



Department of Technology

A large, faded watermark of the HRT logo is centered on the page, serving as a background for the title text.

# **MEDIA EXCHANGE WEB APPLICATION USER MANUAL**

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## MediaShuttle Transfer Application Configuration Settings and Internet Browser Settings

With Media Exchange large AV media assets can be moved fast and securely over IP networks without extensive IT support. It is accessible through a Web browser (Internet Explorer, Mozilla Firefox, Microsoft Edge, Apple Safari). You need to copy the following HRT web page link (<https://htv-avportal.hrt.hr/>), and then simply enter your username and password.

### **OPERA CHROME INTERNET BROWSER IS NOT SUPPORTED.**

Media Exchange has been tested with the following Internet browsers:

#### **Windows XP, Windows 7**

- Internet Explorer 8, 9, 10 i 11
- Mozilla Firefox 3.6, 4, 7 – 14

#### **Macintosh OS-X 10.5**

- Apple Safari 5.0, 5.0.6
- Mozilla Firefox 3.6, 4, 7 – 14

#### **Macintosh OS-X 10.6, 10.7**

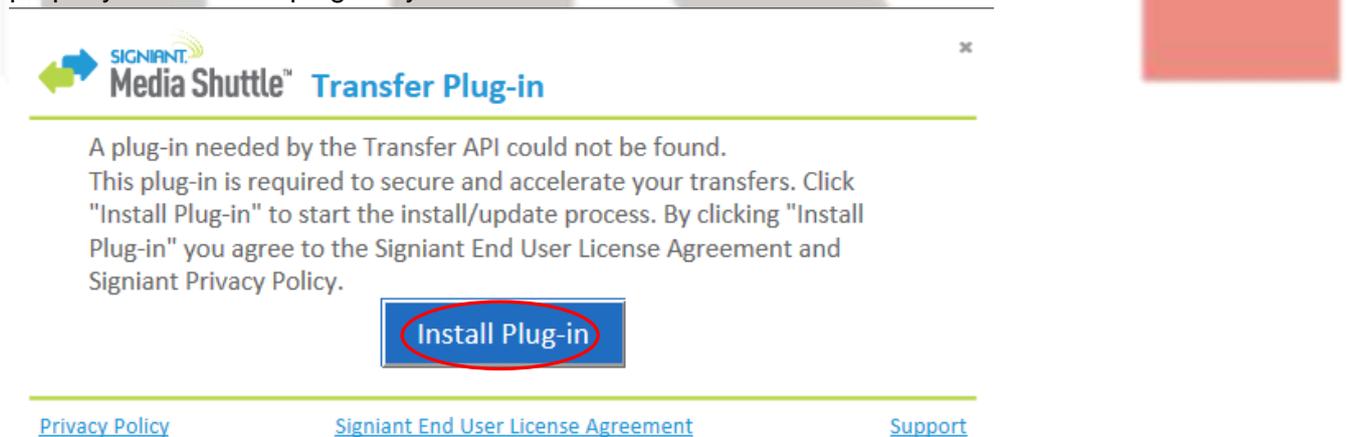
- Apple Safari 5.0 - 5.1.7
- Mozilla Firefox 3.6, 4, 7 – 14

#### **Browser Requirements**

- Cookies and JavaScript enabled
- Pop-up blockers disabled

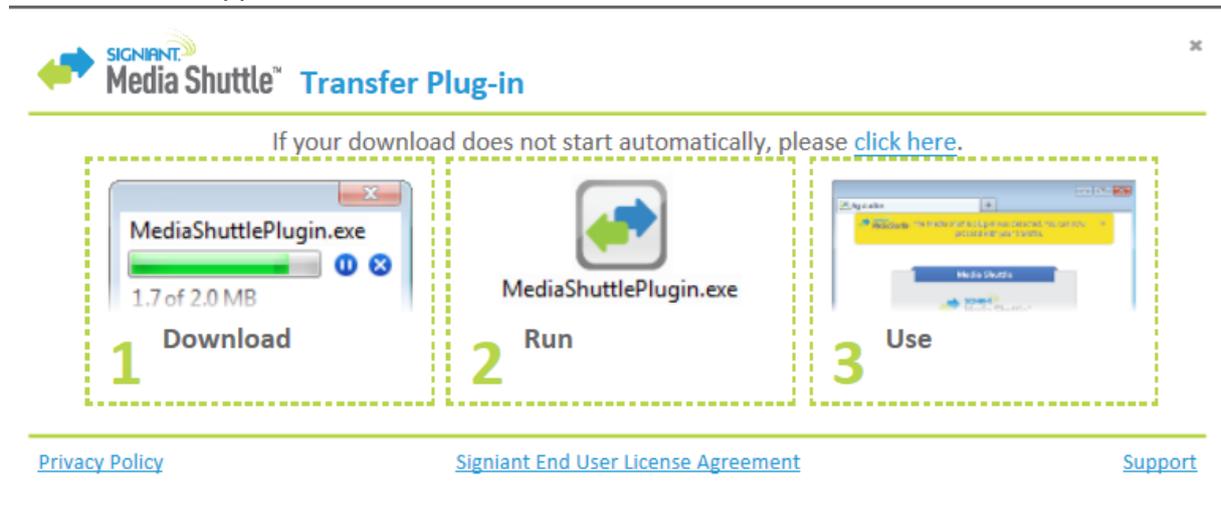
#### **Media Shuttle Transfer plug-in settings**

Media Shuttle Transfer plug-in installation window will be shown only once, immediately upon the first launch. Media Shuttle Transfer plug-in is required so that Media Shuttle can transfer files properly. Without the plug-in - you will not be able to transfer files.

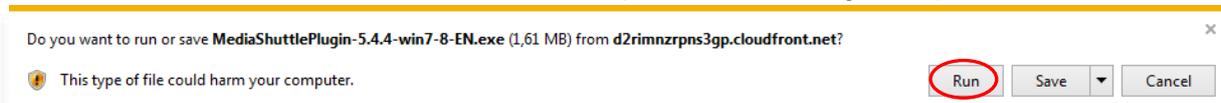


Click „Install Plug-in“.

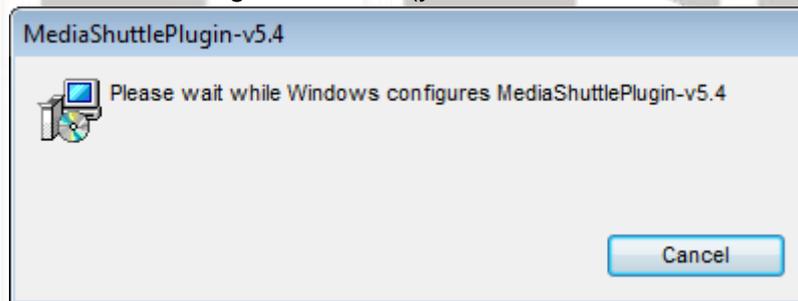
A new window appears.



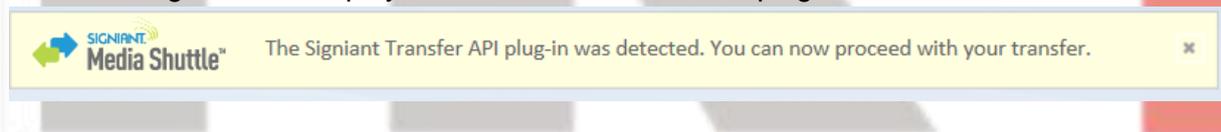
Download the executable file and click „Run“ (MediaShuttlePlugin.exe).



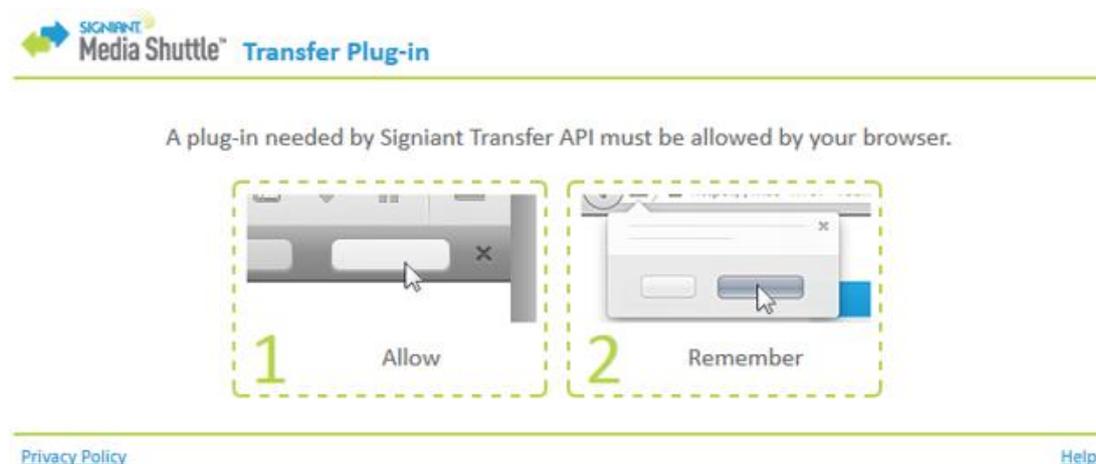
After downloading, run the file (you must have administrator privileges).



The following notice is displayed when the Media Shuttle plug-in is installed :



If your browser is configured to block plug-ins, do the following:



## Mozilla Firefox

In the blocked plug-in message bar, click **Allow** and when prompted click **Allow and Remember**.



To ensure that the Media Shuttle plug-in is always allowed, do the following:

1. Click the menu button and select **Add-ons**.
2. In the left side of the **Add-ons Manager**, click **Plugins**.
3. Find the Media Shuttle plug-in and from the drop-down menu, select **Always Activate**.
4. If the plug-in still fails to allow you may need to adjust the security settings.
  1. Click the menu button (3 bars at the top-right) and click Options
  2. Click Security and add the website's address to the Exceptions for "Warn me when sites try to install add-ons"

## Internet Explorer 8

1. Click **Tools** and select **Manage Add-Ons**.
2. Click **Toolbars and Extensions** and look for **Signiant Inc...**
3. Click **Enable** and then click **Close**.

## Internet Explorer 9, 10, 11

1. Click **Tools** and select **Manage add-ons**.
2. Under **Show**, click **All add-ons**.
3. Find **Signiant Inc.** and click **Enable**.
4. Click **Close**.

## Apple Safari

In the blocked plug-in message box, click **Trust**.

To ensure that the Media Shuttle plug-in is always allowed, do the following:

1. From **Safari**, choose **Preferences** and click **Security**.
2. Click **Manage Website Settings**.
3. Select the Media Shuttle plug-in and from the drop-down menu, select **Allow Always**.
4. Click **Done**.
5. If this is still failing you may need to favorite the site which will give it a priority to load.

## Firewall settings

If you are unable to connect to your Media Exchange server, it may be due to a firewall between your browser and the Media Exchange server. Media Exchange requires several ports depending on the functionality being used by Media Exchange:

WAN accelerated transfers: outbound UDP 49221, inbound UDP 49221-49271

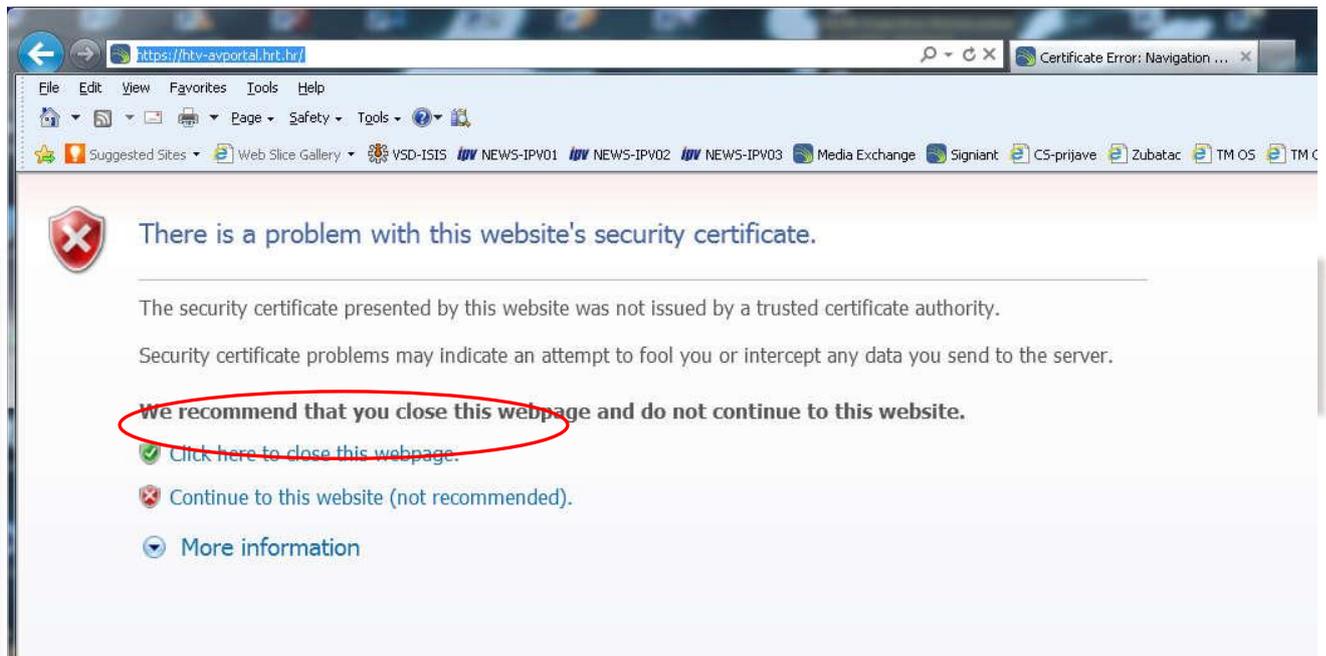
TCP transfers: TCP 49221

HTTP transfers: TCP 80, 8080

HRT's web portal is:

<https://htv-avportal.hrt.hr/>

Upon launching of the HRT web portal it is possible to receive a security warning dialog that says - a *possible security risk due to an unknown certificate*. You need to choose the option („continue to this website (not recommended)“ although at first glance this action might seem as being potentially harmful to your computer.



## Username and Password

On the home page of the HRT web portal, you have to type in your username and password. For the initial login the password will be provided by the HRT staff via e-mail..



The screenshot shows the 'Welcome to Signiant Manager' login page. It features a blue header with the title. Below the header is a white box containing two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. To the right of the input fields is a decorative graphic of blue dots forming a hand shape. In the bottom right corner of the white box, there is a small 'Info' icon with a downward arrow.

In case you mistyped your user name or password, you will receive a warning notification. Make sure you input your password using the correct lowercase and uppercase letters.



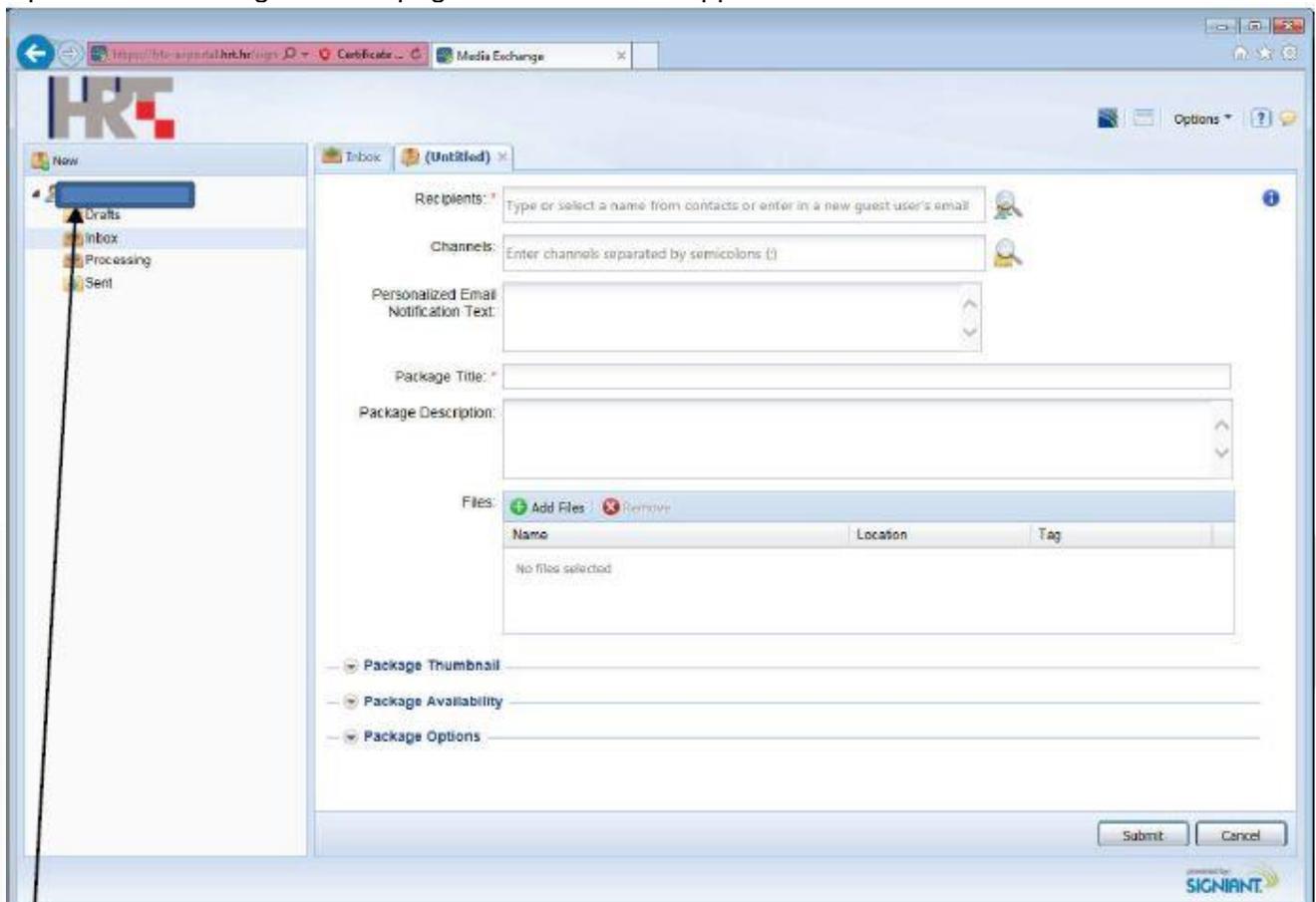
The screenshot shows the 'Welcome to Signiant Manager' login page with an error message. At the top of the white box, there is a red exclamation mark icon followed by the text: 'The username or password you entered is incorrect.' Below this message are the 'Username' and 'Password' input fields, the 'Login' button, and the 'Info' icon in the bottom right corner. The background features the same decorative blue dot graphic as the previous screenshot.

### **IMPORTANT!**

After the initial login, you need to **CHANGE** your password (the procedure has been described at the end of this manual).

## User interface

Upon successful login a main page of a website will appear.



User data - (name, surname, and the name of a production company/advertising agency/advertiser)

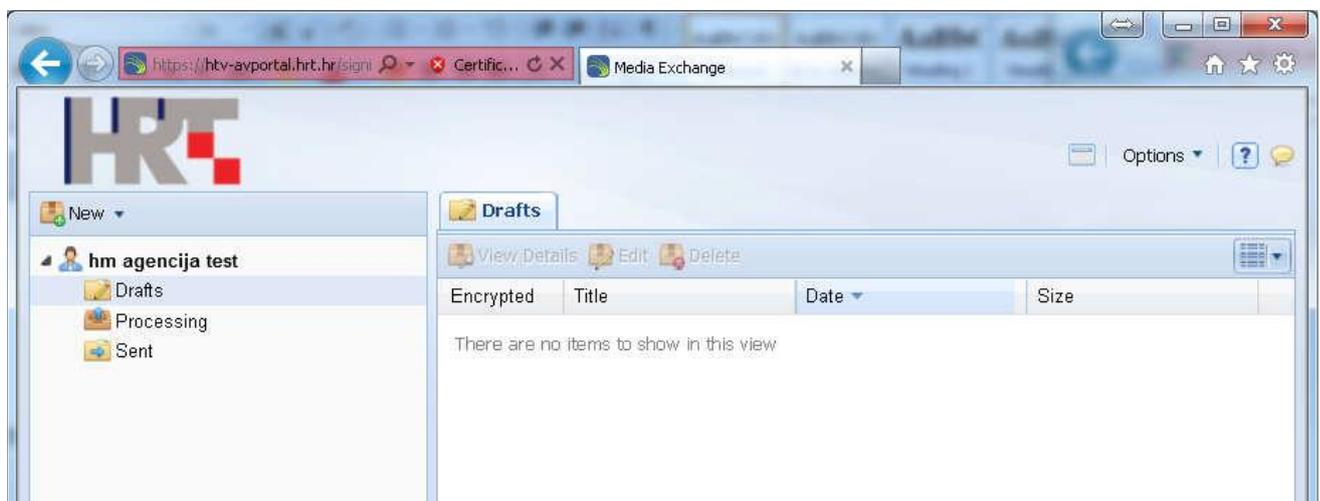
*Drafts* – This folder contains packages that are being created by users, but have not yet been sent.

*Inbox* - (could be visible) – This folder contains packages that have been received by the HRT's marketing Department

*Processing* – This folder contains packages that are in the process of being sent.

*Sent* – This folder contains packages that have been sent.

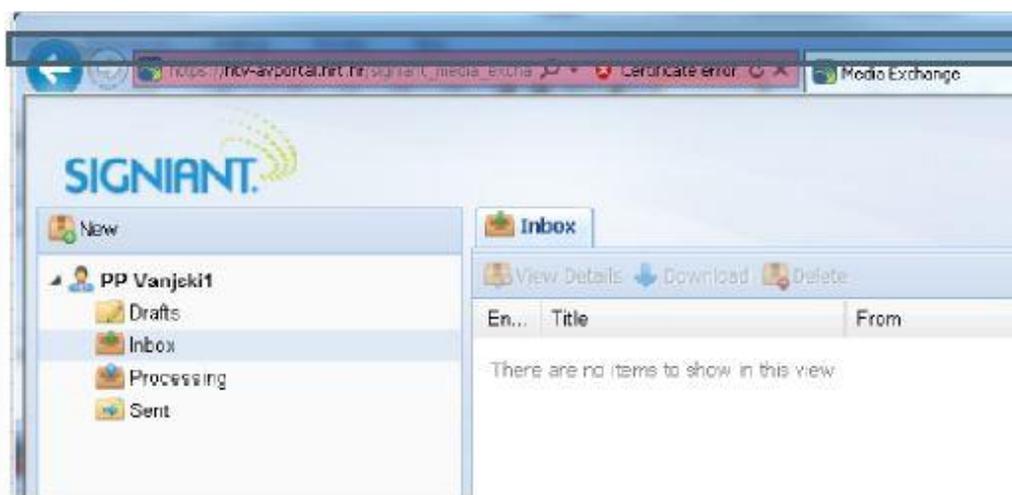
User interface look when folder *Inbox* is not present.



## Upload

To upload and share Media Exchange packages, do the following:

1. Click **New** in the top left pane to open a new package. If package templates are enabled, a drop down list of available templates is provided.
2. Specify the recipients, categories, and personalized email notification text.
3. In the **Package Title** field, specify a name for the package (this is equivalent to an email subject).
4. In the **Package Description** field, add information (including metadata) to associate with the package.
5. In the **Files** field, specify the files to include in the package. Click **Add Files** and select the files.



Optional features include:

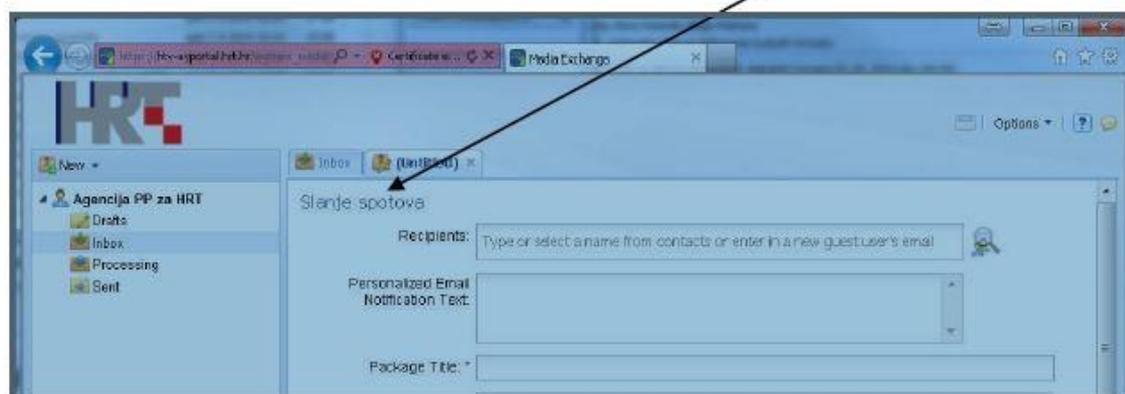
6. Optionally, a file can be tagged as metadata or designated as the thumbnail image to use for the package. Click the **Tag** field in the Files list, choose the value from the drop-down list, and press Enter.

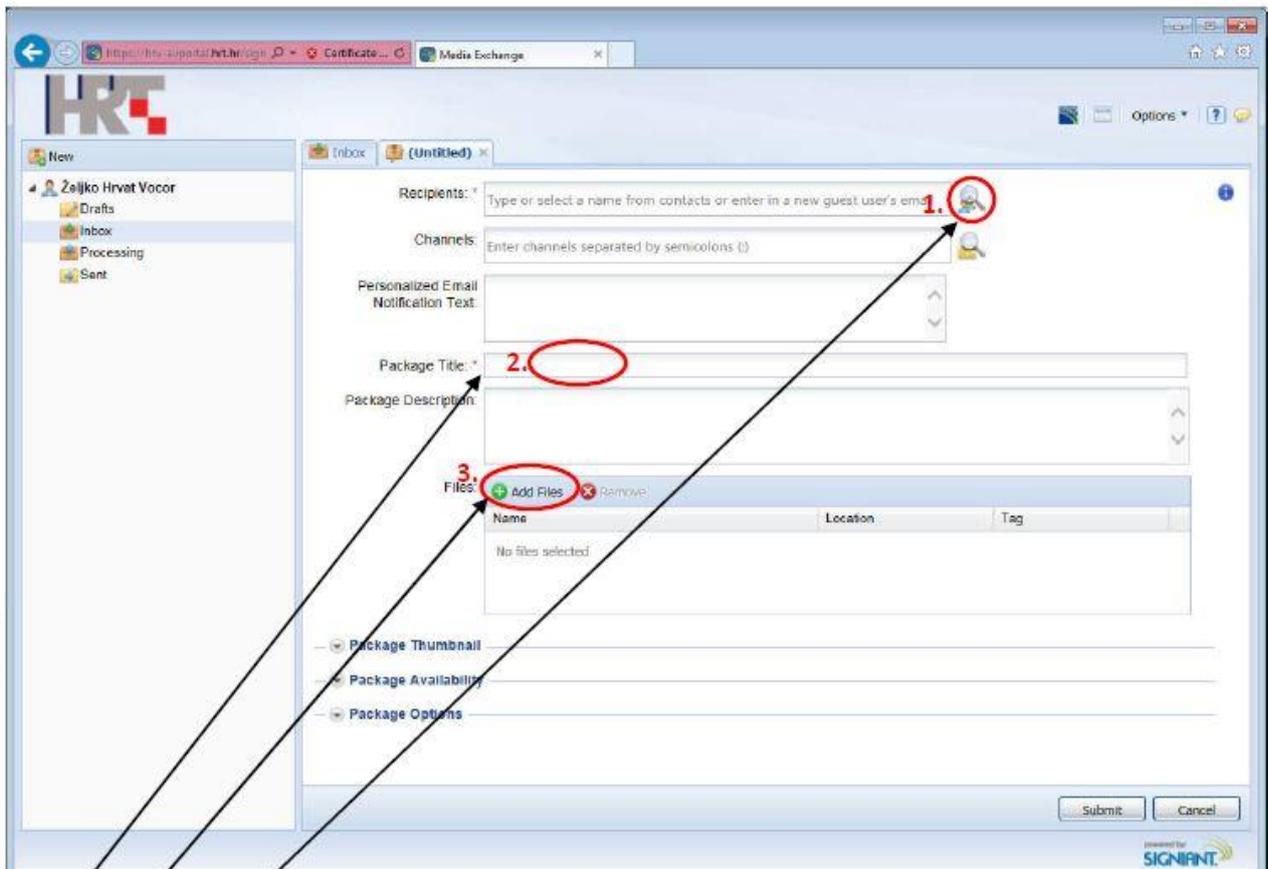
The **Package Thumbnail** panel displays the thumbnail image associated with the package. Only one thumbnail image per package is allowed.

7. In the **Package Availability** panel, specify the date and time when the package is available for download or when it expires.
8. In the **Package Options** panel, place a check in the **Allow this package to be forwarded** box to enable users to forward this package to other users.

Place a check in the **Enable Package Encryption** box to ensure your data is encrypted until the recipient "unlocks" the content - by entering the password that you've set.

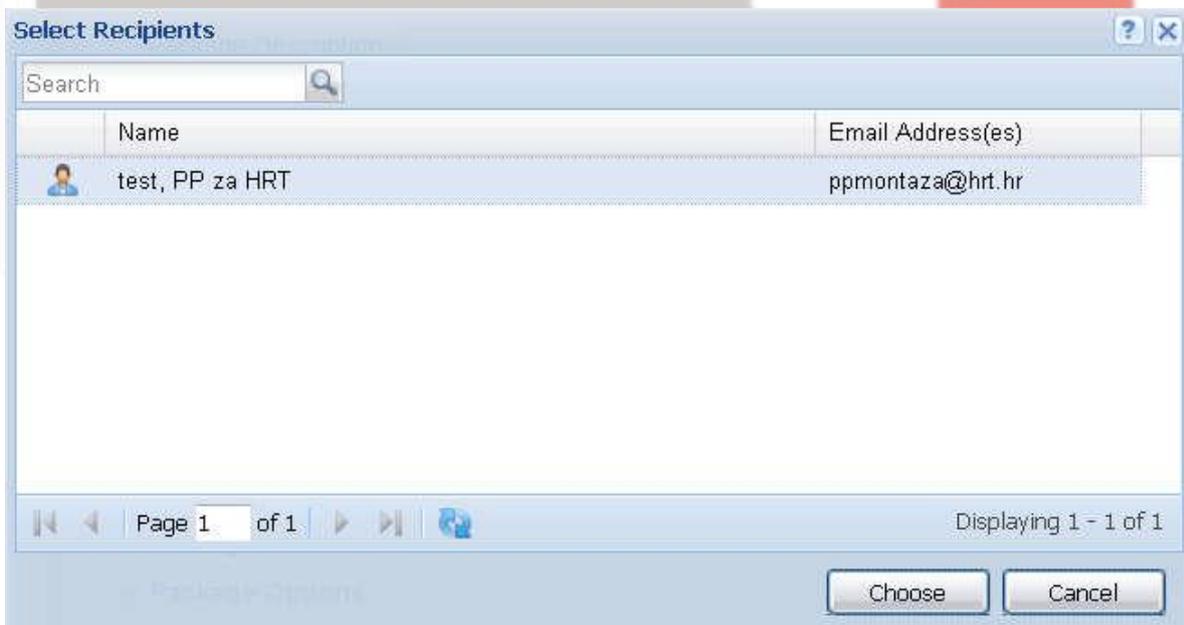
Chosen option will be displayed in the upper left corner.





These three categories need to be properly specified in order to make a successful upload.

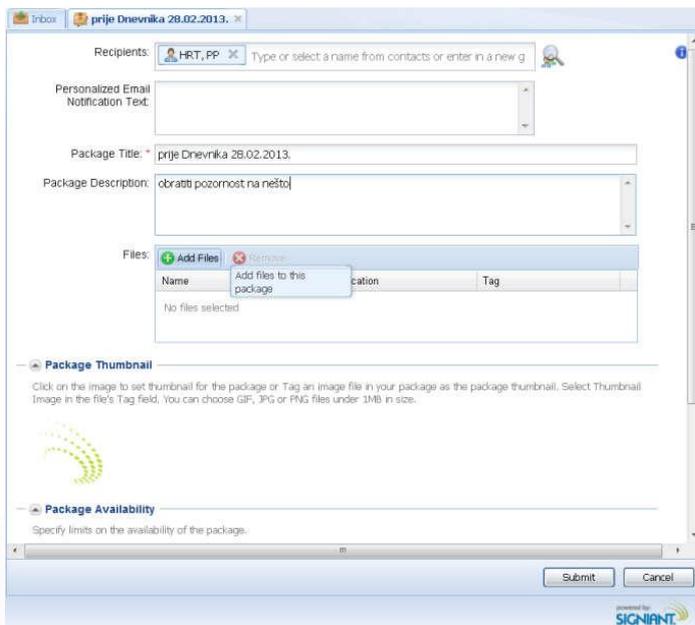
1. Under „Recipients: “you must define a package recipient, and click „Choose“.



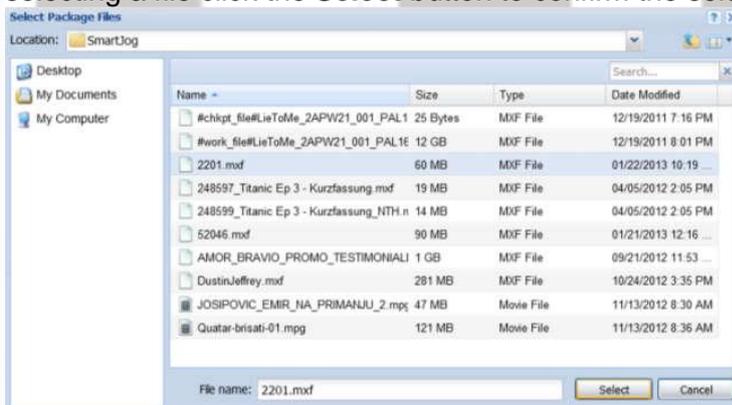
2. It's also mandatory to fill in the **Package Title** field, to specify a name for the package
3. Choose **Add Files** to add one or more files for the upload.

## IMPORTANT!

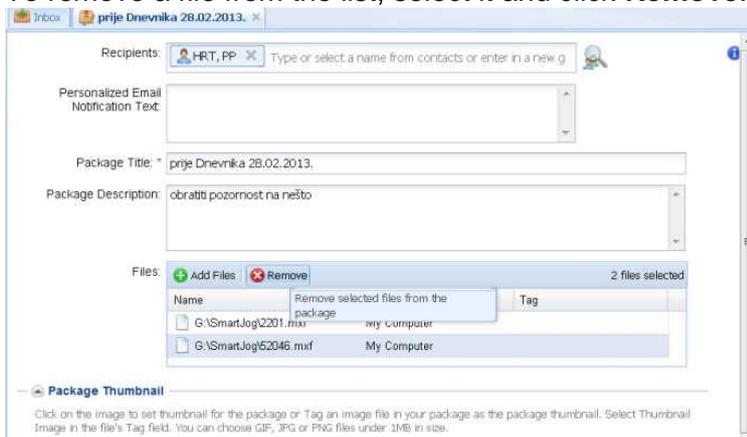
File naming restrictions are listed at the end of this document. Study them carefully!



A window opens within which you can find the location of the media file you wish to send. After selecting a file click the **Select** button to confirm the selection, and a file will appear in the **Files** field.



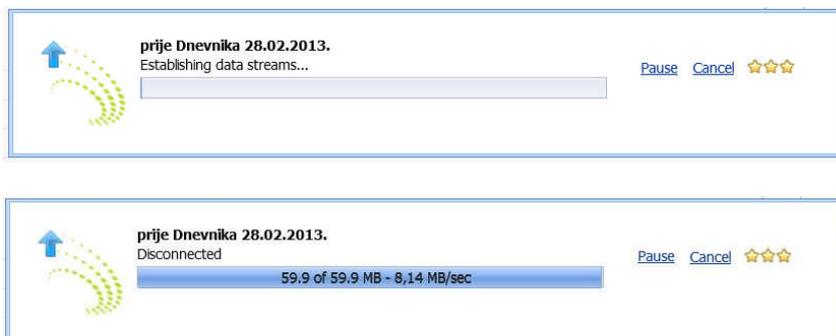
To remove a file from the list, select it and click **Remove**.



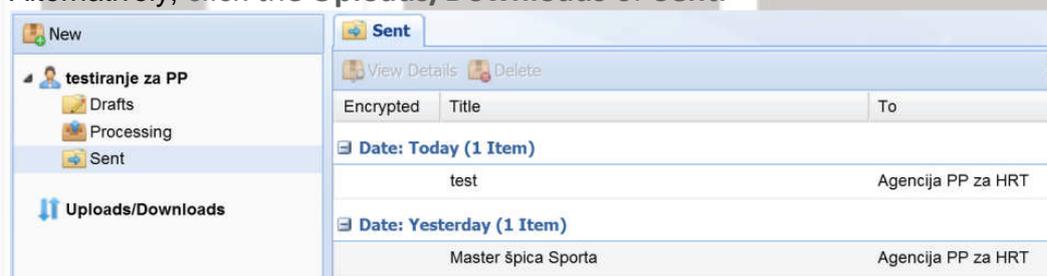
Finally, click **Submit** to begin uploading and/or processing the package.

After submitting the package, its progress is displayed for the duration of the upload, and provides options to pause, resume, or cancel. Active transfers display the name of the file that is currently being uploaded or downloaded and the estimated time remaining in the transfer. Star icons beside the transfer indicate the type of transport (3 stars service is for the optimal connection).

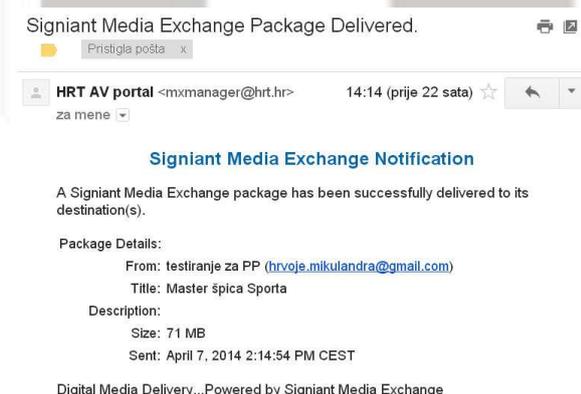
The following is an example of a package upload:



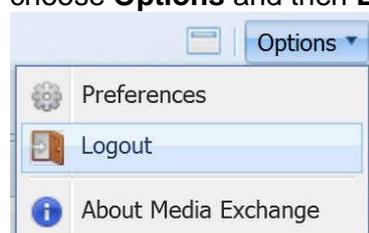
After the package is successfully uploaded to the server you will receive a confirmation e-mail. Alternatively, click the **Uploads/Downloads** or **Sent**.



The email that is sent to you contains the information on the package status („A Signiant Media Exchange package has been successfully delivered to its destination(s)“), sender („From“), title („Title“), date and time („Sent“), description („Description“), and size („Size“).

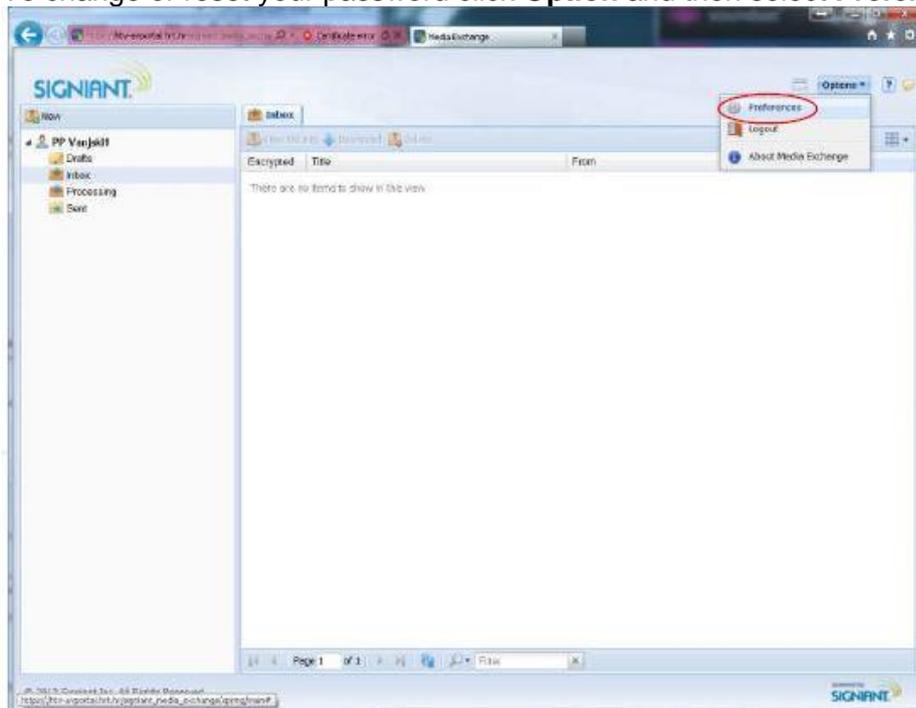


if you don't need to upload additional files after successfully uploading your package to the server, choose **Options** and then **Logout**.

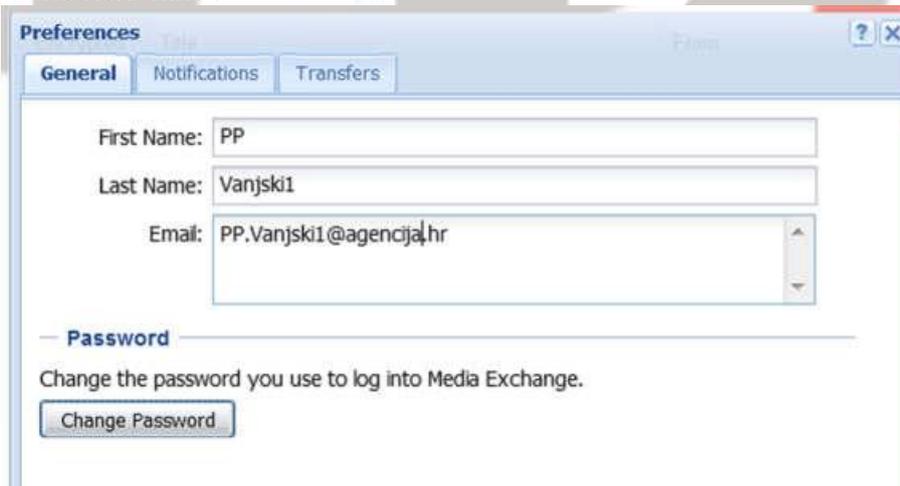


## Changing the Password

To change or reset your password click **Option** and then select **Preferences**.



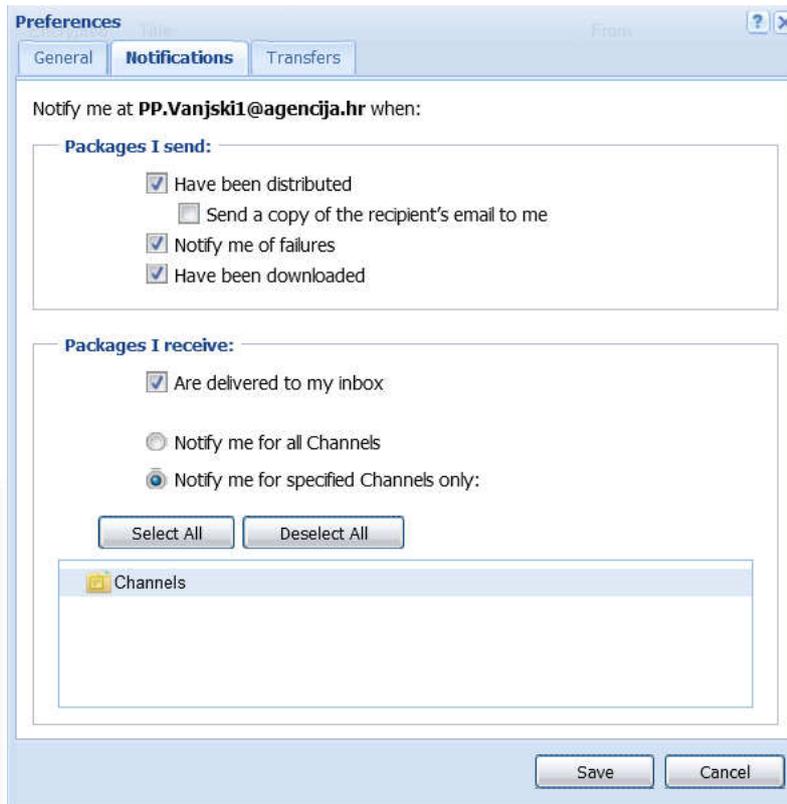
In the next window



Upon choosing the **Change Password** option a new window appears. You must enter your **Current Password**, and then your new password (twice) under **Choose New Password** and **Confirm New Password**, and at the end, click **Change Password**.



The **Notifications** tab (under **Preferences** menu) allows users to specify email preferences. In case you haven't received a confirmation e-mail you should check e-mail address in "Notify me at <e-mail address> when:" sentence. In case the e-mail address differs from the one you provided to the HRT then you should contact HRT's Marketing department in order to correct it.



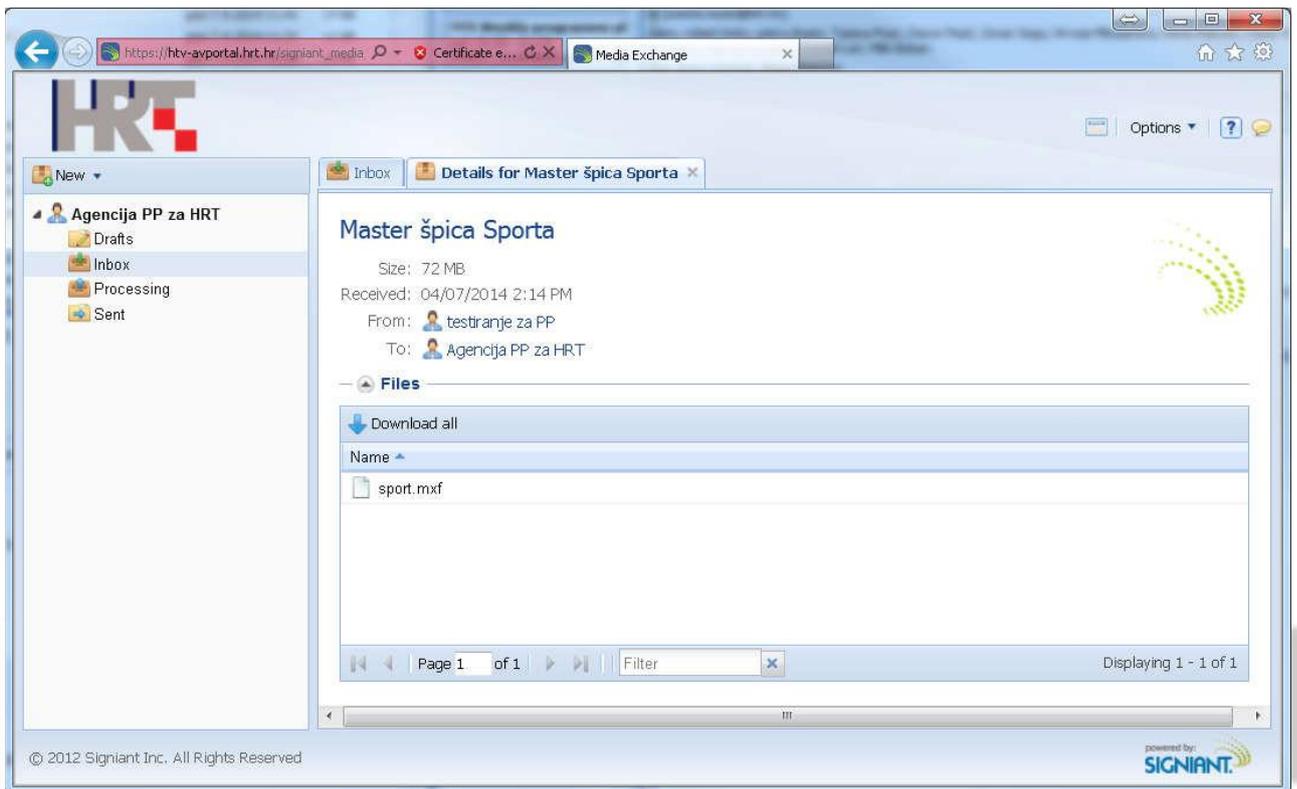
Don't forget to click **Save** at the end.

## Download

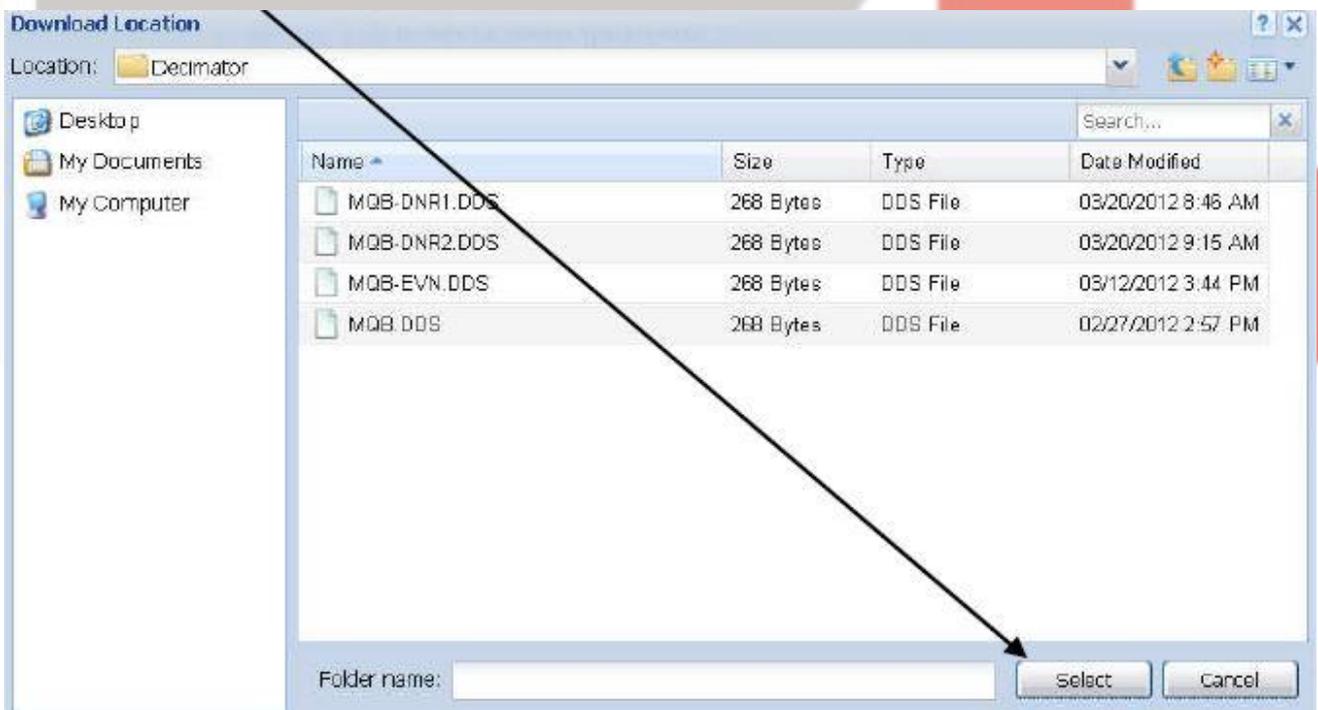
You will receive a mail from the HRT's Marketing containing package details and a link to the Media Exchange package uploaded by the HRT.



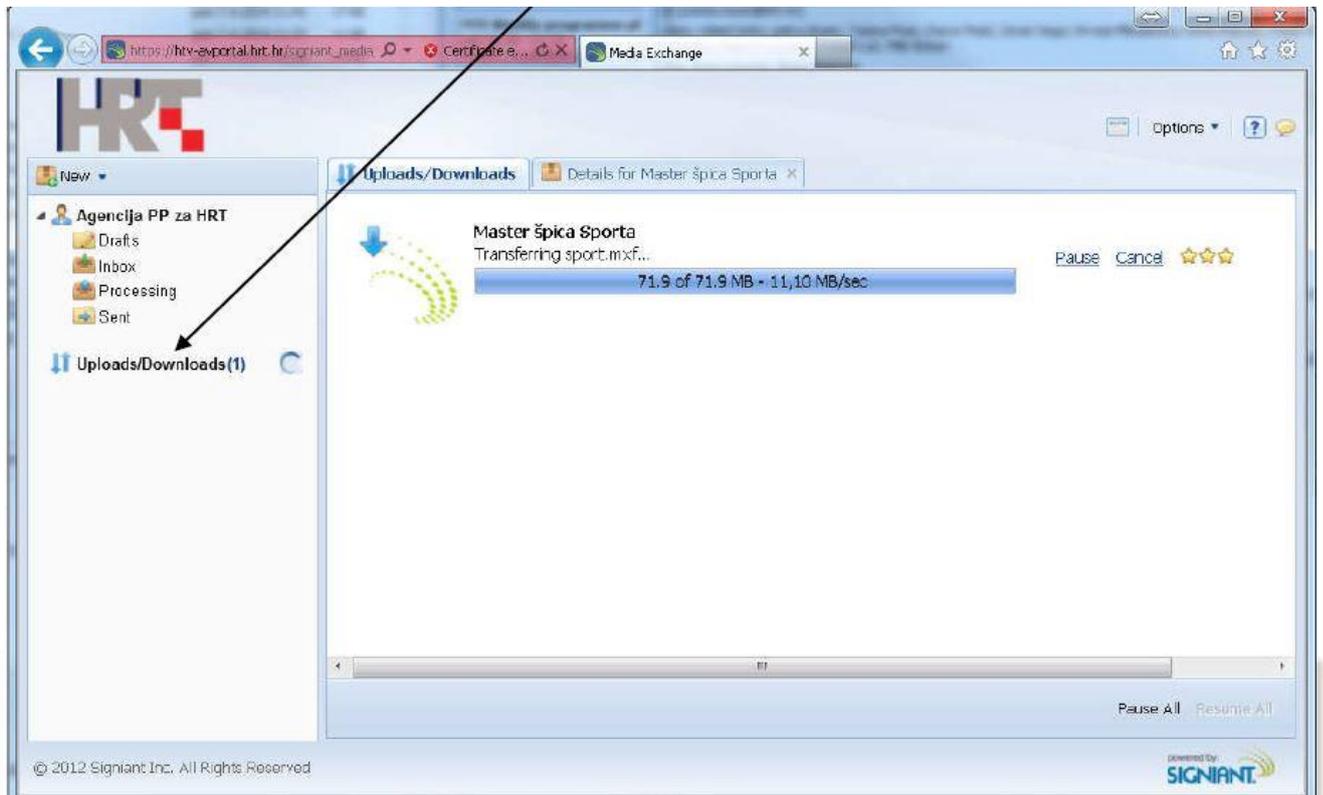
Selecting **Access your package** opens a web browser and takes you to the HRT's web portal. After successful logon a window containing a detail info on the package.



Select the package and click **Download (all or selected)** on the Media Exchange toolbar. If prompted, specify the directory to save the package, and choose **Select**.



Click the **Uploads/Downloads** link in the left pane to view the status of the download.



## Naming Restrictions

The use of the following letters, signs and symbols is strictly forbidden in Media Exchange, and could result in a TV commercial not being aired on the schedule.

“	[	.	
'	]	č	Č
(	~	ć	Ć
)		ž	Ž
;	`	š	Š
:	?	đ	Đ
{	}	&	%

Also, be aware that a name **must not contain more than 50 characters** (including the filename extension).

Start Time Code must be **00:00:00:00**.

### **IMPORTANT!**

Files **must not be compressed** in neither **.ZIP** nor **.RAR** format, as it would not pass the Automated Quality Control as such, resulting in a TV commercial not being broadcasted on the schedule.

We strongly advise you to send AV files in HD resolution, although SD resolution is also supported.

## Technical Specification For High Definition (HD) Content

HRT's high-definition AV file standard is specified in the table below. When delivering a file in a different standard, HRT's automated quality control and format adjustment system will automatically adjust file to match the HRT standard. HRT assumes no liability for changes or loss which may occur in the process of format adjustment.

XDCAM HD422 1080i/Pal	
Wrapper	MXF standard OP1a:SMPTE 378M (but .mpeg, .mpg, .mp4, .mov, and .avi can also be used)
Video encoding	MPEG-2 422P@High level
Bit rate	50 Mbps CBR (minimum bit rate - 10 Mbps)
Resolution	1920x1080
Field order	Top field first
Frame rate	25
Color sampling	4:2:2
GOP structure	15 (M=3, N=12)
Audio encoding	Uncompressed PCM
Sampling rate	48kHz
Bit depth	24 or 16
Tracks	8 or 4
Channels per tracks	1 or 2

Audio modulation up to 0 dBr or +6 dBU or -9 dBFs

Loudness level of the programme should be produced in accordance with EBU R128

Target Level for Program Loudness: -23 LUFS (0LU)

Maximum momentary loudness: -15 LUFS (+8LU)

Maximum short term loudness : -20 LUFS (+3LU)

## Technical Specification For Standard Definition (SD) Content

Video encoding: MPEG-2 Long GOP

File Type: MXF OP1A or OP1B; it is possible to use other types of wrapper, but only those approved beforehand by the HRT (for example. .mpeg, .mpg, .mp4, .mov, .avi)

Video format: PAL SD (720x576) 25 fps

Aspect ratio: 16:9 (only)

Chroma Subsampling type: 4:2:2

Video bitrate: 12 Mbps

Quality/speed: High speed

Audio encoding: WAV/PCM

Bits/Sample: 24

Channels: 2 (1 stereo channel)

Audio modulation up to 0 dB<sub>r</sub> or +6 dB<sub>U</sub> or -9 dB<sub>F</sub>s

Loudness: up to -19 LKFS

## Parameters controlled by the HRT's Automated Quality Control (QC) system

The system automatically checks the following minimum acceptance requirements and if it finds a parameter that is not compliant to the requirements, is does not accept the AV file:

Audio sample size: minimum 16 bit

Audio sample rate 48 kHz

2 audio channels

Video Bit rate: greater than 5500 kbps

Frame rate: 25 fps

Resolution: (at least) 720x576 pixels

The only correction which is made, is audio peak normalization to a -9dB<sub>F</sub>s.

Please note that even if no sound is needed in the video (in same rare cases) you always need to incorporate audio files (silenced or muted, audio sample rate 48 kHz) together with the video, due to the automated QC system check.