 18, 22, 23, and 24 herein shall survive the expiry or termination of this Agreement.

16. **FORCE MAJEURE.** Dates and times by which Ross Video is required to render performance under this Agreement shall be automatically postponed to the extent and for the period that Ross Video is prevented from meeting them by reason of events of force majeure or any cause beyond its reasonable control provided Ross Video notifies Licensee of the commencement and nature of such cause and uses its reasonable efforts to render performance in a timely manner.

17. **ASSIGNMENT.** Ross Video may assign this Agreement, or any of its rights or obligations hereunder, in whole or in part, upon notice to Licensee. Licensee shall not assign this Agreement, or any of its rights or obligations hereunder, in whole or in part, without the prior written consent of Ross Video, which consent may not be unreasonably withheld. This Agreement enures to the benefit of and is binding upon each of the Parties and their respective successors and permitted assigns.

18. **GOVERNING LAW.** If Licensee acquired the Ross Product(s) in the United States or Canada, the laws of the state or province where Licensee's principal place of business is located govern the interpretation of this Agreement, claims for its breach, and all other claims regardless of conflict of laws principles. If Licensee acquired the Ross Product(s) in the European Union or the United Kingdom, then the laws of England and Wales apply. If Licensee acquired the Ross Product(s) in any other country, then the laws of the Province of Ontario, Canada shall apply.

19. **LANGUAGE.** The Parties have expressly required that this Agreement and all documents relating thereto be prepared in English. Les parties ont expressément exigé que cette convention ainsi que tous les documents qui s'y rattachent soient rédigés en anglais.

20. **GOVERNMENT CONTRACTS.** If the Software and/or Documentation to be furnished to Licensee hereunder are to be used in the performance of a government contract or subcontract, the Software and/or Documentation shall be provided on a "restricted rights" basis only and Licensee shall place a legend, in addition to applicable copyright notices, in the form provided under the applicable governmental regulations. For greater certainty, Ross Video shall not be subject to any flow-down provisions required by any customer of Licensee that is a Governmental Authority unless Ross Video expressly agrees to be bound by such flow-down provisions in writing.

21. **EXPORT AND IMPORT LAWS.** Licensee acknowledges and agrees that the Software (including any technical data and related technology) may be subject to the export control laws, rules, regulations, restrictions and national security controls of the United States and other applicable countries (the "**Export Controls**") and agrees not to export, re-export, import or allow the export, re-export or import of such export-controlled Software (including any technical data and related technology) or any copy, portion or direct product of the foregoing in violation of the Export Controls. Licensee hereby represents that it is not an entity or person to whom provision of the Software (including any technical data and related technology) is restricted or prohibited by the Export Controls. Licensee agrees that it has the sole responsibility to obtain any authorization to export, re-export, or import the Software (including any technical data and related technology), as may be required. Licensee will defend, indemnify and hold Ross Video harmless from any and all claims, losses, liabilities, damages, fines, penalties, costs and expenses (including attorney's fees) arising from or relating to any breach by Licensee of its obligations under this Section.

22. **AMENDMENT AND WAIVER.** No amendment, discharge, modification, restatement, supplement, termination or waiver of this Agreement or any Section of this Agreement is binding unless it is in writing and executed by the Party to be bound. No waiver of, failure to exercise or delay in exercising, any Section of this Agreement constitutes a waiver of any other Section (whether or not similar) nor does any waiver constitute a continuing waiver unless otherwise expressly provided.

23. **SEVERABILITY.** Each Section of this Agreement is distinct and severable. If any Section of this Agreement, in whole or in part, is or becomes illegal, invalid, void, voidable or unenforceable in any jurisdiction by any court of competent jurisdiction, the illegality, invalidity or unenforceability of that Section, in whole or in part, will not affect (a) the legality, validity or enforceability of the remaining Sections of this Agreement, in whole or in part; or (b) the legality, validity or enforceability of that Section, in whole or in part, in any other jurisdiction.

24. **ENTIRE AGREEMENT.** This Agreement, and any other documents referred to herein, constitutes the entire agreement between the Parties relating to the subject matter of this Agreement and supersedes all prior written or oral agreements, representations and other communications between the Parties.

Updated: November 1, 2023

Warranty and Repair Policy

Ross Video Limited (Ross) warrants its XPression INcoder systems to be free from defects under normal use and service for the following time periods from the date of shipment:

- XPression INcoder Server — 12 months
- XPression INcoder Software Upgrades — 12 months free of charge
- System and Media hard drives — 12 months

If an item becomes defective within the warranty period Ross will repair or replace the defective item, as determined solely by Ross.

Warranty repairs will be conducted at Ross, with all shipping FOB Ross dock. If repairs are conducted at the customer site, reasonable out-of-pocket charges will apply. At the discretion of Ross, and on a temporary loan basis, plug in circuit boards or other replacement parts may be supplied free of charge while defective items undergo repair. Return packing, shipping, and special handling costs are the responsibility of the customer.

This warranty is void if products are subjected to misuse, neglect, accident, improper installation or application, or unauthorized modification.

In no event shall Ross Video Limited be liable for direct, indirect, special, incidental, or consequential damages (including loss of profit). Implied warranties, including that of merchantability and fitness for a particular purpose, are expressly limited to the duration of this warranty.

This warranty is TRANSFERABLE to subsequent owners, subject to Ross' notification of change of ownership.

Extended Warranty

For customers that require a longer warranty period, Ross offers an extended warranty plan to extend the standard warranty period by one year increments. For more information about an extended warranty for your XPression INcoder system, contact your regional sales manager.

Environmental Information

The equipment that you purchased required the extraction and use of natural resources for its production. It may contain hazardous substances that could impact health and the environment.

To avoid the potential release of those substances into the environment and to diminish the need for the extraction of natural resources, Ross Video encourages you to use the appropriate take-back systems. These systems will reuse or recycle most of the materials from your end-of-life equipment in an environmentally friendly and health conscious manner.

The crossed-out wheeled bin symbol invites you to use these systems.



If you need more information on the collection, reuse, and recycling systems, please contact your local or regional waste administration.

You can also contact Ross Video for more information on the environmental performances of our products.

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E-mail for Technical Support:	techsupport@rossvideo.com
E-mail for General Information:	solutions@rossvideo.com
Website:	http://www.rossvideo.com

*If the local support specialist is not available, your call will be transferred automatically to our North America center.

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Introduction

Thank you for choosing a Ross Video XPression INcoder system.

Ross Video designed XPression INcoder with the needs of live production in mind.

Ingest and transcoding with multi-target publishing:

XPression INcoder is a high-powered file-based ingest and transcoder application that sorts out your difficulties when confronted with multiple codecs. Simply drop or render a file into one of XPression INcoder's intelligent watch folders and you're done! INcoder works in the background to quickly transcode the clip into the highly-efficient XPression Video Codec - which supports video, key, and up to 16 channels of audio – and then delivers it for playout using its multi-target publishing capability. Destinations can include: the XPression Clip Database where it's automatically registered into the file list and metadata recorded, a NAS or SAN storage system, or any file location across a network.

We appreciate your business and sincerely hope that you have a great experience with your new XPression INcoder system. As always, if there is anything we at Ross Video can do to assist you, please do not hesitate to contact us.

About This Guide

This user guide describes the XPression INcoder, its installation, configuration, and functions.

If, at any time, you have questions pertaining to the operation of XPression INcoder, please contact us at the numbers listed in the section Getting Help 3. Our technical staff is always available for consultation, training, or service.

Documentation Conventions

Special text formats are used in this guide to identify parts of the user interface, text that a user must enter, or a sequence of menus and sub-menus that must be followed to reach a particular command.

Bold text	Bold text identifies a user interface element such as a dialog box, menu item, or button. For example: In the **Slug** column, type a slug name for the story.
Italic text	Italic text is used to identify the titles of referenced guides, manuals, or documents. For example: For more information, refer to the *DashBoard User Guide.*
`Courier text`	Courier text identifies text that a user must type. For example: In the **Username** box, type `postgres`.
Menu Sequences	Menu arrows are used in procedures to identify a sequence of menu items that you must follow. For example: If a step reads **Server > Save As**, you would select the **Server** menu and then select **Save As**.
Hypertext	Identifies a hyperlink to a related topic.

Getting Help

XPression INcoder documentation is available online at Product Documentation and is also accessible on the product USB key and by selecting the **Help** icon in the user interface.

Contacting Technical Support

At Ross Video, we take pride in the quality of our products, but if problems occur, help is as close as the nearest telephone.

Our 24-hour Hot Line service ensures you have access to technical expertise around the clock. After-sales service and technical support is provided directly by Ross Video personnel. During business hours (Eastern Time), technical support personnel are available by telephone. After hours and on weekends, a direct emergency technical support phone line is available. If the technical support person who is on call does not answer this line immediately, a voice message can be left and the call will be returned shortly. This team of highly trained staff is available to react to any problem and to do whatever is necessary to ensure customer satisfaction.

Technical Support:

- 1-613-686-1557
- 1-833-859-0499 (Toll free within North America)
- +800 3540 3545 (Toll free International)
- +91-22-5016-6177 (India)
- 1300 007 677 (Australia/Sydney)*
- E-mail: techsupport@rossvideo.com
- Website: http://www.rossvideo.com

*If the local support specialist is not available, your call will be transferred automatically to our North America center.

User Interface Overview

This section provides a user interface overview for the XPression INcoder Manager's interface.

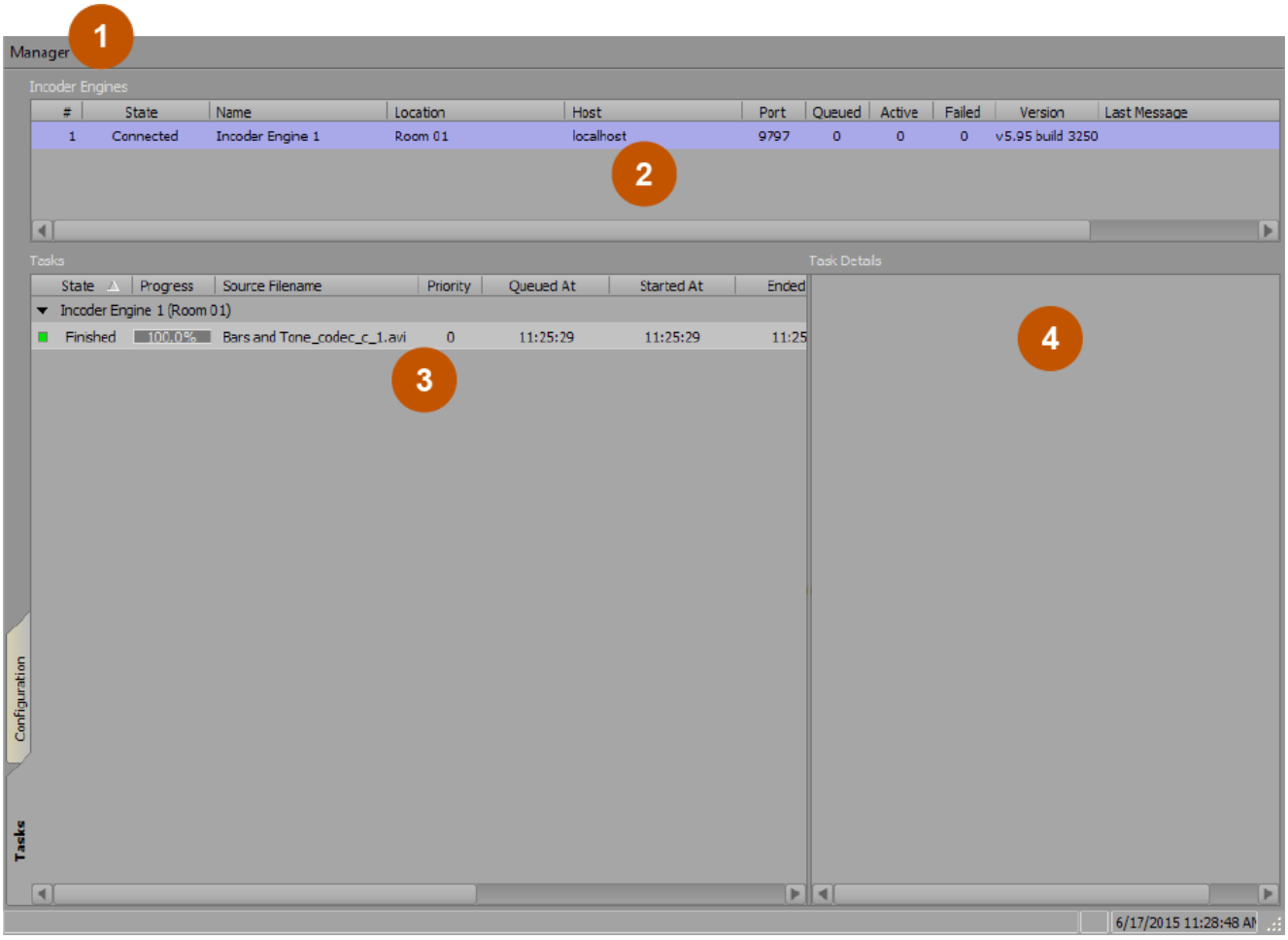
The following user interfaces are described in this section:

The XPression INcoder Manager — Tasks Tab 5

The XPression INcoder Manager — Configuration Tab 6

The XPression INcoder Manager - Tasks Tab

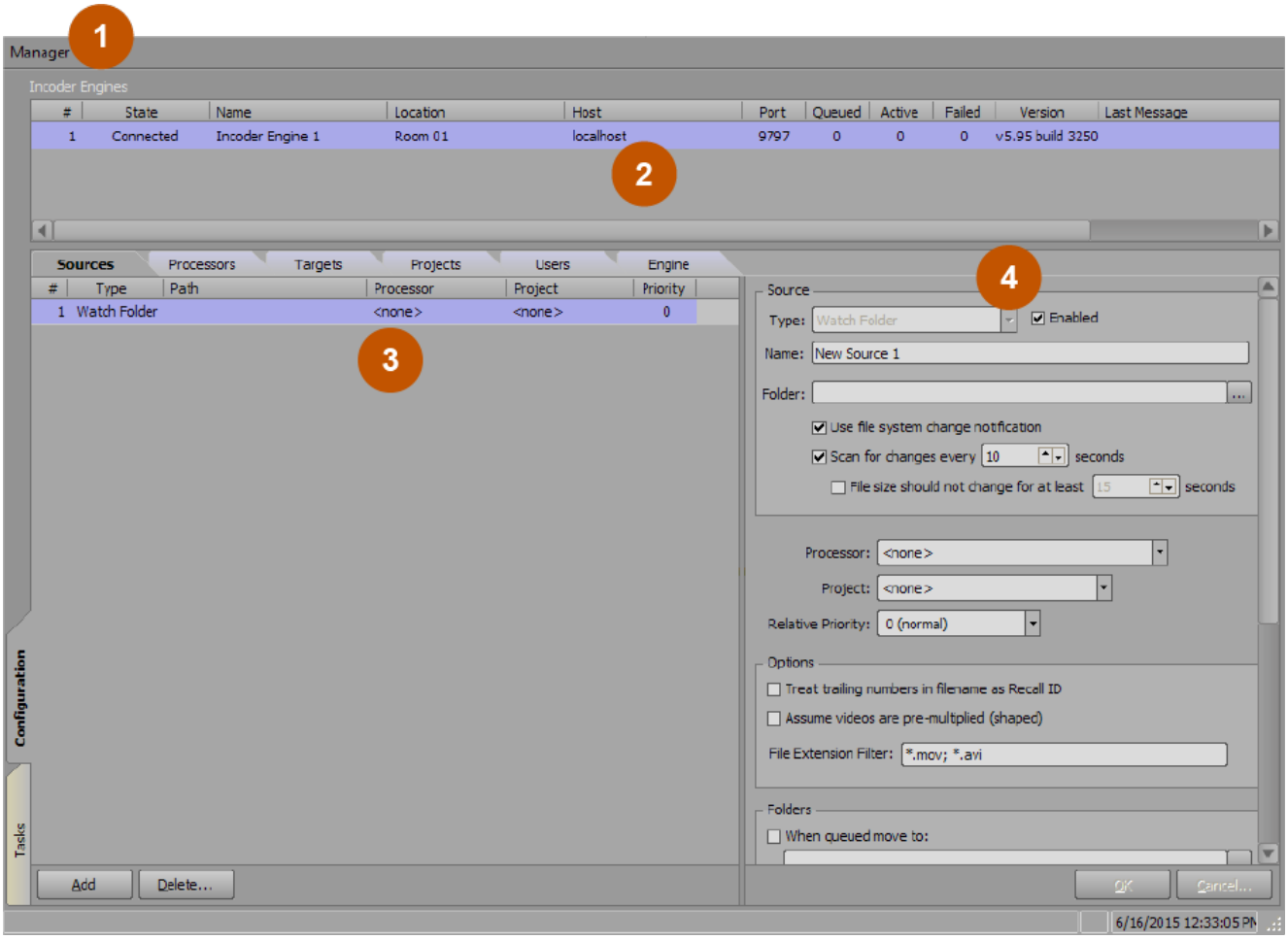
The following screen capture displays the main elements of the **Tasks** tab in the **XPression INcoder Manager**.



1) **Menu Bar** — use the **Manager** menu to exit XPression INcoder.
2) **INcoder Engines** — view the configured engines for XPression INcoder along with their state and details.
3) **Tasks** — view the list of clips that are transcoded and transcoding for specific INcoder engines, as well as the details about the transcoding.
4) **Task Details** — feature currently not implemented.

The XPression INcode Manager - Configuration Tab

The following screen capture displays the main elements of the **Configuration** tab in the **XPression INcoder Manager**.



1) **Menu Bar** — use the **Manager** menu to exit XPression INcoder.
2) **INcoder Engines** — view the configured engines for XPression INcoder along with their state and details.
3) **Configuration Tabs** — use the configuration tabs to configure the INcoder engines, users, projects, targets, processors, and sources.
4) **Configuration Area** — use the configuration area to configure the settings and details for the selected configuration tab.

Starting and Stopping XPression INcoder

After installing XPression INcoder, its services start automatically. You can use the following procedures to manually start and stop the INcoder services.

★XPression INcoder must be running before you open the InCoder Manager.

To Start INcoder:

1. From the **Start** menu, locate the **Start INcoder** app.
2. Select **Start INcoder** ().

   If INcoder has successfully started, an information message indicates that XPression INcoder has successfully started.

To Stop INcoder:

1. From the **Start** menu, locate the **Stop INcoder** app.
2. Select **Stop INcoder** ().

   If INcoder has been successfully stopped, an information message indicates that XPression INcoder has successfully stopped.

XPression INcoder Configuration

Use the **Configuration Manager** to configure the settings for the XPression INcoder Engines, Users, Projects, Targets, Processors and Sources.

This following topics are described in this section:

Adding and Configuring Engines 10

Adding and Configuring Users 13

Adding and Configuring Projects 15

Adding and Configuring Targets 20

Adding and Configuring Processors 22

Adding and Configuring Sources 28

Accessing the XPression INcoder Configuration Tab

Use this procedure to access the XPression INcoder Configuration Manager.

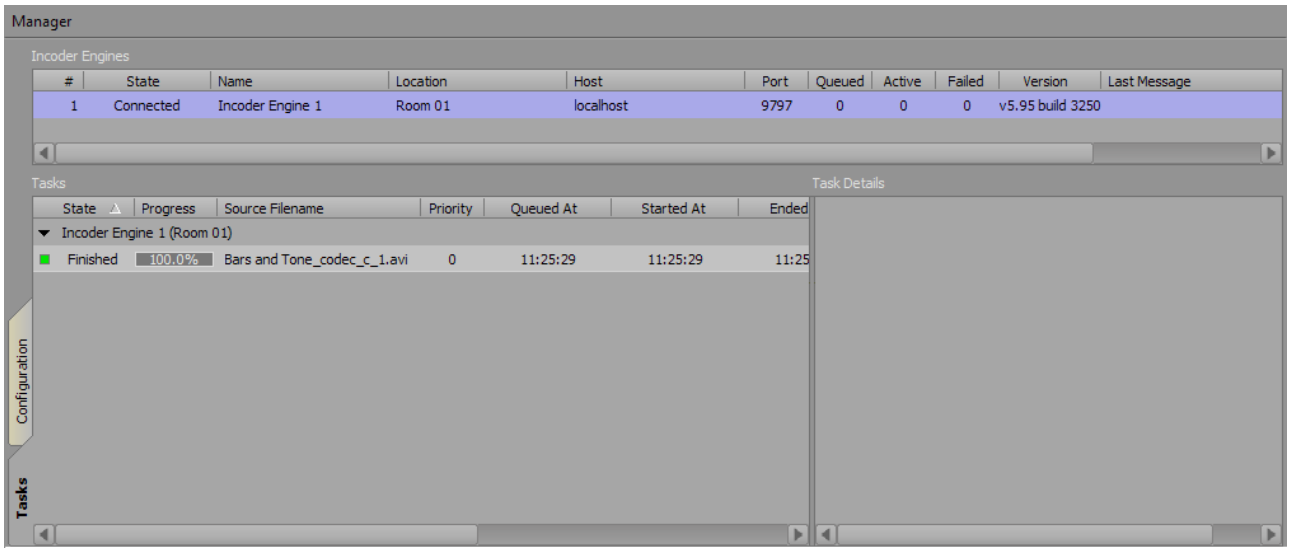
To access the XPression INcoder Configuration Manager:

1. Start INcoder.
2. In the **Start** menu, scroll down to **XPression INcoder**, expand the folder and select **INcoder Manager**.

   OR

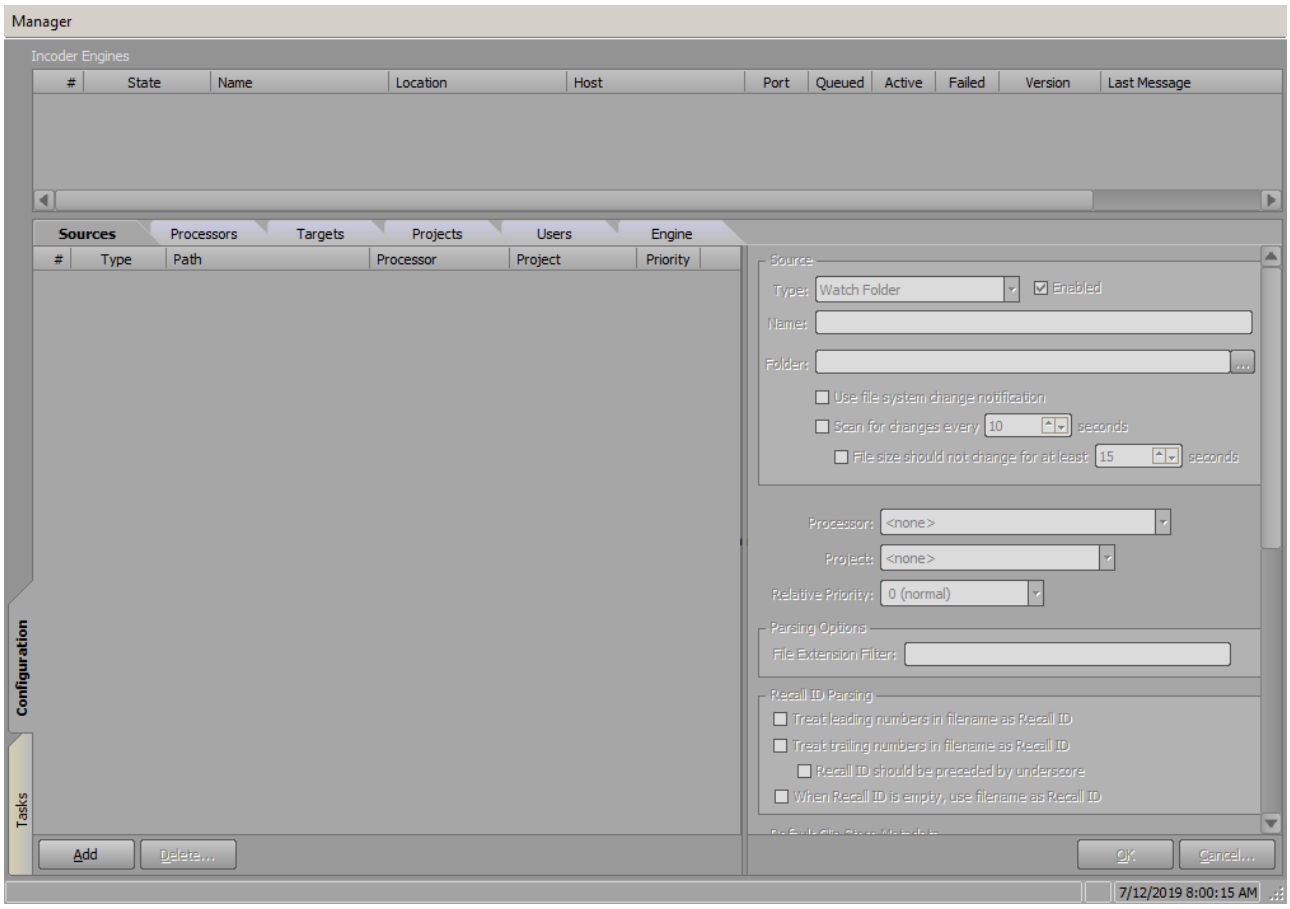
   In the **Search** field, enter `INcoder Manager` and select **Open**.

   The **XPression INcoder Manager** opens on the **Tasks** tab.



3. Go to the **Configuration** tab.

   The **Configuration** tab opens.



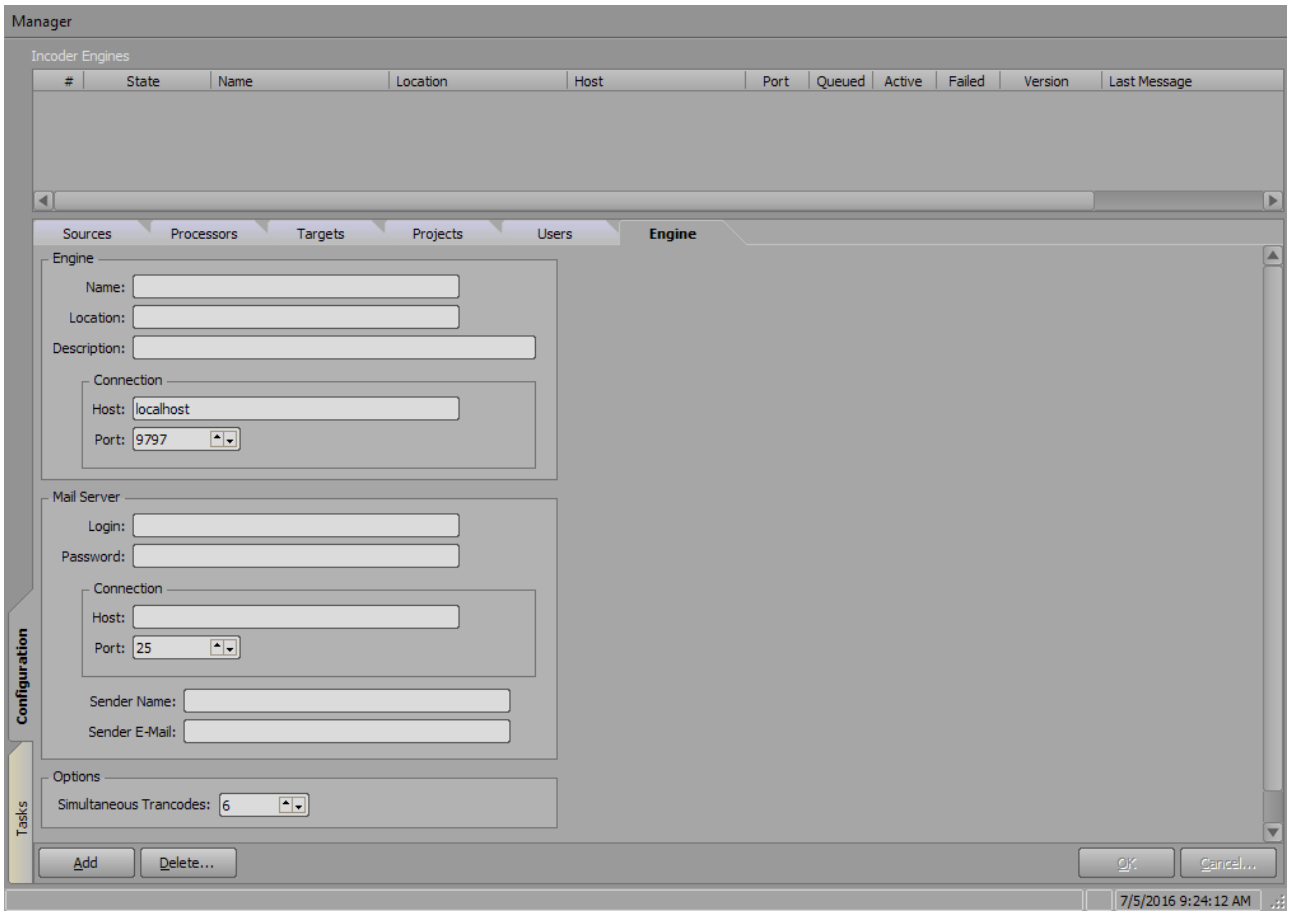
Adding and Configuring Engines

Use the following procedure to add and configure as many INcoder engines as needed.

To add a new XPression INcoder engine:

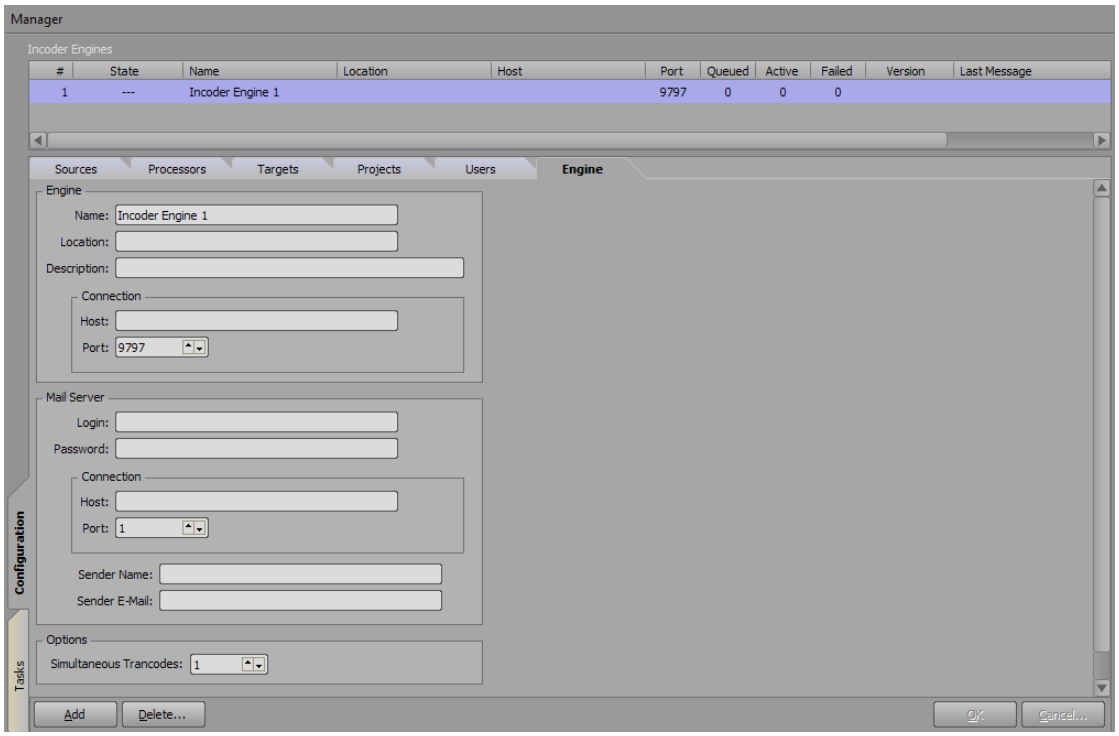
1. In the **Configuration Manager**, go to the **Engine** tab.

   The **Engine** tab opens.



2. Select **Add**.

   An engine is added to the **INcoder Engines** list.



3. Configure the **Engine** section:
   - In the **Name** field, enter a name for the INcoder engine.

     The default name is **INcoder Engine 1**.
   - In the **Location** field, enter the location of the INcoder engine.
   - In the **Description** field, enter a brief descriptor for the INcoder engine.
   - In the **Host** field, enter the IP address of the INcoder service if using remotely.

     If using the INcoder service locally, enter **localhost**.
   - In the **Port** field, enter or select the port number for the INcoder service connection.

     The default is **9797**.
4. Configure the **Mail Server** section:
   - In the **Login** field, enter the user ID for access to the mail server.
   - In the **Password** field, enter the password for the login user name.

     ★Consult your system administrator if you are uncertain of the login credentials.
   - In the **Host** field, enter the IP address of the mail server.
   - In the **Port** field, enter or select the port number for the mail server connection.

     The default is **25**.
   - In the **Sender Name** field, enter a name for the sender of INcoder task status notifications.
   - In the **Sender E-Mail** field, enter the email address of the status information's originator.

5. In the **Options** section, in the **Simultaneous Transcodes** field, enter or select the number of video files that can be transcoded by the INcoder simultaneously.

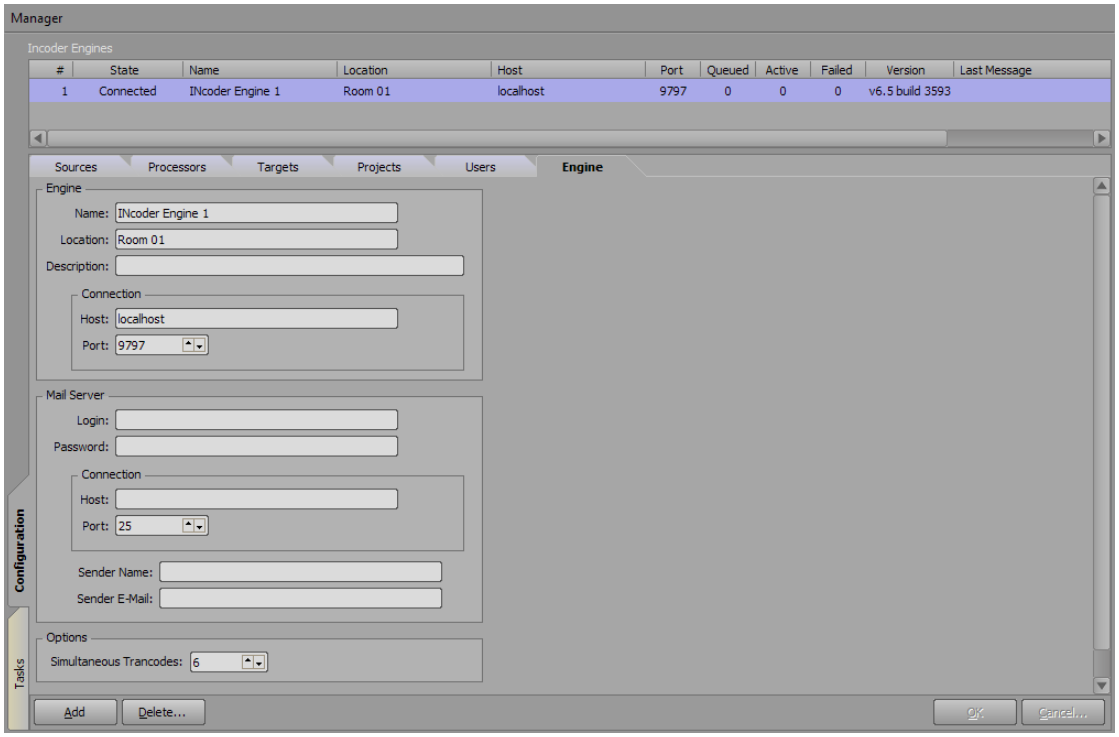
   Any videos beyond this amount will be queued until other video files have been transcoded.

   ★Any time the number of transcodes is reduced, the INcoder must be stopped and restarted for the new **Simultaneous Transcodes** setting to take effect.

   ★Currently, a maximum of eight **Simultaneous Transcodes** are available. However, the number of simultaneous transcodes should not be set higher than the number of CPU cores available on the machine.

6. Select **OK** to apply the settings.

   The **Engine** settings are updated in the **INcoder Engines** list, and the **State** is **Connected**.



7. Repeat this procedure for as many engines as needed.

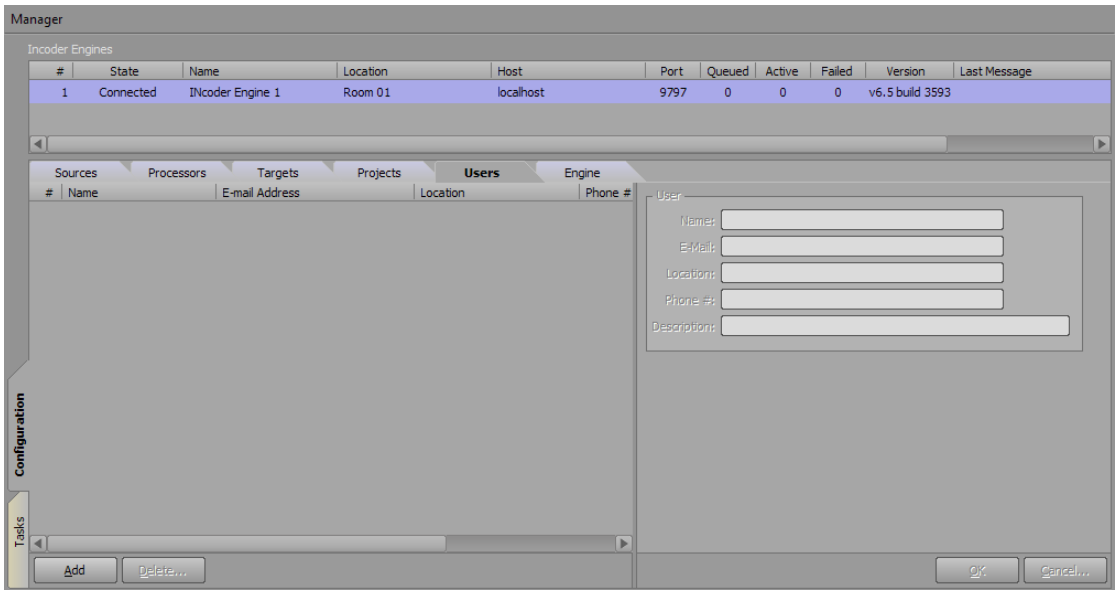
Adding and Configuring Users

Use the following procedure to add and configure as many INcoder users as needed.

To add a new XPression INcoder user:

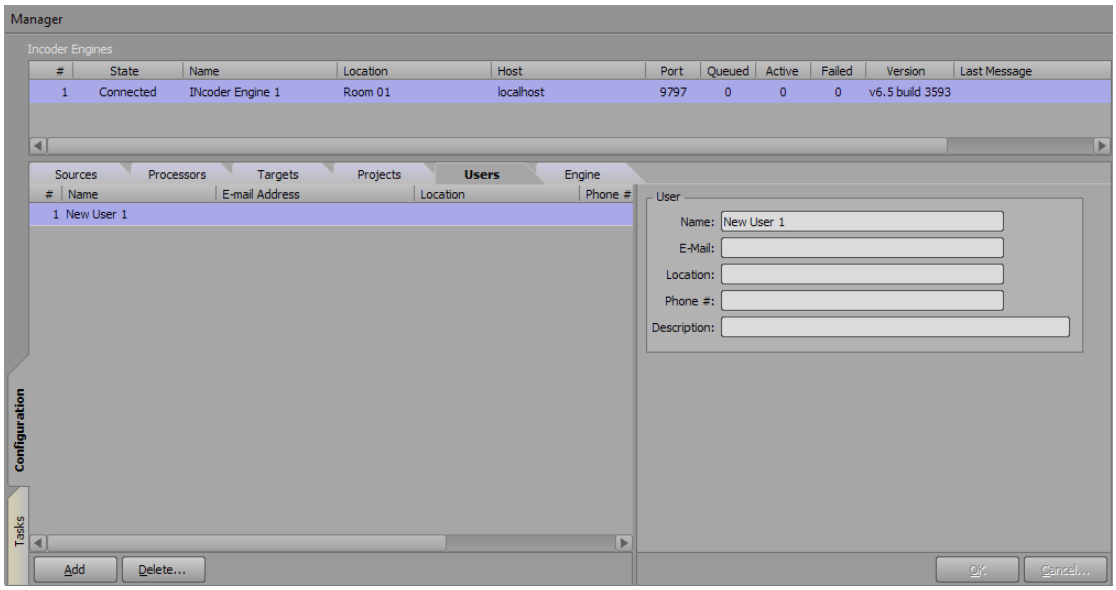
1. In the **Configuration Manager**, go to the **Users** tab.

   The **Users** tab opens.



2. Select **Add**.

   A new user is added to the **Users** list.

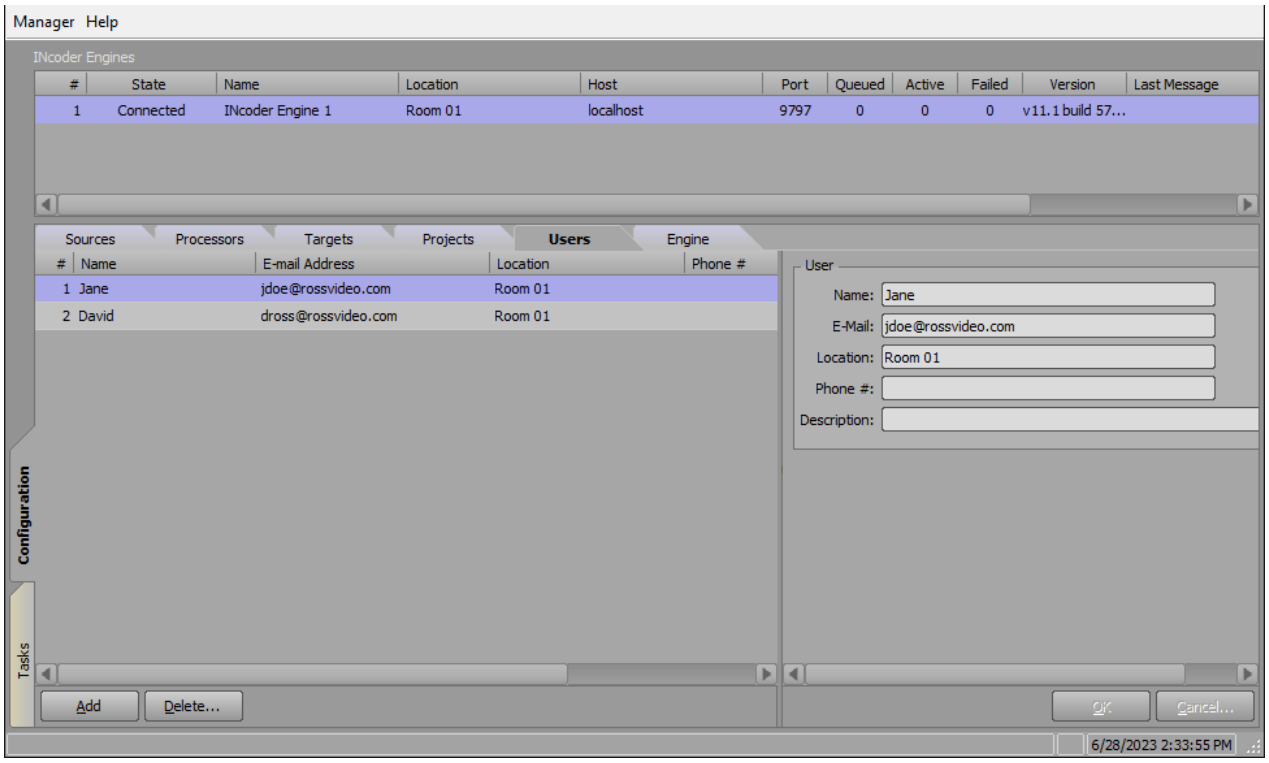


3. Configure the **User** section:
   - In the **Name** field, enter a name for the user.

     The default is **New User 1**.
   - In the **E-Mail** field, enter the email address where the user will receive Incoder status notifications.
   - In the **Location** field, enter the location of the user, server, etc.

     For example, **Rack Room 01**.
   - In the **Phone #** field, enter the phone number of the user.
   - In the **Description** field, enter a brief descriptor for the user, such as their title or position.
4. Select **OK**.

   The details are added to the user in the **Users** list.



5. Repeat this procedure for as many users as necessary.

Adding and Configuring Projects

Use the following procedures to add and configure as many INcoder projects as needed.

This section describes how to:

Add a new XPression INcoder project 15

Configure the Notify Users on Completed settings 17

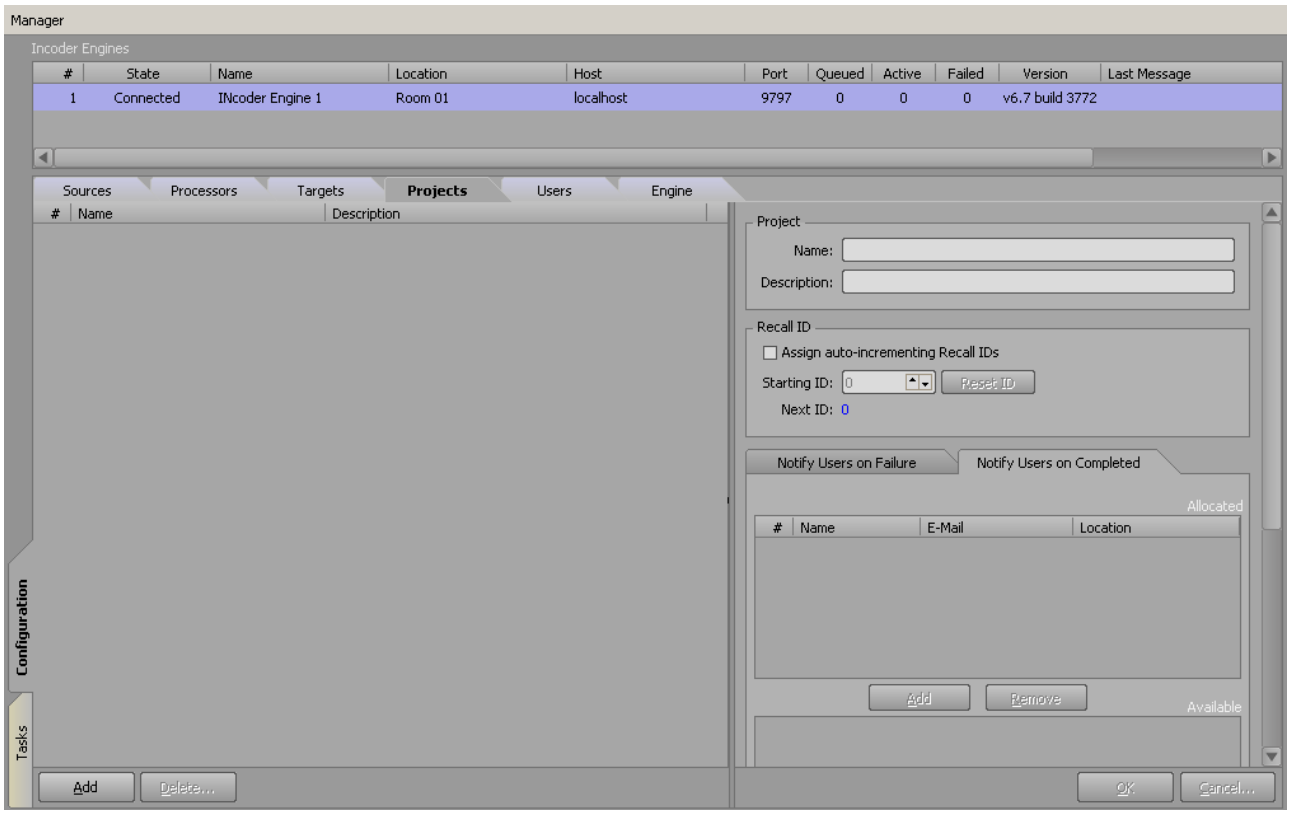
Configure the Notify Users on Failure settings 17

Apply the New Project settings 18

To add a new XPression INcoder project:

1. In the **Configuration Manager**, go to the **Projects** tab.

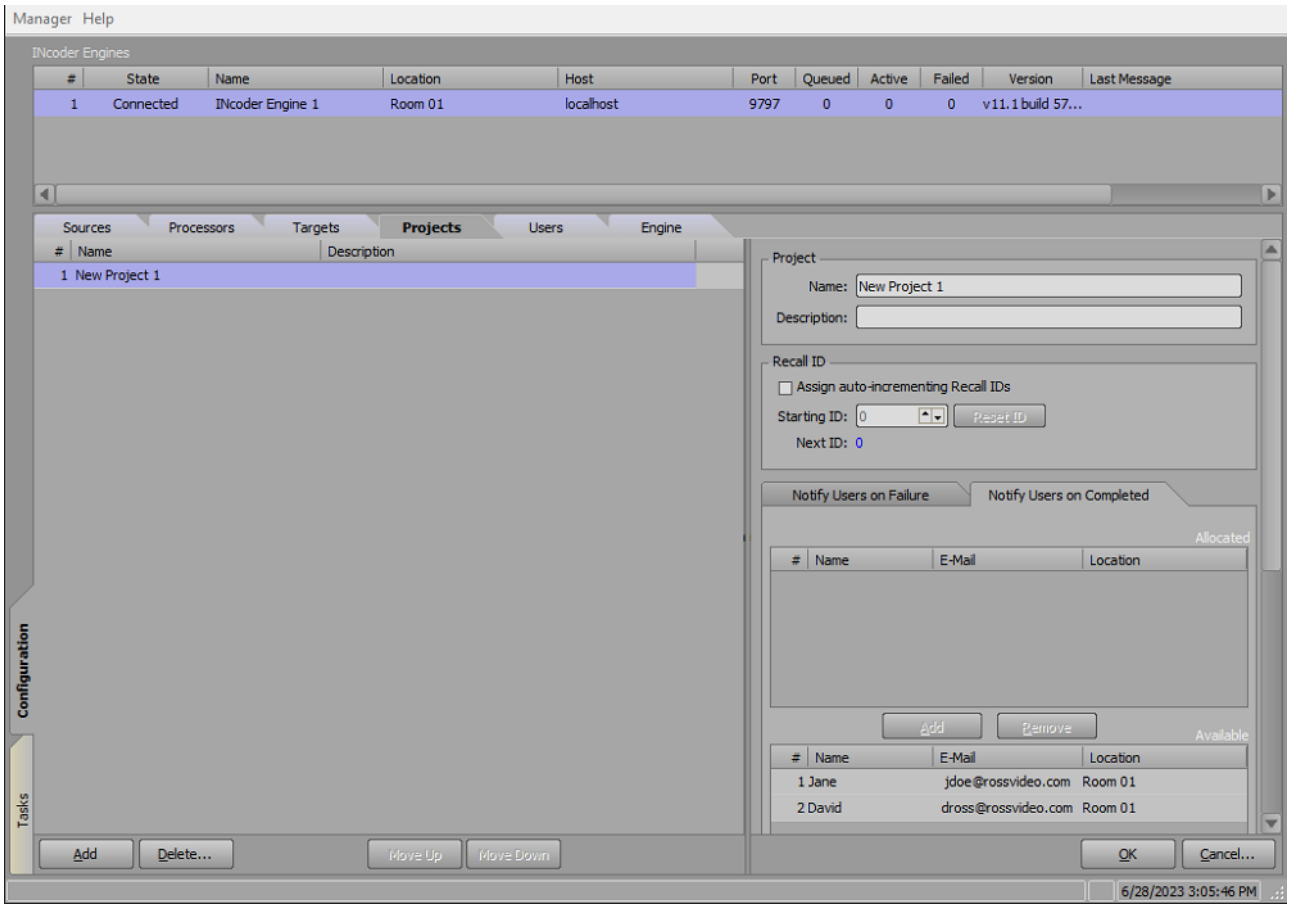
   The **Projects** tab opens.



   Projects filters which users have access to certain clips.

2. Select **Add**.

   A **New Project** is added to the **Project List**.



3. Configure the **Project** section:

   - In the **Name** field, enter a project name.

     The default name is **New Project 01**.

   - In the **Description** field, enter a brief descriptor for the project.

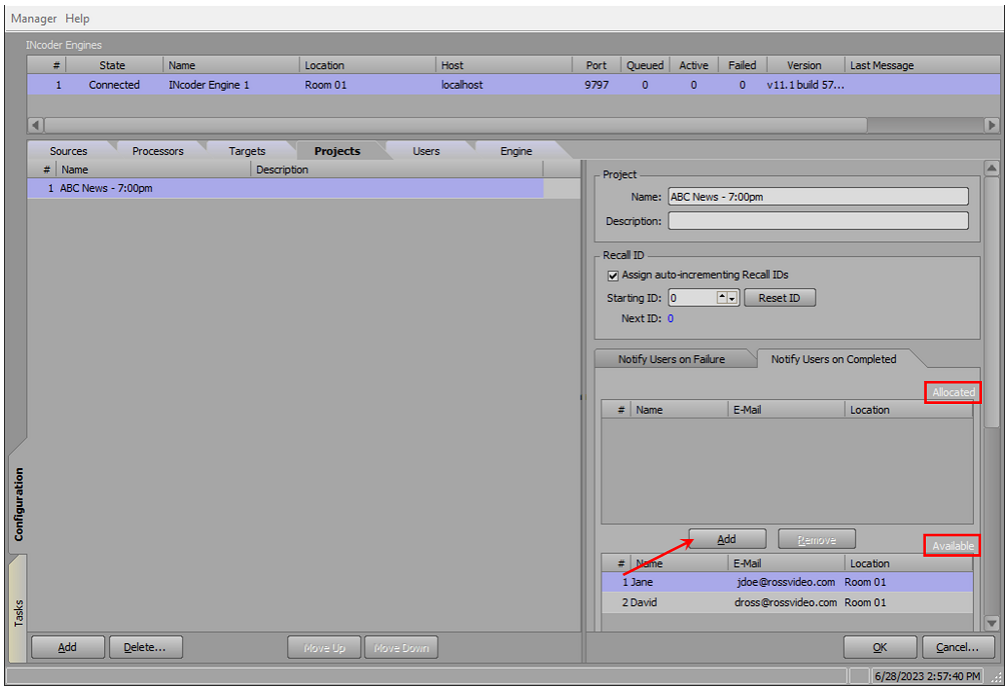
4. Configure the **Recall ID** section:

   - Select the **Assign auto-incrementing Recall IDs** checkbox to automatically assign incrementing **Recall IDs** to clips for the selected project when no **Recall ID** has been assigned via the **Filename parsing** settings in the **Watch folder**.
   - In the **Starting ID** field, enter or select the **Recall ID** number at which to begin assigning the auto-incrementing **Recall ID** numbers to clips.
   - Select the **Reset ID** button to reset the next ID to be the new starting ID.

To configure the Notify Users on Completed settings:

1. Go to the **Notify Users on Completed** tab.
2. Select a user from the **Available** users list, and then select **Add**.

   The user is added to the **Allocated** users list.



3. In the **Project Details** section, scroll down to the **Email Template** settings and from the **Email Template** drop-down, select the template that will be used for the outgoing status email.

   The options are:

   - Select **<none>** to use no template and receive no email notifications.
   - Select **sample-completed.html** to use the **sample-completed HTML template** for the notification.
   - Select **sample-failed.html** to use the **sample-failed HTML template** for the notification.

   ★Custom templates can be added to the **EmailTemplates** folder. Find the **EmailTemplates** folder in C:\Program Files (x86)\XPression INcoder.

4. Configure the batch notification settings:

   - Select the **Notify in batch every** checkbox to notify users of multiple successful transcodes in bulk, at the time interval entered in the **minutes** field.
   - Select the **Notify in batch when project queue empties** checkbox to notify users of multiple successful transcodes, once the queue of videos being transcoded in the INcoder **Tasks** list is empty.
   - In the **Batch limit** field, enter or select a limit on the number of ingested files that are included in the batch for the notification.

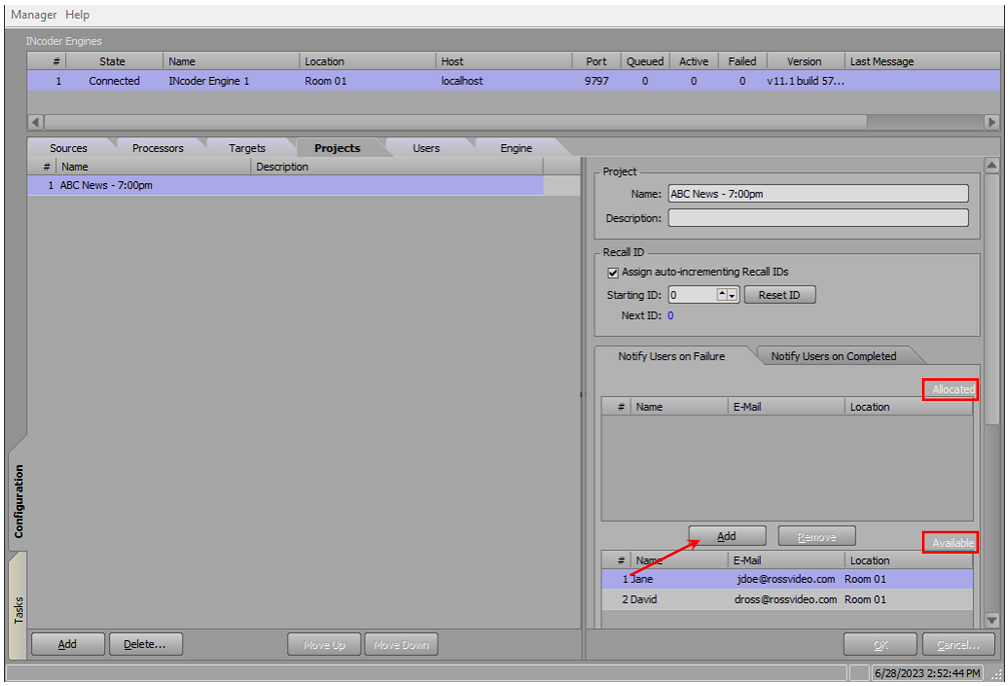
   If both batch notification options are selected, the queue notification option will still occur even if it occurs before the batch notification time interval.

5. Select **OK**.

To configure the Notify Users on Failure settings:

1. Go to the **Notify Users on Failure** tab.
2. Select a user from the **Available** users list, and then select **Add**.

   The user is added to the **Allocated** users list.



3. In the **Project Details** section, scroll down to the **Email Template** settings and from the **Email Template** drop-down, select the template that will be used for the outgoing status email.

   The options are:

   - Select **<none>** to use no template and receive no email notifications.
   - Select **sample-completed.html** to use the **sample-completed HTML template** for the notification.
   - Select **sample-failed.html** to use the **sample-failed HTML template** for the notification.

   ★Custom templates can be added to the **EmailTemplates** folder. Find the **EmailTemplates** folder in C:\Program Files (x86)\XPression INcoder.

4. Configure the batch notification settings:

   - Select the **Notify in batch every** checkbox to notify users of multiple failed transcodes in bulk, at the time interval entered in the **minutes** field.
   - Select the **Notify in batch when project queue empties** checkbox to notify users of multiple failed transcodes, once the queue of videos being transcoded in the **Tasks** list is empty.
   - In the **Batch limit** field, enter or select a limit on the number of ingested files that are included in the batch for the notification.

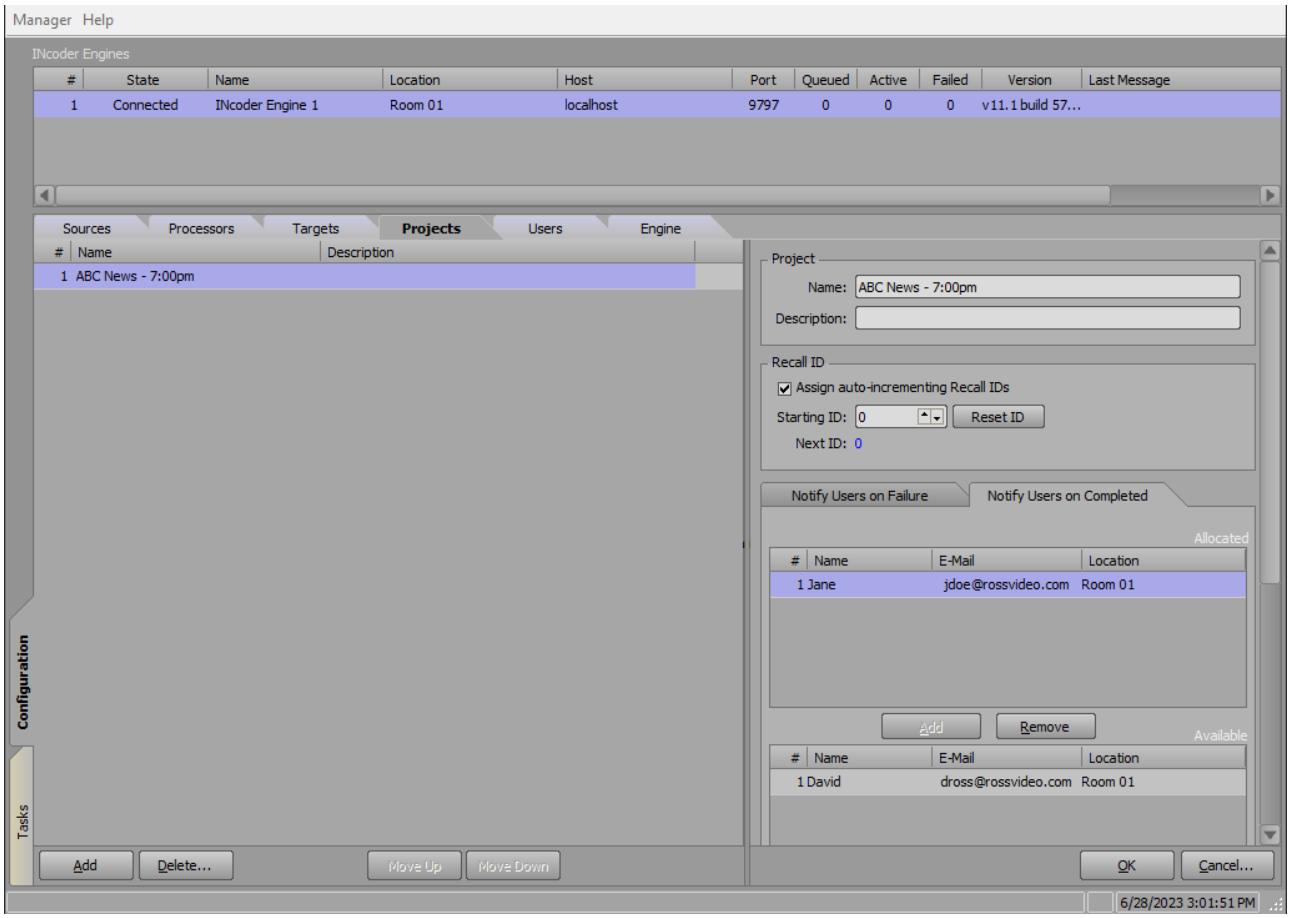
   If both batch notification options are selected, the queue notification option will still occur even if it occurs before the batch notification time interval.

5. Select **OK**.

To apply the new project settings:

1. Once the project settings have been configured and the user notification settings have been set, select **OK**.

   The **Projects** list is updated.



2. Repeat this procedure for as many projects as necessary.

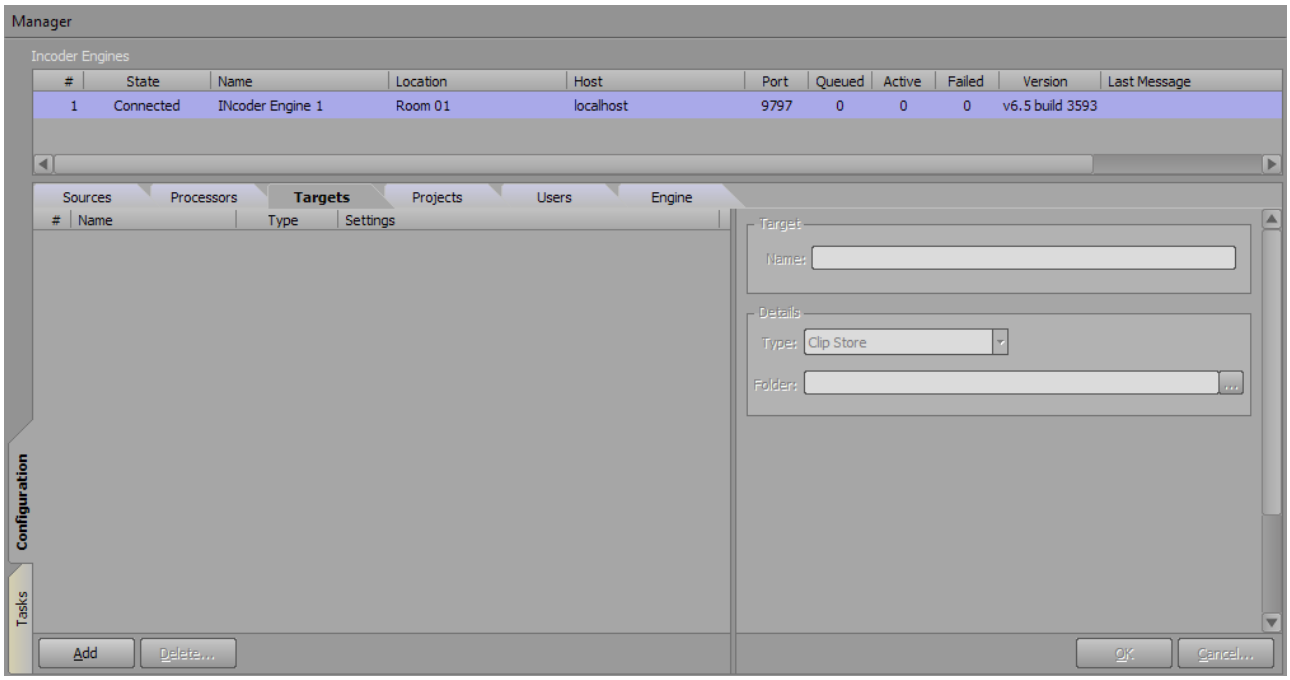
Adding and Configuring Targets

Use the following procedure to add and configure as many INcoder targets as needed.

To configure destination targets for clips:

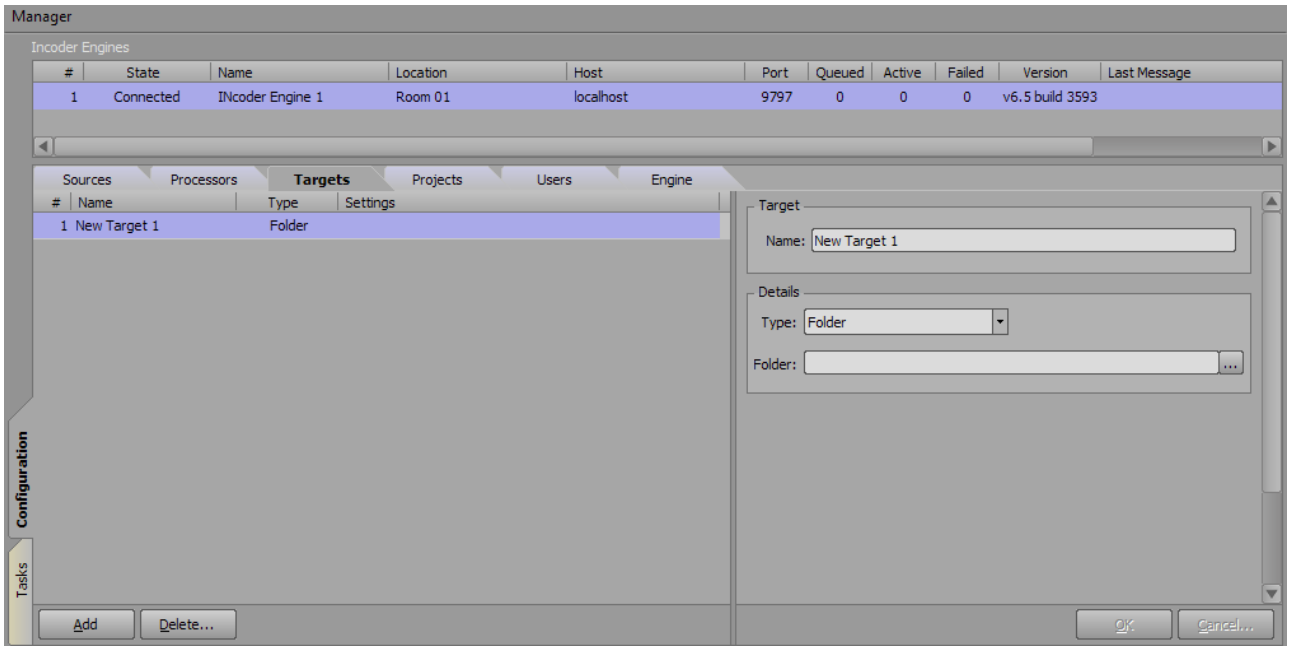
1. In the **Configuration Manager**, go to the **Targets** tab.

   The **Targets** tab opens.



2. Select **Add**.

   A new target is added to the **Targets** list.



3. In the **Target** section, in the **Name** field, enter a name for the new target.

   The default is **New Target 1**.

4. In the **Details** section, from the **Type** drop-down, select the destination type for the target.

   The options are:

   - **Folder** — send encoded clips to a destination folder.

     ➢ In the **Folder** field, select **Browse** to choose a folder, or enter the file path to a folder.

     If using a network drive, enter the full network path as opposed to the mapped drive letter. For example, **\\srvtor02\Clips\Transfer** as opposed to **G:\Transfer**.

   - **Clip Store** — send encoded clips from the **Watch Folder** to the **XPression Clip Store Manager**.

     ➢ In the **Host** field, enter an IP address for the **Clip Store Manager** location, or use **localhost** (default) if the **Clip Store Manager** is on the same machine as INcoder.

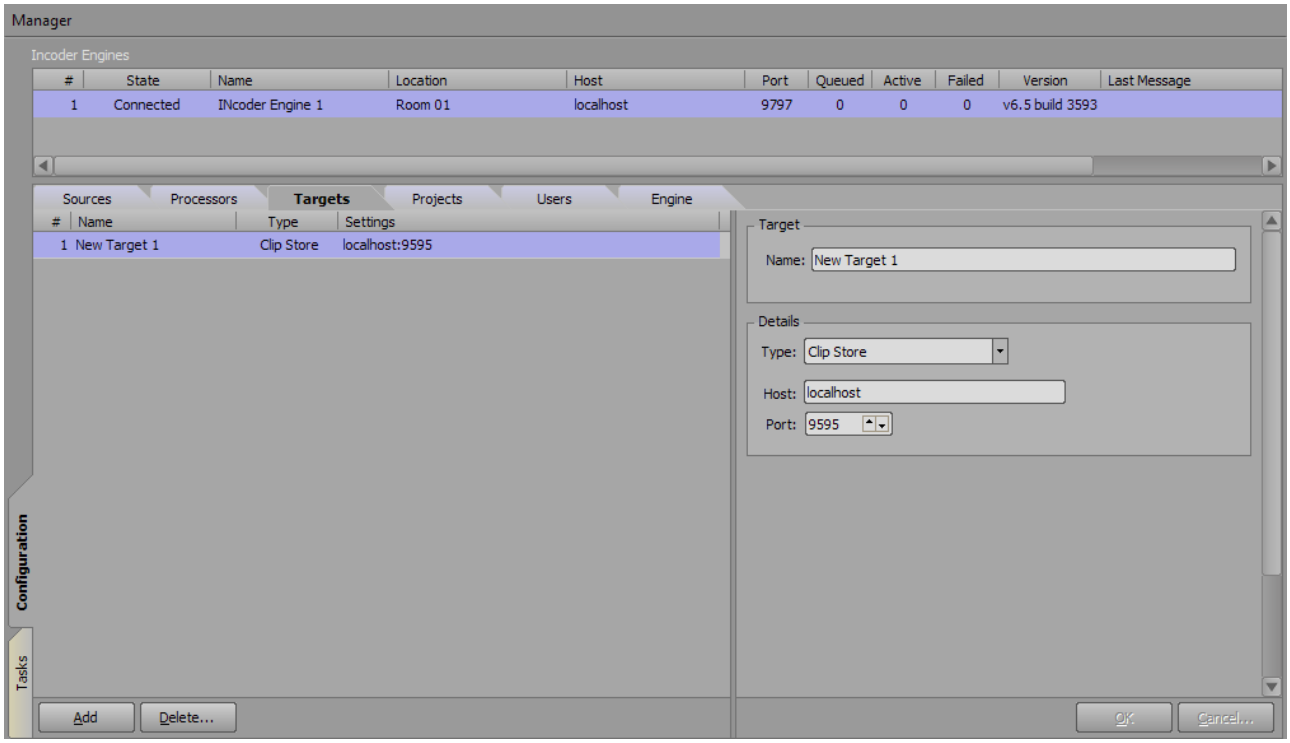
     ➢ In the **Port** field, enter or select the port number for the **Clip Store Manager** location.

     The default is **9595**.

     ★To use the **Clip Store** option, **XPression Clips** must be purchased and installed separately.

5. Select **OK**.

   The settings are added to the **Targets** list.



6. Repeat the procedure for as many targets as necessary.

Adding and Configuring Processors

Processors are used to delegate the targets used for a source. Use the following procedures to add, and configure as many INcoder processors as needed.

★If you are using **XPression Tessera**, you will need to configure the **Region Mapping** tab to split clips that are larger than HD and UHD resolutions and need to be divided into multiple segments in order to be spread across multiple render engines.

See To configure Region Mapping for use with XPression Tessera 25 for instructions.

This section describes how to:

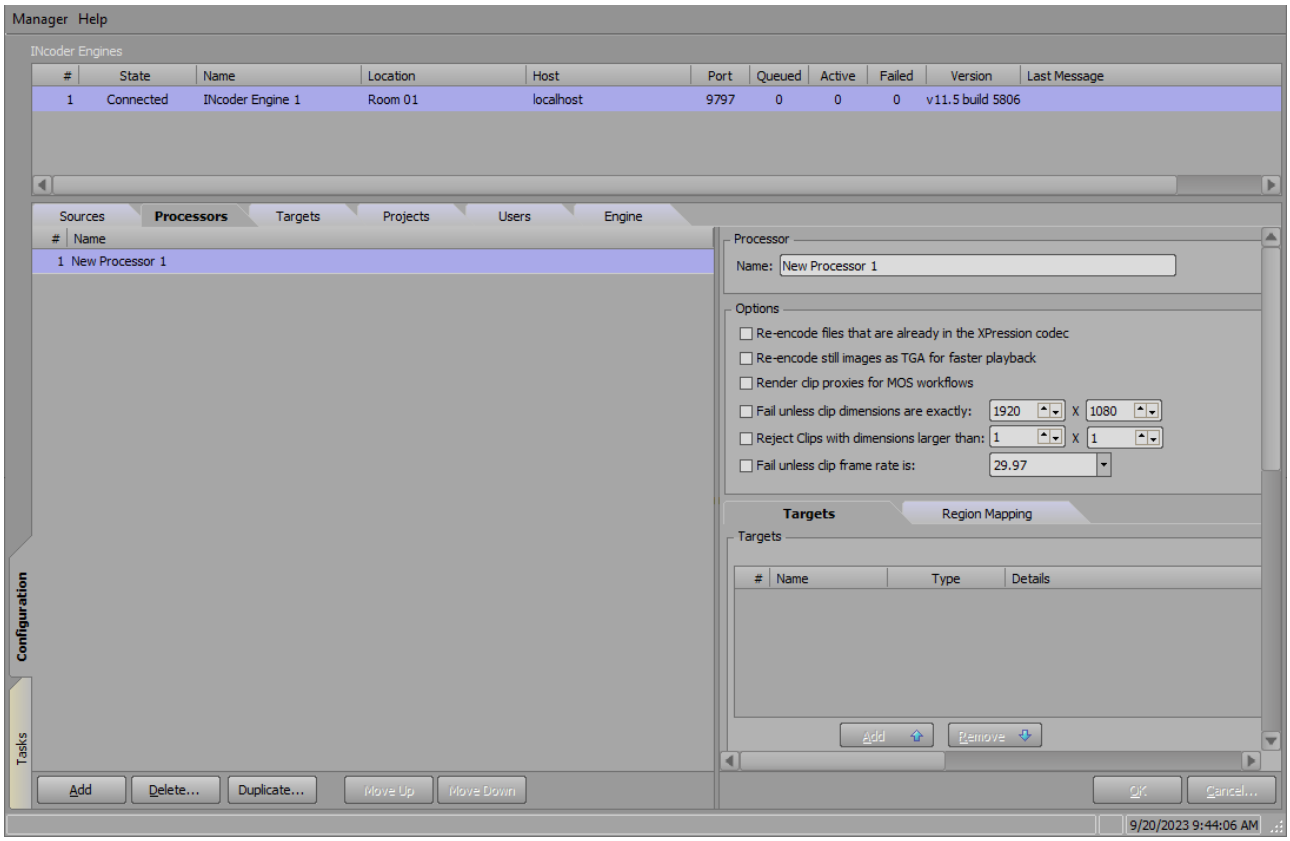
Configure XPression INcoder Processors 22

Configure Region Mapping for use with XPression Tessera 25

To configure XPression INcoder processors:

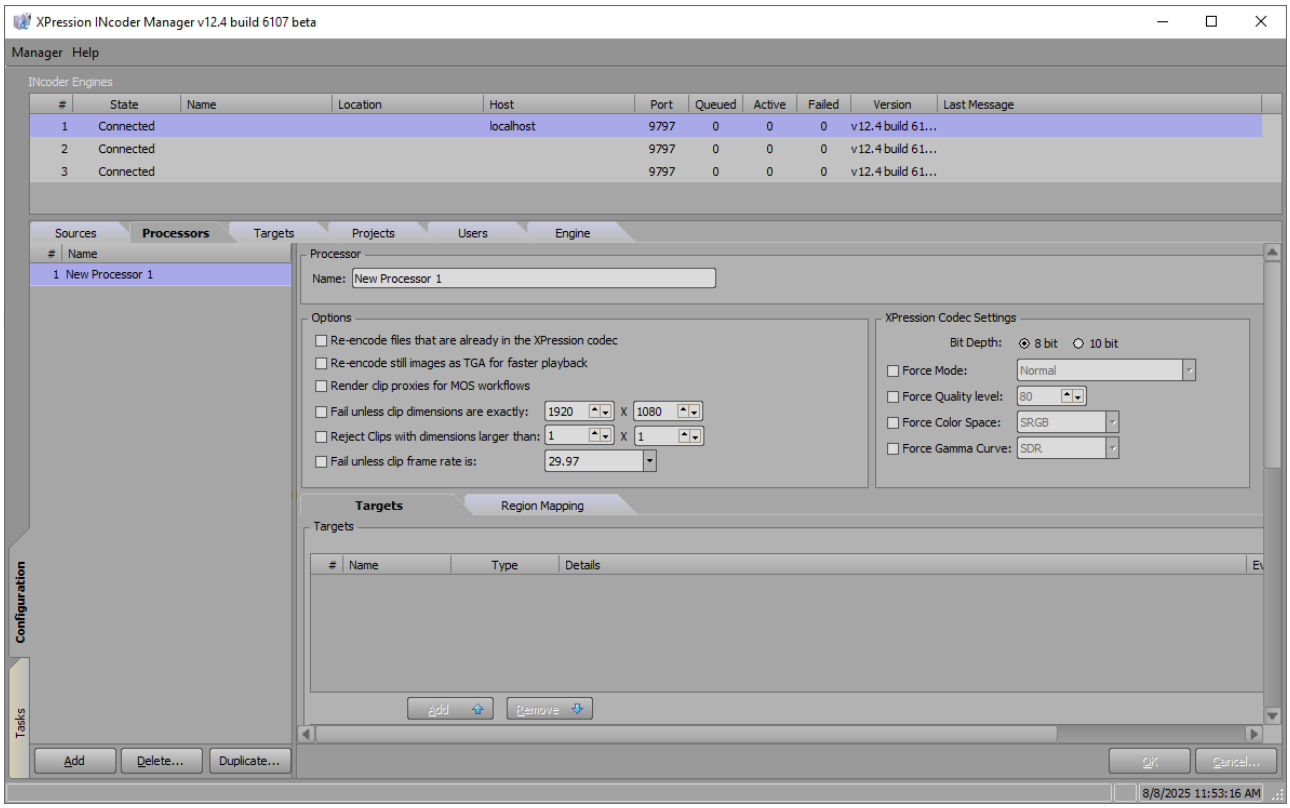
1. In the **Configuration Manager**, go to the **Processors** tab.

   The **Processors** tab opens.



2. Select **Add**.

   A **New Processor** is added to the **Processors** list.



3. Drag the **Processor** section to the left to display all the settings.
4. In the **Processor** section, in the **Name** field, enter a name for the processor.

   The default is **New Processor 1**.
5. In the **Options** section, configure the following options:

   - Select the **Re-encode files that are already in the XPression codec** checkbox to force XPression encoded files to be re-encoded.
   - Select the **Re-encode still images as TGA for faster playback** checkbox to re-encode and convert all types of still images (**.JPG**, **.TIFF**, **.PNG**, etc.) as **.TGA** files for faster loading.

     This option uses more disk space.
   - Select the **Render clip proxies for MOS workflows** checkbox to generate proxies of the clips being transcoded.

     The proxies are used to preview the clips in the **HTML5 MOS** plugin.
   - Select the **Fail unless clip dimensions are exactly** checkbox to force the processor to only handle clips of a specified dimension or fail otherwise; in the fields, enter or select the **width** and **height** for specific clip dimensions for the processor to enforce.
   - Select the **Reject Clips with dimensions larger than** checkbox to enable INcoder to reject clips larger than a specified dimension; in the fields, enter or select the maximum **width** and **height** that INcoder will accept.
   - Select the **Fail unless clip frame rate is** and from the drop-down select the frame rate you want to use. This will prevent a clip from running if it has a different frame rate than the one specified.

6. In the **XPression Codec Settings** section, configure the following options:

   Select a **Bit Depth** of **8 bit** or **10 bit**.

   - Select the **Force Mode** checkbox and from the drop-down, select the encoding mode, either **Normal** or **High Bitrate**.

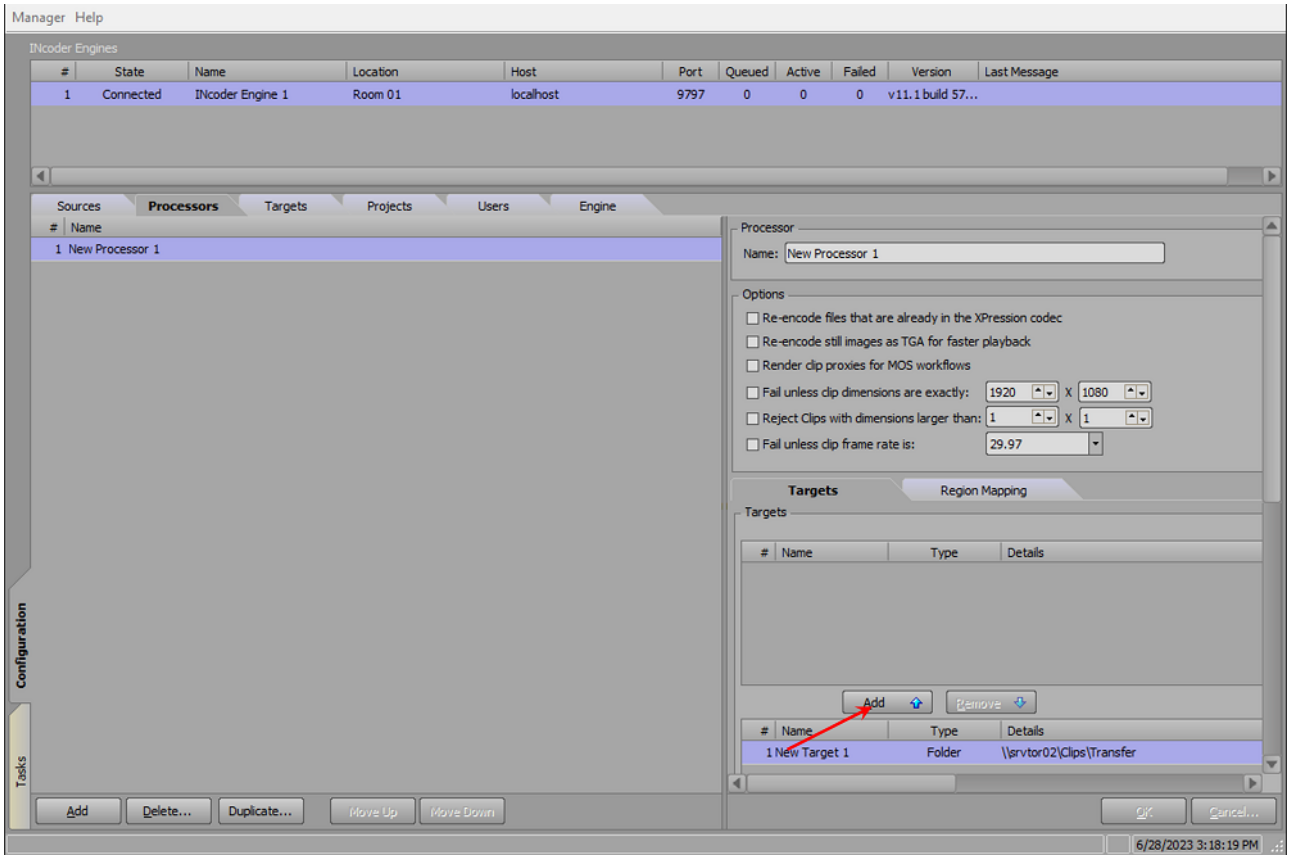
     Consider using the **High Bitrate** option for high resolution clips (like UHD).

     ★Files that are encoded in **High Bitrate** mode require an XPression Video Codec 2 of build 12.0 6094 or later.

   - Select the **Force Quality Level** checkbox to force the quality level entered or selected in the field.
   - Select the **Force Color Space** checkbox to force the color setting selected from the drop-down.
   - Select the **Force Gamma Curve** checkbox to force the gamma curve setting selected from the drop-down.

7. In the **Targets** tab, select a target from the **Available** targets list, and then select **Add**.

   The target is added to the **Allocated** targets list.



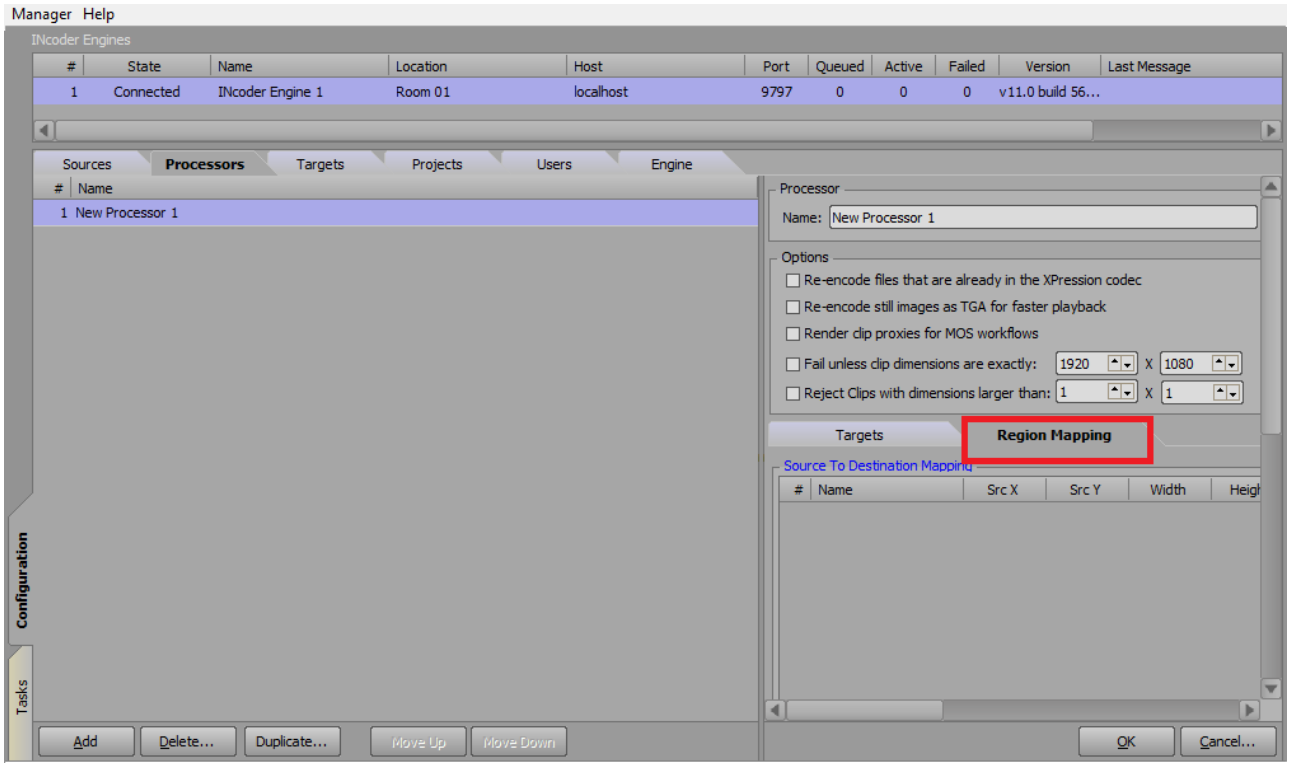
   ★If you are using XPression Tessera, skip forward to the procedure To configure Region Mapping for use with XPression Tessera 25, if not, continue with this procedure.

8. Select **OK** to add the processor and its target settings.
9. Repeat this procedure for as many processors as necessary.

   Alternatively, choose an existing processor and select **Duplicate** to create a duplicate of the selected processor.

To configure region mapping for use with XPression Tessera:

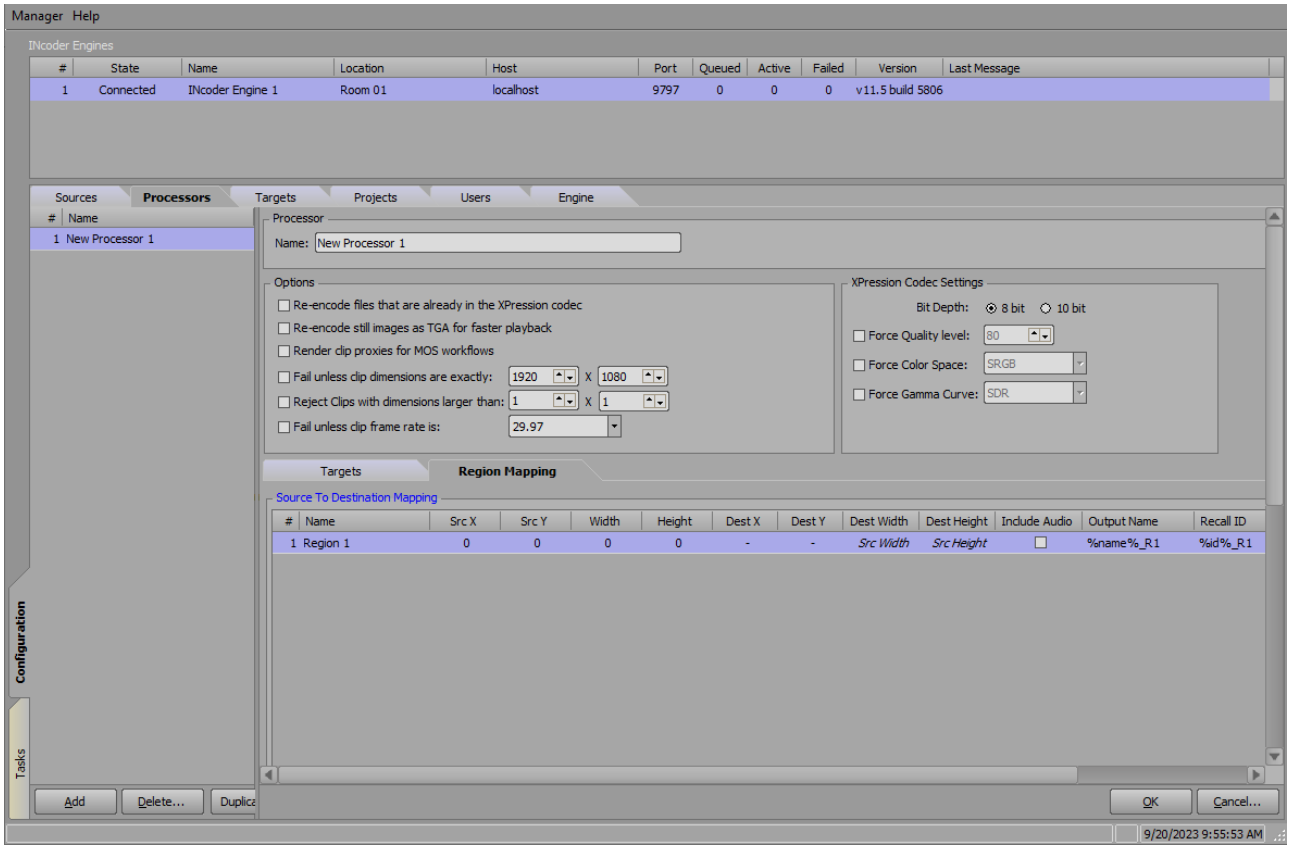
1. In the **Configuration Manager**, in the **Processors** tab, go to the **Region Mapping** tab.



2. Scroll to the bottom of the **Region Mapping** tab and select **Add Region**.

   Alternatively, right-click in the **Source To Destination Mapping** list and select **Add Region** from the shortcut menu.

A new region mapping is added to the **Source To Destination Mapping** list.



3. In the **Source To Destination Mapping** list, configure the mapping:

- In the **Name** column, select to enter a name for the new region.
- In the **Src X** column, select to enter or select the starting point within the clip dimensional coordinates along the X-axis for the source.

  Src X is measured from the upper-left corner of the clip that is added.
- In the **Src Y** column, select to enter or select the starting point within the clip dimensional coordinates along the Y-axis for the source.

  Src Y is measured from the upper-left corner of the clip that is added.
- In the **Width** column, select to enter or select the width of the region at which the clip segment will be rendered.
- In the **Height** column, select to enter or select the height of the region at which the clip segment will be rendered.

  ★The section/segments do not have to be symmetrical, each segment can have its own unique dimension.
- In the **Dest X** column, select a cell to enter or select a region along the X axis within the clip as the destination.
- In the **Dest Y** column, select a cell to enter or select a region along the Y-axis within the clip as the destination.
- In the **Dest Width** column, select a cell to enter or select the scale of the width of the region.
- In the **Dest Height** column, select a cell to enter or select the scale of the height of the region.

4. Select the **Include Audio** checkbox to include the clip audio with the region mapping configuration.

   In most cases, this would only need enabling on one segment.

5. In the **Output Name** column, click to enter an output name macro if necessary.
6. In the **Recall ID** column, click to enter a **Recall ID** macro if necessary.

   For example, **%name%_1, %id%_1**

   The **Recall ID** will match the name when the **When recall ID is empty, use filename as Recall ID** checkbox is enabled in the **Sources** tab.

7. Select **OK** to save your region mappings.
8. Repeat this procedure for as many processors as necessary.

To configure sub regions:

1. In a mapping**,** right-click and select **Add Sub Region** to configure a sub-clip if necessary.

   Sub-clips use a portion of the original clip.

2. Configure the **Sub Region** fields:
   - In the **Dest X** column, select a cell to enter or select the region within the clip along the X-axis for the destination.
   - In the **Dest Y** column, select a cell to enter or select the region within the clip along the Y-axis for the destination.
   - In the **Dest Width** column, select a cell to enter or select the scale of the width of the sub region.
   - In the **Dest Height**, column, select a cell to enter or select the scale of the height of the sub region.
3. Select **OK** to add the processor and its target settings.
4. Repeat this procedure for as many processors as necessary.

   Alternatively, choose an existing processor and select **Duplicate** to create a duplicate of the selected processor.

Adding and Configuring Sources

Sources let you add **Watch Folders** and assign processors to them. **Watch Folders** are where clips are added for encoding. Use the following procedures to add and configure as many INcoder sources as needed.

This section describes how to:

Add a new source to the INcoder Manager 28

Configure source settings 29

Configure parsing options 30

Configure Recall ID parsing 30

Configure the default clip store metadata 31

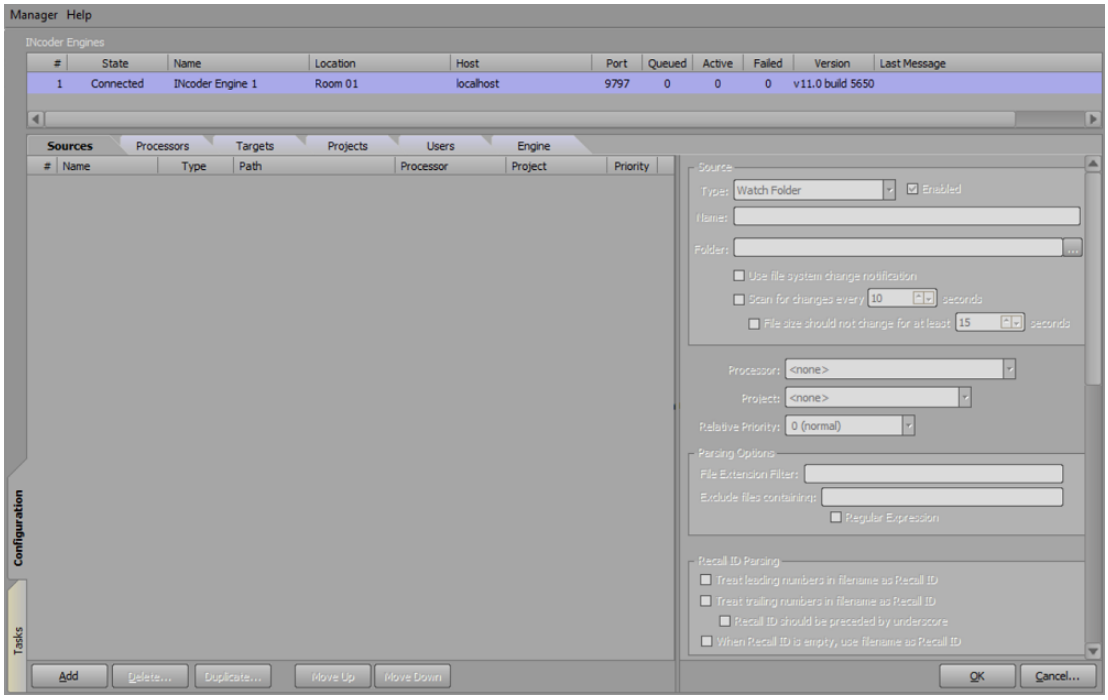
Designate source folders 31

Apply new source configurations 32

To add a new source to the INcoder Manager:

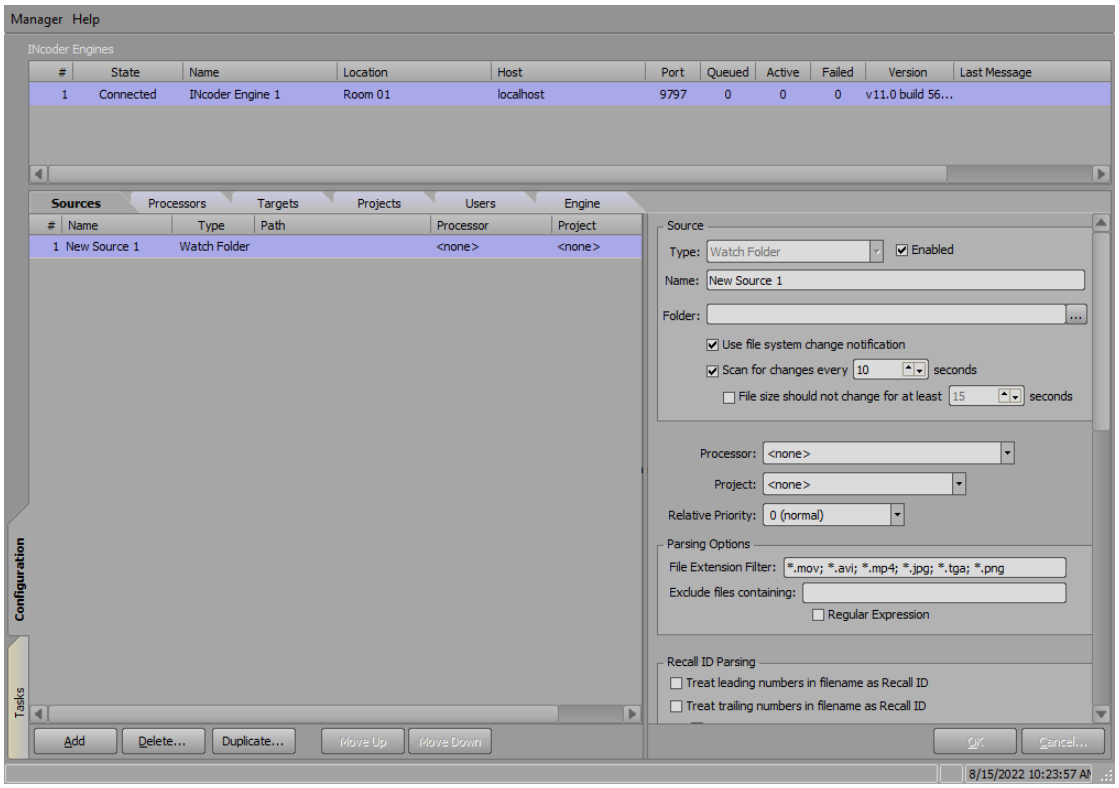
1. In the **Configuration Manager**, go to the **Sources** tab.

   The **Sources** tab opens.



2. Select **Add**.

   A **New Source** is added to the **Sources** list.



   Currently, **Watch Folder** is the only available option and is enabled by default.

To configure settings:

1. In the **Source** section, in the **Name** field, enter a name for the source.

   The default is **New Source 1**.

2. In the **Folder** field, enter a file path to a folder or **Browse** to select a folder where INcoder will look for files to encode and send to the target.

3. Select the **Use file system change notification** checkbox to have any file changes to the source folders reflected in INcoder immediately.

4. Select the **Scan for changes every** checkbox, and then in the field, enter or select the frequency that INcoder scans the source for any changes.

5. Select the **File size should not change for at least** checkbox, and then in the field, enter or select the amount of time for INcoder to wait before the encoding of a file begins.

   This is helpful with larger files where transferring might take a little longer.

6. From the **Processor** drop-down, assign a processor to the selected source.

   The processor dictates the target of the selected source.

7. From the **Project** drop-down, assign a project to receive status notifications regarding clips in the selected source.

8. From the **Relative Priority** drop-down, assign a priority level to the source folder.

   The default is **0**.

   The order of priority ranges from **-5** (low) to **0** (normal) to **+5** (high). This is helpful if you have multiple sources, some of which are of a higher priority than others. Files from the higher priority sources will transcode before files from lower priority sources.

To configure parsing options:

1. In the **Parsing Options** section, in the **File Extension Filter** field, enter file extensions accepted for transcoding by INcoder.

   All file extensions need to be listed with an asterisk (*****) in front of the file extension and a semi-colon (**;**) between different file types.

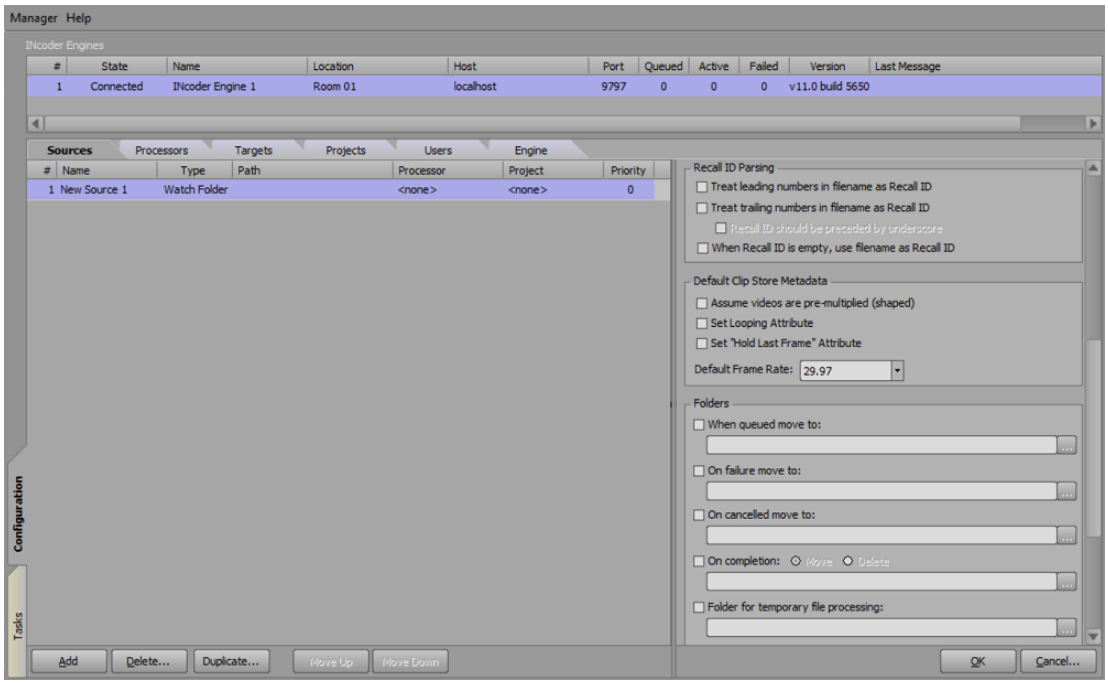
   INcoder currently supports **MOV**, **AVI**, **JPG**, **PNG**, **TGA**, **MP4**, and **TIF** files. Any unlisted file type is immediately blocked.

2. In the **Exclude files containing** field, enter any keywords, IDs, etc. for INcoder to exclude from transcoding.

3. Select the **Regular Expression** checkbox to search a sequence of characters that specify a search pattern in the text.

To configure Recall ID parsing:

1. In the **Recall ID Parsing** section, select the **Treat leading numbers in filename as Recall ID** checkbox to use any numbers before the filename text, and the file extension as **Recall IDs**.



2. Select the **Treat trailing numbers in filename as Recall ID** checkbox to use any numbers between the filename text and the file extension as **Recall IDs**.

   If **Treat trailing numbers in filename as Recall ID** is selected, then select **the Recall ID should be preceded by underscore** checkbox to only use trailing numbers in a filename as **Recall IDs** if the numbers are preceded by an underscore.

3. Select the **When Recall ID is empty, use filename as Recall ID** checkbox to use the filename to populate the **Recall ID** field if no other **Recall ID** has been explicitly set.

To configure the default Clip Store metadata:

1. In the **Default Clip Store Metadata** section, select the **Assume videos are pre-multiplied (shaped)** checkbox to assume that the videos multiply/shape the fill signal color information by the luminance information in the key signal.
2. Select the **Set Looping Attribute** checkbox to enable looped playback on the videos.
3. Select the **Set "Hold Last Frame" Attribute** checkbox to hold the video on the last frame when playout has completed.

   This is also used to keep still images that are one frame in size on screen.
4. From the **Default Frame Rate** drop-down, select a frame rate for the video files in the folder.

   ★If any of the checkboxes for **Assume videos are pre-multiplied (shaped)**, **Set Looping Attribute**, or **Set "Hold Last Frame" Attribute** have been selected, and you want to turn off those settings for a particular file, a **"FALSE"** string needs to be added to the tag in the filename. For example, **{LE}FALSE**.

   The following tags are parsed from the names of files dropped into the **Watch Folder**:

   - {GP} — Recall ID
   - {HF} — Hold Last Frame
   - {ID} — Recall ID
   - {LE} — Loop Enabled
   - {LFF} — Lower Field First
   - {NA} — Name
   - {PG} — Progressive video
   - {PM} — Premultiplied/Shaped video
   - {UFF} — Upper Field First

   For example, a filename of **{NA}Snowstorm{GP}1000{LE}{PM}.mov** will be given a **Name** of **Snowstorm**, a **Recall ID** of **1000**, and will be set to **Looped** playback with **Shaped video**.

To designate source folders:

1. In the **Folders** section, select the **When queued move to** checkbox to move transcoding files to a selected folder when they are queued, and then enter a file path for the folder's destination or select **Browse** to select a folder.
2. Select the **On failure move to** checkbox to move files to the selected folder if the transcoding has failed, and then enter a file path for the folder's destination or select **Browse** to select a folder.
3. Select the **On canceled move to** checkbox to move transcoding files that have been canceled to the selected folder, and then enter a file path for the folder's destination or select **Browse** to select a folder.

4. Select the **On completion** checkbox and choose one of the following options for the files:
   - **Move** — Select this option to choose a folder to move the files to upon completion of transcoding, and then enter a file path for the folder's destination or select **Browse** to choose a folder.
   - **Delete** — Select this option to delete the files after transcoding is complete.
5. Select the **Folder for temporary file processing** checkbox to temporarily move the files to the chosen folder while transcoding, and then enter a file path for the folder's destination or select **Browse** to choose a folder.

   ★If no folder checkboxes are selected and no destination folders assigned, default folders will be created for these options.

To apply new source configurations:

1. Once the **Source** settings have been configured and the source folders have been designated, select **OK**.
2. Repeat this procedure for as many sources as necessary.

   Alternatively, choose an existing source and select **Duplicate** to create a duplicate of the selected source.

For more information on:

- Configuring INcoder to use a network drive as the target folder, refer to the *INcoder Installation Guide*.
- XPression Clips, refer to the *XPression Clips User Guide*.

XPression INcoder Tasks

Once XPression INcoder has been installed, the services started, and the engines configured, use the **Tasks** tab in the XPression INcoder Manager to view the video transcoding activity of the INcoder engines.

The following topics are described in this section:

Viewing the XPression INcoder Tasks 34

Task List Shortcut Menus 36

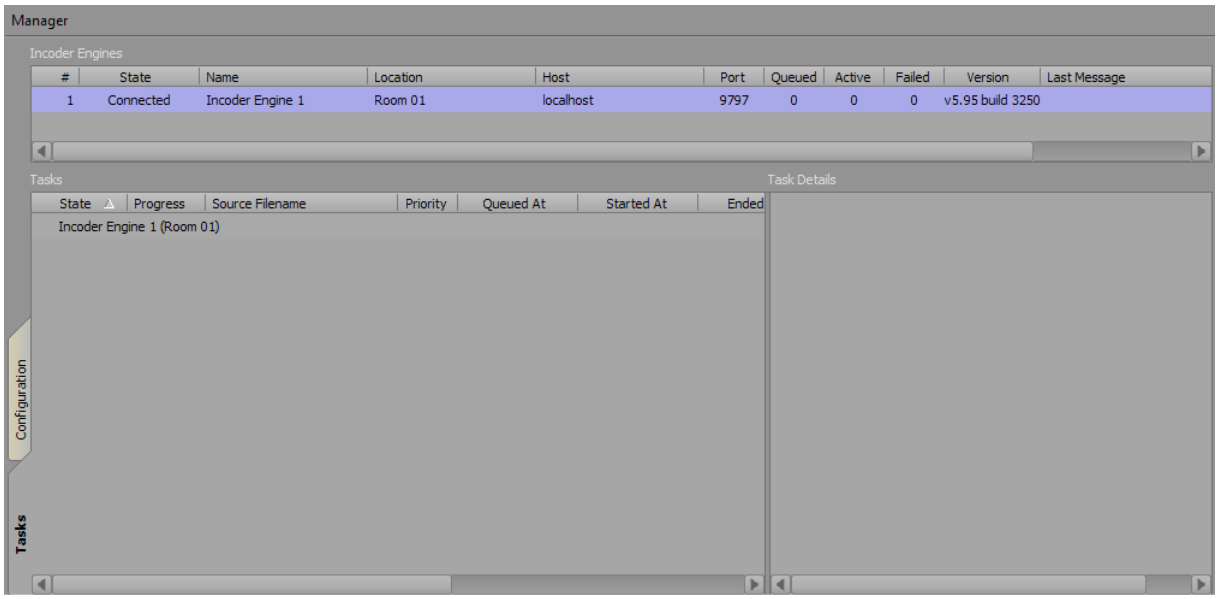
Viewing the XPression INcoder Tasks

Use the XPression INcoder Manager to view the INcoder tasks.

To view INcoder tasks:

1. Start INcoder.
2. In the **Start** menu, scroll down to **XPression INcoder**, expand the folder and select **INcoder Manager**.

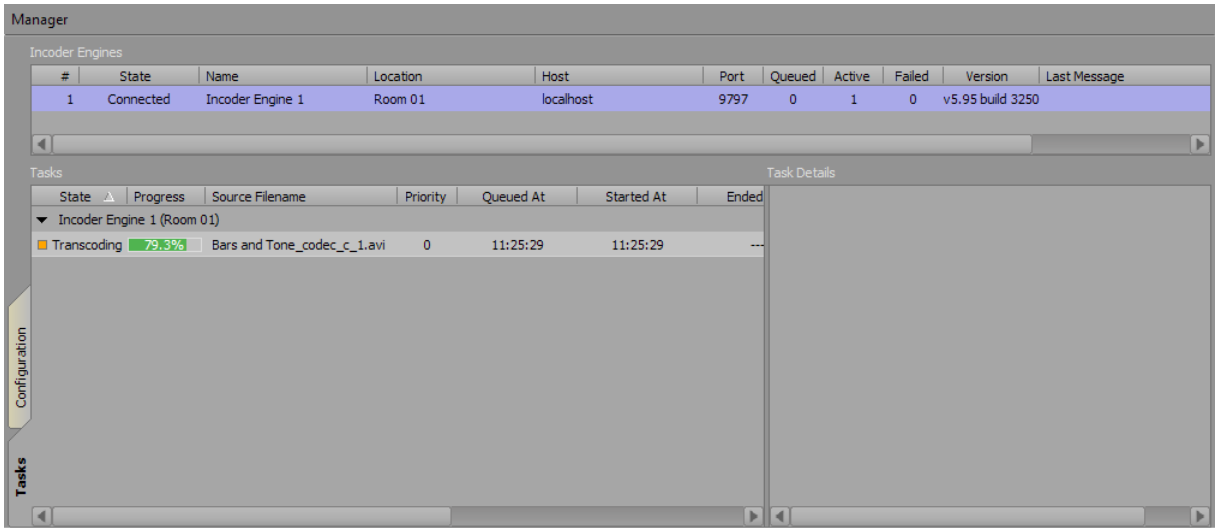
   The **XPression INcoder Manager** opens on the **Tasks** tab.



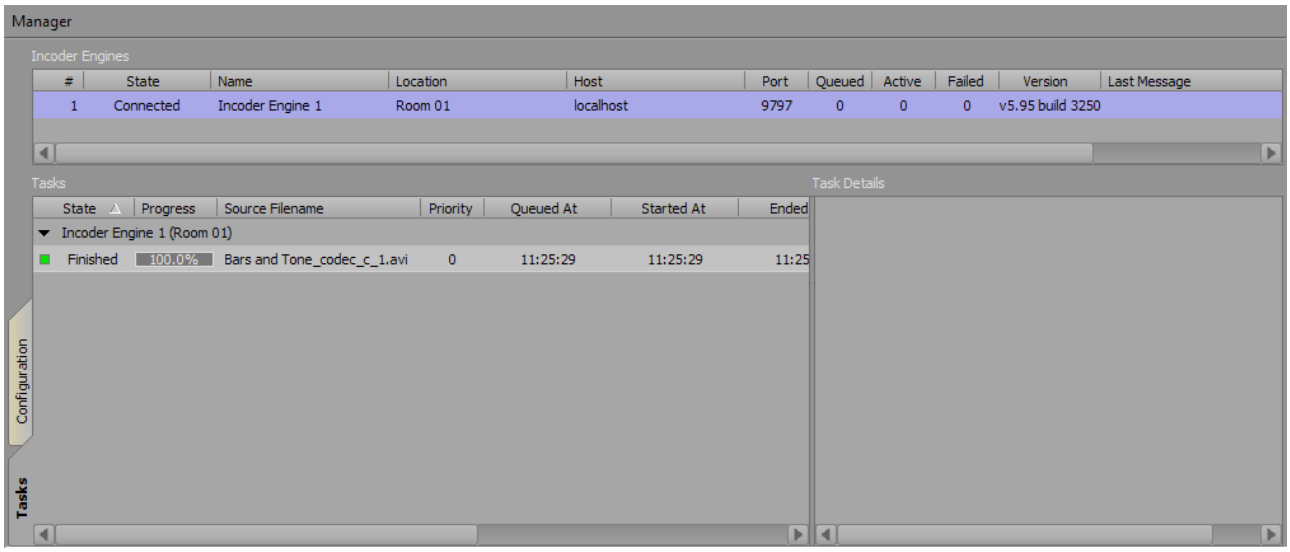
3. Add a video to the **Source** folder.

   INcoder supports the following video formats: ***.mov**; ***.avi**; ***.mp4**; ***.mxf**

   The video appears in the **Tasks** list and the **State** is listed as **Transcoding**.



   Once the video has finished transcoding, the **State** lists as **Finished** and the **Progress** displays at **100.0%**.



   ★If INcoder shows no tasks in the **Tasks** list once a video is added to the source folder, verify that the video type is supported. If the video type is supported, stop and then restart INcoder. Also, if the number of transcodes is reduced, INcoder must be stopped and restarted before the lower number of simultaneous transcodes takes effect.

For more information on:

Starting and stopping the XPression INcoder service, refer to Starting and Stopping XPression INcoder 7.

Task List Shortcut Menus

INcoder Engine Shortcut Menu

Right-click on an INcoder engine in the **Tasks** list to access the INcoder engine shortcut menu:

- **Remove > Completed** — select this to remove completed clips from the **Tasks** list for the selected engine.
- **Remove > Failed** — select this to remove failed clips from the **Tasks** list for the selected engine.
- **Remove > Cancelled** — select this to remove cancelled clips from the **Tasks** list for the selected engine.

Video File Shortcut Menu

Right-click on a transcoded video in the **Tasks** list to access the video shortcut menu:

- **Set Priority** — select this to set a priority level for the selected clip. The order of priority ranges from **-5** (Lowest) to **0** (Normal) to **+5** (High). The default is **0**. Clips with a higher priority will transcode before clips with a lower priority.
- **Remove** — select this to remove the selected clip from the **Tasks** list.
- **Cancel** — select this to cancel an in-progress transcoding of a clip.

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