Media Server Basic Operation

The Media Server is a system in Master Control that processes the “file based” recording and playback of projects in the TV Studio. The software that we use is Media Express. Media Server and Media Express are considered the same.

There are two systems. Media Server I is permanently set up for 4 camera ISO recording for CTVA340 narrative projects. Media Server II is set up for 240 and 340 studio productions with video through the switcher.

Media Server II

Consists of one PLAYBACK channel and one RECORD channel. Note there is no longer a PL RECORD channel from previous systems.

Launching Media Express

First click Media Express Playback Icon in the lower dock.

➔ IMPORTANT. At this point please check the DEVICE menu to make sure that the top Decklink SDI is checked. Once that is confirmed then launch the Media Server Record Icon. It is very important that the program is launched in this sequence.

Confirm that the correct DEVICE is indicated after PLAYBACK is launched. Then you may proceed to launch RECORD.
Two windows that look like the image below will open up. You can toggle back and forth between the windows by selecting the corresponding Media Express icon in the dock.

Click the capture tab on the record windows and click the Playback tab on the playback window.

The image on the screen is what is on program at the time. This is what is passing through the switcher. Note that you will not see anything if the switcher is in BLACK. Also note the Audio meter with two channels.

RECording AND Pre-Naming Files

To start recording press the I icon in the display and press capture. A box will appear. Pre-enter your file name in this window. It is very important to pre-name your files before you capture rather than use the default Untitled 1 file name. When you are finished recording they will save with the proper file name.

All files should follow the following Naming structure

CLASS # INSTRUCTOR DATE PROJECT TITLE TAKE #

The following is a proper file name and can easily be archived, searched and located at a later time.

240 ULREY 041515 EXERCISE T1
The class is 240 (240 is not visible in the picture), the instructor is Ulrey and the date is 041515 for (April 15th 2015) and the project name is Exercise. You don’t have to enter the entire name after every take. To speed things up after every record session, you can simply copy and paste into the next window. Remember to update (change) the take numbers to T2, T3, T4 after every new take is recorded.

When you are finished recording click ESC. A window may pop up asking whether you want to delete the file. Click Don’t Delete.

Notice that an icon or a name for the file has appeared in the Playlist. You may go back at anytime and play the file from the Playlist.
NOTE: If you have begun capturing and do not notice a video image in the screen or audio or the time code numbers advancing, please alert the faculty or director to “cut” immediately. You may not be recording. Check all your settings and try again.

When you have completed production for your class and ready to shut down, go to the Media Express menu at the time and scroll down to Quit Media Express. The following window will open. Don’t worry you don’t have to save the project. Your video files are already SAVED when you clicked escape earlier. This menu only saves the playlist which you may not need unless you will continue recording the same project on another day. Click Don’t Save and exit the program.

Before you get started for the production day

->You must check your settings in the Media Express Preferences Menu
The following are the proper settings for our studio projects.

Please make sure these settings match.

Now you must designate a location to capture audio and video to.
Under Capture audio and video to, click BROWSE and look for Media Express → Production Classes → and choose the folder indicating which week you are in.

Once its set then your recordings will be saved to the proper location. As an added protection, it is suggested that you create a folder within that folder naming your class and instructor name. Example 240 YONG

CTVA engineering staff will conduct a weekly backup of the server files. In the unlikely event that Media Express 3 drive fills up, please change to the Media Express 4, the secondary drive.
File Format

Media Express records in a Quicktime file format with ProRes as the codec. It can be easily imported into most any editor. A 5 minute project may take up to as much as 4GB.

Downloading Files from Media Express

Students may copy their projects from the server during class or during designated times when Master Control is open but no other class is in session.

Please see the other document “Retrieving Media Captured on Media Express” at www.csun.edu/television. Click the studio Production ICON.

Playback of Roll-ins

Roll-ins must be standard definition NTSC video. As our system has NOT been converted to HD yet, students must import a standard definition video. Roll-Ins can be created or copied in HD but must be down-res to 720 x 480 Letterbox Standard Def using Final Cut, Avid or Premiere. See instructions below or access the document “Creating Roll-ins for Media Server” at www.csun.edu/television for more details.

To import into Media Express, bring in roll-ins on an external drive via USB or Firewire connection and connect it to the Media Server II. QuickTime files with h264, mp4 or ProRes as the codec work best.

Transfer all roll-ins from the external drive into a newly created folder in the Roll in Folder or the desktop.

In Media Express select File -> Import -> Media and locate the roll-in.
The video will appear in the display, ready to playout to the switcher upon cue.

As previously mentioned ONLY standard definition video can be used. HD video may appear and play in media server however the switcher will not recognize the HD signal. It may play in the server bit the ultimate test is to verify that the video is visible in video control and that it is playing through the switcher. Otherwise students must re-export their video in an editor and reduce the settings to 740 x 480.
Monitoring audio in master control

Audio from Media Server can be monitored (Playback and Record) by adjusting the volume level on the audio monitors. Program audio can be adjusted for listened for the whole Master Control area by adjusting the volume level on the Crown Amp in the video match rack.

![Audio Monitor](image)

Tape Backup

A DVC Pro tape player (VTR1) will always remain in place as a backup for roll-ins. And a DVC Pro Recorder (VTR3) will remain in place to record. Please TV Engineer if student projects come in in HD format and won’t feed to the switcher from Media Server.