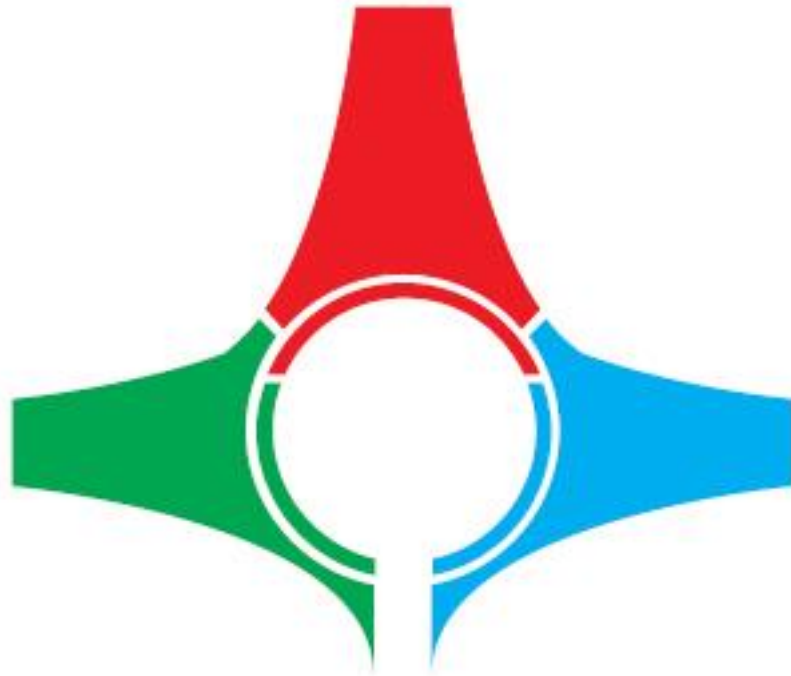


# Easy Ingest



## User's Manual

Current Software Version  
*/4.4.7.0/*

This manual explains in detail all functionalities of the Easy Ingest broadcasting solution.

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Please, address your comments or questions to:

DEVTEK Bilisim Elektronik San Tic Ltd.  
Kaptanpaşa M Piyalepaşa B Famas Plaza  
B Blok K15 N105-108 Okmeydanı ISTANBUL  
Tel +90 212 582 2307  
Fax + 90 212 582 9395  
[info@easymediasuite.com](mailto:info@easymediasuite.com)  
[www.easymediasuite.com](http://www.easymediasuite.com)

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## Preface

Dear customer,

Thank you for purchasing our product! Easy Ingest is a broadcast quality encoding and streaming solution that records or streams the image from an A/V source in real-time with high-resolution and high-quality. In addition to the live video ingest, it records and re-streams any media file and performs A/V streaming in any resolution and format.

As always, we are trying to stay close to our customers' needs, making sure they all receive adequate support and satisfaction. Your opinion about our product is an exceptionally valuable source of information for us. The ease of working with our products results mainly from the suggestions and comments of our current respected customers.

This manual is structured into several sequential chapters, each aiming to ease the installation, fine tuning, and use of our software. We hope that you will enjoy working with it, and we are anxiously looking forward to receiving your feedback.

Please, send your questions, suggestions, and assistance requests to:

[support@easymediasuite.com](mailto:support@easymediasuite.com)

General feedback:

[info@easymediasuite.com](mailto:info@easymediasuite.com)

## Style Conventions

- File names, software, documents or terms are written in *italics*

Direct quotations from the computer screen are presented as follows:

↻ **Menu Items and commands**

↻ **Tab/Page names**

↻ *Field names, check boxes*

↻ **Buttons**

↻ Screen readings are written in **[square brackets]**

↻ **The keyboard keys are enclosed in < > signs**

- The arrows, used in setting procedures mean as follows:

↻ → A menu item follows;

↻ ⇨ A page(tab) name follows;

↻ → A field name, a check box name or a value name follows.

**Except for arrows, you can distinguish between the relevant menu categories also by the styles, listed above.**

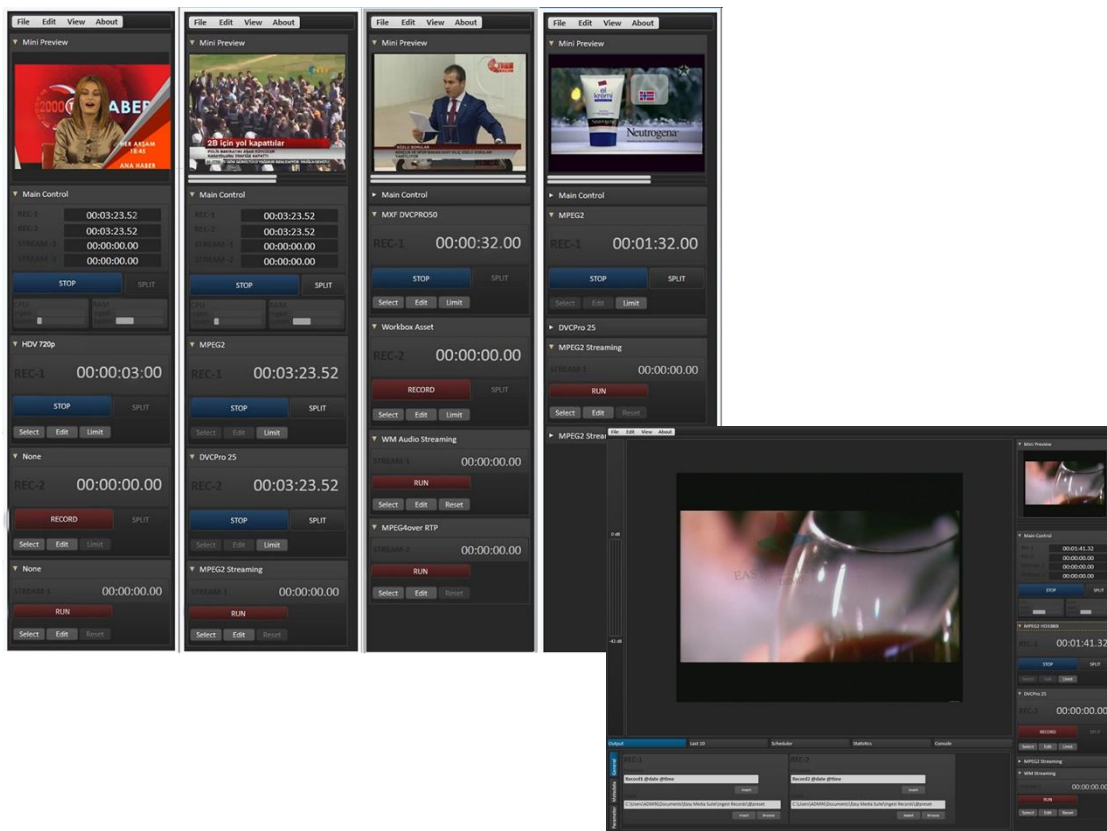
A **NOTE** provides important information, recommendations, reminders and suggestions

The **CAUTION** box indicates potentially dangerous operations.

# Overview of Easy Ingest

## I. Introduction

Easy Ingest is a broadcast quality encoding and streaming solution that records or streams the image from an A/V source in real-time with high-resolution and high-quality. In addition to the live video ingest, it records and re-streams any media file and performs A/V streaming in any resolution and format.



### Multiple Source and Format Selection

You are able to run multiple Easy Ingest modules in one workstation simultaneously. The Easy Ingest workstation provides possibilities for capturing a signal from wide array of inputs such as SDI, Analog Component or Composite. Input streams or video files can be used

separately or simultaneously as a source. All sources can be recorded and streamed to Internet in different formats and resolutions. Upscaling or downscaling operations can be done automatically and each source can be controlled separately.

### **Re-streaming.**

Easy Ingest provides opportunity for re-streaming of a stream, to a Flash Media Server, Wowza Server or a Windows Media Server, MPEG2 Transport Streams over UDP, TCP or RTP protocols.

### **Common File Format Options with SD&HD Resolutions**

HD MPEG 422, SD MPEG 422 HP@HL, SD MPEG MP@ML 420, AVCHD Intra 50, AVCHD Intra 100, XDCam MPEG IMX 30-40-50 Mbit MXF, WMV, H264, MPEG4, MPEG1, MPEG2, VC1, VC3, DNXHD, H264 Proxy, WMV Proxy, H264 iPhone, H264 iPad, H264 Flash, H264 Silverlight, DV, DVCPro25, DVCPro50, DVCPro100, NTSC, PAL, HD 1080i, HD1080p, HD720p, HD720i.

### **Scheduled Recording and Streaming**

Easy Ingest provides options for schedule creation for each record and streaming format separately. Different file paths and file names can be defined for each scheduled record. Various streaming formats can be set for each schedule of a stream.

### **Automated File Transfer and Removal**

After ingesting, the already captured files can be transferred automatically to one or more network drive(s). All media files can be automatically deleted according to predefined criteria and time interval.

### **Running Script, Third-Party Software Integration**

The files and the streams recorded by Easy Ingest can be integrated with other systems. It allows certain predefined media content parameters to be transferred to third-party applications. Easy Ingest



can export XML files containing parametric metadata.

### **Remote Access and Control**

The Easy Ingest workstation can be controlled by Easy Ingest Monitoring software over network. It allows basic control operations, such as Start, Stop, Split. Easy Ingest performs a real-time monitoring of the source media content.

### **Frame Rate, Aspect Ratio, Resolution**

Easy Ingest helps you to convert your media files, streams or live input signals in any aspect ratio, frame rate and resolution.

### **Pre-Record**

Easy Ingest provides capturing delay compensation option, developed for manual operation. The buffer duration can be set as 1 second (minimum) or up to 5 seconds (maximum).

### **Time & Date Overlay**

Easy Ingest overlays time and date, separately on each recorded file or stream for different purposes.

### **Easy WorkBox Integration**

Easy Ingest has integration with Easy Workbox, a media asset management solution. Operation facility is the most powerful side of it: its installation, management and usage is very easy and web browser based. Each source can be automatically integrated with the Easy Workbox. This module provides various options, such as low-resolution video monitoring and metadata description. It comes with powerful searching engine. All searching results can be sent as SD/HD or other resolution and format to any destination.

### **Other Features**

- User-friendly interface

- Customizable user interface
- Previewing of the last 10 media records
- Recalling of the last user interface settings
- System and software status indicators
- Log records
- Help console

## II. Technical support

General support is available from the Easy Media Suite web site by using the following URL:

<http://www.easymediasuite.com/>.

By clicking on **TechSupport** on the web site and open a ticket concerning the relevant problem.

### II.1. Phone support

Easy Media Suite provides 24/7 phone support.

### II.2. On-site support

Easy Media Suite provides on-site support as needed either during a project launch phase or in case the problem can't be resolved over the phone.

### II.3. Remote access

Easy Media Suite provides remote support over Virtual Private Network for its customers. Upgrades, system configuration or log management may be handled via VPN.

# Easy Ingest

## I. GETTING STARTED

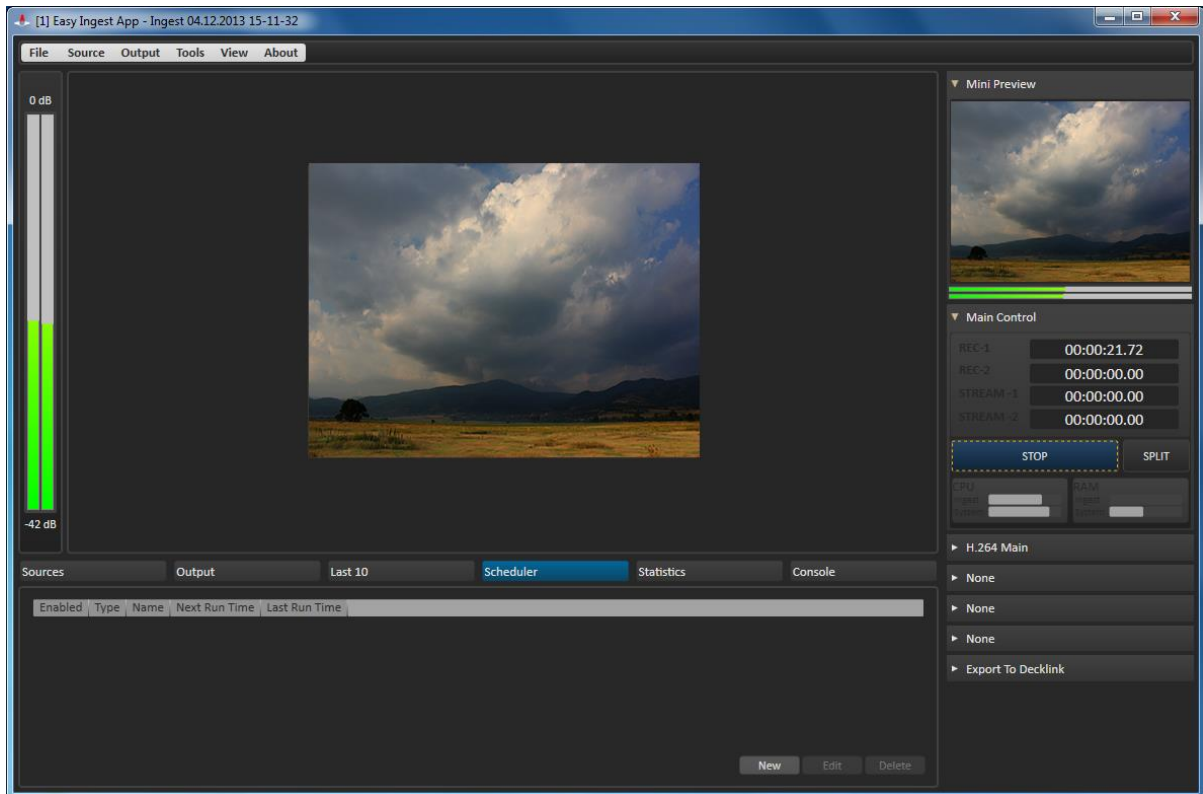
### I.1. Quick Start

- ☞ Verify all connections and start the workstation;
- ☞ Launch Easy Ingest, the **Easy Ingest Projects window** opens up;
- ☞ To create and save a new Ingest project, press the **New** button (each project file contains predefined encoding settings);
- ☞ Use the **Source type** drop-down list to specify a source for ingesting (Select **ST Device** to specify the hardware board for capturing, Select **ST Network Stream** if you would like to capture a stream coming over the network, or, select **ST File**);
- ☞ **Press the Open button;**
- ☞ Go to the right panel and press the **Select** button to create an ingesting preset for Rec-1 or Rec-2;
- ☞ Chose the desired format for capturing;
- ☞ After you are done with the settings, press the Apply button;
- ☞ Press the Record button.

Congratulations! You have just launched your first ingest session!

## II. USER INTERFACE

The Easy Ingest graphical user interface is divided to several areas: *Menu bar*, *Preview*, *Right panel* and *Bottom panel*.



### II.1. Menu Bar

The menu bar contains six items. They are described as follows:

#### II.1.1. **File**

##### II.1.1.1. Save Project

Saves the current encoding settings in a project for later usage.

##### II.1.1.2. Save Project As

This option enables you to specify a directory for saving the current project.

##### II.1.1.3. Project Password

This option provides a password protection for the current project.

##### II.1.1.4. Lock Project

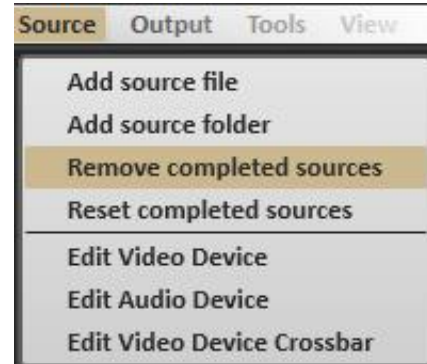
This option enables you to lock the project from editing.

**II.1.1.5. Exit**

Exits the program.

**II.1.2. Source**

The first four options here are: **Add Source File**, **Add Source Folder**, **Remove Completed Sources** and **Reset Completed Sources**. They are designed for the case when you would like to perform capturing from a file.



The rest of the options are **Edit Video Device**, **Edit Audio Device** and **Edit Device Crossbar**. They are designed for changing the source for ingesting.



**II.1.3. Output**

As the preview windows are CPU dependent, click **Video Preview** or **Audio Preview** if you would like to disable any of them.

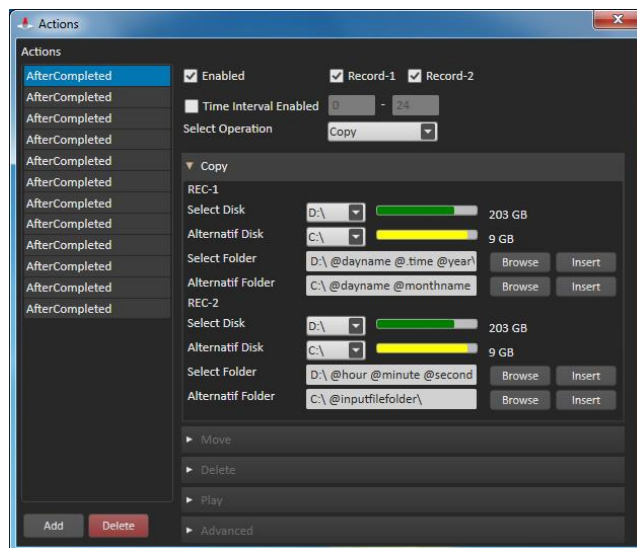
If there occurs any problem during a previewing, recording, or a streaming process, you can use the reset options, provided in this menu.

**II.1.4. Tools**

This menu contains two items – **Actions** and **Options**.

**II.1.4.1. Actions**

The **Actions** menu is designed to serve as utility for the management – it provides possibilities for automated content replication. This window contains settings and actions that can be done after recording. Press the **Add** button to add a new action.



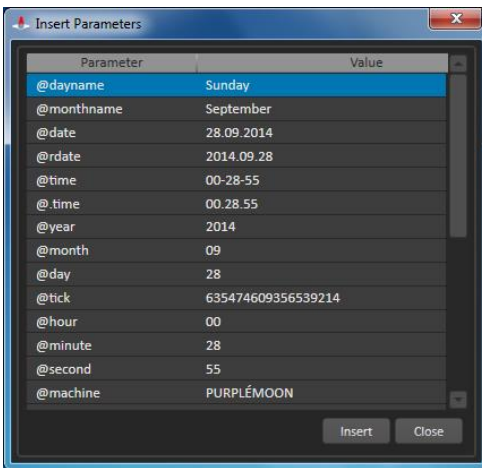
If you would like this action to be enabled, click the  **Enabled** check-box.


Select the records for which the rule will be applied ( **Record-1**,  **Record-2**, or both). Then, choose an operation from the **Select Operation** drop-down list. If you would like the operations to be executed at predefined time interval, use the  **Time Interval Enabled** check-box.




**NOTE:** The action will work only within the specified time interval.

You can select one of the following operations:

 **None**



 **Copy** – copies the content to a destination directory – locally, or over the network. Use the **Select Disk** drop-down menu and select the desired destination for content replication. In case the main directory is almost full, the content will be automatically transferred to previously specified **Alternative Disk**. Press the **Browse** button to select a destination folder. Use the **Insert** button to create a name for the folder (based on extracted metadata parameters, such as date, time, etc.).

-  **Move** – moves the content to a destination directory – locally, or over the network.
-  **Delete** – deletes the content.
-  **Play** – when the recording of the video is completed, it can be represented via Windows Media Player or another previously specified software.

**NOTE:** You can set more than one operation, for example, **Copy**, then **Move** or **Delete**, etc.

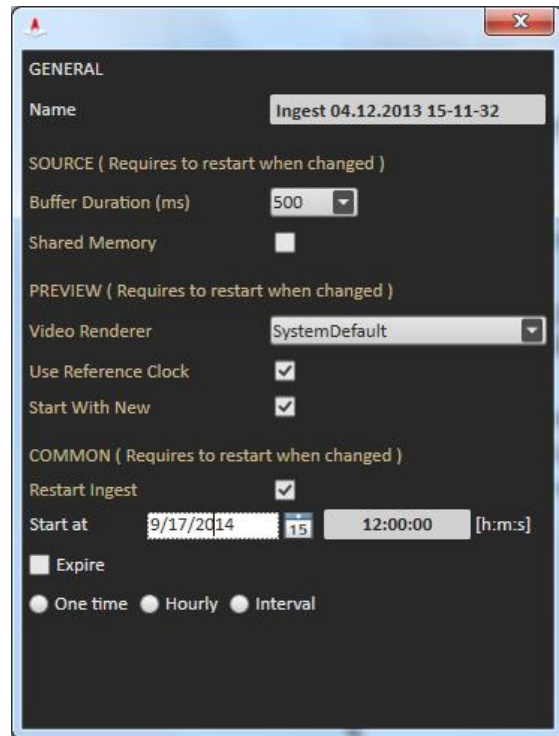
### II.1.4.2. Options

To change the project's name, type the desired name in the **Name** text-box. You can change the **Buffer duration** (specified in milliseconds) according to your will.

In the *Preview* section, specify which rendering module to be used for both Ingest preview windows.

In case you have power loss issues, you can check the  **Use Reference Clock** box and cause Easy Ingest to restart automatically. Give a tick to the  **Start with new** checkbox if you would like to load a new project at Ingest start-up.

For restarting the Easy Ingest module at predefined (or fixed) time, go to the *Common* section and define at which date and time Easy Ingest should start. You can concretize the situation by using the **One time**, **Hourly** or **Interval** radio-buttons.



NOTE: All options situated at this window require an Easy Ingest restart.

### II.1.5. View



This menu allows you to customize the Easy Ingest Interface according to your will.

Select **Window Caption** if you want the Easy Ingest Title bar to stay invisible.

Select **Top Panel** if you would like to send the Bottom panel to the top side of the Easy Ingest interface.

Select **Bottom Panel** or **Right Panel**, if you want any of them to remain invisible, and **Full screen**, in case you want Easy Ingest to occupy the entire screen.



### II.1.6. **About**

You can find this menu in the upper right-hand corner of the main Easy Ingest interface window. It contains several items items:



#### II.1.6.1. About Easy Ingest

Pressing the **About menu**→**About Easy Ingest** will display useful information concerning the Easy Ingest software version and the contacts of our support team.

#### II.1.6.2. License Information

The License window contains more detailed information such as Features (i.e. which EMS modules you have), Company, Reseller of the Easy Ingest solution, etc.

#### II.1.6.3. License Request

Press **License Request** after you have downloaded Easy Ingest for first time. You have to submit a license request and send it to us. After we send you the license code, go to the **About menu**→**Import license**.

#### II.1.6.4. Import License

In the **Import License** window, browse for the file with extension \*.lic, that has been previously supplied by our company and register.

**CAUTION:** After inserting the \*.lic file, restart the Easy Ingest application.

#### II.1.6.5. Help


Go to the **About menu**→**Help** and you will be redirected to our website.

## II.2. **Preview**


The Preview area occupies the main part of the Easy Ingest interface window. It shows the currently captured video.


## II.3. Right Pannel


A project might contain multiple records, and the setting for each one of them can be made to the right-hand side of the interface.

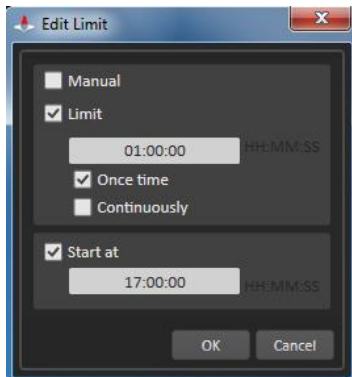
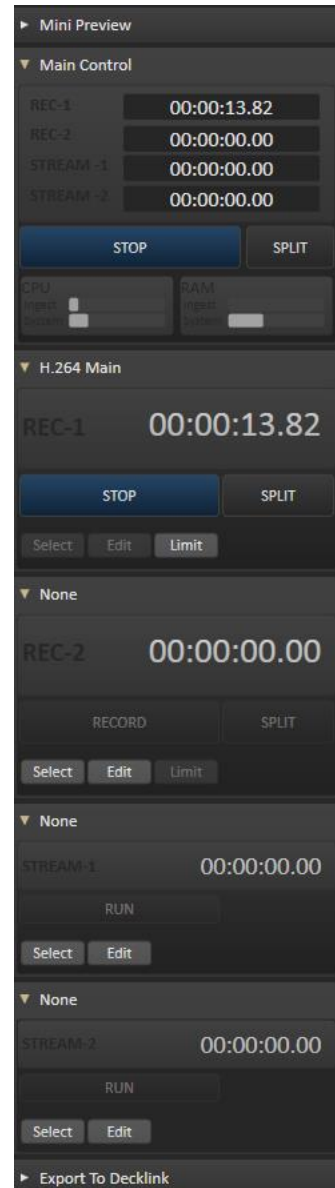
The right panel is divided into several fields. At the top of the panel you can find a small preview window. Press the  arrow hide or show the small preview window (or any of the fields situated at the lower side of the right pannel).

There are also two fields related to the recording settings (Rec-1 and Rec-2) and two fields providing streaming settings.

To create a preset for capturing, press the  button. The **Select a preset** dialog opens up. Each preset contains predefined encoding settings according to your preference. For more detailed information, please refer to the [Creating an Ingest preset](#) section further in this manual.

To modify the preset, press the  button

If you would like Easy Ingest to split the content automatically at predefined time, press the  button.



If the  **Manual** check-box is pressed, Easy Ingest will generate files only when you press the **Record** button.

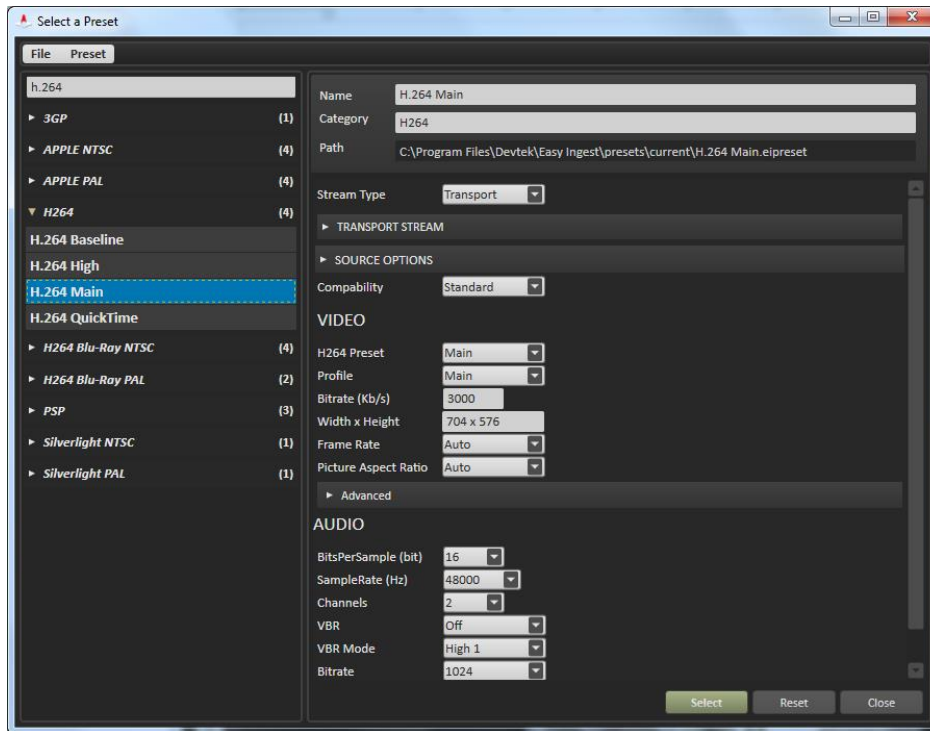
If the  **Limit** check-box is pressed, Easy Ingest will generate files at predefined time interval or intervals. This depends on what option you would like to chose:  **Once time** or  **Continuously**.

The encoding process can start also at predefined hour. To modify the start time for ingesting, go to the box situated under the  **Start at** check-box and enter the desired start time.

## II.4. Creating an Ingest preset

To create a preset for Rec-1 or Rec-2 capturing, press the **Select** button at the right panel. The **Select a preset** dialog opens up.

Each preset contains predefined encoding settings according to your preference.



At the left-hand side of the **Select a preset** window, you can see all common recording formats and standards.

Pick the desired format for encoding, for example H.264 Main. Now you should be able to see several fields with options to the right-hand side of the window. They are described as follows:

### II.4.1. **Name and category**

Defines the name and category of the preset. You are also able to see the file location of the preset in the Path field.

### II.4.2. **Stream type**

Defines the stream type whether it is a program stream or transport stream, and so on.

### 11.4.3. Source options

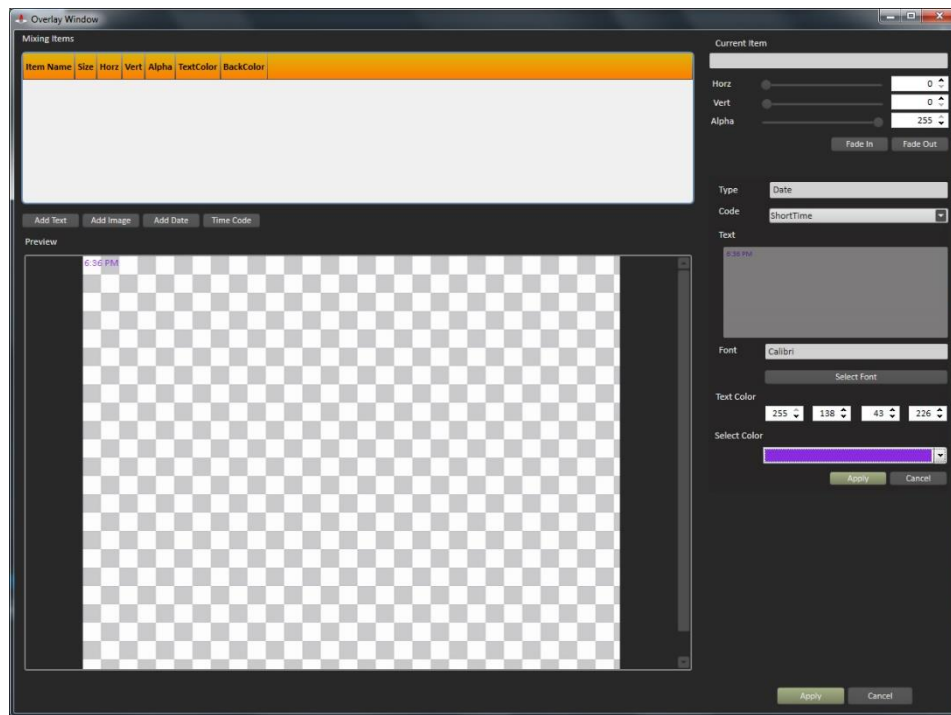
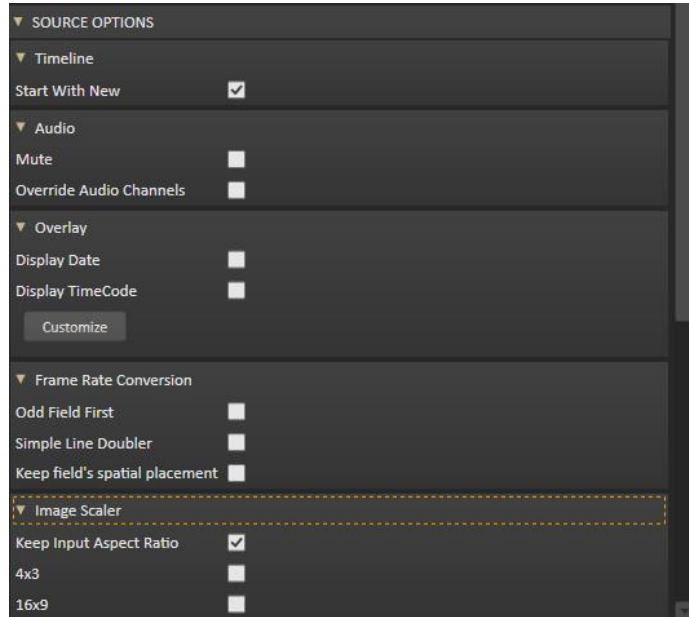
#### 11.4.3.1. Audio

If the  **Mute** check-box is checked, Easy Ingest will record video-only.

Use the  **Override audio Channels** check-box in case you have two different audio sources and you would like to record or stream them both by using one hardware board only.

#### 11.4.3.2. Overlay

You can choose to  **Display Date** or to  **Display TimeCode** over the content that you would like to record. Press the Customize button. The following dialog opens up:



In it, you can **Add text**, **Add Image**, **Add Date** or (add) **TimeCode** to the content that you would like to record. In the right-hand side of the window, you can define the location of the subject that you would like to add. There are also options for **Text color**, **Font**, **Type** of date and so on. When you are done with the settings, press **Apply**.

**CAUTION:** Those options are supposed to be separately designed for every record.

#### *11.4.3.3. Frame Rate Conversion*

In the Frame Rate Conversion field, you can find some frame-related options. Here you can change the field order for the record by checking the  **Ood field first** check-box.

#### *11.4.3.4. Image Scaler*

The Image Scaler field provides some aspect ratio-related options. Here you can choose whether the final aspect of your ingested materials to be  **4x3** or  **16x9**, or to simply  **Keep input aspect ratio**.

#### *11.4.4. Compatibility*

Some clients would need this specification if their workflow is integrated with Apple, YouTube and so on.

#### *11.4.5. Video, Audio and Advanced properties*

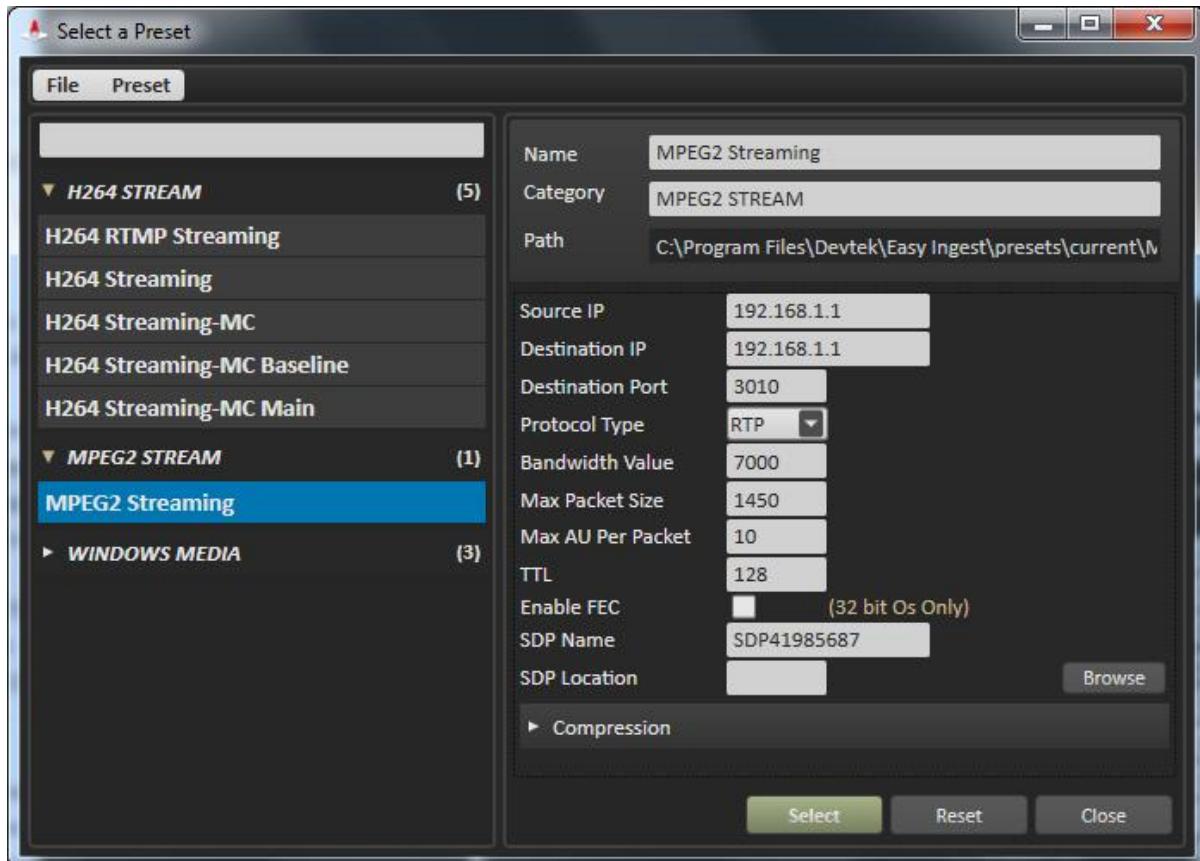
Here you can specify the encoding parameters for the resulting files ingested by Easy Ingest.

**CAUTION:** Please, do not change the Advanced settings unless advised by our support team.

## II.5. Creating a recording preset

Easy Ingest can stream the captured material to a specified IP address. It provides possibilities for H.264 Stream, MPEG-2 Stream and Windows media video stream.

To create a preset for Stream-1 or Stream-2, press the **Select** button associated with the relevant streaming output at the right panel. The **Select a preset** dialog opens up.



Each preset contains predefined streaming settings according to your preference.

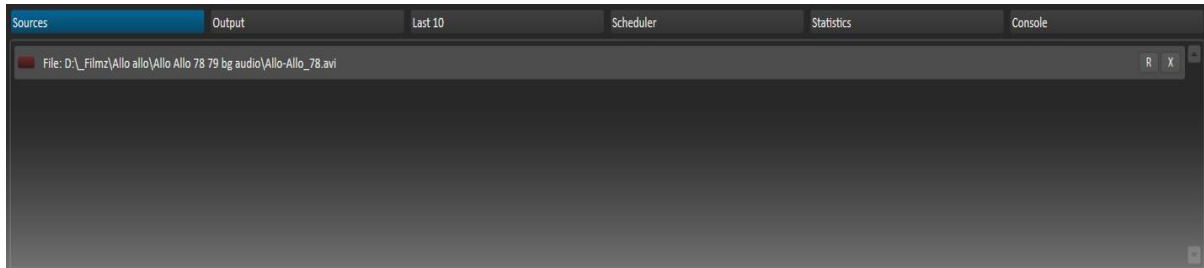
After you are done with the settings, press the **Select** button.

To reset the parameters, press the **Reset** button.

## II.6. Bottom Panel

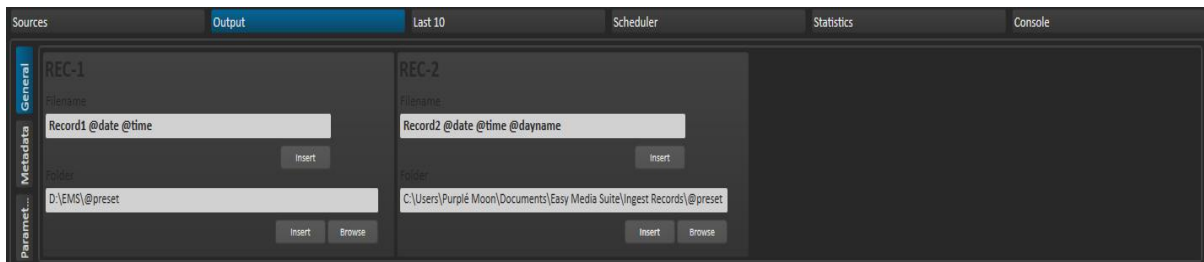
It occupies the bottom side of the Easy Ingest interface and it is divided into several tabs. They are described as follows:

### II.6.1. Sources



This tab provides information concerning the current source for capturing.

### II.6.2. Output

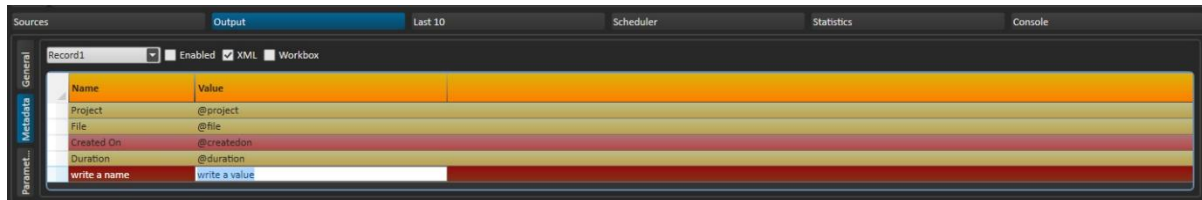


Here you can edit some parameters related to the currently stored records. The **Output tab** is divided into 3 tabs:

#### II.6.2.1. General

Here you can modify the **Filename** and the **Folder** path for each record by pressing the **Insert** button. After selecting the desired metadata parameters, they will be included in the filename of the record. Proceeding the same way, the folders can obtain predefined metadata tags. So the record can be contained in the desired folder or subfolder.

### II.6.2.2. Metadata



Here you can manually set some additional metadata names and values for each record. Records can be selected from the drop-down list situate at the upper-left corner of the **Metadata tab**.

### II.6.2.3. Parameters

Here you can review the project's parameters such as date, source, file, folder, duration, input filename and so on.

### II.6.3. **Last 10**

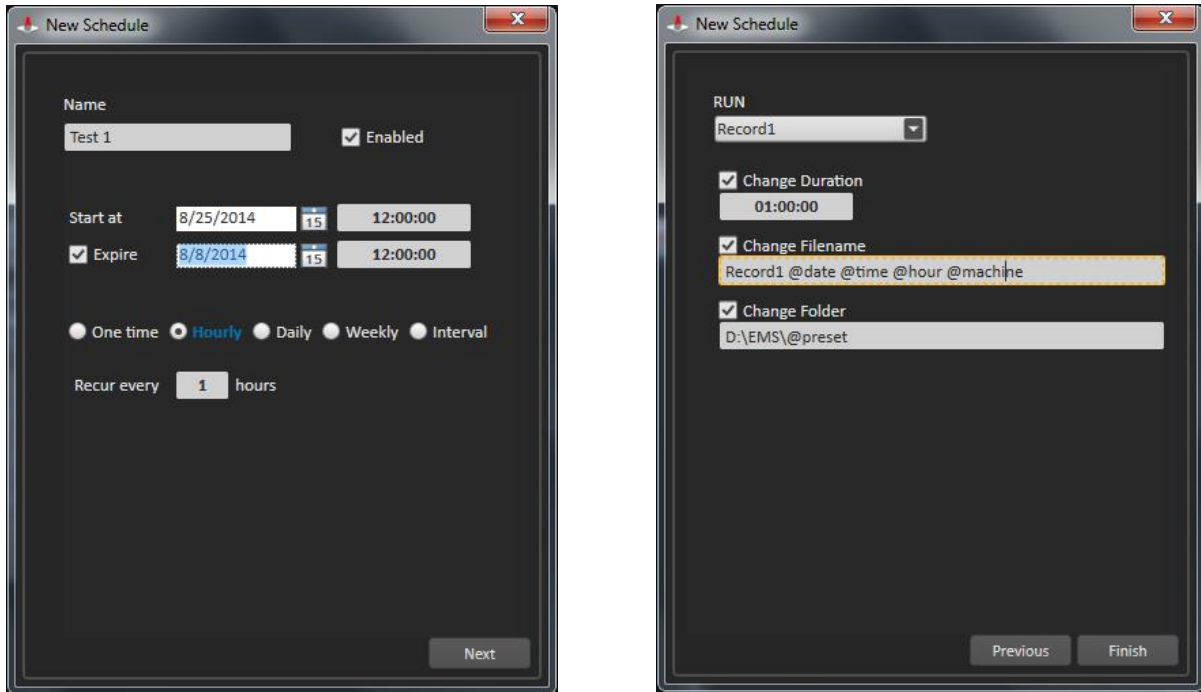
Here you can review the last 10 ingested files. Click any of them if you would like to play it automatically. It will be played by your default software player.



### 11.6.4. Scheduler

Easy Ingest provides possibilities for scheduled ingest. To create a schedule for capturing, go to the **Scheduler tab** and press the **New** button.

The New Schedule dialog will appear, allowing you to create a schedule in two steps.



- ☞ Go to the Name type-box and fill-in the desired name for the schedule. Define a Start time or expiration time and date for the schedule. The schedule can be captured **Once time**. If **Hourly** is selected, you have to define at how many hours the ingest process will recur. If **Daily** is selected, you have to define at how many days the ingest process will recur. If you select **Weekly**, define which days of the week and at what period the ingest process will recur. The ingest process can recur at predefined time interval. To make the relevant adjustments, go to the **Interval** radio-button. When you are ready with all settings, press the **Next** button.
- ☞ In the newly appeared dialog, select which record will be scheduled for later ingest. To do so, choose Record-1 or Record-2 from the **RUN** drop-down list. You can also modify parameters as **Duration**, **Filename** or **Source Folder** of the record. When you are done with the settings, press the **Finish** button. The newly created schedule will appear in the **Scheduler tab**. To create another schedule, repeat the same procedure.

NOTE: When creating schedule, keep in mind that you have to keep some logics. For example, if you would like to capture file from 12:00 till 12:30 and then you check  **Recur every 1 hour**, Easy Ingest would not perform any encoding.

### **II.6.5. Statistics**

This tab provides some general information about the records.

