Digilink-HD
Training Curriculum

Congratulations on your purchase of the Digilink-HD automation system. As part of the Digilink-HD program, you are entitled to receive a free training course for using the system. This course will cover the basics of the software and help get you started. This course isn't intended on be comprehensive, but rather to get your toes wet and help answer basic questions. Comprehensive information can be found in the DHD instruction manual, as well as in our Video Tutorial library.

The training sessions are divided into units. These units will cover only parts or sections of the software. This is designed to help facilitate learning of the software and to only affect the specific staff that will be using that particular portion of the software. These units are intended to be no longer than 45 minutes in length, with at least a 1 hour break in between. This allows the staff to operate the software after each unit and come back with questions. The amount of units covered per day will depend on the Arrakis training staff, and customer schedules.

SECTION 1
Pre-Training Setup Steps (Mandatory)

These steps are mandatory prior to the training session. Your training will be delayed if you have not taken these steps prior to your training session (more information may be found in the instruction manual):

❏ Connect and setup your On-Air PC for use. We strongly recommend using the provided monitor and cabling to setup the On-Air PC. The On-Air PC is fully configured for the DHD software.

❏ Connect your On-Air PC to the Local Area Network (connected to your production PC's, other studios, etc...).

❏ IF you have purchased a Remote Access package, then this must be setup and operational prior to training.

❏ Connect the Bridge to the On-Air PC(s) via RS232 & USB cable. Connect the power to the Bridge as well.

❏ IF APPLICABLE, wire up your satellite receiver to the Bridge switcher. Note which satellite sources go to which channels on the Bridge. DHD support can help answer questions for the wiring process.

❏ Email the completed Automation Training Session Questionaire to dhdsupport@arrakis-systems.com to setup a time for the training sessions (or fax to 970-663-1010). Both pages must be filled out completely. The second page needs to be filled out for each On-Air system. The form can be found on our website: http://www.arrakis-systems.com/pdfs/Automation%20Training%20Session%20Questionnaire.pdf

❏ IF APPLICABLE, email all satellite clock schedules to dhdsupport@arrakis-systems.com.

❏ Prior to the training session, we will email you GoToMyPC setup instructions. Setup GoToMyPC on an On-Air computer that can easily be accessed by your staff for training.

Once these steps have been completed, you may move on to Section 2.

SECTION 2
Training Session Attendance Sheet

The training sessions are intended to only be attended by staff to whom the particular unit will concern. Please review this entire Training Curriculum form to figure out who each unit will best apply to. There needs to be at least 1 to 2 individuals who sit in on all training sessions, so as to learn and be able to train the other staff for any and all parts of the system (we will refer to these staff as Automation Manager(s)). Please fill out this section and either email to dhdsupport@arrakis-systems.com, or fax to 970-663-1010.

Call Letters:

Unit 1 – Software Basics & Audio Management _____
Who should attend: Automation Manager
Average Time: 30 Minutes   Scheduled date/time of training: _____
    Name: Title of Position:

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Unit 2 – ON-AIR Software
Who should attend: Automation Manager, DJ's, Live Personalities, Ball Game operators, etc...
Average Time: 45 minutes   Scheduled date/time of training: _____
    Name: Title of Position:

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Unit 3 – Library Management & Production
Who should attend: Automation Manager, Production DJ's, Audio managers, etc...
Average Time: 45 minutes   Scheduled date/time of training: _____
    Name: Title of Position:

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Unit 4 – Scheduling & Reports

Who should attend: Automation Manager, Traffic scheduler, Music scheduler, etc...

Average Time: 60 minutes   Scheduled date/time of training: _____

<u>Name:</u>   <u>Title of Position:</u>

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Unit 5 – Production

Who should attend: Automation Manager, DJ's who voice track for overnight, etc...

Average Time: 30 minutes   Scheduled date/time of training: _____

<u>Name:</u>   <u>Title of Position:</u>

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

SECTION 3
Station Diagram

To better help us assist you with your setup and operation, it will be necessary to see a diagram for the setup of your station and its studios. Please fill out this form completely and either email it to dhdsupport@arrakis-systems.com, or fax to 970-663-1010.

Station Sites:
Please list all the collocated studio locations. If all of your studios are located at one site, then only list that location. (City, State)

Station 1: _____   Station 2: _____   Station 3: _____

Station 4: _____   Station 5: _____   Station 6: _____

Are your Stations networked as a WAN, or do they not connect to each other? _____

Studio 1
Type (circle one): On-Air / Production / Scheduling / Other

Broadcast Console Type: _____

Station Location (Station 1, or Station 2, or Station 3, etc...): _____

PC Name (as viewed on the Local Area Network): _____

Studio 2
Type (circle one): On-Air / Production / Scheduling / Other

Broadcast Console Type: _____

Station Location (Station 1, or Station 2, or Station 3, etc...): _____

PC Name (as viewed on the Local Area Network): _____

Studio 3
Type (circle one): On-Air / Production / Scheduling / Other

Broadcast Console Type: _____

Station Location (Station 1, or Station 2, or Station 3, etc...): _____

PC Name (as viewed on the Local Area Network): _____

You may use this page multiple times depending on how many studios you may have.

<u>Studio : _____</u>
Type (circle one): On-Air / Production / Scheduling / Other

Broadcast Console Type: _____

Station Location (Station 1, or Station 2, or Station 3, etc...): _____

PC Name (as viewed on the Local Area Network):_____

<u>Studio : _____</u>
Type (circle one): On-Air / Production / Scheduling / Other

Broadcast Console Type: _____

Station Location (Station 1, or Station 2, or Station 3, etc...): _____

PC Name (as viewed on the Local Area Network):_____

<u>Studio : _____</u>
Type (circle one): On-Air / Production / Scheduling / Other

Broadcast Console Type: _____

Station Location (Station 1, or Station 2, or Station 3, etc...): _____

PC Name (as viewed on the Local Area Network):_____

<u>Studio : _____</u>
Type (circle one): On-Air / Production / Scheduling / Other

Broadcast Console Type: _____

Station Location (Station 1, or Station 2, or Station 3, etc...): _____

PC Name (as viewed on the Local Area Network):_____

<u>Studio : _____</u>
Type (circle one): On-Air / Production / Scheduling / Other

Broadcast Console Type: _____

Station Location (Station 1, or Station 2, or Station 3, etc...): _____

PC Name (as viewed on the Local Area Network):_____

SECTION 4
Training Material

Each Training Unit has multiple sections. There are the pre-training, training, and hands-on sections for each unit. The pre-training is required, and very helpful so that you may have questions prepared ahead of time. It will consist of watching applicable video tutorials and then emailing questions to our training staff (dhdsupport@arrakis-systems.com). All video tutorials can be found on the DHD-Tools USB stick, as well as on our website: http://arrakis-systems.com/arrakis---video-tutorials-dhd.html

Unit 1 – Software Basics & Audio Management

PRE-TRAINING ASSIGNMENTS

VIDEO TUTORIALS:

> DHD-TOOLS SETUP
> ❑ DHD-Tools Network Path
> ❑ DHD-Tools Users
>
> AUDIO LIBRARY MANAGER
> ❑ Library Manager, Adding Audio

INSTRUCTION MANUAL:

> ❑ Sections 1 & 3 of the instruction manual.

QUESTIONS:

> ❑ Please email any applicable questions to dhdsupport@arrakis-systems.com. These questions will be answered in the upcoming training session.

TRAINING

TOPIC:

> ❑ How to reset the Bridge hardware.
> ❑ Backup for DHD
> > ❑ Copy C:\DHD folder to external drive.
> > ❑ Built-in auto-backup (everything except audio library).
> > ❑ Use of a server (good), or 3rd party software (bad).
> ❑ On-Air setup. Connect Bridge, and put short cut in Startup folder.
> ❑ DHD-Tools setup.
> > ❑ Network studios.
> > > 🖥 HANDS ON: Repeat these steps.

- ❑ Setup user accounts.
  - 🖥 HANDS ON: Repeat these steps.
- ❑ Audio files.
  - ❑ Works with MP3, MP2, WAV. Benefits and drawbacks.
  - ❑ ID3 tag.
  - ❑ Normalization.
  - ❑ Trimming.
- ❑ Arrakis Mass Audio Converter How to.
- ❑ Naming audio files.
  - ❑ Filename.
  - ❑ MP3 tag.
- ❑ How to add audio files to DHD.
  - 🖥 HANDS ON: Repeat these steps.
- ❑ Distribution manager (Basics. Covered more extensively in Unit 3).
- ❑ How to unlock.
  - ❑ Digilink-HD On-Air software.
  - ❑ DHD-Tools software.
- ❑ Software updates.

Unit 2 – ON-AIR Software

PRE-TRAINING ASSIGNMENTS

VIDEO TUTORIALS:
ON-AIR SCREEN
- ❑ On-Air Basics.
- ❑ On-Air Playlist.
- ❑ On-Air 2 & 3 Play.
- ❑ On-Air Hot Keys.
- ❑ On-Air Recorder-editor.

BALL GAMES
- ❑ Ball Games – Manual Control.

INSTRUCTION MANUAL:
- ❑ Section 4 of the instruction manual.

QUESTIONS:
- ❑ Please email any applicable questions to dhdsupport@arrakis-systems.com. These questions will be answered in the upcoming training session.

TRAINING

TOPIC:
- ❑ Playlist.
    - ❑ How to add to the playlist. Directly & from DHD-Tools Play Schedule.
    - ❑ How to edit playlist (delete, move).
    - ❑ How to cue audio files (PC output).
    - ❑ Next & Fade buttons.
    - ❑ Audio meter.
    - ❑ Count down timer. In time to voice. Tag Text.
        - 🖥 HANDS ON: Repeat these steps.
- ❑ 2 Play & 3 Play(if applicable) cart players.
    - ❑ How to transition between cart play and automation playlist.
        - 🖥 HANDS ON: Repeat these steps.
- ❑ Hot keys.
    - ❑ How to create and edit a hot key page.
        - 🖥 HANDS ON: Repeat these steps.

- ❑ Library.
  - ❑ How to sort the library.
  - ❑ Events.
- ❑ Reports.
- ❑ Game Player.
  - ❑ How to manually start a game.
  - ❑ How to add an item to the game playlist.
  - ❑ Next / Break.
  - ❑ Liner.
  - ❑ End Game.
    - 🖥 HANDS ON: Repeat these steps.
- ❑ Recorder-editor.
  - 🖥 HANDS ON: Repeat these steps.

Unit 3 – Library Management & Production

PRE-TRAINING ASSIGNMENTS

VIDEO TUTORIALS:
AUDIO LIBRARY MANAGER
- ❑ Library Manager – Adding Audio.
- ❑ Library Manager – Basics.
- ❑ Library Manager – Music Data.
- ❑ Library Manager – Mass Assign.
- ❑ Library Manager – Deleting Audio Files.
- ❑ Library Manager – Distribution Manager.
- ❑ Music Categories – Setup.

INSTRUCTION MANUAL:
- ❑ Section 6 of the instruction manual.

QUESTIONS:
- ❑ Please email any applicable questions to dhdsupport@arrakis-systems.com. These questions will be answered in the upcoming training session.

TRAINING

TOPIC:
- ❑ Audio data.
    - ❑ Cart number (max 8 characters).
    - ❑ Tag text.
    - ❑ Type (M-Music, S-Spot, A-Autofill, X-Default).
    - ❑ Title (max 30 characters).
    - ❑ Text (max 30 characters).
    - ❑ Start & Kill dates (hr).
    - ❑ Start & End time.
    - ❑ Voice.
    - ❑ EOM & EOM button.
    - ❑ Volume.
    - ❑ Fade In/Out.
    - ❑ Category.
        - 🖥 HANDS ON: Repeat these steps.

- ❑ Buttons.
  - ❑ Schedule ?
  - ❑ Delete File.
  - ❑ Auto-Edit
  - ❑ Play (PC output).
  - ❑ Save Changes.
- ❑ Cart rotations.
- ❑ Mass renaming.
  - 🖥 HANDS ON: Repeat these steps.
- ❑ Deleting Audio (never delete from Library folder).
- ❑ Distribution manager.
  - ❑ Adding audio to distribution manager (C:\DHD\Distribute Audio folder)
  - ❑ How to distribute. Selecting files and studios.
  - ❑ Archive, No Change, Delete.
  - ❑ Same cart numbers. Newly added will delete old cart.
  - ❑ Modifying info. Auto-Edit.
    - 🖥 HANDS ON: Repeat these steps.
- ❑ Music categories.
  - 🖥 HANDS ON: Repeat these steps.

Unit 4 – Scheduling & Reports

VIDEO TUTORIALS:

    PLAY SCHEDULE
- ❑ Play Schedule – Basics.
- ❑ Play Schedule – Events.
- ❑ Play Schedule – Drops & Tbreaks.

    SCHEDULING
- ❑ Scheduling – Reports.
- ❑ Scheduling – Test Carts.

    SATELLITE AUTOMATION (If applicable)
- ❑ Scheduling – Satellite.
- ❑ Scheduling – Satellite Liners.
- ❑ Scheduling – Satellite Air Schedule.
- ❑ Scheduling – Satellite Import Traffic.

    MUSIC SCHEDULING (If applicable)
- ❑ Scheduling – Music Import Traffic.

    CLOCKS
- ❑ Create Clocks – Basics.
- ❑ Assign Clocks – Air Schedule.

    BALL GAMES (If applicable)
- ❑ Ball Games – Scheduling.
- ❑ Ball Games – Manual Control.

    REPORTS
- ❑ Reports – Basics.

INSTRUCTION MANUAL:
- ❑ Sections 7 & 8 of the instruction manual.

QUESTIONS:
- ❑ Please email any applicable questions to dhdsupport@arrakis-systems.com. These questions will be answered in the upcoming training session.

TRAINING 🎓

TOPIC:

- ❑ Useful Scheduling Tools.
    - ❑ Reports.
    - ❑ Test Carts.
    - ❑ Copy & Paste.
- ❑ Events. (Source, Song, Break, Fbreak, Tbreak, Manual, etc...)
    - 🖥 HANDS ON: Repeat these steps.
- ❑ Clocks.
- ❑ Air Schedule.
    - ❑ Hour Types (Manual, Live Assist, Automation, Satellite).
    - ❑ How to assign.
        - 🖥 HANDS ON: Repeat these steps.
- ❑ 3rd party traffic import.
    - 🖥 HANDS ON: Repeat these steps.
- ❑ 3rd party music import.
    - 🖥 HANDS ON: Repeat these steps.
- ❑ DHD Music Scheduling.
    - ❑ How to create a clock.
        - 🖥 HANDS ON: Repeat these steps.
    - ❑ How to merge with a traffic file.
        - 🖥 HANDS ON: Repeat these steps.
- ❑ Satellite Automation.
    - ❑ Liner & ID folders.
    - ❑ Satellite example.
    - ❑ Scheduling.
        - 🖥 HANDS ON: Repeat these steps.
- ❑ Live Assist.
    - ❑ Break command.
- ❑ Ball Games.
    - ❑ How to create a ball game schedule.
    - ❑ How to schedule a ball game to start.
        - 🖥 HANDS ON: Repeat these steps.
    - ❑ How to end a ball game.
    - ❑ Manual control of a ball game.

❑ Reports.
   ❑ How to create a Spot Log.
      🖥 HANDS ON: Repeat these steps.
   ❑ How to create a Music Played report.
      🖥 HANDS ON: Repeat these steps.

Unit 5 – Production

PRE-TRAINING ASSIGNMENTS

VIDEO TUTORIALS:
   PRODUCTION
   ❑ Production – Timed Records (If applicable).
   ❑ Production – Voice Track (If applicable).
   ❑ Production – Segue Editor (If applicable).

INSTRUCTION MANUAL:
   ❑ Sections 9 & 10 of the instruction manual.

QUESTIONS:
   ❑ Please email any applicable questions to dhdsupport@arrakis-systems.com. These questions will be answered in the upcoming training session.

TRAINING

TOPIC:
   ❑ Timed Recorder.
       ❑ How to setup a weekly schedule.
           🖳 HANDS ON: Repeat these steps.
   ❑ Recorder-editor.
           🖳 HANDS ON: Repeat these steps.
   ❑ Voice tracking.
       ❑ How to produce a quick voice track.
       ❑ Add a music bed.
       ❑ Post VT.
       ❑ Duck audio.
       ❑ Adjust EOM overlap times.
           🖳 HANDS ON: Repeat these steps.
       ❑ Tagged Text.
   ❑ Segue Editor.
           🖳 HANDS ON: Repeat these steps.