***Digital Media***

**Digital Media operators must be familiar with:**

* Basic functions of the router in the MAC
* Various decks in the MAC and their Remote settings
* Digital video waveform and vector scope displays and interpretation
* Operation of KVM system
* Basic Knowledge of Mac Operating system
* Basic Understanding of Software (Final Cut Pro, MPEG Streamclip, Quicktime, Toast, etc.)

**Specifics of Digital Media Machines in the MAC :**

* There are 5 Mac Pro Computers designated PC1-PC5 in the Router.
* Control via Mac Pro’s is attained by routing your deck into your Mac regardless of in/output.
* Mac’s 1-5 have access to the P: and G: drives as well as file delivery via Media Exchange.
* Mac’s 1&2 have internet access.
* All Mac’s should have identical capabilities. If you find a variance please inform a Senior Digital Media Tech.

**STARTING THE DAY**

* Check for any Digital Media Requests that need approval on the top shelf.
* All drives/cards need to be looked at by a Digital Media Operator before approval.
* When approving, either the MTR or separate checklist must be filled out that specifies all files/folders that need to be dubbed.
* Organize All Digital Media Requests for the day.
* Communicate any changes or updates required with clients/teammates.
* Delete Completed MTRs
* Any MTR’s located in the completed folder with a completion date of over 1 week can be deleted from the system.

**Completing Digital Media MTR’s**

* Determine Digital Media Workloads
* If requests are already in progress, try to start new projects on an empty Mac Pro.
* If there are no open machines try to sort requests by due date and file size.
  + Earliest due dates and largest files get their own Mac.
  + Always try to finish off requests in progress before starting new projects unless dictated by due date.
* Digital Media MTR Steps
* Build your Project on Selected Mac and update MTR with info.
* Complete all aspects of Project Organization before Dubbing.
  + Setup Request
  + Organize and/or Transcode all Media for Request
  + Create Sequences/Bins
  + Update MTR with Organization notes
* Once Organization is Complete, begin Dubbing
  + When possible keep folders contained to separate tapes.
  + If advantageous to combine folders to save stock, make sure labels reflect combined elements and inform client.
  + Follow Standard Content Technologies Procedure for QC guidelines.
  + Unless requested by client, keep all part of MTR together until request is completed.
  + Update MTR/Checklist as portions are completed.
  + If you complete an MTR, move the project folder to the Completed folder on the Mac Pro. Add the completion date to the folder name to track when it can be safely removed from the system. (exp. 36256 becomes 36256 12/10, and will be eligible to be deleted on 12/18)

College Football Melt Workflow - **SENDING** OUR MELTS TO CLIENTS

**Digital Media & EVS (please communicate throughout the shift)**

1. Open spreadsheet (CFB Master 2013-14) at the start of the shift
2. Look to see if any melts were ingested by viewing column J & K. If melt was ingested, look at column N & O to see if any copies need to be sent digitally.
3. If so and they haven't been done, send them digitally through signiant.
4. Once successfully delivered (green bubble with orange check mark in Emove), put your name in column O. (If you started a file and it's not completed before the end of your shift, put your name and the note, started next. Next operator needs to follow up on those files.

Candace will check the MTF site to make sure it completely makes it to their site.

**RECEIVING** MELTS FROM OUR CLIENTS

**Digital Media & EVS (please communicate throughout the shift)**

1. An email will be sent to Media Tech DL and put in MAC Digital Media folder (by an ingest operator) when a file is sent from a client
2. This will automatically go to the long form pending folder to start the transcoding
3. Search on the source side of Emove to identify the completion of the transcode
4. Move file to Quantel
5. Rename title (Ex. CFB Truck Melt Florida vs Alabama 9/7/13 HD)
6. Update column J & K that it is on the server
7. Send an email to Media Tech Request DL and Candace Jordan to request a DA of the Melt

**Finishing up a digital media shift**

* Update MTR’s
* It’s possible that the next Digital Media Tech may not immediately follow your shift. Make sure all MTR’s are documented with any status updates.
* If you have to leave a function (transcode, file delivery) in process, notify incoming tech. If no Digital Media Tech incoming, inform Request Management Tech.
* Return all MTR’s and respective components to the Digital Media Shelf in order of importance.