

# VoxPro

**NOTE:** VoxPro/AudionLabs was acquired by Wheatstone Corporation in the fall of 2015. As a result the contact information and support links listed in this legacy document are no longer current. Should you require further assistance regarding the information presented here, please refer to the following contact info:

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# Table of Contents

	0
<b>Chapter 1 Introduction</b>	<b>8</b>
<b>Chapter 2 Getting Started</b>	<b>10</b>
1 VoxPro5 - What's New.....	10
2 VoxPro Classic Mode.....	11
3 VoxPro Enhanced Mode.....	13
4 VoxPro Control Panel.....	15
5 User Accounts.....	17
6 Passwords .....	17
<b>Chapter 3 Recording</b>	<b>20</b>
1 Create New Recording.....	20
2 Create Empty Recording.....	22
3 Create File from Selection.....	24
4 Cancel Recording.....	26
5 Insert Recording.....	27
6 MultiTrack Recordings.....	29
Adding/Removing Support Tracks .....	29
Import Support Track .....	30
Delete Support Track .....	31
Edit Support Track .....	32
Setting the Default Number of Support Tracks .....	33
When Title Track Ends .....	33
7 Advanced Recording Options.....	35
Auto-Record .....	35
Automatic Gain Control (AGC) .....	37
Setting a Default File Name .....	38
<b>Chapter 4 Playing</b>	<b>40</b>
1 Playback Keys.....	40
2 Scrub Keys .....	42
3 Control Panel Hotkeys.....	44
4 On-Screen Hotkeys.....	44
Add Hotkey .....	46
Delete Hotkey .....	47
Rename Hotkey .....	49
Edit Hotkey .....	49
Adding Hotkey Rows .....	51
Hotkey Tabs .....	52
Changing the Playback Device .....	53

5	Control Panel Hotkeys.....	54
6	Playback Options.....	54
<b>Chapter 5</b>	<b>Editing</b>	<b>56</b>
1	Select a Region.....	56
2	Delete a Region.....	57
3	Copy and Paste.....	58
4	Cut and Paste.....	59
5	Undo and Redo.....	60
<b>Chapter 6</b>	<b>Applying Effects</b>	<b>64</b>
1	Insert Silence.....	65
2	Advanced Effects.....	65
3	Effect Shortcuts.....	66
<b>Chapter 7</b>	<b>Viewing Recordings</b>	<b>70</b>
1	Waveform Navigation.....	70
2	Zoom .....	71
3	Markers .....	72
<b>Chapter 8</b>	<b>Files and Folders</b>	<b>76</b>
1	Add Personal Folder.....	77
2	Copy and Move.....	77
3	Rename .....	78
4	Delete .....	80
5	Search for a File.....	81
6	Sharing Files.....	82
<b>Chapter 9</b>	<b>Importing and Exporting</b>	<b>84</b>
1	Importing Media Files.....	85
2	Auto-Import.....	86
3	Exporting VoxPro Files.....	86
4	EZ-Export .....	89
<b>Chapter 10</b>	<b>Administration</b>	<b>92</b>
1	Installing VoxPro5.....	92
2	Audio Settings.....	93
	Audio Devices and Format .....	93
	Controlling Levels and Feedback .....	94
	The Windows Mixer on Win7 & Win8.....	95
	The Windows Mixer on XP.....	98
	Automatic Gain Control .....	100
	Headroom .....	102

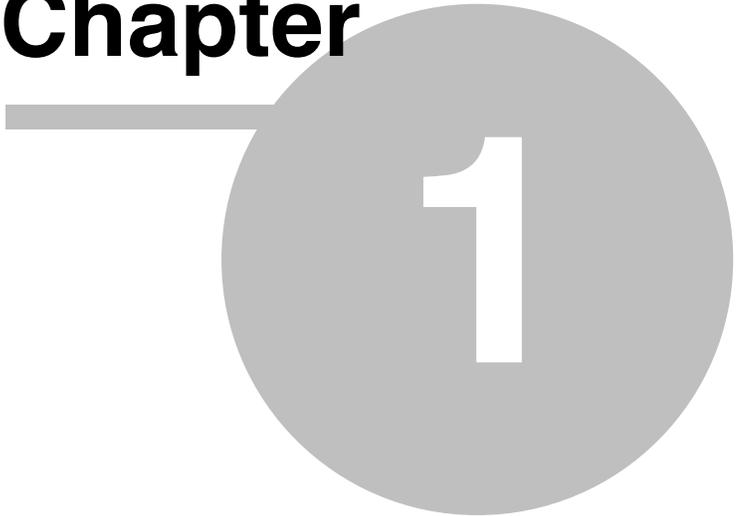
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<b>3</b>	<b>The Control Panel.....</b>	<b>102</b>
	Remote Control and On-Air Lights .....	104
	Remapping the Control Panel Buttons .....	106
	Troubleshooting and Repair .....	107
<b>4</b>	<b>Managing User Accounts.....</b>	<b>108</b>
	The Administrator and Guest Accounts .....	110
	Disk Usage .....	110
	The User Configuration File .....	111
<b>5</b>	<b>Application and Network Configuration.....</b>	<b>112</b>
	Windows File Sharing .....	112
	AppConfig Location .....	115
	VoxPro File Format .....	115
<b>Chapter 11</b>	<b>Upgrading VoxPro from Version 3 to Version 5</b>	<b>118</b>
<b>Chapter 12</b>	<b>Upgrading VoxPro from Version 4 to Version 5</b>	<b>120</b>
	<b>Index</b>	<b>121</b>



# Introduction

## Chapter



1

# 1 Introduction

VoxPro5 is an easy-to-use but powerful audio recorder and editor especially designed for commercial broadcast radio applications. For the user, VoxPro5 offers advanced features including Auto-Import, Auto-Record, EZ\_Export, Automatic Gain Control, networked file access, customizable folders, and our trademarked VoiceSlip™ effect for handling host/caller talk-over. For the engineering staff or system administrator, VoxPro5 makes networking a snap; its flexibility and versatility allow it to be used in any physical or network configuration. User accounts are managed by means of simple ASCII text files, and user audio files are maintained in a standard Windows format.

## VoxPro Features

- Rich set of playback options
- Editable recordings with several ways to create and use edit points
- Infinite undo/redo capability persists for the lifetime of the file
- Audio effects including normalization, mute, bleep, reverse, pitch change, and time stretch
- Import and Export files in standard formats
- Customizable scrubbing for fast and accurate positioning while editing
- Password protected user accounts
- Optional control panel with most commonly used controls, including jog wheel
- Any number of Hotkeys available for immediate one-button playback
- MultiTrack panel allowing additional support files overlaid on title track.

## Technical Support

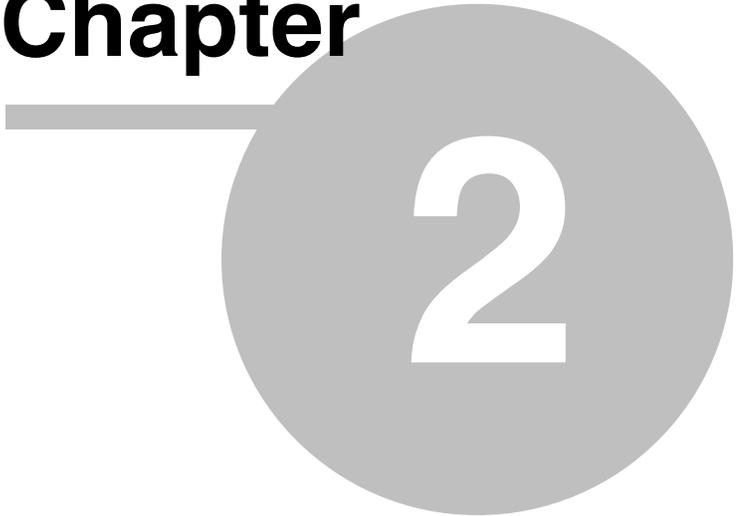
VoxPro phone support is available 9:00am to 5:00pm Pacific time at 206.842.5202 x202 or via email at [support@audionlabs.com](mailto:support@audionlabs.com)

## Product Warranties

VoxPro Software and Control Panels come with a one year warranty.

# Getting Started

## Chapter



2

## 2 Getting Started

Follow the steps below to get started with VoxPro5.

### **Install the VoxPro software**

Refer to the administrative section, Installing VoxPro.

### **Set up User Accounts and Passwords**

With VoxPro5, individual users can collaborate in a shared environment by using private, password-protected user accounts.

The following chapters describe how to use and configure user accounts and passwords:

- User Accounts
- Passwords

## 2.1 VoxPro5 - What's New

### **New Look**

VoxPro continues to feature its Classic interface design with its straightforward, easy-to-use Waveform View and File List. VoxPro5 sports a sleek, updated "enhanced" screen layout that incorporates several new features. Users can easily switch from one view to the other with the click of an icon and can, optionally, lock in their preferred layout.

### **New Features**

Users no longer need to export a recording to another software program to add music or sound effects. VoxPro5 users can add multiple tracks underneath their Waveform View with a simple drag and drop action. Each separate multi-track has its own pop-up edit window for additional editing of that track as needed and includes all the features of the Waveform.

Once a Waveform is complete, it may be assigned to an on-screen Hotkey where the Waveform and any additional tracks added to it are rendered into a final mix. VoxPro clients using a VoxPro Control Surface will automatically see the named file appear on the LCD screen of their VoxPro Control Surface as well. The Hotkey may be played from either location.

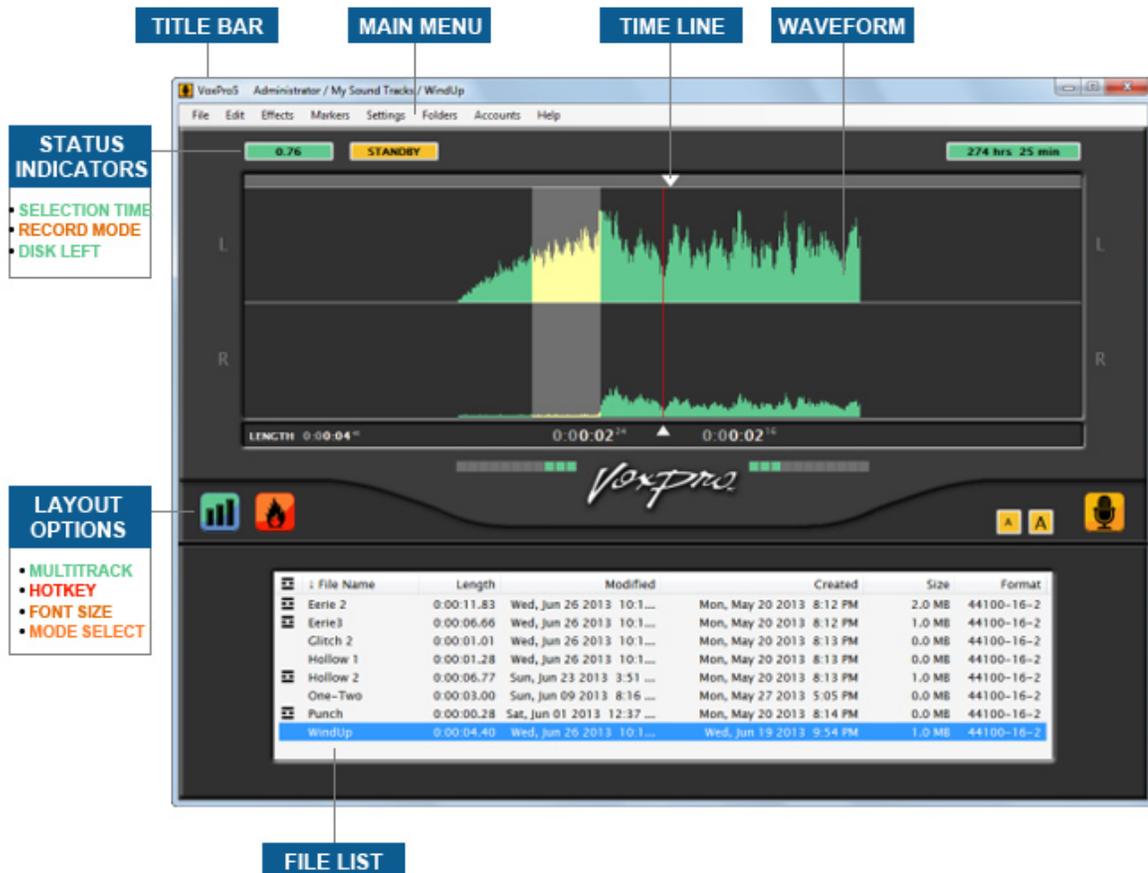
Hotkeys may be pre-loaded with a user's specific sound files on separate tabs and saved within that user's personal, password-protected folder. The On-Screen Hotkey panel is displayed on your screen and can be created from the currently active file, a selection of the active file, or from a multitrack mix. If you have a Control Surface, you may continue

to use the Control Surface as before to quickly play your audio selections.

VoxPro is automatically network-enabled, providing users access from other VoxPro locations for creation and editing of files for future playback.

## 2.2 VoxPro Classic Mode

The VoxPro Classic Mode Window is the basic interface for viewing and editing audio recordings. The features are described below:



The **Title Bar** displays the current user and folder.

The **Main Menu** bar provides access to VoxPro functions.

The **Selection Time Indicator** displays the length of any highlighted audio segment.

The **Record Mode Indicator** toggles between four states: Playing, Recording, Scrubbing, and Standby.

The **Disk Left Indicator** shows how much hard drive space is available for recording.

The **Time Line** displays the current file position relative to the length of the entire file and provides the insertion point for any new markers.

The **Waveform View** is the waveform display. This waveform represents the viewable part of the audio file that can be played or edited. A countdown timer shows the time remaining to the end of the file.

The **File List** displays the contents of the current folder.



The **MultiTrack** button switches your screen to Enhanced Mode and displays the MultiTrack Panel. The File List now appears either on the right or left side of your window and the MultiTrack Panel appears under the Waveform View. If you select the MultiTrack button when in Enhanced Mode, the MultiTrack Panel will toggle either on or off, but you will remain in Enhanced Mode.



The **On-Screen Hotkeys** button switches your screen to Enhanced Mode and displays the Hotkeys panel. The File List now appears at the right of your window and the Hotkeys Panel appears under the Waveform Panel. If you select the Hotkeys View button when in Enhanced Mode, the Hotkeys Panel will toggle either on or off, but you will remain in the Enhanced Mode window. The Hotkeys button does not automatically cause the MultiTrack Panel to display; it simply places you on the Enhanced Mode window with the Hotkeys Panel enabled.



The **Switch Mode Toggle** button changes your screen from Classic Mode to Enhanced Mode. Clicking on the Switch Mode Toggle again switches you back to Classic Mode. Unlike the MultiTrack button and the On-Screen Hotkeys button, any previous MultiTrack Panel and Hotkeys Panel settings are retained. For example, if you had previously had the Hotkeys Panel viewable in Enhanced Mode, switched to Classic Mode and then returned to Enhanced Mode by selecting the Switch Mode Toggle button, you would find the Hotkeys Panel retained on the window.



The **Font Toggle** buttons let you change your character fonts from a smaller size to a larger size for better viewing.

## 2.3 VoxPro Enhanced Mode

The Enhanced Mode window has several important differences from the Classic Mode window:

- The File List is displayed to the right or left of the Waveform View.
- You may optionally display the MultiTrack Panel.
- You may optionally display the On-Screen Hotkeys Panel.



VoxPro defaults to the Classic Mode display. However, mode changes are maintained within VoxPro. If you change to Enhanced Mode viewing and exit VoxPro, you will be returned to Enhanced Mode viewing when you bring up VoxPro the next time.

The **Title Bar** displays the current user and folder.

The **Main Menu** bar provides access to VoxPro functions.

The **Selection Time Indicator** displays the length of any highlighted audio segment.

The **Record Mode Indicator** toggles between four states: Playing, Recording, Scrubbing, and Standby.

The **Disk Left Indicator** shows how much hard drive space is available for recording.

The **Time Line** displays the current file position relative to the length of the entire file and provides the insertion point for any new markers.

The **Waveform View** is the waveform display. This waveform represents the viewable part of the audio file that can be played or edited.

The **File List** displays the contents of the current folder.



The **MultiTrack** button switches your screen to Enhanced Mode and displays the Multitrack Panel. The File List now appears at the right of your window and the MultiTrack Panel appears under the Waveform View. If you select the MultiTrack button when in Enhanced Mode, the MultiTrack Panel will toggle either on or off, but you will remain in the Enhanced Mode.

The MultiTrack Panel allows additional files (e.g. music beds, sound effects) to be layered over the current active file in an easy and intuitive manner.



The **On-Screen Hotkeys** button switches your screen to Enhanced Mode and displays the Hotkeys panel. The File List now appears either on the right or left side of your window and the Hotkeys Panel appears under the Waveform View. If you select the Hotkeys button when in Enhanced Mode, the Hotkeys Panel will toggle either on or off, but you will remain in the Enhanced Mode window. The Hotkeys button does not automatically cause the MultiTrack Panel to display; it simply places you on the Enhanced Mode window with the Hotkeys Panel enabled.



The **Switch Mode Toggle** button changes your screen from Classic Mode to Enhanced Mode. Clicking on the Switch Mode Toggle again switches you back to Classic Mode. Unlike the MultiTrack button and the On-Screen Hotkeys button, any previous MultiTrack Panel and Hotkeys Panel settings are retained. For example, if you had previously had the Hotkeys Panel viewable in Enhanced Mode, switched to Classic Mode and then returned to Enhanced Mode by selecting the Switch Mode Toggle button again, you would find the Hotkeys Panel retained on the window.



The Font Toggle buttons let you change your character fonts from a smaller size to a larger size for better viewing of your File List and Hotkeys text.



ESC	Cancel recording
BACKSPACE	Delete selection
Q	Toggle Zoom
<Ctrl>+E	Export
R	Record / Stop
Y or <Ctrl>+Y	Redo
I	Insert-record
P	Play from beginning
[	Left mark
]	Right mark
A or <Ctrl>+A	Select all (active file)
S	Play selected region
<Ctrl>+D	Delete selected files from Edit List
K	Unselect
Z or <Ctrl>+Z	Undo
X or <Ctrl>+X	Cut
C or <Ctrl>+C	Copy
V or <Ctrl>+V	Paste
<Ctrl>+B	Bleep selected region
<Ctrl>+N	Create new file
M	Create marker at current location
DELETE	Delete selected region
HOME	Go to beginning
END	Go to end
Arrows	Scrub. Use in conjunction with shift and control keys for different speeds.

### **Numpad Keys**

NumLock	Toggle. Initialized to allow the numpad keys to be used as short-cut playback commands. Can toggle back to normal usage as desired.
Subtract Key (-)	Toggle. Go to Beginning / Go to End
7	Play from beginning
8	Hold to play fast-reverse
9	Hold to play fast-forward
4	Play selected region
5	Hold to play reverse
6	Hold to play forward
2	Hold to play slow-reverse
1	Hold to play slow-forward

### **See also**

Scrub Keys  
Hotkeys

## 2.5 User Accounts

When VoxPro5 is first installed, two user accounts are created automatically. The Guest account can be used by anyone, but has limited capabilities. The Administrator account is used to manage user accounts and audio devices, to set configuration parameters for all normal user accounts, to configure networking details, and to calibrate Automatic Gain Control (AGC). Unless you purchased VoxPro5 for your own personal use, we highly recommend that a separate account be created for every VoxPro5 user.

There are several advantages to maintaining separate user accounts. Access to files and folders will be faster if users are not sharing one account. Users can customize many features of the VoxPro5 interface to their own liking and maintain their work in private folders not accessible by others.

Sometimes, it is desirable to have users share the same account. There are several ways this collaboration can be configured:

- The administrator may create an account that is shared by all members of the team, into which they may all login simultaneously.
- The administrator can grant mutual access rights to individual team members' accounts, making it possible for team members to access each other's folders through the **Folders** menu.
- A user may copy a file to another user's **Transfer** folder.

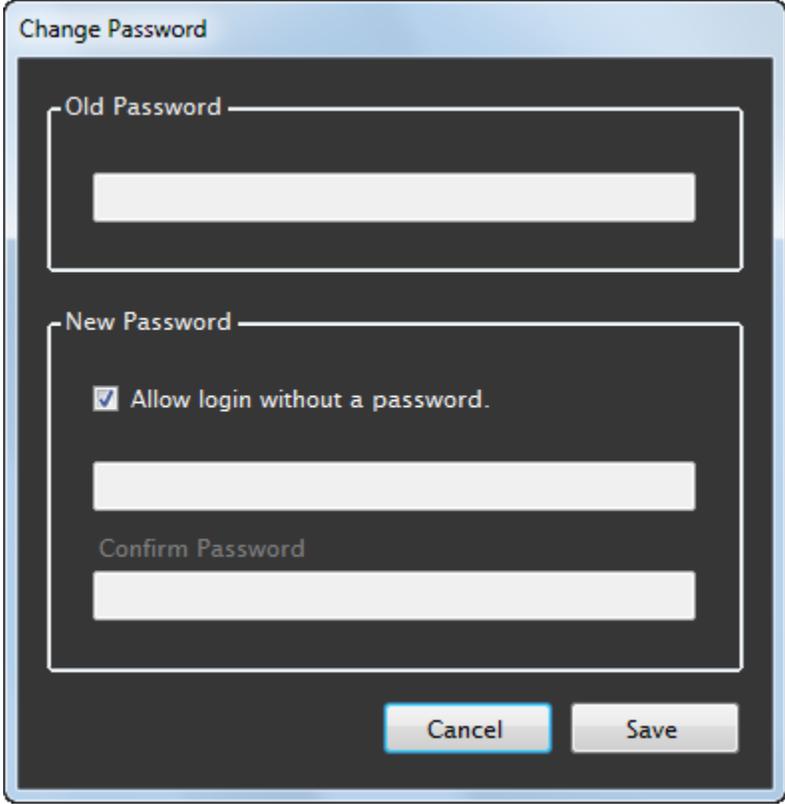
Refer to Managing User Accounts for more information on configuring user accounts.

## 2.6 Passwords

When a user or administrator account is first created, it has no password. An account password can be assigned on the **Settings** menu by clicking **Change Password**. Passwords are case-sensitive.

You can disable password usage by changing your password to be the same as your user name. This means that any user who subsequently logs in using your user name will not be required to enter a password. The administrator's password can be used to log into any password-protected account or to change any user's password. It is not possible to assign a password to the Guest account.

### Change Password Dialog Box



The image shows a 'Change Password' dialog box with a light blue title bar. The dialog has a dark gray background. It contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. The 'New Password' field includes a checked checkbox for 'Allow login without a password.'. At the bottom, there are 'Cancel' and 'Save' buttons.

Change Password

Old Password

New Password

Allow login without a password.

Confirm Password

Cancel Save

**Recording**

**Chapter**



## 3 Recording

There are three methods provided for selecting recording commands.

### The Control Panel

The Control Panel is the primary interface for selecting a recording command.

### Keyboard Shortcuts

Keyboard shortcuts are available as an alternative for all recording commands.

### VoxPro Main Menu

Most Control Panel recording commands have an equivalent command on the VoxPro Main menu. For example, you can select **New Edit (Record)** on the **File** menu to initiate a new recording. Some VoxPro features are *only* available in the **Main** menu.

The following chapters describe different methods for creating recordings.

### 3.1 Create New Recording

Follow these steps to create a new recording.

1. Press **Record**.

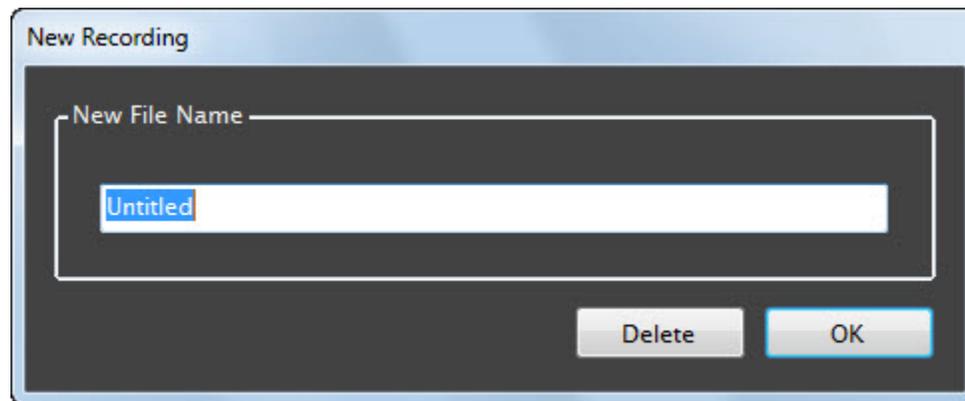
Control Panel	Other Methods
 A photograph of the VoxPro Control Panel, a grey and black device with a small screen and numerous buttons. A yellow circle highlights the red Record button located in the lower-middle section of the control panel.	<p>Keyboard: Press R</p> <p>Main Window: On the <b>File</b> menu, click <b>New Edit (Record)</b></p>

2. Begin recording.

3. After completing the recording, select **Stop** by pressing the **Stop** or **Record** button.

Control Panel	Other Methods
	Keyboard: Press R or the <b>SPACEBAR</b>

4. You may accept the default name for your recording file or you can enter a new name. In the example shown below, the default name "Untitled" appears in the **New File Name** field.



5. Click **OK**. The newly created file appears in the File List.

Name	Length	Modified	Created
Wonderful Us	4:14.22	Sat, May 01, 10 3:07 PM	Sat, May 01, 10 3:07 F
With Merci	4:44.23	Sat, May 01, 10 3:07 PM	Sat, May 01, 10 3:07 F
Untitled	1:01	Tue, May 04, 10 12:22 PM	Tue, May 04, 10 12:22 F
Summertime	4:12.18	Tue, May 04, 10 11:48 AM	Sat, May 01, 10 3:07 F
So Easy To Love	4:04.27	Sat, May 01, 10 3:07 PM	Sat, May 01, 10 3:07 F
Quiet Nights and Quiet Days	3:32.32	Sat, May 01, 10 3:06 PM	Sat, May 01, 10 3:06 F
Only Love For You	5:09.94	Sat, May 01, 10 3:06 PM	Sat, May 01, 10 3:06 F
My Time Again	2:41.90	Sat, May 01, 10 3:06 PM	Sat, May 01, 10 3:06 F
Mountain Call	4:48.47	Sat, May 01, 10 3:05 PM	Sat, May 01, 10 3:05 F

Newly created files are stored in the current active folder. In VoxPro, it is impossible to

overwrite an existing file. If you want to replace an existing recording file, you must first delete or rename the current file before creating the new recording.

## 3.2 Create Empty Recording

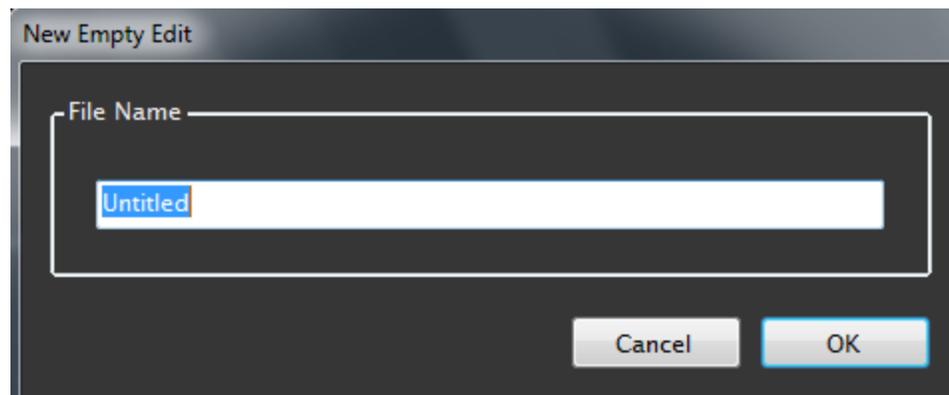
Follow these steps to create new empty file. Empty files are often used as a place to paste audio data from other recordings, allowing users to assemble an audio montage.

Follow these steps to create a new empty recording file.

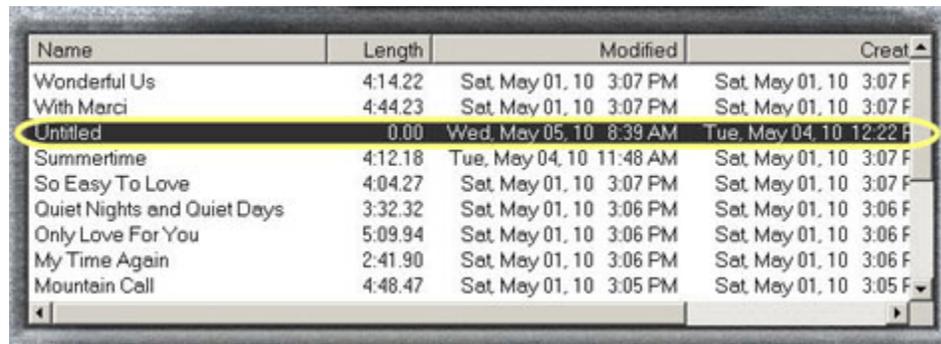
### 1. Select **New Empty Edit**.

Control Panel	Other Methods
You cannot select <b>New Empty Edit</b> from the Control Panel.	Keyboard: Press N or CTRL+N  Main Window: On the <b>File</b> menu, click <b>New Empty Edit</b>

2. You may accept the default name for your recording file or you can enter a new name. In the example shown below, the default name "Untitled" appears in the File Name field.



- Click **OK** to save the recording. The newly created empty file appears in the file list on the Main window.



Name	Length	Modified	Created
Wonderful Us	4:14.22	Sat May 01, 10 3:07 PM	Sat May 01, 10 3:07 F
With Marci	4:44.23	Sat May 01, 10 3:07 PM	Sat May 01, 10 3:07 F
Untitled	0:00	Wed May 05, 10 8:39 AM	Tue May 04, 10 12:22 F
Summertime	4:12.18	Tue May 04, 10 11:48 AM	Sat May 01, 10 3:07 F
So Easy To Love	4:04.27	Sat May 01, 10 3:07 PM	Sat May 01, 10 3:07 F
Quiet Nights and Quiet Days	3:32.32	Sat May 01, 10 3:06 PM	Sat May 01, 10 3:06 F
Only Love For You	5:09.94	Sat May 01, 10 3:06 PM	Sat May 01, 10 3:06 F
My Time Again	2:41.90	Sat May 01, 10 3:06 PM	Sat May 01, 10 3:06 F
Mountain Call	4:48.47	Sat May 01, 10 3:05 PM	Sat May 01, 10 3:05 F

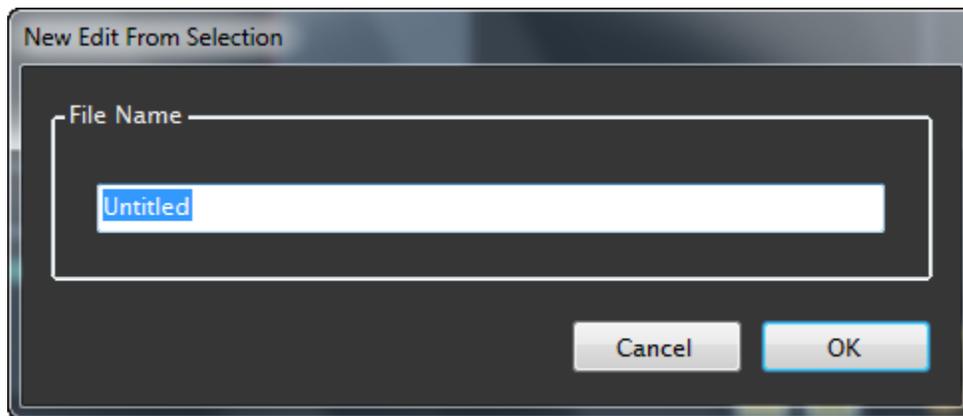
### 3.3 Create File from Selection

You can create a new file from a selected region of an existing file by following these steps.

1. Select the region of the waveform that you would like to include in the new recording file. For more information on waveform selection, refer to the Edit chapter.
2. Select **New Edit from Selection**.

Control Panel	Other Methods
You cannot select <b>New Edit from Selection</b> from the Control Panel.	Main Window: On the <b>File</b> menu, click <b>New Edit from Selection...</b>  Main Window: Right-click on the active file in the file list and click <b>New Edit from Selection</b>

3. You may accept the default name for your file or you can enter a new name. In the example shown below, the default name "Untitled" appears in the **File Name** field.



- Click **OK** to save the file. The newly created file appears in the file list on the Main window.



Name	Length	Modified	Create
Wonderful Us	4:14.22	Sat May 01, 10 3:07 PM	Sat May 01, 10 3:07 F
With Marci	4:44.23	Sat May 01, 10 3:07 PM	Sat May 01, 10 3:07 F
Untitled	1:01	Tue May 04, 10 12:22 PM	Tue May 04, 10 12:22 F
Summertime	4:12.18	Tue May 04, 10 11:48 AM	Sat May 01, 10 3:07 F
So Easy To Love	4:04.27	Sat May 01, 10 3:07 PM	Sat May 01, 10 3:07 F
Quiet Nights and Quiet Days	3:32.32	Sat May 01, 10 3:06 PM	Sat May 01, 10 3:06 F
Only Love For You	5:09.94	Sat May 01, 10 3:06 PM	Sat May 01, 10 3:06 F
My Time Agein	2:41.90	Sat May 01, 10 3:06 PM	Sat May 01, 10 3:06 F
Mountain Call	4:48.47	Sat May 01, 10 3:05 PM	Sat May 01, 10 3:05 F

### 3.4 Cancel Recording

Recording operations can be canceled rather than stopped by selecting **Cancel**.

Control Panel	Other Methods
	Keyboard: Press ESC

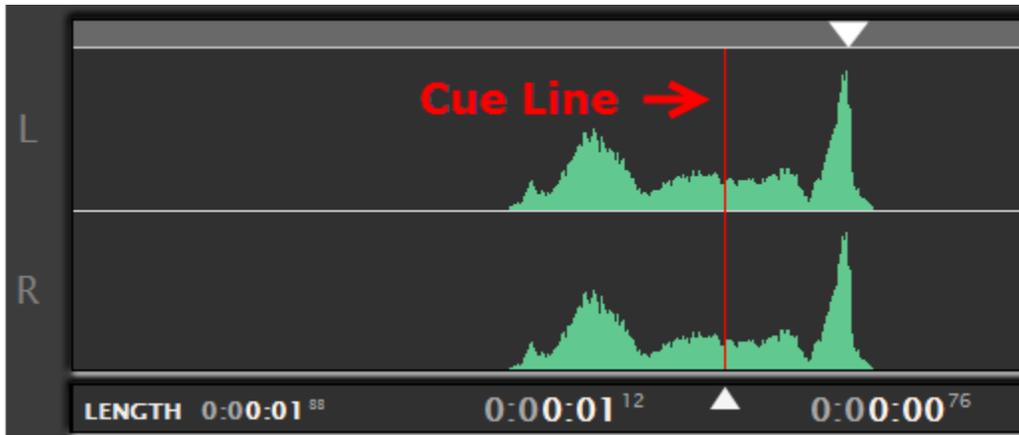
Canceled recordings are not deleted but placed instead into the Deleted Files folder. You can view the deleted files by clicking **Deleted Files** on the **Folders** menu. If you accidentally delete a file, you can move it from the Deleted Files folder back to your current folder. For information on moving recordings, refer to Copy and Move VoxPro Files.

#### **Warning**

If you are *inserting* a recording into an existing waveform and select **Cancel**, the inserted recording is deleted **immediately** and cannot be recalled. If you want to take additional precautions on an inserted recording, we recommend that you create your recording file separately and import it into the primary recording file. For more information on importing files, refer to Importing Media Files.

### 3.5 Insert Recording

You can insert a recording into the current active file. The recording is inserted at the cue line and modifies the current file.



Follow these steps to insert a recording.

1. Press **Insert Rec.**

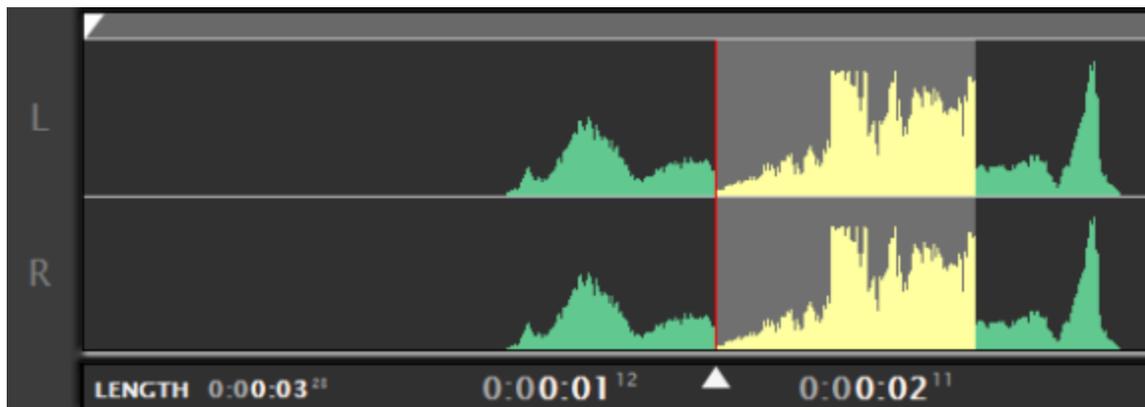
Control Panel	Other Methods
	Keyboard: Press I

2. Begin recording.

3. After completing the recording, press **Stop** or **Insert Rec.**

Control Panel	Other Methods
	Keyboard: Press I or the <b>SPACEBAR</b>

The newly inserted recording is shown shaded in yellow on the waveform display.



### Important Note

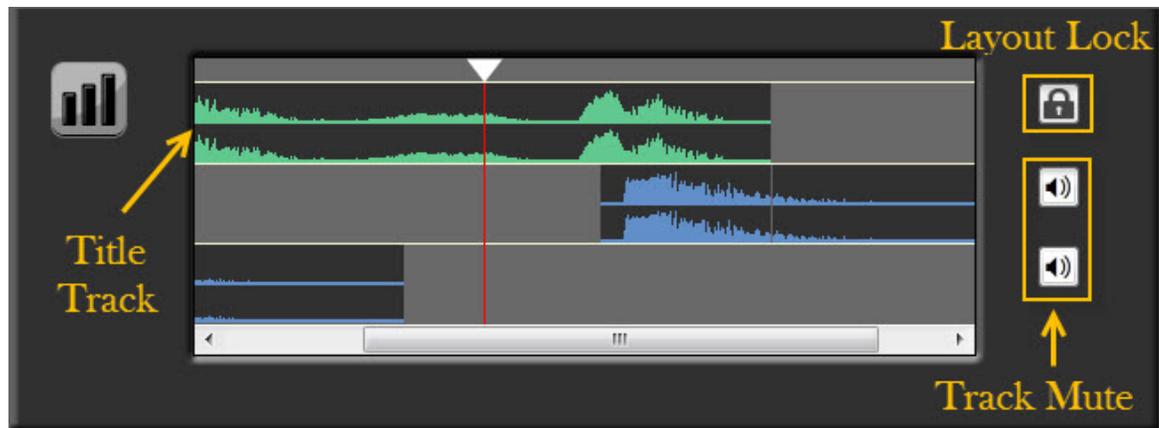
Unlike other types of recordings, inserted recordings do **not** automatically create new files. The active file is directly modified. If you are not satisfied with your inserted audio recording, you can remove the inserted audio waveform by selecting **Undo**.

### See Also

Insert Silence

## 3.6 MultiTrack Recordings

The MultiTrack Panel allows multiple audio files to be layered over the current active file. The top-most file in the MultiTrack Panel is the active file, displayed in its entirety. This is referred to as the "title track".



The MultiTrack Panel is available in VoxPro's Enhanced Mode. It is viewable by selecting the MultiTrack button. 

The Layout Lock prevents any changes to the current MultiTrack layout. Support tracks may not be added, deleted or moved and mute settings may not be changed.

The Mute buttons can be applied to the individual support files.

### 3.6.1 Adding/Removing Support Tracks

Follow these steps to add a track to your MultiTrack panel:

1. On the **Edit** menu, click **Add Support Track**.

A track is added to the bottom of your MultiTrack panel. The track is added to the *active file* only.

Follow these steps to remove a track from your MultiTrack panel:

1. On the **Edit** menu, click **Remove Support Track**.

The track is removed from the active file only.

Removing a support track is different than deleting a support track. Removing a support track removes the track and all audio content from that track. Deleting a support track removes the audio content from the support track, but does not remove the track from the MultiTrack layout.

See Import Support Track to understand how to import audio content to an existing support track.

See Delete Support Track to understand how to delete audio content from an existing support track.

## 3.6.2 Import Support Track

### Importing a Support Track into the MultiTrack Panel

You can import a support track to the MultiTrack Panel several different ways.

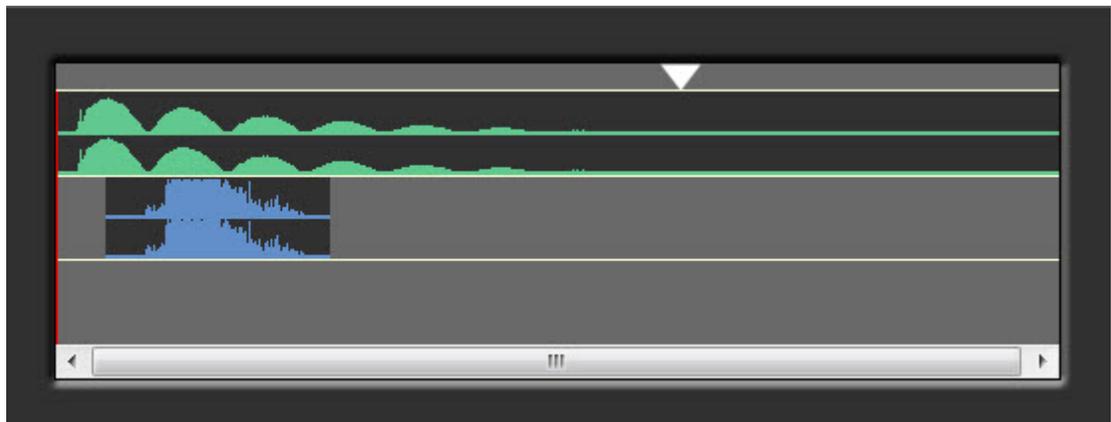
- Right-click on the support track and select a file from your computer's file system
- <Alt>Drag a file from the File List into the support track
- Drag a file from one of the loaded Hotkey cells into the support track

### Importing a Support Track to start before the Title Track begins

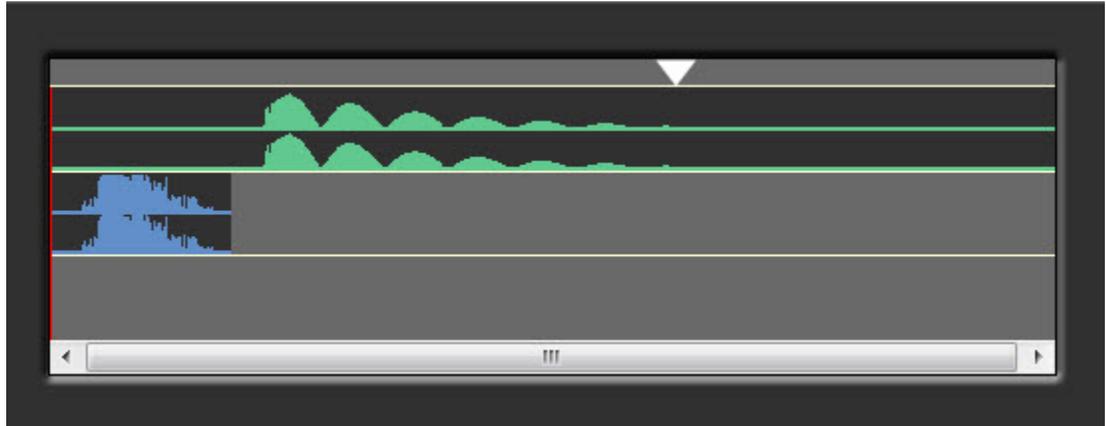
Support tracks (e.g. music beds) can be dragged back (to the left) past the beginning of the title track in the MultiTrack panel. This has the effect of automatically inserting silence at the beginning of the title track.

After dragging the support track to its final location and releasing the mouse, the support track is repositioned to the beginning, silence is added to the beginning of the title track, and all other tracks are adjusted forwards or backwards as needed to maintain their alignment with the title track.

### Support Track Before Drag-Left



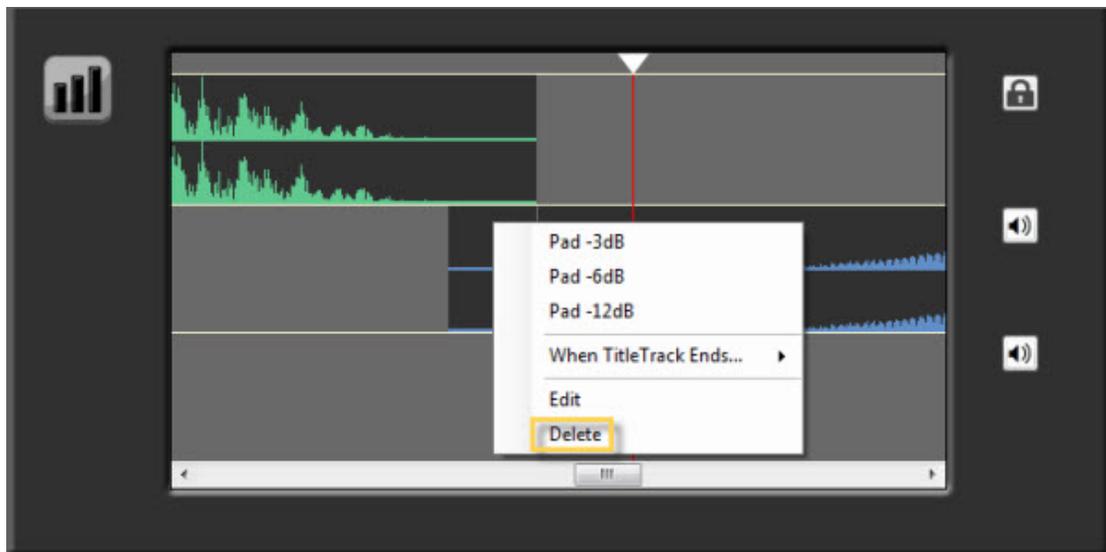
### Support Track After Drag-Left



### 3.6.3 Delete Support Track

Follow these steps to delete a support track from the MultiTrack Panel:

1. Right-click on the support track's waveform.
2. Select **Delete** from the MultiTrack Menu.

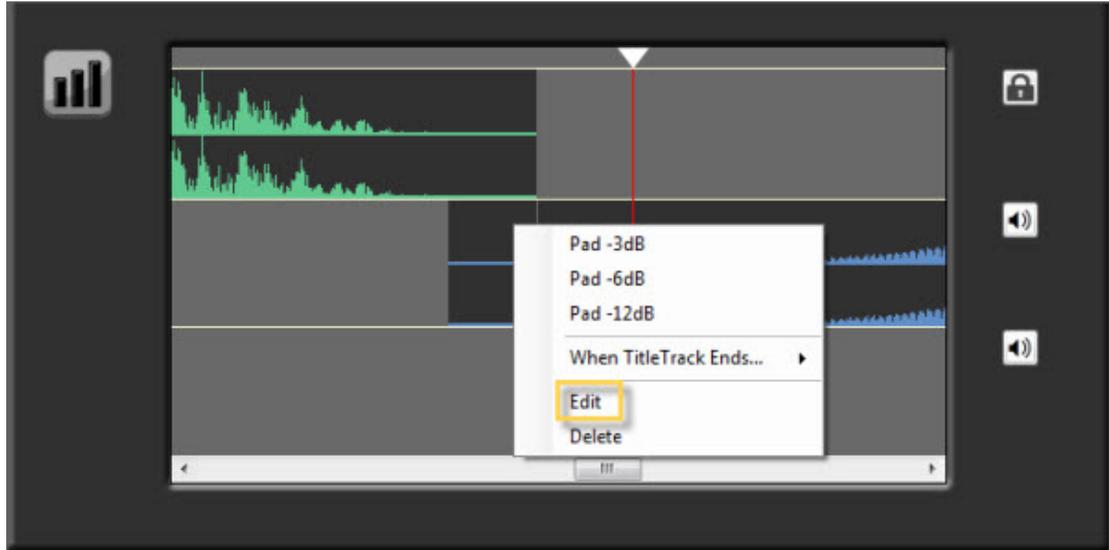


Delete does not remove the support track from the MultiTrack layout; it simply removes the audio content from the selected track.

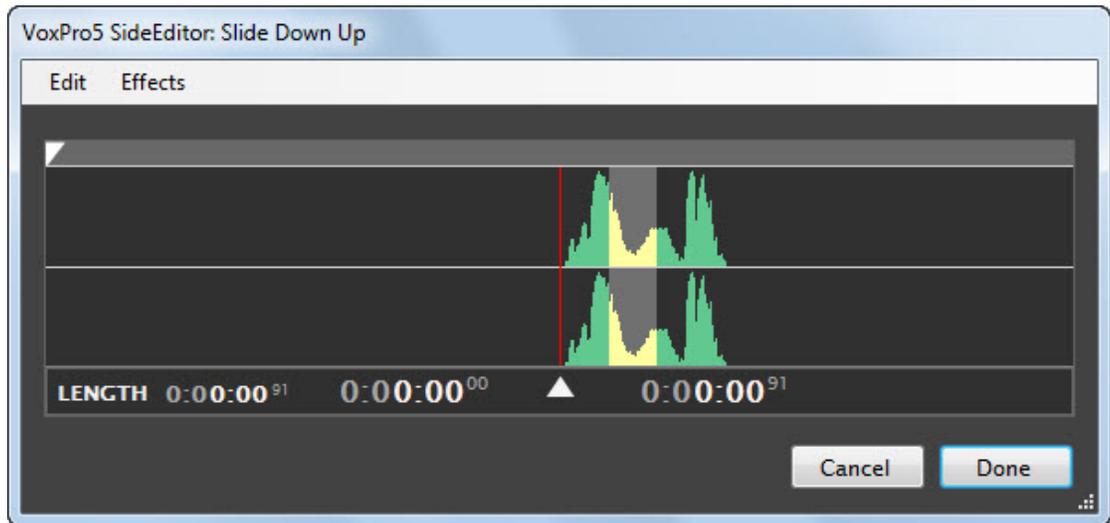
### 3.6.4 Edit Support Track

Follow these steps to edit a support track from the MultiTrack Panel:

1. Right-click on the support track's waveform.
2. Select **Edit** from the MultiTrack Menu.



The support track waveform appears.



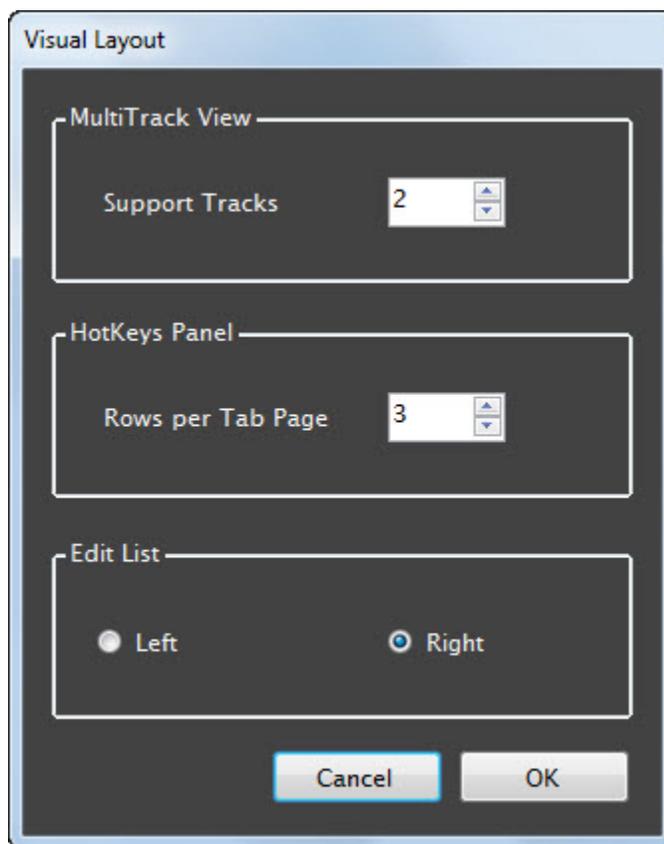
3. Use the standard **Edit** and **Effects** menus to modify the waveform.
4. Click the **Done** button when satisfied with your changes.

### 3.6.5 Setting the Default Number of Support Tracks

The Visual Layout selection sets the *default* number of support tracks. Changing the visual layout affects the active file and all files in the File List.

Follow these steps to set the default tracks to your MultiTrack panel.

1. In the Settings menu, select **Visual Layout...**
2. The Visual Layout dialog box appears. Change the **Support Tracks** to the number of tracks you want to view in your MultiTrack Panel.



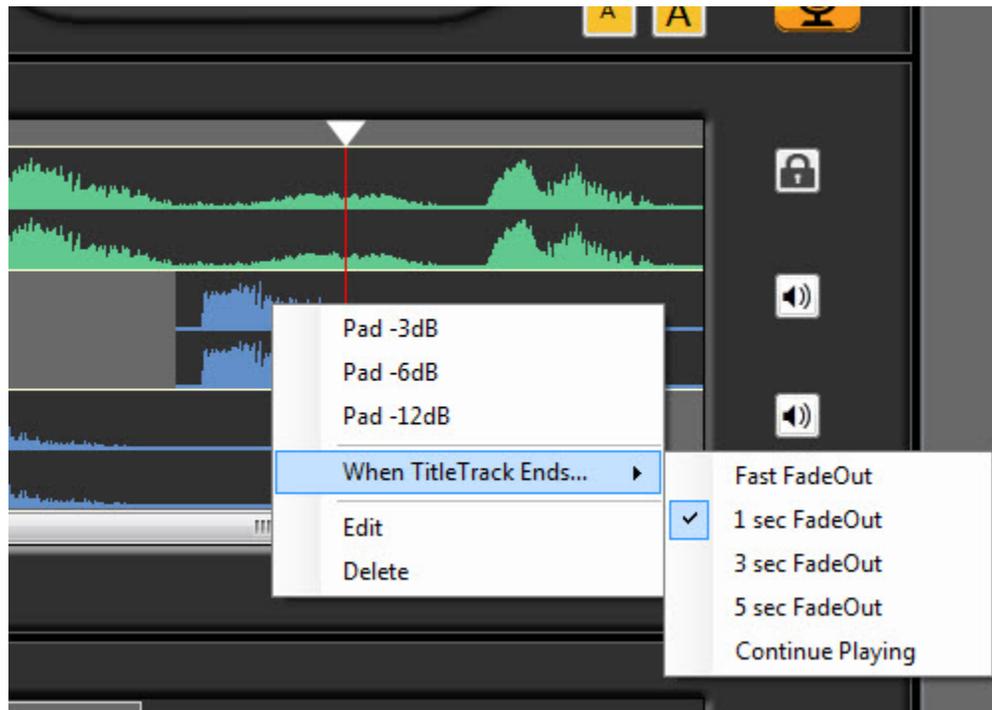
### 3.6.6 When Title Track Ends

There are several ways you can handle a support track that extends beyond the duration of the title track.

Follow these steps to select how you want your support track to behave after the title track terminates:

1. Right-click on the support track's waveform.

2. Select **When Title Track Ends...** from the MultiTrack Menu.



3. Select one of the support track options provided in the sub-menu.

## 3.7 Advanced Recording Options

There are several options that you can set that can affect the quality of your recording or make it easier to quickly create a series of records. These options are discussed in the following chapters.

Auto-Record  
Automatic Gain Control (AGC)

### 3.7.1 Auto-Record

Use Auto-Record when you want to use a shortcut to rapidly record a series of phone calls and store the results in separate files. Follow these steps to set the auto-record option and create the recordings.

1. Click **Playback and Record Options** in the **Settings** menu.
2. Click **Enable Auto-Record** checkbox. A check mark appears next to Auto-Record indicating that we are in Auto-Record mode.
2. Begin your first recording by clicking **Record**.

Control Panel	Other Methods
	<p>Keyboard: Press R</p> <p>Main Window: On the <b>File</b> menu, click <b>New Edit (Record)</b>.</p>

3. Stop the current recording by clicking **Record** again. The current recording is stopped and placed into a recording file. The recording file name is prefixed by "Untitled". A new recording is **immediately** initiated. This process continues as long as you click **Record**.
4. Click **Stop** to stop the automatic creation of the "next" recording. The final recording is saved and placed into a recording file.

Control Panel	Other Methods
	Keyboard: Press the <b>SPACEBAR</b>

### Important Note

Clicking **Stop** does not take you out of Auto-Record mode. If you want to return to normal Record mode, you must click **Auto-Record** again in the **Settings** menu. **Auto-Record** is a user-level setting; it is maintained on a per-user basis. Exiting the VoxPro Application does not restore the Auto-Record setting to its default value.

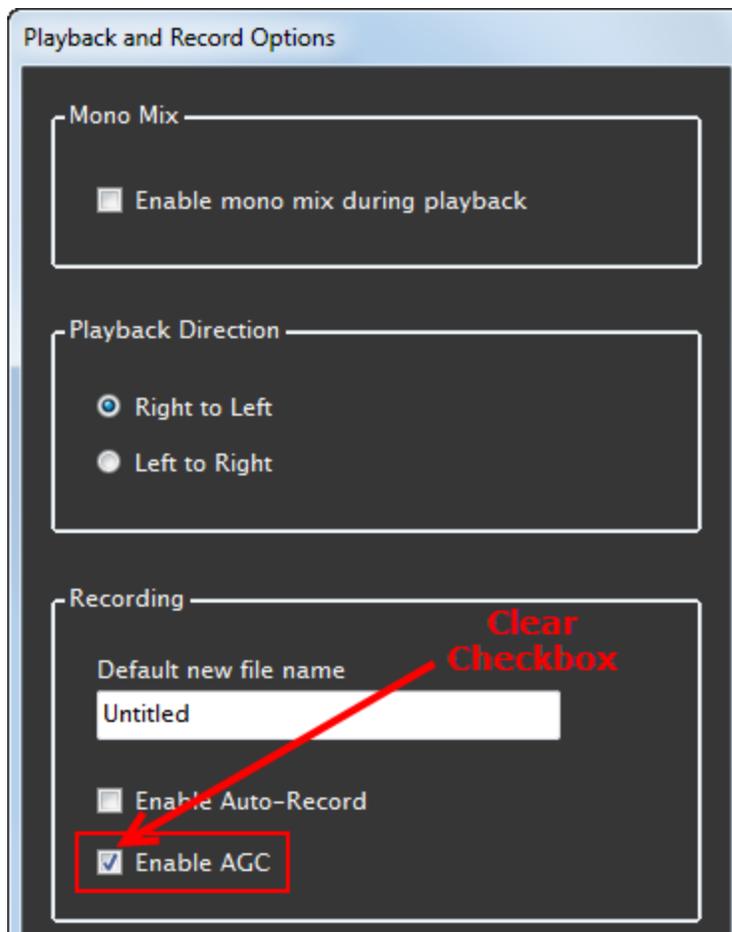
### 3.7.2 Automatic Gain Control (AGC)

If properly configured, Automatic Gain Control can improve the quality of your recordings by automatically boosting the volume of quiet signals and reducing the volume of overly loud signals. **The administrator must enable AGC.** Once it is enabled it is used by default whenever you record. For more information about configuring AGC, see Automatic Gain Control Configuration.

Sometimes AGC is not desirable during a recording (for example, in music or other audio recordings where differences between loud and soft are used for effect). Follow these steps for disabling Automatic Gain Control that has been configured by the Administrator.

1. Open **Settings** and click **Playback and Record...**
2. De-select the **Enable AGC** checkbox.

#### Turning off Automatic Gain



AGC remains disabled until you re-enable it by accessing the **Settings** menu, clicking the **Playback and Record Options**, and clicking the **Enable AGC** checkbox again.

Automatic Gain Control is reset to the administrator's configured values each time you log on.

### **Important Note**

Only administrators are allowed to change AGC configuration settings such as whether AGC is allowed and on which channels AGC support is enabled. The checkbox shown here simply allows the user to toggle off the administrator-configured AGC setting.

### **3.7.3 Setting a Default File Name**

VoxPro provides an easy way to customize your default file name. New files are appear as *Untitled* in the File List.

Follow these instructions to change the default file name:

- 1.** On the **Settings** menu, click **Playback and Record...**
- 2.** Replace the **Default new file name** with your desired name.

**Playing**

**Chapter**

**4**

## 4 Playing

The Control Panel provides several convenient methods for playing back your recording. These methods let you play your recording at different speeds and in different directions. You can also select different points in your recording from which to begin the playback.

The following chapters describe the standard playback keys and special shortcut keys available through Scrub Keys and Hotkeys:

- Playback Keys
- Scrub Keys
- Hotkeys

Refer to Playback Options for information on settings that affect how the audio data is sent to your sound card during playback.

### 4.1 Playback Keys

There are three basic playback methods. Playback continues until **Stop** is selected or until the recording comes to an end.

To play from the cue (i.e. from the current position), press **Play**.

Control Panel	Other Methods
	Keyboard: Press <b>SPACEBAR</b>

To play from the beginning, press **Play Beg.**

Control Panel	Other Methods
	Keyboard: Press P

To play a highlighted selection, press **Play Sel.**

Control Panel	Other Methods
	Keyboard: Press S

To stop playback, press **Stop** or **Play**.

Control Panel	Other Methods
	Keyboard: Press the SPACEBAR

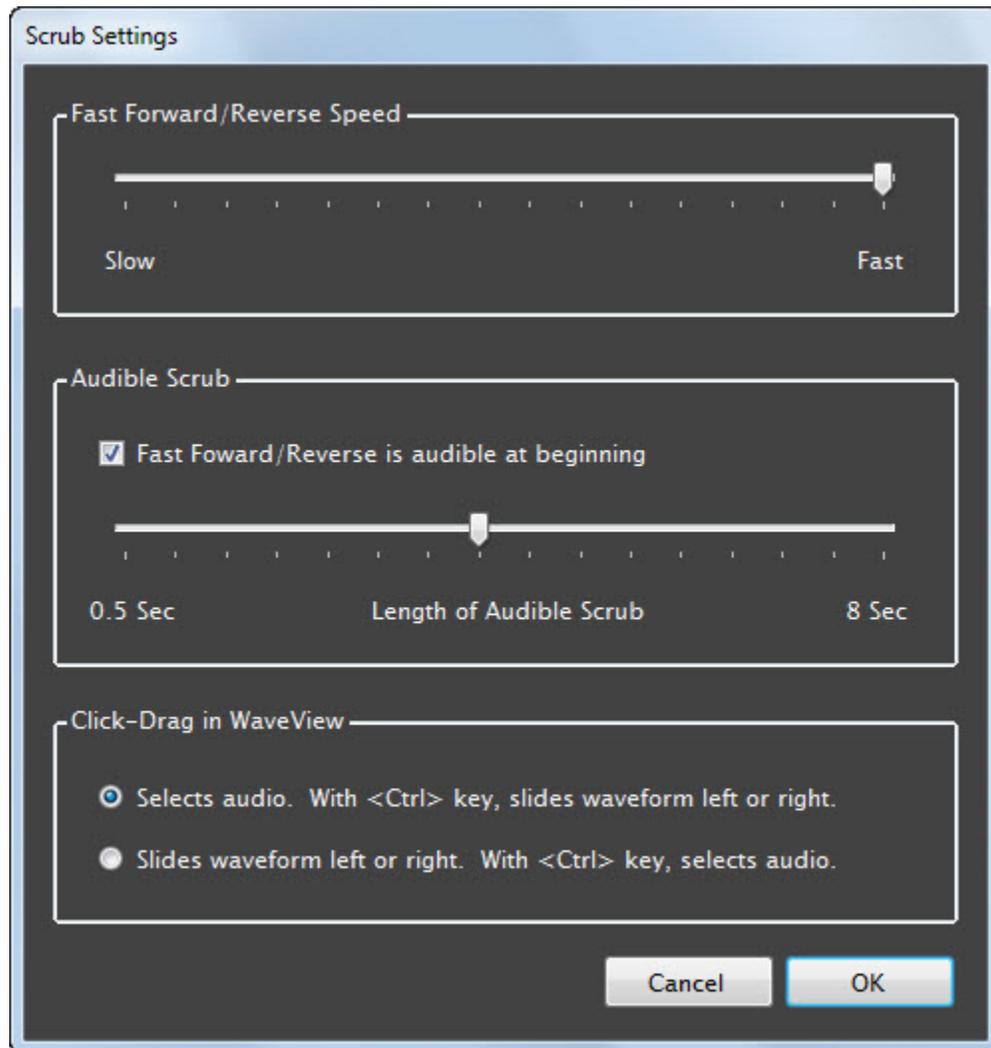
## 4.2 Scrub Keys

Scrubbing is a term used to describe forward or reverse playback, at any speed, for the purpose of locating an edit point. The scrub controls are quite versatile and can be customized to fit your own personal taste. The following table describes the scrub keys and their keyboard equivalents. Press and hold these keys to initiate movement. Release the keys to stop movement.

Scrub Direction	Scrub Speed	Control Panel	Keyboard
Forward	Fast		RIGHT ARROW
Reverse	Fast		LEFT ARROW
Forward	Normal		SHIFT+RIGHT ARROW
Reverse	Normal		SHIFT+LEFT ARROW
Forward	Slow		CTRL+RIGHT ARROW
Reverse	Slow		CTRL+LEFT ARROW

The fast-forward/fast-rewind controls may operate in either a one-phase or two-phase mode. In one-phase mode, fast-forward/rewind causes the waveform to scroll left or right silently, without actually playing any sound. In two-phase mode, fast-forward/rewind is initially audible, but then enters the silent (and potentially much faster) phase after a pre-determined span of time.

To customize the scrub modes, on the **Settings** menu, click **Scrub...**



The **Fast-Forward/Reverse Speed** slider controls the scrub speed used in one-phase mode and in the second (silent) phase of two-phase mode. Two-phase mode (audible scrub) is enabled by clicking the **First part of fast-forward/reverse scrub is audible** check box. The time span of the audible first phase is set with the **Audio Scrub** slider.

Note that you can also drop in and out of scrub mode while playing. For example, you can hold down the normal speed forward (single right arrow) button on the control panel while pressing and releasing the fast forward (or reverse) button. This moves you quickly around the file, while allowing you to intermittently confirm your location.

### 4.3 Control Panel Hotkeys

If you have a VoxPro Control Panel, you can assign any file to a Control Panel Hotkey for immediate, one-button playback. In VoxPro5, this is done by first assigning files to the On-Screen Hotkeys and then configuring the Control Panel as your playback device.

See the **Add Hotkey** and **Assigning Hotkeys to Playback Devices** chapters for more information.

Once a Control Panel Hotkey is assigned, its name appears in the control panel's display window above the corresponding Hotkey button. To play the file, simply press the Hotkey. To access the different banks, use the UP ARROW/DOWN ARROW buttons to the left of the control panel's display.

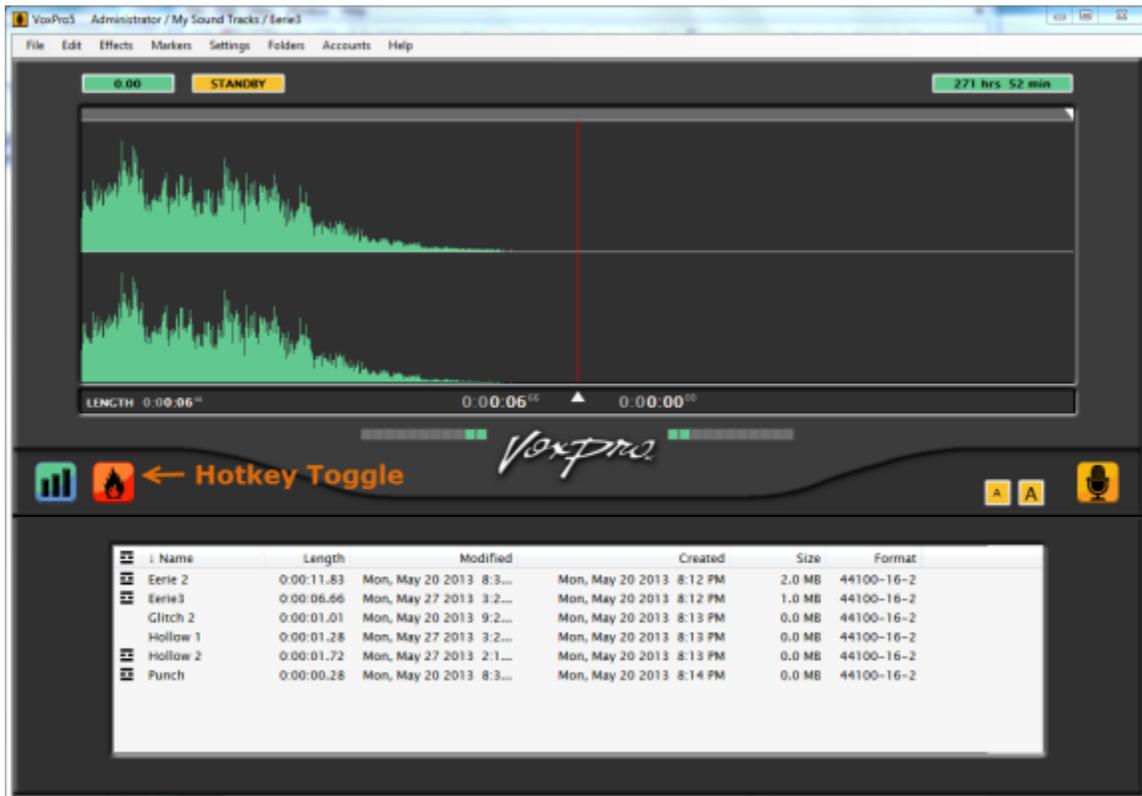


To remove a Hotkey, you simply delete the On-Screen Hotkey. See the **Delete Hotkey** chapter for more information.

### 4.4 On-Screen Hotkeys

On-Screen Hotkeys are on-screen buttons that are associated with audio files. These buttons can be selected for immediate one-button playback. On-Screen Hotkeys are an optional feature that can be shown on the screen by selecting the Hotkeys Toggle button. The Hotkeys Toggle button is available in both Classic and Enhanced modes. Selecting the Hotkeys Toggle button switches the screen from Classic mode to Enhanced mode and displays a Hotkeys Panel at the bottom of the screen.

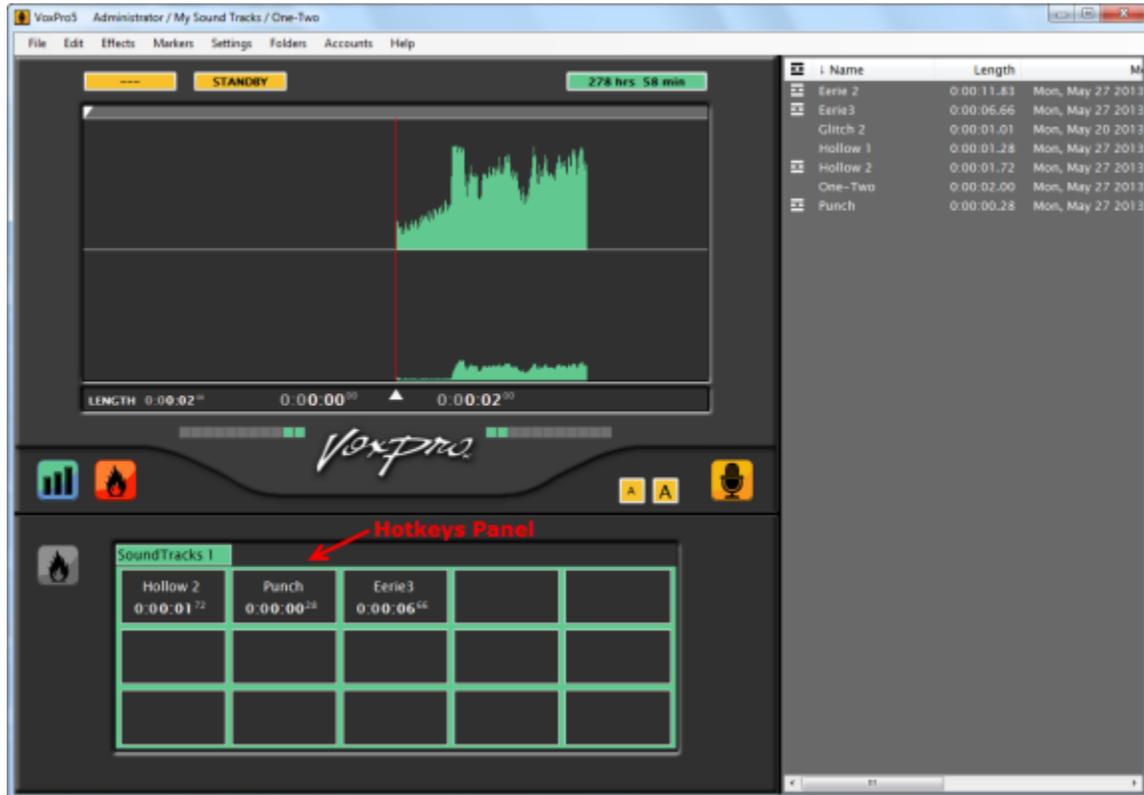
## Hotkeys Toggle Button on Classic Mode Screen



The screenshot displays the VoxPro software interface. At the top, the title bar reads "VoxPro3 Administrator / My Sound Tracks / Eerie3". The menu bar includes "File", "Edit", "Effects", "Markers", "Settings", "Folders", "Accounts", and "Help". The main display area shows a waveform with a green amplitude and a red vertical playhead. The top left of the waveform area shows "0:00" and "STANDBY", and the top right shows "271 hrs 52 min". Below the waveform, the "LENGTH" is "0:00:06". A "Hotkey Toggle" button, represented by a flame icon and a left-pointing arrow, is located in the bottom left of the interface. The bottom right contains volume and microphone icons. At the bottom, a table lists tracks:

Name	Length	Modified	Created	Size	Format
Eerie 2	0:00:11.83	Mon, May 20 2013 8:3...	Mon, May 20 2013 8:12 PM	2.0 MB	44100-16-2
Eerie3	0:00:06.66	Mon, May 27 2013 3:2...	Mon, May 20 2013 8:12 PM	1.0 MB	44100-16-2
Glitch 2	0:00:01.01	Mon, May 20 2013 9:2...	Mon, May 20 2013 8:13 PM	0.0 MB	44100-16-2
Hollow 1	0:00:01.28	Mon, May 27 2013 3:2...	Mon, May 20 2013 8:13 PM	0.0 MB	44100-16-2
Hollow 2	0:00:01.72	Mon, May 27 2013 2:1...	Mon, May 20 2013 8:13 PM	0.0 MB	44100-16-2
Punch	0:00:00.28	Mon, May 20 2013 8:3...	Mon, May 20 2013 8:14 PM	0.0 MB	44100-16-2

## Enhanced Mode Screen after Selecting Hotkeys Toggle Button

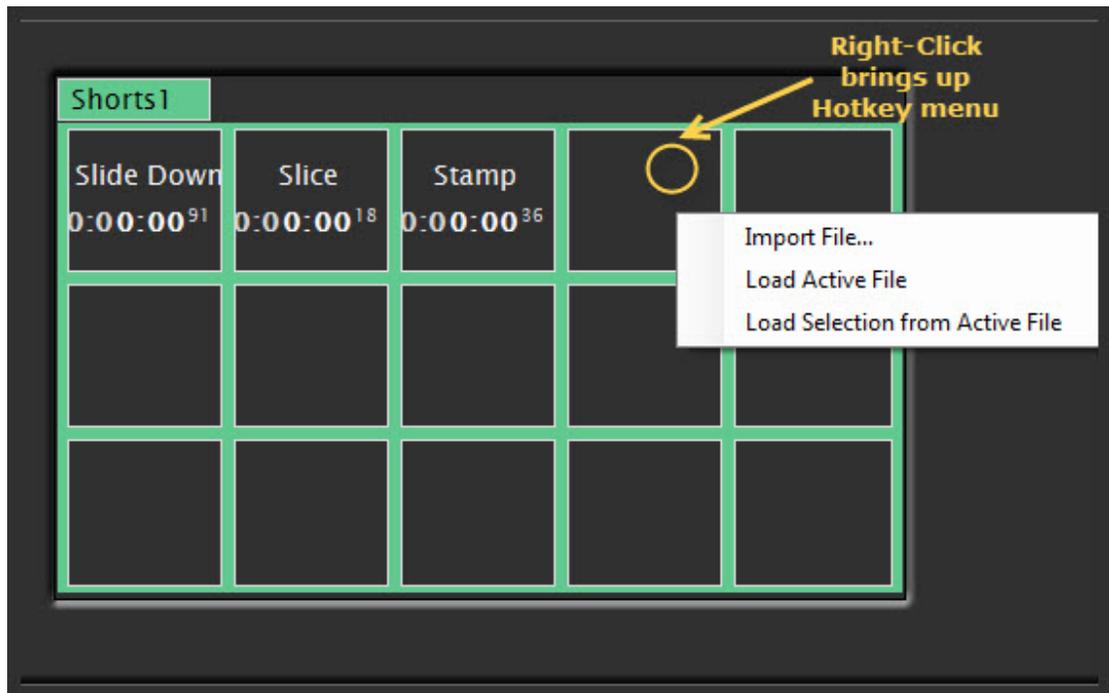


### 4.4.1 Add Hotkey

There are several ways to load an audio file into a Hotkey.

- Import a file using one of the Hotkey menu options, or
- Drag and Drop any any file from the File List.
- Drag and Drop any media file from Windows Explorer or from your desktop.

## Create a Hotkey using Hotkey Menu



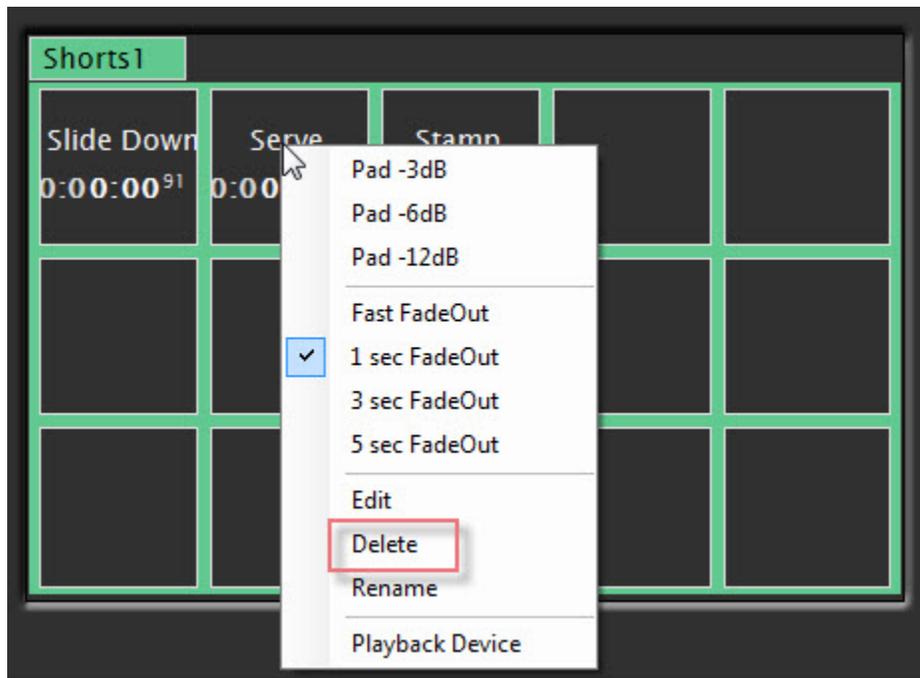
## Create a Hotkey recording using Drop-and-Drag

You can select a file from the File List or from another Hotkey and drag it to any Hotkey cell. Dragging a Hotkey onto an existing Hotkey cell overwrites the previous hotkey.

### 4.4.2 Delete Hotkey

Follow these steps to delete a Hotkey:

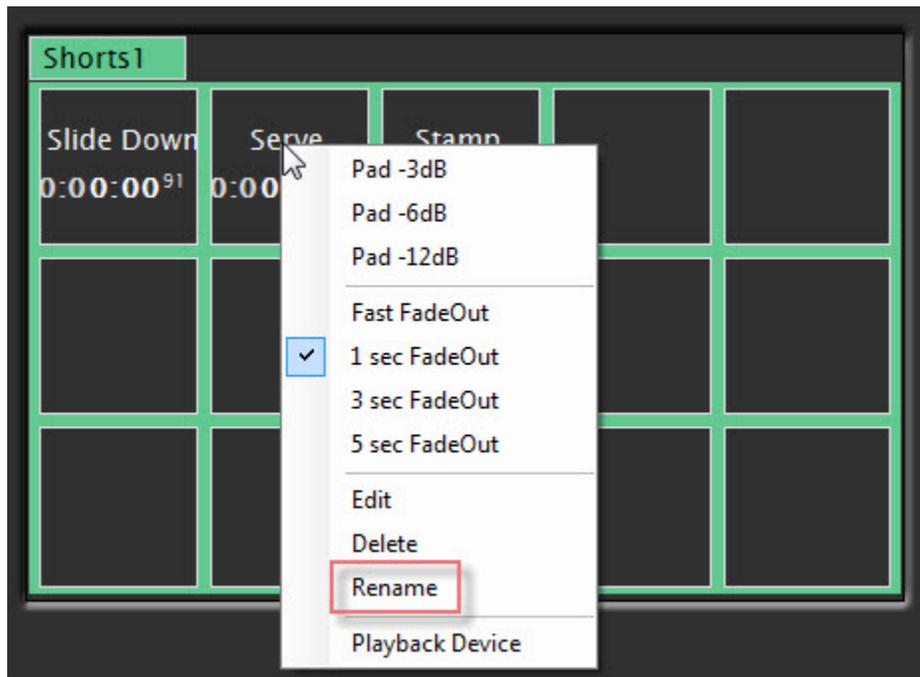
1. Right-click on the Hotkey cell
2. Select **Delete** from the Hotkey Menu



### 4.4.3 Rename Hotkey

Follow these steps to rename a Hotkey:

1. Right-click on the Hotkey cell
2. Select **Rename** from the Hotkey Menu

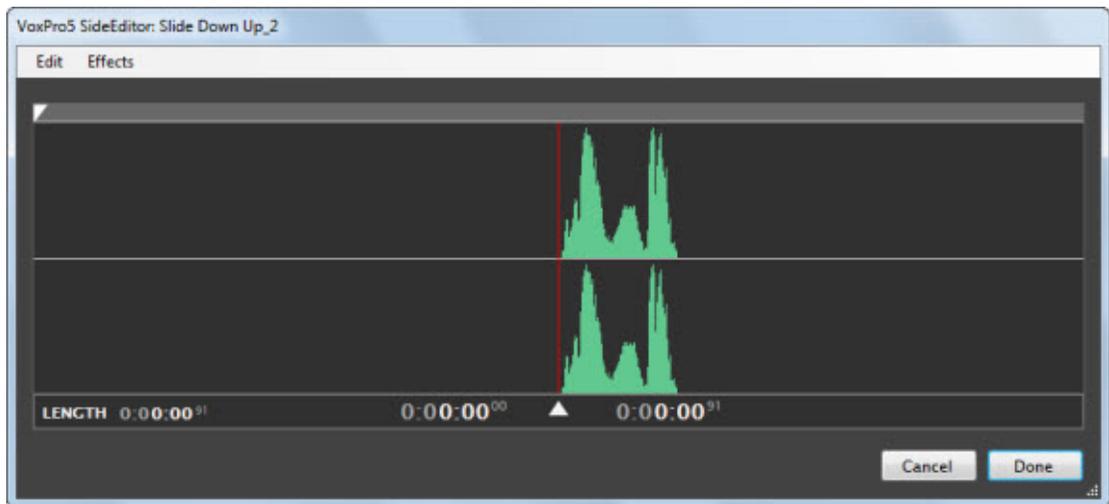


### 4.4.4 Edit Hotkey

Follow these steps to edit a Hotkey:

1. Right-click on the Hotkey cell
2. Select **Edit** from the Hotkey Menu

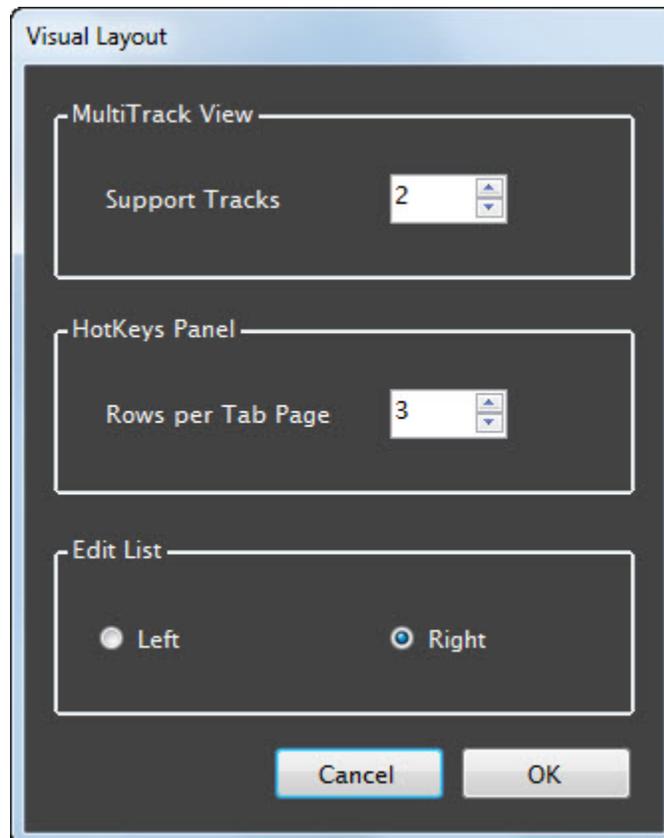
The Waveform window for the selected Hotkey is displayed. You can now use any of the standard VoxPro editing commands to modify your recording.



#### 4.4.5 Adding Hotkey Rows

Follow these steps to add rows to your Hotkey panel.

1. In the Settings menu, select **Visual Layout...**
2. The Visual Layout dialog box appears. Change the **Rows per Tab Page** to the number of rows you want to view in your Hotkeys Panel.



#### 4.4.6 Hotkey Tabs

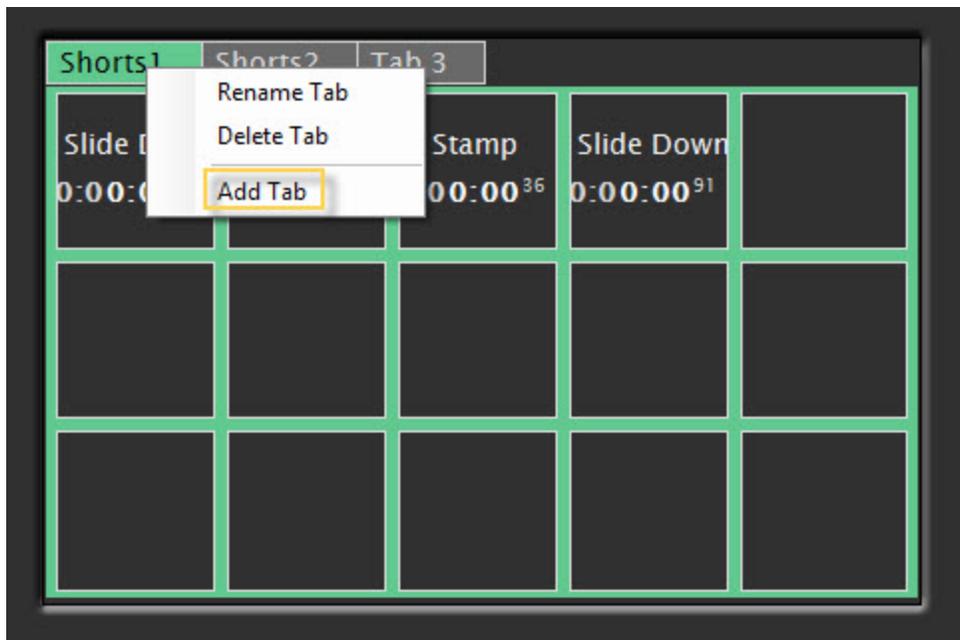
Hotkey Tabs can be used to create and manage multiple panels (or pages) of Hotkeys. Each new tab gives you an additional page of Hotkeys. If you are connected to a Control Panel, the active bank is shown within a red frame.

##### Add a Hotkey Tab

Follow these steps to add a Hotkey Tab:

1. Right-click on an existing Hotkey Tab

The Tab menu is displayed.



2. Select the **Add Tab** option

A new tab is created. A default name of **Tab N** is created where N is the current number of tab panels. You can rename the tab to

##### Delete a Hotkey Tab

Follow these steps to To delete a Hotkey Tab:

1. Right-click on an existing Hotkey Tab
2. Select the **Delete Tab** option

##### Rename a Hotkey Tab

Follow these steps to To delete a Hotkey Tab:

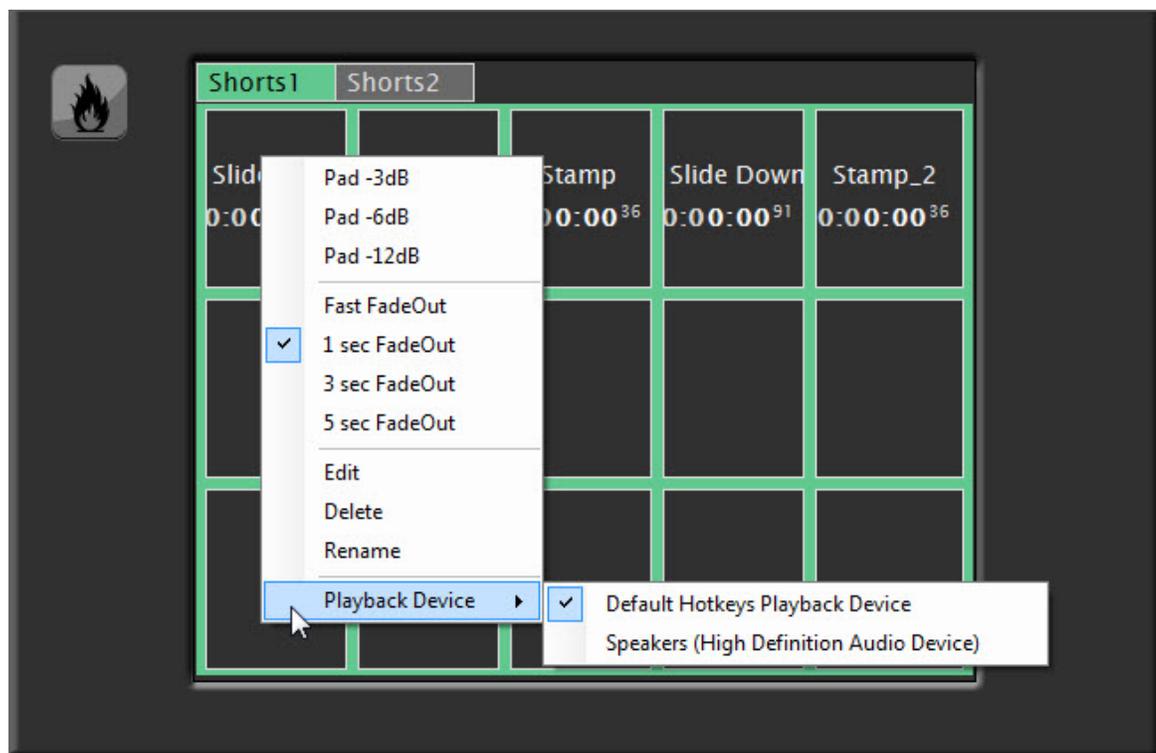
1. Right-click on an existing Hotkey Tab
2. Select the **Rename Tab** option

#### 4.4.7 Changing the Playback Device

In some situations, you might want Hotkeys to be routed to a different audio bus than VoxPro's main output. This means that the Hotkeys need to playback on a different audio device than the one selected for VoxPro's main playback. The default Hotkeys playback device is set by the VoxPro Administrator, and may be the same device as is used for main output, or it may be a different device altogether.

Follow these steps to assign your playback device:

1. Right-click on the Hotkey cell.
2. Select **Playback Device** from the Hotkey Menu.
3. Select your new playback device.



## 4.5 Control Panel Hotkeys

If you have a VoxPro Control Panel, files loaded into On-Screen Hotkeys are accessible for immediate, one-button playback using the control panel's five hotkey buttons. The active bank of Hotkeys, outlined in red on the screen, is displayed in the LCD screen above the five hotkey buttons. To play the file, simply press the Hotkey. Press the Hotkey again to stop the file. To access different banks, use the UP ARROW / DOWN ARROW buttons to the left of the control panel's display.



See the Add Hotkey and Changing the Playback Device chapters for more information.

To remove a Hotkey, you simply delete the On-Screen Hotkey. See the Delete Hotkey chapter for more information.

## 4.6 Playback Options

You can access the Playback options on the **Settings** menu by clicking **Playback and Record**.

### Mono Mix

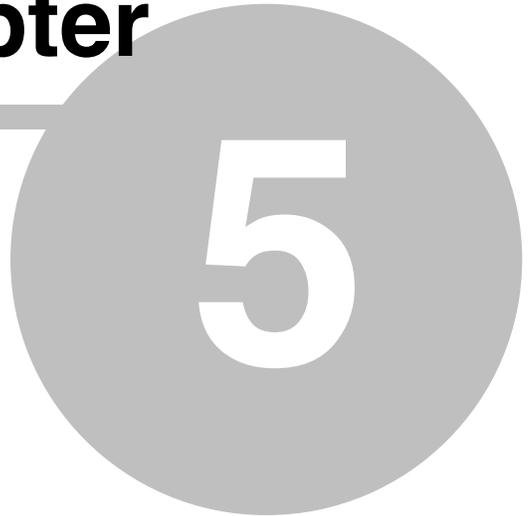
Mono Mix mixes the two channels, automatically applying a peak limiter to ensure that no clipping occurs.

### Playback Direction

Playback direction is an individual preference. You can select either **Left to Right** or **Right to Left**.

**Editing**

**Chapter**



## 5 Editing

The basic editing operations cut, copy and delete are performed on selected (highlighted) portions of the waveform. Refer to the next chapter, *Select a Region*, to learn different techniques of waveform selection.

The following chapters cover the following edit options:

- Delete a Region
- Copy and Paste
- Cut and Paste
- Undo and Redo

### 5.1 Select a Region

To select a portion of the audio waveform, use any of these methods:

- Click and drag the mouse in the Waveform view. If the **Click-Drag in Waveview** check box in the **Scrub** menu is selected, then you must also hold down the CTRL key as you drag the mouse.
- On the Control Panel, press Mark Left (L) to select the region from the cue line to the current Edit Line. If using the keyboard, press LEFT SQUARE BRACKET ([). This method only works when the cue line is located to the left of the edit line.
- On the Control Panel, press Mark Right (R) to select the region from the current edit line to the cue line. If using the keyboard, press RIGHT SQUARE BRACKET (]). This method only works when the cue line is located to the right of the edit line.

To extend (or contract) an existing selected region, use any of these methods:

- Click the right mouse button (right-click) in the Waveform view. If you right-click *within* the existing selected waveform region, the selected waveform region is shortened. If you right-click *outside* the existing waveform region, the selected waveform region is extended.
- Scroll the waveform in the Waveform view so that the desired new boundary is under the cue line. If the cue line is to the right of the existing highlighted area, press Mark Left. If using the keyboard, press LEFT SQUARE BRACKET ([). If the cue line is to the left of the existing highlighted area, press Mark Right. If using the keyboard, press RIGHT SQUARE BRACKET (]). Refer to *Waveform Navigation* for information on scrolling techniques.

To select the entire file, use either of these methods:

- On the **Edit** menu, click **Select All**.
- On the keyboard, press A or CTRL+A.

To unselect an existing selected region, use any of these methods:

- On the **Edit** menu, click **Deselect**.
- On the Control Panel, click **Deselect**.
- On the keyboard, press K or CTRL+K.

## 5.2 Delete a Region

**Delete** removes the selected region of the audio waveform.

Control Panel	Other Methods
	<p>Keyboard: Press Delete key</p> <p>Main Window: On the <b>Edit</b> menu, click <b>Delete</b></p>

Refer to Delete VoxPro Files for information on deleting an entire recording.

## 5.3 Copy and Paste

**Copy** places a copy of the selected region of the audio waveform onto a clipboard so that it can later be pasted into the same file at another location, or into a different file altogether.

Control Panel	Other Methods
 A photograph of the VoxPro control panel. The panel is white with a grey top section. It features a central display screen, a large black knob on the right, and a grid of buttons. One button, located in the upper-middle section of the grid, is circled in yellow. This button is labeled with a 'C' and a right-pointing arrow.	<p>Keyboard: Press C or CTRL+C</p> <p>Main Window: On the <b>Edit</b> menu, click <b>Copy</b></p>

**Paste** inserts the audio waveform from the clipboard into the current file starting at the cue line.

Control Panel	Other Methods
 A photograph of the VoxPro control panel, identical to the one above. The button located in the lower-middle section of the grid, labeled with a 'V' and a right-pointing arrow, is circled in yellow.	<p>Keyboard: Press V or CTRL+V</p> <p>Main Window: On the <b>Edit</b> menu, click <b>Paste</b></p>

## 5.4 Cut and Paste

**Cut** deletes the selected region from the current audio region and places a copy onto a clipboard so that it can later be pasted into the same file at another location, or into a different file altogether.

Control Panel	Other Methods
	<p>Keyboard: Press X or CTRL+X</p> <p>Main Window: On the <b>Edit</b> menu, click <b>Cut</b></p>

**Paste** inserts the audio waveform from the clipboard into the current file starting at the cue line.

Control Panel	Other Methods
	<p>Keyboard: Press V or CTRL+V</p> <p>Main Window: On the <b>Edit</b> menu, click <b>Paste</b></p>

## 5.5 Undo and Redo

**Undo** can be used to undo the last edit operation.

Control Panel	Other Methods
	<p>Keyboard: Press Z or CTRL+Z</p> <p>Main Window: On the <b>Edit</b> menu, click <b>Undo</b></p>

**Redo** can be used to re-apply any edit operation that was previously undone. **Redo** is selected on the Control Panel by pressing the **Option** and **Undo** buttons at the same time.

Control Panel	Other Methods
	<p>Keyboard: Press Y or CTRL+Y</p> <p>Main Window: On the <b>Edit</b> menu, click <b>Redo</b></p>

**Note** The **Undo** and **Redo** operations may be applied repeatedly, allowing you to undo all editing operations back to the original recording, and then to reapply them all again in sequence.

### Master Mode

Master mode allows you to temporarily view the current file in its original, unedited state. Access to the original file is read-only; the only editing operation allowed is **Copy**. You may not delete, paste or apply any effects in Master mode. After copying from the Master version of the file, you can then exit from Master mode and paste the clipboard contents into the current file or into a new file altogether. In this way, Master mode can

be used to access portions of the original recording that have subsequently been edited out.

Use the **Edit|View Master** button to toggle in and out of Master Mode.

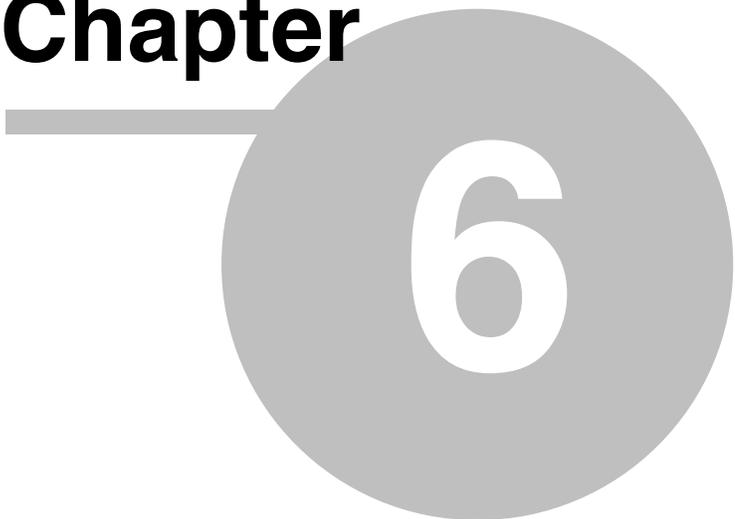
Control Panel	Other Methods
	<p>Main Window: On the <b>Edit</b> menu, click <b>Master</b></p>

**Note** The **Edit|View Master** button is not available on all Control Panel models.



# Applying Effects

## Chapter



6

## 6 Applying Effects

The **Effects** menu offers several effects that can be applied to a selected waveform region. The only exception to this rule is the **Insert Silence** option.

You can select any of the following effects in the **Effects** menu.

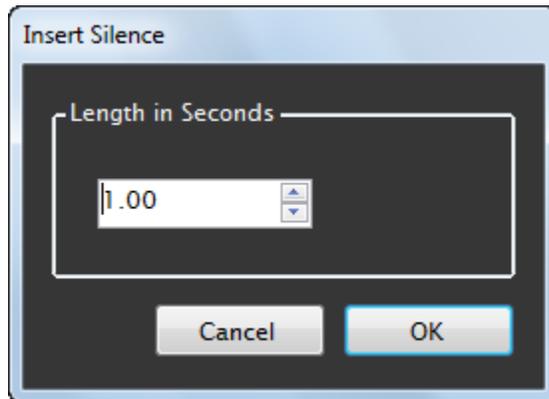
- **Adjust Volume** changes the decibels on right channel, the left channel, or both channels.
- **Bleep** replaces the selected waveform region with a 1000Hz sine tone. Alternatively, you can press B or CTRL+B.
- **Fade** the highlighted waveform region in or out.
- **Insert Silence** inserts a specified duration of silence starting at the cue line.
- **Mute** completely silences one or both channels of the selected waveform region.
- **Normalize** adjusts the volume on one or both channels of the selected waveform region by an amount that is calculated to place the new peak at the specified level (by default set to 1dB below full range).
- **Reverse** reverses the selected waveform region so that it plays backward.
- **VoiceSlip** shifts one channel of the selected region past the other. This feature is useful when you encounter host-caller "talk-over". This feature is not available for monophonic files.
- **Pitch and Time** allows the pitch (frequency) and tempo (playback rate) of the selected region to be changed independently or dependently, according to need. Independently: a voice may be raised or lowered in pitch without altering the time; a recording may be stretched or compressed in time without altering the pitch; or both effects may be applied simultaneously (for example, speeding up the tempo while lowering the pitch). Dependently: the classic analog effect in which speeding up the playback rate also raises the pitch, and slowing the playback rate also lowers the pitch

**Note** Several of these effects are also available using shortcut keys on the Control Panel. Refer to Effect Shortcuts for more information.

## 6.1 Insert Silence

Silence can be inserted for a specified duration starting at the cue line. The silence directly modifies the active recording.

To insert silence, click **Insert Silence...** in the **Effects** menu.



You can enter a length of 1/100 to 1000 seconds. After entering the length in seconds, the current recording waveform is redisplayed.



## 6.2 Advanced Effects

To make use of advanced effects, make sure that you keep Microsoft's DirectX package up-to-date on your computer. Refer to DirectSound and DirectX for more information regarding DirectX configuration. The advanced effects are also called Direct Music Objects (DMOs) and are part of Microsoft's DirectX distribution.

Advanced effects provide users with a preview and commit mode when applying the effects. Users can also apply the effects to one or both channels of the selected waveform region. The **Echo** and **Reverb** (WavesReverb and I2DL2Reverb) effects are available as on/off toggles on the **Effects** menu, but users must modify the detailed configuration for these effects on the **Advanced Effects** menu.

To select an advanced effect, in the **Effects** menu, click **Advanced Effects** and then

select the specific effect.

The full set of advanced effects include:

- **Chorus** is a voice-doubling effect created by echoing the original sound with a slight delay and slightly modulating the delay of the echo.
- **Compression** is a reduction in the fluctuation of a signal above a certain amplitude.
- **Distortion** is achieved by adding harmonics to the signal in such a way that, as the level increases, the top of the waveform becomes squared off or clipped.
- **Echo** causes sounds to be repeated after a fixed delay, usually at a diminished volume. As the repeated sounds are fed back into the mix, they are repeated again.
- **Flanger** is an echo effect where the delay between the original signal and its echo is very short and varies over time.
- **Gargle** modulates the amplitude of the signal.
- **ParamEq** or Parametric Equalization amplifies or attenuates signals of a given frequency.
- **WavesReverb** or Waves Reverberation is intended for use with music.

## 6.3 Effect Shortcuts

Some effects are available via shortcut keys. You must first select a waveform region in the Waveform view before applying the effect shortcut.

### Bleep

The bleep effect can be applied by pressing B or CTRL+B.

### Applying Effects using Hotkeys

If you press and hold the **Control** button on the control panel, the LCD displays the following effects:

- **Mute Left** silences the left channel of the selected waveform region.
- **Mute Right** silences the right channel of the selected waveform region.
- **Bleep** replaces the selected waveform region with a 1000Hz sine tone.

- **V-Slip R B4 L** (VoiceSlip right before left) shifts the left channel of the selected waveform region past the right channel.
- **V-Slip L B4 R** (VoiceSlip left before right) shifts the right channel of the selected waveform region past the left channel.

To select one of these effects, continue to hold the **Control** button and press the corresponding Hotkey.



# Viewing Recordings

## Chapter



## 7 Viewing Recordings

This chapter describes several methods for viewing the waveform in the Waveform view. Methods covered include:

- Waveform Navigation
- Zoom
- Markers

Refer to Select a Region for information regarding selection for the purposes of editing the waveform.

### 7.1 Waveform Navigation

The Control Panel, keyboard, and mouse provide several convenient methods for moving through the waveform without performing any playback functionality.

The following methods move through the waveform and also de-select any previously selected waveform region:

- Press the **Go-to-Left** ( |← ) and **Go-to-Right** ( →| ) buttons.
- Using the mouse, click anywhere in the Waveform view.
- Hold down the left mouse button and drag across the waveform in the Waveform view. This motion causes the non-visible region of the waveform to move into view when you cross the left or right visible boundaries of the Waveform view.

These methods move through the waveform, but retain the currently selected waveform region.

- Spin the Jog Wheel on the Control Panel.
- Press the HOME and END keys on the keyboard.
- Left-click the position indicator and continue to hold down the left mouse as you drag the position indicator across the waveform. This motion causes the non-visible region of the waveform to move into view when you cross the left or right visible boundaries of the Waveform view.
- Hold down **CTRL** and the left mouse button and drag across the timeline in the edit view. This motion acts as a hand that picks up the waveform at a specific location and moves it to another location within the edit view. This method effectively *scrolls* the waveform and is helpful when extending or restricting a previously selected waveform region. Refer to Select a Region for information on waveform selection.

Some older Control Panel models support these additional options:

- Rock the Shuttle Ring around the Jog Wheel.
- Press the **Goto Beg** button.
- Hold down the **OPTION** button and press the **Goto Beg** button to go to the end.

**Note** There is also an option to remap the **Edit|Master** button on older control panels so that it functions as either "Go to End" or "Zoom". If this option is available on your Control Panel, on the **Settings** menu, click **Control Panel**, then click the **Remap Edit/Master key to Zoom** or the **Remap Edit/Master key to GoToEnd** check box.

## 7.2 Zoom

### Zoom on the Horizontal Axis (Zoom in Time)

There are four levels of zoom: x1 (the normal, default setting), x4, x10 and Maximum (sample level). All editing, playback and effects commands can be performed while zoomed.

You can cycle through the first three zoom levels using either the control panel or the computer keyboard:

- On the Control Panel, press the **Zoom** button. If your control panel does not have a **Zoom** button, you can remap the **Edit|Master** button to act as a **Zoom** button by opening the **Settings** menu, clicking **Control Panel**, and then selecting the **Remap Edit/Master key to Zoom** check box.
- On the keyboard, press the Q key (think of a magnifying glass).

The maximum zoom level is accessible from the **Edit** menu.

**Note** Slow scrub speed while zoomed is extremely slow, slow enough so that you can follow the waveform as it scrolls left or right. The motion of the jog wheel is also extremely slow.

### Zoom on the Vertical Axis (Zoom in Intensity)

The vertical axis of the Waveform Display is normally scaled such that the top boundary represents the maximum possible gain (0dB full scale). You may rescale the display by changing the Display Headroom setting in the Playback and Record Options dialog box, in the Settings menu. This has the effect of visually increasing the height of the displayed waveform, without actually increasing the volume level. Display Headroom

effectively lowers the top boundary of the waveform display to the specified value.

Note: The Administrator's display headroom setting is the default setting for all other users.

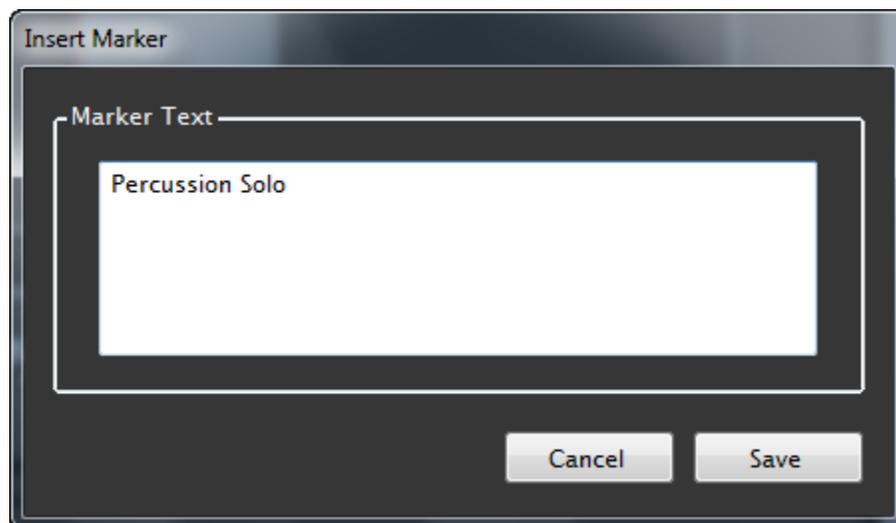
## 7.3 Markers

Markers are points of significance within a file that you want to mark and label for easy referral at a later time. Markers can be added at any time, during recording or while playing a file. Markers are always applied at the position indicated by the white inverted triangle in the Time Line.

### Add a Marker

To add a marker, use either of these methods:

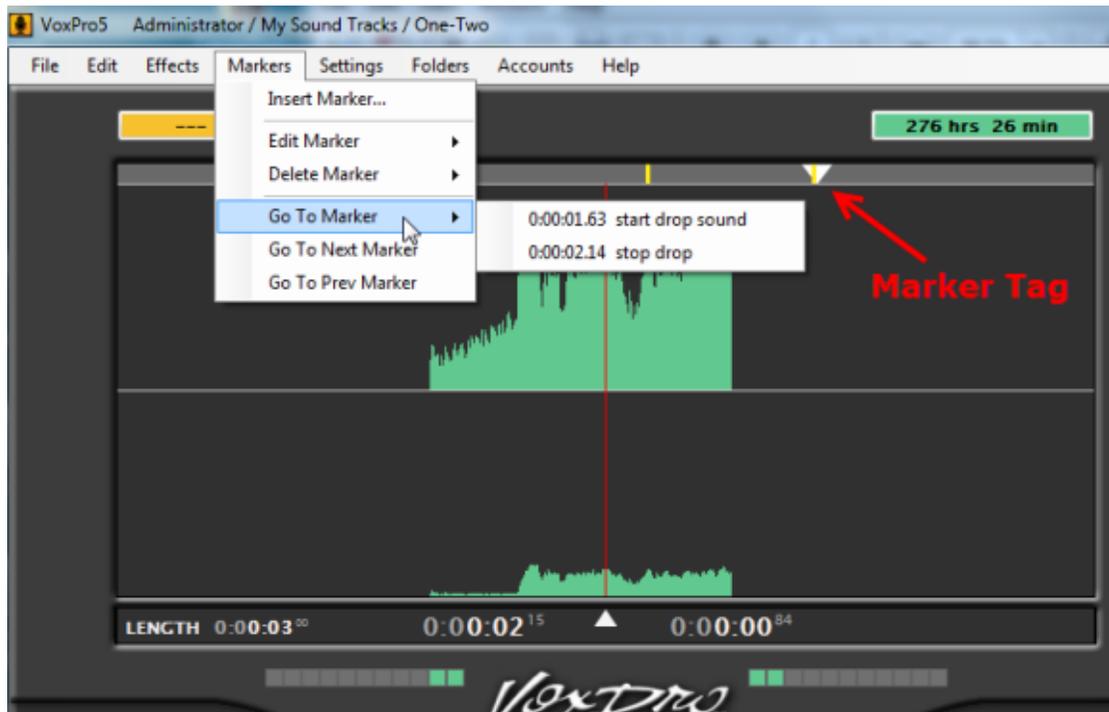
- On the **Markers** menu, click **Insert Marker...**
- On the keyboard, press the M key.



In the **Insert Marker** dialog box, you can type a marker name. Marker names are not required, but are useful for selecting from multiple markers. If you do not type a marker name, a marker is inserted anyway. Markers can be inserted during playback and record, but the **Insert Marker** dialog box fades from view after a few seconds if you do not type a marker name. In this case, a marker is inserted, but does not have a marker name associated with it.

Once a marker is inserted, a marker tag appears in the timeline above the waveform view. If you are in record mode, the marker appears in the timeline after you save the recording.

After adding a marker, a **Marker** window shows you all current markers for this file. The **Markers** window is not automatically displayed if you created your marker while recording. You can always view the **Markers** window by clicking **Go To Marker** on the **Markers** menu.



To move the position indicator to a marker location, you can use any of the following methods:

- On the **Markers** menu, click **Go to Marker**, and then select the marker.
- Using the mouse, double-click the marker tag in the **Markers** window.
- Click any marker tag in the Waveform view.

### Play from Marker

To play the recording starting from a specific marker, follow these steps:

- Move the position indicator to a marker location
- On the Control Panel, press the **Play** button. Alternatively, on the keyboard, press P.

-OR-

- Right-click the starting marker in the **Markers** window and click **Go to/Play**.

### **Edit Marker Name**

To change or create a marker name for an existing marker, follow these steps:

- On the **Markers** menu, click **Edit Marker**, and then select the marker.
- Enter or change the marker name in the **Edit Marker** dialog box

-OR-

- Right-click the marker you want to edit in the **Markers** window and then click **Edit**.
- Enter or change the marker name in the **Edit Marker** dialog box.

### **Delete Marker**

To delete a marker, follow these steps:

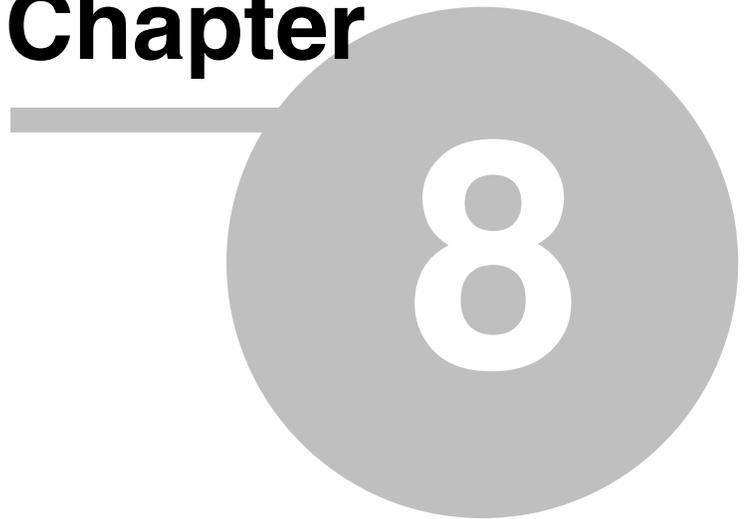
- On the **Markers** menu, click **Delete Marker**, and then select the marker.

-OR-

- Right-click the marker you want to delete in the **Markers** window and then click **Delete**.

# Files and Folders

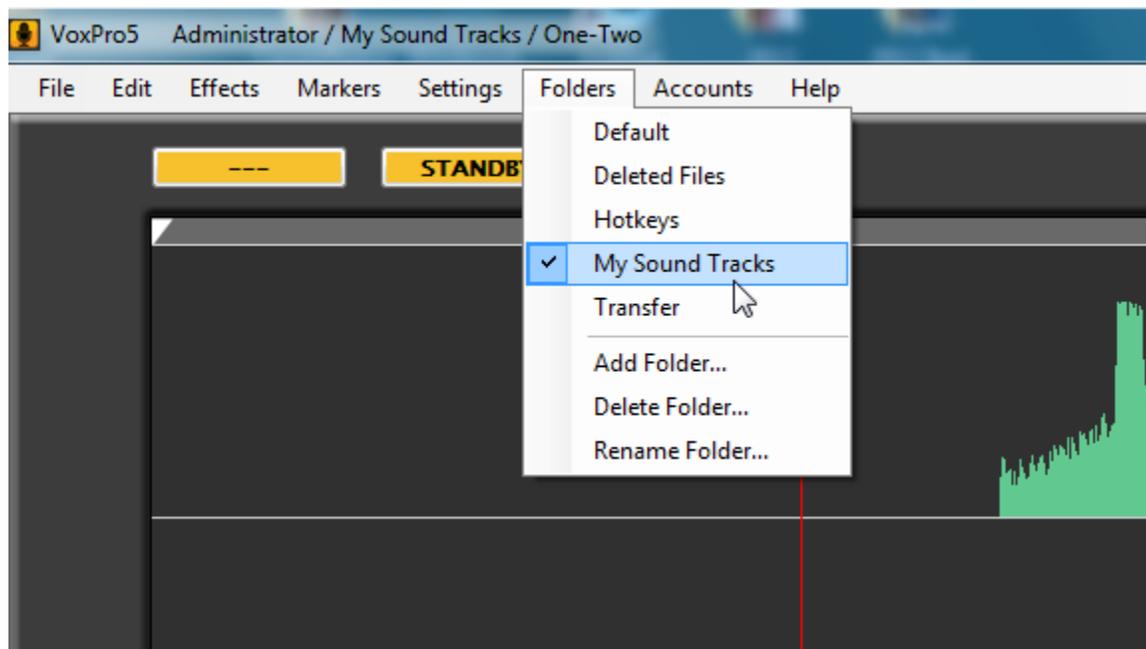
## Chapter



## 8 Files and Folders

All recordings in VoxPro5 are maintained in files. The files are stored in folders. Every new VoxPro5 user has three standard folders: Default, Transfer and Deleted Files. The Default folder is the one that you will be primarily working in until you create your own folders. The Transfer folder is your “inbox”. If another user copies a file into your account, it appears in your Transfer folder, and from there you may move it to any of your other folders. The Deleted Files folder is a temporary storage location for files that you delete, allowing you to recover files deleted by mistake.

You can create additional folders to help keep your files organized. To view your folders, click the **Folders** menu. The name of the current folder is identified by a check mark. The current folder and the current user are also displayed in the title bar.



Any recordings you create are saved as files in the current folder. The current folder is initially set to the **Default** folder. To change the current folder, follow these steps:

- On the **Folders** menu, click the new current folder.

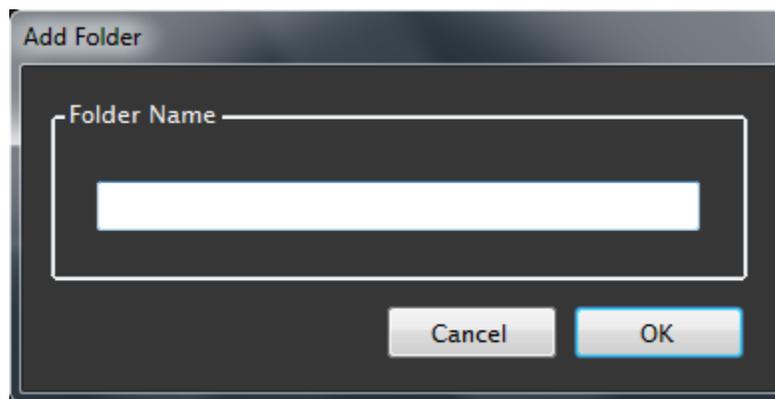
The following chapters provide information on file and folder commands:

- Add Folder
- Copy and Move VoxPro Files
- Rename VoxPro File
- Delete VoxPro Files
- Search VoxPro Files
- Sharing VoxPro Files

## 8.1 Add Personal Folder

To add a new folder, follow these steps:

- On the **Folders** menu and click **Add Folder...**
- Enter the folder name in the **Add Folder** dialog box.



## 8.2 Copy and Move

### Copying VoxPro Files

You can make a copy of one of your recordings and move it to another folder.

To copy one of your files to another folder in your account:

- Right-click on the file in the File list and click **Copy to**, select your user name, and then select the folder name.

To copy several files at once to another folder in your account:

- Hold down the CTRL button as you left-click the files in the file list.
- Right-click on one of the selected files and click **Copy to**, select your user name, and then select the folder name.

To copy one file to *another* user's Transfer folder:

- Right-click on the file in the file list and click **Copy to**, and then select the

destination user's name.

To copy several files to *another* user's Transfer folder:

- Hold down the CTRL button as you left-click the files in the file list.
- Right-click on one of the selected files and click **Copy to**, and then select the destination user name.

**Note** Files that are copied from another user to your account are placed in your Transfer folder. You can move them to another folder if you want.

### Moving VoxPro Files

To move your file to another folder in your account:

- Right-click on the file in the file list, click **Move to**, and then select the folder name.

To move several files at once to another folder in your account:

- Hold down the CTRL button as you left-click the files in the file list.
- Right-click on one of the selected files, click **Move to**, and then select the folder name.

**Note** You cannot move files to another user's folder. You must use **Copy to** instead.

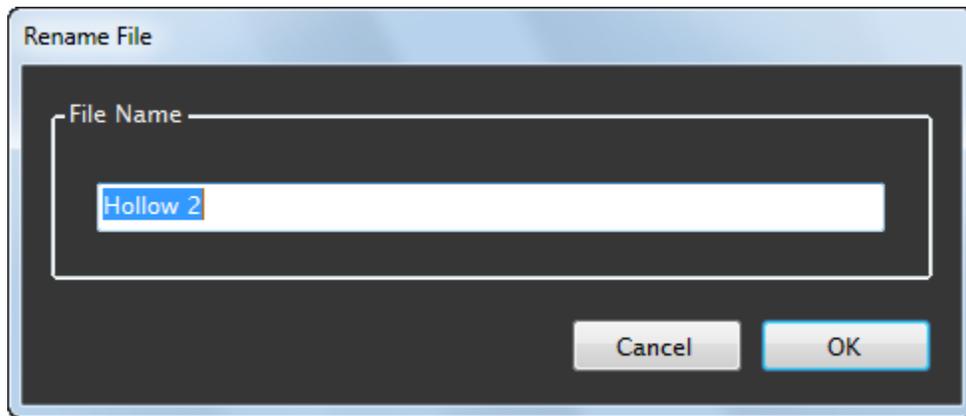
## 8.3 Rename

To rename a VoxPro file, follow these steps:

- Right-click on the file in the file list and click **Rename**.
- Enter the new file name in the **Rename File** dialog box.

-OR-

- If no file is selected, left-click on a file in the file list.
- On the **File** menu, click **Rename Active File**.
- Enter the new file name in the **Rename File** dialog box.



## 8.4 Delete

To delete a VoxPro file, follow these steps:

- Right-click on the file in the file list and click **Delete**.

-OR-

- Left-click a file in the file list.
- On the **File** menu, click **Delete Selected Files**.

-OR-

- Left-click a file in the file list.
- Press CTRL+D.

To delete several files at once, follow these steps:

- Hold down the CTRL button as you left-click the files in the file list.
- Right-click on one of the selected files and click **Delete**.

-OR-

- Hold down the CTRL button as you left-click the files in the file list.
- On the File menu, click **Delete Selected Files**.

-OR-

- Hold down the CTRL button as you left-click the files in the file list.
- Press CTRL+D.

As a backup precaution, deleted files are not immediately removed from your computer. Instead, they are placed in the **Deleted Files** folder. This folder holds up to twenty-five files before the oldest files are removed. If you accidentally delete a file, you can retrieve it from this folder using the **Move to** command.

If you want to have a backup system for files that are no longer in use, we recommend that you create another folder to use as your backup folder and copy files that you no longer need into this folder.

**WARNING!** Files deleted from the **Deleted Files** folder are **immediately** deleted from your computer and cannot be retrieved.

## Deleting Files from the Deleted Files Folder

You can force immediate deletion of all the files in the **Deleted Files** folder using one of the following methods:

- On the **File** menu, click **Empty Deleted Files Folder**.

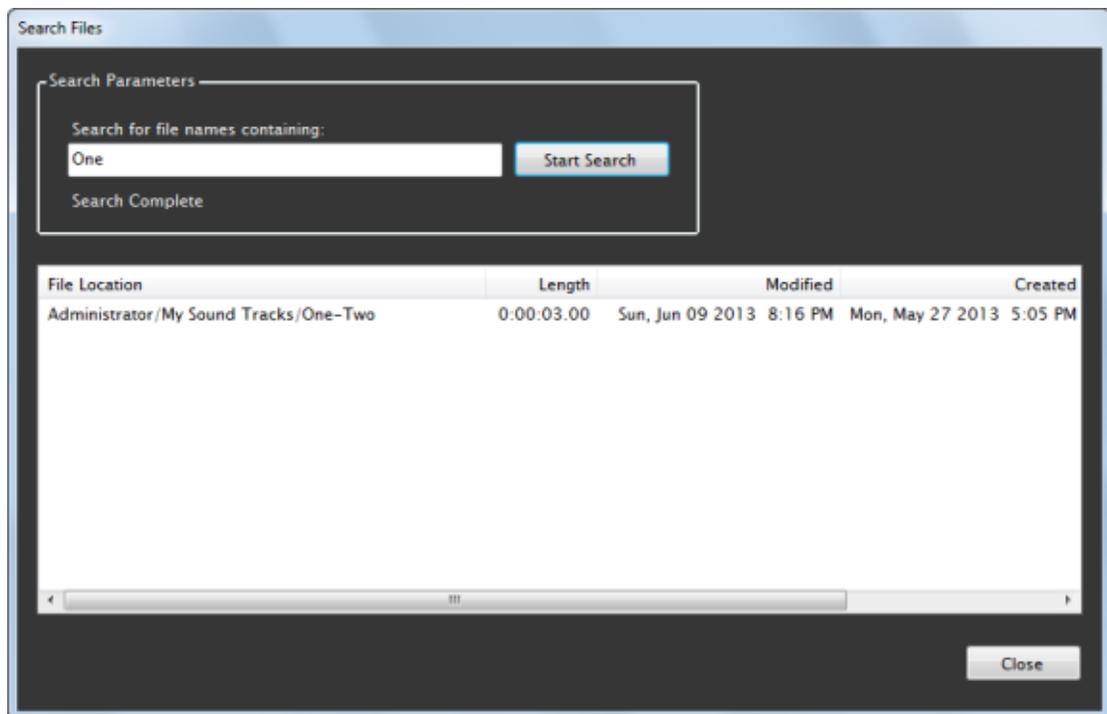
-OR-

- On the keyboard, press T or CTRL+T.

## 8.5 Search for a File

To search for a VoxPro file, follow these steps:

- On the **File** menu, click **Search**.



You can enter any combination of characters. All files in accounts and folders to which you have access are searched.

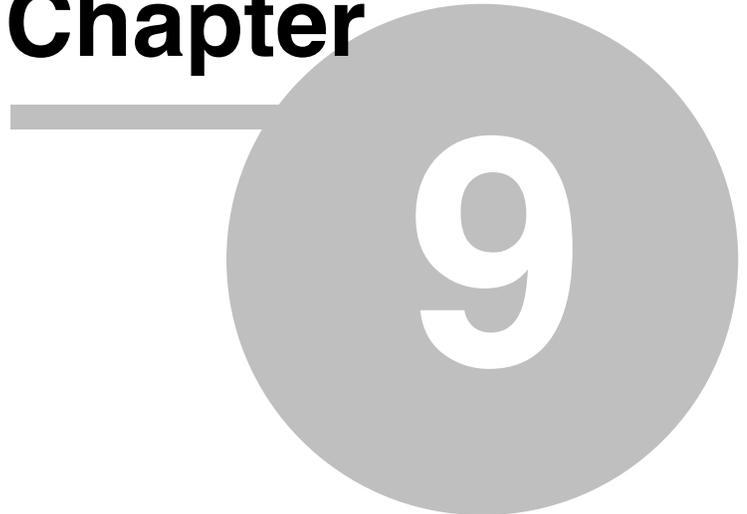
The administrator can search all folders on all accounts in the VoxPro network.

## 8.6 Sharing Files

Multiple users can log into the same account and work in the same folder simultaneously. Only one person can have a given file opened at any one time. If you try to open a file that is currently being edited by another user on a different machine, an error message is displayed in the Waveform view.

# Importing and Exporting

## Chapter



9

## 9 Importing and Exporting

VoxPro supports importing of media files and exporting of VoxPro files to any location accessible on your LAN. There are also special shortcut techniques for importing and exporting files.

Information on importing and exporting can be found in the following chapters:

- Importing Media Files
- Auto-Import
- Exporting VoxPro Files
- EZ-Export

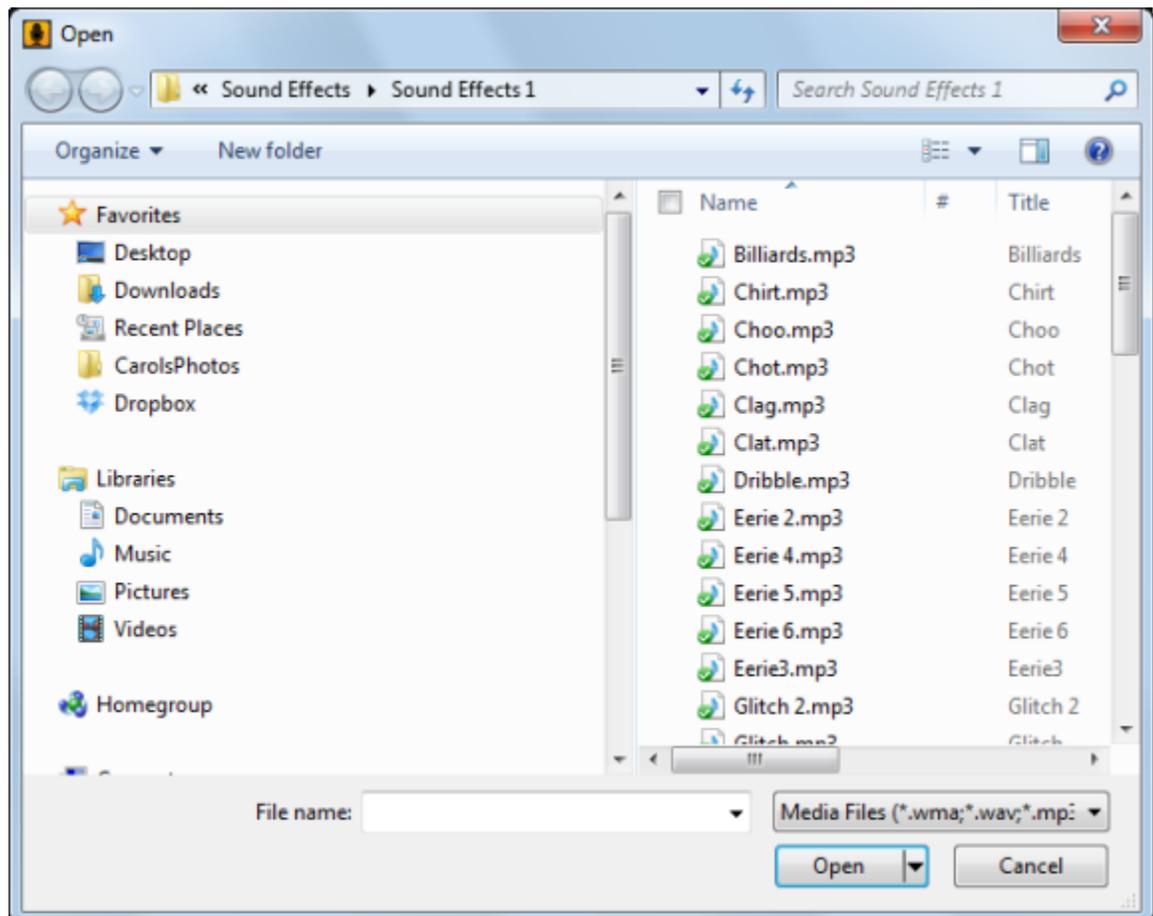
## 9.1 Importing Media Files

VoxPro can import most standard media file formats, including:

- Windows Wave (.wav)
- Windows Media Audio (.wma, .wmv, .asf)
- MPEG (.mp3, .mp2, .mpeg, .mpa)
- iTunes (.m4a)
- Legacy Formats (.snd, .au, .aif)
- Open Source Formats (.ogg, .flac)
- VoxPro Wave (.vpw, VoxPro's native format)

To import a media file, on the **File** menu, click **Import**.

Files retain their original format when imported.



## 9.2 Auto-Import

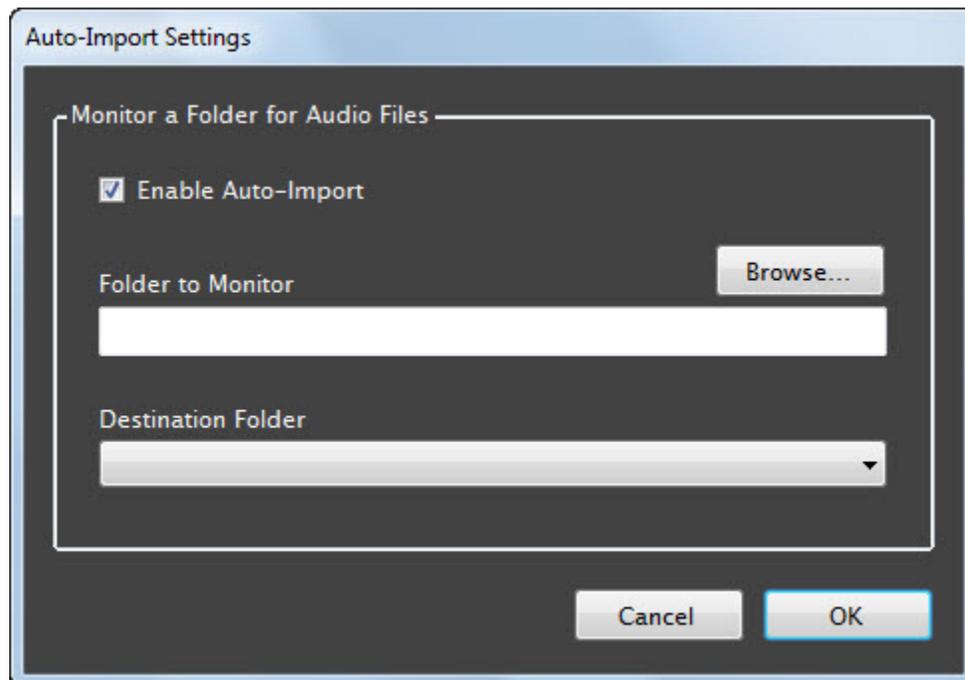
Auto-import lets you assign a folder anywhere on your LAN that can be used to hold "incoming" audio files. VoxPro periodically scans this folder and any media files found there are imported automatically into another folder that you have specified. The original file in the source folder is then deleted.

This feature is great for those situations where you are using an automated studio process that creates audio files that you would like to incorporate into your account. You do not need to monitor the files created by the automated process and you do not need to actively manage the import process.

To configure auto-import, follow these steps:

1. Open **Settings** and click **Auto-Import**.
2. Select the **Enable Auto-Import** check box.
3. Enter the folder to be scanned periodically.
4. Enter the destination folder for the imported files.

Auto-Import for a user is only in effect while that user is logged in.



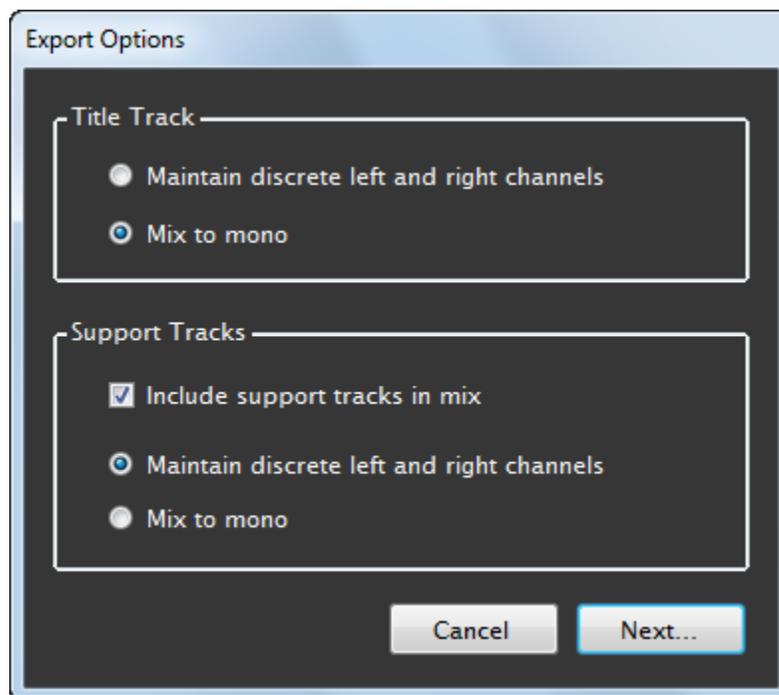
## 9.3 Exporting VoxPro Files

Files in VoxPro can be exported to any location accessible on your LAN.

You can export a VoxPro file using one of the following methods:

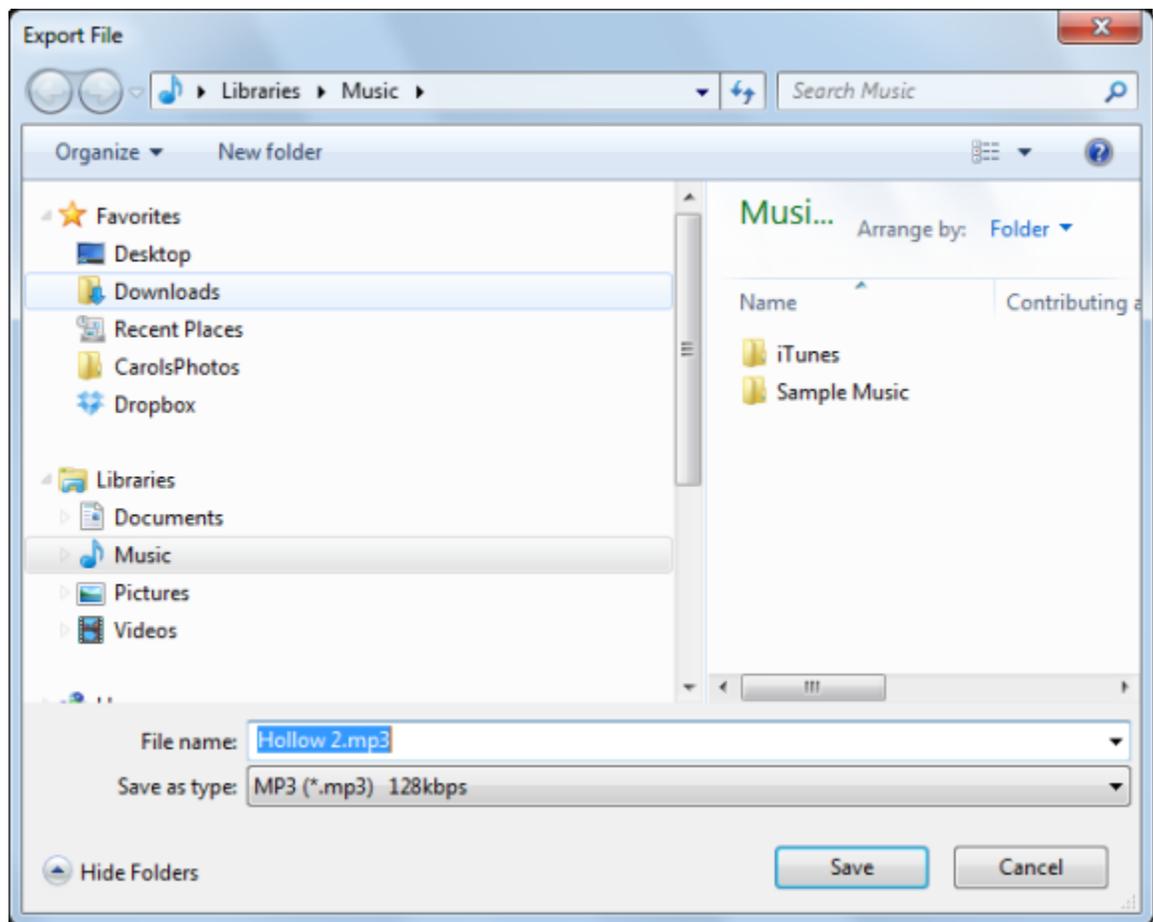
- On the **File** menu, click **Export**.
- OR-
- Right-click on the file in the file list and click **Export**.

The **Export Options** dialog box appears. You export can maintain the left and right channels or combine these (Mix to mono).



If your title track is accompanied by support tracks in the Multitrack Panel, you can decide if you want to include these tracks in your export. These options apply whether or not the Multitrack Panel is open. Make your selections and click **Next...**

The Windows **Save File** dialog window appears.

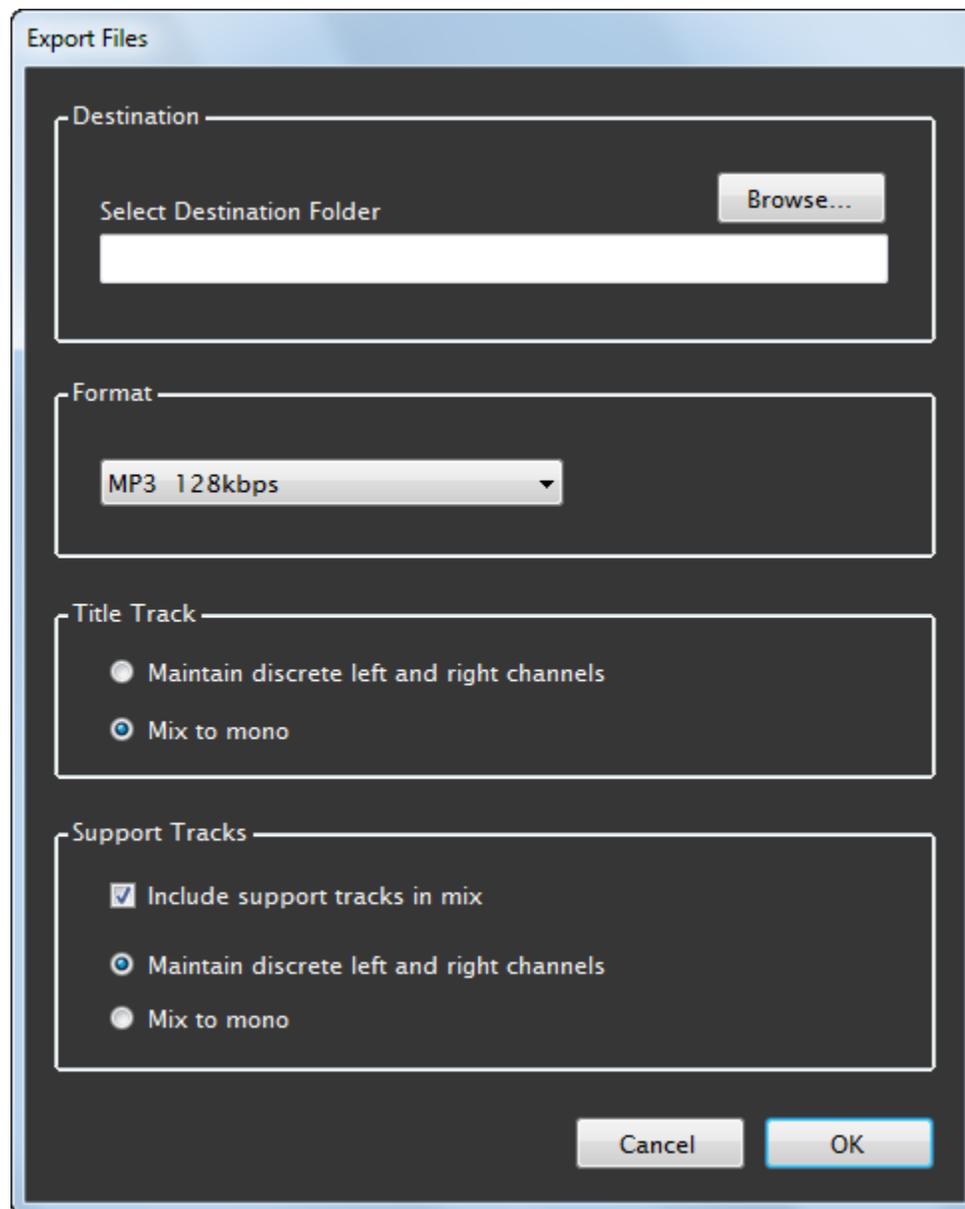


Select a destination folder and format (file type), then click the **Save** button.

### Selecting Multiple Files for Export

You can export several files by selecting the files before you click the **Export** command. To select several files, hold down the CTRL button as you left-click the files in the file list. Then select the **Export** command.

The **Export Files** dialog box appears. Select the destination folder, format and mono-mix options, then click **OK**. The selected folder, format and options apply to all files exported.



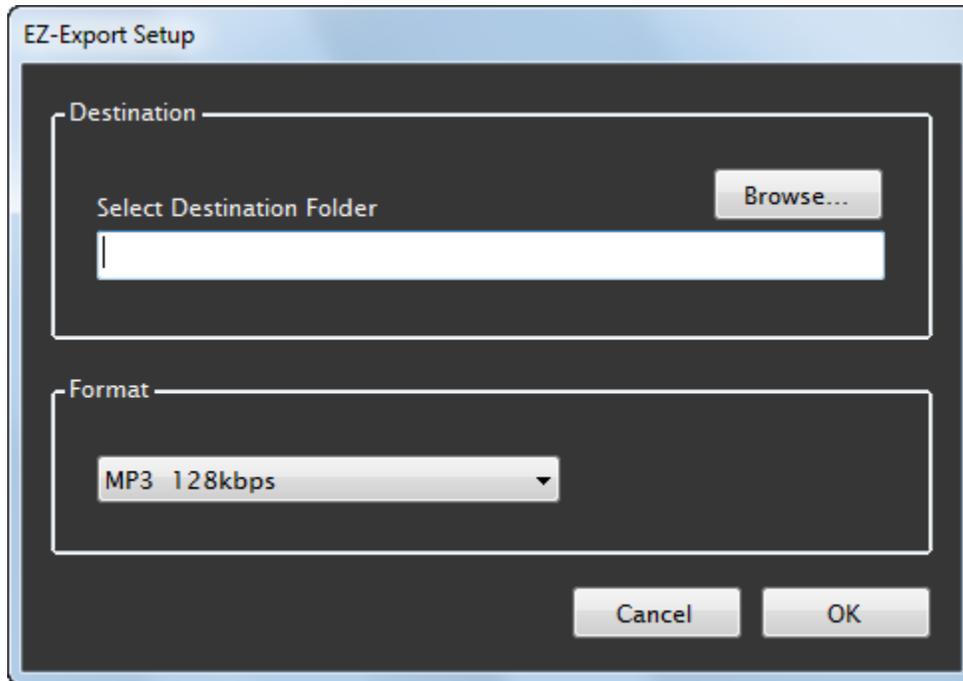
## 9.4 EZ-Export

You can use EZ-Export to export files to a pre-configured destination folder with one simple click. The export file format is pre-configured as well. Your mono-mix playback setting (from the Playback and Record Options dialog box) is automatically applied to files exported with EZ-Export. If the file being exported includes support tracks then a multitrack mix is automatically rendered.

To configure EZ-Export, follow these steps:

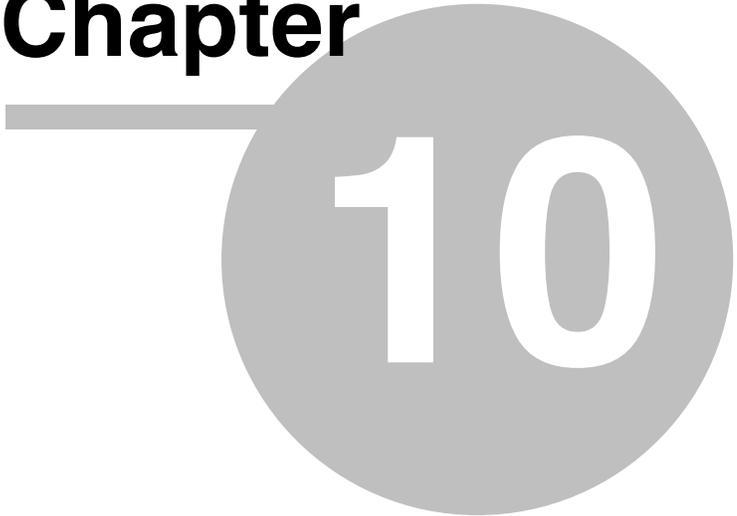
1. In the **Settings** menu, click **EZ-Export**.
2. Enter the Destination Folder and the export Format.
3. Click **OK**

Note: If you attempt to use EZ Export from the **File** menu *before* you have configured your export directory, VoxPro displays the **EZ Export Setup** window so that you can configure your destination folder.



# Administration

## Chapter



10

## 10 Administration

The following chapters provide information on installing VoxPro and administrative tasks:

- Installing VoxPro
- Audio Settings
- Managing User Accounts
- VoxPro Network Configuration
- The Control Panel

### 10.1 Installing VoxPro5

#### **Minimum System Requirements for running VoxPro5:**

- P3 Processor or higher
  - 500MB RAM
  - Windows XP(SP3)/Windows 7/Windows 8
  - Microsoft .Net Framework 4.0
  - DirectX 11
  - USB port or RS-232 (for optional Control Panel)
  - USB port for HASP dongle
- Sound Card or Audio Device:
- 16-bit Audio
  - 44.1Khz or 48 kHz sample rate
  - WDM driver with full DirectSound support

#### **Recommended System Requirements for running VoxPro5:**

- Any modern Intel or AMD-based 32- or 64-bit processor
  - 4GB RAM
  - 500GB hard drive
- (each GB of hard drive represents approximately 1.7 hours of recording time.)

Do not attach the HASP hardware key or the optional Control Panel until the software installation is complete.

Download the software from our website at [www.audionlabs.com](http://www.audionlabs.com) or insert the CD-ROM into your CD-ROM drive. If the installer does not start right away, double-click the downloaded file or browse to your CD-ROM drive and double-click the setup.exe file. Follow the wizard instruction for installing the software.

After installation is complete, attach your HASP hardware key (dongle) to any open USB port. The hardware wizard should recognize and install the device without errors. (If you

are upgrading from VoxPro version 3.2 or 3.3, you will see that the HASP used by version 4 is not the same! You cannot use your version 3 HASP with VoxPro5.)

Attach the optional control panel if you have one. If you have a USB model, Windows should recognize it and install it as a "USB Serial Converter". If you have a serial control panel there will not be any indication from the operating system that the panel is attached. Serial control panels do not require a driver.

For technical support, please contact Audion Labs at +1-206-842-5202 weekdays 9:00 AM to 5:00 PM Pacific Time.

## 10.2 Audio Settings

VoxPro5 requires audio playback and capture devices which are WDM/DirectSound compliant. (On Windows 7 and above, ALL device drivers must be WDM compliant.) VoxPro5 may use virtually any kind of audio device as long as it supports DirectSound: PCI/PCIe, external USB devices, virtual AOIP drivers, the on-board audio chip-set, consumer and professional soundcards.

There should be no reason to disable the on-board audio device in order to use VoxPro5. In fact, we recommend that it be retained as the default Windows audio device, so that audio events external to VoxPro (such as system beeps and alerts, or internet video streaming) do not interfere with VoxPro's own use of audio resources. (This is assuming that you have an audio device dedicated to VoxPro.)

The following chapters describe different aspects of audio device management and level control.

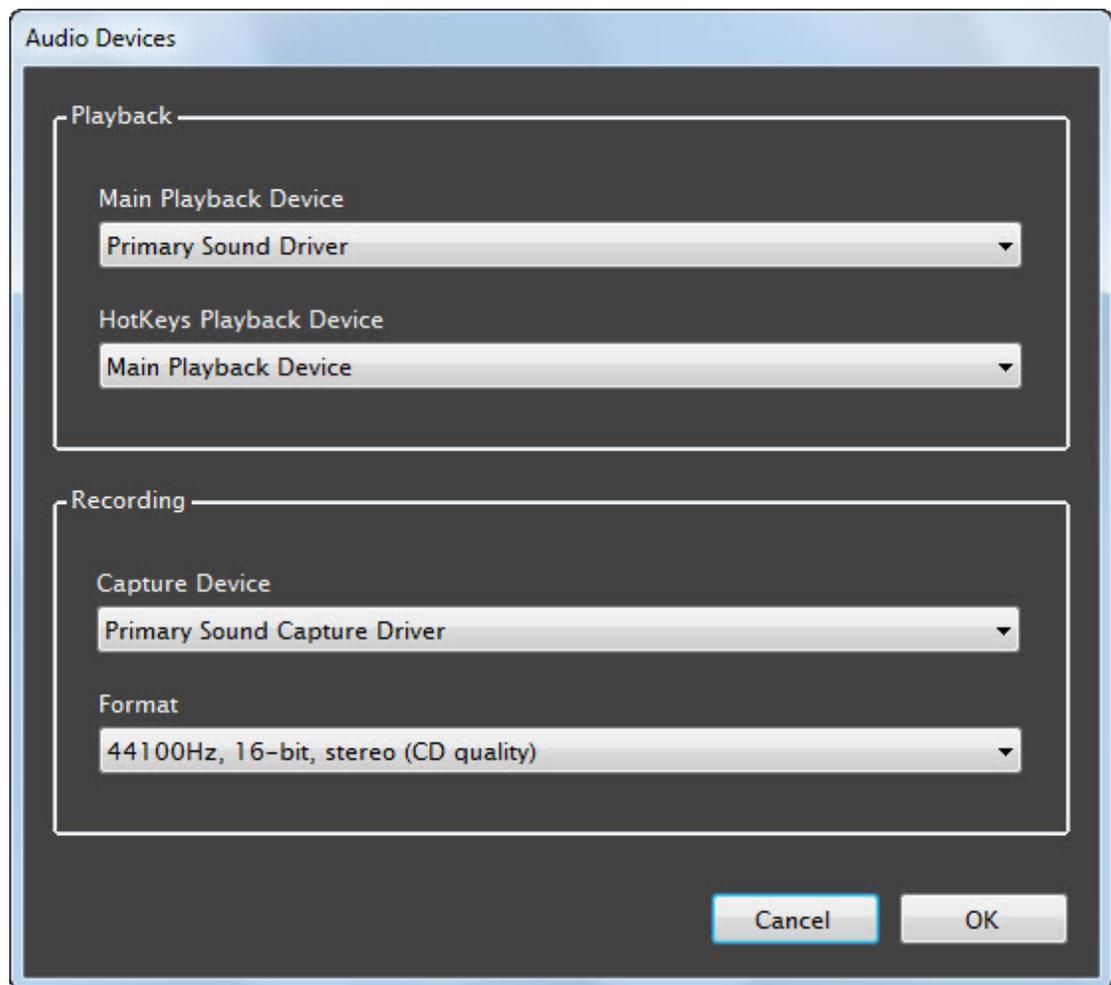
- Audio Devices and Format
- Controlling Levels and Feedback
- Automatic Gain Control
- Headroom

### 10.2.1 Audio Devices and Format

VoxPro5 may use any combination of WDM audio devices available on the computer.

To configure the audio devices, you must be logged into the VoxPro Administrator account.

Open the **Settings** menu, click **Audio Devices and Format**, and then select the appropriate audio device for playback (output) and capture (input). Hotkeys may be routed to a separate audio device, or you may choose the main playback device. VoxPro records and plays CD quality audio by default, but the higher 48KHz sample rate used by many digital consoles is also supported.



We recommend that you keep your soundcard drivers up to date, and that you periodically check the soundcard manufacturer's web site for the latest version. In particular, older drivers are likely to cause problems in VoxPro. Typical problems include skipping, an inability to use the jog wheel or scrub buttons effectively, and failures while trying to record.

### 10.2.2 Controlling Levels and Feedback

Perhaps surprisingly, VoxPro5 contains no internal controls to affect playback or record volume levels. This is because soundcard vendors implement level controls in very different ways, and typically only vendors of consumer devices make any attempt at compliance with the Microsoft Mixer Manager.

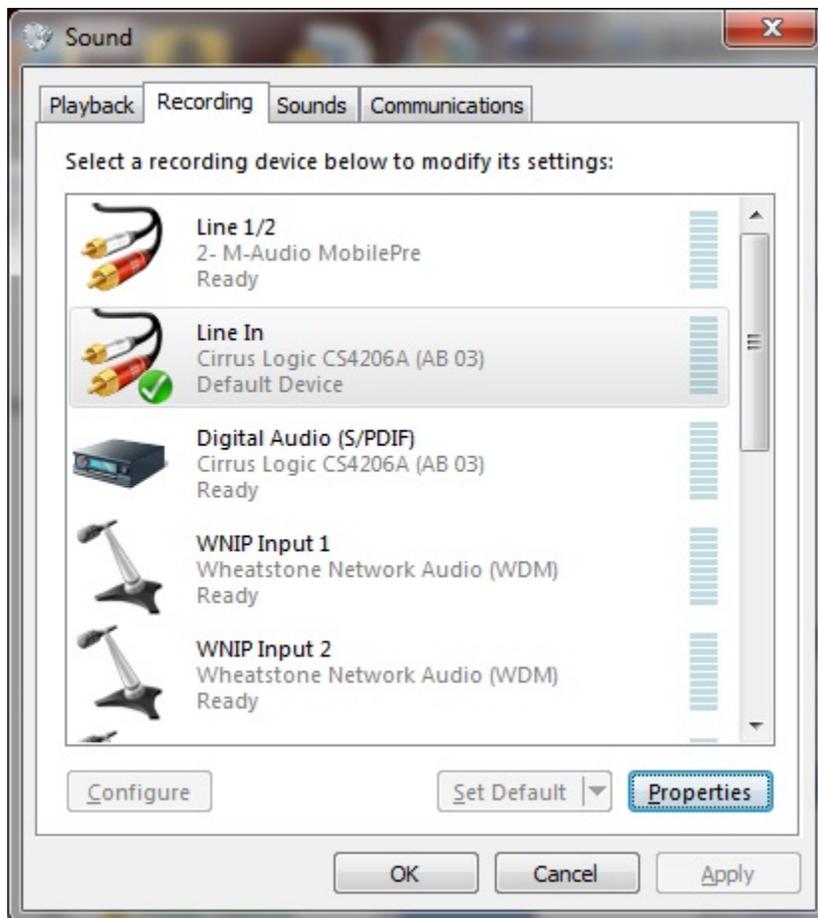
Most soundcards come with a configuration utility which is installed with the soundcard driver. This utility is usually accessible from the Windows Control Panel or the Start Menu, and it typically contains controls for setting input and output levels, mutes, switching between analog and digital I/O (if supported), and setting the clock source (for digital I/O).

One common problem is feedback, which is addressed differently on different soundcards. Many soundcards have a "monitor" control which must be muted or turned down. Older consumer cards often have a signal source called "wave-in" or "line-in" which can be recorded, thus causing feedback (more about this below).

Another problem encountered frequently is a level mismatch between the studio console and the soundcard. Most professional consoles calibrate line level to +4dBu, whereas consumer soundcards calibrate line level at -10dBV. Thus, the signal coming out of the console would completely saturate the soundcard's input drivers, and conversely, the output of the soundcard would be scarcely sufficient to tickle the meters on the console. VoxPro can do nothing to mitigate hardware issues such as this. They must be addressed in hardware. For example, many consoles also have consumer-level input and output jacks, and for those that do not, level adaptors are available.

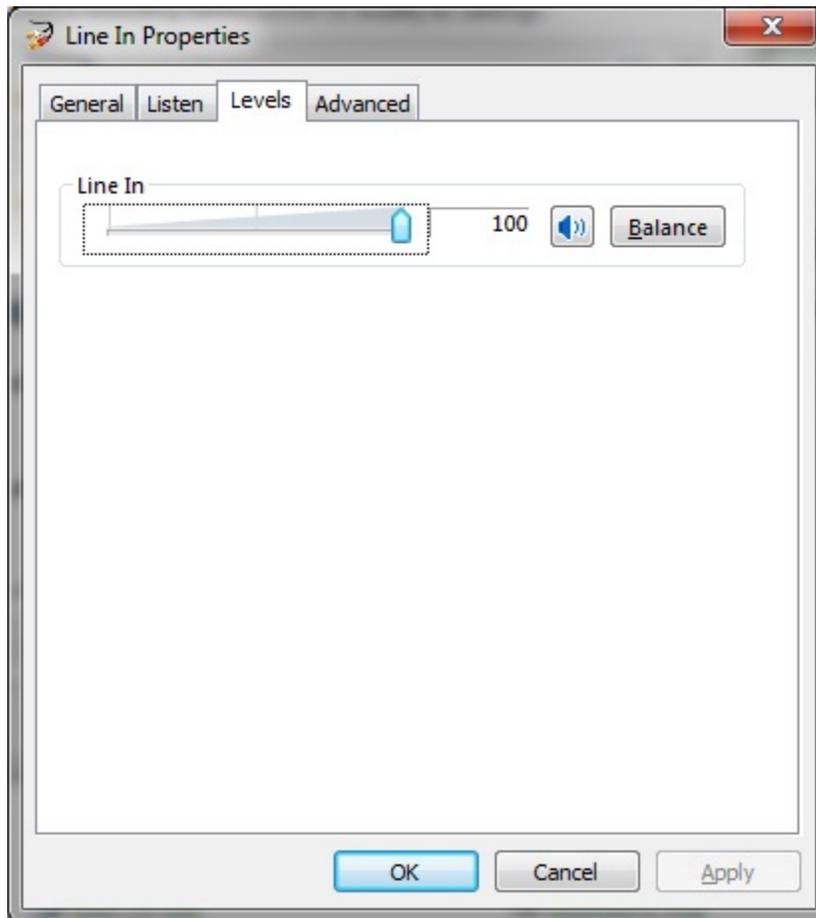
#### 10.2.2.1 The Windows Mixer on Win7 & Win8

The Windows mixer on Win7/8 is accessible in the System Control Panel's Sound tool. There are separate tabs for Playback and Recording devices. To access controls on a particular device, select the device and click the **Properties** button.

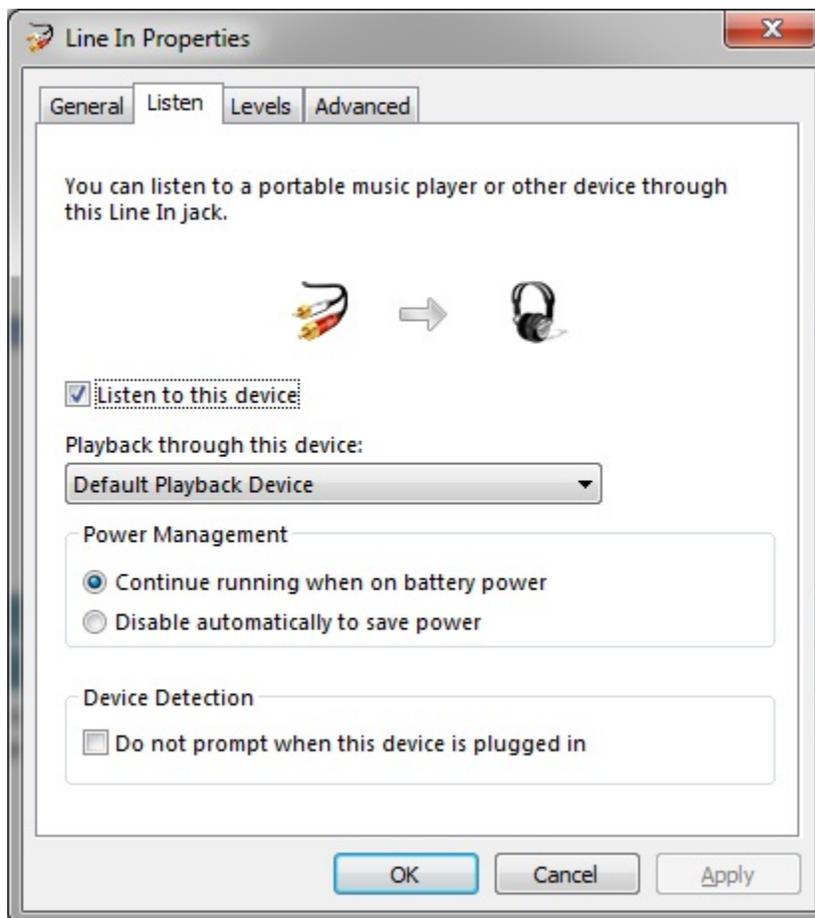


There is usually a simple volume level control is on the Levels tab (for both playback and

record devices):



On the Listen tab you will find controls which affect feedback loops through the device, if present:

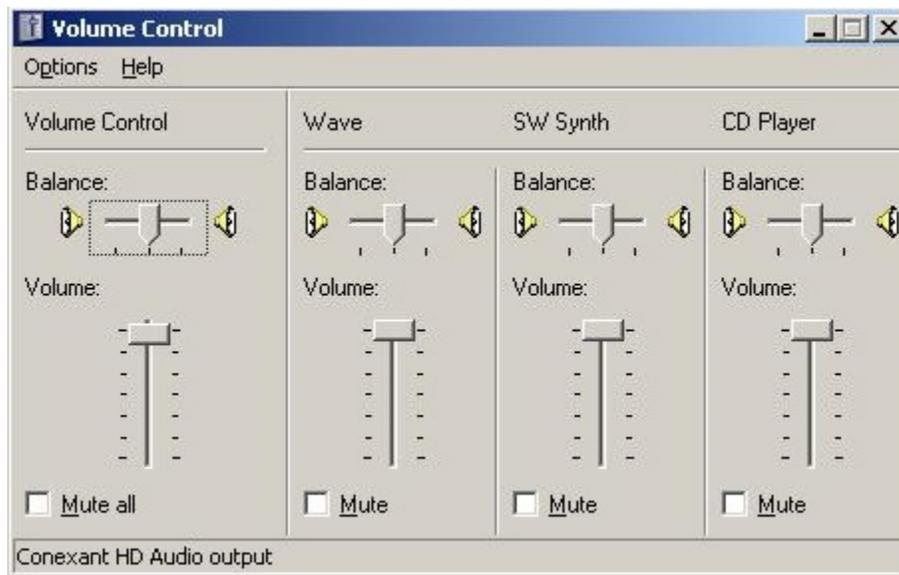


### 10.2.2.2 The Windows Mixer on XP

On Windows XP, the Windows Mixer Manager provides a standardized software interface to address signal routing and input/output levels on audio hardware. Most consumer soundcard vendors support the Windows Mixer interface to some degree by providing mixer drivers with their hardware. The extent to which vendors support the interface varies widely, however. Many audio devices can only be configured using the vendor's proprietary control panel and do not provide a way to use the Windows Mixer Manager.

The Windows Mixer can be accessed through the Sounds and Audio Devices tool in the System Control Panel (from the Windows Start Menu). The Audio tab lists all devices available on the computer. If the Volume button under the device drop-down list is enabled, then the device supports the Windows Mixer API. Click the button to open the Mixer interface.





It is important to note that the controls displayed in the mixer may not be all the controls available on the device. In the **Options** menu, select **Properties**, and a dialog box similar to this one pops up:



There are three major controls. At the top, the device in question is displayed. In the

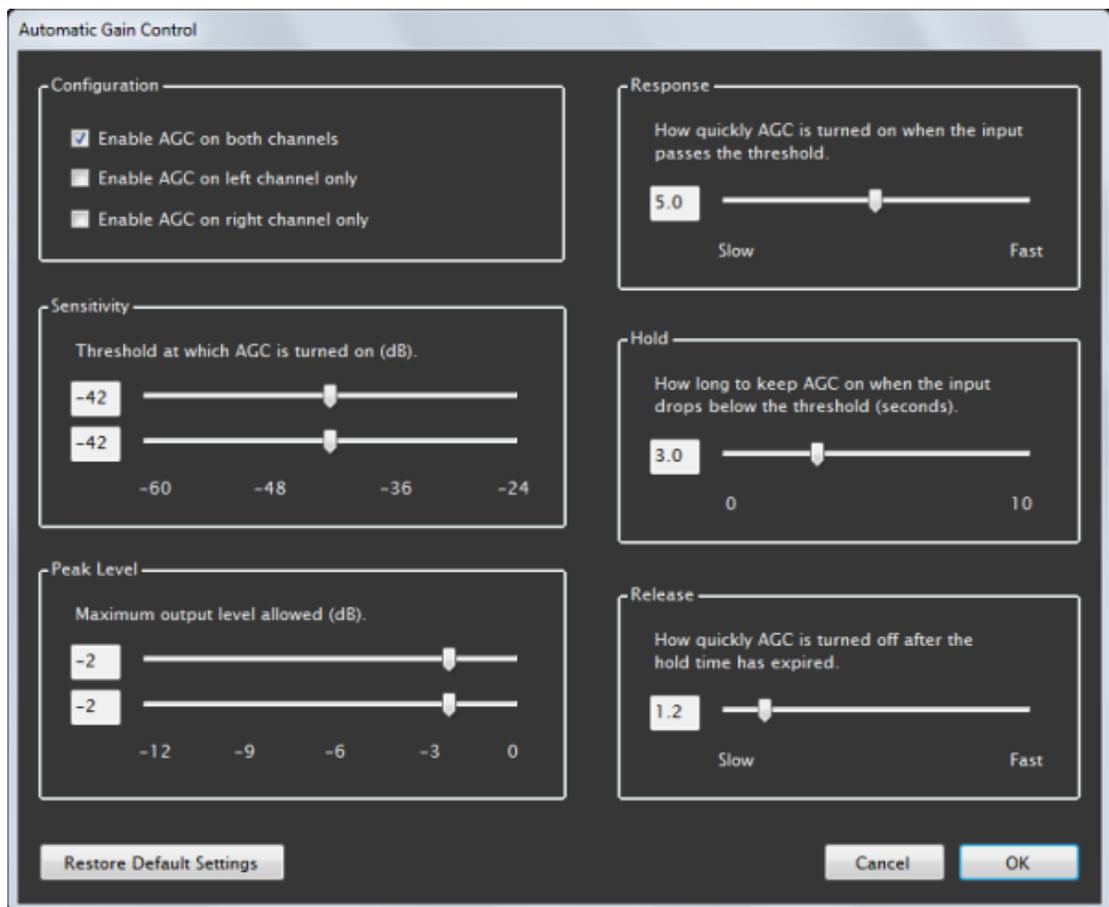
middle, select whether you want to see the playback mixer or the recording mixer (some devices support both, some support one or the other). And at the bottom is a list of all available controls, but only those which are checked are displayed in the mixer. In this example, note that this audio device has a signal path running directly from the microphone input to the main output – an obvious source of feedback – and the level control for that signal is not being displayed in the mixer window. The remedy is easy: check the Mic In Volume control in the list, click **OK**, and viola you have a Mic In control that can be muted.

### 10.2.3 Automatic Gain Control

To configure AGC, you must be logged into the VoxPro Administrator account.

Automatic Gain Control (AGC) continuously monitors the signal coming into the soundcard, turning up the volume when the signal is too low, and clamping down the volume when it gets too high. AGC is operational only when recording and operates on each channel independently (for example, the caller may need to be boosted, but not the jock).

To configure AGC, on the **Settings** menu, click **Automatic Gain Control**, and then select one of the **Enable AGC** check boxes. Once enabled, this AGC setting is applied by default when a user starts recording or insert-recording. Users are able to disable AGC on a per-session basis by setting the **Playback and Record Options** in the **Settings** menu.



The most critical setting is **Sensitivity**, the threshold at which AGC is turned on. Sensitivity must be set to a value higher than your ambient noise floor, otherwise you will be amplifying noise to an absurdly high level. The ambient noise floor is the value displayed by the Peak Program Meters ("VU" meters) when you are recording into an open mic, but no one is speaking or otherwise making any noise.

**Peak Level** is the maximum volume level below 0dB full scale that the compressed signal is allowed to attain.

**Response** is the response rate and is a measure of how quickly AGC is turned on after the input signal rises above the sensitivity threshold value. If the response is too slow, you will lose the beginning of the word, but if it is too fast, it can sound unnatural and even produce a click.

**Hold** is the length of time that AGC remains active after the signal has dropped below the sensitivity threshold. An example of the threshold dropping is when you stop speaking or pause between sentences. If the hold time is too short, it will "pump" the volume when you pause and then start speaking again.

**Release** is the rate that governs how quickly AGC is turned off after the hold time has elapsed. An overly fast release sounds unnatural, while an overly slow release can be

annoying.

AGC is most effective when it is used to "even out" a signal which is already pretty good, rather than as compensation for signal levels which are inadequate to begin with. Thus, it will boost the volume on a soft caller, but not all callers; it will boost the volume on a jock when he/she turns away from the mic, but not otherwise. When initially setting your soundcard and console levels you should not have AGC enabled. You can get a good feel for how AGC works by trying it out in an extreme situation: move very far from your microphone and speak in a normal voice. We do not recommend that as a common practice, but it is a good demonstration of the effectiveness of AGC.

## 10.2.4 Headroom

The Administrator may enforce a headroom policy by adjusting the "Display Headroom" setting in the **Playback and Record Options** dialog box in the **Settings** menu. For example, if you want 12dB of headroom above your zero reference, then dial in a value of 12. This setting is essentially cosmetic: it rescales the vertical axis of the waveform display such that the top of the display now corresponds to a level 12dB below the maximum level allowed by the hardware. The headroom value set by the Administrator becomes the default value for all other users. Users may temporarily override the headroom setting, since the same control also effectively operates as a zoom on the vertical axis.

## 10.3 The Control Panel

### The RC-400 and RC-500 Models

The older RC-400 control panel has a central jog wheel surrounded by a shuttle ring, and only one pair of scrub keys (fast forward and rewind). The current RC-500 control panel places the jog wheel on the right side, without a shuttle ring, and has three pairs of scrub keys in the center (for fast, normal and slow speeds, forward and reverse).

Both the RC-400 and RC-500 have an LCD display that is used to display user Hotkeys. The LCD display is also used when applying certain effects from the control panel.

Both the RC-400 and RC-500 models come in either a serial (RS-232) or USB configuration. The serial version requires no additional drivers, but does require an external power supply (9V DC, 500mA, positive tip) which is shipped with the control panel. The USB version uses a UART and driver produced by Future Technology Devices International (FTDI, [www.ftdichip.com](http://www.ftdichip.com)). The USB driver is installed automatically when the VoxPro software is installed.

You may connect up to four control panels to one VoxPro computer (one of which may be a serial model). If you are not going to connect a control panel at all, uncheck the "Use the control panel" option in the Control Panel dialog box, which is accessed from the Administrator's Settings menu. This is also the place to select the serial controller option, if you have a serial control panel attached.

Serial control panels may be attached to modern computers that don't have hardware serial ports by using an add-on serial port plugged into a USB port. The ATEN UC-232A serial to USB converter is recommended for this purpose. (We have not yet discovered

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another serial to USB adaptor that works with the VoxPro controller.)

### **Extending the Control Panel Cable**

The RS-422 specification allows the serial control panel cable to be extended up to 1200 meters from the computer itself. The USB control panel may also be put on an extender, but for distances over three meters, it must be a so-called "active extender" to supply sufficient power to the control panel. USB extenders can be problematic. We recommend removing the extender as the first step in diagnosing problems with the control panel.

### 10.3.1 Remote Control and On-Air Lights

The 9-pin D-connector on the back of the RC-400 and RC-500 control panels is used to supply contact closures for remote control functions and for switching on-air lights and channel strips in your studio console. The inputs are edge-driven. The controller sends a message when a high-low transition occurs, and another when a low-high transition occurs.

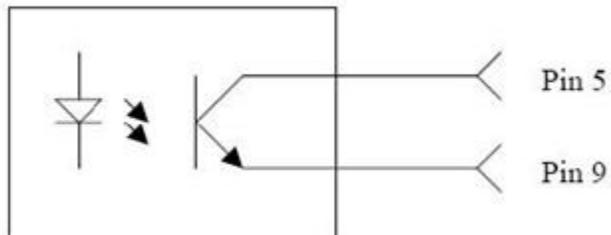
Pinouts for the current model RC-500 controller:

1. Common
2. Play from Beginning
3. Play from Cue
4. Record
5. Tally on-air, opto-isolator collector
6. Tally hotkey, opto-isolator collector
7. Tally hotkey, opto-isolator emitter
8. Stop
9. Tally on-air, opto-isolator emitter

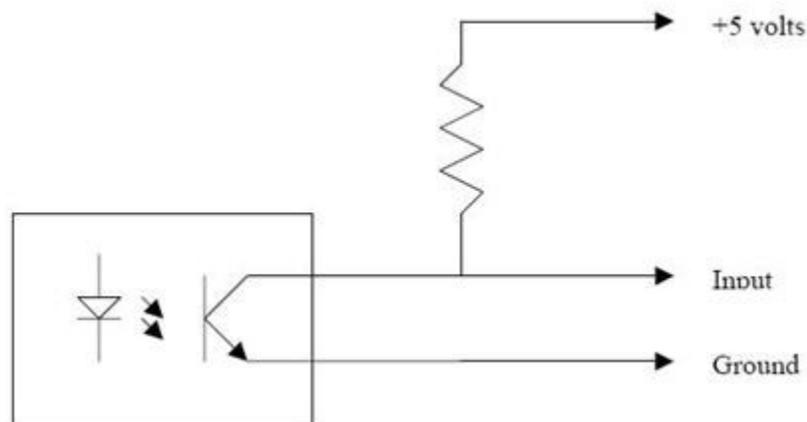
Pinouts for the older model RC-400 controller are almost identical, with the exception of pins 6 and 7:

1. Common
2. Play from Beginning
3. Play from Cue
4. Record
5. Tally on-air, opto-isolator collector
6. Common
7. Common
8. Stop
9. Tally on-air, opto-isolator emitter

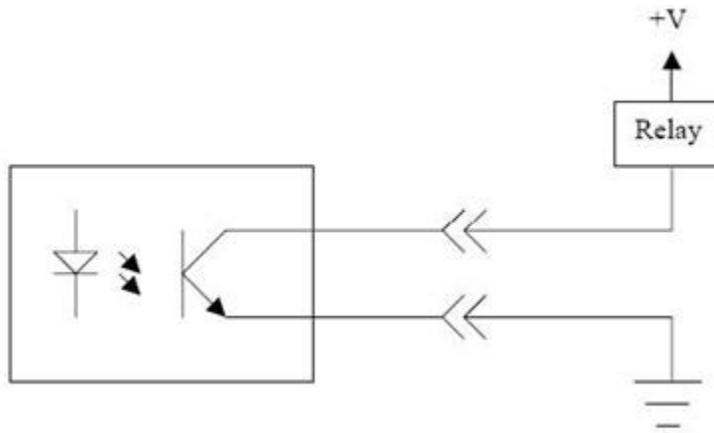
This is output circuit of the GPI:



This is a typical circuit for connecting to equipment requiring CMOS or TTL levels:



This is a typical circuit for connecting to equipment that requires a contact closure. Maximum current is 0.1A DC, maximum voltage is 50V DC:



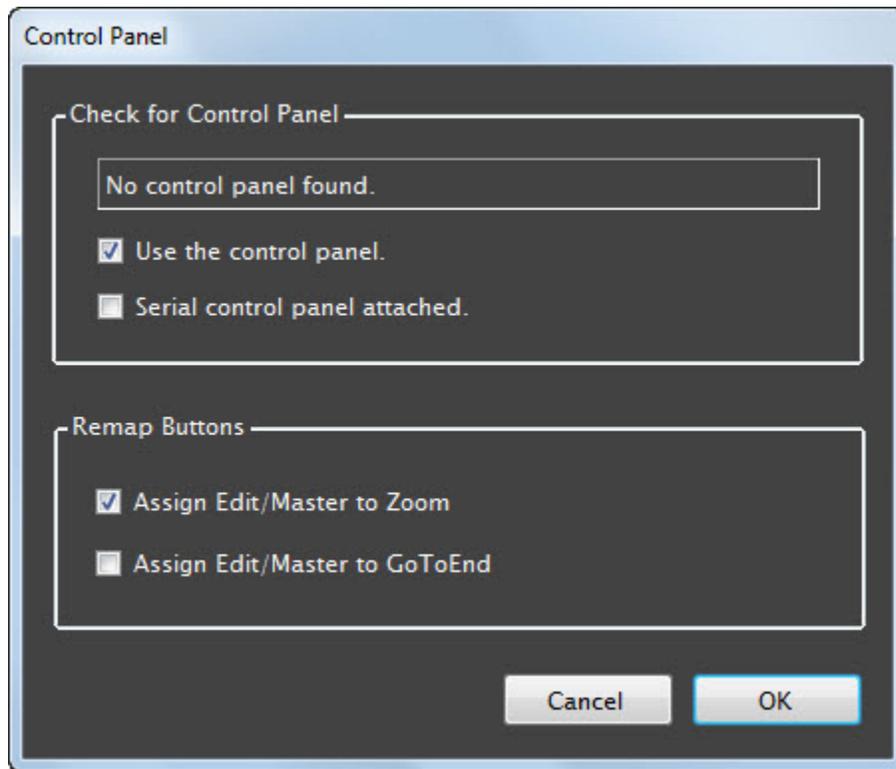
### 10.3.2 Remapping the Control Panel Buttons

Not all RC-400 and RC-500 control panels have the same set of buttons on the working surface. If your model does not have a **Go To End** button or a **Zoom** button, the administrator can remap the **Edit|Master** button to perform either of these functions.

To remap the **Edit|Master** button to **Zoom**, follow these steps:

1. On the administrator's **Settings** menu, click **Control Panel**.

The **Control Panel** Dialog box is displayed.



2. Select the **Assign Edit/Master to Zoom** check box.

To remap the **Edit|Master** button to **Go To End**, follow these steps:

1. On the **Settings** menu, click **Control Panel**.
2. Select the **Assign Edit/Master to GoToEnd** check box.

### 10.3.3 Troubleshooting and Repair

The VoxPro control panel is built to take punishment, but like any mechanical device, it can break down and parts can wear out. The control panel is built by J.L. Cooper, which offers refurbishing and repair services. If you feel comfortable doing the work yourself, you can also order parts directly from J.L. Cooper. The control panel comes with a one-year warranty on parts and service, starting from the day the VoxPro software is registered.

If you have encountered a problem with your control panel, read through the following troubleshooting tips before calling us or sending your control panel back to the factory for repair. You may find that the problem is not with the control panel, but with your computer hardware or software configuration. If you know that you need parts or you need to send the control panel in for repair, there is a parts list as well as an RMA form and instructions on our website at <http://www.audionlabs.com/support/documentation>.

#### USB Controllers

USB extenders are the source of many problems. If the control panel is attached to the host computer via an extender, remove the extender, attach the controller directly to the computer and see if the problem goes away. Passive extenders cannot be longer than about 12 feet. Active extenders use an external power supply to supply power (500mA minimum) to the control panel.

The USB ports on a typical computer are NOT all the same. In addition to bandwidth differences, some USB ports supply more power than others. The VoxPro controller draws 500mA, which is a relatively large draw. If the controller does not work on one port, try another.

If the control panel is functioning properly, it should show up in two places in the System Device Manager. In the USB devices and controllers list, it should show up as a Universal Serial Converter. In the list of Ports (COM and LPT), it should show up as a USB Serial Port. If one or both of these is missing, and the Device Manager is displaying an Unknown Device (usually with a yellow or red exclamation icon), then there is either a hardware problem with the port or the controller, or you don't have the proper driver installed.

If you have multiple control panels and VoxPro workstations, it might be helpful to confirm whether the problem lies in the control panel or in the computer (port hardware or driver) by swapping the control panel with another one which is known to be working.

### **Serial Controllers**

The most common problem we see with serial controllers is actually the loss of the computer's RS-232 port. Serial ports actually do wear out after several years of use – the hardware components tend to be inexpensive and they drift out of spec after some time. Replacement PCI serial ports are available at very reasonable cost. There are a number of serial-to-USB converters available on the market, but the only one that we have found so far which works is the ATEN UC-232A.

Serial controllers do not show up in the System Device Manager, nor does the Device Manager seem to recognize hardware failures in serial devices, so it may not give you any clues about problems with your serial port or controller.

If you have multiple control panels and VoxPro workstations, it might be helpful to confirm whether the problem lies in the control panel or in the computer (port hardware or driver) by swapping the control panel with another one which is known to be working.

## **10.4 Managing User Accounts**

You must be logged into the VoxPro Administrator account to Add or Delete users.

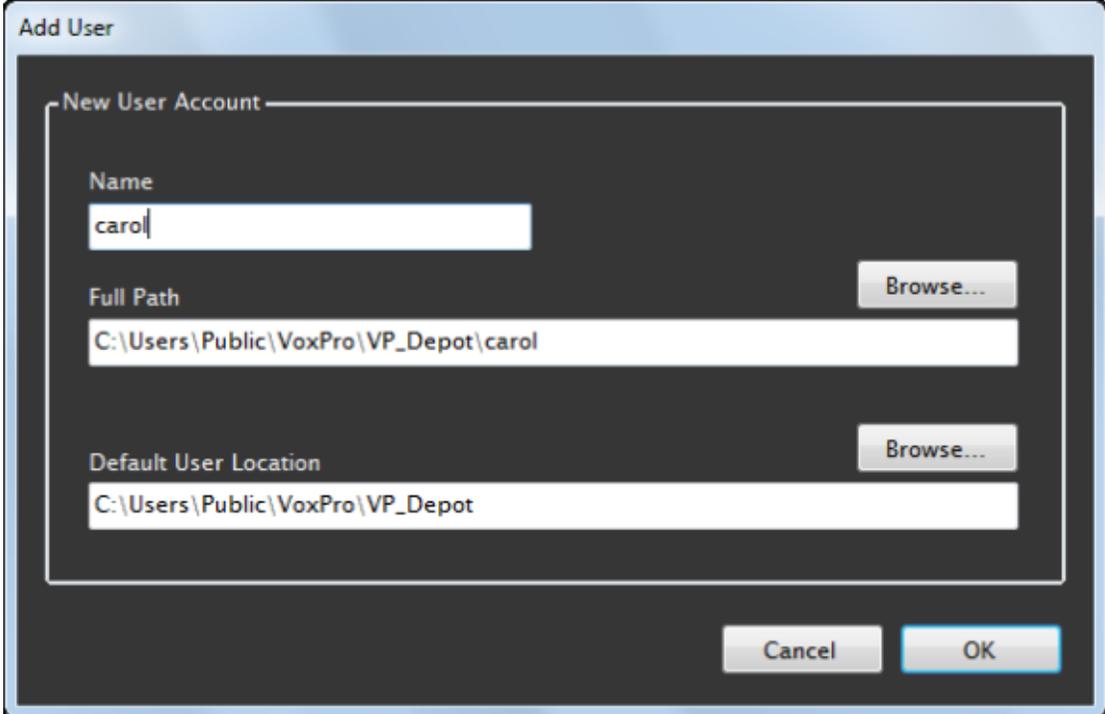
When VoxPro is initially installed, it contains only two user accounts, Administrator and Guest. Anyone can log in to the guest account without a password. The administrative account is used to configure audio, network, and other settings in VoxPro. The administrator can also create new user accounts. We recommend that you

password-protect the administrative account by selecting **Change Password** on the **Settings** menu.

We strongly recommend that you create a personal account for each user on the system, rather than asking all users to share one account. The reason for this is not only for personal privacy, but because a large file collection in one user account is slower to access and harder to manage than smaller file collections spread among several accounts.

To create a user account, on the **Accounts** menu, click **Add User**. As you enter the user's name, the path to the default location of the user's account is filled in, but you may change that to any local or UNC path (for example: \\<remote\_server>\<sharepoint>\path\to\account). You may also change the default location itself to any local or networked folder.

### Add User Dialog Box



The screenshot shows a dialog box titled "Add User". Inside, there is a section titled "New User Account" which contains three input fields. The first field is labeled "Name" and contains the text "carol". The second field is labeled "Full Path" and contains the text "C:\Users\Public\VoxPro\VP\_Depot\carol". The third field is labeled "Default User Location" and contains the text "C:\Users\Public\VoxPro\VP\_Depot". To the right of each path field is a "Browse..." button. At the bottom of the dialog are "Cancel" and "OK" buttons.

VoxPro maintains user accounts created on different computers as distinct entities. For example, if you create an account for Mary on the computer in the on-air studio, and another account called Mary on the computer in the production room, you have created two separate accounts. This may or may not be what you intend. If you mean to create one account that can be used by Mary no matter where she is, then create the account on the computer that she uses the most, and it will automatically be accessible from all of the other VoxPro workstations on your LAN. Refer to VoxPro Network Configuration for more information on network configuration.

To delete a user account, on the **Accounts** menu, click **Delete User**, and then select the user name.

You cannot move a user account directly. To change the location of a user account, you must first delete the account. When you add the user again, you can specify the new location. If there are audio files that need to be moved to the new location, you must move them yourself using Windows Explorer or some other tool. If the new location is to a different physical drive or partition, you must *copy* the files instead.

Another way to add, delete and move user accounts is to modify the VoxPro User Configuration file directly. More information about this in the section below.

### 10.4.1 The Administrator and Guest Accounts

The Admin and Guest accounts are created automatically and may not be deleted. Even if you move all of your normal user accounts to a second drive or remote server, we recommend that these two accounts remain on the local C: drive so that you may still use VoxPro in the event that you lose the network or that D: drive crashes.

We do NOT recommend giving normal users access to the Admin account unless they can be trusted not to make fatal changes to critical configuration settings.

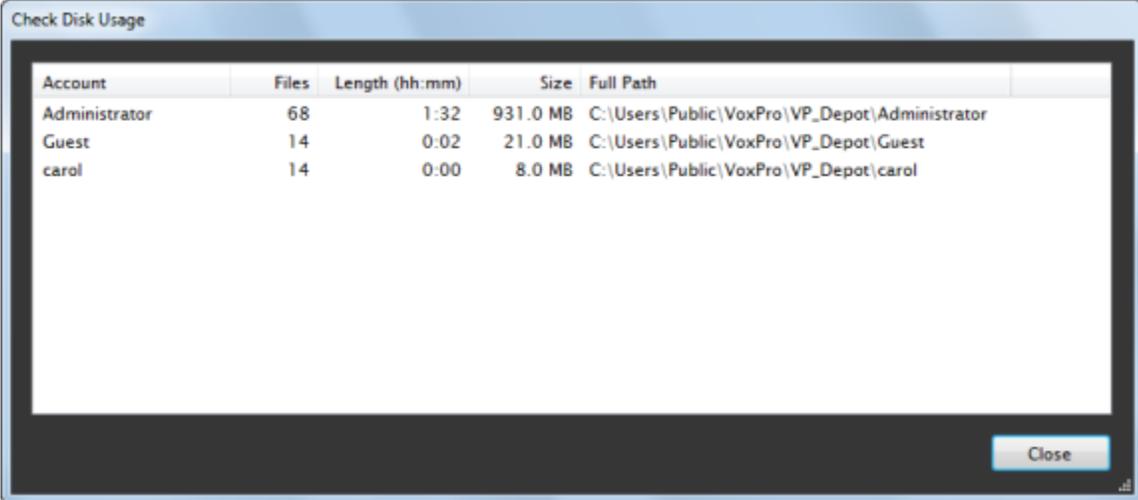
The Guest account never has a password, so anyone may use it at any time. The Admin account does not have a password initially, but we recommend that you create one. The Admin password may be used to log into any user account in VoxPro. In the event that you forget the Admin password, the following special sequence may be used instead: ^aud^ion^ (the ^ character, called the caret, is typed as <shift>+6.

The Administrator and Guest accounts are always local and are never shared with remote VoxPro workstations.

### 10.4.2 Disk Usage

The amount of currently available disk drive space for the user logged in is displayed in the indicator to the top right of the Master Recording window on VoxPro's main screen.

You can monitor the physical disk usage on all user disk drives, and view the accounts created on each computer, by selecting the **Accounts** menu and clicking **Check Disk Usage**.



The screenshot shows a window titled "Check Disk Usage" with a table containing the following data:

Account	Files	Length (hh:mm)	Size	Full Path
Administrator	68	1:32	931.0 MB	C:\Users\Public\VoxPro\VP_Depot\Administrator
Guest	14	0:02	21.0 MB	C:\Users\Public\VoxPro\VP_Depot\Guest
carol	14	0:00	8.0 MB	C:\Users\Public\VoxPro\VP_Depot\carol

While there is no way to impose a disk quota on VoxPro users, you may partition a drive into smaller regions, then assign one or more user accounts to each separate partition. Users are not be able to extend their capacity outside their partition without creating a new account elsewhere.

### 10.4.3 The User Configuration File

VoxPro maintains its list of users in a file called *Users\_Local.inf*. On XP platforms, this file is located in the VoxPro installation directory (usually *C:\Program Files\VoxPro5*), while on Win7 & Win8 systems this file is located in the VoxPro configuration folder (usually *C:\Users\Public\VoxPro*). This file can be opened with a text editor like Notepad or Wordpad. The file is simply a list of the full paths to each user account, one account per line. You may add, move, and delete users by making the appropriate changes to this file. You must restart VoxPro before the changes go into effect.

"Moving" an account by changing the path in the *Users\_Local.inf* file does not actually move any extant audio files to the new location. You are responsible for physically moving or copying the user's files to the new location. If the new location does not exist, VoxPro will create it, but it will not contain any audio data. You can also copy audio files from the old location to the new after the fact, though you may need to log out and log in again before VoxPro sees them.

If you have several VoxPro workstations networked together, then you will also find user configuration files from remote machines in the VoxPro configuration folder alongside the *Users\_Local.inf* file. These files are created automatically when VoxPro starts up and queries the network for remote VoxPro stations. If you have moved, retired or renamed a remote VoxPro workstation, its corresponding user configuration file may nonetheless remain in the configuration folder, creating the false impression in the User Login window that these remote accounts still exist. Simply delete the obsolete configuration file from the VoxPro configuration folder, restart VoxPro, and you should not see these phantom accounts any longer.

## 10.5 Application and Network Configuration

As you install VoxPro on multiple computers around your LAN and begin to create user accounts on them, each computer advertises its user list to the other VoxPro computers on the network. As a result, each computer is able to provide login access to all VoxPro user accounts on the LAN. There are two exceptions: the Administrator and Guest accounts are always local and specific to a workstation.

You can configure VoxPro to operate in standalone mode. On the **Settings** menu, click **VoxPro Network**, and then select the **Disable VoxPro Network** check box. In standalone mode, other VoxPro workstations on the LAN are not accessible. Other VoxPro workstations cannot share your user accounts.

You can also *selectively* configure other workstations and allow them to share accounts with users on your computer. On the **Settings** menu, click **VoxPro Network**. Do **not** select the **Disable VoxPro Network** check box. Instead, click on the workstations that you want to include for the purpose of sharing user accounts. Using this mechanism, clusters of VoxPro workstations belonging to one station can be logically separated from those belonging to a different station even though they share the same LAN.

**Note** VoxPro uses UDP broadcast messages to communicate between VoxPro workstations. These messages are typically transmitted only to computers physically connected to the same network switch or hub.

### 10.5.1 Windows File Sharing

If your user accounts in VoxPro are intended to be accessible from remote VoxPro workstations, then the folders where these accounts reside must follow Windows' procedures for remote file sharing and access.

VoxPro users must have read and write access to their own files and potentially access to other users' files as well. For example, a user might need to export their files to a remote workstation or might need to copy a file to another user's folder. The VoxPro application must also be able to read and write files in its own configuration folder.

The Windows Operation System sets restrictions file access privileges. **You need to make the following changes so that your users and the VoxPro application can access and modify files.** You must be logged into Windows *using an administrative account* to make these changes.

#### Configuring Windows 7 and 8

On Windows 7 platforms and later, VoxPro stores user files and configuration files in *C:\Users\Public\VoxPro* because this folder is typically accessible to all users on the computer, and is also shared to the network by default. If you find that for some reason the folder is not shared, navigate to this folder in Windows Explorer, right-click on the folder name, and select **Properties** from the pop-up menu. Network sharing is configured in the **Sharing** tab. Local access permissions are configured in the **Security** tab. Users should have *full control* (full read and write permissions) to the folder(s) containing the user audio files.

## Configuring Windows XP

Windows XP has a feature called *Fast User Switching*. This feature should be disabled to prevent file access problems while using VoxPro.

To turn **Fast User Switching** off, follow these steps:

1. Double-click **My Computer** on the desktop.
2. On the **User Accounts** menu, click **Change the way users log on or off**.
3. Clear the **User Fast User Switching** check box.
4. Click **Apply Options**.

You will not be able to set file access permissions in VoxPro if simple file sharing is enabled.

To turn **Simple File Sharing** off, follow these steps:

1. Double-click **My Computer** on the desktop.
2. On the **Tools** menu, click **Folder Options**.
3. Click the **View** tab, and then clear the **Use Simple File Sharing (Recommended)** check box to turn off Simple File Sharing.
- 4.

The VoxPro folder may already have shared access, but this should be confirmed.

To make VoxPro files shareable, follow these steps:

1. Open Windows Explorer and find the VoxPro installation folder (usually this is *C:\Program Files\VoxPro PC*).
2. Right-click the VoxPro PC folder and click **Sharing**. (If you do not see the **Sharing** option, you are not logged in as the Windows Administrator.)
3. Select the **Share this folder** check box and enter "VoxPro PC" as the share name.
4. Click the **Permissions** button in the lower half of the window.
5. Select **Full Control, Change**, and **Read** check boxes for the **Everyone** group and click **OK**.
6. Click the **Security** tab.
7. Select all permissions for the **Power Users** and **Users** groups.

If you have created or are planning to create VoxPro user accounts in a folder other than the default VoxPro PC installation folder, then you need to perform these same steps on that folder as well.

You do not need to explicitly share and set permissions on every user's individual folder in the VoxPro PC installation folder. On rare occasions, there are permissions issues that are likely the result of performing upgrades on very old versions of Windows. Should permissions issues arise, disable the sharing and permissions of the parent folder and

then reset them as described. We do not recommend sharing the root folder of your hard drive.

### Troubleshooting File Access Problems

If you are running VoxPro on more than one computer on your LAN, then you probably want to give users the ability to log in to any VoxPro workstation to access their personal files. When a user attempts to open a file on a remote computer, the Windows username and password are sent to the remote computer. If an identical user account, with the identical password, exists on the remote machine, then access is granted.

A VoxPro user, then, can log onto all computers in the LAN if identical Windows user accounts (or profiles, as they are often called) are created on **each** VoxPro workstation. Another approach for allowing a VoxPro user login access to all VoxPro workstations is to create one Windows profile that everyone on the LAN uses. This second approach is simpler.

A useful technique for troubleshooting file access problems is to attempt file access using Windows Explorer. If you cannot access a given file or folder from Windows Explorer, then neither can VoxPro. If you cannot create or delete a file in a given folder from Windows Explorer, then neither can VoxPro. If Windows Explorer prompts you for a username and password while attempting to access a remote machine, then VoxPro will not be able to gain access to any folder on that machine (this is an indication of mismatched Windows profiles on the two computers).

The procedures described above apply to peer-to-peer networks, which are by far the most common type of Windows network. Configuring a domain server to authenticate user logins and permissions is beyond the scope of this user guide.

### Windows Firewall (Windows XP Only)

If you have enabled the Windows Firewall, then the very first time that you run VoxPro you will get a Windows Security Alert asking if you want to block VoxPro from running.

Follow these steps to unblock the Windows Firewall:

1. Click the **Unblock** button. On some computers you may also have to enable a UDP port as well.
2. Open the **Window Firewall** wizard from the System Control Panel.
3. Click the **Exceptions** tab.
4. Click the **Add Port** button in the lower half of the window.
5. Enter "VoxPro PC" as the name and "33333" as the port number, and select the UDP option

Interactions of Windows Firewall with other network security software can be unpredictable and extremely difficult to debug. In the worst case you may need to disable Windows Firewall and rely on other software for security.

## 10.5.2 AppConfig Location

VoxPro maintains a configuration folder, in which it stores information regarding the location of user accounts, hardware setup and global preference settings. On Windows 7 and 8, the configuration folder is `C:\Users\Public\VoxPro`. On Windows XP, the configuration folder is the same as the installation folder, which by default is `C:\Program Files\VoxPro5`.

The location of the configuration folder may be changed by creating a text file called *AppConfig.inf* in VoxPro's installation folder. (On 64-bit Win7 machines, the installation folder is usually `C:\Program Files (x86)\VoxPro5`). The *AppConfig.inf* file must contain one line, which is the full path to your preferred configuration folder.

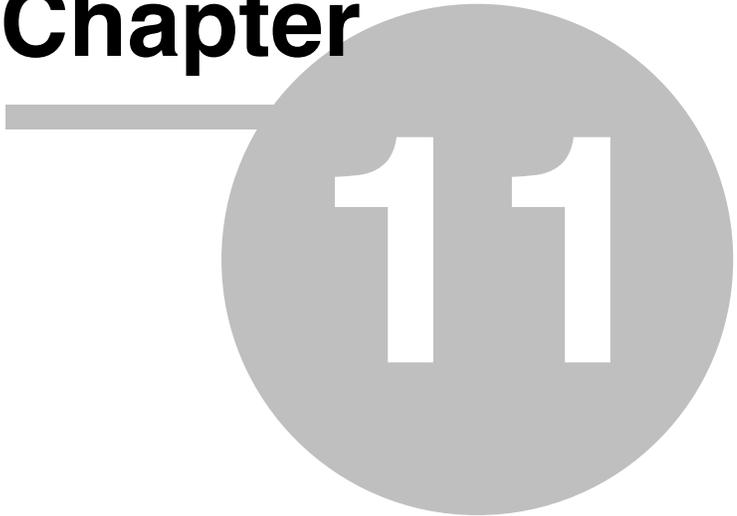
## 10.5.3 VoxPro File Format

VoxPro stores audio files in the VoxPro Wave (.vpw) format. A .vpw file is a standard Windows RIFF WAVE file with an additional proprietary chunk containing information about the sequence of edits and effects that have been applied to the file. You can change the extension on a .vpw file and rename it as a .wav file instead, and it will be playable by any media player, loadable into any audio editor. However, it will not sound like the version rendered by VoxPro (unless you've made no edits at all). Rather, you will hear the original recording (the master), followed by any applied effects, insert-recordings, and audio pasted in from other files.



# Upgrading VoxPro from Version 3 to Version 5

## Chapter



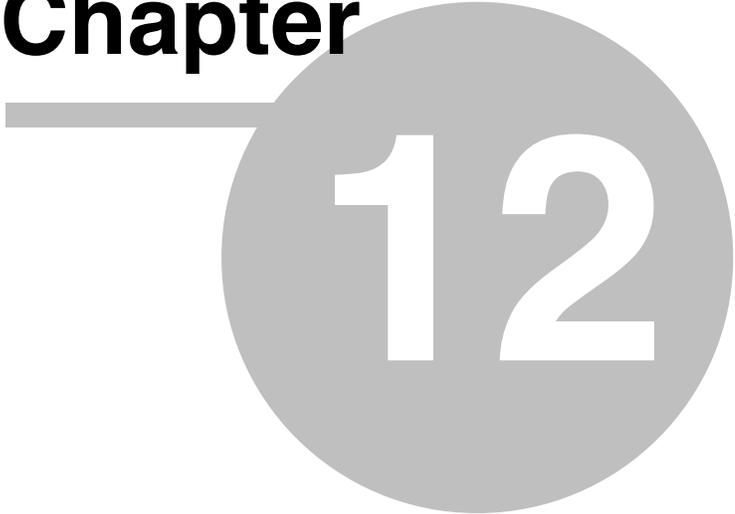
11

## 11 Upgrading VoxPro from Version 3 to Version 5

There is no automatic upgrade path from Version 3 to Version 5. Before installing Version 5, Version 3 users should export any files they want to keep (using the File/Export command) and then import them into Version 5 (using File/Import).

# Upgrading VoxPro from Version 4 to Version 5

## Chapter



12

## 12 Upgrading VoxPro from Version 4 to Version 5

Upgrading from Version 4 to Version 5 is completely transparent for users with the exception of users that plan to upgrade from Version 4 running on XP to Version 5 running on Win7. For those users, please follow the special instructions below.

### **Special Instructions for Users Converting from XP to Win7**

VoxPro maintains a list of user accounts in a file called *Users\_Local.inf*. On Windows XP, this file is normally located in *C:\Program Files\VoxPro PC* (the default VoxPro installation folder). On Windows 7, this file must be located in *C:\Users\Public\VoxPro*.

Copy your *Users\_Local.inf* from the XP machine to that new location. The users' audio files are also stored in different locations on the two platforms. On XP, the user accounts (which contain the users' audio) are normally located in *C:\Program Files\VoxPro PC\VP\_Depot*. On Win7, the user accounts are created by default in *C:\Users\Public\VoxPro\VP\_Depot*. We recommend that you copy the *entire* VP\_Depot folder into the *\Users\Public\VoxPro* folder on the Win7 machine. If you want the audio files to live somewhere else (a different drive, for example), then simply copy them there instead. (If you are running multiple VoxPro workstations connected on a network, then you will also need to share the parent folder containing the user accounts to the network, and ensure that all users have read/write access to this folder.)

After copying your files, you must edit the *Users\_Local.inf* file. It is a text file so you can open it with WordPad or NotePad. *Users\_Local.inf* contains a full path name to each user account. Change the paths so they are correct for your new configuration. We recommend leaving the Administrator and Guest accounts in *C:\Users\Public\VoxPro\VP\_Depot*, even if the paths to other user accounts are in a different location.

Save your changes, start VoxPro, and you should see all of your users listed, and they should all have access to their files.

Note that, in general, users may be moved, deleted and added simply by making the appropriate changes to *Users\_Local.inf*, then restarting VoxPro.

# Index

## - A -

- access problems, troubleshooting 112
- account, administrator 108
- account, delete 108
- account, move 108
- account, user 108
- accounts 17
- add, marker 72
- adjust volume 64
- admin, user accounts 108
- administration 92
- AGC 37, 100
- AGC, enabled 37
- audio devices 93, 98
- audio drivers 93
- auto-import 86
- Automatic Gain Control 37
- automatic gain control, configuration 100
- auto-record 35

## - B -

- bleep effect 64
- buttons, remapping 106

## - C -

- change password 108
- check disk usage 108
- chorus 65
- classic (MAC) control panel 107
- compression 65
- control panel, cable extension 102
- control panel, models 102
- control panel, remapping buttons 106
- controller, RC-400 104
- controller, RC-500 104
- copy, file 77

## - D -

- delete marker 72
- device manager 107
- disk usage 108
- distortion 65
- drivers 93
- drivers, missing 107

## - E -

- echo 65
- edit marker 72
- effects, advanced 65
- effects, applying 64
- effects, menu 64
- export file 86
- extender 107
- extender cable 102
- EZ-Export 89

## - F -

- fast user switching 112
- fast-forward 42
- fast-reverse 42
- feedback, controlling 94
- file format 115
- file list 11, 13
- file sharing 112
- file, copy 77
- file, delete 80
- file, export 86, 89
- file, import 85
- file, move 77
- file, rename 78
- file, search 81
- files 76
- files, sharing 82
- flanging 65
- folder, add 77
- folder, transfer 77
- folders 76
- format, .vpw 115

## - G -

go to marker 72  
gotoen, map 106

## - H -

hold 100  
hotkey tabs 52  
hotkey, add 46  
hotkey, adding rows 51  
hotkey, delete 47  
hotkey, edit 49  
hotkey, rename 49  
hotkey, toggle 44  
hotkeys 13, 44  
hotkeys, configuring 44  
hotkeys, control panel 54  
hotkeys, on-screen 44

## - I -

import 85  
import file, auto 86  
insert silence 64  
installation 92  
introduction 8

## - M -

map GoToEnd 106  
map Zoom 106  
marker, add 72  
marker, delete 72  
marker, edit 72  
marker, go to 72  
marker, play from 72  
marker, view 72  
markers 72  
master mode 60  
missing drivers 107  
mono mix 54  
move, file 77  
MultiTrack Panel 13, 29  
mute 64

## - N -

network configuration 112  
network, cluster 112  
network, standalone mode 112  
noise reduction 64  
normalize 64

## - O -

on-air lights 104  
output circuit 104  
overview 8

## - P -

parametric equalization 65  
password, change 17, 108  
passwords 17  
peak level 100  
pinouts 104  
pitch, change 64  
play from marker 72  
play, from beginning 40  
play, from cue 40  
play, selection 40  
playback 40  
playback device, changing 53  
playback, direction 54  
playhead 72

## - R -

rate, change 64  
RC-400 102  
RC-400, controller 104  
RC-500 102  
RC-500, controller 104  
recording, cancel 26  
recording, create empty 22  
recording, create from selection 24  
recording, create new 20  
recording, edit 56  
recording, insert 27  
recording, insert silence 65  
remote control 104

remote VoxPro hosts 108  
rename, file 78  
response 100  
reverberation 65  
reverse 64

## - S -

scrub keys 42  
search file 81  
serial 107  
serial model 107  
silence 65  
simple file sharing 112  
scrubbing 42  
support track, add 29  
support track, delete 31  
support track, edit 32  
support track, import 30  
support, technical 8

## - T -

tech support 8  
technical support 8  
tempo, change 64  
transfer folder 77  
troubleshooting 107  
troubleshooting access problems 112

## - U -

undo waveform edit 60  
usb 107  
usb model 107  
user accounts 17  
user accounts, managing 108  
user, delete 108  
Users\_Local.inf 108

## - V -

view markers 72  
viewing waveform 70  
voicelip 64  
volume 98  
volume adjust 64

VoxPro database 115  
VP\_EMap.vpd 115

## - W -

warranty 107  
waveform 11, 13, 70  
waveform edit, undo 60  
waveform region, copy and paste 58  
waveform region, cut and paste 59  
waveform region, delete 57  
waveform region, selecting 56  
waveform, moving 70  
waveform, navigation 70  
waveform, viewing 70  
windows firewall 112  
windows mixer manager 98

## - Z -

zoom 71  
zoom, map 106