ProFiler Client Software

User's Guide

Rev. 7/17/03

Manual version 2.0 for version 2.0 and later

Contacting Telos

By phone/Fax in the USA:

Customer service is available from 9:30 AM to 6:00 PM USA Eastern Time, Monday through Friday at +1 216.241.7225. We're often here at times outside of these, as well – please feel free to try at any time! Fax: +1 216.241.4103.

By phone/Fax in Europe:

Service is available from Telos Europe in Germany at +49 81 61 42 467.
Fax: +49 81 61 42 402.

By E-Mail:

The address is: support@telos-systems.com.

**Via World Wide Web:**

The Telos Web site has a variety of information that may be useful for product selection and support. The URL is: http://www.telos-systems.com.

Notice:

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Telos Systems
2101 Superior Avenue
Cleveland, OH, 44114
USA
+1 (216) 241-7225
+1 (216) 241-4103 (FAX)
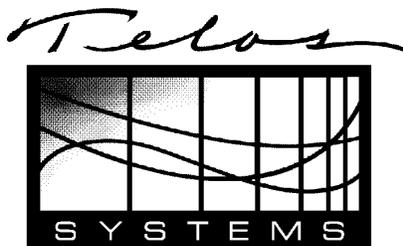
Telos Europe
Johannisstraβe 6
85354 Freising
Germany
+49 81 61 42 467
+49 81 61 42 402 (FAX)

Service

You must contact Telos Systems before returning any equipment for factory service. For more information on repairs see the *Telos ProFiler Server Guide.*

Feedback

We welcome feedback on any aspect of the Telos ProFiler or this manual. In the past, many good ideas from users have made their way into software revisions or new products. Please contact us with your comments.

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Telos Client User Guide

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1 Introduction

With ProFiler, you can listen to a live feed from a radio broadcast as it is being archived, or you can review radio broadcasts that have been previously archived.

The following applications make up the ProFiler client software:

➢ Live Player: For listening to a live feed.

➢ Archive Player: For listening to archived time-stamped audio files stored on the ProFiler server.

➢ Status Monitor: Remotely check the status of the ProFiler server.

All three programs can be used from any computer running Windows 95 or later and having a network connection (LAN, WAN, or Internet) to the ProFiler server.

This guide will show you how to use the ProFiler client applications. For information on setting up the ProFiler server computer see *ProFiler Server Guide*.

Let's get started.

NOTE: *A version 2 server can only be accessed with version 2 client software. Also, version 2 client software should not be used with older versions of the server.*

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2 ProFiler Live Player

Live Player is a program that allows you to listen to a live audio stream, as it is received by the ProFiler server.

Follow these steps to connect to a ProFiler server and listen to the audio:

1. Click the *Connect* button to establish a connection to the ProFiler server. The following dialog is displayed prompting you for the server address, user name and password:
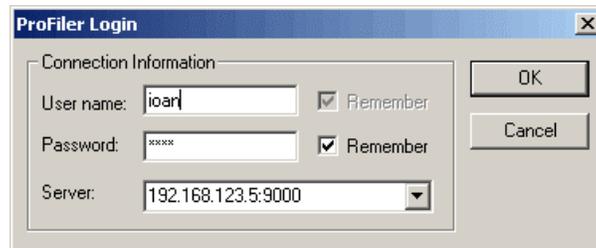
2. Enter a user name and password combination that is valid for the selected server. You may want to check the *Remember* checkboxes to have the program remember your user name and password for next time.

3. Enter the server address then click the *OK* button. This address will be provided to you by the server administrator. It should have the following format:

        server_name_or_ip_address:server_port

    There are no spaces anywhere in the address.

4. The program will attempt connect to the specified server. If successful it will display a list of archives available on the server in the Source drop-down box. If the connect fails an error message will be displayed.

5. Select the archive you wish to hear then click the *Play* button.

3 ProFiler Archive Player

Archive Player is a program that lets you access and listen to stored audio from any computer that is networked to the ProFiler server where the audio is stored.

Using Archive Player, you can extract audio segments and save them on your own computer as ProFiler (AP3) files. AP3 files retain timestamp information for each segment, along with any notes that were entered during the archiving process. These AP3 files can be opened at any time using Archive Player.

AP3 files store the audio data in the MP3 format. As a result, AP3 files can be played by most MP3 players. You can also save the files using the .mp3 extension, or you may rename them with an .mp3 extension later. If you do this they will be opened and played by the default MP3 player instead of the Archive Player.

Let's take a look at the Archive Player screen and its components.

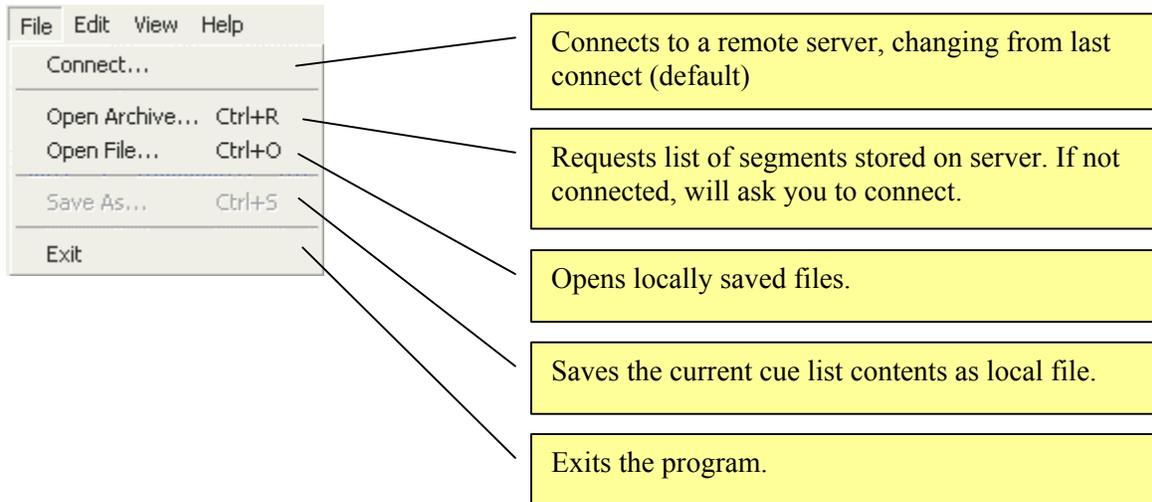Starting the Archive Player will bring up the screen below.
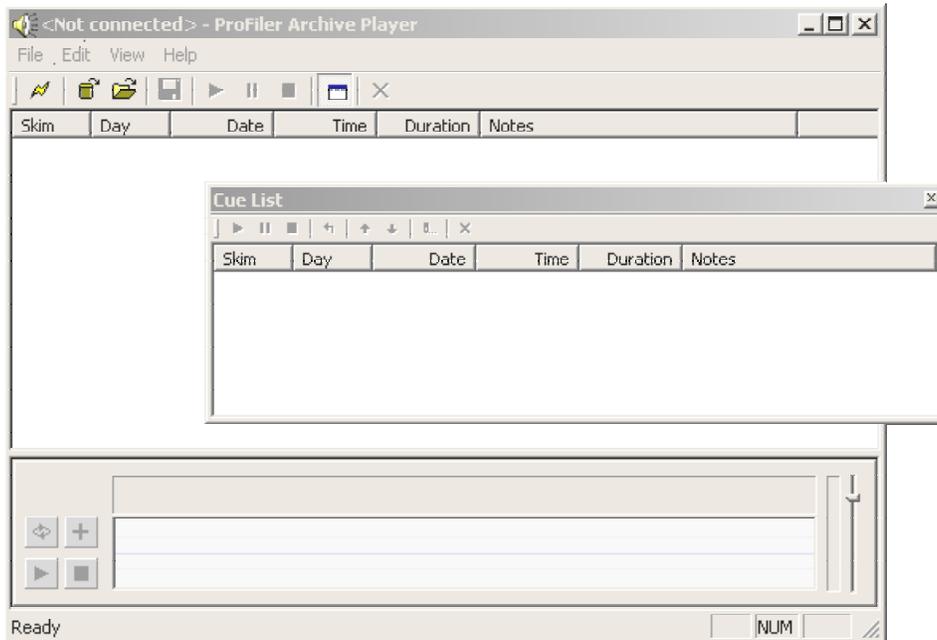
There are five primary sections to the Archive Player screen:

- Menus
- Toolbar
- Audio Segment List Box
- Selection Panel
- Cue List Panel

Menus

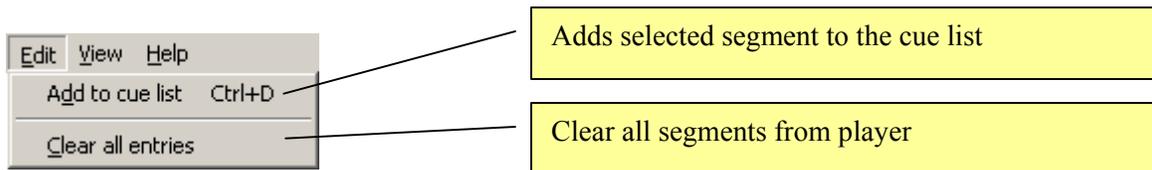The Menus show the typical Windows command menus: File, Edit, View, and Help.

File Menu

Connects to a remote server, changing from last connect (default)

Requests list of segments stored on server. If not connected, will ask you to connect.

Opens locally saved files.

Saves the current cue list contents as local file.

Exits the program.

Edit Menu

Adds selected segment to the cue list

Clear all segments from player

View Menu

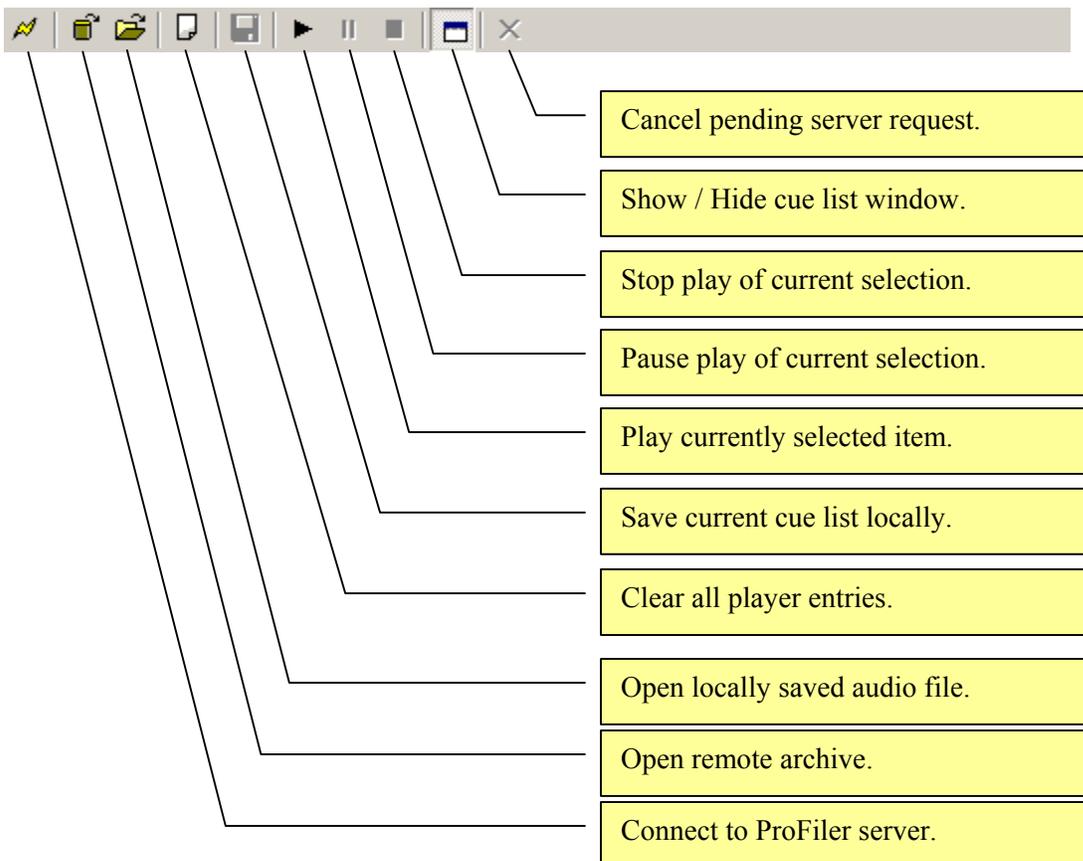|	
View Help	
Cue List Ctrl-Q	Displays the Cue List window.
✔ Toolbar	
✔ Status Bar	Displays or hides the toolbar and status bar.
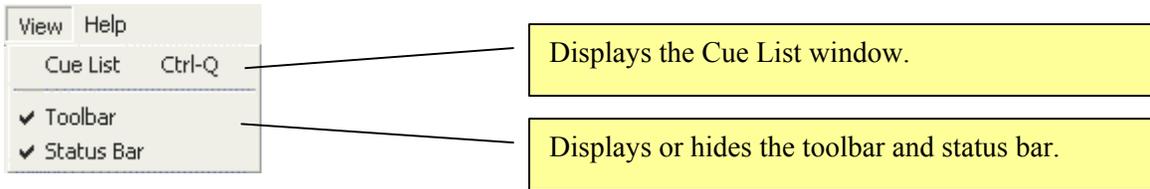
Help/About

Displays version and copyright information about ProFiler Archive Player.

Toolbar

The Toolbar icons allow you to perform many of the same commands as those found in the Menus, only at the click of a mouse.

Cancel pending server request.

Show / Hide cue list window.

Stop play of current selection.

Pause play of current selection.

Play currently selected item.

Save current cue list locally.

Clear all player entries.

Open locally saved audio file.

Open remote archive.

Connect to ProFiler server.

Audio Segment List Box

The Audio Segment List Box has six columns: Skim, Day, Date, Time, Duration, Notes.

Archived segments are recorded in 15-minute increments, starting on the quarter hour. However, if the microphone is turned on, the previous segment immediately terminates and a new recording segment begins. The new segment runs until the next quarter hour, at which point a new segment begins, recording until the microphone is turned off, at which point a new segment recording begins.

Time is recorded on a 24-hour clock, with 0:00-12:00 set as a.m. time and 12:01 – 23:59 set as p.m. time. A "d" or "s" follows the time to indicate Daylight Savings Time or Standard Time respectively.
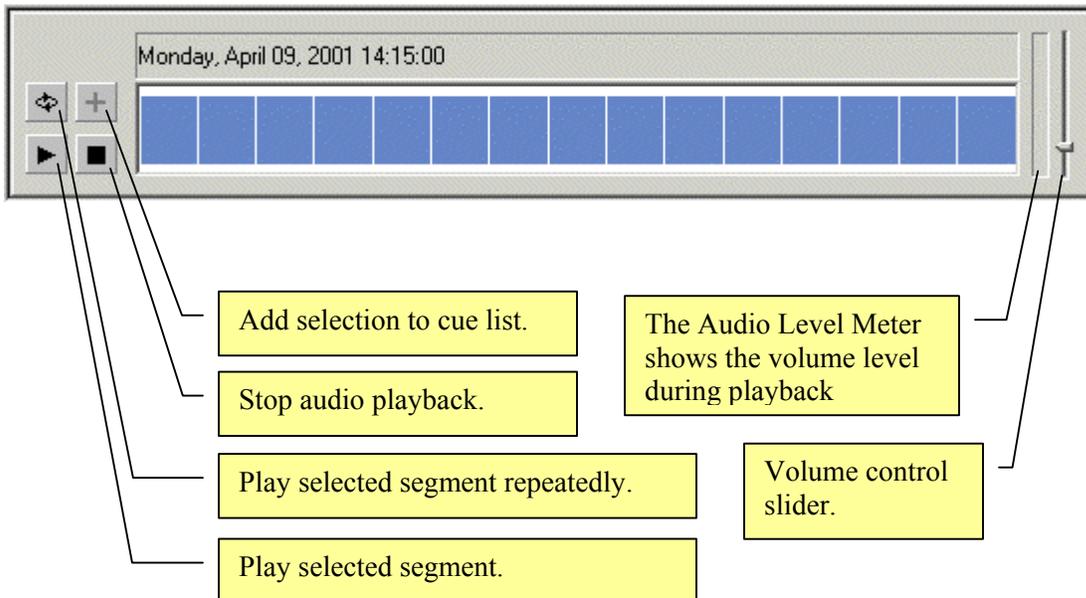
The table below describes the columns used by the segment list box:

Column	Description
Skim	Indicates the whether the microphone was on or off during recording ("skim yes" means microphone was on). • A microphone icon quickly illustrates whether or not the mic. was turned on during recording. • A line through the microphone indicates that there was no mic. input recorded during that segment.

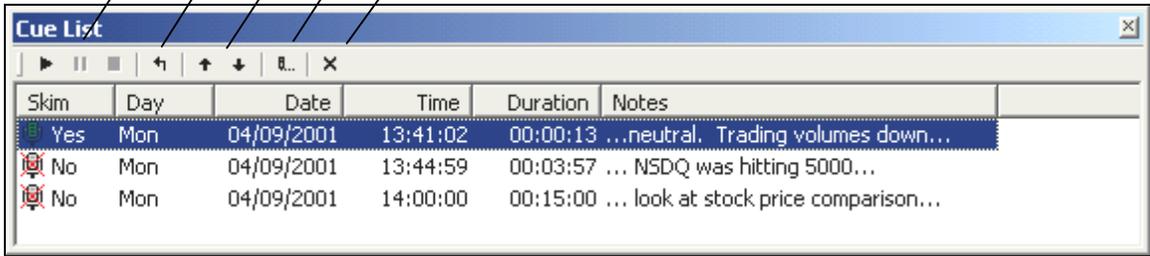| Day	The day on which the audio was broadcast and recorded.
Date	The date the broadcast was recorded.
Time	The time the broadcast was recorded.
Duration	The length of the recorded segment. Typically, segments are recorded in 15-minute increments, starting on the quarter-hour for a new segment.
Notes	This column displays notes for the segment. It is generally blank when reviewing archive audio but it is often used with AP3 files stored locally.

Selection Panel

The Selection Panel displays a graphical representation of the currently selected audio segment. Using the Selection Panel you can change the playback position within a segment or select a portion of interest for playback or to save for later use.

Add selection to cue list.

Stop audio playback.

The Audio Level Meter shows the volume level during playback

Play selected segment repeatedly.

Volume control slider.

Play selected segment.

Cue List Window

Play / Pause / Stop audio for current selection.

Show the item in the Selection Panel.

Move selected item up or down in the list.

Edit notes.

Add selection to cue list.

| Skim	Day	Date	Time	Duration	Notes
Yes	Mon	04/09/2001	13:41:02	00:00:13	...neutral. Trading volumes down...
No	Mon	04/09/2001	13:44:59	00:03:57	... NSDQ was hitting 5000...
No	Mon	04/09/2001	14:00:00	00:15:00	... look at stock price comparison...

4 Using the Archive Player

To start Archive Player:

1. Click the *Start* button on your computer,
2. Choose *Programs* in the *Startup* menu, then *Telos Systems / ProFiler*, and
3. Select the *Archive Player*.

This will display the ProFiler Archive Player window (see the description above starting on page Section 5 for details about the elements of this screen).
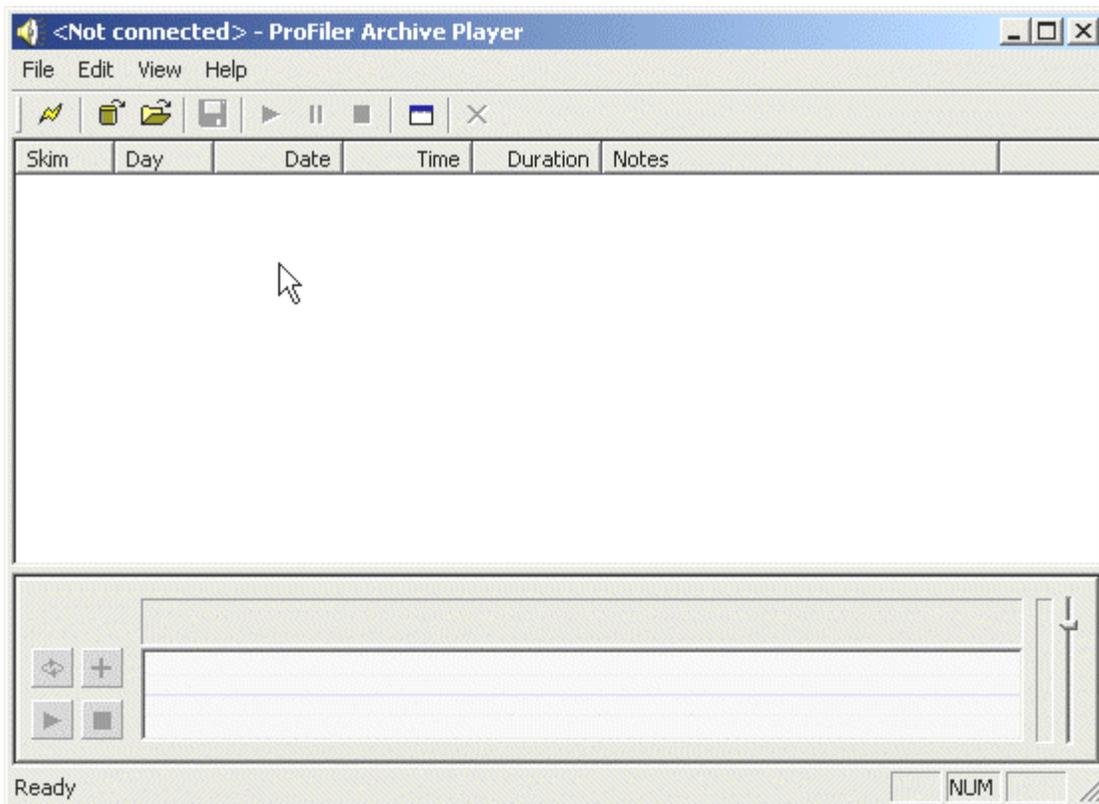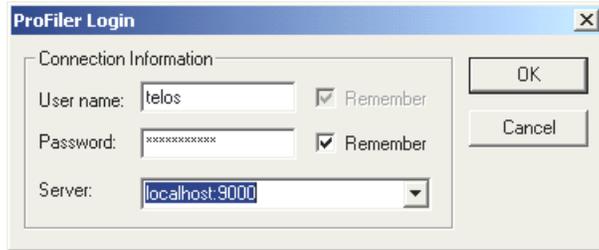
Accessing Remote Archives

Before you can access a ProFiler audio archive you must establish a connection to the server

To access remote archive follow these steps:

1. Click the *Connect* icon (). This displays the ProFiler *Login* dialog box.

2. Enter the requested information. Note that the user name and password are not case sensitive. The server address will have been provided to you by the ProFiler server administrator.
3. Click *OK*.

If connection is successful, the application will display the address of the connected server in the title bar. If the connect fails, an error message is displayed.

You may change the server connection at any time by following these steps:

1. Choose *File / Connect* from the program menu, or

2. Click the *Connect* icon (). This displays the ProFiler *Login* dialog box.
3. Enter the requested information.
4. Click *OK*. A connection will be made to the specified server site.

Open Archive Dialog Box

Click the *Open Remote Archive* icon () to display the Open Archive dialog box.

This is where you will select the date range for the archives you are looking for, and where you can set any filters for the records to be retrieved.
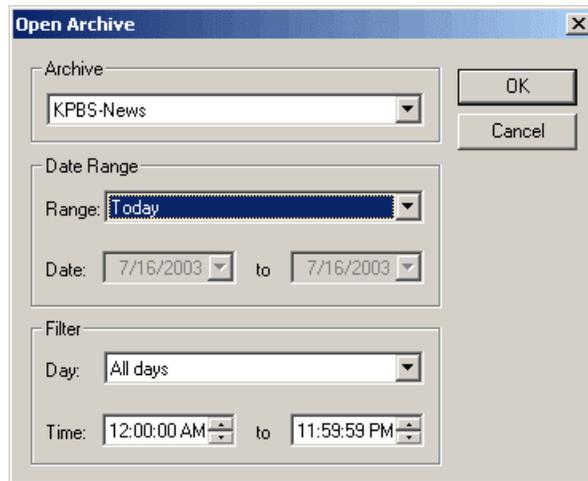
Archive

Select the archive you wish to use from the drop-down box.

Date Range

Select a date range by using the drop-down list in the *Range* box, or choose *Selected dates* and set a range manually using the date boxes

Filters

Use the filters to select a day or time for archived records to retrieve. For example, if you want only shows recorded on Sunday, select Sunday in the *Day* box. If you want something recorded between 10 p.m. and midnight, set those times in the *Time* boxes.
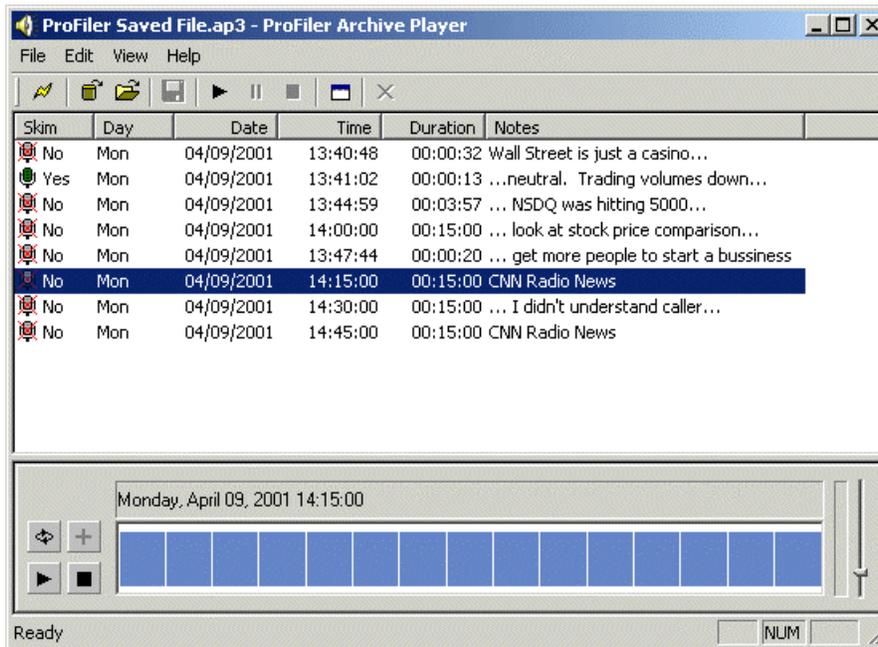
Accessing Files Saved on Your Computer

You can access AP3 files that have been stored on your own computer, without connecting to a network.

1. Click the *Open* icon. This displays the *Open* dialog box.
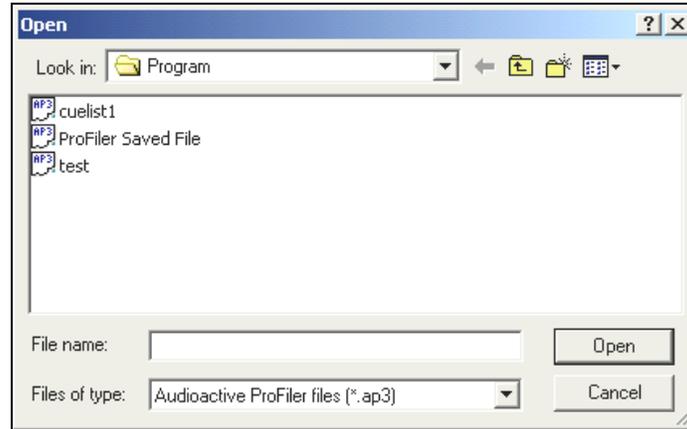
2. Highlight the file you want to open, and click *Open*.

3. The saved records will be shown in the Audio Segment List Box.

Selecting Logged Segments

To select a logged segment:

▪ Click anywhere on the archived entry.

The entry is highlighted and is now available for play.
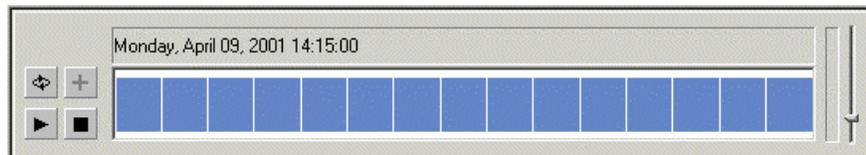

To play the selected segment:

- Click the *Play* button on the toolbar.
- The selected segment will be shown in the Selection Panel.
- Archive Player will now play the entire selection from the beginning to the end.

To start play somewhere other than at the beginning, you will need to play the segment from the Selection Panel (see below).

Using the Selection Panel

To play a segment from a point other than the beginning:

1. Click anywhere inside the panel.
2. Press the *Play* button in the Selection Panel.

The time indicator is displayed at the top of the Selection Panel and the segment will play to the end.

To play a specific segment of the selection:

1. Click and drag in the waveform to highlight the segment to play.
2. Press the *Play* button. The highlighted segment will play from beginning to end.

Double-clicking on the selection in the Selection Panel will highlight the entire selection.

To loop play the segment:

- Click on the *Loop* icon.

The highlighted segment will play repeatedly, cycling from beginning to end to beginning.

Creating and Using a Cue List

You can create a cue list of selected recorded segments from one or more entries. These selections are copied to the Cue List, where they can later be edited and saved as a single AP3 file.

You can always show or hide the Cue List by using View menu option or by using Ctrl+Q.

Why would want a Cue List? If something interesting happened during a recording, such as a joke by the deejay or a particularly important comment by a guest on a show, you are able to capture that portion of the recording, create a note about the segment, and save both the segment and the note to the Cue List. These segments can be used later by the program director for promos for the show, etc.

Cue lists can also be sent using email. You can extract what you want from the archived files, annotate the segments selected, then save both the segments and the notes to an AP3 file, which can then be sent via email and played using the Archive Player. The AP3 file can also be played on an MP3 player if the file extension is changed from ".ap3" to ".mp3". If the AP3 file is played on an MP3 player, no notes or segment time information will be displayed.

To add a selection or segment to the Cue List from the Selection Panel:

1. Highlight the selection or segment to be added.
2. Click the *Add* (+) button.

To add a selection to the Cue List from the Audio Segment List box:

▪ Double-click on the entry.

The selection or highlighted segment will be added to the bottom of the Cue List.

Reverting to the Parent Entry

If, upon playing the Cue List, you find that you didn't select the entire segment you had targeted, you can return to the parent entry, and reselect the desired segment.

To return to the parent entry, click on the left-angle arrow. This returns the parent entry to the Selection Panel.

Adding Notes to the Cue List

You can add notes to the cue list by typing the notes into the Notes field on the Cue List.

To add a note:

1. Click on the entry where you want to add a note.
2. Click the *Edit Notes* icon on the Cue List box or press the *Enter* key. A text box opens on the entry you have selected.
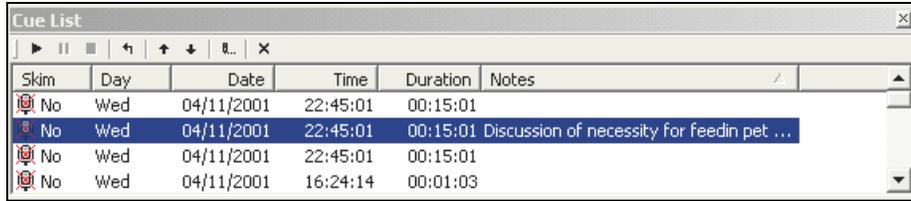
3. Type your notes. There is a 128-character limit in the Notes field.

4. Click anywhere on the Cue List to finish the note and add it to the list.

To edit a note:

1. Click on the entry where you want to edit the note.

2. Click on the *Edit Note* icon or press the *Enter* key. The text box for that entry will open.

3. Click inside the text box and scroll through the note using the left or right arrow.

4. Make your change.

5. Click anywhere on the Cue List to finish editing the note entry.

Saving the Cue List

To save your cue list as an AP3 file:

1. Type Ctrl-S, or choose *File/Save As*.

2. Enter a name for the file.

3. Click *OK*.

The Cue List contents have been saved as a single AP3 file containing all of the date, time, notes and audio information.

Although an AP3 file can be directly played by most MP3 players (including Windows Media player), it is best played with the Archive Player. The date, time, and notes can be retrieved and viewed only by using the Archive Player.

Quick Commands

The following keyboard shortcuts can be used instead of the mouse.

Ctrl+Q	Open/Close Cue List
Ctrl+R	Open Remote
Ctrl+O	Open File
Ctrl+S	Save As
Ctrl+D	Add to Cue List
Spacebar	Begin Play or Pause Play
Esc	Stop Play
Enter	(available while in Cue List) Edit notes for the selected segment

5 Status Monitor

Status Monitor allows you to remotely check the status of the ProFiler server. Disk space used and available, client connection count and audio levels are displayed for the selected archive.

Selected archive name.

Disk space used by the archive and disk space still available on PC's hard drive.

Number of active connections for this archive.

Waveform of the audio received by the server for this archive.