Media I/O

User Guide

ROSS

THANK YOU FOR CHOOSING ROSS VIDEO

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*.

Dad Ross

David Ross
CEO, Ross Video
david.ross@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.)*

About this Guide

- Ross Part Number: **7900DR-004-15.0**
- Release Date: December 16, 2025. Printed in Canada.
- Software Issue: **15.0**

The information contained in this Guide is subject to change without notice or obligation.

Patents

Patent numbers 4,205,346; 5,115,314; 5,280,346; 5,561,404; 7,034,886; 7,508,455; 7,602,446; 7,834,886; 7,914,332; 8307284, 2039277; 1237518; 1127289 and other patents pending.

Warranty and Repair Policy

Ross Video Limited (Ross) warrants its Media I/O Server systems to be free from defects under normal use and service a time period of 15 months from the date of shipment:

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.
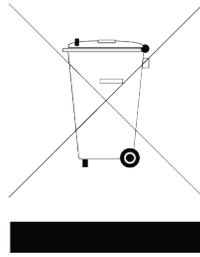
Extended Warranty

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 Media I/O Server 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.

Use of Hazardous Substances in Electrical and Electronic Products (China RoHS)

Ross Video Limited has reviewed all components and processes for compliance to:

"Management Methods for the Restriction of the Use of Hazardous Substances in Electrical and Electronic Products" also known as China RoHS.

The "Environmentally Friendly Use Period" (EFUP) and Hazardous Substance Tables have been established for all products. We are currently updating all of our Product Manuals.

The Hazardous substances tables are available on our website at:

http://www.rossvideo.com/about-ross/company-profile/green-practices/china-rohs.html

电器电子产品中有害物质的使用

Ross Video Limited 按照以下的标准对所有组件和流程进行了审查：

"电器电子产品有害物质限制使用管理办法"也被称为中国RoHS。

所有产品都具有"环保使用期限"（EFUP）和有害物质表。目前，我们正在更新我们所有的产品手册。

有害物质表在我们的网站：

http://www.rossvideo.com/about-ross/company-profile/green-practices/china-rohs.html

Company Address

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Canada, K0E 1K0

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Ogdensburg, New York
USA 13669-0880

General Business Office:	(+1) 613.652.4886
Fax:	(+1) 613.652.4425
Email (Technical Support):	techsupport@rossvideo.com
Email (General Information):	solutions@rossvideo.com
Website:	http://www.rossvideo.com

Important Regulatory and Safety Notices to Service Personnel

Before using this product and any associated equipment, refer to the " **Important Safety Instructions** " listed in the front of this manual to avoid personnel injury and to prevent product damage.

Product may require specific equipment, and/or installation procedures to be carried out to satisfy certain regulatory compliance requirements. Notices have been included in this publication to call attention to these specific requirements.

Symbol Definitions

Protective Earth: This symbol identifies a Protective Earth (PE) terminal, which is provided for connection of the supply system's protective earth (green or green/yellow) conductor.

Important: This symbol on the equipment refers you to important operating and maintenance (servicing) instructions within the Product Manual Documentation. Failure to heed this information may present a major risk of damage or injury to persons or equipment.

Warning: The symbol with the word " Warning " within the equipment manual indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

CAUTION: The symbol with the word " Caution " within the equipment manual indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury. It may also be used to alert against unsafe practices.

Warning Hazardous Voltages: This symbol is intended to alert the user to the presence of uninsulated " dangerous voltage " within the product enclosure that may be of sufficient magnitude to constitute a risk of shock to persons.

ESD Susceptibility: This symbol is used to alert the user that an electrical or electronic device or assembly is susceptible to damage from an ESD event.

Altitude Alert: This symbol is used to alert the user that the equipment is intended for use at altitudes below 2000 meters.

Climate Alert: This symbol is used to alert the user that it is not for use in tropical climates.

Maintenance Alert: This symbol is used to alert the user that he or she must unplug all power supply connectors before performing maintenance or service.

Important Safety Instructions

General Safety Instructions

1. **Warning:** Read these instructions.

2. Keep these instructions.

3. Heed all warnings.

4. Follow all instructions.

5. Do not use this apparatus near water.

6. Clean only with a dry cloth.

7. Do not block any ventilation openings. Install in accordance with manufacturer's instructions.

8. Do not install near heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.

9. Do not defeat the safety purpose of the polarized or grounding-type plug. A polarized plug has two blades with one wider than the other. A grounding type plug has two blades and a third grounding prong. The third prong is provided for your safety. If the provided plug does not fit into your outlet, consult an electrician for replacement of the obsolete outlet.

10. Protect the power cord from being walked on or pinched, particularly at plugs, convenience receptacles, and the point where they exit from the apparatus.

11. Only use attachments/accessories specified by the manufacturer.

12. Unplug this apparatus during lightning storms or when unused for long periods of time.

13. Refer all servicing to qualified service personnel. Servicing is required when the apparatus has been damaged in any way, such as when the power-supply cord or plug is damaged, liquid has been spilled or objects have fallen into the apparatus, the apparatus has been exposed to rain or moisture, does not operate normally, or has been dropped.

14. Do not expose this apparatus to dripping or splashing, and ensure that no objects filled with liquids, such as vases, are placed on the apparatus.

15. To completely disconnect this apparatus from the AC Mains, disconnect the power supply cord plug from the AC receptacle.

16. The mains plug of the power supply cord shall remain readily operable.

17. **Warning:** Indoor Use: To reduce the risk of fire or electric shock, do not expose this apparatus to rain or moisture.

18. The safe operation of this product requires that a protective earth connection be provided. A grounding conductor in the equipment's supply cord provides this protective earth. To reduce the risk of electrical shock to the operator and service personnel, this ground conductor must be connected to an earthed ground.

19. **Warning:** This apparatus, when equipped with multiple power supplies, can generate high leakage currents. To reduce the risk of electric shock, ensure that each individual supply cord is connected to its own separate branch circuit with an earth connection.

20. **CAUTION:** These service instructions are for use by qualified service personnel only. To reduce the risk of electric shock, do not perform any servicing other than that contained in the operating instructions unless you are qualified to do so.

21. Service barriers within this product are intended to protect the operator and service personnel from hazardous voltages. For continued safety, replace all barriers after servicing.

22. This product contains safety critical parts, which, if incorrectly replaced, may present a risk of fire or electrical shock. Components contained within the product's power supplies and power supply area are not intended to be customer-serviced and should be returned to the factory for repair.

23. Use only power cords specified for this product and certified for the country of use.

24. The safe operation of this equipment requires that the user heed and adhere to all installation and servicing instruction contained within the equipment's Setup Manuals.

25. ⚠ **CAUTION:** This product includes " Ethernet Ports " which allow this product to be connected to local area networks (LAN). Only connect to networks that remain inside the building. Do not connect to networks that go outside the building.

26. For use at altitude 2000m or lower.

27. For use in non-tropical locations.

28. ⚠ **CAUTION:** Do not make mechanical or electrical modifications to the equipment or add metallic items, such as metallic foil labels, to the printed circuit boards. Modifications can impair regulatory compliance, or performance and may void your warranty.

29. ⚠ **CAUTION: RISK OF ABNORMAL SUPPLY LOADING:** USB connected accessory loading not to exceed 5 USB unit loads. Each USB unit Load on Rear panel is limited to 250mA max.

30. ⚠ **CAUTION:** This apparatus contains a Lithium battery, which if replaced incorrectly, or with an incorrect type, may cause an explosion. Replace only with a CR2032 coin type lithium battery. Dispose of used batteries according to the manufacturer's instruction by qualified service personnel.

EMC Notices

United States of America — FCC Part 15

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.

ⓘ **Important:** Changes or modifications to this equipment not expressly approved by Ross Video Limited could void the user's authority to operate this equipment.

Canada

This Class " A " digital apparatus complies with Canadian ICES-003.

Cet appareil numerique de la classe " A " est conforme a la norme NMB-003 du Canada.

Korea - Class A Statement

이 기기는 업무용 환경에서 사용할 목적으로 적합성 평가를 받은 기기로서 가정용 환경에서 사용하는 경 우 전파간섭의 우려가 있습니다 .

This device has been evaluated for conformity for use in a business environment. When used in a home environment, there is a danger of interference.

Europe

This equipment is in compliance with the essential requirements and other relevant provisions of **CE Directive 93/68/EEC**.

International

This equipment has been tested to **CISPR 32:2015** along with amendment **AMD1:2019**, and found to comply with the limits for a Class A Digital device.

Important: This is a Class A product. In domestic environments, this product may cause radio interference, in which case the user may have to take adequate measures.

General Handling Guidelines

• Careful handling, using proper ESD precautions, must be observed.

• Power down the system before PCB removal.

A Word About Static Discharge

Throughout the many procedures in this manual, please observe all static discharge precautions.

CAUTION: Avoid handling the switcher circuit boards in high static environments such as carpeted areas, and when synthetic fiber clothing is worn. Touch the frame to dissipate static charge before removing boards from the frame, and exercise proper grounding precautions when working on circuit boards.

Environmental Information

Waste Electrical and Electronic Equipment Directive (WEEE Directive)

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电器电子产品中有害物质的使用

Ross Video Limited 按照以下的标准对所有组件和 流程进行了审查：
"电器电子产品有害物质限制使用管理办法 " 也被称 为中国 RoHS。
所有产品都具有 "环保使用期限 " (EFUP) 和有害物 质表。目前，我们正在 更新我们所有的产品手册。
有害物质表在我们的网站：
http://www.rossvideo.com/about-ross/company-profile/green-practices/china-rohs.html

Power Information

To ensure safe operation and to guard against potential shock or risk of fire, ensure your AC power source for the system is within the required voltage range and frequency.

• Media I/O Server Chassis Input AC Power Requirements:

› 100-240 VAC / 9.5 A (MAX) / 50-60Hz (x2)

Operating Environment

The optimum operating environment is within the following ranges:

• Recommended Operating Temperature: 13°C to 35°C (55°F to 95°F)

• Recommended Operating Humidity: 20% to 80% non-condensing

¬ High temperature/humidity should be avoided at all times.

Contents

Introduction

A Word of Thanks

Thank you for choosing Ross Video Media I/O, G6-2RU and/or G6-3RU server, as your ingest and playout production workflow solution.

We are committed to providing you with the highest level of customer satisfaction possible. If, for any reason, you have questions or comments, please call Ross Video at +1-613-652-4886 or send us an e-mail at techsupport@rossvideo.com.

We hope that you visit our website www.rossvideo.com to stay up to date with ongoing software releases, join our customer forum and learn more about the complete range of Ross Video products.

Note that software maintenance and extended warranties are available for your system to protect and extend the life of your investment. Our sales team is more than happy to provide further information on the plans available. Members of our sales team will promptly respond to e-mails sent to: solutions@rossvideo.com.

Again, thank you for your purchase of a Media I/O solution from Ross Video. We are confident of your future pleasure with your choice.

Yours Sincerely,

Shawn Snider
Vice President of Production Workflow & Cloud Services

About This Guide

The Media I/O User Guide serves as an in-depth guide to this Production Workflow G6-2RU and/or G6-3RU server and covers all concepts creative staff needs to know in order to use the Media I/O Suite software. With the information contained here, users can work with greater confidence, more efficiently and creatively.

This guide is intended as a comprehensive reference manual to answer FAQs related to daily use in the most common news and sports production workflows.

★ The Media I/O User Guide is intended for the sole use of authorized and licensed users of the Media I/O Suite.

This guide contains the following chapters that cover the use of the Media I/O

1. **Introduction** — summarizes the guide and provides important terms, and conventions.

2. **Getting Started** — summarizes the structure of the Media I/O User Interface.

3. **Configuring Media I/O** — summarizes how to configure user preferences, customize layouts, and change the password.

4. **Managing a Channel** — summarizes how to manage a channel (including recording workflows).

5. **Using the Scheduler** — summarizes how to use the Scheduler Panel to schedule ingest recordings.

6. **Managing a Playlist** — summarizes how to use playlists to organize clips for playout on channels.

★ **NOTE:**
Certain features may or may not be visible in your interface depending on the features purchased by your organization, or permissions assigned by your administrator. Contact your Media I/O administrator to request permission changes, or to purchase additional features from Ross Video.

If you have questions pertaining to the operation of Media I/O, please contact us at the numbers listed in the section **"Contacting Technical Support"** on page 1–3. 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.

Interface Elements

Bold text is used to identify a user interface element such as a dialog box, menu item, or button. For example:

In the **Assets panel**, click **Delete**.

User Entered Text

Courier text is used to identify text that a user must enter. For example:

In the **Language** box, enter `English`.

Referenced Guides

Italic text is used to identify the titles of referenced guides, manuals, or documents. For example:

For more information, refer to the section "**Managing Large Projects**" in the *Media I/O User Guide*.

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 "**File** > **Save As**," you would click the **File** menu and then click **Save As**.

Important Instructions

Star icons are used to identify important instructions or features. For example:

✱ After upgrading Media I/O software, you must obtain feature licenses from Ross Video Technical Support before users can access Media I/O features.

Getting Help

To access the Media I/O Online Help system, click the 🔲 **Help** icon in the main toolbar. For help about the currently open panel, click the 🔲 **Help** button in a panel title bar to view a help topic about the panel. The Online Help system contains the following navigation tabs to locate and access Online Help topics:

- **Contents** — table of contents
- **Search** — full text search
- **Favorites** — preferred information storage and access Ross Video also supplies print-ready PDF files of the Media I/O Installation Guide, Media I/O Configuration Guide, and the Media I/O User Guides.

Contacting Technical Support

Technical Support is staffed by a team of experienced specialists ready to assist you with any question or technical issue.

Ross Video has technical support specialists strategically located around the globe to ensure a prompt response to technical inquiries. Our primary technical support center is located in Ottawa, Ontario, Canada. In addition, we have offices in The United Kingdom (London), Australia (Sydney), and Singapore with satellite locations in New York City, the Netherlands, and China. As we expand our presence globally, we are constantly evaluating other key locations to have a local technical support specialist in order to better service our customers.

North America

Our North America center located in Ottawa, Ontario, Canada and is open Monday to Friday 8:30 a.m. to 6:00 p.m. EST, with 24/7/365 on-call service after hours.

Our telephone number is: +1-613-686-1557

Toll free within North America: +1 833-859-0499

EMEA

Our EMEA center is open Monday to Friday 8:30 a.m. to 5:00 p.m. GMT. After hours support is provided by our North America location.

International toll free: +800 3540 3545

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

Australia

Our Sydney, Australia office is located in Alexandria, NSW.

Our local support telephone number is: 1300 007 677

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

Online

E-mail: techsupport@rossvideo.com

Website: open a support request using the link http://www.rossvideo.com/support/tech-support.html to open a support request.

Getting Started

Media I/O allows users to quickly capture and playout all your live feeds. This includes support for baseband SDI and network signals such as SRT and NDI 2110 while transcoding them live for fast integration into post-production, media management, and delivery workflows.

This chapter discusses the following topics:

- Opening the Media I/O User Interface
- Overview of the Media I/O Workflow
- Exploring the User Interface

Opening the Media I/O User Interface

Before you can acquire, browse, log, edit, play-out, ingest, and record your content, you must open Media I/O and log in to the client with your username and password.

To open Media I/O

1. Use a supported web browser to open the Media I/O web page provided by your Media I/O administrator:
   › Microsoft Edge 138.0 or greater
   › Google Chrome™ browser version 138.0 or greater
   › Apple Safari® version 10.2 or greater

   A Login page opens.
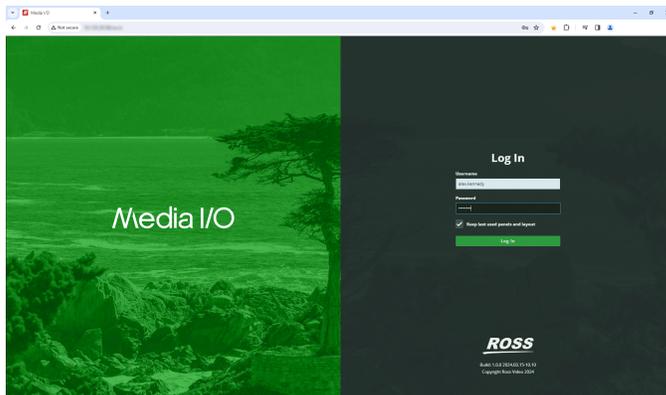
2. Sign-in using your login credentials:
   › **Username** — Enter your username in the field.
   › **Password** — Enter your password in the field.

3. Select the **Keep last used panels and layout** checkbox to load the same panels and layout as your previous Media I/O session.

4. Select **Login**.

   The Media I/O Interface opens. If you are logging in for the first time, it may be empty.
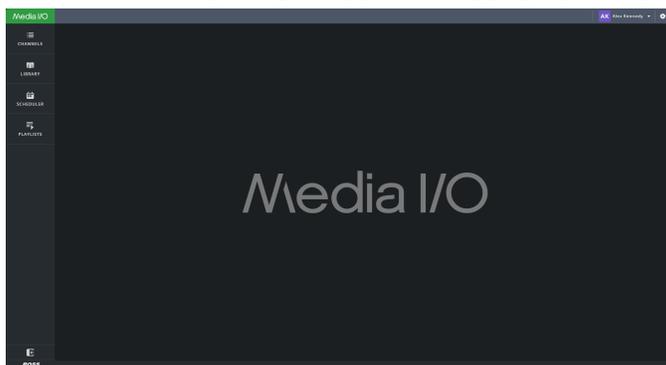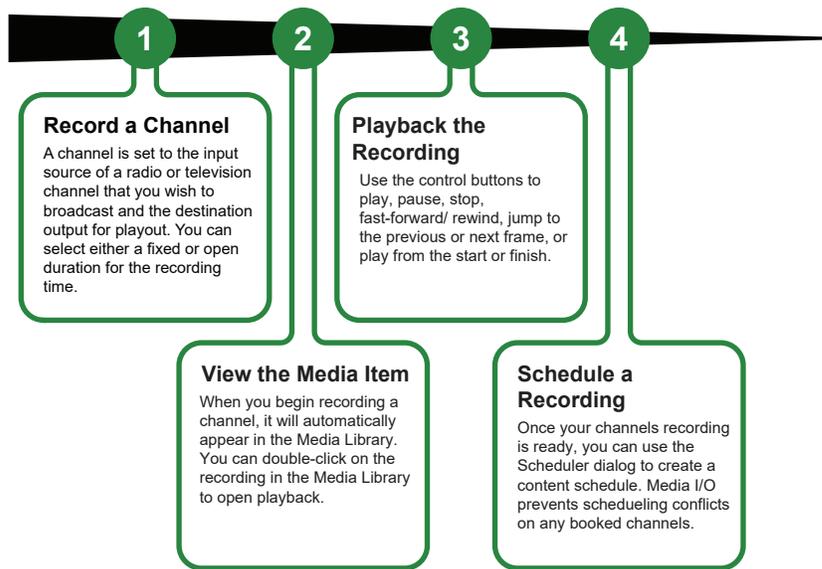

✶ **Session Timeout Reminder:**
For your security, the Media I/O system will log you out after 30 minutes of inactivity.

Overview of the Media I/O Workflow

The following diagram shows the main steps for creating an ingest and playout schedule.

1

Record a Channel

A channel is set to the input source of a radio or television channel that you wish to broadcast and the destination output for playout. You can select either a fixed or open duration for the recording time.

2

View the Media Item

When you begin recording a channel, it will automatically appear in the Media Library. You can double-click on the recording in the Media Library to open playback.

3

Playback the Recording

Use the control buttons to play, pause, stop, fast-forward/ rewind, jump to the previous or next frame, or play from the start or finish.

4

Schedule a Recording

Once your channels recording is ready, you can use the Scheduler dialog to create a content schedule. Media I/O prevents schedueling conflicts on any booked channels.

Exploring the User Interface

The Media I/O user interface includes a main toolbar and workspace panels that open in specific positions within the layout. You can open, close, resize, or move individual panels as needed.

Media I/O offers a suite of tools with customizable features. This chapter describes all of the available features, but the options you can access will depend on your organization's license and the user permissions assigned by your Media I/O administrator.

> 💡 **TIP**
>
> If a feature you read about in the documentation is unavailable, please contact your Media I/O administrator to request permissions or inquire about purchasing additional Media I/O features.

Main Toolbar

The icons in the main toolbar, on the upper right corner, enable you to open either the User Preferences dialog or the System Configuration dialog.

Icon	Name	Description
▾	**User Preferences** drop-down	Opens the **User Preferences** dialog. This allows you to modify the user's preferences for the following settings: profile, language, and password.
⚙	**System Configuration**	Opens the **System Configuration** dialog.

Side Toolbar

The icons in the side toolbar allow the user to open different workspace Panels, and to control the layout View of the Media I/O interface.

Icon	Name	Description
	Channels	Opens the **Channels** panel. • See "**Managing a Channel**" on page 4–1
	Library	Opens the **Library** panel.
	Scheduler	Opens the **Scheduler** panel. • See "**Using the Scheduler**" on page 5–1
	Playlists	Opens the **Playlists** panel. • See "**Managing a Playlist**" on page 1–1
	SWITCH VIEW (Minimize)	Minimizes the left sidebar view.
	SWITCH VIEW (Expand)	Maximizes the left sidebar view to the original desktop layout.

Channels Panel Toolbar

The Channels Panel includes recording channel cards and playout channel cards. Both types of channel include the following navigation controls for all channel cards:

Icon	Name	Description
‹ 1 2 ›	**Pager Controls**	Click the left and right arrows to navigate to the next or previous page of Channel Cards.

For More Information on...

• Recording Channel Controls, refer to the section: "**Recording Channel Controls**".

• Recording Channel Labels, refer to the section: "**Recording Channel Labels**"

• Playback Channel Controls, refer to the section: "**Playback Channel Controls**"

• Playback Channel Labels, refer to the section: "**Playback Channel Labels**"

Recording Channel Controls

These controls allow you to record or stop a recording on a Recording-type channel in the Channel panel.

If you wish to control a Playback Channel, go to the "**Playback Channel Controls**".

Icon	Name	Description
⏺	**Record**	Select this button to continue a recording.
⏹	**Stop**	Select this button to stop a recording.

Recording Channel Labels

These labels indicate the status of a recording channel.

Icon	Name	Description
IDLE	**Idle**	This status label indicates that the channel is idle and the channel is available for recording.
PREPARING	**Preparing**	This status label indicates that the channel is preparing the media clip.
READY	**Ready**	This status label indicates that the recording channel has finished preparing and is now ready.
RECORDING	**Recording**	This status label indicates that the recording is in progress. • For more information, refer to the information on"**Recording a Channel**".
FINALIZING	**Finalizing**	This status label appears when a user has stopped the recording, and the channel is finalizing the media clip.
SCHEDULED	**Scheduled**	This status label indicates that the recording is scheduled. • For more information, refer to the information on "**Recording a Channel**".
EXT CONTROL	**External Control**	This status label indicates that the clip is being controlled by a supported extension device via VDCP commands.

Playback Channel Controls

The icons in the Channel Controls Toolbar enable you to control playback of the selected recording. An overview diagram of the controls is displayed below:
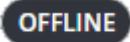

The channel controls enable you to playback a recording from one of your configured channel sources. View the ingest feed using the controls below to review the media library asset.

Icon	Name	Description
	Seek to Start	Click this button to move the playhead to the start of the clip.
	Rewind	Click this button to rewind from the playhead position. Click **Rewind** another time to increase the rewind speed. The increments increase the speed as follows: 2X, 5X, and 10X.
	Previous	Click this button to go to the previous frame.
	Play	Click this button to play from the playhead position.
	Pause	Click this button to pause the clip.
	Stop	Click this button to stop the channel.
	Next	Click this button to go to move the playhead to the next frame.
	Fast-forward	Click this button to fast-forward from the playhead position. Click **Fast-forward** another time to increase the rewind speed. The increments increase the speed as follows: 2X, 5X, and 10X.
	Seek to End	Click this button to move the playhead to the end of the clip.
	Cue	Used to cue a selected clip from the Library to a channel for playout.
	Loop	Used to loop a channel. Only visible when a channel is playing or paused.

Playback Channel Labels

These labels identify the current status of a playback channel. The labels are listed to match the order of operation.

Icon	Name	Description
IDLE	Idle	This status label indicates that the channel is idle and the channel is available for recording.
CUEING	Cueing	This status label indicates that the recording is scheduled. • For more information, refer to the information on "**Recording a Channel**".
CUED	Cued	This status label indicates that media clip has been successfully cued and is ready for playback using the channel controls.
PLAYING	Playing	This status label indicates that the cued recording is being played.
PAUSED	Paused	This status label indicates that the current manual or scheduled recording has been paused.
OFFLINE	Offline	This status label indicates that the channel is offline. Please contact an administrator to bring the channel back online.
FWD	FWD	This status label indicates that the cued clip is fast-forwarding at the indicated playback speed —2X, 5X, or 10X.
RWD	RWD	This status label indicates that the cued clip is rewinding at the indicated playback speed —2X, 5X, or 10X.
EXT CONTROL	External Control	This status label indicates that the clip is being controlled by a supported extension device via VDCP commands.
PLAYLIST	Playlist	This status label indicates that the channel is currently in use by a playlist.

Library Panel

The Library panel provides a list of media clips produced by manual and scheduled recordings. They are listed in order of most recently recorded to least, from top to bottom.

Icon	Name	Description
🔍	**Search Clips**	Click the searchbar containing this icon to search for clips in the Library.
🗑	**Delete Selected**	Click this button to delete the selected clip(s) from the Library.
🔒	**Lock Media**	Click this button to prevent the deletion of the selected clip(s) from any playlists.
—	**Cue on Selected Channel**	Click this button to cue the selected clip(s) on the currently selected channel. If unselected, go to the Channel Panel to select the channel.

Asset Preview Panel

The Asset Preview panel allows you to view clip details in a separate pane, making it easier to view and manage media assets directly from the Media Library. This enables you to trim clips, update clip metadata, and preview assets.

Icon	Name	Description
🔊	**Mute**	Click the Mute button to disable the sound.
◀❚	**Jump to Start**	Click this button to skip to the beginning of the timeline.
▶	**Play**	Click this button to begin the preview.
❚▶	**Jump to End**	Click this button to move the cursor to the end of the timeline.
▼	**Add Marker**	Click this button to mark an important place in the media asset.
{	**In Point**	Click this button to set a new starting 'In' Point for the media asset.
}	**Out Point**	Click this button to set a new 'Out' Point for the media asset.
💾	**Save**	Click this button to save the changes made in the Asset Preview Panel.

The expended Metadata Details Tab includes the following:

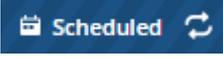| Icon	Name	Description
	Expand	Click this button to expand the Metadata Details tab.
	Edit	Click the Edit button to change the Metadata Type.
	Undo	Click this button to revert to the last saved change in the Metadata Details tab.

Scheduler Panel Toolbar

The Scheduler panel enables you to use schedule-driven playout. This enables you to meet the challenges of your broadcast workflows by scheduling future events without worrying about scheduling conflicts. Smart error-messaging handling will alert you to any issues during the initial selection configuration.

Icon	Name	Description
	Schedule New Recording	Click this button to schedule a future recording.
	Today	Click this button to update the calendar day selection to today's date.
	Tomorrow	Click this button to update the calendar day selection to the next day.
	Date Drop-down	Click this button to open a Calendar View.
	Back	Click this button to view the previous day.
	Forward	Click this button to view the next day.

Event Type Identifiers

The Scheduler panel indicates different types of events (such as single events, or event series) for easy reference.

Icon	Name	Description
📅 Scheduled	**Single Event**	Indicates a single event.
📅 Scheduled ⇄	**Event Series**	Indicates an event series.

Playlist Manager Tools

The Playlists panel enables you to organize your clips into playlists for use with channels. The Playlist Manager allows you to create, view, and delete your curated playlists.

Icon	Name	Description
✚	**Create Playlist**	Creates a new playlist. Prompts the user to enter a name before the playlist is created.
🔢	**Extra Tab Indicator**	Displays a number indicating how many extra tabs (playlists) are open, but hidden to save screen space, in the **Playlists** panel.
🗑	**Delete Playlist**	Deletes the selected playlist.

Playlist Viewer Tools

The Playlist Viewer enables you to add clips to a playlist and edit the playlist details. When added to a channel, it also enables you to control its playout functions.

Icon	Name	Description
✕	**Delete Clip**	Deletes a clip in the Playlist Viewer.
▶	**Play**	Plays the playlist on the respective Channel.
⏸	**Pause**	Pauses the playlist on the respective Channel.
◼	**Stop**	Ends the playlist and removes the current on-air clip from the Channel. This option is greyed-out until the **Play** button is selected.
▶❙	**Play Next Clip**	Plays the next clip in the playlist. Skips the current on-air clip, if applicable.
↻ ↻	**Loop**	Toggles if the playlist will be looped or not when it is finished playing. When looping is toggled on, this button will turn blue.
▼	**Dropdown**	A dropdown selection. Used in the **Select channel** box to pick from existing channels. In the **Start** and **End** columns, this allows the user to choose what will happen at the start and end of a clip when it is played.

Configuring Media I/O

There are many aspects of Media I/O that you can configure to suit the needs of your organization. The properties that you can configure depend on your user permissions.

The main toolbar includes some or all of the following icons:

- **User Profile**— enables Media I/O users to set user preferences.

- **Configuration** — enables Media I/O users to set system preferences.

This chapter discusses the following topics:

- Setting User Preferences
- Changing Your Media I/O Password
- Managing Users and Roles
- Configuring LDAP Authentication

Setting User Preferences

When the default user preferences do not work for an individual Media I/O user, the user can set their own user preferences.

To set your own user preferences

1. On the main toolbar, click the [▼] **User Preferences** drop-down menu.
   The User Preferences dialog opens to the User Profile tab.
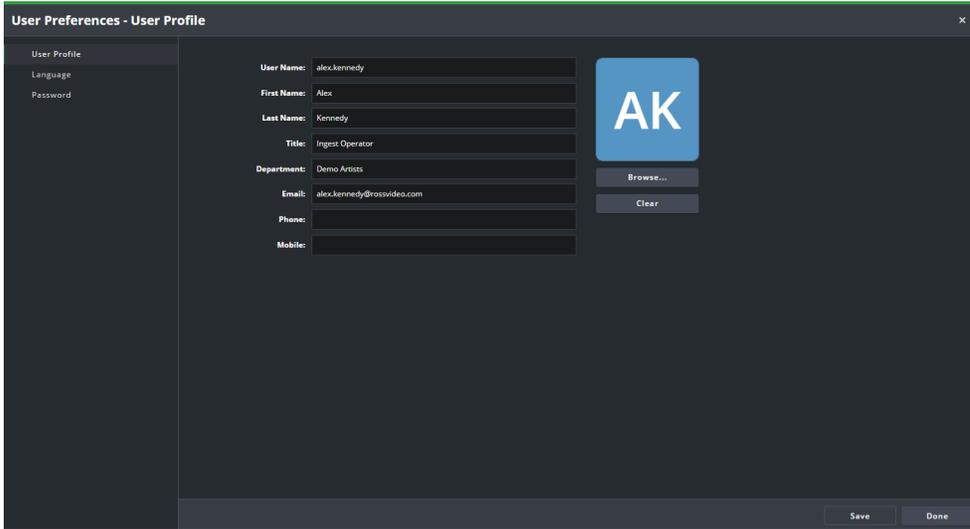
2. You can set the following fields for your User Profile:

- **User Name** — Enter your username in the text entry field.
- **First Name** — Enter your first name in the text entry field.
- **Last Name** — Enter your last name in the text entry field.
- **Title** — Enter your job title in the text entry field.
- **Department** — Enter your department name in the text entry field.
- **Email** — Enter your email in the text entry field.
- **Phone** — Enter your home phone number in the text entry field.
- **Mobile** — Enter your mobile phone number in the text entry field.

✸ **NOTE:** Uploading new profile photos with the **Browse...** button is not currently supported.

3. Select **Save** to apply your changes.

Changing Your Media I/O Password

A Media I/O user can update their password in the User Preferences dialog.

To Change your Media I/O Password

1. On the main toolbar, click the [▾] **User Preferences** drop-down menu.
    The User Preferences dialog opens to the User Profile tab.

2. Select the **Password** tab, and fill in the following:
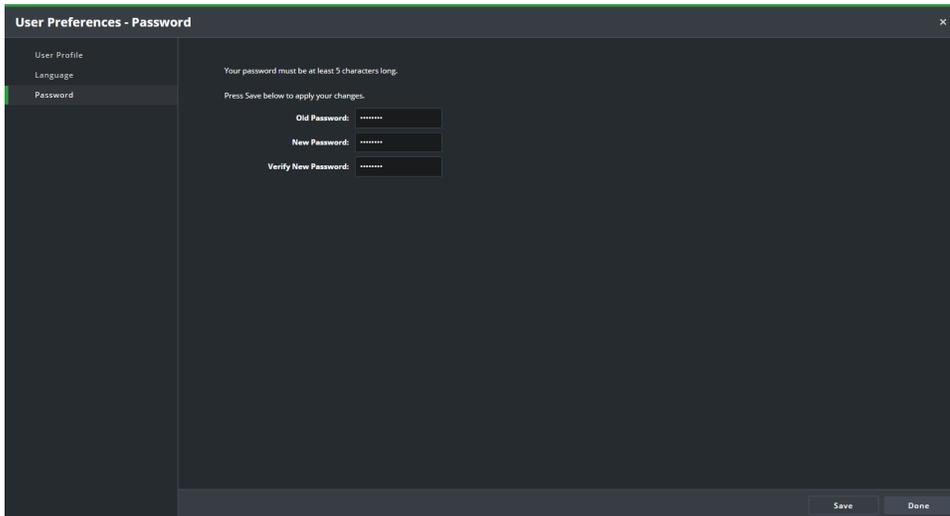
    › **Old Password** —Enter your current password.
    › **New Password** — Enter the password you wish to change it to.
    › **Verify New Password** —Re-enter the password you wish to change it to for verification purposes.

3. Click **Save**.

Licensing Media I/O

Media I/O must be licensed before the System Configuration features become visible in the User Interface. Licensing is performed by a commissioner, and is only required to activate the Media I/O system for the first time. Contact your Media I/O administrator if your licenses have not be activated.

To License Media I/O

1. Go to ⚙ **System Configuration** button.

    The System Configuration dialog opens.

2. In the left tree view, under ⚙ **System Configuration > General**, select **System License**.
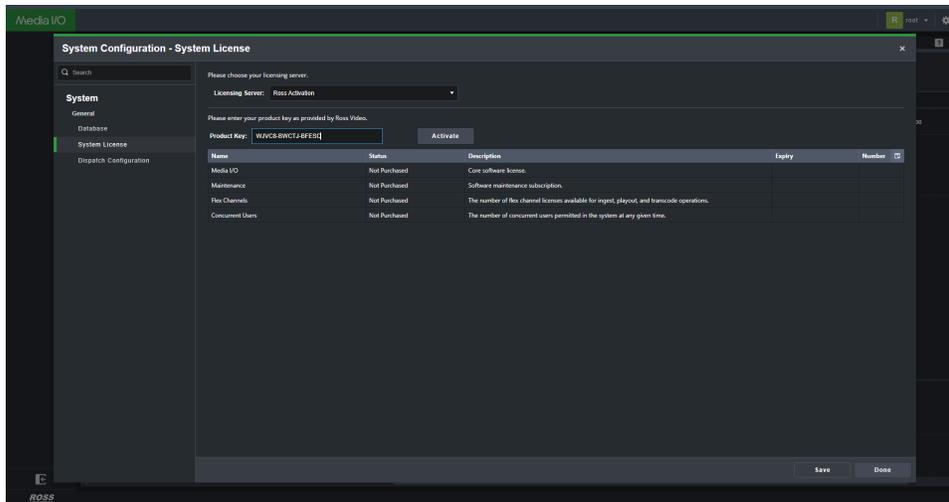
3. In the **Licensing Server** dropdown menu, select **Ross Activation**.

4. In the **Product Key** input box, paste the product key provided by Ross Video.

★ **NOTE**: Dashes must be included.

5. Verify that the product key was successfully applied by checking the **Status** column. The status of the following four Media I/O licenses should show as **Activated**:

    › **Media I/O**
    › **Maintenance**
    › **Flex Channels**
    › **Concurrent Users**

Managing Users and Roles

Administrators can configure Role-based Access Control to set permissions for roles and users in the **System Configuration > Users & Roles** page. For example, you can control which users are granted access to any given channel.

To Manage Users

1. On the main toolbar, click the ⚙ **System Configuration** button.
   The System Configuration window opens to the Database tab.

2. Select the **Users & Roles** tab in the **Role-Based Access Control** section under the **User Management** heading.

To add a new user

1. In the **User Properties** area, enter the following:

   a. **Active** — Select the checkbox to make a user active in the Media I/O system.

   b. **Domain** — Enter the enter the host or IP address of the domain.

   c. **Username** — Enter the user name.

   d. **Password** — Enter the password.

   e. **First Name** — Enter the first name of the user.

   f. **Last Name** — Enter the last name of the user.

   g. **Title** — Enter the job title of the user.

   h. **Department** — Enter the department of the user role.

   i. **Email** — Enter the email of the user.

   j. **Phone** — Enter the phone number of the user.

   k. **Mobile** — Enter the mobile number of the user.

   l. **API Key** — Select the checkbox to enable the API. If selected you must add the API key below it.

   m. **API Key** — If required, enter the API key.

2. In the User Roles area, search for any roles you wish to add and select the checkbox next to the role to add it.

3. Select **Add User**.

4. Select the **Language** tab to set a different language for the user. Select **Save** when the desired language has been chosen.

5. Confirm that the User has been added to the list successfully, and that all the properties and roles have been configured correctly. To make any changes, select the role, edit it, and select **Save**.

To add a new role

1. To open the System Configuration dialog, go to ⚙ **System Configuration.**

2. In the left menu under **User Management**, select **Roles & Permissions**.

3. Select the **Add Role** button.

4. Under Role Properties, enter the following:

    a. **Name** — Enter a name for the role.

    b. **Domain** — Enter the enter the host or IP address for the domain.

    c. **Active** — Select this checkbox to activate this role in the Media I/O system.
       NOTE: You must save this role before it will appear in the system.

    d. **Administrator** — Select this checkbox to assign Administrator level privileges to the account.

    e. **Remotely Assignable** — Select this checkbox to make the role remotely assignable.

    f. If you did not select **Administrator** level privileges, then a list of role permissions to choose from appears. Select **Allow** for any of the Role Permissions you wish to apply to the role. You can use the **Grant All** or **Deny All** buttons to quickly apply permissions to the entire list of Role Permissions.

5. Select **Save**.

6. Confirm that the role you created is now available in the list of Roles.
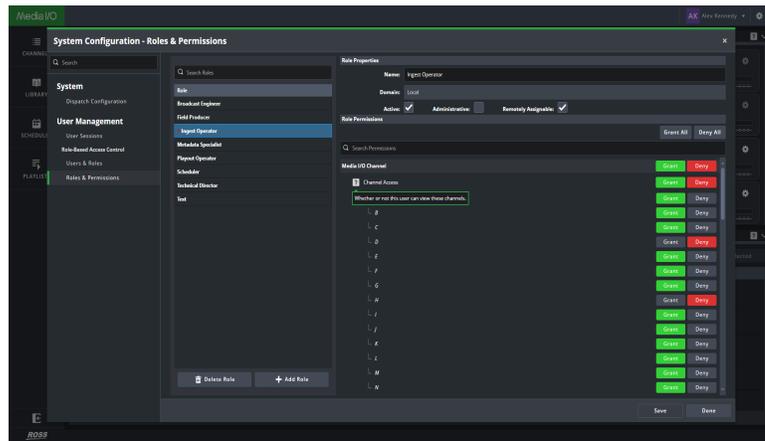
For More Information on...

• System Configuration, please refer to the **Configuring System Settings** chapter of the *Media I/O Configuration Guide*. Instructions are provided on how to use a new **System Configuration** user interface that is available to administrators in Media I/O v15 or later.

Configuring LDAP Authentication

Lightweight Directory Access Protocol (LDAP) is a protocol for accessing and maintaining distributed directory information services over a network. Inception can import data related to user accounts and user roles (groups) from an LDAP directory server. The Manage Users and Manager Roles tabs lists users and user roles imported from LDAP directory servers alongside user accounts and user roles created in Media I/O. You cannot alter the properties of imported user accounts and user roles. Media I/O configuration settings related to LDAP belong to the following categories, represented on the left side menu of the System Configuration dialog:

- **LDAP** - Properties related to establishing connectivity with an LDAP directory server.
- **LDAP User Mapping** - Mappings to enable Media I/O to import user accounts from the LDAP directory server.
- **LDAP Role Mapping** - Mappings to enable Media I/O to import user roles (groups) from the LDAP directory server.
- **SAML SSO** - Mappings to enable Media I/O to support SAML SSO.

Before You Begin

To synchronize Media I/O Single Sign-on with user data from your organization's current LDAP provider or Active Directory Server (such as Okta or Windows AD) you must set up the requirements on the host server or cloud side.

 Note: Media I/O supports authentication with your existing directory services hosted in the cloud.

- You must enable secure LDAP access over the Internet from your LDAP or Active Directory System.

Setting the LDAP Sync Source

To Set the LDAP Sync Source

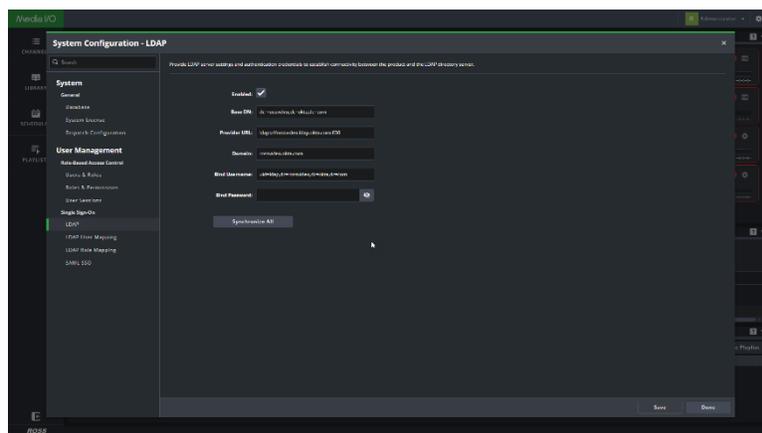This procedure allows you to set the primary LDAP sync source.

Figure 3.1 System Configuration - LDAP Dialog

1. Go to **System Configuration** and under **User Management > Single Sign-On**, select **LDAP**.

2. Fill in the following fields:

   - **Enabled** - Select this checkbox to enable syncing with your primary LDAP server.
   - **Base DN** - Enter your base domain name.
   - **Provide URL** - Enter your provider URL.
   - **Domain** - Enter your domain URL.
   - **Bind Username** - Enter your bind username.

      • **Bind Password** - Enter your bind password. You can press the **Hide** button to view the password.

3.   Select the **Synchronize All** button to apply your changes.

Setting Up LDAP User Mapping

To Set Up LDAP User Mapping

This procedure allows you to map LDAP users from the LDAP Directory Server.

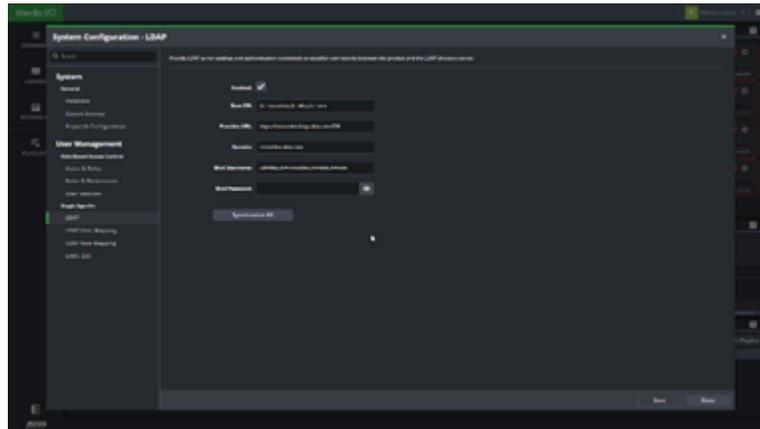*Figure 3.2 System Configuration - LDAP User Mapping' Dialog*

1.   Go to **System Configuration** and under **User Management > Single Sign-On, select LDAP User Mapping**.

2.   Fill in the following fields:

      • **Password Caching** - Select this checkbox to cache passwords. *Recommended.

      • **User Search Filter** -Enter your user search filter. For example:

      • **Additional User DN** -Enter your additional user domain names.

      • **Username Attribute** - Enter your username attribute. For example, uid.

      • **First Name Attribute** - Enter your first name attribute. For example, givenName.

      • **Last Name Attribute** - Enter your last name attribute. For example, sn.

      • **Title Attribute** - Enter your title attribute.

      • **Department Attribute** - Enter your department attribute.

      • **Email Attribute** - Enter your email attribute.

      • **Mobile Attribute** - Enter your mobile attribute.

3.Select the **Synchronize All** button to apply your changes.

Setting up LDAP Role Mapping

To Set Up LDAP Role Mapping

This procedure allows you to import LDAP user roles and provide user role attributes from the LDAP Directory Server.
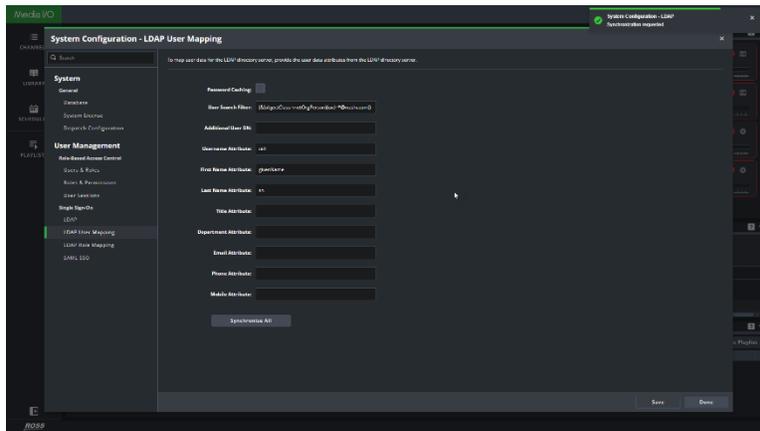
Figure 3.3 'System Configuration - LDAP Role Mapping' Dialog

1. Go to System Configuration and under **User Management > Single Sign-On**, select **LDAP Role Mapping**.

2. Fill in the following fields:

   • **Enabled** - select this checkbox if you wish to import LDAP user roles from an identity provider.
   • **Role Search Filter** - enter your role search filter. For example:

       (&(objectClass=inetOrgPerson)(uid=*@yourcompany.com))

   • **Additional Group DN** - enter any additional group Domain Names.
   • **Name Attribute** -enter the LDAP Directory Server Name Attributes.
   • **Member Attribute** - enter the LDAP Directory Server Member Attributes.

3. Select the **Synchronize All** button to apply your changes.

To Set Up SAML Single-Sign ON (SSO)

This procedure allows you to configure SAML SSO. When enabled and properly configured, Security Assertion Markup Language (SAML) Single Sign-On (SSO) allows the application to act as a SAML Service Provider (SP). Users can automatically log in by authenticating with a SAML Identity Provider (IdP) like Microsoft Entra ID, Google Workspace or Okta. Some IdP's support and may have enabled Single Logout (SLO).

If LDAP is enabled, then users and roles will be imported for the configured LDAP server and users signing in with SAML SSO must match. If LDAP is not enabled, user account records will be created on first time sign in with SAML SSO.
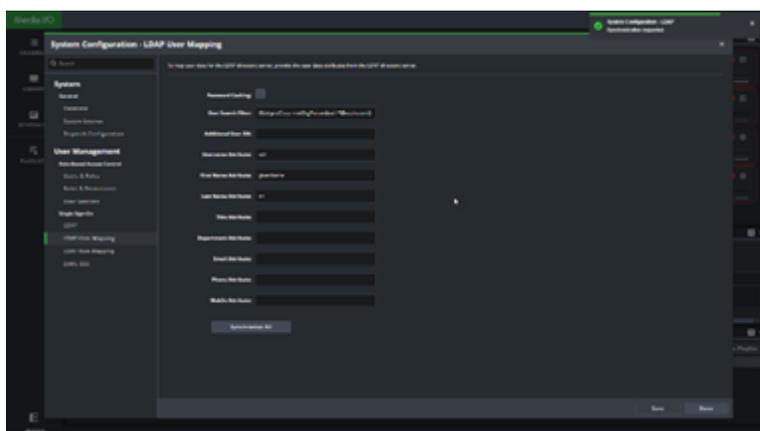

Figure 3.4 'System Configuration – SAML SSO' Dialog

1. Go to **System Configuration** and under **User Management > Single Sign-On,** select **SAML SSO**.

2. Fill in the following fields

    - **ACS URL** - enter your ACS URL. For example:

    `http://10.10.10.9/common/rwp.saml/ssoConsume.do`

    - **Legend URL**- enter the legend URL.
    - **Enable SAML SSO** - select this checkbox to enable SAML SSO.
    - **Application ID** - enter the application ID. For example:
    - http://ID.yourcompany.com/
    - **IdP Metadata** - Expand this field and select your IdP metadata source type.
      › If File is selected, you can then browse for the Idp metadata file.
      › If URL is selected, you can then enter the URL.
    - **Enable Signature** - select this checkbox to enable a private key signature to be added.
    - **Private Key** - browse for the private key certificate. For example: `key.csv`.

3. Click **Save**.

Managing a Channel

This chapter discusses the following topics:

* Setting up a Channel
* Recording a Channel
* Viewing a Media Clip

Setting up a Channel

A channel card includes an input source and output destination for the recording. Each channel card can be configured in advance by your Media I/O administrator.

To Set up a Channel Card

- Please reach out to your Media I/O administrator to request the creation of a new channel card.

Recording a Channel

In the Channels panel, there are two types of channels: Recording and Playout. Use Recording channels for your ingest workflow, and Playout channels to cue your media clips for playback. You can check which type of channel it is by viewing the 'P' or 'R' icon. Your administrator may choose to label the channels 'Play' or 'Record' for reference, as shown in the example below.

Figure 4.1 Comparison of Playout vs. Recording Channels

The default view of the Channels panel displays the four channel cards in alphabetic order. In this guide, the first four channels (A to D) are reserved for Playout, and the next four channels (E to H) are reserved for recording. Finished channel recordings may take up to 15seconds to display as a media clip in the Library panel.

✱ **NOTE**: A note on terminology — channels recorded in the Channels panel are referred to as 'manual recordings' and can be distinguished from future 'scheduled recordings' in the Scheduler panel.

To Record a Channel

1. To open the Channels panel, go to the left side toolbar, and select the ▦ **Channels** icon.
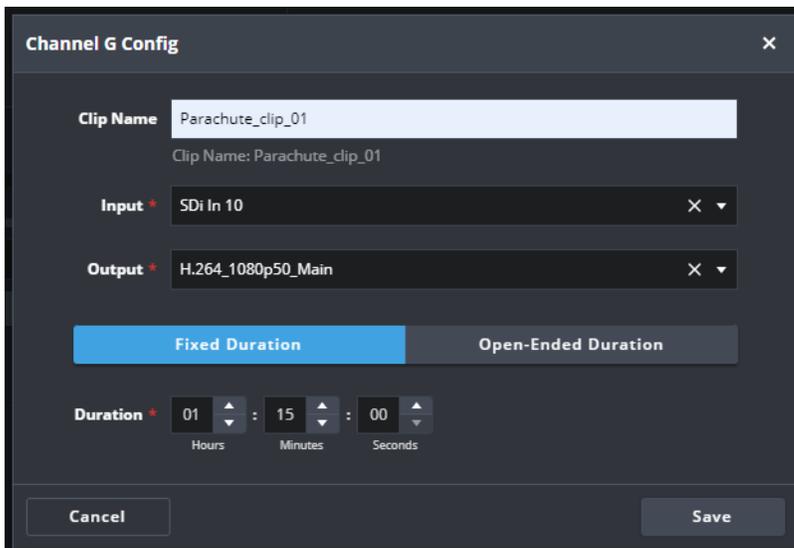
   The Channels panel opens.

2. Navigate to a Recording Channel. (If necessary, use the < left or right > pager control arrows to navigate to the next page.)

3. Click the ⚙ **Configuration** icon to prepare your channel.

The Schedule New Recording dialog opens.

4.   Fill in the following fields (where a red asterisk indicates a required field):

a.   **Clip Name** — Enter a meaningful name or a generic name will be used, such as
     Record-ChannelE-2024.03.08-15.07.29.

b.   **Input*** — Select one of the available input sources from the drop-down menu.

c.   **Output*** — Select one of the available output sources from the drop-down menu.

d.   **Fixed Duration** or **Open-Ended Duration** tab — Select your preferred option:

   •   Select **Fixed Duration** if you wish to:

       ›   **Duration*** — Set the duration of the recording using the up and down arrows for each field (Hours, Minutes, Seconds).

   •   Select **Open-Ended Duration** if you wish to:

       ›   **Duration*** — Set the recording duration to the maximum duration available: 23 hours.

5.   Click **Save**.

The media clip will appear in the Library panel after a 15 second delay.

6.   To confirm that your clip appears in the Library, go to the left Toolbar and open the 📖 **Library** panel.

Viewing a Media Clip

The Library panel provides a list of media clips produced by manual and scheduled recordings. They are listed in order of most recently recorded to least, from top to bottom.

To cue a Media Clip

1.   Open both the 📖 **Library** panel and the ☰ **Channels** panel.

2.   In the **Channels** panel, if necessary you can use the pager control to navigate to a page with an available Playout-type channel. Look for the 'P' to indicate a Playout type channel, and an IDLE label.

3.   In the **Library** panel, select a media clip and drag it into the channel of your choice. Clips are selected using the far left column cell.

4. While the media clip you wish to cue is still selected in the Library panel, you can select the **CUE** button on the channel card of the channel.

   The cued clip opens in the media player in the **Channels** panel.

Alternative method: You can also select the channel of your choice from the **Library** panel directly.

To Playback a Media Clip

1. Now that you've cued the media clip in the previous step, use the Playback Controls in the Channels panel to view the media clip.

2. You can use the controls to move the playhead manually, or fast-forward or rewind at X2, X5 and X10 speed.

Using the Scheduler

This chapter discusses the following topic:

- Scheduling a Recording

Scheduling a Recording

The Scheduler panel allows you to create a schedule for upcoming ingest recordings.

You can also schedule recurring events for events that occur on a regular basis. Recordings can be set to occur at regular intervals-hourly, daily, or weekly-without the need to manually set each event. This simplifies the management of any recurring meetings, such as daily meetings, weekly broadcasts or hourly updates. You can ensure consistent schedules, reduce the risk of missing important events, and streamline your workflow.

★ **IMPORTANT**: Scheduled recordings will always take priority over manual recordings, so it is necessary to reschedule or cancel a scheduled recordings if you do not want a manual recording that you scheduled with a conflict to be stopped before the scheduled recording begins.
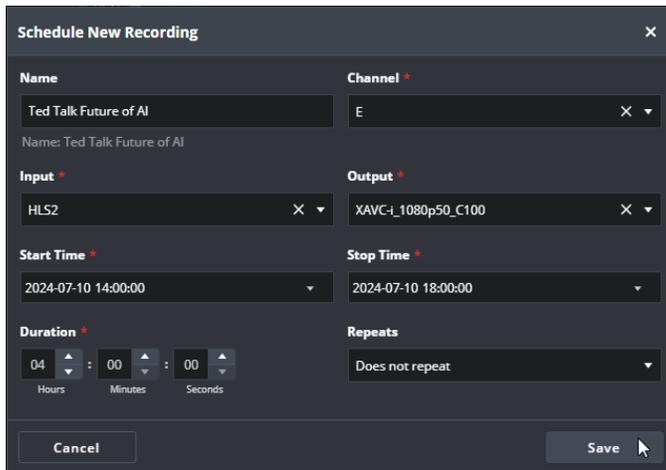
To Schedule a New Recording

1. Click 📅 **Scheduler** to open the Scheduler panel.

   The Scheduler opens in the user interface.

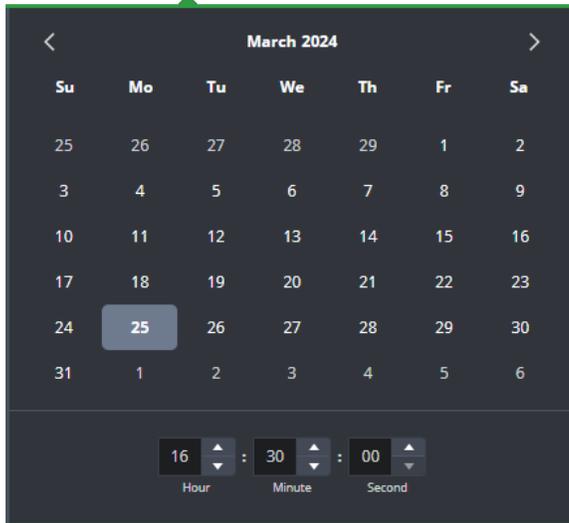2. To start a new recording, click ➕ **Schedule New Recording**.

★ **TIP**: Alternatively, double-click on an open time slot in the Scheduler's Calendar view to schedule a new recording at that time.

   The Schedule a New Recording dialog opens.

3. Fill in the following fields:

   › **Name** — Optionally enter a name for the new Recording. If a name is not specified, a name will be assigned based on the Channel ID, date and time.For example, `Record-ChannelE-2024.03.25-16.10.31`.
   › **Channel*** — Select a channel from the drop-down menu.
   › **Input*** — Select an input source from the drop-down menu.
   › **Output*** — Select an output source from the drop-down menu.

> **Start Time*** — Select your preferred start day and time from the drop-down Calendar widget.

> **Stop Time*** — Select your preferred end day and time from the drop-down Calendar widget.

> **Duration*** — Modify the duration of the recording here. Any changes made will automatically re-adjust the **Start Time** and **Stop Time**.

> **Repeats** — Set this field if you want to schedule a recurring event series.

For more information, see: "**To Schedule a Recording Series**".

4. Select **Save**.

The scheduled events will appear in the Scheduler view.

5. Confirm that the scheduled event appears in your Scheduler view. You may need to skip to the date your event is scheduled on, and scroll to the right or left to the specified time.

To Schedule a Recording Series

1. To schedule a recording, click **Scheduler** to open the Scheduler panel

The Scheduler opens.

2. To start a new recording, click **Schedule New Recording**.

★ **TIP**: Alternatively, double-click on an open time slot in the Scheduler's Calendar view to schedule a new recording at that time.

The Schedule New Recording dialog opens.

3. Fill in the following fields:

- **Name** — Optionally enter a name for the new Recording. If a name is not specified, a name will be assigned based on the Channel ID, date and time. For example, `Record-ChannelE-2024.03.25-16.10.31`.
- **Channel*** — Select a channel from the drop-down menu.
- **Input*** — Select an input source from the drop-down menu.
- **Output*** — Select an output source from the drop-down menu.
- **Start Time*** — Select your preferred start day and time from the drop-down Calendar widget.

- **Stop Time*** — Select your preferred end day and time from the drop-down Calendar widget.
- **Duration*** — Modify the duration of the recording here. Any changes made will automatically re-adjust the **Start Time** and **Stop Time**.
- **Repeats*** — Select this field if you wish to create a series.

   Under **Recurrence**, set the following:

› **Days Recurring*** — Select the days that the event recurs on.

› **Recurrence Ends On*** — Select the end date of the event series.

› **Recurs Every** — Select how often the event recurs (in weeks). For example, you could set 1 Week (for weekly), or 2 Weeks (for biweekly).

The meeting details are listed under the Recurrence area.

4. Select **Save**.

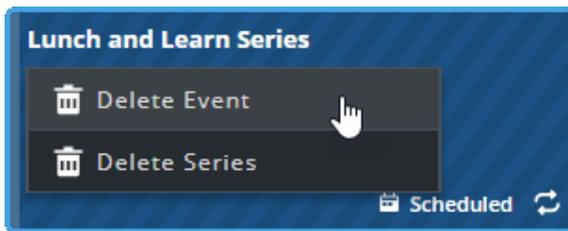*The scheduled event will appear in the Scheduler view.*

5. Confirm that the scheduled event series appears in your Scheduler view. You may need to skip to the date your event is scheduled on, and scroll to the right or left to the specified time.

To Cancel a Scheduled Recording

1. Click **Scheduler** to open the Scheduler panel.

The Scheduler opens in the lower quadrant of the user interface.

2. Right-click and select **Cancel** to remove an event or event series from the schedule.
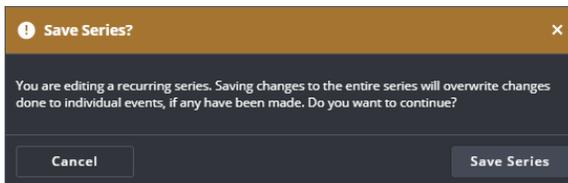

To Edit a Scheduled Recording or Series

1. Click **Scheduler** to open the Scheduler panel.

The Scheduler opens in the lower quadrant of the user interface.

2. Double-click to edit the scheduled event or event series that you wish to modify.

3. Make your desired changes and click **Save.**

*A confirmation notification will appear if you are modifying a series.*

4. If required, click **Save Series**.

5. Verify that your scheduled recording modifications appears correctly in the Scheduler.

To View the Recording Schedule

1. Click [icon] **Scheduler** to open the Scheduler panel.

   The Scheduler opens in the lower quadrant of the user interface.

2. Click [icon] **Today** or [icon] **Tomorrow**, or click the [icon] drop-down icon next to the date field to open the calendar widget.
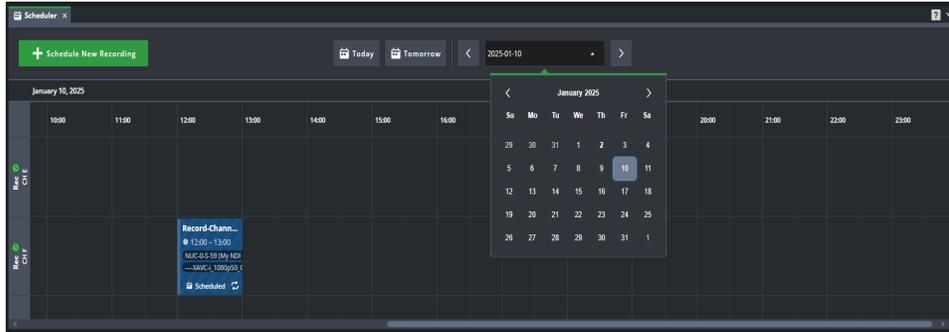
3. Mouse over scheduled events to expand the event information.

Managing a Playlist

Playlists allow you to easily organize a collection of media assets and schedule them for playout, without affecting on-air schedules. In this chapter, you will learn how to use the Playlist Manager to create and delete playlists. You will also become familiar with using the Playlist Viewer to edit your playlist content, and then add your final playlist to a channel.

This chapter discusses the following topics:

• Creating or Deleting a Playlist

• Editing a Playlist

• Adding a Playlist to a Channel

Creating or Deleting a Playlist

You can create or delete playlists in the Playlist Manager panel. Newly created playlists can be opened into a Playlist view, as shown in the image below.
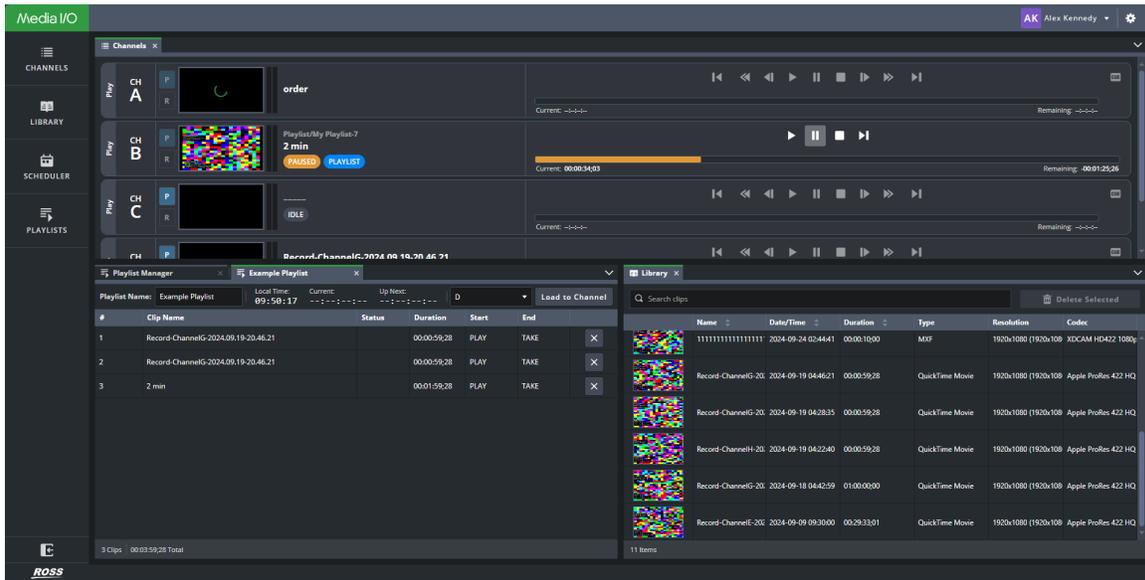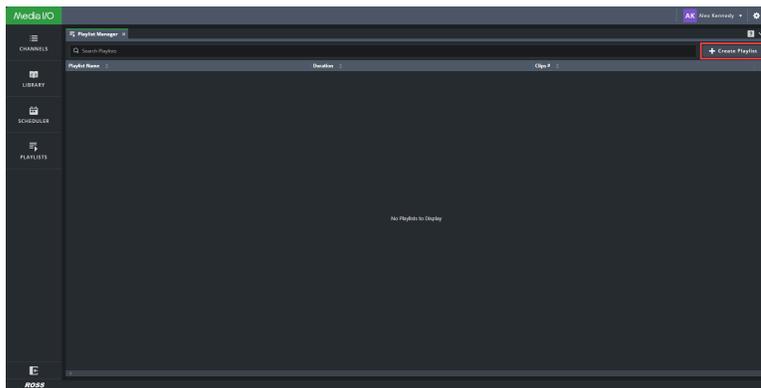

Figure 1.1 Displays the Channels Panel (top), the Playlist Viewer (bottom left), and the Media Library (bottom right).

To create a playlist

1. From the left side menu, select the **Playlists** button.

    The Playlist Manager panel opens.

2. Select **Create Playlist**.

3. Enter a name in the **Playlist Name** box, and then click **Save**.

★ **NOTE**: If a name is not entered, then a default name will be selected.
    For example, `Playlist-2025.01.17-10.12.26`.
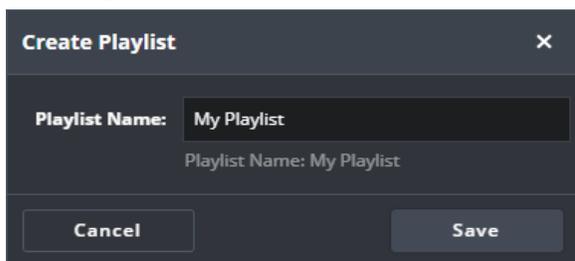
The playlist is added to the list of playlists in the **Playlist Manager**. You can see a summary of useful playlist information in the table columns; where each playlist's name, duration, and number of clips are shown.
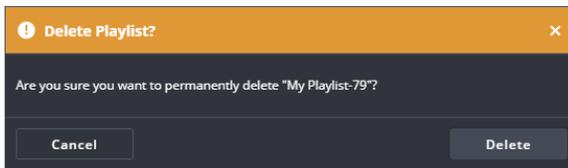
★ **NOTE:**
If you try to create a playlist with the same name as an existing playlist, a `-1` suffix is added to prevent duplicate names. The number in the suffix will increase each time another playlist is created with the same name as the original.

To delete a playlist

1. From the left side menu, select the [icon] **Playlists** button.

    The Playlist Manager panel opens.

2. In the **Playlist Manager**, select the desired playlist and click the [icon] **Delete** button.
    A prompt will open to confirm that the playlist will be permanently deleted.

3. If you wish to proceed, click the **Delete** button.

★ **NOTE:**
Playlists that are on-air cannot be deleted.

Editing a Playlist

The Playlist Viewer enables you to add clips to playlists and edit the playlists' details. When loaded to a channel, you will have access to its Playout Controls.

To edit a playlist name

1. Double-click the desired playlist to open the **Playlist Viewer**.

2. Select the **Playlist Name** field to enter a new name.

To add media from the Library to a playlist

1. Open the **Library**.

2. Drag-and-drop clips from the **Library** into the **Empty playlist!** area.
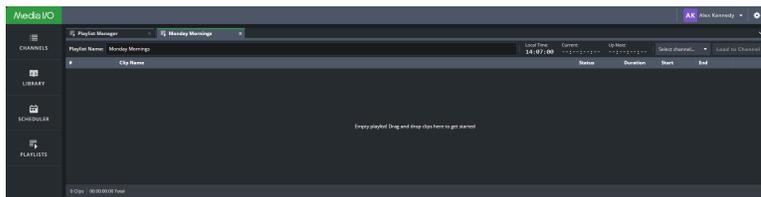
3. If there is already a clip in the playlist, drop the clips when the bottom of an existing clip is highlighted in blue.
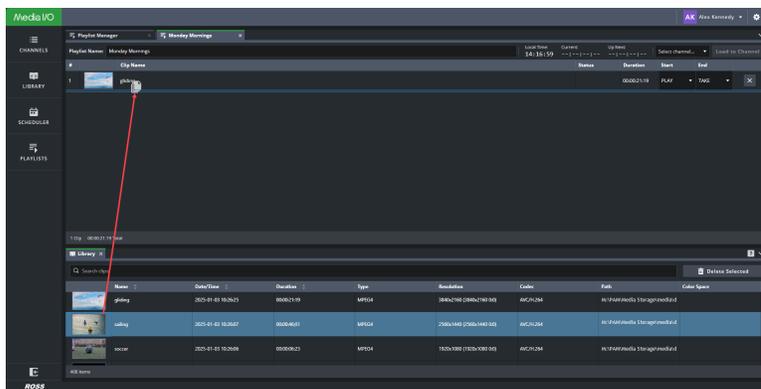
✱ **NOTE:** Multiple clips can be selected and then dragged into the playlist at once. The number of clips in a playlist, as well as their total duration, will be displayed on the top-right corner of the **Playlist Viewer**.

To move clips into a new position in a playlist

1. In the **Playlist Manager**, click and drag the desired clip.

2. Possible positions for the clip are indicated by a blue highlight beneath other clips. Release the mouse button to place the clip.

To delete clips in a playlist

1. In the **Playlist Manager**, navigate to the desired clip.

2. Select the [×] **Delete** button. A confirmation dialogue opens. Select **Remove** to delete the clip. Select **Cancel** to keep the clip in the playlist. If the clip is playing or cued, it can't be removed from the playlist.

To search for a playlist

1. Open the **Playlist Manager**.

2. In the **Search Playlists** text field, enter the name of the desired playlist.

Adding a Playlist to a Channel

To load a playlist onto a channel

1. Navigate to the Playlist Viewer.

2. In the **Select channel...** box, select or enter the letter associated with the channel the playlist needs to play on.

3. Select the **Load to Channel** button. The playlist is loaded onto the channel in a **Pause**d state with a red highlight, and the next cued clip is highlighted in green.
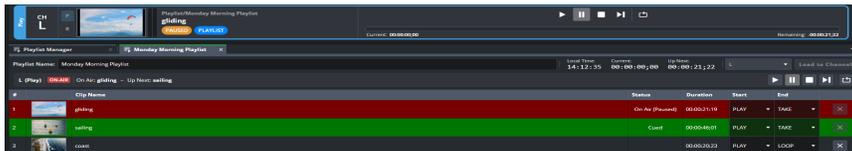
To play a playlist

1. After loading the playlist onto a channel, select the **Play** button in the **Playlist Viewer** or on the appropriate channel.
    The playlist plays on the selected channel. The status will change from **On-Air (Paused)** to **On-Air**.

To skip to the next clip in a playlist

1. Ensure the playlist is playing on a channel.

2. In the **Playlist Viewer** or on the appropriate **Channel card**, select the **Play Next Clip** button.

To cue a clip for playout

1. Ensure that the playlist is loaded to the desired channel.

2. Double-click the desired clip in the playlist. The clip is highlighted in green and plays after the current clip has finished.

To set a clip playout action

You can set an action that will be triggered when a clip starts playing or ends playing. From the **Start** dropdown actions you can select **Play**, or **Pause**. From the **End** dropdown actions you can select **Take**, **Pause**, **Black** or **Loop**.

1. While viewing a playlist, select the arrow button below the **Start** or **End** columns.

2. Select the action that you wish to apply when the clip starts or ends. These options can be changed while the playlist is playing.

    › **Start**: The **Play** option plays the clip. The **Pause** option pauses the playlist until the user presses the **Play** button again.

> › **End**: The **Take** option begins playout of the next clip in the playlist when the current clip ends. The **Pause** option pauses at the last frame of the clip. The **Back** option ends the clip with a black frame. The **Loop** option loops the individual clip.

To loop a playlist

1. Ensure that the desired channel is selected in the individual playlist (**Playlist Viewer**).

2. Select the **Loop** button.
   The playlist will now play on repeat in the selected channel.

3. Confirm that the **Loop** button is blue, indicating that it is successfully enabled.

★ **NOTE**: Looping is unavailable if there is only one clip in the playlist, or if the playlist is empty.

To turn off looping

1. Navigate to the **Playlist Viewer** for a playlist that is looping.

2. Select the **Loop** button to disable looping.

3. Confirm that the button is greyed out.

To stop a playlist

1. Navigate to the **Playlist Manager** and open the playlist that is currently on-air. Alternatively, navigate to the appropriate **Channel card**.

2. In the Playlist Manager or on the Channel card, select the **Stop** button.
   The playlist is removed from the channel, and the channel is freed for use again.

Media Library

The Media Library allows you to access your collection of media assets, where you can conveniently cue clips to a channel, or perform basic edits in the Asset Preview panel. In this chapter you will learn how to use the Media Library to find the perfect media clip, trim the clip, add markers to the clip timeline, and update clip metadata.

This chapter discusses the following topics:

- Previewing a Clip
- Trimming a Clip
- Adding Markers to Key Points in a Clip
- Cuing a Clip to a Channel
- Editing Clip Metadata

Previewing a Clip

You can now preview clips and open them in an Asset Preview Panel.

The Asset Preview Panel allows you to:

- Preview clips without opening an advanced editor
- Add markers to key points in the clip
- Update clip metadata quickly and efficiently

To Preview a Clip in the Asset Preview Panel

1. Click **Media Library**.

2. Use the search to find the media clip you wish to preview, or filter using the table columns.

3. To open the clip in the Asset Preview panel, double-click on the clip.

   The Asset Preview Panel opens.

Trimming a Clip

You can now trim a clip to cue only your preferred segment in the Asset Preview Panel. Once you have opened the media you wish to edit from the Media Library, you can trim the clip to refine the segment of the clip that will be exported or cued to a channel.

Before you begin, open the Asset Preview panel: "**To Preview a Clip in the Asset Preview Panel**".

To Trim a Clip in the Asset Preview Panel

You can trim the clip by selecting the starting 'In' and 'Out' point.

> 💡 **TIP**
>
> Instead of setting both an 'In' and 'Out' point, you can also opt to trim the clip at just the start or end of the clip.

1. Open the Preview Asset Panel.

2. On the Media Clip Viewer timeline, place your cursor at your preferred start point, and click the **In Point** button.

   The timeline reflects the new start point and the sequence is highlighted with a gray bar. The most recently placed point is shown in blue.

3. If you wish to trim the end of your clip, place your cursor at your preferred end point, and click the **Out Point** button.

   The timeline reflects the new start point and end points, and the sequence is highlighted with a gray bar.

Adding Markers to Key Points in a Clip

To Add Markers to Key Points in the Asset Preview Timeline

1. Open the ![icon] **Media Library** panel, and double-click on the clip you wish to view.

    The clip opens in the Asset Preview panel.

2. In the Asset Preview panel timeline, click to place the cursor at the location you wish to add the marker to.

3. Click the ![icon] **Marker** button.

    A marker appears to bookmark that key point.

Cuing a Clip to a Channel

You can now cue a clip to a Channel directly from the Media Library.

To Cue a Clip to a Channel

1. Open the Channels Panel. To open the Channels panel, go to the main toolbar, and select the ![icon] **Channels** icon.

   *The Channels panel opens.*

2. Select the Channel you wish to cue to.

3. Navigate to the main toolbar, and open the ![icon] **Media Library** panel.

4. Use the search to find the media clip you wish to cue, or filter using the table columns.

5. Select the preferred media clip, and click the **Cue on Selected Channel** button.
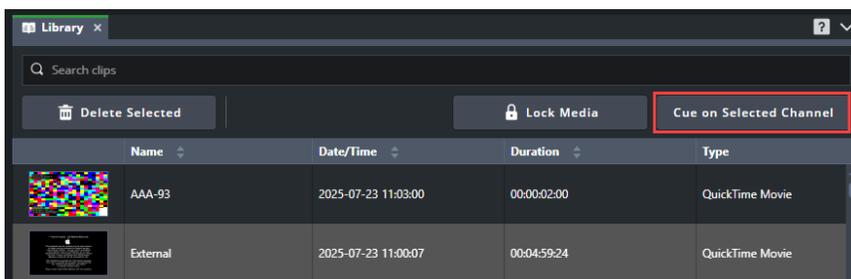
6. Confirm that the preferred media clip has been successfully cued to the selected channel in the Channels Panel.

Editing Clip Metadata

You can add metadata tagging for media clips. Users can add descriptive clip information via the Metadata tab, accessible by clicking the Expand button. Common properties include location, date, and other customizable fields-making it easier to organize clips. Metadata types are controlled by your Media I/O administrator and can be requested if you need to add a new metadata type template.
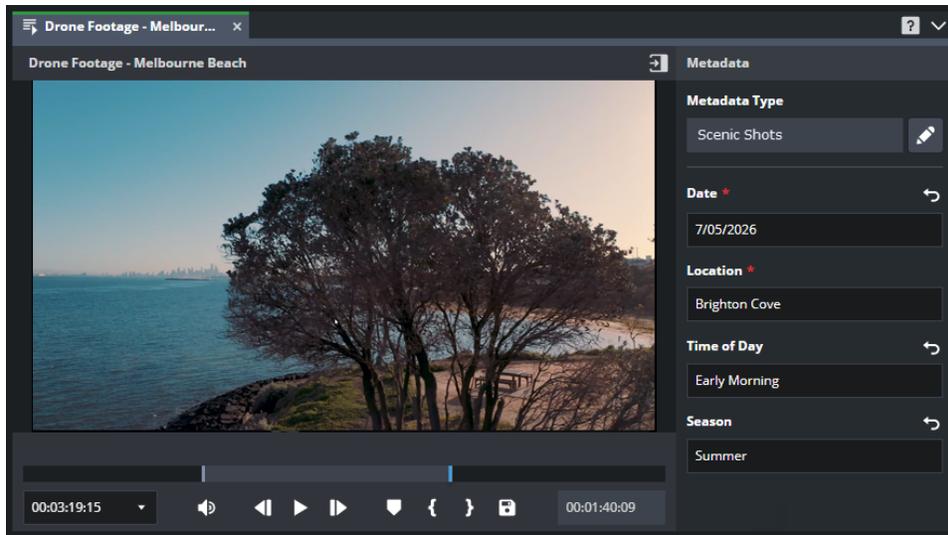
To Edit Clip Metadata

1. In the Asset Preview panel, click the [Expand icon] **Expand** button to open the Metadata Details.

2. You can modify any of the fields. These fields will depend on the properties your Media I/O administrator has set. The entry input method will vary, displaying one of the following: boolean choice, a single line, multi line text input, or dropdown menu choices.

To Undo Clip Metadata Changes

• In the **Asset Preview** panel's **Metadata** tab, you can select the [Undo icon] **Undo** button to revert back to a previous change.

To Modify the Metadata Type Template

You can modify the Metadata Type for an asset, but applying a new template will delete any fields that are not present in the new template.

> ⚠️ **CAUTION**
>
> Changing the Metadata Type will delete any fields that are not present in the new template.

1. In the Asset Preview panel, click the [Expand icon] **Expand** button to open the Metadata Details.

   The Metadata Details tab opens.

2. Under Metadata Type, click the **Edit** button.