

Quick Start Guide

Congratulations on your purchase of the Digilink-Xtreme. This manual is intended to be a checklist for basic training. Please go through the entire manual and check-mark each [] in the sections as you go through it.

Section 1: User Resources

There are numerous resources that are available to the Digilink-Xtreme user. This section is to help familiarize the user with these resources.

Instruction Manual

One of the best resources is the instruction manual. This manual contains all necessary material for learning the software and hardware. You may find the latest version of the instruction manual by going to this link: <http://www.arrakis-systems.com/ftp/pub/Automation/Documentation/Xtreme%20Manual.pdf>

[] check mark after reviewing the Xtreme Manual

Video Tutorials

Another exceptional resource is the Video Tutorials that are on our webpage. There are over 40 video tutorials that go through the basics of the software. These allow the user to train at their own pace and give visual style training for the software. These are available 24 hours a day, 7 days a week. You may find these Video Tutorials at this link: <http://www.arrakis-systems.com/videotutorials.html>

[] check mark after reviewing the video tutorials webpage

Application Notes

There are often software revisions and updates that may be added to different features of the Digilink-Xtreme. We then create application notes for whenever these changes are made. These Application Notes may be found by going to this link: <http://www.arrakis-systems.com/ftp/pub/Automation/Documentation/>

It is important to check this webpage often for updates and revisions.

[] check mark after reviewing the Application Notes webpage

Customer Support

Customer support is available Monday - Friday, 8am to 4:30pm Mountain Standard Time, excluding U.S. holidays. Customer support may answer specific questions, provide general training, and help resolve Digilink-Xtreme software and Bridge Docking station hardware issues. A basic understanding of using a PC is a prerequisite for using the automation. Customer support is not able to train on the basics of running a PC. Any issues pertaining to the PC must be directed toward the PC's manufacturer, not Arrakis Systems customer support.

Contact information for the Arrakis Systems customer support team:

Email: support@arrakis-systems.com
Telephone: 970-461-0730 extension 332
Fax: 970-663-1010

Training at the Factory is available. Contact Arrakis Systems for more information.

[] check mark after reviewing the customer support section

Quick Start Guide (continued)

Section 2: Computer Configuration

Steps to configure Windows to run optimally

The following section is to assist in configuring Windows so that the Digilink-Xtreme will run in optimal conditions. It is important to understand that the On Air computer is meant only to be used as an On Air computer. The automation is only as reliable as the computer is, and it is imperative to keep the On Air computer as clean and efficient as possible. It is recommended to follow these steps every 3 months to insure that everything remains proper. Some steps may be omitted because they are not applicable to your computer.

The following instructions are critical to the performance of your machine, and should be followed exactly:

(1) PC Requirements / Recommendations

For the Digilink-Xtreme to run optimally, certain specifications are required for the PC. If you chose to not meet these specifications, you will likely have problems. These requirements are:

- (A) Windows XP (this is required for the On Air machine. Production and other computers may use Vista or 7) It is okay to purchase a computer with the terminology "Windows 7 with XP Downgrade."
- (B) RS232 port (it is an option to use an RS232 to USB adapter if necessary, but we recommend having an RS232 port inside the computer if possible)
- (C) At least 2GB of RAM (more RAM the better)
- (D) At least 80GB of Hard drive space (250GB will be more than enough for most stations)

[] check mark if these requirements are met for your On Air computer

(2) DO NOT INSTALL SOFTWARE ONTO THE ON AIR COMPUTER

It is very common for users to install various types of software onto the On Air computer. It is a fact, the more software installed onto a computer, the more problems will occur. Do NOT install software onto the On Air computer without explicit permission from the instruction manual or Arrakis customer support personnel.

Programs will often run in the background, even if you think that only the Digilink-Xtreme software is running. To illustrate how much is really running in the background:

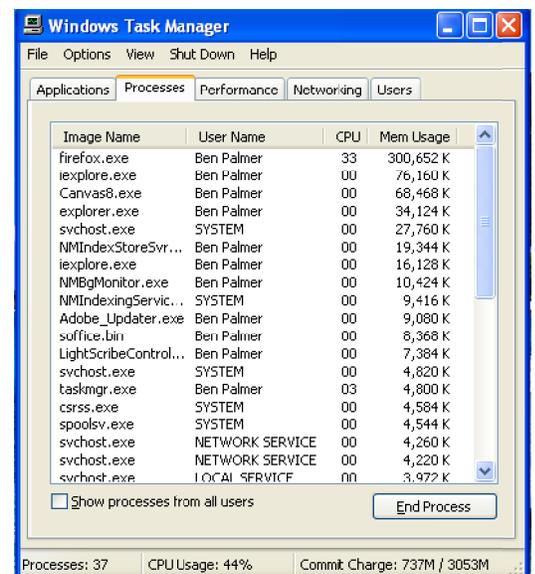
- 1) press Ctrl, Alt and Del on your keyboard at the same time. This will bring up the Task Manager
- 2) select the Processes tab
- 3) on the bottom of the Task Manager screen there are two important numbers:

Processes - in the picture on the right, there are 37 processes running on the computer at this time. This is too high to run optimally. It should be around 20 processes for a desktop computer.
Commit Charge - in this example there is a commit charge of 737M. This again is too high and should be around 230M or less.

Oftentimes, brand new computers will come with software already installed on it, and will conflict with the Digilink-Xtreme. For those situations, follow these steps:

- 1) check the number of processes and commit charge in the task manager. If the numbers are higher than recommended, you may need to uninstall software
- 2) click on Start and open Control Panel
- 3) click on Switch to Classic View
- 4) open Add or Remove Programs
- 5) go through this list and find programs that you are certain you will not use. Do not delete programs unless you know exactly what it does and only if it is not critical to your computer

[] check mark if you have removed all useless programs from the On Air PC



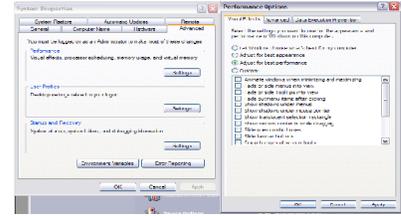
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(7) High Windows Priority

You will want to make the Digilink-Xtreme high in Windows priority list. To do this:

- 1) go into the Digilink-Xtreme software
- 2) click on Menu and click on Setup
- 3) there is a check mark box in toward the middle of this screen that says High Windows Priority. Check mark this box

[] check mark after this setting has been changed



(8) Sound Card Assignments

It is essential that the PC is assigned to ONLY use the PC sound cards, not the USB sound cards found on the bridge. You will experience problems if the PC steals the USB sound cards. To check and change these settings:

- 1) click on the Start button
- 2) select Control Panel
- 3) select Sounds and Audio Devices
- 4) click on the Audio tab
- 5) under the Sound playback, Default device: click on the drop down menu. Now select your PC sound card, NOT the USB Audio CODEC or USB Audio CODEC (2)
- 6) now do the same thing for Sound recording, Default device
- 7) once these are set, press the button Apply at the bottom right of this screen
- 8) check that both are set to the PC sound card and then check the box at the bottom left of the screen that says Use only default devices

[] check mark after these settings have been changed



(9) Power Options

It is imperative that your computer does not shut itself off or hibernate while on air. This may cause serious problems and must not be allowed to happen. To change the settings so it does not do this:

- 1) select Control Panel in the Start menu
- 2) select Performance and Maintenance
- 3) select Power Options
- 4) then, for the Power Schemes under Home/Office Desk select Never for every option listed

[] check mark after these settings have been changed



(10) Place Digilink-Xtreme in Startup

It is essential to setup the Xtreme to start every time the computer turns on. If for example the power goes out and comes back on, then the Xtreme will automatically load up and start the automation from where it should be according to the schedule. To set this up:

- 1) click on the Start button and highlight the All Programs option
- 2) then place your mouse cursor over Startup, right click on it and select Open. This will open the Startup folder
- 3) copy the Xtreme shortcut on the desktop and paste it in the Startup folder. This will cause the Xtreme to start up every time the computer turns on
- 4) this will not work if the shortcut does not work, check that the shortcut on the desktop will start the program

[] check mark after these steps have been followed

(11) FTP auto-update

The newest version of the Digilink-Xtreme 1.9.1 1-21-10, has the ability to automatically upload your latest unlock code from the internet. If you do not have internet connected to the computer or your internet connection is slow, then you will want to turn this option off. You can tell if your internet connection is too slow by an audio blip at :15, :30, :45 and :55 past the hour. To turn this off:

- 1) open the Digilink-Xtreme software
- 2) click on the Menu button
- 3) click on the Setup button
- 4) uncheck the FTP auto-update option. You will need to now get your codes manually.

[] check mark after these instructions have been read

Quick Start Guide (continued)

Section 3: Bridge Docking Station

The Bridge has two connections to the On Air PC. Those are (1) a USB and (2) an RS232 serial port connection. The USB connection provides the audio interconnect for the sound cards. The RS232 Serial port connection provides logic control and interface to the Bridge. Both connections are required for the Bridge to be operated properly.

Some PC's do not have an RS232 connection, and therefore it may be necessary to purchase a USB to RS232 adapter. This adapter must be reliable or problems will occur.

Wiring the Bridge

To properly run the Digilink-Xtreme you will need to wire your On Air computer to your Bridge unit (Broadcasting Docking Station). Depending on your station's content there are also some other wiring that will have to be done in order for your Digilink-Xtreme to run correctly, the following section will go over possible configurations and wiring.

The following instructions are meant solely as a basic guideline and will not cover everything involved in wiring the automation system. There are many subjects that are not covered that will have to be done, such as grounding. We advise using a qualified engineer whenever possible.

Bridge Unit Connections:

The Bridge unit has 7 different types of connections that have various functions:

White Molex Connectors: Connections for receiving/sending Audio and Logic Commands from a Satellite Receiver

USB: Connects to the On Air PC for audio to and from the PC and Bridge

RS232 COM: Connects to the On Air PC for logic commands to and from the PC and Bridge

HEAD PHN OUT: 1/8" Headphone jack – connection for headphones and plays the CUE output

PC REC OUT: 1/8" Headphone jack – connects to a PC and plays audio for whichever source is selected on the Recorder screen

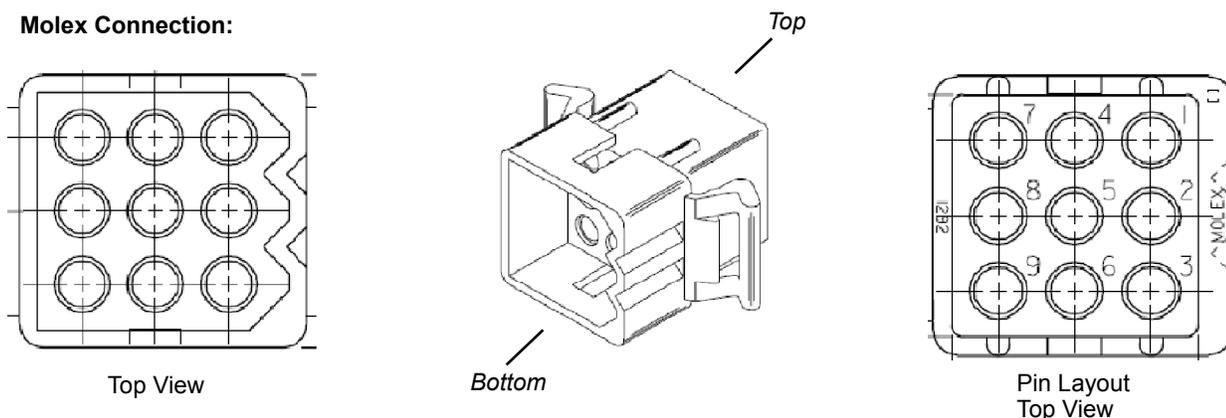
PC ONE IN: 1/8" Headphone jack – audio input that sums through to the Program output

PC TWO IN: 1/8" Headphone jack – audio input that sums through to the Cue output

Wiring for Satellite Broadcast:

The following instructions are intended to assist in wiring for satellite automation. Further material is contained in the instruction manual in the Bridge Tools section.

Molex Connection:



It is essential to correctly wire your Bridge when doing satellite automation. The Bridge uses standard White Molex connectors in the Pin format listed in the picture above.

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There are 16 audio channels on the bridge and 6 Satellite Logic Command connections. The audio channels are associated to the audio from the satellite receiver, and the Logic Commands are associated to the relays/triggers. You have the option of doing up to 6 full logic or 3 full logic with 13 partial logic, it is all based on how you want to configure for your satellite programming.

You can set up how much full logic by going into the **Setup** screen in the software. You can choose between 3 – 6 full logic channels under the section titled **# of Full Logic ch**:

Full Logic Pin

Configuration:

Pin 1 - Commercial Break
Pin 2 - Station ID
Pin 3 - Liner #1 folder
Pin 4 - Liner #2 folder
Pin 5 - Liner #3 folder
Pin 6 - Liner #4 folder
Pin 7 - na
Pin 8 - na
Pin 9 - Logic Ground

Partial Logic Pin

Configuration:

Pin 1 - Commercial Break
Pin 2 - Station ID
Pin 3 - Commercial Break
Pin 4 - Station ID
Pin 5 - Commercial Break
Pin 6 - Station ID
Pin 7 - Commercial Break
Pin 8 - Station ID
Pin 9 - Logic Ground

Game Pin

Configuration:

Pin 1 - Commercial Break
Pin 2 - Station ID
Pin 3 - Liner #1 folder (Jock 20 folders)
Pin 4 - Liner #2 folder (Jock 20 folders)
Pin 5 - Rain Delay
Pin 6 - Return to Game
Pin 7 - na
Pin 8 - End Game
Pin 9 - Logic Ground

More information can be found in the Bridge Tools Manual:

www.arrakis-systems.com/ftp/pub/Automation/Documentation/Bridge%20Tools%20Manual.pdf

TROUBLESHOOTING “BRIDGE MISSING”

SYMPTOMS:

A message on the On Air screen displays a red 'B' (Xtreme Version 1.9). Or when you click on Start Automation, a message appears that says that you must have at least 1 event scheduled, and you do in fact have something scheduled in the Scheduler screen.

The following instructions only apply to Windows XP. If you are using Vista or Windows 7 you have problems beyond our control

SOLUTIONS:

Problem: Can't Find the Bridge: if the Xtreme is not able to find the Bridge then follow these steps to possibly correct the issue:

Check Serial Port:

- (1) click on Menu
- (2) click on Setup
- (3) click on Serial Ports
- (4) on the left side if it says Port Closed and set to Port 20, change to Port 1 and click Set
- (5) if it changes to a Yellow Port Open, and the red 'B' on the On

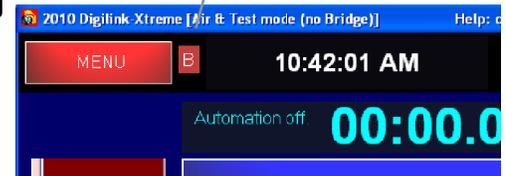


Air playlist goes away, then you are good. If the red 'B' is still present, then continue with the next steps

Reset Bridge Hardware and Xtreme Software:

- (6) close the Digilink-Xtreme software
- (7) turn off the power to the Bridge by unplugging the power strip from the wall. **Wait 10 seconds before powering the Bridge back on**
- (8) recheck your USB and RS232 connections between the PC and the Bridge and make sure they are connected properly
- (9) after waiting 10 seconds, turn power on to the Bridge by plugging the power strip back into the wall. Make certain that the Bridge is connected to AC power. There is a green indicator LED on the power strip, make sure that it is lighted
- (10) **wait 10 seconds** and then restart the computer and turn the Digilink-Xtreme software on
- (11) you are good if the Bridge Missing icon has disappeared, if not, then continue to follow the next steps

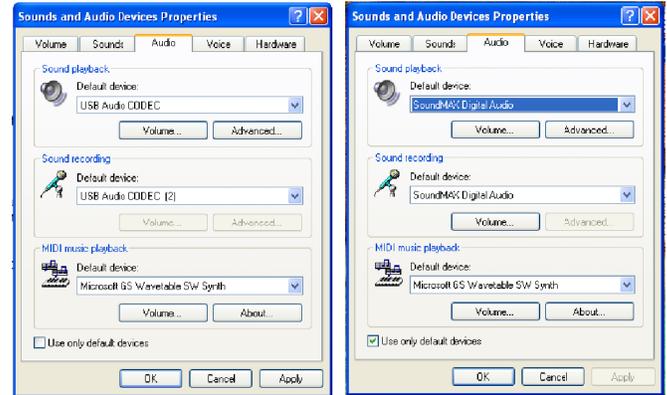
Bridge Missing
Red 'B'



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Check Sound Card Assignments:

- (12) click on Start and open Control Panel
- (13) select Sounds and Audio Devices
- (14) click on the Audio tab
- (15) make sure that Sound playback and Sound recording both have the PC soundcard selected, *not* the USB Audio CODEC
- (16) if USB Audio CODEC is selected for either, then select your PC soundcard from the drop down menu for both the Sound recording and Sound playback. If a PC Soundcard is not listed as an option, then you may have to reinstall the PC soundcard drivers. See your computer specialist for information
- (17) click Apply
- (18) check mark the option listed on the bottom left corner, Use only default devices
- (19) click OK
- (20) restart the computer, double check that the sound card assignments are still correct, then follow steps 6 - 11 again. If the 'B' is still red, then continue to the next steps

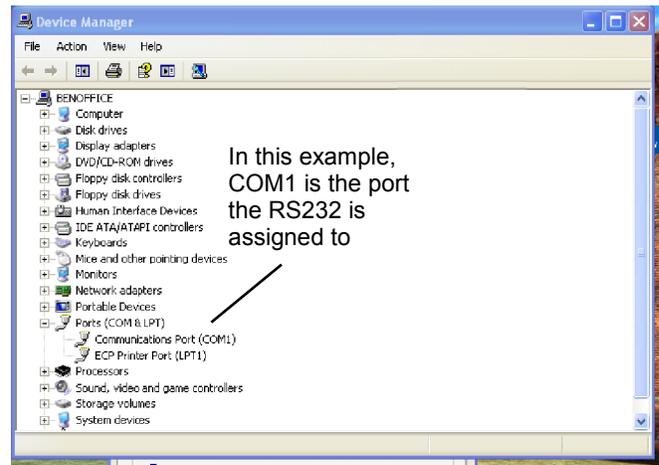


INCORRECT

CORRECT

Check RS232 Serial Port Functionality:

- (21) go to Control Panel again
- (22) open System
- (23) click on the Hardware tab
- (24) click on Device Manager
- (25) click on Ports so that it will expand
- (26) see if there is a Communications Port and which port number it is on. It will say COM1 if it is on port 1
- (27) if you do not see a Communications Port, then follow steps 6 - 11 again. If you still do not see a Communications Port then double check that your RS232 cable is plugged in to your Bridge and Computer. If you are using an RS232 to USB adapter, you may have problems with the adapter. If your RS232 is connected directly to the PC and it still does not see a Communications Port, then you may have a problem with the RS232 port on your computer. Check with a computer specialist
- (28) if the port number for the Communications Port is not on COM1 then note which number it is set to. Follow steps 1 - 5 again but instead of setting it to port 1, set it to the port listed under the communications port. For example, if it says COM2, then set it to Port 2 in step 4
- (29) if the 'B' is still red on the On Air screen then follow the next steps



Check for a 3rd USB CODEC:

- (30) in the Digilink-Xtreme software, click on Menu
- (31) click on Setup
- (32) click on Sound Cards
- (33) under the List of Available Sound cards, check if there are only 2 USB Audio CODECs listed. If there are 3 are more, then unplug all USB connections except for the Bridge
- (34) restart the computer and follow steps 6 - 11
- (35) if the 'B' is still red then follow the next steps

Test Using Bridge Tools:

- (36) close the Digilink-Xtreme software
 - (37) open the Bridge Tools test software. The Bridge Test software will test the Com port connection to the Bridge and the USB audio connection to the Bridge. If either is missing, then messages will display the problem. If the connections are good, then the Bridge Tools test software will display a message indicating it is ready to be used
 - (38) if it still does not recognize the Bridge, then follow steps 6 - 11 again
- If the Bridge will still not connect after following all these steps, please contact Digilink-Xtreme support. 970-461-0730 x332
- [] check mark after section has been reviewed



Quick Start Guide (continued)

Section 4: Adding Audio to the Digilink-Xtreme

Audio on the Digilink-Xtreme

The Digilink-Xtreme accepts audio that is MPEG Layer 3 (.mp3), MPEG Layer 2 (.mp2), and WAV format files.

IMPORTANT NOTE: All mp3's and mp2's must have a bitrate of 192kbps or 256kbps. Otherwise you will have audio quality and reliability issues.

Ripping Music/Audio to Your Computer

The following instructions are to help you rip your audio from CD to your computer into the MP3 format. Disregard these next set of instructions if you already have your music in MP3, MP2 or WAV format already.

We recommend using Audiograbber as a free software program to rip your CD's to your computer.

Install Audiograbber

- 1) using your browser, go to the web site www.audiograbber.com-us.net/download.html
- 2) click on link to Tucows website, and download the program agsetup.exe
- 3) run the install program

Setup Audiograbber for use with Xtreme

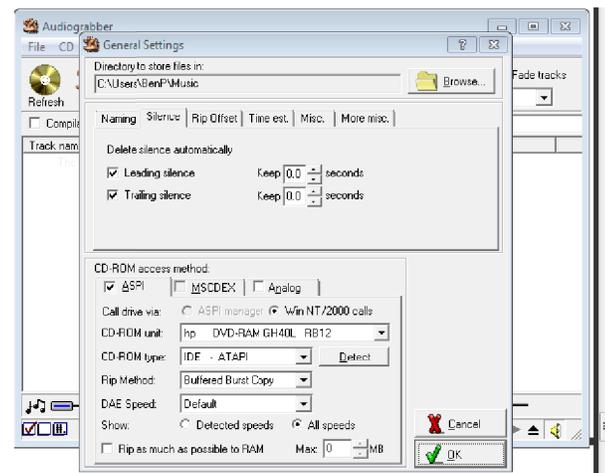
- 1) startup the Audiograbber program
- 2) click on the **Settings** button located on the top of the screen
- 3) click on the **Silence** tab
- 4) check mark **Leading silence** and **Trailing silence** and set each to **Keep 0.0 seconds**
- 5) click on the **Browse** button on the top right of this screen
- 6) select a folder that you would like to save your music to. It is a good idea to make this folder easily accessible and therefore should probably be saved to a folder you create on the desktop
- 7) click on **OK** to save the settings and exit
- 8) click on the **Norm (Normalize)** icon on the top of the screen
- 9) check mark **Use normalizing...**
- 10) click on **OK** to close the Normalizing window
- 11) click on the **MP3** button on the top of the screen
- 12) check mark **Use ID3v1 Tag**
- 13) check mark **Append ID3v1 Info to wav file**
- 14) under the **Grab to:** section select **MP3 file via intermediate wave file. Delete the wav file**
- 15) under the **Internal Encoder** tab, select the drop down box on the top
- 16) select **Fraunhofer IIS MPEG Layer-3 Codec (professional)**
- 17) under **Mode**, select **256kBit/s, 44.100 Hz, Stereo** (if this is not an option you may need to contact customer support for the proper codec)
- 18) check mark the option **Encode with Highest Quality**
- 19) click on **OK** to close the **MP3** menu

Rip a CD

Now that Audiograbber settings are setup, you may rip a CD

- 1) insert a CD into your CD drive
- 2) click on the **Freedb** button on the top of the screen. This is to allow the software to recognize the Track and Artist information. You may have to type in this information manually if the information is incorrect
- 3) check mark the tracks that you would like to rip
- 4) click on the **Grab!** button, and your CD will now rip audio onto your hard drive
- 5) to find the music you just ripped go to the folder that you have selected as the default save folder

[] check mark after you have reviewed this section



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Adding Audio to the Digilink-Xtreme

If you have your audio in MP3, MP2 or WAV format then you are ready to add Audio to the Digilink-Xtreme audio library. There are two folders that are used for adding audio to the Digilink-Xtreme, Library and !!!Import Audio. You may find these 2 folders by:

- 1) open the C: drive
 - 2) open the Arrakis folder
 - 3) open the Xtreme folder
 - 4) inside the Xtreme folder will be both the Library folder and the !!!Import Audio folder
- [] check mark after you have found these 2 folders

For easier access to these folders, you may want to create a short cut on the desktop.

Note: We recommend having a backup of all your audio either on another computer or separate external hard drive.

IMPORTANT NOTE: All mp3's and mp2's must have a bitrate of 192kbps or 256kbps. Otherwise you will have audio quality and reliability issues.

Both folders have the same purpose of adding audio to your Digilink-Xtreme library but have different and very important rules:

The **!!!Import Audio** folder:

- 1) Xtreme software must be turned on
- 2) can only add at most 20 files at a time
- 3) the Xtreme software will recognize the new audio files without having to restart the software

The **Library** folder:

- 1) can add as many files as you'd like
 - 2) the Xtreme software only recognizes the changes to the Library folder if you turn the Xtreme off and then back on
- [] check mark after you have reviewed and understand the difference between the 2 folders

How the Digilink-Xtreme Recognizes Title and Artist Information

The Digilink-Xtreme is capable of automatically recognizing audio information such as the Title and Artist from the files that are imported into the Xtreme. This can be done 1 of 2 ways:

1) **MP3 V1 tag:** Audio files have the ability to have tagged data appended to the audio file. This allows software to automatically recognize important information such as Title and Artist. The audio file must have a MP3 version 1 tag in order for it to automatically recognize the information. If the Xtreme isn't recognizing the Title and Artist information then it may be because it did not have the proper tagging.

2) **File Name:** The Digilink-Xtreme can recognize information such as title, artist, cart # and other information based on the audio file name. The audio file name simply has to be named in the proper format. For example, if you wanted to import the Beatles song "The Yellow Submarine" with a cart number of 1000A, then you could name the audio file:

```
1000A+The Yellow Submarine+The Beatles+.mp3
cart # + Title + Artist (text) +.mp3
```

The different fields are delineated with the '+' character. Another example is if you had an ad that you wanted to have a cart number of Jack100 with the Title as "Jacks Farming" and Text with "Nighttime Ad," and you want it to be a Type S spot, then you would name the audio file as:

```
Jack100+Jacks Farming+Nighttime Ad+S+.mp3
```

You can add more information to the file by putting more information into the file name. The format is:

```
Cart# + Title + Artist (Text) + intro time + extro time + Type + Start Date + Kill Date +0+ runtime+.extension (mp3/wav/mp2)
```

```
example: 1000+The Yellow Submarine+The Beatles+10.2+04.3+M+12_31_2000+12_31_2099+0+04_18_4+.mp3
```

See the instruction manual for more information.

[] check mark after reviewing this section

Quick Start Guide (continued)

Section 5: Digilink-Xtreme On Air Screen

On Air Screen Basics

The following instructions are to help familiarize yourself with the basics of the On Air screen and its functions. Check mark after following each of these basic steps:

[] startup the Digilink-Xtreme software. The first screen upon opening will be the On Air screen

The On Air screen playlist is on the left side, and the directory screen is on the right side. You will see audio listed on the directory wall if you have already added audio to the Library.

[] if you haven't already, add audio to the Library using the **!!! Import Audio** folder

Playlist

With audio added to the Library you may now add audio to the playlist.

[] select a line in the Playlist next to one of the **LIST** columns. This will highlight the playlist line with a burgundy color

[] now select an audio file from the directory wall on the right side by clicking on one of them. This will add an audio file to the playlist

[] repeat these steps 3 more times to have 4 files in your playlist

[] now that we have audio in the playlist, click on the **Start Automation** button on the bottom left. This will start the automation and you should see the first file start counting down.

[] click on **Stop Automation** and you will notice that the current file playing will continue to play. Let the audio file finish and you will notice that the rest of your files will sit in the playlist until you click on **Start Automation** again

[] click on **Start Automation** again to play another file in the playlist.

[] click on the **Fade** button to fade out the currently playing file. This will do a 4 second fade and start the next file.

[] click on **Stop Automation** and this time click on **STOP** next to the currently playing file. This stops the currently playing file

Playing files on the Directory Wall

[] you may play a file directly off the directory wall as well. Click on any audio file on the directory wall and a timer will count-down while the audio plays

[] click on another file in the directory wall and you will hear both files are overlapping each other. You are able to play 3 audio files from the directory wall at the same time

Navigating the Playlist

[] add 10 more files to the playlist by selecting a line in the playlist and then clicking on an audio file on the directory wall

[] click on the **DOWN** button to scroll down in the playlist. If you click on **BOTTOM** it will send you to the bottom of the playlist

[] click on the **UP** button to scroll up. If you click on **TOP** it will send you to the top of the playlist

Clearing the Playlist

[] now select a line in the playlist and then click on the **Clear** button. This will clear out the specific file from the playlist

[] click on **Start Automation**

[] right click on the **Clear** button. It will ask you if you want to clear the entire playlist, select yes. You will see that the rest of the playlist has been cleared and the top 2 files in **PLAY 1** and **PLAY 2** are still there. This allows you time to add more files to the playlist

Refreshing the Playlist

The best way to refresh the playlist with the schedule from the Scheduler screen is to:

[] click on **Stop Automation**, the audio file currently playing will continue to play

[] right click on **Clear**

[] click on **Start Automation**. Refreshing the playlist will only work if you have items scheduled in the Scheduler screen

You may also save and load a playlist by clicking on the **Save Playlist** and **Load Playlist** buttons on the bottom.



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Searching the Directory Wall

You may sort and search in the Directory Wall by cart #, title, text (artist), as well as time (length of file).

[] click on the **CART #** button on the bottom right of the directory wall. This will bring up the options of sorting/searching

[] select **TITLE**. This will sort the directory wall alphabetically by the title of the audio file

[] type into the search box for a file you know to be in the directory. For example, Yellow Submarine

[] now select a different sort/search by; select **TIME**. This will now sort your directory by the length of the audio file

[] if you type in a time using min:sec then it will pull up the closest times. For example, type in 00:30. This will pull up files near 30 seconds in length



Sort/Search by Search Box

Using the Jingles (Hot Keys)

The Digilink-Xtreme allows you to create up to 10 customizable hot key pages with 30 audio file buttons on each page. This is an excellent resource for live shows or even games.

[] click on the **Jingles** tab on the top right. This will bring up the Jingles (Hot Keys) page on the right side. It will initially show page 1 of the 10 jingle pages

[] click on the **JINGLES 1** button. This will move the Jingles page to the Left side and you will see the Directory wall on the right side

[] click on **Forward** button on the Jingles page on the left side. This will scroll you through the 10 different Jingles pages

[] now go back to Jingles page 1

[] click on any spot on the left side. This will highlight the designated spot

[] now click on any audio file on the directory wall. This will add the audio file to the specific jingle spot

[] add a couple more audio files to your jingles page by repeating the last couple steps

[] once you are done, exit out of the edit jingles screen by click on the X in the top middle of the screen



Now when you see the Jingles page 1, you will see those files that you have added. Follow the same steps to edit the Jingles pages.

Section 6: Setup Screen

Bridge Authorization

For monthly or yearly payment users, it is required to authorize the Bridge and Digilink-Xtreme software for use. There are three different ways to unlock the software for full automation use:

1) Connect the On Air PC (PC connected to Bridge Docking Station) to the Internet. If the On Air machine is connected to the internet, it will automatically download the code monthly/yearly and update your machine for use.

WARNING: if your internet connection is unreliable, your code may not be updated properly and you may experience audio glitches.

[] check mark if this will be the method used for your station

2) If you do not have internet access to the On Air PC, then another option would be to use a special program on another PC that is connected to the internet. This program is called: 'Xtreme Internet Unlock Program' and can be downloaded at this link: <http://arrakis-systems.com/ftp/pub/Automation/Current/Current%20Xtreme%20Internet%20Unlock%20Program.exe>

To use this program, enter your Bridge serial number into the software and it will find the unlock code on the internet. Once you have the code from the program, you may enter the code by going to Menu, then click on Setup, then click on Bridge under authorization. You may enter the code from this screen.

[] check mark if this will be the method used for your station

Quick Start Guide (continued)

3) A third option is to find the code manually and then enter it into the Xtreme. You may do this by going to this link: 'www.arrakis-systems.com\xtreme_unlock_codes.txt'

This text file has a list of all Bridge serial numbers and unlock codes. Just search for your Bridge serial number (type Ctrl F, and then type in the serial number). Once you have the code from the text file, you may enter the code by going to Menu, then click on Setup, then click on Bridge under authorization. You may enter the code from this screen.

[] check mark if this will be the method used for your station

IMPORTANT NOTE:

If your internet is unreliable you may experience audio glitches at :15, :30, :45 and :55 after the hour. If this is the case you will want to turn off the Automatic Updates feature. To do this:

- 1) go to **Menu**
- 2) go to **Setup**
- 3) uncheck the option titled **Auto-FTP updates**

You will now need to update the authorization codes manually.

Due Date and Expiration Date

The Monthly or Yearly versions of the Xtreme will display the due date and the expiration date for the software. These dates are located at the top of every screen of the Digilink-Xtreme.

-The **Due:** date is the day that payment is due at Arrakis. There may be a \$35 additional charge if a payment is received after the due date.

-The **Expires:** date is the day that the software will expire if a payment has not been received, or if the Bridge Authorization code has not been updated.

IMPORTANT NOTE:

It is critical to monitor the **Due:** date and the **Expires:** date. If a payment is made, or if you have elected to automatically pay using your credit card, then the **Due:** date will be updated on the day of the **Due:** date. In the example above, the **Due:** date is listed as April 23rd, 2011. If a payment has been made, the date will get updated on the 23rd or the next business day.

If the date is not updated within 2 days of the **Expires:** date (the 25th in the example above)

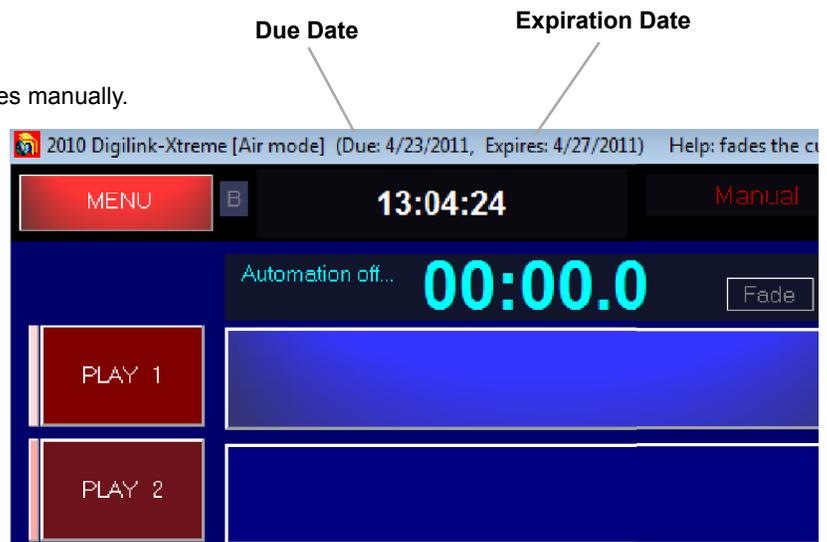
- 1) check and make sure that a payment has been made
- 2) check and make sure that the authorization code has been entered
- 3) contact Arrakis Systems if both a payment has been made and the latest authorization code has been entered

[] check mark if this section is understood

Setting Up X-Sched Mode on a Networked Production Computer

This section will explain how to set up the Digilink-Xtreme's X-Sched mode on a networked PC. The Digilink-Xtreme is capable of connecting a Production PC to the On Air PC via a Windows network; which while in X-Sched mode, it is capable of editing the schedule and reconciling traffic. To set this up:

- 1) go to the On Air computer
 - 2) open **My Computer** and right click on the C: drive. Select **Sharing and Security**
 - 3) select that you want to share the C: drive and allow users to make changes to the C: drive
 - 4) now go to the Production computer
 - 5) open the Digilink-Xtreme software
 - 6) click on **MENU**
 - 7) click on **SETUP**
 - 8) check mark the option **Xsched Mode**
 - 9) close the Digilink-Xtreme software
 - 10) open the Digilink-Xtreme software. An **Open** dialogue box will now open
- You will now need to path the software to a PCSched.dig file on the On Air computer
- 11) in the OPEN dialogue box find the C: drive for your On Air computer



Quick Start Guide (continued)

- 12) open the **Arrakis** folder on the On Air computer's C: drive
- 13) open the **Xtreme** folder
- 14) open the **DigilinkSchdl** folder
- 15) double click on the **PCSched.dig** file inside this folder. You should now be pathed to the On Air computer and see the On Air computer's schedule

Section 7: Library Screen

Editing Audio File Information

The Library screen allows you to edit file information for your audio. You are able to change the Title, Artist, intro time, extro time, ect. You may do this for individual files or you can do it in mass. More information can be found in the manual.

- [] go to the Library screen
- [] double click on any music file listed. This will bring up the **Edit Audio File Data** screen
- From this screen you are able to change the Cart # Title, Artist, Album title, intro time, extro time as well as start and kill dates.

Adding Intro & Extro to Music Files

- [] click on the Music Note button on the bottom right of the **Edit Audio File Data** screen. This will open the **Intro-Extro Editor**. Audio for the **Intro-Extro Editor** will play out the Cue output on the Bridge
- [] click on the >>> button to send the audio back to 00:00.0
- [] when you hear the vocals, click on the **Voice** button to set the in time to voice
- [] click on the <<< button to send the audio file to the last 10 seconds of the audio file
- [] click on the **EOM** button when you hear the audio begin to fade out. Usually at about half way on the meters
- [] click on the **Save** button on the **Edit Audio File Data** screen to save the changes
- [] click on the down arrow key on the keyboard to send it to the next audio file

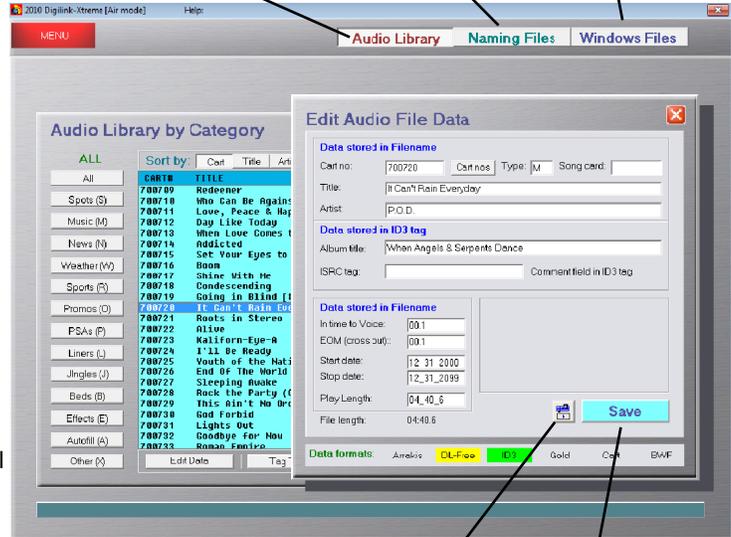
Deleting an Audio File

- It is important to note that you cannot delete audio files directly from the Library folder in the C: drive. You must delete files from the program so that the Xtreme knows that the file has been deleted. To delete an audio file:
- [] go to the Library screen
 - [] click on **Windows Files**. From this screen you can delete any audio file. Simply select the desired file and then click on the **Delete File** button

Audio Library
Main screen for editing library information

Naming Files
Screen for editing library information in mass quantities

Windows Files
Screen for deleting audio files from Library



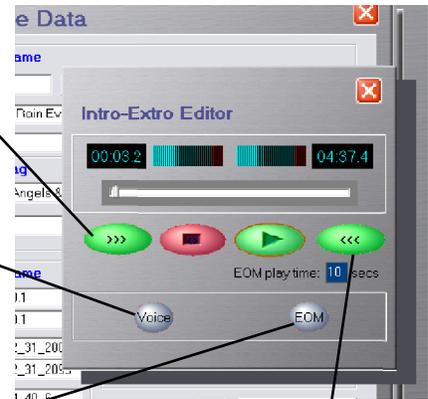
Music Note
Opens the Intro-Extro Editor

Save
Saves changed information

>>>
This button will send the audio back to the beginning of the file

Voice
Sets the In time to Voice: time on the Edit Audio File Data screen

EOM
Sets the EOM cross out: time on the Edit Audio File Data screen



<<<
Sends audio to the last 10 seconds of the audio file

Quick Start Guide (continued)

Section 8: Scheduling

Air Schedule

The Air Schedule is where you will enter in the types of hours that your weekly schedules will be, such as Automated, Live, Satellite, ect... To setup your Air Schedule:

[] go to the Scheduler screen

[] click on the **Air Schedule** button, this will open the **Air Schedule** screen. In this screen you have the option of designating your entire week's schedule as a certain type of hour. These types are: Automated, Live, Satellite, Music Rotations and Music Categories. You will want to go through the entire week and setup each hour as a certain type of hour depending on your schedule. To do this:

[] select the box under the Type column and type in the letter associated with the type of hour. 'A' for Automated, 'S' for Satellite, 'L' for Live, ect...

[] to quickly change each hour press the down key on the keyboard to go down each hour

To enter a Satellite hour:

On the bottom right of the screen is where you enter in the settings for the satellite source

[] enter a number between 1-20 in the **Jock:** window based on which jock folder you will put in the Liners and ID for the satellite show

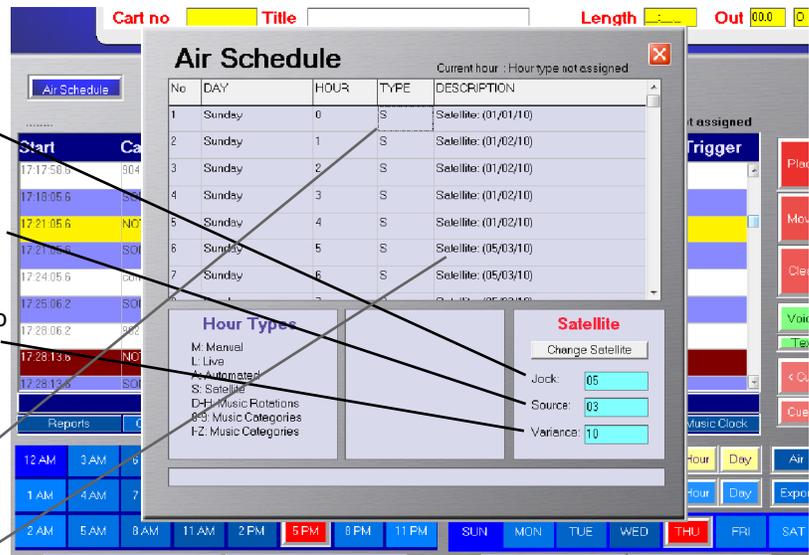
[] enter a number between 1-16 in the **Source:** window, according to the specific channel the satellite show is wired to. You may need to consult your engineer to find out which audio channel each satellite show is associated with

[] enter the number 10 in the **Variance:** window to set the length of time the Floating Breaks will look for a commercial break closure.

You may change the length of this variance later if needed

[] select the box under the **TYPE** column and type in **S** to designate it a satellite hour with these settings

[] the line will now display an hour **TYPE** of **S**, and a **DESCRIPTION** with the Jock, Source and Variance numbers selected



Scheduling

Basic Scheduling Commands

Saving a Template

[] go to the Scheduler screen. Select a desired Hour to create a schedule template

[] to save this hour as a template for future use, and for backup, click on the yellow **Hour** button on the bottom right corner

[] to use this template, go to the hour that you would like to load the template to and click on the blue **Hour** button and double click on the template you want to load for that hour

[] to save an entire day as a template, click on the yellow **Day** button

[] to use this template, go to the day that you would like to load the template to and click on the blue **Day** button and double click on the template you want to load for that day

Copy and Paste

[] to copy and paste an hour: select the hour that you want to copy

[] click on the **Copy** button and click on **OK**

[] the **Copy** button will now flash the word **Paste**. Now click on the desired hours that you would like to paste the copied hour to

[] when you are done pasting, click on the flashing **Paste** button

[] to copy a day, select the day that you would like to copy

[] click on the **Copy** button and select **OK**. It will now flash **Paste**

[] click on the desired days to paste to. When you are done, click on the flashing **Paste** button

Quick Start Guide (continued)

Clear an Hour

[] right click on the **Clear** button to clear out an entire hour

Voice Tracking

[] click on the line in the schedule that you would like to place the voice track and click on **Voice** to begin the voice track
 [] click on the **Voice** button again to end the voice track. The voice track function uses the PC sound card and requires your microphone/console to be wired to your PC. You must also have the PC sound card selected as the Recording device.

Scheduling a Satellite Hour

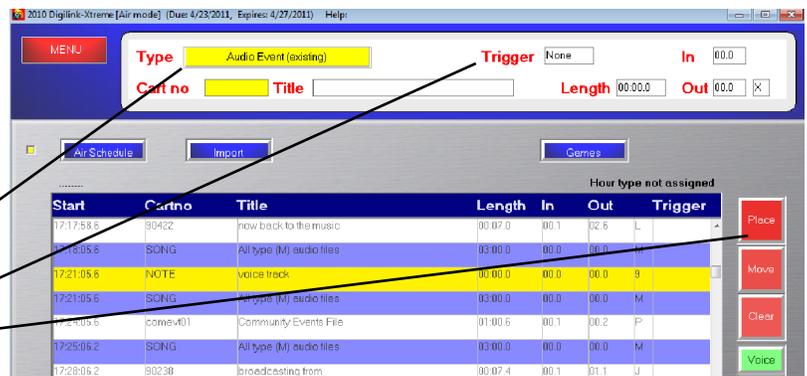
The following instructions are on how to do the different commands that are associated with a satellite hour. Every satellite clock/schedule is different and therefore requires a different setup with each individual situation. Please see the instruction manual for more information.

[] go to the Scheduler screen
 [] click on a day and hour that you want to schedule a satellite hour

Scheduling a Timed Break

A Timed Break is a command used at the beginning of most hours. It holds all files following the Timed Break in cue so that it does not play until a designated time. For example, if you had a Timed Break scheduled at 10am it will fade out what is playing at 10am and then start whatever is following the 10am Timed Break. To add a Timed Break to a schedule:

[] click the **Type** button
 [] select **Timed Break**
 [] enter in the time for the Timed Break to occur into the **Trigger** box
 [] click on the **Place** button



Scheduling a Secondary Source

Stations will often play a satellite source at the top and or bottom of each hour from a source other than the primary. For example, if a station is playing source 1 for the hour, but has a Fox News on source 3 that plays at the top and bottom of the hour; they will then setup a Source Switcher Event for those times. To schedule a source switcher event:

[] click the **Type** button, and select **Source Switcher Event**
 [] click in the **Cart no** button
 [] select the source channel that you want to play the audio from
 [] click on the **Length** text entry box
 [] using your keyboard, type in the time that you want to play the satellite source, and click on the **Place** button

Audio Event (not yet produced)

It is sometimes necessary to schedule an audio file that has not yet been added to the Library. This can be done with an **Audio Event (not yet produced)**. To schedule one of these:

[] click the **Type** button
 [] click on the menu item **Audio Event (not yet produced)**
 [] enter the **Cart #** associated with the number you would like to use as well as the title and run time(**length**)
 [] click the **Place** button

Audio Event (existing)

To add an audio file from the Library:

[] click the **Type** button, and select **Audio Event (Existing)**. Your Audio Library screen will be displayed
 [] click on an audio file that you would like to use and click on the **Place** button to add the audio file into the schedule

Floating Break

You will use a Floating Break command for every commercial break that you use. These Floating Breaks will wait to receive a closure during the designated variance time. If it receives a closure (signal from satellite receiver) to start the commercial break, then the break will play. To setup a Floating Break:

[] click the **Type** button, and select Floating Break
 [] (optional) replace the Title Floating Break, with the length of the break in seconds, i.e. 300

Quick Start Guide (continued)

[] enter in the start time by clicking in the box labeled Trigger and type in the start time. You want the Floating Break to start before the commercial break is scheduled to happen, usually 5 minutes before. The Floating break will wait from the start time until the end of the Variance time, as set in the Air Schedule for this hour. If the Satellite Network Trigger is not received by the end of the variance time, the break will be dropped and the next break will be loaded ready to play

[] click on the **Place** button

You will now want to add the spots for this commercial break after the Fbreak totaling the amount of time the commercial break is supposed to last

[] (optional) to check the total time of the Floating Break as scheduled, click on the Timed Break event

[] repeat these steps for every commercial break scheduled in the satellite clock

TYPICAL SATELLITE SCHEDULE:

Once the Air Schedule is setup for a satellite hour, typical schedules will require Floating Breaks and other events to be scheduled. To illustrate the process of scheduling a satellite hour, we will be using this example of a typical music hour clock. Every clock is different and will need to be scheduled properly in order to sound well.

The schedule for this clock would be typically setup with the following scheduled:

- 00:00 Timed Break
- 00:00 Local News Option (3:30 min length)
- 03:30 Spot (1:00 min length)
- 04:30 Spot (1:00 min length)
- 05:30 Spot (1:00 min length)
- 13:00 Floating Break (10 min variance)
- 13:00 Spot (1:00 min length)
- 14:00 Spot (1:00 min length)
- 15:00 Spot (1:00 min length)
- 23:00 Floating Break (10 min variance)
- 23:00 Spot (1:00 min length)
- 24:00 Spot (1:00 min length)
- 25:00 Spot (1:00 min length)
- 26:00 Weather File (:30 sec length)
- 35:00 Floating Break (10 min variance)
- 35:00 Spot (1:00 min length)
- 36:00 Spot (1:00 min length)
- 37:00 Spot (1:00 min length)
- 38:00 Spot (:30 sec length)
- 45:00 Floating Break (10 min variance)
- 45:00 Spot (1:00 min length)
- 46:00 Spot (1:00 min length)
- 47:00 Spot (1:00 min length)
- 48:00 Spot (:30 sec length)

Local News Option

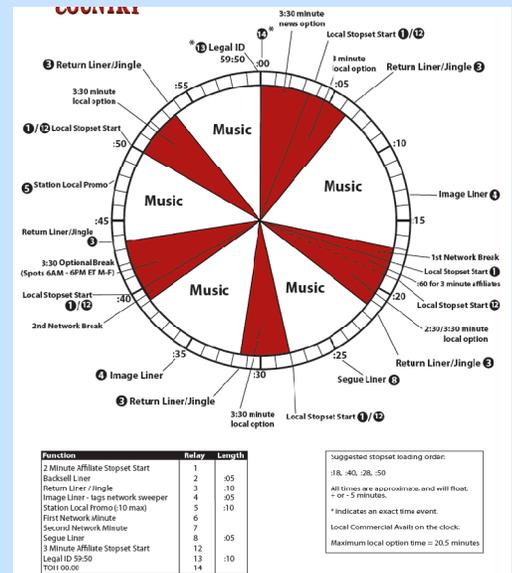
you can schedule this one of two ways: (1) source switcher event- this is if you have a satellite feed from a news source. (2) hard disk audio event.

Floating Breaks

floating breaks are always scheduled before the spotset break is supposed to take place. With this example, the first break is to start at 18 min past the hour. With a 10 min variance the floating break is scheduled 5 min before the start time, at 13:00 past the hour.

Note:

if wired properly, with appropriate audio in the correct Liner folders, then all liners and station ID will play automatically when triggered by the satellite company.



Another common element to a satellite hour is that it will have a Timed News report at the bottom of the hour. For that example, it would be scheduled something like this:

- 00:00 Timed Break
- 00:00 Local News Option (3:30 min length)
- 03:30 Spot (1:00 min length)
- 04:30 Spot (1:00 min length)
- 05:30 Spot (1:00 min length)
- 13:00 Floating Break (10 min variance)
- 13:00 Spot (1:00 min length)
- 14:00 Spot (1:00 min length)
- 15:00 Spot (1:00 min length)
- 30:00 Timed Break
- 30:00 Source Switcher Event (Fox News, 1:00 min length)
- 31:00 Spot (1:00 min length)
- 32:00 Spot (1:00 min length)
- 33:00 Spot (1:00 min length)
- 34:00 Spot (:30 sec length)

Start and Stop Satellite Mode

It is sometimes required to have only part of an hour as a satellite feed. One example is if only half an hour is to be a specific satellite feed. If you only need to produce the audio from a satellite source, then a **Source Switcher Event** would be used. If you require that that portion should receive closures for liners and commercial breaks, then a **Start Sat Mode / Stop Sat Mode** would be required. To use the Start and Stop Sat Mode:

[] add a **Timed Break** with the appropriate start time for the sat mode

[] click on the **Type** button

[] select **Start Satellite Mode**

[] select the **Source, Jock and Variance**, and click on **Place**

[] now add a **Timed Break** with the appropriate end time for the sat mode.

Adding a Stop Sat Mode is required for every scenario

[] click on the **Type** button and select **Stop Satellite Mode**

[] click on **Place** to add the **Stop Sat Mode** to the schedule. **Even if the next hour is a satellite hour, it is required to have a stop sat mode if there is a start sat mode**

Quick Start Guide (continued)

Scheduling the Music Hour

The following instructions are on how to do the different commands that are associated with a music hour. Every music schedule is different and therefore requires a different setup with each individual situation. You will typically want to generate a generic template for a music hour. Please see the Music Template application note found on the web for more information: <http://www.arrakis-systems.com/ftp/pub/Automation/Training/Scheduling%20-%20Music%20Template.pdf>

- [] go to the Library screen
- [] select the day and hour that you would like to schedule

Scheduling a Timed Drop

You **MUST** schedule a Timed Drop at the top of every hour. The timed drop keeps your schedule on task. To schedule a Timed Drop:

- [] click on the **Type** button and select **DROP**
- [] enter in the time for the Timed Drop to occur into the **Trigger** box
- [] click on the **Place** button to add it to the schedule

Audio Event (existing)

- [] click the **Type** button, and select **Audio Event (Existing)**. Your Audio Library screen will be displayed
- [] click on an audio file that you would like to use and click on the **Place** button to put the audio file into the schedule

Scheduling a Live Hour

Stations will often schedule what will play in live hours in order to assist the Live operator. This may include audio such as Spots, News, Music, Liners, ect. It may also include a command such as **Manual Break** (BREAK, Stopset Break). These are some common commands and actions used for Live hours:

Scheduling a Manual Break

Manual Breaks are used to stop the automation for the user to speak and then start the automation up again. To add a **Manual Break**:

- [] click on the **Type** button and select **Manual Break**
- [] click on the **Place** button to add it to the schedule

Adding a NOTE

It is sometimes necessary to add a note to the playlist. This can cue the live operator to perform a task. To add a note to the schedule:

- [] click the **Type** button, and select **Note**
- [] add the desired note to the **Title** box

A Live hour may resemble something of this nature:

```
00:00 Timed Break
00:00 Fox News (3:30 min length)
03:30 Manual Break (Stopset Break)
03:30 Note (Announce Local News)
03:30 Manual Break (Stopset Break)
03:30 Spot (1:00 min length)
04:30 Spot (1:00 min length)
05:30 Spot (1:00 min length)
06:30 Manual Break (Stopset Break)
06:30 Spot (1:00 min length)
07:30 Spot (1:00 min length)
08:30 Spot (1:00 min length)
09:30 Liner (:10 sec length)
```

Quick Start Guide (continued)

Importing a Third Party Schedule

Importing a Traffic File

The Digilink-Xtreme has the ability to import third party traffic files from other programs such as Natural Log. Once you have generated the traffic file, follow these next steps:

- [] open up the Scheduler screen
- [] click on the **Import** button
- [] click on the **Find File to Import** button
- [] double click on the traffic file created from your third party software
- [] click on **Assign to Traffic**

Importing a Music Schedule

The Digilink-Xtreme is capable of importing a third party music schedule file. When it performs this process, it will use your traffic file and fill in the gaps with the music scheduled in your music schedule file. To do this:

- [] import your traffic file (steps listed above)
- [] in the **Importer** screen, click on **Find File to Import**
- [] double click on the music schedule file created from your third party software
- [] click on **Merge Auto-music**, this will merge the traffic file with your music schedule

NOTE: your music schedule should only contain songs or music categories in the schedule. All commands, such as Timed Break, should be added in your Traffic File, not in the music schedule file.

When importing a traffic file it is important to know how to schedule different commands using your traffic software. The Xtreme recognizes specific cart numbers for different commands. It will always import your schedule based on the cart numbers assigned in the Xtreme. These are:

<u>Command:</u>	<u>Cart Number used in traffic software:</u>	<u>Note:</u>
Timed Break	TBREAK or TBRK	
Floating Break	FBREAK or FBRK	
Manual Break	BREAK or BRK	
Timed Drop	DROP	
Source Switcher Event	SOURCE1	This example is for a source 1
Start Sat Mode	SAT02 01	This example is for source 1, jock 2
Stop Sat Mode	SAT STOP	
NOTE	NOTE	Enter the note into the Title section
Song Category	SONG1	This example is for a category 1 song for music
End Game	END GAME	

NOTE: the most common reason traffic files don't import is because they are saved as an improper format from the traffic software. Make sure it is saved in the Digilink-Xtreme format. See the instruction manual for more information.

Section 9: Logs Screen

How to use the Logs Screen

The purpose of this section is to familiarize yourself with the Logs screen. Please see the instruction manual for more information.

Spot Log

To create a spot log:

- [] go to the Logs screen
- [] click on the Spot Log tab
- [] highlight the desired section from the Spot Log and click on the **View Selection** button
- [] click on **Export Selection**
- [] enter a **File name:** and save the text file to a desired location. This text file will be used to reconcile with your traffic software.

Create BMI Report

To create a BMI report:

- [] click on the **Create BMI Report** button at the bottom of the Log screen
- [] select a **Start date** and an **End date**
- [] click on **Save Report to File**, enter a **File name:** and save the text file to a desired location. This will create a text file to send to BMI

Quick Start Guide (continued)

Section 10: Games

Scheduling a Game Event

The following instructions explain how to schedule a game/sporting event in the Digilink-Xtreme. The first thing you will want to do is create a Game schedule with the commercial breaks that will be played. To do this:

[] go to the **On Air** screen

[] click on the **Games** tab on the right side

You will add your commercial breaks onto this screen in the same pattern as a Live hour with manual breaks:

[] you can add a Break command by clicking on the **Break** button on the bottom of the screen. You can add spots by clicking on the **Carts** button which will open the Library screen, select a file and then click on the **Add** button

[] once the schedule is complete, you may click on the **Save** button

[] you will need to save it in the format: SOURCE00-MO-DAY-YR-HR
For example, if you want to save the game so that it will play on Source 6 on December 31st, 2014 at 7:15pm, you would save the file as: SOURCE06-12-31-14-19

Even if the game starts at 7:15pm, the file name for the game file should be SOURCE06-12-31-14-19,

NOT SOURCE06-12-31-14-1915

[] go to the Scheduler screen and go to the day and hour the game is to begin

[] add a Source Switcher Event into the playlist at the exact time the game is to start. You will want to select the audio source/channel that the game is supposed to play on and give it a 1 second length

For the previous example you would:

- 1) go to Wednesday at 7pm
- 2) add a Timed Break at 7:15pm
- 3) add a Source Switcher event for source 6, with a 1 second length at 7:15pm

[] schedule a regular automation schedule behind the Source Switcher Event for the duration of the program so that if a rain delay occurs it will go to the automation running in the background

[] all liners and station ID's will be drawn from the Jock 20 folder which can be found by going into the C: drive, the Arrakis folder, the Xtreme folder and then finally the Liners folder

[] the games will be controlled from Logic commands sent from the satellite source, such as Commercial Breaks, Liners, ID's, and the End Game command.

Ending the Game

There are a couple different ways to end a game:

- 1) *Manually end a game:* click on the **STOP** button
- 2) *Satellite receiver sends a closure (command) to end the game:* this is done by wiring the satellite receiver closure to pin 8 of the sat logic connection. More information may be found in the instruction manual
- 3) *Schedule an End Game command:* you may schedule an End Game command at the end of your playlist schedule by clicking on **End** and adding it to your game playlist. This will end the game and send the program back to normal automation when the final commercial break has played.
- 4) *Schedule an End Game command in the Scheduler:* you may schedule a game to end at a specific time by adding an End Game command on the Scheduler screen. Go to the scheduler screen, click on the **Type** button and select **End Game**. Add the end game at the desired time. When the End Game command is reached in the schedule, the game will end and go back to normal automation.

Live Operation of the Games Feature

AUTO	GAME	BREAK	NEXT	STOP
click to send back to automation and play from the playlist	click to begin the game manually	click to start the next commercial break	click to skip to the next audio file	click to end the game and send back to automation



End
click to add an End Game Command to the playlist