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NewsReady for Windows Installation Instructions

CD-ROM INSTALLATION INSTRUCTIONS

Version 4.0 and later

The enclosed CD-ROM is a complete image of a ready-to-go configured system. Follow the instructions below. The *Manual for the Setup32 Utility* handout will explain how to make configuration changes to the system and / or create additional user names after the software is copied / installed onto your computer. We have already set up users called News1 through News20, Onair1 through Onair10, and Sales1 thru Sales10. Onair users are set to local-cache audio to the local hard-drive during on-air playback for use on LANs for added performance (an ini setting).

Note: These instructions are for a new installation. IF YOU ARE USING THE DOS NEWSREADY PROGRAM AND ARE UPGRADING TO NEWSREADY FOR WINDOWS AND WANT TO USE THE SAME USER SETTINGS, DO NOT USE THESE INSTRUCTIONS. Please contact WireReady NSI for instructions on doing an overlay installation.

After installing the software, please hand out our documentation to your users. We have included training tutorials, which walk new users through the most common functions. Some interactive training has also been included for your staff. If on-site training was not ordered, please call to setup convenient training times when you are ready, and please give us a few days notice for training.

A typical Windows program affects your Windows files, but our software installs to its own directory. We make no Windows settings changes, no registry changes, or any Windows / system dll changes. You will install our files to a folder on the hard-drive, and you're ready to run. If you are setting up the system for multiple user access on a LAN, you only use the CD-ROM on ONE WORKSTATION to copy the files to your server, as all other workstations read from the server's copies. Once installed to the server from the workstation, you may store the CD-ROM in a safe place. The files that will be copied are pre-configured for NewsReady for Windows to run from the w: drive. If you cannot use W: for a drive, please call WireReady for special instructions on editing our config files with the drive letter or share path to the server you prefer. (If you wish to do the change yourself, you can follow the instructions in the section *Using UltraEdit to Change Paths* at the end of this document.)

If you are setting up the system for a stand-alone single computer, you can create a Wireready folder on the local drive, and do a SUBST to make c:\wireready be W:\ (create a shortcut with the command of "subst w: c:\wireready" and put it in the Startup group). However, we recommend that the program be set up on a network for reliability reasons. This is especially true if the news computer will also be surfing the web or running other programs. By separating the wire capture side of NewsReady on machines that the actual news people can not touch, the entire system won't be brought down through normal day-to-day Windows or Internet use.

In this configuration, one computer (it doesn't have to be running a server operating system) is set up with a sharable folder to hold the entire WireReady system. No one ever touches it, doesn't run any software on it, and doesn't surf the web with it. In larger newsrooms, a second computer is setup and DEDICATED just for wire capture. It boots and runs our capture or other backend Internet connectivity programs, but users do not touch it either.

The above "server" and "capture" functions can be combined on one machine when necessary. The biggest threat of reliability comes when users run other windows apps, surf the net, download players, IM agents and other items.

We do not charge a license fee to use a server or a second machine to be a dedicated capture station. So even single user WR32 customers may set us up in a network configuration.

1) Remote Access

PC/anywhere32 CD-ROM(s) may have been included for remote access. Install on the wire capture/newsroom computer to let our techs install and setup the software for you and for phone-based training or troubleshooting if you call WireReady for help. WireReady can remote in and assist as needed over dial up modem or IP connection. If the machine has Internet access, LogMeIn can be installed to allow remote access for setup and training.

2) To Install off of the CD, run the Install.bat file on the CD-ROM.

- Put the NewsReady for Windows CD in the CD drive.
- Open a DOS box.
- Type INSTALL [CD letter] [Network drive] at the DOS prompt to start the installation. For example, if your CD-ROM drive is D: and your network drive is W: type: "INSTALL D W".
- Strike the **Enter** key. The files will be installed to your computer.

3) Client Install.

On either a LAN or a stand-alone installation, you only have to make a short cut to our loader/executable (wr_win.exe). Create a short cut to w:\wire\wr_win.exe. To launch with a specific workstation user name (if you don't want the user to type it in), include a "/u [username]" parameter. In the below example, the program will start with the workstation logging in as the News1 user.

w:\wire\wr_win.exe /u news1

This loader automatically copies the network-available program file (wr32.exe) to c:\wire and launches it. Short of an audio editor program (if you plan to use our audio features), no other client software is installed.

Put a copy of the desktop shortcut into the Startup folder if you would like NewsReady for Windows to start automatically when the computer is rebooted.

Note: If you get a security key error, make sure your key is connected to the printer port and, if necessary, install the Sentinel Drivers. See the *Security Key Drivers* section of this handout. (Keys are not necessary with all customer installations, depending on the type of system you purchased)

4) Configuring Personal Login Names/Instant Messaging

NewsReady for Windows supports a SECURE login mode into the newsroom system so that news staff can all have their own login names/passwords within the application. This provides them personal areas for personal file storage and personal wire searches.

Secure Logins also allow users to send instant messages to other users. These messages appear in the WireReady32 title bar.

W:\wire\install\setup32.exe is used to create personal login names. Refer to the *Manual for the Setup32 Utility* handout for instructions on configuring secure logins.

5) Digital Audio Editor

If you will be using the audio features of NewsReady for Windows, you will be using a digital audio editor program. If you already have an audio editor, you will want to set that as the default editor for *.wav files.

The easiest way to set this is using Windows Explorer/My Computer.

Navigate to a *.wav file.

While holding the Shift key on the keyboard, right-click on the wave file.

From the menu, choose **Open With...** and then **Choose Program...**

Choose your editor program from the list, and check the statement to **Always use the selected program to open this type of file.**

If you do not have a digital audio editor, and you purchased GoldWave from WireReady NSI, you can install GoldWave on the workstations. You should have received the *GoldWave Set-up and Registration Information* form, which includes the ID and License number for each of the licenses you purchased.

Follow the instructions for installing and setting up GoldWave. After GoldWave is installed on each workstation, follow the instructions above for making GoldWave the default audio editor on each of the workstations.

6) Wire Capture Computer

If you receive wire services, a computer must be designated to be the wire capture computer. The capture station captures all incoming data on the COM port(s) and writes the news to a database file stored on the file/server/shared drive that runs your LAN, or the local hard-drive if you are setting up a stand-alone (single computer system). We recommend you dedicate a workstation (for added reliability) to run the capture client software.

If computers are not available, or you are setting up a stand-alone computer, the wire capture client MAY be run as a minimized task on the same computer someone uses as a workstation. We do NOT recommend you run the wire capture program on the file server/shared drive if running on a LAN.

You have several options. We have both DOS and WIN32 based capture clients. Both are compatible with NewsReady for Windows.

If you have a DOS computer on the LAN you can run the DOS client.

If you have a Win95/98 computer you can run either the DOS or WIN32 client.

If you have a Win NT/2000/XP computer you must run the WIN32 client.

If you are running a standalone computer and will be running the capture client on the same computer used as the workstation, we recommend the WIN32 client as it exerts less overhead on the processor.

DOS-Based (16bit) Capture Client Information

The Wire Capture computer runs W:\wire\wcapture.bat, which calls W:\wire\manager.exe s=w:\wire\capture. A shortcut for this program should be placed in the startup folder on the wire capture computer. The DOS-based capture program is configured with the w:\wire\install\setup.exe program. Wire services are configured using the **Select Wire Service and Speed** choice.

Please note: the DOS-based capture is compatible ONLY with COM1/COM2, and ISA-based COM cards. WireReady sells a 4-port ISA card if needed for adding more wire services.

IMPORTANT PROPERTIES SETTINGS ****

In the Properties page of the shortcut, make sure that **Always Suspend in Background** and **Allow Screen Saver** are unchecked on the **Misc** tab, **Close on Exit** is checked on the **Program** tab, and **Full-Screen** is checked on the **Screen** tab.

WIN-Based (32-bit) Capture Client Information

Wincap.exe is a low-overhead 32-bit capture program that works with all PCI-based COM ports. We recommend and resell COMTROL brand RocketPort PCI-based 4 and 8 port COM cards, although all brands will work. We also support USB to COM port converters and sell adapters that can turn one USB port into one or more COM ports using a standard USB hub. The Wincap.exe program will be configured using the w:\wire\install\setup32.exe program. Please refer to the *Manual for the Setup32 Utility* documentation to set up WinCap. Make a shortcut

to w:\wire\Wincap.exe and put it in the Windows Startup folder so that capturing begins anytime the computer boots.

7) Installing Additional COM Ports

If you are using WireReady-supplied USB to RS-232/COM port converters to connect wire services or remote start interfaces with our news system, you need to install drivers for the device. When you connect the USB converter to the USB port it will prompt for a driver. The driver can be found on the WireReady installation CD or on the drive that NewsReady for Windows was installed to in the WIRE\INSTALL\USB2COM-FTDI folder.

Do not use the drivers that came with the USB converter CD, as they are not the latest. You must use the drivers on our CD-ROM in order to use 2 or more of these adapters on the same computer. You can use a standard USB2.0 hub if you need to put more than one adapter on the same USB port.

Once configured, these devices show up in Device Manager as COM ports. Once you identify the COM port number assigned by Windows, this is the port number you use when configuring the devices to work with NewsReady for Windows.

8) Automatic Audio Recording (Network Installations only)

An audio capture computer can be set up to capture feeds from a satellite network, either using the Automate screen from within NewsReady for Windows or from the Windows Task Scheduler. If you are planning to use the Automate screen, please contact WireReady for assistance in creating a recording playlist. Automatic recording will work with all PCI-based sound cards. WAV files created by automatic recording will be available to any user from any machine.

Scheduling A New Task for Recording in Task Scheduler

- 1) Bring up the Task Scheduler from the taskbar if it is currently ready. If the Task Scheduler is not on the taskbar, click on the Start button, go to Programs, then Accessories, then System Tools, and choose Scheduled Tasks.
- 2) Double click on **Add Scheduled Task**. This brings up a "Scheduled Task Wizard" box.
- 3) Click on the **Next** button.
- 4) A list of available programs will come up in the "Scheduled Task Wizard" box. Press the **Browse...** button to find the "record" program.
- 5) Go into the "w:\wire\" directory and highlight "record".
- 6) Click the **Open** button or double click on "record".
- 7) Type in a name for the task or the name of the recording you are scheduling.
- 8) Click on the description of how often the task is to be performed (Daily, Weekly, etc.).
- 9) Click on the **Next** button.
If you chose **Daily**, enter:
 - 1) the start time
 - 2) when to perform the task (every day, weekdays, etc.)

3) the start date

If you chose **Weekly**, enter:

- 1) the start time
- 2) if the task is to run every week
- 3) the days of the week to run the task

If you chose **Monthly**, enter

- 1) the start time
- 2) the day of the month to run the task
- 3) the months to perform the task in

If you chose **One Time Only**, set the start time and date for the task to run

- 10) Click on the **Next** button.
- 11) Click on the box **Open advanced properties for this task when I click Finish**.
- 12) Click on the **Finish** button.
- 13) Under the **Task** tab, change the **Run:** line to read:
[server drive]:\wire\record.exe [filename] [length of file] [audio card]
Where filename is the filename/path to the audio file with or without a .wav extension.
Length of file is expressed in HHMMSS format with leading zeros.
Audio Card is the ID of the card to record on.
Example: to record w:\nat\NC#1.wav for 10 minutes on card 1
On the **Run** line enter: w:\wire\record.exe w:\nat\NC#1.wav 001000 1
The scheduled date/time can be changed at this time under the **Schedule** tab
- 14) Click **OK** when done. The task has now been scheduled.
To schedule additional tasks, follow steps 2-14 above.

9) Audio Playback/Recording:

NewsReady for Windows requires Plug and Play Windows-compatible sound cards. PCI-based sound cards work best. Our recommended studio professional card is the LYNX ONE from Lynxstudio.com. Card D Deluxe is also recommended from Digital Audio Labs. These cards offer signal to noise in the 90s and better, support balanced professional analog and digital I/O and simultaneous play/record, multiple card capabilities. NewsReady for Windows supports up to 3 audio cards in the same computer for multi-play/record capability. High-end cards such as AudioScience, Digigram, and Antex are also compatible with the system. The SoundBlaster64 AWE GOLD is an ISA based card, but is also compatible with the system.

You do not need to use the same audio cards in every computer. All audio cards play and record WAV files, so you may record an audio file on one card, and then edit/playback the file on another computer, even with a lesser quality sound card without hurting the audio quality. The software and WAV files are also compatible with laptop devices.

Consumer sound cards, and on-board sound cards are also compatible with the system, but sound quality varies and depends on the specific hardware used.

Most inexpensive sound cards will not support simultaneous play/record or multiple card configurations.

Drive Space:

The system records in linear 16-bit PCM WAV formats using standard Microsoft RIFF/WAV headers. Sampling rate is up to the user and ranges (for mono files) from 2MB/minute for 16Khz, to 2.6MB/minute for 22Khz, 3.6MB/minute for 32Khz, and 5MB/minute for 44Khz. Double these numbers for stereo.

We currently do not support ACM (audio compression managers) such as MPG and MP3 for real-time storage playback.

10) TWEAKUI

We have included Microsoft's TWEAK utility under WIRE\INSTALL. You may install this utility on your wire capture and audio capture computers. TWEAK lets you setup the workstation to automatically login to your network. We have included versions for Windows95, Windows98, and Windows2000 and Windows XP. Refer to the *Installing the Tweak User Interface* document to install the program.

11) SETUP32 Administration Program

A comprehensive administrators program (SETUP32) has been included. Every configurable option in the system is available for customizing through this program. A separate document, *The Manual for the Setup32 Utility*, is included explaining how to use Setup32 to configure your station.

We recommend that you DO NOT delete any of the custom folders we have started you with before calling us. You may add other folders you wish to make available to the system at anytime.

If you have any questions, do not hesitate to call us.

12) Recommended Workstation Specifications Settings

NewsReady for Windows is a standard Microsoft C++ MFC compiled 32-bit program. In general, no special settings are required. Any other Windows program can run at the same time, such as Internet Explorer, Outlook, or Word. For the best performance we recommend the following:

- That power management be disabled. (if the machine is going to be used 24/7 like a capture station or it's an onair playback position.
- That the task scheduler be disabled unless you have specific need to use it.
- That you run an anti-virus program such as Norton if your machines are connected to the Internet.

If you plan to use the audio features of the system, please follow the manufacturer instructions for your respective sound cards and make sure all drivers are loaded.

MAKE SURE YOU DISABLE SOUNDS IN CONTROL PANEL

System sounds will interfere with playback/recording, and can crash some cards like the Card-D Deluxe with our application.

IMPORTANT: If running Norton Antivirus auto-protect, special configuration changes are required to prevent auto-protect from interfering with audio recording and playback. You can search for Performance under Symantec's Norton Antivirus support section.

IF YOU ARE USING A NOVELL NETWORK:

The client level file caching option must be disabled on the network client on each workstation. Since the capture file is being written to all the time, and is being read by multiple machines at the same time, the file caching will prevent some machines from updating the wire browser.

To turn off file caching:

- Right-click the red N in the system tray and choose Novell Client Properties.
- On the Advanced Settings tab, change File Caching to Off.
- After this change, it requires a restart of the computer.

13) General Hardware/OS Requirements

These are general requirements. Your specifications may be different if you have special needs or have discussed a specific application with a WireReady sales or technical support representative.

NewsReady for Windows works with Windows 95/98/NT4/2000 and XP operating systems.

In general we recommend 200Mhz and faster processors with a minimum 32MB of RAM. NT/2000 requires 64MB of RAM. Ideal machines are 300Mhz and faster with 128MB of RAM, especially if you plan to run other 32 bit applications (Explorer/Outlook) at the same time. In the Win9x operating systems, Win98 SE is the best version. Always make sure you are using the latest Microsoft Service packs for your operating system (available from Microsoft.com). Both IDE and SCSI hard-drives work fine. For LANs, we recommend dedicated Novell or NT/2000 based servers to host the system files. The application is client based, with the server acting strictly as a file/print server. In the case of small LANs, a workstation may be dedicated (Win95/Win98/NT/XP etc) to be the shared hard-drive using basic Microsoft client networking and sharing the network drive.

Note when using a dedicated server, the server does not have to be dedicated strictly for the WireReady software. Existing office servers/department servers may be used for this purpose if they have the necessary drive space and horsepower to handle the extra users.

If running a single non-networked user/stand-alone computer, all clients may run on the same workstation that the user uses to read and compose their news with the main application.

14) Security Key Drivers

If you are installing on WinNT/2000/XP or later operating systems you may need to install drivers for the Sentinel security key is required with some of our products.

NewsReady for Windows requires a security key to run. If the security key is not detected, NewsReady for Windows will run in Demo mode. For NewsReady for Windows to run with its full capabilities, it must detect that a security key is attached to the parallel (printer) port of your computer. Usually, NewsReady for Windows has no problems detecting the security key.

If you are sure that the security key is attached, but you are receiving errors stating that the security key was not detected, then you probably need to have security key drivers installed. These drivers are in the **WIRE\INSTALL\NR32\SENTINEL** directory.

You **MUST** use the drivers for the proper operating system, either Windows95/98 or Windows2000/NT/XP.

Windows95/98

Run the program **W:\WIRE\INSTALL\NR32\SENTINEL\WIN_95.EXE**.

When asked for the directory to extract to, enter the directory where NewsReady for Windows was installed. For example, W:\WIRE.

Then, from each of the computers that are running NewsReady for Windows and Windows95/98, run the program **SENTW95**. This will bring up a window.

Click on **Functions**, then on **Install Sentinel Driver**. The proper directory will be displayed when you are asked for the path to the Sentinel files, so just press **Enter** when asked for the path. The driver will be installed.

You must restart the computer for the drivers to work.

Windows2000/NT/XP

Run the program **W:\WIRE\INSTALL\NR32\SENTINEL\WIN-NT.EXE**.

When asked for the directory to extract to, enter the directory where NewsReady for Windows was installed. For example, W:\WIRE.

Then, from each of the computers that are running NewsReady for Windows and Windows2000/NT/XP, run the program **SETUPX86**. This will bring up a window.

Click on **Functions**, then on **Install Sentinel Driver**. The proper directory will be displayed when you are asked for the path to the Sentinel files, so just press **Enter** when asked for the path. The driver will be installed.

You must restart the computer for the drivers to work.

15) Using UltraEdit to Change Paths

If you running NewsReady for Windows from a drive letter OTHER than w:\wire path, which we default the software to use (if you loaded the CD on drive W), the following must be done to setup our software to work with the drive/path you chose instead.

UltraEdit is a relatively inexpensive program that can be downloaded from the Internet. Go to www.download.com and do a search for "ultraedit".

UltraEdit is sometimes updated, so the terms used in the following might not match exactly with the version you use.

1) Change everything except Playlists

- Start UltraEdit and Click **Search** then **Replace in files**.
- Type the original path (ex: "w:\") into the **find** box.
- Then in the **Replace With** box type in the new path (ex: "h:\")
- In the **In Files/Types** box type
"* .wr; * .txt; * .ini; * .bat; folder.dat; \$drives.dat; \$search2.dat; cusdir32.dat".
- Directory should be changed to match the root of the drive you're changing (ex 'h:\').
- Make sure the **Search Sub Directories** box is checked.
- Click **Replace All** and wait for it to finish.

2) Change the playlists (You do not need to perform this section if you have not been using WireReady's ControlReady program.)

The following needs to be done for every directory path the auto-recording computer sends audio to. For most stations, this is just searching for r:\nat, replacing with h:\nat.

- Start UltraEdit and Click **Search** then **Replace in files**.
- Type the original export path (ex: "r:\nat") into the **find** box.
- Then in the **Replace With** box type in the new path for the wire directory (ex: "h:\nat").
- In the **In Files/Types** box type "*.ply".
- Directory should be changed to match the root of the drive you're changing (ex 'h:\').
- Make sure the **Search Sub Directories** box is checked.
- Click **Replace All** and wait for it to finish.

16) Additional Software and Services Options (sold separately, unless otherwise noted on your quote/invoice)

Please contact WireReady's Sales department for more information about any of these options at 800-833-4459 or sales@wireready.com

The features below are generally setup by WireReady techs using PC/anywhere for you when you are ready to add them. We can also use GOTOMYPC if you have Internet access and prefer not to use pc/anywhere.

SMTP/Email integration

Integration with Outlook

Automated Web Publishing (WebReady options are sold separately)

Automated FTP in/out submission system

Direct send/conversion system for feeding files into 3rd party digital automation systems requiring specialized headers or compressed formats.

Automated Recording/Playback capabilities (ControlReady options are sold separately)

17) Optional Hardware (Prices are available upon request)

An **Alarm Box** (HW-ALARM) connects to COM 1 on the capture station using the DOS client, and can automatically trip an internal buzzer when certain types of stories arrive, as programmed on the capture station by the user. The alarm also has a contact closure, which latches to trip externally wired devices, and an input for remote reset support.

USB2COM Converters are available if you want to connect additional wire services and do not have an open PCI slot in the computer. These devices will allow the use of a USB port as a COM port. We also sell hubs which are required if you want to use more than 1 USB2COM converter. Customers can purchase their own USB 2.0 hub, or get one from WireReady NSI.

Rocket Port PCI COM cards are available if you want to connect more than 2 wire services and need extra COM ports.

SB64 Gold audio cards are available for automatic audio recording/capture (up to 2 may be installed, requires ISA slots for 16 bit software only)

Lynx Audio cards are available for professional balanced audio recording/playback.

Wire Service Splitters are available. If you have an older newsroom system and do not want to shut it down right away, these pre-wired boxes Y split your wire services so that you can feed both your old and new newsroom system during your transition to NewsReady for Windows.

AT1616L relay controllers are available. These devices allow you to wire a professional studio console that offers remote start/stops, directly to the workstation used for the live broadcasts in the studio. The relay controller provides an interface between dry closures and open collector style devices and the COM port of the studio computer. Up to 3 START and STOPS may be wired to support triple playback capability, and the device also drives the tally/LED status lights on your console. Includes rack panel

The AT1616L relay controllers can also be used for audio recording automation where you need us to record based on closures and/or clock set to a closure.

Custom Keypads are available. These keypads provide large PLAY and STOP buttons for up to 3 playback channels so that stations that desire a small, separate control surface next to their air console may have the same benefit of remote start/stops without the need to have a studio console that supports remote start/stops and the added expense of the AT1616L. Over two-dozen keys are available that can be user programmed to perform macro functions up to 60 characters each.

18) Training Options

We have provided ample documentation and training tutorials as part of your purchase. In addition, your purchase includes 24/7 800 support for one year for basic questions, or help with troubleshooting problems related to your software purchase. For-purchase training options are available, and ALL purchases include a set number of FREE over-the-phone training sessions you may schedule after your system is operational.

On-Site Training:

On-Site training is available. We have professional full-time trainers ready to assist you. Cost is \$995/day plus airfare/hotel/car rental. Travel time is inclusive. Please book on-site training well in advance. We recommend 2-3 weeks advanced notice to get best available airfares. Subject to availability.

Over the Phone Training:

If you didn't purchase on-site training and integration and will not have the benefit of live face-to-face training, phone-based interactive training with PC/ANYWHERE is recommended and available at no extra charge. Your purchase includes a set number of hours of free phone training, generally 2 hours, plus 1 hour per additional user license purchased. For example a 10-user system includes 12 hours of training, in addition to 24-hour 7-day 800 technical support for problems. We require 72 hours advance notice for phone training, and phone training is only available M-F 9-6PM EDT. Additional hours of phone-based training may be purchased for \$75/hour. Subject to availability.