Scoop Server Quick Guide

Getting Started

Introduction: Your new Scoop Server machine is designed to capture audio and text data from various news agencies such as IRN, categorise it and store the stories for quick and simple access from Scoop Edit. To do this, you will need to provide an RS232 data link from your satellite decoder box to the com port on the Scoop Server box and an audio link from the decoder box to the soundcard input on the Scoop Server.

Installation

If you have purchased a complete Scoop Server system from P Squared then your box should arrive fully configured and ready to go. If you have just purchased the software from P Squared and wish to install Scoop Server on one of your existing PC's then you should follow the installation instructions below.

- Make sure that your PC is running Windows NT4 or Windows 2000 OS.
- Place the Scoop Server install CD into the computers CD ROM drive.
- Select '**Install Scoop Server**' from the menu option that automatically appears.
- Follow the on-screen instructions to complete the installation.

Connecting The Scoop Server To Your Satellite Decoder

You will need to use two connectors to connect your satellite decoder box to the Scoop Server in order for it to capture both Audio and Text.

Connecting The Text Feed

This is an RS232 (sometimes called a serial) connection from the back of your satellite equipment to a free Com (or serial) port on your Scoop Server (usually Com 1).

The cable used to do this does differ with different satellite equipment but the most common configuration is from a Tandberg decoder. To complicate matters further, some Tandbergs require a straight through RS232 cable where as others require a cross over (sometimes called data

transfer or null modem) cables. If you have a 'Demux PC' then you will need to use a null modem cable to connect from the octopus cable to the Scoop Server, if this makes no sense to you then you can probably ignore it. You will need to consult your equipment supplier to determine which cable you need before connecting up your Scoop Server. The other end of the cable should be plugged in to the first free Com port on the Scoop Server (usually Com 1).

Connecting The Audio Feed

Once you have connected the text, you must connect the audio output from the satellite decoder to the Line Input (usually coloured blue) of the sound card fitted to the Scoop Server. This is usually done with a 'phono' to 'mini jack' cable. This connection allows Scoop Server to 'listen' to the audio supplied by the news agency and record cuts onto the Audio Wall for easy access from Scoop Edit or Myriad machines.

Running Scoop Server For The First Time

If you have purchased a complete system from P Squared and have connected it up correctly to the satellite decoding equipment then your system should startup first time and start capturing audio and text. If you have just installed (or re-installed) Scoop Server then you will need to complete the following steps.

1. Before running Scoop Server, create two folders on your Scoop Server's hard drive. Call the first one 'Scoopdata' (or 'stories') and the second one 'Audio'.

2. Use Windows Explorer to look at the Scoop Server CD provided and in the root of the CD you will see a Formats folder, open this and you will see folders for IRN and PA. If you want to capture IRN, open the IRN folder and you will see a file called Scoop.ini, copy this file (*Ctrl C*) and paste (*Ctrl V)* it into the 'Scoopdata' folder you created in step 1.

3. You will be asked to enter a valid product License Name and Code. These should have been provided along with your installation CD:
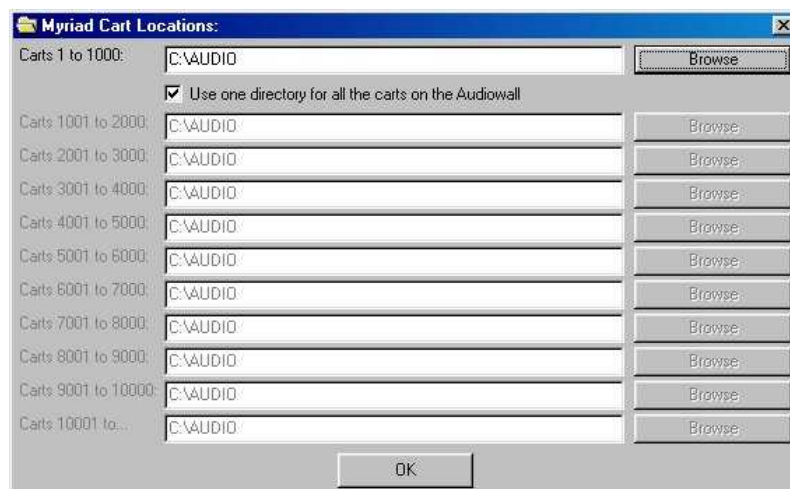

4. After entering a valid license, you will be asked where you want Scoop Server to store all the stories it captures:
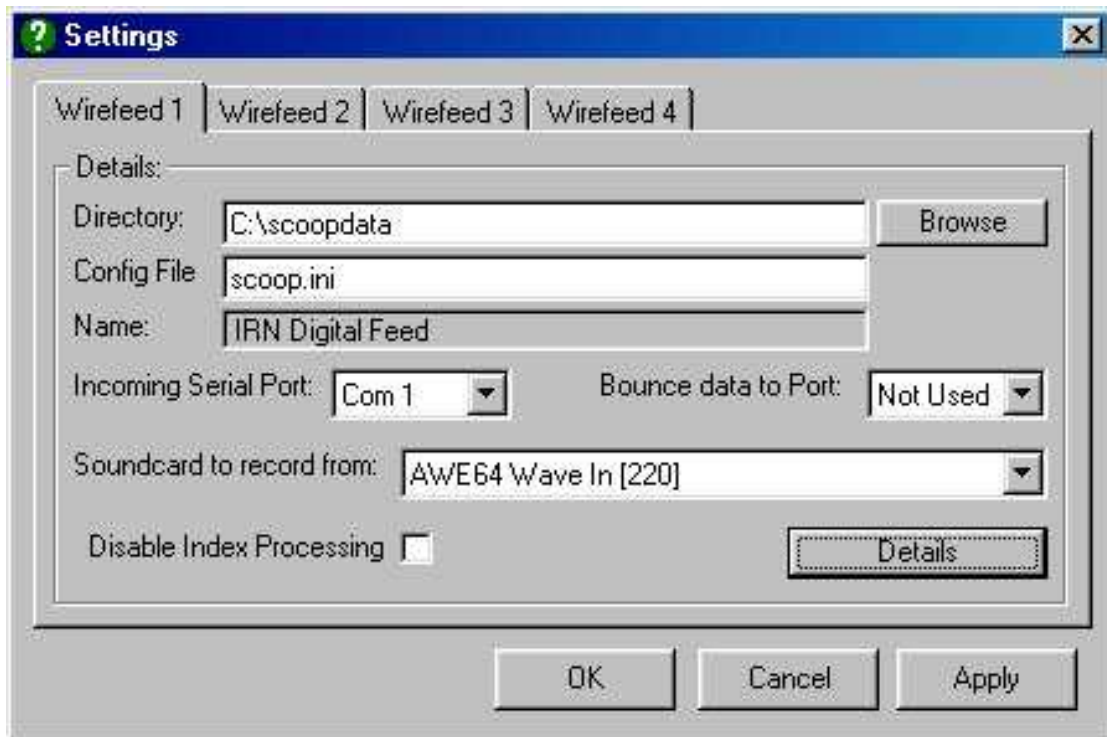

Select the 'Scoopdata' folder that was created in step 1.

5. You will next be asked to enter the location that you want the audio cuts captured by the system to be stored in:

If this is a stand-alone Scoop system then you should use the **Browse** button to select the 'Audio' folder you created in step 1. If you also have a Myriad system and you want the Scoop Server audio cuts to be available from the Myriad Audio Wall then you will need to use the **Browse** button to select the folder where the Myriad audio is already stored (e.g. u:\myriadaudio). This audio folder will usually be on a remote Myriad machine or server so you will have to map a network drive before you can do this but don't worry, you can just point it locally for now and set it to the network path later on.

6. Scoop Server is now running, but to complete the setup procedure, go to the **Settings** menu and select **Setup Wirefeeds**:

7. For **Wire Feed 1**, use the **Browse** button to select the 'Scoopdata' folder created in step 1 and set the **Config File** to the Scoop.ini file pasted into that directory in step 2.

8. Select the **Incoming Serial Port** from the drop down list, to match the Com port that you used to connect to the satellite decoder box.

9. Select the soundcard that you plugged the audio feed into, from the drop down box.

10. Click on the **Details** button and select the **Audio** tab.
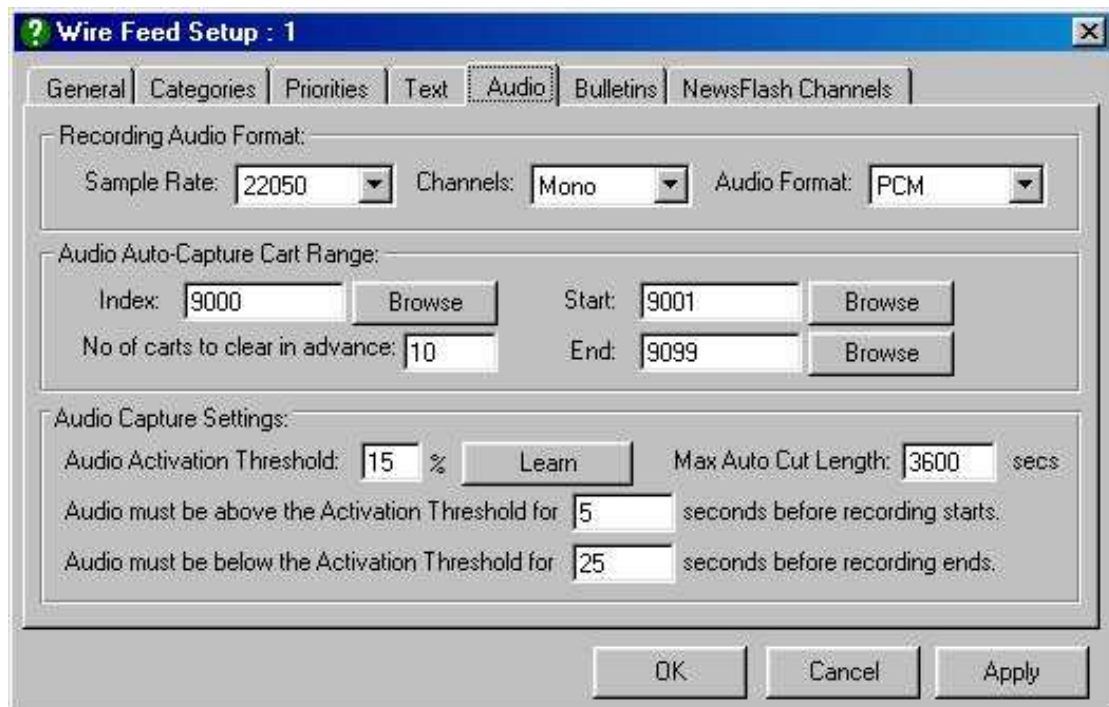
11. Select the **Record Audio Format** and the **Audio-Auto Capture Cart Range** that you want Scoop Server to record into. The **Audio Capture Settings** should be left at their default settings, as should all the other settings on the other tabs unless you are instructed to alter them by P Squared.

12. Click on the **OK** button to close the **Details Window** and then the **OK** button again to close the **Settings Window**, you will be prompted to restart Scoop Server for the changes to take effect.

Your Scoop Server is now configured and should start capturing Audio and Text.

Accessing Stories & Building Bulletins

To access these stories and create bulletins, install Scoop Edit on a remote machine. For details on how to do this and how to use Scoop Edit, please refer to the Scoop Edit manual.