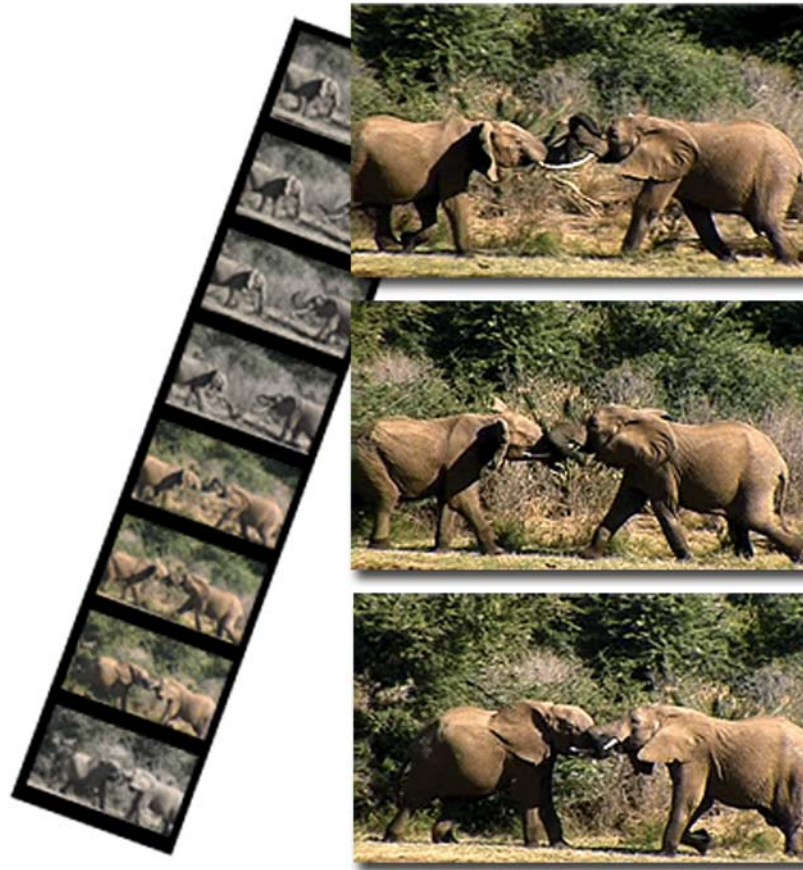


## Capture Suite 2



## User Guide



# **Notices: Legal, Regulatory, and Safety**

## **LEGAL**

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---

## Regulations

### Environmental Precaution



Focus Enhancements, a Vitec Company  
1370 Dell Avenue  
Campbell, CA. 95008

Model Number: Capture Suite 2

Date of Manufacture:  
Reference the application's Help page.

## Documentation

### Symbols



This symbol Indicates Important Information about conditions or actions that might damage data.



#### Useful Information

This symbol indicates information that the User will find helpful.

### Read, Retain, and Follow Instructions

All the safety and operating instructions should be read before the product is operated.

- **Retain Documentation**  
Place documentation in a secure place for future reference on operating and safety instructions.
- **Follow All Operating and Safety Instructions**
- **Pay Attention to All Warnings**  
Warnings are provided to protect the operator, the equipment, and content.



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The Capture Suite 2 (CS2) interfaces with ProxSys Media Servers to provide the capability of capturing, integrating, and archiving multimedia content during production.



**USB Software Key (Dongle)**

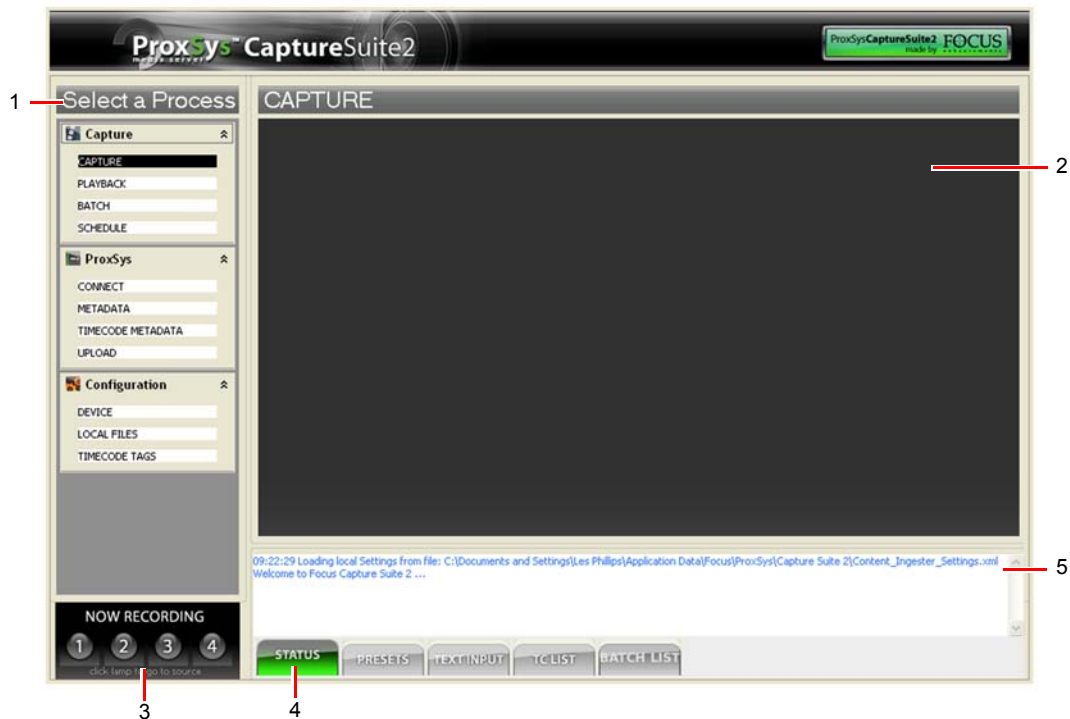
Capture Suite 2 requires the installation of its USB software key in a USB port on the client computer using the capture application.

Capture Suite 2 can:

- Simultaneously capture content from one to four independent video channels.  
Each channel has its own controls and settings which includes Start and Stop and compression rate.
- DV, HDV and MMC-5HD sources can be used simultaneously and mixed.
- View content on a channel during the capture process.
- Assign project appropriate metadata to the content.
- Playback content on a channel, once the capture is complete.
- Upload content directly to a specific project folder on the ProxSys Media Server with no intermediary steps.
- Automate the capturing process by creating a capture schedule.

The result is captured content that is immediately available through the ProxSys Media Server's management and search functions.

## User Interface



### 1. Process List

List of processes -- **Capture**, **ProxSys**, and **Configuration** -- and their options. Clicking on a process option displays the option's parameters in the Process Workspace.

### 2. Process Workspace

### 3. Recording Lamps

CS2 can simultaneously capture video from up to four sources: 2 HD or 4 SD. Each source requires its own capture card, such as the Focus MMC-5HD. A lighted recording lamp indicates that the source is active and being recording.

### 4. Tabs

Each tab is related to a specific Process option.

**STATUS** - system and process status messages.

**PRESETS** - use this tab during:

- Configuration to set the values of the **Timecode Function** keys,
- Capture display preset **Timecode Function** keys and assign preset timecode metadata values,

**TEXT INPUT** - displays fields for which the User can define the values.

**TC LIST** - displays list of project specific Timecode-based metadata fields.

**BATCH LIST** - displays list of files ready for batch processing.

### 5. System and Status Messages

Click on the **STATUS** tab to display status of CS2 connection to ProxSys Media Server and active CS2 processes.

---

## Workflow

### Install Software and Connect Video Sources

This is an administrative step that only needs to be done once.

1. Install software and USB software key on the ingest PC.
2. Install driver for MMC-5HD if a MMC-5HD card is installed.
3. Connect a DV and/or HDV source if used.

### Configure

This is an administrative step and depending on how often capture parameters change, may be necessary only during the initial configuration of CS2.

1. Start the **Capture Suite 2 Configure** application.
2. In the **ProxSys** Process list, select the **Connect** option.  
The following settings are for connecting to the ProxSys Media Server and uploading files.
  - a. Enter the server's **IP address** and login **Username** and **Password**.
  - b. Select the **Project** folder on the ProxSys server that will receive the captured video.  
Each Project has a set of metadata tags associated with it. Selecting a project determines which metadata fields are assigned to videos when captured and uploaded to the media server.
3. Select the ProxSys **Metadata** option and enter the default metadata values that should be assigned to the uploaded files.
4. Go to the **Configuration** Process list.  
These parameters apply to the video source and the capture files.
  - a. Enter the **Device** settings. These define the **Source** of the video and the video type captured.
  - b. Enter the **Local Files** parameters: captured video **Output** path and filename.
  - c. Use the **Timecode Tags** to enter Preset values for the **Timecode Tags**. These values may be applied using function buttons.
5. Return to the **ProxSys** Process list and select the **Timecode Metadata** fields to assign to the captured video. Values that are not assigned are not uploaded to the ProxSys media server.

### Capture

1. Select the Process **Capture**.
2. Select **Presets** from the lower tabs.
3. Select your input source in the upper tabs.
4. Press the record button.
5. Click on a preset button to create timecode based metadata.
6. Click on a function key to create timecode based metadata.
7. Go to **Timecode List** to check your timecode based metadata entries.
8. Go to **Capture** and press **Stop**.

9. Go to **ProxSys** Process options.

10. Upload.

There are two options:

- a. If **Upload Automatically** is set, the CS2 starts the upload. To verify that the upload is running, In Upload check if your upload is running if ‘Upload Automatically’ is selected or
- b. Manually start upload by clicking on **Upload**.

## Recording

In the lower left corner of the CS2 window are four **Now Recording** lamps.

- When a source is recording, its lamp is on.
- To display the source’s recording window, click on its lamp.

## Installation

### Minimum System Requirements for Focus Capture Suite 2

- Pentium 4, 2.8GHz
- 1GB Memory
- Additional SATA HDD, 8MB Cache, 7200UPM, used only for video recordings

### Remove Previous Versions of Capture Suite

Before installing Capture Suite 2 it is necessary to remove any earlier version of Focus Capture Suite that may be installed.

### Install CS2

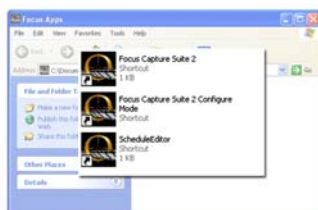
Install CS2 on an ingest station or the ProxSys media server.

#### PC Logon As Administrator

To access all of the CS2's functionality, it is necessary to logon to the host as the Administrator.

1. Copy the CS2 application file **Focus Capture Suite 2 Installer** from the Capture Suite 2 CD to the host computer. The CS2 package includes a USB software key.
2. Close any other open applications.
3. Plug in CS2 software key (dongle) in an open USB port on the client computer.
4. Click on the installer file to start setup.
5. Follow the instructions of the Installation Wizard.

After installation, three CS2 shortcuts appear on the host system's desktop.



- **Focus Capture Suite 2**
- **Focus Capture Suite 2 Configure Mode**
- **Schedule**

### **Install MMC-5 HD Capture Card Driver**

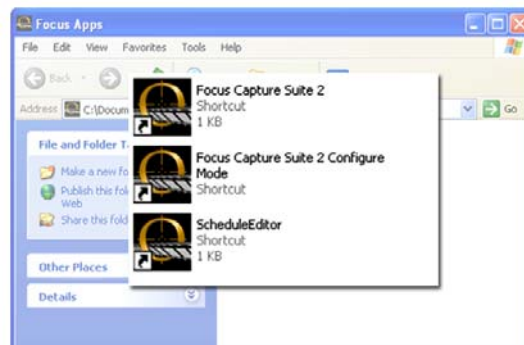
If a MMC-5HD capture card is installed in the ingest station, it is necessary to install it's driver now.

### **Connect DV and/or HDV Sources**

Connect DV and HDV sources to the ingest station.

# Configuration

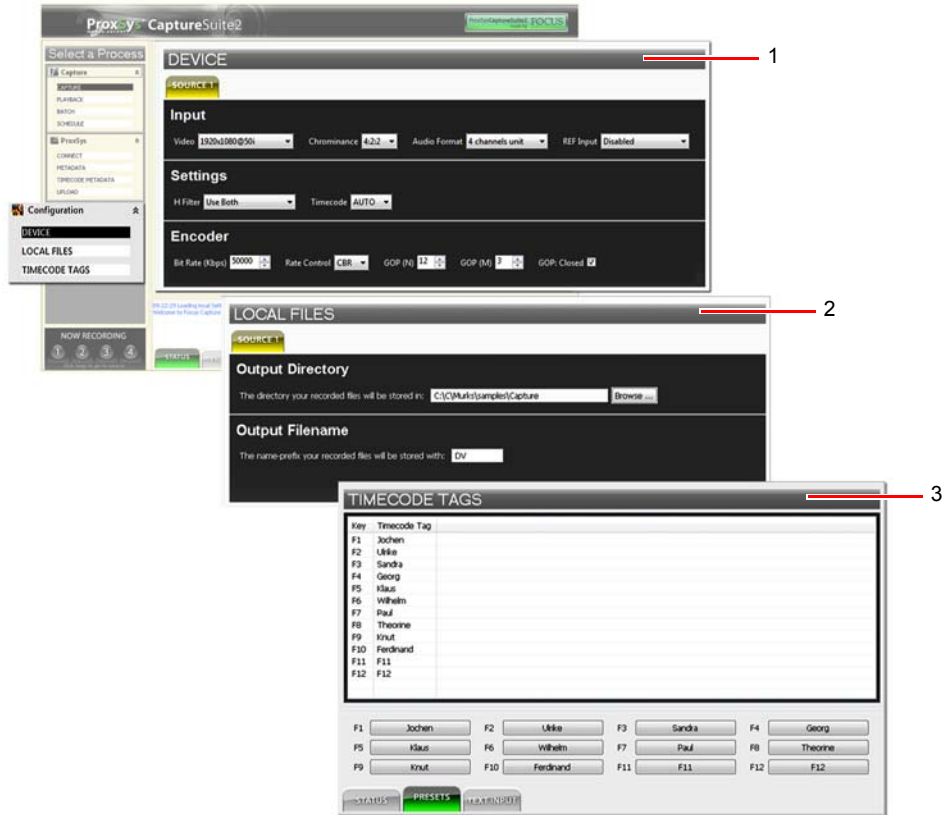
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After installation there are three CS2 shortcuts on the computer's desktop:

- **Focus Capture Suite 2**  
Accesses controls for recording video and connecting to a ProxSys media server.
- **Focus Capture Suite 2 Configure Mode**  
Provides access to controls for configuring the CS2 application, recording video and connecting to a ProxSys media server.
- **ScheduleEditor**  
Accesses a utility for creating schedules for automatically capturing video at a future date and time.

Depending on the type of work environment, the system administrator has the ability to determine which CS2 shortcuts are displayed on the computer desktop. For example, in a lab or university where CS2 is installed on a station where the settings will not change and it is used by numerous people. To keep the User from changing CS2 configuration, the Administrator deletes the **Focus Capture Suite 2 Configure Mode** shortcut after configuration is completed.



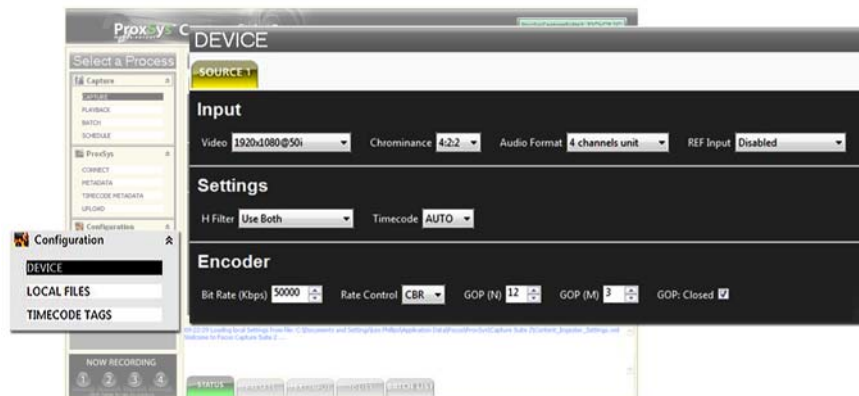
1. Set **Device** parameters.

For **DV** or **HDV** Capture, nothing needs to be configured.

- DV or HDV sources must be connected to the PC and detected properly prior to opening the software. New sources added during runtime will not be detected.
- CS2 supports up to 4 sources: 2 HD or 4 SD.
- Each DV or HDV source must have its own capture card.
- DV, HDV and MMC-5HD Capture Card sources can be used simultaneously and mixed.

For **MMC-5HD** cards set:

- **Video**  
Video input is not detected automatically and selection must be done manually.
- **Compression**



- 
2. Use the **Local Files** option to select the target directory to receive capture files and the file prefix to attach to the capture file.

The file ending is created automatically.

| Source  | File Type (extension) |
|---------|-----------------------|
| DV      | AVI Type 2            |
| HDV     | M2T                   |
| MMC-5HD | MPG                   |

The format of the generated files is **Prefix yyyy\_mm\_dd-hh\_mm\_ss-devX.xxx**

For example: if a DV source is connected and has the settings as illustrated earlier, the filename is: **DV 2009\_30\_04-10\_32\_45-dev0.avi**.

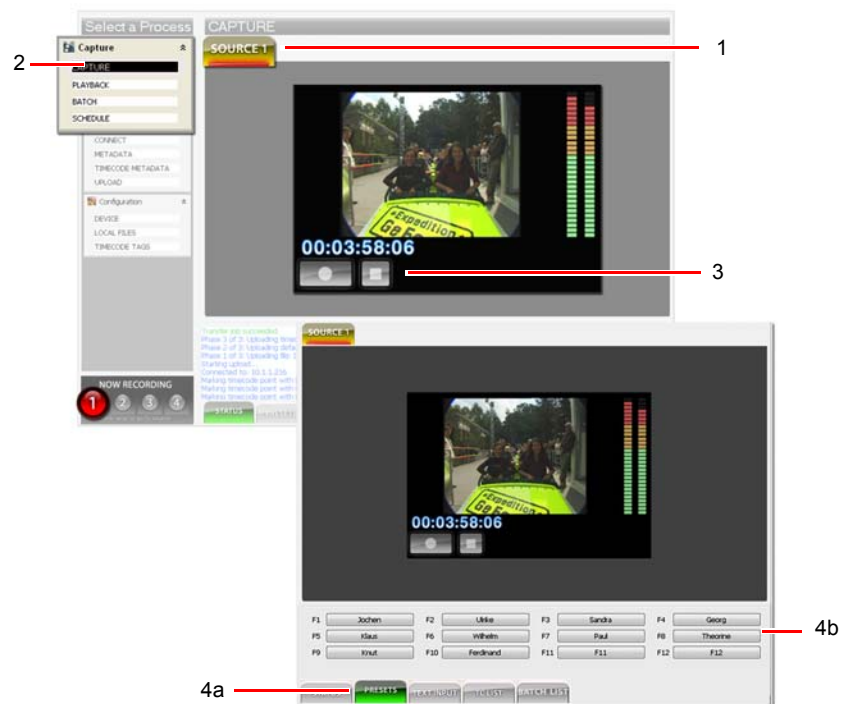
3. Set the names for the **Timecode Tags** buttons.

To display the Timecode tag preset buttons, select the tab **Presets**.

Use **Timecode Tags** to preset the values of the **Timecode** function keys.



# Capturing Video

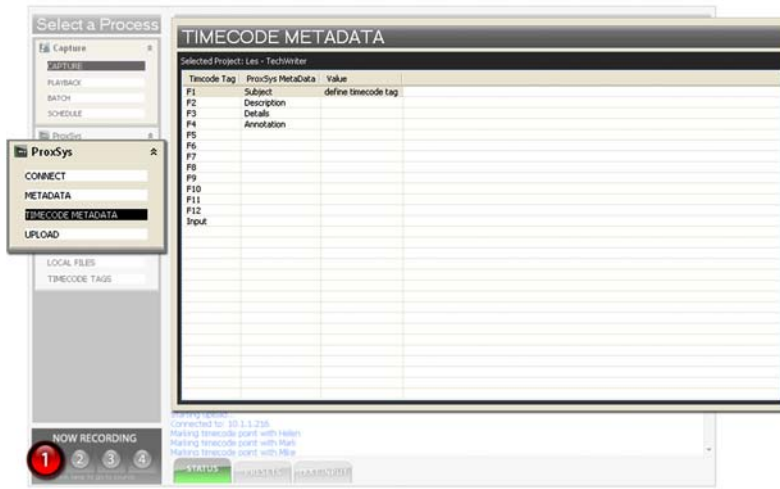


To capture a video source:

1. Select which source to capture by clicking on its tab.
2. Click on the **Capture** option in the Capture process menu.  
The source viewer displays the video stream.
3. Click on the Start and Stop buttons to control the capture.  
When actively capturing the video stream, the **Source Tab** turns red.  
If the source has a valid timecode, it is displayed. Later, when the capture file is uploaded to the ProxSys media server, the timecode is uploaded too.
4. Set timecode-based metadata.  
It is possible to assign timecode-based metadata to the video as it is captured. The type of metadata depends on the metadata available from the target project on the ProxSys media server. This is preset during configuration.
  - a. Click on the **Presets** tab to display timecode-based metadata keys.
  - b. While capturing video, click on the appropriate metadata keys to assign the data indicated by the keys' tags.



During the capture procedure it is possible to display the values of the preset timecode-based metadata values by clicking on **Timecode Tags** in the **ProxSys** process menu.





It is possible to review any file captured by CS2 using the **Playback** function.

Features of Playback include:

- Standard VTR controls for playback.
- Access to the capture file's timecode-based metadata, including the correct timecode, during playback.
- Ability to jump to timecode-based metadata by selecting the metadata entry in the **TC** list and clicking on the **>Goto** button.
- Fullscreen display mode.

## Playback Functions

### Load and Play File

1. Click on the **Load File** button.
2. Locate and select the capture file using the browser window.
3. Play file using the VTR controls.

### Jump to Timecode-based Metadata Markers

To jump to timecode-based metadata markers in the file:

1. From the list, select the timecode-based metadata tag to jump to.
2. Click the **>Goto** button.  
Playback viewer displays the location of the metadata marker.

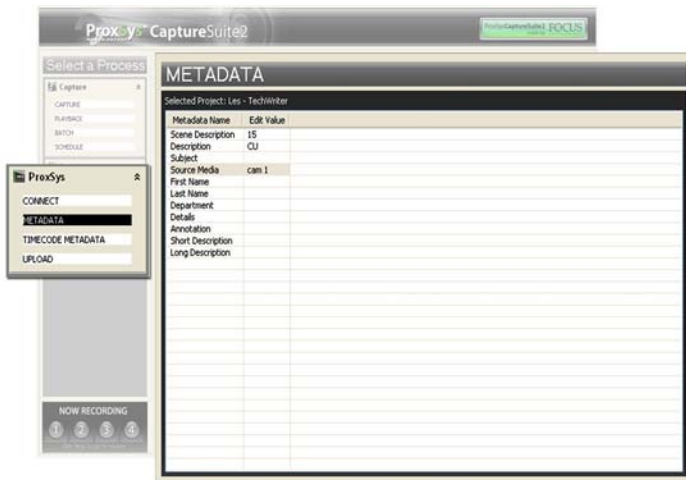
### Add, Change or Delete Timecode-based Metadata

Changes to metadata should be done before uploading the capture file to the ProxSys media server.

#### Adding

To add new metadata to the capture file it is necessary that the tag be available in the metadata set supplied by the project folder on the ProxSys media server. To add a new metadata tag to the capture file:

1. Configure the new metadata tag. This involves:
  - Setting the names for the Timecode Tag's button.  
To display the Timecode tag preset buttons, select the tab Presets, see Step 3, **Configuration** on page 7.
  - Setting the metadata value.  
Click in the **Metadata** button in the **ProxSys** menu to display a list of metadata tags and their values. Add the new value in the metadata tag's field.



2. Insert the metadata tag, if it is timecode-based, see Step 4, **Capturing Video** on page 11.

### **Changing**

Click in the **Metadata** button in the **ProxSys** menu to display a list of metadata tags and their values.

Change the value in the metadata tag's field.

### **Deleting**

Jump to the metadata tag to delete.

Click on **Delete Metadata** button to remove.



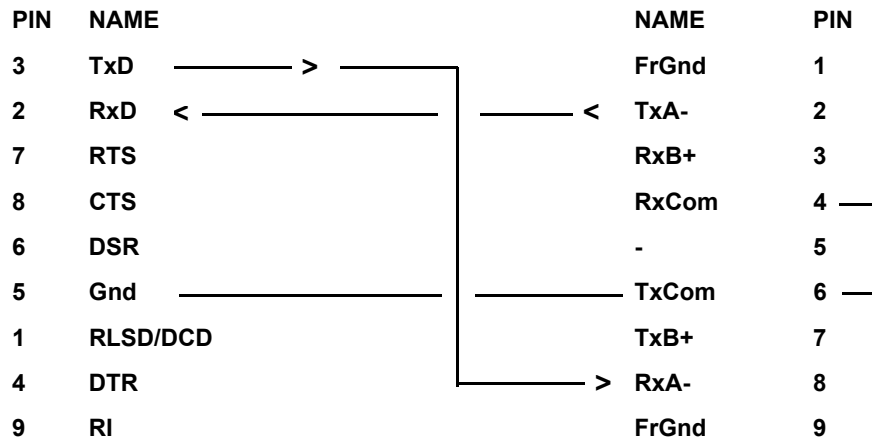
## Port Configuration

In the device settings for the MMC-5HD board there is a serial port selection, that must be set. This port is used to control a 9-pin deck via RS-422.

### RS232 to RS-422 Converter

A RS-232 to RS-422 converter is needed to connect a 9-pin cable to the media server's serial port.

#### Pinout for Cable Adapter



## GUI Description



1. Batch function selection
2. Tab to show batch execution list
3. Start batch execution button
4. Batch process status information
5. VTR control functions
6. Mark-In
7. Mark-Out
8. Variable speed slider
9. Mark-In timecode display
10. Mark-Out timecode display
11. Goto Button to Mark-In position
12. Goto Button to Mark-Out position
13. Scene duration display
14. Add to Batchlist Button. The scene will be visible in the list below
15. Delete Batch Entry to delete an entry from the list, which is selected
16. Delete Metadata to delete a metadata entry from the TC List, which is selected
17. Selector tab for the timecode based metadata entries

## Workflow



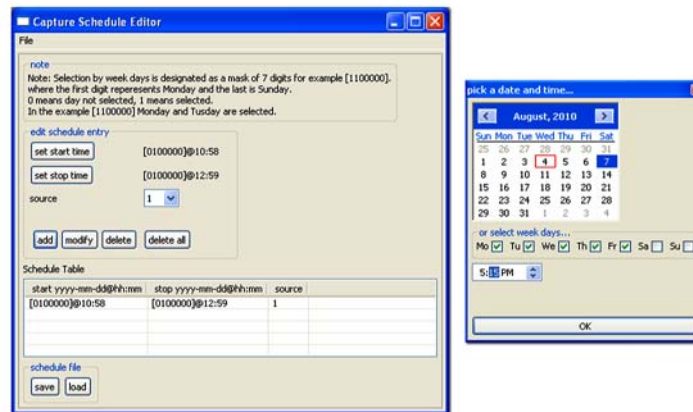
1. Select Batch as Process
2. Use the VTR controls to go to the start of the scene you like to ingest
3. Click on Mark-In to set the start point of a scene. This can be modified prior to adding the scene to the batch list
4. At the end of the scene press the Mark-Out button
5. Click add to batch list to store the scene in the batch list
6. Execute the batch digitizing

It is possible to set timecode-based Metadata during the selection of the scenes. The timecode of the metadata entry is entered into the TC List. After digitizing, the entries are uploaded to the content on the server as timecode-based metadata.



The ScheduleEditor provides the ability to create, save and load capture schedules for one or all sources. ScheduleEditor must be active for CS2 to use the schedules.

## Creating and Managing Schedules

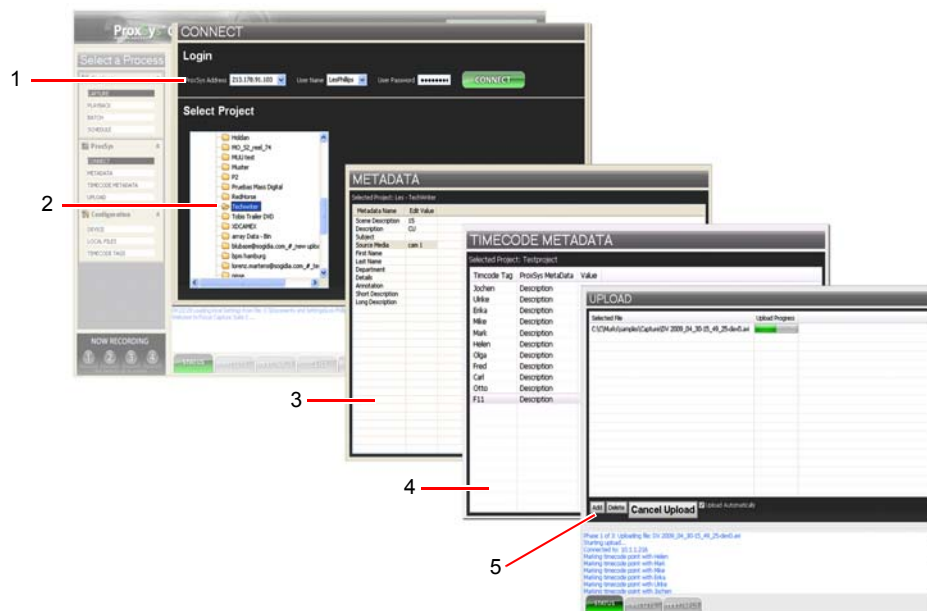


1. Start **ScheduleEditor**.
2. Set **Start** and **Stop** dates and times.
  - a. Click **set start time** to display calendar/time dialog box.
  - b. Select capture as a single or recurring event.  
Select a date in the calendar for a single event.  
Select specific days of the week if capture is recurring.
  - c. Set time of capture.
  - d. Click OK to finish setting Start or Stop.
5. Select **Source** of video.  
It is possible to pick a particular source or **All**.
6. Click **Add** to place capture in schedule queue.
7. Repeat steps 2 through 4 until capture schedule is complete.
8. Click **Save** to save schedule to hard drive.

## Loading a Saved Schedule

Click on the **Load** button to display a file browser, then locate and select the schedule file. It appears in the Schedule queue.





1. Connect to the ProxSys media server that will receive the upload.
2. Select the project where the uploaded content is to go.
3. Set the default metadata (non-timecode-based) that will be assigned with every capture and upload process.
4. Select the ProxSys metadata fields that will receive the CS2 timecode-based metadata values. If the fields have no values, the entries will be ignored during the upload to ProxSys.
5. Upload.

There are two types of upload: automatic and manual.

If the checkbox **Upload Automatically** is set, CS2 uploads each captured file directly after capturing.

If the **Upload Automatically** is not set and you are not connected to a ProxSys server during capturing, the captured files are written into the list for future upload. Later, it is possible to connect to the ProxSys server and select the captures from the upload list to upload.

Files with the same filename are overwritten on the ProxSys server by the latest version uploaded.

## **CS2 Versions**

To check the version of CS2, right click on the exe file in the program folder to display file properties and application version.

## **Additional Info**

When the Capture Suite2 is active, a small tray icon appears on the computer's Windows desktop. This is a part of the software. If you have closed the software and you still have this tray icon, please wait a minute until it disappears before you relaunch the software.



