Remote Voice Tracking
Users Guide

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Author: Liam Burke

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Remote Voice Tracking Overview

Remote Voice Tracking is an exciting new concept from P Squared that takes the basic ideas of Voice Tracking introduced in Myriad and expands the functionality to allow authorised users to review your Myriad Station Log, edit the Log and record Voice Tracks in to the log remotely, from the comfort of their own homes (or more likely from sister stations around the World).

Before we can start on the basics of Remote Voice Tracking (RVT) it is worth just quickly covering what we mean by Voice Tracking in the first place. Voice Tracking is a commonly used term to describe the practice of pre-recording specific voice links in to scheduled station output to be played automatically by your station's playout system. In Myriad specifically, Voice Tracking is achieved using the Full Segue Editor mode on the Log screen. When Voice Tracking, Myriad will play back the last few seconds of the previous track and allow you to record you voice link over the top. You then control when the next track start and hence you can record a Voice Track in exactly the same way as you would do it live.

Remote Voice Tracking works in exactly the same way but with the exception of instead f sitting in the studio; you can Remotely Voice Track from any PC in the world with network connection to your radio station, a copy of the Remote Voice Tacking software and a microphone.

The diagram below shows a general overview of the way RVT works.

Remote Voice Tracking Overview
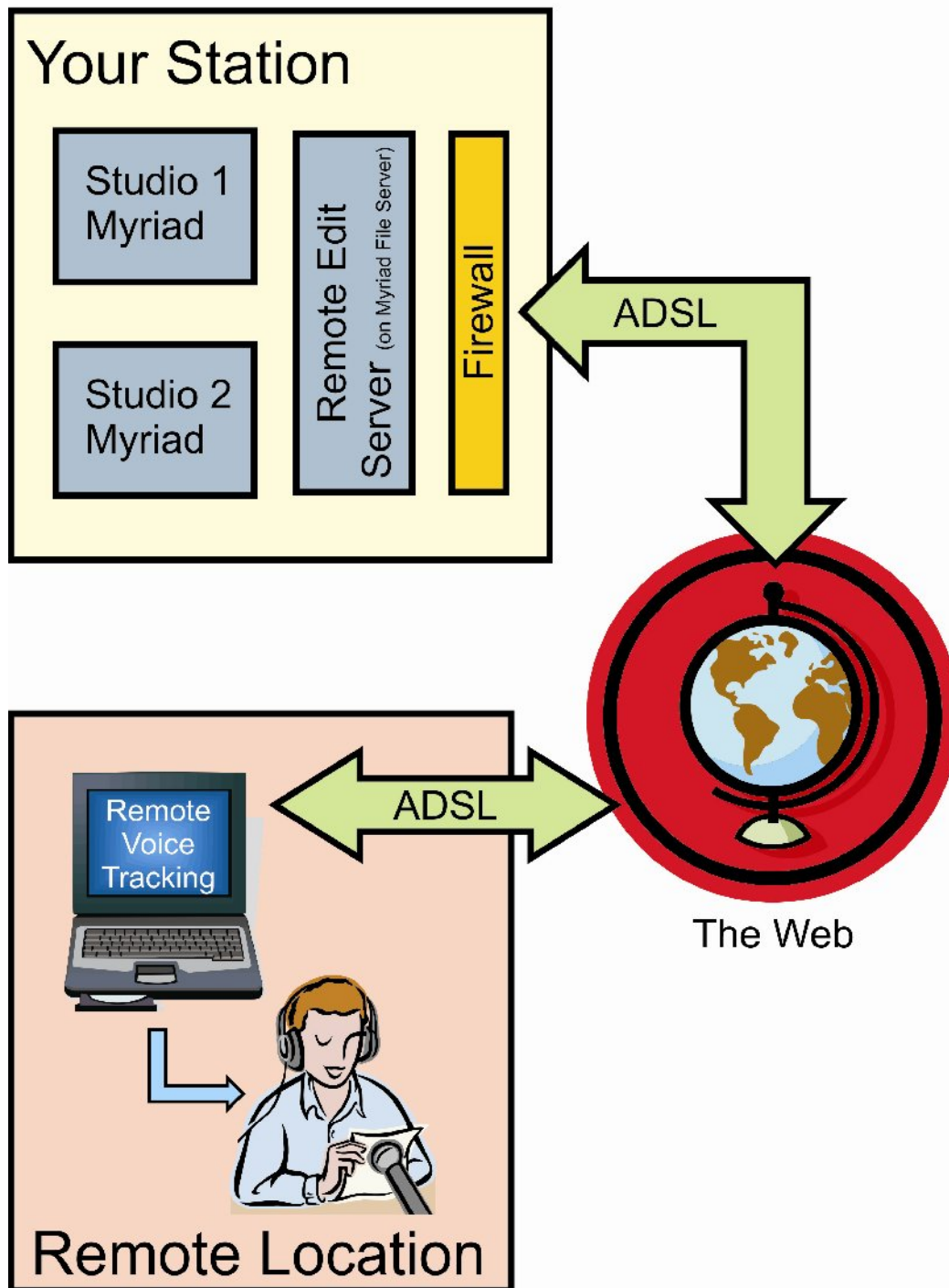
When you use RVT to remotely edit the Station Log and record Voice Tracks, RVT will automatically download what is scheduled to play from the Remote Edit Server at your station, you can then decided where you want to record your first Voice Track. The system will then download a low quality version of the end of the previous track and then start of the next. You record your Voice

Track in the normal way before RVT uploads it back to your station ready to be played 'on air'.

Throughout this manual, it is assumed that you are familiar with Myriad and the Voice Tracking facilities that it offers as well as having a good working knowledge of Internet technology and your station's server infrastructure.

A Bit More Detail

Ok, now we have looked at the general overview it is time to look at the RVT system in a little more detail.

Remove Voice Tracking by P Squared consists of two separate applications that work together to provide a high level of functionality whilst making the solution as simple to use and maintain as possible. The system consists of the Remote Edit Server which runs at your station and the actual Remote Voice Tracking Software which is installed at each remote site or roving machine you want to have access to your system.

The Remote Edit Server

The Remote Edit Server application acts as the gateway between your Myriad system and the Remote Voice Tracking software ensuring that the remote user never actually comes in to contact with your Myriad system.

The Remote Edit Server application needs to be installed on a PC that has Internet access as well as access to your Myriad network. This machine should be set up in such a way that it acts as a bridge between your Myriad network and the outside world and this is most commonly done by fitting two network cards to the PC and instructing the PC to act as the bridge between the two network cards (see Windows documentation for more details).
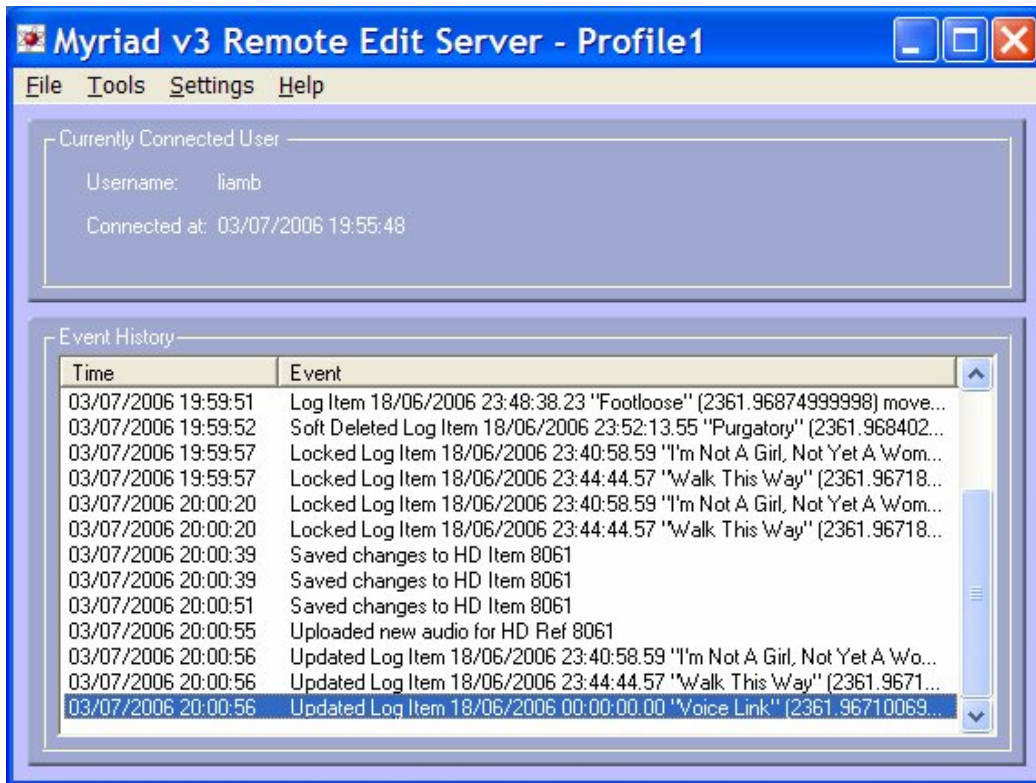
The Remote Edit Server is a fairly light application and in most cases, it is ok to run the application on your Myriad file server (or office server if it has access to the Myriad network) although this will depend on the load on the server and the specification of the machine.

So a typical set may consist of your normal Myriad network with a file server fitted with two network cards. One of the cards connects to the Myriad network whilst the other is plugged in to either your web enabled office network or possibly directly in your ADSL (or similar) router. The Remote Edit Server software application is then installed on this server and RVT clients connect to the Remote Edit Server via either a VPN or via a web connection.

The Remote Edit Server is also used to set up the options for all Remote Voice Tracking clients that connect to it. This way, you dictate what quality (and compression) of the recorded voice links that are submitted remotely and control the access that the remote user has.

The Remote Edit Server software is licensed by P Squared and you can only run one copy of the software per purchased license. Remote Edit Server will only support one connection at a time so you can not have more than one user Remote Voice Tracking at the same time.

The Remote Voice Tracking Software

The Remote Voice Tracking software is installed at all of the remote sites or roving PC's that you want to be able to remotely Voice Track for your station. The Remote Voice Tracking software (or RVT) looks and acts just like Voice Tracking in Myriad with the exception that it downloads the audio information it needs from the Remote Edit Server as it needs it. This means that presenters that are familiar with Myriads Voice Tracking facilities will be instantly at home with RVT and all the facilities from the local version are carried over in the remote client.
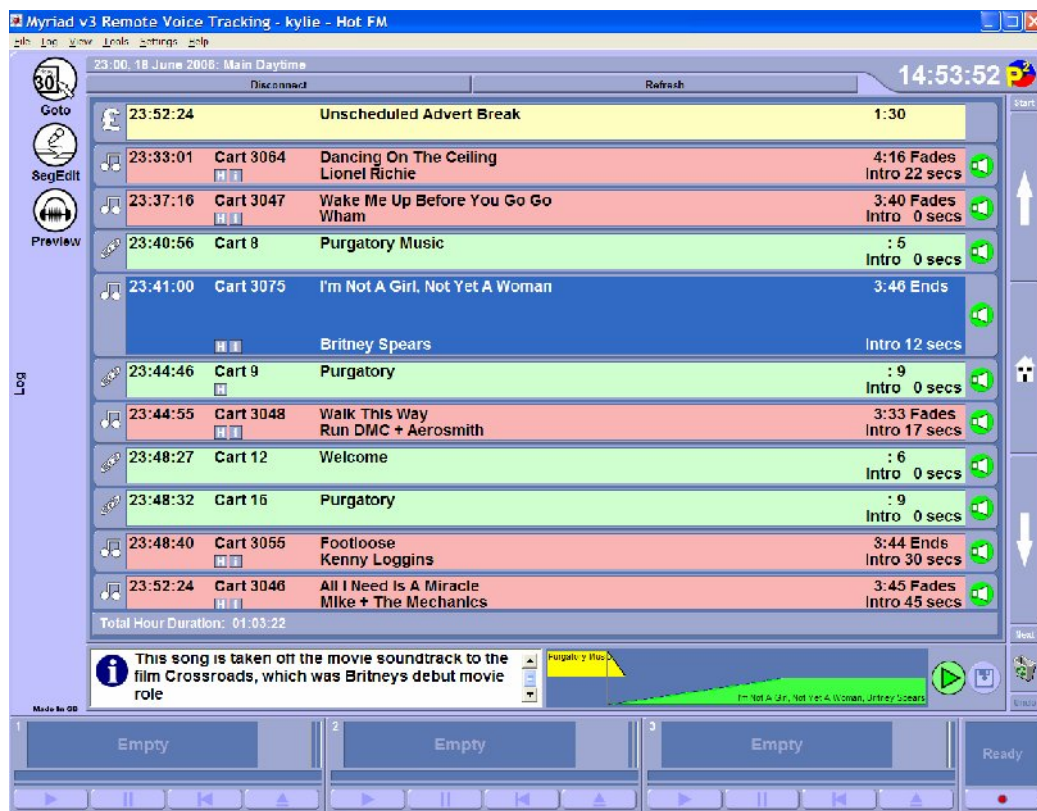
Whilst the primary role of RVT is to allow you to record audio link remotely and then 'upload' them to the station, you can also use it to review and edit the Station Log remotely which makes it a useful tool for show preparation and administration.

Getting Started

The first thing you need to do is decide which PC is going to have the Remote Edit Server software installed. The reason the choice is important is that the PC must fulfil the following criteria in order to run Remote Edit Server effectively.

1. The PC needs to have access to the Myriad network.
2. The PC needs to have access to the 'real world' via the web.

3. The PC needs to be reasonably fast, it will be generating and compressing audio files as part of its job.
4. The PC needs to act as a bridge between the Myriad network and the real world without compromising the Myriad network (usually done with two network cards and bridge between them – see MS Windows documentation for more details).

If the PC you have in mind has all of these factors then it is a good candidate for Remote Edit Server. In most stations, the Myriad server or an office server is the ideal platform for running Remote Edit Server but that will depending the system specification and the level of loading on the server.

Installing Remote Edit Server

To install Remote Edit Server make sure that you have either downloaded the latest version of the software from the P Squared web site (www.psquared.net) or that you have an installation CD with the latest version of the software on it.

If you have an installation CD, put in to your PCs CD-ROM drive and a web page containing the CD menu should automatically start. If not then use 'My Computer' to browse the CD and double click on 'Default.htm' in the root of the drive. Once the menu page appears, select 'Install Remote Edit Server' from the menu and follow the onscreen instructions.

If you have downloaded the installation file from the P Squared web site then make sure it is saved in an accessible area and then when you are ready, double click on the 'P Squared Myriad v3 Remote Edit Server.msi' file.

P Squared Myriad v3 Remote Edit
Server.msi
Windows Installer Package

This will then start the Installation Wizard which will guide you through the Remote Edit Server installation process.

The first page in the Installation Wizard is a welcome page, click on the Next button to proceed.

You will then see the License page which outlines the Remote Edit Server software license agreement. If you wish to use Remote Edit Server then you must select the 'I accept the terms of the license agreement' option and then click on the Next button. If you decide that you do not agree with the License Agreement, select the 'I do not accept' option, click on Next, close this book and walk away slowly!
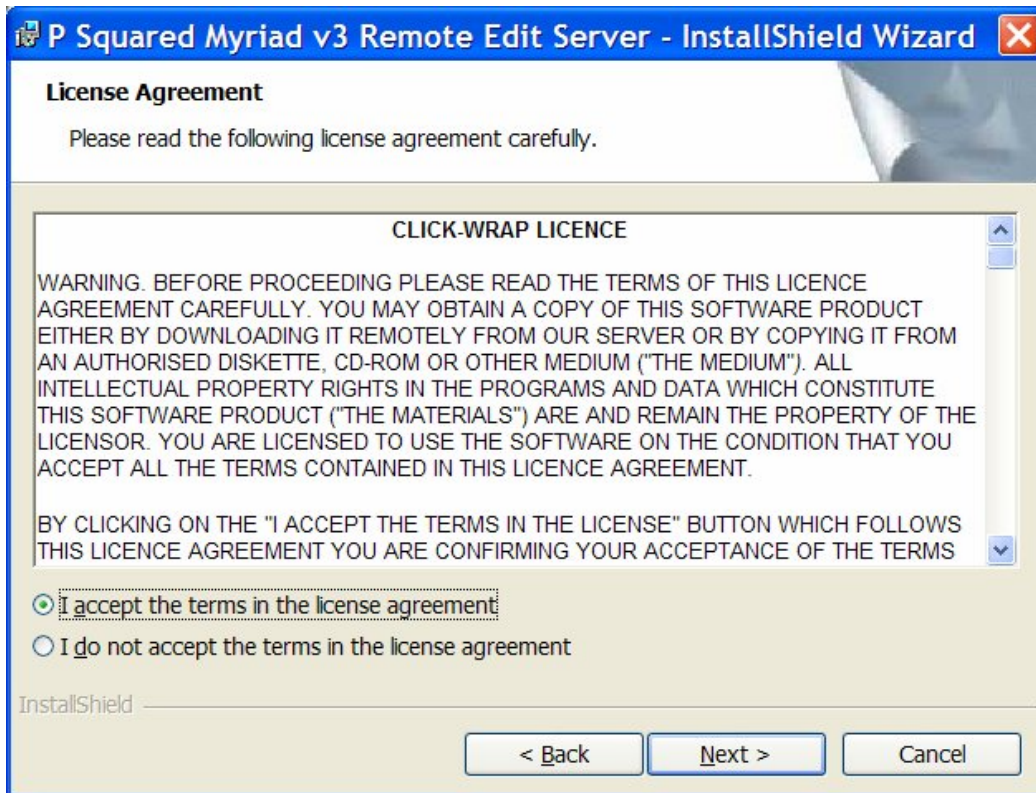
You will then be asked to type in a User Name and Organization (station) name. You will also be asked whether you want Remote Edit Server to be available to all Windows Users or just the login name you are currently using. It is recommended that you select 'Anyone who uses this computer (all users)' before clicking on the Next button to proceed.

Next you will be asked to select whether you wish to perform a Compete installation (installs everything) or a Custom installation (allows you to select the components to be installed). It is highly recommended that you select 'Complete Installation' before proceeding.
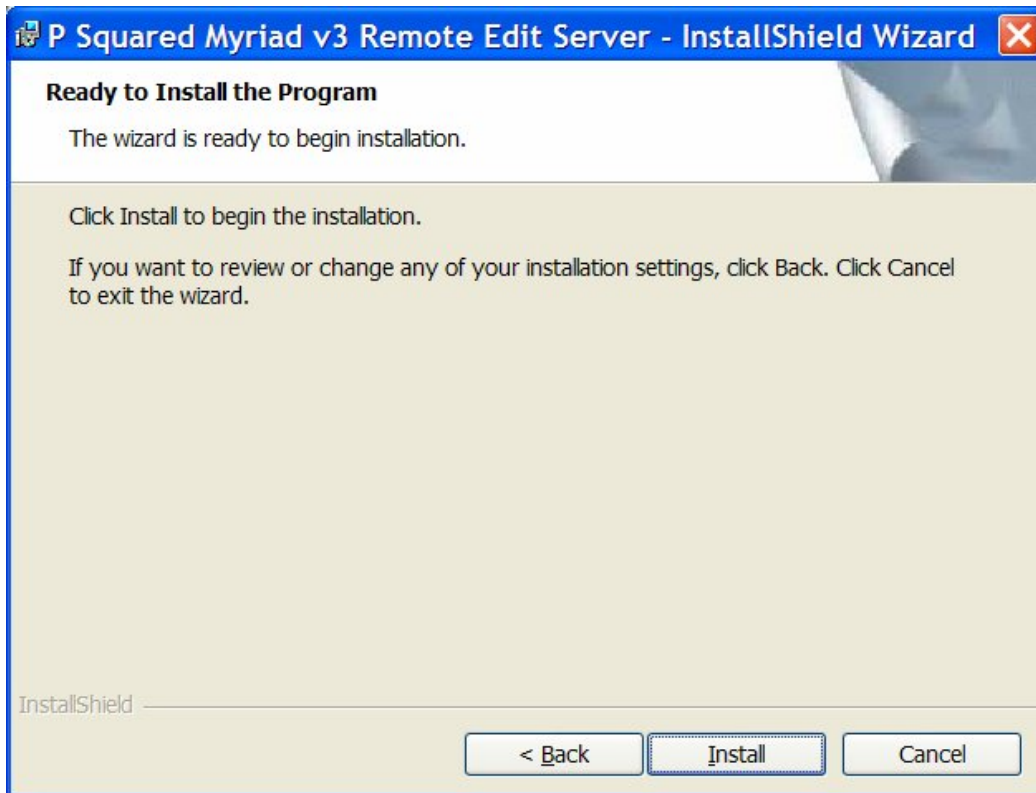
If you select 'Custom Installation' then you can specify the location of the data folder that Remote Edit Server uses to store information.
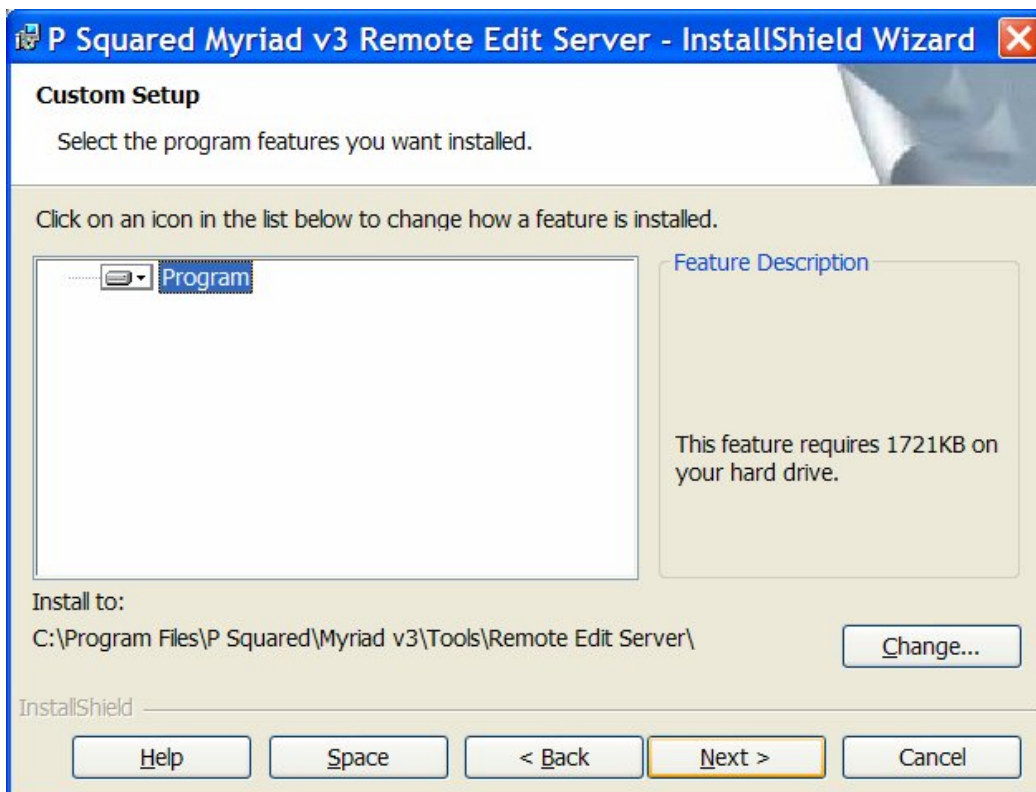
Which ever option you choose, click on the Next button to proceed to the next stage of the wizard.
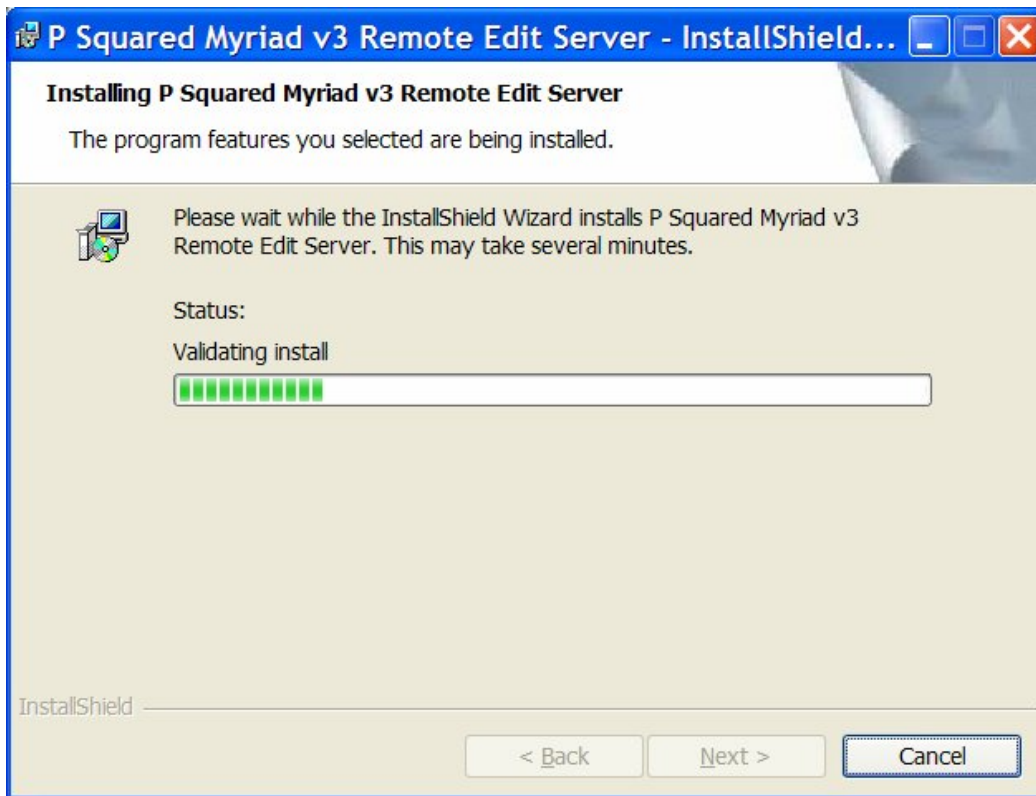
Remote Edit Server will now be installed on to your PC. This may take several minutes depending on the speed of your PC. Once the install process is complete, you are ready to proceed to setting up Remote Edit Server.
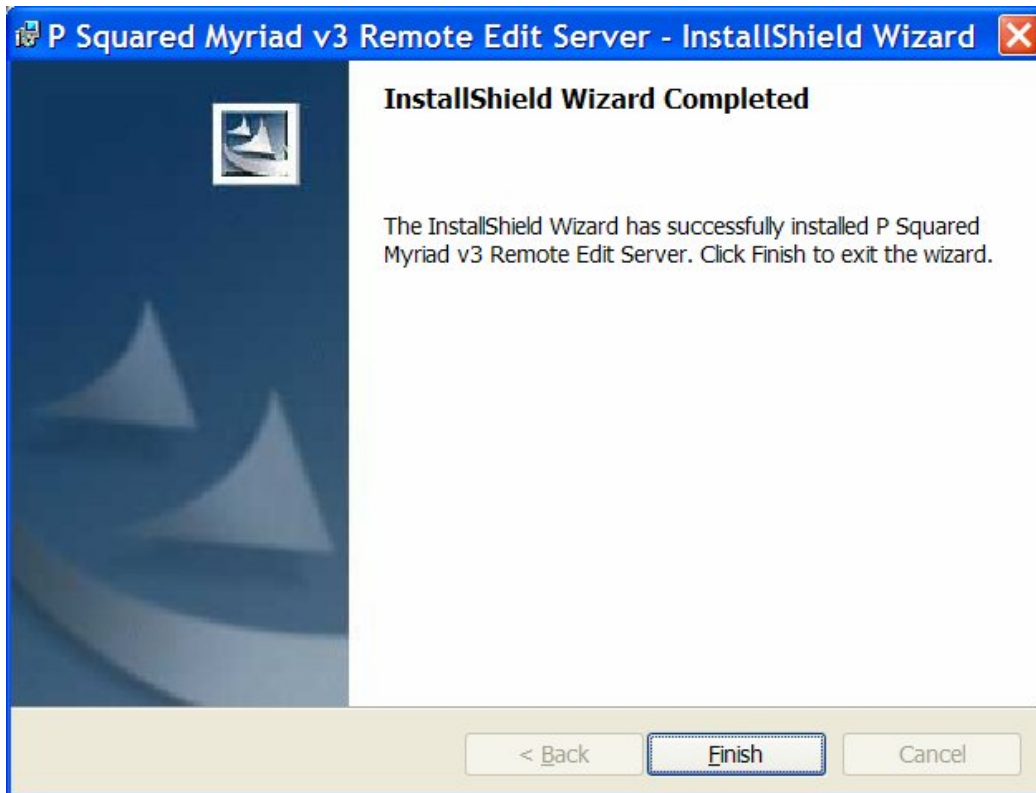
You are now ready to run Remote Edit Server for the first time.

Installing Remote Voice Tracking

Installing Remote Voice Tracking is almost exactly the same procedure as outlined above (for Remote Edit Server) so you basically make sure you have either the latest version of the software on CD or downloaded from the P Squared web site. If you have an installation CD, insert it in to the CD-ROM drive and when the menu page appears, select the Install Remote Voice Tracking option from the menu. If nothing happens when you put the CD in the drive then use 'My Computer' to browse the CD and double click on the 'Default.htm' page located in the root of the CD.

If you have downloaded the latest version from then save it to a safe place and then double click on the 'P Squared Myriad v3 Remote Voice Tracking.msi' file to start the installation process.

Once again, the Installation wizard will guide you through the installation process. Follow the on screen instructions to install the Remote Voice Tracking software.

The first page is a welcome page, click on the Next button to continue.
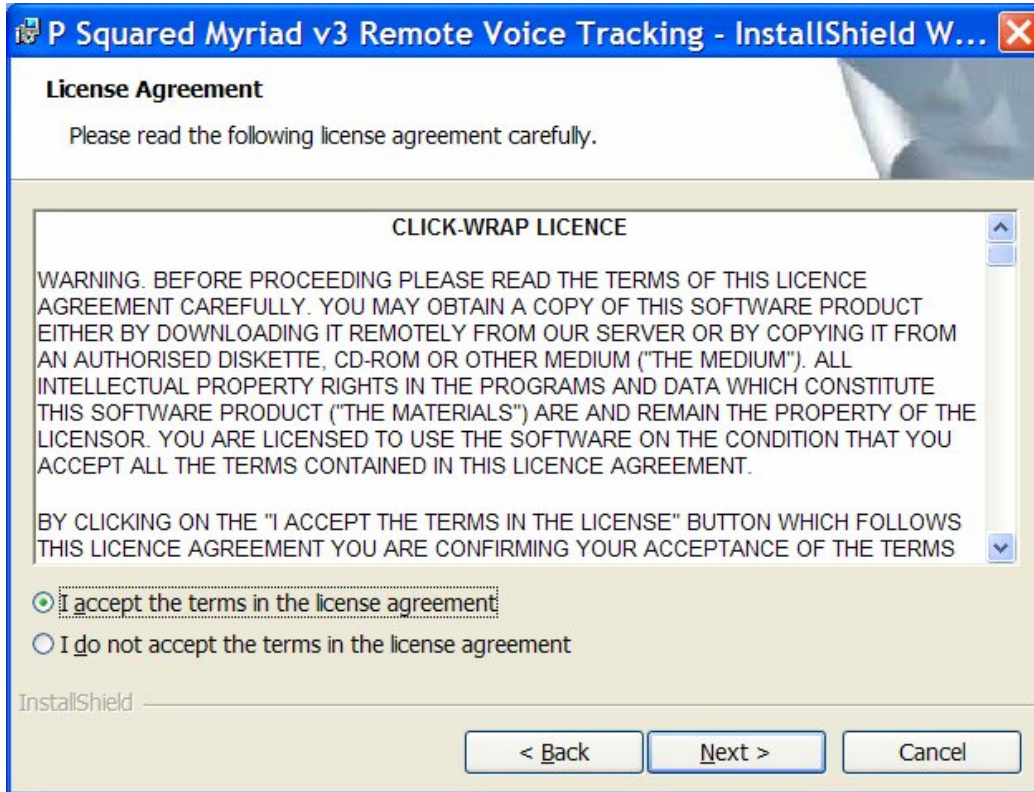
Next you must agree to the accept the terms of the License Agreement. Highlight the 'I Accept' option and then click on Next.

Type in your name and the name of your company or station (this is not critical). Also select whether it is just you who wants access to the software or all Windows users. Click on Next to proceed.
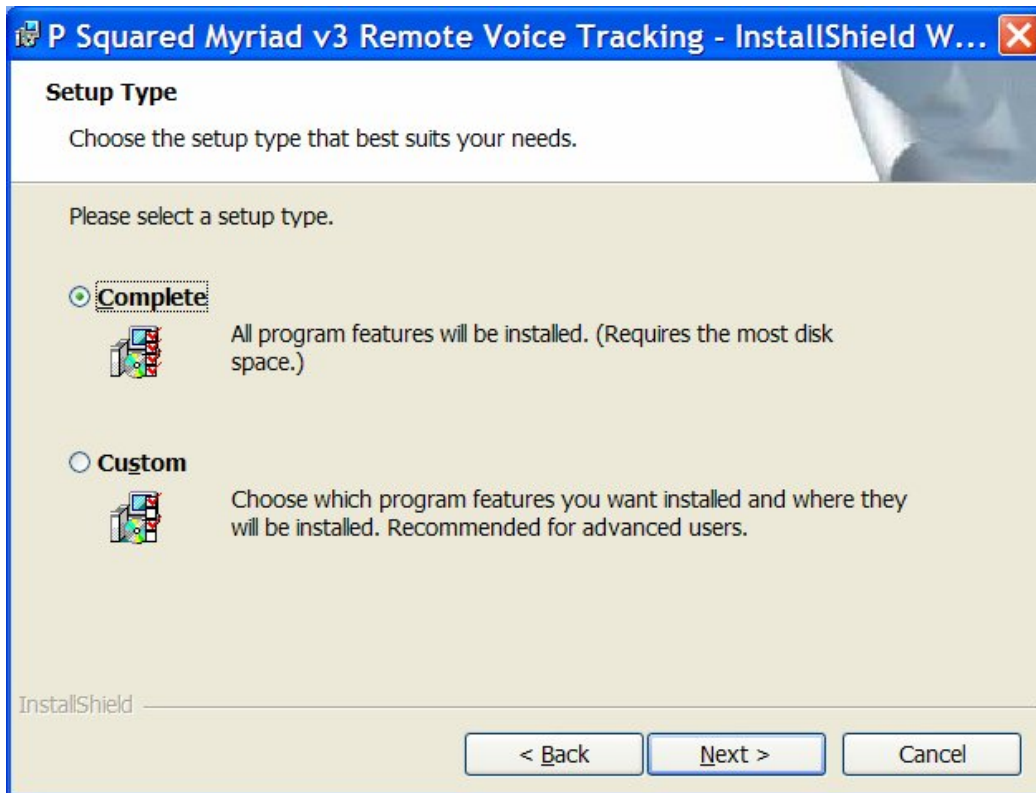
It is recommended that you select the 'Complete' option on this page but if you would prefer to select the location of the installation and data files then click on the 'Custom' option and the select Next
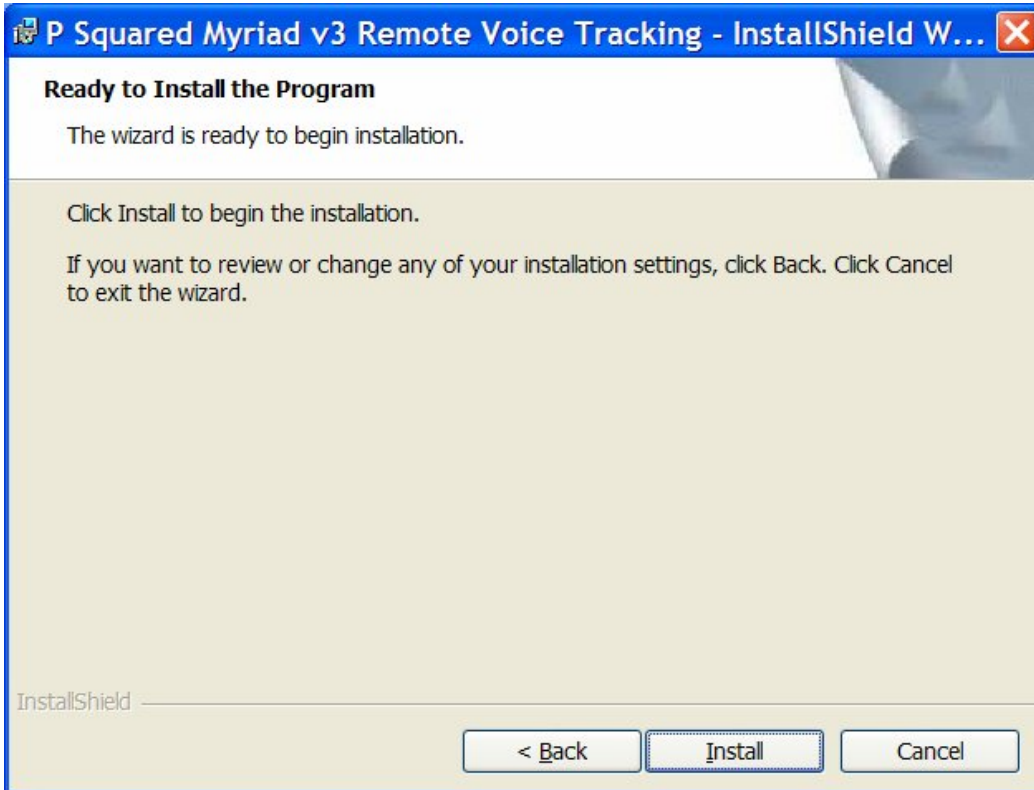
Click Install to begin the installation.
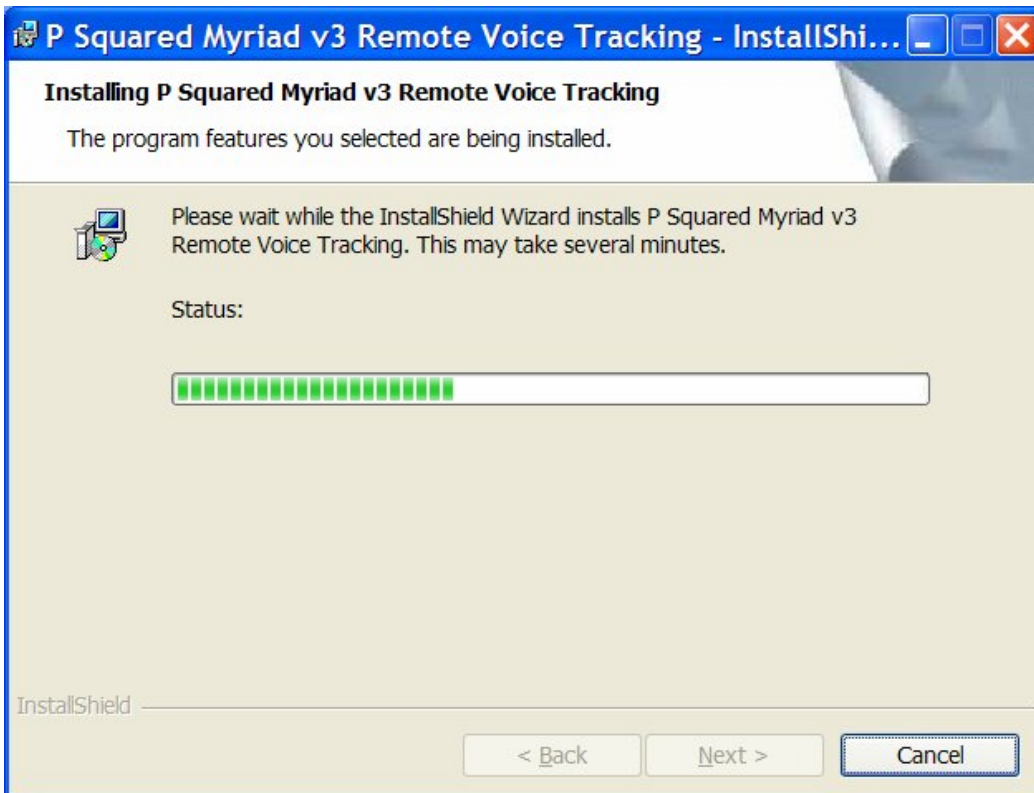
The installation process may take several minutes depending on the of the PC, once finished, you will see a final summary screen.
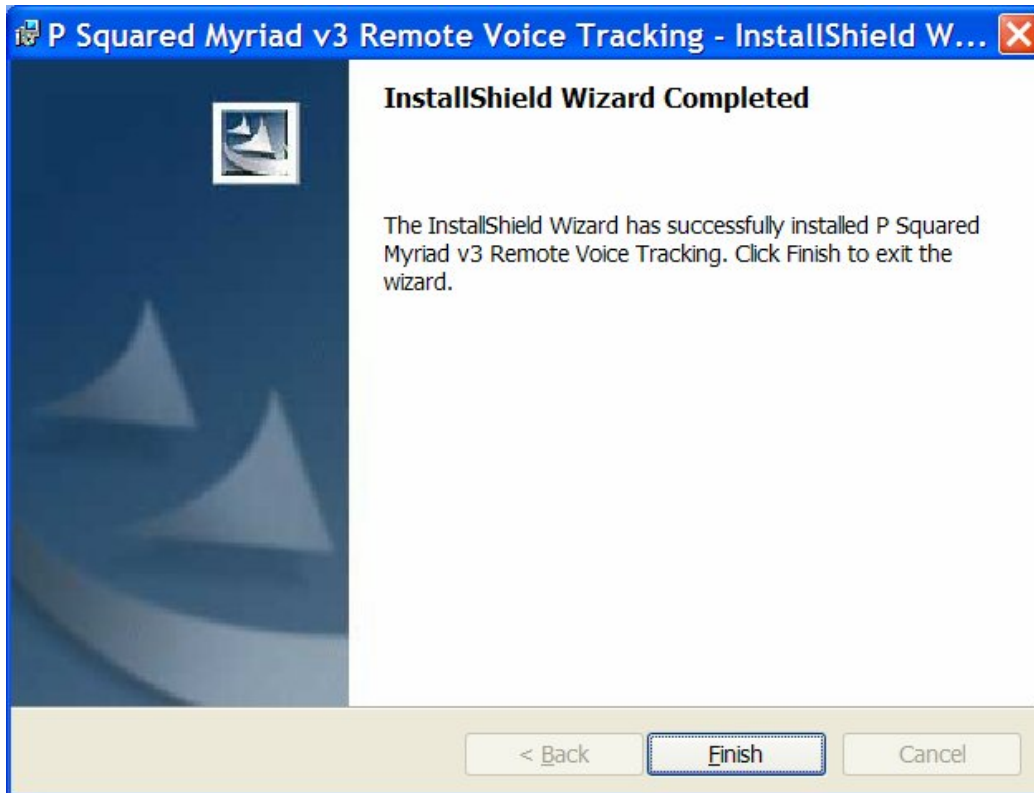
You are now ready to run Remote Voice Tracking for the first time.

Remote Edit Server

As we covered in the earlier sections, the Remote Edit Server application is installed on a PC that has access to both the Myriad network and the 'outside world' (web) in such a way as the Myriad network is protected from dangers such as hackers and viruses. Typically the Remote Edit Server application is installed on the Myriad file server or an office file server but if your servers are busy or you envisage using RVT heavily then it is worth consider running Remote Edit Server on a dedicated PC.

So far we have installed the Remote Edit Server but have not actually run it for the first time, so let's do so.

Running Remote Edit Server For The First Time

If you are running Remote Edit Server for the first time, Remote Edit Server will detect that it has no previous configuration data or license code and will walk you through setting all the information that it needs to operate.

Licensing Remote Edit Server

Before you can start to configure Remote Edit Server you will need to actually license it. You can obtain a license code from P Squared or the agent that you purchased Myriad from. You will however need a specific Remote Edit Server license code, the system will not accept your Myriad code or a code for any other products.

If you are familiar with P Squared products then you will be familiar with the advanced license code protection that our software employs and should be able to go straight through the License Wizard. If not then you may find the section below of used.

Please note that this section of the documentation has been taken directly from the main Myriad documentation and as such refers to Myriad instead of Remote Edit Server but the process is exactly the same for all current generation P Squared products.

The advanced licensing procedure generates a special code (called a PSQUISH) that is unique to your computer. The first time that you activate Your P Squared product you will need to provide this code to P Squared Ltd in order to complete the licensing process. Subsequent codes can be obtained automatically (assuming you have web access) but you may have to contact P Squared Ltd periodically in the future.

Manually Obtaining A License Code

The standard licensing procedure for manually obtaining a license code is:

1. Select the License Code option from the Tools menu. The License Wizard will run automatically the first time that you run Your P Squared product or if you run Your P Squared product once your license has expired,
2. If this is the first time that you have licensed Your P Squared product or you have not ticked the option to skip the introduction screen the last time you entered a license code, the introduction screen will be displayed.

3. Read the screen and then tick the "Skip this screen in the future" option unless you want to read this introduction each time. The click on Next.
4. You will then see a summary of the current license status of Your P Squared product. In the example below, you can see that we currently have a valid license that is not due to expire for some months. If you are entering a license for the first time then this information will be blank. If you wish to proceed, click on the Next button.
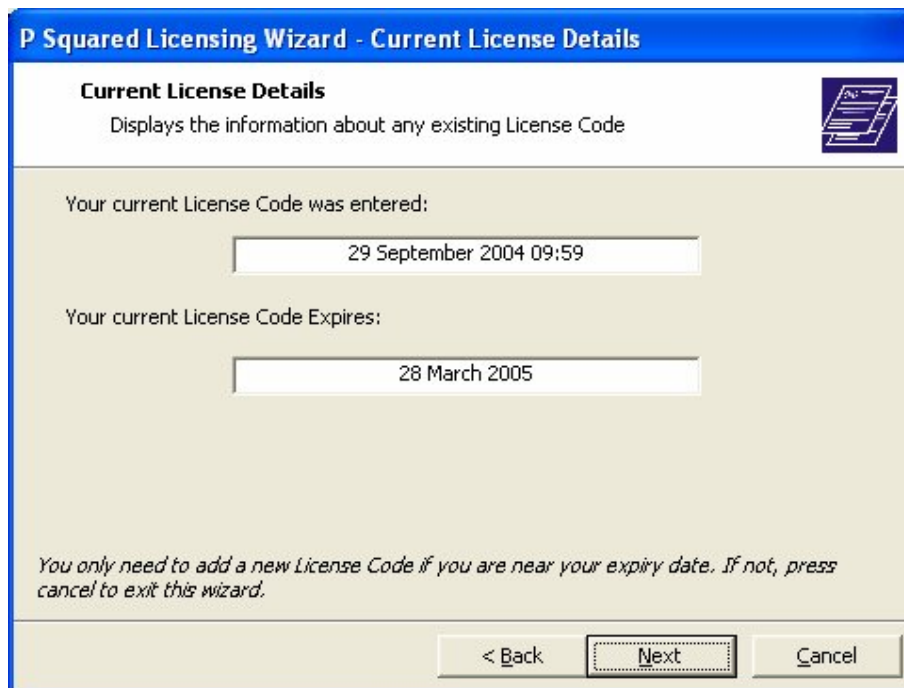
5. If you do not need to license Your P Squared product, the License Wizard will warn you before you proceed to the next screen, if you want to proceed anyway then click on OK.
6. The next phase is to enter your registration details. You will only have to do this the first time; the information will be loaded automatically on subsequent license procedures

   The first thing that you have to enter is your P-SQUID or P Squared Unique ID which is your P Squared unique customer ID and will be provided by P Squared. Your P-SQUID will be at the top of all quotes, or purchase orders that you receive from P Squared and should be quoted whenever you contact P Squared. To enter or alter your P-SQUID, click on the Change button and type in the new P-SQUID

Next add in your contact details by clicking on the Change button by the contacts summary window.

You are required to enter your name and a valid email address; these details will be used when processing requests for 'online' license renewals in the future. You may also fill in the additional information if you wish. Once you have finished, click on OK to return to the main wizard and then click on Next to move on to the next step.

7. The next step in the license wizard allows you to enter the License Name and Features Code for the product. Both of these will be provided by P Squared with the purchased product or we can give you the details over the phone.

P Squared Licensing Wizard - License Details

License Details
Confirm the 'License Name' and the 'Features' you have purchased.

Enter your 'License Name' exactly as supplied by P Squared and then click "Set"

License Name: **Enter Details Here**   Set

Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"

Features Code: [   ]   Set

*This code allows: Standard audio editing facilities
as well as editing of other related
information such as titles and timing*

*If you need to change your 'License Name' or 'Features Code', P Squared will need to issue
you a new License Certificate and 'License Code'. After you entered the 'License Name' and
'Features code,' click the respective "Set" buttons to store the details.*

< Back   Next   Cancel

Type in the License Name exactly as it is give to you by P Squared and then click on the Set button. Repeat the same procedure for the Features Code.

N.B. It is possible to obtain a Features Code 'online' by clicking on the ⊕ button. When you select this option, the progress of the 'online' Features Code generation is shown on screen and if a code is successfully generated, it will be added to the Wizard window. Please note that this option will generally only be available to existing customers who have licensed Your P Squared product previously.

Once the License Name and Features Code have been set, you can alter them by clicking on the appropriate Change button. If you are happy, however, click on Next to proceed.

8. The next screen allows you to choose the method that you want to use to obtain your license code.
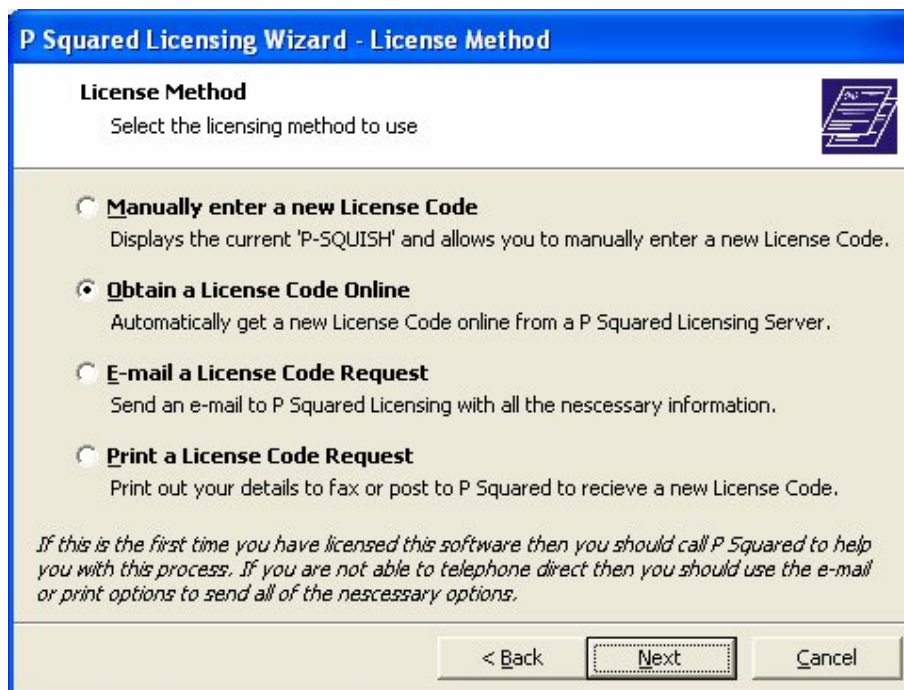
Each option is explained on screen as you can see from the image above.

In this case, let's assume that we want to manually enter the code and we intend to phone P Squared to give them details needed to activate the product. Select 'Manually Enter A New License Code' and then click on Next.
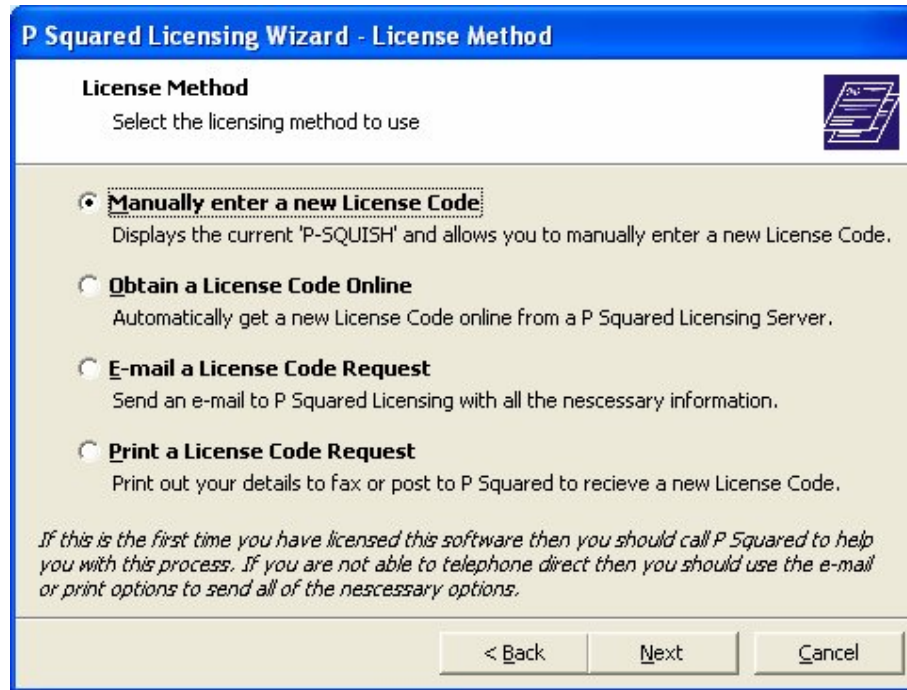
9. The next screen displays the P-SQUISH code which is a unique code that is used to generate your license. The P-SQUISH is unique to your contact, details, the PC you are working on and the time and date that you generate it.
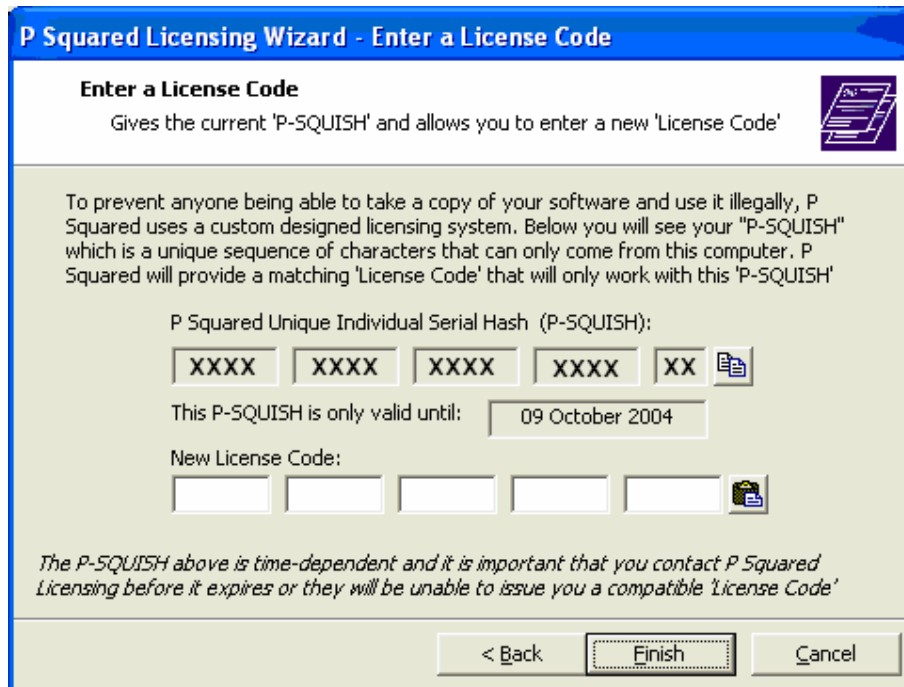
The P-SQUISH is only valid for a few days so you should contact P Squared as soon as possible to let them have your P-SQUISH code. You can do this be either:

- Telephoning: +44 1482 383700
- Emailing: licenses@psquared.net
- Faxing To: +44 1482 383701

Once P Squared have a valid P-SQUISH code, they will then provide you with a License Code that you need to type in to the New License Code part of the screen before finally hitting Finish.

10. Clicking on Finish will end the licensing process. A short summary screen will be displayed before you can proceed on to using Your P Squared product.

P Squared Licensing Wizard - Finished

Finished

The 'Features Code' and 'License Code' you entered have both been successfully checked and saved, and you can now use your software.

Some software may require further steps before you can fully use all of the features, in which case you will be given further instructions after you close this wizard.

If you want more information about the P Squared Licensing system, please visit http://www.psquared.net/licensing

Click the "Close" button to close this wizard.

Click the "Close" button to close this wizard.

< Back   Finish   Close

Automatically Obtaining A License Code

In general, the first license code that you receive will have to be processed manually but once all your details are registered with P Square, subsequent licenses can be obtained 'online' without the need to contact us. This means that you can renew your license at your convenience providing that your PC has a web connection.

To obtain a license code 'online', follow these steps.

1. Select the License Code option from the Tools menu.
2. The introduction screen is usually skipped when renewing a license. In this case, the first screen you will see is the Current License Details screen which shows you when the current license was entered and when it is going to expire.

3. Click on Next to move on to the P-SQUID and Personal Details screen. You only need to alter the information on this screen if it has changed. If not, click on Next to move on to the next screen.

4. Next you will see the License Details screen. Again, unless you need to need to alter any of this information, you can click on the Next button to move on to the next window.

5. The License Method window allows you to select the way in which you want to obtain your License Code. In this case, we want to renew the license online so we need to make sure 'Obtain A License Code Online' is ticked and then click on Next.
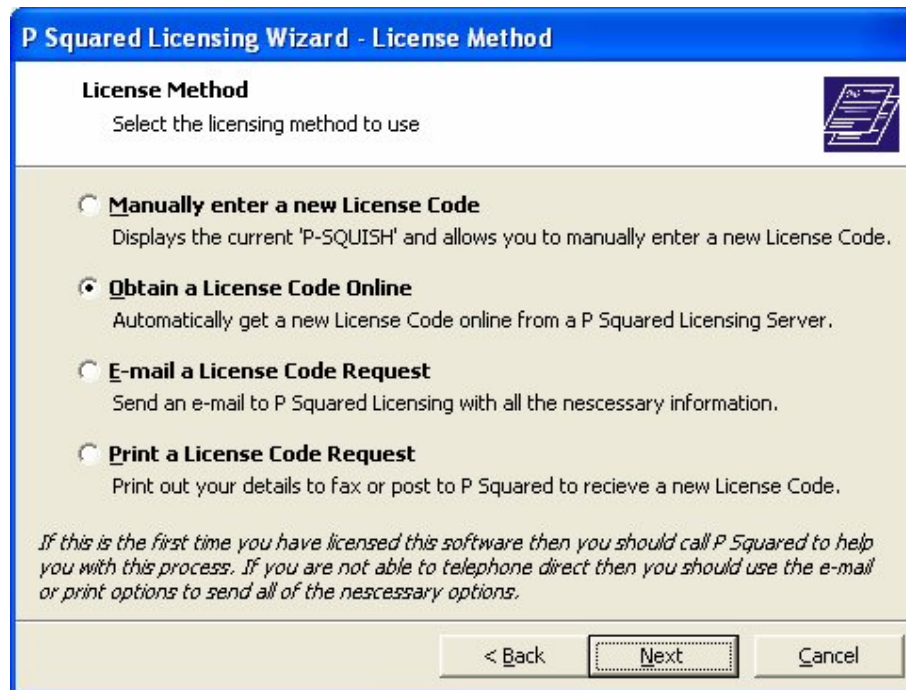
6. Finally, you will see a brief summary screen before Your P Squared product attempts to obtain a license 'online'. Click on Finish to begin the process.
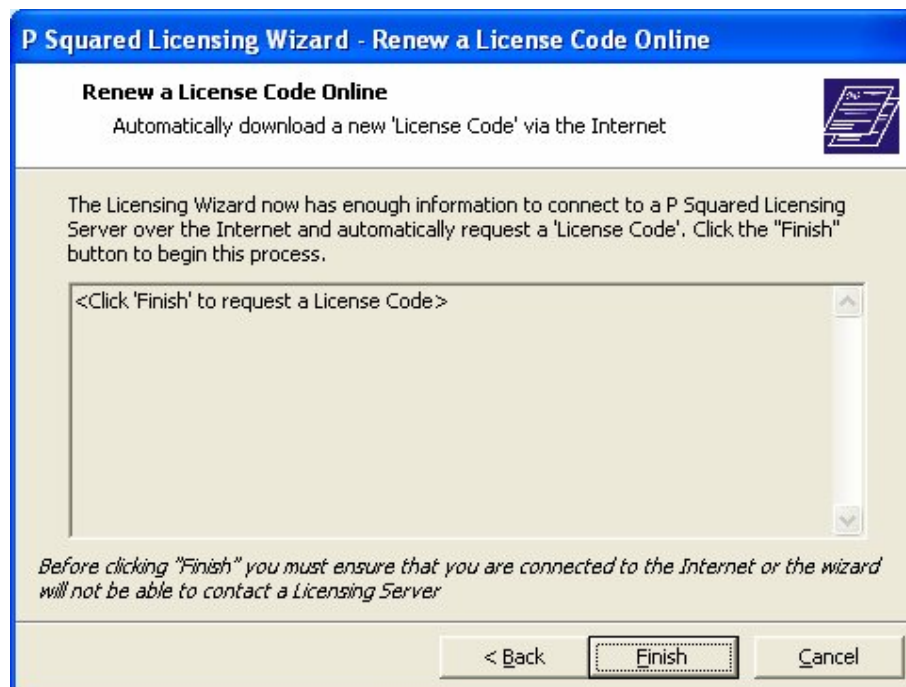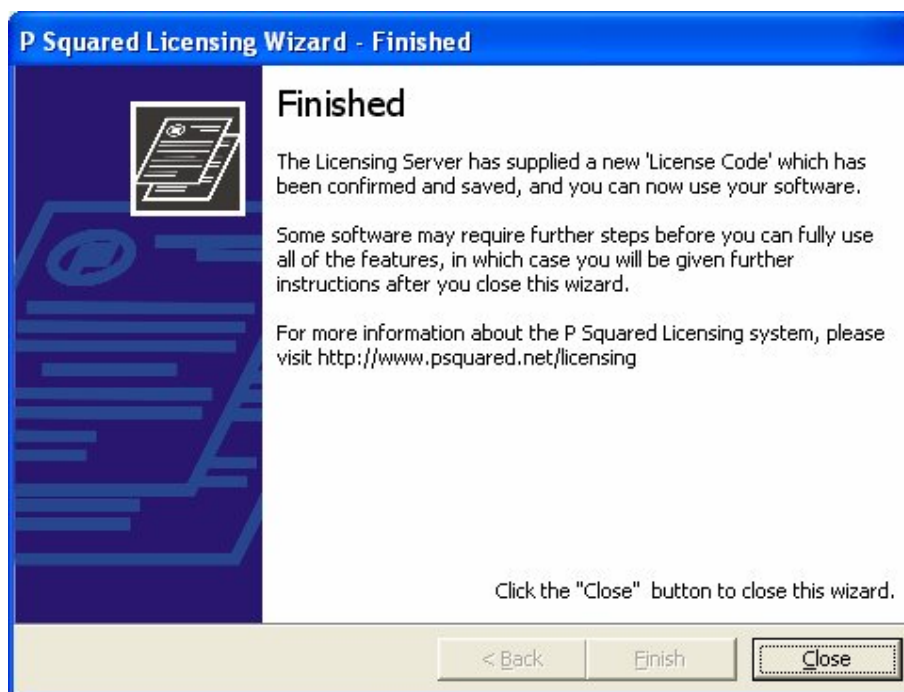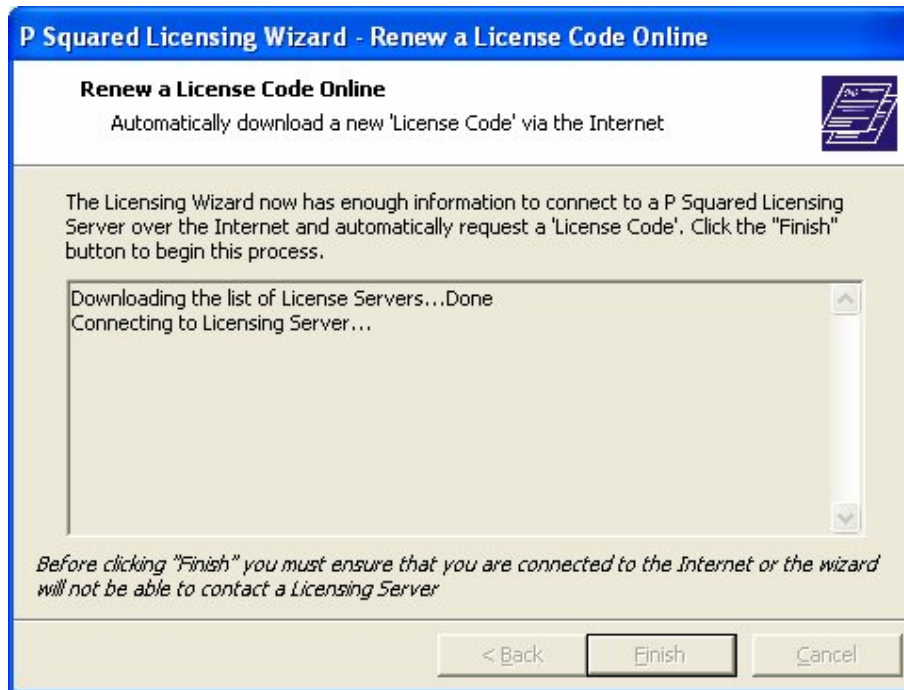
At the end of the process, you will be told whether your license code was successfully renewed or whether you need to contact P Squared to continue the licensing process.

The Remote Edit Server Settings Window

As this is the first time we have run Remote Edit Server, the Settings window will automatically appear after we have finished licensing the product to allow you to set up the system the way that you want it to be.
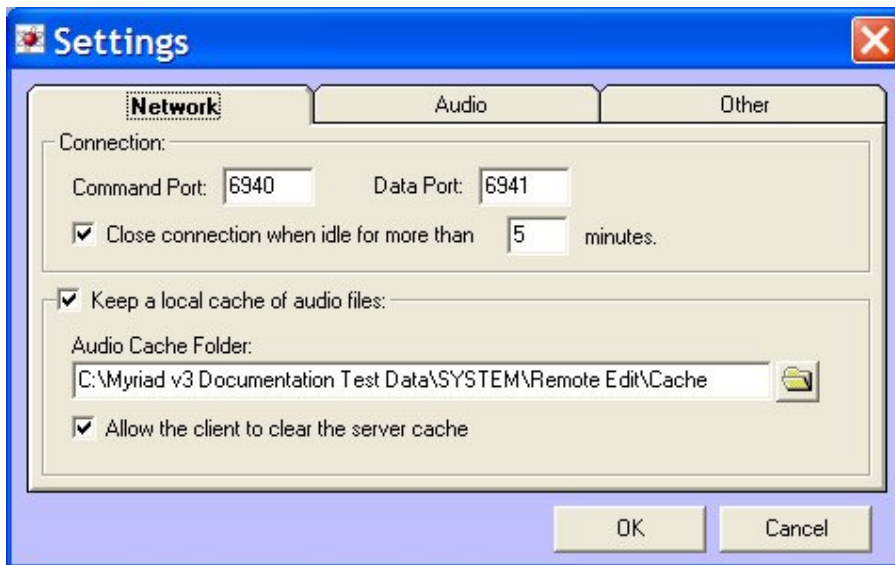
The Settings window allows you to configure a number of options covering aspects such as how the RVT client will connect, what audio format should be used for downloading the beginning and end of tracks and crucially, what format the voice links should be uploaded in.

The Settings window is divided in to three tabs.

The Network Tab

The Network tab allows you to configure the way in which Remote Edit Server will communicate with the RVT clients and the location of the audio 'cache' which is used to keep a central copy of the beginning and ends of tracks as they are generated. The reason for this is that if Remote Edit Server has a low quality version of a song in the cache and a RVT client requests it, Remote Edit Server will send the low quality version from the cache rather than re-compress it again. This makes the RVT process quicker but takes up space on the pc running Remote Edit Server.

The options on the Network Tab are examined below.

Connection: Command Port

The Command Port setting option allows you to select a specific port for communication between Remote Edit Server and the connected RVT client.

The Command Port is used for all communication between the two software applications but is not used for transferring audio data.

You must ensure that the port that you set is 'open' on your Firewall or RVT clients will not be able to connect to your Remote Edit Server. For advice on how to open ports on your Firewall, please refer the manufacturers' instructions.

The default setting for this option is Command Port = 6940 and it is recommended that you do not alter this unless you need to for a valid technical reason.

Connection: Data Port

Just as the Command Port allows you to specify the port that is used for command communications, the Data Port option allows you to set the port used to actually transfer audio files between Remote Edit Server and the Remote Voice Tracking applications.

As before, you must ensure that what ever port you select is also 'opened' on your Firewall or RVT will not be able to connect with Remote Edit Server.

The default for this setting is 6941 and it is recommended that you do not alter this unless you have to for a valid technical reason.

Connection: Close The Connection When Idle For More Than X Minutes

This option allows you to select a maximum period of inactivity for a RVT client to remain connected to the Remote Edit Server. As mentioned above, Remote Edit Server can only accept one connection at a time so if you had an absent minded jock who remotely voice tracked and then went out for the evening without disconnecting then no one else could use the system without this setting.

If you sent this to say 5 minutes then if the RVT client does not actually communicate with Remote Edit Server for 5 minutes or more, Remote Edit Server will 'kill' the connection and become available for other RVT clients to connect. Of course, the original RVT client can reconnect if they need to.

Keep A Local Cache Of Audio Files

In order to fully understand what this setting is for, it is important to understand how Remote Edit Server works when a Remote Voice Tracking client starts a Remote Voice Tracking session. The steps involved are outlined below.

1. The RVT client connects to the Remote Edit Server.
2. Remote Edit Server send RVT a copy of the Station Log which is displayed to the remote user via RVT.
3. The remote user decides where they want to record a voice link and initiates the process by highlighting the Log Item they want to be playing at the end of the Voice Track and pressing the <SPACE BAR>.
4. RVT requests the last XX seconds of the previous track and the first XX seconds of the next track from the Remote Edit Server. The Remote Edit Server opens the two requested tracks, chops out the last XX second and first XX seconds respectively, encodes them to whatever quality has been selected and sends them to the RVT client.
5. Once the RVT client has them, it plays them to the user and the user can record his or her Voice Track in the normal way. RVT plays the last XX seconds (in low quality) to the user, they can record whenever they are ready and trigger the first XX seconds of the next track at the appropriate time.
6. Once the link is finished, the recorded Voice Track is uploaded to the Remote Edit Server along with all the timing information for the link.

The important step to consider here is step 4 where Remote Edit Server has to open the requested files, chop out the bits it needs and encode them at the appropriate quality / format. If this option is not ticked then each time Remote Edit Server performs this operation, it discards the 'preview' versions of the tracks once it has sent them to RVT but if you tick this option then Remote Edit Server will then save them in the cache and the next time a RVT client requests them, it will used the previously generated copy (as long as nothing has changed in the mean time). This speeds up operations and reduces the load on the Remote Edit Server.

Keep A Local Cache Of Audio Files: Audio Cache Folder

The only negative aspect is that the cached files take up hard disk space either on the local box or on another network location.
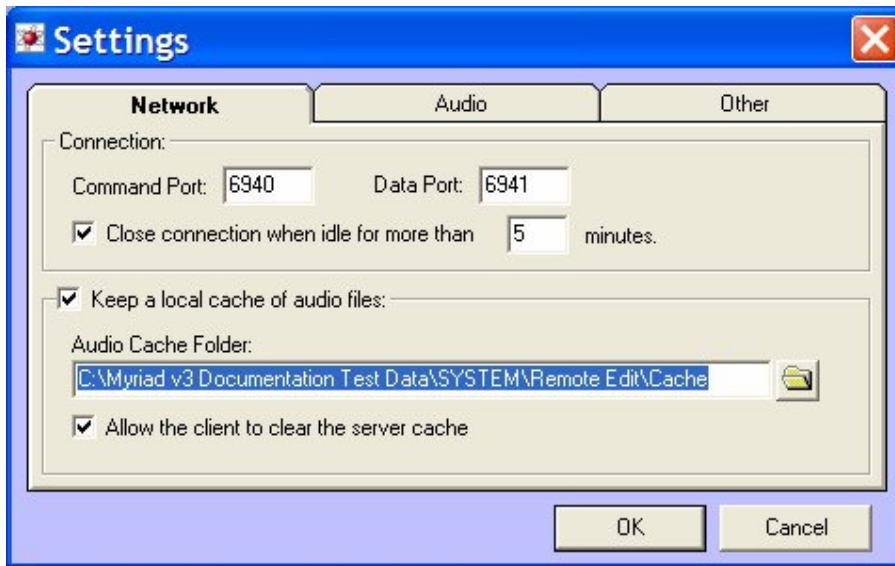
You can use the Audio Cache Folder field to select the location of the file cache to set it to either be in a local folder or somewhere on the network.

You can use the Select Folder button to browse for the fold location that you wish to use.
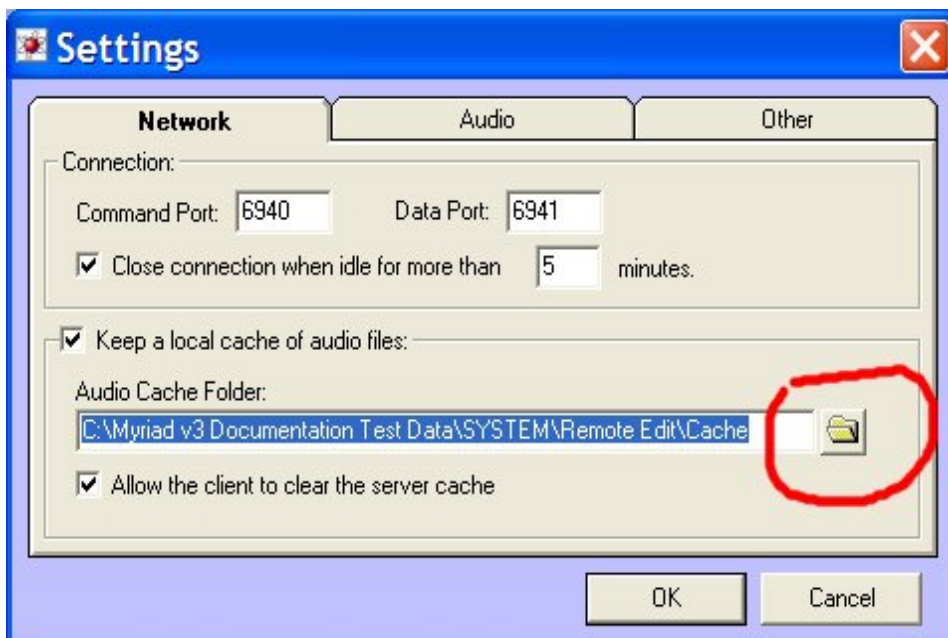
Keep A Local Cache Of Audio Files: Allow The Client To Clear The Server Cache

This option allows you to set whether the remote RVT user has the ability to delete all of the audio files in the local Remote Edit Server cache. If this option is enabled then the RVT client gets a button that will delete all of the audio files in the Remote Edit Server cache forcing Remote Edit Server to generate each requested 'preview' again.

It is recommended that this option is switched off unless you have a specific reason to do so.

The Audio Tab

The Audio Tab is used to set the audio quality and format of the 'preview' files that are sent to the RVT client when it requests the last XX seconds of a Log Item and first XX seconds of the next item in the Log in order to allow the user to record a Voice Track.
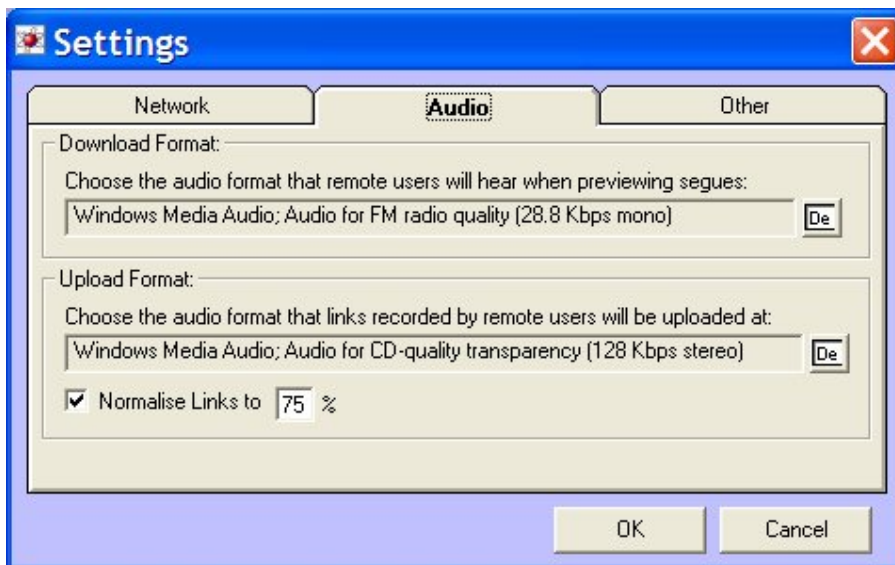
It also determines the audio quality and format in which the Voice Track is recorded. This may seem strange but if you think about it, you want to be able to control the audio format and quality that Voice Tracks are recorded at to allow you to have a consistent sound for your station output. If you allowed the remote user to set this recording quality, a presenter of a slower web link may decided that they want to record all their links with a heavier compression scheme but this will have a negative effect on the overall sound of your station.

Finally, Remote Edit Server has the ability to Normalise each Voice Track that is submitted by RVT clients. This allows you to have some control over the audio level at which your Voice Tracks are produced at.

Download Format

The Download Format option allows you to select the audio quality for the 'preview' audio files sent to the RVT client. It is recommended to keep the quality fairly low in order facilitate faster download speeds for the remote user and as all they need to be able to do is hear the audio in order to record a Voice Track, something like 28Kbps should be adequate.
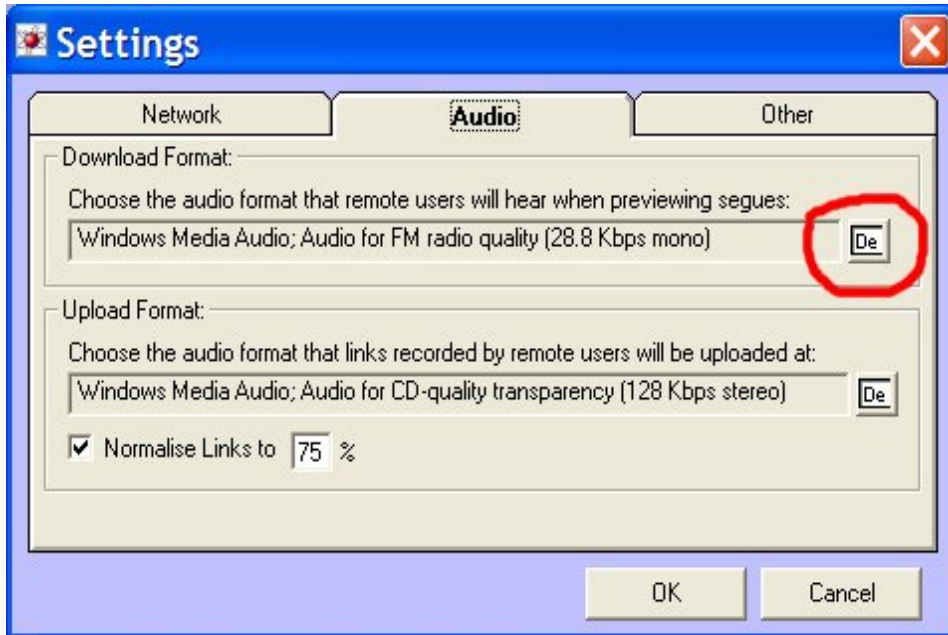
To alter the Download Format, click on the Format Select button (to the right) and select the format that you wish to use from the Chose Audio Format Window.
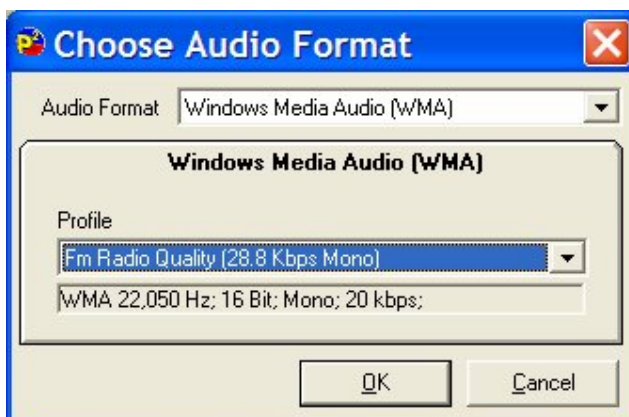
Use the Profile drop down list to see all of the available options, and select the option that most closely matches your needs.
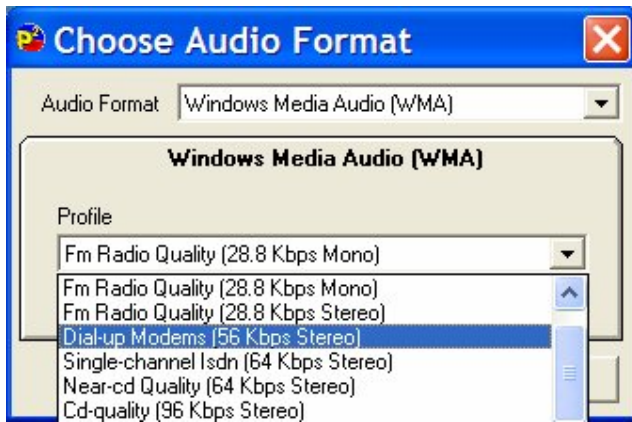
Please note that you can only select Window Media Audio (WMA) from the Audio Format drop down menu as all outgoing 'preview' audio files are compressed using windows media format audio.

Upload Format

The Upload Format option allows you to set the audio quality and format for the Voice Tracks that are recorded remotely and uploaded to the Remote Edit Server. Once again, use the Format Select button to change the Upload Format.
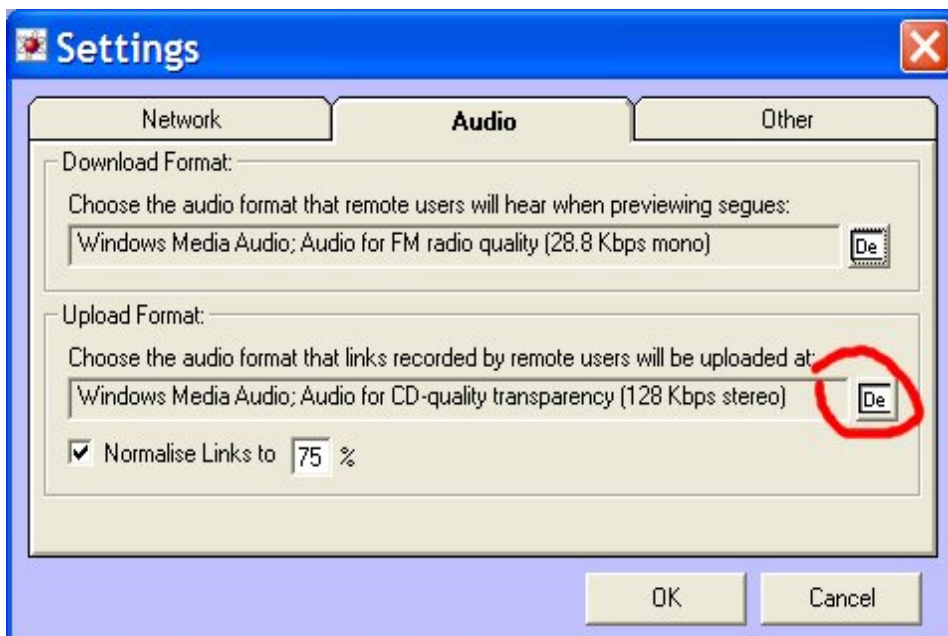
Once again, this opens the Choose Audio Format window which is used to select the Upload quality and also the audio format.
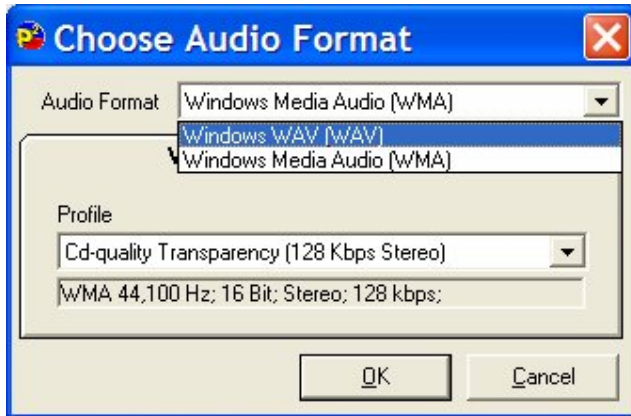
In this case, because you may not wish the uploaded Voice Tracks to be compressed at all, you can use the Audio Format option to switch between Window Media Audio (compressed) and Windows WAV (non compressed or linear audio).

If you select WMA then you can use the Profile drop down list to select the audio quality.
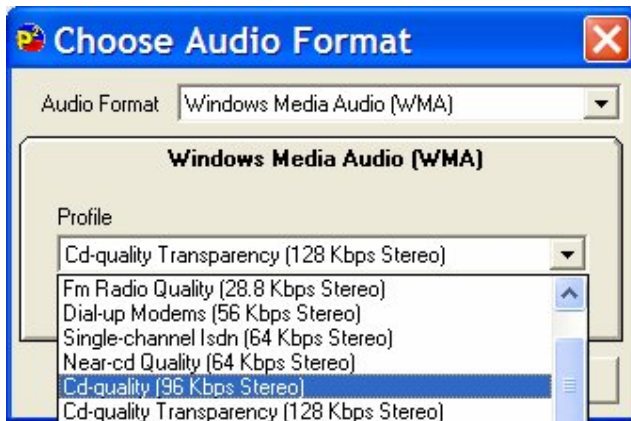
If you select Windows WAV Audio format then you get slightly different options.
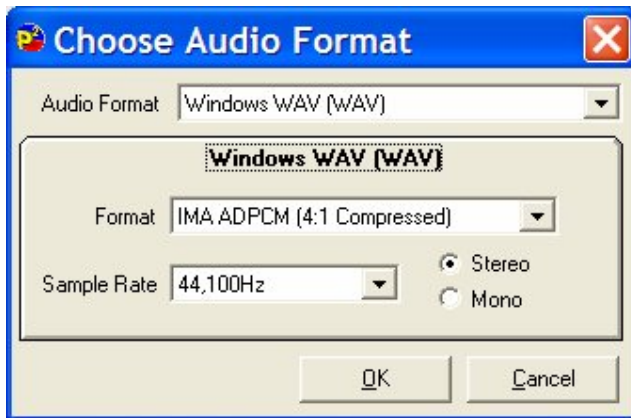
In this case, you can use the Format drop down to switch between IMA ADPCM (4:1 compressed) or PCM (non compressed).
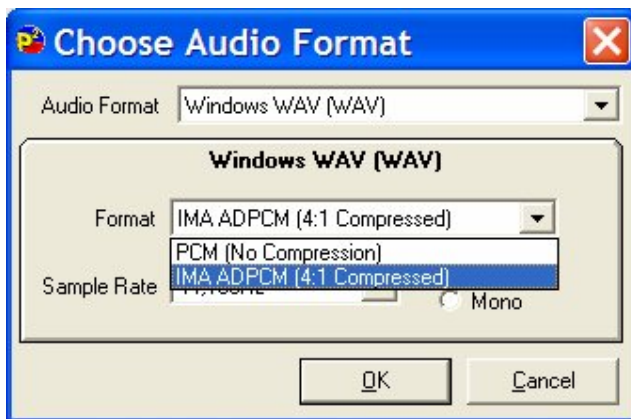
You can also use the Sample Rate drop down to select the sample rate that you wish to use (44,100Hz is CD quality and recommended) as well as whether the file should be mono or stereo.
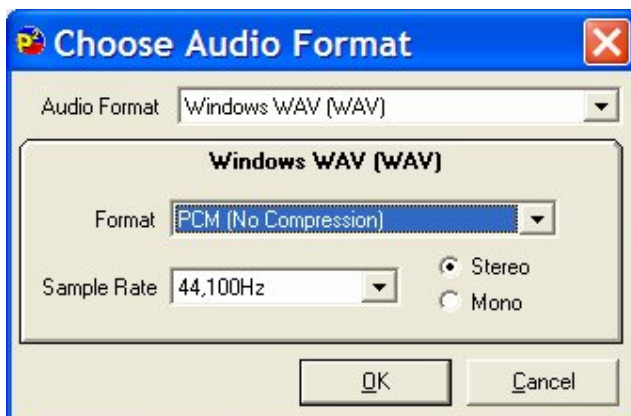
Upload Format: Normalise Links To XX%

This option allows you to set Remote Edit Server to automatically normalise all submitted files to a preset level.

With this option ticked Remote Edit Server will scan through the audio after it has uploaded it, find the loudest point and then work out how much it will need to amplify or reduce the volume by in order for this point to make it the same as the Normalise To percentage. Once it has this value, it will then apply the same amplification / reduction to the rest of the file and hence the file will be normalised. The important thing is if all the audio files uploaded are normalised to the same value then the loudest point in each file will be exactly the same.

The percentage value represents the entire range of volume of the sampled audio with 100% representing full volume (e.g. wave form reaches top of scale) and 0% presenting silence.

Myriad can also be set to normalise all imported and ripped audio to a preset percentage. It may be that you want to set the Normalise setting in Remote Edit Server to be the same as Myriad but also, you may decide that Voice Tracks should be normalised to a slightly higher level which is why it can be set separately.

The Other Tab

The Other tab is used to house a few miscellaneous options that do not fall under the Network or Audio categories.

Security Options: Allow Users With Blank Passwords To Login

Remote Voice Tracking users have to log in to the Remote Edit Server with their standard Myriad User Name and password and Remote Edit Server then checks this against the P Squared Directory top ensure they are a valid User and that they have access rights to edit the Log remotely. If they do then they are allows to proceed to using RVT to edit the log and record Voice Tracks.

The problem is that Myriad does allow Users to opt to have blank passwords as part of their login detail and whilst this may be ok inside your station (where only your staff are allowed), it may represent an unacceptable security risk for Remote Voice Tracking as the last thing you want is a complete stranger (or someone malicious) editing your log or recording Voice Tracks that will be broadcast 'on air' unless you intervene to stop them.

It is recommended that Users be forced to keep passwords in order to access the system. This can be achieved by switching this option off.

Logging: Store Log Files Here

Remote Edit Server stores a constant log of RVT activity to provide you with information about who has been doing what should you need it.

This option allows you to set a local or network folder location for Remote Edit Server to store this log information in. To set an alternative location, click on the Select Folder button and browse to the location you wish to use.

Other Options: Minimise To The System Tray

This option allows you to set what happens to Remote Edit Server when it is minimised. If this option is ticked then when you minimise the Remote Edit Server application, instead of just minimising on the Start Bar like a normal application, it goes to a small icon in the 'sys tray' which is next to the clock on the right hand side of the Start Bar.
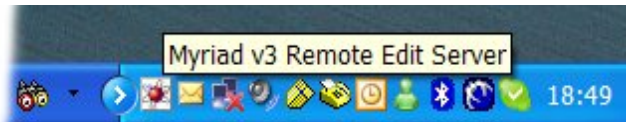
This option is useful if you are running Remote Edit Server on a machine that also performs other tasks as once Remote Edit Server is configured and running, you can pretty much forget about it.

The Remote Edit Server Settings Window Summary

Once you are happy with all of the settings on the Remote Edit Server Settings Window, click on the OK button and your settings will be saved and Remote Edit Server will finish loading for the first time.

The Remote Edit Server General Screen Layout

The Remote Edit Server general screen layout is outlined below.
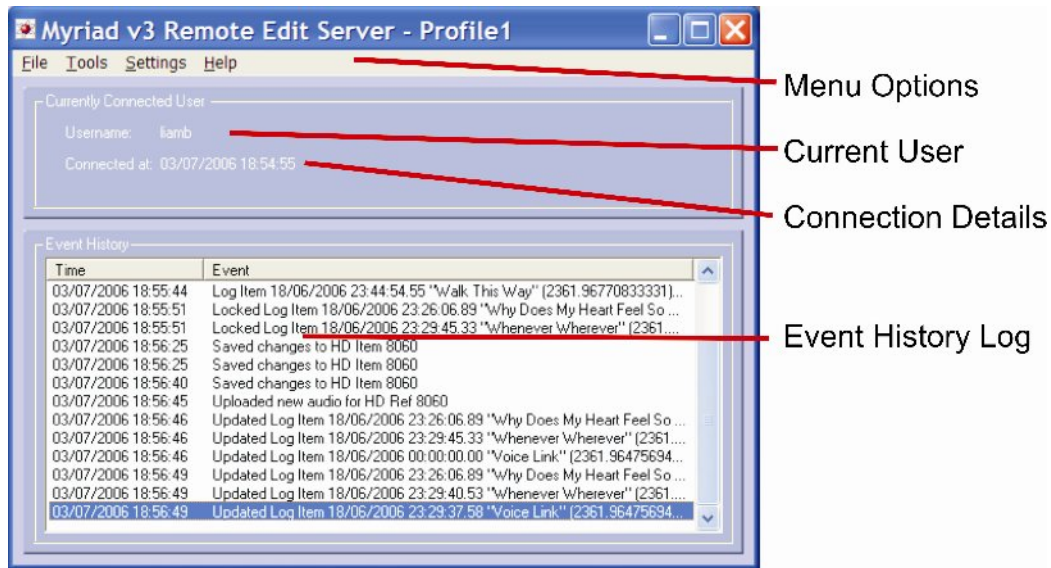
These sections are explained in more detail below.

Menu Options

The Menu Options section provides access to a range of tools and settings to allow you to configure both Remote Edit Server and your Myriad system as a whole.

The majority of these settings have already been covered in the main Myriad documentation or earlier in this manual so the brief guide below is intended as an overview only.

File > Reset Connection

This option is used to cut the connection to a RVT client and reset the system to allow another RVT client to connect.

You can use this option to drop any connections that may have inadvertently been left open or if some problem is preventing the RVT client from correctly ending the session.

File > Exit

This option is used to close the Remote Edit Server application which will also drop all active RVT client connections.

Tools > Pre Seed Audio Cache

In the previous section, we looked at how Remote Edit Server can be configured to store a cache of audio files that have already been chopped to the correct size and encoded at the correct rate. That way, if an RVT client requests an audio files that is already cached then Remote Edit Server will sent RVT the cached version which saves time and resources. Normally, Remote Edit Server will build up a sizable cache of audio files over time but as they are only created as RVT requests them, it can take a while (if ever) for a useful amount of the audio files to be stored in the cache.

The Pre Seed Cache option on the Tools menu counteracts this by allow you to set Remote Edit Server to work through a range of Carts on the Audio Wall and generate the chopped and compressed audio preview files for all of the selected Carts regardless of whether a RVT client has requested them.

If you are using a large Audio Wall then this can considerably speed up the RVT process as the user will not have to wait while Remote Edit Server extracts, chops and compresses audio files, they will already be in the correct format and ready to be downloaded. The only downside is that the cached audio files will take up hard disk space on your system (see Settings Window > The Network Tab for more details).

To use this facility, select the Pre Seed Audio Cache option on the Tools menu.
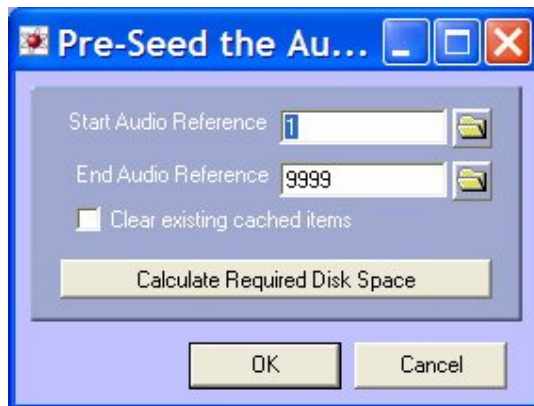
Next, use the Start Audio Reference and End Audio Reference fields to type in the start and end Cart Slot Numbers that you wish to use. If you are not sure, you can click on the Cart Browser buttons to use the Cart Browser to select the Start and End Carts.
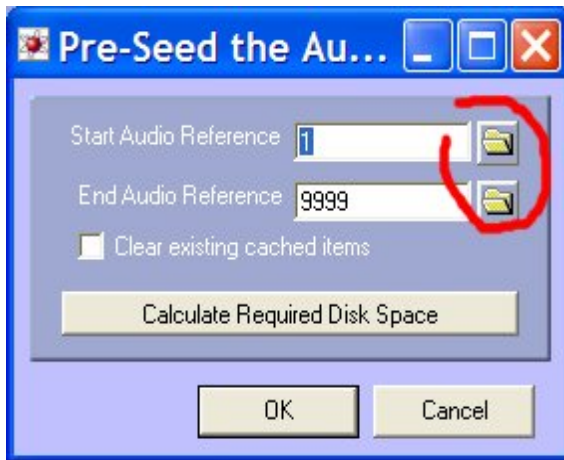
N.B. See Cart Browser section of main Myriad User Guide for more details on using the Cart Browser.

If you tick the 'Clear Existing Cached Items' option then Remote Edit Server will work its way through the selected Cart Range and generate cached audio files for each Cart in that range (well not the blank ones!). If you leave this option un-ticked (the default) then Remote Edit Server will not overwrite any audio files that already exist which effectively means it will only add in new Carts or Carts that have changed. This is useful as you can run this facility periodically to keep your cached files roughly in sync with your Audio Wall.

Remember that is RVT client requests a Cart that is not cached, Remote Edit Server will generate it anyway so this is not critical.

Finally, you can click on the Calculate Required Disk Space button to get Remote Edit Server to scan through the requested Cart Range and calculate how much space will be required to Pre Seed the Audio Cache with the selected Carts.

This allows you to see how much space will be needed and avoids running the tool if you do not have enough space to complete the operation.

Once you are happy with the settings, click on the OK button to begin the Pre Seed process.
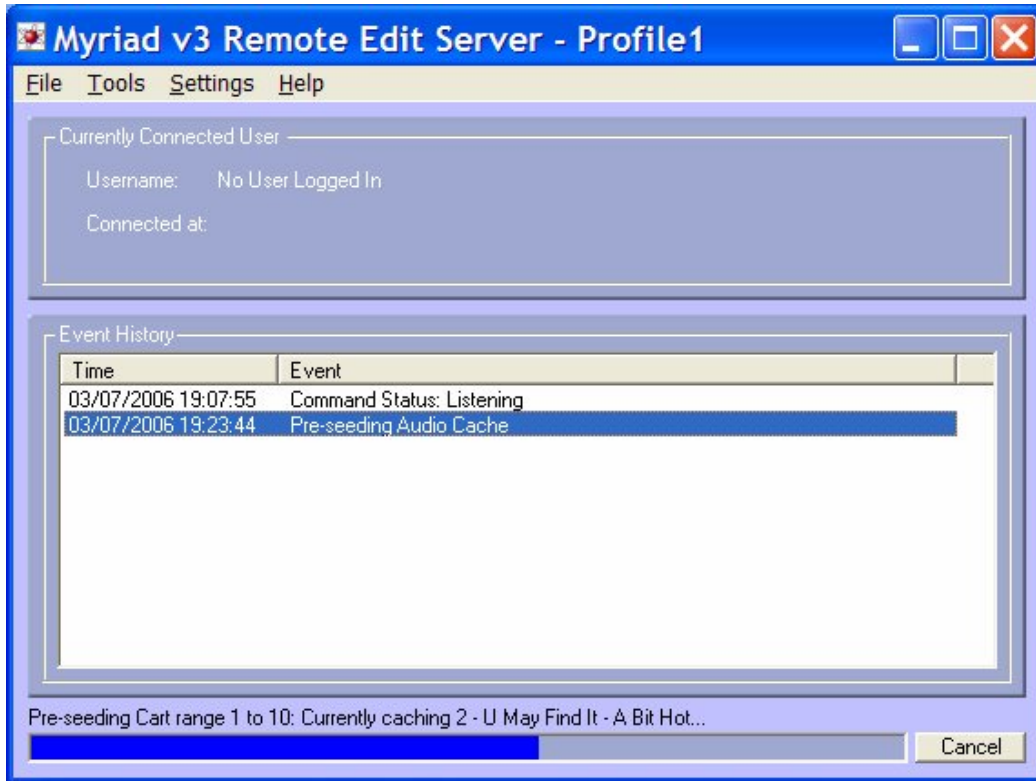
As you will see, Remote Edit Server continues to operate normally while it is generating the audio files in the background.
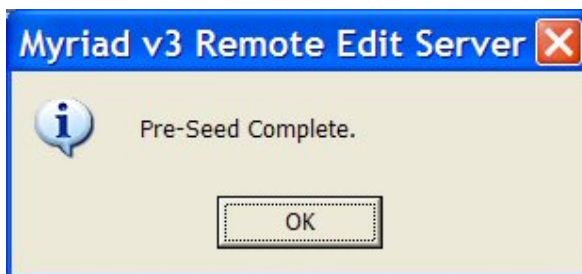
Once the process is complete, Remote Edit Server will let you know.

Tools > Clear Audio Cache

As you would expect, this option is used to clear the audio cache that Remote Edit Server has stored so that no audio files exist in the cache. If you select this option, you will first be asked to confirm that you want to proceed.
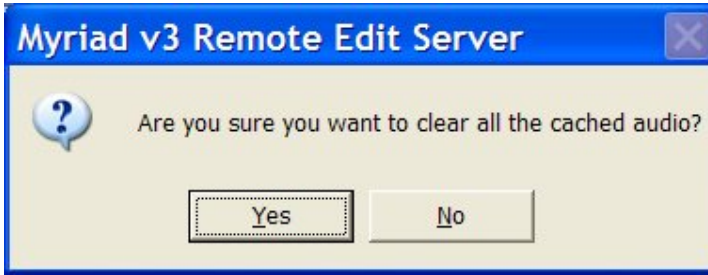
If you select Yes at this stage then Remote Edit Server will delete all of the audio files stored in the cache.
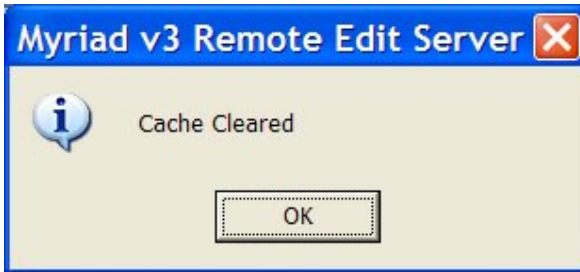
Settings > Audio Wall Settings

This provides access to the Myriad Audio Wall Settings window which is used to set the location of the audio files that make up the Myriad Audio Wall as well as the settings that the Audio Wall File Locations use.

CAUTION: This is a Myriad setting; altering this setting will effect Myriad as well as Remote Edit Server. You should only use this feature if you know what you are doing and mean to re-configure your Myriad system as well.

The first thing that you will see with this option is a warning that any changes made in this window will affect Myriad.

Click on Ok to proceed.

Next you will see a warning that changing the file locations will invalidate the audio file cache and Remote Edit Server will delete the old audio file cache if you set up a new Myriad Audio Wall File Location (which makes sense as the old cache will be invalid).

If you wish to proceed, click on the Yes option.
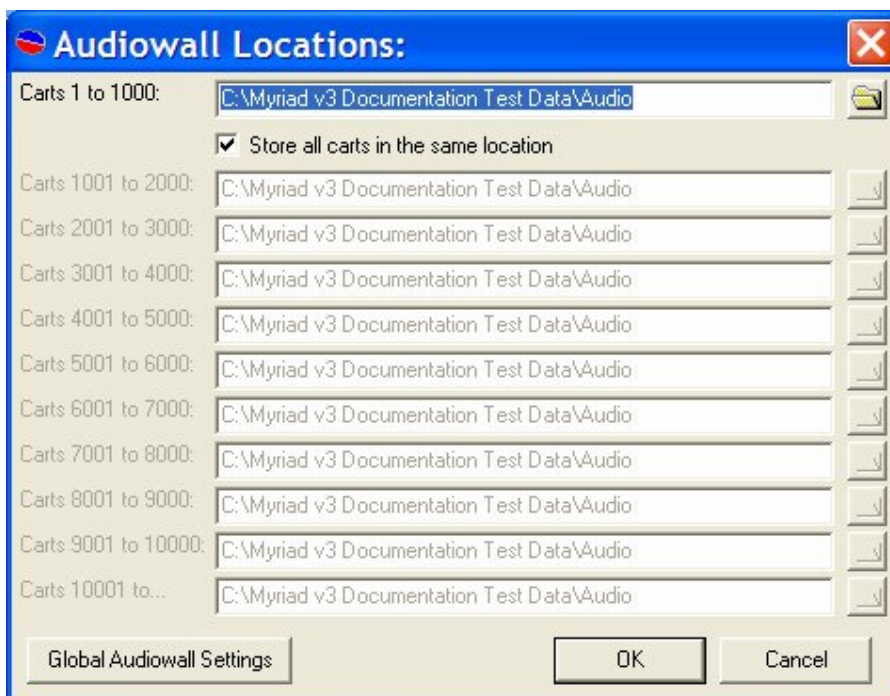
This provides access to the standard Myriad Audio Wall File Locations window which is used to change the location of the audio files Myriad uses for the Audio Wall and also to configure the Global Audio Wall Settings.

The settings on this window are covered in the main Myriad User Guide and are not within the scope of this document.

Settings > Station Database Settings

The option provides access to the Myriad Station Database Settings which are used to configure individual Station Databases in Myriad.

CAUTION: This is a Myriad setting; altering this setting will effect Myriad as well as Remote Edit Server. You should only use this feature if you know what you are doing and mean to re-configure your Myriad system as well.

If you have more than one Station Database, you will first be asked to select the Station Database you want to work with.
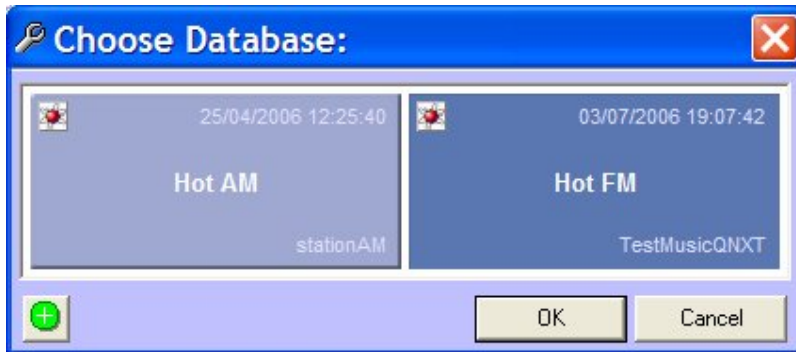
Highlight the Station Database you wish to work with and then click on Ok.
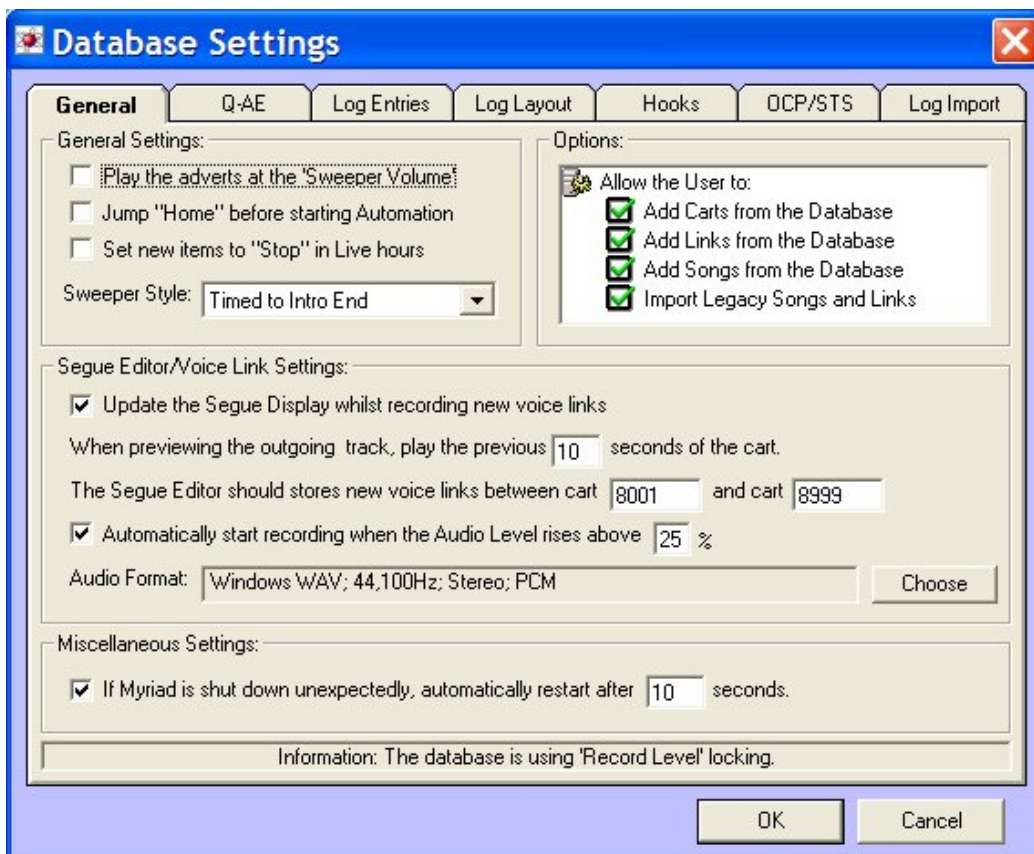
The Station Database Settings window will then open. You can use this to configure a wide array of options that will affect all Myriad workstations that access the Station Database you are working on so be careful!

The Station Database Settings window is covered in detail in the main Myriad Users Guide and is not covered in this documentation.

Settings > P Squared Directory Settings

This option offers access to the P Squared Directory Settings window which is used to configure security groups in Myriad as well as a range of other User related features.
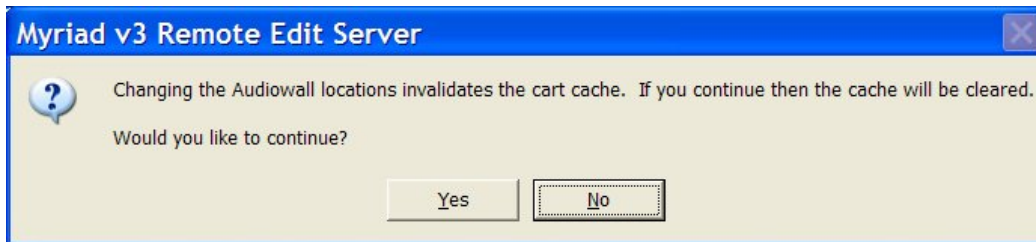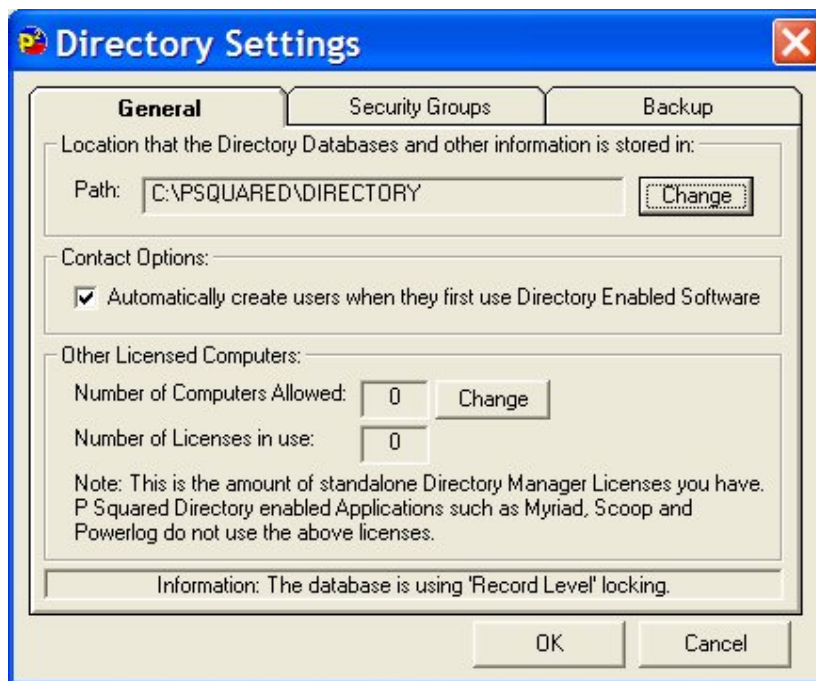

CAUTION: This is a Myriad setting; altering this setting will effect Myriad as well as Remote Edit Server. You should only use this feature if you know what you are doing and mean to re-configure your Myriad system as well.

The Directory Settings window is covered in detail in the main Myriad User Guide and is not re-covered in this manual.

Tools > Myriad Settings

The Myriad settings option is used to access the Myriad Settings window which allows you to alter a number of local and remote Myriad related features.

CAUTION: This is a Myriad setting; altering this setting will effect Myriad as well as Remote Edit Server. You should only use this feature if you know what you are doing and mean to re-configure your Myriad system as well.

When you access this option, the first thing you will see is a warning that you are about to alter the settings for Myriad not necessarily Remote Edit Server.

You will then proceed to the Myriad Settings window which offers access to all the Myriad settings.
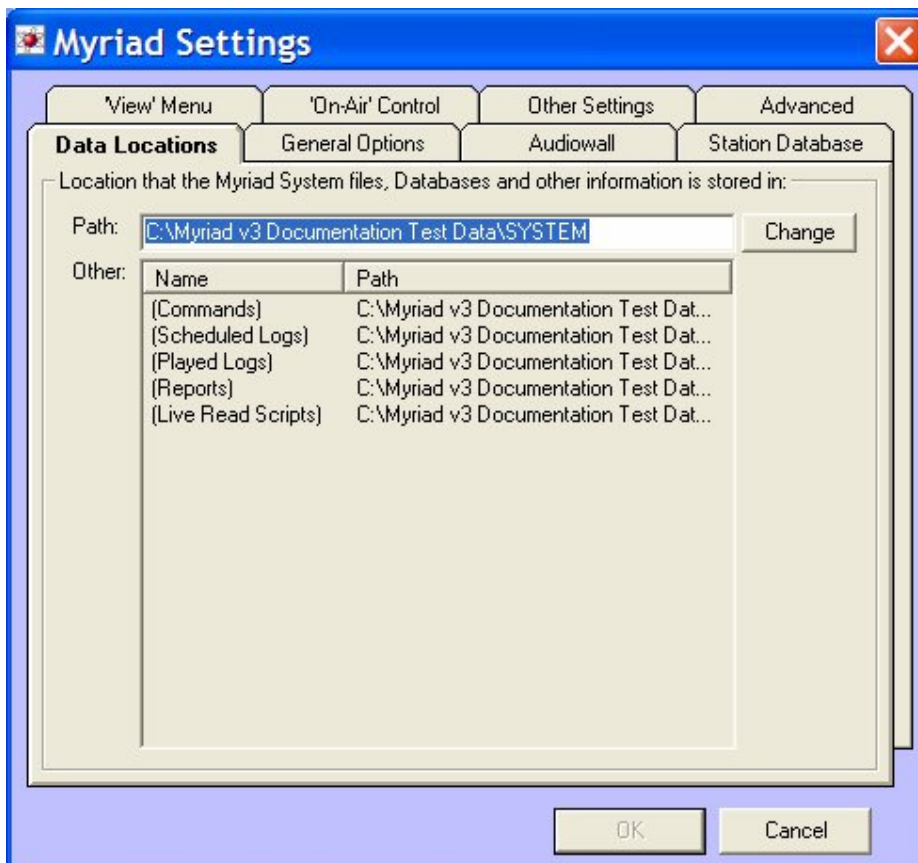
This section is covered in detail in the main Myriad User Guide so you should refer to that document for more details on the options offered here.

Tools > Program Settings

At last, something that is fully Remote Edit Server related!
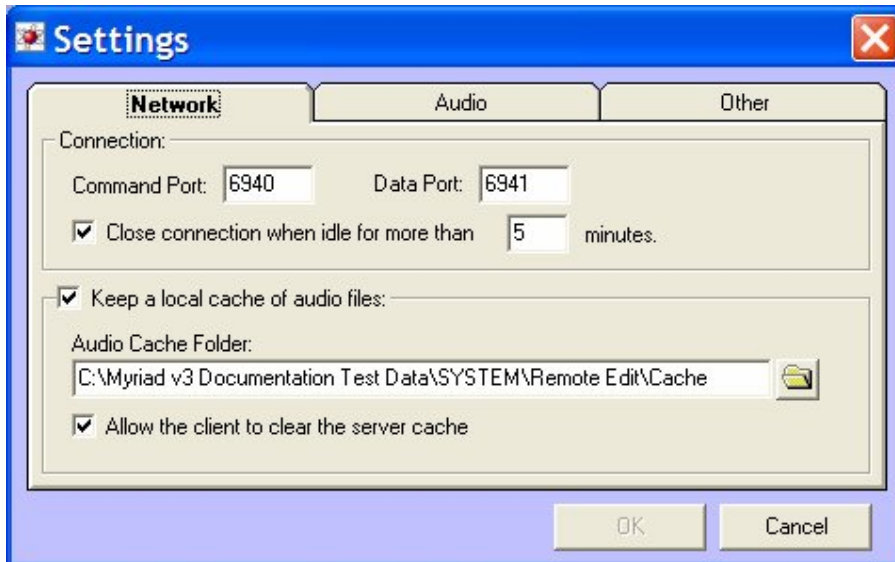
Selecting this option will open the Remote Edit Server Settings Window which is covered in detail in the Remote Edit Server Settings Window section earlier in this manual.

The Remote Edit Server Settings window is divided in to three tabs.

1. Network – for setting up the way Remote Edit Server communicates with RVT clients.
2. Audio – for setting up the audio quality and format for the audio files that are downloaded and uploaded.
3. Other – A range of general settings not related to network or audio functions.

All of the options on this window are covered in detail in the Remote Edit Server Settings Window section earlier in the manual.

Tools > License Details

This option is used to access the Remote Edit Server License Wizard which is used to enter an updated license code or check to see when you current license expires.

You may have to enter a new license code periodically (as an anti-piracy measure) in which case you will need to use this wizard from time to time.

A full walk through of the License Wizard can be found in the Licensing Remote Edit Server section earlier in this user guide.

Help > Update Information

This option displays a text file that is installed with each new build of Remote Edit Server, which details any changes, enhancements or bug fixes that the new (and previous) versions of the software contains.

Myriad Update Information

Myriad v3 Remote Edit Server Update Information

This file contains a list of changes that have been made to this release of the Myriad Remote Edit Server.

You can check for the latest software updates, and obtain help and support from http://www.psquared.net/support/

Thank you for reading this information.
P Squared Development team.

For the latest information about Updates and known issues, please visit the P Squared Forum at http://forum.psquared.net/

v3.0.17

The server can now specify wav formats to be used for link uploads.

There is a disk space calculator to allow you to determine how much space you will need to run a pre-seed cache operation.

It is worth a read through each time you install a new version of the software as they may be a cool new feature that you would not otherwise know about.

Help > P Squared On The Web

This option provides direct access to a range of P Squared web sites to give you a quick way to get to any P Squared web site.
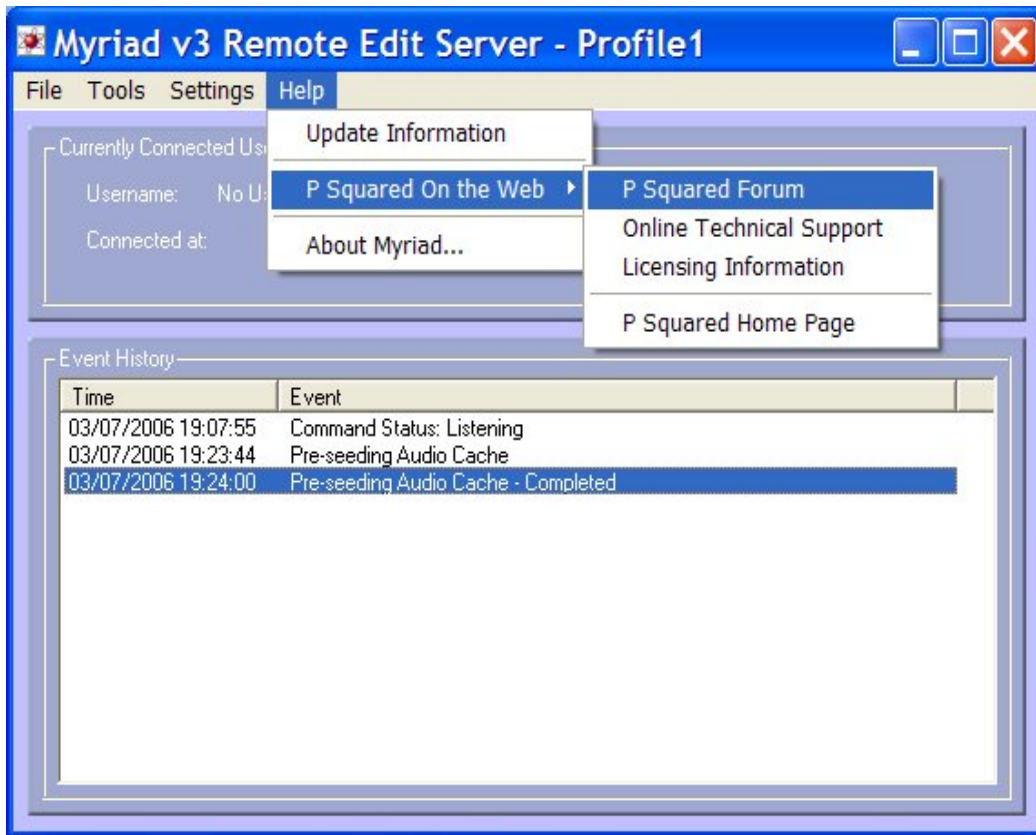
Selecting an option from this list will open the selected web site in your PCs default web browser.

Help > About Myriad

The About Myriad option opens the About Myriad which is principle used to determine the exact version number of the software you are using.
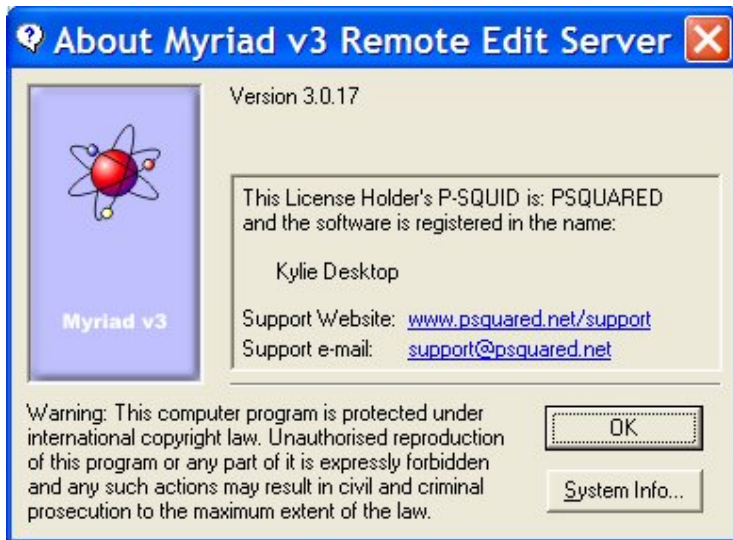
It also contains some other useful information that P Squared engineers may ask for when dealing with any requests you may have.

Current User

The Current User section of Remote Edit Server shows the Username of the person who is currently logging in to Remote Edit Server via a RVT client.
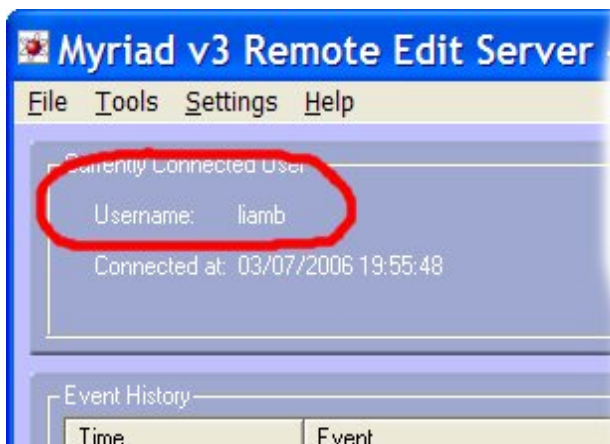
This Username will be the same as the Username that they use to log in to Myriad when they are at the station.

Connection Details

The Connect Details section shows the date and time when the currently connected User logged on to the Remote Edit Server.
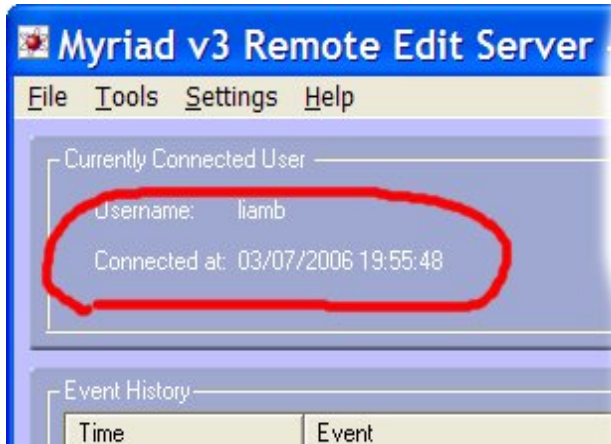
Event History

The Event History window shows a rolling list of the tasks performed by the user remotely using RVT.
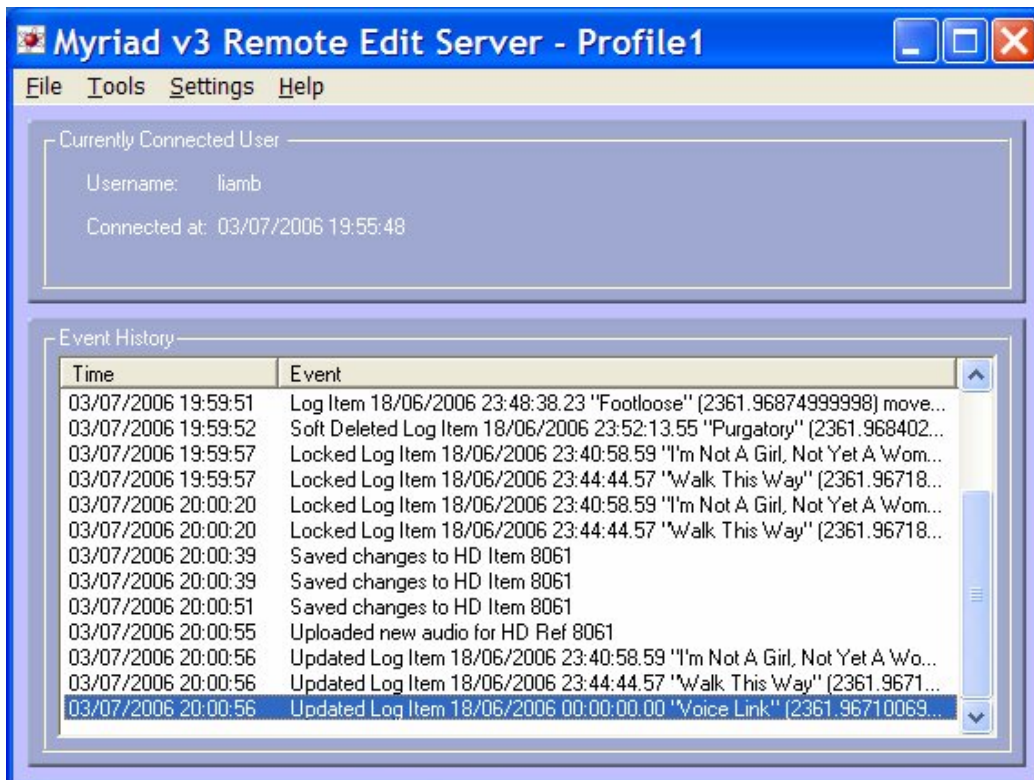
As you will see, Remote Edit Server keeps a fairly comprehensive lists of the actions of the RVT user and these are also stored as Log Files to allow you to look back at previous activity.

The Event History window acts as a very useful trouble shooting tool is the remote user is having difficulty performing a particular task.

Trouble Shooting

In this section we will look at some of the more common issues you may face with Remote Edit Server.

Networks, Firewalls & Port Forwarding

The biggest issue you are likely to face with Remote Edit Server is that in order to allow Remote Voice Tracking clients to connect to the Remote Edit Server you will have to configure your network and firewall to firstly allow connections to the PC running Remote Edit Server and also open up the Ports that Remote Edit Server is using for Data and Communications.

Unfortunately, the assistance that P Squared can offer in this area is very limited as each network and security system is different.

If you are using Windows XP's in built software firewall then the first time you run Remote Edit Server, the XP firewall will detect the need for external connections and ask you whether you wish to Block or Unblock connections to this application.

You MUST click on the Unblock option when this window appears.

The problem is that most stations will also operate a hardware firewall of some description and this will also need to be configured to allow Remote Edit Server to communicate with the 'outside world'.

You can view the Ports that Remote Edit Server will require to be 'open' by selected the Settings Menu > Program Settings option and switching to the Network tab.
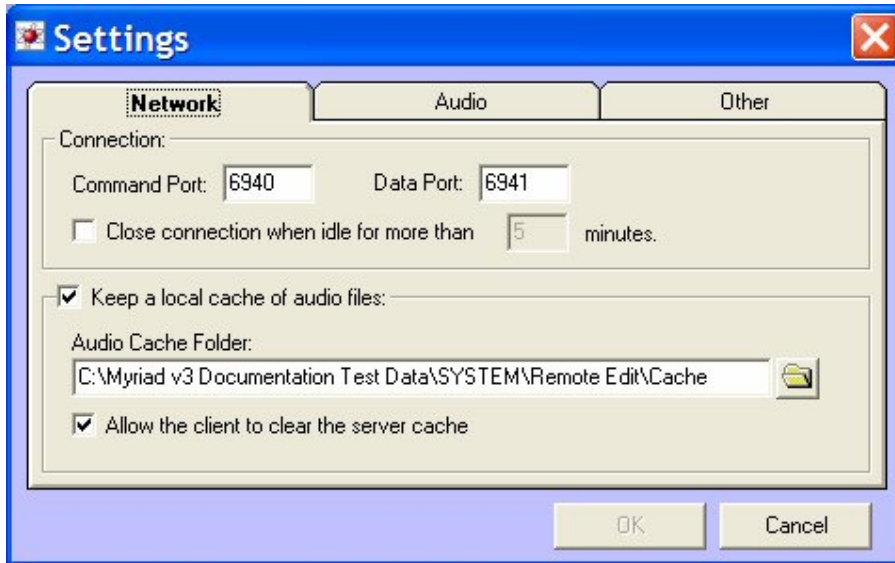
Here you can view and edit the two Ports that Remote Edit Server and Remote Voice Tracking will use to communicate, it is these ports that must be 'open' on your firewall and must 'forward' connections to the Port to the Remote Edit Server PC.

This is known as Port Forwarding and it basically means that whenever an external PC connects to your firewall using the selected Ports, the firewall will automatically pass the information on to a specific PC, in this case the Remote Edit Server. The Remote Voice Tracking then connects to the firewall at the station (not the Remote Edit Server directly.

The diagram below shows the general overview of what needs to happen.
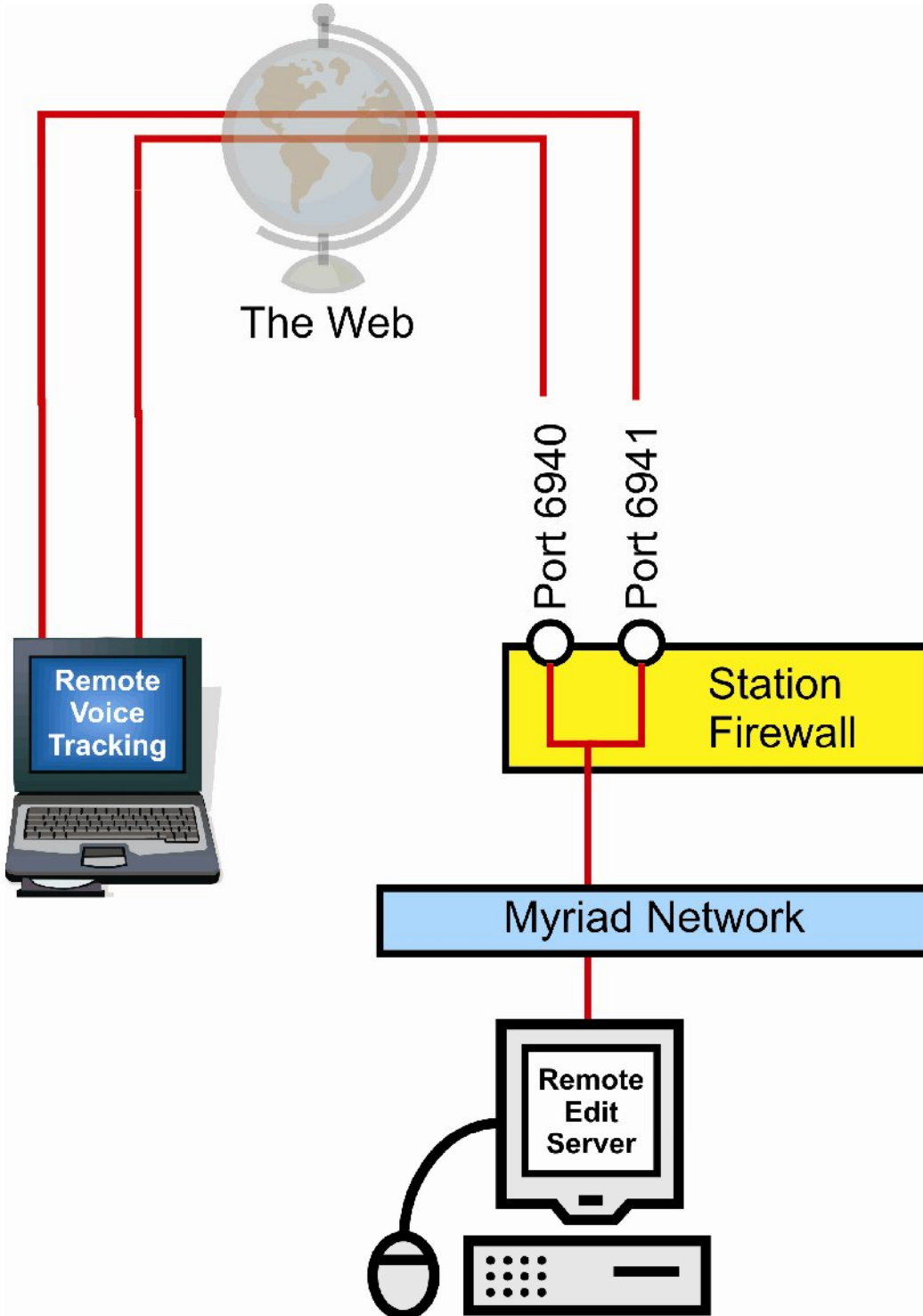
The way in which this needs to be set up varies with different firewall equipment and network configurations and unfortunately, P Squared are unable to offer technical support with configuring firewalls.

The screen shot below shows an example configuration when working with a DrayTek Vigor 2900 Series firewall but it will be different on other makes and models.

For details on how to work with your stations firewall, please consult your IT department or the firewall manufacturer's documentation.

If you require further assistance, then P Squared may be able to help but this would result in a small support charge as it is not covered by any support contracts with P Squared.

Using Remote Edit Server With A VPN Connection

As an alternative to the Port Forwarding method outlined above, if your station is set up allow VPN (Virtual Private Network) connections then this provides a much simpler method for allowing Remote Voice Tracking Clients to connect to your Remote Edit Server.

VPN allows users in the 'real world' to login to your corporate network as if they were in your building but instead of being physically at your site, their connection is 'tunnelled' through the web.

VPN's are great because if a user logs in to your network via VPN, they are effectively on your network and as such can access the resources within your network that you allow them. This means that once a Remote Voice Tracking client has logging in to your network via VPN, they can then connect to the Remote Edit Server directly using the Remote Edit Server name.

This method is undoubtedly simpler providing your network is already configured to accept VPN connections. If your network is not configured for VPN's then you will need to consult your IT department to determine whether your equipment will support VPN's and also to get advice on how to configure tyour equipment for VPN's. Unfortunately, P Squared technical support are not able to assist in this area.

The VPN method appears to be idea but there a couple of things that you need to consider.

- When a user logs in to your network via VPN, it is as if they have logged in use a PC within your building and will have access to all of the network resources that would be available if they used the same username and password in a PC in your building. This may be fine for employees but if you are using freelance presenters, you may not wish to give them so much access.

- Not all firewall equipment allows VPN connections and sometime, configuring VPN access securely can be challenging.

If you can over come these issues then using a VPN connection provides and excellent alternative to the 'port forward' method outlined in the previous section.

Remote Voice Tracking (RVT)

Remote Voice Tracking (or RVT) is the stand alone application that is installed at all remote sites or roving PCs that you wish to have access to your Station Log via the Remote Edit Server. The RVT client is designed to look and act just like the Log Screen in Myriad and it allows you to review and edit the Station Log, edit segues and record Voice Tracks locally which are then automatically uploaded to the station and inserted in to the Station Log by the Remote Edit Server.
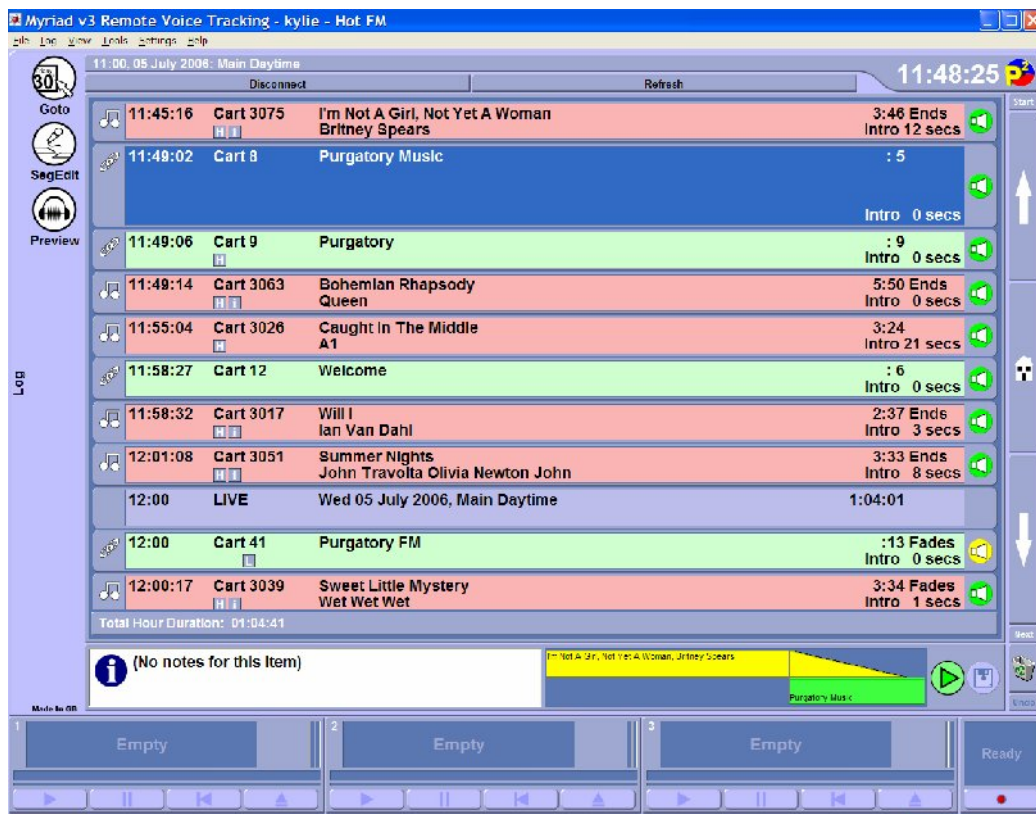
If you are familiar with Voice Tracking in Myriad then this screen will look very familiar indeed and you should be able to largely use RVT without any additional information or training.
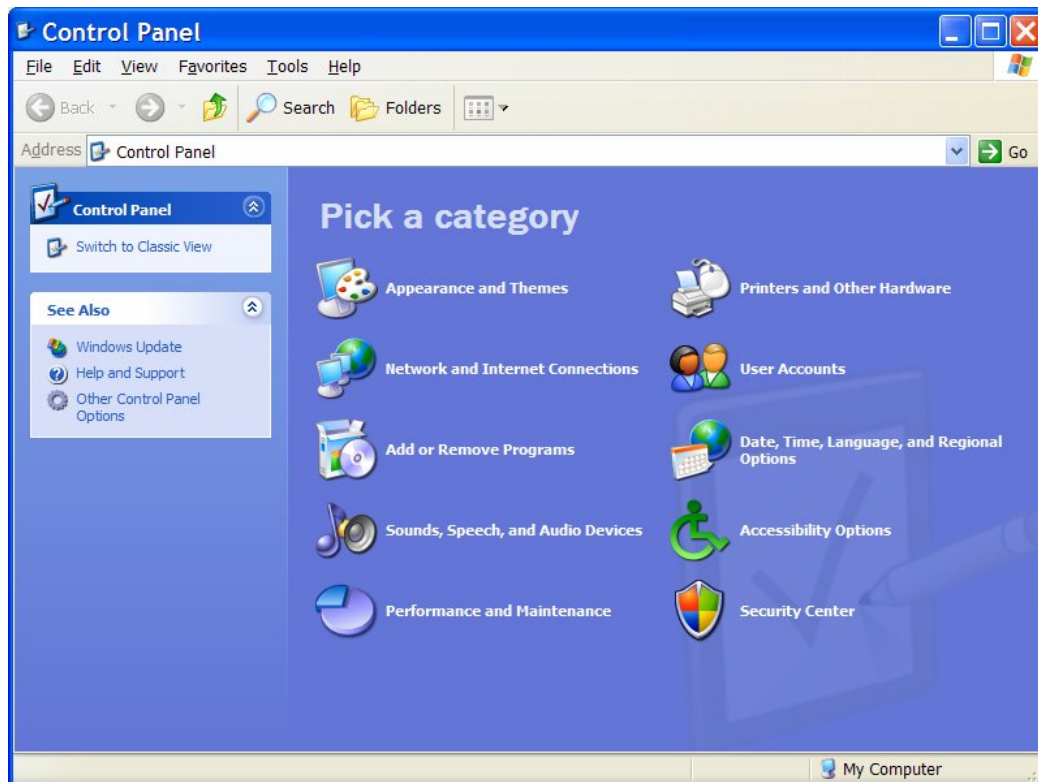
As the RVT allows you to work with the Log Screen and record Voice Tracks in almost exactly the same way as Myriad and both areas are covered in a great deal of detail in the main Myriad Users Guide, it is assumed in this documentation that you are familiar with the concepts and operations of Myriad and hence many of the features will only be covered partial detail.

Setting The Sound Devices That Remote Voice Tracking Will Use

Unlike Myriad which allows you to specify what sound device to use for playback and recording, Remote Voice Tracking uses the default Windows sound devices for playback and recording.

The problem is that you may have more that one sound enabled device attached to your PC (especially if you have things like USB modems connected).

In order to alter the default Windows sound devices, click on the Start button and select Control Panel. Control Panel can be viewed in two different ways in Windows XP depending on how you have set up your PC.

Category View

Classic View

If you are in Category View, click on 'Sounds, Speech, & Audio Devices' option, then the Sound & Audio Devices option which will open the Sound and Audio Devices Properties window.

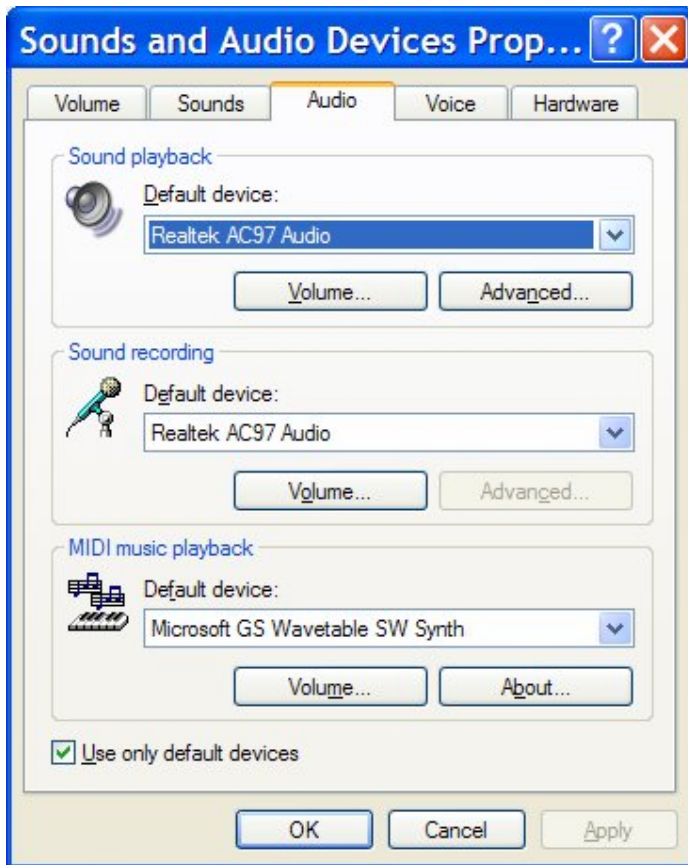If you are in classic view, double click on the Sounds and Audio Devices Option.

In both cases, the Sound and Audio Devices Properties window will open.

Switch to the Audio tab and then use the drop down list to select the Sound Playback and Sound Recording Default Devices.

Running Remote Voice Tracking For The First Time

Once you have successfully installed Remote Voice Tracking, you are ready to run it for the first time.

Unlike Remote Edit Server (and most other P Squared products), Remote Voice Tracking is not licensed which means you are free to install it on any PC that you wish and you will not need to license or register the installation with P Squared. This in tern means that the first time you run Remote Voice Tracking, you will not be asked to complete the License Wizard, instead, Remote Voice Tracking will proceed directly to the Connection Settings screen.

You use this screen to enter the settings that Remote Voice Tracking will use to connect the desired Remote Edit Server. This window is also used to login to the Remote Edit Server each time that you restart Remote Voice Tracking.

The Connection Settings Window / Login Window

The Connection Settings window is used to configure the settings that Remote Voice Tracking will use to connect to the Remote Edit Server and also to provide you with the mechanism for logging in and out of the Remote Edit Server you are connecting two.

The Connection Setting window can be viewed in two modes.

### The Connection Window In Simple Mode

In Simple Mode, you can type in your Username and Password as well as the name of the Remote Edit Server you want to connect to. Remote Voice Tracking uses either the default settings for Remote Edit Servers that it has not connected to before, all the altered settings that you used last time when connecting to a Remote Edit Server that you have set up previously.

You can opt to have Remote Voice Tracking save your password by ticking the Remember Password so that next time Remote Voice Tracking will allow you to connect directly.

The Connection Window In Advanced Mode

You can also view the Connecting Settings window in Advanced Mode by clicking on the Options button on the bottom right of the window.
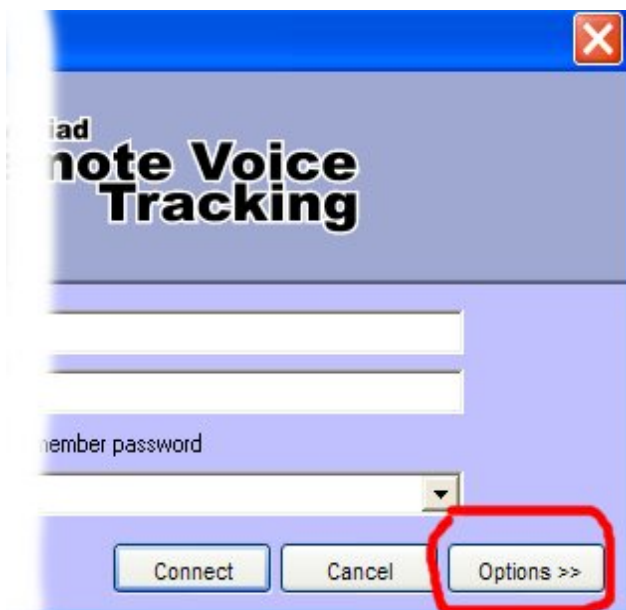
This will expand the Connection Settings window in to Advanced Mode which allows you to configure a number of additional settings and preferences.
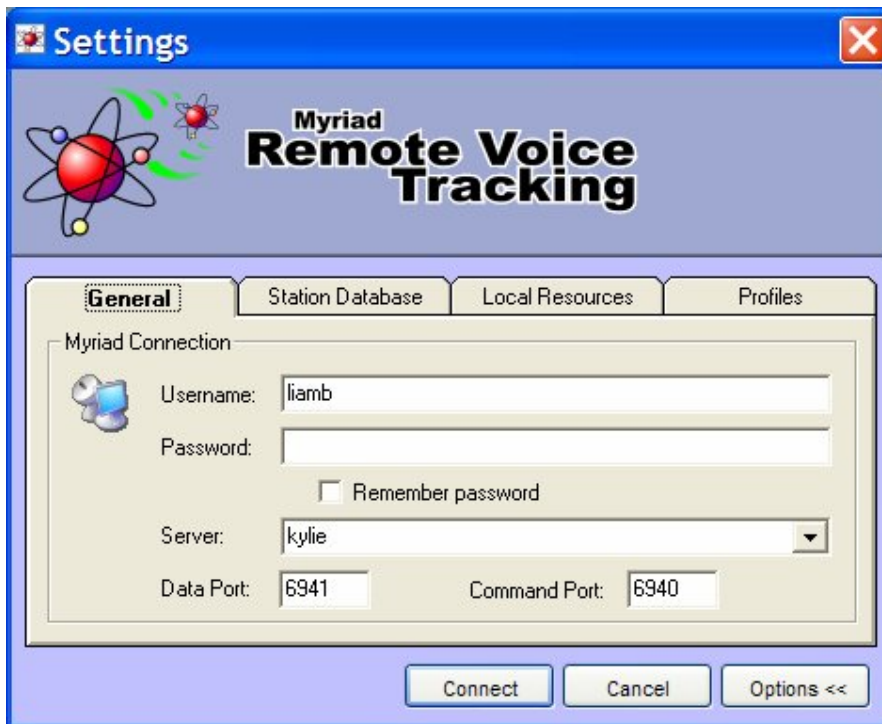
The Connection Settings window in Advanced Mode is divided up in to four tabs. The options in each tab are examined in the sections below.

The General Tab

The General tab is used to set the general connection details for connecting to a Remote Edit Server and is very similar to the Simple Mode view outlined above with the exception that you can also set the specific Port Number to use for the Data Port and the Communications Port.

Each of the options on this tab are outlined below.

- **Username –** This allows you to type in the User Name that you wish to use to login to the Remote Edit Server. This User Name should be the same as the User Name you use to login to Myriad when you are using it at the station.
- **Password –** You can type in the Password that is linked to your Username in this box. This is the same as the Password you use to login in to Myriad when you are at the station.

   Note: Users in Myriad do not have access rights to remotely edit the Station Log by default so you will have to ensure that your system

administrator has enabled you to remotely edit the Station Log prior to attempting to login remotely using Remote Voice Tracking.

- **Remember Password –** Just as it says, if you tick this box then Remote Voice Tracking will remember your Password next time saving you having to type it in again.
- **Server –** This is the Server Name or IP address of the Remote Edit Server that you want to connect to. When connecting over the 'real world' you will probably use an IP address (like 123.321.111.222 – this is not a real address by the way so don't bother trying it!) or real world server name (such as Remote Edit Server.mystation.com).
- **Data Port –** This is the specific Port that Remote Voice Tracking will use to communicate with Remote Edit Server for the purposes of transferring audio files back and forth. It is important that this Port number is set to be the same as the Data Port number on the Remote Edit Server and that the Firewalls at both the radio station and the remote site also have the select Port number 'open' i.e. the Firewalls at both sites allow data to pass through those Ports.
- **Command Port –** This is basically the same thing as the Data Port except that Remote Edit Server and Remote Voice Tracking use this port for communication only, no audio data is transferred using this Port. This makes communication between the two applications always possible. Just as with the Data Port, it is important that this Port number is set to be the same as the Data Port number on the Remote Edit Server and that the Firewalls at both the radio station and the remote site also have the select Port number 'open' i.e. the Firewalls at both sites allow data to pass through those Ports.

The Station Database Tab

The Station Database tab allows you to configure what Remote Voice Tracking will do regarding the Station Database once it has successfully connected with Remote Edit Server.
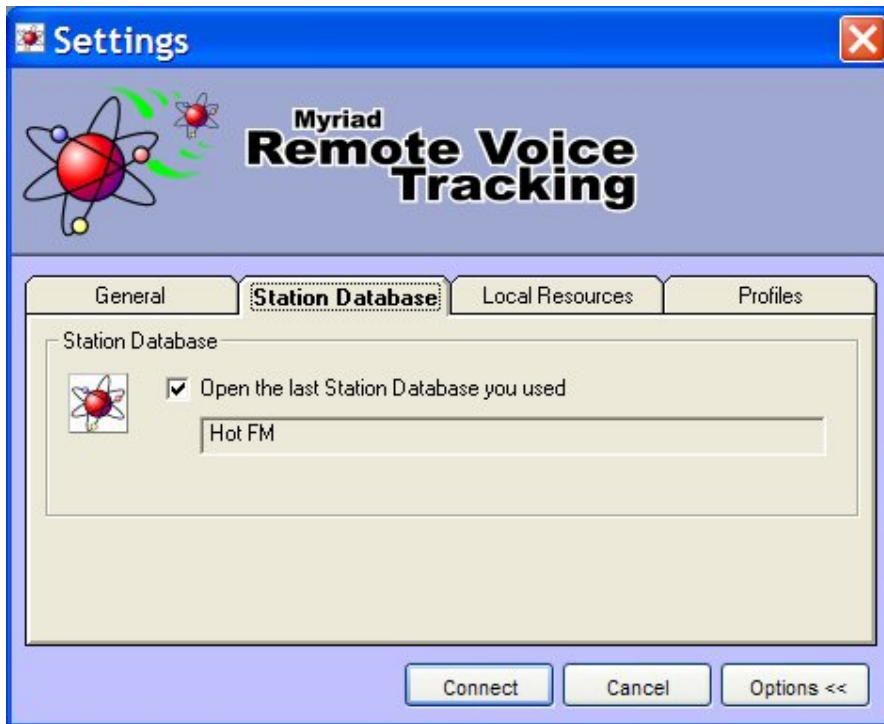
There is only one option on this tab which it the option to 'Open The Last Station Database You Used'.

If this option is ticked then Remote Voice Tracking will attempt to automatically open the Station Database that you last used when connected to the Remote Edit Server. The caption below shows the description of the Station Database that you last used to allow you to see if it is the correct one.

I many cases, your station will only have one Station Database anyway so you do not have to worry about this setting but if your station does have more than one Station Database (say for example if it is an AM and FM station) then you may wish to un-tick this option so that Remote Voice Tracking asks you which Station Database you wish to work with each time you connect to the Remote Edit Server.
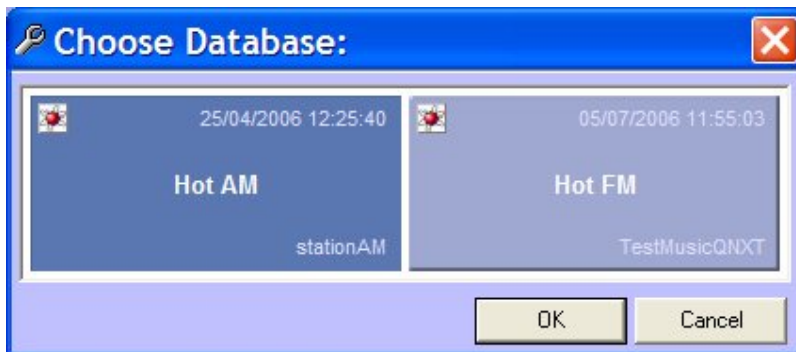
The Local Resources Tab

The Local Resources tab is used to configure the location and size of the local audio file cache that Remote Voice Tracking generates to speed up operations.

Just as the Remote Edit Server keeps a copy of the 'preview' carts that it generates, the Remote Voice Tracking will store a copy of the 'preview' Carts that it downloads and if it needs to use them again (and the original has not changed) then Remote Voice Tracking will use the 'preview' version from the local cache first, saving then need to download the file again.
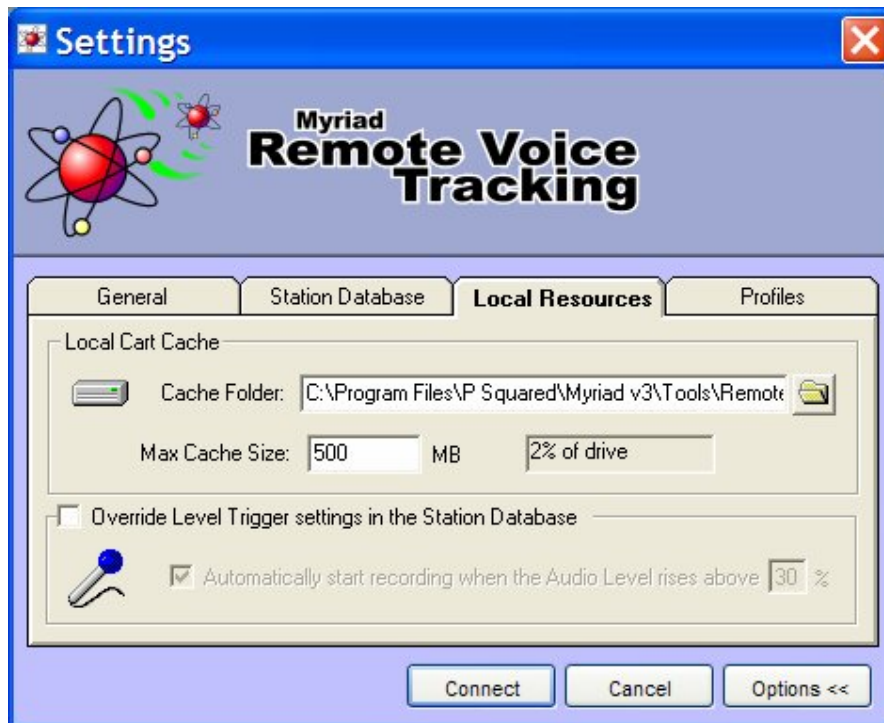
You can use the Local Resource tab to set a folder location to store the cached 'preview' Carts in and also to set a maximum space that Remote Voice Tracking can use to store cached audio files to prevent it taking up all the space on your hard disk.

You can also use the 'Override Level Trigger' setting to override the generic volume level at which Remote Voice Tracking will automatically start recording when you are doing a Voice Link. Normally, this setting if fixed at the station but because you may be using very different equipment at your remote location so the threshold level set at the station may be inappropriate.

The options on the Local Resources tab are outlined below.

- **Cache Folder –** This allows you to set the folder location for Remote Voice Tracking to store the files that it downloads, to be accessed next

time it needs them (and assuming nothing has changed at the Remote Edit Server end). You can use the Browse Folder button to select a local or network location to keep the cached audio files.

- **Max Cache Size –** This setting allows you to set an upper limit to the amount of files that Remote Voice Tracking will be able to store in the local audio file cache. Type in the maximum amount of space (in MB) that you want Remote Voice Tracking to use. If the audio file cache exceeds this size, Remote Voice Tracking will automatically delete files from the cache starting with the files last used the longest ago. It also shows the percentage of the overall capacity of the drive you have selected to the right of the Max Cache Size field.

- **Override Level Trigger Settings In The Station Database –** By default, Remote Voice Tracking will use the same volume threshold when detecting voice for recording, as Myriad station at the station you are connected to. The problem is that whist it may be fine for Myriad to start recording when the incoming volume rises above 5% in a sound proof studio with professional mic's, the situation may be different at a remote location so it is import for you to set the record trigger level that is suitable for the environment you are working on. If you tick this option then Remote Voice Tracking will ignore the settings given to it by Remote Edit Server and instead will use the trigger level volume you set locally.

In the example above, Remote Voice Tracking will not use the trigger level setting in the Station Database but instead will start recording when the incoming audio level reaches 30% during Voice Tracking.
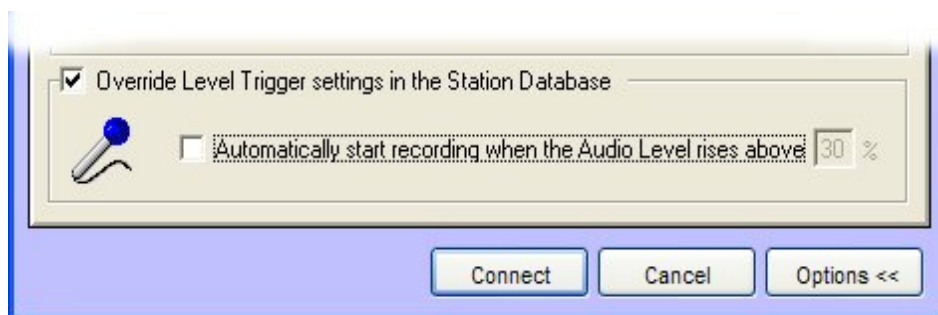

You can also opt to override the Station Database setting and not use Trigger Level recording at all by un-ticking the 'Automatically Start Recording…' option (as above). In this situation, Remote Voice

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Tracking will not automatically start recording regardless of incoming volume and it will be up to the presenter to manually start recording using either the <SPACE BAR> or the on screen button.

The percentage value refers to the incoming audio volume of the selected input channel on your sound card (which will be the preferred recording device in Control Panel > Sound & Audio Devices > Audio Tab) and the percentage value is relative to the maximum acceptable input to the sound card. E.G. 100% is the loudest input the sound card can accept and 0% is silence. Setting the Trigger Level for a particular environment is a little bit of trial and error but once set you should not need to alter it in the future.

The Profiles Tab

The Profiles tab is used for saving the settings in the Connection Settings window to a special profiles file that can then be loaded again at a latter date.
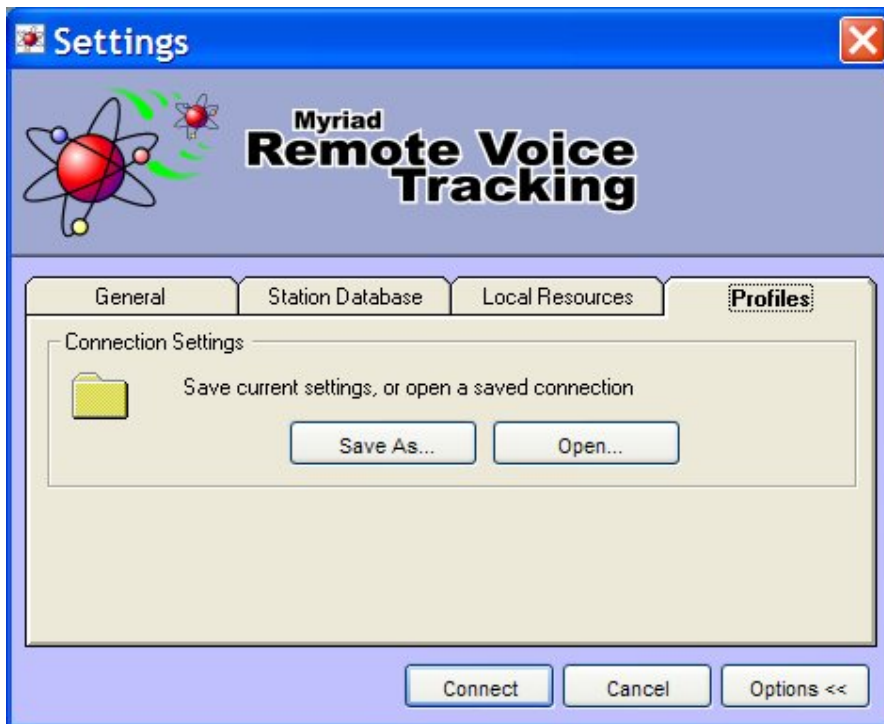

To save a Remote Voice Tracking Profile, ensure the system is set up the way you want it and then click on the Save As button on the Profiles tab.
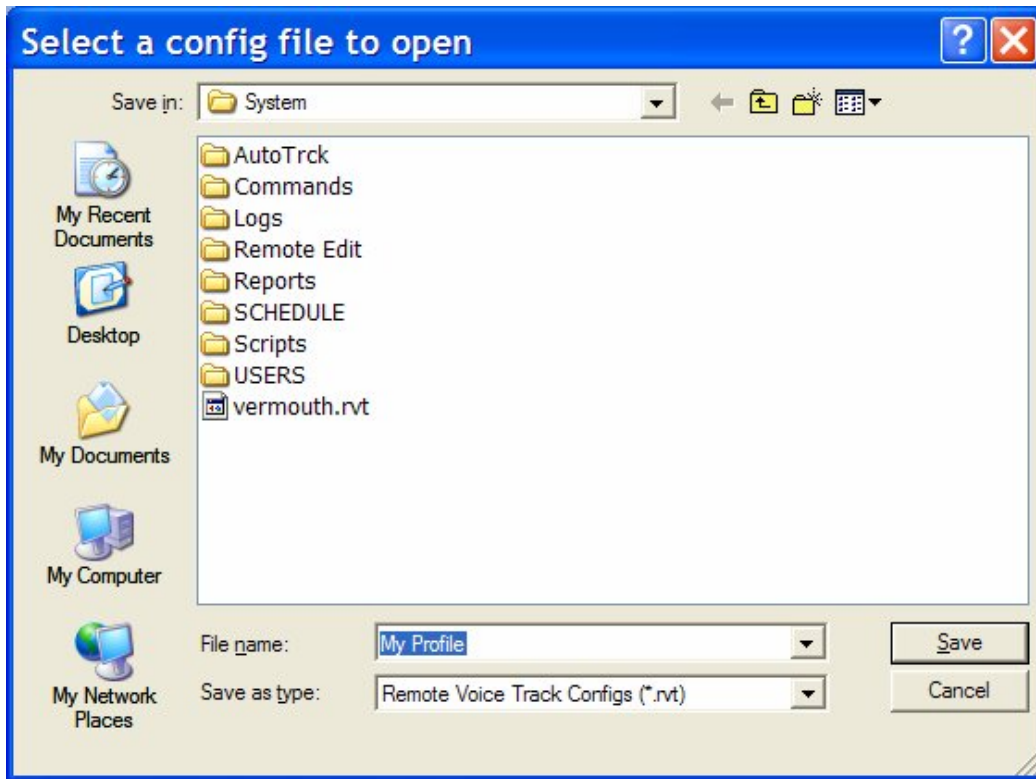
You can then select the name and location of the special Remote Voice Tracking Profile file that Remote Voice Tracking uses to store the data.

To load a previously saved Profile file, go to the Profiles tab and click on the Open button. You can then select the Profile file that you wish to load.
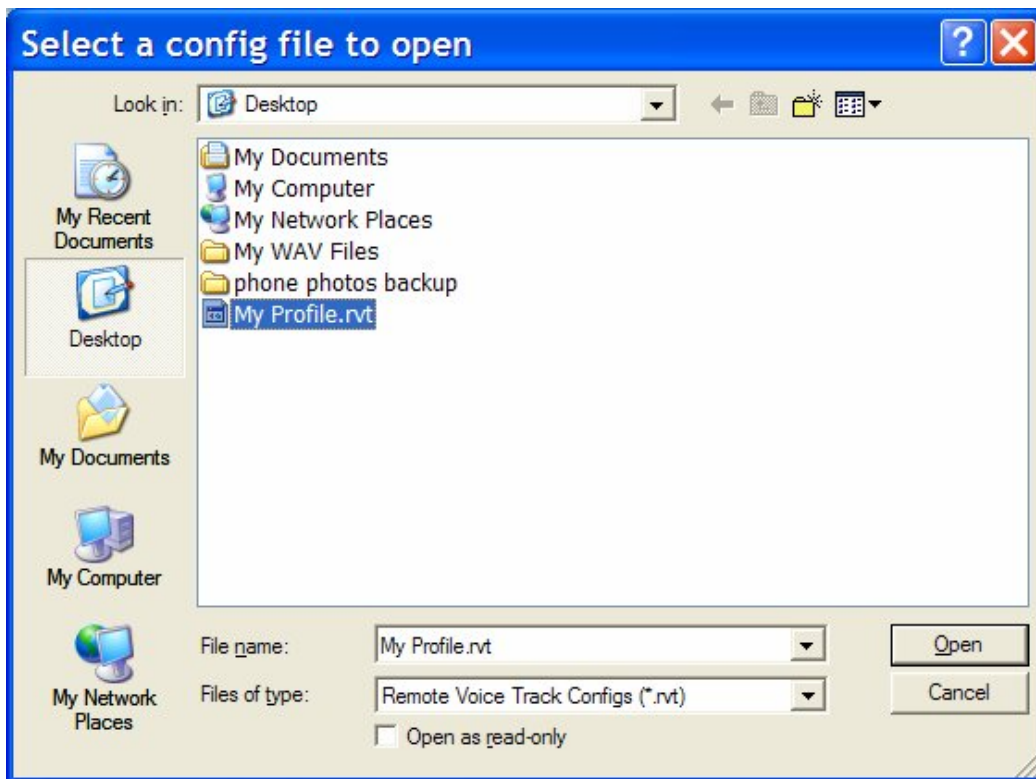
Once Remote Voice Tracking has loaded the settings, it will let you know.

These Profile files are really useful if you are using Remote Voice Tracking to work for several radio stations as then each station has it's own Profile and the settings are kept fully separate.

Connecting To A Remote Edit Server

Once you are happy that you have provided all of the information needed to connect to Remote Edit Server, click on the Connect button to begin the connection.

If there is a problem connecting or a problem with your Username and Password then Remote Voice Tracking will tell you so (see error message windows below for examples), but assuming that all the settings are correct then Remote Voice Tracking should connect to Remote Edit Server without any further issues.
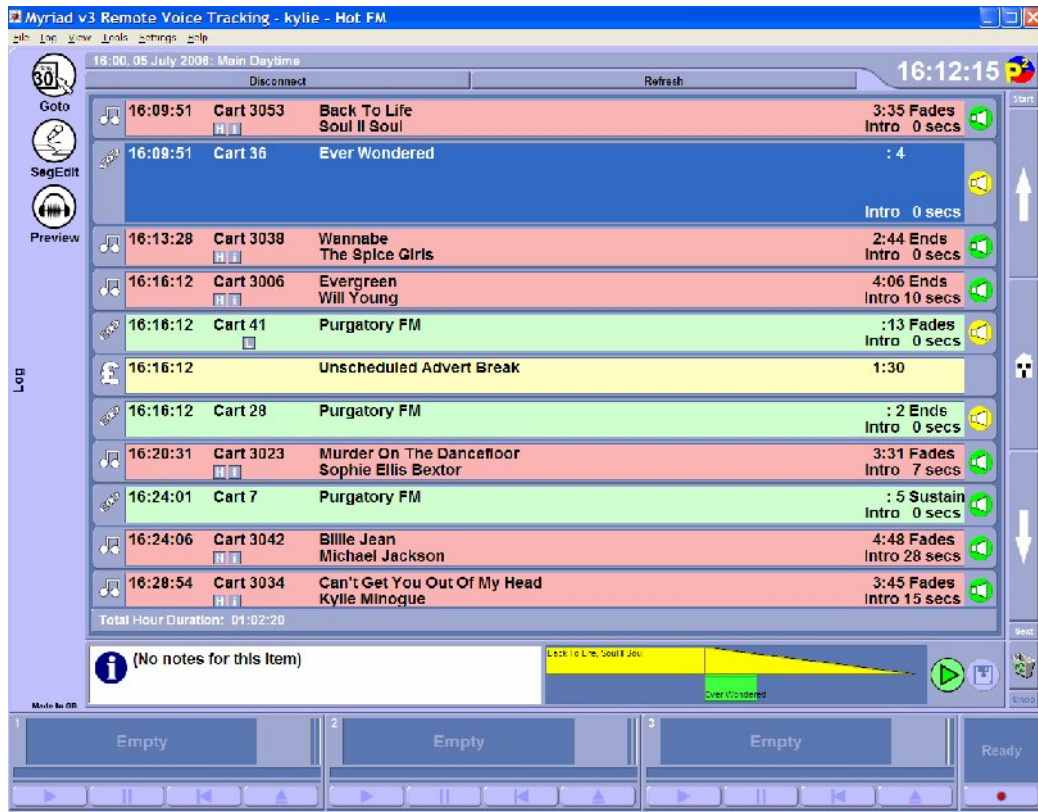
If you are running Remote Voice Tracking for the first time (and your station has more than one Station Database) or you have un-ticked the 'Open Last Station Database' option then you will be asked to select the Station Database that you want to work with.
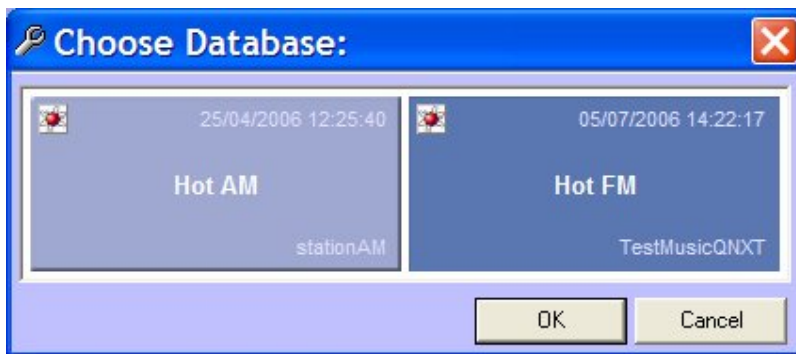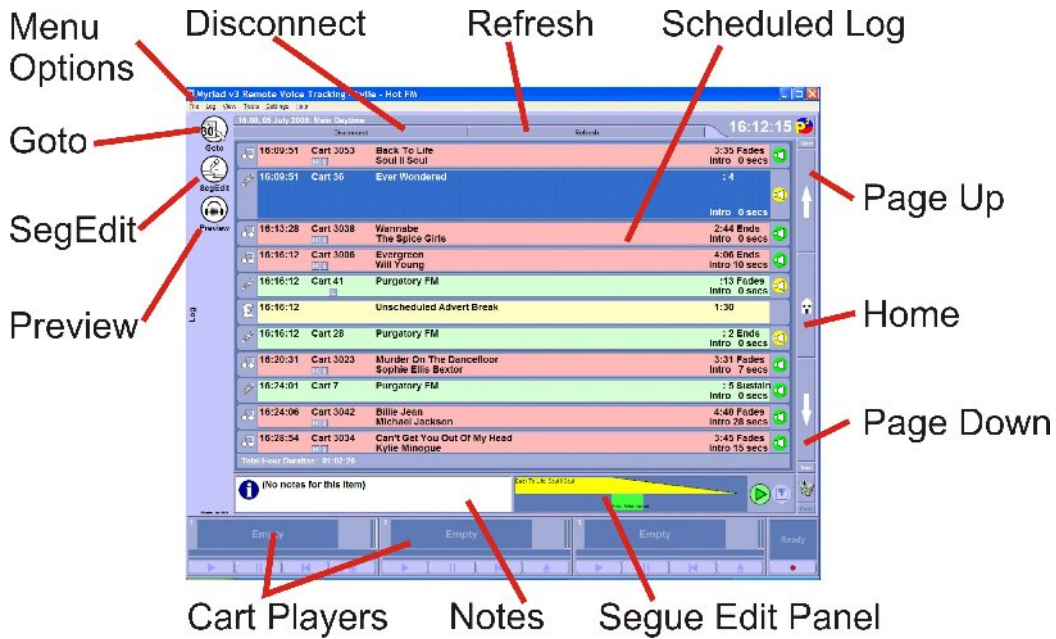

Highlight the Station Database you want and click on Ok.

You will then be in Remote Voice Tracking!

The Remote Voice Tracking General Screen Layout

The general screen layout of Remote Voice Tracking will be familiar to anyone who has used Myriad v3 before but we will just recap over the key elements to refresh your memory.

The reason that the general layout will be familiar with most Myriad v3 users is that it is virtually identical to the Log Screen in Myriad and it is designed to act and feel exactly the same so that editing the Log and recording Voice Tracks is as natural as doing it in the studio.

Each of these areas are explained in a little more detail below.

The Disconnect Button

The Disconnect button is used to manually disconnect from the Remote Edit Server that your are currently connected to. This will close the connection as well as shut down the main RVT screen and return to the Connection Settings window.

You can also so the same thing using the Disconnect From Myriad option on the File menu.

The Refresh Button

The Refresh button is used to manually refresh the data displayed on the RVT screen with the latest information from Remote Edit Server. Under normal conditions, RVT will automatically refresh when the following happens.

- You scroll up or down the Log by a page, i.e. you move off the top of the bottom of the log and RVT gets a new page of Log details from Remote Edit Server.
- You edit and segue.
- Your record a Voice Link.

Other than these situations, RVT does not automatically refresh the Log information displayed so if you want to check that it is fully up to date you will need to click on the Refresh button.

The Scheduled Log

The Scheduled Log section displays the Scheduled Log information for the time and date you are working with. This Log Screen is exactly the same format and layout as the Log Screen in Myriad and it operates in much the same way. The list below outlines the things you can do in Remote Voice Tracking with the Scheduled Log.

- **Move Log Items –** You can move Log Items up and down the Scheduled Log by dragging them using the left mouse button.
- **Soft Delete Log Items –** You can Soft Delete Log Items by clicking on the Log Item Icon on the left hand side of the Log Item.
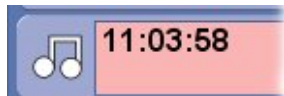
    Once Soft Deleted, the Log Item remains in the Log but Myriad will not play it as part of Active Playout. You can restore a Soft Deleted Log Item by clicking on the Log Item Icon again.

    You can also Soft Delete / Restore Log Items using the Schedule Log right click menu in Remote Voice Tracking.

- **Preview Log Items –** You can preview Log Items by selecting the item you want to preview and then either clicking on the Preview button or selecting the Preview option on the right click menu. Remote Voice Tracking will then download a low quality version of the Log Item from

Remote Edit Server and load it in to a Cart Player once the download is complete.

- **Insert Carts In To The Schedule Log –** You can insert Carts in to the Schedule Log using the Carts button to open the Cart Browser and then dragging the Cart you want to insert to the point in the Log you want to place it.
- **Review / Edit Segues –** You can use the Segue Editor (in either mini or full mode) to review segues and edit them in the same way as you would with Myriad. Remote Voice Tracking will automatically download any Log Items that it needs in order to allow you to preview a segue. When you are happy, click on the Save button and Remote Voice Tracking will update Remote Edit Server with the new segue information.
- **Record Voice Tracks –** Obviously that is the whole point!

The RVT Log Screen Right Click Menu

You can right click on Log Items in the Scheduled Log to access the Remote Voice Tracking right click menu which is a 'cut down' version of the right click menu available on the Log Screen in Myriad.
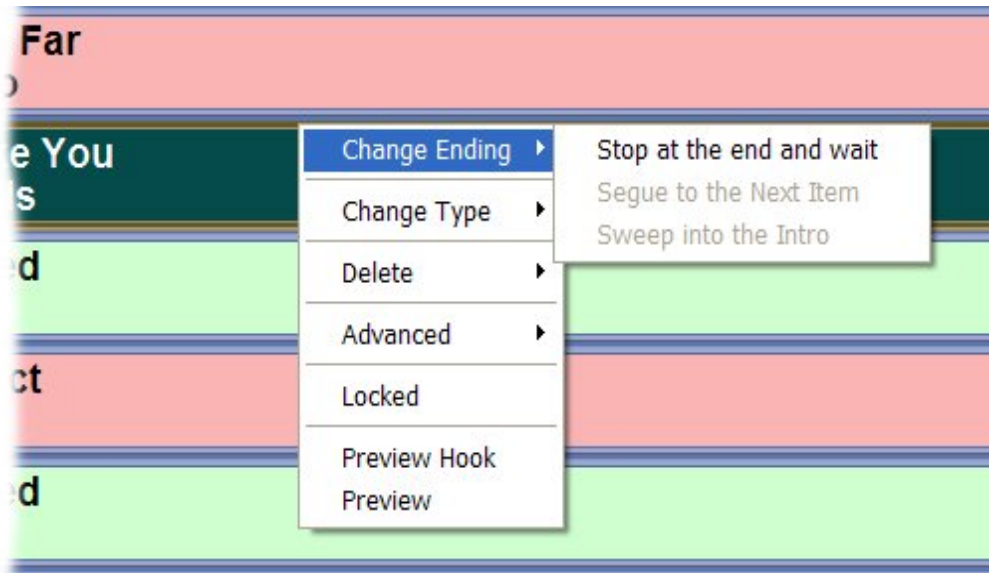

Change Log Item's Ending

The Change Ending option allows you to alter the Segue Type for the Log Item that you right clicked on. When you select the Change Ending option, the menu expands to allow you to select the Segue Type that you want to change the Log Item to use. The options are:

- **Stop At The End And Wait –** This will change the Segue Type to be a Red (Stop) Segue Type which means that at the end of the Log Item, Myriad will not start the next Log Item until the presenter manually triggers it. This is only applicable when in Live or Preview Live Playout Modes.
- **Segue To The Next Item –** This will change the Segue Type to be a Green (Go) Segue Type which means that at the end of the Log Item, Myriad will automatically segue in to the next Log Item. This is valid for all Active Playout Modes.
- **Sweep In To Intro –** This will change the Segue Type to be a Yellow (Sweep) Segue Type which means the Myriad will use the default sweeper style to embed the Log Item in to the Intro of the next Log Item. This is valid in all Active Playout Modes.

Special Case – Convert Log Item To Voice Link

The Convert To Link option is only available on the right click menu when you have right clicked on a Log Item that is a Link.
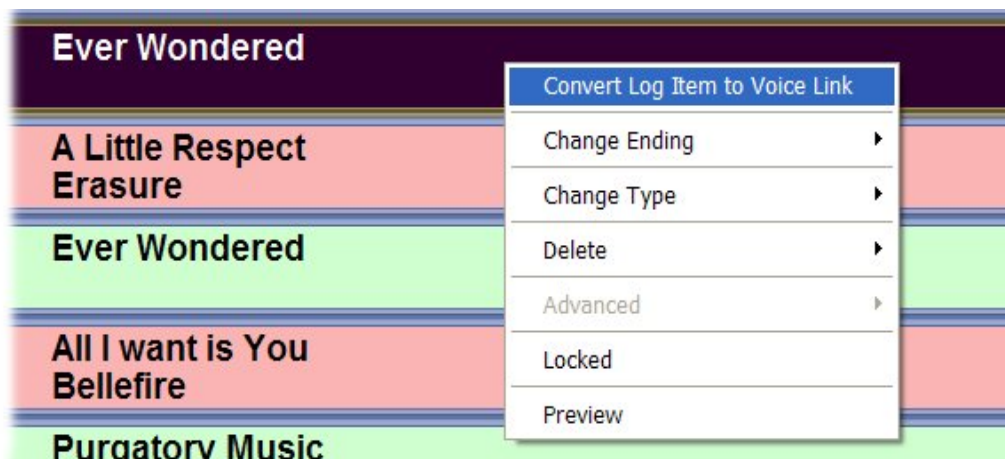

If you select the Convert To Voice Link option, the Link in question is converted to be a Voice Link Log Item and will be treated just like any other Voice Link which includes Myriad 'ducking' the audio playback volume of other Carts when the Voice Link is playing. You can also edit the new Voice Link item using the Segue Editor (in either mini or full mode) to get the perfect mix.

Special Case – Convert Log Item To Cart

The Convert To Cart right click option only appears when you right click on a Voice Link Log Item in the Schedule Log.
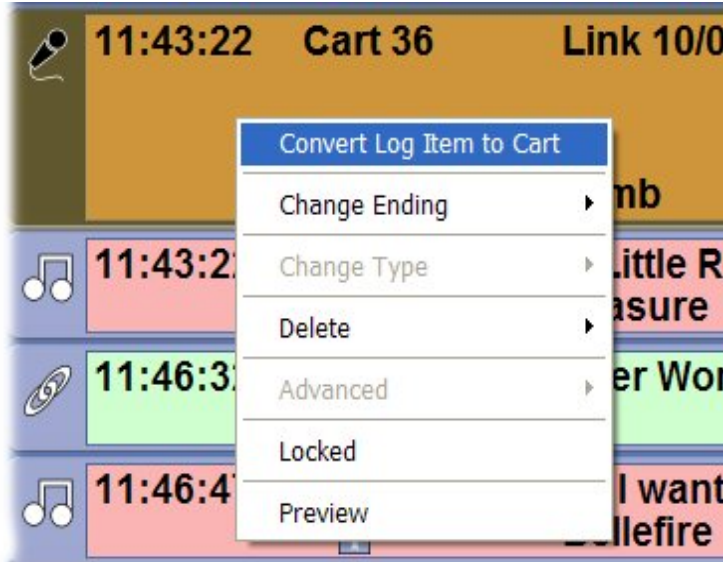
Selecting this option will convert to the selected Voice Link to be a standard Cart Log Item which means it will be played back without being embedded in to the Intro of the next Log Item (unless you manually alter it to have a Yellow (Sweep) Segue Type) and Myriad will not 'duck' the audio volume on any other Carts while it is playing (again unless you manually set it to be a Yellow (Sweep) Segue Type.

Change Log Item's Type

The Change Type option allows you to change the Log Item Type for the Log Item you right clicked on. Again, selecting this option will cause an expanded menu to pop out.
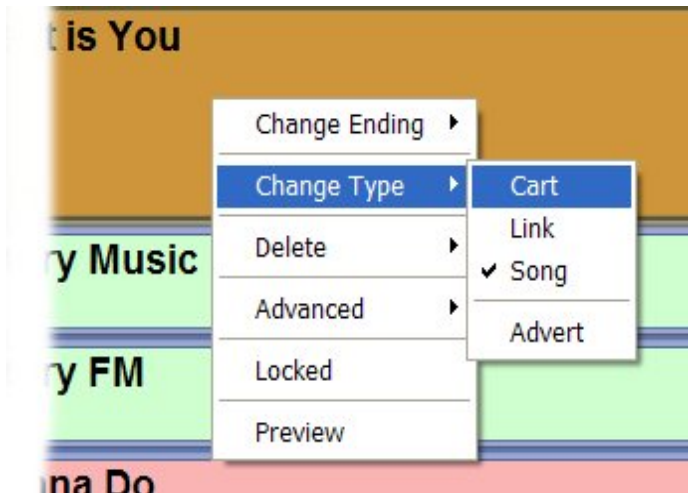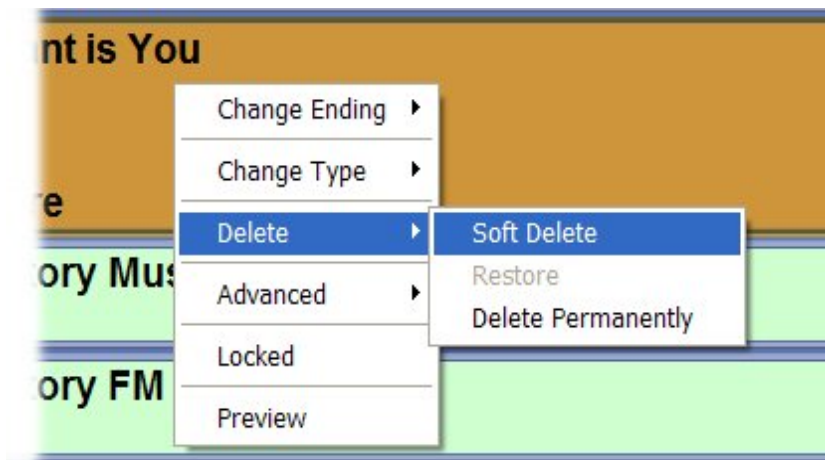
The options are:

- **Cart –** Changes the selected Log Item to be a Cart.
- **Link –** Changes the selected Log Item to be a Link.
- **Song -** Changes the selected Log Item to be a Song
- **Advert -** Changes the selected Log Item to be a Advert.

Delete Log Item

The Delete menu option is used to delete the Log Item that you have right clicked on. Expanding the Delete menu shows the available options.

There is an important distinction between Soft Deleting a Log Item and Permanently Deleting a Log Item. When you Soft Delete a Log Item, the Log Item appears 'greyed out' in the Schedule Log and Myriad will act as if it is not there but the Log Item remains visible in the Log and can be restored if need be.

	H i	X-Press 2 feat. David Byrne	Intro 22 secs	
16:30:43	Cart 41	Purgatory FM The Odd One Sweeper	:13 Fades Intro 0 secs	
16:30:43	Cart 3024	Get The Party Started Pink	3:09 Ends Intro 9 secs	
16:35:05	Cart 6	Ever Wondered What Hell Samples	:15 Ends Intro 0 secs	
16:35:05		Unscheduled Advert Break	1:30	

If a Log Item is Permanently Deleted then it is removed from the Schedule Log all together and the only way of putting it back in to the Log is to manually insert it again.

This is not so important when using the right click menu in Remote Voice Tracking as you can not Delete Permanently using Remote Voice Tracking.

The right click Delete menu option allows you to Soft and Permanently delete Log Items depending on which one suits your needs best.

- **Soft Delete –** Selecting this option will soft delete the Log Item that you right clicked on.
- **Restore –** This option is only available when you right click on a Log Item that has been Soft Deleted and selecting it will restore it back to the Schedule Log.
  Delete Permanently – This option is not available in Remote Voice Tracking.

There are also a couple of other options when it comes to Soft Deleting Log Items.

You can also Soft Delete Log Items by clicking on the Log Item Type icon to the left of the Log Item.
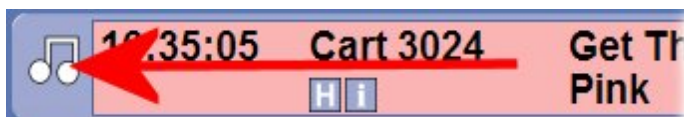
You can also Restore a Soft Deleted Log Item by clicking on the Log Item Type icon.
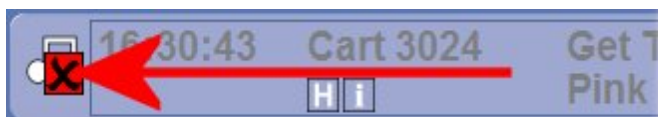

Advanced Log Item Options

The Advanced right click menu option is only available on certain Log Items depending on how you have configured Myriad. It is used to view and edit whether a particular Log Item can be dropped automatically or faded our earlier when Myriad is running in AutoFade Playout Mode. For this reason, the Advanced option is only available on Log Item Types that are allowed to be dropped or faded in AutoFade mode so it would normally be available when right clicking on Songs but not when you right click on an Advert.
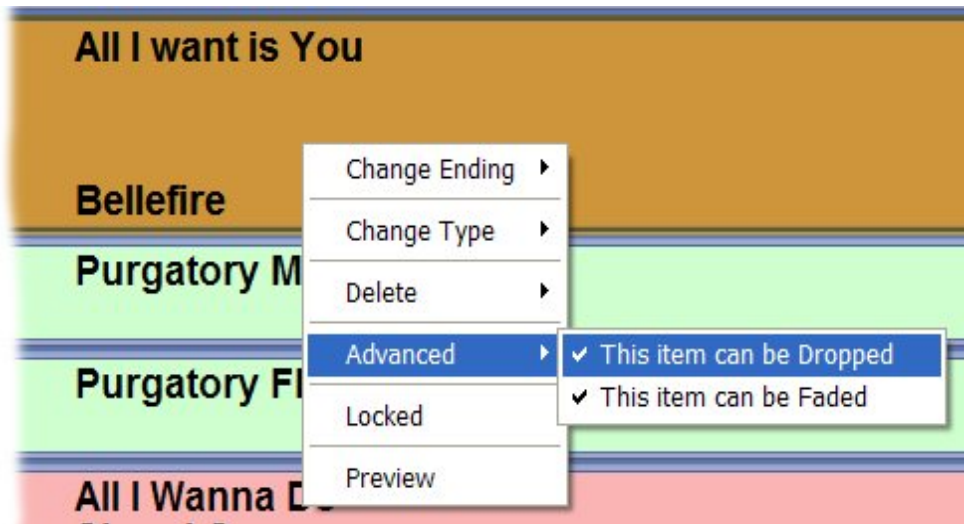

The reason for the vagueness is that you can configure Myriad to fade Log Items other than Songs early using the Settings Menu > Database Settings and Q-AE tab in Myriad.

You can toggle the 'This Item Can Be Dropped' and 'This Item Can Be Faded' options on and off by clicking on them. This will add or remove a tick from the menu option to indicate the status of the Log Item you originally right clicked on.

In the example below, the Log Item can be faded early in AutoFade mode but can not be dropped.
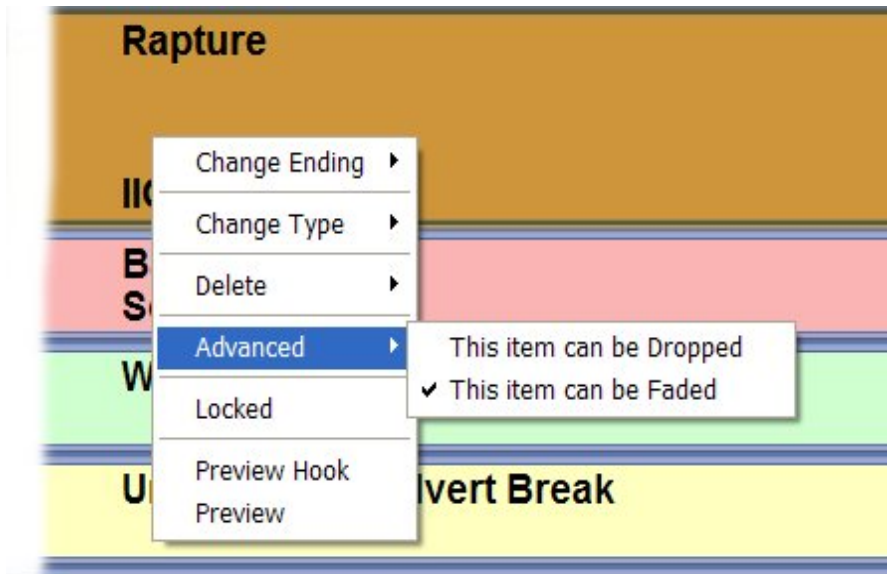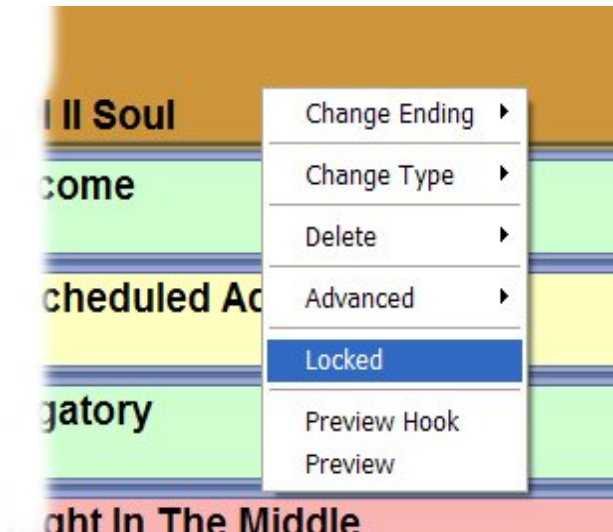
N.B. If an item can not be dropped by Myriad in AutoFade Playout Mode, the timing information to the right of the Log Item is displayed in red text.
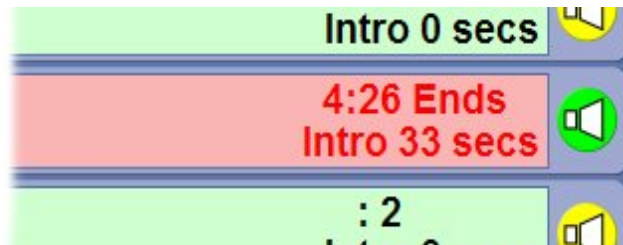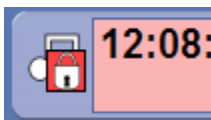

Locked

The Locked option on the right click menu is used to indicate whether a Log Item is Locked and also to manually toggle a Log Item status between Locked and normal status.

If the Locked menu option has a tick by it, then the Log Item that you right clicked on is Locked. This will also be indicated by a padlock icon on the Log Item Type indicator.

If an item is Locked then it can not be moved within the Schedule Log or deleted from the Schedule Log. Myriad normally locks Log Items a few seconds before it plays them but you can manually lock a Log Item by clicking on the Locked right click menu option.

Preview Log Item's Hook

The Preview Hook option on the right click menu allows you to cue just the Hook from the Log Item you right clicked on with the Cart Player in Preview mode.

Remote Voice Tracking will first check the audio file cache to see if the Cart has already been downloaded. If it has then it will use the downloaded version of the Cart and play you the 'Hook' using a free Cart Player. If the Cart is not present in the audio file cache then Remote Voice Tracking will download it

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from the Remote Edit Server and play the Hook once the download is completed.

Preview Log Item

The Preview option on the right click menu will cue the selected Log Item in to a Cart Player in Preview mode.

Remote Voice Tracking will first check the audio file cache to see if the Cart has already been downloaded. If it has then it will use the downloaded version of the Cart to play using a free Cart Player. If the Cart is not present in the audio file cache then Remote Voice Tracking will download it from the Remote Edit Server and play Cart once the download is completed.
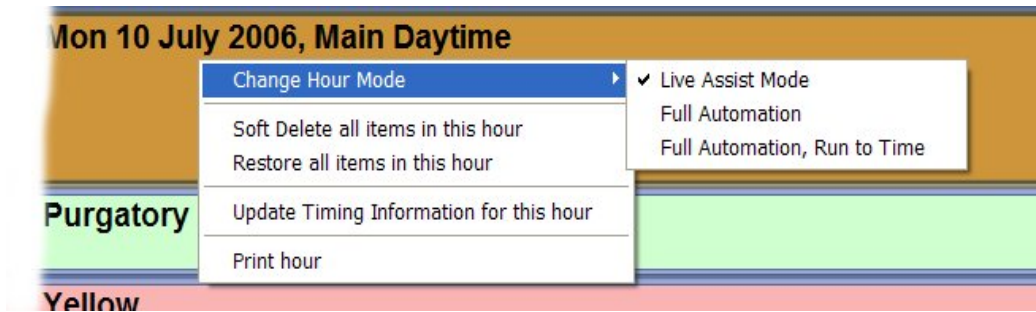
The Hour Start Marker Right Click Menu

The Hour Start Marker has its own right click menu with different options to the standard right click menu for Log Items.
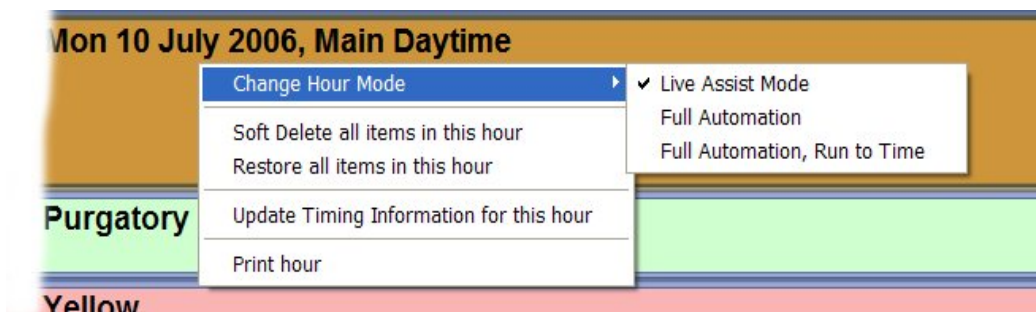
Change Hour Mode

You can use the Change Hour Mode right click option to change the scheduled Active Playout Mode for an hour in the Schedule Log.

Use the right click menu to select the mode that you wish to change to, the currently selected mode is indicated with a tick, click on another mode to change it.

The options are:

- **Live –** Presenter controls the segues.
- **Auto –** Myriad automatically segues each item.
- **AutoFade –** Myriad automatically segues each item and back-times to Time Critical Events (Absolute Time Markers).

Once you have changed the Active Playout Mode, Myriad will automatically switch to that mode when the Hour Start Marker is reached.

CAUTION – Remember that Myriad deals with the Schedule Log an hour at a time so if you have three hours that were originally scheduled as Live Playout Mode and you want to switch the to play in AutoFade mode, you will need to right click each of the three Hour Start Markers and make the change, otherwise, the first hour will be ok but at the start of the second hour, Myriad would switch back to the original Live playout mode which could be a disaster if it was at 3am on New Years day!

Soft Delete All The Items In This Hour

If you select this option then Myriad will soft delete all the items in the hour you are working with leaving it effectively empty.
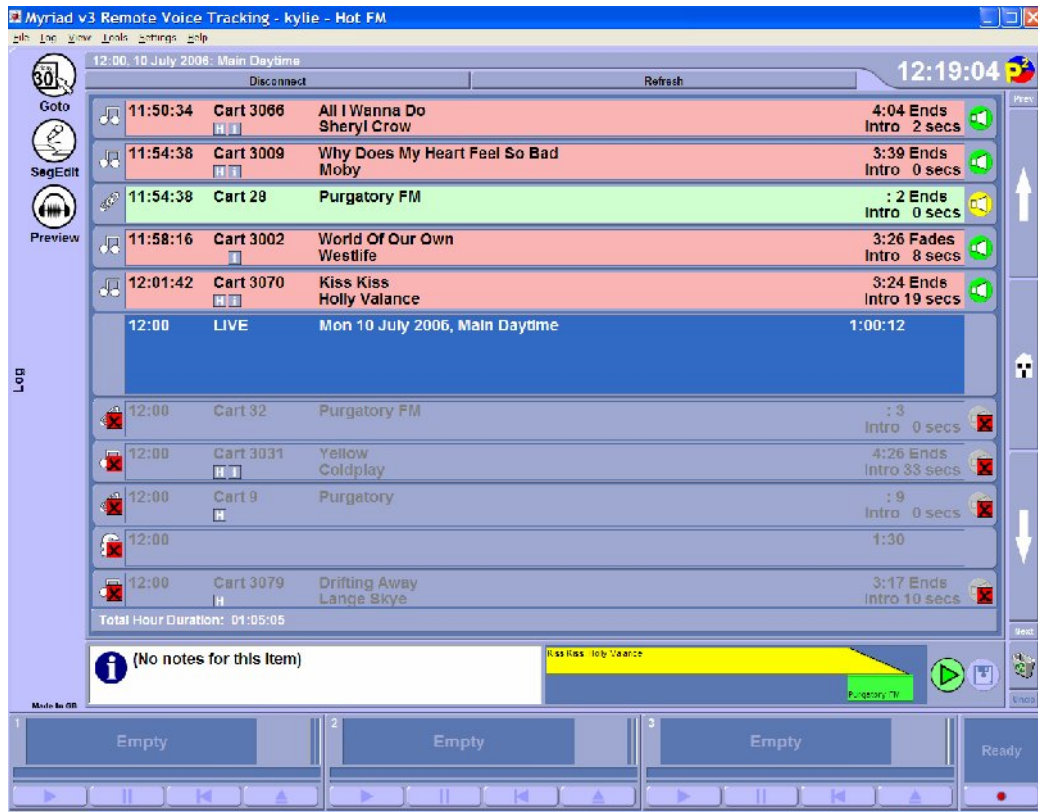
This option can be very useful if you have a breaking story or event that means that you need to ditch the originally scheduled programming and use some alternative.

Restore All Items In This Hour

The Restore All Items option does the opposite to the delete all items in that it goes through the current hour and restores any Log Items that have been soft deleted.

Obviously this is useful for reversing the Soft Delete All option but it can also be useful if you have Soft Deleted a number of Log Items in the hour but you want to restore them all and start again. Instead of having to go through the hour manually restoring them, you can do them all in one go with this option.

Update Timing Information For This Hour

Update Timing Information For This Hour is used to force Remote Voice Tracking to recalculate the Estimated Play Times for each Log Item in the hour. The Estimated Play Times are calculated when the schedule is first

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imported in to Myriad but then they are not checked again until the hour is played in one of the Active Playout modes.

Print Hour

The Print Hour option will send a text version of the hour of the Schedule Log you are working on, to your default printer. Once the print is complete, you will get a conformation message.

Page Up / Page Down

The Page Up / Page Down buttons are used to scroll up or down the Scheduled Log a page at a time. Unlike Myriad which scrolls through the Log a line at a time, Remote Voice Tracking deals with the Schedule Log a page at a time (to make remote work more efficient) which means that if you use the <Cursor Keys> (or mouse wheel) to move up and down in the Scheduled Log, Remote Voice Tracking will only move on to the next page of Scheduled Log when you scroll off the bottom of the currently visible Log. The Page Up / Down button on screen will move up or down by a page at a time regardless of where the highlighted Log Item is.

Home

The Home button on Remote Voice Tracking will take you to the Log Item that is scheduled to be played closest to current time. So if it is 2pm on Tuesday, hitting home will jump to the Log Item that is scheduled to be playing at 2pm on Tuesday.

The Segue Edit Panel

The Segue Edit Panel is used to show a visual representation of the way in which Myriad will perform the transition or 'segue' between the two highlighted Log Items.

The Segue Edit Panel can actually be viewed in two mode, Mini Segue Editor Mode.
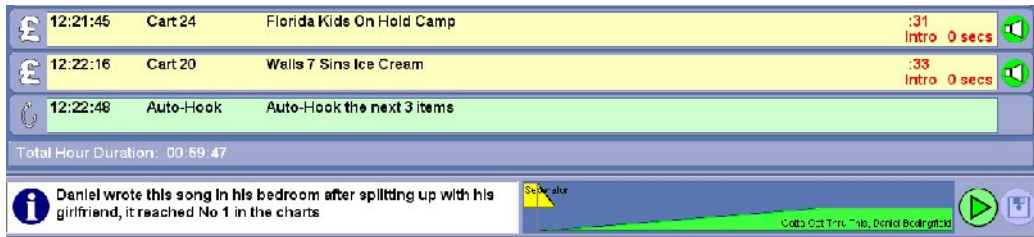
And Full Segue Editor Mode (accessed by clicking on the SegEdit button on the left hand side of the screen).
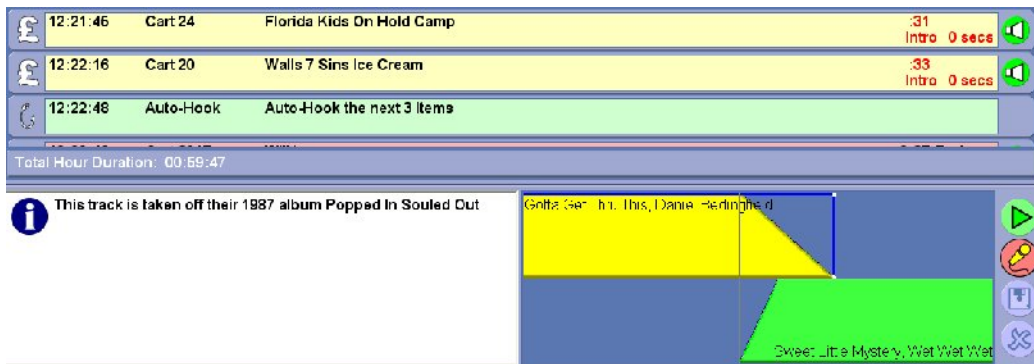
Mini Segue Editor mode is used to review and edit the way in which Myriad will perform segues (or transitions) between Log Items when it is playing them in one of the Active Playout Modes. The graphics represent the Carts involved, the Extro point on the Cart that is just finishing and the Intro Start / End of the Cart that will play next. By dragging lower item(s) to the left or right, you can adjust the way that Myriad will 'mix' the two Log Items together in automated playout.

Full Segue Editor mode offers the same functions a Mini Mode but also adds the ability to add / adjust fade points on the finishing Item(s) so that you have full control over how the segue will sound. You also use the Full Mode Segue Editor to record Voice Tracks in to the Schedule Log but more on that later.

Both the Mini Segue Editor and the Full Segue Editor are covered in more detail later in this section.

Notes

The Notes panel displays any Notes that included as part of the Scheduled Log or an Notes associated with a Cart, with reference to the Log Item that is currently highlighted. As you scroll up and down the Schedule Log you will see the Notes panel update automatically as you highlight a Log Item with Notes of some form associated.

Cart Players

The Cart Players in Remote Voice Tracking operate in the same way as the Cart Players in Myriad. As Remote Voice Tracking needs to play Carts, they are loaded in to one of the free Cart Players at the bottom of the screen and played either manually (by clicking on the Play button on the Cart Player) or more often, automatically by Remote Voice Tracking as part of a segue preview or Voice Tracking session.

The Record Card Player is also the same as the one found in Myriad and is used to record Voice Tracks in to the system ready for uploading to the Remote Edit Server.

The Cart Players (playback) consists of four Cart Controls (Play, Pause, Recue and Eject) as well as Cart title and timing information. The Record Card Player consists of a Record / Stop Recording button and some general timing information.

The Cart Players are covered in detail in the main Myriad User Guide and are fundamental to understanding Myriad so we will not re-cover old ground here. If you do need more information on Cart Players then please refer to the main Myriad User Guide for more details.

Preview

The Preview allows you to preview the Log Item that is currently highlighted using a Cart Player.

When you Preview a Cart in Remote Voice Tracking, the system will first check the local audio file cache to see if the Cart has been downloaded and stored previously. If it finds the Cart then it will use the cached copy but if not then it will download the a low quality version of the Cart from the Remote Edit Server and load it in to a Cart Player once it has finished downloading.
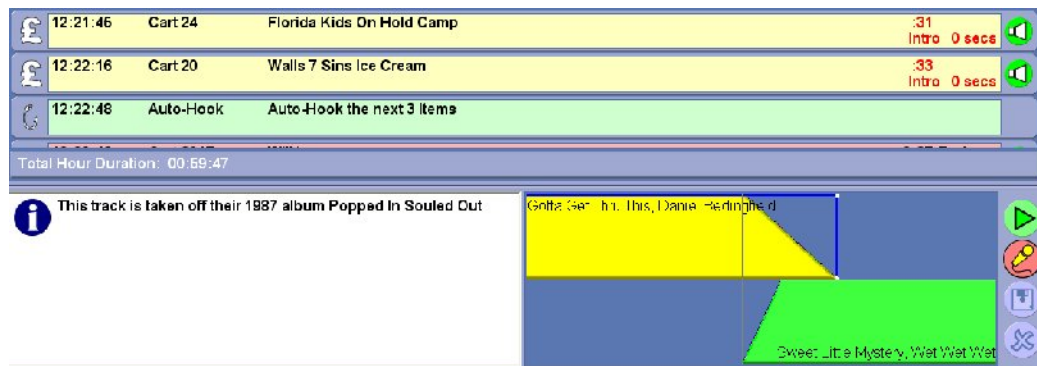
You can use the Cart Player in the normal way when working with Previews.

SegEdit

The SegEdit button toggles Remote Voice Tracking between displaying the Mini Mode Segue Editor.
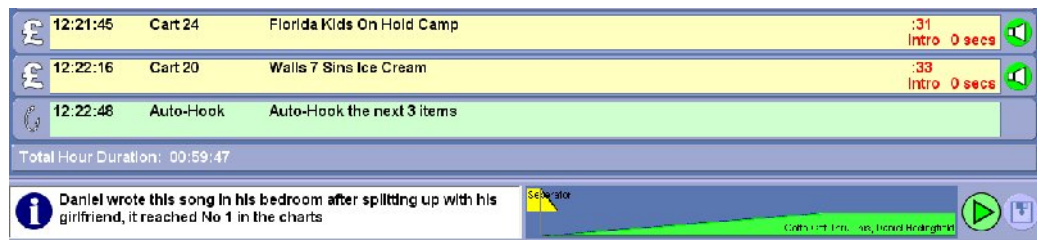


And the Full Mode Segue Editor.

The Full Mode Segue Editor is used for recording Voice Tracks in to the Scheduled Log so you will need to click on the SegEdit button to start a Remote Voice Tracking session.

GoTo

The GoTo button is used to jump to a particular time and date in the Scheule Log.

This is especially useful when remotely Voice Tracking as you will normally be Voice Tracking a show for delivery some time in the future and this facility negates the need to scroll through the Schedule Log looking for the show you wish to Voice Track.

To use this feature, click on the GoTo button and select the time and date that you wish to work with using the Select Date window.
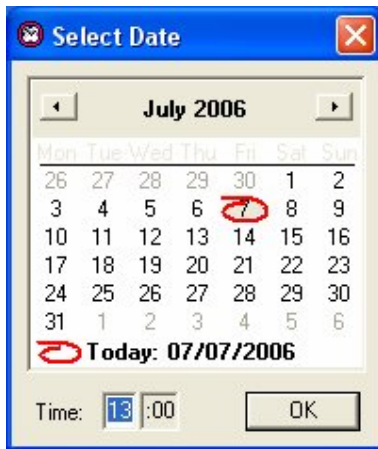
When you are happy click on OK.

Remote Voice Tracking will then display the selected hour in the Scheduled Log. If the hour is not available in the Scheduled Log (because it has not been scheduled yet) then Remote Voice Tracking will tell you so.
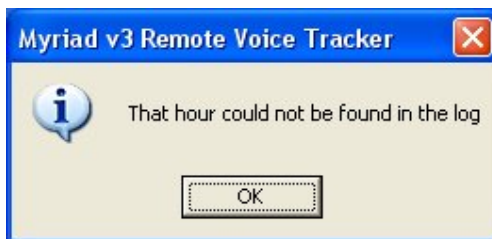
Menu Options

The Menu Options offer a range of tools and options for use with Remote Voice Tracking. As with all menu systems, the options are divided in to a number of categories to make navigation as easy as possible. Each of Menu Options is outlined below.

File Menu > Disconnect From Myriad

This option will close the connection to the Remote Edit Server and return Remote Voice Tracking to the Connection Settings window.

File Menu > Open Station Database

This option is only enabled if no Station Database is currently open and it allows you to select a Station Database to work with from the list of available Station Databases on the Remote Edit Server you are connected to.

File Menu > Close Station Database

This option is only available if a Station Database is currently open and it is used to close the current Station Database that you are working on.
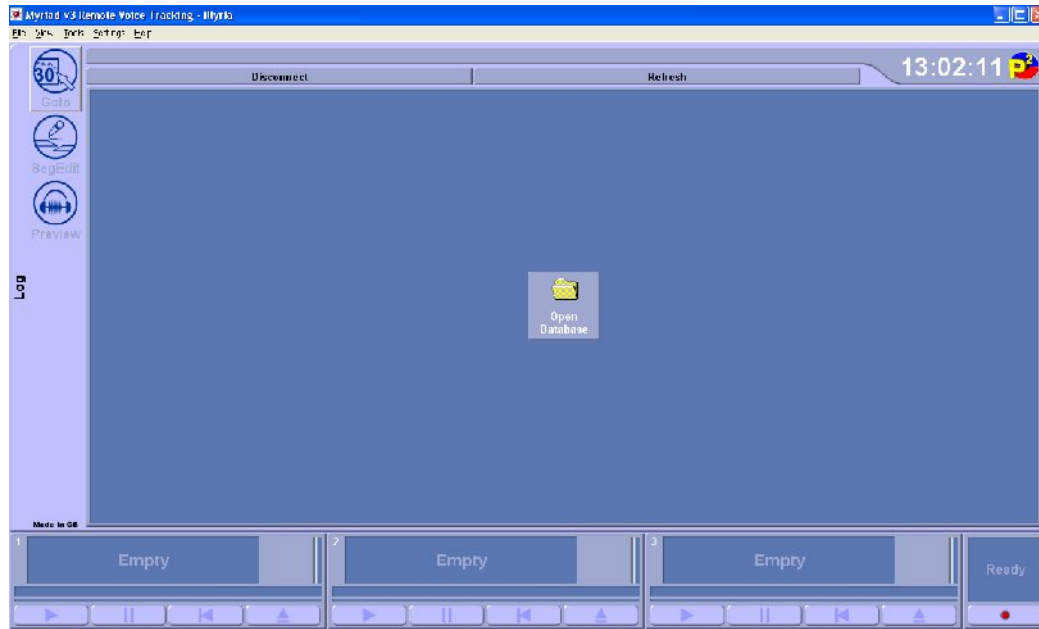
File Menu > Exit

Used to close the connect to the Remote Edit Server and exit from Remote Voice Tracking.

Log Options Menu > Display Segue Editor

This option toggles Remote Voice Tracking between the Mini Mode Segue Editor and the Full Mode Segue Editor.

Log Options Menu > Print Current Hour

This will print out a list of all the current Log Items in the hour you are working with, using your computers default printer.

View Menu > View Audio Browser

This will open the Audio Browser which can be used to browse your Myriad Audio Wall and drag Carts directly in to the Schedule Log.
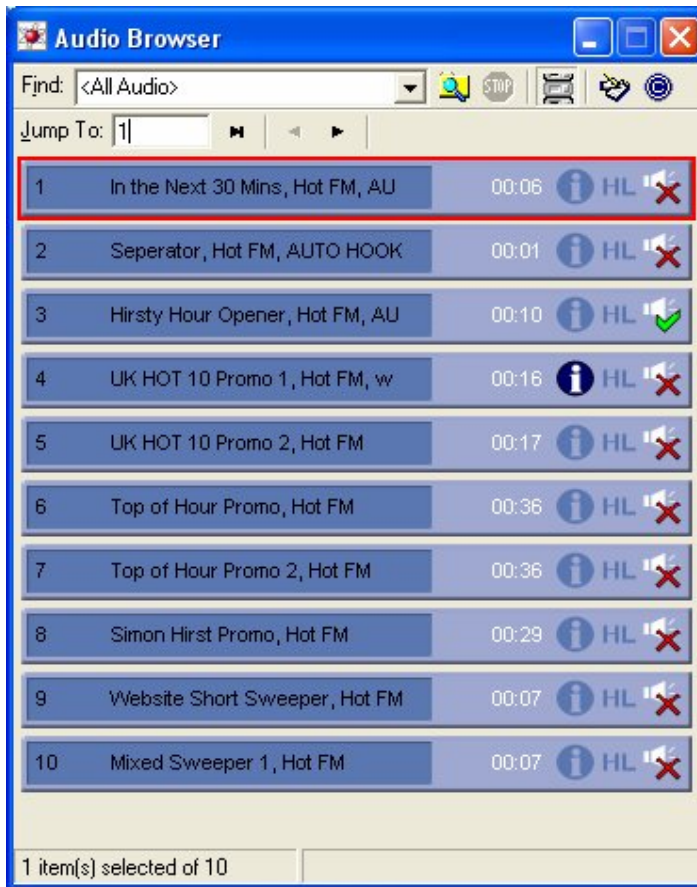
Whist the Remote Voice Tracking Audio Browser looks and acts like the
Myriad Audio Browse but with one exception. To the right if each item in the
Audio Browser is either a tick or a cross.

In Remote Voice Tracking, the tick signifies that the audio file for the Cart has
been downloaded and is available in the audio file cache. If there is a cross
then that means that the file has not been downloaded yet or is not available
in the audio file cache. You can still drag in Carts in to the Log that have not
been downloaded, they will just need to be downloaded before you can
preview them.

The rest of the Audio Browser is the same as the Audio Browser in Myriad
and is covered in detail in the main Myriad User Guide.

Tools Menu > Clear Client Cache

This option is used to delete all of the files in the audio file cache that Remote Voice Tracking has stored on the local PC. You can use this option to free up disk space but it will also slow down remote voice tracking as you will need to re-download all of the Carts you want to preview.

Tools Menu > Clear Server Cache

This option is only available if the Remote Edit Server has been configured to allow clients to clear the Remote Edit Server audio file cache. If you select this option then all of the stored 'low quality previews' on the Remote Edit Server will be deleted and the Remote Edit Server will need to generate new low quality previews the next time a Remote Voice Tracking client requests them.

Settings Menu > Audio Settings

The Audio Settings option opens the Audio Settings window which is used to override the Remote Edit Server settings for trigger level recording when recording Remote Voice Tracks.
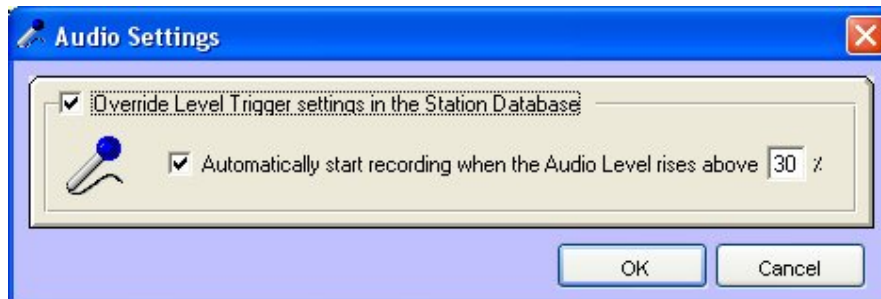
At the station, all of the Myriad workstations will be configured to use the same 'trigger level' threshold when recording voice tracks but as your remote equipment may be very different, you may need to override this global Myriad setting and set a level that is more appropriate for your station.

For more details, please refer to The Connections Settings Window In Advanced Mode > The Local Resources Tab.

Help Menu > Update Information

This option provides access to a special text file that is installed each time you update your Remote Voice Tracking installation and it contains important information about new features, enhancements and bug fixes for the version of Remote Voice Tracking that you are running.
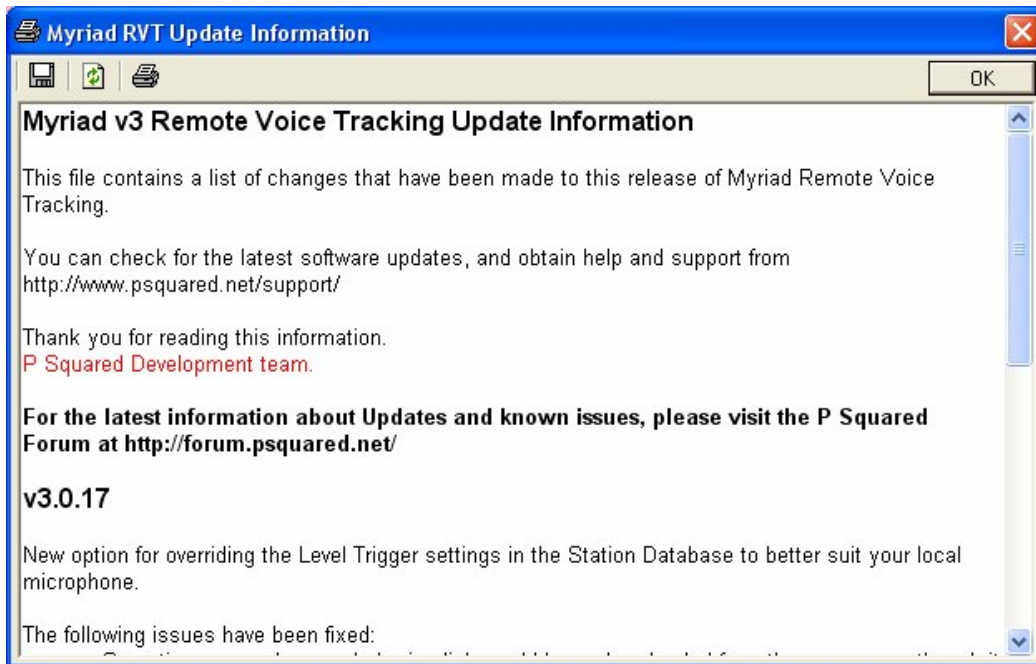
Help Menu > Contents

Provides access to the Remote Voice Tracking online help system.

Help Menu > Search

Allows you to search the Remote Voice Tracking online help system to track down the answer you are looking for.

Help Menu > About

This option opens the About Remote Voice Tracking window which provides information about the exact version number of Remote Voice Tracking that you are using.
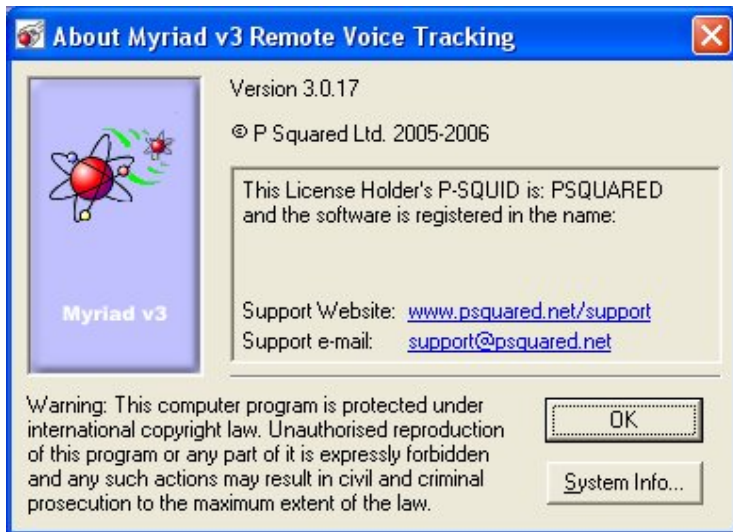
You may be asked to provide this version number information to a P Squared engineer should your require any technical support.

The Mini Segue Editor

The Mini Segue editor appears on the Remote Voice Tracking at all times and shows a graphical representation of the segue between the currently highlighted Log Item in the Log and the pervious Log Item.

In the example above, 'The look Of Love' is highlighted so the Mini Segue Editor shows a graphical representation of the segue that it will perform (or did perform) between 'The Look Of Love' and 'Like To Get To Know You Well' which is the previous item in the Log.

The Mini Segue Editor shows the amount of overlap between the Extro point of the previous track and the Intro of the currently highlighted track. It also allows you to manually move these points to experiment with alternative segues and ultimately, save a new segue that Myriad will use when the time

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comes to play out these two items. But let's look at the Mini Segue Editor in more detail first.
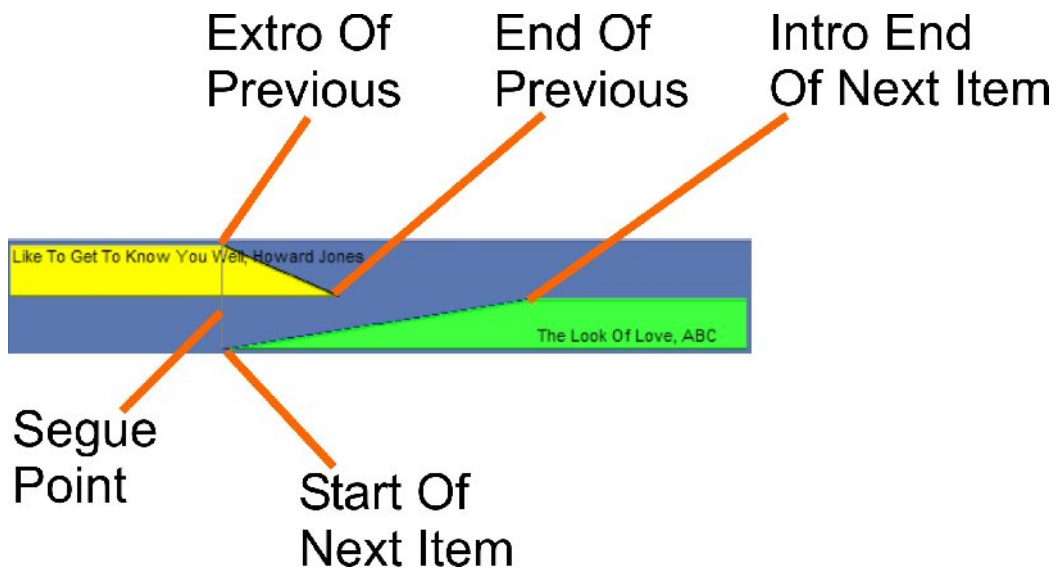
Let's look at that segue in a little more detail. The diagram above shows the segue as Myriad will perform it before we have edited it in any way. You will see that the previous item (in yellow) appears as a block with a sloped ending. The top of the slope represents the Extro point in the Log Item and the bottom of the slope represents the very end of the audio file. This means that the slope shows the duration from the Extro point to the end of the audio file.

The next Log Item (in green) is represented in a similar way but in this case, the bottom of the slope represents the Intro Start of the audio file and the top represents the Intro End point so the slope shows the duration of the Intro on the Log Item.

If we have not edited the segue then Myriad will perform the segue at the Extro Point as can be seen in the diagram.

Now let's use the left mouse button to drag 'The Look Of Love' to the left or right to alter the way Myriad will perform the segue and see what happens.
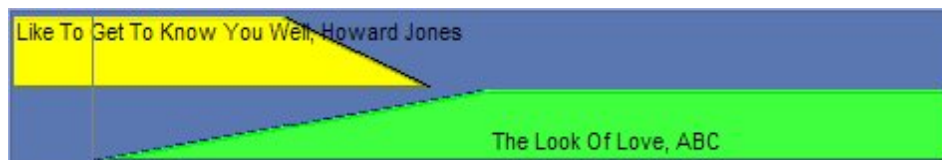
Here we can see that 'The Look Of Love' has been dragged to the left which moves the Segue Point to the left as well. This means that in this example, 'The look Of Love' would start playing earlier in to 'Like To Get To Know You

Well', several seconds before the Extro point on the Song. We can now review the edited segue by clicking on the Play segue button.
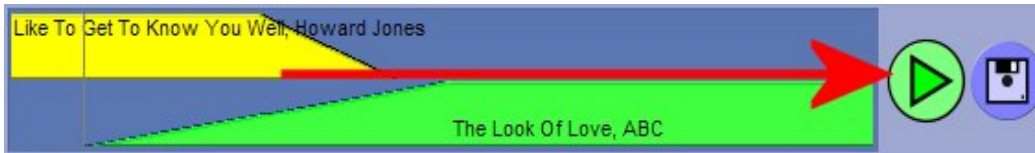
Remote Voice Tracking will first check the local audio file cache to see if it has local copies of the Carts involved, if so it will use them but if not then it will request a low quality version of each Cart from the Remote Edit Server.


Once the files it needs are downloaded, Remote Voice Tracking will load them in to Cart Players and begin playing a preview of the segue.
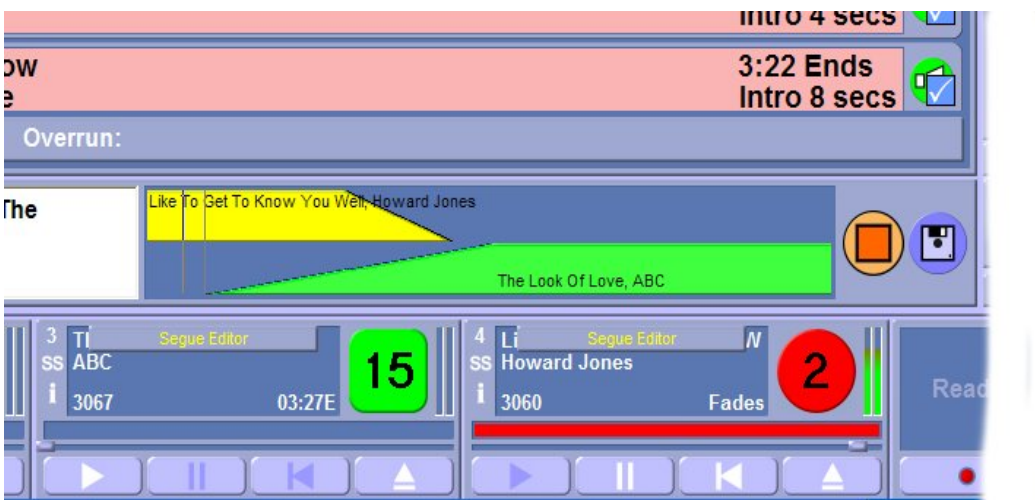
While the segue is playing, you can drag the Log Items within the Mini Segue Editor until you get the segue exactly the way you want it. Once you are

happy, click on the Save Segue button to commit your new segue timing
details to the Schedule Log via the Remote Edit Server.
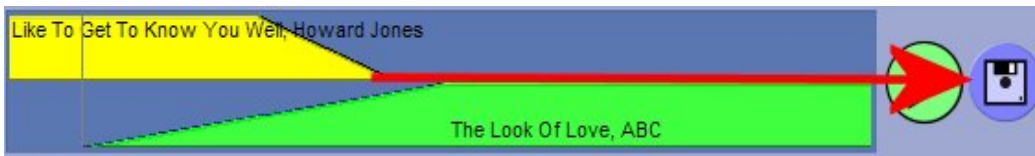
The Mini Segue Editor is a very difficult thing to explain but once you see it in
action, it should all make sense.

Below are a couple of other examples of the Mini Segue Editor in action under
different circumstances.
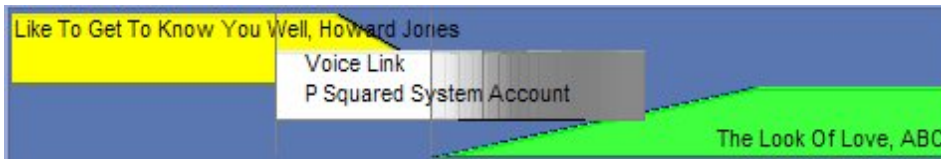
In this situation, we are using the Mini Segue Editor to review a Voice Track
between two Log Items. It works in exactly the same way, there is just three
Log Items in view at once to allow for the unique characteristics of Voice
Tracked segues.
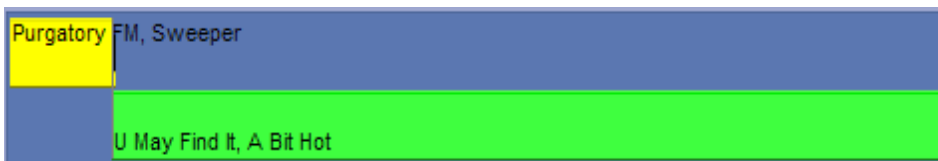
In this case, we are looking at a segue between two Log Items that have no
Extro or Intro's set. These are both jingles in so it does not matter too much
but if these were songs then they would require some attention.

If at any point, you want to get a bit more control of the Segue Editing or if you
want to record a Voice Track in to the segue then you can always click on the
SegEdit button to switch in to full Segue Editor mode.
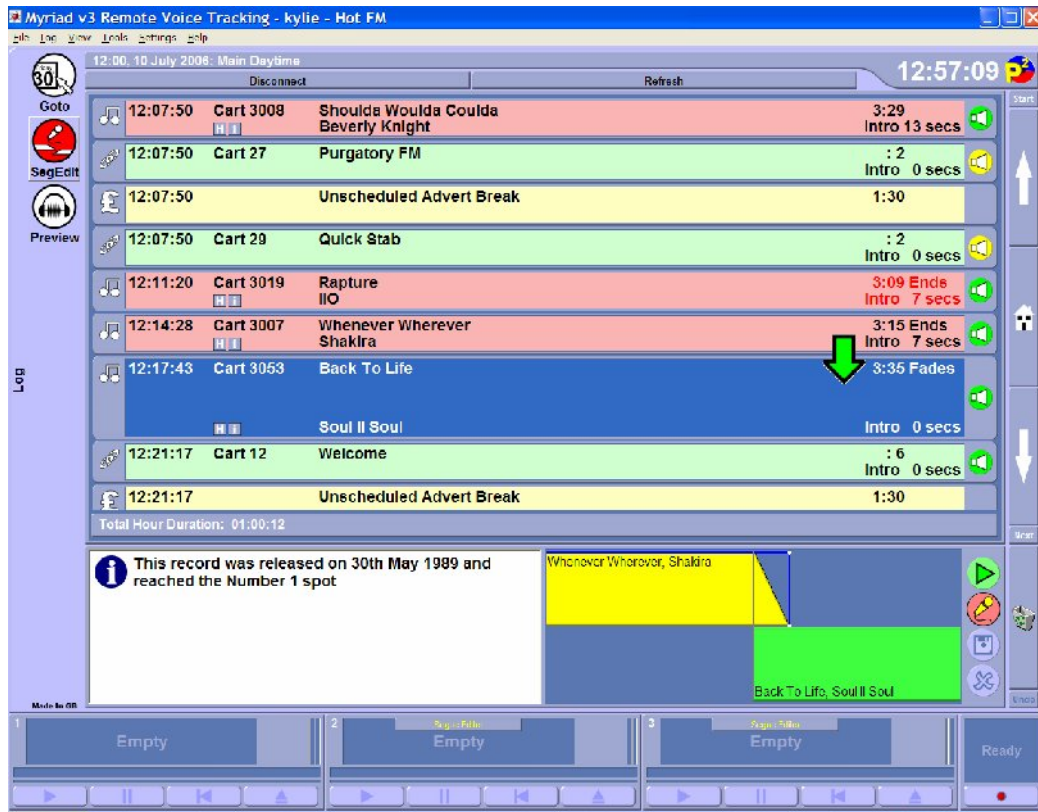
But more on this later (see Segue Editor).

Full Mode Segue Editor (And Voice Tracking)

The SegEdit button on the Main Tab Strip is used to toggle between the Mini Mode Segue Editor and the Full Mode Segue Editor. Clicking on the SegEdit button will have the effect of enlarging the Mini Segue Editor in to full Segue Editor mode which allows you to adjust the fade points, position the segue between two Log Items and allowing you to record a Voice Track in between two Log Items.
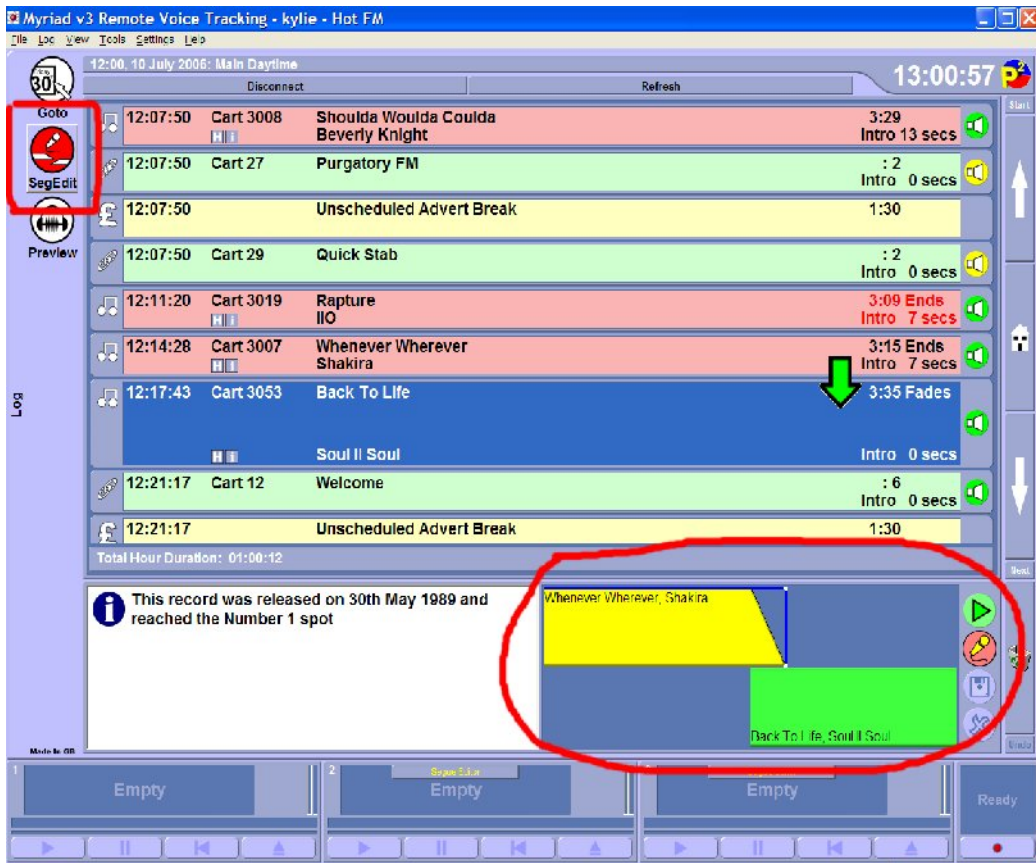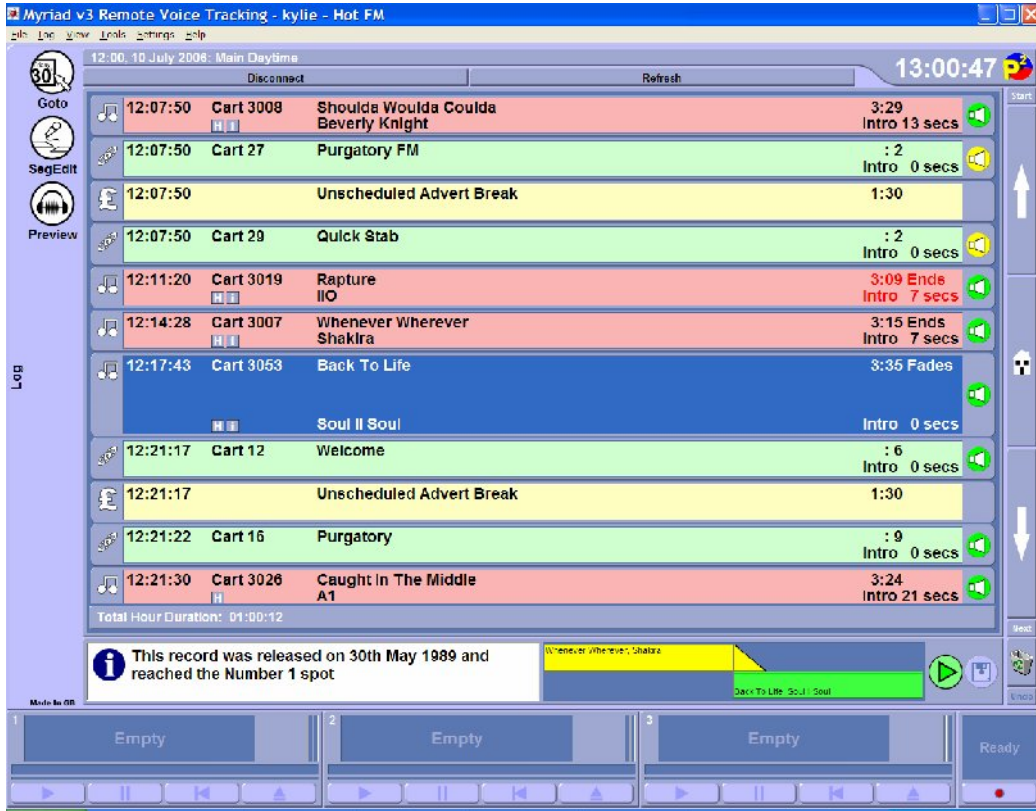
The Large green arrow on the Schedule Log shows the two (or sometimes three) Log Items that are currently displayed in the Segue Editor.
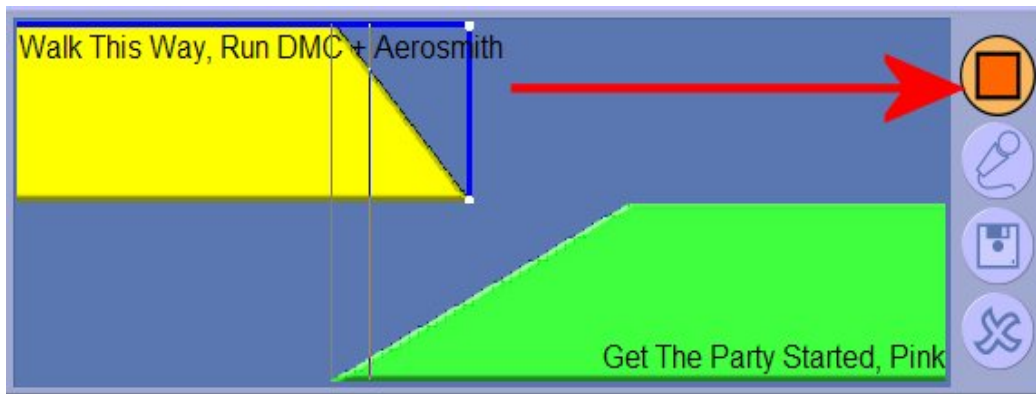

You will notice that when you go in to full Segue Editor mode, two or more Cart Players will be reserved for use by the Segue Editor.
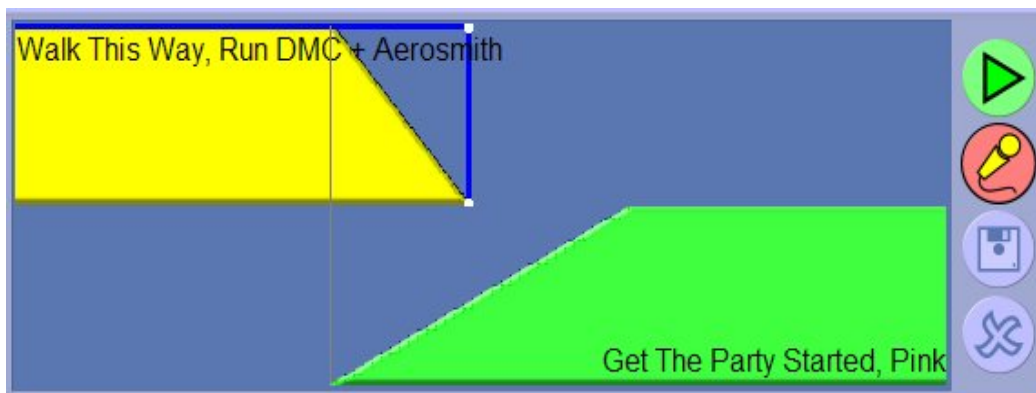

To review a segue, click on the Play button on the Segue Editor and playback will begin using the reserved Cart Players.
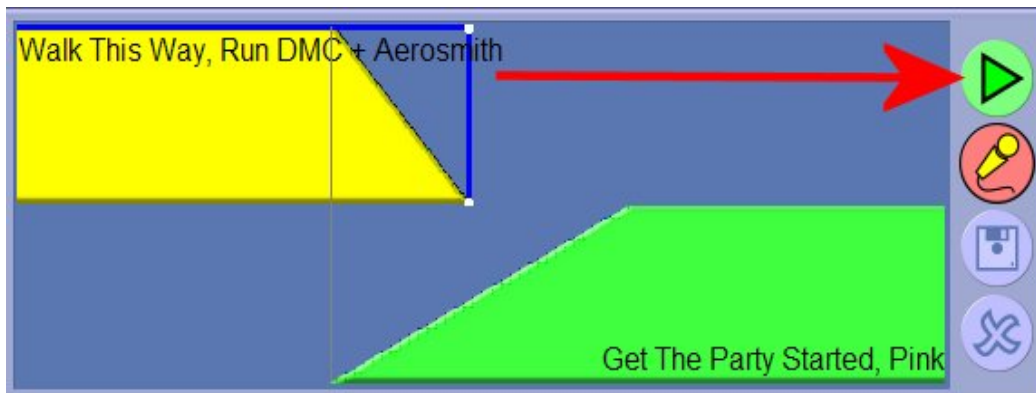

You can stop playback at any time by clicking on the Stop button (which replaces the Play button while it is playing).

Adjusting Positioning And Fading In SegEdit Mode

Once you are in Full Segue Edit mode, the Segue Editor works in exactly the same way as the Mini Segue Editor (see Mini Segue Editor). The currently highlighted Log Item is shown in the lower section of the Segue Editor (in green) and the previous Log Item is shown in the top section in yellow. As before, the downward slope on the top Log Item indicates the duration between the Extro point on the item and the very end of the audio file. The upward slope on the lower item represents the duration between the start of the Log Item and the Intro End point. The vertical line represents the segue point between the two Log Items and as we have not edited the segue yet, it will be at the previous Log Item's Extro point.
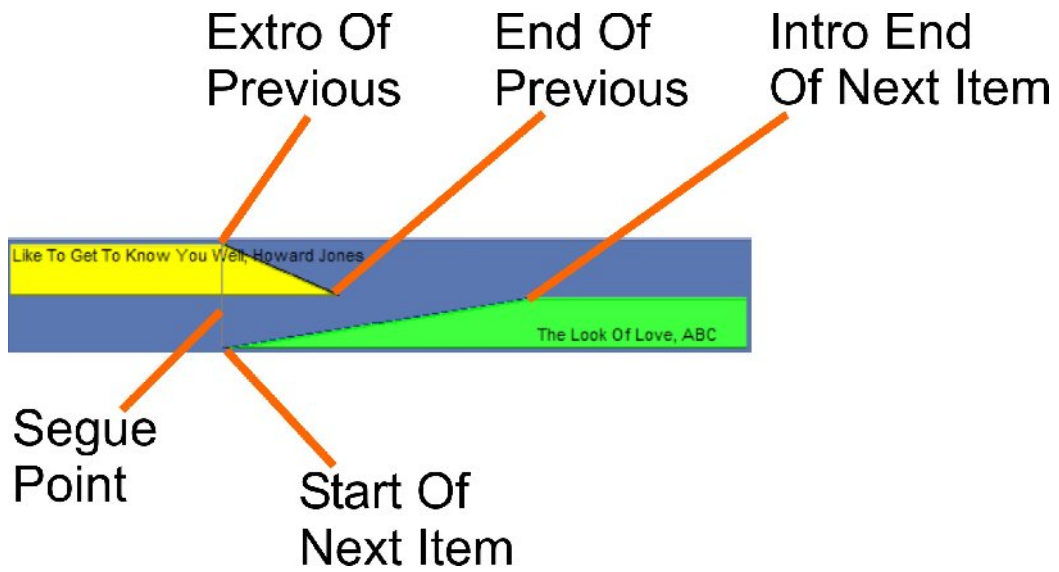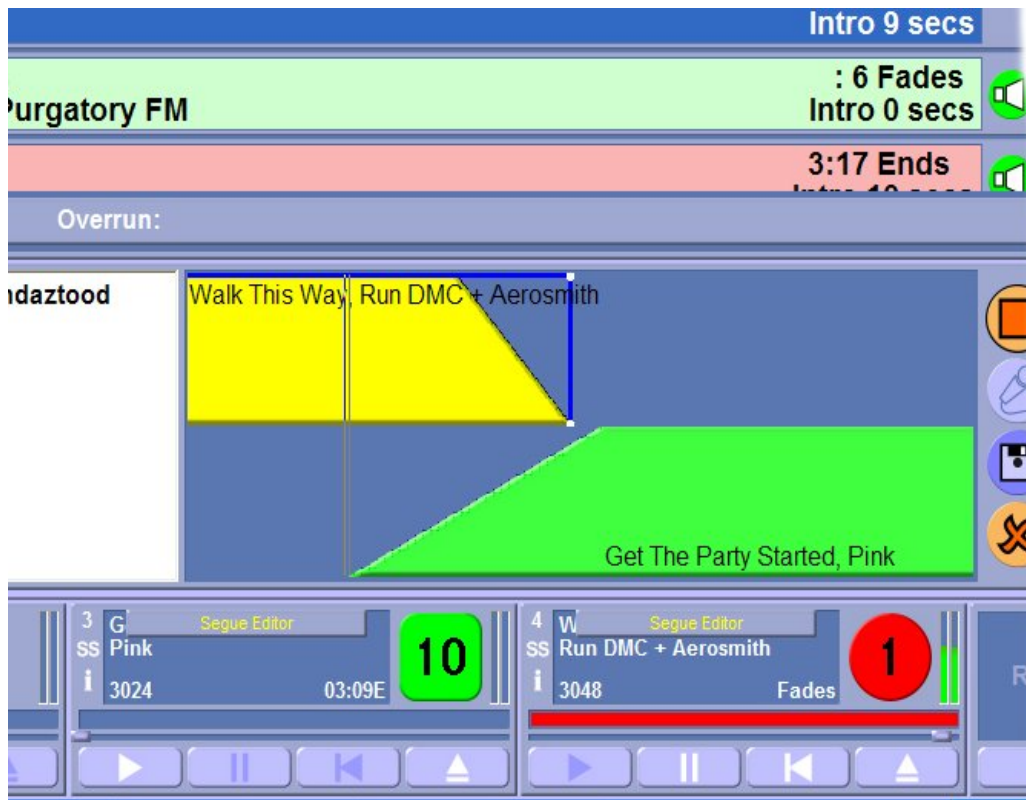
To edit the Segue point between the two items, you the left mouse button to drag the lower Log Item to the left or right.
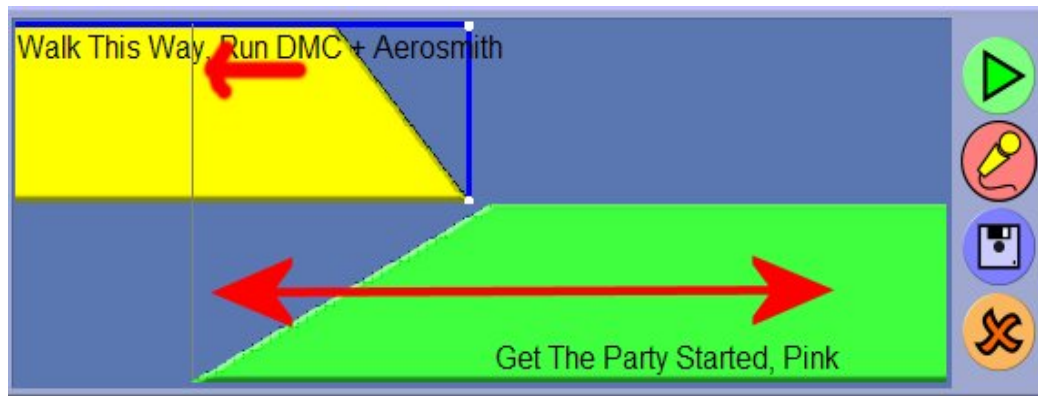

Note how the Segue Point moves with the start of the Lower Log Item.

CAUTION: when you release the Log Item, the Segue Editor will automatically begin playback of your newly edited segue in the Segue Editor reserved Cart Players.

Again, if Remote Voice Tracking can use a low quality version of the audio from audio file cache, it will do so. If there is not a low quality version available locally then Remote Voice Tracking will download a low quality version of the Carts it needs from the Remote Edit Server
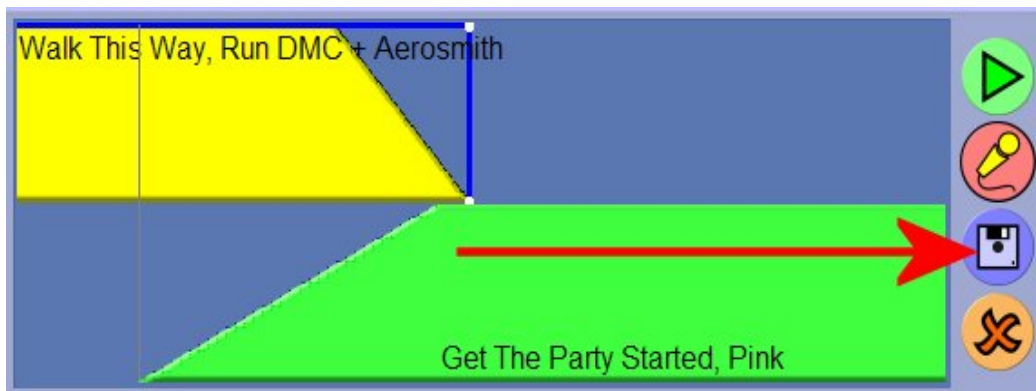
Once playback has started you can continue to edit the segue in the same way if needed. To stop playback, click on the Stop button.
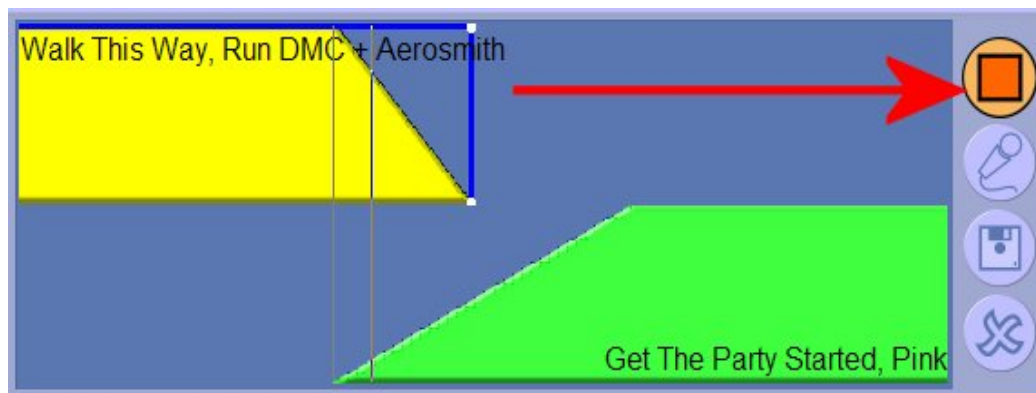
If you wish to abandon your segue edit and return the segue to its original position, click on the abandon button.
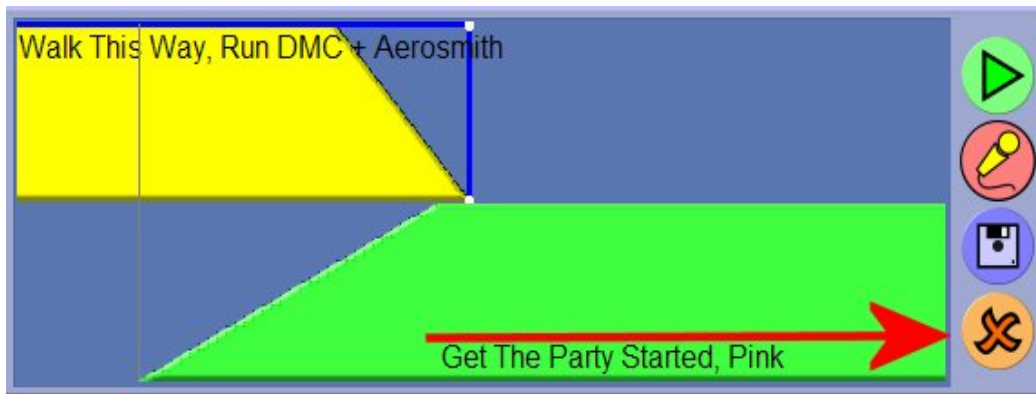
When you are happy, click on the Save button to save the new segue information to the Schedule Log via the Remote Edit Server.


You can also use this mode to edit the way in which the previous Log Item is faded out to allow for greater control of the segue. This is done by adjusting the fade 'envelope' (the blue line) on the upper section of the Segue Editor.

The fade 'envelope' consists of two editable points, one for the start of the fade and the other for the end. In the example above, the fade start and end are directly above each other and at the end of the audio file so effectively, Myriad will not fade the item at all. In the example below, the fade 'envelope' has been adjusted to start fading the item out earlier.
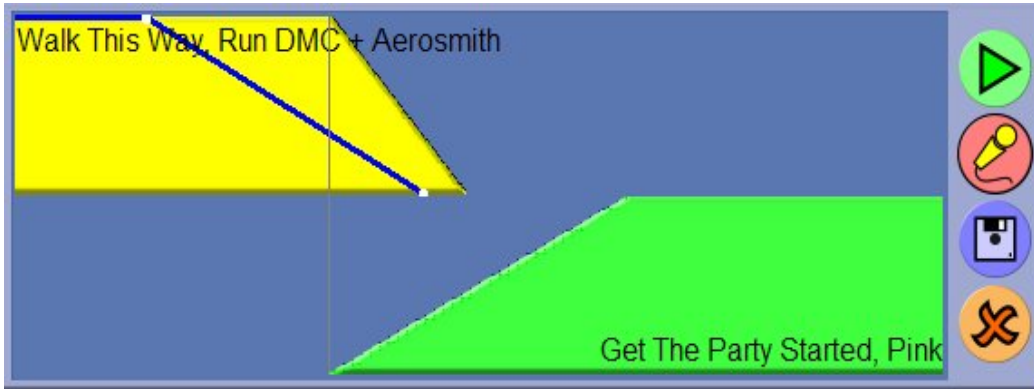
Note how the fade 'envelope' has been edited to start fading before the song reaches its Extro point and will be faded out completely before the end of the audio file is reached.

To edit the fade 'envelope' use the left mouse button to drag the fade start and end points to the left or right.
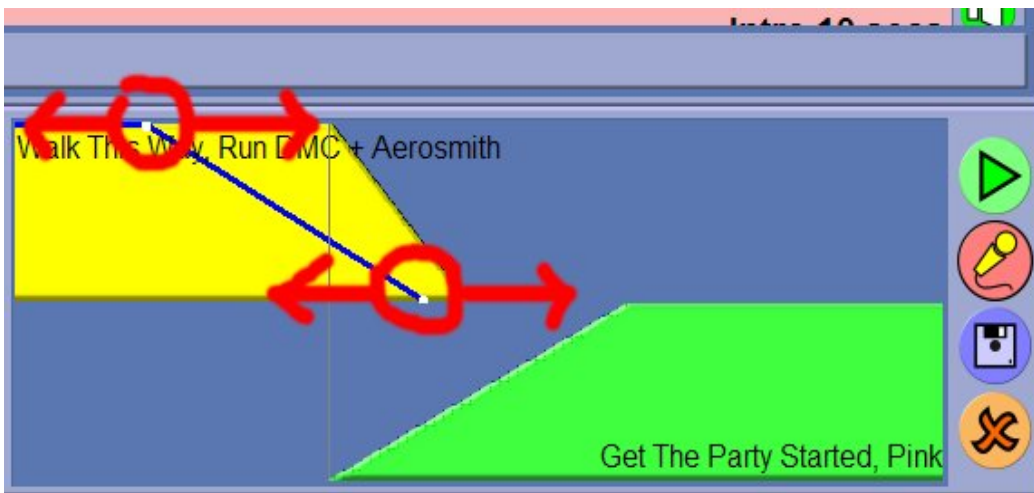
Again, you can use the Save button to save your edited fade 'envelope' and the Abandon button to discard your fade 'envelope' changes and return to the original state.

Recording A Remote Voice Track

The other primary use for the Segue Editor in full mode is to allow you to record Voice Tracks between Log Items to be played back by Myriad in one of the Active Playout modes.

In general Voice Tracking (as it is known) is used to add 'live' sounding voice links to automated playout to make the listener think that a presenter is presenting the show when in fact Myriad is playing a mixture of Log Items and

pre-recorded voice links. The key thing is that when Voice Tracking, each voice link is recorded as if it were being done 'live' and specific for the Log Items that it is positioned between. Myriad then plays the Voice Tracks exactly as they were recorded meaning that they should be indistinguishable from the 'real thing'.

In practice, the Voice Tracking process is very simple to allow the present to concentrate on the content of their links and not what buttons they are pressing. In general, the entire process can be controlled by one button and each stage happens automatically. Remote Voice Tracking allows the Voice Tracking process to be done from a remote location, the procedure is the same but instead of playing the Carts from and recording the Voice Track to the Myriad server, the Remote Voice Tracking application will download low quality versions of the Carts to use for playback and record a local high quality Voice Track which will be uploaded to the Remote Edit Server at the end of the Voice Tracking process.

The general process is:

1. Click on the SegEdit button to open the Segue Editor in full mode.
2. Highlight the Log Item that you want to be playing at the end of your Voice Track. You can use the GoTo button on the Main Tab Strip to jump to a specific time and date in the Schedule Log if you need to.
3. Press one of the following to start the Voice Tracking process:

    ▪ Click on the Voice Tracking button on screen .
    ▪ Press the <Space Bar> (make sure that the Log Screen was the last screen you clicked on as you do not want to accidentally trigger an Audio Wall play).
    ▪ Press the <Ctrl>+<Space Bar> (this method works whichever screen you clicked on last).
    ▪ Press the Segue Step button on your Myriad keyboard.

4. Whichever method you chose, the result will be the same, Remote Voice Tracking will first check the local audio file cache to see whether there is a low quality 'preview' version of the Carts that it will need in order to play the last few seconds of the previous track and the first few seconds of the next. If the audio file cache already contains the Carts that Remote Voice Tracking needs then it will load them in to the Cart Players and the last few seconds of the previous Cart will automatically begin playback. If Remote Voice Tracking can not find low quality 'previews' of the Carts in question then it will request the Carts from the Remote Edit Server which will generate the low quality versions of the Carts and download them to Remote Voice Tracking. Once Remote Voice Tracking has finished downloading them, it will load them in the Cart Players and the last few seconds of the previous Cart will start playing automatically.
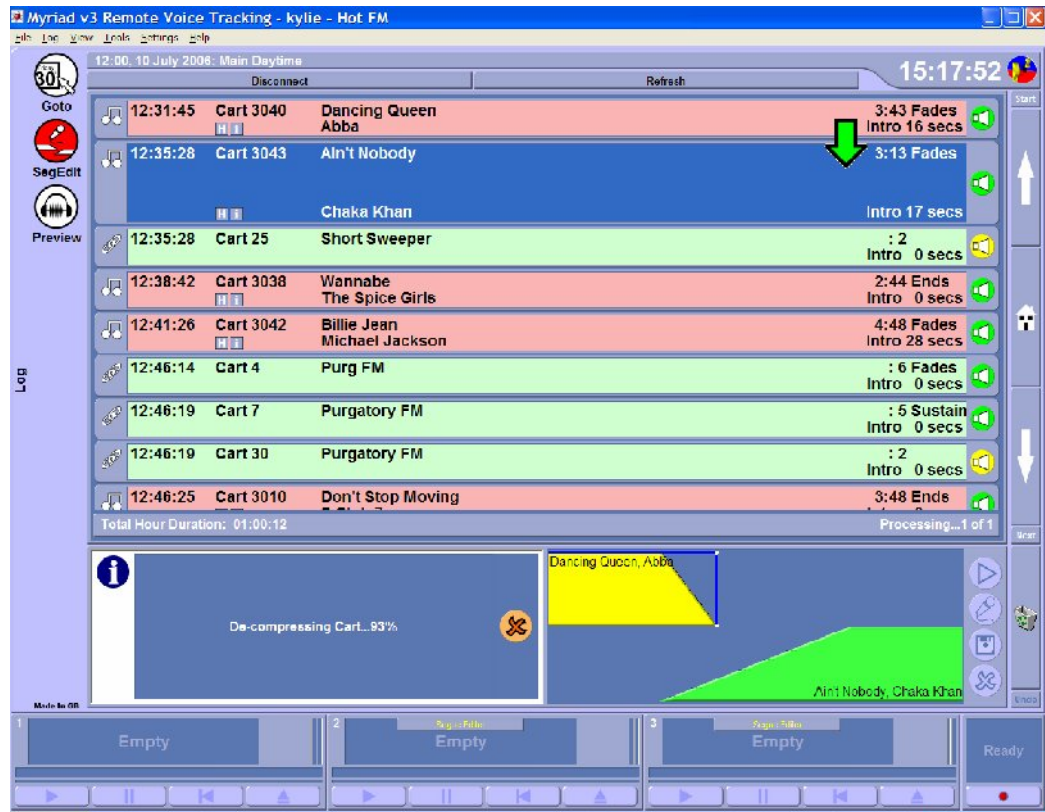
5. When you are ready to record your link, put the 'mic' fader up and start speaking. Myriad will automatically detect the incoming audio level and start recording in to a local audio file that will be uploaded to the Remote Edit Server once you have finished the Voice Track. If you have not configured Myriad to start from a 'trigger' audio level or you
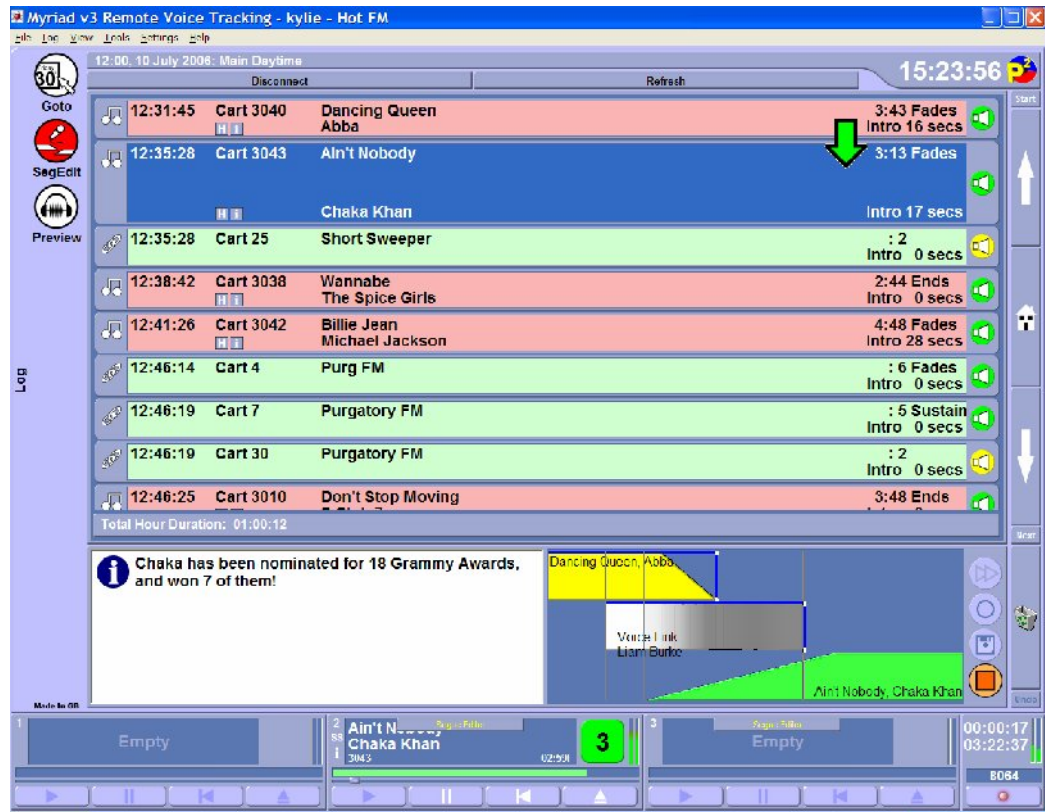
   wish to start recording manually, click on the Record button (which takes the place of the Voice Tracking button) or press either one of the <Space Bar> or <Ctrl>+<Space Bar> button options to manually start recording.
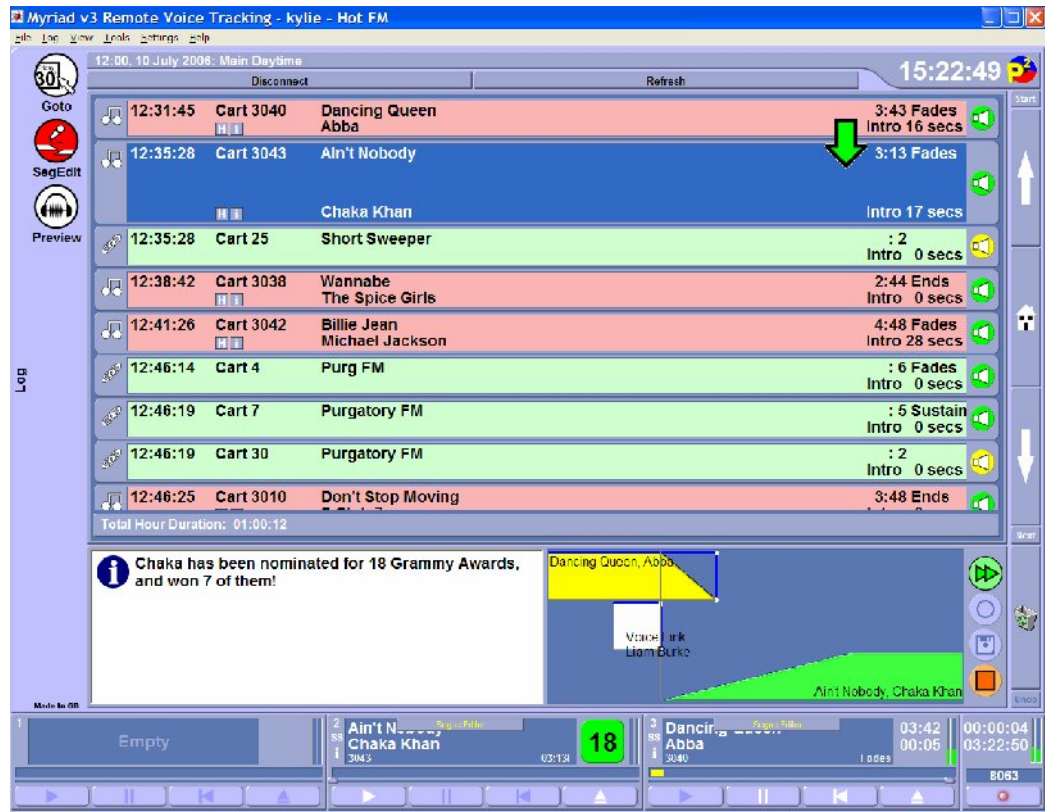
6. When you are ready to start the next Log Item playing, click on the Play

   Next button or press the <Space Bar> or <Ctrl>+<Space Bar>
   keyboard options (or the Segue Step button on your Myriad keyboard).

7. When you have finished your Voice Track, click on the Stop button

 or press the <Space Bar> or <Ctrl>+<Space Bar> options (or the Step Segue button).

8. You will then be asked to confirm whether you wish to save the recorded audio (and the Voice Track information) or whether you wish to discard it. Click on Yes to keep the Voice Track or No to discard it.
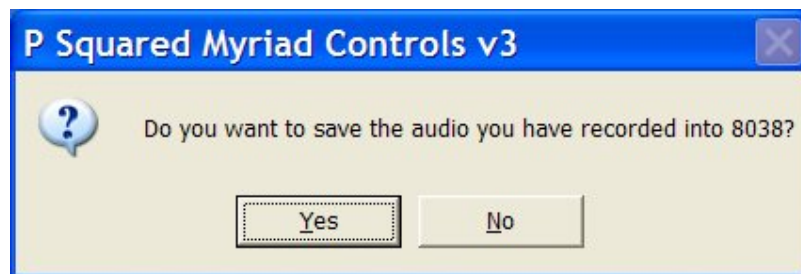

Note that at this stage, Remote Voice Tracking has assigned a Cart Number for your Voice Track, once your Voice Track has been uploaded, Remote Edit Server will automatically place the recorded voice in to the assigned Cart Number. Should that Cart Number not be available for any reason, Remote Edit Server will automatically assign the Voice Track to another Cart Number in the same Voice Tracking

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range (as defined in the Station Database) and update the Schedule Log accordingly so the Voice Track plays out correctly).

9. Remote Voice Tracking will then compress the Voice Track (if the Remote Edit Server has been configured such that Voice Tracks are compressed) and then upload both the Voice Track and the additional timing information for the positioning of the Voice Track, to the Remote Edit Server which in turn will update the stations Myriad system.

10. That is it, you finished Voice Link has been uploaded to the station's Audio Wall and the relevant details have been added to the Schedule Log.
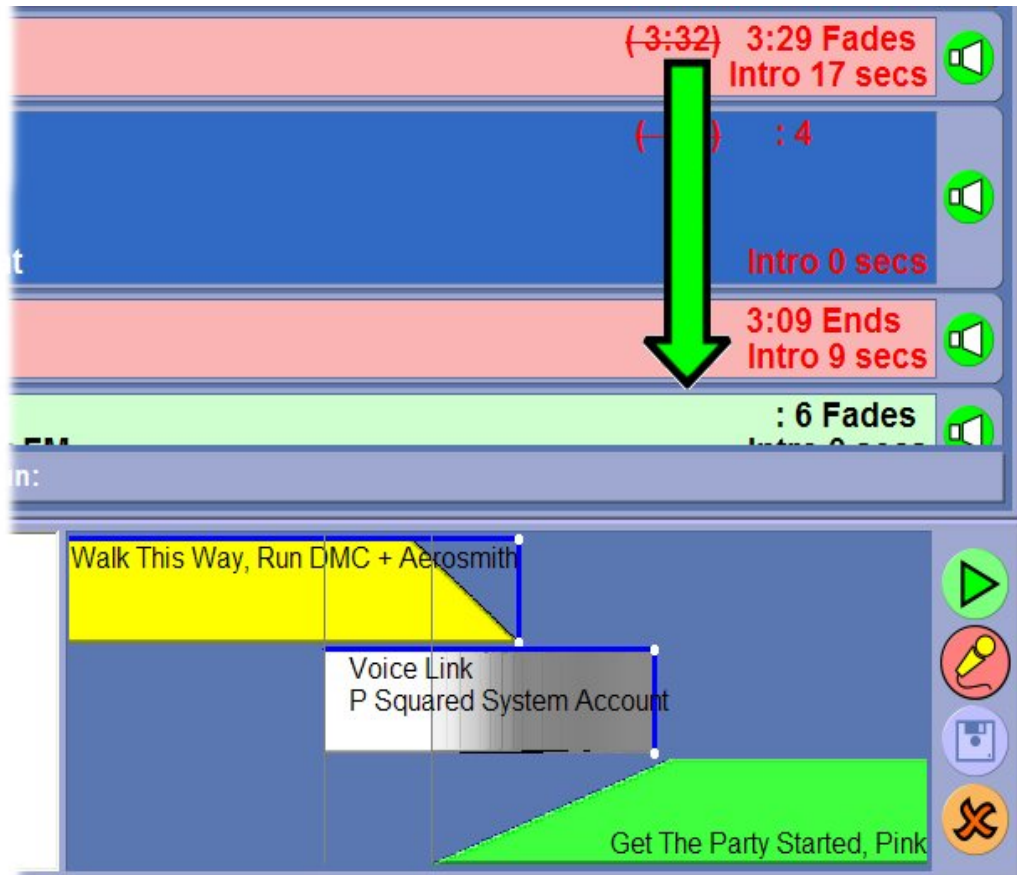
Note how the large green arrow on the Schedule Log shows the Log Items that are displayed in the Segue Editor.

This may seem a little complicated in the above example but that is because there are a number of different methods that you can use to step through the Remote Voice Tracking process. Let's look at the process again but this time we will just assume that we will just use the <SPACE BAR> to step through each part of the process.
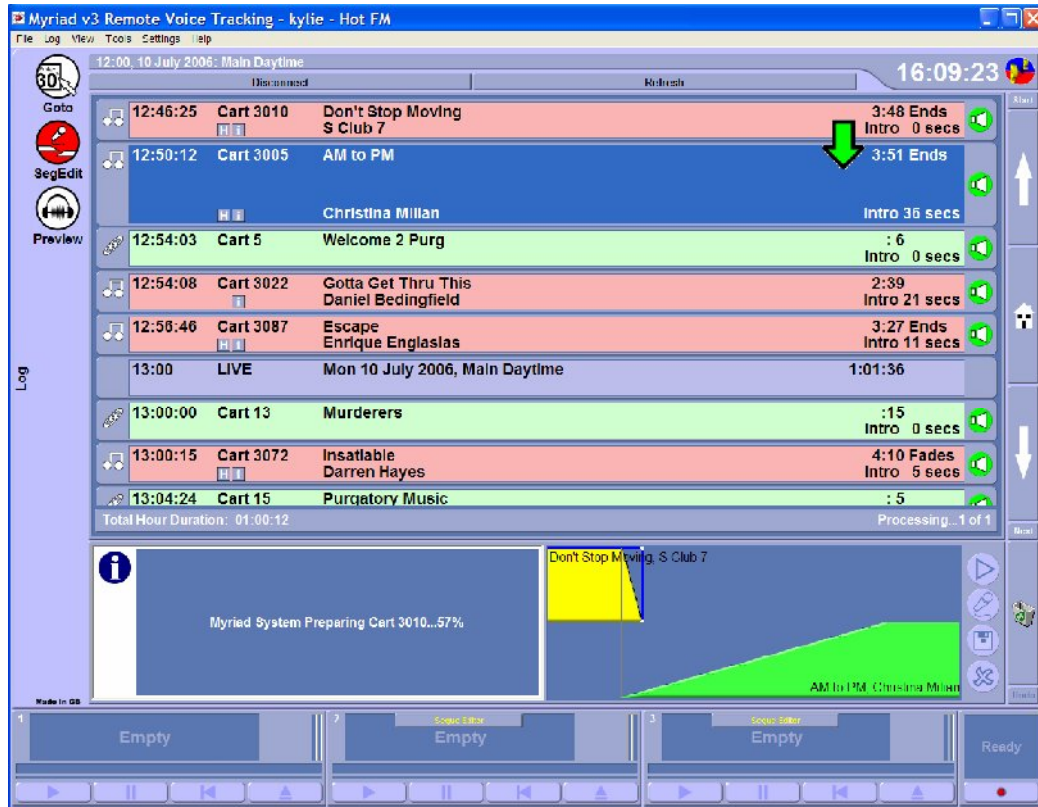
Here we go!

Firstly, click on the SegEdit button to open the Full Segue Editor.
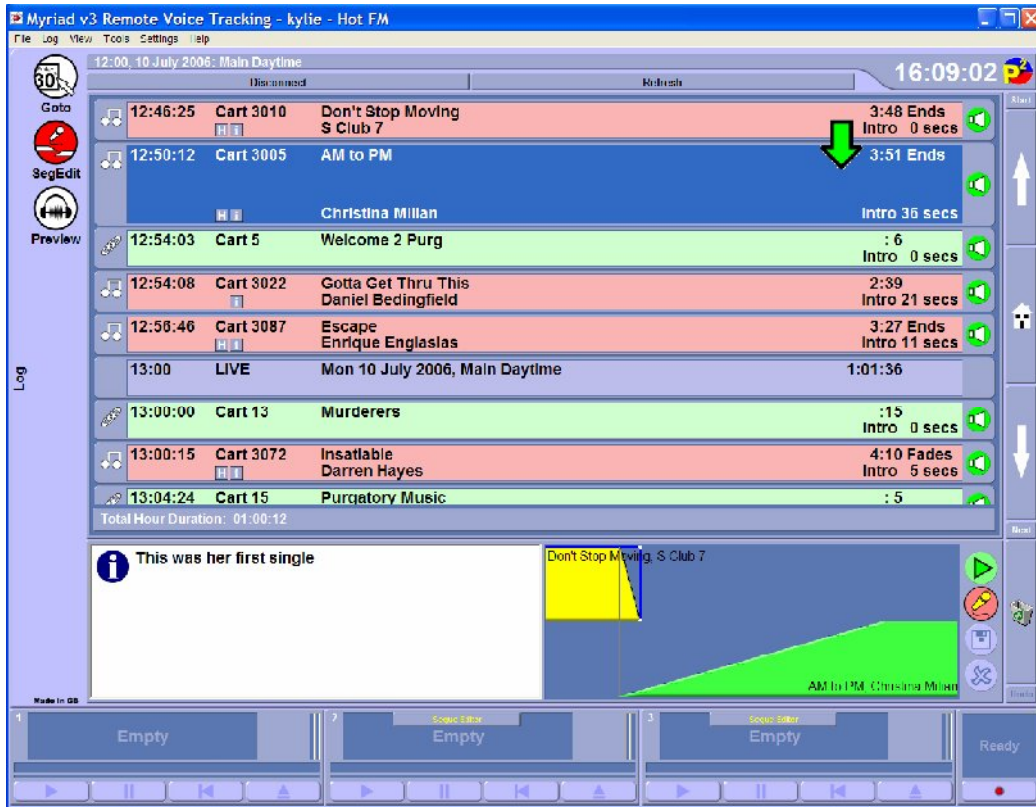
Ensure that the highlight is on the Log Item that you want to playing when you finish you link.

Now press the <Space Bar>

First, Remote Voice Tracking will check to see if there is a local copy of the Carts it needs to use (in this case Don't Stop Moving and AM to PM) in the local audio file cache. If low quality 'preview' versions of the Carts are present in the file cache then Remote Voice Tracking will use them, if not then it will download a low quality version of each Cart from Remote Edit Server.

Once it has downloaded (or loaded local copies of) the Carts it needs, Remote Voice Tracking will load the Carts in to the Cart Players and the end few seconds of 'Don't Stop Moving' start playing in one of the reserved Cart Players.

Let's assume that we have configured Remote Voice Tracking to record from a 'trigger' audio level when working with the Segue Editor. In this configuration, Remote Voice Tracking will automatically start recording as soon as the incoming audio level exceeds the defined 'trigger' level. The audio will be saved in to a local audio file and then uploaded to the Remote Edit Server when the recording is complete. It will display the end Cart on the Audio Wall that it intends to use on the Myriad system once it is uploaded but this is not 'written in stone' yet as when the file is uploaded to Remote Edit Server, it will check that the Cart is still available. If not then it will use another Cart and then update the log accordingly.

So to start recording our voice link, we put the 'mic' channel fader up (on our mixing desk) and start speaking.

Next we want to start the next Log Item playing. Once again, hit the <Space Bar> to start playback.
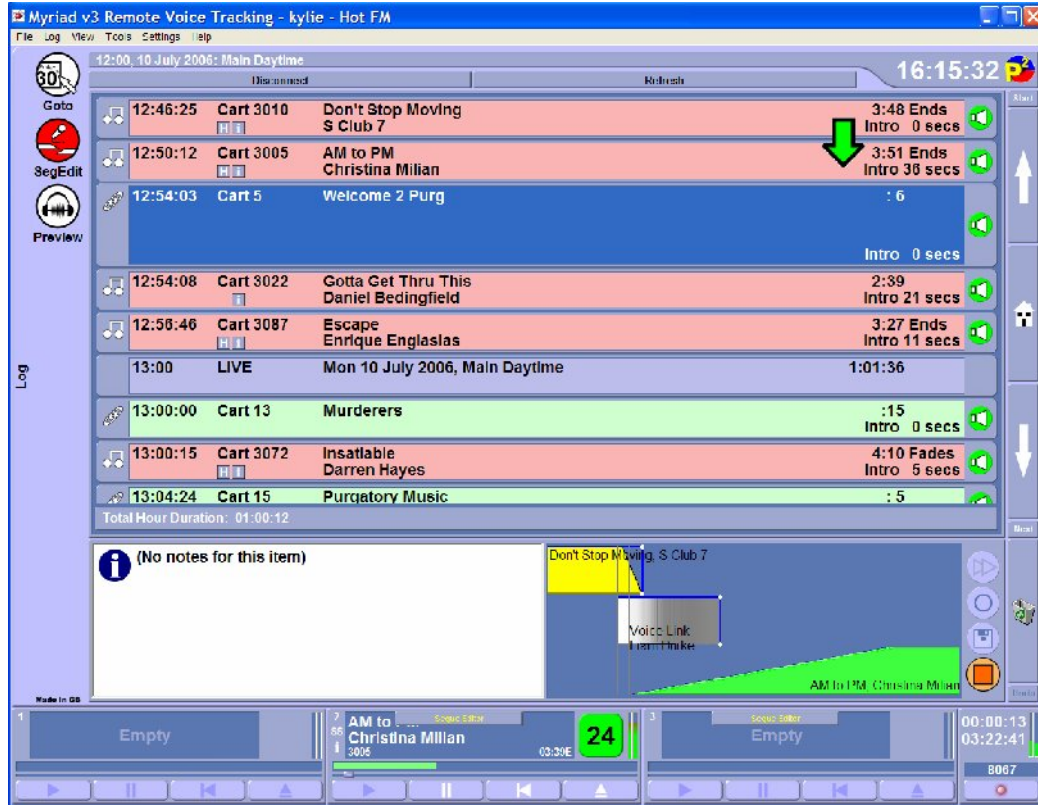

Only one more step to go! Currently, Remote Voice Tracking is still recording our voice and the next Log Item has been started. We can use the Cart Players to talk right up to the Intro End on the Song if we like but either way, as soon as we don't want to speak any more, press the <Space Bar> to halt playback and ask whether you wish to keep or discard the Voice Track.
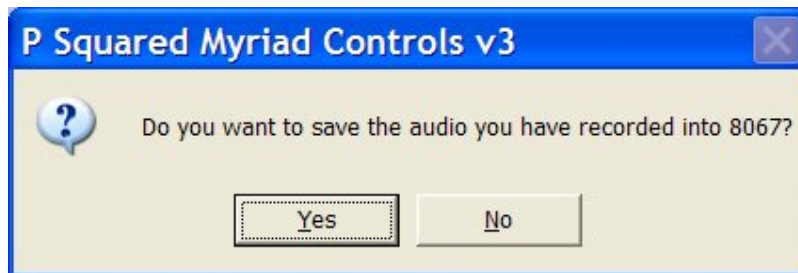

You can click on the Yes button to keep the Voice Link or the No button to discard it but as a tip, because the Yes button has focus, you can also press the <Space Bar> to keep the link.

If you select Yes then Remote Voice Tracking will compress the Cart (if Remote Edit Server has told it that it should) and then upload the recorded Voice Track to the Remote Edit Server along with all of the Schedule Log timing information.
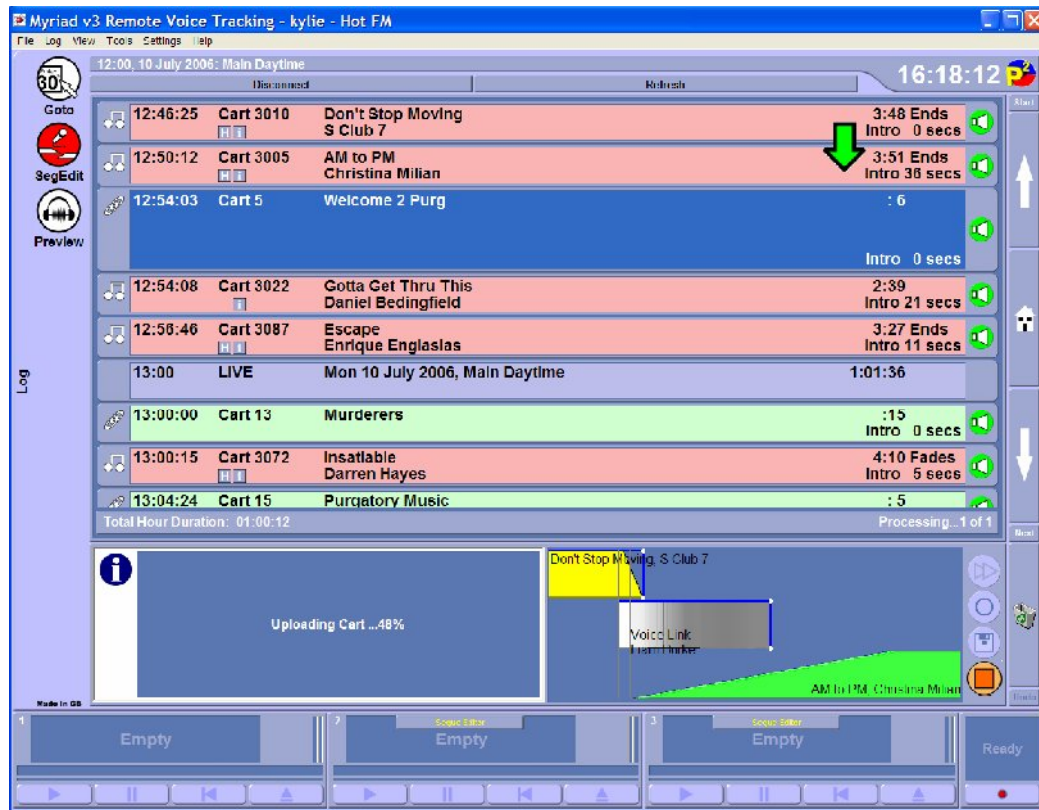
As you can see, the Voice Track has been added to the Schedule Log and the details are displayed in the Segue Editor.
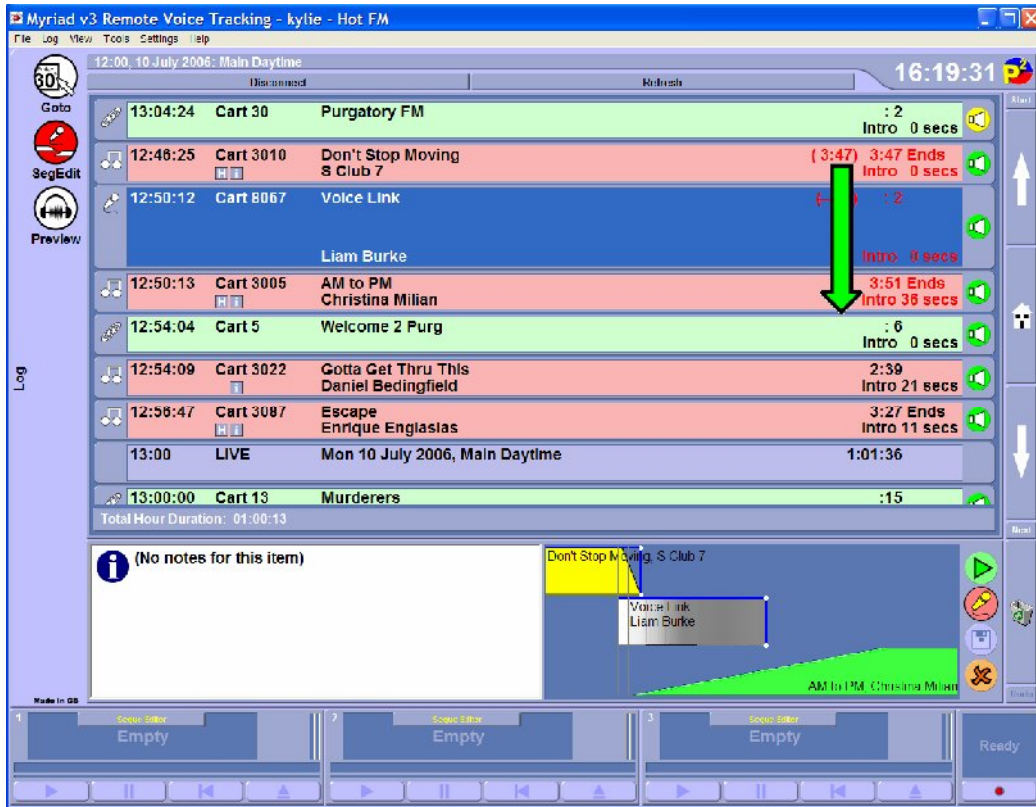
You can review the Voice Link by clicking on the Play button ▶. The Link will be played in reserved Cart Players.
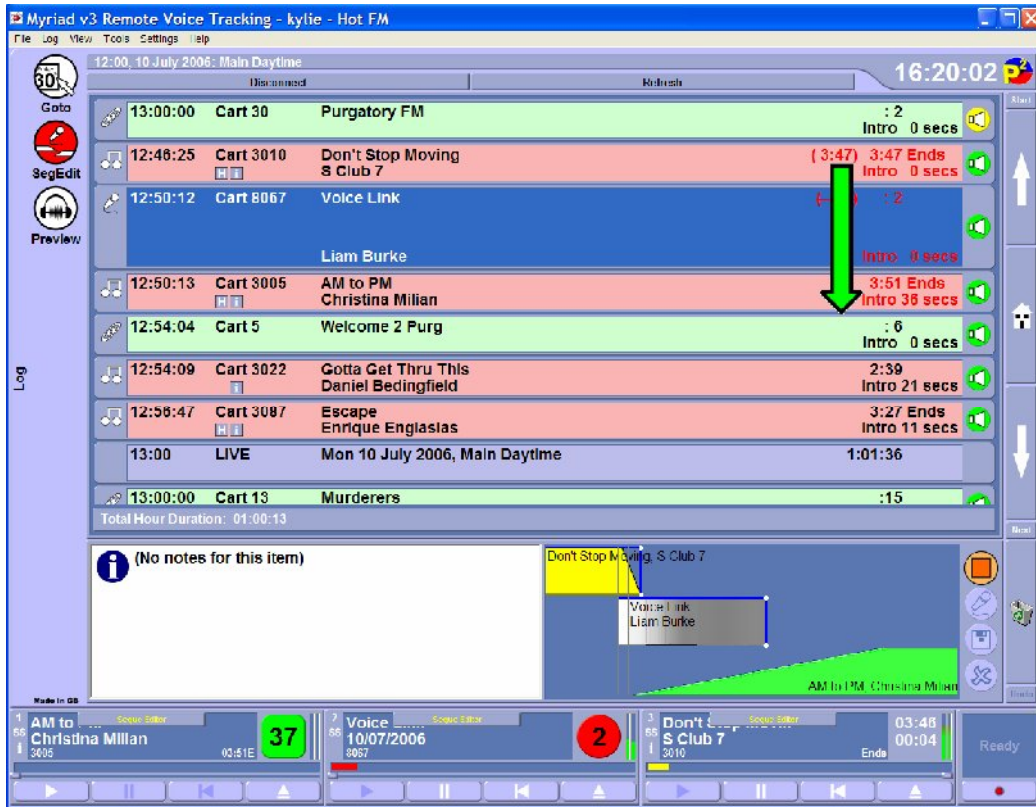
If we leave this link as it is, Myriad will play it back exactly the way we recorded it in Active Playout mode so if we had been singing along to the vocals, that is what will go out 'on air'. Myriad will even automatically 'duck' the volume of the two songs whilst the Voice Track is playing to allow the voice to 'travel' over the songs.

Alternatively, we can use the Segue Editing and fade 'envelope' editing techniques we discussed earlier to move any of the Log Items involved with our Voice Link around and change the fade points on the previous Log Item and Voice Link.
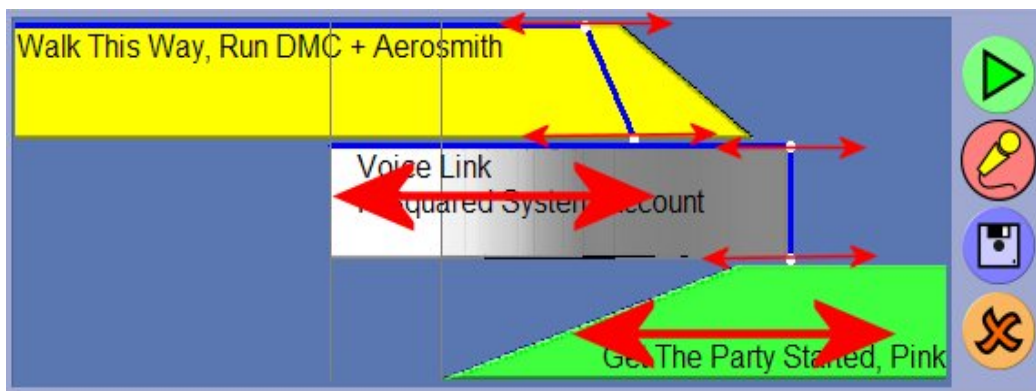
Using these techniques, you can tidy up any gaps in your voice link, fade out the previous song early and generally make it a s tight sounding as you like. When you have finished, click on the Save button to commit your changes to the Schedule Log, Remote Voice Tracking will then upload these changes to the Remote Edit Server which will update Myriad accordingly.

Trouble Shooting

In this section we will cover some of the more common problems you may encounter.

Login Authentication Failed – You Don't Have The Correct Rights To Access The Myriad System

If you login to Remote Voice Tracking using a valid Myriad Username and Password but Remote Voice Tracking does not let you in and puts up the above message instead then that means that your have a valid Myriad Username but you do not have sufficient access rights to access Myriad remotely using Remote Voice Tracking.
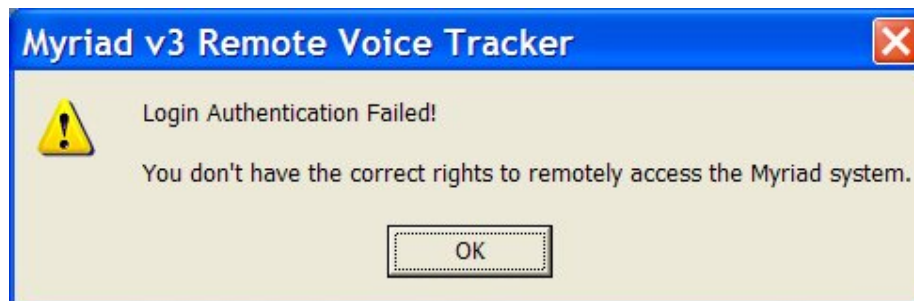
To fix this problem, at the station, run Myriad Manager and then click on the Contact / Users tab. Next find, the your Username and double click on it to view your User Details. Click on the Settings tab and make sure that the 'Use The Following Security Permissions Instead' option is ticked and then click on the Edit Permissions button (the one with a spanner on it).
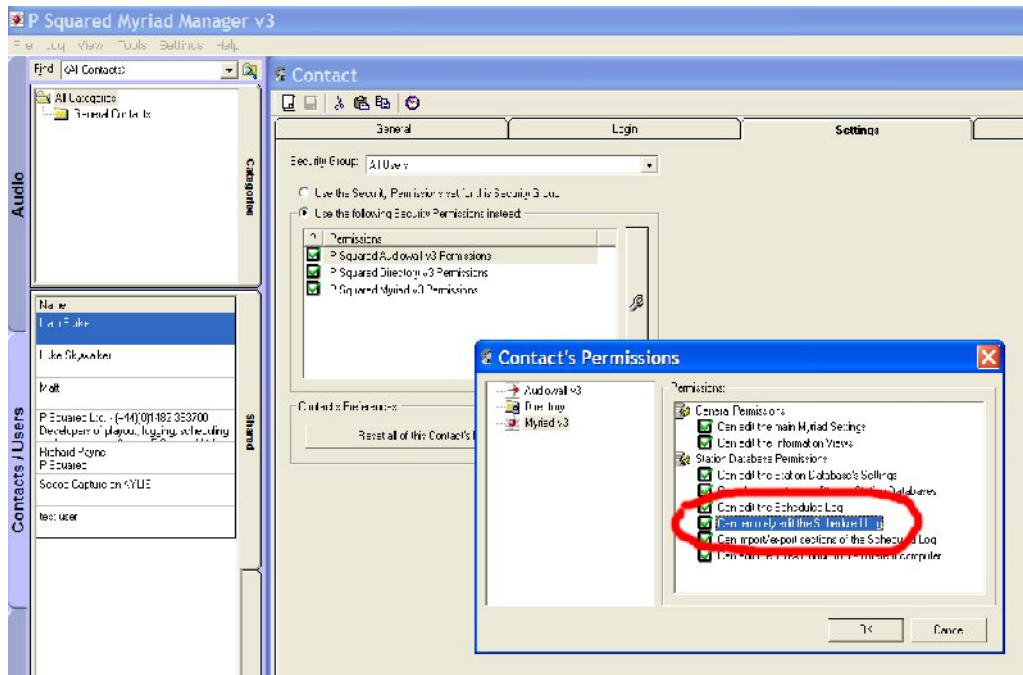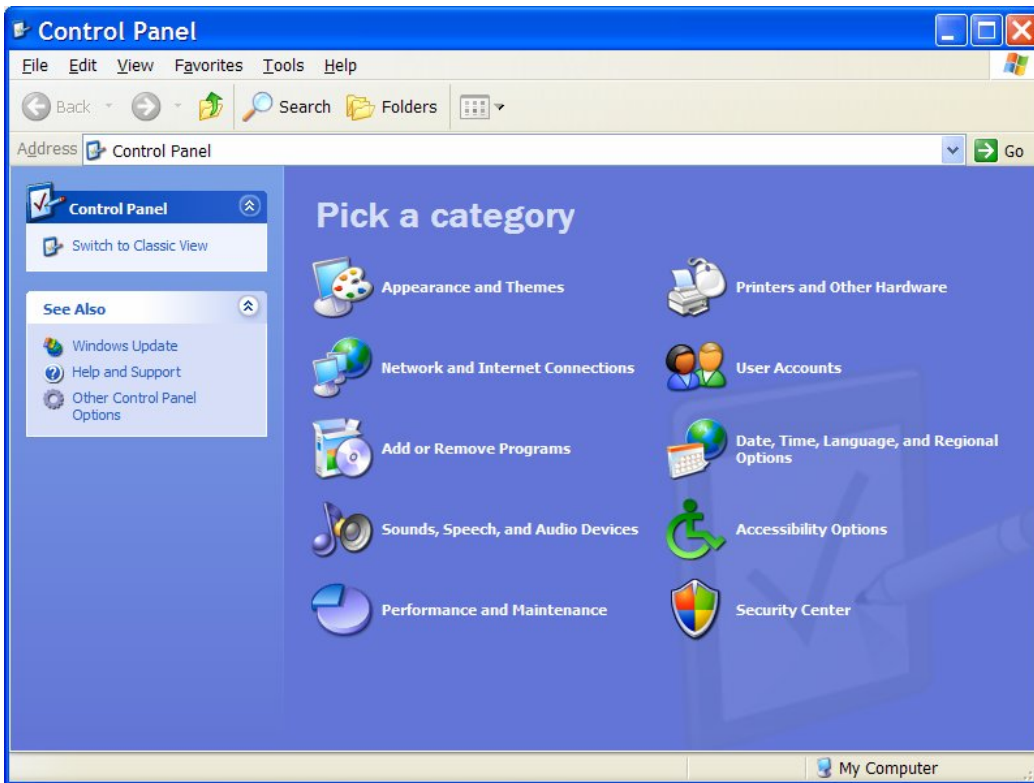
Finally, click on the Myriad v3 options (on the left hand side) on the Contact's Permissions window and tick the 'Can Remotely Edit The Schedule Log' option.

Remote Voice Tracking Is Playing Or Recording Using The Wrong Sound Device
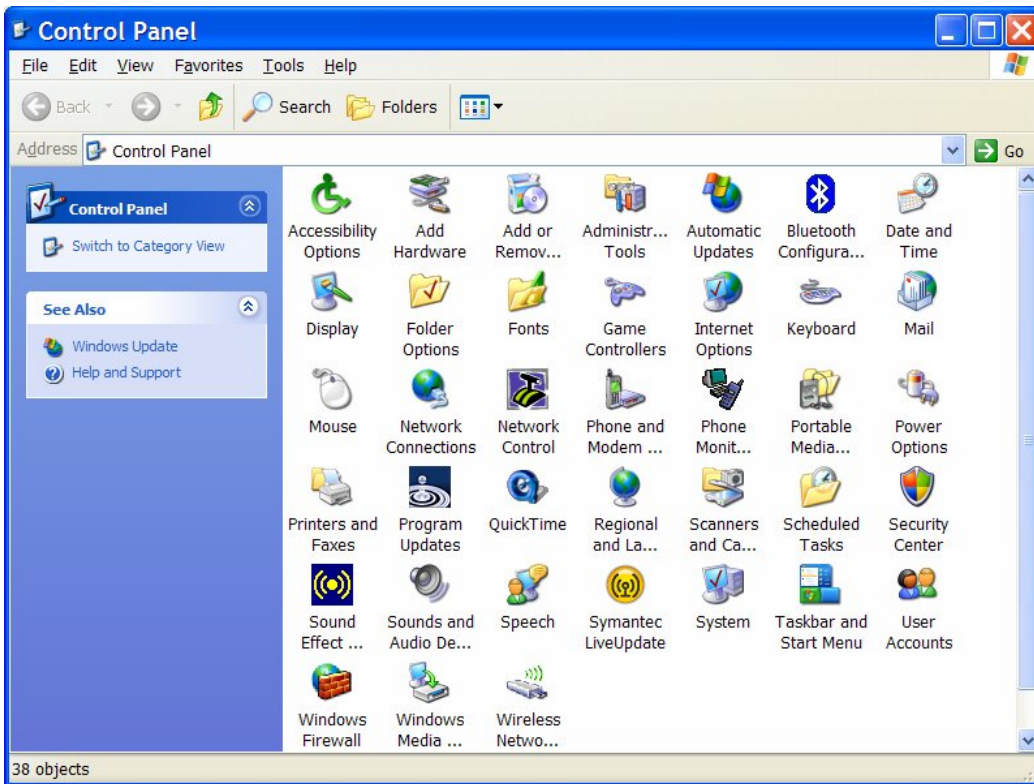
Unlike Myriad which allows you to specify what sound device to use for playback and recording, Remote Voice Tracking uses the default Windows sound devices for playback and recording.

The problem is that you may have more that one sound enabled device attached to your PC (especially if you have things like USB modems connected).

In order to alter the default Windows sound devices, click on the Start button and select Control Panel. Control Panel can be viewed in two different ways in Windows XP depending on how you have set up your PC.

Category View

Classic View

If you are in Category View, click on 'Sounds, Speech, & Audio Devices' option, then the Sound & Audio Devices option which will open the Sound and Audio Devices Properties window.

If you are in classic view, double click on the Sounds and Audio Devices Option.
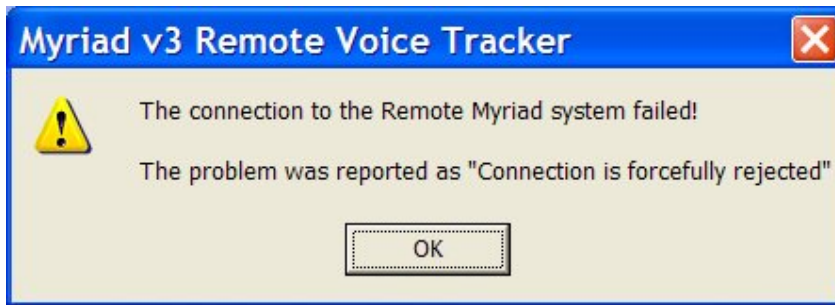
In both cases, the Sound and Audio Devices Properties window will open.

Switch to the Audio tab and then use the drop down list to select the Sound Playback and Sound Recording Default Devices.

The Connection To The Remote Edit Server Failed – Connection Is Forcefully Rejected

If you get the message below when you attempt to connect a Remote Edit Server then is means one of two things.

Myriad v3 Remote Voice Tracker ✖

⚠ The connection to the Remote Myriad system failed!

The problem was reported as "Connection is forcefully rejected"

[OK]

Myriad v3 Remote Voice Tracker ✖

⚠ Unable to connect to the Remote Edit Server!
Please check your settings.

[OK]

1. **The Remote Edit Server Is Not Running At The Station –** The first thing to check is that Remote Edit Server is running on the appropriate PC at the radio station.
2. **The Firewall (at either end) Is Blocking The Ports Remote Edit Server / Remote Voice Tracking Are Using To Communicate –** The other reason for seeing this error on connection is if the firewall at either end is blocking the Data and Communication Ports that Remote Edit Server and Remote Voice Tracking are using to communicate. You need to ensure that both firewalls are configured correctly in order for this to work. Please refer to your firewall's documentation for more details as P Squared are not able to provide any technical assistance with the configuration of firewalls and other third party networking devices.