

Proc 14404_Scheduling ENCODE EVENTS (TelVue)

ASSEMBLY ROOM [Tel-Vue B-3400]

1. Type in 192.168.1.150:3000/profile/login in your web browser.
2. Enter **username & password**. (psguser & psguser)
3. Click on the 'programming' tab.
4. Click on the 'add capture events' button.
5. Fill in filename according to appropriate naming conventions (with .mpg extension), start date and time (military time), duration, program code, program, and episode.
6. Click save
7. Return to 'programming' tab.
8. Click the "add switch event" button.
9. Select Live Assembly from A/V Source dropdown.
10. Select Encoder 1 – B3200 from Destination dropdown.
11. Fill in duration, time and start date, program code, program and episode.
12. Click save.

STUDIO B [Tel-Vue B-3400]

1. Type in 192.168.1.150:3000/profile/login in your web browser.
2. Enter **username & password**. (psguser & psguser)
3. Click on the 'programming' tab.
4. Click on the 'add capture events' button.
5. Fill in filename according to appropriate naming conventions (with .mpg extension), start date and time (military time), duration, program code, program, and episode.
6. Click save
7. Return to 'programming' tab.
8. Click the "add switch event" button.
9. Select Live B as the A/V Source.
10. Select Encoder 1 – B3200 as the Destination.
11. Fill in duration, start date and time, program code, program and episode.
12. Click save.

STUDIO A [Tel-Vue C-100 & Canopus]

1. Schedule Studio A encodes in 4-5 hour blocks
2. Type in 192.168.1.29:3000/profile/login
3. enter **username & password**.
4. Click on the 'programming' tab.
5. Click on the 'add capture events' button.
6. Fill in filename (with .mpg extension) start time and date and duration (4-5 hour blocks).
7. Under "Optional Recurrence," click the days of the week you'd like to repeat the encode (will most likely be Mon-Fri).
8. Click save.
9. Be sure you have completed all steps in Studio A for the production.
10. Just before starting the timer, open the MPEG Canopus Station by double clicking the MPEG icon on the Telvue Desktop.
11. Press the file folder icon button.

12. Select desired location to save file using appropriate naming conventions.
13. Click the large RED record button.
14. When production is complete, click the RED record button in Canopus again.
15. The program can be found for editing in the "Capture" Folder on the TelVue Workstation C-drive.