

Playout ONE

radiostationsolutions

USER MANUAL

v.1.1

By Chris Oakley

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INTRODUCTION

PlayoutONE is a new generation of audio playout systems for Window Vista, Windows 7, Windows 8 and 8.1 and Windows 10.

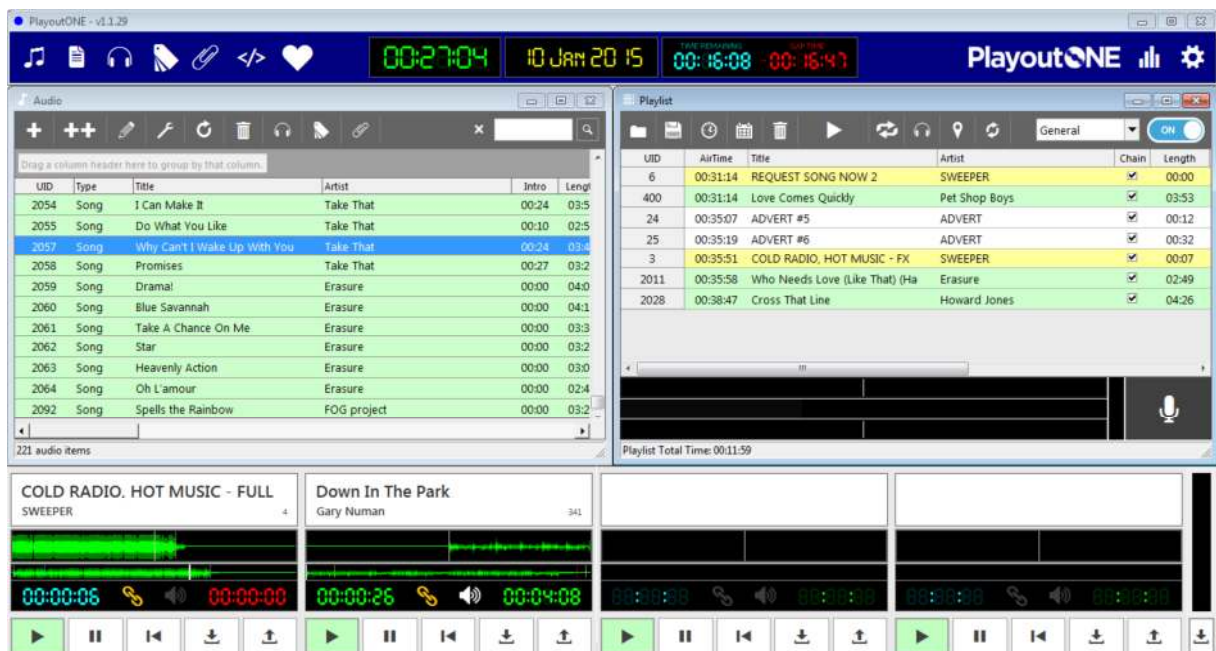
It has been developed by the people responsible for **DARP** and **DARP NG** and borrows a lot from those systems but it has been programmed from the ground up.

PlayoutONE is ideal for those who want the power of a professional system but at a fraction of the price. It's aimed at everyone from the enthusiast to the seasoned professional and offers a wealth of functions and features to provide a stable and fluid system that you can manually work with easily or leave unattended as a sustaining system.

With its superb mass importer and 4 virtual audio players you can be up and running in 10 minutes and with **PlayoutONE LiveStream** which comes free with the install you can be streaming your station to the world in no time at all.

PlayoutONE is constantly being developed and we offer upgrades to all customers free of charge.

If you would like to know more about **PlayoutONE** then please visit the website www.playoutone.com or follow us on Twitter @playoutone



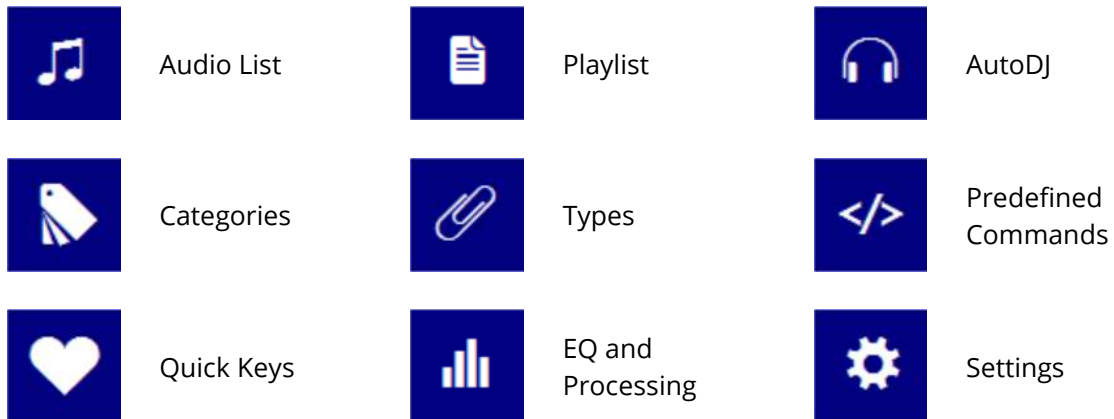
THE MAIN TOOLBAR

The overall main systems for PlayoutONE can be accessed from the main toolbar which will be positioned at the top of your screen.



In the middle of the toolbar is the current time and date and timing information pertaining to the current playing playlist.

Icons



Timers



Time Remaining is how long there is left on the current playlist.

Gap Time is how long there is left until the next time marker in the playlist if one exists. If a time marker doesn't exist then Gap Time shows how long there is until the end of the playlist. If it's red then the playlist is under time and if it's green then it's over time.

AUDIO

PlayoutONE takes pretty much all types of audio file including MP3 and MP2 sounds (.mp3, mp2), AAC and MP4 sounds (.aac, mp4), WAV sounds (.wav), OGG Vorbis sounds (.ogg), AIFF sounds (.aiff), Windows Media sounds (.wma, wmv, asx, asf), AC3 sounds (.ac3), ALAC sounds (.m4a), FLAC sounds (.flac), WavPack sounds (.wv), MOD music (.it, xm, s3m, mod, mtm, mo3), CD tracks (.cda)

Adding audio is simple to do. You can add audio individually by either importing it or recording in directly from your configured input device or you can mass import music easily.

PlayoutONE also protects against duplicated audio to prevent many of the same item in your library. To do this it checks the filename and also the artist and title data.

You add audio in all cases from the Audio window.

The Audio Window

UID	Type	Title	Artist	Intro	Length	Year	Category
3	Sweeper	COLD RADIO, HOT MUSIC - FX	SWEEPER	00:00	00:07	2011	
4	Sweeper	COLD RADIO, HOT MUSIC - FULL	SWEEPER	00:00	00:08	2011	
5	Sweeper	IN A BAND - FULL	SWEEPER	00:00	00:09	2011	
6	Sweeper	REQUEST SONG NOW 2	SWEEPER	00:00	00:05	2011	
20	Advert	ADVERT #1	ADVERT	00:00	00:46	2013	
21	Advert	ADVERT #2	ADVERT	00:00	00:47	2013	
22	Advert	ADVERT #3	ADVERT	00:00	00:12	2013	
23	Advert	ADVERT #4	ADVERT	00:00	00:05	2013	
24	Advert	ADVERT #5	ADVERT	00:00	00:12	2013	
25	Advert	ADVERT #6	ADVERT	00:00	00:32	2013	
193	Song	When the Going Gets Tough	Billy Ocean	00:00	03:58	1985	80's
195	Song	You Aint Seen Nothing Yet	Bachman Turner Overdrive	00:16	03:24		SPICE
221	Song	Leave a Light on for Me	Belinda Carlisle	00:26	04:06	1988	80's
223	Song	Living on the Ceiling	Blacmange	00:21	05:21	1985	80's
228	Song	Life in a Northern Town	Dream Academy	00:21	04:08	1985	80's
230	Song	Oliver's Army	Elvis Costello & the Attractions	00:14	02:53	1985	80's
231	Song	Unbelievable	EMF	00:13	03:28	1990	A LIST
233	Song	Keeping the Dream Alive	Freiheit	00:33	04:08	1985	CHRISTMAS

220 audio items

Individual Import



At the top of the Audio window you will see the first icon which opens the New Audio window.



Once in there you click the Import icon which opens the file browser. When you have found the piece of audio you want to import simply double-click it.

PlayoutONE will now scan the file and build a waveform for it and if any meta data exists within the audio file it will be extracted and automatically put into the relevant fields for you to save you entering it.

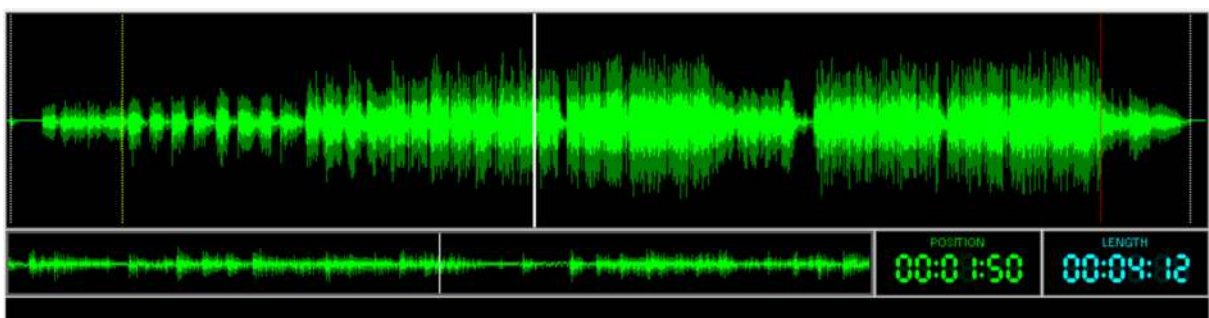


You can normalise audio at any time by clicking the Normalise icon which will process the file, resave it into the PlayoutONE audio folder and then rebuild the waveform. This way your original files are left unchanged.

Navigating Audio

To play the audio you need to click the button marked 'Play'. This will then play the audio from the desired point set using the white play position marker. You can click on the big waveform at any time to alter the position in the audio.

There is also a scrolling waveform which you can click and drag to reposition the audio.



You can also jump to a markers position quickly by clicking the corresponding 'Cue' button for that marker. You can do this when the audio is stopped or playing.

To move to the previous or next audio item on the Audio List easily just use the corresponding arrow icons on the Edit Audio toolbar.



Setting Markers

You can set markers on a piece of audio which will tell PlayoutONE certain things about an item and how to behave when playing the item from a playlist. Each marker is set by playing or positioning the white play position marker on the waveform.

Set Trim In	Set Intro	Set Hook In	Set Hook Out	Set Extro	Set Trim Out	Find Silence
00:00:00.61	00:00:24.30	00:00:00.61	00:04:08.87	00:03:49.83	00:04:08.87	
Cue	Cue	Cue	Cue	Cue	Cue	Find Fade

When this marker is where you would like it to be you then click the 'Set' button for each marker. So if you wanted to set the intro marker you would click the 'Set Intro' button. You can then tweak these values by clicking the up and down arrows on each marker.

Trim In and Trim Out

These tell PlayoutONE where to start the audio from when loading it up ready for play and also when to eject the audio at the Trim Out point. This enables you to avoid any silence either side of the audio. You can click the 'Find Silence' button to automatically find these points. If you wish to change the threshold that this setting works at then you can find more in the **Settings** section.

Intro

This is an indicator of where the intro ends on a piece of audio. So for a song you would set this at the point where the vocals start. This allows you to see how long you have to talk for if you want to introduce the song over the beginning of it and it also lets PlayoutONE know how to calculate its Oversweeps. You can find out more about the Oversweeps in the **Playlist** section.

Hook In and Hook Out

These are for playing just the hook of the audio. So for a song the catchy bit like the chorus or something similar.

Extro

The point where the song has finished but is not fully complete. It's from this point that the next item in the playlist would be started. Also known as a crossfade point. You can set this easily by clicking the 'Find Fade' button to automatically find this point. If you wish to change the threshold that this setting works at then you can find more in the **Settings** section.

Audio Details

In most cases if there is any meta data available in a file then it will be read by PlayoutONE on import and the corresponding fields will be automatically filled in for you. Of course you can change these details if you so wish.

UID	<input type="text" value="2024"/>	<input type="checkbox"/> Auto ID	Length	<input type="text" value="00:03:08"/>	Year	<input type="text" value="2013"/>	Over	<input type="checkbox"/>	Fade	<input type="checkbox"/>	Auto DJ	<input checked="" type="checkbox"/>
Title	<input type="text" value="We Are One"/>											
Artist	<input type="text" value="FOG project"/>											
Category	<input type="text" value="A LIST"/>		Alt Category	<input type="text"/>		Type	<input type="text" value="Song"/>					
Filename	<input type="text" value="D:\My Music\In the End\We Are One.mp3"/>											

NOTE: Each audio item can have two categories (a main Category and an Alt Category) and a Type. These are available in dropdowns but if you want to add a new category or type then simply type the name of it into the box and it will automatically be added if it doesn't already exist.

Over, Fade, AutoDJ

The tick boxes **Over**, **Fade** and **AutoDJ** all help PlayoutONE determine certain actions when running a playlist:

Over

The item will be treated as an **Oversweep**. An Oversweep is audio that is played and the item following it is also played but the precise second the following item is played is calculated based on its **Intro** marker.

So for simplicity if an Oversweep item of 10 seconds in length is followed by an item with an intro of 5 seconds then the Oversweep will play for 5 seconds and then the following item will play as the Oversweep.

Fade

PlayoutONE uses this to know how to end the item. If Fade is ticked then the item will be faded to the fade settings. If un-ticked then it will not fade at the cross fade point and will play till its end.

AutoDJ

Let the AutoDJ know that it can choose this item.

The UID

The UID stands for Unique Index and every audio item needs this to be populated. If you don't enter one then it will automatically be filled in for you when you click 'Save'.

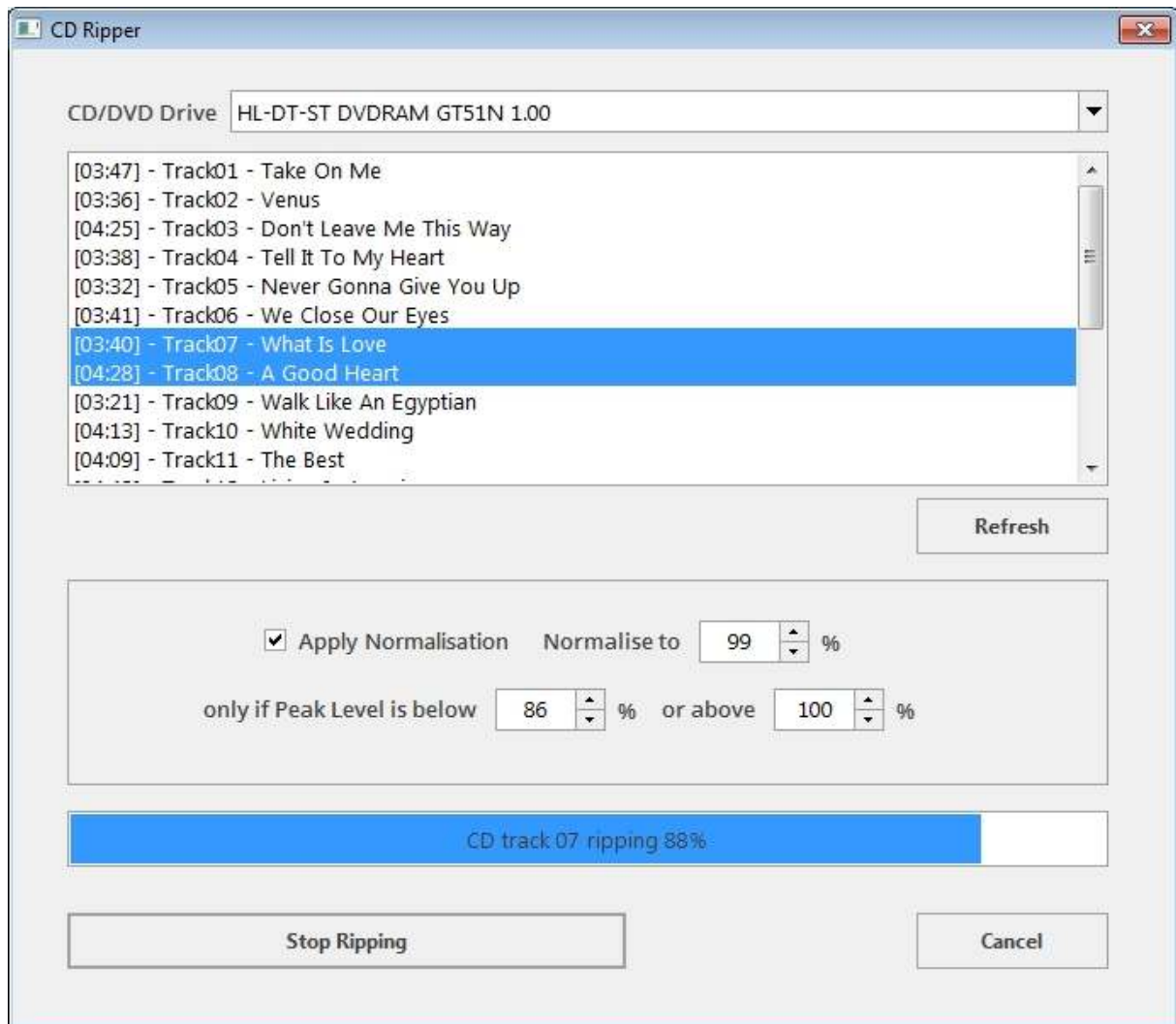
A screenshot of a user interface element. On the left, the text 'UID' is followed by a text input field containing the number '2024'. To the right of the input field is a button labeled 'Auto ID'. A red circle is drawn around the 'Auto ID' button.

You can also click the 'AutoID' button and this will again be automatically filled in based on the very last UID currently in the system.

NOTE: The UID can be a combination of letters, numbers and characters up to 10 characters in length. However when an AutoID is calculated it bases the next UID on numerical value only and it will see UID's like **VT2000** as just **2000**.

Ripping CDs

PlayoutONE has a built in CD ripper to make getting CD audio into the system easier.



Using the ripper is simplicity itself. Just pop a CD into your drive and it will automatically read the data and find the associated track information from the internet if it's available.

NOTE: When putting a CD in you may need to wait a few seconds whilst it attempts to get any data.

You then need to select the tracks you want to rip. Use CTRL whilst clicking tracks in the list to choose more than one.

Once you're ready to rip choose if you want to apply normalisation to ripped audio and click 'Start Ripping'

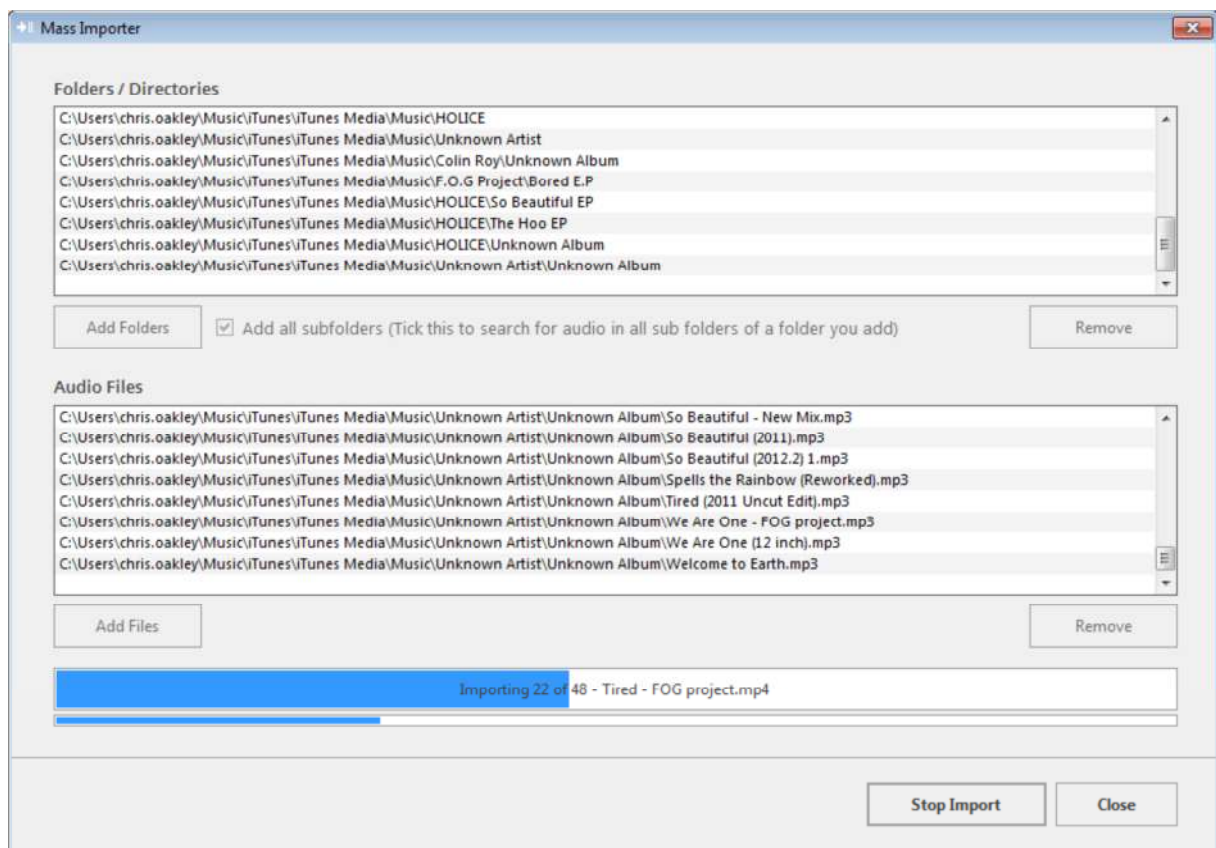
Once all audio has been ripped you will be asked to set some import options like the category and types etc.

Mass Importer

Importing masses of audio is probably the first thing you will want to do and to help with this PlayoutONE has a wonderful importer.



On the Audio window you will need to click the second icon which will open the Mass Importer window. From here you can add files in the lower window or add folders on the upper window.

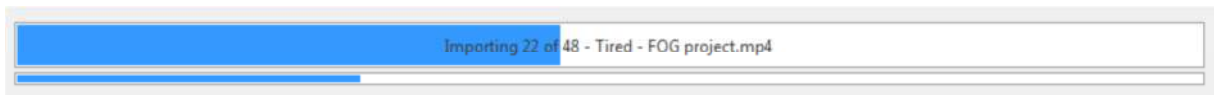


When you add a folder it will automatically scan that folder for valid audio items and add them to the lower file list. If you choose the 'Add all subfolders' check box when adding a folder it will not only add the folder you choose but also search it recursively for sub folders and their files too.

If you want to remove any files or folders just select the ones you wish to remove and click the corresponding 'Remove' button.

When you're ready to import your audio click 'Do Import'. You will be asked to choose the category and type for this import batch. During the import files will be analysed for silence at the beginning and end / trim in and out point and also the fade / extro points. This way after a mass import your audio is ready to use in a playlist situation.

Once the import is running you will see two progress bars running. The larger of the two showing where it's up to and the lower the progress of the file analysis.



You can stop the import at any time by clicking 'Stop Import' or closing the window. You will be prompted before an import is cancelled.

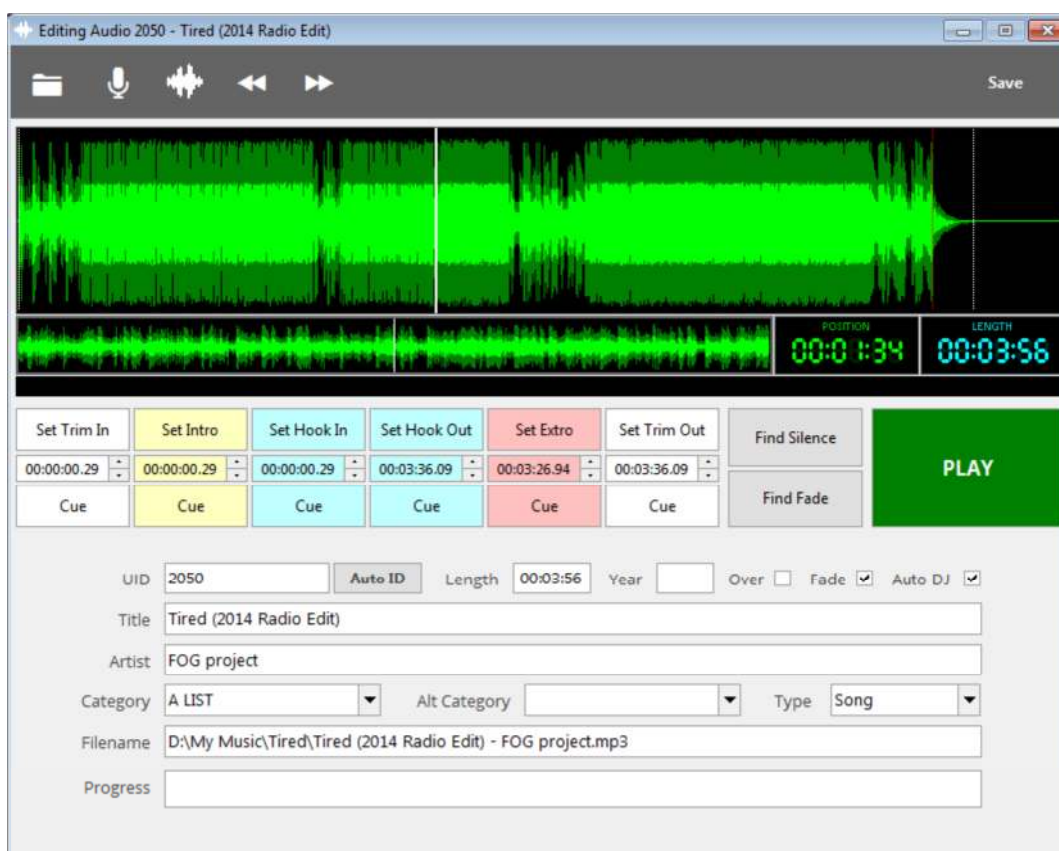
NOTE: Whilst PlayoutONE can still be used when the import is running if you're doing a large import it's always advised to let it complete before continuing to prevent degraded system performance.

Editing Audio

To edit an audio item on the log either double-click the item or click once and click the 'Edit' button on the main Audio toolbar.



This will open the Edit Audio window which will allow you make changes to the item you have selected.

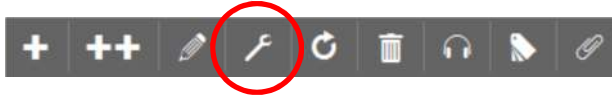


This window is exactly the same as when you're adding audio. When you have made the changes and you're happy just click 'Save'.

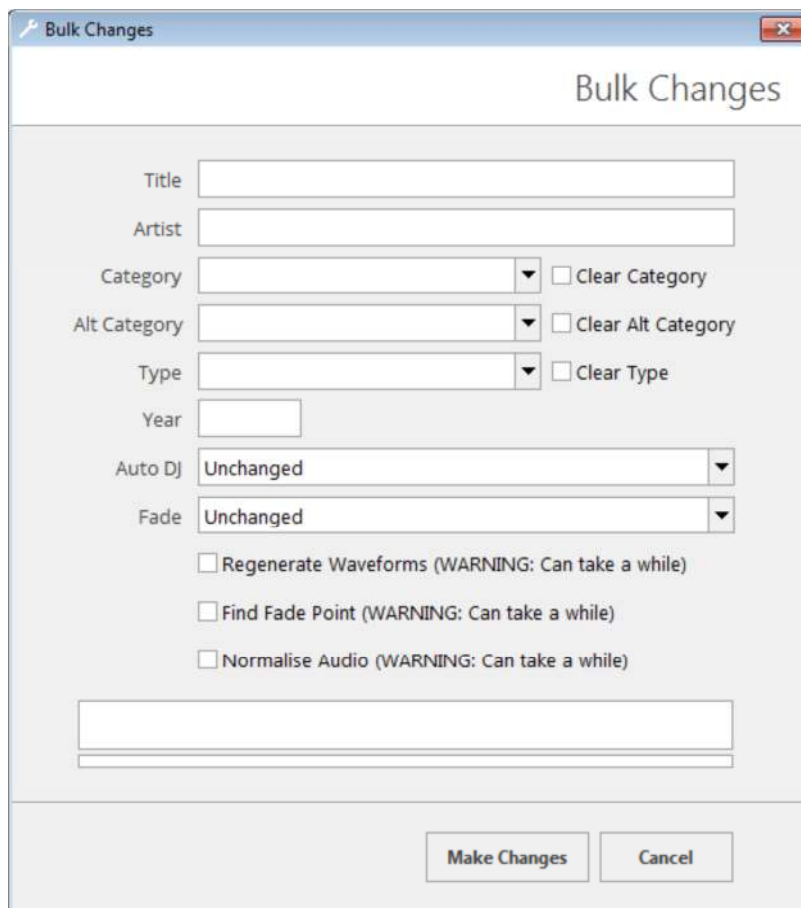
Bulk Audio Changes

In addition to making individual changes you can also make bulk changes to audio items.

To do this you select the items you want on the Audio list. This is done in using the standard Windows CTRL or SHIFT while clicking to multi select items.



When you have selected all the items you want then click the 'Bulk Changes' button on the toolbar.

A screenshot of a dialog box titled "Bulk Changes". The dialog has a title bar with a close button. The main area contains several input fields and checkboxes. The fields are: Title (text box), Artist (text box), Category (dropdown menu with a "Clear Category" checkbox), Alt Category (dropdown menu with a "Clear Alt Category" checkbox), Type (dropdown menu with a "Clear Type" checkbox), Year (text box), Auto Dj (dropdown menu showing "Unchanged"), and Fade (dropdown menu showing "Unchanged"). Below these are three checkboxes: "Regenerate Waveforms (WARNING: Can take a while)", "Find Fade Point (WARNING: Can take a while)", and "Normalise Audio (WARNING: Can take a while)". At the bottom of the dialog are two buttons: "Make Changes" and "Cancel".

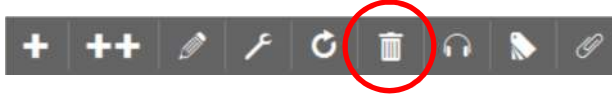
From here you can perform changes like Title, Artist, Category, Type, Year and other field changes. You can also choose to regenerate any waveforms should you need to, locate the fade points and normalise audio to 100%.

NOTE: If you choose to regenerate waveforms, find fades or normalising please bear in mind that this can take some time. Finding fades is dependent on the thresholds you set in the Settings.

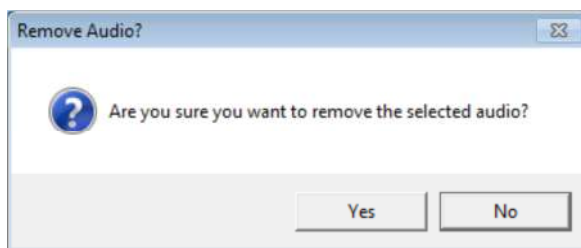
Removing Audio

To get rid of items on the Audio list that you no longer need all you need to do it to select the items you want to delete.

To do this you select the items you want on the Audio list. This is done in using the standard Windows CTRL or SHIFT while clicking to multi select items.



When you have selected all the items you want then click the 'Remove' button on the toolbar. You will be prompted if you want to do this with the 'No' button highlighted by default.

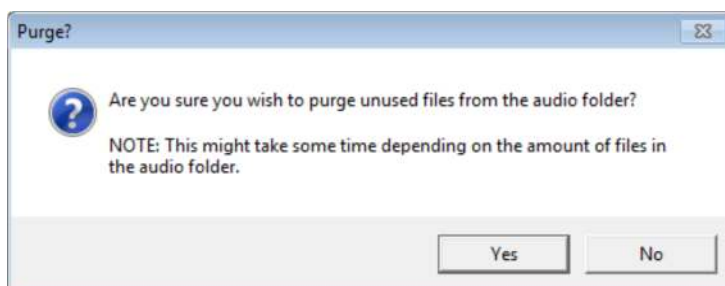


If you are sure you wish to remove the selected audio items then simply click 'Yes'.

Removing Unused Audio

Over a period of time there will be a build-up of audio files that are no longer attributed to items in the Audio list. Removing these is easy, simply right-click on the Audio list and from the popup menu select the 'Remove Unused Audio' option.

Simply click on the 'Remove Unused' button when you're ready. You will be prompted if you wish to continue as this procedure can take some time if you have a lot of files to check.



NOTE: Whilst the purge is happening you can still use PlayoutONE as normal.

Searching Audio

To find an audio item you can easily search the Audio list by entering a search term and either pressing 'Return' or clicking the magnifying glass icon.



The 'X' icon can be used to clear any current search.

Filtering Audio

In addition to searching you can also filter results, or the entire Audio list, by clicking the header of each column to sort ascending or descending.

You can also drag column headers to the group box which will create grouped sections based on the column you have chosen. You can add more columns to the group too to further refine your filter.

Category's and Types



You can choose which Categories and Types you want to return in the Audio list by clicking either the 'Category' or 'Type' buttons and choosing the items you want by ticking the check boxes.

Right-clicking on the list will toggle between all items checked or un-checked.

All selections affect the Audio list immediately.

Jumping to UIDs

If you need to jump quickly to a UID all you need to do is click on the Audio list and then type in the UID on your keyboard.

If the UID exists it will jump to it as you type or to the nearest UID available.

PLAYERS AND PLAYING AUDIO

Central to the operation of PlayoutONE are the players. There are 4 in total including a 5th stream playing device at the far end.



You can have these players set to individual audio / sound devices or they can all go through the same device.

The players show details of the audio that is loaded into them and also a scrolling waveform and a full waveform. You can use the waveforms to move through the audio.



The scrolling waveform is like the one in the audio editor where you can click and drag it left and right.

The full waveform, again like the audio editor, responds to mouse clicks and repositions the playing position to where you have clicked.

Other information shown is the title of the item, the artist, the UID and the time played and time remaining.

Playing Audio

Playing a piece of audio on a player is as simple as dragging and dropping from the Audio List the audio item you wish to play. Audio is loaded instantly and if for some reason a waveform doesn't exist for that audio then it will be built then displayed with no delay to the loading and playing of the audio.

When audio reaches the trim out point it will eject automatically, freeing up that player.

Player Controls



Play loaded audio or if player is empty cue the next item on the playlist into this player.



Pause the player.



Recue the player to the Trim In point.



Dump Fade the current playing item. The fade time will be the time set in the PlayoutONE Settings.



Eject the player immediately. Stops the playing audio straight away with no fade.

Players and the Playlist

When the playlist is running it operates by finding the next free player when it needs to load items for playing.

Additional icons are available to you when a player is being used by the playlist.



The Chain icon, when yellow, indicates that the audio on this player is marked by the playlist to play the following item when it reaches its end / extro marker. At any point you can change this by clicking on the icon to toggle its status.



The Fading icon, when white, indicates that the audio on this player is marked by the playlist to fade when it reaches its end / extro marker or when the next item is triggered / played. At any point you can change this by clicking on the icon to toggle its status.

The Player Timers

When audio plays the player timers have a few states and different colours.



The first timer is how much time has passed on the audio. It also starts by counting down to the intro mark if one is set. Generally this timer is cyan but when counting down to the intro is it green. Once this mark is passed it becomes cyan and starts counting up.



The second timer is how much time is remaining on the audio. It counts down to the extro marker if one is set. This timer is generally green but when it's the cue time (see Settings) away from the extro marker it will go red. After the extro marker it will remain red and will then count down to the trim out point.

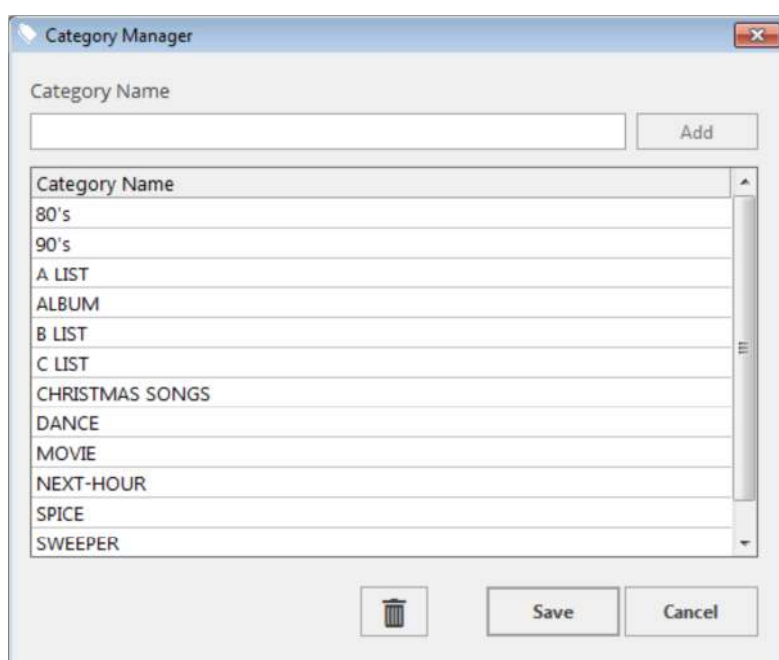
CATEGORIES AND TYPES

Category Manager

You can create as many Categories as you want. There is no limit. You can get to the Category Manager by clicking on the icon on the main toolbar.



The Category Manager is easy to use.



To create a new category, enter its name in the Category Name box and click 'Add'.

To edit an existing category double-click it in the list and change its name there.

To remove categories, select them in the list and click the trash can icon.

Once you're happy with your changes then click 'Save'. If you want to cancel your changes then click 'Cancel'

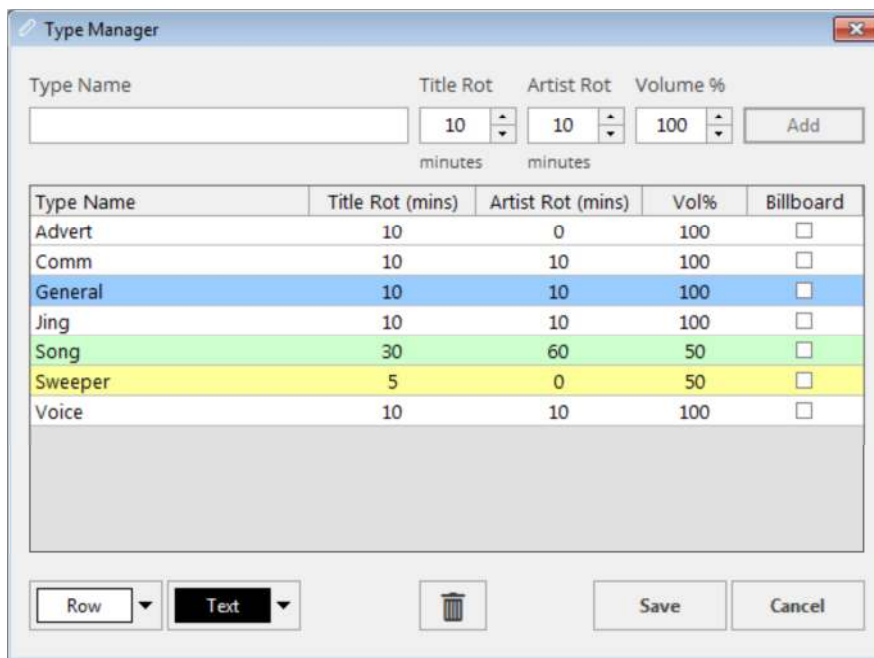
NOTE: Categories assigned to audio items cannot be removed but their names can be changed. You will be notified if you try to remove a category that is assigned.

Type Manager

You can create as many Types as you want. There is no limit. You can get to the Type Manager by clicking on the icon on the main toolbar.



The Type Manager is easy to use.



Types have a little more detail than Categories and allow you to determine the colours of each type, the title and artist rotations in minutes, the playback volume in percent and if the type should output to the billboard file.

To create a new type, enter its name in the Type Name box, set the Title, Artist and Volume values plus the colour the type should be then click 'Add'.

To edit an existing type double-click it in the list and change its name there.

To remove types, select them in the list and click the trash can icon.

Once you're happy with your changes then click 'Save'. If you want to cancel your changes then click 'Cancel'

NOTE: Types assigned to audio items cannot be removed but their names can be changed. You will be notified if you try to remove a type that is assigned.

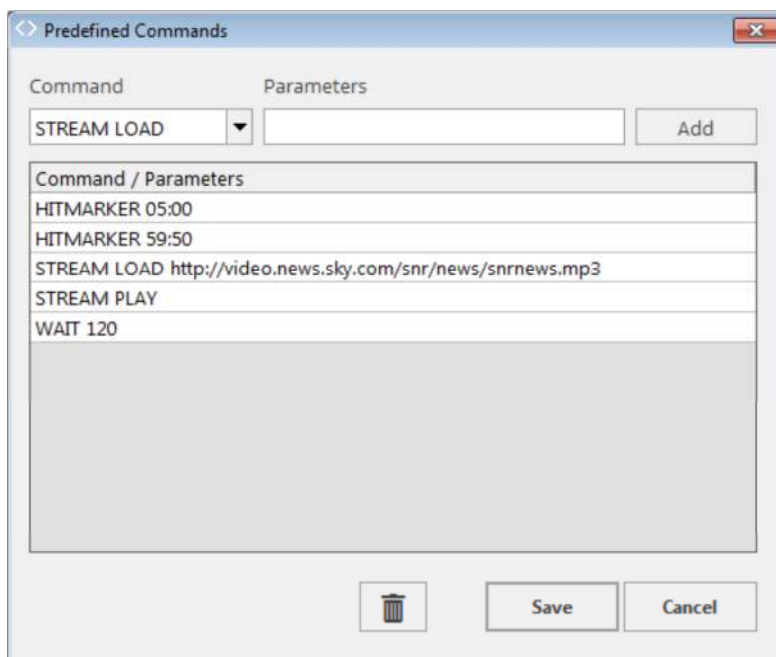
Predefined Commands

The idea behind defining your own commands is to make including specific commands in the AutoDJ.



So for example PlayoutONE allows you to load a stream from the internet and play it out. This can be used for syndicated news feeds or just to include an MP3 that may be hosted on the web.

If this URL never changes then in order to create a template AutoDJ profile that can be re-used then a predefined command will aid this situation.



The predefined commands are based on PlayoutONE commands and to add one you simply choose a standard command from the dropdown, enter the custom parameters (like a URL from the STREAM LOAD command) then click the 'Add' button.

If you want to edit a command you've already entered then just double-click the command on the list and edit it.

You can remove predefined commands too by selecting the ones to remove and clicking the trash can button.

When you're happy with your changes then click 'Save' and if you would like to cancel your changes then click 'Cancel'.

Commands

This is a list of playlist commands that PlayoutONE uses to aid the flow of your output. Some commands take parameters but others just function straight.

Command	Parameter	Description
STREAM LOAD	URL	Load a stream or file from the internet e.g: http://video.news.sky.com/snr/news/snrnews.mp3
STREAM PLAY		Play the loaded stream NOTE: There is no indication the stream has loaded so always allow a connection time of a few seconds.
STREAM STOP		Stop the playing stream.
WAIT	Number in seconds e.g 120	Hold the playlist for a set amount of seconds.
DUMPFAD		Force fade the current playing playlist item.
HITMARKER	MM:SS HH:MM:SS DATE HH:MM:SS	Dump everything in the playlist before, and including, the time specified in the hit marker and immediately fade the current playing item.
SOFTMARKER	MM:SS HH:MM:SS DATE HH:MM:SS	Dump everything in the playlist before, and including, the time specified in the soft marker but allow the current playing item to finish.
GAPMARKER	MM:SS HH:MM:SS DATE HH:MM:SS	Puts a gap time calculation point in the playlist that is non-destructive and acts purely to assist back timing to the time set in the gap marker.
NOTE	TEXT	Add a simple note to the playlist.
LOAD PLAYLIST	Playlist Name	Load another playlist from the playlist folder. Loaded playlists are added to the end of the current playlist.
AUTODJ CHANGE	Profile Name	Change the AutoDJ profile being used. Useful for switching from one profile to another.
AUTODJ ON		Turn the AutoDJ on.
AUTODJ OFF		Turn the AutoDJ off.

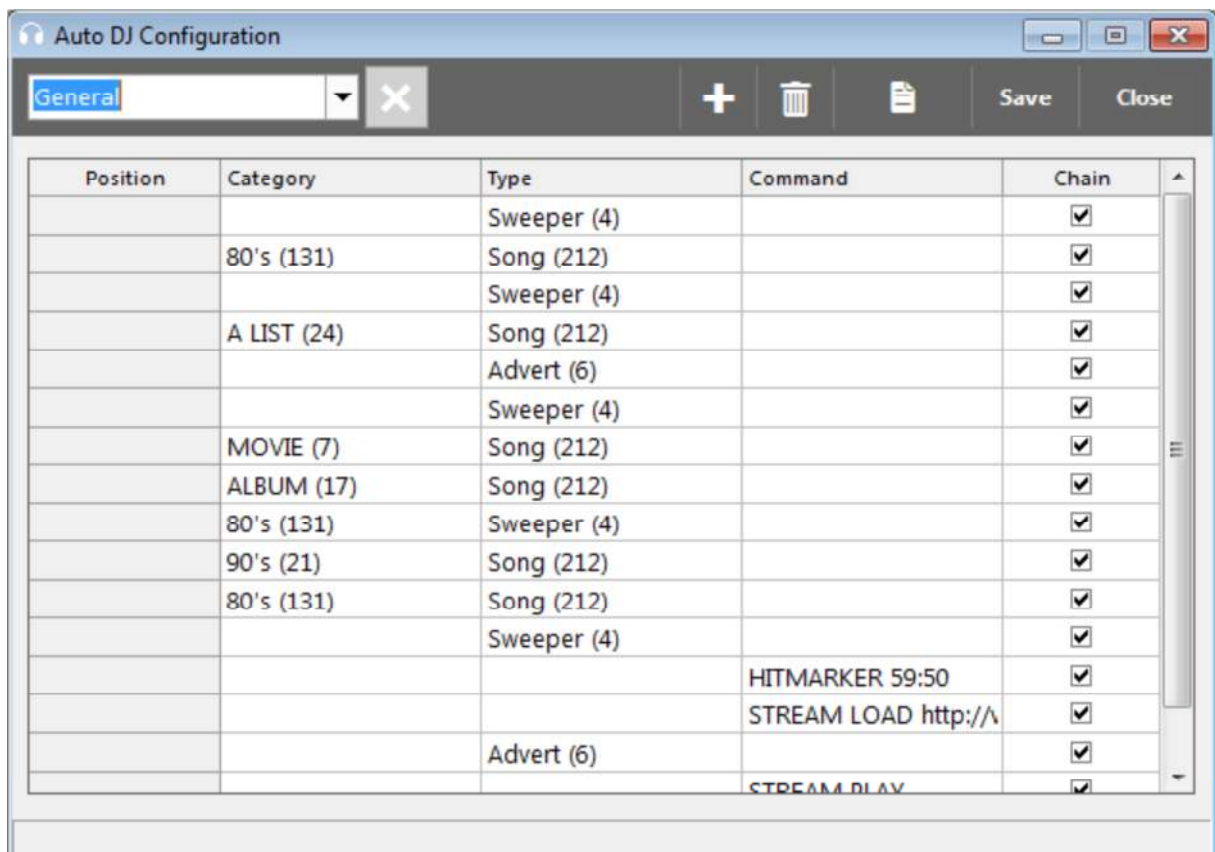
NOTE: You can have commands on the Audio list simply by adding new audio but instead of importing audio you just enter the command and its parameters in the Title field and select the type you have set as your command type. These can then be dragged to the playlist or even fired from the Quick Keys.

AUTODJ

The AutoDJ in PlayoutONE is designed to help you build playlists and to take control of your output easily and with no fuss.

You can build as simply as you want or as comprehensively as you wish by choosing categories, types and commands to structure the audio chosen by PlayoutONE.

You can build a playlist and save it or you can switch the AutoDJ on and leave it going.



You can choose a combination of categories and types on a line or a command. Commands override categories and types so bear that in mind when building your templates.

In the above example you can see that we're specifying songs with specific category selections. The number in the brackets lets you know how many items are attributed to that category or type.

To determine the rotation rules for items you need to set them on the Types. See the Types section to find out how.

Adding Lines

To add a line to AutoDJ you just need to click on the '+' button. This will add a blank line to the end of the list.



You can move lines around easily by clicking, dragging and dropping the grey row header in the Position column so don't worry about lines being added to the end of the list.

Position	Category	Type	Command	Chain
		Sweeper (4)		<input checked="" type="checkbox"/>
	80's (131)	Song (212)		<input checked="" type="checkbox"/>
		Sweeper (4)		<input checked="" type="checkbox"/>
	A LIST (24)	Song (212)		<input checked="" type="checkbox"/>
		Advert (6)		<input checked="" type="checkbox"/>

To set a line you can either choose a Category and / or Type or a Command. These are presented in drop down boxes to make selection easier. This is where you would need to define any pre-set commands that you want to use.

Position	Category	Type	Command	Chain
		Sweeper (4)		<input checked="" type="checkbox"/>
	80's (131)	Song (212)		<input checked="" type="checkbox"/>
		Sweeper (4)		<input checked="" type="checkbox"/>
	A LIST (24)	Song (212)		<input checked="" type="checkbox"/>
	A LIST (24)	Advert (6)		<input checked="" type="checkbox"/>
	ALBUM (17)	Sweeper (4)		<input checked="" type="checkbox"/>
	B LIST (0)	Song (212)		<input checked="" type="checkbox"/>
	C LIST (1)	Song (212)		<input checked="" type="checkbox"/>
	CHRISTMAS SONGS (2)	Sweeper (4)		<input checked="" type="checkbox"/>
	DANCE (2)	Song (212)		<input checked="" type="checkbox"/>
	MOVIE (7)	Song (212)		<input checked="" type="checkbox"/>
	NEXT-HOUR (0)	Song (212)		<input checked="" type="checkbox"/>
	SPICE (19)	Sweeper (4)		<input checked="" type="checkbox"/>
	SWEEPER (0)		HITMARKER 59:50	<input checked="" type="checkbox"/>
	THEME TUNES (1)		STREAM LOAD http://\	<input checked="" type="checkbox"/>

Once you're happy with what you've set you need to give the AutoDJ profile a name. You do this by entering the name into the name drop down box and clicking 'Save'



If a profile of that name already exists then the profile will be updated with your changes. If it doesn't already exist then it will be created.

To delete a profile you need to select it from the drop down box and click on the 'X' button. You will be prompted if you want to delete it.

Generating a Playlist

To generate a playlist from the AutoDJ profile you currently have selected then click the 'Generate Playlist' button.



NOTE: You will be prompted if you want to clear the playlist cache. This is the data that determines the title and artist rotation. Generally you would not want to do this but in the initial stages of setting up the AutoDJ system you may want to do this if you run out of available audio items to select.

When a playlist has been put together you will see the Playlist Creator window pop up. This allows you to rearrange or drag and drop new audio items to the generated playlist.

The screenshot shows the 'Playlist Creator' window with a table of audio items. The table has columns for UID, Title, Artist, Chain, Length, Intro, Year, and Category. The items are listed as follows:

UID	Title	Artist	Chain	Length	Intro	Year	Category
3	COLD RADIO, HOT MUSIC - FX	SWEEPER	<input checked="" type="checkbox"/>	00:07		2011	
375	What Time is Love	KLF	<input checked="" type="checkbox"/>	03:35		1990	A LIST
4	COLD RADIO, HOT MUSIC - FULL	SWEEPER	<input checked="" type="checkbox"/>	00:08		2011	
2026	Two Souls	Howard Jones	<input checked="" type="checkbox"/>	04:06	00:29	1992	A LIST
20	ADVERT #1	ADVERT	<input checked="" type="checkbox"/>	00:46		2013	
5	IN A BAND - FULL	SWEEPER	<input checked="" type="checkbox"/>	00:09		2011	
2022	In The Name Of Love	Thompson Twins	<input checked="" type="checkbox"/>	03:09	00:19	1985	MOVIE
2035	King's Cross	Pet Shop Boys	<input checked="" type="checkbox"/>	04:50		1987	ALBUM
2011	Who Needs Love (Like That) (Ha	Erasure	<input checked="" type="checkbox"/>	02:49	00:06	1992	90's
340	We Take Mystery To Bed	Gary Numan	<input checked="" type="checkbox"/>	03:24	00:34		80's
6	REQUEST SONG NOW 2	SWEEPER	<input checked="" type="checkbox"/>	00:05		2011	
	HITMARKER 59:50		<input checked="" type="checkbox"/>	00:00			
	STREAM LOAD http://video.news.sk		<input checked="" type="checkbox"/>	00:00			
24	ADVERT #5	ADVERT	<input checked="" type="checkbox"/>	00:12		2013	
	STREAM PLAY		<input checked="" type="checkbox"/>	00:00			
	WAIT 120		<input checked="" type="checkbox"/>	02:00			

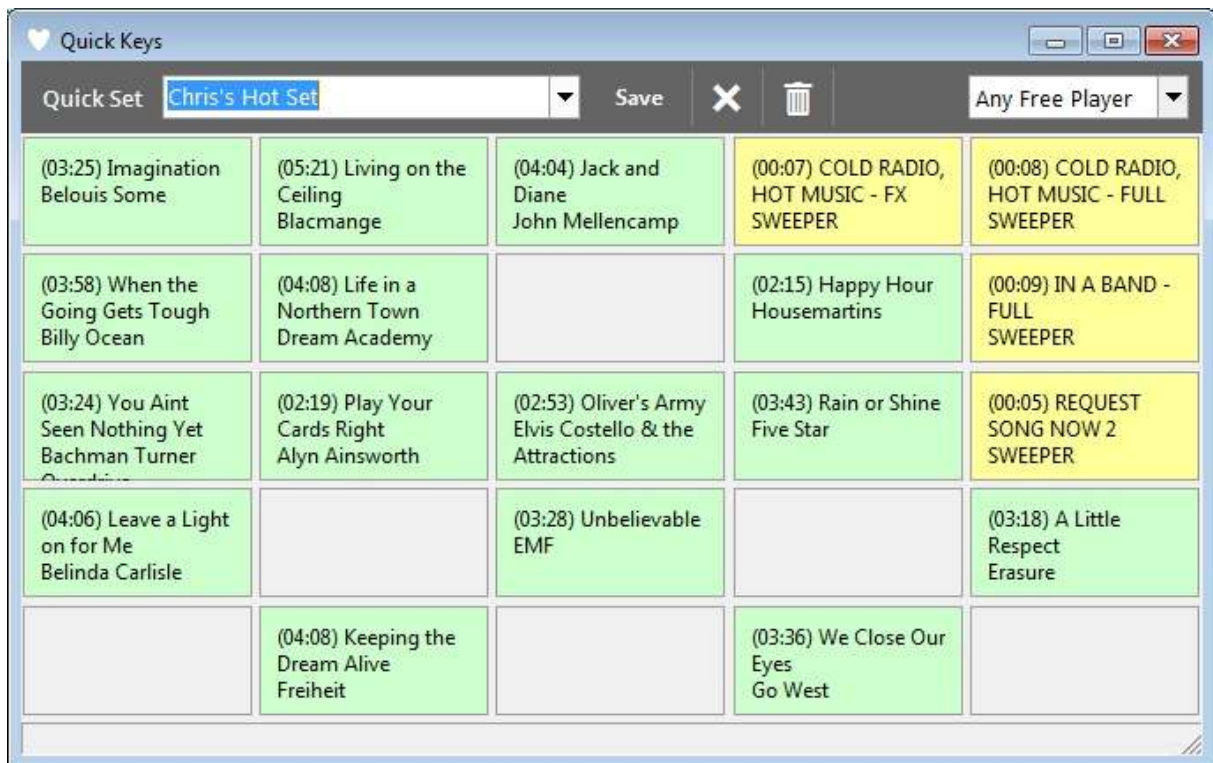
At the bottom of the window, it says 'Playlist Total Time: 00:25:19'.

When you are happy with the playlist you can save it or add it to the current active playlist by pressing the 'Play' button.

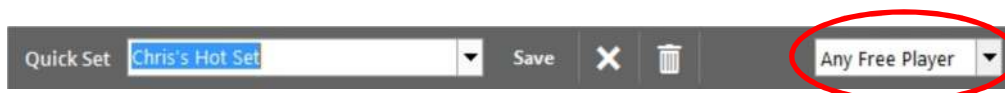


QUICK KEYS

Quick Keys are sets of 25 buttons that can be used to instantly access and play audio that you choose.



Simply drag and drop audio from the Audio List to a quick key and it will be placed. To play the audio just click the quick key once and it will cue and play instantly into the player determined by the player drop down.



The player drop down has players 1 to 4 or Any Free Player as an option. Change this at any time. PlayoutONE remembers the previous choice.

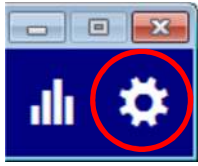
To save a quick key set you need to give it a name and then click the 'Save' button. This will save the quick set with that name. If the set already exists then it will overwrite that quick key set. You will not be prompted so be careful.

To move audio from one quick key to another you need to press the CTRL key and then drag the quick key in question to another quick key position.

To delete a quick key again press CTRL and drag the audio to the trash can icon.

If you want to delete the currently selected quick key set then click the 'X' button. You won't be prompted on this deletion either so be careful.

SETTINGS



PlayoutONE can be configured in many different ways and nearly all of the settings can be found in the settings window.

You get to the settings by clicking the cog on the main PlayoutONE toolbar.

General

Data

This is the data folder where the PlayoutONE database resides. If you wish to run your system over a network you will need to copy the database to your server and then set this to point at the data folder.

Audio

This is the folder that will store any audio that PlayoutONE uses. Consolidated audio is placed here and so are files which have been normalised or anything recorded directly into PlayoutONE like voice tracks and audio recorded via the edit audio screen.

Playlists

This folder is a central repository for all your playlists. You can save and load playlists from wherever you want but this is the standard folder where pre-built playlists can be stored and loaded to the system.

Import Audio to the Audio Folder

This instructs PlayoutONE to store all audio in the audio folder. If you decide to set this after importing files then you can always get existing audio copied to the audio folder by clicking the 'Consolidate Audio Now' button.

Cue Time

This is the time in seconds that the players use to cue up the next item. So if you set this to 10 and the current item is 10 seconds or less away from the extro / fade point then the next item will be loaded / cued up.

Items to Keep on the Playlist

When using the AutoDJ this setting is used to tell PlayoutONE how many items to always have in the playlist.

Show larger grid to Audio and Playlists

Shows larger text and bigger rows.

Check for Special Keypresses

This tells PlayoutONE to monitor for special key combinations which activate various functions in the software. This is especially useful for using configurable external keyboards. See Appendix A for a list of key combinations.

Activate AutoDJ Automatically

If your playlist is empty then turning this option on will make sure that in an emergency the AutoDJ will be activated to prevent any silence.

Auto load the next Playlist when items left reaches

This is the number of items on the playlist, when reached, will trigger the loading of the next playlist from the playlist folder based on the date and time. Files in the playlist folder will be found if they have the filename that follows the pattern YYYYMMDDHH.dpl so YYYY is the year MM is the month DD is the day and HH is the hour.

Thresholds & Timings

Trim In, Trim Out and Fade Out

These are the thresholds in decibels that PlayoutONE observes when detecting silence and the extro / fade point of audio.

Fade Time, Pre Fade and Pre Fade to

When a crossfade occurs between playlist audio PlayoutONE uses these settings to know how to affect the fading between audio.

Fade Time is the amount of time in milliseconds that it will take for an item to fade beyond its extro / fade point.

Pre Fade is the time in milliseconds that it will take just prior to the extro / fade point.

Pre Fade to is the volume percentage that PlayoutONE will fade to prior to starting from the extro / fade point.

Determine that audio fades if difference between fade point and trim out are greater than

This setting in milliseconds tells PlayoutONE how to determine if audio fades or has a cold / short end to it. This is used when importing via the mass importer or when the 'Find Fade' button is clicked in the Edit Audio window.

Billboard

Used if you want to output the current playing and coming next information to your hard drive, network or FTP location.

Folder

The folder where you want the billboard.txt file to be created.

Send Billboard to server via FTP

Instructs PlayoutONE to send the billboard.txt to an FTP server using the following credentials:

FTP Host

The host name e.g *ftp.mydomain.com*

FTP Port

The port used by your FTP server. Usually 21

FTP Username

The username giving access to your FTP server.

FTP Password

The password for the declared username.

FTP Folder

The folder you have access to on your FTP server where the billboard.txt file is to be put.

Use Passive Mode

In case your FTP server requires passive (PASV) mode.

To check that your credentials work press the 'Test FTP' button.

Colours

Set the colours for various elements of the PlayoutONE interface. This allows you to personalise your PlayoutONE system if you wish to.

VT & Commands

Voicetrack ID Prefix

Prefix voicetracks with up to 3 characters when recording and committing them to the system.

Voicetrack Type

Allows you to set the specific type you would like to use for voicetracks.

Command Type

Allows you to set the specific type you would like to use for commands.

Backup

Folder

The folder where you would like automatic backups of the database to be stored. Backups are stored using the date as the filename in backwards format YYYYMMDD.

Backup Every

How many days between backups and at which time you would like this backup to be performed.

NOTE: Backups are created when PlayoutONE is started but if PlayoutONE is left running then these settings will be observed.

If you would like to create a backup then just click the 'Create Backup Now' button.

You are notified of the most recent backup at the bottom.

Hardware

Player 1, Player 2, Player 3 & Player 4

PlayoutONE has a flexible audio system and allows you to set each player to its own sound device or have players on the same devices. All available audio devices and outputs are shown in the drop down boxes.

Monitor

This is the device used for cueing, pre-fading or editing audio. There is no visible player for this device which means players 1 to 4 are free for your output.

Record Device

This is the device PlayoutONE uses to record live audio into the system like voicetracks and in the Edit Audio window.

Input Channel

When you choose the Record Device this drop down is a list of available channels supported on the selected device.

inStream

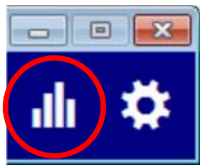
When you connect to an external stream on the internet this is the device that will be used to play out the audio being streamed.

Use ASIO as well as DirectSound (Requires Restart of PlayoutONE)

When this is ticked it will tell PlayoutONE to interrogate ASIO enabled devices installed on your system.

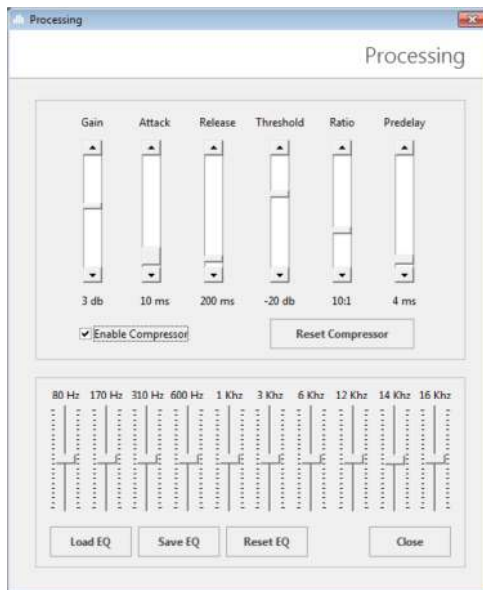
NOTE: If you do want to use ASIO enabled devices then make sure you restart PlayoutONE when you set this option.

PROCESSING AND EQUALISATION



PlayoutONE has a basic inbuilt compressor and equaliser for your convenience. This can be accessed from the main toolbar by clicking the 'Processing' icon.

Processing and equalisation is applied to each individual player rather than the overall mixed stream otherwise you wouldn't be able to separate your players through their own devices / soundcards.



Changes made to the compression section and the equaliser sections take place immediately so you can hear the changes as you make them.

Try playing some audio in a player whilst altering the settings and you will hear the effects.

When you're happy with the settings then simply close the processing window.

As we say this is a basic compressor and equaliser. If you need anything more comprehensive then you will need to add this into your audio chain further down the line.

PLAYLIST

Playlists are the key to automation in PlayoutONE and can aid your programming in a really powerful way.

There are a few ways that PlayoutONE can work with playlists. The quickest way to make a playlist is to drag and drop audio from the Audio window.

You can move items around on the playlist by clicking and dragging the row, but on the UID column, you want to move.

UID	AirTime	Title	Artist	Chain	Length
235	14:12:55	If You're in a Band		<input checked="" type="checkbox"/>	00:09
285	14:13:04	Take On Me	A-HA	<input checked="" type="checkbox"/>	03:29
292	14:16:33	There Must be an Angel	Eurythmics	<input checked="" type="checkbox"/>	04:16
237	14:20:49	Can You Hear Me Now		<input checked="" type="checkbox"/>	00:07
316	14:20:56	Rhythm of the Night	Corona	<input checked="" type="checkbox"/>	03:22

Deleting items from the playlist is easy too. You can multi select items on the playlist and click the 'Remove' button on the playlist toolbar.



Once you have done this you can start the playlist simply by clicking the 'Play' button on the playlist window or pressing the 'Play' button on a free player.



Pressing 'Play' on the playlist will find the first free player whereas pressing it on the player will load the item into that player.

Clicking either of these buttons again will start that item playing. From this point pressing the 'Play' button will advance the playlist and cue and play items.

Loading Playlists

There are a few ways to load a playlist. The first is the standard way browsing for a file. To do this click the 'Open' button.



You then just need to find the playlist you're looking for.

NOTE: If you already have items in the playlist you will be prompted if you wish to save the current playlist.

The second way of opening a playlist is to click on the 'Find a Playlist' button.



This opens a calendar which you can choose the date and hour of a playlist. For this to work the playlist you're looking for has to be available in the playlists folder (see settings)

The third way of opening a playlist is to click the 'Load Next Playlist' button.



This scans the playlist folder for the next playlist available to the current day and hour and will load it. This requires the playlists to be present in the playlist folder (see settings)

Clear and Load Current Hour

If you are using prebuilt playlists in the playlist folder and have set PlayoutONE to automatically open the next hour playlist when the items on the playlist reach a certain threshold then it will obey this when you start PlayoutONE.

What this means is when you open PlayoutONE it will load the next hours playlist because it's being triggered to do so by the settings you have set.

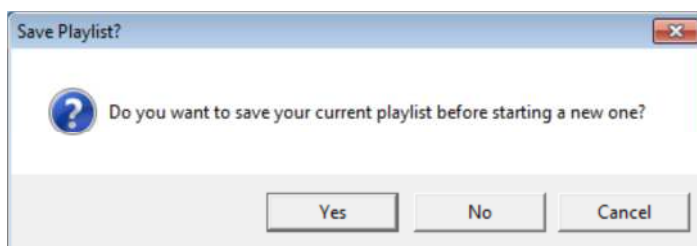
If you want to load the current hour playlist then right click the playlist and from the popup menu select 'Clear & Load Current Hour'.

This will clear the current playlist and then load the current hour if it can find it.

New Playlist

To totally blank the current playlist and start a new one from scratch then right click the playlist and from the popup menu choose 'New Playlist'.

You will be prompted if you want to save the current playlist before clearing it.



This of course is up to you but if you want to cancel the procedure just click 'Cancel' and you will be returned to the current playlist.

Save Playlist

To save a playlist you click on the 'Save Playlist' button.



You will be prompted for a name and folder to save the playlist. You can load this playlist back in at any time you want.

Quick Save Playlist

If you have a playlist already loaded and you want to save any changes then simply clicking the 'Save Playlist' button will save the playlist with the current loaded playlists filename.

NOTE: You won't be prompted if you want to overwrite the playlist.

Save Playlist as Date

There's an alternate option to save the playlist easily as a date. To do this you need to right click on the playlist and then from the popup menu choose 'Save Playlist as Date'.

This will then give you a calendar where you can choose the date and hour you want the playlist to be saved as. This playlist will be saved automatically in the playlist folder (see settings)

Playlist Timing

Whilst the playlist is running you will see the clocks on the main toolbar reflect the running time of the playlist.



Time Remaining is how long there is left on the current playlist.

Gap Time is how long there is left until the next time marker in the playlist if one exists. If a time marker doesn't exist then Gap Time shows how long there is until the end of the playlist. If it's red then the playlist is under time and if it's green then it's over time.

Activating the AutoDJ

If you have created a previous AutoDJ template and you would like to use it to create your playlist then choose it from the drop down.



Once you have selected the AutoDJ profile you want then you need to click the slide button to switch it on.



This will then populate your playlist with items picked by the AutoDJ. See the AutoDJ section for more on setting up a profile / templates.

NOTE: As items on the playlist diminish and reach the threshold set by the option 'Items to keep on the playlist' in the Settings window, it will trigger a refresh of the AutoDJ and further items will be added to the end of the playlist from the current AutoDJ profile selected.

Playlist Creator

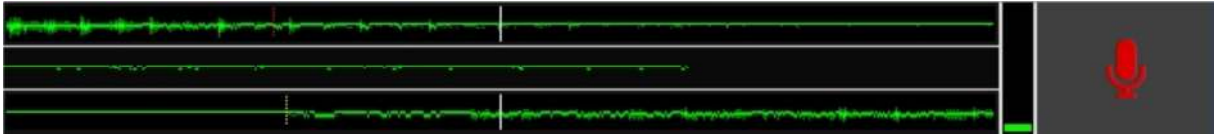
If you need to work on a playlist that isn't the current playlist then you can do so using the Playlist Creator. You can open the Playlist Creator by right clicking on the playlist window and selecting 'Open Playlist Creator' from the popup menu.

The Playlist Creator is just like the main playlist window. You can load and save playlists and even record voicetracks and use the segue editor to tighten links.

You can't use the Playlist Creator as the main playlist as that's not its function. In order to run playlists managed in the Playlist Creator you would need to save the playlist or press the 'Play' button to transfer it to the main playlist window.

Recording Voicetracks

To record a voicetrack into the playlist you need to click to select the item on the playlist which will follow your voicetrack in the flow of your programming.



When you've chosen where the voicetrack should be positioned then click the 'Record Voicetrack' icon at the foot of the playlist window. This is the icon that takes the form of a microphone.

This begins playing the final 10 seconds of audio of the item before your voicetrack. You can start talking at any time.

There are 3 waveforms visible whilst voicetracking is taking place. The top scrolling waveform is the audio preceding your voicetrack. The middle waveform is your voicetrack and the bottom one is your audio following your voicetrack.

When you are ready for the next item to start you need to click the 'Record Voicetrack' icon again. This will start the next item on the playlist following your voicetrack.

When you have completed recording then just click the icon once more and it will stop and commit your voicetrack to the playlist.

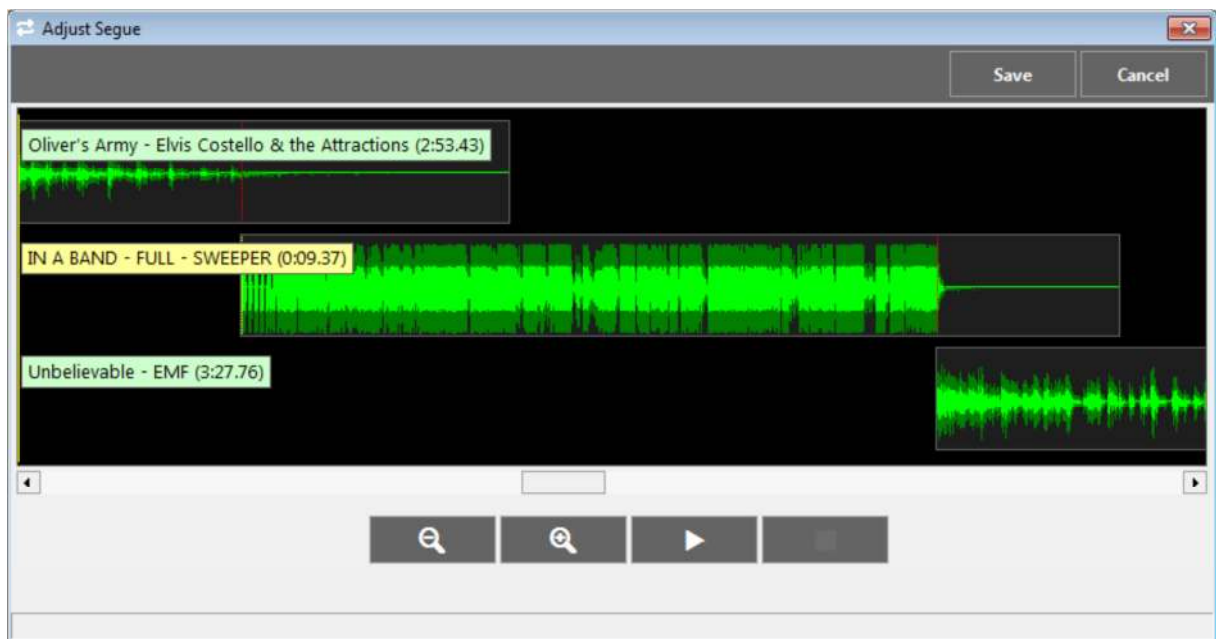
NOTE: If you don't see the voicetracking module at the foot of the playlist window you may need to enable it. You can do this by right clicking the playlist and from the popup menu making sure the option 'Voicetracking' is ticked.

Segue Editor

The Segue Editor is for adjusting the start and end points of items on the playlist to make things tighter.



To activate the Segue Editor you need to click the 'Segue' button on the playlist toolbar. This will open the Adjust Segue window which will have the selected item in the middle and the previous and next items either side.



To move the waveforms around you just left click on them and whilst keeping the left mouse button clicked you drag then drop by releasing the mouse button.

Play History

Items on the playlist are removed from the playlist when they are cued up. PlayoutONE doesn't operate a living log so if you want to see anything that has previously played you will need to open the Play History window.



EventTime	UID	Title	Artist
16/01/2015 10:11:03	2062	Star	Erasure
15/01/2015 23:00:53	2051	I Found Heaven	Take That
15/01/2015 23:00:43	5	IN A BAND - FULL	SWEEPER
15/01/2015 23:00:16	326	Silk Pyjamas	Thomas Dolby
15/01/2015 23:00:16	3	COLD RADIO, HOT MUSIC - FX	SWEEPER
15/01/2015 22:59:08	597	Go West	Pet Shop Boys
15/01/2015 22:59:08	6	REQUEST SONG NOW 2	SWEEPER
15/01/2015 18:02:48	313	Caribbean Queen	Billy Ocean
15/01/2015 18:02:39	5	IN A BAND - FULL	SWEEPER
15/01/2015 17:59:50	21	ADVERT #2	ADVERT

To open the Play History simply right-click on the playlist and from the popup menu choose 'Open Play History'.

As items are played they are automatically refreshed on the Play History and stamped with the date and time they were played.

The Command Sequencer

When commands are ran from the playlist you will notice they immediately disappear. They haven't been executed; they've been moved to the command sequencer.



Position	Chain	Command
	<input checked="" type="checkbox"/>	STREAM LOAD http://video.news.sky.com/snr/news/snrnews.mp3
	<input checked="" type="checkbox"/>	STREAM PLAY
	<input checked="" type="checkbox"/>	WAIT 120

The command sequencer looks after commands from the playlist and is almost like a playlist in itself.

Any commands on this list will be executed one by one and from here you can remove commands and move them around using the position column.

TROUBLESHOOTING

PlayoutONE audio appears to disappear after leaving unassisted for a number of hours.

Check your USB Root Hub devices in Windows Device Manager are not set to power save.



Make sure the tick box 'Allow the computer to turn off the device to save power' is un-ticked. You need to do this on each USB device.

APPENDIX A

Keyboard Shortcuts

When you activate the 'Check for Special Keypresses' option PlayoutONE will look for a combination of key strokes which will trigger various functions.

This will allow you to program an external keyboard to perform common actions.

Players	
Keys	Action
SHIFT + F1	Play Player 1
SHIFT + F2	Pause Player 1
SHIFT + F3	Recue Player 1
SHIFT + F4	Eject Player 1
SHIFT + F5	Play Player 2
SHIFT + F6	Pause Player 2
SHIFT + F7	Recue Player 2
SHIFT + F8	Eject Player 2
SHIFT + F9	Play Player 3
SHIFT + F10	Pause Player 3
SHIFT + F11	Recue Player 3
SHIFT + F12	Eject Player 3
CTRL + F9	Play Player 4
CTRL + F10	Pause Player 4
CTRL + F11	Recue Player 4
CTRL + F12	Eject Player 4

Quick Keys

CTRL + SHIFT + A	CTRL + SHIFT + B	CTRL + SHIFT + C	CTRL + SHIFT + D	CTRL + SHIFT + E
CTRL + SHIFT + F	CTRL + SHIFT + G	CTRL + SHIFT + H	CTRL + SHIFT + I	CTRL + SHIFT + J
CTRL + SHIFT + K	CTRL + SHIFT + L	CTRL + SHIFT + M	CTRL + SHIFT + N	CTRL + SHIFT + O
CTRL + SHIFT + P	CTRL + SHIFT + Q	CTRL + SHIFT + R	CTRL + SHIFT + S	CTRL + SHIFT + T
CTRL + SHIFT + U	CTRL + SHIFT + V	CTRL + SHIFT + W	CTRL + SHIFT + X	CTRL + SHIFT + Y

Other Functions

Keys	Action
CTRL + F1	<p>Play next item in playlist. Equivalent of pressing the 'Play' button on the playlist.</p> <p>NOTE: The only difference with this function is it will also load the next item if not already cued so pressing this will always play the next item regardless.</p>
CTRL + F2	Toggle chain status of the current playing item if the item is from a playlist.
CTRL + F3	Make the chain status of the current playing item STOPPED if the item is from a playlist.
CTRL + F4	Make the chain status of the current playing item GO if the item is from a playlist.