

P Squared Ltd

Myriad v2.6

Operations Manual

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Overview

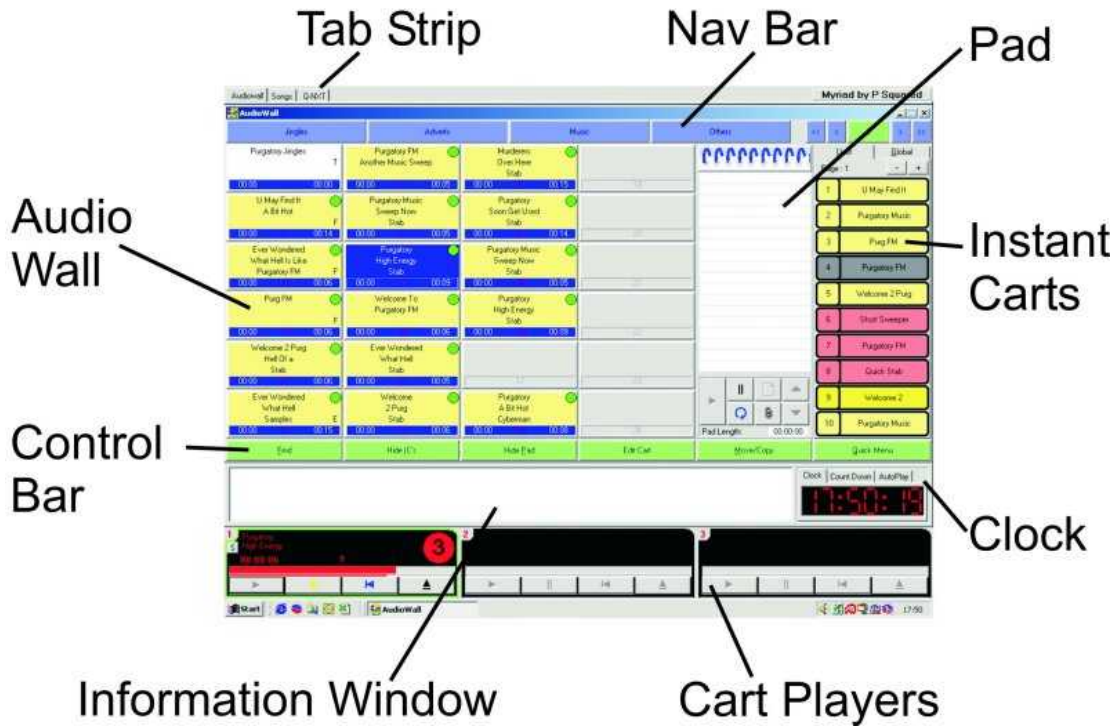
The centre pin to the entire Myriad system is the Myriad Audio Wall. In most traditional studios, at least one wall is taken up with racks of Carts, Minidiscs or CDs, which are used in the presentation of a show. In a Myriad based studio, this wall of Carts is replaced with the Myriad Audio Wall, a virtual rack of Carts that covers the entire spectrum of the station's audio needs from adverts or promos to music. The Myriad Audio Wall also offers many significant advantages over a traditional Cart Wall because Myriad Carts not only contain audio, but also additional information such as artist information or trivia, links to relevant web sites, DAB or Web Streaming Multi-Media information and even pictures.

The Audio Wall is designed to be quick, powerful and simple to use and is the primary tool used by 'on air' presenters and production staff alike. It not only gives you instant access to the Carts stored on your Myriad system but also a full range of playout tools designed to make your life as easy as possible.

Myriad can be set up to run with either one or two monitors. In the single screen configuration, the Audio Wall is combined with the Songs window and the Q-NXT screen to offer all the power and flexibility that you need. The dual screen configuration places the Audio Wall on one screen and the Q-NXT Log on the other which create the perfect working environment for any studio.

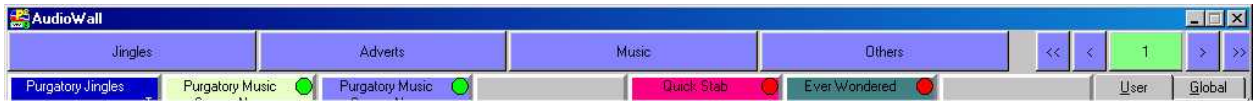
The Main Screen Layout

Audio Wall Basic Layout



The screen layout above shows all the major elements on the Myriad Audio Wall. Each of these elements has a number of sub features all of which are covered in more depth within individual element section of the documentation.

The Nav Bar



The Nav Bar offers fast and effective navigation around the Myriad Audio Wall. Most Audio Walls are at least 10,000 Carts long so finding your way around them has to be simple. The Nav Bar gives the User ‘one click’ access to the most commonly used areas, plus it allows the User to set up customisable ‘Jump’ buttons to the parts of the Audio Wall that they need to get to quickly. The Nav Bar can also be used to ‘jump’ to a specific Cart Number or to simply scroll around the Audio Wall.

The Main Jump Button



The main ‘Jump Buttons’ are set up as part of Myriad Configuration for each Myriad Workstation. They can be regarded as short cut buttons to the most commonly used areas of the Audio Wall for that particular Myriad Workstation. Up to ten Jump button can be configured

In the screen shot above, the main ‘Jump Buttons’ are set to **Jingles, Adverts & Music**. This is a common configuration for a studio Myriad workstation. A workstation in a news or production area may have very different priorities and thus very different main ‘Jump Buttons’. Clicking on one of the main ‘Jump Buttons’ will take the User to the part of the Audio Wall that contains the topic of the ‘Jump Button’. If, for example, your station music starts at Cart Number 3001 then clicking on the **Music** ‘Jump Button’ would take the user to Cart Number 3001 so that they can quickly get access to the music on the system. The main ‘Jump Buttons’ are set up as part of Myriad Configuration and are customisable per workstation.

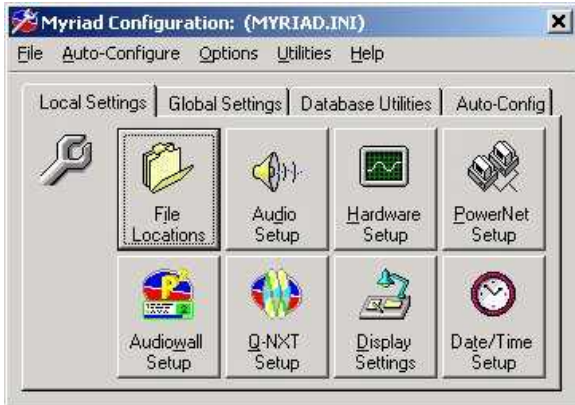
Setting up the Main Jump Buttons

When you first install your Myriad system, the Audio Wall will be a completely empty list of Cart Slots (at least 10,000). You can organise your new Audio Wall in any way you see fit, but most stations find that the most effective method is to group Carts containing similar material in specific areas on the Audio Wall. In a typical station, the major areas of the Audio Wall are described below.

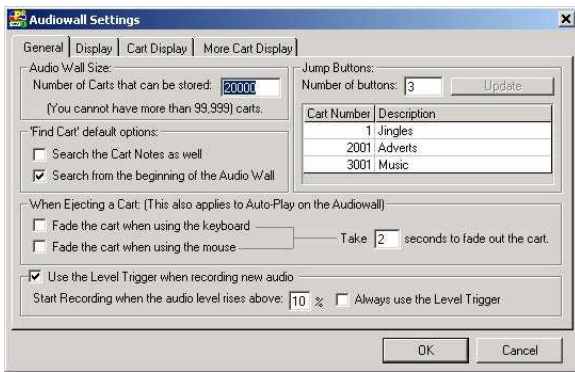
Cart No	Description
1	Jingles
1000	Adverts
3000	Music

Within each of these major sections of the Audio Wall, are many smaller, sub-sections; these are discussed later in this manual. As mentioned previously, the main ‘Jump Buttons’ on the Nav Bar are designed as quick jump buttons to the most commonly used areas of the Audio Wall. These buttons are set up on a per workstation basis within Myriad Configuration.

Run Myriad Configuration and go to the **AudioWall Setup** section.



The Jump Buttons section of Audio Wall Setup is used to determine: how many quick 'Jump buttons' appear on the Audio Wall, where they jump to, and what captions appear on the button.



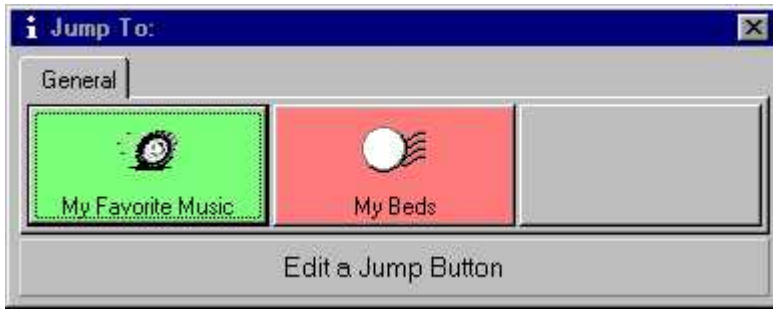
The first thing to do is decide how many Jump Buttons you want to appear on the main Audio Wall. The default is 3 but you can have up to 10 although you would have to keep the captions short for them to fit on the buttons. Once you have decided, type in the number of buttons that you require and click on the **Update** button, this will update the grid below to include any extra buttons that you have added (or removed). Next, type the target Cart into the **Cart Number** field and add a description in the **Description** field, which will be the name that appears on the button.

N.B: These settings are specific to the local Myriad machine and will only be updated when Myriad is re-started.

Others Jump Button



Next to the main Jump Buttons on the Nav Bar is the **Others** Jump Button. This feature of the Audio Wall allows you to add additional Jump buttons that act in the same way as the 3 main Jump Buttons. Clicking on the **Others** button displays the Other Jumps Window as shown below.

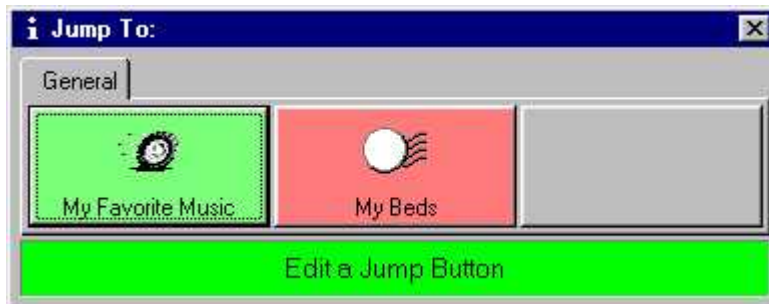


Clicking on any of the Other Jump Buttons will instantly 'jump' the Cart Cursor to the target Cart for the Jump Button.

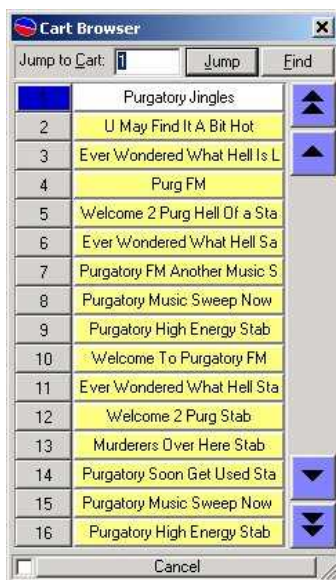
Setting Other Jump Buttons

Setting the Other Jump Buttons is simple and quick; you can even add colours and icons to the buttons to “spice them up”.

1. Click on the **Others** Button.
2. Click on **Edit a Jump Button**



3. Click on the Other Jump Button you want to edit (there will always be an empty one so that you can add a new button)
4. The Cart Browser will appear. This allows you to select the target Cart for the Jump Button. (Tip: Using the ‘**J**’ key will allow you to jump to a specific Cart Number and the ‘**F**’ key allows you to find a specific Cart Name).



5. You will be asked to enter a description for your Other Jump Button. (Tip: Leaving this blank will remove the Other Jump Button).
6. You will be asked if you want to add a colour to the button. If you do then click on **Yes** and select the colour from the colour chart.
7. You will then be asked if you want to assign an icon to the button. If you do then select **Yes** and use the standard Windows File Browser to locate your icon.
8. You have now created your first Other Jump Button.

Audio Wall Cursor Buttons



The Audio Wall Cursor Buttons provide a graphical alternative to using the keyboard to scroll along the Audio Wall. The Audio Wall Cursor Keys are split into two sets each moving in a certain direction. The left arrow keys scroll to the left of the Audio Wall and the right facing keys scroll to the right of the Audio Wall.

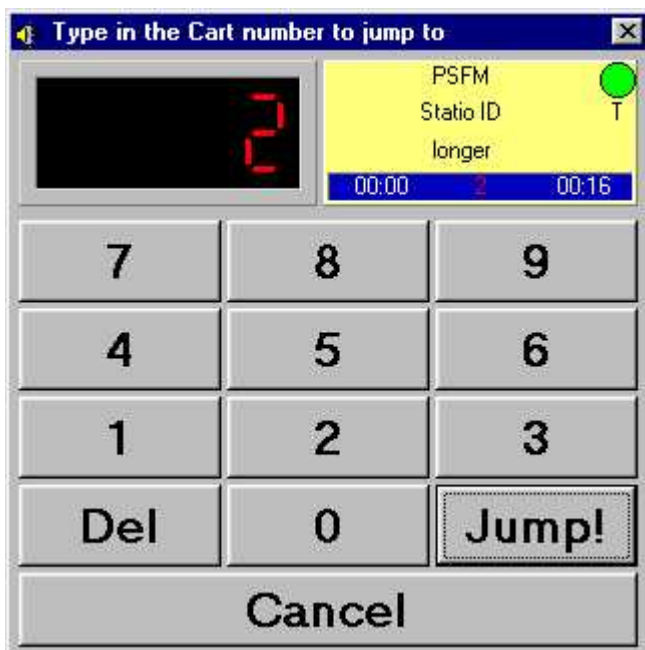
Each direction also has a single, and a double arrow button. The '<'/>' keys scroll the Audio Wall by one page in the selected direction (the same can be achieved using the **Page Up / Down** keys on the keyboard). The '<<'/>>' keys move the Audio Wall by 100 Carts in the chosen direction.

Jump To Number



The final section on the Nav Bar is the Current Cart Number indicator, which also doubles as the Jump To Cart Number Button. The number in this box is the Cart Number of the Cart currently highlighted by the Cart Cursor. Try moving the Cart Cursor around the screen (using the cursor keys on the keyboard or the mouse) and you will see the number change.

Clicking on this box (or pressing the **J** for Jump key on the keyboard) will open the Jump To Cart Window as can be seen below.



To use the Jump To Cart Window, simply dial in the number of the Cart you want to jump to either by tapping in the number on screen using your mouse or a touch screen, or typing in the number using your keyboard. You will notice that you get a preview of the Cart to the right of the Cart Number, this preview changes as you type in the target number. You can drag this preview into one of the Cart Players at the bottom of the screen or directly in to the Q-NXT Log. Once you are happy, you can click on the **Jump** button, or hit the **J** key on the keyboard or simply hit the **Enter** key on the keyboard. Clicking on **Cancel** closes the Jump To Cart Window and the **Del** (or left pointing arrow on some versions) allows you to delete the target number digit at a time.

The Pad

The Pad is a unique feature of the Myriad Audio Wall. It is designed as a very quick, simple and powerful tool to allow presenters to add automation to fully live shows. The Pad is exactly what it appears to be, a Pad on which you can ‘scribble’ a list of Carts that you want to be played in order. The Pad on the Audio Wall can be called up at any time by clicking on the **Show Pad** button or pressing the **‘P’** key on the keyboard.



Current Item

The picture above shows the layout of a typical Pad whilst it is running; the ‘Current Item’ (indicated by a blue bar) is the item in the Pad Run that is running at the moment. The items above this have already been played, and the items below have been dropped on the Pad to be played in turn.

Pad Entries

The Pad essentially plays a list of Carts that are stacked up in order; these Carts are referred to as Entries in a Pad Run. Entries can be added to the Pad at any time (even when it is running) by simply dragging a Cart from the Audio Wall into the position in the Pad Run you want it to be played. You can drop a Cart above the Current Item but because the Pad is beyond that section in the Pad Run then it will not be played. You can drop a Cart into the middle of a Pad Run or at the end of the current list of Entries. You can even move the entries around in the Pad Run using 'drag n drop' providing that the item that you are trying to move has not been cued by the Pad ready to be played (this happens 10 seconds before the end of the previous item). To remove Entries from a Pad Run, double click on them.

Load/Save Pad

The Pad has the ability to 'load' and 'save' Pad Runs which means that once you have constructed your Pad Run, you can save it for use as many times as you need in the future.

To access the **Load** and **Save** options, click on the 'ring binder' section of the Pad to open the Load / Save menu.



This will open up a small menu that allows you to select whether you want to Save the current Pad run or Load a new one.



If you select save then you will be asked what file name and location to save the Pad run at. If you select Load then you will be asked to locate the previously saved Pad run that you want to load. If there are already items in the Pad then the new the extra Entries that you Load will be

added to the bottom of the current run. This means that you can Load multiple Pad runs to build longer single Pad runs.

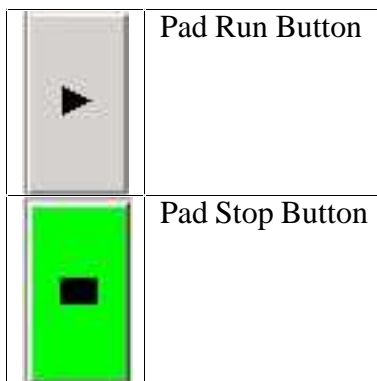
Export

You will also notice that you have an Export option on the same menu as a Load and Save Pad. This Export facility will compile all of the Carts listed in the Pad in to a single .WAV file that can then be saved as a normal audio file on you computer network. This can then be imported back in to Myriad or edited using standard audio editors.

Run / Stop Button

Whether you have constructed a new Pad Run or have loaded an old one, the **Pad Run / Stop** button is the key to actually running (or stopping) the Pad Run.

To Start A Pad Run: Make sure that at least one Entry is in the Pad, and then click on the **Pad Run** button.



If there are currently no Carts playing any of the Cart Players then the first Entry in the Pad Run will be cued ready to be manually started.

If a Cart is playing in one of the Cart Players then you will be offered this option:



Selecting **Yes** will make the Pad play the first item in the Run after all the currently playing Carts have finished. This is very useful if a song is playing and you want the Pad to continue playing after the song has finished but can not be bothered to wait for the end of the current song.

If you select **No** then the first Entry in the Cart Run will be cued immediately ready for manual triggering.

If you select **Cancel** then the whole Run Pad procedure is aborted.

Stopping A Pad Run: Once started, the Pad is designed to rattle through the Entries in the Pad Run, segueing them to sound as live as possible. If you 'eject' a Cart from a Cart Player whilst the Pad is running then the Pad will assume that you did not like that song and will simply move on to the next Entry in the Pad Run. If you want to stop the run altogether then you will need to click on the **Pad Stop** button. This will stop the Pad from running; however, the Current Item will continue to play as normal till the end of the Cart.

Pause Button



The **Pause** button allows you to insert 'pauses' into your Pad Run. A 'pause' in the Pad Run will cause the Pad to reach the end of the Entry before the 'pause' and cue up the next Entry ready for manual triggering. Clicking on the **Pause** button will add a Pause Entry to the bottom of the Pad Run; you can then drag the 'pause' to the desired position in the Pad Run.

Loop Pad



The **Loop Pad** button instructs the Pad to continuously run the Pad Run. This means that when it gets to the last item in the Pad Run, it goes back to the beginning and runs again. When a Pad Run is Looping the button turns red, clicking it again will toggle it back to normal mode.

Clear Pad



The **Clear Pad** button clears all the Entries from the Pad Run. You will be asked to confirm the procedure before it occurs.

Play Hooks



The **Hook** button toggles the Pad between normal playout mode and Hook playout mode. Each Cart on the Audio Wall can have a Hook section defined in Edit Cart. This Hook is the usually the most recognisable section of the song, say a few seconds of the chorus or the best bit of the song. These 'hooks' can then be used to promote the song as an item that is 'coming up soon'. The Hook playout mode in the Pad allows you to drop a few songs on to the Pad, then play them

back as a normal Pad run except that instead of playing the whole song, only the Hook section is played from each. This makes it very easy to string together a ‘promo’ of the next few songs without having to edit the songs or juggle several Carts at once.

Once in Hook playout mode, the Hook button turns green. Clicking on it toggles back in to normal Pad playout mode.

Scroll Up / Down Buttons



The **Scroll Up / Down** buttons allow you to scroll up and down the Pad Entries.

Length

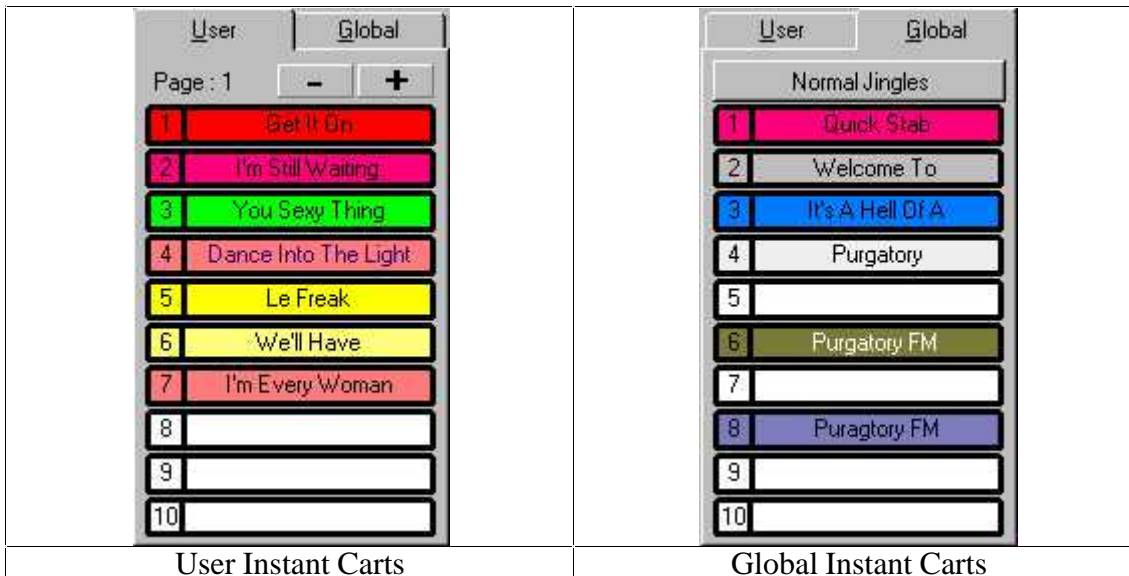


The Length indicator shows how much of the Pad run is left to run. When the Pad is not running, the Time will be a static number that increases or decreases as you add and remove Entries.

When the Pad is running, the time counts down to the end of the Pad Run, adding Entries will increase the time and removing Entries will decrease the time. If you start the Pad Run while a Cart is Playing and you answer **Yes** to the Start After Current Item Has Ended option (see above) then the time is updated to include whatever is left on the running Cart.

Instant Carts

Instant Carts are shortcuts to the most commonly used Carts on your Audio Wall. The Instant Carts are grouped into 'Pages' of 10, each of which is available by pressing the numerical key on the keyboard to play the corresponding Instant Cart. There are two types of Instant Carts available:



User Instant Carts

The User Instant Carts (ICs) are user specific, that is, when you log into the system your ICs are set the way you left them the last time you used the system.

To load a Cart into an Instant Cart: simply drag the Cart you want from the Audio Wall (Jump preview of Find Cart results window) onto the IC position that you want to put it in.

To play an IC: either click on the IC button you want to play, or press the corresponding number key on your keyboard. (E.g. in the User ICs example shown above, pressing the number 7 will play "I'm Every Woman" in the first available Cart Player). If you hold down the **Alt** key whilst pressing the number key on the keyboard the IC will be cued ready to play but will not play automatically.

More ICs: each user has 20 Pages with 10 ICs on each Page. Clicking on the '+' and '-' keys moves you on to another Page of ICs.

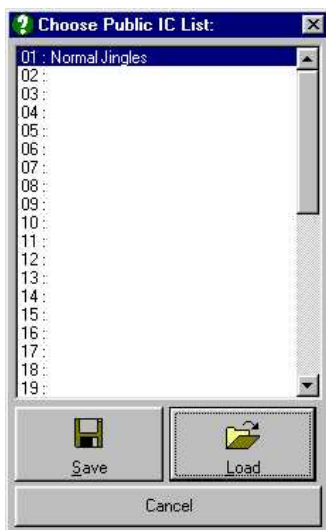
Removing ICs: to remove an IC, click on the numbered button to the left of the IC you want to clear. This just clears the shortcut, the Cart remains on the Audio Wall as normal.

Global Instant Carts

The Global Instant Carts work in exactly the same way as User Instant Carts except that they are not user specific but rather station wide. The Audio Wall allows you to set up and save 40 Pages of 10 Global ICs which can be loaded at any time by clicking on the button directly above Global IC 1 (marked **Normal Jingles** in the example but this will actually show the title of the Global Instant Cart Page that is currently loaded).



This will bring up the Hotlist box as shown below.



Select the Global Instant Cart Page you want from the list and click on the **Load** button. Alternatively, if you have just set up a new Global IC Page and you want to save it for future use, select a position in the list (it can be either empty or already occupied although an occupied one will effectively 'overwrite' the old Global IC Page) and click on the **Save** Button. You will then be asked for a title for the Page.

Clock

The Clock on the Audio Wall is a multi function device designed to make manually driven programs easier to back time to the top of the hour. The Clock / Timer has 3 main functions.

The Clock Tab

The Clock Tab shows the computer's current system time. In many cases, this time is controlled by an external Radio Controlled Clock, which means that this time will always be accurate. If you have no Radio Clock then this time should be used as a guide only, because PC clocks can drift by up to several minutes in a single day.



The Count Down Tab

The second function of the Clock Timer is to provide a convenient count down to the top of the hour. Again, this tool should only be used as a guide if no Radio Clock is fitted to the PC. To access the Count Down Timer, click on the Count Down Tab.



The AutoPlay Tab

The final function of the Clock / Timer is to assist in the back timing of manually driven hours by allowing you to load a 'News In' or similar jingle to be automatically back timed to the top of the hour using AutoPlay. To use this facility, follow the simple steps below.



1. Click on the AutoPlay Tab.
2. Drag the Cart you want to end the hour with into the AutoPlay box.
3. Continue with your manually driven hour as normal.

In this case, the hour will continue as normal with the exception that at the appropriate time before the end of the hour, AutoPlay will fade out all the playing Carts and trigger the End Of Hour Cart in just enough time for it to end perfectly at the top of the hour.

This feature is perhaps best explained with an example. If I have a 'News In Jingle' that is 20 seconds long and I start my final song (which is 3 minutes and 10 seconds long) 3 minutes from the end of the hour. Autoplay will automatically fade the song 30 seconds from the end and play the 'News In Jingle' this jingle will then finish exactly at the top of the hour ready for the news.

The Audio Wall

The Audio Wall itself consists of a number of empty Cart Slots (defaulting to 10,000) that gradually get filled with Carts as you add to the system. The majority of Carts on the Audio Wall are Audio Carts, which means that they contain an audio cut which could be an advert, a song, a jingle or just a sound bite. Other types of Carts can also be added to the Audio Wall such as

Information Carts, these are Carts that do not contain Audio but do contain information in the form of text, pictures and multi media content. Finally, you can also add Marker Carts, which are empty Carts (no audio) that are used to label sections of the Audio Wall. Only Carts that contain Audio can be dragged into the Cart Players ready to be played.

Cart Description



The Cart Description is the text that tells us what the Cart contains. The description consists of 3 lines of text (only 2 were used in the example above) that are configured under Edit Cart (see Control Bar). It is advisable for songs to have the title as the first line with the second and third used for artists. This means that when viewed in the ICs, the Pad or the Cart Browser (all of which only display as much as possible starting with the first line) then the track title at least, should be readable.

Audio Indicator



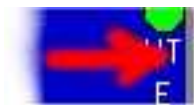
The Audio Indicator indicates whether the Cart contains any audio.

If a Green Dot is visible (as above) then that means that there is audio in this Cart Slot and that the 'Extro' has been set (the 'Extro' being the point at the end of the song that the next song will trigger in automation or Pad Run modes).

A Red Dot would indicate that the Cart contained audio but no Extro had been set.

If no Dot is visible then the Cart does not contain any audio at this time. This could mean that it is a Marker Cart, that is, an Information Only Cart or that the audio has not yet been recorded.

Text Information



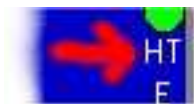
A 'T' beside the Cart Description indicates that Additional Information is available for this Cart. This information was traditionally text (hence T) but now can also include text, picture, copyright info, DAB multi-media content, dynamic RDS text, web links and more.

If the Cart has Presenter Notes then they are automatically displayed in the Information Window along with any pictures that have been assigned to the Cart. If more than one picture is assigned then the picture displayed in the Information Window will rotate through all the available pictures.

Hooks

One of the many advanced features that Myriad offers is the ability to mark 'Hook' points on Carts. These are most commonly used to mark the most recognisable section of a song (like the chorus), which can then be used to promote the song on air. The Pad has the ability to take a list of Carts and just play the Hook points from, thus giving an instant 'music sampler' of what is coming soon.

If a Cart has a Hook point defined on it, a little 'H' is displayed on the Cart on the Audio Wall to tell the presenter.



For more details on Hooks and how to set them up see Edit Cart.

Ending Type

The Ending Type of a Cart tells you at a glance, how the Cart ends. There are three options that can be applied to the Cart.

E: this indicates that the Cart ends abruptly.

F: this indicates that the Cart fades out.

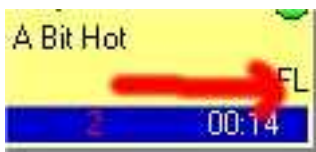
Blank Space: if no letter is visible then the ending is non-specific (or not important like in a jingle).

Looping Carts

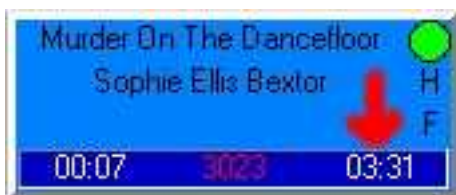
Another advanced feature of Myriad is the ability to add Looping sections to Carts. If you add a loop section to a Cart, whenever it is played, it will play through to the end of the loop section normally the first time, then jump back to the beginning of the looped section and play it again. It will continue to do this until the User presses the Play button on the Cart Player the Cart is Looping in.

This feature is really useful for creating ‘beds’ that have an Intro then a quieter music section before a final stab or ID. Traditionally you would have to just create a Cart that had two minutes (or whatever) of bed to speak over. This would also mean that you would have to make each link the same length as the bed. With Looping Carts, you could record a Cart with an Intro, a short music bed section and an Extro, then loop the music bed section of the Cart to create the perfect music bed that can be as long or short as you like.

If a Cart has a Looped section then it is signified by an ‘L’ icon on the actual Cart.



Cart Length



Located in the bottom right hand side of each Cart on the Audio Wall, the Cart Length gives you the running time of the Cart. If an Extro has been set then this time is actually to the *Extro* and not till the very end of the track.

Cart Number



The Cart Number shows the Carts Slot’s position in the Audio Wall. The Cart Number is located in the bottom centre of each Cart.

Intro Time



This applies mainly to Carts containing songs. The Intro Time is the time at the beginning of the track, before the vocals or main song starts. In other words, the bit of the song that you can safely talk over.

Right Click Menu

In addition to the standard Myriad controls, clicking the right hand side button on your mouse, on a Cart Slot will bring up an additional menu as seen below.



This offers a range of options related to the Cart on the Audio Wall that was clicked on. The list of options available is also dependent on whether the Cart that you have clicked on is empty or already has audio recorded in to it.

Right Click Options On An Occupied Cart Slot

Play Cart: Plays the Cart in the first free Cart Player.

Cue Cart: Cues the Cart into the first free Cart Player.

Find Cart: Opens the Find Cart window to allow you to search the entire Audio Wall for a particular Cart.

Find From This Cart: Opens the Find Cart window to allow you to search the Audio Wall from the current Cart onwards.

Find Similar: Expands the Find Similar sub menu.



This extended right click menu gives you a simple way of searching the Audio Wall for other Carts by the same **Artist** or other Carts with the same **Title**. You can also choose to look for Carts that are of a similar **Length** (give or take 15 seconds).

Hook: Expands the Hook sub menu which allows you to decide whether to **Play** the Cart's Hook or **Cue** it in to a Cart Player ready to be played.



Preview Extro: Allows you to Preview the Extro of the Cart.

Add To Pad: Adds the Cart to the Pad Run.

Move Cart: Opens the Move Cart Window (see Control Bar).

Copy Cart: Opens the Copy Cart Window (see Control Bar).

Record Into This Cart: Starts recording in to the selected Cart Slot.

Information: Shows the last five times that the Cart was played. (C

More Information: If you use AutoTrack or AutoTrack Pro to schedule the music for your station then right clicking on a Cart that is also in the AutoTrack database as a song then the Information option on the standard right click menu changes to More Information and allows you to expand a sub menu that allows you to look at the either the **Cart Information** which shows the same information as the standard Information option. It also allows you to view the **Song Information** for the highlighted Cart. This is the additional information about the song that is stored in the AutoTrack or AutoTrack Pro database.



Export As A Transport File: ‘Zips’ the audio, text, picture and information content of a Cart on the Audio Wall in to a single compressed file for easy transport to other Myriad systems.

Send Using Iris: Iris is a separate P Squared product that is used to exchange Carts between remote Myriad systems. The Iris software allows you to configure ‘groups’ of Carts and specify the locations that Carts add to those groups are automatically copied to. The Send Using Iris option allows you to select a Cart to be sent one of your Iris groups.



Please note that this option will only be available if you have configured the Iris section of the Global settings in Myriad Configuration and will only work if you have a valid Iris system connected to you Myriad network.

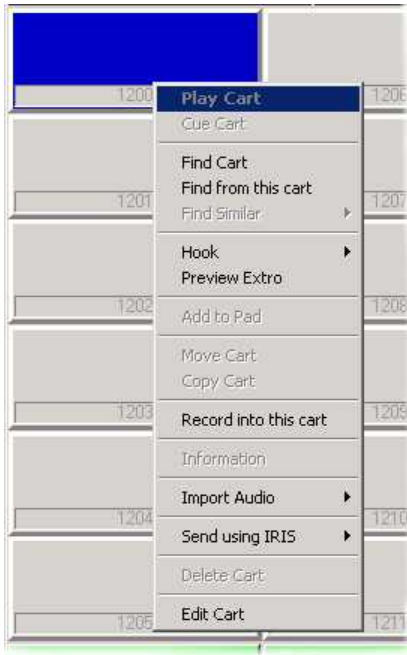
Delete Cart: Deletes the Cart that you right clicked on.

Caution Whenever you delete a Cart in Myriad, you will be asked to confirm your actions but if you agree to delete the Cart then it is permanently removed from the system and can not be recovered. This option is only available if you are logged on as a User who has the access rights needed to record, edit and delete Carts from the system.

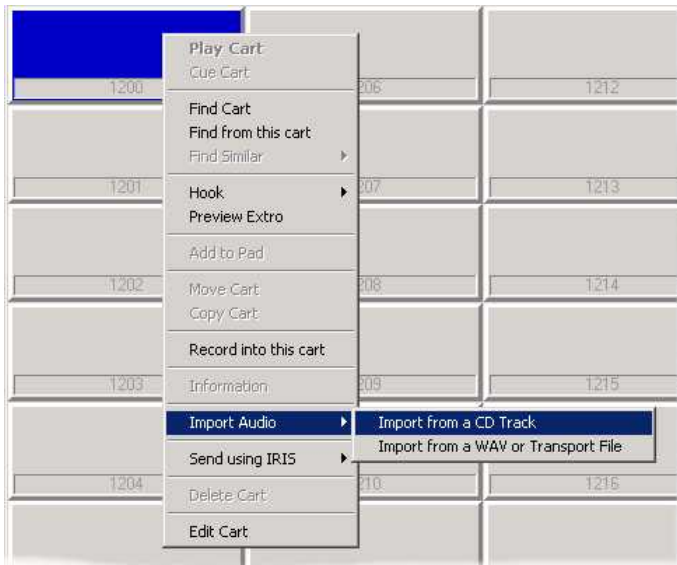
Edit: Opens the Edit Cart Window (see Control Bar).

Options When Clicking On A Blank Cart

Although the vast majority of the options on the right click menu remain the same whether or not the Cart that you can clicked on is full or empty, the menu does change to offer only appropriate options.



In general, options purporting to playback of the Cart are 'greyed out' and options referring to information about the Cart are removed from the menu altogether but Record Into This Cart is still valid and a new Import Audio option becomes available.



Import Audio: This option on the right click menu expands to allow you to choose whether you wish to Import an existing WAV file or Transport File in to the Blank Cart or whether you wish to Import a Track from a CD. If you select Import Track from CD then the Myriad CD Ripping Window is displayed.



This window allows you to ‘rip’ tracks from CD’s at high speeds, directly on to the Myriad Audio Wall. You can also configure the system to compress the tracks, ‘top’ them and normalise them to a specific volume. In the example above, the Get Titles button has been clicked and Myriad has ‘looked up’ all of the track title and artist information using the Internet, this information will also be imported along with the actual track audio. To select the track you want to ‘rip’ tick the box to the left of it. If multiple tracks are selected, Myriad will automatically import them in order, to the next free Cart Slots on the Audio Wall starting at the Cart that you originally right clicked on. For more details on how to use this feature, see Using Myriad. For details on how to configure this section, please refer to the Myriad Config documentation.

Using The Audio Wall

Playing Carts

Obviously, one of the single most important features of Myriad is the ability to Play Carts from the Audio Wall. There are a number of options open to you when you want to play a Cart, the most common are listed below.

Drag n Drop: Probably the most commonly used way of playing a Cart from the Audio Wall is to ‘drag’ it into a free Cart Player. To do this select the Cart you want to play, using the left mouse button, click and hold on the Cart Slot, then move the mouse cursor to the free Cart Player before releasing the left mouse button. The Cart will then be cued in the Cart player so all you have to do is click on the **Play** button or the **Play** key on your keyboard.

Instant Play: The Instant Play feature allows you to play the highlighted Cart very simply by pressing the **Space Bar** on your keyboard. The Cart will be cued and played automatically in the first free Cart Player.

Instant Cue: Pressing the **Enter** key on your keyboard will cue the highlighted Cart into the first free player ready to be manually played.

Double Click: Double clicking with the left mouse button will have the same effect as the Space Bar, i.e. Instant Play.

Right Click Menu: As outlined above, right clicking on a Cart Slot also offers a range of play options.

Recording Audio In To The System

Along with Play Carts, recording audio in your Myriad system is one of the most fundamental operations you will do on a daily basis. As has been discussed previously, audio is recorded in Carts that collectively form the Audio Wall. Each Cart contains a single piece of audio along with a range of additional data and information to help the presenter and enhance digital outputs. The audio contained in a Cart can be of any length (assuming enough hard disk space) and Carts are used to play all audio within the Myriad suite of products.

If you want to record audio in to a Cart on the Audio Wall, you have a range of ways of doing it. Each method has been designed to be useful in certain situations but feel free to experiment to see which method suits you best.

Don't forget that as well as recording audio in to the Audio Wall, you can also import pre-recorded audio in a wide range of digital formats and 'rip' songs directly from CD's using the PC's CD-ROM drive.

Quick Record: You can quick record in to an empty (or occupied) Cart by selecting it on the Audio Wall and pressing the **Ctrl + Insert** keys on the keyboard. A special Record Cart Player will appear to the right of the final Cart Player and you will be asked to confirm that you wish to start recording. If your system is configured to prompt you to use 'trigger level recording' then you will be asked to confirm before the system starts recording. If your system is configured to automatically use 'trigger level' recording then the Record Cart Player will automatically start to 'listen' to for incoming audio. To stop recording, press the **Shift + F12** keys on your keyboard.

This method of recording is ideal for use in a broadcast studio, as once recording has started you are free to continue to use Myriad in the normal way. The down side is that you can not add in title or timing information while the recording is being made so it is not ideal for production work.

You can also access the Quick Record function by right clicking on the Cart Slot and selecting **Record In To Cart** from the menu.

Record Using Edit Cart: In addition to the Quick Record feature, you can also use the Edit Cart screen to record in to a Cart. Select the Cart Slot that you want to work with and click on the **Edit Cart** button (or press Insert on your keyboard). On the General tab you will see a **Record** button, click this to begin recording. As with Instant Record, you will be asked to confirm and also to select any options that your system is configured to ask. Once you have answered all the questions, the Record Cart Player appears to the right of the last Cart Player and begins recording. As Edit Cart is recording, a VU bar is displayed on the Edit Cart screen to show you the audio levels going in to the system. You can also set the title and timing information and well as all the extra information about the Cart, while it is being recorded. The down side is that you cannot continue to use Myriad while you have the Edit Cart screen open (although Q-NXT or the Pad will continue to auto segue if they have been set up to do so).

This method of recording is ideally suited to recording in production environments or when you are adding music to the system but not broadcasting live (from the same PC).

Record Using A 3rd Party Audio Editor: Finally, you can use a third party audio editor (like Cool Edit 2000 by Syntrillium) to record by selecting the Cart that you want to record in to and clicking on **Edit Cart**, this will open the standard Edit Cart screen (see above). Next click on the **Edit Audio** button Myriad will open whichever audio editor has been configured to be used by the system. You will also notice that one of the Cart Players has a pad lock icon on it. This is the channel on the sound card that Myriad reserves for the audio editing program, Myriad will not use this channel while the editing session is in progress. This means that you can make that channel safe to use on your desk if you are in a 'live studio' environment but you must also ensure that your audio editor program is configured to use the same channel on your sound card for playback (see Myriad Config documentation for more details). Record as normal in the audio editor and when you have finished, close the program and click on yes to save when prompted (assuming you want to save).

This method of recording is great for production work particularly if you are likely to have to edit your audio once it has been recorded. The down side is that you can not use Myriad while editing audio (although automation continues), nor can you add in additional information to the Edit Cart screen.

Importing Audio Files In To The Audio Wall

If you have already recorded audio in to file on your computer then you can use the **Import Audio** options in Myriad to add them to your Audio Wall. You can import audio files in a number of different ways including:

Using Edit Cart To Import: If you select an empty Cart Slot and click on the Edit Cart button (or press Insert on the keyboard) then you can use the **Import** button to import a pre-recorded audio file from the local hard drive, CD or network location. You will be warned that importing in to a Cart will destroy anything that is already in the Cart, you can then select the file that you want to import using the standard 'explorer' window. Once you have located the file that you want to import, double click on it or highlight it and click on OK. If your Myriad system has been configured to allow you to 'link' to files (a Cart that plays a file located at a remote location, not the Audio Wall folder) then you will be asked if you wish to 'link' to the file rather than import it in to Myriad.

Right Click Menu: You can also Import a file in to a Cart on the Audio Wall by right clicking on it and extending the Import Audio menu option. Next select Import WAV or Transport file and use the 'explorer' window to select the file that you want to Import. You will then be asked whether you want to import the Cart (copy them to the Audio Wall folder) or 'link' to it (leave it where it is) or whether you wish the original file to be deleted after it has been imported. You can also use this method to import Myriad Transport files, which are zip files that include additional Cart information such as timing, pictures and text.

Dragging Files From Windows Explorer™: You can drag audio or transport files directly from Windows Explorer™ on to the Audio Wall. As with the other two methods of importing, you will be asked if you wish to ‘link’ to the file (if this option is turned on) and if not whether you want the original to be deleted once imported.

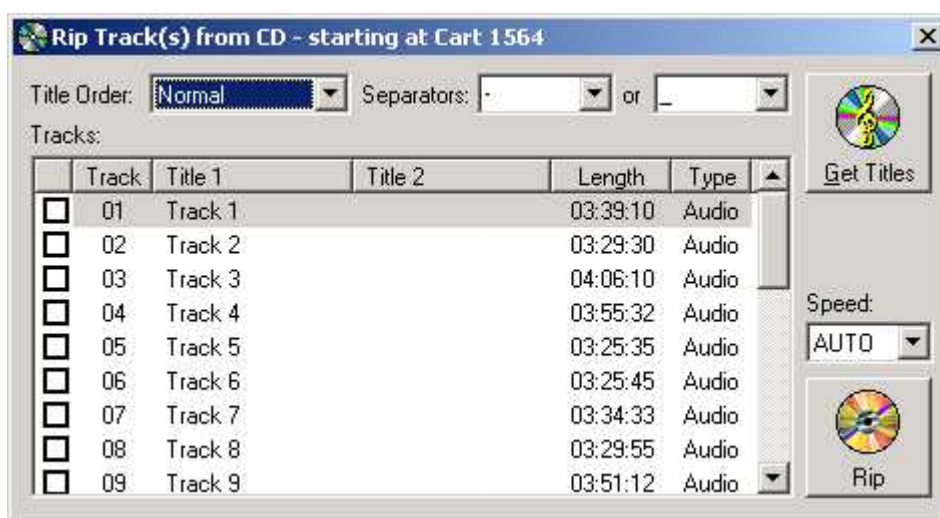
Mass Importing Audio Files In To The Audio Wall: You can not imports multiple files in to Myriad from within the Audio Wall, however, this facility is available using Myriad Manager (see Myriad Manager Manual for more details).

Ripping Audio Tracks From CD's On To The Audio Wall

In addition to recording audio in to Carts and Importing pre-recorded audio files, you can also use Myriad to ‘rip’ songs and other audio tracks directly from the CD-ROM drive, on to the Audio Wall. When a song is ‘ripped’ from an audio CD, it is digitally copied, byte for byte from the information stored on the CD. This means that ripping a track takes a fraction of the time needed to record in real time and allows the system to perform additional audio processing as the track is ‘ripped’. The CD ripping utility built in to Myriad can be configured to automatically compress files to have disk space, remove silence from the beginning of the song to ensure a crisp start and finally to normalise the audio to a preset level. Myriad can also be configured to ‘look up’ song title and artist information on the Internet and to import this information on to the Cart.

Finally, the CD Rip utility in Myriad can be used to ‘rip’ several tracks from the same CD in to consecutive Carts on the Audio Wall.

To rip tracks from a CD, make sure that the CD is in the CD ROM drive and that no other CD playback programs are running (as Windows Media has a habit of popping up when you put a CD in if Windows is not configured correctly). Right click on an empty Cart and expand the Import Audio sub menu. Finally, select **Import a CD Track** to open the CD ripping utility.



The tracks available on the CD are listed along with the track length and type. Each track also has a tick box to the left of it to allow you to select the track for ripping.

In this case, Myriad has been configured to search the Internet for the track titles and artist names for the tracks on the CD, it also has an Internet connection to allow this to happen. Clicking on the **Get Titles** button will gather all available information.



The track title and artist information is gathered from one of many Internet music databases and is imported in to Myriad when the track is ripped. The problem is that not all tracks are listed in the same way. Sometimes the track title comes first and sometimes the artist is listed first. The character used to separate the artist and title information is not always constant either. This means that although Myriad attempts to display the artist and title information correctly, sometimes it needs a hand.

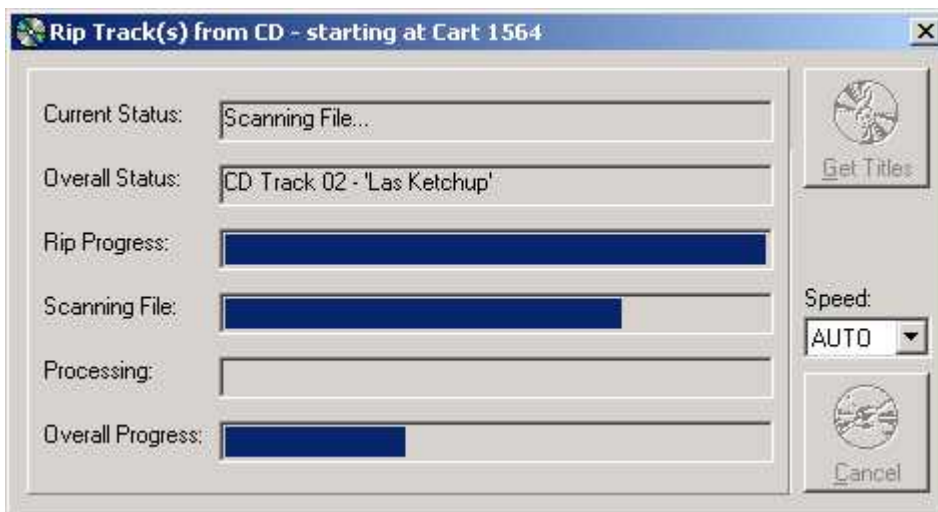
The **Track Order** option allows you to configure whether the artist or the title is displayed in the title 1 column. This is important as this will be imported in to description line 1 on the Cart, which means it should be the song title and not the artist.

If all the information gathered from the Internet is displayed in a single column then it means that the character that has been used to separate the artist section from the title section is different to the default – and _ characters used by Myriad. If this is the case you can use the **Separators** drop down lists to select alternative characters.

You can set the speed that you want to rip the tracks at by using the **Speed** drop down menu to select the correct speed for your CD-ROM drive. If you leave it at the default speed (Auto) then the system will go as fast as it can without risking data loss.



Once you are happy with the settings, tick the box beside each of the tracks that you want to be ripped to your Audio Wall and click on the **Rip** button to begin the ripping process.



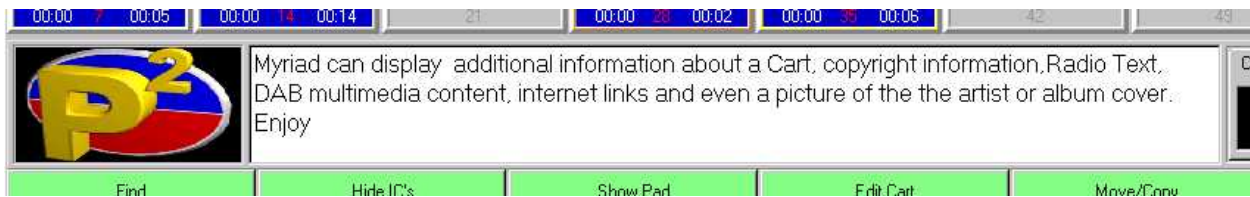
Each track will be ripped, then scanned and finally processed before being deposited on the Audio Wall. If you have selected more than one track to be ripped then the first track will be ripped in the Cart Slot that you originally right clicked on. Each subsequent song will be ripped in to the next empty Cart Slot until all the selected songs have been ripped. This means that you can put a 'Now 55' style album in, set it ripping the whole thing and go and make a cup of tea while Myriad does all the hard work for you!

For more details on how to configure CD ripping in Myriad, please consult the Myriad Config manual.

Information Window

The Information Window is the presenter's link to the Additional Information stored for the highlighted Cart. The text information that is displayed in the Information Window is the text

that is added to the Notes section of the highlighted Cart under Edit Cart. This may be different from the information that is automatically displayed on a web or WAP site or transmitted to a DAB receiver so this information can be specifically tailored to aid the presenter.



Pictures

A small panel to the left of the Information Window is used to display any graphically based Additional Information such as pictures animations. Myriad has the ability to assign several pictures to a single Cart so if a Cart is highlighted that has more than one picture, they will all be displayed in the Information Window in slow rotation. These pictures can also be used for Web Sites or other graphically enhanced mediums. If no picture is associated with a Cart then either the station logo will be displayed or if no station logo is available, then the P Squared Ltd logo will be displayed.

Text

This Window is used to display any textual Additional Information about the Cart such as notes, RDS Text, web links etc. Clicking on the Text area or pressing the 'T' key on the keyboard will enlarge the text area. You can also use the scroll bar on the right hand side of the screen to scroll up and down through the text.

Cart Players

The Cart Players are fundamental to all aspects of Myriad as all sections of Myriad use them to play audio. Whether you are running a live show or Q-NXT is running in automation, all of the Carts that get played, get played using the Cart Players that are located along the bottom of the screen(s)



The Cart Players display a lot of information about the Carts that they are playing and also offer a lot of control over the playback, to the presenters. These features and facilities are explained below although more information on using the Cart Players can be found in the Using The Audio Wall section of the documentation.

Cart Description



Displays the first two lines of the Cart Description (see Audio Wall).

Cart Player Number



Shows which Cart Player you are looking at.





Intro / Standard Count Up



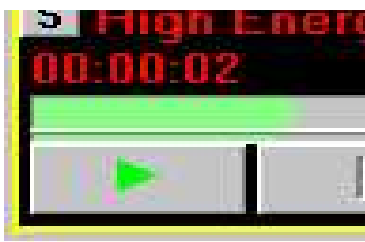
A count up to the Intro on a Song Cart, once the Intro is over, reverts to an overall Count Up.

Cart Controls

The Cart Controls are just like the controls on your CD player or Video. The table below shows their functions.

Icon				
Description	Play	Pause	Re-Cue	Eject
CP 1 Shortcuts	F1	F2	F3	F4
CP 2 Shortcuts	F5	F6	F7	F8
CP 3 Shortcuts	F9	F10	F11	F12
CP 4 Shortcuts	Shift + F1	Shift + F2	Shift + F3	Shift + F4

Overall Progress Bar



The thin Overall Progress Bar shows an overall progress position through the Cart. Unlike the Main Progress Bar, it maintains a steady pace.

Main Progress Bar

The Main Progress Bar gives a visual indication of where you are in the Cart but unlike the Overall Progress Bar, the Main Progress Bar goes through 3 distinct phases in an average Cart.

Intro Phase: Initially, if the Cart has an Intro, then the Main Progress Bar fills rapidly from left to right over the duration of the Intro. At the end of the Intro, the Main Progress Bar drops back to fall in line with the Overall Progress Bar.

Main Phase: The Bar fills up to the Extro point. The Bar also changes from Blue to Green 10 seconds from the Extro and Red 5 seconds from the Extro. A large count down circle also appears 10 seconds from the Extro point.



Extro Phase: After the Extro point, the Main Progress Bar fills from left to right with a yellow bar to indicate the tail out of the song.

Count Down



This counter provides a Count Down to the Cart's Extro point.

Intro Count Down

The Intro Count Down counts down the time remaining in the Cart's Intro.

N.B. Myriad dynamically re-draws the Cart Players to fit your screen resolution and in some circumstances, this feature is combined with the Intro Count Up to decrease the overall Cart Player size so if you don't see this option, don't worry.

Super Sweep Button



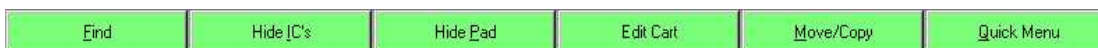
The **Super Sweep** button allows you to tell Myriad to automatically back time a dry voice (sweeper) into the Intro of a song. To use this feature, cue up the sweeper and the song you want to use. Click on the **Super Sweep** button on the Cart Player containing the sweeper. Now press **play** on either Cart Player and the sweeper will be back timed into the Intro of the song with split second precision.

Cart End Type



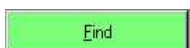
The **Cart End Type** indicator displays either an 'E' or an 'F' depending on whether the Cart it is playing has been set as having an Abrupt Ending or a gradual Fade Out under Edit Cart (see Control Bar). If no ending information has been set then this option will not be visible.

The Control Bar



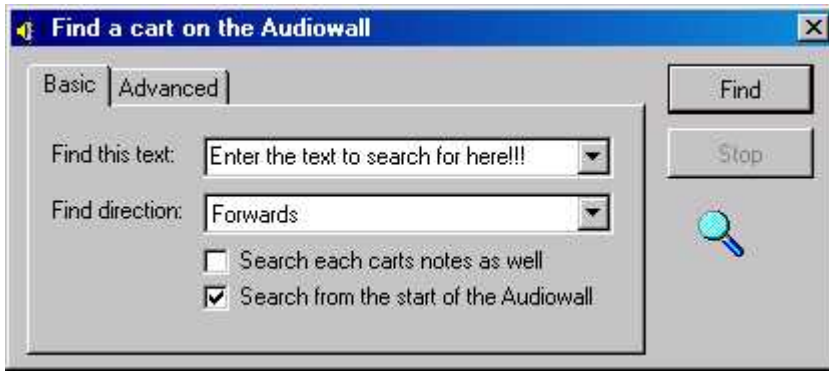
The Control Bar offers you access to a range of the Audio Wall's functions and features. To access those features, click on the desired button.

Find



The **Find** button allows you to search the Audio Wall for a specific Cart. It works by searching the Cart Descriptions lines and the Additional Information for a specific word or sentence. If for example, you wanted an "Oasis" track, then you would simply click on the **Find** button, type in "Oasis" and hit the **Find** Button. If you wanted a "Boyzone" track, but you only searched for "boy" then "Boy George" would also come up as well as any "Boyzone" tracks.

Text To Search For



The **Find this text** section allows you to type in the text that you want to search for.

Find Direction

When looking for the Cart you have requested, Find Cart searches from the currently highlighted Cart either forwards or backwards depending on the setting in this drop down box. For example if you are at Cart 3000 and you do a Find Cart then Carts 3000-9999 would be searched, but Carts 1-2999 would not be searched. This option is only relevant if the Search From Start option is not selected.

Search From Start

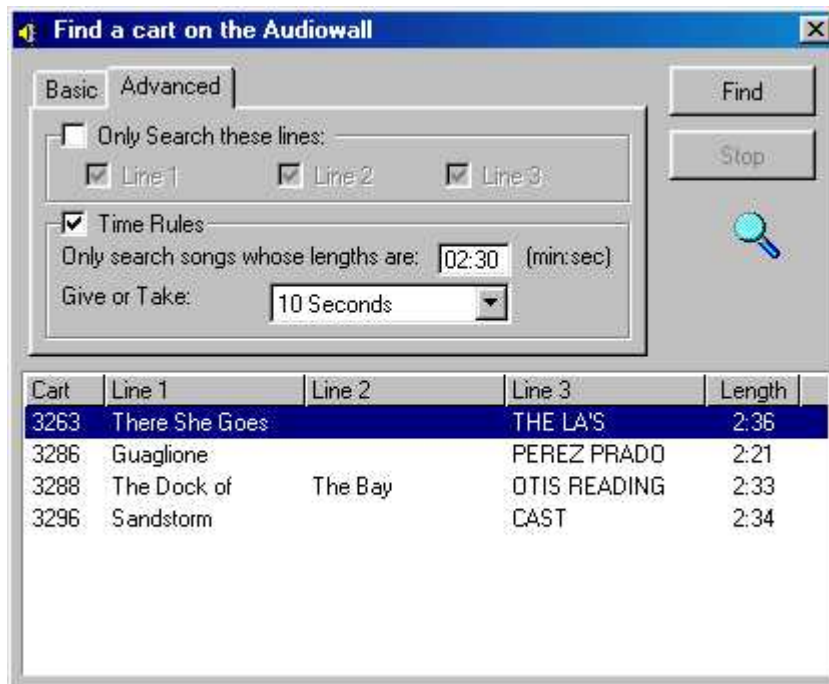
The **Search from the start of the Audiowall** option forces Find Cart to search from the very beginning of the Audio Wall. This option is ticked by default.

Search Each Cart's Notes As Well

Ticking this box forces Find Cart to search both the Cart Descriptions and the Cart Notes that are displayed in the Information Window, for the text you have specified.

Advanced Tab

The Advanced Tab allows you to refine the search parameters further.



Only Search These Lines

The first section on the Advanced tab allows you to specify exactly which of the Cart Description lines you want Find Cart to check when it is looking for a Cart. By default, Find Cart will examine all three but if you enable this option, you can choose which lines by ticking them.

Search By Length

You can also do a Find Cart By Length search of the Audio Wall by going to the Advanced tab in the Find Cart window and entering the length of the Cart you want to find in the **Only search songs whose lengths are:** section. Next add in a 'Give or Take' value which allows you to say Find Carts of length 2min 30 sec, give or take 10 seconds, which will find all Carts with a length between 2 min 20 sec and 2 min 40 sec. You can set the **Give or Take** values by using the drop down list.

Cart Counter

When Find Cart is searching the Audio Wall, the Cart Counter shows which Cart Slot it is currently looking at. The magnifying glass will also animate.

Stop Button

The Stop Button stops Find Cart from searching the Audio Wall.

Find Button

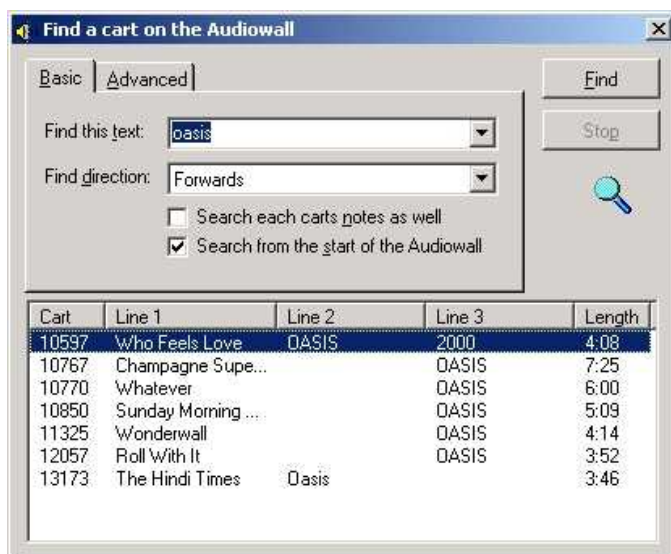
The Find Button starts Find Cart searching the Audio Wall.

Starting Search

Once you are happy with the criteria that you want to search for, click on the **Find** button to begin searching. You will see an animation of a magnifying glass moving as the search is performed and the **Cart Counter** counts up the Carts as they are examined. You can stop the search at any time by clicking **Stop**. The results are finally displayed in the **Search Results Window** that opens below the main Find Cart window.

Search Results Window

The results of the search are displayed in the Search Results Window.



Initially they are listed in Cart Number order but you can change the order in which the Carts are displayed by clicking on the title bar for each column, this will change the results to be displayed in alpha-numeric order for that column. Clicking on the same column title will reverse the display order just like in a spreadsheet or other areas of Windows™. You can also change the width of each column to using the mouse cursor, to allow you to view the search results properly.

Using The Search Results

Once you have a list of search results, you can use them in a couple of different ways depending on how you are using your Myriad system and how it is configured. These are listed below.

Double Click An Item In The List: This will ‘jump’ the Cart Cursor to the Cart that you have clicked on. It will also automatically close the Find Cart window so you can carry on using the Audio Wall.

Drag An Item Out Of The List: An alternative to double clicking on an item is to actually drag the Cart you want from the list, in to the area that you want to use it. These areas include, Cart Players, Instant Carts, The Pad and the Q-NXT Log. You can even drag a Cart from the Search Results Window in to a free (or occupied) Cart Slot on the Audio Wall if you want to copy (or replace) it to that location. This final option can be disabled in Myriad Configuration.

Hide ICs



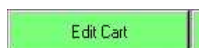
The Hide / Show ICs button allows you to view or hide the Instant Carts.

Hide Pad

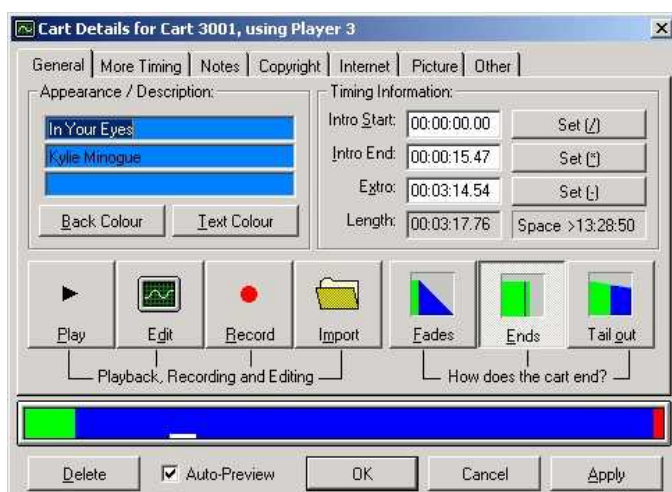


The Show / Hide Pad button allows you to view or hide the Pad.

Edit Cart



The Edit Cart button gives you access to the details of the highlighted Cart. The Edit Cart Window allows you to change the Cart Description Lines, change the Cart's colour, set the Cart's Intro and Extro points and add Additional Information to the Cart.



General Tab

This page allows you to add all the information that makes an audio file in to a Cart. You can import or recording audio, setting the 'Intro' and 'Extro' points, writing the description and altering the actual appearance of the Cart. You can also mark how the Cart ends and even edit the actual audio for the Cart via a third party audio editing program such as Cool Edit 2000™.

Appearance / Cart Description

The Cart Description Box allows you to edit the Description Text by typing directly on to the Cart Description area. It also acts as a preview of how the Cart will look when you change the Cart Colour.

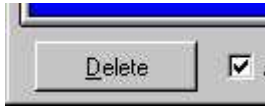
Tip: In certain places in Myriad, only description line 1 will be displayed because of space constrictions (like the Instant Carts). For this reason, it is usually a good idea to ensure that if the Cart you are adding is a song, that the Title is typed in the to the first line and the Artists in to the next two lines. This also has an impact for Autotrack users as AutoTrack imports the first line as the Title and the next two lines as Artists when it imports Carts in to it's database. AutoTrack Pro users will not find this such as problem as AutoTrack Pro allows you to map the description lines to different fields in the database.

For Jingles, links or other Cart types, the description lines are not so important but you should still remember that sometimes, only the top line will be visible so you should be able to identify the Cart by this alone.

Change Cart Colour

The Cart Slot can be colour-coded to suit your needs. To change the Colour, click on the **Back Colour** button and select the background colour of your choice. You can also change the Text Colour of the Cart by clicking on the **Text Colour** button and selecting a new Cart Text Colour.

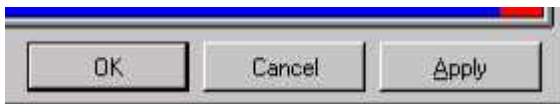
Delete Cart Button



The **Delete** button deletes the Cart. You can also do this from the main Audio Wall using the *Ctrl + Delete* buttons on your keyboard.

WARNING: Use this button carefully as once a Cart has been deleted, you can not recover it. You will be asked to confirm the action before the Cart is deleted.

OK / Cancel / Apply Buttons



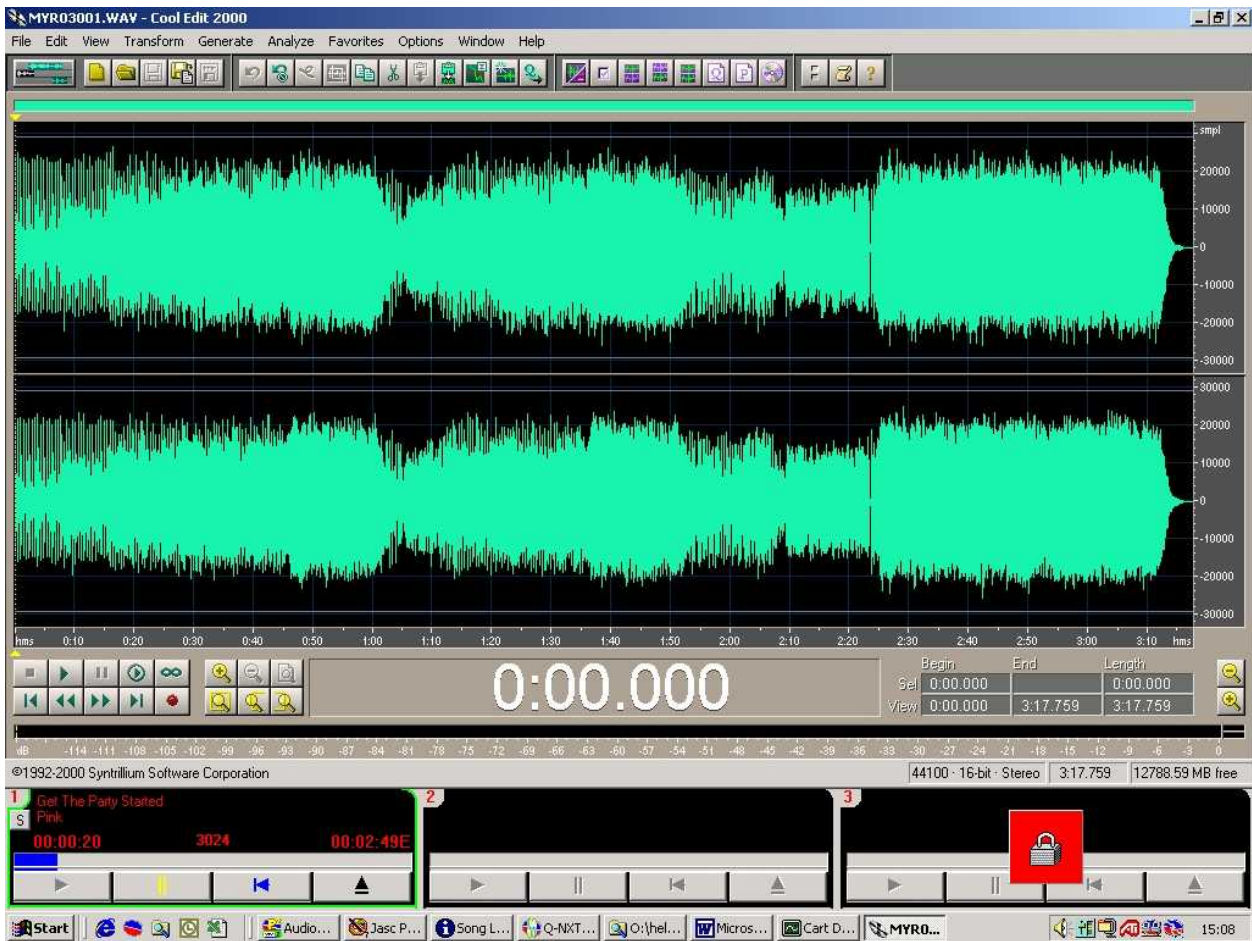
Clicking on the **OK** button will close the Edit Window saving any changes that you have made. Clicking on the **Cancel** button will close the Edit Cart Window discarding any changes that you have made. Clicking on the **Apply** button will save the changes without closing the window.

The Play / Edit / Record / Import Buttons



The **Play** button allows you to review the audio for the Cart, this button changes to **Stop** once the audio is playing.

The **Edit** button will launch your preferred audio editing software; to interface your third party software with Myriad please read the Myriad Configuration documentation. This button shells out to your selected Audio Editing program. In most cases this will be Cool Edit although other editors can be used. Whilst Cool Edit is running, Myriad will run in the background so any Carts or Pad Runs that are playing will continue but if you 'Tab' back to Myriad, you will see that the program is effectively paused.



Use the Audio Editor in the normal way to move, modify or delete sections of the audio, when you have finished, simply click on the close button (cross in the top right hand corner) and click on Yes when asked if you want to save the changes (assuming that you do). The Audio Editor will then be closed and you will be returned to Edit Cart window.

You may notice that one of the Cart Players has a padlock icon appear over the top of it while you are editing the audio using an Audio Editor. This Cart Player is reserved for editing and will not be used by Myriad. You should also configure your Audio Editing program to use the same sound card that this Cart Player so that all audio editing will come out of the same fader.

The **Record** button will start to record new audio into this Cart Slot. Myriad can be configured to start recording as soon as you click on the Record button or wait for the incoming volume of the Record Cart Player to reach a certain level before starting (Trigger Level Recording). You can also configure Myriad to automatically use Trigger Level Recording or to ask each time, all of these settings are found in the Audio Setup section of Myriad Config (see Myriad Configuration documentation).



Myriad uses Windows™ standard .WAV files as the basis for all the Carts on your Audio Wall. This has the advantage that you can also Import files digitally from other sources such as from CD-ROMs, floppy disks or other hard drives. This means that if your reporter has used his laptop to record an interview, you can very easily import it onto your Audio Wall without re-recording it, just click on the **Import** button and follow the on screen prompts. Myriad can record in both linear (non-compressed) and compressed (4:1 ADPCM compression) formats which can be configured using Myriad Config.

Recording Audio

Recording audio is one of the most commonly used features of Myriad although there are in fact several ways of doing it. The method outlined below shows how to record audio in to a Cart using the **Record** button on Edit Cart.



Once you press the **Record** button, you will be asked to confirm whether you wish to record audio onto the highlighted Cart Slot.



Under Configuration if you have not ticked **Always use the Level Trigger**, you will be prompted at this point if you wish to use it. Clicking on the **Yes** button will launch the Cart Recorder.

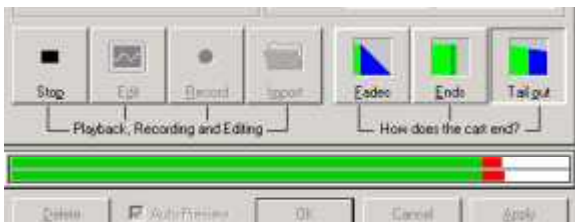


The Cart Recorder will not start recording until the input level exceeds your specified trigger level. Clicking on the red **Stop** button will end your recording. You will then be asked to confirm whether you wish the recording to be saved to that Cart Slot.

Alternatively



Clicking on the **No** button will also launch the Cart Recorder, this will then start recording audio as soon as the Cart Recorder has appeared on screen.



Virtual VU meters will appear in the **Cart Details** Window, as with any audio recording always check the levels on your studio mixer. The Myriad VU meter gives you a visual indication of the incoming audio level; this level can occasionally encroach into the red 'Peak' section, but should not constantly hit it.

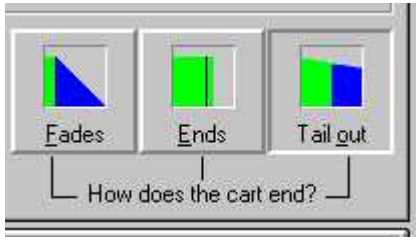
You can also click on the **Stop** button on this window to finish the recording.

Other methods for recording in to a Cart Slot include:

- Right Clicking** on the Cart Slot and selecting **Record**
- Highlighting the Cart Slot you want to use and pressing **Ctrl + Insert** on the keyboard
- Click on the **Edit** button on **Edit Cart** to enter your **Audio Editor** and do it from there.

The final **Import** button allows you to import a .WAV file from other drives or directories on your computer. Imported Carts are copied in to the Myriad Audio Wall directory and the file name is added as the default Description for the Cart.

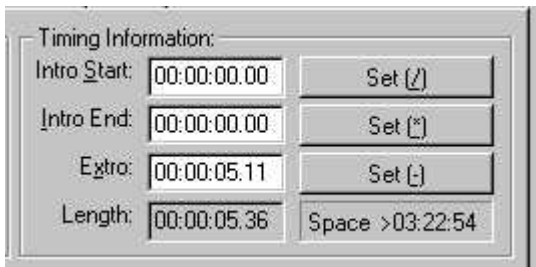
Set End Type



You can set the End Type of the Cart to **Fades** (shows a **F** on the Cart Slot), **Ends** (shows an **E** on the Cart Slot) or **Tail Out** (Cart Slot shows no end type).

This is important information used by Autotrack, when scheduling music into automated hours. To give Q-NXT the ability to drop and fade songs when running hours to time, Q-NXT must have some fadeable (F) songs.

The Timing Information Panel



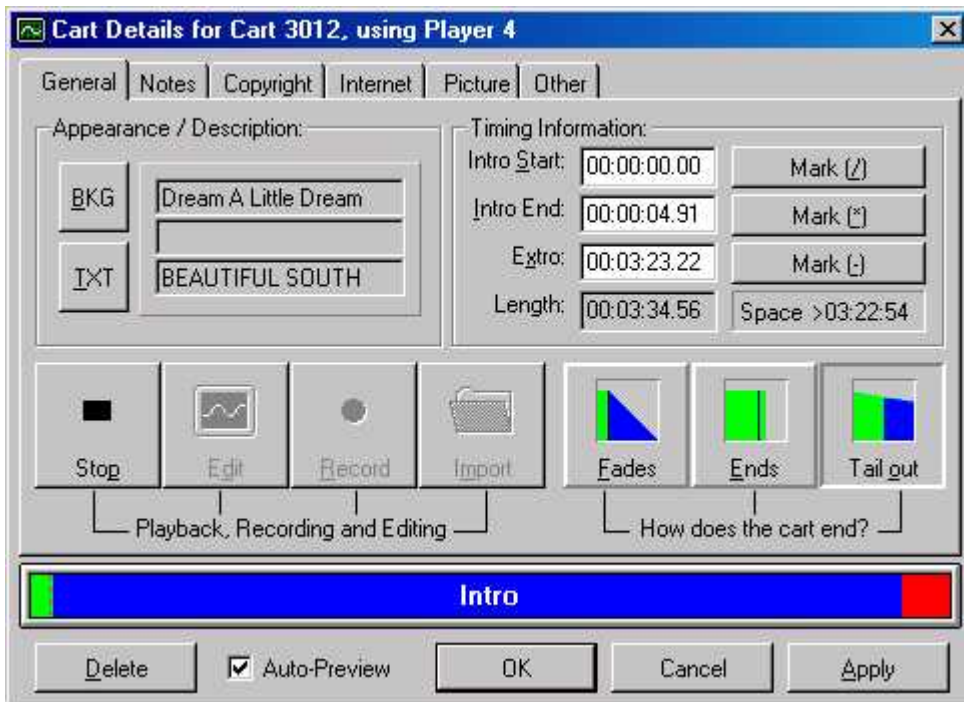
This panel gives you all the timing information associated with the audio assigned to this Cart. The **Intro**, **Extro**, and **Length** information are directly related to the recorded (or imported) audio. The **Space** section displays the available time left for recording. It calculates the available time from the associated drive, (for more information on assigning hard drives, please see the Myriad Configuration manual).

The Intro is defined as the period at the beginning of a song before the vocals start or the song 'kicks in' in other words the part of the song that you can talk over when doing a link between songs. The Intro is very useful for both automation and live use as it allows presenters to back time their links exactly with ease. In automation, the Intro is used for sweeping dry jingles and voices into the beginning of Carts.

The Extro is the point at the end of a Cart that the computer uses to trigger the next Cart when running in automation. It is also used by the presenter to see when he or she should trigger the next track. Tight Extros are the key to good sounding automation so take your time when setting them.

The Intro Panel has time information on the left hand side of the screen with the Intro and Extro **Set** buttons on the right. The Intro is divided into **Intro Start** and **Intro End**. In most songs, the Intro Start is the beginning of the song and so can be ignored but a few songs (such as "Midnight At The Oasis" by the "Brand New Heavies") have a vocal or heavy drum at the beginning of the song that then drops to a quiet section that is suitable for talking over or sweeping into. In these cases, the Intro Start would go directly after the initial vocals end and the Intro End would go when the song starts in earnest.

Setting an Intro Start, Intro End and an Extro



You can set your Intro and Extro marks in 3 different ways. You can type the timing information in directly, this is normally useful for setting up approximate marks that you can tighten up later, or if you need to make adverts segue at exactly 10sec, 20sec or 30sec intervals.

When recording or replaying the recorded audio, you can click on the appropriate **Mark** button, this will mark your Intro and Extro points in real time. If you make a mistake when setting your Intro or Extro points you can re-click on the **Mark** button during the audio playback or recording, the last point marked before the audio runs out, or you click **Stop**, will be saved to the timing information.

The coloured bars represent the various sections of your audio, Green is the Intro, Blue is the main part of the song and Red is the graphical representation of the Extro.





If you let your mouse hover over the change in colour, the mouse cursor will change to a double arrow icon. By left clicking and dragging, the mouse will alter the mark point, the audio will automatically be replayed during this process, acting like an audio scrub.

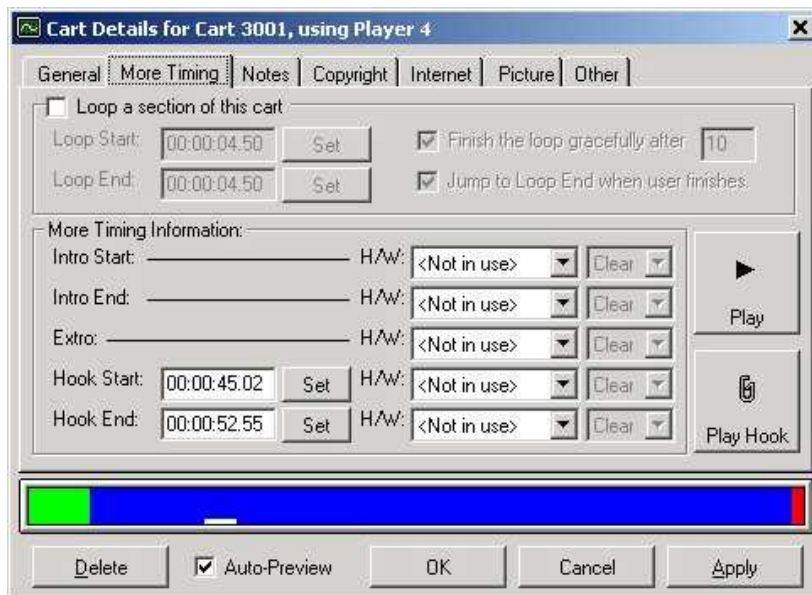
Pressing the **Play** button changes the display to highlight which part of the song is currently being listened to (Intro, Main, Extro), the current audio time is indicated by the dotted line.



To save these changes, either press the **Apply** button, which leaves the window open for you to enter information into the other fields. Pressing the **OK** button will save the changes and close the cart details window. If you press **Cancel**, any changes you have made to this cart timing or colour information will be lost.

The More Timing Tab

In addition to the timing and Cart information contained on the General Tab, the More Timing tab allows you to set 'special' sections and events to the Cart to allow Myriad to perform some of it's more exotic functions.



Loop A Section Of A Cart

The first section of the More Timing Tab is the Loop A Section Of This Cart which is used to define a section of a Cart that Myriad will play in a continuous loop until the presenter stops it or the maximum amount of loops have been completed. The major use for this feature is in creating 'music bed' jingles which are jingles that start with an introductions, then play a low volume music bed which the presenter can easily speak over, once finished, the music bed jingle usually completes with another station ID or sound effect.

The traditional way of doing this is with two Carts on the Audio Wall. The first has the introduction and a long music bed. The second is just the final ID or sound effect and the presenter has to play the first Cart, keeping his or her link within the length of the music bed section, then final play the second Cart and 'kill' the first one to complete the effect.

The Loop facility on Myriad makes this process a lot easier because all you need is a single Cart that starts with the ID, then has a short section of music bed before the final section of the jingle. You would then mark the music bed section as the loop section on the More Timing Tab and whenever Myriad plays the Cart, it will play it through normally the first time up to the end of the looped section, then automatically jump back to the beginning of the looped section and play it again. This will continue until either the presenter manually ends the loop (by pressing the Play button on the Cart Player that is playing the Loop) or the maximum amount of rotations is reached. You can then set the looping Cart to either jump straight to the end of the looped section or continue to play normally from that point until the end of the Cart.

Setting Loop Sections

To set a the looping section on a Cart, tick the Looping section box to enable looping on the Cart, then click on the **Set** button for **Loop Start**. This will start playback of the Cart, click on the **Set** button again to mark the point in the audio where you want the loop to begin.

The audio will continue to play back so that you set the end of the looped section. To do this, click on the **Set** button for **Loop End** at the appropriate time. You can use the < and > keys on

your keyboard to fast forward or rewind by 5 seconds within the Cart and the **Shift** + <> buttons to fast forward or rewind by 1 second at a time.

N.B. You can not set looping sections on Carts less than 4.5 seconds because of the way SmoothStream™ manages the audio.

Once you have marked the section that you want to loop, it appears as a white bar on the overall Cart progress bar at the bottom of the Edit Cart window. You can now decide if you want your looping Cart to automatically finish after a set number of loops (**Finish Loop Gracefully After XX**) and if when you manually trigger the end of a loop, whether Myriad will jump straight to the end of the looped section or play the rest of the looped section before continuing to the end of the Cart (**Jump To Loop End When User Finishes**).

Caution! Myriad will automatically loop any looped sections within Carts every time they are played. This means that you must avoid putting Carts with looped sections in to the Q-NXT log for any shows that will be played without a presenter present to manually operate the looping Cart facility.

More Timing Information

The **More Timing** section of the window allows you to add things to Carts. Firstly, you can set Hardware Events to be triggered at specific times within a Cart which makes it possible to have a travel Jingle that automatically switches on the RDS flag after the Intro and switches it off again at the end of the Cart. Combining this with the looped section facility outlined above gives you a very powerful new tool in program scheduling and delivery.

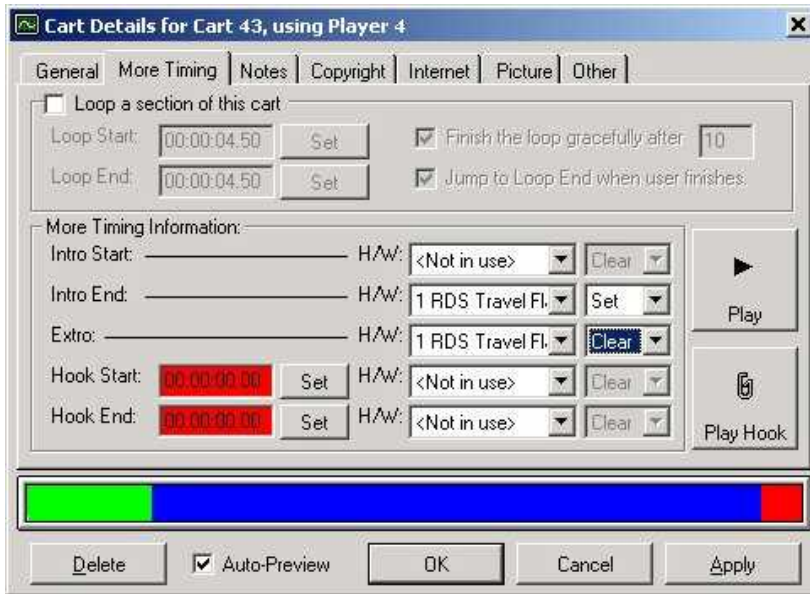
The second function of the More Timing section is to allow you to specify a Hook section of a Cart. The most common use for hooks is to mark the most popular few seconds of a song so that you can easily play it as a 'teaser' of what is coming in your show. The Pad allows you to play a number of 'hooks' from songs in order allowing you to create promos for what is coming up in seconds.

Assigning Hardware Events To Points In A Cart

You can assign Hardware Events to the following points in any Cart on the Audio Wall.

Intro Start
Intro End
Extro
Hook Start
Hook End

To attach a Hardware Event to one of these points, use the drop down list to select the Hardware Event you want to affect and then select whether you want to Set (turn on), Clear (turn off), Flash (flash on and off repeatedly) or Pulse (turn on for a short time, then turn off) using the second drop down list.



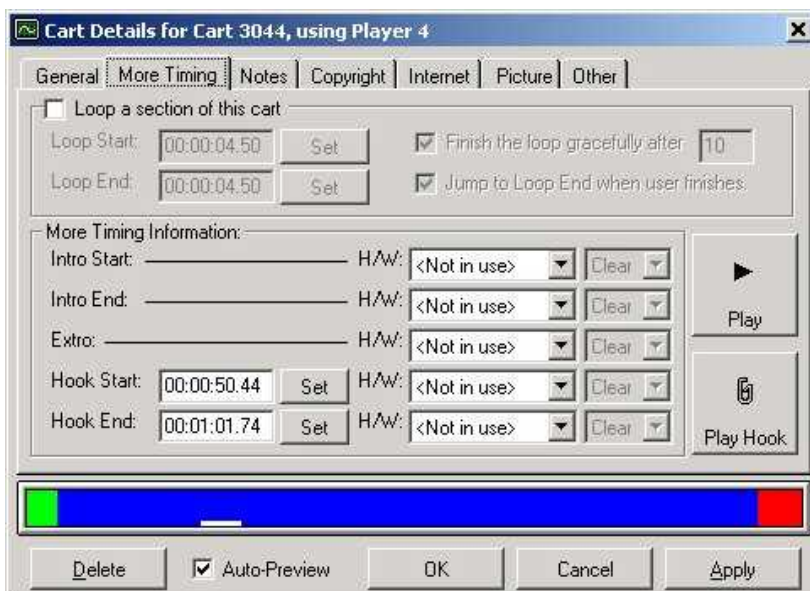
In the example above, the Cart has been set up to switch on Hardware Line 1 (in this case RDS Travel Flag) at the end of the Cart's Intro and then switch the same Hardware Line off again at the Extro of the Cart.

Setting Hook Points

You can also set the Hook points on a Cart using the More Timing Tab. Hook points are usually used with songs to mark the most popular few seconds of the song so that you can play this 'hook' as a promo for the song itself but Hooks do have a number of other uses.

To set the Hook section of a Cart, click on the **Set** button for **Hook Start** and the Cart will start playing. You can use the < and > keys on your keyboard to fast forward or rewind by 5 seconds within the Cart and the **Shift** + <> buttons to fast forward or rewind by 1 second at a time. Find the place where you want the Hook to start and then click on the **Set** button again. The Cart will continue playing so that you can set the Hook End by clicking on the **Hook End Set** button.

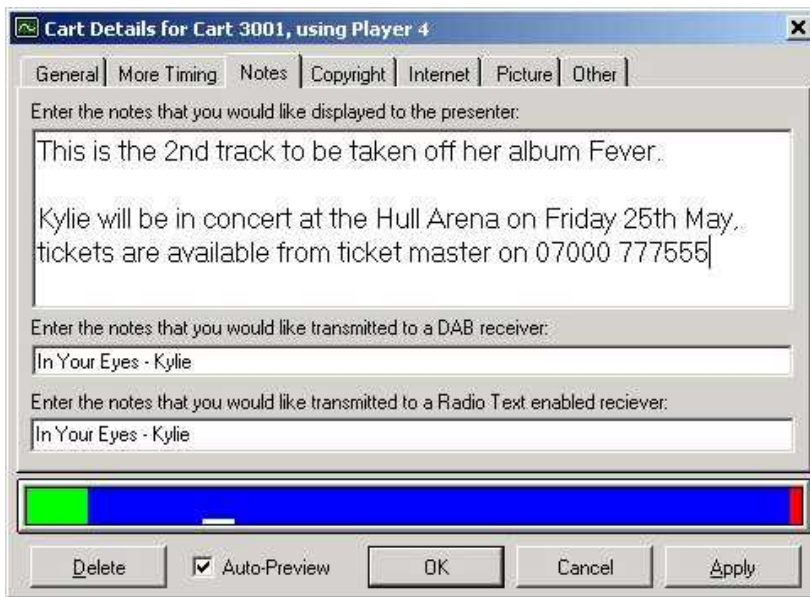
The completed Hook is then displayed as a white bar on the overall Cart display at the bottom of the window.



You can review you Hook by clicking on the **Play Hook** button located to the right of the window. Clicking on the **Play** button will play the entire Cart.

The Notes Tab

The **Notes Tab** allows you to add textual information to a Cart. This information is for internal use only, but text can be made available to the outside world via a web site or **Radio Text** (both of which are dealt with later in this section). The Notes are **Windows™ Rich Text Format**, which means that you can make sections bold or underlined to highlight sections of your notes. The standard **Windows™** copy and paste rules also apply to notes.



DAB Text

The DAB Tab allows you to associate DAB multi-media content to a Cart. This section of Edit Cart will continue to grow and develop as DAB technology evolves.

Dynamic RDS

One of the most interesting developments in home entertainment in recent years is the merging of different media types. A good example of this is Dynamic Radio Text, which allows the Radio Broadcaster to send a string of textual information along with the audio to be displayed on the listener's home Hi-Fi system. Dynamic Radio Text is only really the fore running to full multi-media DAB (Digital Audio Broadcasts) but it does have the advantage that many homes already have the ability to receive and display Dynamic Radio Text. Myriad can output a string of text (via the serial port) to your Dynamic Radio Text Encoder, that text is entered in the Radio Text section of Edit Cart.

The Copyright Tab

The Copyright Tab allows you to enter the PRS/PPL/MCPS (UK example) or general Copyright information for the Cart. This information is stored by the system and can be compiled later into a report using the P Squared Ltd Copyright Report Generator. Please see the Copyright Report Generator user guide for further details.

The Internet Tab

The Internet is a big part of modern life and Myriad includes a full range of tools to allow you to take full advantage of the tremendous opportunities it presents.

The Internet Tab serves 2 specific functions. The first is to provide information about web sites that relate to the Cart itself. This may be for internal use only or for specific Cart link information on your website (although you don't want people leaving your site to look at Britney Spear's web site whenever her latest song comes on). The second function of the Internet Tab is designed for showing information to the real world via your web site. This allows you to control the text that is displayed on your site while the Cart is playing and also allows you to specify an 'On Line Store Reference' which may allow you to (in association with an on line music shop) have a 'Click Here To Buy This Song' button as the track is played by Myriad. P Squared Ltd.'s Online Content Processor handles this information and for further details on setting up OCP and your HTML files please see the OCP user guide.



The Picture Tab

The Picture Tab allows you to associate pictures with a specific Cart. These could be a scans of the album or single cover, a picture of the artist or a snap shot of the artist in concert. It could also be for a product or brand that the artist or your station endorses. The picture is displayed on the Audio Wall but can also be displayed on a web site as Myriad plays the Cart using OCP technology.



If you add more than one picture to a Cart, the picture that appears in the Information Window rotates through the attached pictures while a Cart is highlighted. You can use the **Move Up / Down** button to change the order that they are displayed.

To add a picture, click on the **Import Gif** button and use the standard Windows Explorer style window to locate the picture you want to import. You can remove a picture by clicking on the **Remove** button.

The Other Tab

The main reason for the Other Tab in Edit Cart is that it is home to the Transport File controls. Transport Files are a fresh idea to Myriad; basically speaking they allow you to 'zip' Carts or ranges of Carts into a single compressed file ready for easy transport on a floppy, via e-mail, through a network or a CD-R. The Transport Files not only contain the audio for the Cart but also all the extra information that we have just covered in the Edit Cart section of this guide. This means that if the Kylie Cart we have used as an example were made into a transport file, we could e-mail it to our friend at a sister station and he or she could extract it back onto their Audio Wall complete with Notes, Copyright Info, Radio Text, Internet Info, DAB content and picture. What's more, he or she does not have to extract it into the same Cart Number as used on my system, all the information will be automatically updated to take account of any changes in Cart Numbers when you extract the transport files.



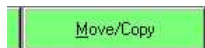
To export a Transport file from Myriad, click on the **Export A Myriad Transport File** button and select the target location and file name.

You can also use this Other tab to import a transport file in to the Audio Wall using the **Import A Myriad Transport File** button. Click on the button and locate the file that you want to import.

The only other button on the Other Tab is the Erase **The Last Played Information** button which clears the information stored on the Audio Wall about the last five times that the Cart has been played. This information is also used to 'colour' recently used Carts (see Config Documentation to see how) so erasing this information will also clear the recently played warning.

N.B. This option does not affect the Play Logs that Myriad keeps. Even if you erase the Last Played Information, a complete log of everything that Myriad plays is maintained at all times.

Move/Copy



The **Move / Copy** button on the Control Bar allows you to simply move or copy individual Carts on your Audio Wall. Clicking on the Move / Copy button or pressing the 'M' key on your keyboard brings up the Move / Copy window.

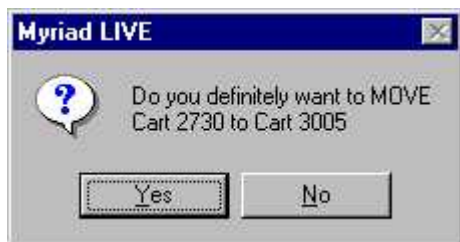
Cart To Move / Copy: The left hand Cart Preview displays the Cart you are trying to Move or Copy.

Cart Number To Move / Copy From: The Cart Number of the Original Cart is displayed below the Cart Preview.

Select Move Or Copy Cart: The Action drop down list allows you to select whether you want to move the Cart or just make a copy of it.



OK: Clicking on the OK button will perform the action you have requested although you will be asked to confirm before it actually does anything.



Cancel: This will close the Move / Copy window and return you to the Audio Wall

Destination For Move / Copy & Preview: You can type in the target Cart Number for the Move or Copy in the Destination Cart section. Note that a preview of the destination Cart will be displayed above the Destination Cart number. If the destination is empty then an empty Cart will be displayed. If the destination is full then the Cart occupying the destination will be displayed.



Find Next Empty Cart: If, as in the example above, the destination Cart is already in use and you do not want to replace it then clicking on the Find The Next Empty Cart will automatically find the next empty Cart up from the current Destination Cart number so in the case above, clicking on the Find The Next Empty Cart would cause Myriad to search the Audio Wall for the first empty Cart after number 3005, in this case Cart Number 4016.



What Happens If The Destination Cart Is Already Full?

If the Destination Cart Slot is already occupied by another Cart and you Click OK, you will be asked to confirm your actions.



If you select Yes then you will be asked how you wish to proceed.



If you select Yes then the existing Cart will be replaced with the Cart that you are Moving or Copying. If you select No then the two Carts will swap positions. If you select Cancel then the whole operation will be cancelled and you will return to the standard Move Copy window.

The Quick Menu

The Quick Menu button on the Control Bar gives you access to some of the other features the Audio Wall has to offer as well as a way of logging out of the system or shutting it down altogether.



Change Password: This option allows you to change the Password for your login account.

Contact Numbers: This option displays a list of important telephone numbers and contact details. Selecting this option displays the contents of contacts.txt, which is located in your Myriad System folder.

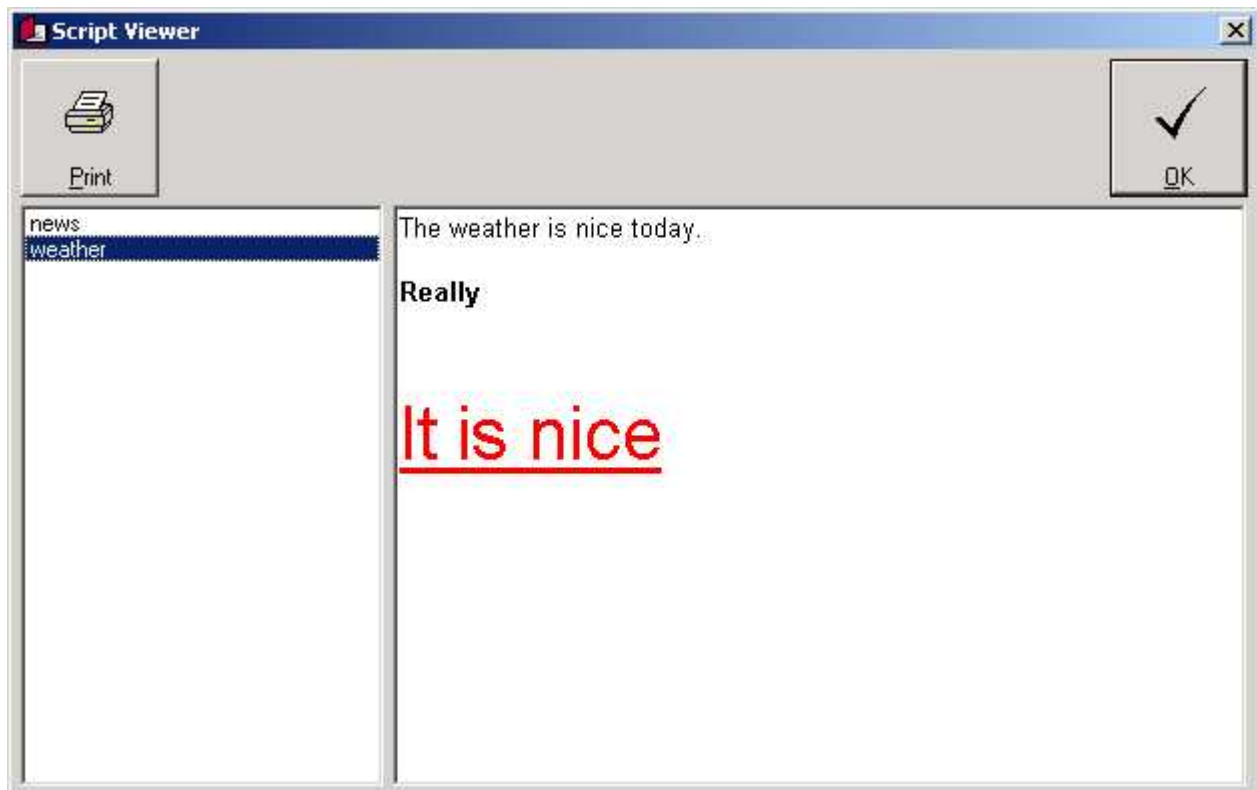
Display Show Schedule: Selecting this option will display the Autotrack Schedule so you can see what shows are coming up.



The screenshot shows a window titled "Display Show Schedule" with a tabbed interface. The "Monday" tab is selected. The window displays a grid of show times and titles. The times range from 00:00 to 23:00 in one-hour increments. The titles are "KIT OLD BASTADS" for most of the day, "KIT OLD BASTADS WITH ROCK" at 13:00, and "KIT YOUTH" with various sub-titles for the evening. At the bottom, there are three indicators: "Live Shows:" with a red square, "Automated Shows:" with a yellow square, and "Automated Shows:" with a green square.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00:00 KIT OLD BASTADS					12:00 KIT OLD BASTADS	
01:00 KIT OLD BASTADS					13:00 KIT OLD BASTADS WITH ROCK	
02:00 KIT OLD BASTADS					14:00 KIT OLD BASTADS	
03:00 KIT OLD BASTADS					15:00 KIT OLD BASTADS	
04:00 KIT OLD BASTADS					16:00 KIT OLD BASTADS	
05:00 KIT OLD BASTADS					17:00 KIT OLD BASTADS	
06:00 KIT OLD BASTADS					18:00 KIT OLD BASTADS	
07:00 KIT OLD BASTADS					19:00 KIT YOUTH Night time	
08:00 KIT OLD BASTADS					20:00 KIT YOUTH Night time	
09:00 KIT OLD BASTADS					21:00 KIT YOUTH 9 Non Stop	
10:00 KIT OLD BASTADS					22:00 KIT YOUTH Late Night	
11:00 KIT OLD BASTADS					23:00 KIT YOUTH Late Night	

Script Viewer: The Script Viewer option opens the script viewer window, which can be used to view scripts listed in the Scripts sub folder of the Myriad System location.



The script view lists all RTF format files in the Scripts sub folder of the Myriad System folder, on the left hand side of the Script Viewer window and the main body of the text in the right hand panel. Because the Script Viewer uses RTF (rich text format) files, you can include coloured, highlighted and different sized text and fonts in your scripts. Myriad does not include an RTF file editor so scripts must be written using an RTF compatible word processor program such as Microsoft WordPad, which comes free with Windows. Word can also save files in the RTF format.

About: The About option tells you what version of Myriad you are using and provides contact numbers for P Squared Ltd.

Help: The Help option opens the Myriad Help File.

Logout

Logout allows you to either logout of the system (assuming you are using user login accounts) ready for the next presenter (this will not effect playback of active Carts) or to shut down the program altogether (**WARNING: this will effect any playing Carts!**).



Quit: This shuts the program altogether which will also kill any Carts that are playing. You will be asked to confirm your actions if any Carts are detected in the Cart Players.

Logout: The **Logout** option will log the current user out of the system and put up the Login screen for the next user. This user will need to provide a valid User Name and Password for the system to gain access to the Audio Wall.

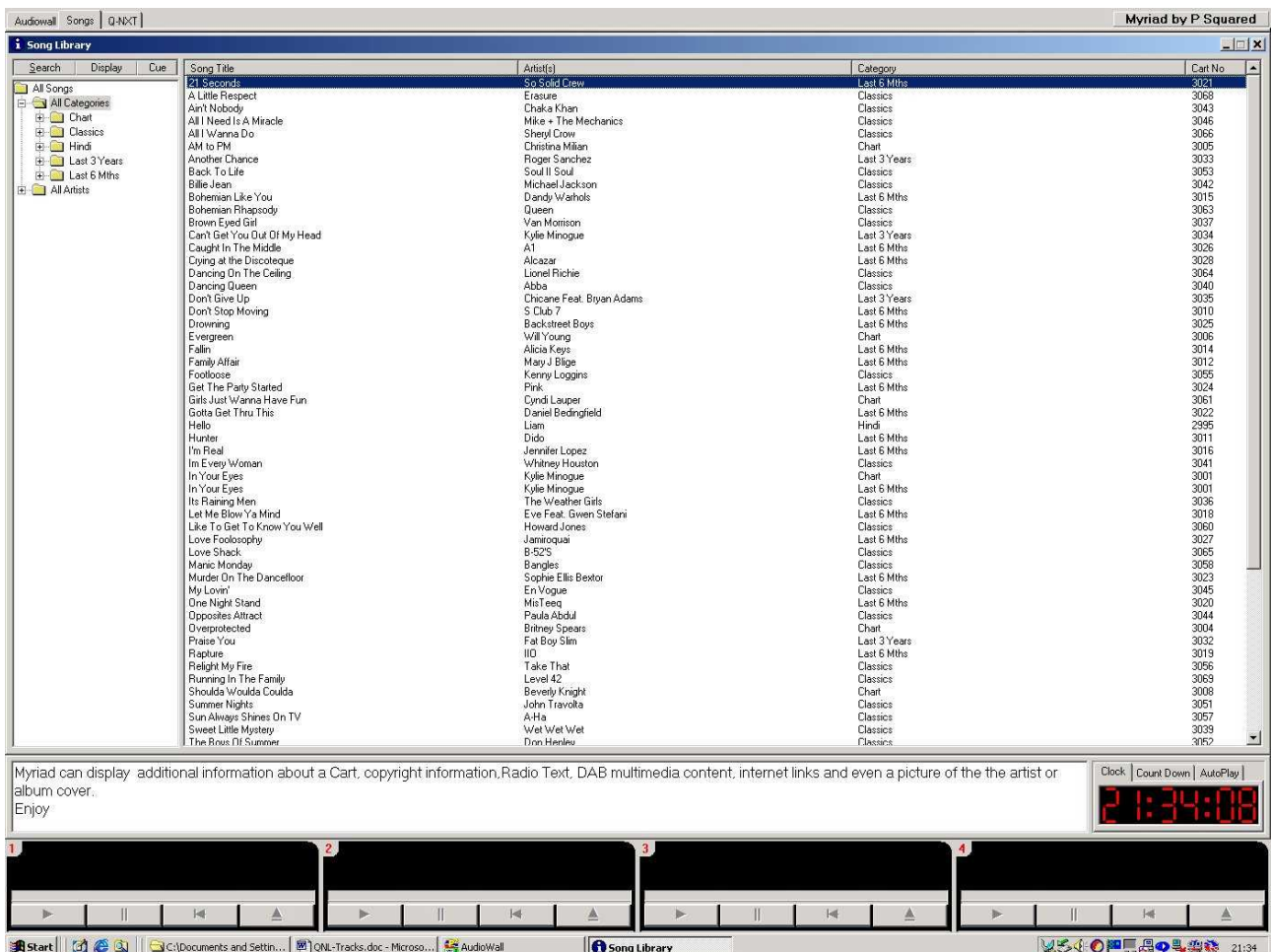
Cancel: The **Cancel** button cancels the logout and returns you to the Audio Wall.

Close Menu: The **Close Menu** option closes the Quick Menu.

The Songs Tab

Overview

The Songs Tab on Myriad provides the presenter with a quick but powerful way of searching and sorting through the songs that are listed in your stations AutoTrack system. This feature differs from the Find Cart function on the Audio Wall in that the Songs Tab allows you to search through the Music Database not the Audio Wall. This means that you can not only find Carts but also do searches by year, type, category, artist etc. The Songs section also allows you to view the Song Characteristics information as stored in the AutoTrack Database so you can also see what a song's characteristics have been entered as. You can drag songs into the Cart Players, the Q-NXT Log, Instant Carts and the Pad directly from this screen but you cannot edit the information stored or add new songs. At present, the Songs section of Myriad only works with the AutoTrack and AutoTrack Pro music scheduling systems although additional music database systems may be added in due course.



As you can see from the screen shot above, the Songs Tab displays the songs in your AutoTrack database in a format that looks and acts the same as standard Window™ File Explorer which basically means that most presenters will instinctively know how to use the Songs Tab the first time they come across it.

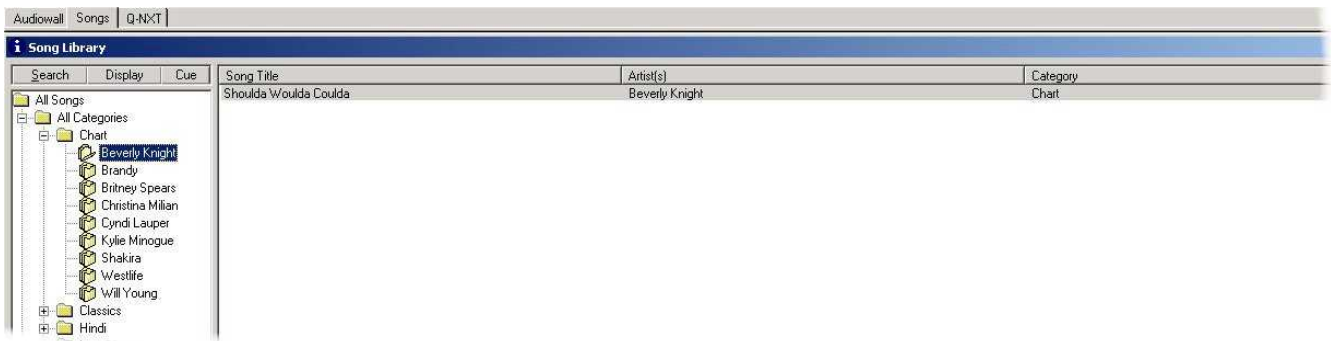
How It Works

The songs on the Songs Tab can be viewed in two different ways. Firstly, you can look at your database by category. To do this, expand the Category tree in the left hand 'navigation window' to show what categories you have on your system.

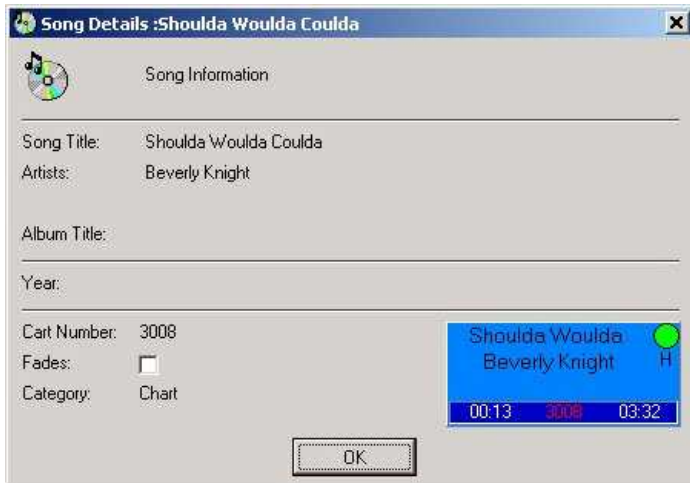


Your categories are listed in the left hand side 'navigation window' whilst the right hand screen now displays all the songs in the database.

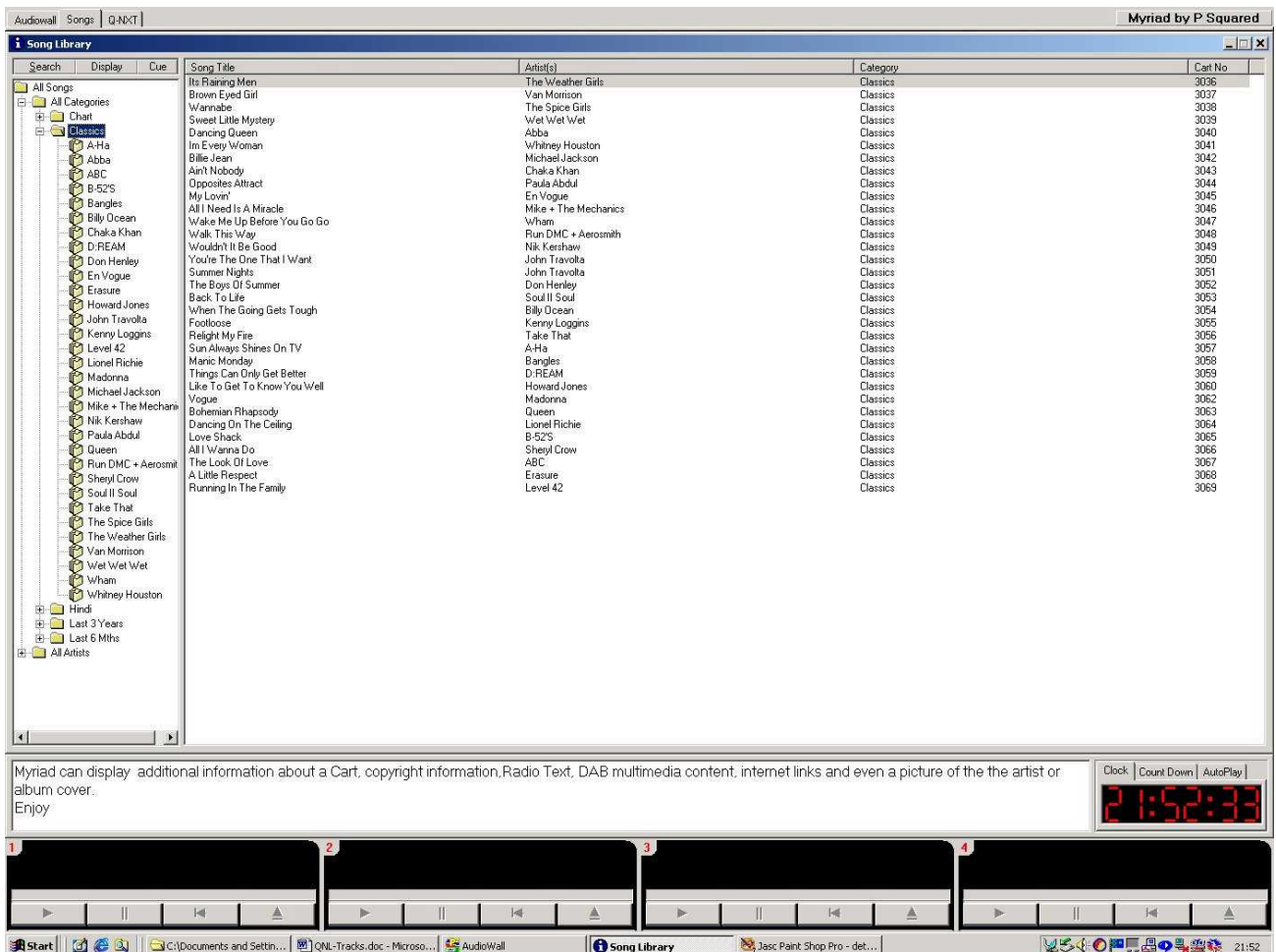
To further narrow your view of the songs available, expand one of the actual category trees to see which Artists are listed in each category.



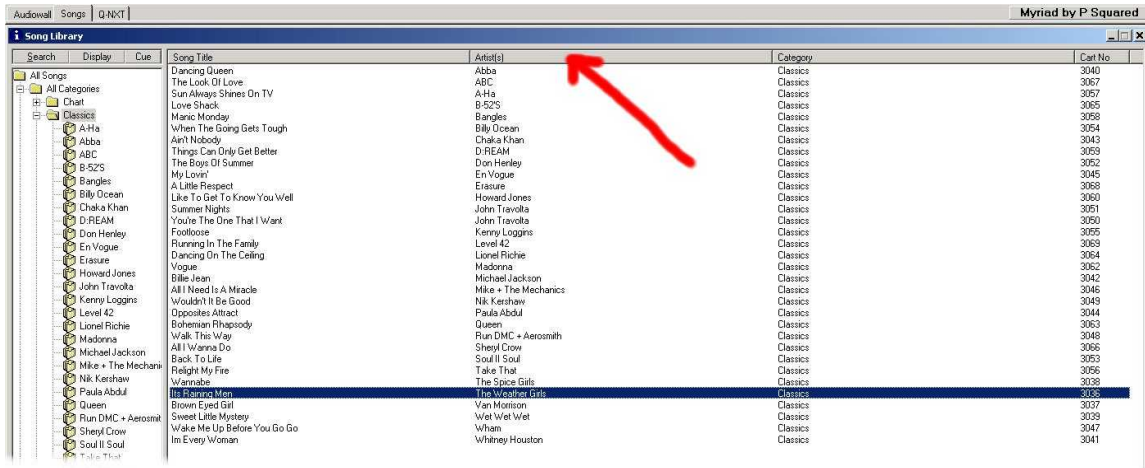
Here we can see the Artists that have songs in this category and clicking on an Artist will display the songs that they have in the category, in the right hand window. In the example above, we have expanded the Chart Category and clicked on Beverly Knight. We can now see that the only song that she has in the Chart Category is Shoulda, Woulda, Coulda. If this is the Beverly Knight song that we are interested in we can drag it directly from the right hand section of the screen (results window) in to a Cart Play, the Q-NXT Log, Instant Carts or the Pad. Alternatively, if we double clicked on it, we could look at the details for the song that are held in the AutoTrack database.



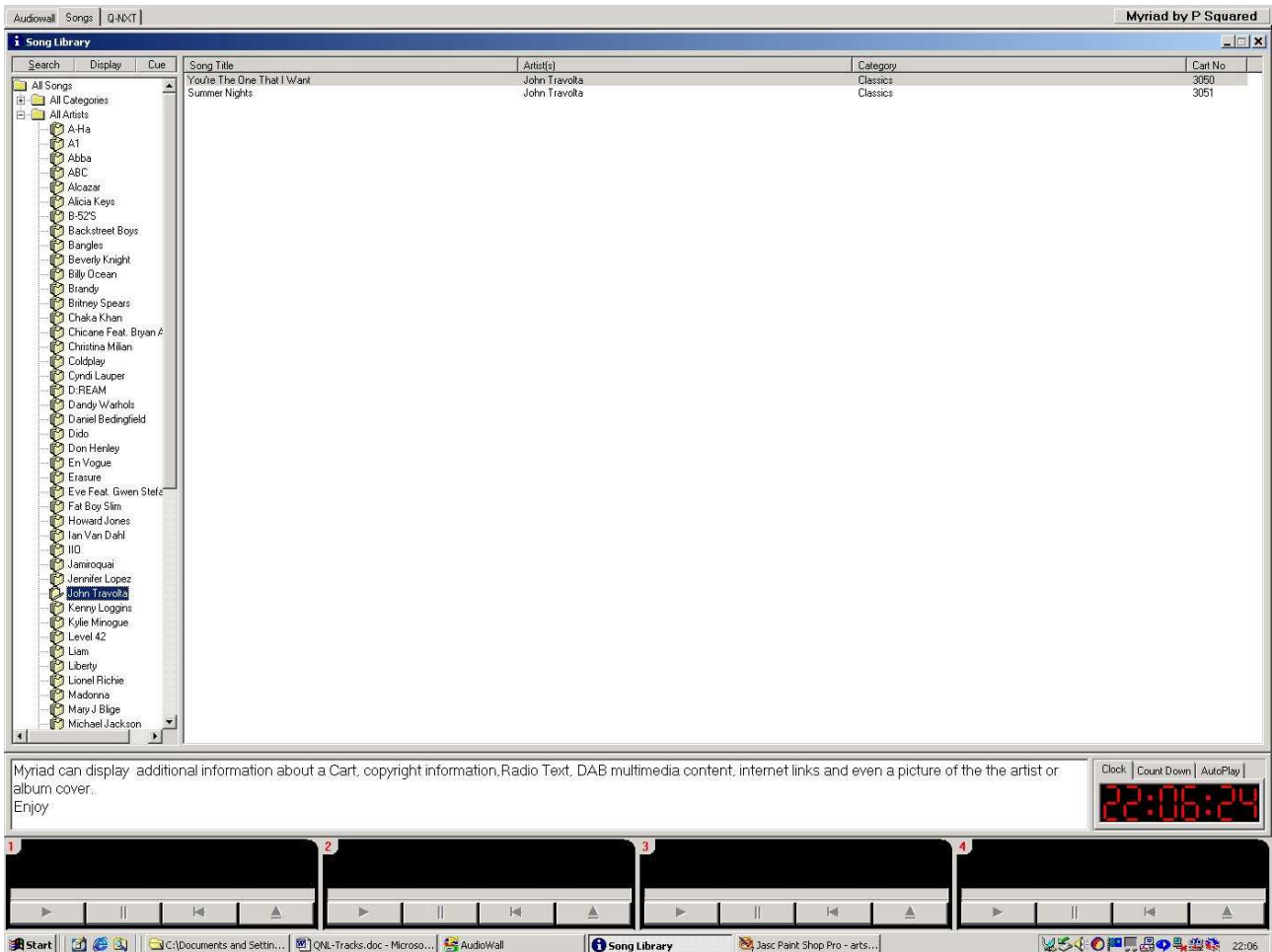
If we had selected another Category or another Artist, there may well be several songs listed in the right hand results window.



In this example, the Classic Category is highlighted so the right hand results window shows all of the songs in the Classic Category. Initially these songs will be sorted by their Cart Numbers on the Audio Wall but you can change the way in which the results are displayed by clicking on the title bar for each column. This means that if I want to look at the same results by sorted alphabetically by Artist, all I need do is click on the Artist(s) column title and the order will change.



The alternative way of look at the songs on the Songs Tab is to expand the Artist tree in the left hand navigation window. This will expand to show a list of all the Artists that have songs on your AutoTrack system. Clicking on an individual Artist will show all the songs that you have by them, in the right hand results window.



Again, the results in the right hand window can be dragged directly in to a Cart Player, in to the Q-NXT Log, on to an Instant Cart Slot or in to the Pad.

The Songs Tab can be used as an effective alternative to the Audio Wall for locating songs and using them for your programming but as was mentioned before, is only currently available to AutoTrack and AutoTrack Pro users.

Search



Basic Search

The **Search Button** allows you to enter the details that you want to search the database for. Clicking on the **Search Button** will open the basic **Search Window**.

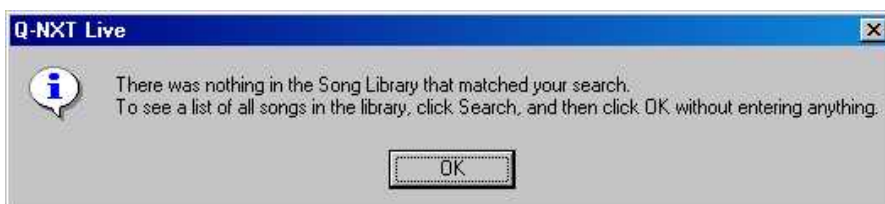


To perform a Basic Search of the database, enter either the Name of the Artist or the Song Title in to the Search Text Box (it looks at both Artist and Title when looking for songs to match your Basic Search). If you enter a number, the year will be searched as well.



In this case, the user has entered the name Kylie to search the database for. Clicking on the **OK** button will begin the search.

If some Kylie songs are on the system, they will be displayed in the Search Results Window and can be sorted in the usual way (as described in the Search Results Window section above).



If, as in this case, No Results is displayed then no tracks in the database could be found to match your Search Text. If this happens, click on **OK** which will allow you to re-enter the Search Text.

Let's try searching for another artist. To do this, we click on **OK** on the above Window and type in new Search Text. In the case below, Kylie was replaced with Madonna. The Results of the Search were then displayed in the Search Results Window as can be seen by the screen shot below.



Tip: The Basic Search looks at text in both Song Title and Artist when comparing your Search Text to the entries in the database. This means that because it compares the text directly you do not have to type the complete title to find the track you are looking for. For example, if you were looking for One More Time by Britney Spears, you could just do a Basic Search for Britney or Spears, One or even just Brit. You may get a bigger list of songs in the Search Result but it also means that you do not have to know how to spell all of the title or Artist. You can also use this feature to list all the songs with the word love in the title if you wanted to.

Advanced Search

The Basic Search described above allows you to search the database for a Song Title or Artist but for more control over the search process, you need to click on the Advanced Search Tab.



The Advanced Search Tab allows you to restrict your search to a particular Media Type (such as CD or Digital Playlist – i.e. on the Audio Wall) or Year. It also lets you type in the tracks specific Item Number.

If you wish to restrict the Search to a specific Media Type, use the Drop Down List to select the Media Type that best suits your needs. Leaving the Media Type blank will allow the Search to look in all Media Types.



The Item Number allows you to specify the exact Item Number. This feature is most commonly used when you already know the Item Number for the track but want to look at some of the additional information that may be stored in the database.

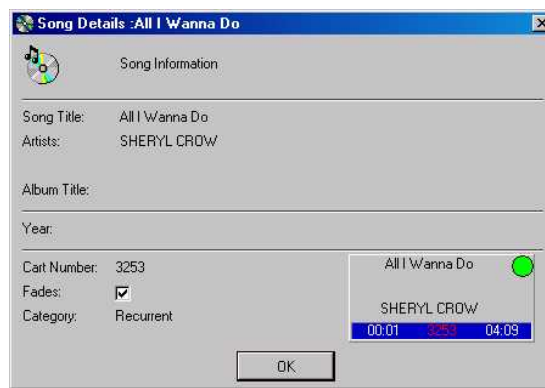
Finally, you can enter the Track Title and Artist to Search for.



Display



Each Item in the Songs Tab has a Record Card which contains all the information for the track that is stored in the database. Clicking on the Display button will bring the Current Highlighted Item's Record Card on screen.



The Record Card has the Track Title and Artist information as well as the Cart Number and Song Characteristics. It also has a preview of the Cart (that can be dragged in to a Cart Player). You can also view the Record Card for a song on the Songs Tab by double clicking on it.

Cue

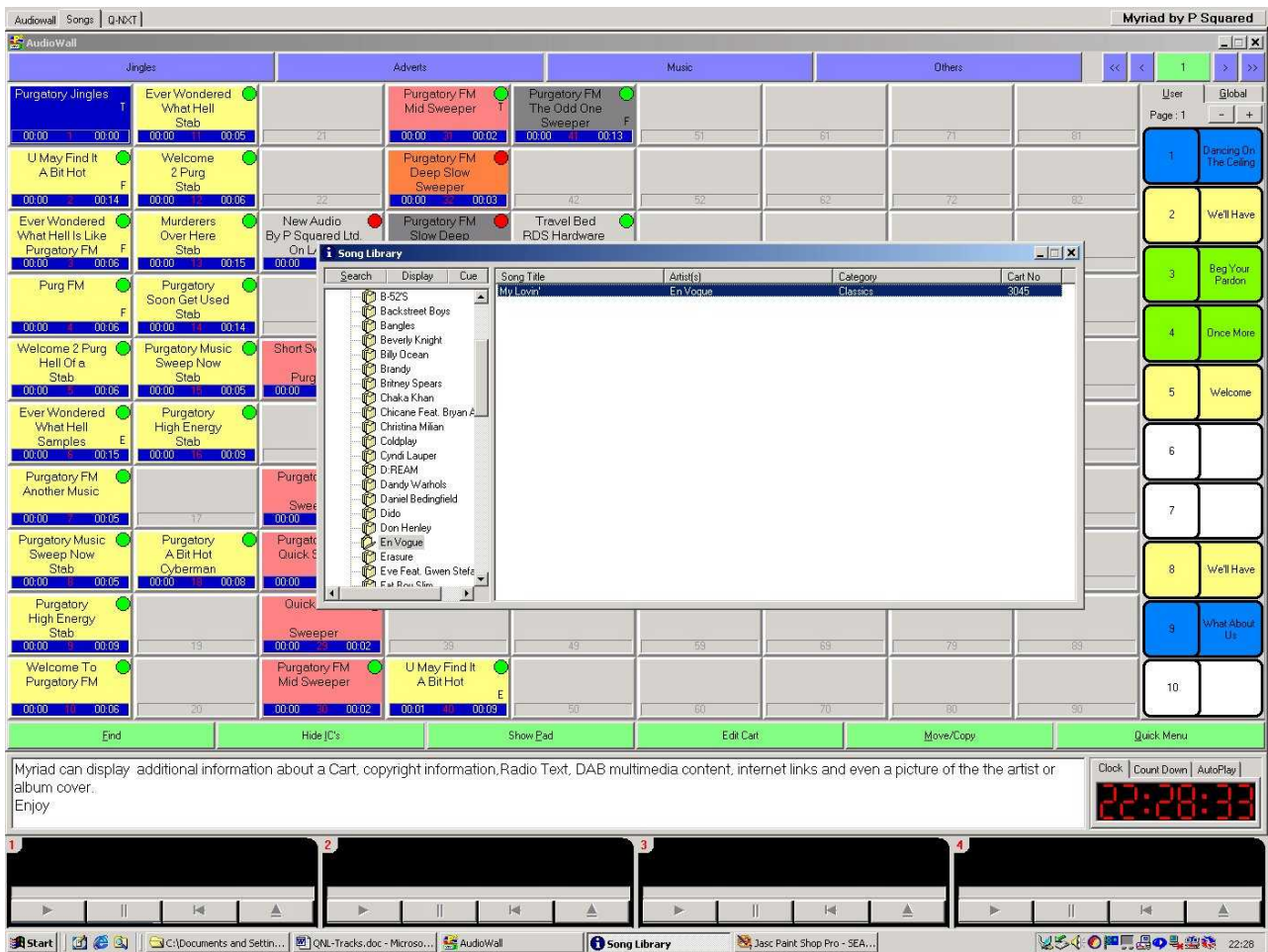


The Cue button will cue the highlighted item on the Songs Tab in to the first free Cart Player that is available. Once cued, you can play it in the normal way.

Undocking The Songs Tab

The Songs Tab is unique in Myriad in that you can actually 'undock' it from the main Myriad screen so you can position it somewhere else on screen for easy comparison of Carts or for dragging Carts in to other areas of Myriad.

To undock the Songs Tab, simply click on the blue Song Library bar at the top of the window and drag it to a new position on screen. Once undocked, you can also resize the window to make it more convenient to use.



In the above example, the Songs Tab has been undocked and resized so that it fits on the same screen as the Audio Wall. We can now drag Carts from the Songs Tab in to most areas in Myriad including the Cart Players, Instant Carts, Pad and Q-NXT Log. You can also drag a song from the Songs Library Window directly on to a free Cart Slot on the Audio Wall and Myriad will copy the Song in to the Cart Slot you selected.

To re-dock the Songs Library Window, just click on the Songs Tab at the top of the screen to return to normal.

Q-NXT Introduction

Q-NXT is the section of Myriad that deals with the playback of a list of Carts that have usually been generated by an external music-scheduling program such as AutoTrack. This list of Carts typically includes all the music, adverts, jingles and promo's for a period of time and is usually referred to as the Q-NXT log.

Traditionally, radio programs were prepared in advance by following a 'clock' for an show that sets out a structure and includes key points in both programming and timing to help the presenter. The 'clock' would then be 'thickened' to include the actual music, adverts and jingles that would be played in the hour, although it often allowed the presenter to select some music based on the original 'clock'

In the past twenty years, the role of the 'schedule' as it has become known has developed to become a pivotal concept in modern radio. Technology has also advanced to the point where computers are used to take a 'clock' and a music database and produce the end schedule for the station; these are called Music Scheduling systems (AutoTrack is an example of this type of program).

Q-NXT offers the ability to take the output from a range of Music Scheduling systems and convert it to a list of Carts to play at given times. These Q-NXT Logs can then be used to provide 'live assisted' or even fully automated station output using Myriad.

Live Assist

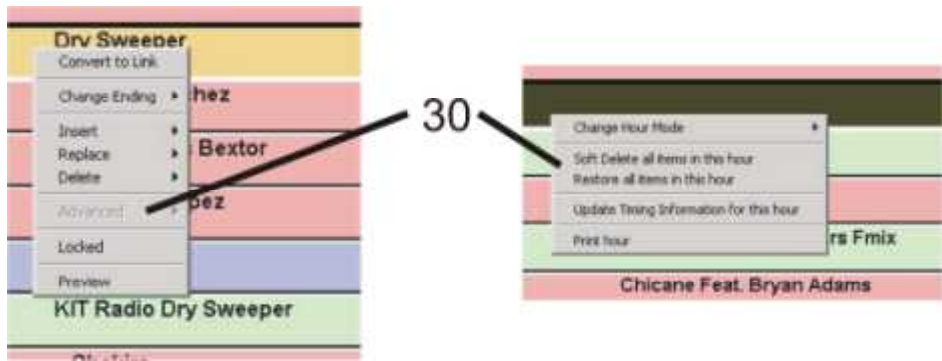
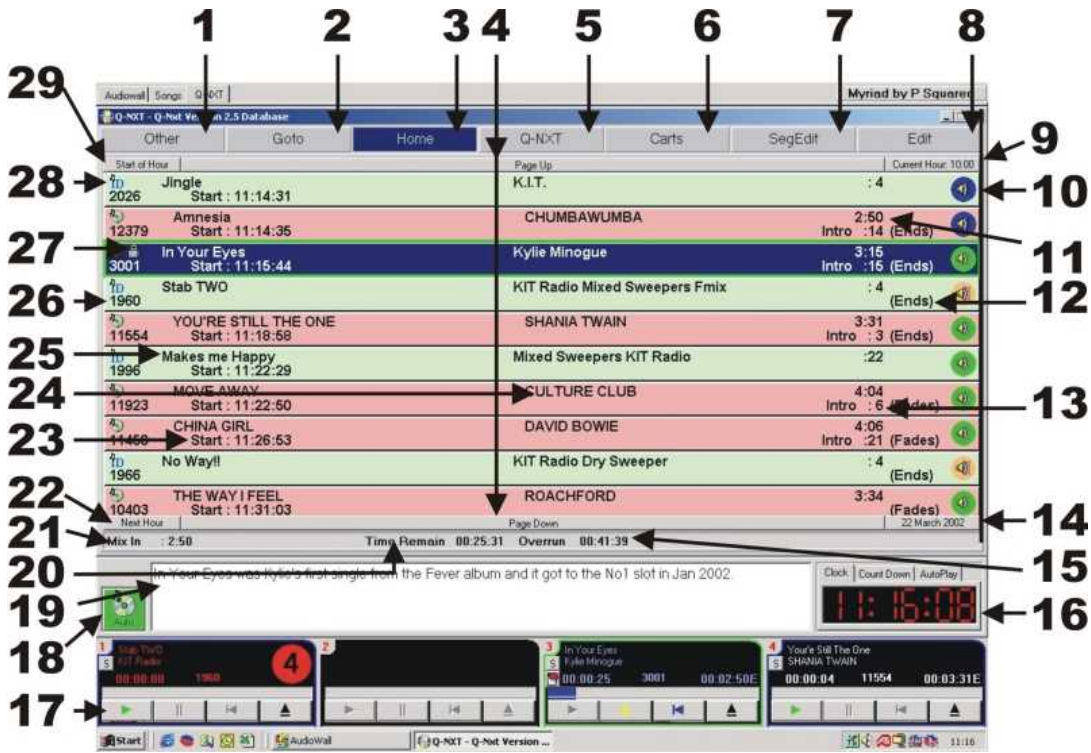
Live assisted shows are shows that are controlled by the presenter but with the assistance of Q-NXT. The station's schedule is produced by an external program and then imported in to Q-NXT as a Q-NXT Log. The show appears on screen as a list of Carts that need to be played along with additional information about when they should be played, how long each lasts and any other information that the Programme Controller feels needs to be passed on the presenter. Q-NXT then 'assists' the DJ by loading each item in the list, in to a Myriad Cart Player at the appropriate time, the presenter then has the option of starting it him or herself or letting Myriad automatically start it. Q-NXT also offers the presenter absolute control of the Q-NXT Log while in Live Assist mode so they can manipulate the log, add stuff to it or even remove items as they are progressing through their show.

Automation

In addition to 'live assisted' shows, Q-NXT offers the ability to add fully automated programming to your stations output. In an automated show, Q-NXT automatically cues up each item in the Q-NXT log and plays them at the appropriate time. Automated programs can also include pre-recorded 'voice links' to make it sound as if the station is being broadcast 'live', they can be set-up so that the music and audio elements are manipulated to fit around 'real world' events such as external news feeds or travel reports. All of these elements combine to give Myriad the ability to provide fully automated station output that is virtually indistinguishable from the real thing.

The Q-NXT Screen Layout

The image below shows the layout of the standard Q-NXT screen. To find out what each part of the screen does, refer to the number on the diagram and read the corresponding text below.



Q-NXT Layout At A Glance

1. Other Options Menu Button	16. Clock
2. Goto Time & Date In Log Button	17. Cart Players
3. Home (Goto Current Item In Log)	18. Q-NXT Payout Mode Selector
4. Page Up / Down In Log	19. Highlighted Item Text Information
5. Q-NXT Go Button (Start Next Item)	20. Runtime Remaining In Current Hour
6. Open Cart Browser (For Adding Carts)	21. Time Until Next Segue
7. Toggle Segue Edit (Inc Voice Links)	22. Jump To Beginning Of Next Hour
8. Edit Log Menu Button	23. Estimated Start Time For Item In Log
9. Current Hour Indicator	24. Artist / 2 nd Cart Description Line

10. Item End Type Indicator	25. Title / 1 st Cart Description Line
11. Length Of Item In Log	26. Cart Number Of Item In Log
12. Fade Or Ends Indicator	27. Item Locked Icon (Can't Be Edited)
13. Intro Length Indicator	28. Item Type Icon
14. Current Date Indicator	29. Jump To Start Of Current / Last Hour
15. Over / Underrun Indicator	30. The Right Click Menus

Q-NXT Layout In More Detail

1. Other Menu

The Other Menu is located on the left hand of the main Q-NXT menu, which can be found at the top of the Q-NXT screen. The Other Menu offers a range of options, which are explained below. You can close the Other Menu by clicking on the Close Menu option.



Advanced

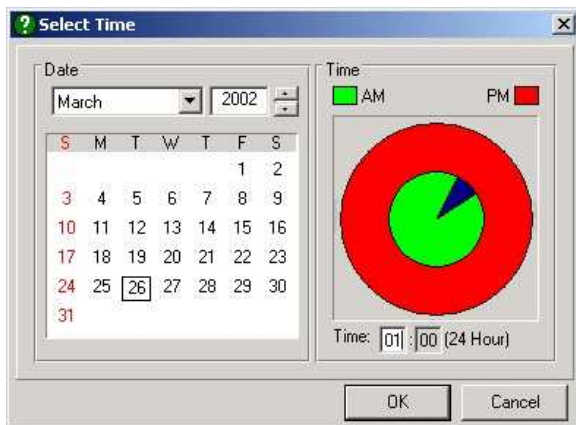
The **Advance Menu** contains a number of additional Q-NXT options that should only be used by advanced users or at the request of a P Squared support engineer. Access to the Advanced Menu can also be restricted to specific Myriad Users using the security options available in Myriad Manager. Only Users with security rights to Schedule and Maintain Q-NXT have access to the Advanced Menu. You can close the menu by clicking on the Close Menu option.



Add Hour To Log

The **Add Hour To Log** option on the **Advanced Menu** allows you to manually insert a start of hour marker in to the Q-NXT Log, it also automatically adds in an absolute time marker at the end of the hour. You can then manually add Carts to hour, alternatively, you can also get the Add Hour To Log process to automatically insert a range of Carts as it create the hour markers. Here is how it works.

1. Select Add Hour To Log from the advanced menu
2. Select the hour that you want to add using the time and date selection screen.



3. You will then be asked if you want to automatically add in a range of Carts, select Yes or No.



4. If you selected No then your hour marker will have been added and you have finished. If not then the Cart Browser will appear to allow you to select the first Cart in the range that you want to add. The Cart Browser is a mini version of the Audio Wall used throughout Myriad, the Jump (J) and Find (F) functions work exactly as they do on the Audio Wall

and can be used to locate the Cart that you want to start at. Once you have located the Cart you want to start with, double click on it in the Cart Browser to continue.



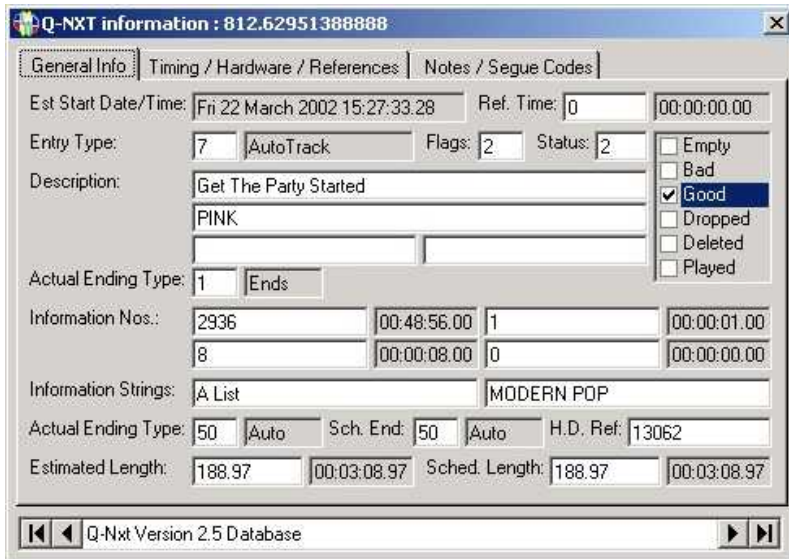
5. Next, you will be asked how many Carts you want to add to the hour.



That's it, your hour will be added to the Q-NXT Log along with any Carts that you have asked it to add.

Q-NXT Information

The **Q-NXT Information** option on the **Advanced Menu** displays additional information about the items in the Q-NXT Log. A user would not normally use this information unless at the instruction of a P Squared support engineer but experienced users may find the Q-NXT Information to be useful in diagnosing faults themselves.



The information that is displayed in the Q-NXT Information window is 'real time' information taken directly from the Q-NXT database. Changes you make to the information on the screen are written to the database automatically when you either close the window or you use the left or right arrow buttons to scroll on the next entry.

Q-NXT Settings

The **Q-NXT Settings** option on the **Advanced Menu** give you access to the Q-NXT settings that determine how Q-NXT works. These options can seriously affect Q-NXT and should only be tampered with if you are confident that you know what you are doing.

Most of the setting in Q-NXT Settings can be altered without quitting Myriad, they take effect when Q-NXT performs the next segue although a few settings will require Myriad to restart to take effect.

A full listing of the Q-NXT Settings can be found in the Q-NXT settings section of this document or in the **Config Manual**.

Recalculate Timings

The **Recalculate Timings** option on the **Advanced Menu** is only available when Q-NXT is in Live, Auto or A-Fade modes. When selected it forces Q-NXT to recalculate all of the timing information within the current hour. This would not normally be needed as from Myriad v2.6, Q-NXT does perform this task every segue or whenever an item is added, removed or moved around within the Q-NXT Log, however, if you want the timing to update without touching the Q-NXT Log then this is the only other option.

Print Hour

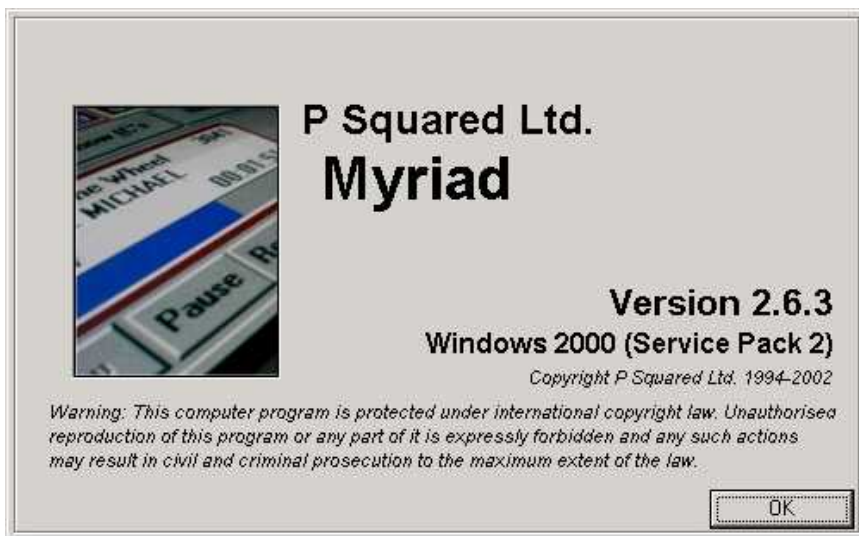
The **Print Hour** option sends a copy of the currently highlighted hour to the default printer on the PC. This option is very useful if you want a physical copy of an hour in the Q-NXT log. The printout also includes information about when in the hour; each item will be played based on the current information available.

Help

The **Help** option opens the Myriad help system.

About

The **About** option displays the Myriad About window which includes information on your operating system as well as the exact version of Myriad that you are running. This information will be required whenever you contact P Squared for help so it is a good idea to use this option to find out what version number you are running before contacting P Squared for assistance.



You can see from the screen shot above, the version of Myriad being used on the PC was Myriad v2.6.3, this information will be necessary to obtain support from P Squared.

Quit

The **Quit** option allows you to quit from Myriad. Selecting this option will give you the option to either quit Myriad altogether (close the program) or just Logout of Myriad to allow another user to log in.

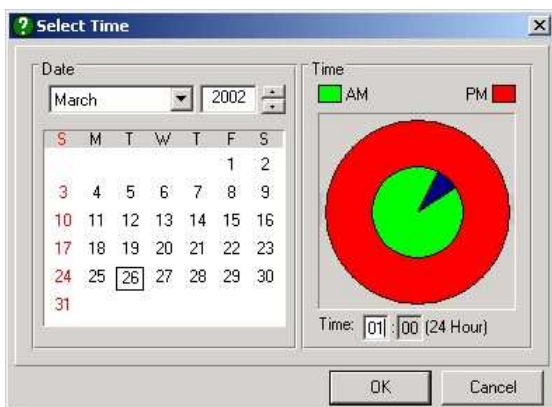


If you select Logout, then Myriad will continue to play whatever Carts it is currently playing and will even perform segues if Q-NXT is in Auto or A-Fade mode. If you quit from Myriad while any Cart Player is playing audio, you will be asked to confirm before proceeding as quitting Myriad will stop the Cart Players.

N.B. You can also use the *Shift + Escape* keys or click on the cross in the top right hand corner of Q-NXT to close the program.

2. Goto

The **Goto** button is located at the top of the Q-NXT screen on the main Q-NXT menu, next to the Other Menu button. The Goto button allows you to enter a time a date to ‘go to’ in the Q-NXT Log. Clicking on the Goto button opens the Go To window which allows you to select the desired date and time by selecting the date from the calendar on the left hand side, and setting the time using the clock on the right hand side.



Once you have selected the time and date your desire, click on the OK and the Q-NXT Log that is visible in on the main Q-NXT screen will jump to the beginning of the hour that you have selected (e.g. in this case, the view will move to show the start of the show starting at 1am on the 26th of March 2002).

If the nothing appears to happen in the main Q-NXT Log then the time and date that you have entered does not have any valid corresponding items in the Q-NXT Log.

3. Home

The **Home** button on the Q-NXT Menu will do one of two things, if Q-NXT is running in Live, Auto or A-Fade modes then it will take you to the item in the Q-NXT Log that is either playing or will be played next. If you are in Stand By mode then clicking on the Home button will take you to the item in the Q-NXT Log that is scheduled to be played closest to the current time. This would usually be the item that you would want to start with if you were staring a ‘live assisted’ or automated show.

You can also press the *Home* button on the keyboard at any time to return to the current item in the Q-NXT Log.

N.B. As Q-NXT moves through the Q-NXT Log playing Carts, it automatically moves the view so that the Cart is playing is always onscreen unless you are specifically looking elsewhere. Q-NXT will also move the view back to the current item automatically when it or you perform a segue. The exception to this is when you are in Voice / Segue Edit mode in which case, the

display will not move from the area in the Q-NXT Log that you are looking at until you have finished your Voice / segue Edit session.

4. Page Up / Page Down

The large **Page Up** and **Page Down** buttons, which are located directly above and below the main Q-NXT Log display, are used for scrolling up and down the Q-NXT Log a page at a time. Clicking on one of the buttons will move the viewed area of the Q-NXT Log up or down a page at a time whilst clicking and holding the left mouse button on one of the buttons will cause the log to rapidly scroll in the desired direction.

You can also use the Page Up and Page Down buttons when dragging items around in the Q-NXT Log. If you want to drag a particular item to an area in the log that is not 'on screen' you can click and hold the left mouse button to pick up the item and then hover above the Page Up or Page Down buttons to make the Q-NXT Log scroll in the selected direction, once the area of the Q-NXT Log that you are interested in is on screen, you can simply drop the Cart in the desired place by releasing the left mouse button over the position that you want to drop it in (see Using Q-NXT).

N.B. The *Page Up* and *Page Down* buttons on the keyboard also move the Q-NXT log a page at a time.

5. Q-NXT (Go) Button

The **Q-NXT** button that is located at the centre top of the Q-NXT Menu. When you click on the **Q-NXT (Go)** button, Q-NXT will automatically start the next item listed in the Q-NXT Log. This happens regardless of whether Q-NXT has actually cued in to a Cart Player the next item ready to play. Q-NXT can also be set to automatically fade out the previous item once the Q-NXT button has been clicked, if this option is not set then the last item continues playing leaving the presenter to control the volume using the mixing desks fader.

There are several other ways of starting the next item in the Q-NXT log, which are listed below.

Click On Q-NXT button

Press *Ctrl + Q* on keyboard (works on all screens in Myriad)

Press *Space Bar* (only works when Q-NXT screen has mouse focus)

Clicking Play on the Cart Player (once the next items has been cued by either you or Q-NXT)

Remote Starting the Cart Player from the fader start button on your mixing desk (Once the next items has been cued by either you or Q-NXT)

It is common practice to supply Myriad systems with a special Myriad keyboard that has a standard QWERTY keyboard as well as special coloured keys that perform specific functions in Myriad.



If you have chose to include one of these keyboards in your Myriad purchase then you should have a Q-NXT Go button on the Myriad keyboard. This button is programmed to act like pressing *Ctrl + Q* on your keyboard and as such will make Q-NXT play the next item in the list regardless of what else you are doing in Myriad. You may also have a Cue Next (*Ctrl + Shift + Q* on keyboard) button on your keyboard which forces Q-NXT to cue the next item in the Q-NXT Log in to a free Cart Player ready to be played but more on this later (see Using Q-NXT).

6. Carts

The **Carts** button located to the right of the **QNXT** button on the Q-NXT Menu opens the Cart Browser, which a mini version of the Audio Wall used throughout Myriad, AutoTrack and other P Squared products. The Cart Browser displays the Audio Wall in real time and has many of the features such as Find Cart and Jump, associated with the main Audio Wall. The most common use for the Cart Browser is to allow a user to select a Cart from the Audio Wall, when accessing the Audio Wall itself is not possible.

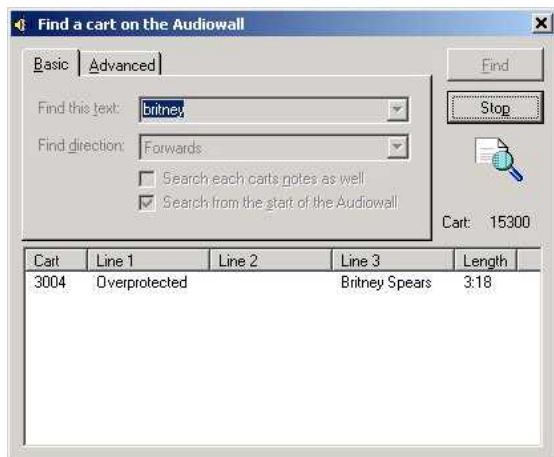
In Q-NXT, the Cart Browser acts as a substitute Audio Wall allow the presenter to select Carts or even drag them directly from the Cart Browser in to the Q-NXT Log (see Using Q-NXT). The Carts button opens the Cart Browser for the presenter to use.



Once the Cart Browser is open, clicking on the J button (or pressing *J* on the keyboard) will allow you to jump to a specific Cart Number on the Audio Wall.



Alternatively, the F button (*F* on the keyboard) will allow you to search the Audio Wall for a specific Cart (see Using Q-NXT)



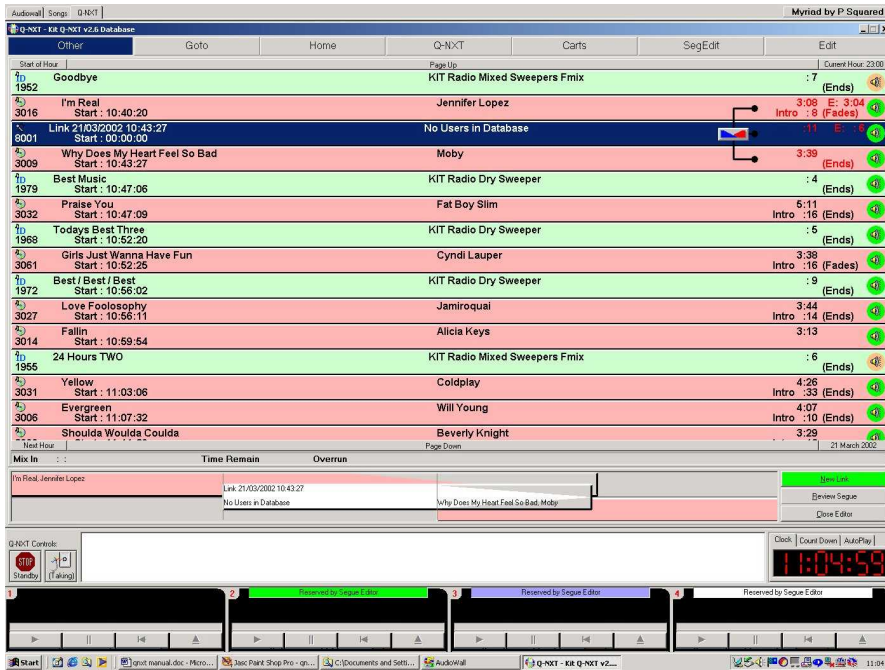
Once you have located the Cart that you are looking for, simply drag it in to the Q-NXT log using the left mouse button. A Block bar appears as you move around the Q-NXT Log, that is where the Cart will be dropped if you release the left mouse button, once you are happy with the positioning, release the Cart and it will be added to the Q-NXT Log. Q-NXT will then automatically recalculate all the Estimated Play Times for the rest of the hour.

Double clicking on a Cart in the Cart Browser will cue it in to a free Cart Player but will not add it to the Q-NXT Log.

N.B. Dual Screen Systems – The need for the Carts button is largely superseded by the addition of a dual screen system (i.e. two monitors plugged in to the same computer). These are common on Myriad studio systems and are used to display the Audio Wall on one screen and the Q-NXT screen on the other. With this configuration, you can use the mouse to drag Carts directly from the Audio Wall on one screen, in to the Q-NXT Log on the other thus negating the need for the Carts button although it is still available because the Audio Wall screen can occasionally be busy displaying alternative information.

7. SegEdit

The **SegEdit** button on the Q-NXT Menu toggles the Q-NXT Segue Edit Mode on and off. The Segue Edit Mode allows you to record 'Voice Links' in to the Q-NXT Log to be played at a later date. It also allows you to edit the way that automated segues will be handled by Q-NXT by adjusting the visual representations of the 'mix' displayed at the bottom of the Q-NXT Log when in Segue Edit Mode.

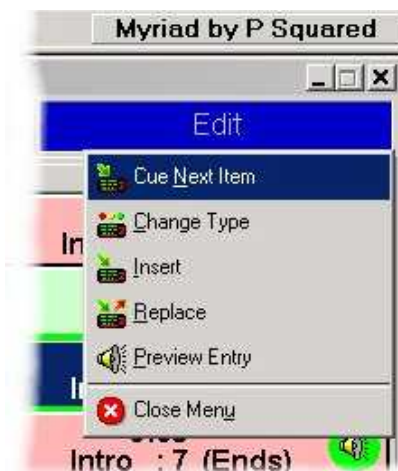


When the Segue Edit Mode is active, several Cart Players become reserved for editing and playback of segues, these cannot be used by Q-NXT whilst in Segue Edit Mode so it is a good idea to close Segue Edit Mode as soon as you have finished using it.

Segue editing and the recording of 'voice links' is a major element in Q-NXT and as such is covered in depth on the Segue Edit section of the documentation.
 N.B. The *Ctrl* + *S* buttons on the keyboard also toggle Segue Edit Mode on and off.

8. Edit

The **Edit** button located to the right of the Q-NXT Menu, is used to Edit the Q-NXT Log. When clicked, a range of options become available, many of which in turn have sub-options. These are all covered below.



N.B. Almost all of the options below are also available by **Right Clicking** on individual items in the Q-NXT log and using the right click menu options.

Cue Next Item

The **Cue Next Item** option on the Edit Menu will force Q-NXT to cue the next item on the Q-NXT Log in a free Cart Player, regardless of how long there is until it would normally do it. You can do this at any time because even once cued, the item can be moved around in the Q-NXT Log or even deleted up to two seconds before the item is due to play. At this point the item becomes locked and a padlock icon appears on the left hand side of the item.



You can do the same thing by pressing the *Ctrl + Shift + Q* buttons on the keyboard or you may have a Cue Next button on your Myriad Keyboard.

N.B. This option will only be visible when in any of the three Active playout modes (Live, Auto or A-Fade) the option will not be visible when Q-NXT is in standby mode.

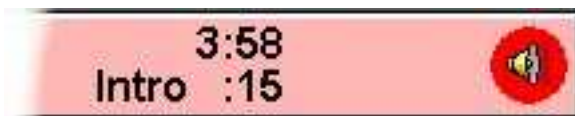
Change Type

The **Change Type** option on the Edit Menu allows you to alter the type of the highlighted entry in the Q-NXT Log. Clicking this option opens the Change Type menu.



Stop After

The **Stop After** option changes the End Type of the Cart to a Red (Stop) sign.



The End Type is a coloured circle that is located to the right of each item in the Q-NXT Log. The End Type determines what will happen when the item has finished playing in Q-NXT. In this case, the End Type is Red (Stop) which means that when this item has finished playing, Q-NXT

will not automatically play the next item in the list but rather cue it in to a free Cart Player but wait until the presenter manually triggers it.

The Stop After option on the Change Ending menu will change any item in the Q-NXT Log to have a Red (Stop) Ending Type, however, if Q-NXT is in either Auto or A-Fade mode then Red (Stop) ending types will be ignored to ensure that automated shows do not stop due to a misplaced End Type.

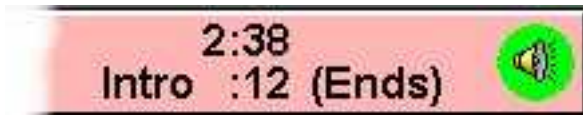
You can also toggle between Red (Stop) and Green (Go) end types on items by using the left mouse button to click on the coloured End Type circle, again this option is not available when in Auto or A-Fade mode to avoid disruption to automated playback.

You can also press the *Backspace* key on the keyboard to toggle the currently playing item between Red (Stop) and Green (Go).

N.B. You may also notice that most items in the Q-NXT Log have a small speaker icon at the centre of their End Type. This indicates that there is a corresponding Cart on the Audio Wall. Not items in the Q-NXT Log need corresponding Carts (Hour Starts and Hardware Events for example) but any songs, adverts or jingles that do not have a speaker icon will not be played unless the audio is recorded in to the specified Cart prior to their playback.

Continue After

The **Continue After** option on the Change Type menu allows you to change the End Type of an Item to Green (Go) which means that once the item has finished playing, Q-NXT will automatically start to play the next item in the Q-NXT Log.



Again, clicking on a Green (Go) End Type in the actual Q-NXT Log will toggle the item's End Type to Red (Stop) and vice versa. You can also press the *Backspace* key on the keyboard to toggle the currently playing item between Red (Stop) and Green (Go).

Toggle Sweeper

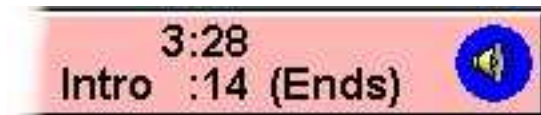
One of the powerful features that Q-NXT offers is the ability to 'sweep' certain jingles in to the Intro's of songs such that the jingle ends just as the song 'kicks in'. This would normally only be done with jingles that are 'dry' (voice with no music bed) so that the Intro of the song effectively becomes the jingle bed and the whole thing sounds 'live' as it is all timed to perfection.

Sweepers would normally be defined at the music scheduling stage and are denoted in the Q-NXT Log as items that have an Amber (Sweeper) end status however, you can also change an item's End Type to be Amber (Sweeper) by using the **Toggle Sweeper** option on the Change Ending menu.



Toggle Played Status

Once an item in the Q-NXT Log has been played, its End Type turns blue (or pink depending on whether it was a manual or automated segue) to indicate that it has been played. Items that have a Blue End Type will not normally be played again by Q-NXT unless the presenter intervenes to specifically remove the Blue (Played) End Type.



This is done with the **Toggle Played Status** option on the Change Type menu.

Q-NXT automatically removes Blue (Played) End Types from each coming hour when in any of the three Active playout modes (Live, Auto & A-Fade). You can use this feature to clear multiple items of their Blue (Played) End Type by highlighting the Item that you want to start at and selecting one of the three Active playout modes. With practice, this technique can become an effective tool when presenting live shows as you can switch between the Active and Stand By modes in Q-NXT while a single item is playing (see Using Q-NXT).

Don't Allow To Be Dropped

The final option on the Change Ending menu is the **Don't Allow To Be Dropped** option which as the name suggest, marks the highlighted item as 'not droppable' which means that Q-NXT will not drop the item in order to hit an Absolute Time Marker for a time critical event such as news. When using this option, you should bear in mind that if you want Q-NXT to be able to hit Absolute Time Markers, you must allow Q-NXT to manipulate a sufficient amount of items within the time frame.

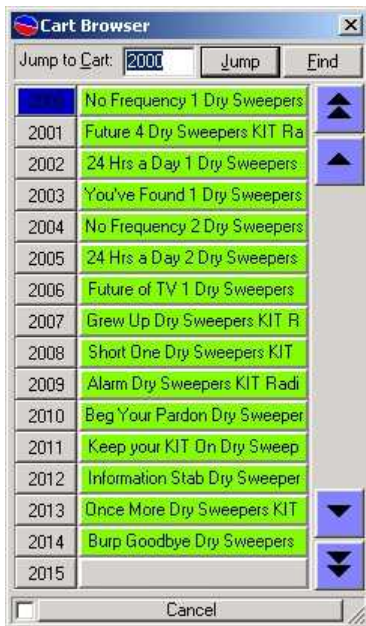
Insert

The **Insert** option on the Edit Menu opens the Insert sub menu, which offers a range of options for inserting items in to the Q-NXT Log.



Insert Cart

As the name implies, **Insert Cart** allows you to insert a Cart from the Audio Wall in to the Q-NXT Log. Clicking on this option will open the Cart Browser to allow you locate the Cart that you want to insert, on the Audio Wall. You can use the Jump (j) and Find (F) functions just like on the real Audio Wall and once you have located the Cart that you want to insert, simple double click on it in the Cart Browser and it will be added to the Q-NXT Log above the item you had highlighted in the log. Q-NXT will then automatically recalculate all the Estimated Play Times from that point and adjust the onscreen timings accordingly.



For more details on the Cart Browser, see the **Carts** section of the documentation.

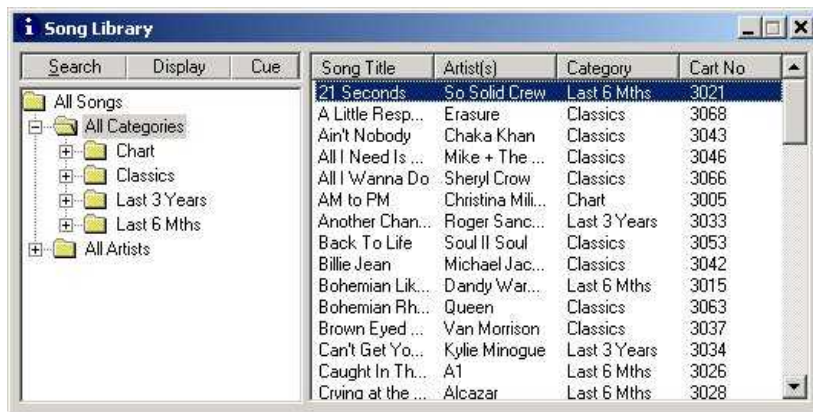
Insert Sweeper

The **Insert Sweeper** option works exactly the same way as the Insert Cart option except that the End Type of the inserted Cart will be Amber (Sweeper) which means it will be automatically embedded in to the Intro of the song that follows it.

Again, use the Cart Browser to locate the sweeper you want to insert, then just double click on it and Q-NXT will do the rest for you.

Insert Track

The **Insert Track** option will only be available if your station also uses AutoTrack for music scheduling purposes. If this is the case then the Insert Track option allows you to select a song from the AutoTrack Database to be added to the Q-NXT Log.



Selecting the Insert Track option will open the Song Library window, which allows you to view the songs that are available by Artists, Title or Category.

Once you have found the song that you want to Insert, just double click on it and it will be added to the Q-NXT Log. The Search button also allows you to search the AutoTrack Database for a particular track.

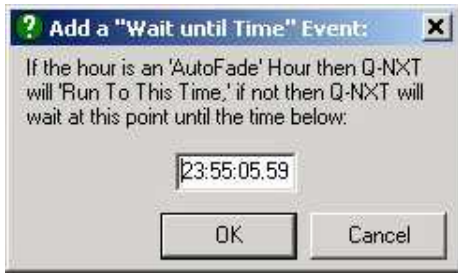
N.B. You cannot add, edit or delete items in the database from here it is only for getting songs and adding them to the Q-NXT Log (see AutoTrack for more details on music scheduling).

Wait For Absolute Time

You can also use the Insert Menu to insert a **Wait For Absolute Time** marker into your Q-NXT Log. An Absolute Time Marker is a marker that can be put in to the Q-NXT Log to ensure that Q-NXT reaches that position in the log at the specified time. If the items before the Absolute Time Marker have a combined running time that would mean over shooting the Absolute Time Marker, Q-NXT would start fade items early and possible drop complete items to ensure the Absolute Time Marker occurred at the right time. Alternately, if all the items before the Marker add up to less time than the Absolute Time Marker then Q-NXT will play all the items before the Marker but will not proceed with the first item after the Marker until the Absolute Time is met. In this way, it is possible to insert Absolute Time Markers to make an hour back-timed to the top of the hour exactly for the news, then wait for exactly 2 minutes before playing the first item in the next hour. This is just one example of how Absolute Time Markers can be used and when combined with Hardware Events they can become extremely powerful tools to automation. For more details on using Absolute Time Markers, Hardware Events and Programme Scheduling, please consult the AutoTrack documentation.

N.B. Absolute Time Markers will only be observed when in A-Fade playout mode or if a show has been specifically scheduled as an AutoFade hour (see AutoTrack or Scheduling For Myriad With Selector documentation).

Once you have selected Wait For Absolute Time, the Absolute Time window appears to allow you to enter the time that you want to wait for.



Set Hardware

Along with Absolute Time Markers, Hardware Events play a key role in automated shows. These are usually included as part of the scheduled Q-NXT Log but can also be manually inserted using the **Set Hardware** option from the Insert menu.



Selecting this option opens the Add A New Hardware Event window which allows you to select the Hardware Line that you want to manipulate (see Myriad Config documentation on setting up hardware lines) and whether you want to Set (turn it on), Clear (turn it off) or Flash (blink on and off continuously) the selected Hardware Line.

Replace

Very similar to the Insert menu, the **Replace** menu allows you to highlight an item in the Q-NXT log and then replace the highlighted item with a Cart, Sweeper or Track from the AutoTrack Database.



Replace With Cart

The **Replace With Cart** option replaces the highlighted item on the Q-NXT Log with one selected using the Cart Browser. Selecting this option opens the Cart Browser which can be used to locate the Cart that you want to replace the highlighted item with (you can use Jump (J) and Find (F) in the usual way with the Cart Browser), simply double click on the Cart In the Cart

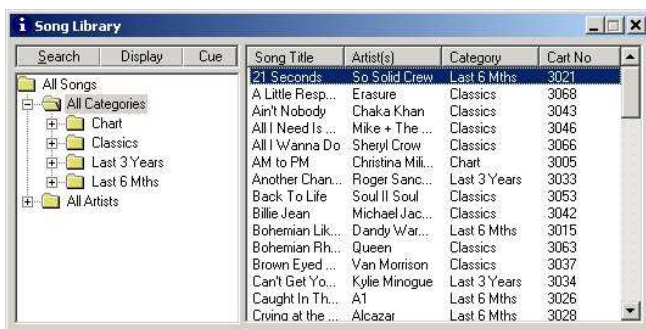
Browser and Q-NXT will do the replacement for you. Q-N XT will also update all of the remaining Estimated Play Times in the hour to update the replacement.

Replace With Sweeper

This works exactly as with Replace With Cart (see above) but with the exception that **Replace With Sweeper** will set the End Type of the replacement Cart to Amber (Sweeper) which means it will automatically be embedded in to the Intro of the next item in the Q-NXT Log.

Replace With Track

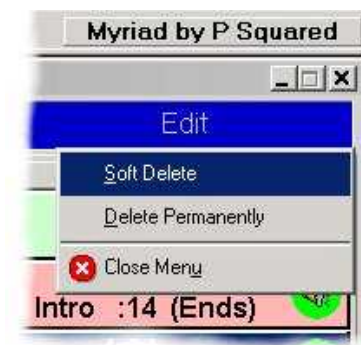
Again, this works in a very similar way to Replace Cart but instead of selecting a Cart from the Cart Browser, you will be able to select a track from your AutoTrack database using the Song Library window.



N.B. This option will only be available if your station is using AutoTrack to schedule music for Myriad.

Delete / Restore

The **Delete / Restore** option on the Edit Menu allows you to remove items from the Q-NXT log both temporarily or permanently using either Soft or Permanent delete.



Soft Delete / Restore

The best way to delete an item from the Q-NXT Log is to use the **Soft Delete** option that is available from the Edit Menu. Soft Deleting an item from the Q-NXT Log removes from the active list of items but leaves it physically in the log as a 'greyed out' item with a cross through the Item Type Icon.



In this state, the item can be seen, it can be moved around with the log as normal but Q-NXT will not cue or play the item when the time comes.

Although the item has been Soft Deleted, it can be restored back to full status by highlighting it in Q-NXT, then selecting Delete / Restore from the Edit menu. You will see that the Soft Delete option has been replaced with Restore Entry, as the item has already been soft deleted. Clicking on this option will restore the item in the Q-NXT Log.



N.B. Items in the Q-NXT Log can also be toggled between Soft Delete and Restored statuses by using the left mouse button to click on the Item Type Icon located in the top left of each item in the Q-NXT Log and as with most of the options on the Edit menu, a similar option is available by right clicking on an individual item.

Delete Permanently

You can also **Delete Permanently** any item in the Q-NXT Log using the Delete Restore options on the Edit menu. Items that are Permanently Deleted are removed full from the Q-NXT Log and can only be put back by using the standard Insert or drag and drop methods. It is recommended the Soft Delete is used in the majority of cases.

N.B. Deleting Permanently an item from the Q-NXT Log will not affect the Cart that the item points to, it will only remove it from the list of items that Q-NXT will play.

Preview Entry

The final option on the Edit menu is **Preview Entry**. Selecting this option will load the highlighted item in the Q-NXT log in to the designated preview Cart Player along with an indicator that it is a preview.



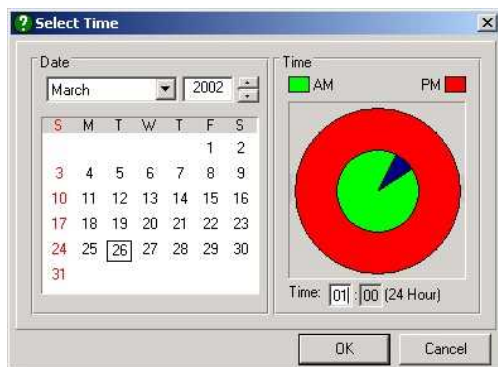
This means that you can play the Cart for reviewing purposes without it being logged as played in the Myriad Play Logs and without Q-NXT thinking that you have started the next item in the Q-NXT Log and moving on accordingly.

Once you have finished with the Preview, you will need to manually Eject the Cart as Q-NXT will automatically load it's own copy of the Cart at the appropriate time and will ignore the preview copy.

9. Current Hour

The **Current Hour** indicator shows the hour in which the section of the Q-NXT Log that is currently being shown on screen, is scheduled to be played 'on air'.

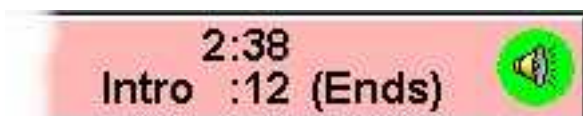
If you click on the Current Hour panel, the **Goto** window appears to allow you to selected a time and date to jump to in the Q-NXT Log.



10. End Type Indicator

Every Cart based item in the Q-NXT Log has an End Type that determines what will happen when that item is played and reaches the end. The various states that can exist are listed below.

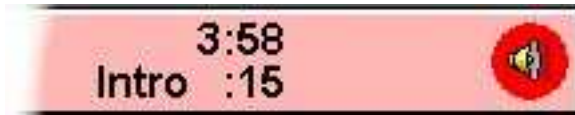
Green (Go)



When the item reaches the end (it's Extro), Q-NXT will automatically start the next item listed in the Q-NXT Log.

N.B. Clicking with the mouse's left button on the Green (Go) End Type Indicator will turn it to a Red (Stop) End Type.

Red (Stop)



When the item reaches its Extro, Q-NXT will cue the next item to be played but will not play it leaving the presenter to trigger it manually.

N.B. Clicking with the mouse's left button on the Red (Stop) End Type Indicator will turn it to a Green (Go) End Type.

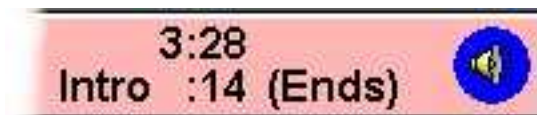
Amber (Sweep)



The Amber (Sweep) End Type is a special case to indicate that the item will actually be 'swept' in to the Intro of the item that follows it and is usually reserved for sweepers. In this case, Q-NXT will work out how to play the sweeper such that it ends just as the song's Intro also ends effectively back-timing the sweep into the bit where the song kicks in properly. When Q-NXT is dealing with sweepers, it will usually cue both the sweeper and the song at the same time depending on which it will have to play first.

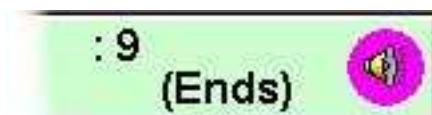
You can change any item in the Q-NXT Log to have an Amber (Sweep) End Type but it would only usually be used with 'dry' jingles and 'voice links'.

Blue (Played)



Once Q-NXT has played an item in the Q-NXT Log, it signifies this by changing the End Type to either **Blue (Played)** or Magenta (Played Manually – see below). Once an item has been played and its End Type changes to Blue (Played) it would not usually be played again unless the presenter manually alters the End Type (see Edit) or switches Q-NXT in to Stand By Mode, moves the highlighted item up the Q-NXT Log and then switches it back in to one of the three Active playout modes (Live, Auto or A-Fade). Because Q-NXT automatically clears an Blue (Played) End Type items in the Q-NXT Log for the next hour, at the start of the hour, all the Blue End Types would be cleared.

Magenta (Played Manually)



The **Magenta (Played Manually)** is exactly the same as the Blue (Played) End Type except that it shows that the item was manually started as opposed to the Blue End Type which shows the item was automatically started by Q-NXT at the Extro of the last item in the Q-NXT List.

11. Item Length

The **Item Length Indicator** located to the right of most item in the Q-NXT Log shows how long the Item is scheduled to be in minutes and seconds. In most cases, this information is taken directly from the Cart on the Audio Wall that the item represents. In the case of Carts, this time is actually the Extro time for the Cart, which is also used to Estimate Play Times for all the subsequent items in the hour.

12. Fades Or Ends Indicator

Generally speaking, the ending of most songs falls in to one of two categories, songs that fade out gently and songs that come to an abrupt ending. The Myriad Audio Wall (and most music scheduling systems such as AutoTrack) allows you to include this information so that a presenter can be better prepared for the ending of a song. If this information has been entered for an item in the Q-NXT Log then it is indicated with the words 'Fades' or 'Ends' on each item. If the information is not available then this section of the item remains blank.

This information is not just for the presenter because Q-NXT uses this information when deciding which Carts to fade early when it is expected to run to time (see Using Q-NXT).

13. Intro Time

If the Cart that an item in the Q-NXT Log has had an Intro set then the **Intro Time** shows how long that Intro is.

The Intro of a song is usually the quiet bit at the beginning of the song that, as a presenter, you may well talk over. The Intro End in Myriad is usually set when the song kicks in properly or when a drum kicks in etc.

The Intro times are displayed as a count down and a progress bar on the Cart Players when the Carts are actually playing but having the Intro Times for each item on screen in the Q-NXT Log can help you to plan you show, you may even want to shuffle the order of the Q-NXT Log based on songs with good Intro's coinciding with planned vocal links.

14. Current Date

The **Current Date Indicator** shows the date of the section of Q-NXT Log currently being view.

Clicking on the Current Date Indicator opens the Goto window to allow you to select an alternative time and date to look at.

15. Over / Underrun Indicator

Located in the centre of the screen, directly below the Page Down button, the **Over / Underrun Indicator** adds up to total length of all the items that remain in the current hour and the compares them to how much actual time is left in the hour. This then allows it to display whether your show will Overrun based on present timings or Underrun.

In a A-Fade mode, this should be displaying zero as Q-NXT will have compensated for the Overrun, the same should be show when in Auto mode with a show that has been scheduled to 'run to time'. In manual mode, this time will vary throughout your show depending on how you manipulate the Q-NXT Log and how long you talk for between songs. This means that you can use the Over / Underrun information to help you to 'back time' your presenter driven shows in to time critical events such as the News.

16. The Clock

Q-NXT includes an on screen digital clock and count down timer. The clock displays the computers system time whilst the Count Down mode shows minutes and seconds left until the end of the current hour.

If your Myriad system has a Rugby Clock Receiver attached to it then the system time will be regulated by the radio signal and the clock on the Q-NXT screen will always be accurate.

The final features of the Clock is the Auto Play facility which will automatically fade out whatever is playing at the top of the hour, and play the Cart that is dropped in to it. This feature is great for fully manual shows but is not recommended for use with Q-NXT even in Live playout mode.

17. Cart Players

The **Cart Players** are common across both the Audio Wall and Q-NXT screens, indeed across the entire Myriad family of products (although the look different in some products to save space). For more information on Cart Players, see the Audio Wall documentation.

18. Playout Mode Selector

Throughout the documentation so far, we have often referred to the **Q-NXT Playout Mode** but have not so far explained what is meant by the term. Basically the Q-NXT Playout Mode determines if Q-NXT is in 'Stand By' or 'Active' modes and if in one of the 'Active' modes how it will deal with the items in the Q-NXT Log.

There are four main Playout Modes for Q-NXT which can be accessed by right clicking on the Playout Mode Selector Button.



Stand By

The default Playout Mode for Q-NXT is Stand By mode. In this mode, Q-NXT is effectively 'switched off'. The Q-NXT Log is visible and you can move around it, manipulate it, add to it or remove items from it as you would normally but Q-NXT will not attempt to cue or play any items that appear in the log.

Live

Live mode is short for 'Live Assisted' mode and is the most commonly used mode in most stations. In Live Mode, Q-NXT will cue each item in the log, in turn and will follow the End Type's for each item to determine whether it or the presenter should start the next item. In this way, Q-NXT will assist the presenter by working it's way through the appropriate section of the log but the presenter is essentially in control of each segue and therefore the entire sound and quality of the show. If the presenter chooses to let Q-NXT mix a couple of some, all they need do is check that the next couple have a Green (Go) End Type and Q-NXT will do the rest.

In Live mode, Q-NXT will not attempt to manipulate the contents of the Q-NXT Log in order to hit any Absolute Time Markers that appear in the Q-NXT Log, that job falls to the presenter however; Q-NXT does provide a range of useful timing information to make the job easier.

Q-NXT will automatically switch to Live mode at the beginning of any shows that have been scheduled as 'live assist' shows (see AutoTrack or Using Selector With Myriad Documentation).

Auto

Switching to Auto moves the emphasis away from the DJ altogether and puts Q-NXT firmly in control. In Auto Mode, Q-NXT ignores all End Types and automatically manages every segue in

the show. This mode is ideal for fully automated programs because it means that even if a Red (Stop) End Type is accidentally left in an automated show the system will not stop potentially taking your station 'off air' while Q-NXT patiently waits for the presenter to start the next item in the Q-NXT Log.

Auto mode is also very useful if you have a programme that was scheduled as a 'live assisted' programme complete with Red (Stop) End Types but you are forced to play the programme out automatically. Instead of having to go through the show removing any stop points, just switch Q-NXT to Auto mode and it will do that for you.

Q-NXT will automatically switch to Auto mode at the beginning of a show if that show has been scheduled to run as an automated show but has not be scheduled to 'run to time' (see AutoTrack or Using Selector With Myriad documentation for more details).

A-Fade

A – Fade is short for Auto Fade. If this mode is selected, not only will all End Types be treated as Green (Go) End Types but each hour will also automatically 'run to time' hitting any Absolute Time Markers within the hour as well as the 'top of the hour'. This means that even if you have not included the 'run to time' command in the original programme when it was scheduled, Auto mode can be used to automate the show and make sure the news goes out on time!

Q-NXT will automatically switch to A-Fade mode at the beginning of any show that have been scheduled to be automated and to 'run to time' (see AutoTrack or Using Selector With Myriad documentation for more details).

You can switch between the various Q-NXT Play Modes whilst the system is running by right clicking on the Payout Mode Selector button and selecting the mode that you want.

19. Highlighted Item Text

As you use the mouse or cursor keys to scroll through the items listed in the Q-NXT Log, you might see the white text box located, beneath the main Q-NXT Log, fill with text information. This occurs if the item in the Log is attached a Cart that has text information associated with it. This means that as you work your way through the Q-NXT Log, any additional information stored on the Carts on the Audio Wall is automatically displayed for you as the Cart is playing.

20. Time Remaining

The **Time Remaining** indicator shows the combined 'air time' total for all the items to play in the Q-NXT Log for the current hour. This information is then used to calculate the Over / Underrun Time which is located directly to the right of the Time Remaining indicator. This information can be extremely useful to help manipulate your show to hit time critical events such as the top of the hour news.

21. Next Segue

The **Next Segue** indicator gives a count down in minutes and seconds to the start of the next track (or more accurately the Extro of the current one). This information is also available from the Cart Players but the Next Segue indicator save you working out which Cart Player is playing the current item in the Q-NXT Log.

22. Next Hour

The **Next Hour** button that is located to the left of the Page Down button, moves the highlighted item on the Q-NXT Log to be the at the start of the next hour in the log.

23. Estimated Start Time Of Item

The **Estimated Start Time** indicator on each item in the Q-NXT Log shows when the item is estimated to be played 'on air' assuming the hour starts on time and all of the items are segued without any gaps. The Estimated Start Time is then updated throughout the hour to take in to account any items that are added to or deleted from the log as well as any differences shuffling the order may make. The Estimated Start Time even updates to take in to account the vocal links that you have done in your show, with the Estimated Start Times automatically recalculating at each segue.

The Estimated Start Time is a very powerful aid 'live assisted' shows and automation alike.

24. Artist / 2nd Cart Description Line

The centre of each item in the Q-NXT Log includes either the Artist name (for songs) or the 2nd Cart Description Line (from the Audio Wall) for non song items.

25. Song / 1st Cart Description Line

Located to the left of each item in the Q-NXT Log is the song title or 1st line of the Cart Description (from Audio Wall) depending on the type of item.

26. Cart Number

The **Cart Number** for each item in the Q-NXT log is located on the left hand side of the item panel. The Cart number id displayed for all items in the log that are Cart based including songs, adverts, jingles and promos.

27. Item Locked Icon

Even after Q_NXT has cued the next item in the Q-NXT log ready to be played, it can still be manipulated, or removed from the Q-NXT log until the Item Locked item appears on the item. After this point, Q-NXT has committed to playing the item and you will not be able to move or delete the item.



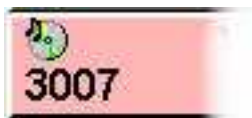
This happens two seconds before the item is due to play, which should provide ample time.

Even once an item is locked, the End Type can still be altered to determine if it will automatically segue in to the next item (Green) or stop and the end and wait for the presenter (Red).

28. Item Type Icon

Although all of the items in the Q-NXT Log are colour coded with customisable colours for different types of items, there is also an **Item Type Icon** located directly above the Cart Number on each item. The Types are listed below.

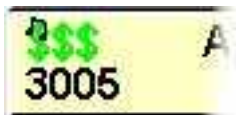
Song Item Icon



Jingle Item Icon



Advert Item Icon



Voice Link Item Icon



General Cart Item Icon (inserted rather than scheduled)



These icons not only offer a handy visual confirmation as to the nature of the item in question but also provide a very simple way of **Soft Deleting** the item by clicking on the icon with the left mouse button.



If you click on the Item Type Icon, the item will be soft deleted, the item will be 'greyed out' and a cross will appear on the icon. The Item will remain in the Q-NXT Log but will not be played. Clicking on the Item Type Icon again will **Restore** the item back to full status.

29. Start Of Current / Previous Hour

Located at the top left hand corner of the Q-NXT Log, the Start Current Hour / Previous Hour button serves a dual purpose depending on where you are in the Q-NXT Log.

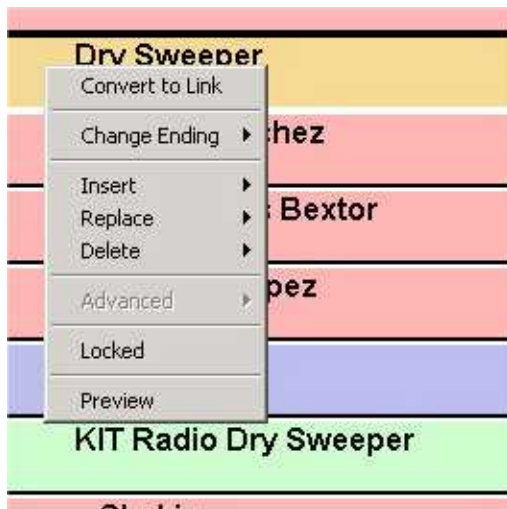
While you are in the middle of any given hour, the button will take you back to the beginning of that hour once pressed.

If however, you are already at the beginning of the hour (on the Hour Start item in the Q-NXT Log) then clicking it will take you back to the start of the previous hour. The caption on the button also changes to show you what it will do.

30. The Right Click Menus

The Standard Right Click Menu

As well as the Q-NXT Menu, you can also access a range of functions using the Right Click Menu, which is accessible by right clicking on an item in the Q-NXT Log. The right click menu is context sensitive, that is the options available on the menu will alter depending on the type of item that has been right clicked. The list below shows the general options that are available for most items in the Q-NXT Log.



Please note that although all of the main right click options are covered here, you may encounter additional options depending on what other P Squared products you might have configured.

E.G. If you had Myriad STS at your station, an Insert Split Cart Groups option would appear.

Convert To Link / Convert Back To Cart

The **Convert To Link** or **Convert Back To Cart** options will only be available if you right click on an item in the Q-NXT Log that is a Cart or a jingle. If you select **Convert To Link**, the Cart will be converted to a Voice Link (as if it was recorded using the Voice Segue editor). This will have two affects on the item, firstly, it will automatically be embedded in to the Intro of the following song (like a sweeper) and the songs around it will automatically have their volume 'ducked' while it is playing (also like a sweeper or voice link). This option is very useful for converting 'generic' dry voice jingles in to voice links for a hastily put together automated show.

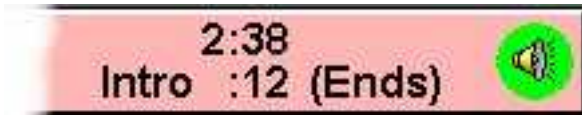
Once a Cart or jingle has been converted to a Voice Link, it can be reconverted back to a Cart by simply right clicking on it, you will see that the **Convert To Link** option changes to **Convert Back To Cart** to allow you to reverse the conversion. This option also appears with links that were recorded using the Voice / Segue Editor to allow you to change a voice link in to an ordinary Cart.

Change Ending

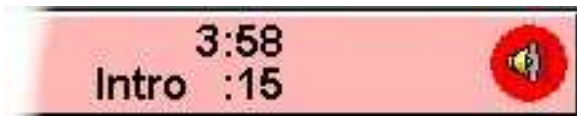
The **Change Ending** option allows you to alter what will happen when the highlighted item finishes playing in Q-NXT. The options are listed on the Change Ending sub menu and are explained below.

Stop At The End And Wait

This option will only be available if the item is currently set to automatically segue in to the next item. This is denoted by the Green (Go) End Type.



Selecting the **Stop At The End And Wait** option will convert the End Type to a Red (Stop) End Type which (unsurprisingly) instructs Q-NXT to cue the next item but not start it when this one finishes but rather wait for the use to manually trigger it (Live playout mode only). The items End Type will change to Red (stop) once this option is selected.



Segue In To Next Item

The **Segue In To Next Item** does the same but in reverse. It will only be available on items that have a Red (Stop) end type and selecting the option will convert them to a Green (Go) End Type.

N.B. Remember that you can toggle between Red and Green End Types in Live playout mode simply by clicking on the End Type for each item.

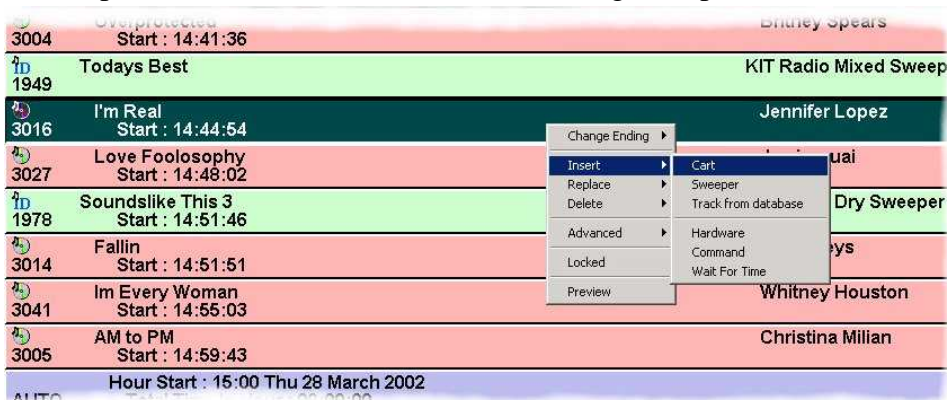
Sweep In To The Intro

This option will only be available on items that are jingles or Carts and it converts the items End Type to be Amber (Sweeper) which means that it will automatically be embedded in to the next items Intro such that it's Extro coincides with the end of the Intro of the next item. Q-NXT will also 'duck' the volume on all other Cart Players when a Sweeper is playing.



Insert

The **Insert** option offers a range of ways of inserting different items in to the Q-NXT Log. In all cases the item is inserted above the item that is right clicked on to open the right click menu. The Insert option has a sub menu that includes a range of options which are listed below.



Cart

The **Cart** option on the right click Insert menu allows you to insert a Cart from the Audio Wall in to the Q-NXT Log. Selecting this option will open the Cart Browser which allows you to select the Cart that you want to Insert.



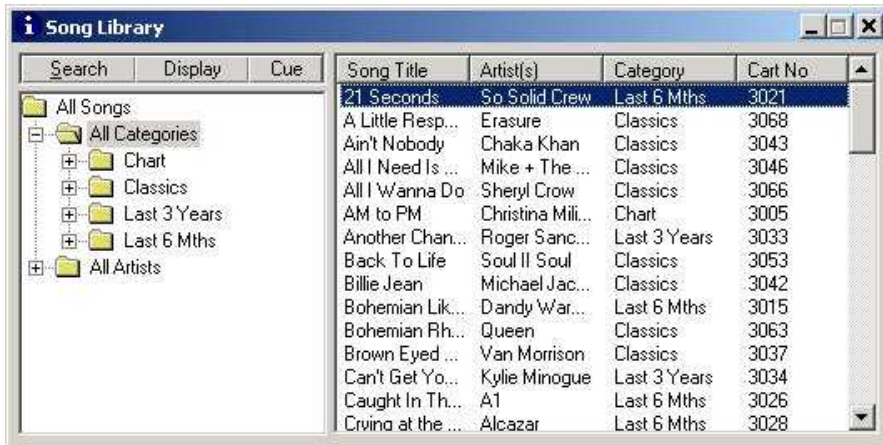
You can use the Cart Browser's Jump and Find facilities to locate that Cart that you are looking for and the tick box in the bottom left hand corner of the Cart Browser allows you to view more details on each Cart listed. Once you have found the Cart you want to Insert, double click on it and it will be inserted above the original item in the log.

Sweeper

Inserting a Sweeper using the right click menu works exactly the same as inserting a Cart (see above) except that the item will be inserted with an Amber (Sweeper) End Type which means it will be automatically embedded in to the Intro of the next item in the log (see End Types for more details).

Track From Database

This option is only available if your station uses AutoTrack to for music scheduling. If this is the case then the **Insert Track From Database** option allows you to select a song from your music database, to be inserted in to the Q-NXT Log.



Selecting this option opens the Song Window which allows you to search and view your songs database by Artist, Title and Category. Once you have found the song you want to Insert, simply double click on it and will be added to the Q-NXT Log.

Hardware

You can also Insert non-audio items using the right click Insert menu, Hardware is an example of this type of item.

In Q-NXT Log, Hardware Events are used to control physical 'real world' devices such as audio routers or ISDN units. These are typically used when your automated program includes 'live feeds' such as news. The Hardware Event 'switches' a logic output from the computer which in turn can be used to trigger a number of real world events (for more details see Myriad Config or consult an engineer).

These Hardware Events are usually added to the Q-NXT Log as part of the schedule that is generated by your music scheduler (AutoTrack, Selector etc) but they can also be manually added.

Once this option is selected, a small window appears that allows you to select the Hardware Event you want affect and whether you want to Set (turn on), Clear (turn off) or Flash (blink on and off) the logic.



Once you have finished selecting, click on OK to Insert the Hardware Event in to the Q-NXT Log.

Command

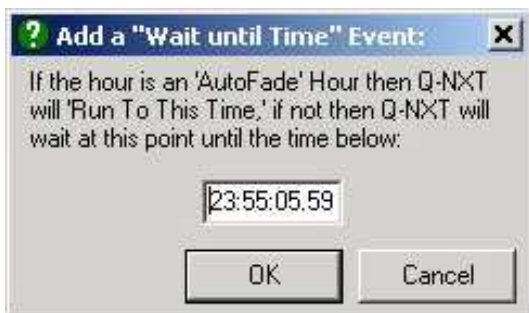
Just as with Hardware, **Commands** are another form of non-audio item that are usually scheduled by the music scheduler but can be inserted manually using the right click menu. Commands are used to 'talk' to external devices or programs by sending them RS232 command, TCP/IP messages or simply running an external program on demand (see Myriad Config). To insert a Command, select the Command option and choose the Command that you want to Insert from the drop down list.



Wait For Time

The final non-audio event that can be inserted is an Absolute Time Marker. These are time markers that are put in to the Q-NXT Log which instruct Q-NXT that when in A-Fade mode, it must adjust the log so that it reaches the Absolute Time Marker at exactly the specified time or that it must wait for that time before proceeding to the next item in the log. These are usually used to back time items to an exact time (say for news) then to wait for a specific time before automatically continuing (say once the news has finished).

If you select the **Wait For Time** option you will be asked what time you want to wait for before it is added to the Q-NXT Log



For more details on non-audio items and they are used in Q-NXT, please refer to Using Q-NXT – Adding Non Audio Items To The Q-NXT Log

Replace

The **Replace** option on the right click menu works in a very similar fashion to the Insert option but instead of inserting the item above the item that you right clicked on, Replace replaces the item you clicked on with your new selection.

There are three options on the Replace sub menu.

Cart

This replaces the original item with a new Cart that is selected from the Audio Wall using the Cart Browser. (For more detail see Insert – Cart above).

Sweeper

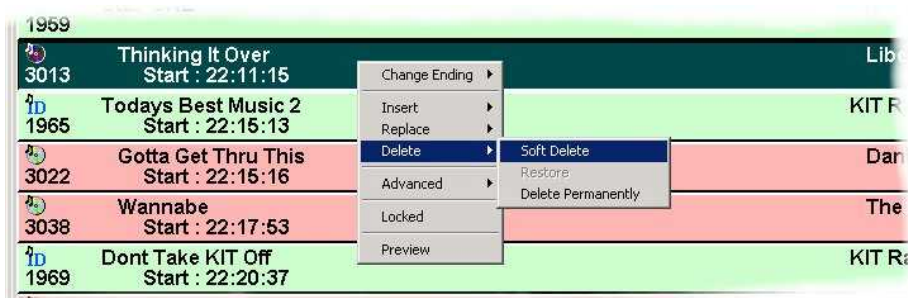
This does exactly the same thing as Cart (above) but the new Cart that replaces the original is given an Amber (Sweeper) End Type which means it will be automatically embedded in to the Intro of the next item in the Q-NXT Log.

Track From Database

This option replaces the selected item with a song selected from the songs database (AutoTrack users only). Selecting this option opens the Songs Window, which allows you to view the songs in your database by Artist, Title or category. Once you find the song you want to replace the original item, just double click on it and Q-NXT will do the rest.

Delete

The **Delete** option on the right click menu allows you to either temporarily or permanently delete the item you clicked on from the Q-NXT Log. The Delete sub menu has three options.



Soft Delete

Selecting this option will **Soft Delete** the item you clicked on. An item that has been Soft Deleted will appear to be 'greyed out' in the Q-NXT Log and the Item Type Icon will have a red cross through it.



A Soft Deleted item will not be played by Q-NXT but it can still be moved around in the Q-NXT Log and can be Restored should the need arise.

Tip: Clicking on the Item Type Icon on the main Q -NXT Log will toggle items between Soft Deleted and Restored.

Restore

The **Restore** option will only be available if the item that you right clicked on has been Soft Deleted.

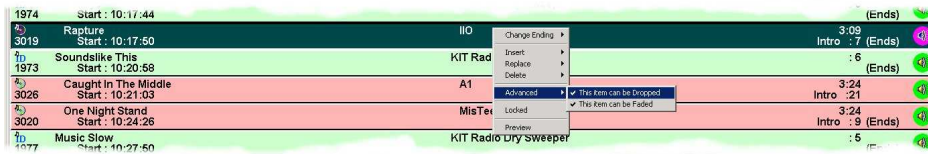
Selecting Restore will restore the item to full playable status and Q-NXT will adjust all the subsequent Estimated Play Times accordingly.

Delete Permanently

The Final option on the Delete sub menu is **Delete Permanently** which will remove the item from the Q-NXT Log altogether. Once an item has been permanently deleted, it cannot be restored and the only way to get it back is to re-insert it using the usual inserting methods.

Advanced

The **Advanced** option on the right click menu expands to reveal two important amendments that can be made to items in the Q-NXT Log.



This Item Can Be Dropped

If this option is ticked then, should it need to, Q-NXT can drop the item altogether in order to reach a time critical event, such as news, at the correct time. Clicking on this option toggles it on and off (signified by the tick).

This Item Can Be Faded

Similarly, an item that has this option ticked can be faded (subject to certain rules) early to help Q-NXT reach a time critical event such as news. Clicking on this option toggles the tick on and off.

Locked

When an item is **Locked** it can not be moved, replaced or deleted from the Q-NXT Log. Normally items are only locked two seconds before Q-NXT plays them however, you can use this option on the right click menu to lock an item long before Q-NXT is due to play it.



A Locked item is denoted by a small pad lock icon to the right of the Item Type Icon and the Locked option on the right click menu has a tick beside it. Clicking on this option toggles the item between Locked and Unlocked.

Preview

The final option on the standard right click menu is the **Preview** option which allows you to preview an item in the Q-NXT Log ahead of Q-NXT actually playing it. If you select the Preview option the item that you clicked on will be loaded in to a free Cart Player and marked as Preview.



Q-NXT will ignore the Preview Cart Player leaving you free to listen to it as much as you like. If Q-NXT needs to cue the item that you are still previewing, it will simply load it again in to a different Cart Player.

The Special Start Of Hour Marker Right Click Menu

As well as the standard right clicking menu, there is also a special right click menu that appears when you right click on an **Hour Start Marker**.



The Hour Start Marker right click menu has a range of options which are detailed below.

Change Hour Mode

The **Change Hour Mode** option allows you to alter the default playout mode for the following hour. Each hour has a default playout mode and Q-NXT automatically switches to this mode at the beginning of the hour. The default playout mode can be overridden by the user using the Playout Mode Button but if the show is to be un attended then the only way of changing the mode of the hour is to change the default playout mode for the hour in question.

This also has benefits if you need to change the nature of a show. Lets say for example that you had a live assisted show planned but the presenter doesn't turn up. You can simply change the default playout mode for the hour to Auto and Q-NXT will 'auto pilot' itself through the hour.

The options available are as follows.

Live Assist Mode: Q-NXT follows the individual item End Types at each segue.

Full Automation: Q-NXT changes all the End Types in the hour to Green (Go) so that it segues each item in the hour but it does not attempt to run to time.

Full Automation, Run To Time: Q-NXT changes all the End Types in the hour to Green (Go) and ‘runs to time’ adjusting the hour to hit Absolute Time Markers.

Soft Delete All Items In Hour

As the name suggests, this option will Soft Delete each item in the hour effectively giving a blank hour in the Q-NXT Log. This is useful if you suddenly want to take a few hours from a live feed without having to re-schedule you Q-NXT Log.

Restore All Items In Hour

Again, this option does exactly what it suggests. If you have used the above option to Soft Delete all the items in the hour then this option becomes available and you can use it to restore all the items back to full play status.

Update Timing Information For This Hour

This option forces Q-NXT to go through the current hour and check it’s calculations for Estimated Play Times and running to time. This option has been largely superseded by the fact the Q-NXT updates all the timing information every segue or if the Q-NXT Log is altered in any way so you should never really have cause to use this function.

Print Hour

The final option will send a copy of the current hour displayed on the Q-NXT screen to the default Windows™ printer.

Using Q-NXT

Introduction

In this section of the Q-NXT documentation, we will be concentrating on using Q-NXT in a variety of applications and environments. Throughout this section, it is assumed that your Myriad system has been correctly configured and that you have successfully imported a Q-NXT Log from an external music scheduling system such as AutoTrack™ or Selector™. It is also assumed that you have a reasonable understanding of Q-NXT's layout (see Q-NXT Screen Layout for more details).

This section of the documentation is intended to act an introduction to using Q-NXT and a guide to do the most frequently performed tasks, however, Q-NXT is an extreme powerful and versatile tool and you will find that most tasks will have several possible solutions. This guide is not intended to list every possible way of doing everything that can be done with Q-NXT but rather to provide you with a good understanding of using the system, which you can build upon with experience.

Switching Stand By To Live, Auto or A -Fade Playout Modes

Q-NXT has four modes of operation that are known as 'playout' modes. These are listed below along with a description of how Q-NXT operates in that mode.

Stand By Mode

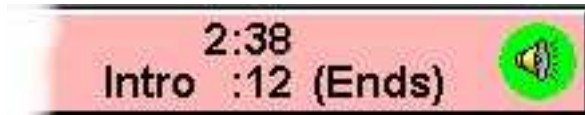
When in Stand By mode, Q-NXT is effectively 'off' and will not attempt to play any items from the Q-NXT Log. You can still add or remove items from the Q-NXT Log as well as move items around within the Q-NXT Log using the mouse to drag and drop them but nothing from the Q-NXT Log will be played unless you specifically drag something from the Q-NXT Log in to a Cart Player and press the Play button.

Live Mode

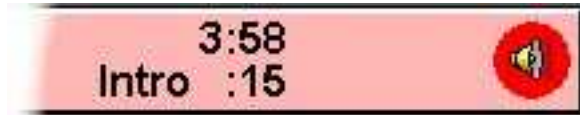
Live mode is one of Q-NXT's three 'Active' playout modes which means that in this mode, Q-NXT is expecting to be playing the items listed in the Q-NXT Log.

When Q-NXT is in Live mode, as a song, advert or jingle listed in the Q-NXT Log approaches the end of the Cart, Q-NXT will automatically load the next item in the log. When the previous item actually finishes, Q-NXT will either automatically start the next item or wait for the presenter to manually start it depending on the End Type on the previous item.

If the previous item has a Green (Go) End Type then Q-NXT will automatically perform the segue in to the next item.



If the previous item has a Red (Stop) End Type then Q-NXT will cue the next item in a free Cart Player by will not actually start to play it until the presenter tells it to (see Playing Items)



N.B. For a full list of End Types please refer to the Q-NXT Layout section under End Types.

In Live mode the presenter has the ability to alter an items End Type by clicking on the circular coloured End Type indicator to the right of the item, these can also be set up when scheduling so that the presenter ends up with a show that is a mix of manual and automated segues.

Live mode is the mode that should be used for the all shows using Q-NXT with the exception of fully automated shows that have no presenter interaction.

Q-NXT will not attempt to adjust the Q-NXT Log to hit Absolute Time Markers (for time critical events such as news) in Live Mode; this responsibility falls to the presenter.

Auto Mode

Auto mode should be used for any shows that you want to be fully automated, that is you want Q-NXT to automatically load and play each item in the Q-NXT Log in turn.

In Auto Mode, the End Types on individual items are converted to Green (go) and can not be altered, however, items within the Q-NXT Log can still be moved around, added or deleted by the presenter.

In Auto mode, Q-NXT will not adjust the Q-NXT Log to hit Absolute Time Markers.

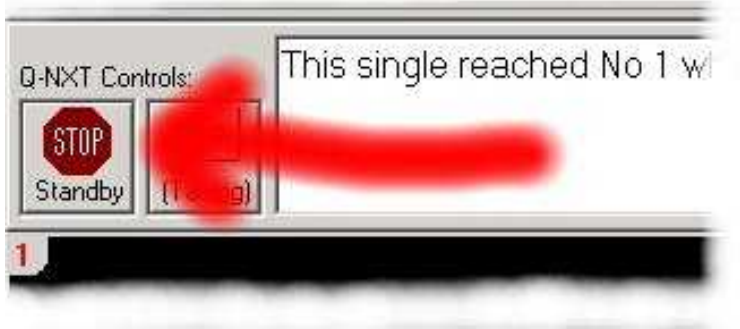
A-Fade Mode

A – Fade mode or Auto – Fade mode is exactly the same as Auto mode with the exception that all hours are automatically adjusted to hit Absolute Time Markers regardless of whether they were originally scheduled as ‘run to time’ shows.

N.B. Q-NXT will automatically switch to the appropriate mode based on how a show is originally set up in the schedule (using AutoTrack or Selector) but you can override this by manually setting the playout mode.

Switching Between Modes

The Q-NXT playout mode selector button is located below the main Q-NXT Log window, to the left of the Text Information window.



Clicking on this button will toggle between Stand By mode and the last Active mode selected.

To select an alternative Active mode, use the mouse's right button to click on the Playout mode button, this will open then display all the available playout modes, simply click on the one you want to switch to

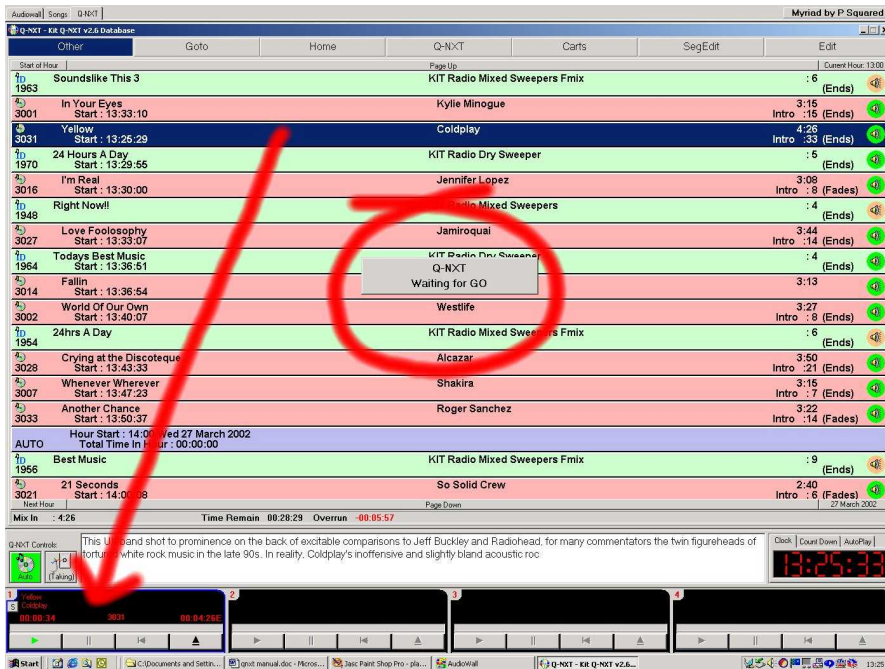


Switching Back To Stand By

You can switch from any of the Active playout modes, back to Stand By mode by either clicking on the Playout Mode button or right clicking and selecting Stand By mode from the list.

Starting The First Item

Once you have switched Q-NXT in to one of the Active playout modes, the highlighted item in the Q-NXT Log will be automatically cued up in to the first available Cart Player.



You will also notice that a panel appears in the centre of the screen saying “Q-NXT Waiting For Go”.

To start the playing the cued item, use one of the following methods.

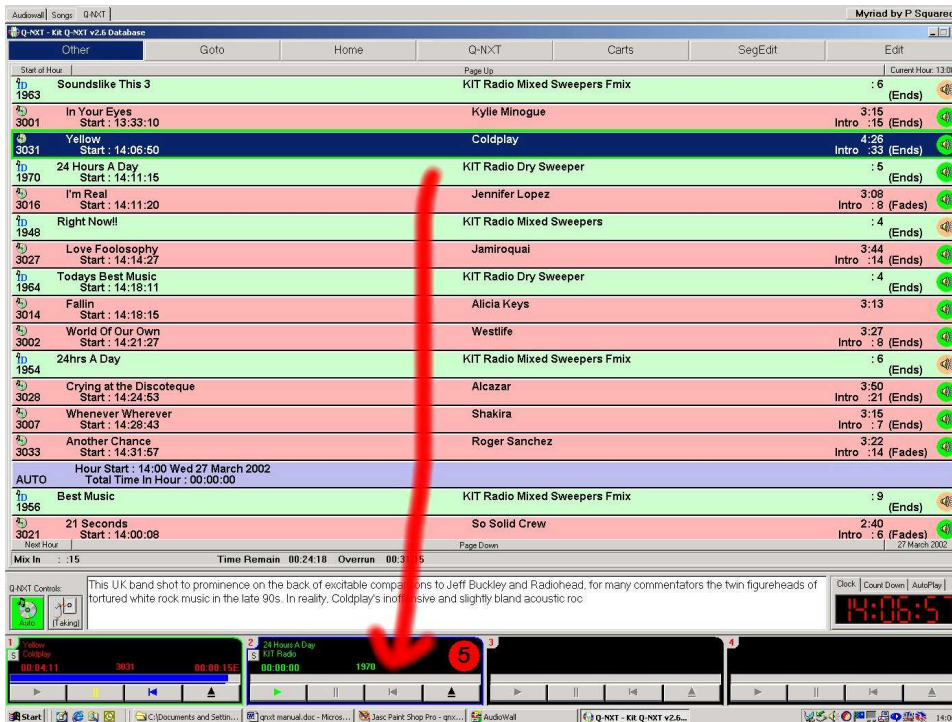
1. Click on the **Q-NXT button** in the centre of the Q-NXT menu.
2. Press the **Q-NXT Go** button on your **Myriad keyboard** (if you have one).
3. Press **Play** on the **Cart Player** that the item has been cued in.
4. Press the **Space Bar** (making sure that the Q-NXT screen has mouse focus*).
5. Press the **Ctrl + Q** buttons on your keyboard.
6. Press the **'fader start'** button for the appropriate Cart Player (if set up).

* Mouse focus means that the Q-NXT screen is active, you can tell this by looking at the window bar above the Q-NXT menu. When the Q-NXT screen has focus, it will be blue, if not it will be grey. In Windows™ key presses from the keyboard are sent to the active screen so if Q-NXT were not the active screen and you pressed the **Space Bar** then nothing would happen (or something unexpected would happen depending on what did have focus). You can ensure that the Q-NXT screen does have focus by clicking on the Q-NXT log but it is safer to avoid the problem all together and use either the Q-NXT Go button on the Myriad keyboard or click on the Q-NXT button on screen.

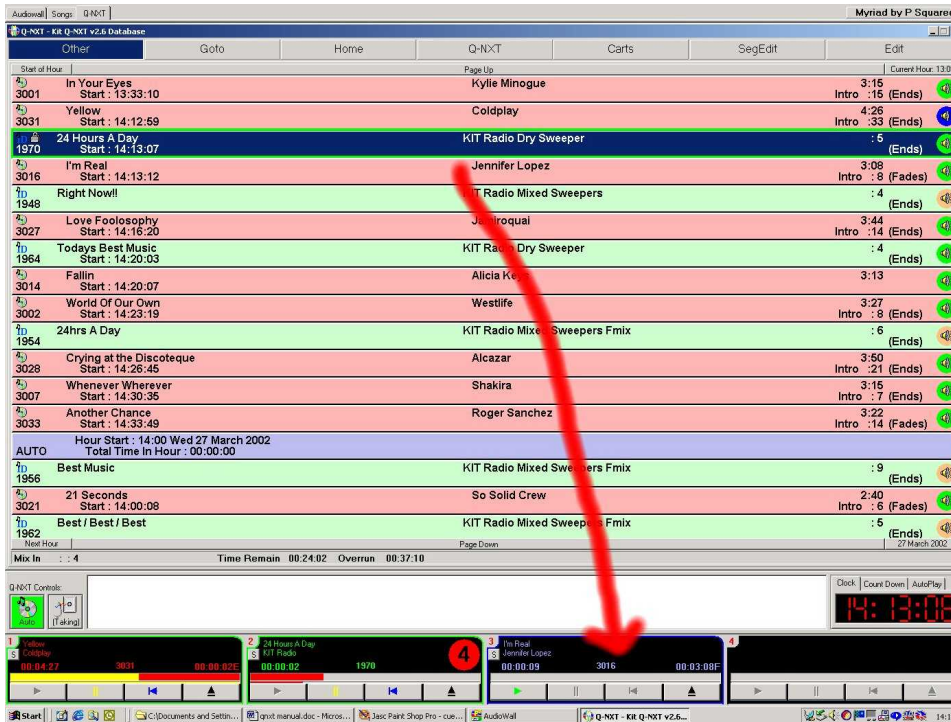
How Q-NXT Cues Items Listed In The Q -NXT Log

Normal Segues

When in any of the three Active modes, Q-NXT will automatically pre-cue the next item listed in the Q-NXT log, as the current item draws towards its end. The exact amount of time before the end of the current item, that Q-NXT will cue the next is determined in the Q-NXT Settings which can be accessed by the Other Menu or from Myriad Configuration.

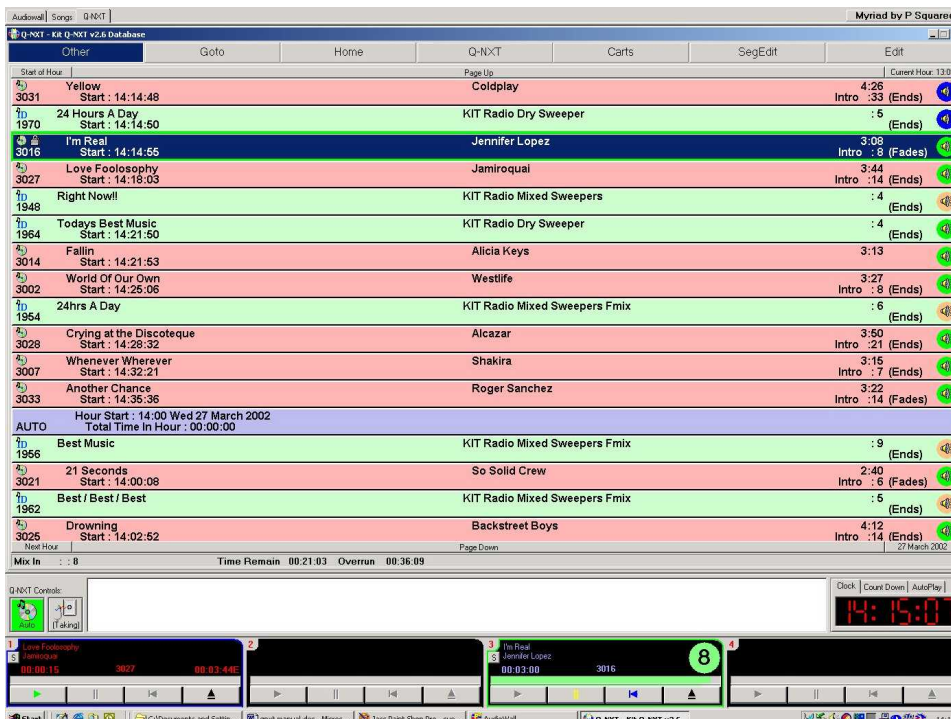


The next item will usually be cued in to the lowest free Cart Player number available. In the example above, Cold Play is playing in Cart Player 1 and the 24 Hours A Day jingle that is listed to play next in the Q-NXT Log has been automatically cued in to Cart Player 2. Because the Cold Play item in the Q-NXT Log also has a Green (Go) End Type, Q-NXT will automatically start the jingle in Cart Player 2 when Cold Play reaches it's Extro. If Cold Play has finished by the time Q-NXT wants to cue the next item in the Q-NXT Log then it will mean that Cart Player 1 is empty so Q-NXT will automatically cue the next item in the list (Jennifer Lopez) in to that player. If however, Q-NXT want to cue the next item before Cold Play has finished (which it probably will as the 24 Hours A Day Jingle is only 5 seconds long) then it in the next lowest number Cart Player that is available, i.e. Cart Player 3.



The example above shows that Cold Play has not quite finished in Cart Player 1 but the Jingle is only 4 seconds away from finishing itself in Cart Player 2 so Q-NXT decides to load Jennifer Lopez in to Cart Player 3 to ensure that it can perform a good segue.

By the time Jennifer Lopez is coming to an end, Cart Players 1 and 2 are both available so Q-NXT will cue the next item in the Q-NXT Log in the lowest available Cart Player, Cart Player 1.



And thus the cycle returns to the beginning with Cart Player one being the Cart Player in use.

This may seem confusing at first but if you watch Q-NXT do this for a couple of links, it actually starts to make sense and you will soon know exactly where Q-NXT is going to cue the next item

in all situations. Later, we will also look at ways that you can overrule Q-NXT when it comes to pre-cueing the next item so you can have absolute control.

Sweeper Segues

The above section covers the way Q-NXT cues most items listed in the Q-NXT Log. Usually, Q-NXT will only cue one item at a time but there is a special case where Q-NXT will actually cue the next two items in the Q-NXT Log at the same time. This occurs when the next item is a ‘sweeper’ which is denoted by the Amber (sweeper) End Type. A sweeper is a special type of ‘dry’ jingle that is embedded in to the Intro of the next song in such a way that the sweeper ends just as the song ‘kicks in’. Q-NXT does this automatically by loading the song and the sweeper and starting them in the right order and at the correct time to create the effect.



In the example above, Jennifer Lopez is the current item playing in Cart Player 1. The next item listed in the Q-NXT Log is the Right Now sweeper and is demoted with the Amber End Type to show that it will be ‘swept’ into the Intro of the next song, which is Jamiroquai. As you can see, Q-NXT has cued both the sweeper and the song ready to be played. In this case, Q-NXT will start the Jamiroquai song when Jennifer Lopez finishes and then play the sweeper 11 seconds in to the Jamiroquai song so the end of the sweeper coincides with the end of the 15 second Intro on the Jamiroquai song.

If the Intro of the song is sufficiently large, the sweeper may not be cued up immediately but it will be cued in plenty of time to be played.

Manually Pre -Cueing The Next Item In The Q -NXT Log

As we have seen, Q-NXT will automatically pre-cue each item in the Q-NXT Log before it needs to play the item. We have also seen that the Cart Player that it uses is determined by some

very simple rules but there may be occasions where you want to overrule Q-NXT to make it play the next item out of a specific Cart Player. You may also want to cue the next item before Q-NXT does to allow you to play it early.

You can use any of the following methods for manually pre-cueing items from the Q-NXT Log.

1. Use the left mouse button to **drag** an item from the **Q-NXT Log** in to a **Cart Player** (this allows you to select which Cart Player it will play from).
2. Press the **Cue Next** button on your Myriad keyboard (assuming you have one).
3. Click on the **Edit Menu** and select **Cue Next Entry**.



4. Press the **Ctrl + Shift + Q** keys on your keyboard

Even once Q-NXT has cued an item in to a Cart Player, you can still eject it and then manually cue it in the Cart Player of your choice. If you do eject an item that Q-NXT has cued and do not manually cue, Q-NXT will automatically cue it again a second or so before it needs to play it.

Locked Items In The Q -NXT Log

Whether an item is manually or automatically cued in to a Cart Player, it is not definitely committed to be played by Q-NXT until it becomes locked which is signified by a small pad lock icon appearing to the left hand side of the actual item.



Up until this point, the item can still be removed from the Q-NXT Log or another item can be moved to be played next in it's place. After the pad lock item appears, the item cannot be edited or removed and will be played when the Q-NXT Go button is pressed.

Items are not locked by Q-NXT until two seconds before they are about to play.

Manually Locking Items

You can also manually **Lock** items in the Q-NXT Log so that they cannot be move, replaced or deleted from the .log. To do this simply right click on the item in question and click on the **Locked** option on the right click menu.



This adds a tick to the **Locked** section of the right click menu and also adds the usual pad lock icon to the item itself to show that it is locked. You can remove the Locked status by simply repeating the process to remove the Locked tick on the right click menu.

Starting Items in Q -NXT

Once an item has been cued in a Cart Player ready to be played, you have a number of options on how to actually start it playing. These options include:

1. Press the **Q-NXT Go** button on your **Myriad keyboard** (assuming you have one).
2. Click on the **Q-NXT** button on the **Q-NXT menu**.
3. Press **Play** on the **Cart Player** that the next item is cued in.
4. Press the **Space Bar** on your keyboard (making sure that the Q-NXT screen has focus – see above)
5. Press the **Ctrl + Q** buttons on your keyboard
6. Using the **‘fader start’** buttons for the **Cart Player** that the item is cued in to (assuming that this feature is available with your system).

Using any of these methods will start the next item in the Q-NXT Log although not all of them are available at all times.

The first thing you should note is that pressing the Q-NXT Go button on your Myriad keyboard, clicking the Q-NXT button on the Q-NXT menu or pressing the Ctrl + Q keys on your keyboard will start the next item in the Q-NXT Log regardless of where you are in Myriad and whether or not the next item in the Q-NXT Log has been cued up ready to play. If you press one of these buttons and the next has not been cued, it will automatically be cued in to the first free Cart Player and immediately start playing.

You should also note that the methods that rely on starting the Cart Player that the item has been cued in to will obviously only be available after the item has been automatically or manual cued in to the Cart Player.

The final method listed above is pressing the *Space Bar*, which is the traditional method for starting the next track but should be avoided in modern Myriad systems because the *Space Bar* method does rely on the Q-NXT screen having focus (see Starting The First Item above).

In all the above cases, Q-NXT can be set to automatically fade out the previous item if it has not finished playing or to leave it playing for the presenter to fade out manually using the mixing desk.

Don't forget that if the currently playing item has a Green (Go) End Type then Q-NXT will perform the segue for you when it reaches it's Extro but you can still use any of the methods outlined above before this point if you want to trigger the segue yourself.

Moving Items Around Within The Q -NXT Log

Once you are happy with how Q-NXT works it's way through the Q-NXT Log and how you can manually cue and play items that appear in the log, you may find that you want to experiment more with adjusting the order of items in the log to suit your needs. This is very is in Q-NXT as the log can be altered in 'real time' from either the main 'on air' Myriad machine or any other Myriad workstation that is permitted access. This means that you can shuffle the order of your show while you are presenting it or from a second Myriad workstation before you go on air.

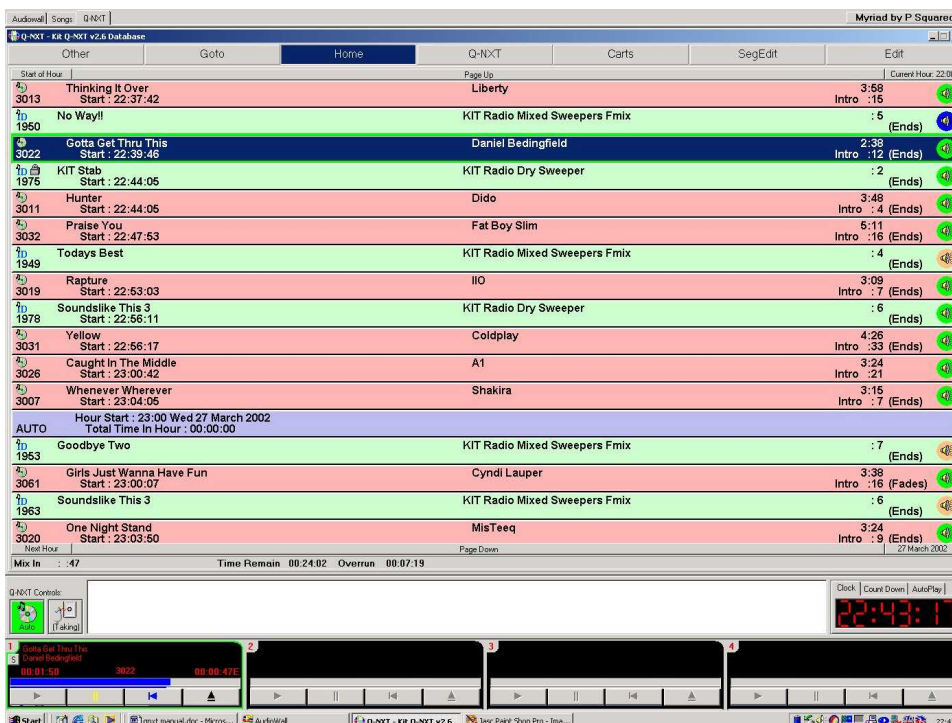
To move an item around in the Q-NXT Log, simply click and hold the mouse's left button on the item you want to move and move the mouse pointer to the position you want to move the item to. To help you see where the item will be positioned once you drop it, a thick black bar appears in the Q-NXT Log as you move the mouse cursor, to guide you.



In the example above, Q-NXT is in Auto mode and is happily playing Gotta Get Through This by Daniel Bedingfield, you can see from the Q-NXT Log that the KIT Stab jingle is next in the log followed by a Fat Boy Slim track. Now lets say that we decided that we actually wanted to play the Dido track after the next jingle and then follow that with Fat Boy Slim then all we would have to do is click on the Dido item and drag it in to the right place.



Once the mouse button is released, the item is automatically moved to the new position. You may also notice from the example below that the Estimated Playout Times for all the items below the Dido track are updated to allow for this shuffle in the order.



In this example, we only moved one item by a few spaces in the Q-NXT Log but you can use the same method to completely alter the Q-NXT Log to suit your needs.

Tip: If you want to move an item to an area of the Q-NXT Log that is not currently on screen, pick it up and hover over the Page Up or Page Down buttons and the log will scroll in the selected direction allowing you to move items around over several hours.

As mentioned earlier, you can move items in to the ‘next play’ position or move the item that is supposed to ‘play next’ to further down the log even after it has been manually or automatically cued up until the item becomes locked which is two seconds before Q-NXT plays it. A small pad lock will appear on items that have been locked and you will not be able to pick them up to move them.

Adding An Items To The Q -NXT Log

As well as moving items around in the Q-NXT Log, you may also want to add other items to the log to be played as part of your show. The items that can be added to the Q-NXT Log fall in to three broad categories, Cart (from the Audio Wall), Songs (from your AutoTrack database) and Non Audio Items (such as hardware and absolute times). By far the most commonly used of these is the adding of Cart from the Audio Wall in to the Q-NXT Log.

Adding Carts From The Audio Wall

Your Audio Wall will contain all the Carts that you have on your Myriad system which means that it includes music, jingles, promos, adverts and much more. All of these can be added to your Q-NXT Log because they are all Carts.

There are several methods for adding Carts to the Audio Wall, not all of them will be available to all systems and some will suit some presenters better than others. Experiment with them and find the method that suits your station set up and your presentation style the best.

Dragging Carts Directly From The Audio Wall (Dual Screen Systems)

By far the simplest and most commonly used method for adding Carts to the Q-NXT Log is to simply drag the Carts directly from the Audio Wall in to the Q-NXT Log. This is made especially simple on dual screen systems because you would normally have both the Audio Wall and the Q-NXT screen visible at the same time.

In this case you can use the mouse’s left button to click on the Cart that you want to add, on the left hand Audio Wall screen and drag it directly on to the Q-NXT Log on the right hand screen.

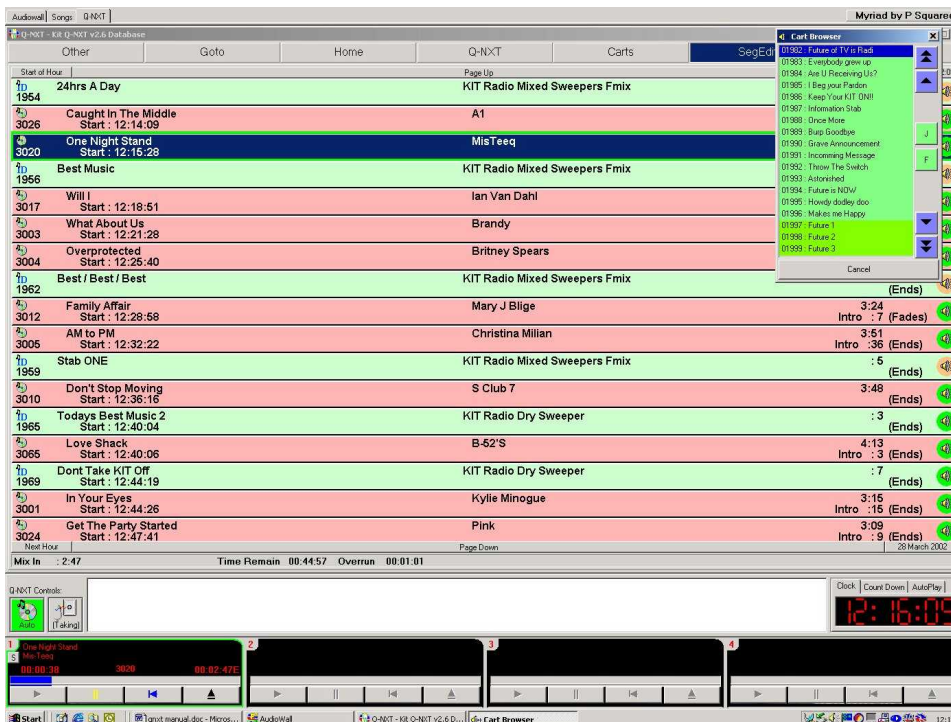
Just with when moving items around in the Q-NXT Log, a thick black bar appears as you move the dragged Cart around on the Q-NXT screen to indicate where the Cart will go when you release it.



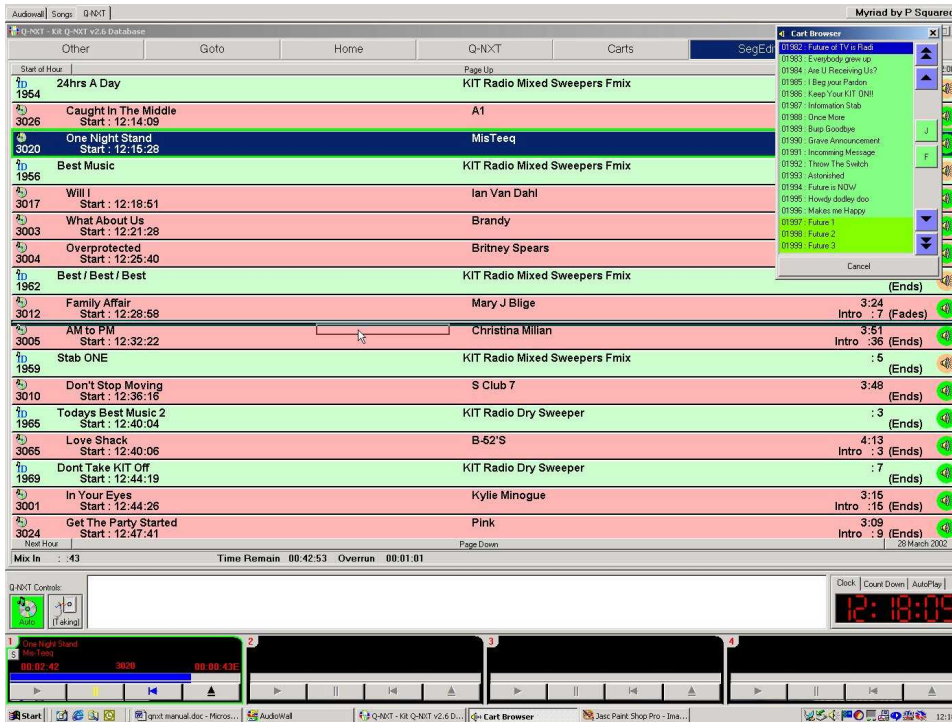
You can also drag directly from the Find Cart Results List, the Instant Carts (using the right mouse button) and even the preview on the Jump To Cart window. This means that you can combine the power of Q-NXT with the flexibility and easy of use of the Audio Wall to provide you with a very powerful and user-friendly playout tool.

Dragging Carts Directly In To The Q-NXT Log (Single Screen Systems)

If your Myriad system does not have two screens, don't worry because you can still drag Carts directly from the Audio Wall in to the Q-NXT Log thanks to the Cart Browser that is accessible using the Carts button on the Q-NXT menu.



As you can see from the example above, clicking the Carts button on the Q-NXT button opens the floating Cart Browser. You can use the Cart Browser's Find (F) and Jump (J) facilities (just like on the full Audio Wall) to locate the Cart that you are looking for. Once you have it, use the mouse's left button to drag the Cart in to the Q-NXT Log.



Just as with moving items in the Q-NXT Log, the position of the item that you are dragging in is denoted by a think black line in the log.

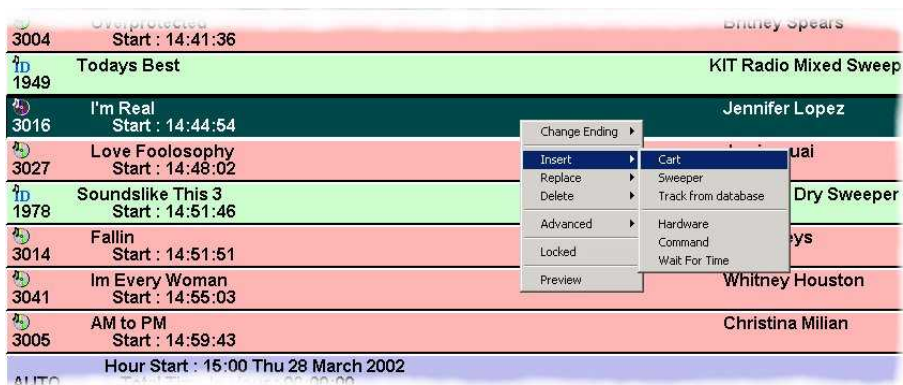


As before, when you release the mouse button, the Cart is added to the Q-NXT Log and adjusts all the Estimated Play Times after the inserted Cart accordingly. The Cart Browser remains open so that you can add extra Carts to your Q-NXT Log.

Other Methods Of Inserting Carts In To The Q-NXT Log

Dragging Carts from the Audio Wall or Cart Browser is the most common method of adding Carts to the Q-NXT Log however; there are several other methods that can be used to add Carts to the Q-NXT Log. These are listed below.

1. Make sure that the highlighted item in the Q-NXT log is directly below where you want to Insert a Cart, then click on the **Edit** button on the **Q-NXT Menu** and select the **Insert** option from the menu. You can then choose whether to Insert a Cart or a Sweeper which are basically the same but items inserted as sweepers will have an Amber (Sweeper) End Type so that they are automatically embedded in to the Intro of the next song. Whichever type of Cart you want to Insert, selecting the appropriate option will open the Cart Browser which you can then use to locate the Cart that you want to Insert. Once you have found it, simply double click on the Cart and it will be added to the Q-NXT Log above the item that was originally highlighted.
2. Right click on the item below where you want to Insert a Cart and select the Insert option from the menu that appears.

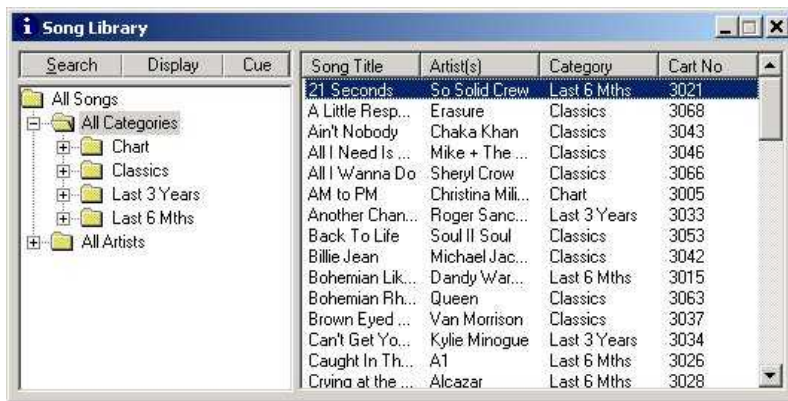


From here you can select either a Cart or a Sweeper to insert, once you have made your choice, the Cart Browser will appear so that you can locate the Cart that you want to insert and double click on it to add it to the Q-NXT Log. All subsequent items Estimated Play Times will automatically be updated.

Adding Tracks To The Q-NXT Log

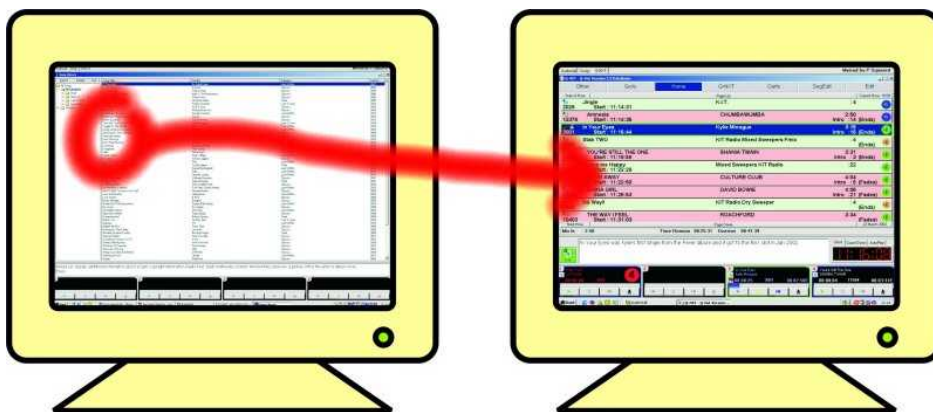
As well as Cart, if your station uses AutoTrack to schedule the music for your stations then you can use either the **Edit Menu** or the **Right Click Menu** to insert a song (or tracks) directly from the AutoTrack database in to the Q-NXT Log.

1. Highlight the item that you want to follow your new song, then click on the **Edit** menu, select **Insert** and click on the **Insert Track** option. This will open the Song Library window, which shows all the tracks in your Autotrack database by both name and category and allows you to search the database by a number of criteria.



To insert a track in to the Q-NXT Log, double click on the track in the Song Library window.

2. You can do the same thing by right clicking on the item you want to follow your inserted song, selecting the Insert option and clicking on the Insert Track From Database option. This will open the Song Library window to allow you to double click on the song you want to insert.
3. The final option is to drag a song directly from the Songs Tab on the Audio Wall screen directly in to Q-NXT.



You can also 'un-dock' the Songs Library window from the Songs Tab and resize the window to allow you to drag and drop in to the Q-NXT Log.

Just as with the other items, the added song will cause the Estimated Play Times of the items that follow it to alter to take account of the addition to the Q-NXT Log.

N.B. The Insert Track From Database option allows you to search for and play items from that AutoTrack Database but does not allow you to add alter or delete item items in the database in any way.

Adding Non-Audio Items In To The Q-NXT Log

In addition to audio items such as Carts and Songs, you can also add non-audio items such as Absolute Time Markers and Hardware Events. Descriptions of the non-audio items available in Q-NXT are listed below.

Absolute Time Markers: These are specific time events that can be placed in the Q-NXT Log in a particular position and contain a specific time.

When in A-Fade mode, Q-NXT will automatically adjust the Q-NXT Log to ensure that it reaches the exact position (in the Q-NXT Log) of the Absolute Time Marker at the exact time specified in the marker.

This means that if the combined running time of all the items in the Q-NXT Log before the Absolute Time Marker is greater than the time on the marker itself then Q-NXT will start to fade early or drop items completely to ensure the Absolute Time Marker is reached at the correct time.

If however, the combined time of all the items before the Absolute Time Marker falls short of the specified time then Q-NXT will not proceed to the item after the Absolute Time Marker until the specified time occurs.

Hardware Events: These are used to control ‘real world’ devices through the use of one of the ‘hardware I/O’ devices that Myriad supports to allow the switching of ‘logic’ from within Myriad. Think of these as simple light switches, you switch it in Myriad (or Q-NXT switches on for you) and the corresponding thing happens in the real world. A more detailed description of how to set up Hardware Events is included in the Myriad Config documentation.

Example Q-NXT Log Using Absolute Times And Hardware Events

How exactly to use these non-audio items is sometimes a little hard to grasp without a practical example so below is a typical illustration of how Absolute Time Markers and Hardware Events make it possible to include a news break at exactly half past the hour in a fully automated show.

Top Of Hour Jingle

Song

Song

Jingle

Song

Song

Jingle

Song

Song

Jingle

Song

Song

Half Past News In Jingle

Absolute Time Marker – XX:30:00 (half past the hour)

Hardware Event – News Feed On

Absolute Time Marker – XX:32:00 (wait for 2 minute news)

Hardware Event – News Feed Off

News Out Jingle

Song

Song

Jingle.....etc

In the example above, the first half of the show contains standard songs and jingles, it is important to ensure that the total running time of all the items before the Absolute Time Marker is greater than 30 minutes. If this is the case, Q-NXT (when in A-Fade mode) will automatically end certain songs early (those that have Fade Endings – see Audio Wall) and, if necessary, drop others completely so that the Extro of the last item in the log before the Absolute Time Marker (the News In Jingle) occurs at the exact time specified by the Absolute Time. It then moves on to the next item in the Q-NXT Log, which is a Hardware Event to switch on an external feed of news (IRN, Sky etc). The next item in the Q-NXT Log is another absolute Time Marker but this time it is for 32 minutes past the hour which has not occurred so Q-NXT will wait until it is exactly 32 minutes past the hour before switching off the News Feed and playing the News Out Jingle.

As can be seen from this simple example, combining Absolute Time Markers with Hardware Events can be a very powerful tool in creating automated shows that sound ‘live’.

Adding An Absolute Time Marker

Absolute Time Markers are usually included in the program schedule that is generated by an external music scheduling systems (such as AutoTrack) and then imported in to the Q-NXT Log but it is also possible to manually add Absolute Time Markers to the Q-NXT Log using one of the two methods listed below.

1. Highlight the item below where you want to insert the Absolute Time Marker, click on the **Edit** button on the **Q-NXT Menu** and select **Insert** then finally **Wait For Absolute Time** from the menu. You will then be asked to enter the time that you want to use, once this is done, click on OK and your new Absolute Time Marker will be added to the Q-NXT Log.



2. Right Click on the item below where you want to insert the Absolute Time Marker and select **Insert** from the menu that appears, this will then extend to a sub menu from which you need to click on **Wait For Time**, again, you will be asked what time you want to use before the Absolute Time Marker is added to the Q-NXT Log.



Adding Hardware Events To The Q-NXT Log

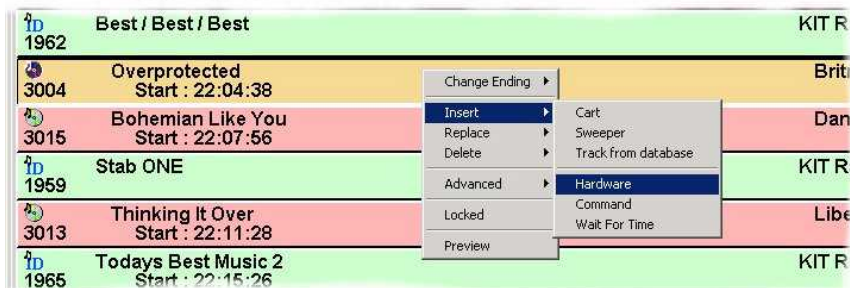
As with Absolute Time Markers, Hardware Events are usually scheduled to take place by the external music scheduling system (such as AutoTrack) that generates the music schedule that becomes the Q-NXT log, however, they can be manually added to the log by using one of the methods outlined below.

1. Highlight the item below the position that you want to insert the Hardware Event in to, then click on the **Edit** button on the **Q-NXT Menu**. Next click on the **Insert** option and select **Set Hardware** option. You can then select the Hardware Line (see Myriad Config documentation) that you want to control from the drop down list and set whether you want to Set (turn it on), Clear (turn it off) or Flash (switch on and off) from the menu.



The Hardware Event will then be inserted in to the Q-NXT Log.

2. Alternatively you can right click on the item below the point you want to insert the Hardware Event and select **Insert** from the menu that appears. You can then select the **Hardware**.



You will then be able to select the Hardware Line that you want to switch and whether you want to Set (turn on), Clear (turn off) or Flash (turn on and off) the hardware line by selecting the options from the drop down menus. Once you have finished, click on OK and the Hardware Event will be added to the Q-NXT Log.

Adding Command To The Q-NXT Log

The final non-audio item that can be added to the Q-NXT Log is a Command which can be a serial string, a TCP-IP message or running an external program (see Myriad Config documentation for more information on Commands and how to set them up).

To insert a Command, right click on the item below where you want to insert it and select **Insert** from the right click menu that appears. You can then choose the **Command** option and select the Command that you want to add to the Q-NXT Log.



The Commands are set up using Myriad Config so all you have to do is to select the Command you want to insert from the drop down menu then click on OK. Your Command will then be added to the Q-NXT Log.

Removing (And Restoring) Items In The Q -NXT Log

As well as moving items around and adding items to the Q-NXT Log, you can easily remove items from the Q-NXT Log using a number of different methods.

Before we start to look at how to remove items from the Q-NXT Log we should look at the two levels of removal that Q-NXT Offers.

Soft Deleting: Is the preferred method of removing items from the Q-NXT Log because a Soft Deleted item will not be played by Q-NXT and appear to be 'greyed out' in the Q-NXT Log, however, a Soft Deleted item can be easily restored back in to the Q-NXT Log.

Permanently Deleting: Removes the item from the Q-NXT Log altogether. You can not restore a Permanently Deleted item to the Q-NXT Log, the only way to get it back is to insert the item again from scratch.

Soft Deleting An Item From The Q-NXT Log

There are three methods for Soft Deleting an item from the Q-NXT Log, they are listed below.

1. Use the mouse's left button to click on the Item Type Icon located on the left hand side of each item in the log.

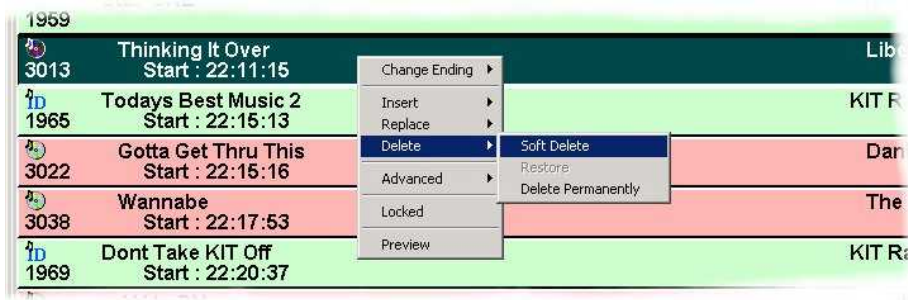


The item will be Soft Deleted, the icon will get a red cross appear through it and the item will appear to be greyed out.



Q-NXT will ignore this item unless it is restored although it still physically appears in the Q-NXT Log. You will notice that the Estimated Play Times for all of the subsequent items in the hour will have adjusted to make up for the Soft Deleted item.

2. Alternatively, you can right click on the item that you want to Soft Delete, select the **Delete** option and click on the **Soft Delete** option.



3. Final, you can highlight the item that you want to Soft Delete, click on the **Edit** button and select **Soft Delete** from the **Delete / Restore** sub menu.

Restoring Items To The Q-NXT Log

If an item has been Soft Deleted from the Q-NXT Log, it can restore back to full play status by one of the following methods.

1. The simplest method for Restoring an item that as been Soft Deleted is to **click** on the **Item Type Icon** located to the left of each item. When an item has been Soft Deleted, it appears 'greyed out' in the Q-NXT Log and the Item Type Icon has a red cross over it. Clicking on this icon with the left mouse button will Restore the item so that Q-NXT can play it.



2. You can also Restore an item by **Right Clicking** on the item you want to Restore, expand the **Delete** option and select **Restore** from the menu.
3. Finally, you can highlight the item that you want to Restore, then click on the **Edit** button on the Q-NXT menu, select **Delete / Restore** and finally select **Restore Entry** from the menu appears.

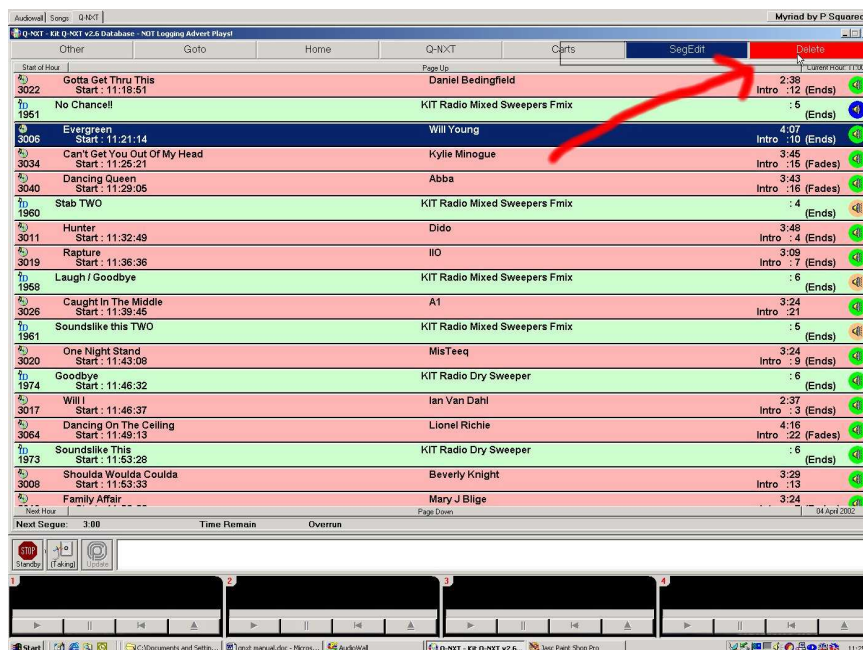
In all cases, Restoring an item to the Q-NXT Log will cause the Estimated Play Time of all subsequent items in the Q-NXT in the log, will be updated to accommodate the new addition to the Q-NXT Log.

Permanently Deleting Items From The Q-NXT Menu

If you are sure that you will not need to restore an item that you want to delete then you can Permanently Delete it by either.

1. Right click on the item you want to delete, go to the **Delete** section of the right click menu and select **Delete Permanently**. The item will then be removed from the Q-NXT Log and all subsequent item's Estimated Play Times will be adjusted accordingly. Once an item has been Permanently Deleted, it can not be Restored and can only be added back to the Q-NXT Log by the usual Inserting or Drag and Drop methods.

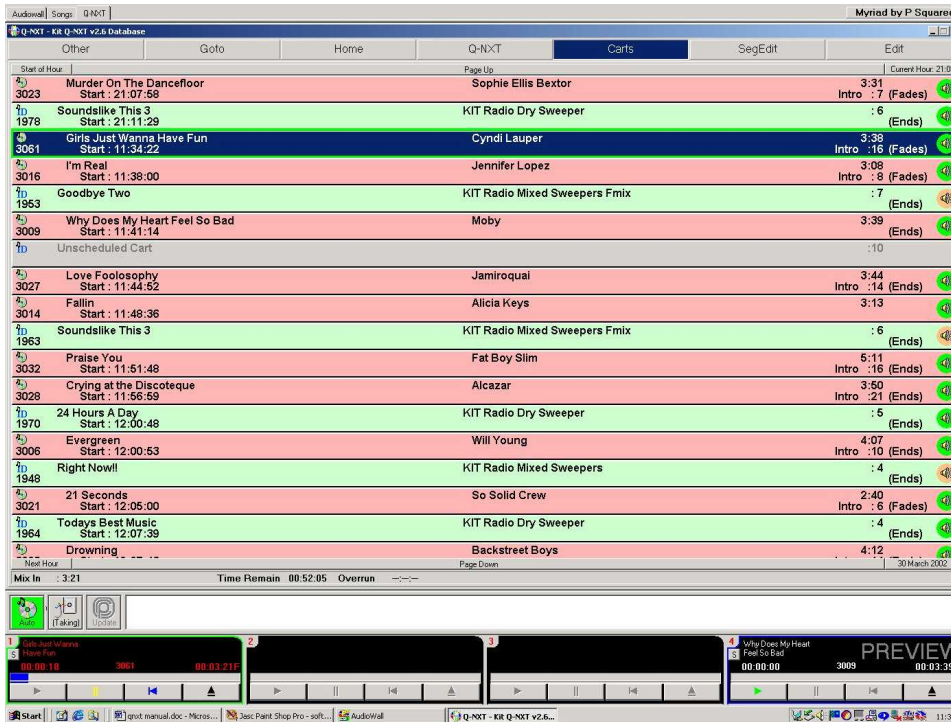
2. Drag the item that you want to Delete Permanently on the **Edit** button on the Q-NXT menu. You will see that the caption on the Edit button changes to **Delete**. Releasing the item on the button in this state will permanently delete the item from the Q-NXT Log.



3. Highlight the item that you want to delete and click on the **Edit** button on the Q-NXT menu. Select the **Delete / Restore** option and the **Permanently Delete** option from the menu that appears. Again, this will remove the item from the Q-NXT Log and adjust the Estimated Play Times for all subsequent items.

Previewing Items In The Q -NXT Log

As we have already examined, Q-NXT will automatically load up each item in the Q-NXT Log, ready to be played but once as we have also seen, once an item is cued up, if you press Play on the Cart Player that it is cued in, Q-NXT will take this as a valid 'Q-NXT Go' command and move on in the Q-NXT Log accordingly. This causes a problem if you just wanted to listen to a Cart for preview purposes. Thankfully, this potential problem can be avoided by using the **Preview** facility in Q-NXT. If you Preview an item, the item is loaded in to a Cart Player that is marked with a special Preview label. You can then use the Cart Player to listen to the item as if it is a normal Cart that you have manually cued in to the Player. Q-NXT will ignore the Preview version of the item and will even cue a second copy of the item in to another Cart Player if it needs to play the item while you are still Previewing.



You can Preview an item in the Q-NXT Log by one of the following methods.

1. Right click on the item in the Q-NXT Log that you want to Preview and select **Preview** from the right click menu that appears. The item will then be Previewed in to the default edit Cart Player (usually the highest Cart Player) with the word Preview stamped across it.



2. Alternatively, highlight the item that you want to Preview and click on the **Edit** button on the Q-NXT menu and select **Preview Entry**.

Taking And Releasing OCP Control

In addition to as providing 'live assist' and automation capabilities, Q-NXT can also pass additional information about the items that it is playing to P Squared's Online Content Processor (OCP) for updating Web and WAP pages as well as DAB receivers. OCP allows you to add 'real time' additional information such as text information, pictures and hyperlinks to a range of digital broadcast platforms.

Q-NXT can be set up so that it automatically connects to your OCP computer or so that it only connects to OCP when you tell it to. This is very useful if you have more than one studio and need to switch you main output between them. In that case, you can use Q-NXT's take and release control facilities to transfer control of the information that OCP displays, between studios.

To enable these facilities, you will need to configure Q-NXT accordingly (see Q-NXT Settings) and have valid TCP/IP connection to the computer that is running OCP (assuming that it is not running on the same PC). Once correctly, a new button will appear next to the Q-NXT Payout Mode button. This is the **OCP Control** button.

Take Control



If your Q-NXT system is set up so that OCP Control has to be initiated by the user then when you start Myriad, the **Take** button will be visible on the Q-NXT screen. Clicking this button will request control of OCP on behalf of the workstation that you are working on. Whether you actually gain control is determined by the settings on the machine that has control.

Taking Control

Once you have requested control or if your system is configured to automatically attempt to take control upon starting then you may see the **Taking** button displayed. If you can see this button then it means Q-NXT is attempting to take control of OCP but has not yet done so. This could mean either that OCP is not responding or the PC that has control has been set up to either never release control or only release control with the users permission (i.e. your request will appear on screen and they have to click OK to release control to you).



Release Control

Once your Myriad workstation has OCP control, the Take button is replaced with a **Release** button to allow you to release control when another workstation requests control.



Manually Updating OCP Driven Multi Media Platforms

If you are using OCP to provide real time information to a range of digital broadcast platforms (web, WAP, DAB etc) then you may wish to enable the **Manual Update** button in Q-NXT (see Q-NXT Settings) to enable your presenters to manually add update the sites with additional information or with information about songs and items that are not included in the Q-NXT Log (e.g. specialist shows that play some songs from vinyl)

Clicking on the **Update** button located next to the OCP Control button will open the Update OCP window, which allows you to enter manual information about the current or next item as well as information about the presenter. Once you have added the information that you want to send, click on the Update button and Q-NXT will manually update all of the digital services being controlled by OCP.

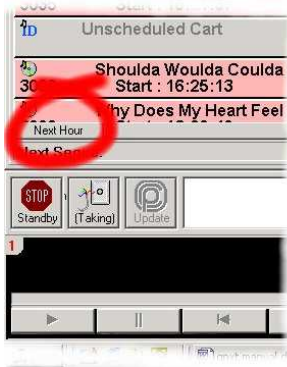


Moving Around In The Q -NXT Log

You can move around the Q-NXT Log in a number of different ways depending how far in the log you want to move.

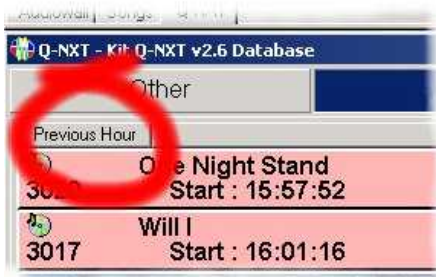
Moving up and down in the Q-NXT Log can be done by using the **Up / Down Cursor keys**, using the **Page Up / Page Down keys** on the keyboard or clicking on the **Page UP / Page Down** buttons on the Q-NXT screen.

If you want to move to the beginning of the next hour in the Q-NXT Log, you can either manually scroll down or click on the **Next Hour** button that is located to the bottom left of the Q-NXT Log.

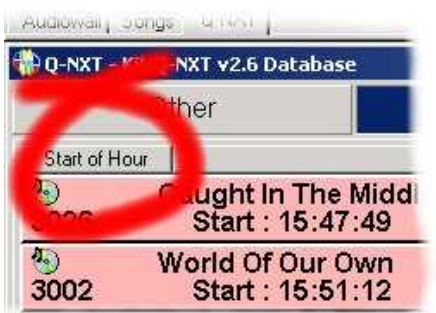


This will move the highlight to the **Hour Start Marker** for the start of the next hour in the log.

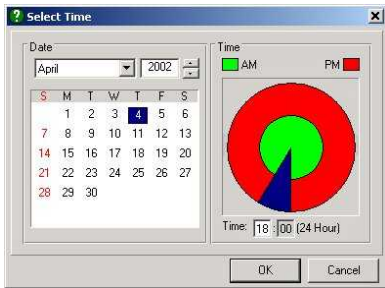
At the top left of the Q-NXT Log (above the Next Hour button) is the **Previous Hour** button that serves a dual purpose. If the highlighted item in the Q-NXT Log is an Hour Start Marker then the button will be labelled **Previous Hour** and clicking on it will take you back to the Hour Start Marker of the previous hour.



Alternatively, if the highlighted item is not an Hour Start Marker then the button will change to **Start Of Hour** and clicking on it will jump you back to the Hour Start Marker for the currently highlighted hour.



Finally, if you want to jump to a specific time and date in the Q-NXT Log, you can use the **GoTo** button on the Q-NXT menu to select the point in the log you want to go to.



Once you have selected the time and date that you want to jump to, click on OK to view the log for the selected time and date.

Jumping Back To The Current Item

No matter where you are in the Q-NXT Log, you can return to either the item that is currently playing (in Active playout modes) or the item that should be playing (in Stand By mode) by pressing the **Home key** on the keyboard or clicking on the **Home button** on the Q-NXT menu.

N.B. Q-NXT will automatically jump back to the current item whenever it performs a segue. This will not happen when in Voice / Segue Edit mode.

Soft Deleting / Restoring An Entire Hour In The Q -NXT Log

Should you need to Soft Delete an entire hour from the Q-NXT Log (to take a live feed for example), you can either go through the hour, clicking on the Item Type Icons to Soft Delete each item or you can **right click** on the **Hour Start Marker** and select **Soft Delete All Items In This Hour** from the right click menu.



You can restore them again by **right clicking** on the **Hour Start Marker** and selecting **Restore All Items In This Hour**.

Changing The Default Playout Mode For An Hour

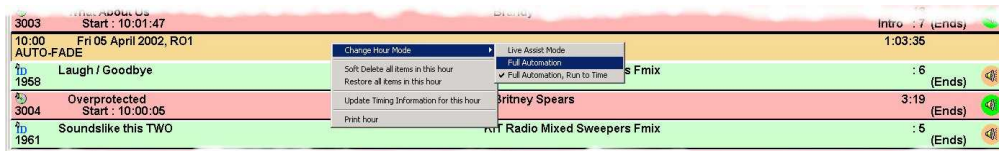
As has been discussed in previous sections of the documentation, Q-NXT has three ‘active’ playout modes that treat the Q-NXT Log in different ways depending on whether the show is a ‘live assisted’ show (Live mode), an automated show (Auto mode) or a show that is automated and contains time critical events or Absolute Time Markers (A-Fade mode). You can switch between the modes manually using the Q-NXT Playout Mode button but each hour long section

of the Q-NXT Log also has a default playout mode, which Q-NXT will automatically switch to at the beginning of the hour.

The Playout mode is displayed on the **Hour Start Marker**.



You can change the default playout mode for an hour by **right clicking** on the **Hour Start Marker** and selecting the playout mode you want from the **Change Hour Mode** sub menu.



You can alter an hour's playout mode even after it has started. The new playout mode will take immediate effect.

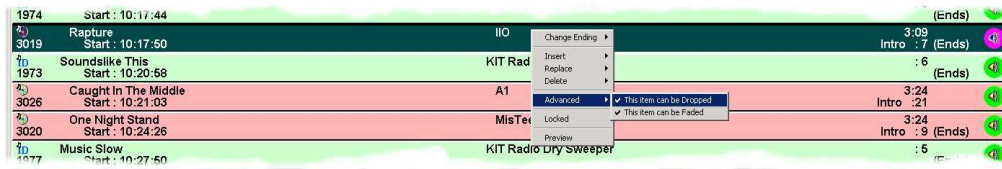
Printing An Hour From The Q -NXT Log

If you want to print an item list for an hour in the Q-NXT Log, make sure that you have a printer setup on your computer and that it is selected as the default printer for Windows™ as that is what Myriad will use.

1. Right click on the **Hour Start Marker** for the hour that you want to print and select **Print Hour** from the right click menu.
2. Alternatively, make sure that the highlighted item is in the hour that you want to print, then click on the **Other** button on the Q-NXT menu and select **Print Hour** from the menu that appears.

Marking Items In The Q -NXT Log As Not Droppable Or Not Fadable

If Q-NXT is running in A-Fade mode, it will attempt to 'run to time' to hit Absolute Time Markers by fading some songs early and dropping other songs completely (it will only drop or fade songs and will not adjust songs around a 'voice link'). Usually, it has 'free rein' to fade or drop any song in the hour (with a couple of exceptions - see above) however, individual songs can be marked as Not Droppable or Not Fadable to prevent Q-NXT from using them to 'run to time'. This is usually done as part of the schedule that is generated by an external music scheduling program (like AutoTrack) but you can manually mark items in the Q-NXT Log.



To do this, **Right Click** on the item that you want to mark move the mouse cursor to the **Advanced** option. This will open the Advanced sub menu which allows you to remove the tick by either **This Item Can Be Dropped** or **This Item Can Be Faded** according to your needs.

Voice Segue Editor

As well as being used for ‘live assisted’ and ‘automated’ playback, your Q-NXT screen may also include the optional Voice / Segue Editor which allows you to record ‘voice links’ in to your automated programming and also to visually adjust the automated segues that Q-NXT will perform.

The Voice Segue Editor is optional and even if your station does have it, it may not be available on all Myriad workstation but any that have the SegEdit button on the Q-NXT menu (running along the top of the Q-NXT screen) include the Voice / Segue Editor.



Clicking on this button will switch Q-NXT in to Voice / Segue Edit mode and the segue edit window will appear at the bottom of the Q-NXT Log.

Voice / Segue Edit Mode Layout

If you click on the SegEdit button on the Q-NXT menu, Q-NXT goes in to Voice Segue Edit mode, which has a slightly different look to the standard Q-NXT layout.

Q-NXT In Voice / Segue Edit Mode

Segue Edit Button
Toggles Segue Edit Mode

Segue Indicator
Shows which items are displayed in the segue window

Voice / Segue Edit Menu
Context sensitive options menu

Segue Edit Window
Used for visually editing segues and voice links

Cart Players
Reserved for voice links and segue editing

End of first song

A recorded voice link

Start of second song

The first thing that you will notice is the Q-NXT Log shrinks a bit to make way for a new window, which is known as the Segue Edit window. This window displays a graphical representation of the segues that Q-NXT will perform between each item in the log assuming

that it will actually perform the segue (i.e. it is in Auto or A-Fade playout modes or in Live mode but with a Green (Go) End Type on the first item in the segue).

In addition to Segue window, you may also notice that in the picture above, three of the Cart Players have been reserved for Voice / Segue editing. The Cart Players are reserved for two reasons. Firstly to act as an indicator to you as to which Cart Players will be used for reviewing segues or recording voice links during this session so that you can take appropriate action with your mixing desk to ensure that they are not 'live to air'. The second reason for reserving the Cart Players is so that Q-NXT can continue to run in the background whilst you are recording links or editing segues. You may be thinking that if Voice Segue Edit mode reserves three Cart Players and you only have four Cart Players altogether (as in the screen shot) then Q-NXT will not have enough Cart Players to operate with, and you would be right. Q-NXT get round this by only allowing the Voice Segue Editor to reserve Cart Players to the point where there are two left for Q-NXT to use when Q-NXT is in any of the three Active Playout mode. This is enough to record voice links and adjust simple segues but it does imply some restrictions which we will come to later.

The Voice / Segue Edit Menu is located to the right of the Segue Window and is a context sensitive menu that changes to provide the options for each stage of using the Voice Segue Editor.

The final addition to the standard Q-NXT screen is the Segue Indicator which is superimposed over the Q-NXT Log and clearly shows which of the items in the Q-NXT Log are currently being displayed in the Segue Window. As you move around the Q-NXT log in the normal way, the Segue Indicator and the Segue Window automatically update to display the currently highlighted segue.

Using The Voice Segue Editor To Record A Voice Link

For most stations, the primary role of the Voice / Segue Editor is to record 'voice links' in to automated programming to make them appear as if they are live. The Voice / Segue Editor encourages this by allow you to record your voice link as if it were live, it then emulates your timing exactly when it comes to play it back later.

Recording voice links using the Voice Segue Editor is very easy and after a couple of practise runs you will be able to record hours of lively shows in a fraction of the time normally needed. The recording process is split in to five easy stages, which are detailed below.

Before you get started, click on the **SegEdit** button to switch Q-NXT in to Voice / Segue Edit Mode.

1. Move to the position in the Q-NXT Log that you want to record voice links in to. It is likely that you will want to record links in shows that are several hours or days in the future so remember that you can use the **Goto** button on the Q-NXT menu to jump to a specific time and date. Once you are in the right rough area of the Q-NXT Log, look to see where you want to position you first voice link. You can put a voice link between almost any items in the Q-NXT log but for simplicity, we have chosen to record a link between two songs.



As you can see from the screen show above, the highlighted item is currently the Coldplay track and the Segue Indicator is showing that the segue between Dido and Coldplay is currently in the Segue window. If it was to record a voice link now, it would be placed between Dido and Coldplay. We are now ready to progress to stage two.

- Now we know where we are going to put a voice link, it is time to start actually doing it. At this stage it might be a good idea to take a look at the Segue Window itself.

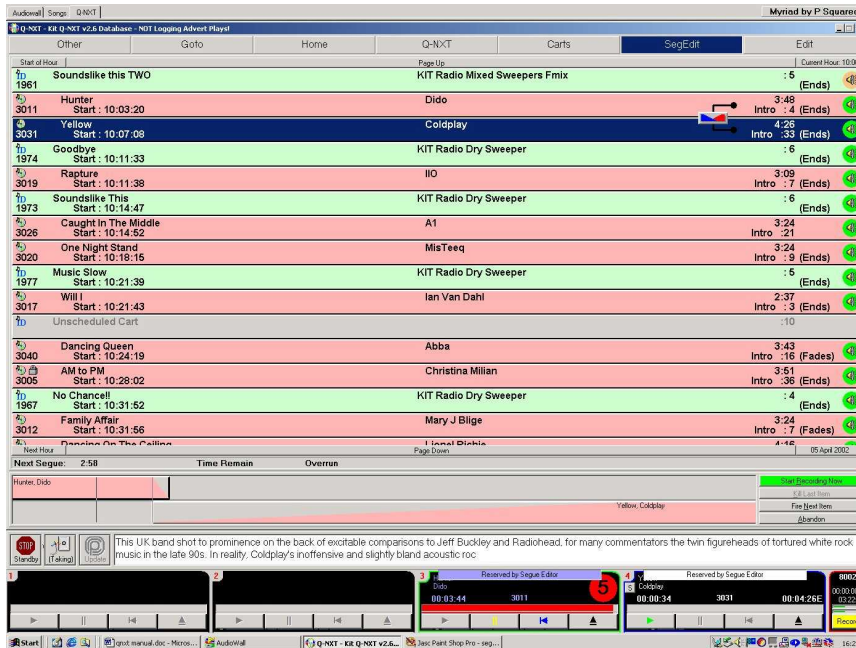


As we can see, the Dido track has a steep decline at the end. The start of the decline is songs Extro point and the end of the decline is the end of the song, this would suggest that Dido comes to a fairly abrupt end. Conversely, the incline on the Coldplay track is fairly gradual and as the start of the incline is the start of the track and the end of the incline is the end of the songs Intro, it would indicate that the song has a long Intro. Combining these two facts would indicate that we should aim the majority of our voice link to be over the Intro to the Cold Play song although we can always adjust the timing later if we need to. If you needed more help with planning your voice link, you can also click on the **Review Segue** button located on the Voice / Segue menu. This would then perform the segue for your through the two reserved Cart Players.

Once you are happy about how you are going to do your segue, we can proceed to the next step. This is done by one of the following.

- Press the **Space Bar** (making sure Q-NXT has focus) or
- Click on the **New Link Button** or
- Press the **Voice Link Step** button on your **Myriad keyboard**.

- As soon as we press the *Space Bar* (see step 2) the end of Dido starts playing in the first reserved Cart Player. As you can see from the screen shot below, there is also a Record Cart Player that pops in to the right hand side of the screen. Initially this is in paused mode and does not start to record until we tell it to.



At this stage we can hear the end of the Dido track so as soon as we are ready, we can open the mic fader on the desk and start talking as if we were performing the link 'live on air'.



As soon as the Voice / Segue Editor 'hears' your voice, the Record Cart Player will start recording properly and the white Voice Link will appear superimposed over the original segue in the Segue Window. We can now move on to the next stage.

4. At this stage, you are recording your voice link and Dido has either finished or is just about to, the next thing you will want to do is start the next song (Coldplay). This done simply by pressing:

The **Space Bar** on the keyboard or
 Clicking the **Fire Next Item** button on the Voice / Segue Menu or
 Press the **Voice Link Step** button on your **Myriad** keyboard.

This will start the next item, in this case Coldplay, you are still recording so you can continue your link over the Intro if you wish.

The screenshot shows the Q-NXT software interface. The main window displays a playlist of songs with columns for Start of Hour, Song Title, Artist, and Duration. The current song is 'Yellow' by Coldplay, starting at 16:21:12. The next song is 'Goodybye' by KIT Radio Dry Sweeper, starting at 16:25:37. The interface includes a menu bar with options like 'Other', 'Goto', 'Home', 'Q-NXT', 'Carts', 'SegEdit', and 'Edit'. Below the playlist, there are playback controls and a status bar at the bottom showing the current time and date.

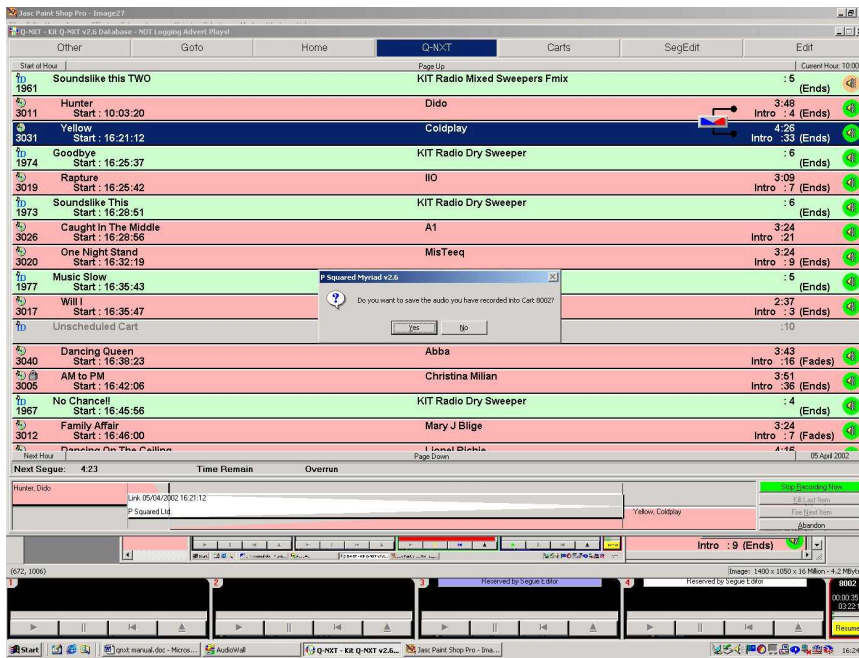
Start of Hour	Song Title	Artist	Duration
1961	Soundslike this TWO	KIT Radio Mixed Sweepers Fmix	: 5 (Ends)
3011	Hunter	Dido	3:48 Intro : 4 (Ends)
3031	Yellow	Coldplay	4:26 Intro : 33 (Ends)
1974	Goodybye	KIT Radio Dry Sweeper	: 6 (Ends)
3019	Rapture	IIO	3:09 Intro : 7 (Ends)
1973	Soundslike This	KIT Radio Dry Sweeper	: 6 (Ends)
3026	Caught In The Middle	A1	3:24 Intro : 21
3020	One Night Stand	MisTeeq	3:24 Intro : 9 (Ends)
1977	Music Slow	KIT Radio Dry Sweeper	: 5 (Ends)
3017	Will I	Ian Van Dahl	2:37 Intro : 3 (Ends)
	Unscheduled Cart		:10
3040	Dancing Queen	Abba	3:43 Intro : 16 (Fades)
3005	AM to PM	Christina Millan	3:51 Intro : 36 (Ends)
1967	No Chancell	KIT Radio Dry Sweeper	: 4 (Ends)
3012	Family Affair	Mary J Blige	3:24 Intro : 7 (Fades)
	Dancing On The Ceiling	I Local Disk1	4:46

We are now ready to move on to the final stage.

5. You can talk as long into the next item as you like but when you have finished your vocal link, simple;

Press the **Space Bar** on the keyboard or
 Click on the **Stop Recording Now** button on the Voice / Segue menu or
 Press the **Voice Link Step** button on your **Myriad keyboard**.

This will automatically stop all the Cart Players and ask you if you want to keep the link you have just recorded or to abandon it and try again.



If you are happy with your link then simply press the **Space Bar** a final time or click on the **Yes** button. If not click on the **No** button to abandon it. If you do accept it then your link will be added to the Q-NXT Log and be played back exactly as you just recorded it when the time comes.



That may seem like a lot of information but the first time you try it, you will see that the process actually guides you through the motions you would naturally make which means that you can concentrate on what you are saying, not how to operate the 'bloody machine'.

To recap, the stages are:

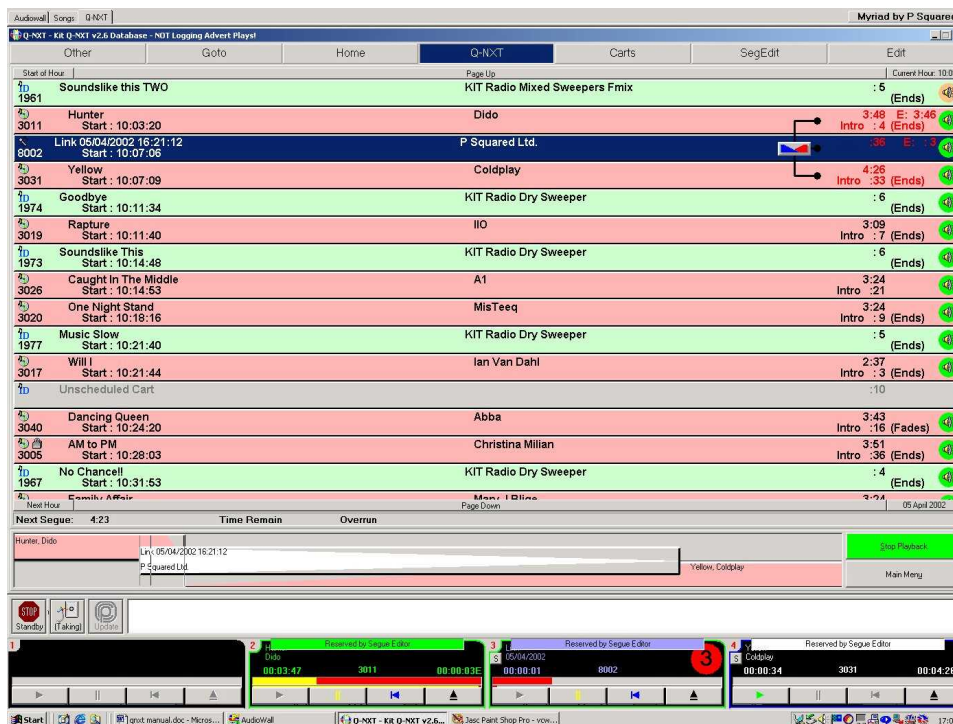
1. Highlight the item you want to 'talk into'.
2. Press the **Space Bar** and the end of the last song will start playing.
3. Start talking and Q-NXT will automatically start recording your voice link.

4. Press the *Space Bar* to start the next item in the Q-NXT Log.
5. Press the *Space Bar* to end recording and then again to confirm your link.

And that is it. Before to long, you will want to experiment with what you can do and because you are in control of both the segue and the timing of your voice link, the scope for creativity is very high. The only thing to bear in mind is that although Q-NXT will automatically ‘duck’ the volume on the other Cart Players while your voice link is playing, it will not ‘ride the levels’ up and down as you speak but that is the only real restriction you have so if you want to sing along with the tunes or spend ten minutes discussing the virtues of Britney Spears then feel free.

Reviewing Your Voice Link

Once you have recorded on a voice link, you may want to review it. This can be done very simply by making sure that you are in Voice / Segue Edit mode, moving the highlight to the actual Voice Link item in the Q-NXT Log and clicking on the **Review Segue** button on the Voice / Segue menu.

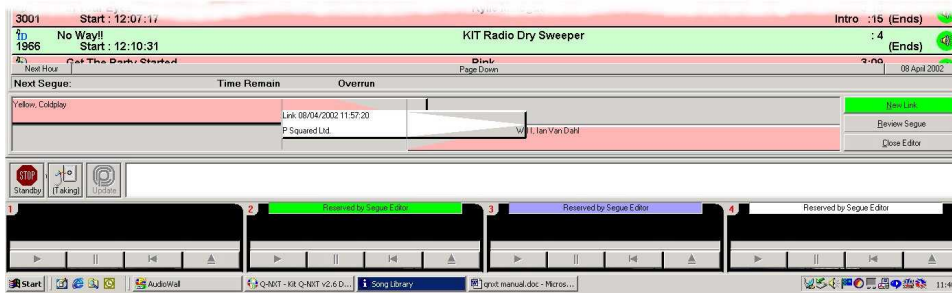


The Voice / Segue Editor will attempt to reserve enough Cart Players to play back the entire sequence exactly how it will appear on air. In the example above, Q-NXT is in Stand By mode so there is no problem with reserving the three Cart Players needed to review the link. As soon as the Cart Players are reserved, the sequence will start playing through the reserved Cart Players.

Manually Adjusting The Timings On Your Voice Link

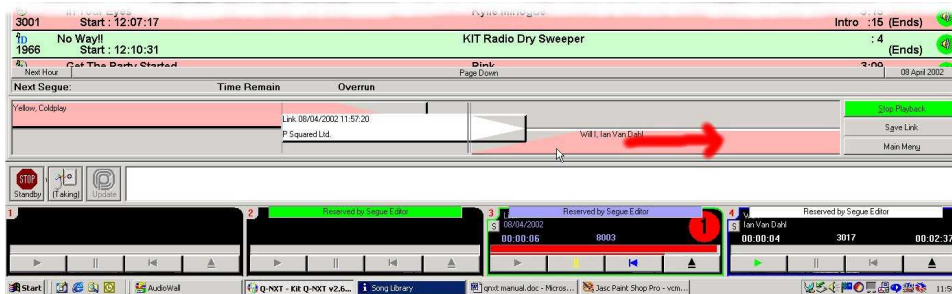
Once you have finished recording your voice link, you may want to ‘fiddle’ with the exact timings of each of the items that make up the link. Lets say for example, you recorded the perfect vocal link but you talks for just a second too long which meant the punch line to your joke crashed the Intro of the next song ruining the whole thing. Rather than have to rerecord the entire

link; you can use the Segue Window to ‘move’ either the vocal link or the song to get the timing perfect.



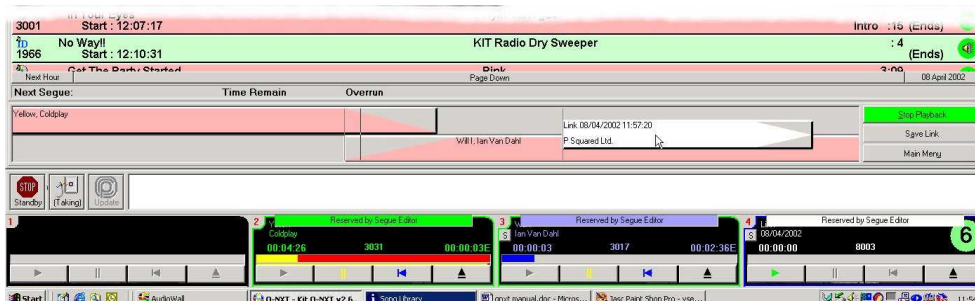
In the example above, a voice link has been recorded between Coldplay and Ian Van Dahl but when the link was reviewed, it was discovered that the vocal link just ‘crashed’ the end of the Intro of Ian Van Dahl.

This is easily fixed by using the left mouse button to click on the Ian Van Dahl item in the Segue Window and dragging it to the right to reposition the segue.



As soon as you release the mouse button, the segue is automatically loaded in to the reserved Cart Players so that you can listen to the changes in timing that you have just made. If you are happy with the new segue then click on the **Save Link** button. Q-NXT will now use your new segue timings when it comes to play it ‘live on air’.

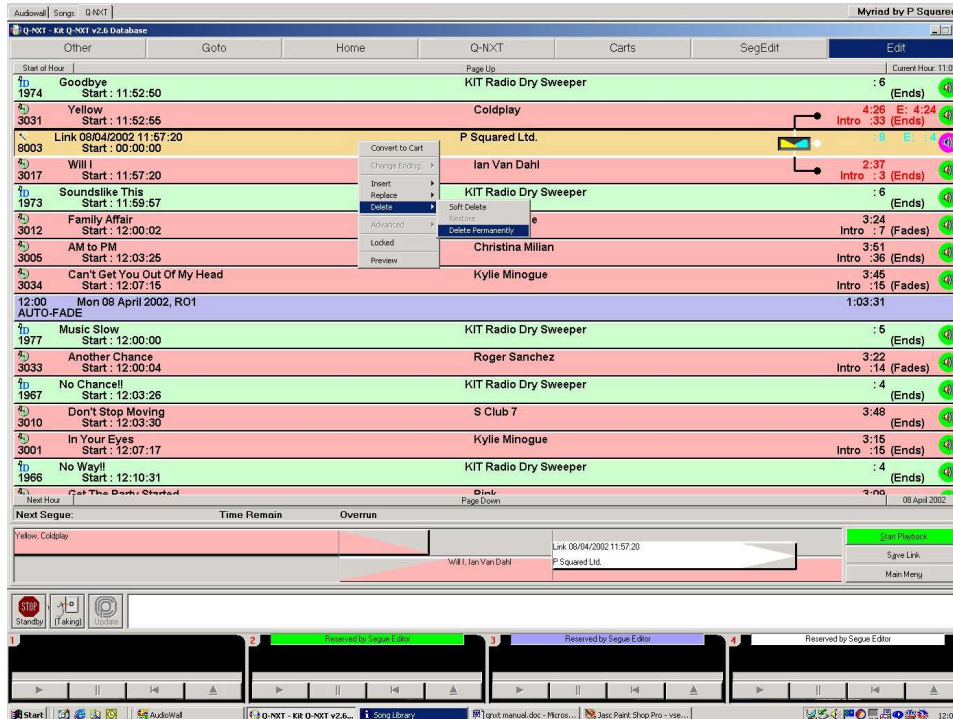
You can also use the same method to move the voice link itself, even moving completely out of the end of the first item if you desire.



Feel free to experiment with this feature to get the desired effect. If you want to abandon the segue edit, simply click elsewhere on the Q-NXT Log or use the up and down cursors to move up or down. Changes you have made will not be saved unless you click on Save Link.

Removing A Voice Link From The Q -NXT Log

As well as adjusting the timing for a voice link, you may want to remove the link altogether. This can be done in both Voice / Segue Edit mode or a Q-NXT's normal mode by right clicking on the actual voice link and selected **Delete Permanently** from the **Delete** sub menu.



You will then be asked if you want to delete the actual Voice Link Cart from the Audio Wall itself.



If you click on Yes then the Voice Link Cart will automatically be deleted from the Audio Wall. If you say No then the Cart will be left on the Audio Wall for future use.

Inserting A Cart As A Voice Link

The Voice / Segue Edit mode in Q-NXT is designed exclusively for recording voice links in to your automated programming, however, if you have some generic dry voice links recorded on to your Audio Wall as Carts, you can insert them as normal Carts in the normal way (see Adding Carts to the Q-NXT Log), then right click on the Cart and select the **Convert To Link** option.

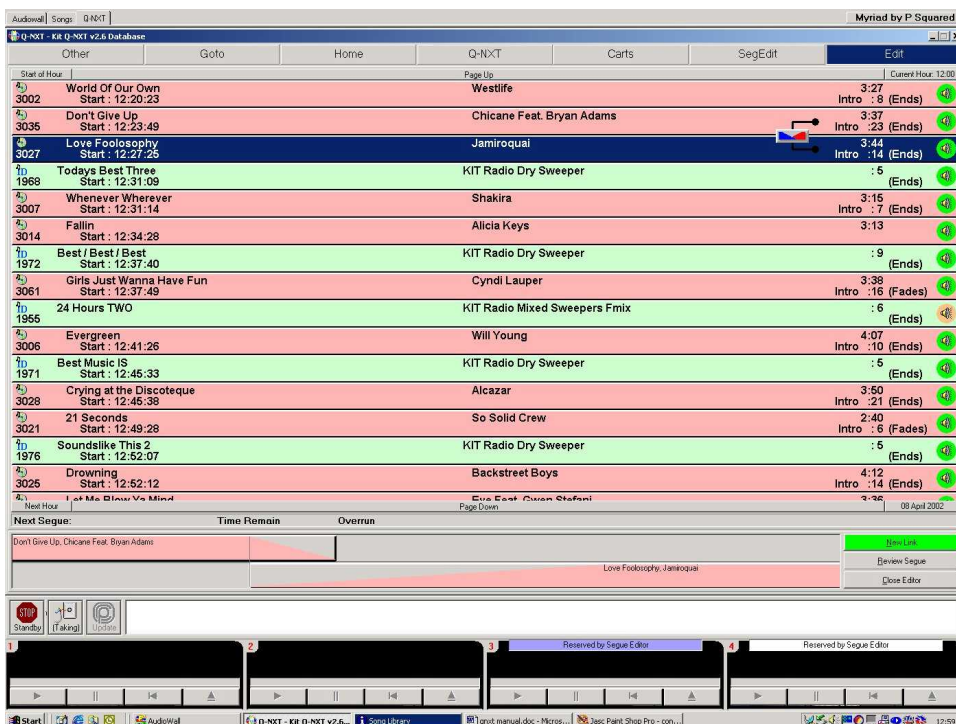


In the example above, the Carts button was used to open the Cart Browser, which in turn was used to drag a Cart in to the Q-NXT Log. We then right clicked on the Cart and selected Convert To Link from the right click menu. The colour of the item will then turn to the voice link colour (white as default but this can be configured) and automatically inserted over the end of the last track and the Intro of the next song. You could also use the Segue Window to further position the freshly inserted link.

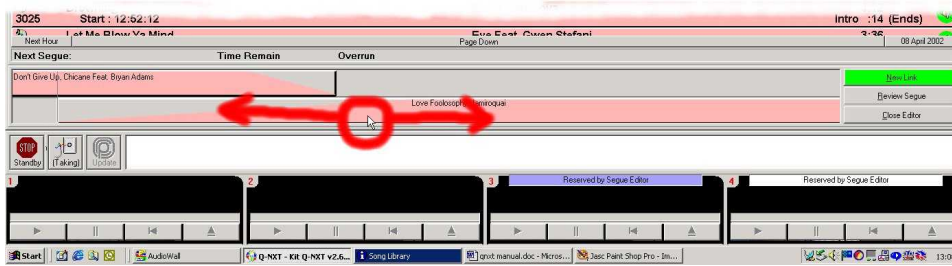
Adjusting The Segues Between Songs In Automation

You can use the Segue Window in Voice Segue Edit mode to manually adjust the segue between any two items listed in the Q-NXT Log. Q-NXT will then use the new segue timings when it comes to play the items (assuming it does perform the segue and you don't do it manually) instead of using the standard Cart Extro points that it would normally use. The updated segue timings appear in the log as red text and applies only to that specific segue, it will not have any affect on the future use of either item in question.

To manually adjust a segue between two items, click on the **SegEdit** button to switch to Voice / Segue Edit mode. Once in this mode, as you move around the Q-NXT Log, a visual representation of each segue is displayed in the Segue Window which is located directly below the Q-NXT Log.



You can adjust the segue between the two items shown in the Segue Window but using the left mouse button to click and drag each item in the Segue Window.



As soon as you release the items that you have been dragging, the segue is loaded up in to the reserved Cart Players and played back so you can see how your new segue will sound. If you are happy with the changes, you must click on **Save Link** to save them.

Using Voice / Segue Edit During A Live Show

You can use the Voice / Segue Editor while you are presenting a 'live show' from the same machine although there are a couple of things that you should be aware of.

The first thing you must bear in mind is that Voice / Segue mode requires some Cart Players so that you can edit segues and hear the audio on Carts while you are recording your link. When you click on the SegEdit button to enter Voice / Segue Edit mode, depending on what is highlighted at the time (see below), two to three Cart Players are reserved. These Reserved Cart Players are used exclusively for recording voice links and adjusting segues, Q-NXT will not attempt to use them to play out anything from the Q-NXT Log. This means that the first thing you will need to do is to pull the fader down on the corresponding channels on your mixing desk.

You can now record a voice link in the normal way with the playback of the end of the last track and the start of the next track being played in the Reserved Cart Players.

Once you have finished recording your voice link, the system will attempt to reserve a third Cart Player to allow you to review the link you have just recorded. If you have five or more Cart Players or if you are in Stand By mode then this will be fine. If however, you have four or less Cart Players and are in any of the Active playout modes then the system will not reserve the third Cart Player because it would not leave the minimum two Cart Players needed for Q-NXT to function. In this case, if you review a voice link, Voice / Segue will attempt to play the link as best it can with two Cart Players but it will not be a true reflection of how it will sound live on air.

Many modern Myriad systems get around this problem by enabling a fifth Cart Player that uses the same sound card output as the fourth Cart Player (Windows 2000 only) and restricting Q-NXT from using this Cart Player for general playback. This provides enough Cart Players for reviewing voice links whilst maintaining 'live' Q-NXT output. These restrictions are not relevant on a machine while it is in Stand By playout mode.

Q-NXT Settings

Although most users will never need to alter any of the general setting of Q-NXT, Users that have the appropriate access rights can get to the Q-NXT settings via the **Others** menu, selecting **Advanced** and selecting **Q-NXT Settings**.



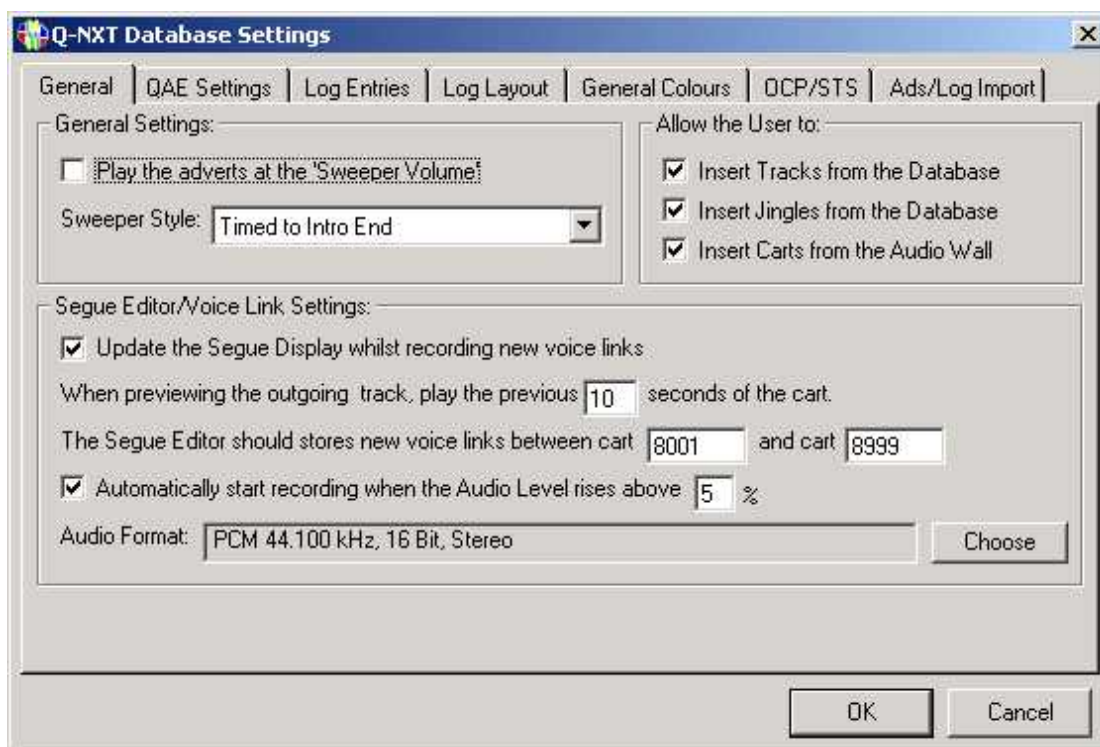
This will open the Q-NXT Settings window, which allows you to adjust a number of options in Q-NXT.

The majority of the settings found in the Q-NXT Settings window will take affect from the next segue that Q-NXT performs although there are a couple of exceptions and these will be explained as we meet them.

The settings that you change in Q-NXT Settings are stored in the actual Q-NXT database along with the actual scheduled Q-NXT Log. This means that changes that you make from any Q-NXT machine with accessing the same database will take immediate effect across you Myriad system.

General

The General tab of Q-NXT Settings covers many of the general Q-NXT settings, affecting the way the system works.



Play The Adverts At The 'Sweeper Volume'

Myriad has two different ways of playing out 'sweepers'. The first mode will dynamically 'duck' the volume on songs while a 'sweeper' Cart is playing. The second is for all songs and jingles to be played at one volume and all 'sweepers' and voice links to be played at another (higher) volume. If this method of 'sweeping' is selected (see Audio Playback, Playback Settings) then you also have the option of having adverts played back at the higher 'sweeper' volume. This option is off by default.

Sweeper Style

The **Sweeper Style** option allows you to tell Q-NXT how it should deal with 'sweepers' when it encounters them. There are 3 options available from the drop down list.

Timed to Intro end

If this option is selected, Q-NXT will start 'sweepers' so that their end coincides with the end of the Intro of the song. These are sometimes referred to as power intros. Q-NXT will check to see that the 'sweeper' will actually fit into the Intro of the song; if it will not fit then it will play the 'sweeper' dry before playing the song.

Start at Intro start

This option will start the 'sweeper' at the same time as the song unless the 'sweeper' length is longer than the length of the Intro of the song being 'swept' into. If this is the case then Q-NXT will play the 'sweeper' dry before starting the song.

Dry

The Dry option will play all 'sweepers' dry and never overlap 'sweepers' over the Intro's of songs.

Allow Users to: Insert Tracks from the Database

This option allows a User to insert new entries into the Q-NXT log from a list of all the songs in the AutoTrack database. This database list is sent to Q-NXT from AutoTrack by using the **Update Info** button (see AutoTrack documentation for more information) and is effectively a list of all the tracks in the AutoTrack database. This option will allow the User to choose from an alphabetical list of songs or search for an artist or song name. Third party music scheduling system users (such as Selector™ users) should disable this option.

Allow Users to: Insert Jingles from Database

This option works the same way as the option above by letting the User select a Jingle from a list of all the Jingles stored in the AutoTrack database. Again, this is not maintained in real time and should be updated regularly by use of the **Update Information** button in AutoTrack. Again, Selector™ users should disable this option.

Allow Users to: Insert Carts from the Audio Wall

Finally, the **Allow Users to Insert Carts from the Audio Wall** option allows you to specify whether or not the User can insert entries into the Q-NXT log from the Myriad Audio Wall. This also affects 'drag n drop' from the Audio Wall (on dual screen systems) and the Cart Browser (Carts) in Q-NXT.

Segue Editor / Voice Link Settings

As the name suggests, the settings in the Segue Editor / Voice Link section of the General tab allows you to adjust the settings specifically for Q-NXT when it is in Voice / Segue Edit mode.

Update The Segue Display While Recording New Voice Links

When this option is ticked, a visual representation of the voice link that is being recorded is superimposed in 'real time' over the original segue as a voice link is recorded.

This option can be turned off on slower machines to allow the computer to concentrate on recording the voice link although the default is for the option to be ticked.

When Previewing The Outgoing Track, Play The Previous XX Seconds Of That Cart

As the name suggests, this setting allows you to set how many seconds of the end of the previous track you hear when recording a voice link.

Voice Links Should Store Carts Between Cart XXXX and Cart XXXX

Voice links are automatically stored on the Audio Wall as Carts so that they can be played back later in the Q-NXT Log. This option allows you to specify the area of the Audio Wall that the voice links will be recorded.

It is recommended that you select an area of the Audio Wall that is not in general use by any other P Squared products or in regular use by presenters. The voice links will automatically be recorded in to the lowest empty Cart in the specified range but voice links will not automatically be deleted and you will not be able to record more voice links once the range is full so make sure the range is sufficiently large to allow you record all the voice links you need between manually clearing out the 'used' Cart by deleting them.

Automatically Start Recording When The Audio Level Rises Above XX %

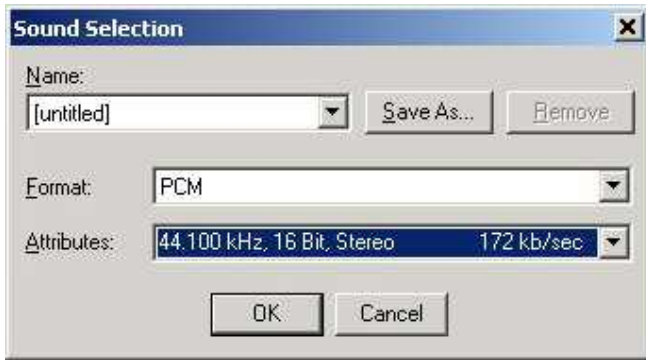
When recording voice links using the Voice / Segue Editor, you can either opt to manually start recording your voice link (by pressing the *Space Bar*) or have the system automatically start recording as soon as you start to speak in to the microphone. This option is the default and the preferred option because when the link is played back by Q-NXT in automation, Q-NXT 'ducks' the audio level on the songs around the link starting at the beginning of the voice recording. It is therefore desirable to start to actually speak as close to the beginning of the recording as possible to get the best effect.

Ticking the Automatically Start Recording option minimises the problem by making the system 'listen' to the incoming audio level and then start recording as soon as it hears it. The percentage setting allows you to set a threshold that the incoming audio level must reach before recording is started. This allows you to set the threshold above background noise or cross talk ensuring that it only starts recording when the presenter speaks.

Unfortunately, there is not really a recommended threshold setting as it depends on your audio set up. The best option is to stick with the default of 25% and only change it if you have a problem.

Audio Format

The final setting in the Segue Editor / Voice Link Settings section is the **Audio Format** option which allows you to select the audio format and quality that your recorded voice links are recorded at. To select the Audio Format that you want to use, click on the Choose button.



From this window, you can select whether you want the records to be linear (PCM) or compressed (IMA ADPCM etc) using the Format drop down menu, you can also select the recording quality by using the Attributes drop down menu.

Once you have the format and quality that you like, click on the OK button.

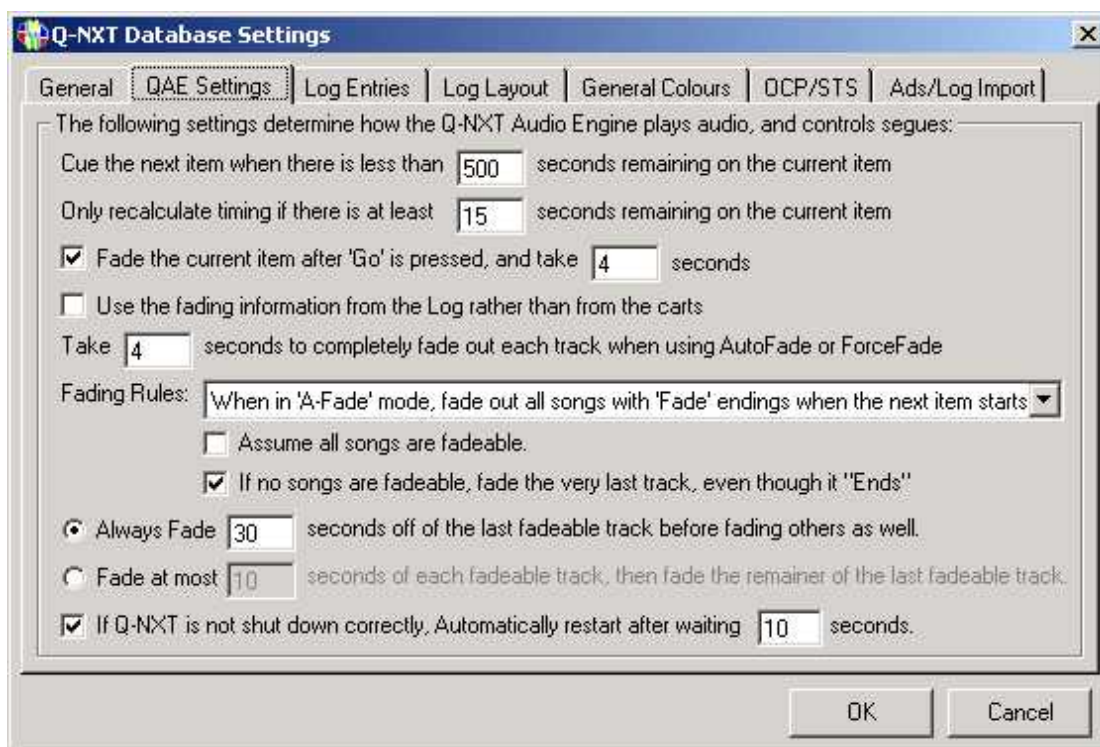
N.B. This Audio Format window allows you to select any of the formats and qualities that are available to windows but not all are suitable for voice links and not all will work with Myriad. We suggest you stick to the setting listed below.

Linear	PCM
Compressed	IMA ADPCM
Qualities	44.100 KHz 16 Bit Stereo (CD Quality)
	44.100 KHz 16 Bit Mono (CD Quality Mono – saves space)
	22.050 KHz 16 Bit Mono (AM Quality Mono – saves more space)

Using other formats or qualities is done at your own risk but feel free to experiment as other formats and qualities do work.

QAE Settings

QAE stands for Q-NXT Audio Engine, which is the engine that runs Q-NXT, deciding what songs to fade, how to 'sweep' a 'sweeper' and how to play audio in general. For the most part, the QAE requires very little input from the User but there are a few settings that can be changed in the QAE Settings tab of Q-NXT Settings.



Cue The Next Item When There Is Less Than XX Sec Remaining...

Q-NXT will always cue up the next item in the Q-NXT Log before it actually needs to play it to allow it to do smooth segues. How far in advance it loads the next item is determined by this setting by entering the time in seconds. The default is 20 seconds although many stations set this a lot higher so that presenters can end songs earlier.

The presenter will still have several options for manually cueing the next item and even once an item has been cued, it can still be replaced or removed right up until two seconds before it is due to be played at which point it becomes Locked which is indicated with a small padlock icon.



Only Calculate Fading If There Is At Least XX Seconds Remaining...

Q-NXT has the ability to manipulate an automated hour to ensure that it ends exactly at a specified time. This is most commonly used for hitting the top of the hour to take an external news service such as IRN. It does this by going through the hour and adding all the remaining audio together until the next absolute time marker. This is then compared to how long is left until the next absolute time marker and the excess audio is disposed of, by dropping some songs and fading other songs early. The QAE performs this calculation at every single segue where the next item's duration is longer than the time in seconds specified in this setting.

In the example screen shot, the setting is set to 15 seconds which means that the QAE will be recalculated to make sure that it has all the timings right whenever a segue occurs into an item longer than 15 seconds.

This setting is primarily there so that you can decrease the amount of times in an hour that the QAE recalculates the fading on a slower machine, by increasing the time and therefore reducing the likelihood that it will recalculate on any segues other than going from a song to a song.

Fade The Current Item After 'Q-NXT Go' Is Pressed And Take XX Seconds

If you tick this item then whenever you manually segue from one item in the Q-NXT Log to the next (using Q-NXT Go, Space Bar, or Fader Starts) it will automatically fade out the previous item. You can also specify the time period that the previous item is faded out over by adjusting the XX seconds setting.

If you do not have this option ticked, when you manually start the next item, the previous will continue to play at the normal volume until it reaches the end of the Cart, it is assumed that you will control the volume using the fader on your mixing desk and manually ejecting the Cart when you have finished.

The default is for this option to be ticked and for the fade to over 4 seconds.

Use The Fading Information From The Log Rather Than The Carts

To work effectively, Q-NXT needs to know whether each item in the Q-NXT Log comes to an abrupt end (Ends) or slowly fades out over a few seconds (Fades). This information is usually stored on each individual Cart on the Audio Wall and Q-NXT checks this information as it plays it but, if you tick this option, Q-NXT will not look on the Audio Wall but rather take the information about how the item end from the log that is generated by the music scheduling program (AutoTrack, Selector etc).

The default for this option is to be left unchecked.

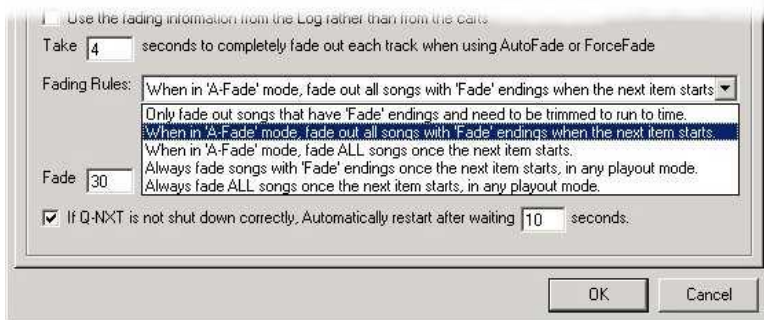
Take XX Seconds To Completely Fade Out Each Track When Using AutoFade or ForceFade

This setting tells the system how long to take to Autofade tracks that it is fading early to hit an absolute time marker. If you set this to 4 seconds, for example, the songs that are

faded out automatically by the system will fade out over a period of 4 seconds. The longer this setting is set to, the longer the fade (and therefore the cross fade) and the 'looser' the mix will sound. On the other hand, if you set this setting shorter then the mix will sound very abrupt and forced. The default setting is 4 seconds, which has proven to be a good compromise between the two.

Fading Rules

The Fading Rules section of QAE Settings allows you to set the way in which Q-NXT deal with the segues that it performs.



The options available from the drop down list are as follows.

Only Fade Out Songs That Have 'Fade' Endings And Need To Be Trimmed To Run To Time

If you select the first option in the drop down list then Q-NXT will only fade out the volume on the previous song if that song is marked as having a 'Fade' ending on the Cart itself (or in the log generated by the music scheduler) and the system has determined that it needs to fade the item early in order to hit an Absolute Time Marker. Experienced Myriad users may recognise this option as AutoFade only from previous versions.

When In A-Fade Mode, Fade Out All Songs With 'Fade' Endings When The Next Item Starts

The second option will cause Q-NXT to fade out the volume on every song in the Q-NXT Log that has a 'Fade Ending' as it starts the next song in the log but only when it is in A-Fade playout mode.

This option is the default setting in Q-NXT.

When In A-Fade Mode, Fade ALL Songs Once The Next Item Starts

This option will force Q-NXT to fade out every song in the Q-NXT Log as the next is started but only when in A-Fade mode.

Always Fade Songs With 'Fade' Endings Once The Next Item Starts, In Any Playout Mode

With this Fading Rule selected, songs that have 'Fade Endings' will be faded out when the next songs starts regardless of the selected playout mode in Q-NXT.

Always Fade ALL Songs Once The Next Item Starts, In Any Playout Mode

This final mode will cause Q-NXT to fade out all songs once the next item has started regardless of what playout mode is selected.

Assume All Songs Are Fadeable

When an automated show is set to Run To Time in Q-NXT, the system will drop some songs and fade other songs early to make sure that it hits it's target time. Under normal circumstances, the QAE will only fade songs early that naturally end with a fadeout (according to the Cart, AutoTrack or your third party scheduling system), in this way, the impact on the listener should be minimised.

If you have not set whether songs 'Fade' or 'End' on the Audio Wall or in AutoTrack, or you are using a third party music scheduling system that does not include the information, then you may wish to enable this option. Once enabled, the QAE will fade any songs that it needs to early, to hit a time marker, regardless of whether or not the song fades or ends naturally. The exception is any songs that you have recorded a voice link in to or that you have edited the segue for, these will not be altered by Q-NXT.

The default for this option is not enabled.

If No Songs Are Fadeable, Fade The Very Last Track Even Though It 'Ends'

Enabling this option will allow the QAE to shave time off of the final song in the hour even if that particular song has a natural 'End' and thus would not be faded early under normal circumstances. Allowing this option increases the chances of an automated show running to time without seriously affecting the quality of the output. This option is on by default.

Always Fade XX seconds off of the last fadeable track before fading others...

As outlined above, the QAE will drop and fade songs throughout an hour to ensure that it hits any specified absolute time markers, but before it goes off and does all of the calculations (see above), it will see if it can just fade a 'chunk' off the last fadeable track in the hour. The amount that it will fade off the final fadeable track before looking elsewhere is set in this setting.

The default for this setting is 30 seconds.

Selecting this option disables the Fade At Most XX option and vice versa.

Fade At Most XX Seconds From Each Fadeable Track, Then The Remaining...

Alternatively, the Fade At Most XX Seconds From option instructs the QAE only fade the maximum stated amount from each fadeable song in the hour with the balance being faded from the last fadeable song in the hour. Say you set this to 10 seconds then up to 10 seconds will be faded from all the other fadeable songs in the hour with whatever additional time needed being faded from the final fadeable song.

Example: 2 minutes to get rid of with this option set to 10 seconds and there being 9 songs in the hour that are fadeable.

In this QAE would fade 10 seconds off each of the first 8 fadeable songs and 40 seconds off of the final fadeable song in the hour.

Selecting this option disables the Always Fade XX From The Last option. The default is 20 seconds.

If Q-NXT Is Not Shut Down Correctly, Automatically Restart After Waiting XX Seconds

Every time Q-NXT is switched into 'Active' mode, it sets an 'Active Flag' on the system to say that it has been activated. When it is put back in to 'Standby' mode, it clears the flag to say that it has been stopped correctly. If the PC reboots or the power to the PC is

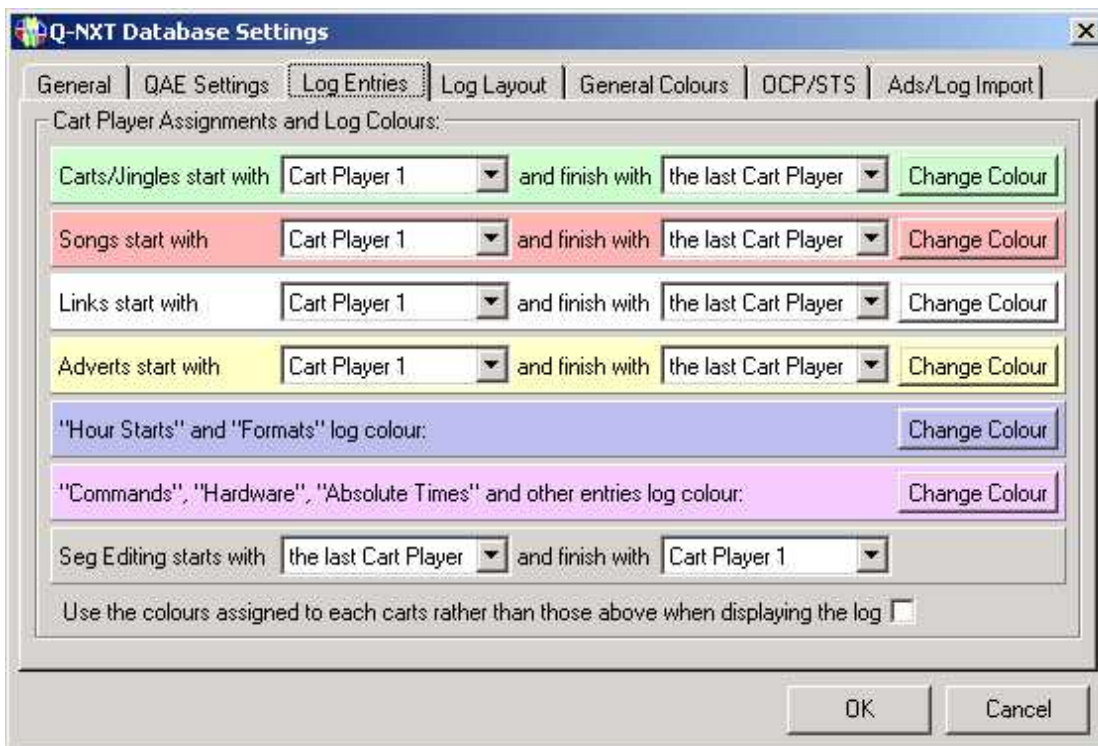
interrupted when in 'Active' mode then because Q-NXT has not had the chance to shut down properly the 'Active Flag' stays on. When Q-NXT does eventually restart, it checks to see if the 'Active Flag' is set, to determine if it was shut down correctly the last time it was used. If enabled, this option will act on this 'Active Flag' by searching through the Q-NXT log to find the entry closest in time to now, then putting a box on screen for XX seconds that gives the User the option to cancel before finally going back in to full automation.

This option is on by default with a delay of 10 seconds.

N.B. for this to protect against power failures, Q-NXT or Q-NXT Live must be in the Windows™ Startup Menu so that it is automatically run when the PC restarts.

Log Entries

The Log Entries tab deals with two important elements of Q-NXT. This first of these is setting the colours of the individual item types displayed in the Q-NXT Log. The second is to allow you to dictate a the range of Cart Players that certain types of items in the Q-NXT Log to allow you take Adverts to come out of a different set of Cart Players to Music etc.



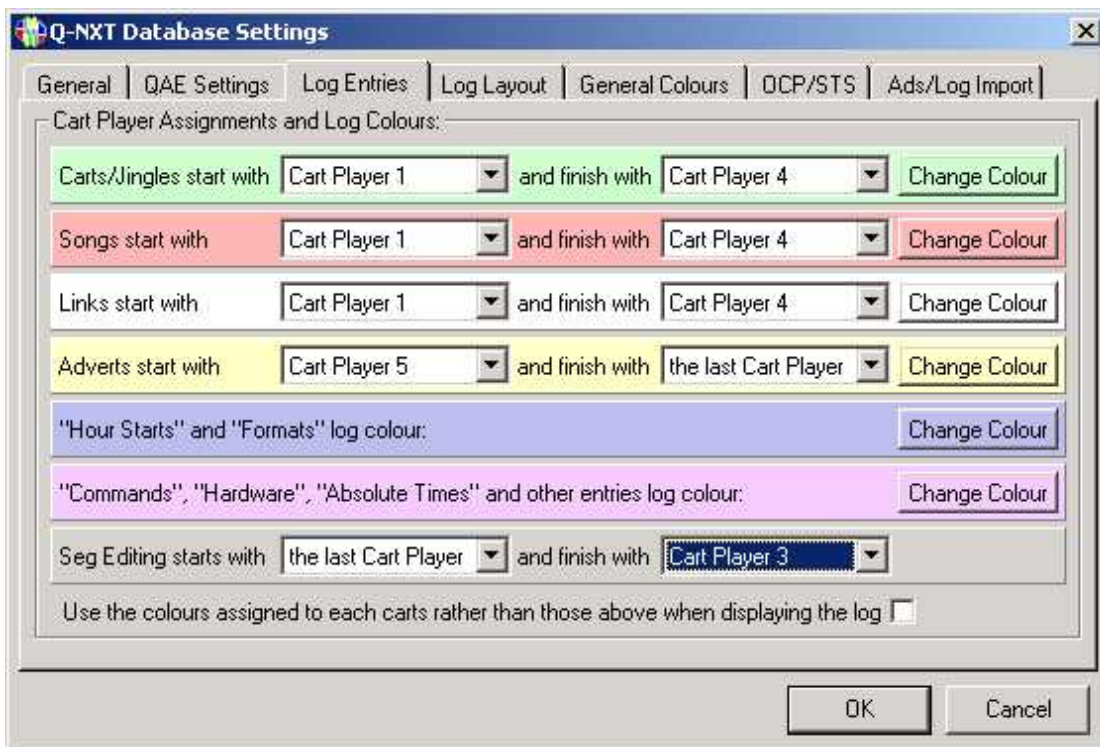
On this screen the different types of items available in Q-NXT are listed along the left hand side of the screen. Each item is on a colour-coded panel, which reflects the way it looks in the actual Q-NXT Log.

Next to the item name is a drop down list that allows you to select the first in a range of Cart Players that the specific type of item will use. To the right of this is another drop down list, which allows you to select the final Cart Player in the range for the items.

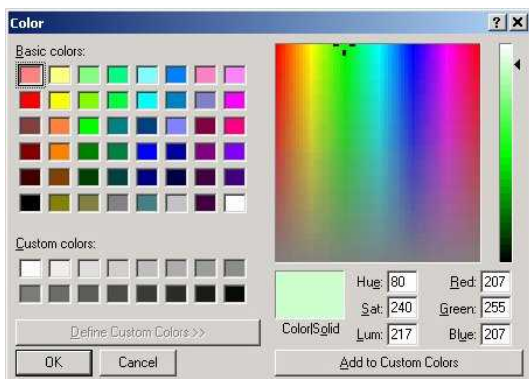
Finally, to the right hand side is a Change Colour button that allows you to change colour of the panel that the item appears on in the Q-NXT Log.

Example: Playing Songs And Adverts In Different Cart Players

Let say we want to make it so that Songs, Carts, and Vocal Links come out of the first four Cart Players on a six Cart Player system but the Adverts all come out of the top two Cart Players. We also need to set which Cart Players the Voice / Segue Editor reserves when you are editing segues or recording voice links. Lets say that in this example, we are happy for it to reserve as many Cart Players as it needs but want it to start at the highest Cart Player and work it's way down to Cart Player 1. In this example, we would have to set the following options.



Now lets say we wanted to change the colours of Songs in the Q-NXT Log, all we have to do is click on the Change Colour button and selected the new colour from the colour selector window.

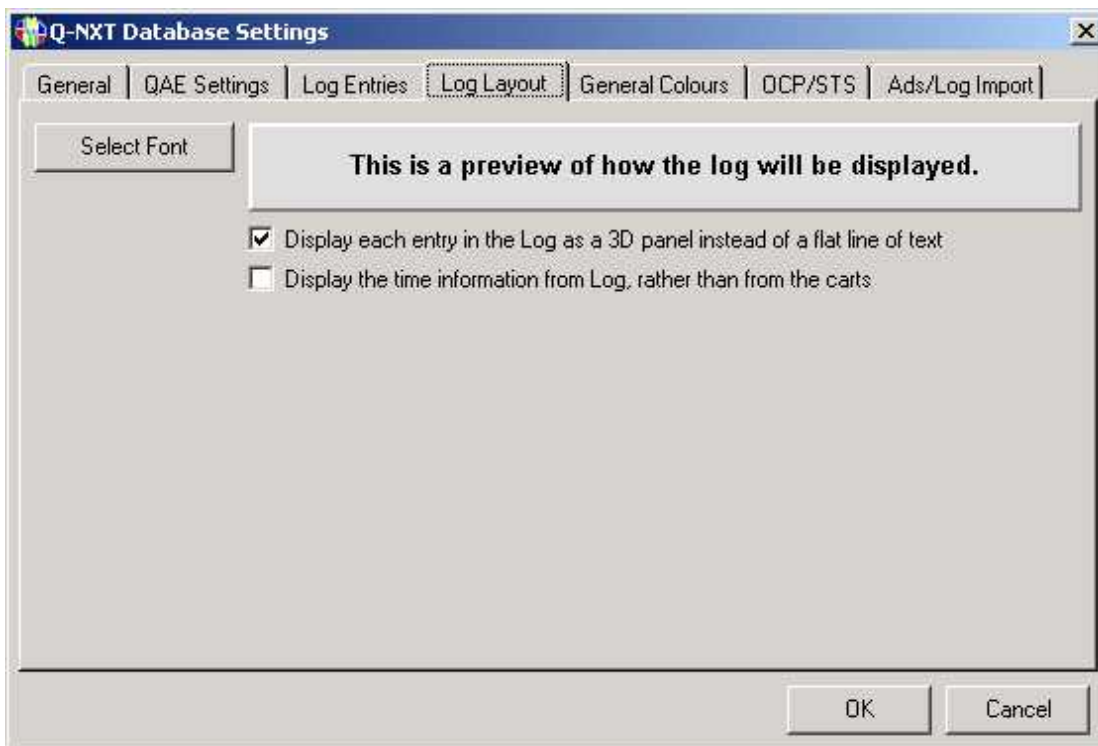


By default, all the colours in the Q-NXT Log are pastel shades that have been selected for their ease of use on the eye but please feel free to experiment. All of the items in Q-NXT will use the lowest Cart Player first and end with the highest Cart Player unless you change the default settings, the exception is the Voice / Segue Edit Cart Player range which defaults to the highest Cart Player and then works it's way down.

You can also set the system to display the colours for the individual Carts on the Audio Wall instead of default colours in the Q-NXT Log.

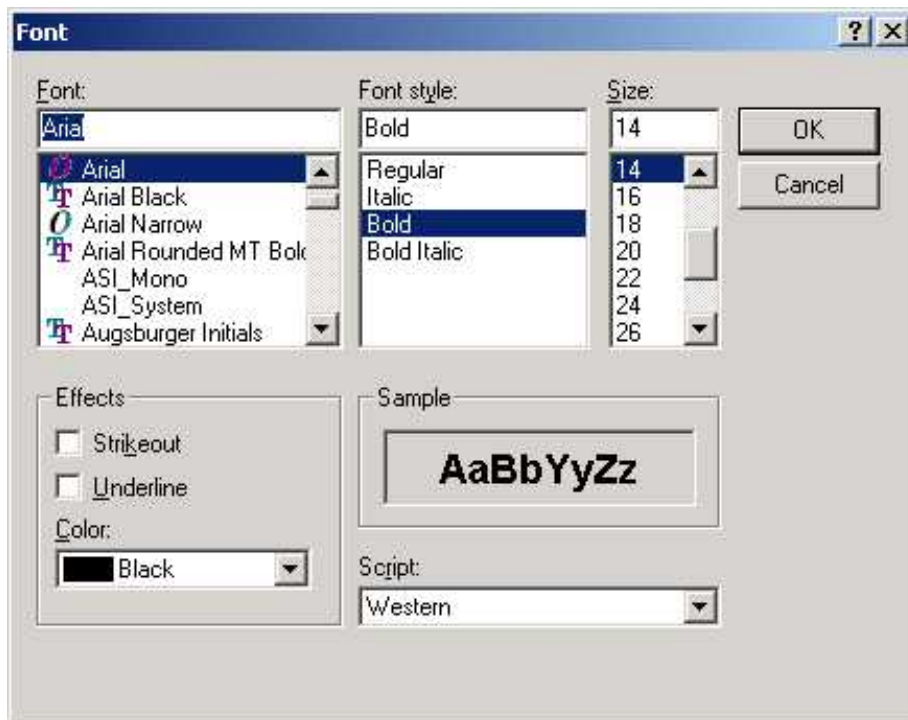
Log Layout

The Log Layout tab allows you to set the font size and style for the text that appears on the Q-NXT log. It also allows you to change the way items are displayed on the Q-NXT Log and where Q-NXT looks to get timing information on each item.



Select Font

You can select the font and font size for the text on the Q-NXT Log screen by clicking on the **Select Font** button.



The panel on the main Log Layout screen shows an example of what the selected font and size will look like in your Q-NXT Log.

Display Each Entry In The Log As A 3D Panel Instead Of A Flat Line

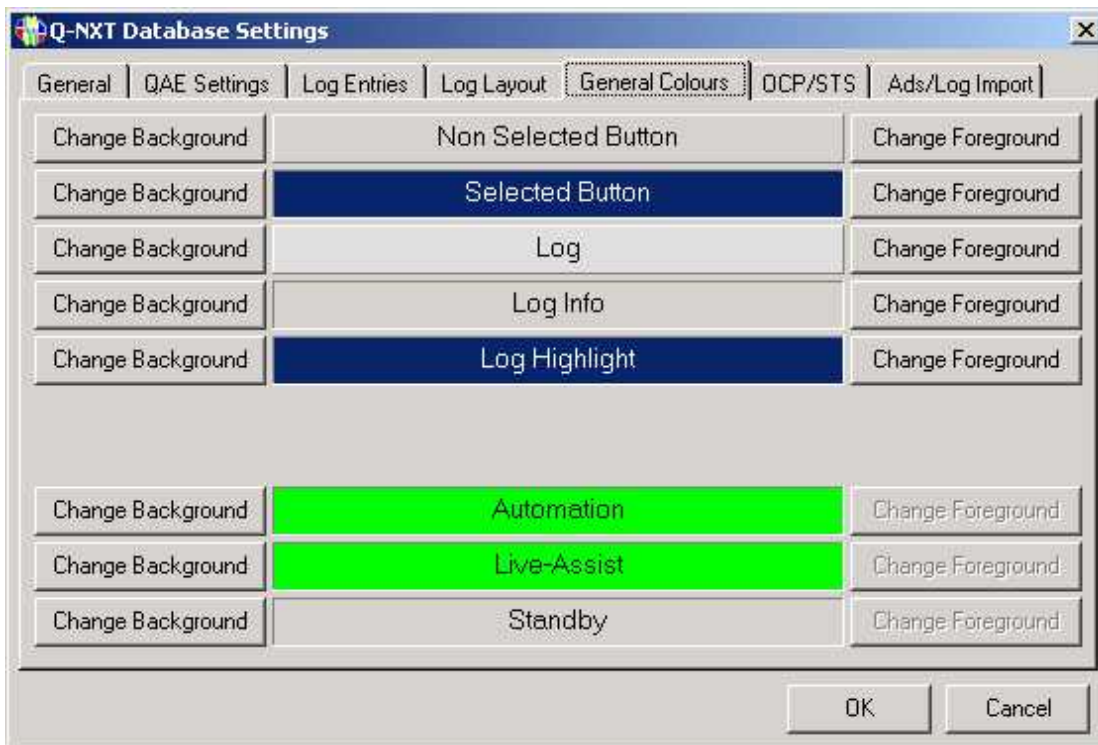
Older Myriad users will remember that previous versions of Q-NXT displayed the Q-NXT Log as a page of text with each item in the log displayed as a single line of text. Modern Myriad has a more graphically enhanced version of where items appear as 3D panels that contain far more information than the old 'single line' version. The down side is that you can get less of them on screen at any one time. The default for this option is 'ticked'; if you remove the tick then the Q-NXT Log will revert back to the older single line display mode.

Display the time information for Carts, instead of...

This option determines whether the item lengths that are displayed on the Q-NXT log are read directly from the Cart on the Audio Wall or from the information about the Cart length stored in the AutoTrack (or other third party music scheduler) database. The default setting is to use the Cart Lengths on the Audio Wall, as this will be accurate to the actual length of the Carts.

General Colours

The **General Colours** tab in Q-NXT Settings is concerned with the appearance of the Q-NXT Log screen in Myriad. It allows you to customise the background and text colours of a number of areas.



Non Selected Button

This option allows you to change the background and foreground (text) of the button bar at the top of the Q-NXT screen. This option affects the colours of the buttons that are not selected.

Selected Button

This option allows you to change the background and foreground (text) of the button bar at the top of the Q-NXT screen. This option affects the colours of the button that is selected.

Log

The **Log** option allows you to change the background and foreground (text) colour of the main Q-NXT Log (i.e. the bit where the songs, adverts and jingles are actually displayed).

Log Info

The **Log Info** option allows you to change the background and foreground (text) colour of the Log Info bar at the bottom of the Q-NXT Log that shows the Mix In Time and Overrun Information.

Log Highlight

The **Log Highlight** option allows you to set the colour of the bar that is used to highlight items in the Q-NXT log.

Automation

The **Automation** option allows you to alter the background colour for the Auto and A-Fade playout modes in Q-NXT. These are the colours that appear on the Playout Mode Button.

Live Assist

The **Live Assist** option allows you to set the background colour for the Playout Mode Button when it is in Live playout mode.

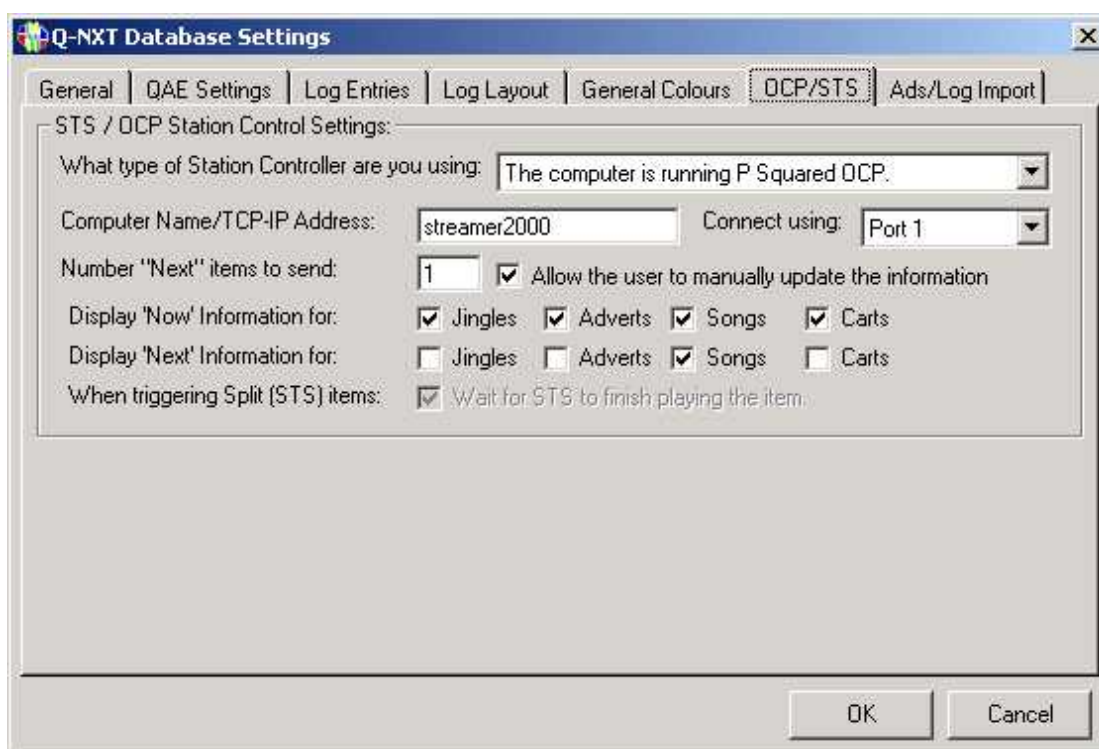
Stand By

Finally, the **Stand By** option allows you to set the background colour for the Playout Mode Button when in Stand By mode.

OCP / STS

The **OCP / STS** tab on Q-NXT Settings is concerned with Q-NXT communicating with the two external programs mentioned in the Station Control section of Q-NXT Setup. As explained earlier, there are two separate external programs that Q-NXT is designed to communicate with. The first is called Myriad STS (Split Transmission System) and is designed to run on one or more remote PCs to play advert breaks and station jingles at the request of Q-NXT. Stations that have multiple transmission chains, or stations that use central networked musical programming but locally branded jingles and adverts most commonly use this system. The second program is called the Online Content Processor (OCP) and its primary goal is to provide the outside world with additional information (such as text and pictures) in the form of web sites, WAP sites and DAB transmissions. The output that OCP generates is controlled directly by Q-NXT. For more details, see the Station Control in Myriad Config or the OCP Users Guide.

In either case, Q-NXT needs to be aware of the presence of these programs in order to pass the appropriate information on to each. This is done in the OCP / STS section of Q-NXT Settings.



What type of Station Controller are you using

The first thing that you must do is choose which of the two types of Station Controller programs you want Q-NXT to connect to. The options are as follows:

There is no computer to connect to

The first option is that there is no computer to connect to. If this option is selected then Q-NXT will not attempt to communicate with any external programs. If you

select this option then the rest of the settings in this section are disabled, as they will not be needed. This is the default setting.

This computer is running P Squared's OCP

This option tells Q-NXT that the computer it will try to communicate with will be running OCP for generating and sending additional multimedia information in a variety of formats.

This computer is running P Squared's Myriad STS

This option tells Q-NXT that the specified PC will be running Myriad STS so the appropriate information for split transmission advert breaks and jingles should be sent to it.

N.B. As implied by the nature of this drop down box, Q-NXT can only send to either OCP or STS but not both at the same time. Should you wish to do this then you should set your Q-NXT system to talk to the master STS system that in turn will talk to the OCP system passing on information from Q-NXT. You would also only connect to one STS system even though you may have several different Myriad STSs servicing different areas. This is known as the Master STS machine and this in turn relays Q-NXT's commands to any other Myriad STS systems on the network.

For more information on STS and OCP network topologies, please consult the individual product's documentation or a P Squared support engineer.

Computer Name / TCP-IP Address

Once you have decided what type of Station Control service you want to connect to, you must tell Q-NXT where it is so that it can send the information to the correct place. This is done in the form of a UNC computer name or a TCP-IP address. Both of these addresses are unique for each machine on your network so Q-NXT will always send information to the right PC and all other PCs on the network will ignore it. For more information on specific computer names and TCP-IP addresses on your network, you should consult your local network administrator or the Windows™ documentation on 'network names'.

Tip: The TCP-IP address 127.0.0.1 is special because it means 'the same address as this computer'. You should use this address if OCP is running on the same physical PC as Q-NXT. This is known as a loop-through TCP-IP address.

Connect Using: Port 1

Next the specific address; you can also specify a **Port Number** by selecting one from the drop down list. The Port Number system allows a single OCP system to accept data from several Q-NXT or STS systems at the same time. As long as each one has a unique Port Number then it can tell the difference between the data it receives from each. You must make sure that each Q-NXT or Myriad STS system that links to a central OCP program has a unique Port Number.

Number “Next” Items To Send

This option allows you to specify how many Q-NXT Log entries ahead of the current entry to send to OCP. The default is 1 which means that only the current and next items would be displayed on your website using OCP but if you wanted to list the next five items, you would have to change this setting to be 5 (and add in all the extra OCP information accordingly).

Allow the User to manually update information...

The **Allow the User to manually update information displayed by P Squared’s OCP** option places a new OCP button on the main Q-NXT status bar (next to **Active / Standby** and Station Control). If a User clicks on this button, they can manually type information that will be sent to OCP to be distributed to any Web, WAP or DAB services that OCP is responsible for. This information will override the information Q-NXT sends until the next data is sent by Q-NXT (usually at the next segue). If you do not tick this option then the User has no way of altering the information about current and next items displayed in Web, WAP or Dab services. This option is on by default if you enable OCP or STS station control.

Information Display Rules

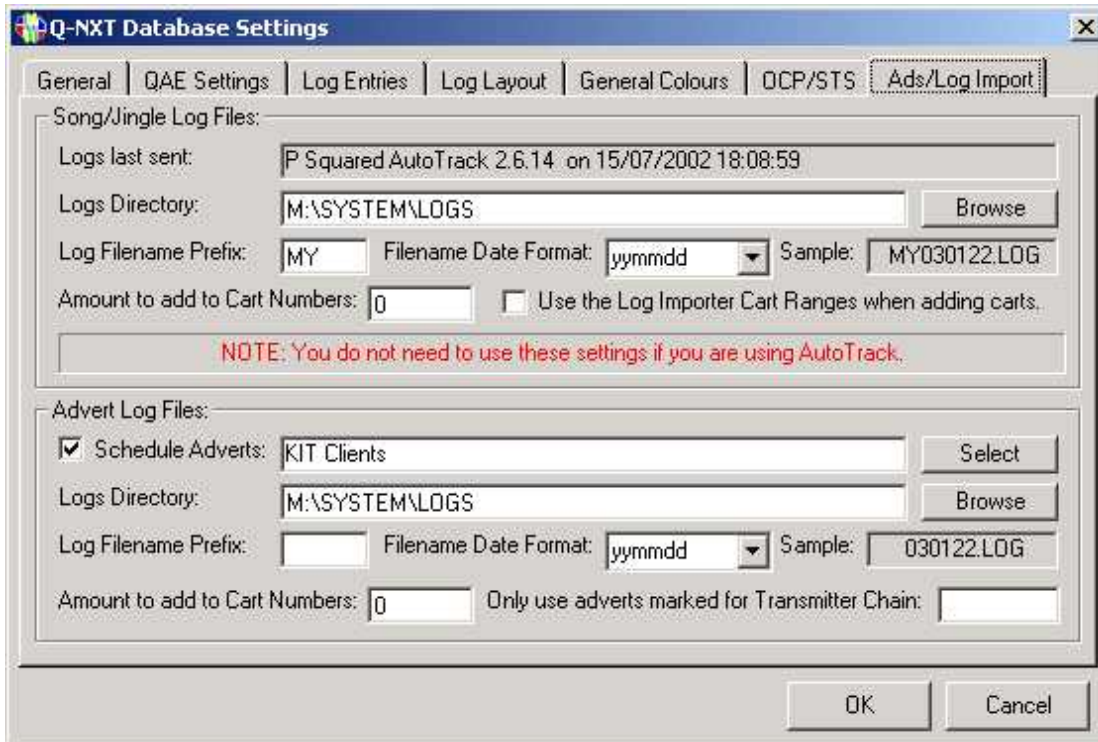
This final set of options allows you to tell the system whether to pass on information about what is currently playing, or coming next, for each of the types of entries you would typically have in your Q-NXT log. Let’s say for example, you want your web site to include information about songs, adverts and Carts that are currently playing but only send information about the next song, then you could do that by ticking the appropriate boxes in this section. Again, this has been largely superseded by OCP which includes a far more comprehensive and configurable set of rules for you to play with, however, if you choose to use the Web Output File then these options may come in very handy indeed.

When Playing Split STS Items

This option tells Myriad whether to wait for all Myriad Split Transmission Systems (Myriad STS systems) to complete their advert breaks and report back to Myriad before it continues with the Q-NXT log. If this option is not ticked then when Myriad comes across a split advert break in the log, it triggers it and then instantly moves on to the next item as if the split advert break did not exist. This is very useful if you are using Myriad to control remote STS systems that are not able to communicate back to Myriad (like satellite radio for example), this way Myriad can trigger local content on the remote machines and go on to play it’s own content of the same duration.

Ads / Log Import

The final tab on the Q-NXT Settings window is the **Ads / Log Import** tab which allows you to set up the information needed to import both music schedule and advert logs from a third party software vendor. You will not need to use these settings if you use AutoTrack by P Squared.



Song / Jingle Log Files

There are two sections, the first deals with the settings for importing a music log from a third party music scheduler such as Selector™ or Powergold™. Although you can alter these settings from inside Q-NXT it is recommended that you use the settings facility on the actual Log Manager which is used to import the logs.

Logs Directory

The Logs Directory setting allows you to select the folder and drive where the music scheduling system exports its log file to. To alter this setting, click on the Browse button.

Log Filename Prefix

The Log File Prefix allows you to set the prefix that log files are exported with from the third party music-scheduling program. A common file format for the exported log is to have a two-letter prefix followed by the date for the file so an example might be FM020411.log for a log file for the 11th of April 2002. In this case the Log Filename Prefix would have to be set to FM.

Filename Date Format

As mentioned above, the most common form of log file outputted from third party music scheduling systems has a file name prefix and the date of the log embedded in to the file name (e.g. FM020411.log for 11th of April 2002). This option allows you to change the date format that the import utility will use.

Amount To Add To Cart Numbers

The final option allows you to off-set the Cart Numbers that are listed in the log file generated by the third party music scheduler so that they match with the Cart Numbers in Myriad. Lets say that the music listed in your Selector™ system starts at one but your music starts on the Audio Wall at 3001 then by adding 300 to this settings, the numbers will tally up. This option is usually only needed if your are adopting a schedule database from another playout system, most of the time you would go through and add the correct Cart Numbers to each item in your music database.

Use Log Importer Cart Range When Add Carts

If you enable this option then when you drag Carts from the Audio Wall in to the Q-NXT Log, it will place them in the log as songs, jingles or sweepers based on the Cart range that are stored in the Log Importer settings section. This means that if your Log Importer is set up to treat all Carts between 3000 – 6000 as songs, any Cart dragged in to Q-NXT from that Cart range will be added as a song.

Advert Log Files

The bottom half of the screen is dedicated to the settings needed to import advert logs from the P Squared Advert Manager or from third party advert scheduling systems such as Broadnet™. Although you can alter these setting from inside Q-NXT it is recommended you use the settings facility on the Advert Manager itself.

Schedule Adverts

The first option is a tick box marked as **Schedule Adverts**. Ticking this option will instruct the Advert Manager to actually schedule the adverts in the database rather than just import a pre-scheduled advert log generated by a third party advert scheduler such as Broadnet™. Once this option is selected, the **Select** button becomes enabled which allows you to select the advert database that you want to schedule the adverts from.

Logs Directory

The Logs Directory setting allows you to specify the drive and directory where the advert log file is located. This option is only enabled if the Schedule Adverts option is not ticked as it is only used to locate advert log files that have been generated by a third party advert scheduler. To select the database you want to use, click on the **Browse** button and double click on the desired database.

Log Filename Prefix

The Log Filename Prefix allows you to set a text character prefix to the advert log file name. Typically, advert log files have a unique prefix and the date of the log embedded in the actual filename so an example might be AD110402.log for the adverts for the 11th of April 2002. In this example the Log Filename Prefix would have to be set to AD.

N.B. The overall filename format needs to tally with the filename format generated by your advert scheduling system.

File Date Format

As outlined in the Log Filename Prefix, advert log files usually include the date that the file covers in the actual filename and you have one file per day. The File Date Format allows you to select the format that this date follows.

N.B. This needs to tally with the date format used by your advert scheduling system.

Amount To Add To Cart Numbers

This option allows you to set an 'off set' on the numbers that come from the advert log generated by a third party advert scheduling system, and the adverts that are stored as Carts on the actual Audio Wall. If the first advert on your advert scheduling system is number one but the adverts start at 4001 on your Audio Wall then you would put 4000 in to this setting to make it work. It is common practice to put the correct Cart numbers in to your advert scheduling system in which case then this setting can be left blank.

Only Use Adverts Marked For Transmission Chain

The final setting is concerned with the use of Transmission Chains Codes, which are used by some third party advert scheduling systems when scheduling adverts for multiple transmission chains. For details on the use of transmission codes, please consult your advert scheduling system documentation.

Myriad Shortcut Keys

Audio Wall Keys

A Adds the highlighted Cart to the Pad
B Perform search for last 'Find Cart' Backwards across the Audio Wall
C Clear the Pad
D
E
F Find (search for) text in the Audio Wall
G Show **G**lobal Instant Carts
H Plays the **H**ook for the highlighted Cart on the Audio Wall (if there is one)
I Show / Hide the **I**ntant Carts
J Jump to a specified Cart number
K
L Show information about the **L**ast 5 plays of the highlighted Cart
M Move or Copy the highlighted Cart
N Perform search for last 'Find Cart' forwards (**N**ext) across the Audio Wall
O Loop items on the Pad
P Show / Hide the **P**ad
Q
R Start / Stop the Pad
S Stop / Start the Pad
T Refresh **T**ext display
U Display **U**sers Instant Carts
V
W
X
Y
Z
0 - 9 Fire the relevant Instant Carts
Alt + 0 – 9 Cue the relevant Instant Carts
Ctrl + 0 – 9 Adds highlighted Cart on Audio Wall to relevant Instant Cart
Shift + 0 – 9 Remove relevant Instant Carts
+ / - Select User Instant Cart Page
* Select Global Instant Carts from list.
Insert Open Edit Cart (twice for open audio editor)
Ctrl + DEL Delete the highlighted Cart from the Audio Wall
Cursors Scroll around the Audio Wall
Page Up/Down Jump around the Audio Wall a page at a time
Shift + Escape Close Myriad
Enter Cue highlighted Cart on Audio Wall into first free Cart Player
Space Bar Play highlighted Cart on Audio Wall in first free Cart Player
Ctrl + L Play the highlighted Cart on Audio Wall in first free Cart Player
Ctrl + U Cue highlighted Cart on Audio Wall in first free Cart Player
Ctrl + Q Q-NXT Go (fire next item) regardless of screen focus
Ctrl + Shift + Q Pre-cue next item in the Q-NXT log regardless of screen focus
Ctrl + S Toggle Voice / **Segue Editor** in Q-NXT regardless of screen focus
Ctrl + Space Bar Step through recording voice link in Voice / Segue Edit mode

Cart Player Controls (all screens)

F1 to F4 Play, Pause, Cue and Eject on Cart Player 1
F5 to F8 Play, Pause, Cue and Eject on Cart Player 2
F9 to F12 Play, Pause, Cue and Eject on Cart Player 3
Shift + F1 to F4 Play, Pause, Cue and Eject on Cart Player 4
Shift + F5 to F8 Play, Pause, Cue and Eject on Cart Player 5
Shift + F9 to F12 Play, Pause, Cue and Eject on Cart Player 6

Ctrl + F1 Rewind by 5 seconds on Cart Player 1
Ctrl + F3 Rewind to beginning and start playing on Cart Player 1
Ctrl + F4 Fast forward by 5 seconds on Cart Player 1

Ctrl + F5 Rewind by 5 seconds on Cart Player 2
Ctrl + F7 Rewind to beginning and start playing on Cart Player 2
Ctrl + F8 Fast forward by 5 seconds on Cart Player 2

Ctrl + F9 Rewind by 5 seconds on Cart Player 3
Ctrl + F11 Rewind to beginning and start playing on Cart Player 3
Ctrl + F12 Fast forward by 5 seconds on Cart Player 3

Shift Ctrl + F1 Rewind by 5 seconds on Cart Player 4
Shift Ctrl + F3 Rewind to beginning and start playing on Cart Player 4
Shift Ctrl + F4 Fast forward by 5 seconds on Cart Player 4

Shift Ctrl + F5 Rewind by 5 seconds on Cart Player 5
Shift Ctrl + F7 Rewind to beginning and start playing on Cart Player 5
Shift Ctrl + F8 Fast forward by 5 seconds on Cart Player 5

Shift Ctrl + F9 Rewind by 5 seconds on Cart Player 6
Shift Ctrl + F11 Rewind to beginning and start playing on Cart Player 6
Shift Ctrl + F12 Fast forward by 5 seconds on Cart Player 6

Alt + F3 Cue highlighted Cart on Audio Wall into Cart Player 1
Alt + F7 Cue highlighted Cart on Audio Wall into Cart Player 2
Alt + F9 Cue highlighted Cart on Audio Wall into Cart Player 3
Alt + Shift F3 Cue highlighted Cart on Audio Wall into Cart Player 4
Alt + Shift F7 Cue highlighted Cart on Audio Wall into Cart Player 5
Alt + Shift F9 Cue highlighted Cart on Audio Wall into Cart Player 6

Record Cart Controls (all screens)

Ctrl + Insert Start recording
Shift + F10 Pause recording
Shift + F9 Resume recording
Shift + F12 Stop recording and ask to save the Cart
Ctrl + Shift + F12 Stop recording and automatically save Cart
Alt + Shift + F12 Abandon recording

Q-NXT Screen Keys

Pause / Break toggle Q-NXT between Stand By / Live / Auto / Auto Fade
Space Bar Q-NXT Go (only when Q-NXT screen has focus)
Ctrl + Q Q-NXT Go (regardless of screen focus)
Ctrl + Shift + Q Pre-cue the next item in the Q-NXT log into a Cart Player
Left Cursor Move highlighted item on Q-NXT menu to left
Right Cursor Move highlighted item on Q-NXT menu to right
Up Cursor Move highlight bar up Q-NXT log
Down Cursor Move highlight bar up Q-NXT log
Ctrl + Up Cursor Move to start of current or previous hour in Q-NXT log
Ctrl + Down Cursor Move to start of next or previous hour in Q-NXT log
Home return to current item in Q-NXT log
Ctrl + S Toggle Voice / Segue Edit mode
Ctrl + Space Bar Walk through the steps of recording a voice link in V/S Edit
Ctrl + L Play the highlighted Cart on the Audio Wall in the first free Cart Player
Ctrl + U Cue the highlighted Cart on the Audio Wall in the first free Cart Player
Delete Soft delete the highlighted item from the Q-NXT log
T Refresh the Text information in Q-NXT
0 - 9 Fire the relevant Instant Carts
Alt + 0 - 9 Cue the relevant Instant Carts
Ctrl + 0 - 9 Adds highlighted Cart on Audio Wall to relevant Instant Cart
Shift + 0 - 9 Remove relevant Instant Carts
+ / - Select User Instant Cart Page
***** Select Global Instant Carts from list
Shift + Escape Quit Myriad

Songs Tab

Alt + S Search for a song
Ctrl + Q Q-NXT Go
Ctrl + S Toggle Voice / Segue mode in Q-NXT

Dealing With Daylight Saving Time Changes In Automated Programs

If you are using Myriad in a country that operates different time standards in Summer and Winter, then twice a year the clocks will either jump forward by an hour or repeat the same hour twice to switch between the two time standards.

In the UK, the winter months are covered by GMT while the summer months use BST which is an hour ahead of GMT. In practice this means that at the end of each March, the clocks jump from 1am to 2am on the last Sunday of the month and repeat the 1am hour on the last Sunday of October to switch back to GMT.

This has a number of implications for any station using Myriad to run automated programs particularly if the automated programming includes 'running to time' for external events such as satellite news.

Unfortunately, there are a number of factors that can influence when your Windows™ actually changes the time on your PC which means that it is very hard to predict the exact sequence of events and plan accordingly.

Before you get started, double click on the clock in the bottom right hand corner of the Windows™ start bar (or sys tray), click on the Time Zones tab and un-tick Automatically Adjust Clock For Daylight Saving.



The best thing to do in both of the time switches is to not attempt to 'run to time' or take any external timed events such as news for a couple of hours either side of the switch. That way, should Windows™, the Atomic Clock (a radio controlled clock used for accurately setting time) or the system bios disagree on exactly when to change the time or cause the time to jump around for a while (both of which we have seen in the past), Myriad should be just fine if you follow the following instructions.

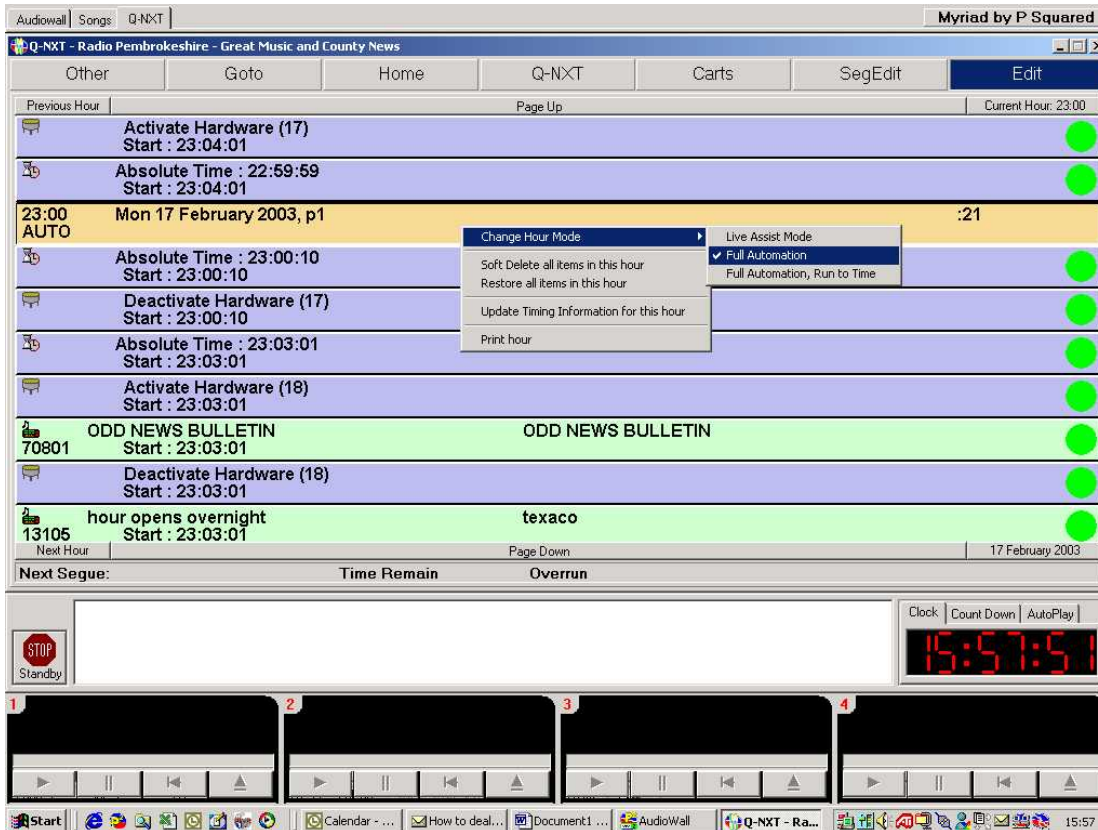
GMT to BST (E nd Of March) – Clocks Go Forward (less time in bed)

The time will jump forward by an hour at 2(ish) am effectively meaning that an hour of automated programming will be missed.

Of the two time changes, the clocks going forward is least likely have a serious affect on your automated output. If no action is taken, the system will run normally to around 2am and then the clock will jump forward to 3am. At this point, Myriad will believe that it is overrunning by 1 hour and will proceed to drop all the songs from the 2-3am hour. It can not drop jingles, promos, voice links or protected songs however, so these will play ensuring that the next news break is also missed.

The best way around this is to schedule as normal but once your log has been 'pushed' to Myriad, go in to the log on the Q-NXT screen and go to 1am on the morning of the time change.

Find the Hour Start marker for the 1am hour and right click on it. Expand the Change Hour Mode option and select Full Automation (not Full Automation, Run To Time) from the list. This tells Myriad not to attempt to back time this hour of automation.



Next click on the Next Hour button which will jump you on to the next Hour Start marker (2am) and repeat the above process to switch that hour to Full Automation mode also.

Repeat one more time with the 3am hour.

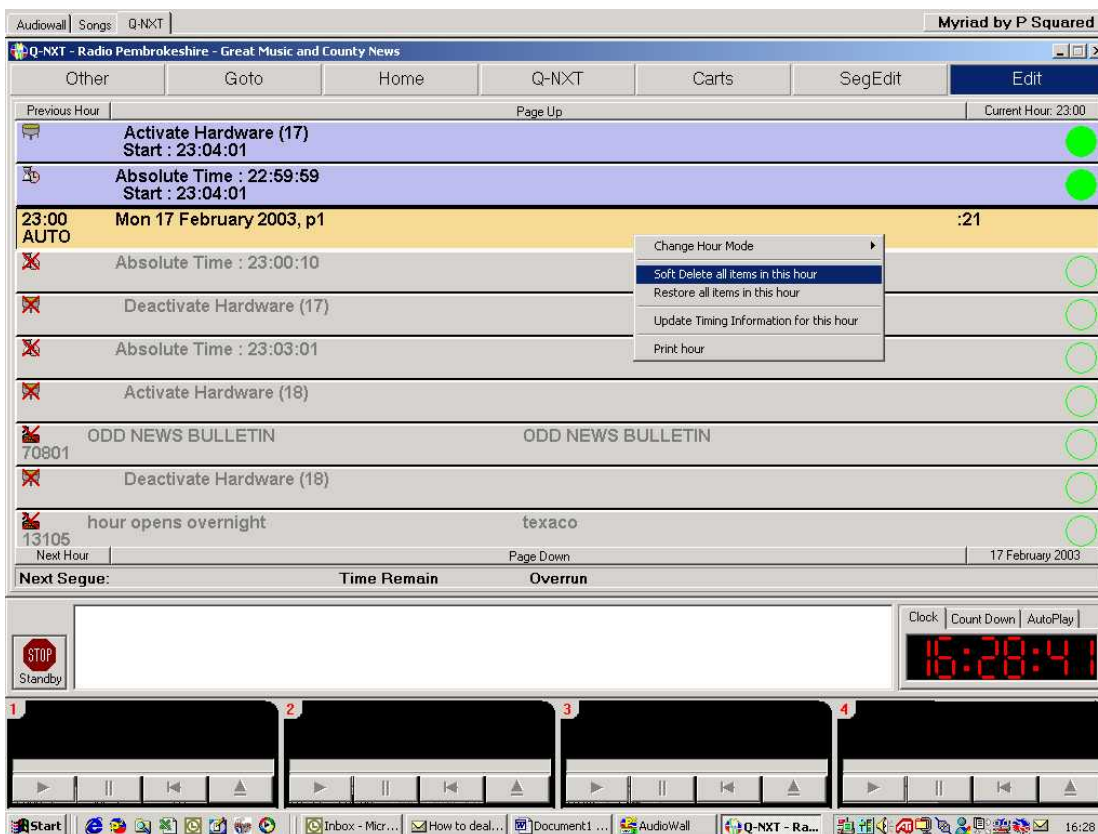
Myriad will now not attempt to 'run to time' between 1am and 4am which should easily cover the time change. But the commands to switch IRN are still in the log so unless we take them out, then news will still be switched on but at the wrong time.

Go back to the start of the 1am hour and then go back in to the end of the 12am hour and find the hardware event that switches on the news. Right click on this item and select Delete > Permanently Delete from the menu. If you do not do this then the news will be switched on at the end of the 12am hour and not switched off again until 4am.

Now scroll down the hardware event at the beginning of the 1am hour and remove it in the same way. Repeat for all the hardware events between 1am and 4am to ensure that during this time, Myriad does not attempt to switch any external hardware.

Tip: Use the Start Hour / Next Hour buttons to jump to the Hour Start markers for each hour.

We should now not have any hardware events from just before 1am through until 4am and Myriad will not attempt to alter these hours to run to time, but we still have an hours too much programming so the final thing that we need to do is to go the start of the 2am hour and remove all of the music, jingles, voice links and promos for the hour. You can do this by right clicking on each item in the hour and selecting Delete from the right click menu. You could also click on the item type icon (left hand side picture icon) for each item to soft delete it (a red cross appear through the icon and the item turns grey) but the simplest way is to right click on the Hour Start marker for 2am and select Soft Delete All Items In Hour from the menu.



This will soft delete each item in the 2am to 3am hour.

That's it, you are now ready for the clocks going forward. It is a bit of work but at least it only happens twice a year.

You could also achieve the above by adjusting the clocks in AutoTrack™ or Selector™ accordingly but then you would have to make sure that you altered them back before the following weekend.

If you do not take an automated news feed overnight then you may prefer to switch off daylight savings in Windows™, unplug your radio clock and let Myriad run normally, blissfully unaware of the injustices of a world where you get an hour less in bed just so the farmers can get the tractors out on the roads extra early to hold up even more people.

BST to GMT (End Of October) – Clocks Go Back (more time in bed)

As the autumn nights pull in and the leaves start to fall from the trees, the demise of summer is sweetened a little by the magic weekend at the end of October where BST switches back to GMT and you get a full extra hour in bed.

But, the cosmos must balance. For every right there is a wrong, for every ying, there is a yang and while you are tucked up in bed dreaming of a Utopian society where dog and sheep work hand in hand and marmalade is freely available on the NHS, your poor Myriad system has had it's hardest night of the year and without your help, may be on the verge of a nervous break down.

You see, the clocks going back is the hardest situation for Myriad to deal with effectively so it is best for us to make it as easy on the system as possible by taking the following steps.

As with the change from GMT to BST (above) it is not really practical to take external news feeds during the time change period as Windows™, the PC bios and Atomic Clocks do not always agree on when exactly the time change occurs so it is best to give it a wide berth and assume that you will not take news from 1am to 4am. That way you can be sure that all the changes have occurred and the system is back on track by the time your early shift arrives.

The first thing to do is to go to the Hour Start marker for each hour (1am – 3am) and use the right click menu to change the Playout Mode to Full Automation (not Full Automation, Run To Time). This tells Myriad to ignore the time markers in each hour. The reason we only do 1am, 2am and 3am is that this will take us to 3:59am and the 4 am hour wants to run normally so we leave it alone.

Tip: You can use the Start Hour / Next Hour buttons to jump to the next Hour Start marker without having to scroll through the log.

The next thing that we need to do is to remove the Hardware Events between 1am and 4am to stop Myriad switching any external sources such as satellite news. To do this, go back to the 1am Hour Start marker and then scroll back in to the end of the 12am hour and right click on the Hardware Event that switches the news on just before 1 o'clock. Select Delete Permanently from the right click menu to remove the hardware item. This is important because if you remove the Hardware Event that turns that news off after the 1 o'clock break but do not remove the Hardware Item that turns it on then the news may well be stock on for several hours.

You need to remove all of the hardware events between 1am and 3:59am to in the same way to ensure Myriad does not switch any external sources during the time change.

Finally, we need to add around 15 extra songs to the 2am hour to effectively make it a 2-hour show. The simplest way to do this is to find the 2am hour in the Q-NXT log and drag some songs in from the Audio Wall in to the log. If you do not have a dual screen system then clicking on the Carts button on Q-NXT will open the Cart Browser which can be used to drag songs from the Audio Wall to the Q-NXT Log.

Tip: There is an upper limit to how many items can be inserted in to a single slot in the Q-NXT log so you may find it better to spread the load a little by dragging 2 -4 items in to one place in the log, then moving down a couple of songs and doing it again.

Once you are happy that your 2am hour has sufficient program content to have a total running duration of 2 hours then you are ready. Because Myriad is not running to time, it will play all of the items in the log regardless of whether the show over runs so it does not matter if the actual time change happens at 2am (as it is supposed to) or 3am because overall the system will just play songs and jingles until 4am by which time, everything should be back on track and ready to run as normal.

If you do not fancy messing around in the Q-NXT log then you can always change the clocks in either AutoTrack or Selector™ to achieve the same net result but you would have to remember to alter them back before the next weekend.

Alternatively, you could disable the running to time and the Hardware Events, then turn of daylight savings in Windows and unplug your Atomic clock and just let Myriad run through the night and deal with it in the morning!

The above examples are based on the UK daylight savings model but the same method is applicable to any time changes, regardless of when they occur.