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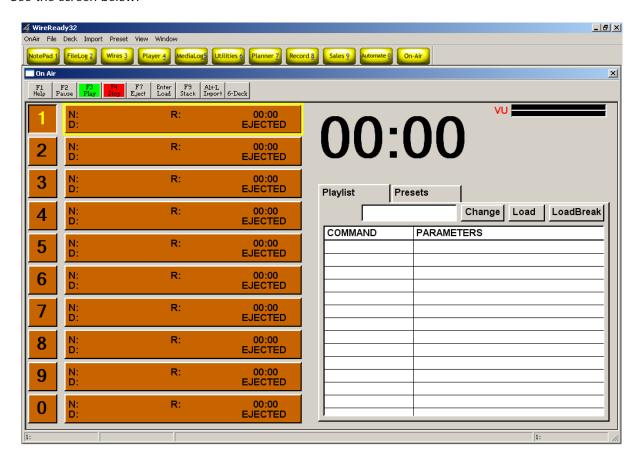
On-Air 10 Deck Manual

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10-Deck On-Air Screen

The On-Air screen (also called the 10-deck) can be found by simply clicking the yellow **On-Air** button across the top of the WireReady software window. In the DOS version, this was called the Live Assist Screen.

See the screen below:



The On-Air screen has 10 decks. You can play any or all of the decks back-to-back. The timer is displayed using extra large numbers, making it easy to tell how much time you have left.

This user's guide will show you how to get the most out of these easy-to-use and powerful live-assist screens.

Description of the On-Air screen

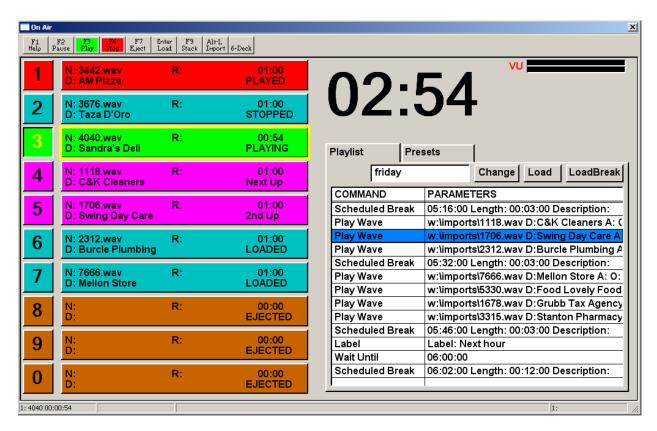
The On-Air screen has 10 decks, represented by long rectangles, and corresponding squares numbered 1 though 0 (where 0 represents 10). The deck has sections for the name (N:) the description (D:) the rotation name (R:) the timer and the status (Ejected, Loaded, Played, Playing, Paused, Stopped or Stacked order). When an audio file is playing, the timer within that deck will show the time remaining in that audio file. At all other times, the timer will show the length of the loaded audio file.

The active deck will have a yellow border around it, and the number for that deck will be yellow. Some keystrokes work on the active deck only. You can use the arrow keys on the keyboard to scroll through the decks.

INSTANT RECOGNITION OF THE STATUS OF CARTS WITH COLOR CODING

- Orange-Brown Carts have been ejected or have not been loaded.
- Green Carts are playing now.
- Red carts have finished playing.
- Magenta carts have been stacked to play consecutively in a row.
- Blue Carts have been loaded, but have not been played. Carts also turn blue after they have been stopped mid-play.

See the screen below:



TIMERS AND THE VU METER:

While audio is playing, the timer in the upper center of the screen will show the time left for all files that are to play—the currently playing audio file, and the stacked files. When no audio files are playing, the timer will show the total time of all Stacked audio files. This large timer is one of the first elements of the On-Air screen you will notice.

You will also notice individual timers inside the cart decks. When the cart is not playing, these timers simply label the length of the cart loaded. While the cart is being played, the timer converts into a countdown timer.

See the screen below:



The VU meter in the upper-right corner of the window displays the audio levels being played from the 10 decks or the Presets.

PRESETS AND PLAYLISTS

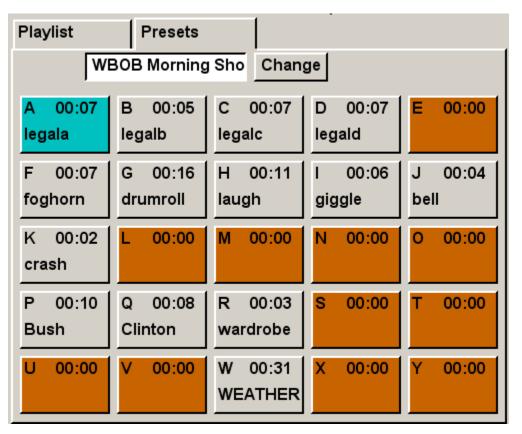
To the right of the decks are two tabs, labeled **Playlist** and **Presets**. These sections enable you to load more than the 10 audio files in the decks. The **Playlist** tab is useful during live periods if you are live part of the day, but use automation for the rest of the day. Since your songs and/or commercials would be imported from log files for the entire day, you can load the playlist into the **Playlist** tab of the On-Air screen.

The **Presets** tab is useful for keeping commonly used audio files loaded. These could be Ids or liners, sound bites you often use, or any other audio files you want to access often.

See the screens on the following page for examples of the presets and playlists sections:

Playlist Pres	sets	
friday	Change Load LoadBreak	
COMMAND	PARAMETERS	
Scheduled Break	05:16:00 Length: 00:03:00 Description:	
Play Wave	w:\imports\1118.wav D:C&K Cleaners A: (
Play Wave	w:\imports\1706.wav D:Swing Day Care A	
Play Wave	w:\imports\2312.wav D:Burcle Plumbing A	
Scheduled Break	05:32:00 Length: 00:03:00 Description:	
Play Wave	w:\imports\7666.wav D:Mellon Store A: O:	
Play Wave	w:\imports\5330.wav D:Food Lovely Food	
Play Wave	w:\imports\1678.wav D:Grubb Tax Agency	
Play Wave	w:\imports\3315.wav D:Stanton Pharmacy	
Scheduled Break	05:46:00 Length: 00:03:00 Description:	
Label	Label: Next hour	
Wait Until	06:00:00	
Scheduled Break	06:02:00 Length: 00:12:00 Description:	

Playlists



Presets

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THE OPTIONS BUTTONS

At the top of the On-Air screen are the options buttons. Control of the decks is achieved with the options buttons. Below are brief descriptions of each button's functions (see screen shot below).



F1 Help Call 800 833-4459 for assistance with the software.

F2 Pause Pauses play of a cart

F3 Play Starts playing the audio in the order they are stacked.

F4 Stop Stops the currently running audio.

F7 Eject Ejects the audio from the highlighted deck.

Enter Load Opens the File Select window to load an audio file into the highlighted deck

F9 Stack Causes consecutive play amongst multiple decks
Alt-L Import Controls importing of play lists used in automation

6-deck Switches to the 6-deck Live Assist screen

(see the Live Assist section of this manual for description of the 6-deck)

MAIN DROP-DOWN MENUS

OnAir

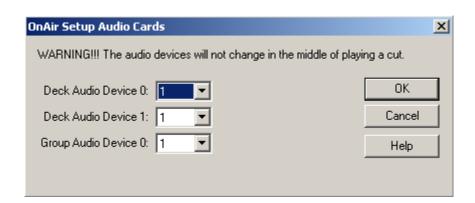
Activate 6 Deck

Switches to the 6-deck Live Assist screen. See the Live Assist section in this manual.



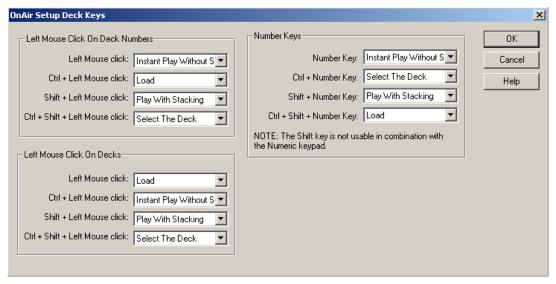
Setup Audio Cards

Sets the audio devices that will be used when playing from the 10 decks and the Preset tab. *See the Configuration section in this manual to set the audio devices.*



Setup Deck Keys

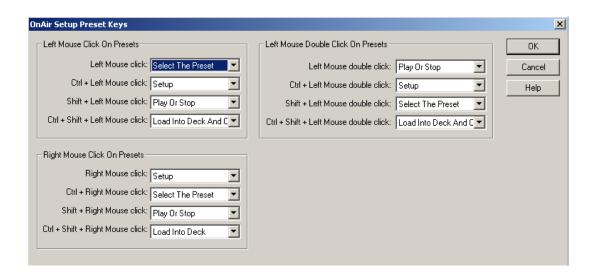
Sets how the mouse clicks and number keys will be used to load and play the audio in the 10 decks. *See the Configuration section in this manual to set the mouse and keystroke combinations.*



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Setup Preset Keys

Sets how the mouse clicks and number keys will be used to load and play the audio in the Presets tab. See the Configuration section in this manual to set the mouse and keystroke combinations.



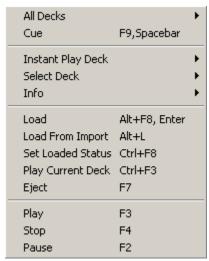
File

Exit WireReady32

Exit WireReady32

Exits the program

Deck



All Decks

Set All To Loaded Status	Ctrl+Shift+F8
Eject All	Ctrl+F7

Set All To Loaded Status

Sets all decks with audio in them to Loaded status.

Eject All

Ejects all audio from the 10 decks

Cue F9, Spacebar

Will stack the audio file in the active deck.

Instant Play Deck

Will play the audio in the chosen deck. Click on the deck to play.

Deck 1
Deck 2
Deck 3
Deck 4
Deck 5
Deck 6
Deck 7
Deck 8
Deck 9
Deck 10

Select Deck

Will make the chosen deck the active deck. This will not play the audio in that deck

Previous	Up Arrow
Next Deck	Down Arrow
Deck 1	
Deck 2	
Deck 3	
Deck 4	
Deck 5	
Deck 6	
Deck 7	
Deck 8	
Deck 9	
Deck 10	

Info

Will open the AudioLog Editor window for the audio in the selected deck. This window gives the information on the Description, Artist, Start and Stop Dates, and Intro/Outro. The information can be edited and saved from this window.

Deck 1
Deck 2
Deck 3
Deck 4
Deck 5
Deck 6
Deck 7
Deck 8
Deck 9
Deck 10

Load Alt+F8, Enter

Opens the File Select window to allow the user to choose the audio file to load into the active deck.

Load From Import Alt+L

Will load the next audio cut from the imported playlist in the Playlist tab.

Set Loaded Status Ctrl+F8

Will set the deck back to Loaded status if it is set as stacked, Played, Stopped, or Paused. Will have no effect if there is no audio loaded in the deck.

Play Current Deck Ctrl+F3

Will play the audio in the active deck.

Eject F7

Ejects the audio from the active deck

Play F3

Plays the audio in the active deck. If audio is stacked/cued, Play will cause the audio labeled Next Up to play.

Stop F4

Stops the audio that is currently playing.

Pause F2

Pauses the audio in the deck that is currently playing. If a deck is paused, F2 will start the audio playing.

Import

Switch to Import Alt+I

Will switch the display to show the Playlist tab. If the Playlist tab is already displayed, this choice has no effect.

Change Alt+C

Opens a window listing the playlists to load a log into the Playlist tab.

Load From Import Alt+L

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Will load the next audio cut from the imported playlist in the Playlist tab.

Load Next Break Alt+B

This will load the next break from the Playlist tab into the decks on the left hand side. The audio file from the highlighted line in the Playlist tab will be placed in the active deck, with the rest of the break being placed in the subsequent deck numbers, in the order scheduled.



Name

Length OutCue

Artist

Description

Start Date Stop Date

Preset

Switch to Group Alt+G

Will switch the screen display to show the Presets tab. If the Presets tab is already displayed, this choice has no effect.

Change Alt+C

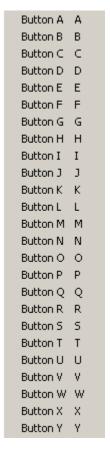
Opens the Group Setup window, and allows the user to create new groups or switch to a different group.

Display

Lists the fields that are to be displayed in the upper right side of the OnAir screen. If a choice is checked, that field will be displayed for the audio file in the active Presets button.

Instant Play

Will play the audio file in the selected button in the Presets screen.



Select

Selects the button and makes it the active button in the Presets screen. This will not start or stop the audio.

Button A Shift+A Button B Shift+B Button C Shift+C Button D Shift+D Button E Shift+E Button F Shift+F Button G Shift+G Button H Shift+H Button I Shift+I Button J Shift+J Button K Shift+K Button L Shift+L Button M Shift+M Button N Shift+N Button O Shift+O Button P Shift+P Button Q Shift+Q Button R Shift+R Button S Shift+S Button T Shift+T Button U Shift+U Button V Shift+V Button W Shift+W Button X Shift+X Button Y Shift+Y

Setup

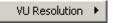
Add or change the audio file in the selected Presets button.

Button A Ctrl+A Button B Ctrl+B Button C Ctrl+C Button D Ctrl+D Button E Ctrl+E Button F Ctrl+F Button G Ctrl+G Button H Ctrl+H Button I Ctrl+I Button J Ctrl+J Button K Ctrl+K Button L Ctrl+L Button M Ctrl+M Button N Ctrl+N Button O Ctrl+O Button P Ctrl+P Button Q Ctrl+Q Button R Ctrl+R Button S Ctrl+S Button T Ctrl+T Button U Ctrl+U Button V Ctrl+V Button W Ctrl+W Button X Ctrl+X Button Y Ctrl+Y

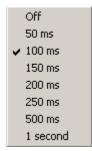
View

VU Resolution

The interval between screen updates of the VU meter, when audio is playing from the 10 decks or the Presets screen.



The checked interval is the number of milliseconds between updates. **1 Second** is 1000 ms, **500 ms** is $\frac{1}{2}$ second.



Window

This drop-down menu displays all open windows within WireReady32 and choices used when the program is used for News or in different modes. Please contact WireReady NSI or consult the WireReady32 manual for news if there are questions about these menu choices.

Previous Window	Escape
Cascade Tile	Shift+F5 Shift+F4
Arrange Icons	JIII CTI T
Jump to Next Open Window	Ctrl+Tab
Toggle Active Dual Screen	Ctrl+F2
Switch	F7
Split Last Two	
Zoom/Split with NotePad	F8
Clear Alert	Shift+F11
Clear Alert for All Users	Shift+F12
1 Notepad1 - Notepad1,txt	
2 ALL STORIES as of 17:57:28 WireBrowser	
✓ 3 On Air	
4 Live Assist	

Using the 10-Decks: The Basics

Loading Audio Files

Any of the following will bring up a File Select window, letting you load an audio file:

- Left click on the deck
- Right click on the deck
- o Right click on the deck number
- Ctrl Left-click on the deck number
- Ctrl Shift # (where # is the number of the deck you wish to load)
- Enter (to load the active deck)
- Left-click the Enter Load button (loads the active deck)

The File Select window will list all of the audio files in a folder. The name of the folder it is displaying will be shown in the Current field. If you wish to load a file from a different folder, click the Select Folder button on the right hand side of the File Select window, then double-click the folder you want.

When the **File Select** window is up, you can either double-click an audio file to load it, or type the name of the audio file and press the **Enter** key.

If you choose a rotation from the **File Select** window, the next-up file from that rotation will be loaded. The name of the rotation will be shown after the R: in that deck.

Ejecting Carts

Any of the following will eject an audio file from a deck:

- Strike the F7 key (ejects the active deck)
- Left click the F7 Eject button (ejects the active deck)
- o Strike Ctrl-F7 on the keyboard (ejects all decks)

NOTE: you cannot eject a deck if it is playing the audio file.

Playing Carts Over the Air

Any of the following will play one loaded audio file:

- Strike the # key (where # is the number of the loaded deck that you wish to play)
- Ctrl left-click on the deck
- Left click on the deck number

If you wish to play more than one audio file in a row, you will need to stack the decks. Any of the following will stack a deck:

- Strike the F9 key (stacks the active deck)
- Strike the Spacebar (stacks the active deck)
- Click the F9 Stack button (stacks the active deck)

NOTE: If a deck is already stacked and you do any of the above for that deck, it becomes unstacked, and returns to the Loaded state.

When you stack a deck, it will turn magenta. The first deck you stack will become Next Up; the second deck will become 2nd Up; etc.

Any of the following will play the stacked decks, in the order they are stacked:

- o Strike the F3 key
- Left click the F3 Play button
- Strike the # key (where # is the number of the first deck to be played)
- Ctrl left-click on the deck that is the first to play
- o Left click on the deck number for the deck that is first to play

NOTE: while audio is playing, you can do any of the steps to stack or unstack other decks.

If no decks are stacked, and you wish to play all loaded or stopped decks, in deck order, press the **F3** key, or click the **F3 Play** button. *NOTE: Any deck that already shows status Played will NOT play in this situation.*

When an audio file is finished playing, that audio file will remain in the deck, with the status Played. The exception to this is if the deck contains a rotation, in which case, the next up cart from that rotation will be loaded.

Stop & Pausing the Carts

Once the carts are playing, you can do one of two things:

- Press F2 to Pause the cart currently playing. Press F2 to un-pause.
- Press F4 to Stop playing the carts.

Loading audio files scheduled in a playlist

Many stations are automated for much of the day, but have one or two live periods during the day. The traffic log that is imported into the playlist will contain the commercial breaks for the entire day, both automated and live periods. Therefore, the On-Air screen has been configured to permit you to load the playlist, and play the scheduled commercials during the live periods. The On-Air screen can load an audio file based on any of the following playlist commands:

- Play wave
- Play by name/code
- Play rotation
- Play wave rotation

To bring a playlist into the On-Air screen, click the **Change** button on the Playlist tab. This will bring up a window listing your playlists. Double-click the proper playlist. The **Playlist** tab will now list the automation schedule.

NOTE: the Playlist tab will only display the Label, Scheduled Break, Scheduled Music Sweep, Wait Until and all Play commands.

To move to the proper hour of the automation schedule, click on one line to highlight the display of the automation schedule. The highlighted line will be the moved up so it is the third line listed.

To load a single audio file from the automation schedule, click the **Load** button, or press **Alt-L** on the keyboard. This will load the highlighted file into the active deck on the left hand side. If the highlight is not on a Play line, the audio file from the next Play line below the highlight will be loaded.

To load an entire scheduled break, click on the first Play line for that break. Then click the **Load Break** button, or press **Alt-B** on the keyboard. This will load that break into the decks on the left hand side. The audio file from the highlighted line will be placed in the active deck, with the rest of the break being placed in the subsequent deck numbers, in the order scheduled.

RULES THAT ON-AIR FOLLOWS WHEN LOADING A BREAK:

- 1. If the active deck has an audio file Loaded, Played or Stopped, that deck will have the audio file replaced with the audio file from the highlighted line in the **Playlist** tab. However, if any of the subsequent decks have audio files Loaded, Stacked or Paused, the subsequent audio files from the break will be loaded into the next Ejected or Stopped decks.
- 2. If the active deck is Stacked, Playing or Paused, no files will be loaded.
- 3. If there are not enough available decks (Ejected, Played, or Stopped) below the active deck, then the loading of the break will stop at the bottom available deck. For example, if the active deck is 8, decks 9 and 0 are available, and your break has 4 audio files in it, then the first three audio files from the break will be loaded into decks 8, 9 and 0. The highlight in the **Playlist** tab will then be on the fourth audio file in the break.

Because of these rules, we recommend you always make sure that you have enough available decks for the number of audio files in a break, and that those available decks be consecutive, beginning with the active deck.

NOTE: A break is consecutive Play lines, with no other commands in between. Any non-Play commands, such as Label, Wait Until, or Scheduled Break, mark the end of a break.

Once any audio files are scheduled using either the Load or Load Break button, those files can be played as described in the section *Playing Carts Over the Air*.

Using the Presets tab

The purpose of the Presets is to give a jock quick access to frequently played audio files. The jock can load intros, music beds, sound effects, stations Ids, or any frequently used audio files into the preset decks. These Presets can be saved, and later loaded, so that each jock can have access to their own frequently used files.

There are 25 buttons (labeled A thru Y) in the **Presets** windows, where audio files that get frequent use can be loaded.

TO ACCESS THE PRESETS SCREEN:

From any screen in WireReady32, click on the yellow On-Air button from the main button bar.

3 Methods:

- Click on the Presets tab on the right side of the screen.
- Strike Alt-G on the keyboard.
- Click on Preset from the main menu, then choose Switch to Group Alt+G.

TO SET THE FIELD DISPLAY FOR THE PRESETS AUDIO:

From the main menu, click on Preset, then Display.

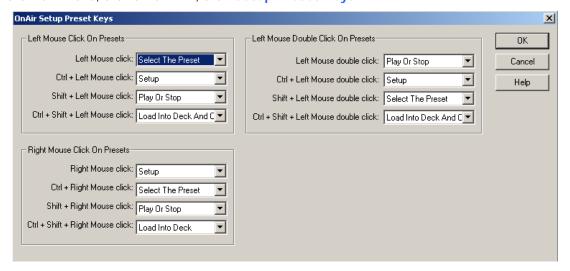
Check or uncheck the fields by clicking on the field name. If a field name is checked, it will be displayed on the Presets screen.



To Set the Mouse operations for the Presets Buttons:

NOTE: The mouse functions are set at the default settings. The user does not need to make changes to the mouse functions unless the functions are not ideal for the station users.

From the main menu, click on On-Air, then Setup Preset Keys...



Use the drop-down choices to change the function of the left, right, and double mouse clicks. The directions in this document are based on the default Preset configuration. See the Configuration section in this manual for descriptions of the drop-down choices.

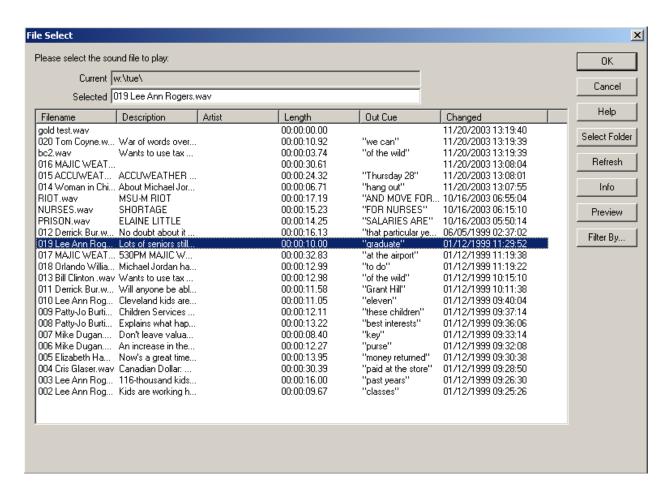
TO LOAD FILES IN THE PRESETS BUTTONS:

NOTE: Any changes done on the Presets tab will be automatically saved to the current Preset. The name of the current Preset is in the box to the left of the Change button on the Presets tab.

Click on the **Presets** tab.

- Right-click on the button you would like to set up
- From the keyboard, strike Ctrl plus the letter of the button to set up
- From the keyboard, strike **Shift plus the letter** of the button to set up, and then strike **Enter**.

This selector box will open:



Choose a WAV file from the list, and double-click on it, strike Enter or click OK to select it.

-OR-

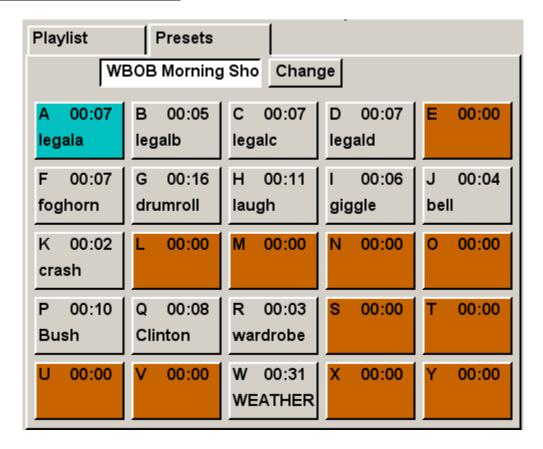
Click on the **Select Folder** button to choose a file from a different folder.

Choose the folder to switch to.

Choose a WAV file from the list, and double-click on it to select it.

The file name and length will be displayed in the button.

TO PLAY FROM THE PRESETS BUTTONS:



On the keyboard, strike the **letter** of the **Preset** button to play, or double-click on the button.

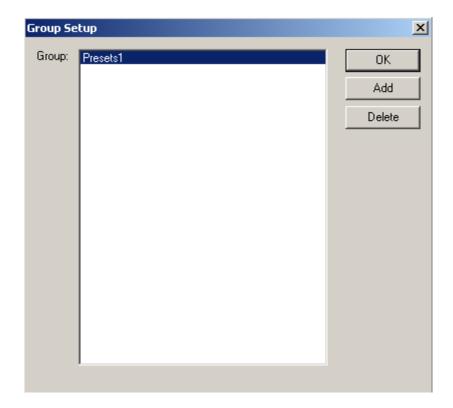
The audio will play and display in the VU meter (if configured). The large timer will not display the audio length or count down (this time is used for the audio loaded in the 10 decks). The time remaining for the audio will display in the "L:" line above the Preset buttons.

To stop the audio from playing in the preset buttons, either strike the **letter** or double-click on the **Preset** button.

TO CREATE A NEW GROUP:

Click the Change button on the Presets Tab or strike Alt+C on the keyboard.

This selector box will open:



On the Group Setup window, click the Add button.

This selector box will open:



Enter the name for the new group in the **Group Name** window. The new name can be over 40 characters long, but the display in the **Group Setup** window will not display more than 40 characters, and the window in the **Presets** tab will only display 17 characters.

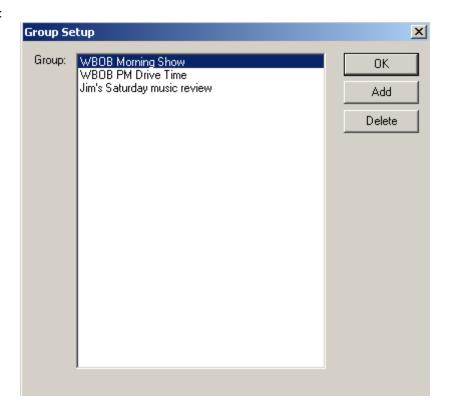
The group name cannot be changed after the user has hit **OK** and the group name is added to the list. Click **OK** or strike the **Enter** key.

TO CHANGE THE PRESET TO A DIFFERENT GROUP:

Click the **Change** button on the **Presets** tab or strike **Alt+C** on the keyboard.

This selector box will open:

Highlight the group to change to and click **OK** or strike **Enter** on the keyboard.



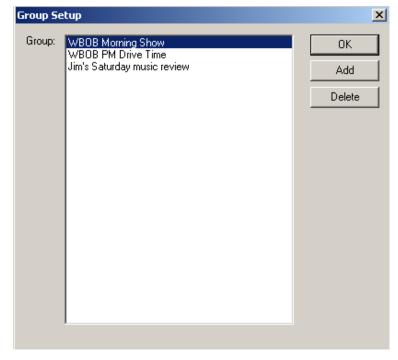
TO DELETE A GROUP

Click the **Change** button on the **Presets** tab or strike **Alt+C** on the keyboard.

This selector box will open:

Highlight the group to remove from the list.

Click the **Delete** button.



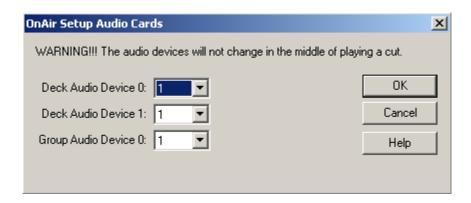
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Configuration

You can configure what many of the keystrokes or mouse clicks do in the On-Air screen. The instructions in this document show the default settings for various functions, but if you wish, you can change them to choices that are easier for you to use.

SETTING UP THE AUDIO CARDS:

Click on the On-Air menu choice. Choose **Setup Audio Cards** from the menu. Using the drop-down lists on this screen, you can set the audio devices to be used for the 10 decks and the Presets buttons.



Use the drop-down list of audio devices to assign the following devices:

Deck Audio Device 0

This is the main audio device that will be used for playing from the 10 decks.

Deck Audio Device 1

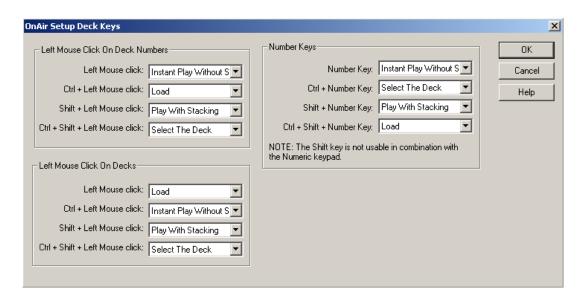
Overlapping is not enabled at this time. Therefore, the Deck Audio Device 1 will be ignored. In a future version, this is the second audio device that will be used in the 10 decks, and will be used when overlapping audio. If the computer only has one audio card, or overlapping will not be used, this will be set to the same device as the Deck Audio Device 0.

Group Audio Device 0

This is the audio board that will be used when playing audio from the Presets buttons.

SETTING UP THE DECK KEYSTROKES/MOUSE CLICKS:

Click on the On-Air menu choice. Choose Setup Deck Keys from the menu. Using the drop-down lists on this screen, you can change the keystrokes and mouse clicks that perform the different functions.



Use the drop-down list (below) to assign each function.



Select The Deck

Will select the deck that the combination of keystroke and mouse click is done on.

Play with Stacking

If you have an audio file currently playing in one deck, you can stack other decks without affecting the audio file currently playing. For example if an audio file is playing in deck 2 and you have an audio file in deck 3 you wish to stack, using the keystroke or mouse click that is Play With Stacking will stack deck 3. This allows for easier stacking and playing while on-air.

NOTE: if no decks are currently playing, doing the keystroke or mouse click that is Play With Stacking will cause that deck number to start playing. Any decks that were already stacked will then play, in the order they were stacked.

Instant Play Without Stacking

If an audio file is playing and you perform the keystroke or mouse click for Play Without Stacking, the playing audio will be stopped, and the deck you performed the keystroke or mouse click for will immediately start playing.

Stack

Assigns the audio in the deck to play in consecutive order when F3 Play is struck

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Load

Loads the deck with an audio file

Load From Import

Will load the next audio cut from the imported playlist in the Playlist tab.

Set to Loaded Status

Will set the deck back to Loaded status if it is set as stacked, Played, Stopped, or Paused. Will have no effect if there is no audio loaded in the deck.

Eject

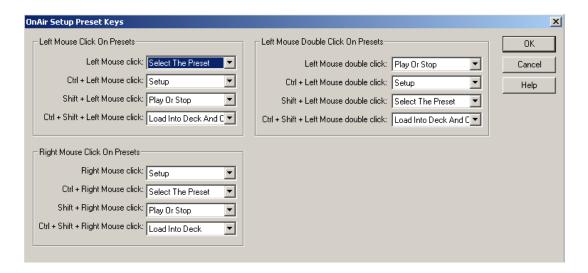
Ejects the audio file from the deck and sets the deck back to Ejected status

Load Next Up Rotation

Will load the next cart in the rotation into the selected deck, when a rotation is loaded in that deck.

SETTING UP THE PRESETS KEYSTROKES/MOUSE CLICKS:

Click on the On-Air menu choice. Choose Setup Deck Keys from the menu. Using the drop-down lists on this screen, you can change the keystrokes and mouse clicks that perform the different functions.



Use the drop-down list (below) to assign each function.



Select the Preset

Selects the Preset button and turns that button blue.

Play or Stop

Will start or stop playing the audio in that button.

Setup

Add or change the audio file in the button.

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Load Into Deck

Will load the audio that is in that button into the active deck in the 10-deck section of the screen.

Load into Deck and Cue

Will load the audio that is in that button into the active deck in the 10-deck section of the screen, and stack or cue the deck.

Load Next Up Rotation

Will load the next cart in the rotation into the selected button, when a rotation is loaded in that button.

SETTING UP THE DISPLAY FOR THE PRESETS AUDIO:

This sets the fields that are to be displayed in the upper right side of the OnAir screen.

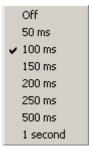
Click on the **Presets** menu choice. Choose **Display** from the menu. Click on the display option to check or uncheck that field. If a choice is checked, that field will be displayed for the audio file in the active Presets button.



TO CHANGE THE VU METER DISPLAY FOR THE PRESETS BUTTONS

From the main menu, click View, then VU Resolution.

This menu will be displayed:



Click on the desired resolution. The lower the number, the more often the VU meter display will change, as this setting is the interval between updates. A warning box will pop up that lets you know to change the setting if the computer starts to act sluggish. Click **OK** or strike the **Enter** key to close this window.

The meaning of the warning message is that the more often the VU meter updates, the more the computer will have to work. This is not normally an issue on a new, fast computer. However, if the computer seems to be acting slowly while playing audio from the On-Air screen, try a higher number for the VU meter setting, or set the VU to Off.

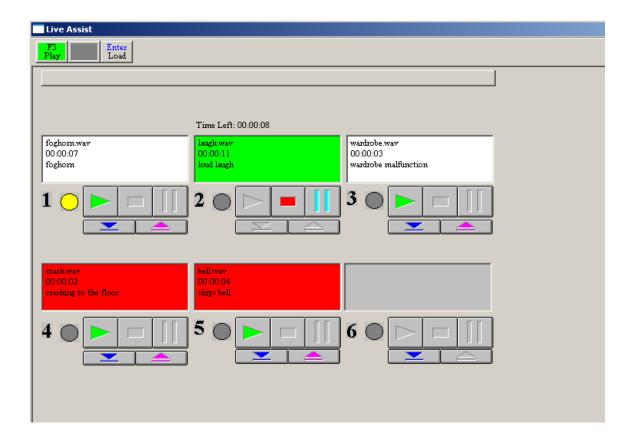
The checked interval is the number of milliseconds between updates. **1 Second** is 1000 ms, **500 ms** is ½ second.

Live Assist 6-deck screen

For the users that prefer to use a cart deck to load and play audio cuts **WireReady32** provides the **Live Assist** feature. Up to six audio files can be loaded, played, paused, and ejected. The audio cuts can be played in any order, and if the computer is equipped with more than one sound card, they can be overlapped. Counters display the time remaining for the audio that is currently playing, directly above the playing deck.

INSTANT RECOGNITION OF THE STATUS OF CARTS WITH COLOR CODING

- White means the deck is loaded.
- Green shows when a cart is playing.
- Blue is displayed when a cart is paused.
- Red means the cart has finished playing.



LOADING A CART DECK

KEYBOARD PROCEDURE

Use the **ARROW** keys to select which deck to load, then strike **Enter**. A yellow dot indicates which deck is the active deck.

Strike **Alt+L** to bring up the list of custom folders. Use the arrow keys to select the folder containing the audio file to load, then strike **Enter**.

Use the **ARROW** keys to choose the audio file, or type the name of the file in the **Selected** entry box. Then strike **Enter**.

MOUSE PROCEDURE

Click on the dot next to the number of the cart you wish to load. The dot will turn yellow.

Click the **Load** button, or click the blue down-triangle.

Click the Select Folder button to bring up the list of custom folders. Double-click the folder containing the audio file to load, or single-click to highlight, then click **OK**.

Double-click the audio file, or single-click to highlight, then click **OK**.

PLAYING AND STOPPING A CART DECK

KEYBOARD PROCEDURE

Use the **ARROW** keys to move the yellow dot to the appropriate deck, then strike **F3** to play.

OR - Just strike the number of the deck you wish to play.

To stop a cart strike **F4**. *NOTE:* This option will work only if **F3** was used to play the cart or if the deck with the yellow dot is currently playing.

MOUSE PROCEDURE

Click on the green triangle of any deck to instantly play it.

When a cart is playing a red box is visible on the cart deck. Click this red box to stop the cart.

A button with two vertical blue lines is also visible when a cart is playing. Click this button to pause the cart. Clicking this button a second time will re-start the audio at the point it was paused.

EJECTING OR RE-LOADING A CART DECK

When a cart deck is loaded a pink up-triangle is visible. This is the eject button. Click this to remove a cart from a deck. A deck does not have to be empty for another cart to be loaded. Using any cart-loading method mentioned above will automatically eject the cart that is currently in the deck.