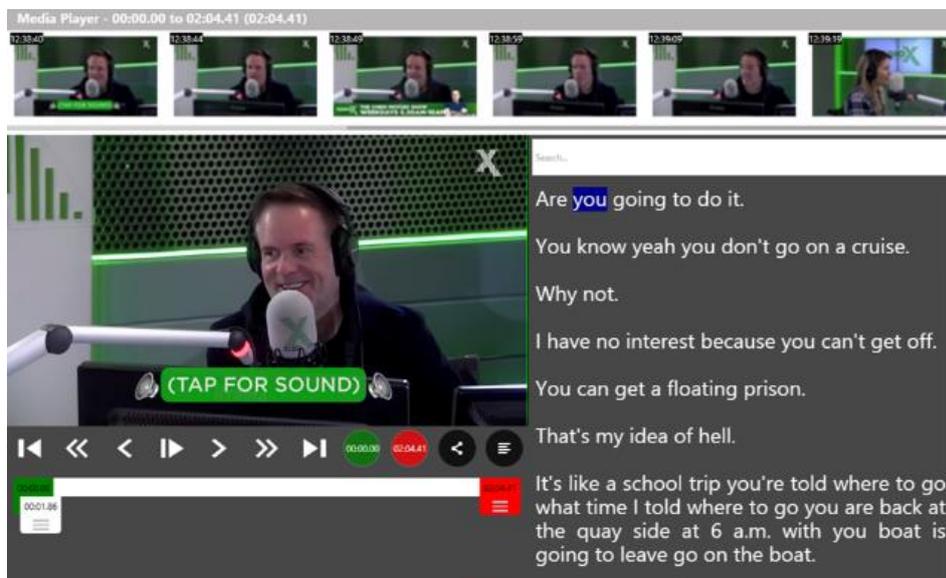


Bionic STUDIO



Shareable Radio



Version 2.0

User Manual

We mix technology and intelligence to make broadcasting **smarter.**

We're Broadcast Bionics.

Manual version	Release date	Notes
1.0	June 2019	AC

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This manual is intended for information only. No liability can be accepted for any errors or omissions. If in doubt, please contact your Bionic Studio support contact or support@bionics.co.uk

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Introduction

Bionic Director is a module which can be added to the Bionic Studio.

It allows you to easily capture action in your radio studio, with cameras smart-switching automatically depending on who is speaking.

The aim is to make your station's best pieces of content easy to share with your audiences on social media.

The most powerful use of the system is in sharing audio highlights online, but there are also options to live stream (onto Facebook, Periscope, YouTube Live or your own website) within the system.

Bionic Director can also generate templates which display Now Playing information if you are live streaming.

Bionic Director can be operated manually if desired. There are also additional options which allow users to automatically transcribe their content, for easy search and editing.

Bionic Director aims to make the capture, editing and sharing of great audio easy and stress-free, so you are able to concentrate on making the best content, rather than worrying about technology.

This guide introduces the screen layouts, explains each set of buttons in depth, and offers prompts for common workflows.

Please note: This guide is aimed at production users and assumes that the initial system installation and camera technical configuration has been completed. If you are a station engineer who needs more information, please [contact your local Bionic Director dealer](#).

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Overview

Opening Bionic Director

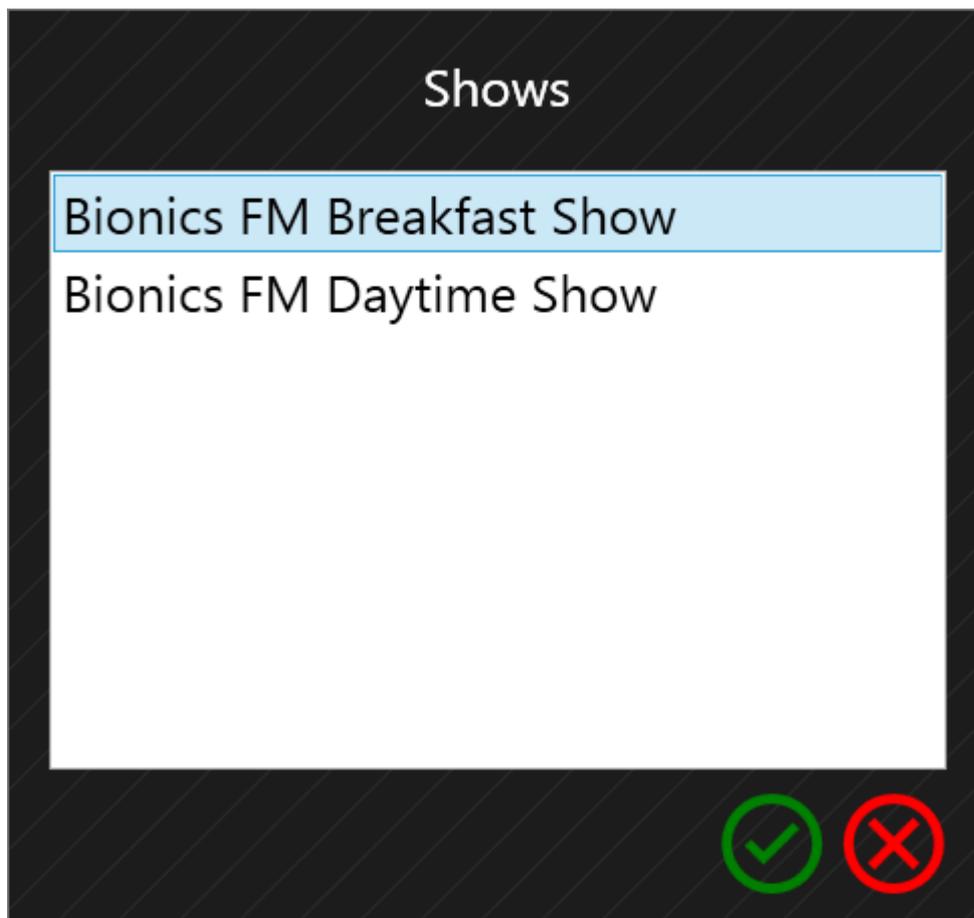
Bionic Director is accessed via Bionic Studio.

To open the programme, find the 'PhoneBOX 4' icon on your desktop (or search for the word 'PhoneBOX').



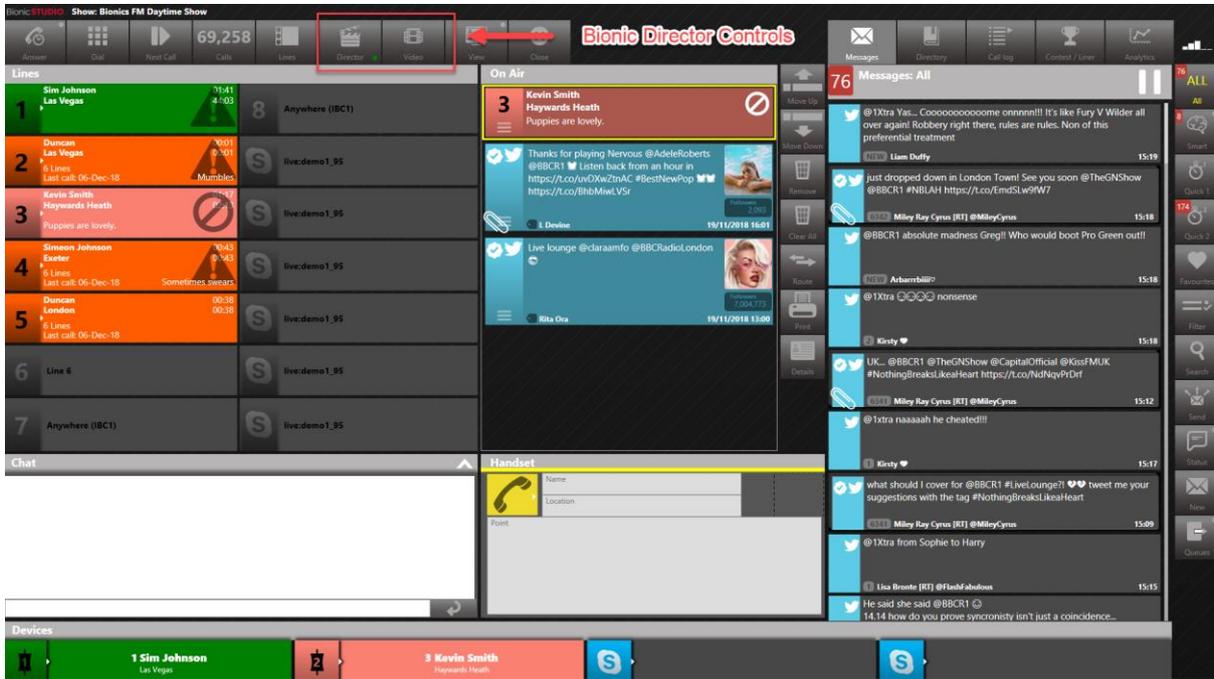
PhoneBOX4 desktop icon

Select the correct options for which programme and location you are working in (ask your local support team if you aren't sure what these are).

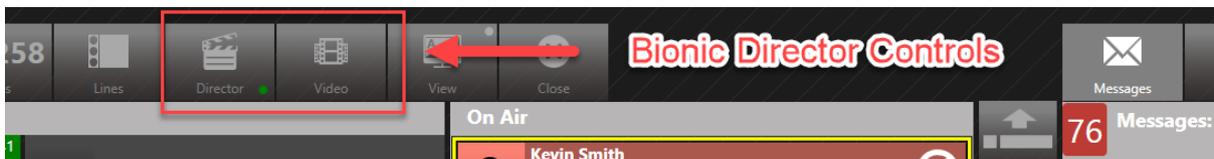


The login options will be different at your station

You will then be inside the Bionic Studio. Your system layout may look a little different from the one below, but the idea is the same.



Three Column View



These two buttons control Bionic Director's cameras and editing and sharing options.

Introduction to the different screens

Bionic Director usually runs automatically in the background, leaving you to get on with other work unless you need to adjust something.

There are four simple areas you need to know about to operate the system: the **Bionic Studio main screen** (what you see when you log into Bionic Studio), the **Virtual Director Switcher** (for controlling the cameras), the **Livestream screen** (for starting Livestreams - accessed via the Virtual Director Switcher) and the **Virtual Director Media** screens (for editing content ready for sharing).

Bionic Studio main screen

Bionic Director's cameras are controlled using the Director (clapperboard) icon.



Director (clapperboard) icon

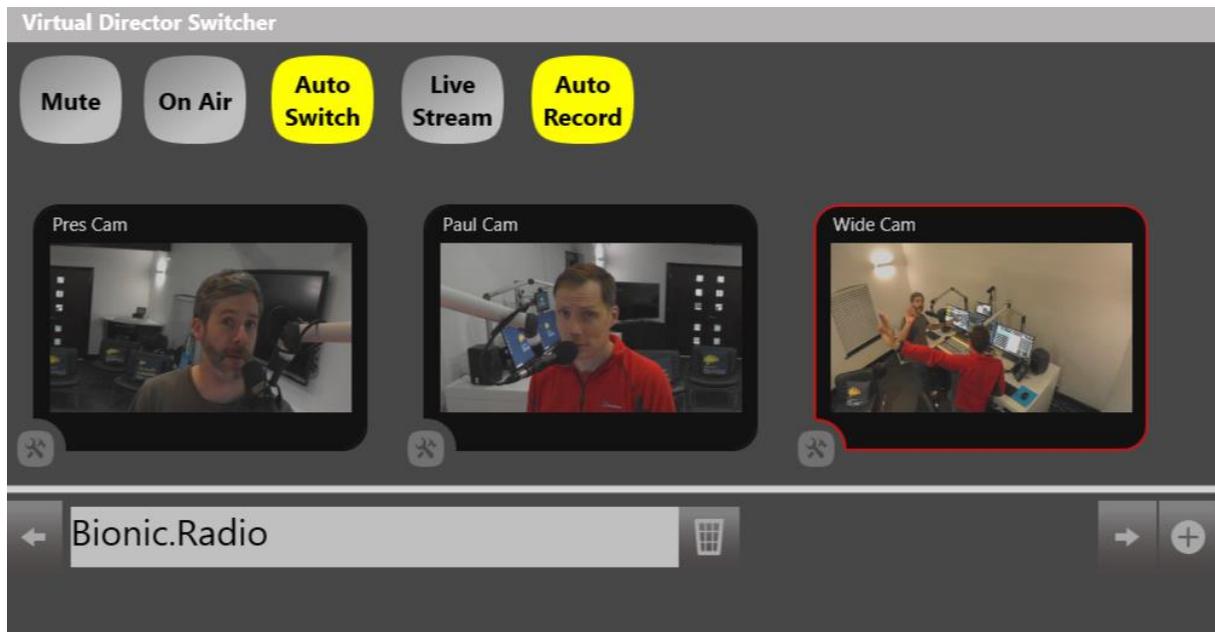
Bionic Director's editing and sharing options are controlled using the Video (film strip) icon.



Video (film strip) icon

Virtual Director Switcher

To adjust the **camera options**, press or tap the **Director** icon. A menu will appear.



Virtual Director Switcher screen

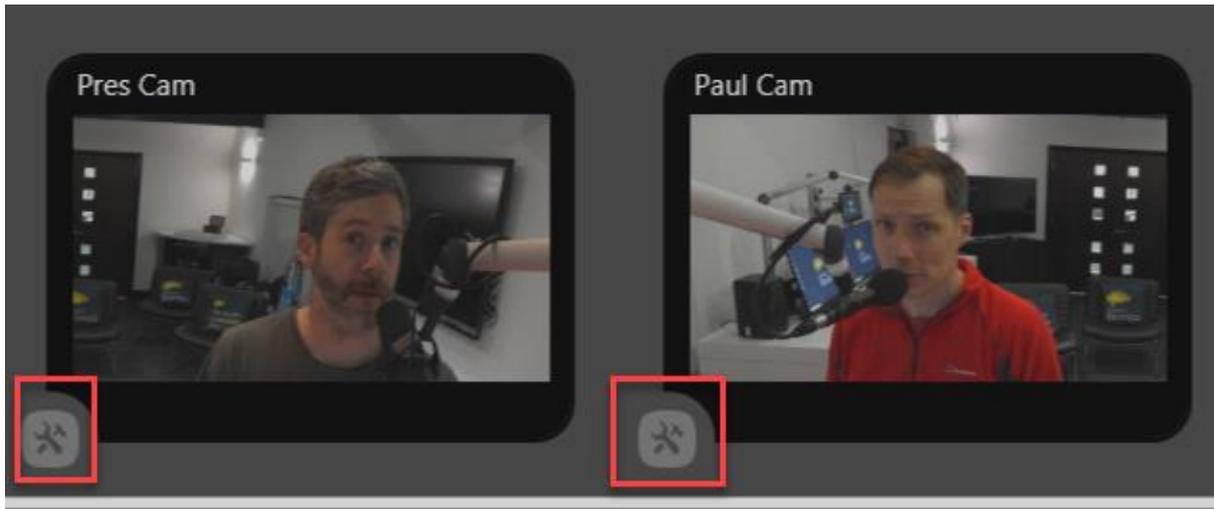
This is the **Virtual Director Switcher**, and allows you to control whether the system is in manual or automatic filming mode, adjust scrolling text, choose what is being recorded, start a live stream, or turn off all the cameras, as needed.

The functions of all the options on this menu are explained in the [Virtual Director Switcher](#) section below.

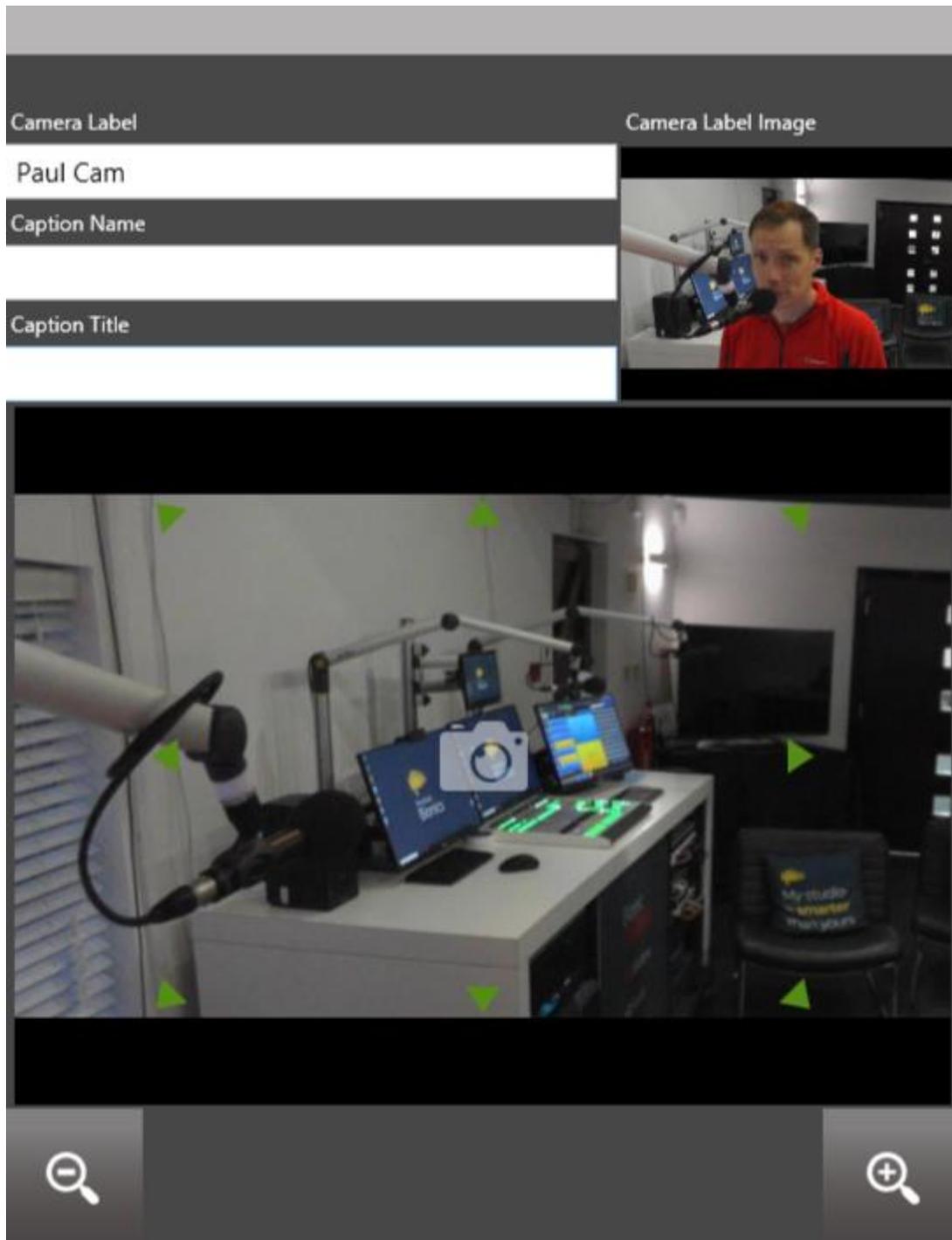
Pressing the 'tools' icon allows you to make adjustments to each camera.



Tools icon



Each Tools icon is linked to its respective camera shot



Camera shot settings screen

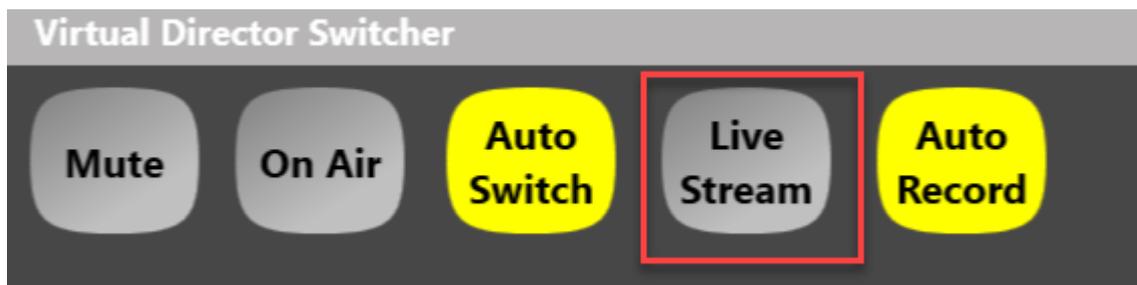
This screen allows you to adjust the height and angle of the camera shot (e.g. if a new guest has arrived who is much taller or shorter than the person before). It also

allows you to update name and job title information which is displayed in-vision, if you are using that option on your show.

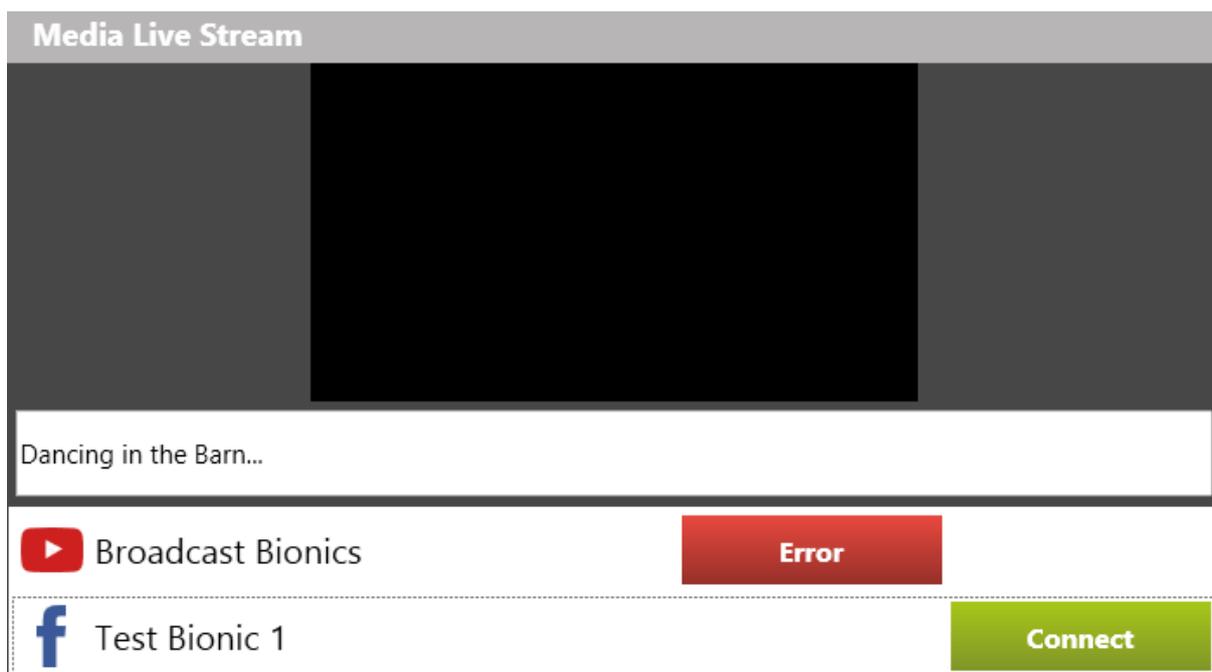
You can find out more about the options on this page in the [camera settings](#) section below.

Live Stream screen

The 'Live Stream' is found inside Virtual Director Switcher. Pressing this button brings up the **Media Live Stream** screen.



Live Stream button in Virtual Director Switcher screen



Media Live Stream screen

From here, you can begin a livestream onto Facebook Live, YouTube Live, Periscope or your own website (depending on what has been configured).

To find out more about setting up a live stream, see the [Livestreaming](#) section below.

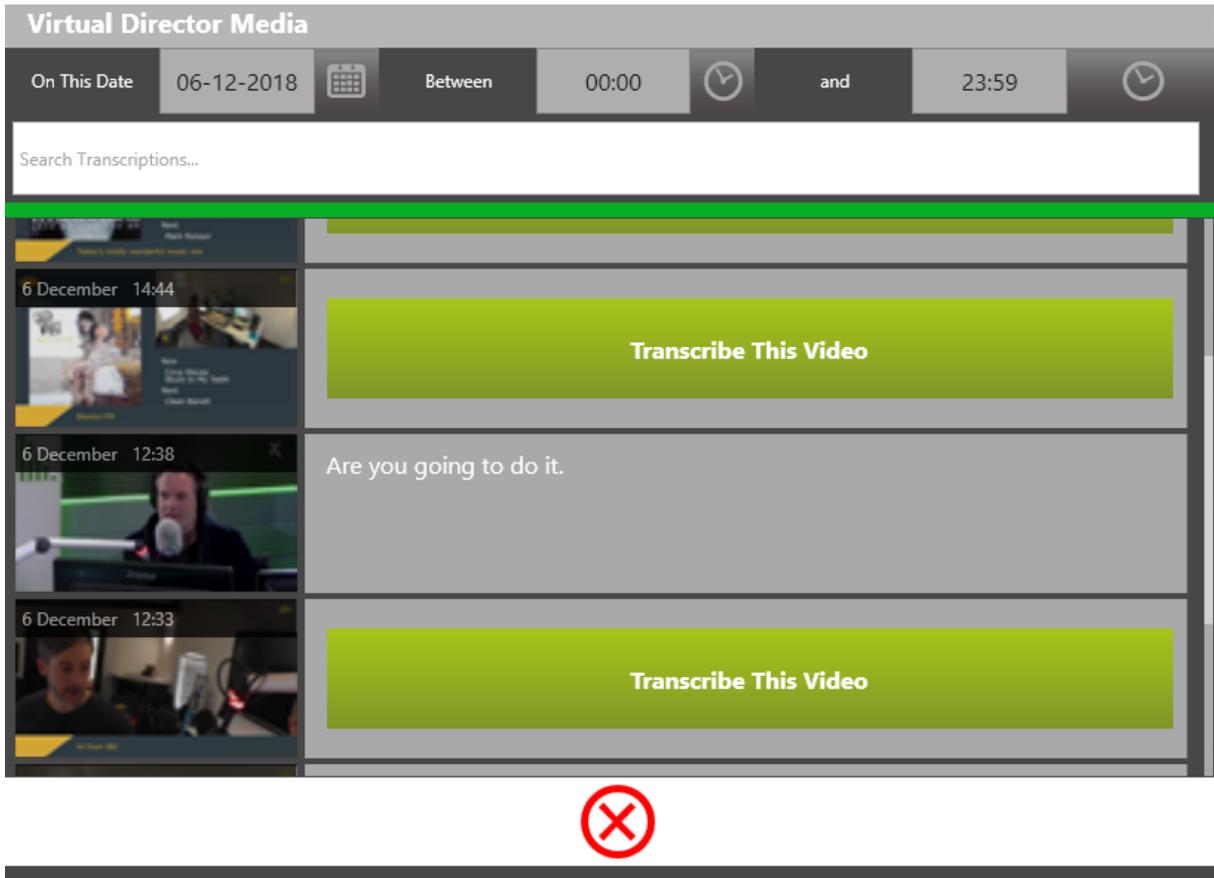
Virtual Director Media

Once back on the main Bionic Social Screen, pressing or tapping the **Video** icon brings up the **Virtual Director Media** screen.



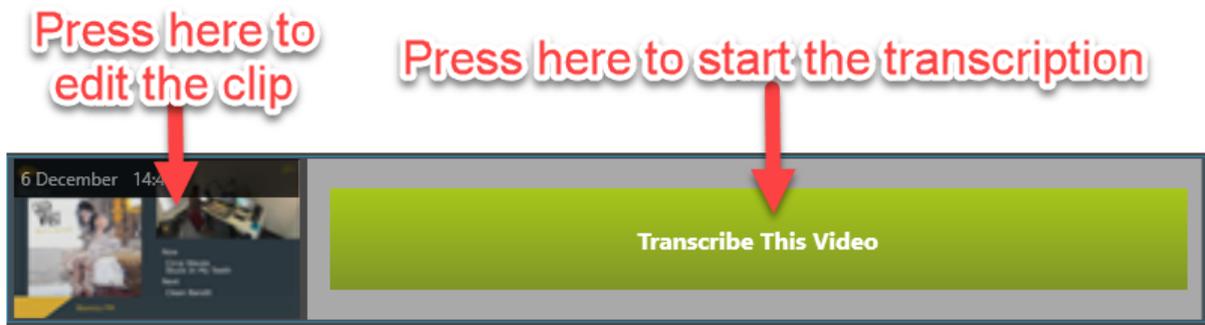
Video (film strip) icon

This allows you to search for unedited clips by time and date, and also by keyword if you have the additional Transcription module installed on your system.



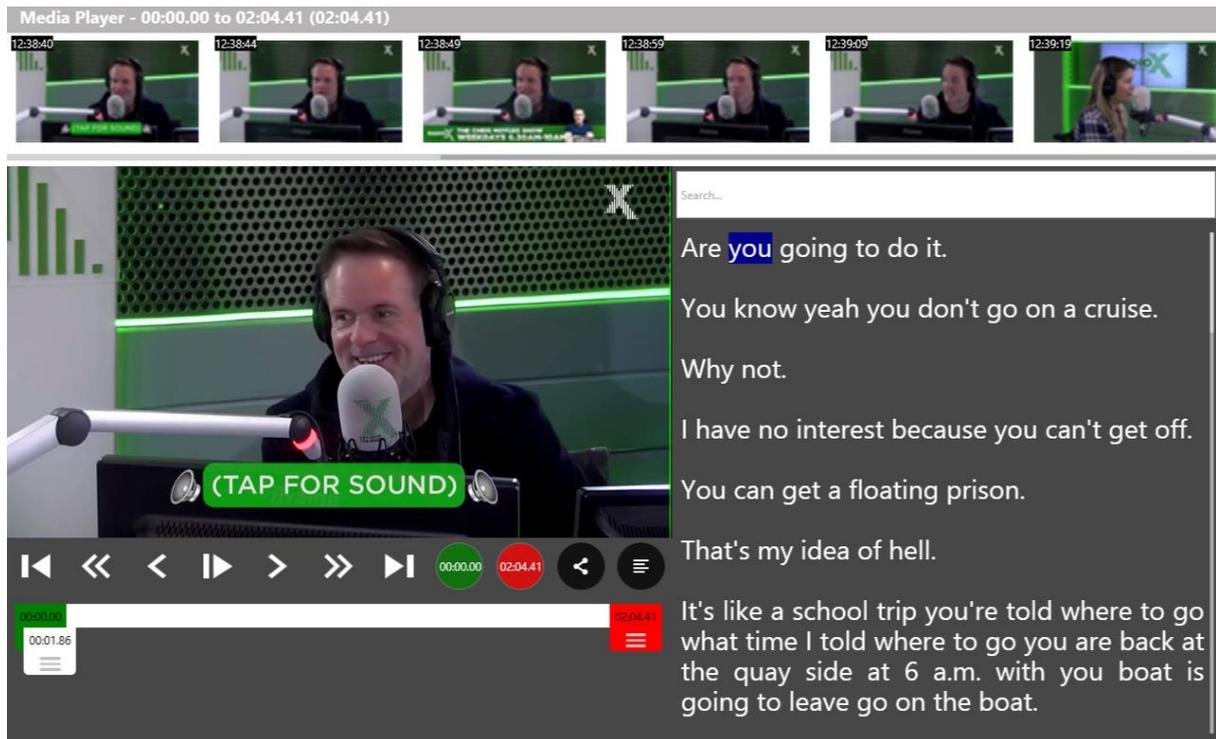
Virtual Director Media - allows you to select pieces of audio to transcribe and edit

Pressing or tapping on the green button starts the transcription process (where installed) (see the [Transcription](#) section for more details).



Virtual Director Media options

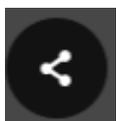
Pressing or tapping on the video thumbnail opens the **Media Player** menu.



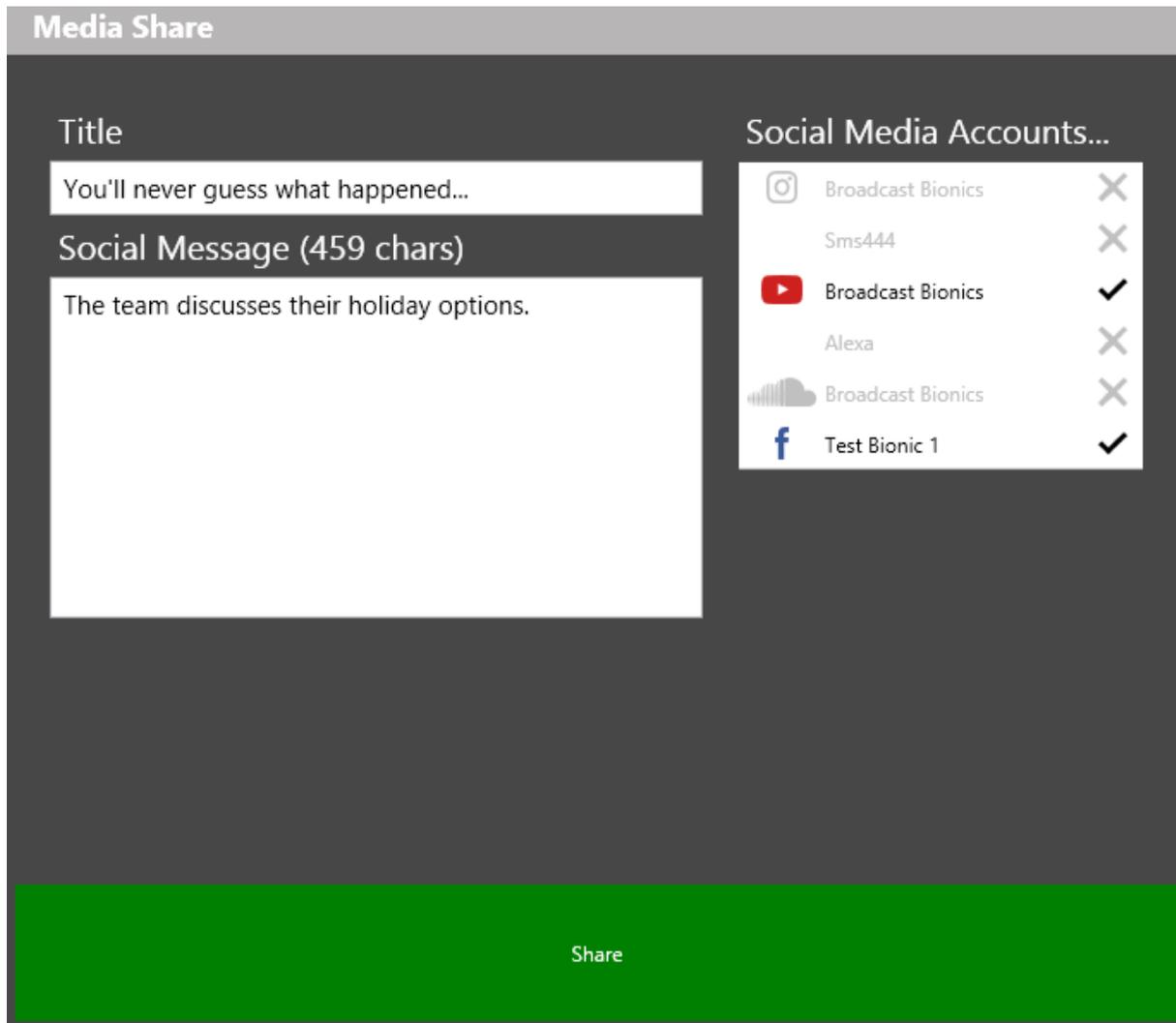
Media Player screen

This is the place where you can correct the transcription (if installed) and adjust the start and end points for the portion of visualised audio you wish to share online.

Once you have chosen your selected clip, pressing the 'Share' icon will open up the Media Share screen.



Share icon



Media Share screen

From here, you can add a title and comment, select which outlets to share to, and publish instantly online.

You can also send the clip to an internal system if additional effects or edits are needed before the piece is ready to be shared online.

Your station's logos, pre and post-roll videos, and guest name labels will automatically be on the final video (depending on configuration) without you having to do any extra work.

You can find out more about editing and sharing clips in the [Editing and sharing](#) section below.

And that's it! Bionic Director is deceptively simple, as it includes lots of features designed to make your life easier, so you can get on with creating great audio.

Usual workflow

1. Log into Bionic Studio and make sure you have selected the right show.
2. Check that the Director icon is grey with a green dot (or grey with a red recording dot). If it isn't - switch the system to the correct Show.
3. Click on the Director icon and adjust the cameras slightly to make sure that the presenter and guests are in shot correctly.
4. Check that the name and job title of each person is correct if that information is wanted in the on-screen display / it is blank if not required.
5. Update the camera screenshot to reassure yourself the camera is set up correctly for that guest.
6. Make sure the carousel rotating text is correct and add/remove as needed.
7. Make sure the system is set to 'Auto Switch' and 'Auto Record' when the show starts.
8. If you need to switch into manual mode (e.g because you want to capture a reaction expression), you can deselect 'Auto Switch' at any point. **Make sure you turn it back on again** afterwards, or you could miss a golden moment!
9. **Leave the system running in Auto Switch/Auto record as the default.** You can then close the Virtual Director Switcher menu and get on with other work (e.g. answering phone calls or responding to social media messages).
10. When a new guest arrives, repeat steps 3-5 to make sure the system is updated correctly.
11. (Optional) If you are about to begin a segment you think may be useful for sharing, press the 'Split' button just before and just after the item starts and finishes, so you can find the clip more easily in the editor.
12. Make some great radio!

When you have a moment that you want to share:

1. Open the 'Video' menu.
2. Select the clip you want to work with.
3. Adjust the start and end points.
4. Click the 'Share' icon.
5. Fill in the information and choose which social media the clip will be sent to.
6. Share online!

Buttons and Icons explained

This section explains what each of the different buttons and icons within Bionic Director does.

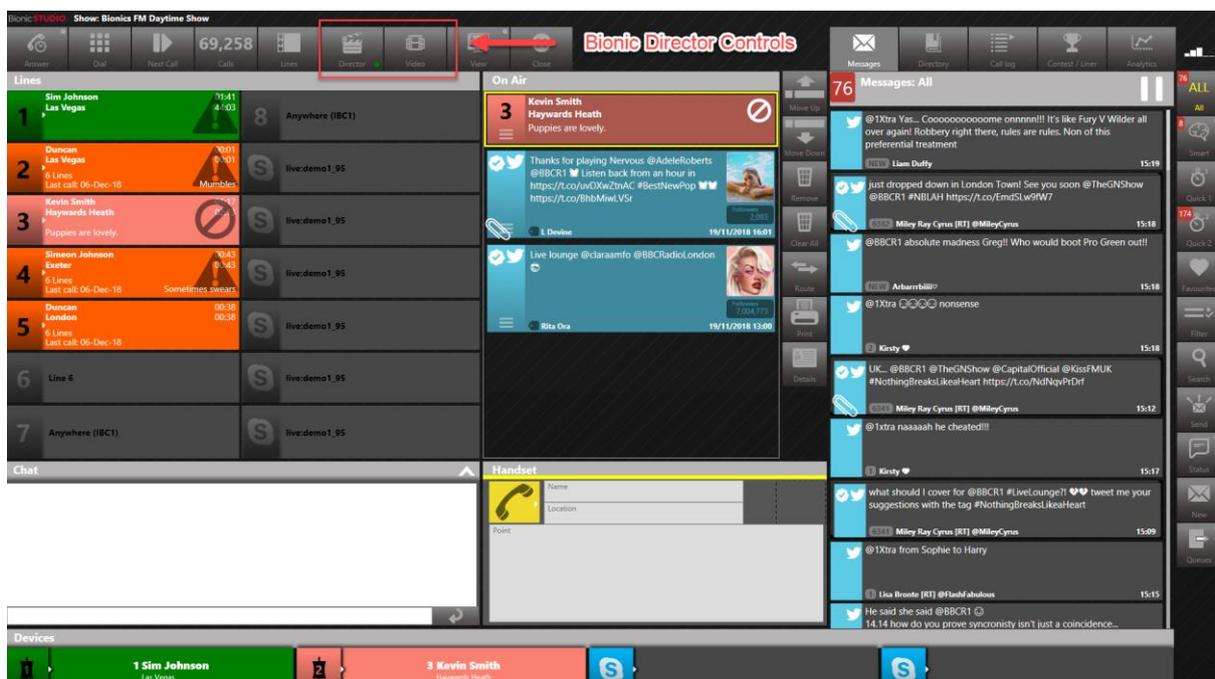
It's designed for reference. The most useful way of learning the system is to watch a workflow video (go to bionics.co.uk to see these) or have a look at the step-by-step sections below.

The system is very simple in real life.

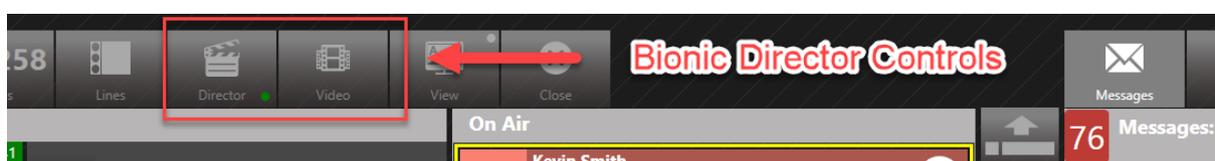
Bionic Studio menu bar

This is the menu bar you see when you first log into Bionic Studio.

The two buttons relevant to Bionic Director are the Director and Video icons.



Three Column View



These two buttons control Bionic Director's cameras and editing and sharing options.

The **Director** icon gives access to the camera controls and livestreaming options.

The **Video** icon allows you to edit and share your finished recordings on social media.

The Director icon has different states.

A grey clapperboard with a green dot means that Bionic Director is online, but not currently recording.



A grey clapperboard with green dot - system is connected

A grey clapperboard with a red flashing dot means that Bionic Director is currently recording.



A grey icon with a red flashing dot means the system is recording

The Director icon can also show if there is a problem which needs your attention.

A grey clapperboard with an amber dot means that the system is connected but not receiving video correctly. Contact your local support team if you see this.



A grey icon with an amber dot shows that there is a video connection issue.

If the clapperboard turns red, it means the system is alerting you that Bionic Director is looking at a different Show from your Bionic Studio client. For example, you may be hotseating and have switched your Bionic Studio screen to your show (e.g. the Daytime Show). However, Bionic Director is still recording content linked to the Breakfast Show.

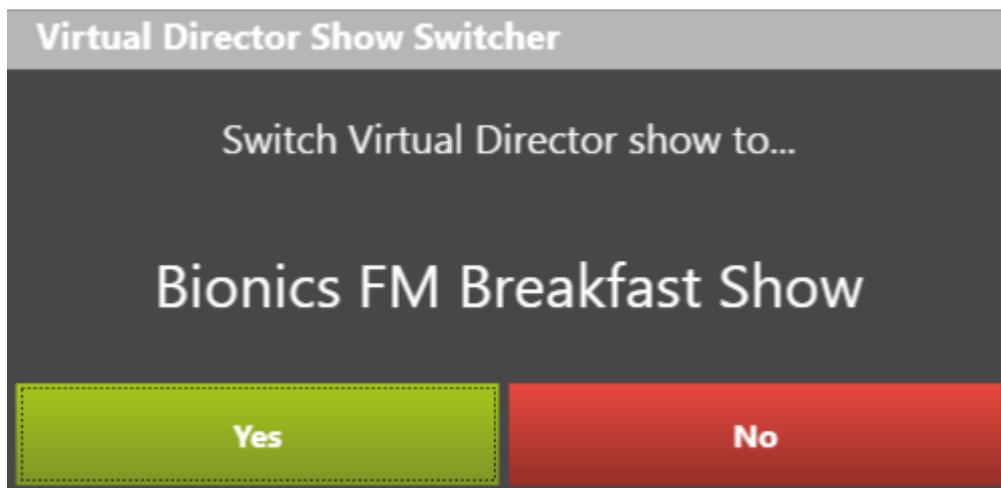


The red clapperboard is a warning that Bionic Director is pointing at a different Show from the one you have logged into on your machine.

The clapperboard goes red to warn you that there is a mismatch.

When you want Bionic Director to start recording content linked to your Show, simply press the clapperboard Director button.

The system will ask if you want to switch Bionic Director to the current Show. Simply select 'Yes'.



The Video icon allows you to access the editing and sharing options for completed videos.



Video (film strip) icon

It is usually grey.

The video icon may occasionally flash red when Bionic Director is switching shows - do not worry about this.

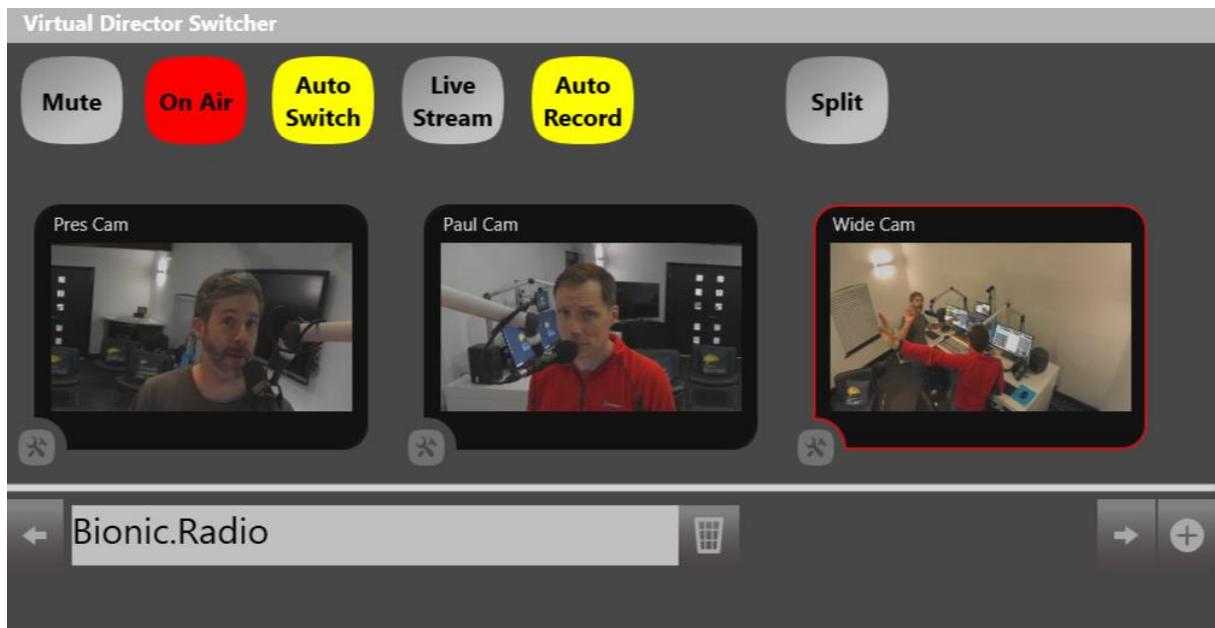
Virtual Director Switcher

The Virtual Director Switcher is the control area for all the cameras and livestreaming options.

It is accessed when you press the Director button in the main Bionic Social screen.



Director icon



The Virtual Director Switcher screen - the main area for controlling camera and recording settings.



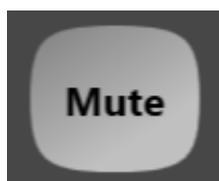
Camera recording controls

The buttons across the top control how the system records.

Some buttons appear and disappear depending on which other options are selected.

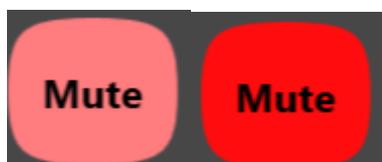


Recording options



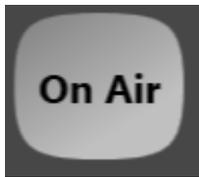
The 'Mute' button turns off all the cameras. It doesn't affect the audio.

Mute - grey (off)



Mute - pulsing red (on)

Pressing Mute turns off all the cameras and means that Bionic Director won't display any feed from the studio on the pre-recorded or live stream. This is useful if you don't have permission to show a guest in-vision on air.



On Air - grey (system off)



On Air - pulsing red (system on)

The 'On Air' button needs to be on (pulsing red) for the system to switch to camera images from the studio (rather than a generic holding graphic).

Depending on your studio and desk configuration, this may happen automatically when your studio is live to air, when you open a microphone fader, or may need to be manually triggered (e.g. if you are doing a pre-record).

Pressing the button turns the On-Air state on (red). Pressing it again turns it off (grey).



Auto Switch - grey (off)



Auto Switch - yellow (on)

The 'Auto Switch' button toggles the auto switch stage (On: Yellow. Off: Grey).

Auto Switch is the main way Bionic Director works. The system automatically chooses which camera shot is used, depending on who is speaking.

If you want to manually control the cameras, you need to turn this button off. Put it back on again as soon as you want the system to take over once more.



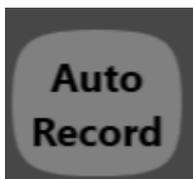
Live Stream - grey (off)



Live Stream - pulsing red (on)

The 'Live Stream' button opens the Live Stream menu options. See [Live Stream screen](#) for more information.

The Live Stream button pulses red when a stream is active.



Auto Record - grey (off)



Auto Record - yellow (on)

The Auto Record button allows you to let the system start and end recordings, depending on the fader state. Setting it On (Yellow) is the standard Bionic Director operation. This means that the system will always record when any microphone fader is open, and will stop recording when all the microphone faders are closed.



Record - grey (off)



Record - pulsing red (on)

The 'Record' button is used when you want to record something manually. This button only appears when 'Auto Record' is turned off.

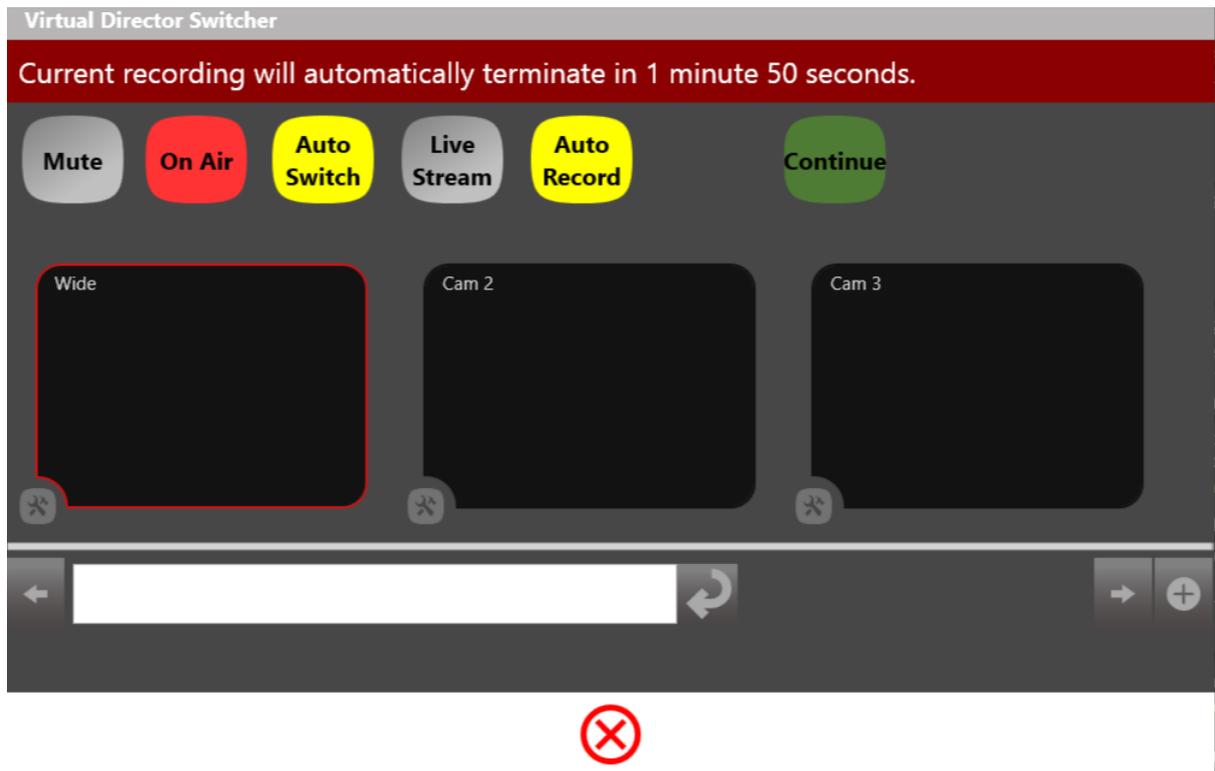
In Auto Record mode, recording stops when all the microphone faders are down. However, there may be times when you would still like to capture what is going on in the studio when these faders are shut. For example, you might be playing in a clip for a guest to react to.

At this point, it is worth putting the system in to 'Record' mode, so that the whole item can be captured in one Bionic Director clip.

(You may also decide to take manual control of the cameras at this point, too - see below).

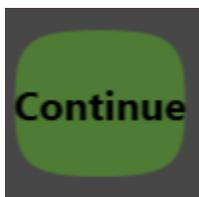
It's important to put the system back into 'Auto record' once the segment is over, as otherwise you risk reaching Bionic Director's maximum single clip limit (usually configured at one hour, but may vary locally).

If the maximum file recording length is about to be reached, the control area will start to flash and a warning alert will appear:

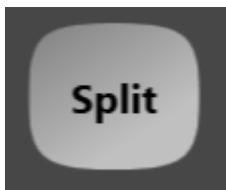


Recording limit warning

Press 'Continue' if you wish to keep the recording going.



Continue button - only appears if a recording limit is about to be reached



Split

The 'Split' button appears once 10 seconds of content has been recorded. It allows you to mark the start and end of a new segment, to make finding the relevant part of the show easier in the Video / editing screen later in the process.

Once you have pressed 'Split', the button will vanish until another 10 seconds of content has been captured.

Camera shot controls

The active camera has a red square around it.

If using Manual mode, pressing a camera's holding picture will switch the main output to that shot.



Camera shots

The settings buttons allow you to tweak the camera position and update the on-screen name and job title information (if used).

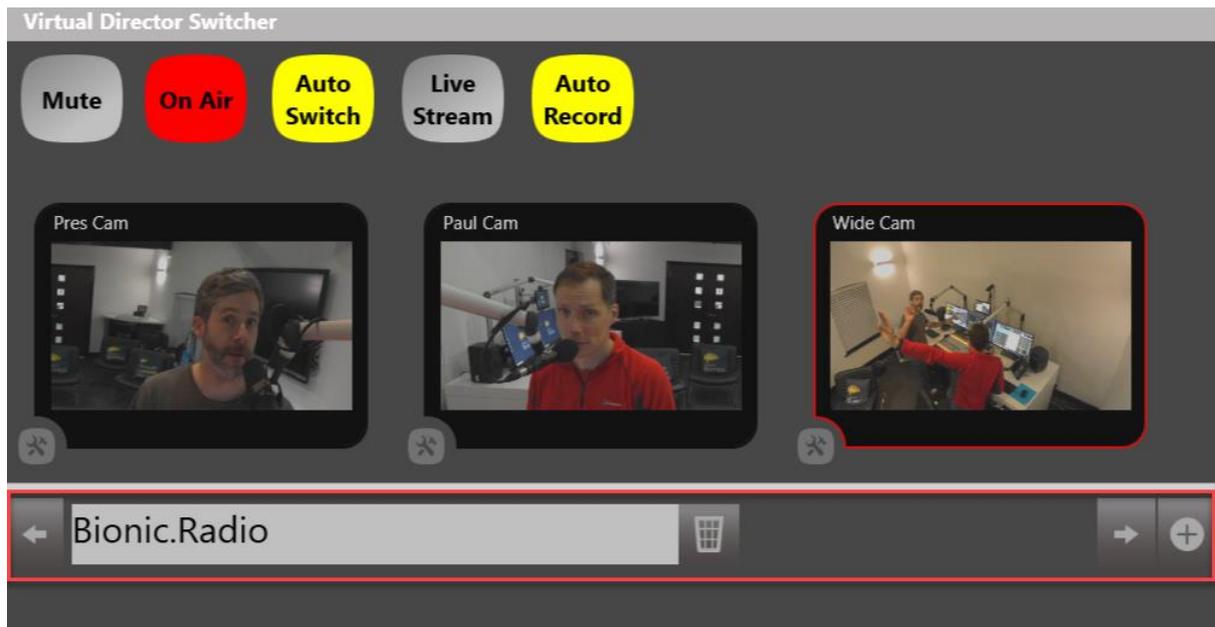


Please see [Camera settings](#) below for more information on adjusting the cameras.

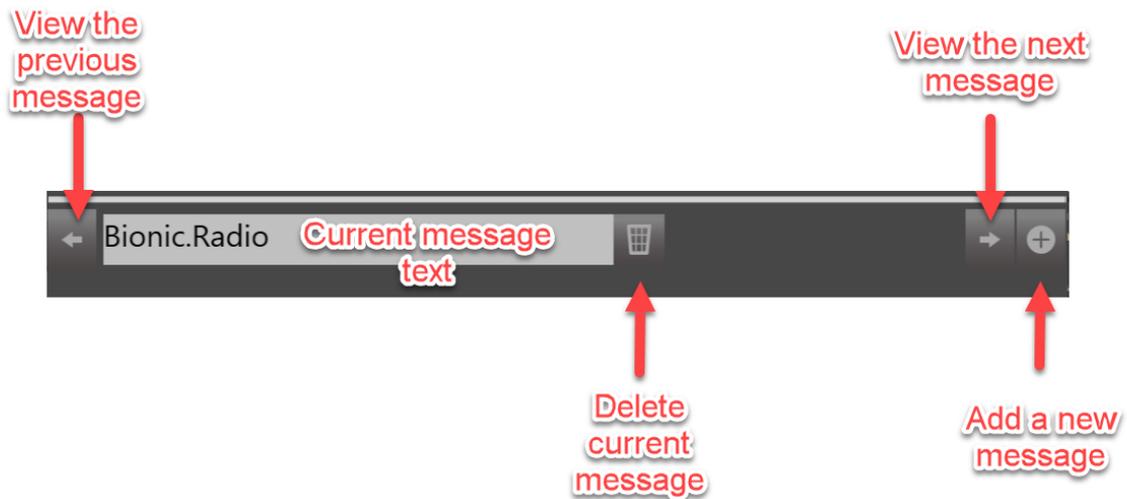
Carousel options

The Carousel allows rotating text to be displayed automatically at the bottom of your camera shot. This is **not** used for job titles and guest name information (that is set in the [Camera settings](#)), but can be used for generic information such as the phone-in number, topic, website address and so on.

If you do not wish to have any additional information appear on screen, delete all of the messages in the carousel.



If you are using the carousel, here are what each of the carousel controls do:



Carousel controls

To delete a message:

1. Use the left and right arrows to scroll to the message you want to delete.
2. Press the trashcan 'delete' icon.

To view messages:

1. Use the left and right arrows to scroll through the carousel. Messages will rotate in order.

To add a new message:

1. Press the 'add' (plus) button.
2. Type text into the white text box.
3. Press the 'enter' button.



Closing Virtual Director Switcher

Press the red 'X' in the bottom centre of the screen.

Any updates you have made are automatically saved as you make them.



Red X 'close' symbol

Camera settings

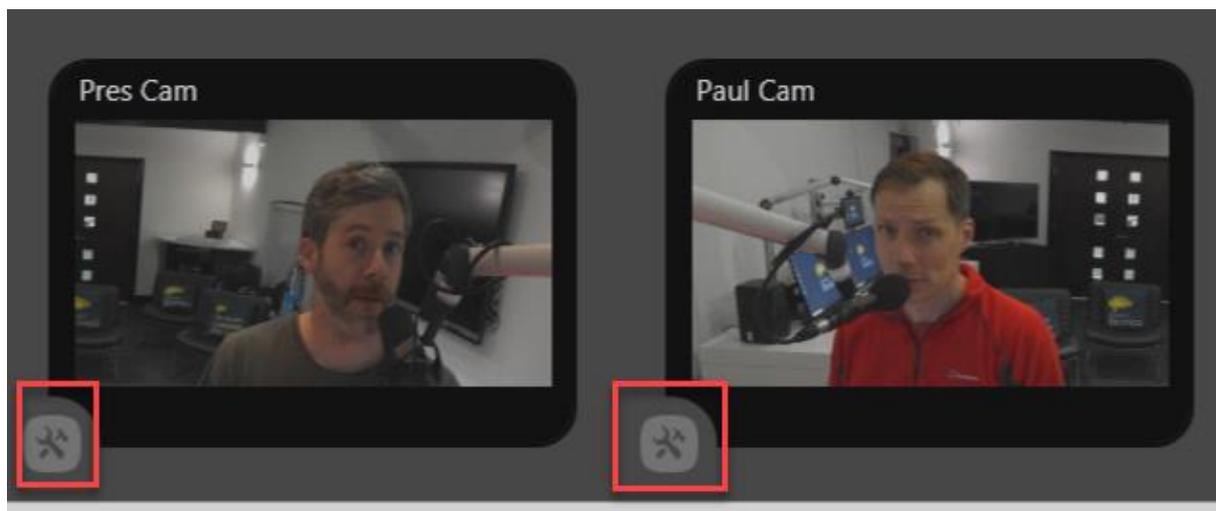
This allows you to tweak the position of the camera and update name/title information when new guests or presenters come into the studio.

To access the camera settings, press the 'Tools' icon.

Pressing the 'tools' icon allows you to make adjustments to each camera.

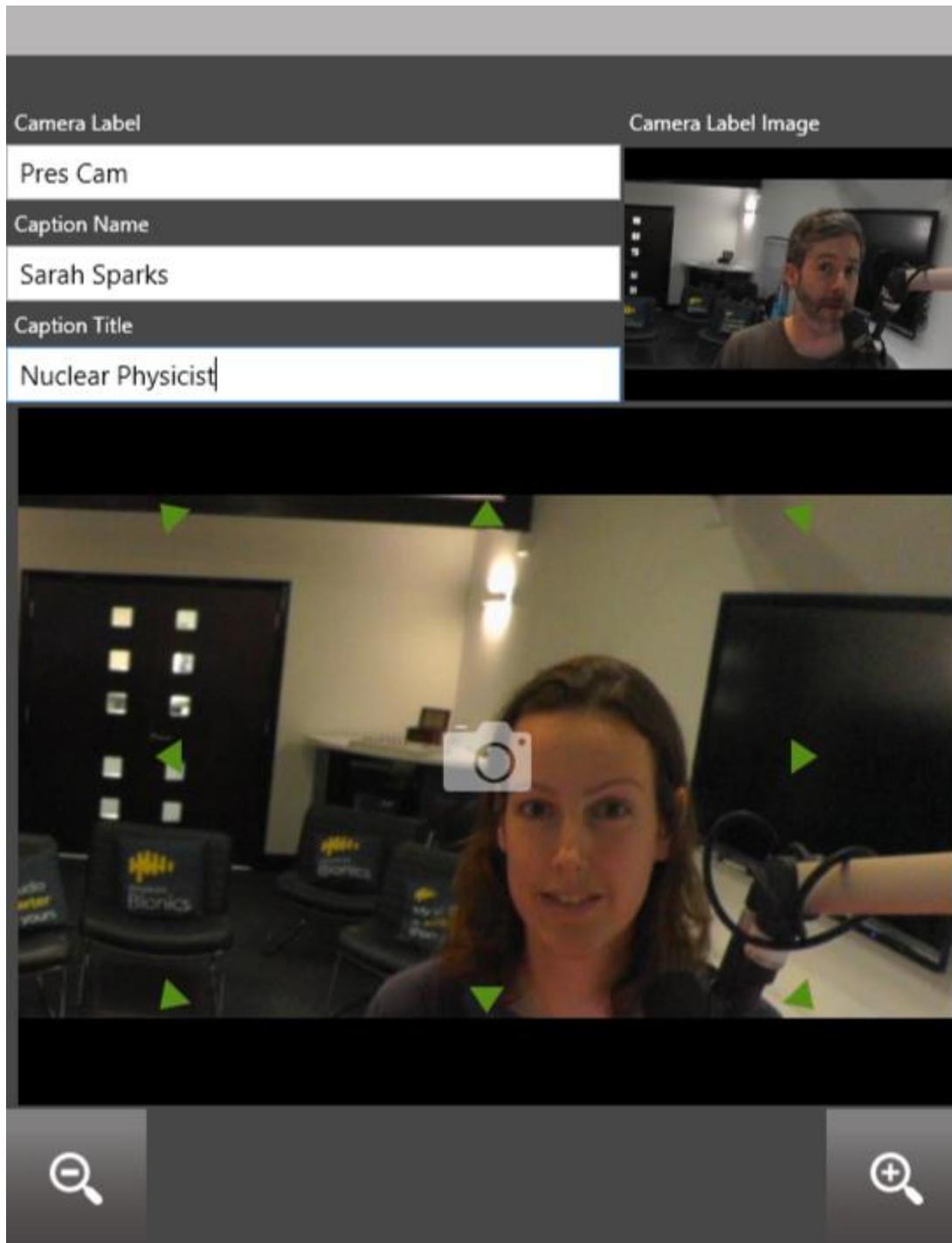


Tools icon



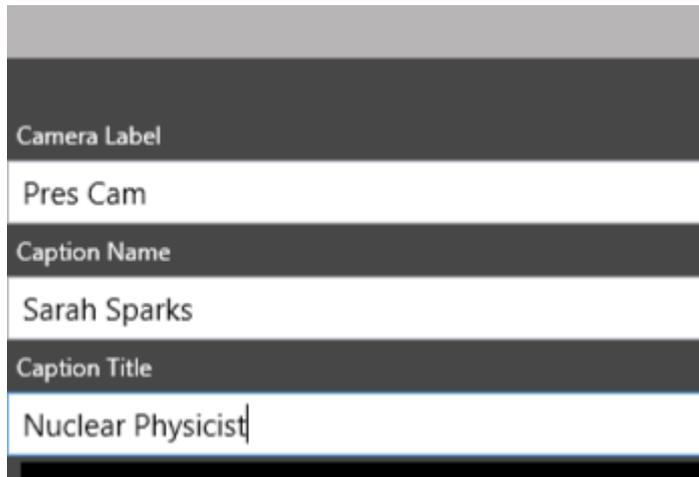
Each Tools icon is linked to its respective camera shot

You will then come to the individual camera settings screen.



Camera settings screen

The **label setting options** are as follows:



Camera Label
Pres Cam
Caption Name
Sarah Sparks
Caption Title
Nuclear Physicist

Camera Label - describes what the shot is. You usually don't need to adjust this label.

Caption Name - The name of the person who is using that microphone. Make sure it is spelled correctly, as it will be displayed on-screen in your final Bionic Director videos.

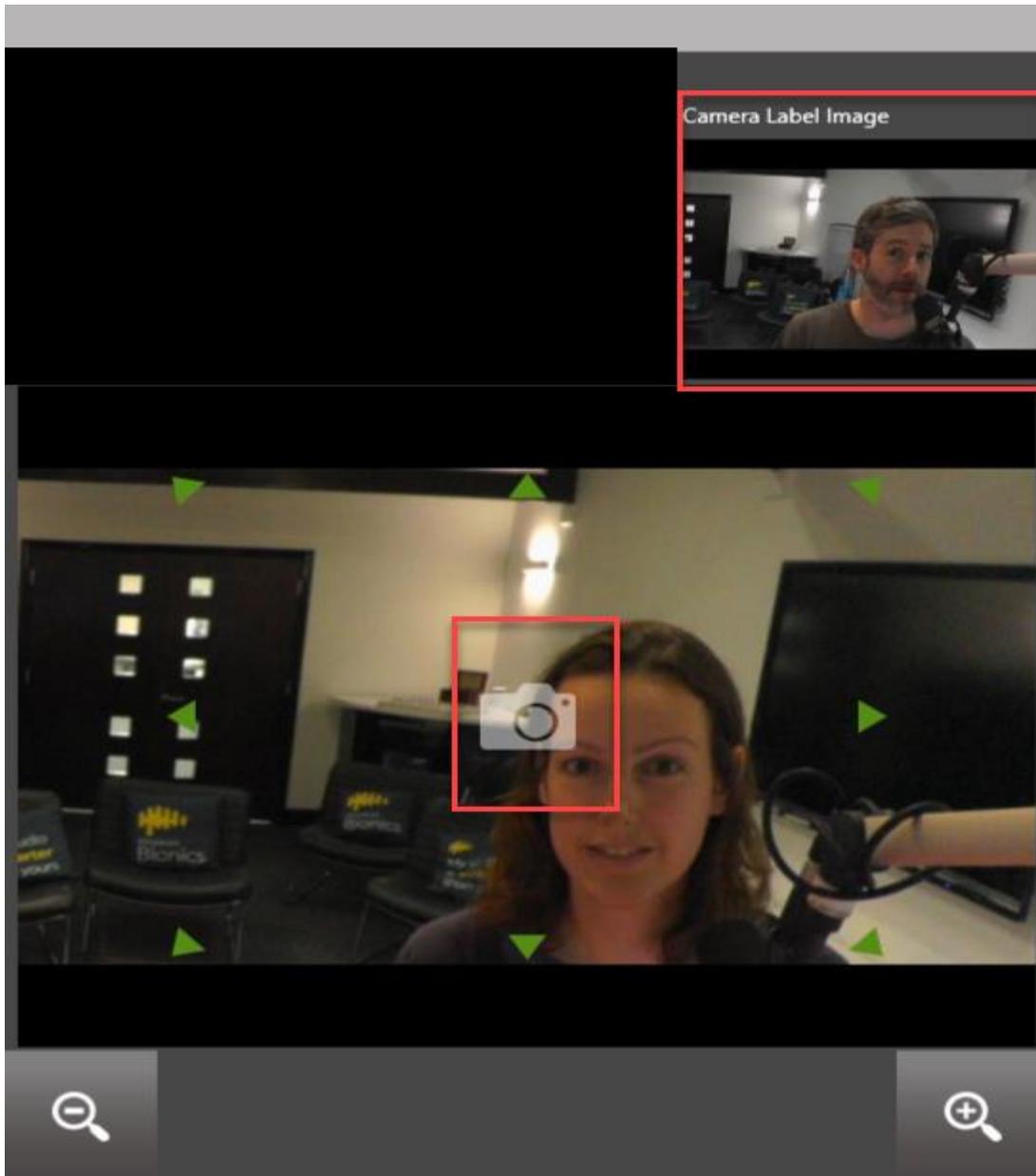
Caption Title - Usually the job title of the person using the microphone. This is also displayed in-vision.

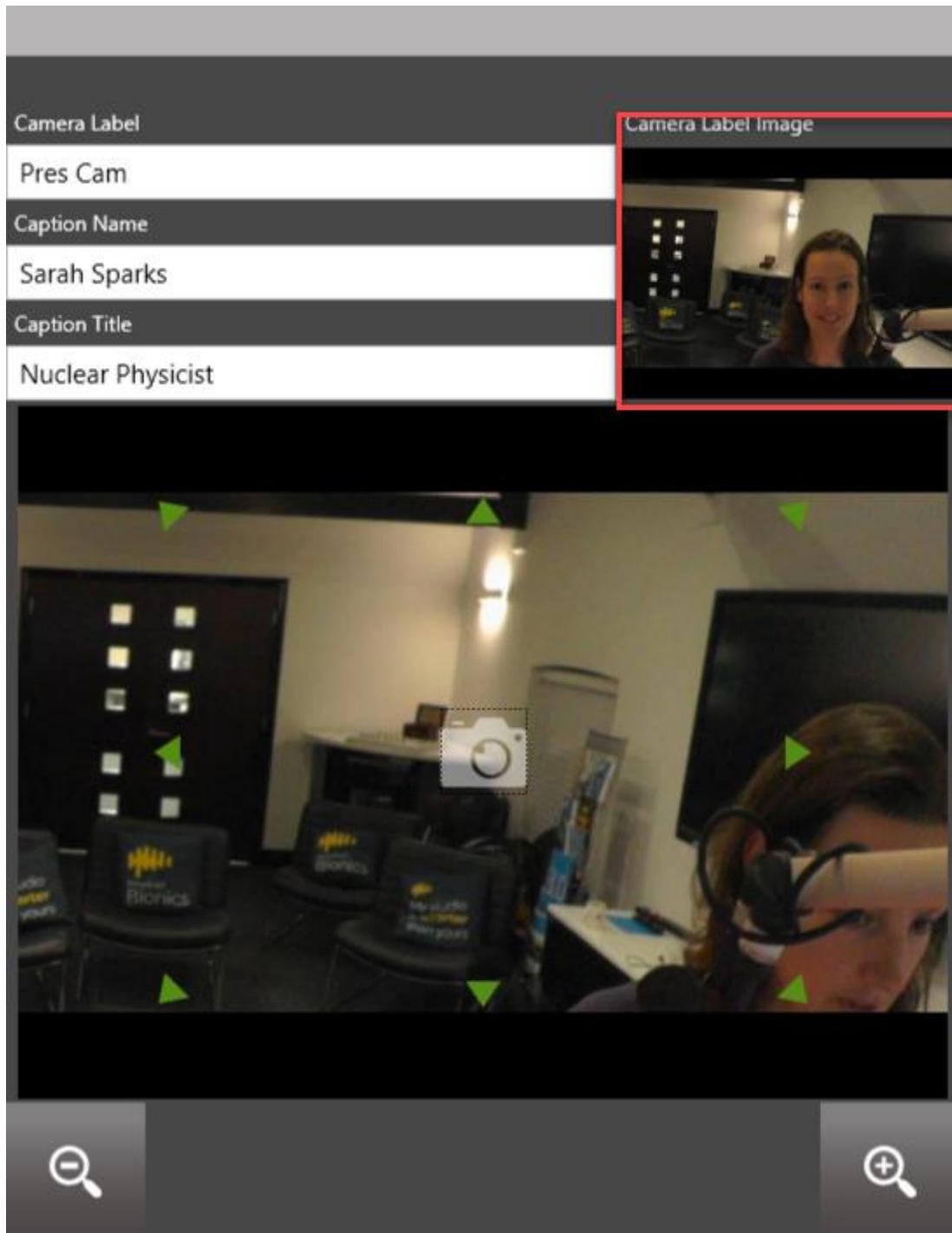
Note! Make sure you update the Caption Name and Caption Title every time the person using the microphone changes, or the wrong information will be displayed on your video.

If you do not wish the name and job title to be displayed, leave Caption Name and Caption Title blank.

The **Camera Label image** is the reminder photo which is displayed in the Virtual Director switcher, to show which camera is doing what. It is good practice to update it every time you adjust a guest's details, as a reminder of which camera is which.

To do this, press the 'Camera' icon in the middle of the screen. The Label Image will be updated with a new screenshot.



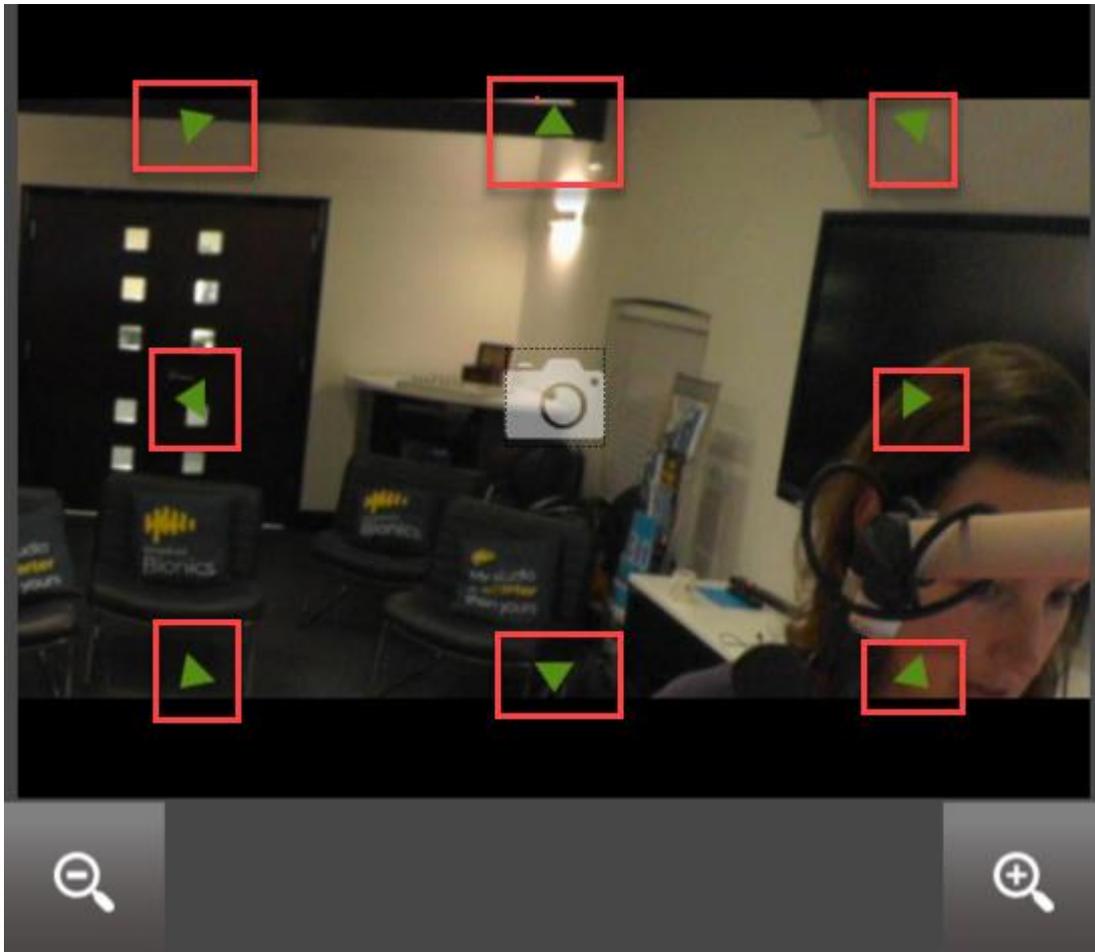


The Camera Label has the new screenshot.

There are two controls to adjust the camera shot itself. These are designed for small tweaks - e.g. if one guest is tall or standing up and the next person is shorter or

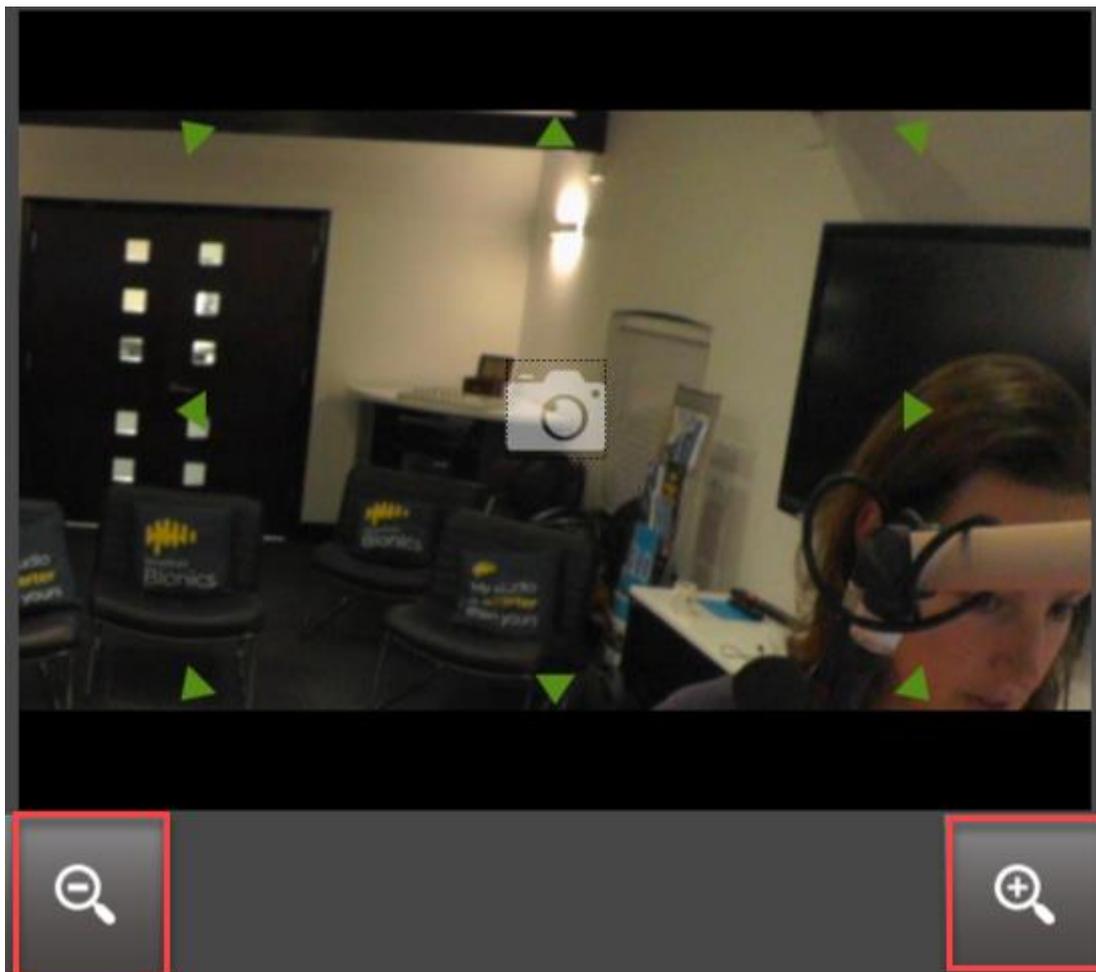
sitting. Make sure to leave some space around the shot if possible, in case they move slightly during the show!

To adjust the camera left/right/up/down, use the green arrows.



Adjustment arrows

To zoom the shot in and out, use the magnifying glass + and - icons.

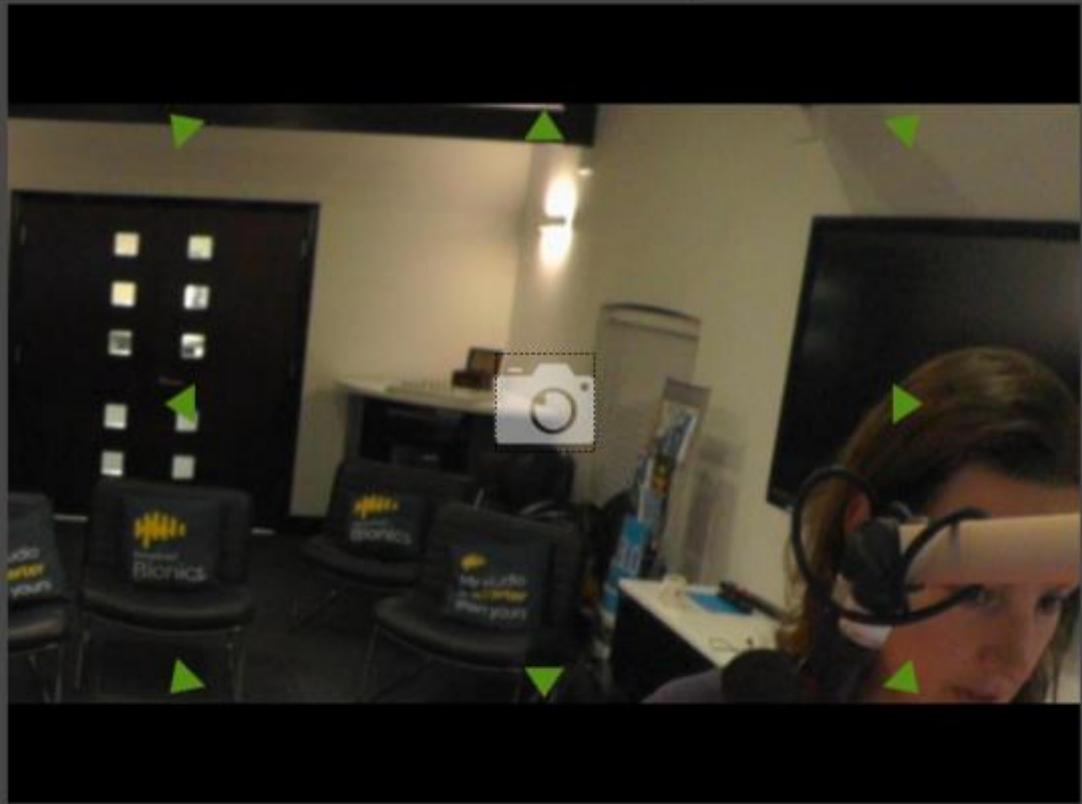


Magnifying glass items - used to zoom in and out.

When you are happy with your changes, press the 'tick' icon.

If you don't want to save anything, press 'X'.

Camera Label	Camera Label Image
Pres Cam	
Caption Name	
Sarah Sparks	
Caption Title	
Nuclear Physicist	



The main video preview window shows a woman (Sarah Sparks) in a room. A camera icon is overlaid on the video, and green triangles are placed at the corners of the video frame to indicate crop points. The video is displayed within a dark grey frame that includes zoom in (+) and zoom out (-) icons at the bottom corners.



Save or cancel buttons

Live Stream

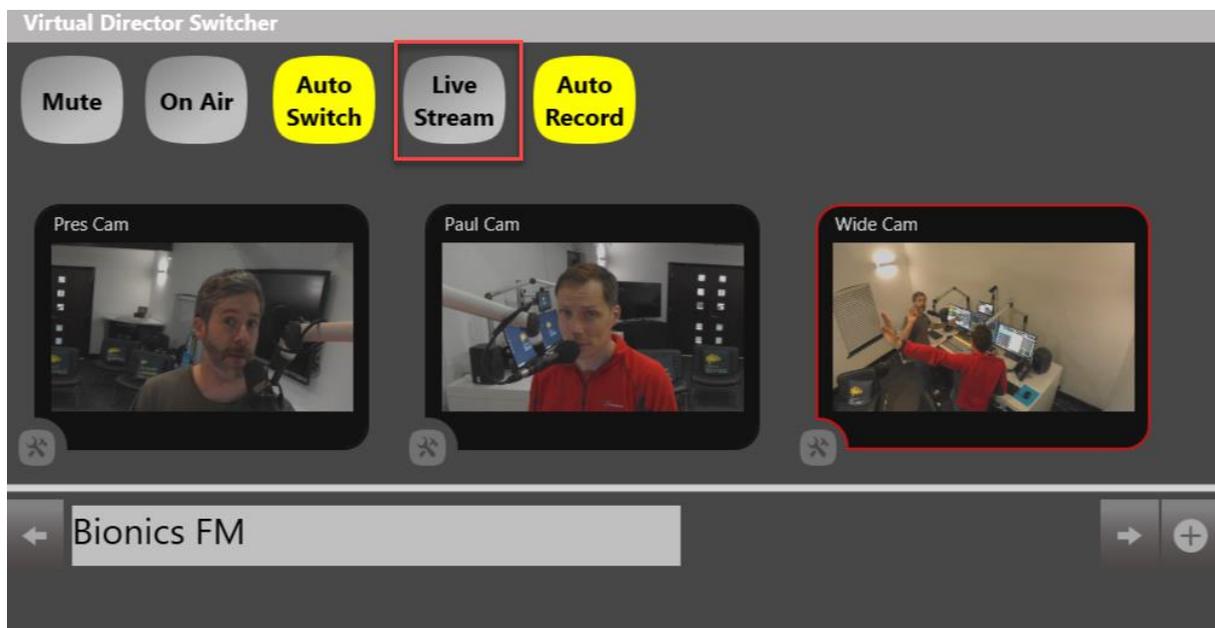
Bionic Director works best when you share your best bits of the show online.

However, sometimes you will want to stream some sections live - e.g. a behind-the-scenes presenter Q&A, or an interview with a famous guest.

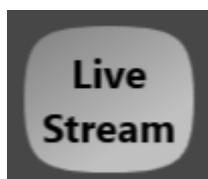
You can do this within Bionic Director itself.

Depending on what is configured at your station, you will be able to stream live on Facebook, YouTube, Periscope and your own website, individually or all at once.

To access the Live Stream settings, press the 'Live Stream' button on the Virtual Director Switcher.



Live Stream button highlighted



Live Stream button

Type in a title for your stream. This will be visible as the title on the stream when you go live.

Media Live Stream

Live from Bionics FM!

f Test Bionic 1 Connect



Setting up the streams

Media Live Stream

Stream Title is required.

Stream Title...

f Test Bionic 1 Connect



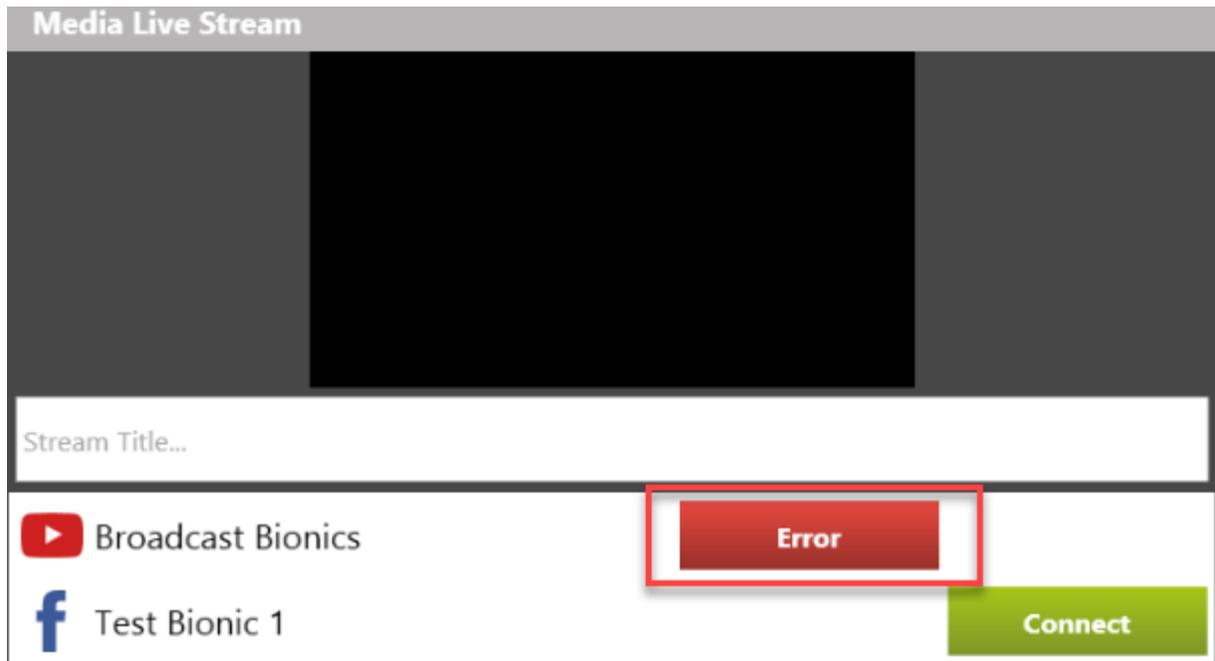
Trying to connect without adding a stream name will generate an error message

To begin a stream, press the 'Connect' button.



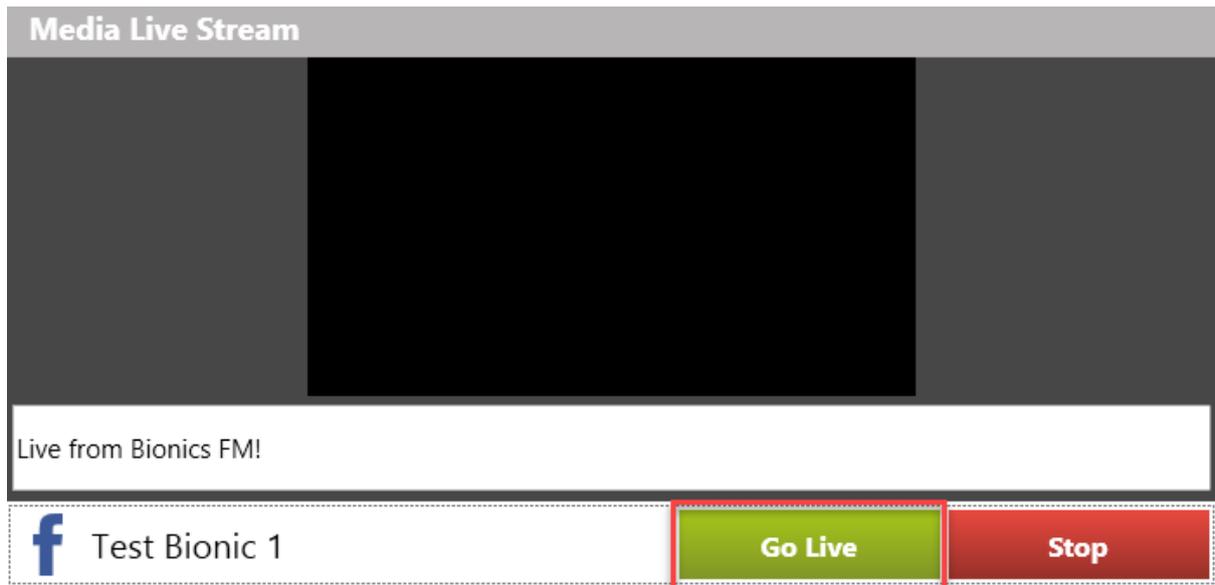
Connect button highlighted

A stream with 'Error' beside it shows there is a problem with the connection.



There is an error on this station's YouTube connection - tell your local support team if you see this.

Once the stream has been connected, press the 'Go Live' button to begin. Once you have pressed this, the main stream from Bionic Director will also be shown on your social media stream.



When the live stream has started, the 'Go Live' button disappears.



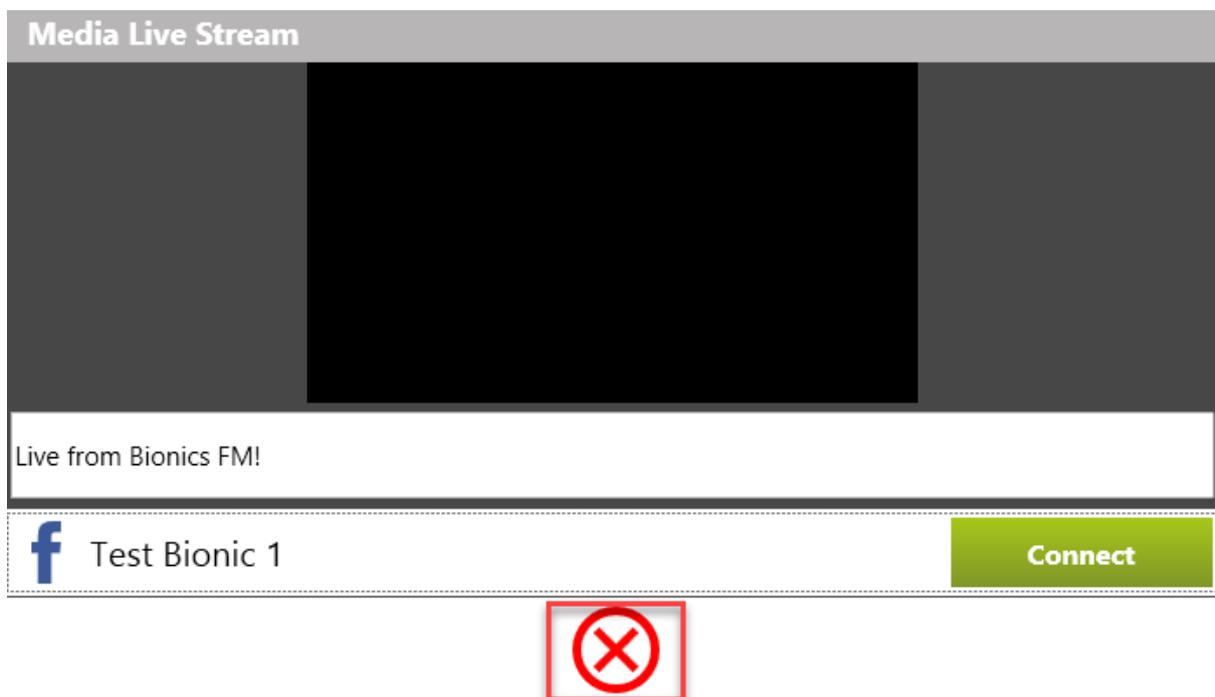
The Facebook stream is now live.

To end the Livestream, press the 'Stop' button.



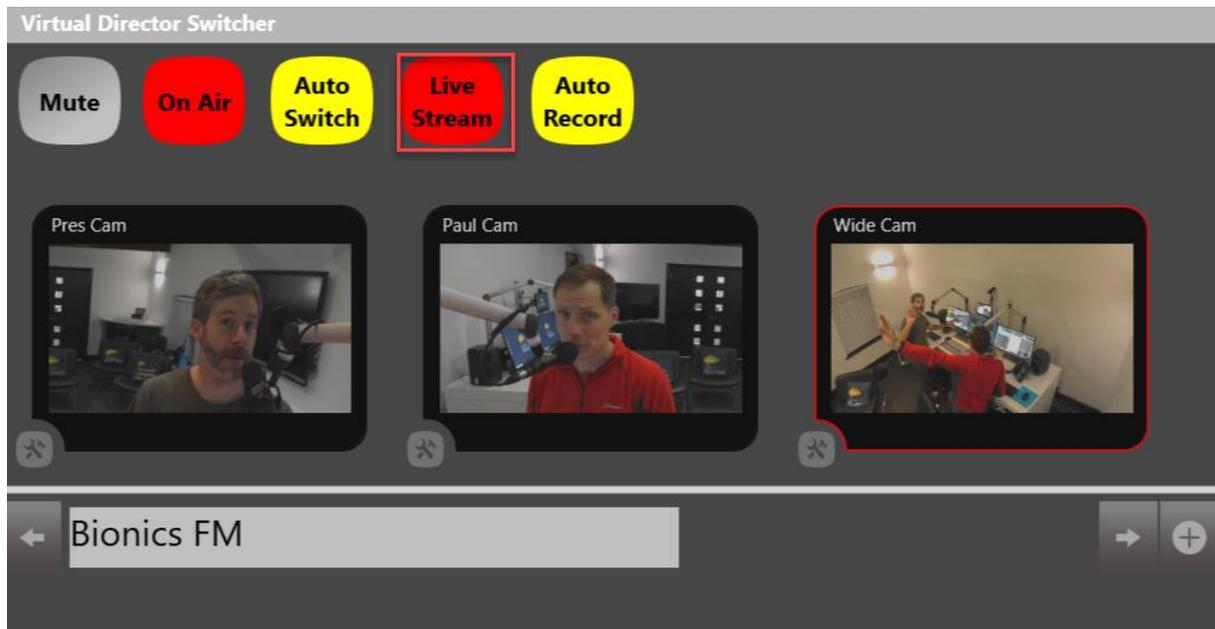
Press 'Stop' to end the stream

To close the Live Stream window, press the red 'X' button.



If you need to get on with other work using Bionic Studio while the live stream is running, that's no problem. Simply connect the stream, make sure it is live and then close the 'Media Live Stream' window using the red X.

You will be able to check that the live stream is still running as the 'Live Stream' button on the Virtual Director Switcher will pulse red.



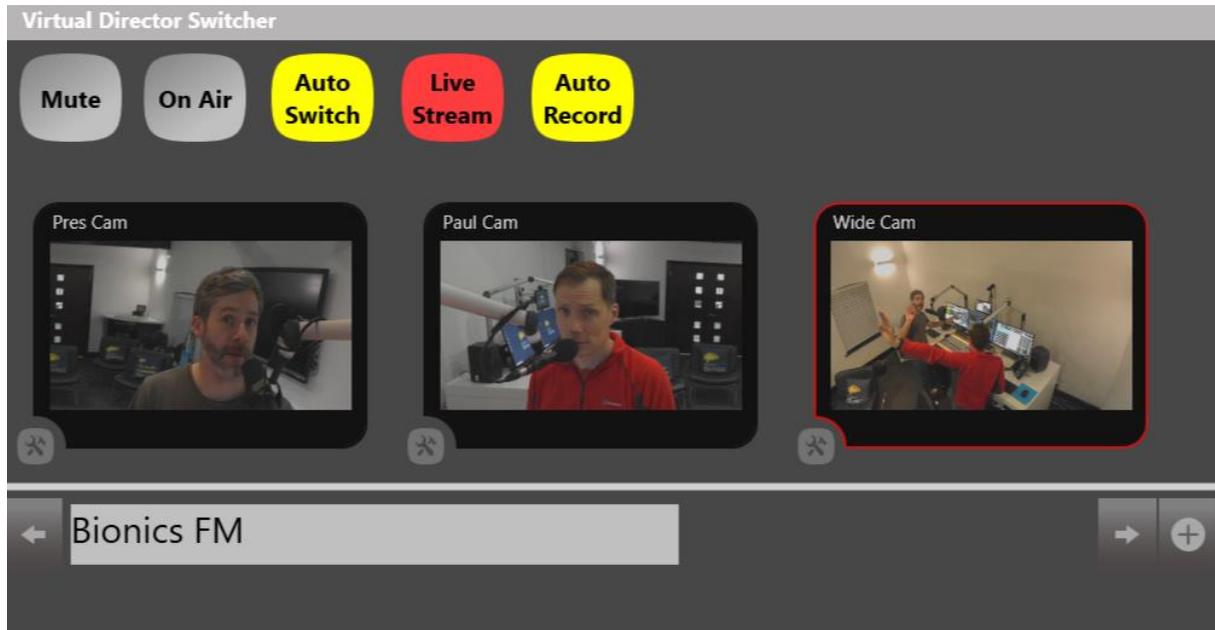
Live Stream button shows a stream is active.



The Live Stream button pulses when a stream is connected and live.

Note! Remember that the Live Stream will (usually) configured to broadcast a studio wide shot online, even if the faders are shut. It is possible to be broadcasting live on a stream even if you aren't recording anything for re-use locally. Take care if you want to pick your nose...

These settings vary between stations, so do check locally to see what displays where where you work. You can find out more in [Appendix 1: Examples of which pictures are being captured in different recording states](#) below.

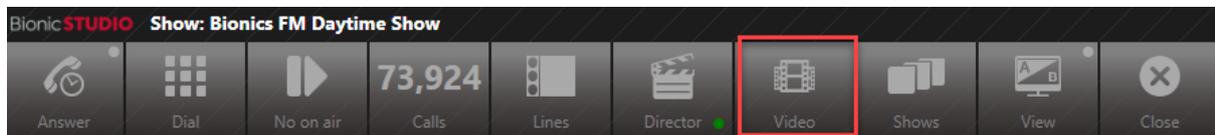


In this screenshot, Bionic Director is livestreaming even though the microphones aren't open.

Virtual Director Media

The Virtual Director Media menus allow you to transcribe (if installed), edit and share your Bionic Director videos.

To access Virtual Director Media, press the 'Video' button on the main menu bar.

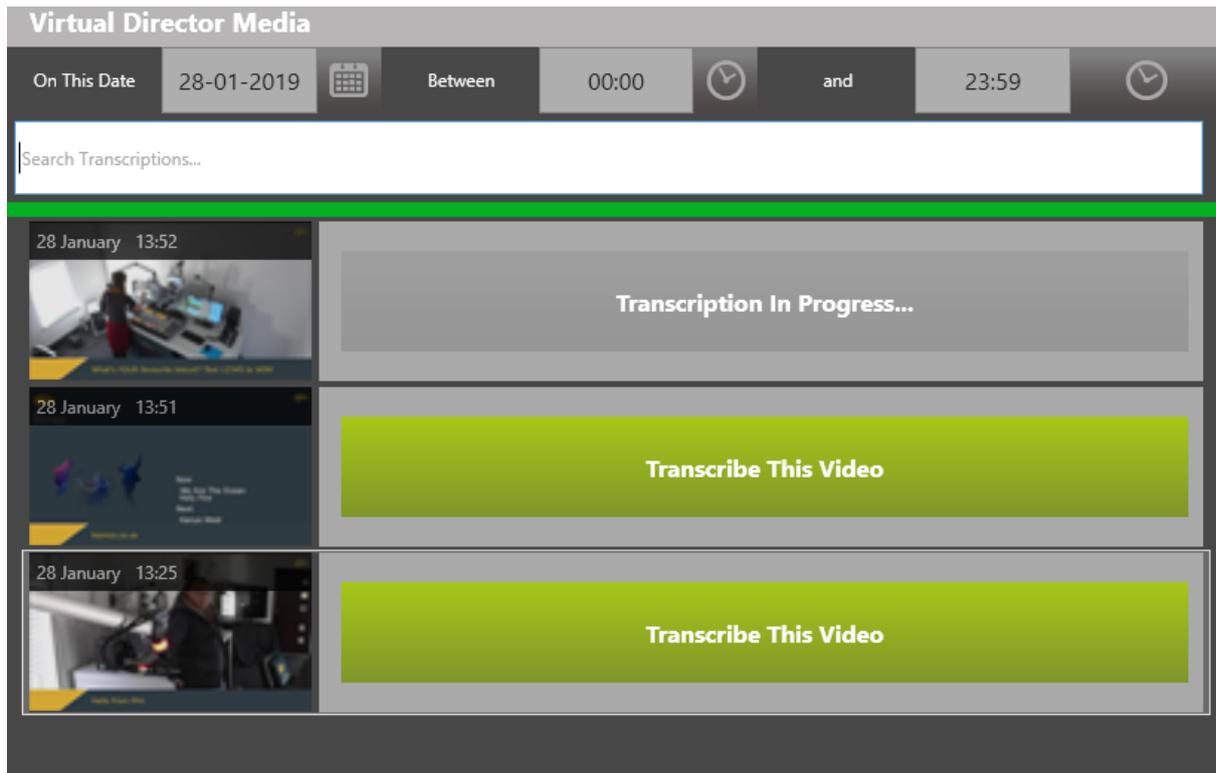


Video button highlighted in main Bionic Studio menu

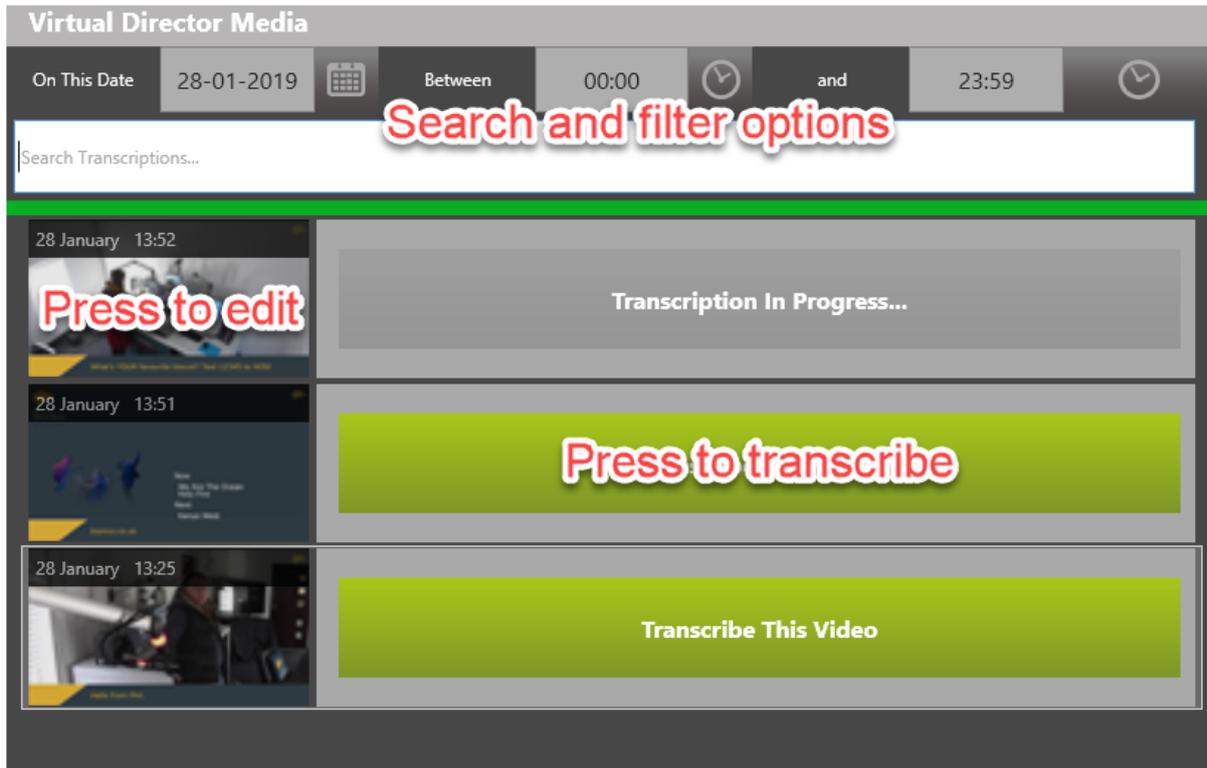


Video button

The Virtual Director Media window then opens.

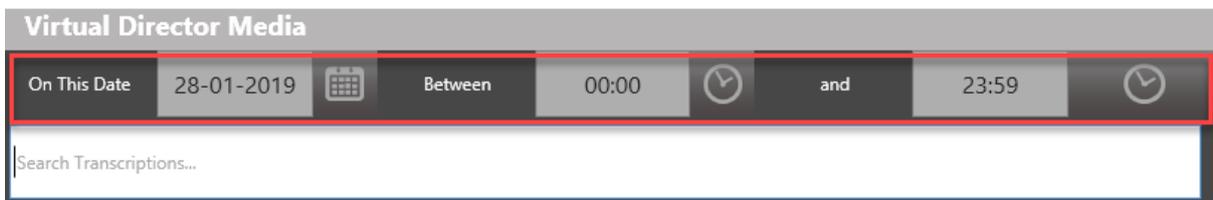


Virtual Director Media window



Virtual Director Media functions overview (NB Transcriptions may not be installed at your station)

To find the video you want to edit, you can adjust the filter at the top. You can either set it for a whole day, or filter further for a particular block of time. This is useful if you have a busy show with lots of clips.



Search and filter area

To choose a specific date, press the 'Calendar' icon. A menu will appear (the default is to give today's date and one week in the past).

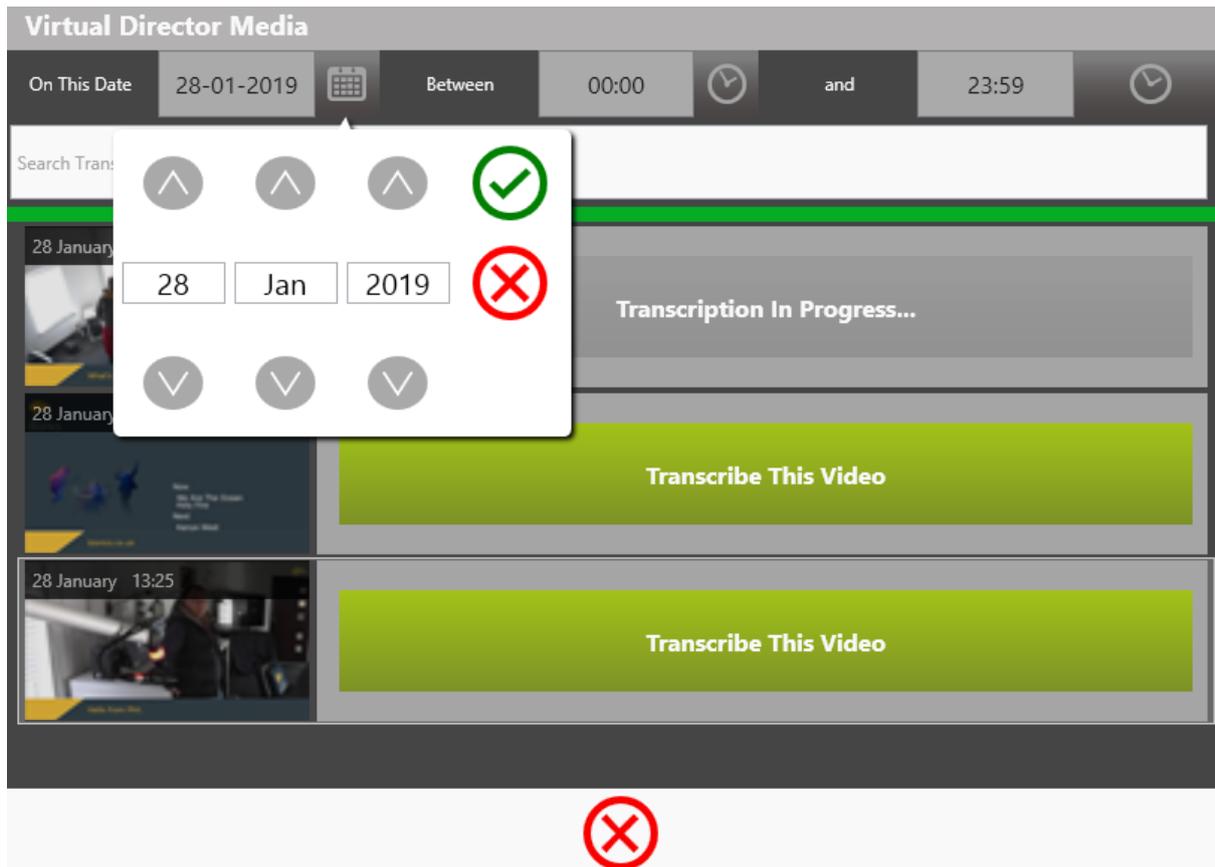


Date search filter options



Date filter options

If the day you want is not on the list, you can press the second calendar symbol (highlighted) to toggle between dates manually.

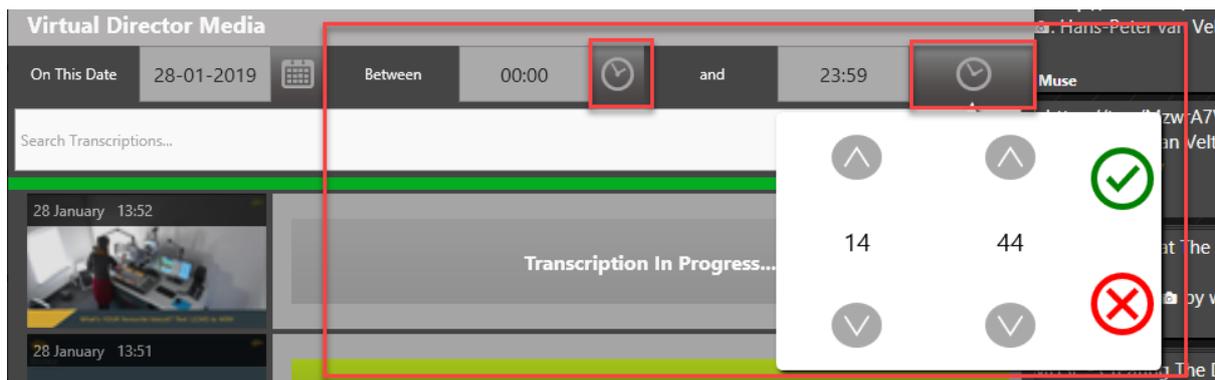


Date toggle

Note! If you can't find the date you want, it is possible it is too far in the past - contact your local support engineer to find out what the settings are at your station.

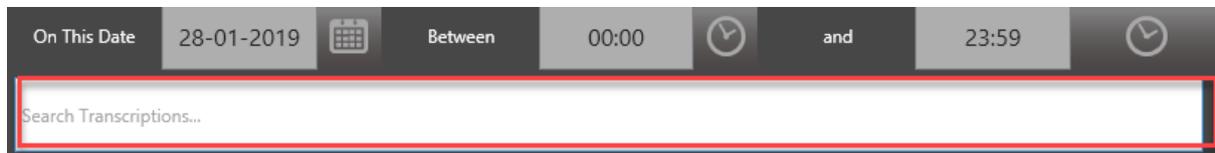
To filter by time, you can adjust the 'Between ... and' options.

Simply press the 'Clock' icons to amend the filter start and end times.



Adjust filter by time settings

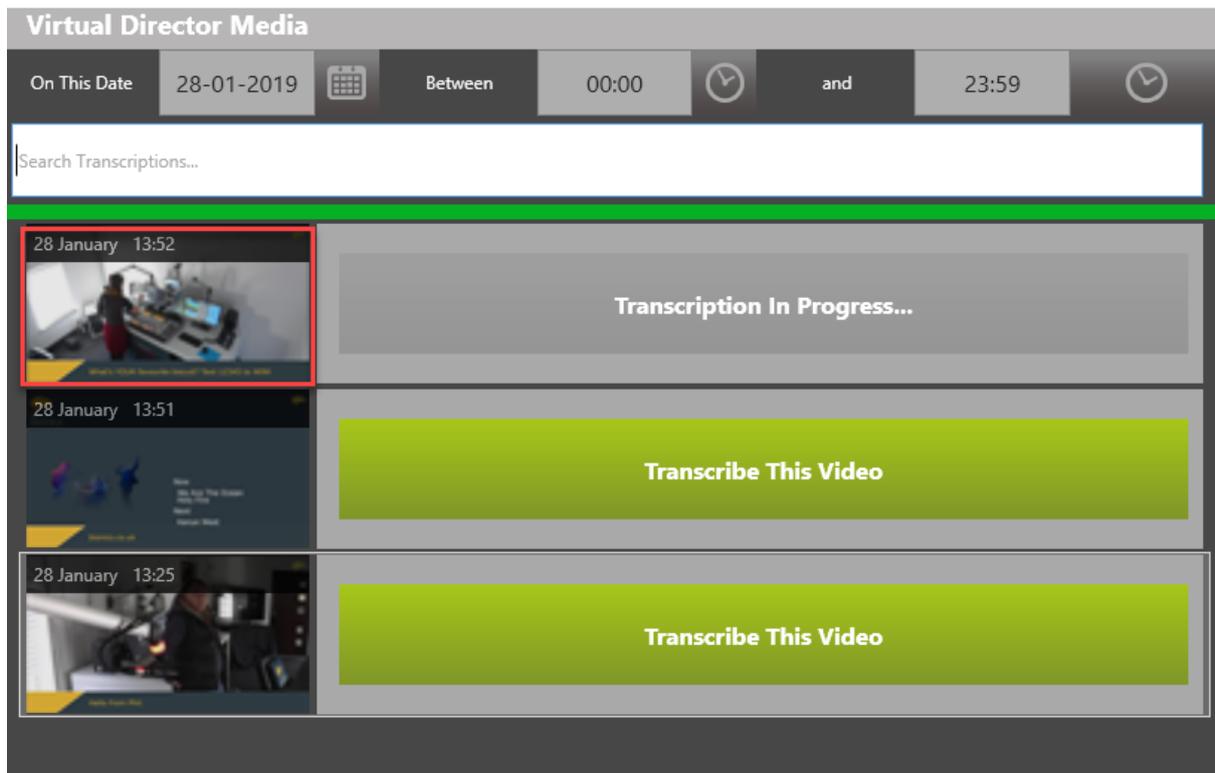
If you have previously transcribed a video, it is also possible to search by typing in a keyword into the search bar. E.g. if you presenter made a funny joke about bananas, type 'Bananas' into here.



Search Transcriptions box

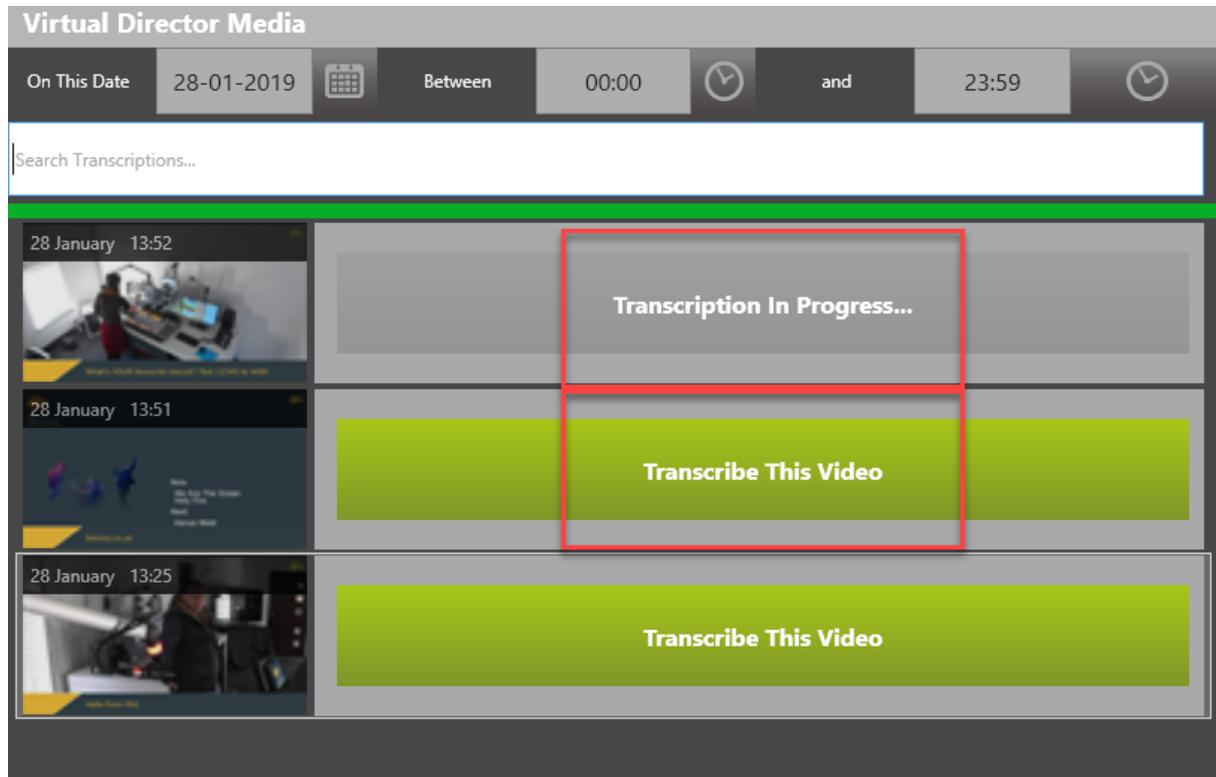
Note! This only works if a) Transcription is installed (it's an extra module that not all stations have) and b) the clip you want to find has already been transcribed. Otherwise, no result will be returned.

To edit a video, click on its thumbnail.



Press a thumbnail to open the [Media Player](#) and begin editing (see below)

To transcribe a video, press 'Transcribe this video'. When a transcription is in progress, a grey bar is displayed.



Transcription button options

If you do not have Transcription installed at your station, these buttons will not be displayed when you open the Virtual Director Media window.

To close Virtual Director Media, press the red 'X' button.

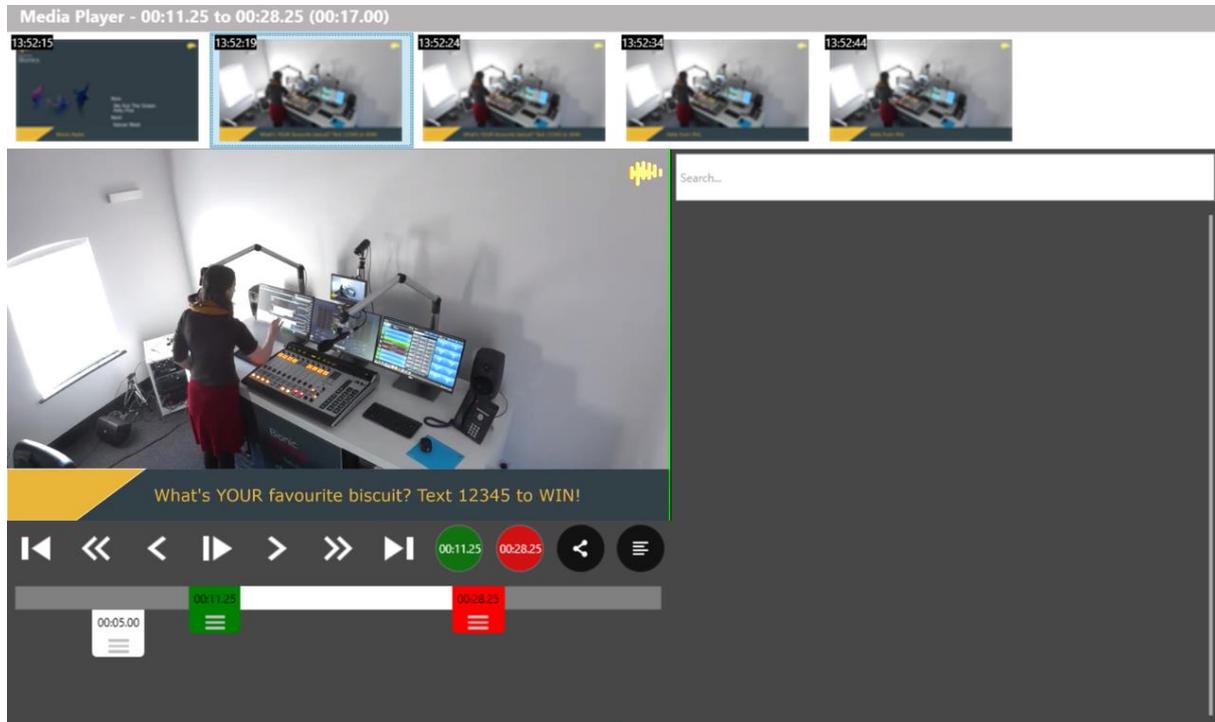


Red X - press to close the window

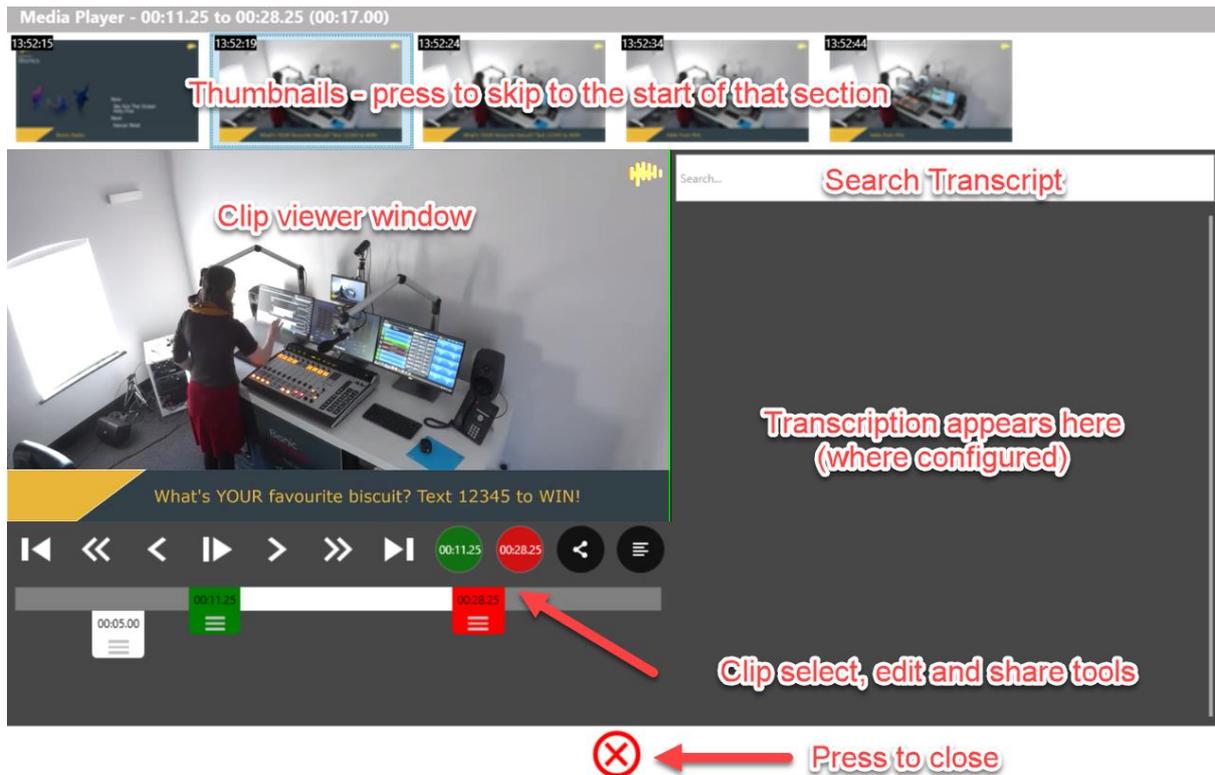
Media Player

The Media Player screen allows you to select and trim the clips you wish to share online.

You can access it by pressing on any thumbnail in the [Virtual Director Media](#) window.



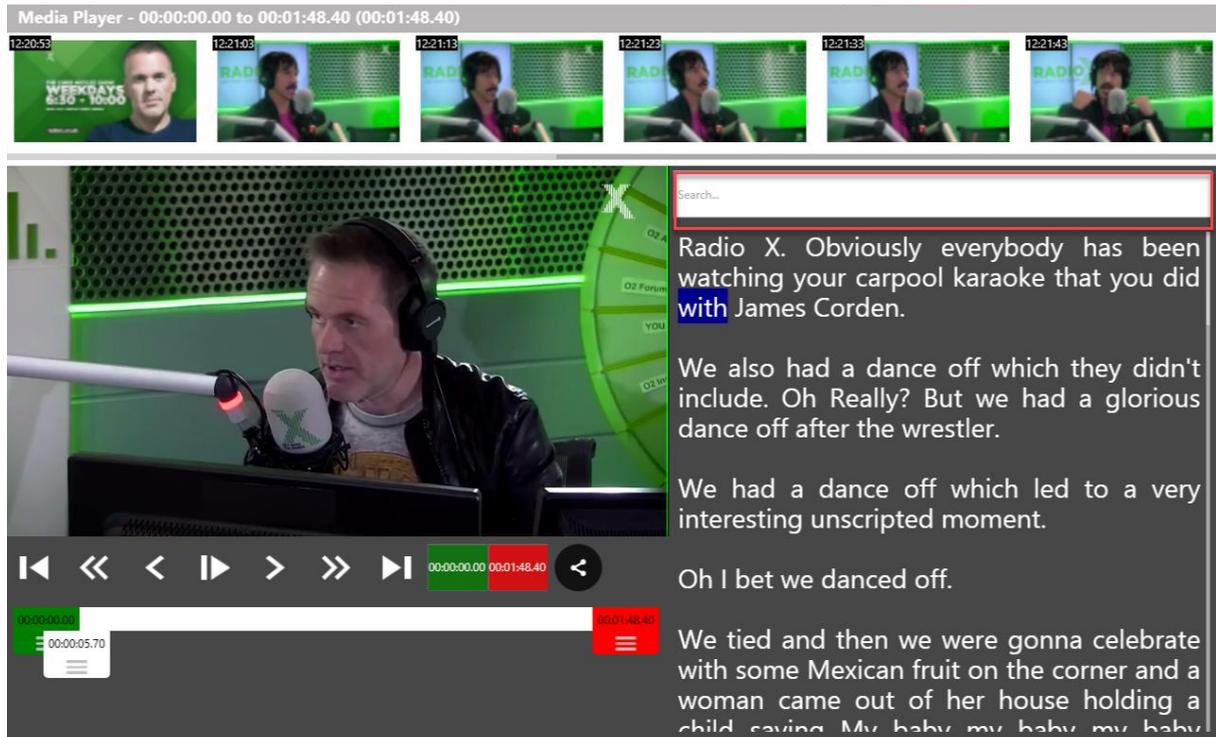
Media Player window



Functions overview

Once you have opened your clip, you can jump to key sections by clicking the thumbnails at the top.

If you have Transcription enabled, you can search for keywords to help you edit.



Search bar highlighted.

To use the search, simply type in the word you wish to find.

Media Player - 00:00:00.00 to 00:01:48.40 (00:01:48.40)

12:20:53 12:21:03 12:21:13 12:21:23 12:21:33 12:21:43

WEEKDAYS 6:30 - 10:00

RADIO GET INTO THE M

00:00:00.00 00:00:08.10 00:01:48.40

Search: dance

Radio X. Obviously everybody has been watching your carpool karaoke that you did with James Corden.

We also had a **dance** off which they didn't include. Oh Really? But we had a glorious **dance** off after the wrestler.

We had a **dance** off which led to a very interesting unscripted moment.

Oh I bet we **danced** off.

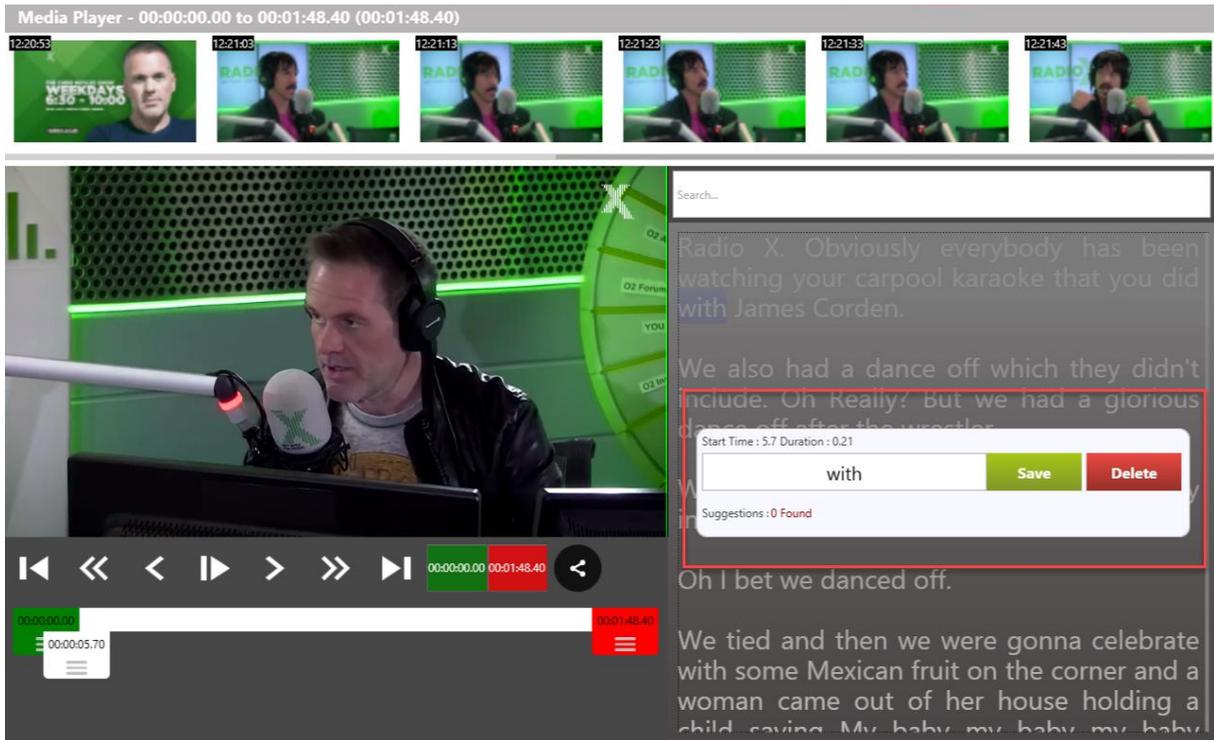
We tied and then we were gonna celebrate with some Mexican fruit on the corner and a woman came out of her house holding a child saying My baby my baby my baby



Keywords highlighted

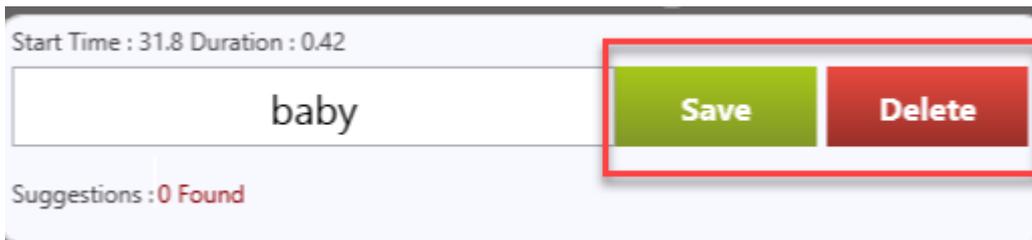
The search terms will then be highlighted in the transcript. This helps you find a point in the programme without needing to remember the exact time.

Clicking on a word allows you to update the transcription if the automatically chosen word is incorrect (e.g. the system writes 'cheese' instead of 'cheers'.)



Click on a word to edit the transcript.

Press 'Save' to update the word, or 'Delete' to keep the original phrase.



Transcript update dialog box

For finer control in selecting your clip, you use the Media Player select, edit and share tools.



There are three markers you need to be aware of.

The **White** marker is the play head - wherever it points is what is shown in the clip window.

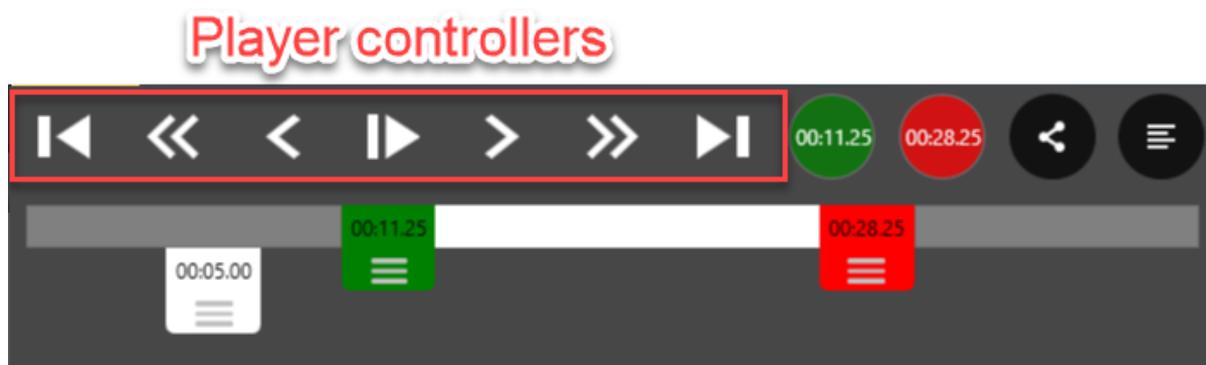
The **Green** marker shows the mark in point. Wherever this sits shows the start of the section that will be shared.

The **Red** marker shows the mark out point. Wherever this sits shows the end of the section that will be shared.



Player markers

The **player controllers** allow you to move the White marker (playhead) in different ways. From left-to-right, the controls are as follows:



Back to the start.

Back one second.

Back 0.04 second (approx)

Play.

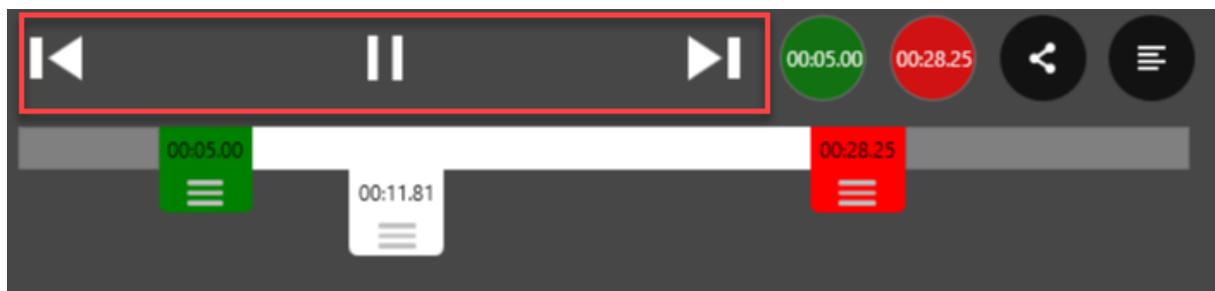
Forward 0.04 second (approx)

Forward one second.

Go to the end.

Note! This controls the player head, **not** the in/out point of the shared clip!

When the player is running, the display changes to show a Back to start / Pause / Go to end configuration instead.



Controls when an item is playing

The **Marker circles** allow you to automatically link the mark in and out time to the current position of the play head.



Mark in/out circles.



Pressing the Mark in circle has lined up the mark in point to the play head

Play head and mark-in point now aligned.

This fine control allows you to easily move through the clip to find the mark in and out points.

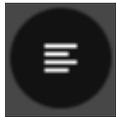
Alternatively, it is possible to click and drag any of the markers to the desired in and out points.

Once you have your desired clip, press the **Share icon** to open the [Media Share](#) window so the clip can be shared internally or online (see below).



Share icon

In older versions of Bionic Director, the **Transcription button** opens the [Media Transcription](#) window (where configured).



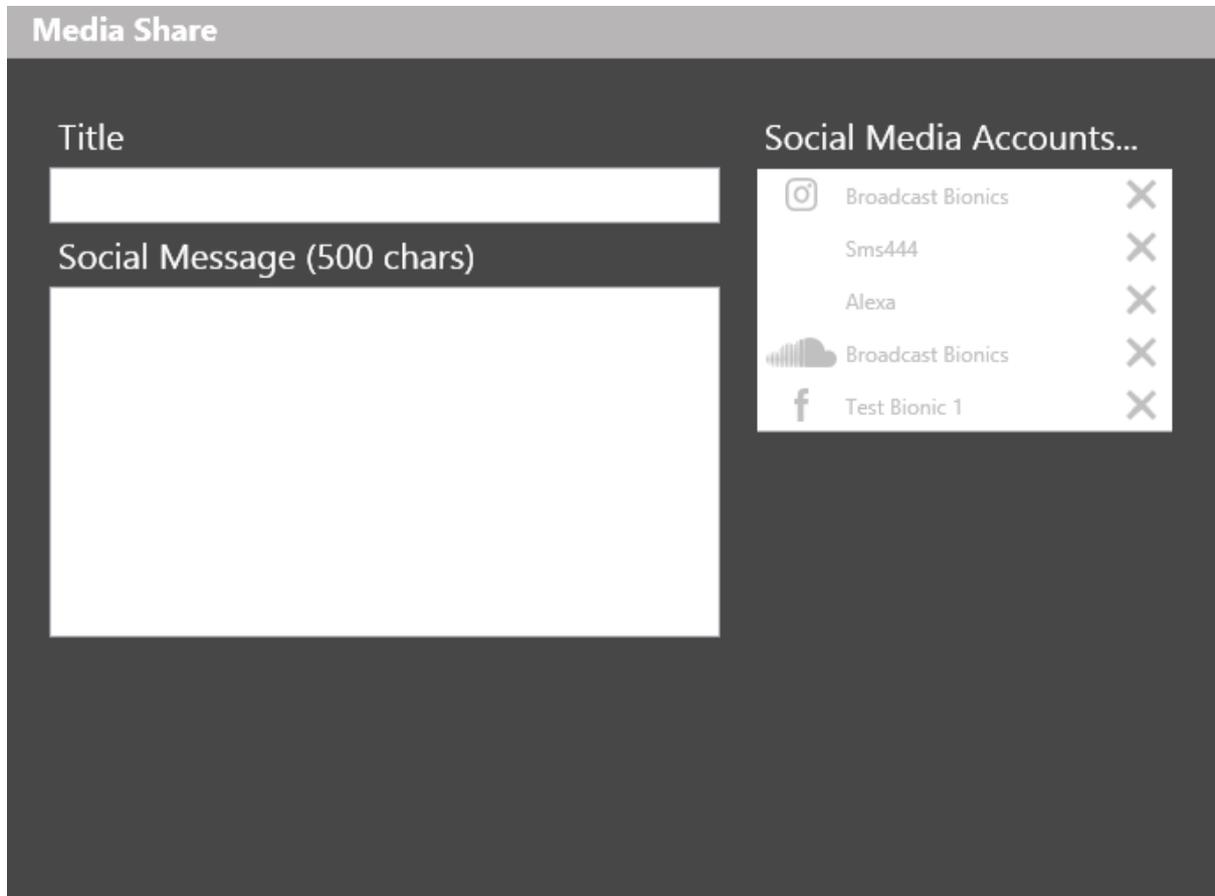
Transcription button

Note! This button has been removed in later versions, so you might not see it on your system. For more information on [Transcription](#), please see below.

Media Share

The Media Share screen allows you to publish your selected clip instantly to social media.

At some stations, it is also possible to send the clip internally to allow further editing in craft editing systems (this depends on what is configured at your station).



The screenshot shows a 'Media Share' window with a dark grey background. On the left, there is a 'Title' field (a white rectangle) and a 'Social Message (500 chars)' field (a larger white rectangle). On the right, there is a 'Social Media Accounts...' list with five entries, each with an icon, a name, and a close button (an 'X' in a square):

Icon	Account Name	Action
Instagram	Broadcast Bionics	Close
Sms	Sms444	Close
Alexa	Alexa	Close
Broadcast Bionics	Broadcast Bionics	Close
Facebook	Test Bionic 1	Close



Media Share window

Type in a Title and a Description. The character count will show you how much space is left. It's adjusted depending on the type of social media you select on the left (e.g. Twitter has a 280 character limit).

The text you enter here is what will be published online, so make sure it is spelled correctly!

Media Share

Title

You'll never guess what happened...

Social Message (400 chars)

Amazing scenes in the Bionics FM studios as Hannah reveals her favourite biscuit is a custard cream.

Social Media Accounts...

	Broadcast Bionics	✕
	Sms444	✕
	Alexa	✕
	Broadcast Bionics	✕
	Test Bionic 1	✕



Title and description filled in.

You select which social media type you would like to publish to by clicking the accounts on the right-hand side.

Some options (e.g. Twitter) only appear once another option (e.g. YouTube) is selected, as Twitter does not allow direct publishing of videos. In that case, your Tweet will contain a link to the YouTube video.

Media Share

Title
You'll never guess what happened...

Social Message (400 chars)
Amazing scenes in the Bionics FM studios as Hannah reveals her favourite biscuit is a custard cream.

Social Media Accounts...

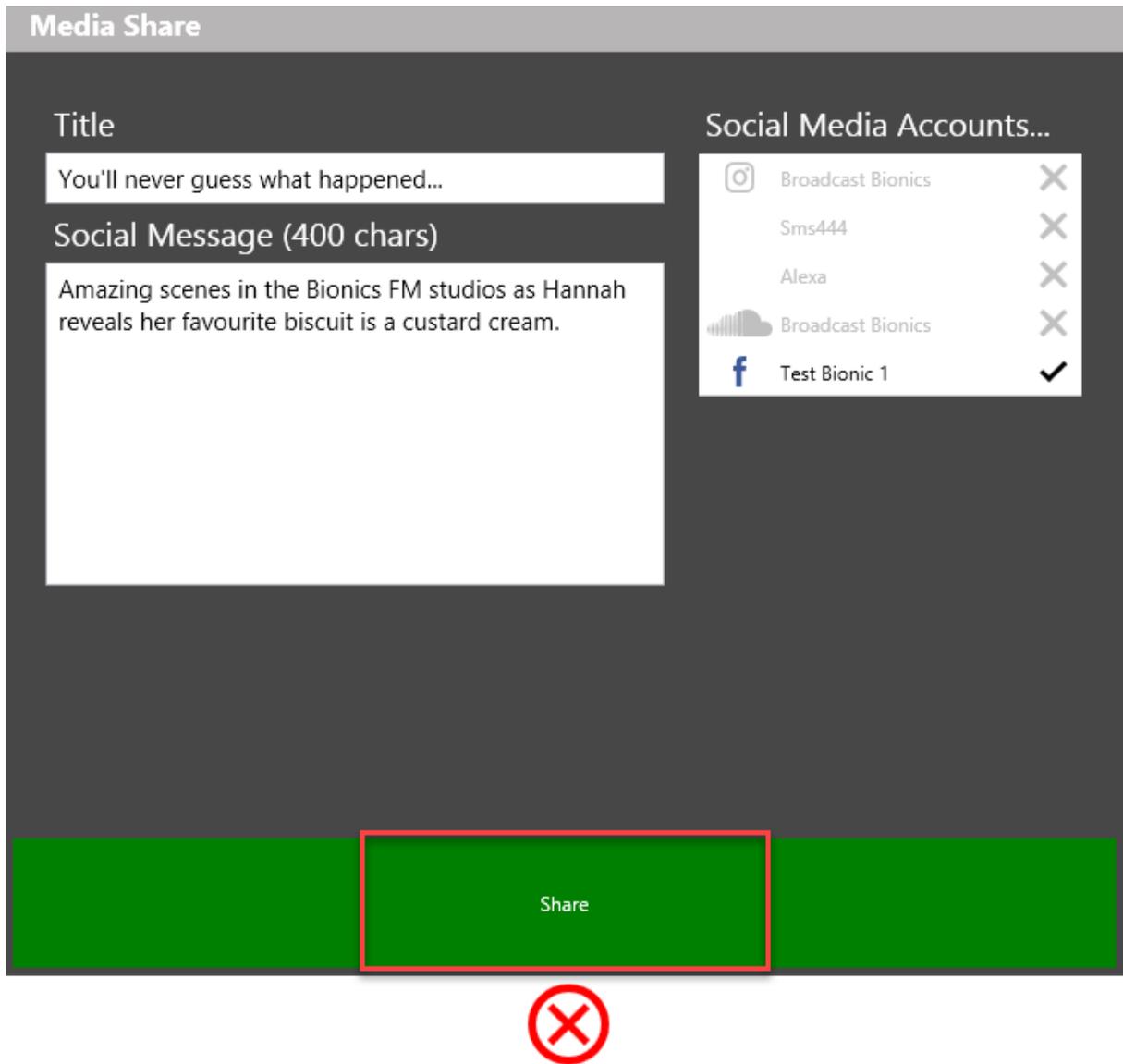
	Broadcast Bionics	X
	Sms444	X
	Alexa	X
	Broadcast Bionics	X
	Test Bionic 1	✓

Share



Facebook selected as the publishing destination

When you are ready, press the 'Share' button.



Share button highlighted.

The status bar will show you the publishing progress.

Media Share

Enqueued...

Title

You'll never guess what happened...

Social Media Accounts...

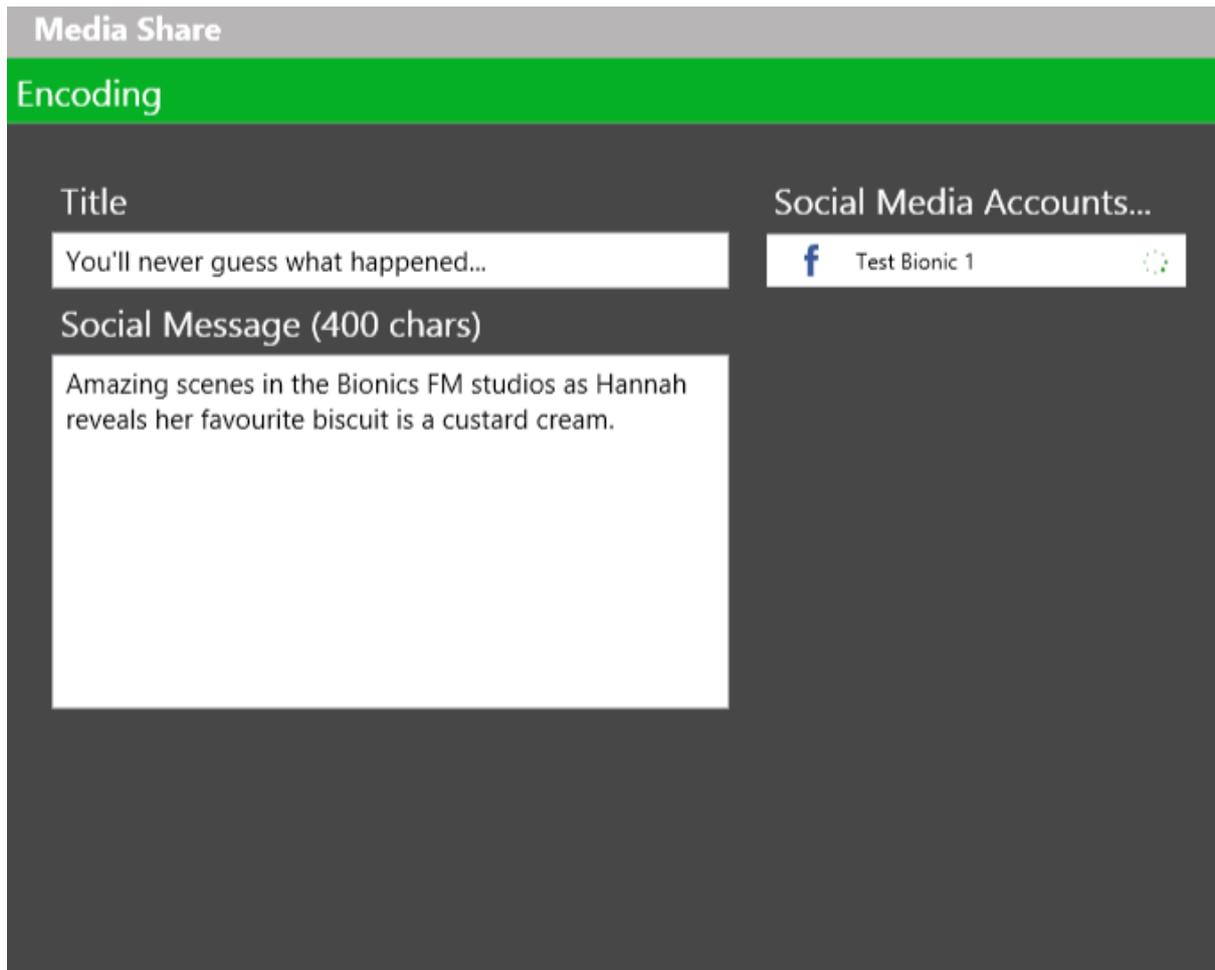
f Test Bionic 1

Social Message (400 chars)

Amazing scenes in the Bionics FM studios as Hannah reveals her favourite biscuit is a custard cream.



Publish in progress - Enqueued...



Publish in progress - Encoding

(You can close the window if you need to get back into Bionic Social - ie you don't have to watch the publish process unless you want to!)

Once the item has been published, you the screen will change states.

Media Share

Complete...

Title
You'll never guess what happened...

Social Media Accounts...
f Test Bionic 1

Social Message (400 chars)
Amazing scenes in the Bionics FM studios as Hannah reveals her favourite biscuit is a custard cream.

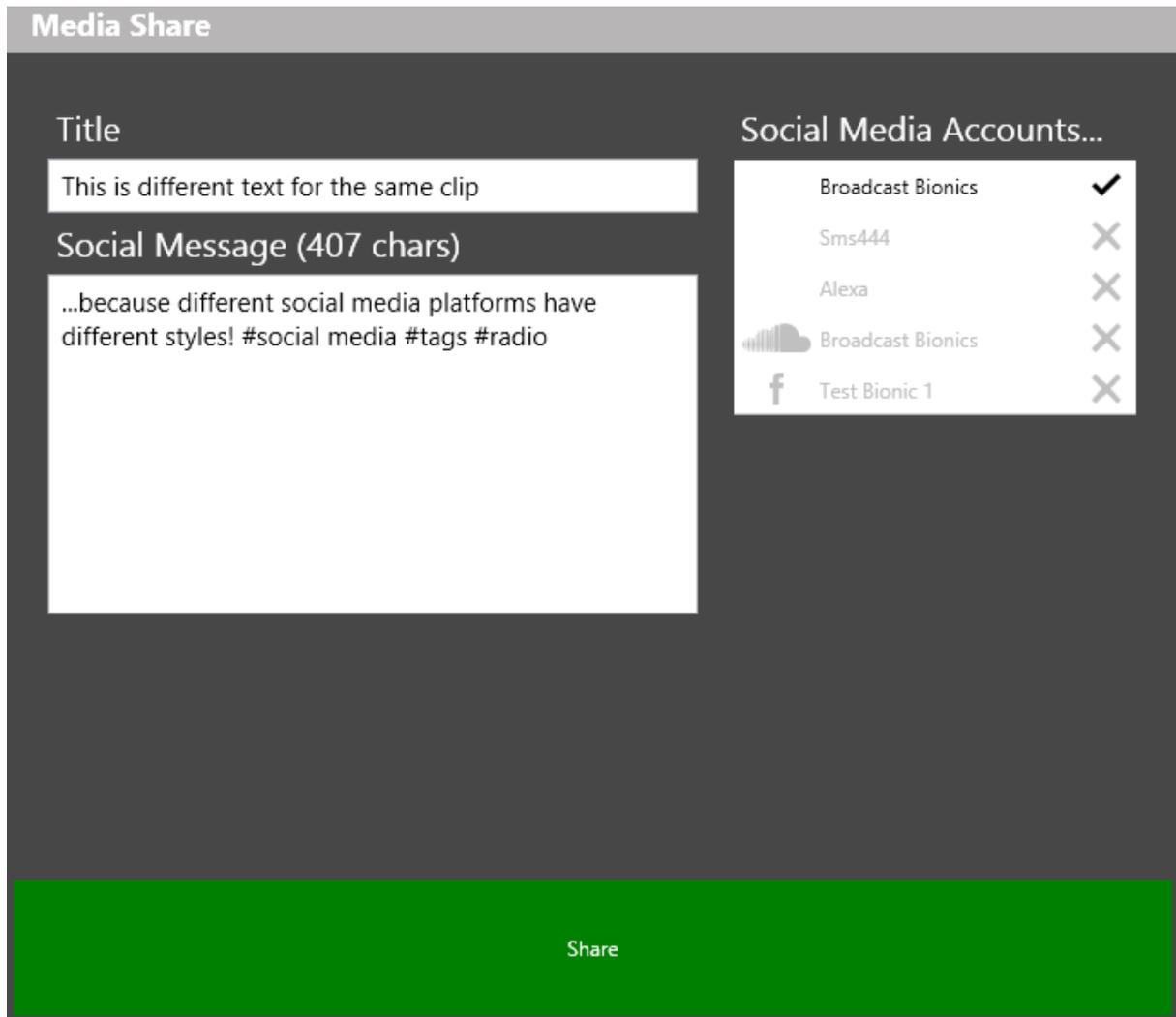


Publish complete

You will then be returned to the Media Share page.

This gives you the chance to share the same clip with a different caption.

E.g. Instead of publishing the same clip with the same Title and Social Message across all your social media accounts, you might wish to publish one version to Facebook and something different to Twitter. The system gives you the option to share the same clip with different text by returning you to the Media Share window.



You can either chose to publish a different version by pressing 'Share', or simply close the window by pressing the red 'X'.



Red X to close

Note! If you close everything down and later decide you want to share the same clip online, you will need to mark the in and out points again - the Media Library doesn't store your final edits; only the raw clips.

Most stations have automatic pre- or post-roll idents embedded into the Bionic Director system, which means that when you share your clip online, the correct branding has already been applied without you needing to add anything more. This allows you more time to concentrate on your show!

Workflows / Step-by-step guides

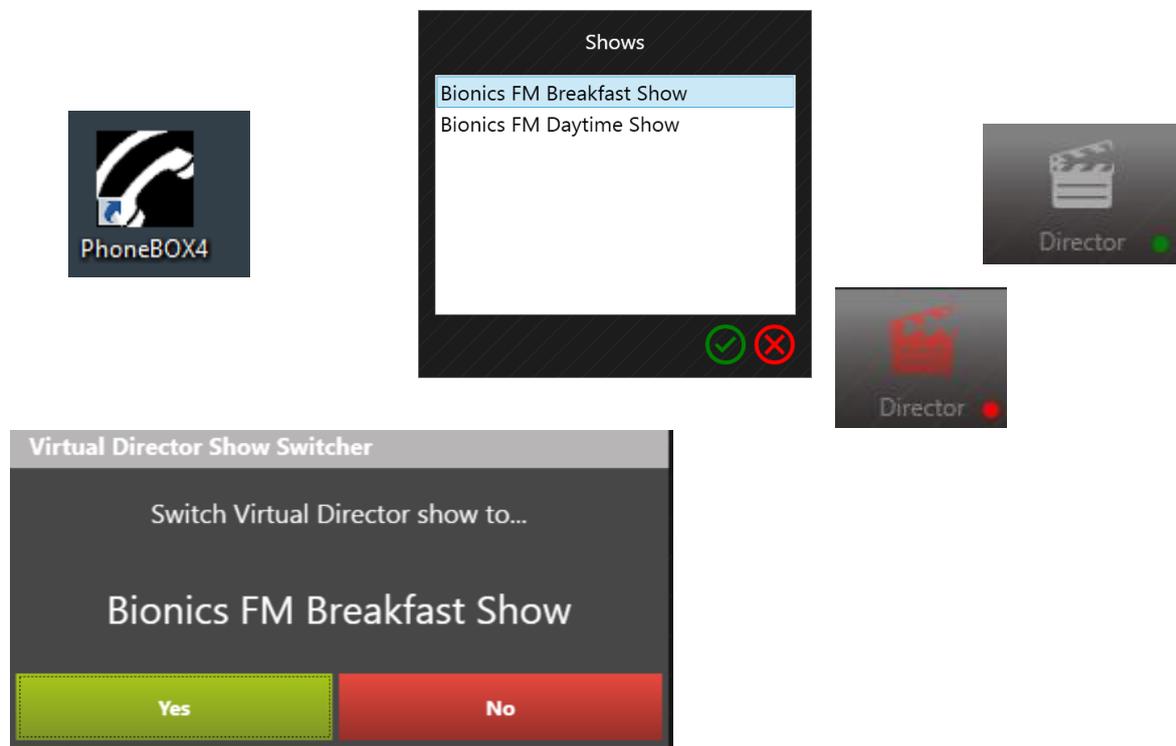
This section shows you some common tasks step-by-step.

You may also find the videos at bionics.co.uk (our website) useful, as well as the [Usual workflow](#) reminder above.

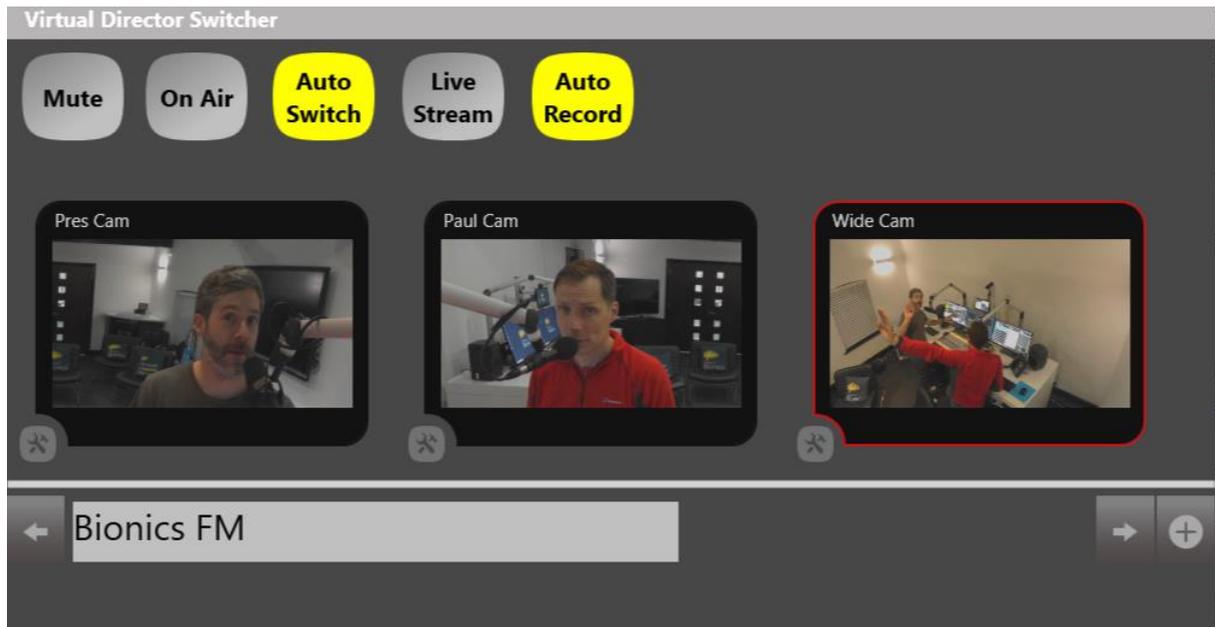
Instructions written down can seem more complicated than they really are. Once you have used the system a few times, it will be much quicker and easier to operate. And then you can go back to focusing on the important job of making great content!

Opening the program

1. Double click the 'PhoneBOX 4' icon on your desktop
2. Select the correct studio settings and show (depending on local configuration)
3. Make sure Bionic Director is connected with the right Show. (Grey clapperboard icon). If not (red icon), press the button and switch Bionic Director so it is pointing at the right place.
4. For usual operation, open Virtual Director Switcher and check that the system is running in Auto Switch and Auto record.
5. Set up the camera shots (see [Setting up a guest](#) below).
6. Close Virtual Director Switcher by pressing the red 'X' and have a great show!



If the clapperboard is showing red, make sure you switch Bionic Director to look at the correct Show.

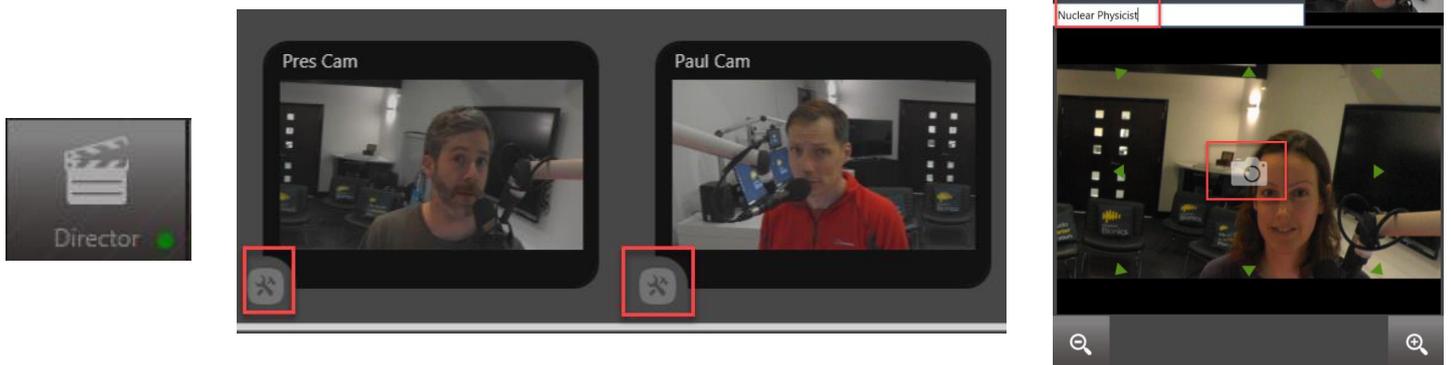


You can then press the clapperboard icon to check the camera settings are correct.

Setting up a guest

Every time a new person (presenter, reporter or guest) sits at a microphone, it is good practice to take a few seconds to do the following steps:

- 1) Open Virtual Director Switcher, select the camera position the guest is sitting at, and press the 'Settings' button.
- 2) If name straps are used at your station - fill in the Caption Name and Caption Title. Make sure these are correctly spelled and capitalised! If name straps are not used at your station, make sure these fields are blank.
- 3) Adjust the camera zooming and pan if needed (e.g. if the last person was very tall and the current person is short). Make sure you keep the shot fairly wide in case your guest moves.
- 4) Take a camera screenshot to remind yourself that the camera is currently set up for this particular guest (and to prompt you to change it when the next person sits in that position).
- 5) Press the green 'Tick' to save.
- 6) Make great radio!



Recording

There are two main modes for recording: Automatic and manual.

Some of the steps below may vary slightly depending on how things are configured at your station, but here are some reminders for how to set up the system.

You can find out more details about recording and camera switching modes in [Camera recording controls](#) and [Camera shot controls](#) above.

Automatic recordings

Automatic recording, combined with automatic switching, is the usual way that Bionic Director works.

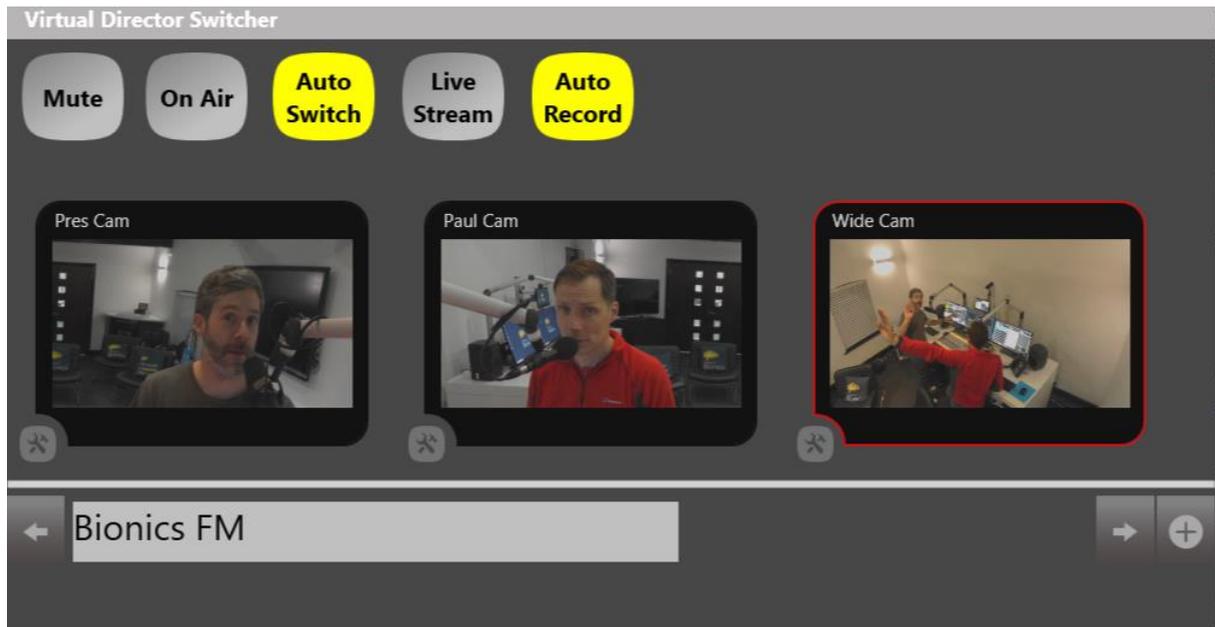
In this mode, the system will automatically record and switch cameras whenever a microphone is open.

When all the microphone faders are shut, the recording stops.

To make sure the system is in automatic mode, follow these steps:

1. Open Virtual Director Switcher
2. Make sure the Auto Switch and Auto Record buttons are highlighted yellow.
3. Close the Switcher by pressing the red 'X'; make great radio!





Manual recording and switching

If required, the system can be operated manually.

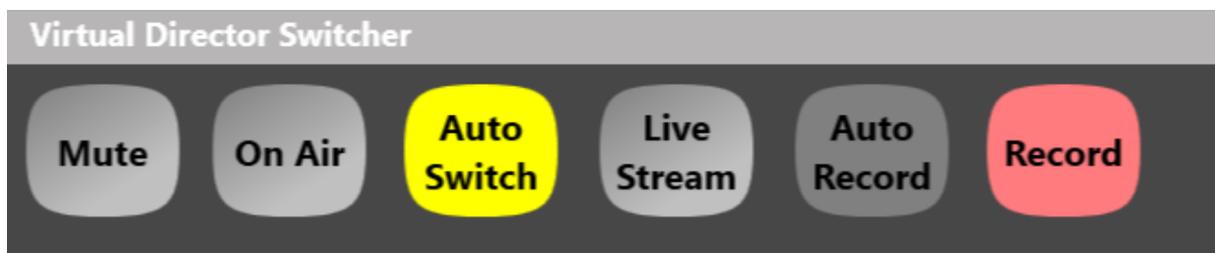
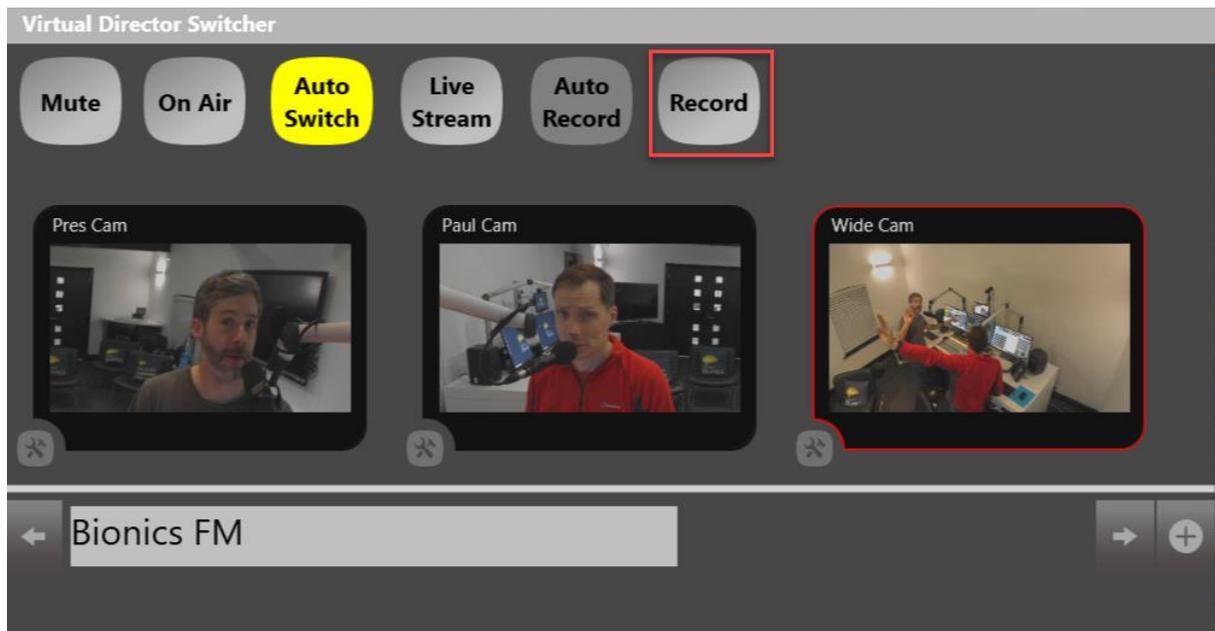
A **manual recording** is chosen if the user wishes to record even when the microphone faders are down (for example, if playing a package or clip in and wanting to capture the guest's reaction).

Manual switching is chosen if the producer wishes to select the camera shots themselves, rather than letting the system do it. This is useful if you wish to capture a guest's reaction to a presenter's question (e.g. shocked face).

For manual recording:

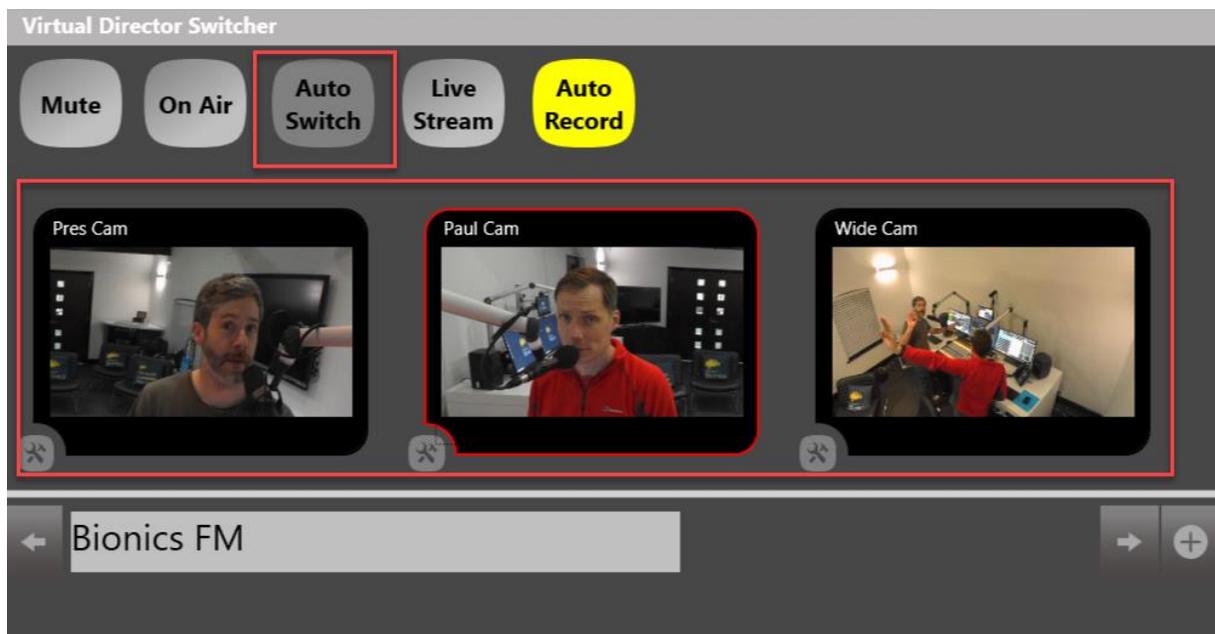
1. Open Virtual Director Switcher
2. Deselect Auto Record (button should be grey not yellow)
3. Press the 'Record' button. The button should start to pulse.
4. Close the Switcher by pressing the red 'X'.
5. Make great radio!

- When you have finished, open the Switcher again and **turn the 'Record' button off** (it should be grey). If you forget to do this, you may run out of recording space by accident!
- It is good practice to put 'Auto Record' back on when you have finished.



For manual switching:

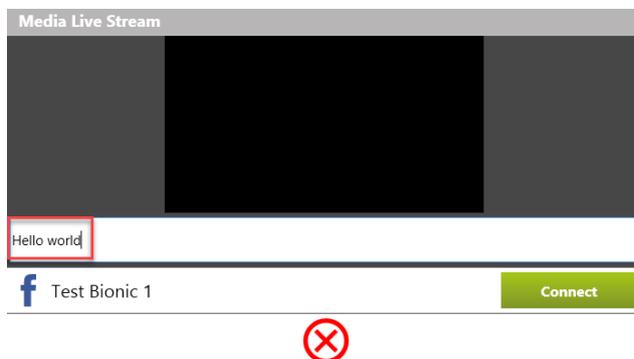
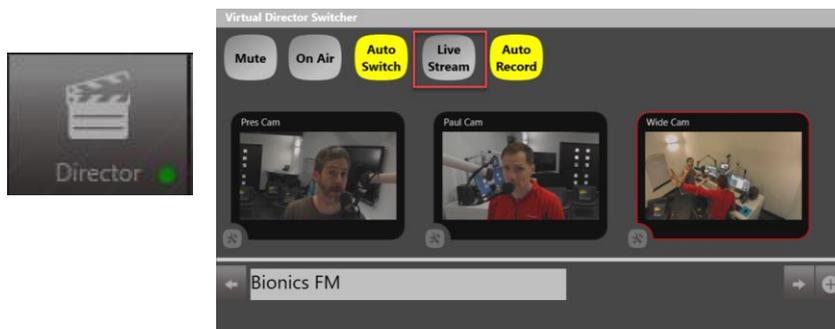
1. Open Virtual Director Switcher
2. Deselect Auto Switch (button should be grey not yellow)
3. Press the camera position thumbnail each time you wish to change the shot.
4. Make great radio!
5. It is good practice to put 'Auto Switch' back on when you have finished.

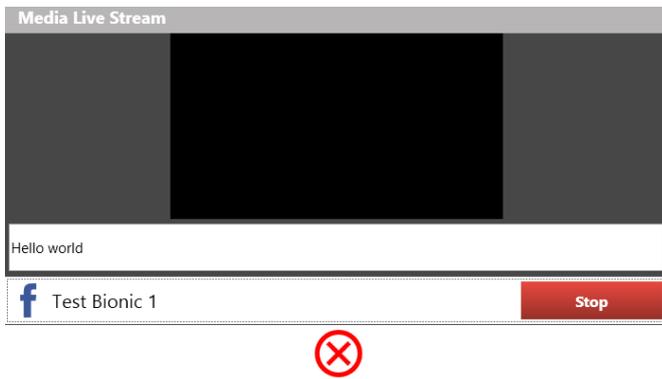
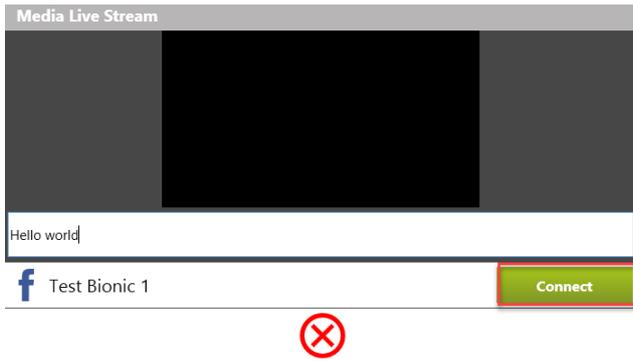


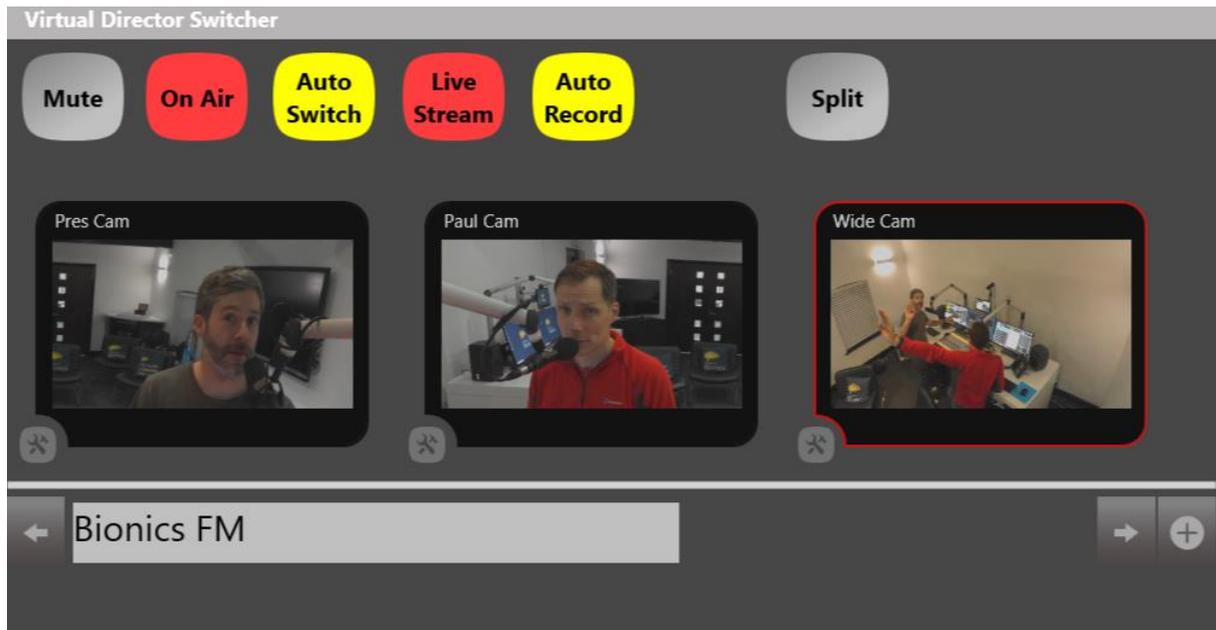
Livestreaming

It is possible to [Livestream](#) as well as recording the best bits for later.

1. Open Virtual Director Switcher
2. Press the 'Live Stream' button.
3. Type in a title for your stream (this will be shown publicly.)
4. Press the 'Connect' button next to the stream(s) you wish to activate.
5. When ready, press 'Go Live'.
6. Close the window by pressing the red 'X'; make great radio.
7. When you want to finish livestreaming, open the Virtual Director Switcher, press 'Live Stream' and then press 'Stop' next to the steam(s) you would like to end.
8. Close the window by pressing the red 'X'.







When Live Streaming is active, the 'Live Stream' button pulses red.

Editing and sharing

Once you have a clip you want to share, you can easily clip it and send it to social media.

Full information is in the [Media Player](#) and [Media Share](#) sections.

Selecting a clip

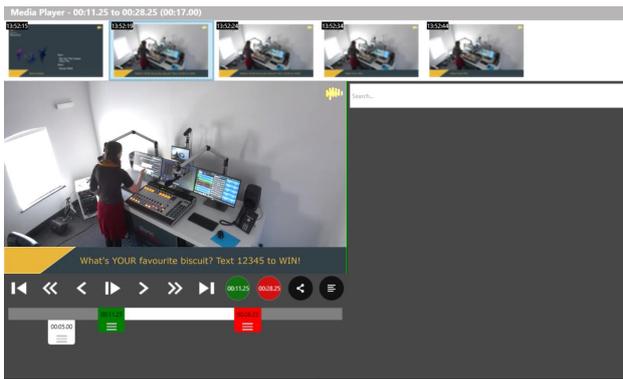
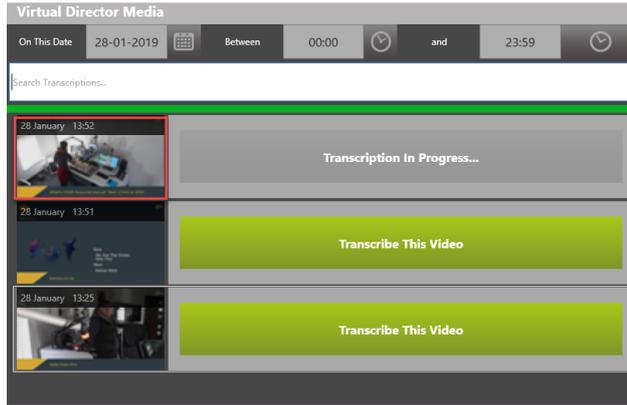
To trim a clip to have the correct in/out points:

1. Open Virtual Director Media
2. (If needed) filter for the day/time of the show you want to share.
3. Press the thumbnail of the clip you would like to trim.
4. Move the white playhead marker by clicking and dragging and/or using the player controllers until you find the start of the part you want to share.
5. Press the green 'Mark in' circle.
6. Move the white playhead marker by clicking and dragging and/or using the player controllers until you find the end of the part you want to share.
7. Press the red 'Mark out' circle.

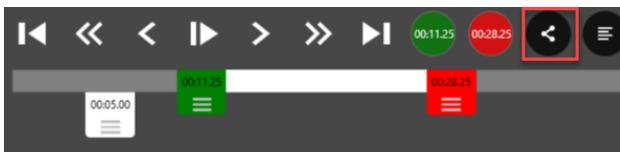
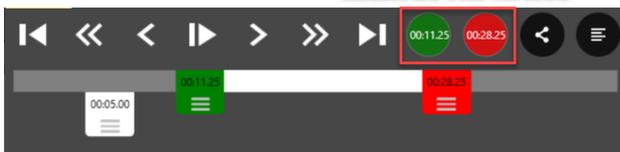
Sharing a clip

Follow steps 1-7 above.

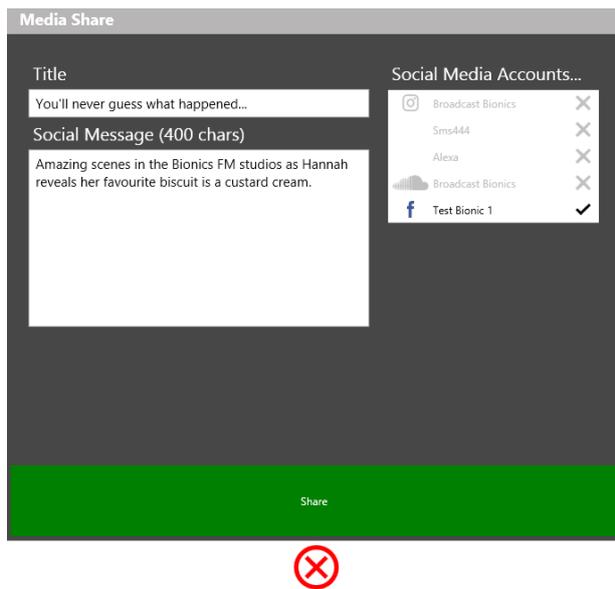
8. Press the 'Share' button to open the Media Share window
9. Select which social media platform(s) you would like to share the clip on.
10. Fill in the title and description (these will display publicly).
11. Hit the green 'Share' button.
12. (Optional) If you want to share the same clip on a different platform with different Title/Description text, repeat steps 9-11.
13. Close the window using the red 'X' when finished.



Mark in/out circles



When clip ready, press to share.



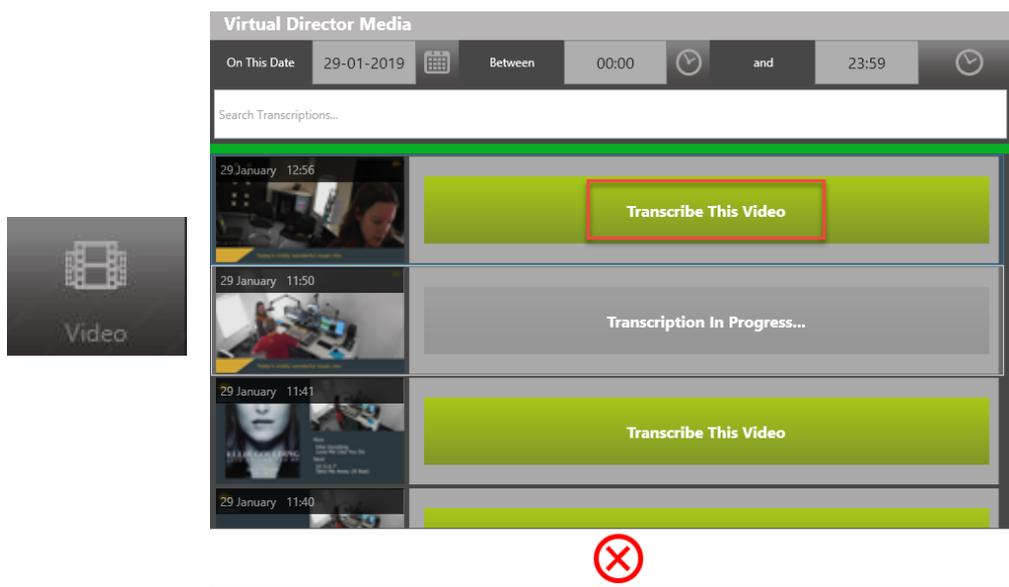
Press the green 'Share' button to post the clip online.

Transcription

It is possible to transcribe clips to make searching for and selecting content even quicker. This requires an additional module to be installed on your system.

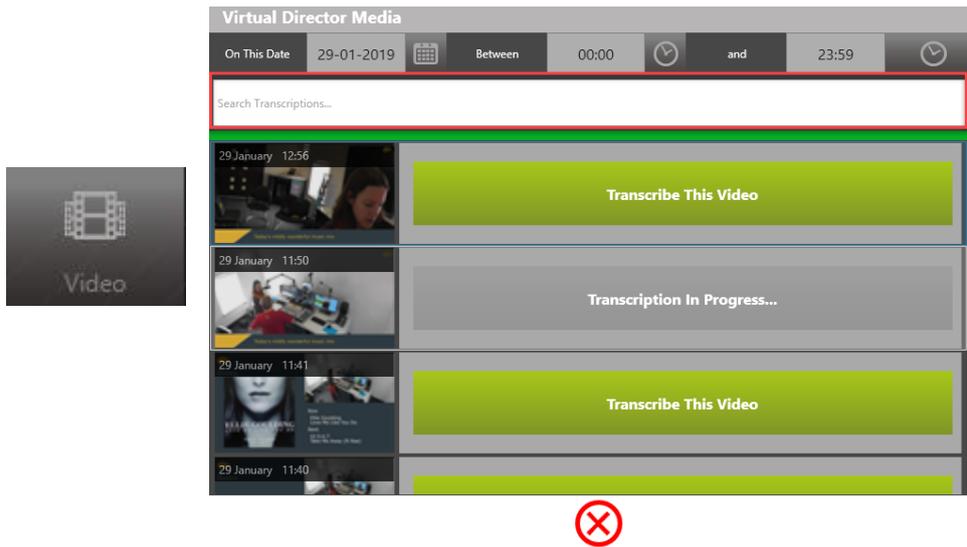
To transcribe a raw clip to help with later search and edit:

1. Open Virtual Director Media.
2. Press 'Transcribe this video'.



To search for keywords:

1. Open Virtual Director Media.
2. Type keyword into search bar (NB this only works for videos which have already been transcribed!)



To edit a transcription / use it to assist with trimming clips:

1. Open Virtual Director Media.
2. Choose a video which has already been transcribed.
3. Press its thumbnail.
4. Use the search option on the right-hand side to find keywords and/or use the media player to move the clip to the desired time.
5. Click and edit the text if needed.

Virtual Director Media

On This Date 10-04-2019 Between 00:00 and 23:59

Search Transcriptions...

10 April 13:14	Wide Shot	Transcribe This Video
10 April 12:20		Radio X. Obviously everybody has been watching your carpool karaoke that you did with James Corden.
10 April 09:38	Wide Shot	Transcribe This Video
10 April 09:36		

Video



Media Player - 00:00:00.00 to 00:01:48.40 (00:01:48.40)

1:20:53 1:22:10 1:22:11 1:22:12 1:22:13 1:22:14



Transcription:

baby

We had a dance off which led to a very interesting unscripted moment.

Oh I bet we danced off.

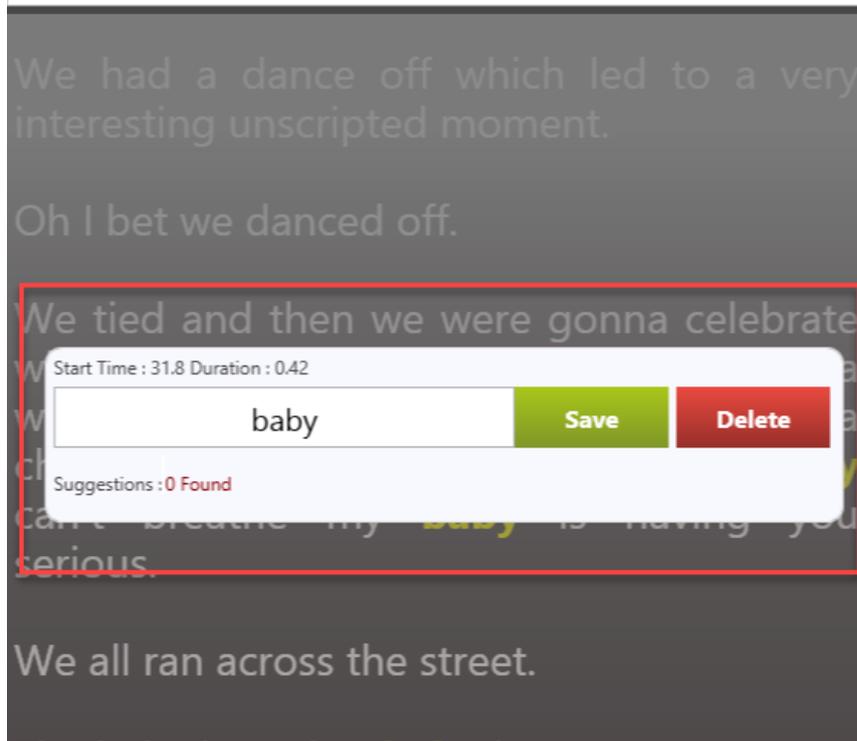
We tied and then we were gonna celebrate with some Mexican fruit on the corner and a woman came out of her house holding a child saying My baby my baby my baby can't breathe my baby is having you serious.

We all ran across the street.

The lady thrust her baby into my arms.



baby



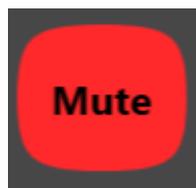
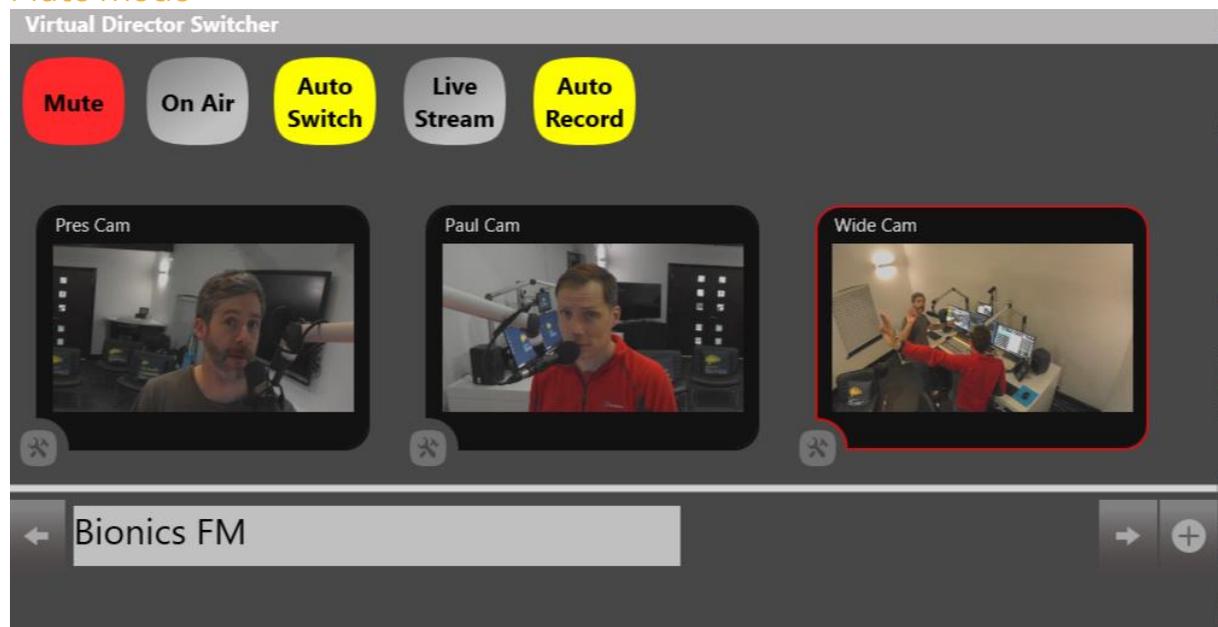
You may also find the [Web Viewer](#) section useful.

Appendix 1: Examples of which pictures are being captured in different recording states

When you set up Bionic Director, it is possible to load templates which are branded with your station or show's logos and idents. These generate the on-screen name labels, watermarks and also affect what is shown when Bionic Director is in different modes.

The screenshots below give some examples of how a system might look. However, not every station chooses to use every option, so it is worth spending some time with your own system to learn how it is configured for your programme, as it may display quite differently!

Mute mode



Mute mode

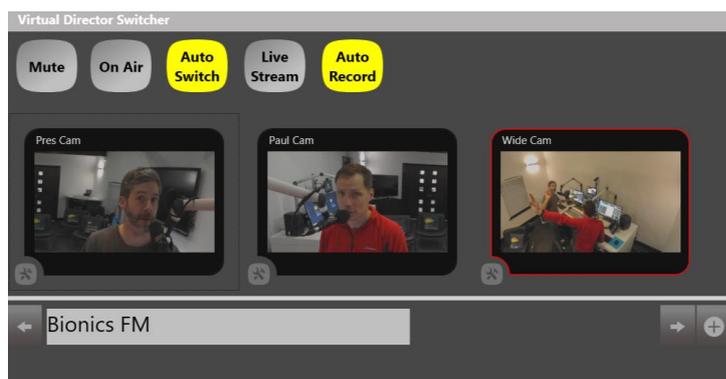
Mute mode means that all the cameras are switched off.

Bionic Director is usually set to display either a full-screen logo or a logo with a now playing wrap in this case.



The top right-hand corner has a logo on this system's Mute configuration - no images from the studio cameras are being sent.

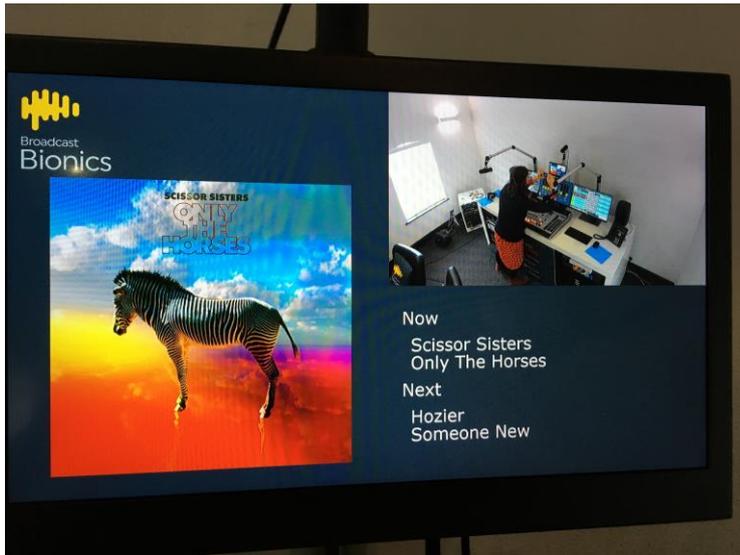
Auto Switch mode



Auto Switch mode

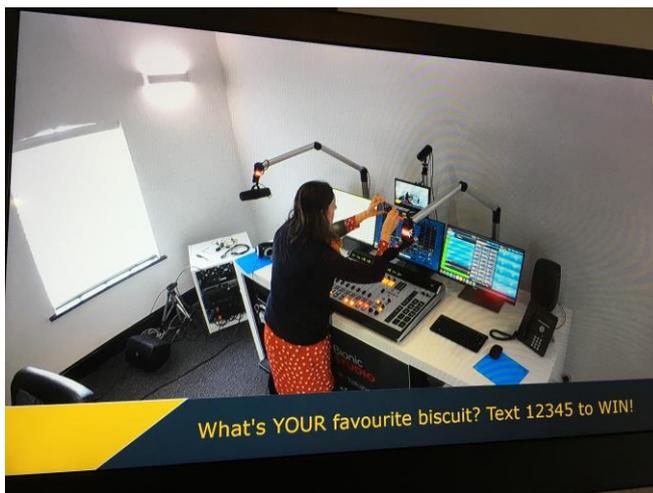
In this mode, the system flips between different modes depending on if any microphone fader is open or not.

If all the faders are shut, the system will show a full screen logo, now playing wrap, or a 'spy cam' view of the studio with now playing information wrapped around it (this depends on what you have chosen at your station).



The top right-hand corner has been configured to display a wide-shot of the studio on this system. The rest of the screen has a 'Now Playing' wrap as the microphone faders are all closed.

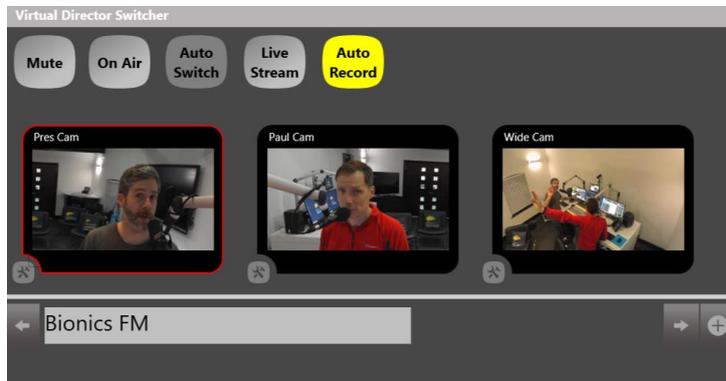
When the faders are open, the system automatically switches between camera shots depending on who is speaking.



The microphone faders are now open, so the system begins automatically choosing shots.

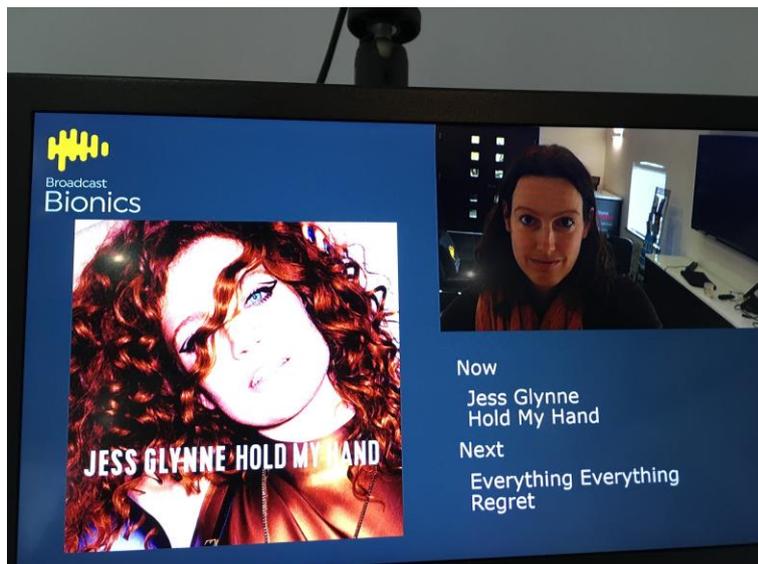
Manual mode

In this mode, the camera shot displayed depends on which shot has been manually pressed in Virtual Director Switcher.



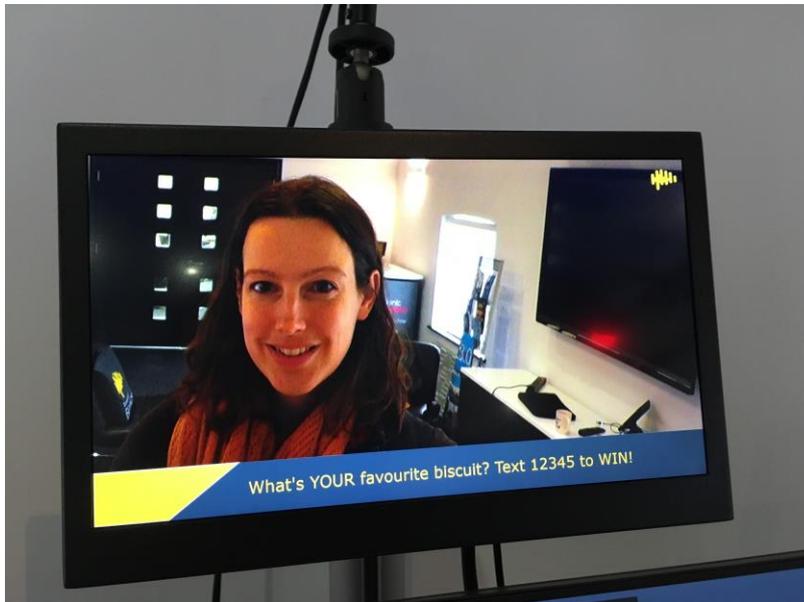
Auto Switch off = Manual mode on

If the faders are shut, the system will show a full screen logo, now playing wrap, or a 'camera shot' view of the studio with now playing information wrapped around it (this depends on what you have chosen at your station). The camera shot selected is whichever one you have chosen manually.



The Presenter's camera has been manually selected, so it is appearing in the top right-hand corner. The rest of the screen has a Now Playing wrap as the microphone faders are closed.

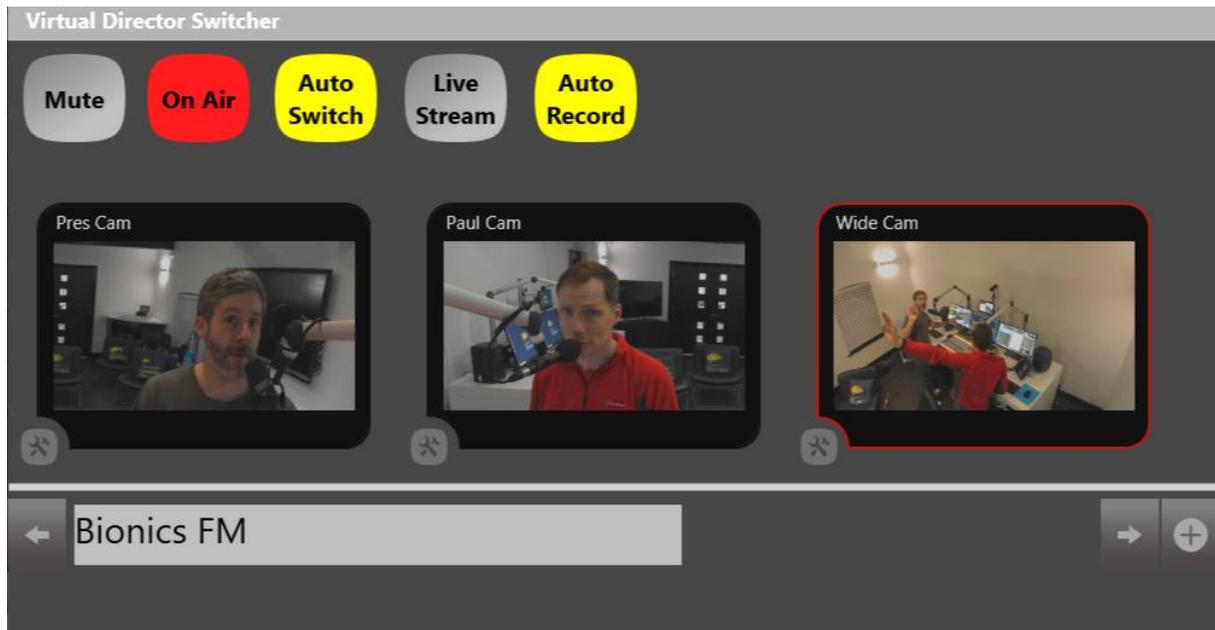
If the faders are open, the system shows a shot from whichever camera has been pressed in Virtual Director Switcher.



A microphone fader is open, and the Presenter camera has been manually selected, so Bionic Director now displays it full screen. The camera shot will not change until another one is manually chosen. The text across the bottom is appearing because text has been put into the [carousel](#).

On Air Mode

At some stations, you can manually press the 'On Air' button to force the display to show camera pictures regardless of the fader position - ie, it turns off the 'Now playing' wrapper if the faders are closed.



On Air mode is active.

Note! Remember that no matter what mode the cameras are in, a recording mode (Auto or Manual) needs to be active for the system to record your show!

Appendix 2 - Web Viewer

The web viewer allows people in your station who do not have access to the main Bionic Studio / Bionic Director programs to view, download and transcribe¹ videos.

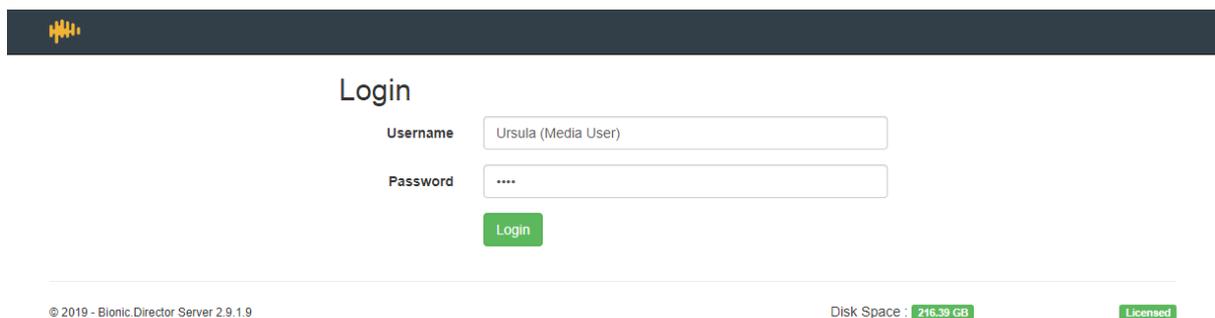
This can be useful if you have a social media team who edit material for later re-use.

It can also be used to provide evidence to sponsors that you mentioned their product on air, as you can search the transcription and then send a video of the presenter as proof.

Web Viewer Home

To access the web viewer, follow the link or intranet address given to you by your local support team.

Log in by entering your username and password.

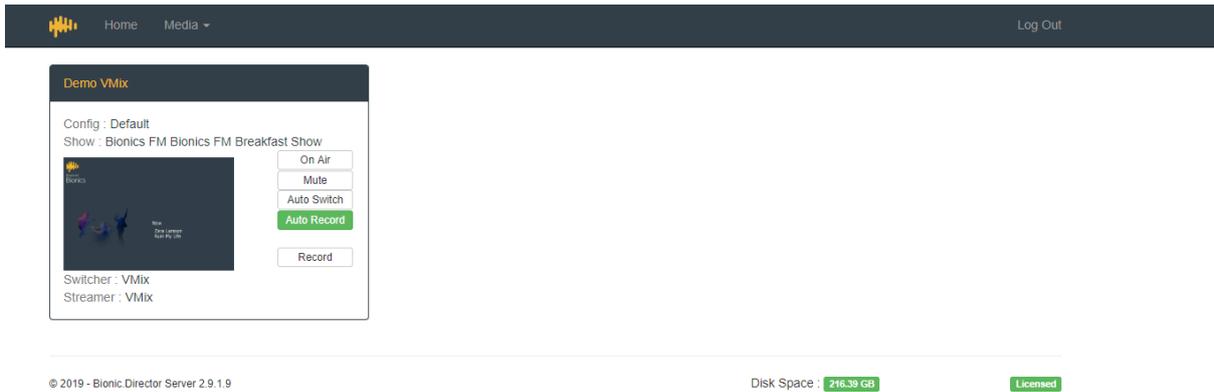


The screenshot shows the login interface for the Bionic Director Web Viewer. At the top left, there is a dark blue header with a yellow waveform icon. Below the header, the word "Login" is centered. There are two input fields: "Username" with the text "Ursula (Media User)" and "Password" with four dots. A green "Login" button is positioned below the password field. At the bottom of the page, there is a footer with the text "© 2019 - Bionic Director Server 2.9.1.9" on the left, "Disk Space : 216.39 GB" in the center, and a green "Licensed" badge on the right.

Login screen

You will then see the main web viewer screen.

¹ If the transcription module has been purchased and installed.



Web viewer main screen

This area allows the user to take control of the cameras remotely (depending on their user permissions). To find out more, see [Webview VMix](#).

The menu bar allows you to switch between the Home Screen, Media Screens and allows you to Log Out of the webviewer.



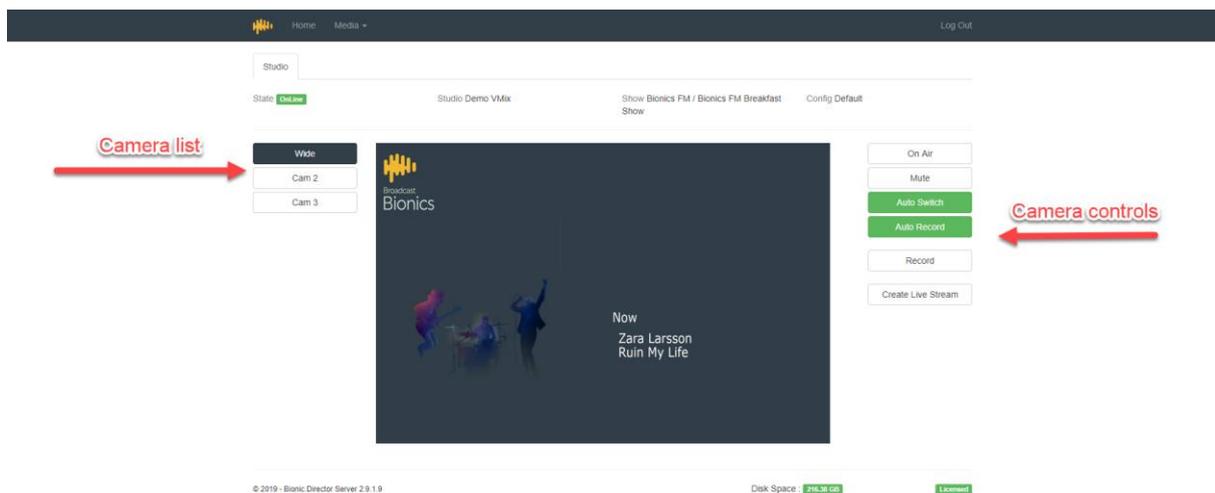
Webview VMix

Webview VMix allows you to remotely control the studio cameras (assuming you have the correct user permission level). This will override whatever is happening in the studio itself, so use with care!



The camera switching controls work in the same way as on the main system - see [Camera recording controls](#) above for more information.

Clicking on the camera switching controls brings up a larger control screen.



VMix control

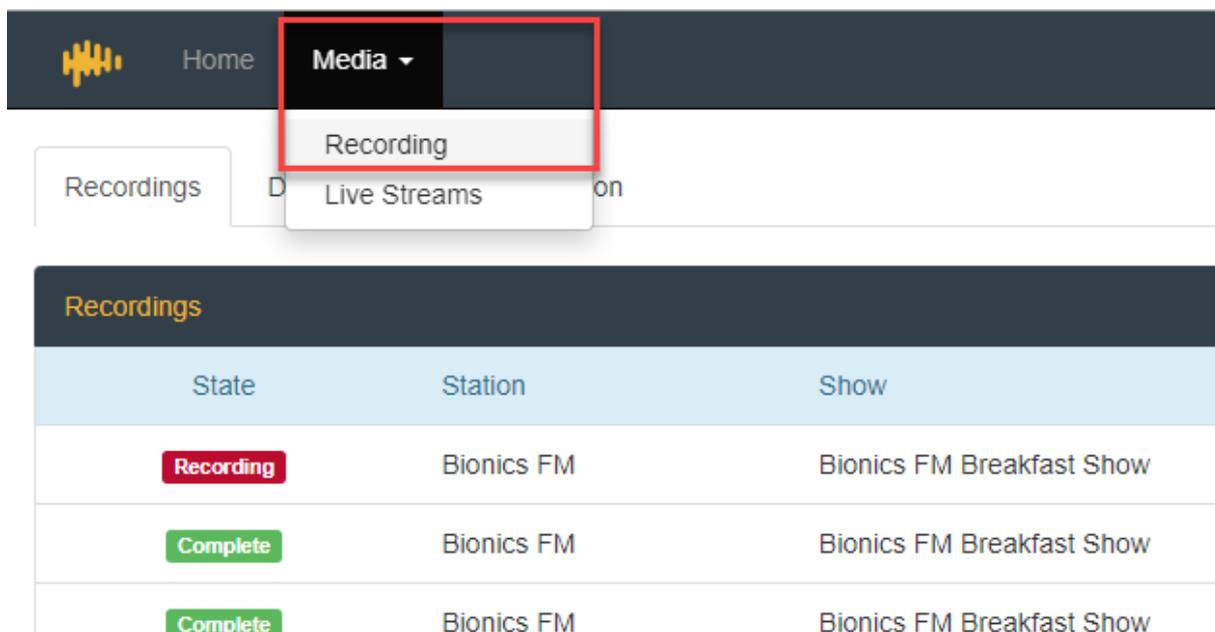
You can see which camera is in use on the left-hand side. The right-hand buttons allow you to take control of the cameras, or start a live stream.

Webview Media - Recording

The Recordings window allows you to see the recordings which are in the Bionic Director system without needing to log onto a machine with the full Bionic Studio suite.

From here, you can view videos and then download them to your local machine² ready for further editing.

To access the Recordings system, press the 'Media' button on Bionic Director Webviewer.



The screenshot shows the Bionic Director Webviewer interface. At the top, there is a dark navigation bar with a yellow waveform icon, a 'Home' link, and a 'Media' button with a dropdown arrow. The 'Media' dropdown menu is open, showing 'Recording' and 'Live Streams' options. Below the navigation bar, there is a 'Recordings' tab. The main content area displays a table titled 'Recordings' with three columns: 'State', 'Station', and 'Show'. The table contains three rows of data.

State	Station	Show
Recording	Bionics FM	Bionics FM Breakfast Show
Complete	Bionics FM	Bionics FM Breakfast Show
Complete	Bionics FM	Bionics FM Breakfast Show

Recording menu highlighted

² Depending on your user permission level

Recordings Downloads Transcription

Recordings				
State	Station	Show	Time Stamp	Duration
Recording	Bionics FM	Bionics FM Breakfast Show	10/04/2019 16:35:04	
Complete	Bionics FM	Bionics FM Breakfast Show	10/04/2019 13:14:18	00:00:13
Complete	Bionics FM	Bionics FM Breakfast Show	10/04/2019 12:20:53	00:01:49
Complete	Bionics FM	Bionics FM Breakfast Show	10/04/2019 09:38:16	00:00:17
Complete	Bionics FM	Bionics FM Breakfast Show	10/04/2019 09:36:50	00:00:11
Complete	Bionics FM	Bionics FM Breakfast Show	04/04/2019 15:33:45	00:00:31
Complete	Bionics FM	Bionics FM Breakfast Show	04/04/2019 15:27:17	00:00:25
Complete	Bionics FM	Bionics FM Breakfast Show	04/04/2019 14:58:53	00:00:24
Error	Bionics FM	Bionics FM Breakfast Show	03/04/2019 18:10:54	
Complete	Bionics FM	Bionics FM Breakfast Show	03/04/2019 18:10:45	00:00:19
Complete	Bionics FM	Bionics FM Breakfast Show	03/04/2019 17:59:00	00:00:11

The **Recordings** tab gives an overview of all the current recordings, including their recording state, which station and show they are linked to, when the recording happened, and how long it is. This information can be useful if you are looking for a particular raw clip to edit.

Click on any item to view.

Complete	Bionics FM	Bionics FM Breakfast Show	10/04/2019 13:14:18	00:00:13
Complete	Bionics FM	Bionics FM Breakfast Show	10/04/2019 12:20:53	00:01:49
Complete	Bionics FM	Bionics FM Breakfast Show	10/04/2019 09:38:16	00:00:17

Item selected

You can then review and download the clip using the [Video Recording](#) screen (see below).

The **Downloads** tab shows which clips have been requested for download. You can download another copy to your own machine by pressing the green 'download' button.

Station	Show	Time Stamp	Duration	
Bionics FM Requested on 10/04/2019 15:56:38 by Ursula (Media User)	Bionics FM Breakfast Show	10/04/2019 11:20:53	00:01:49 MP4 (Original)	Download 9.84 MB

Downloads tab

The **Transcriptions** tab allows you to search for content by using keywords from the transcription. This only works if a) the transcription module has been installed and b) the clip has been transcribed.

To search for content, enter your keyword, check that the time filter covers the date and time you are interested in, make sure you have chosen the correct station from the drop-down menu, and then press 'Find'.

© 2019 - Bionic Director Server 2.9.1.9

Transcription keyword search

The matching results will then appear in a list.

Results list

You can click on any of the timestamps in the list to see the context around the keyword. This then helps you work out which clip to search for and download in the [Recording](#) screen.

Searching by transcript can save a lot of time if you are looking for a particular section of the show but don't know the exact time. It can also be helpful if you are looking for proof of keywords to give to show sponsors.

Note! Transcription is good but not perfect. If the automatic transcription was not corrected in the studio, you may not find the keyword you need. E.g. if the presenter said 'cheese' but the system thought they said 'cheers'. In this case, you will need to double-check by finding the clip from the approximate time it was recorded.

Video Recording screen

The Video Recording screen is accessed from the Recordings tab. It has the controls which allow you to select and download clips remotely.

The **Playback** tab lets you preview the video. Use the controls at the bottom to move forwards and backwards through the video.

Playback Properties Download Stills Faces



Playback tab

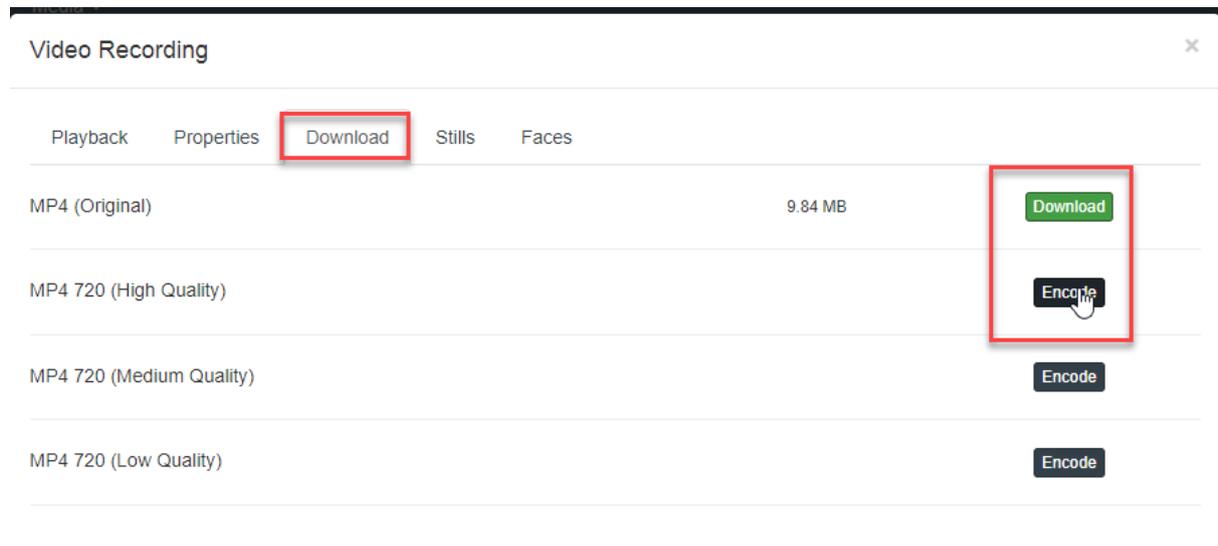
The **Properties** tab lets you see technical information about the video. It also allows you to delete the video, if you have the correct user permission.

Playback Properties Download Stills Faces

Station	Bionics FM
Show	Bionics FM Breakfast Show
Playback Uri	http://192.168.235.159:3002/videorecording/play/9901a2bb-7282-4d71-a387-46d534bb3c63
Date	10/04/2019
Time	12:20:53
Duration	00:01:49
	

Properties tab

The **Download** tab is where you trigger downloading the clip.



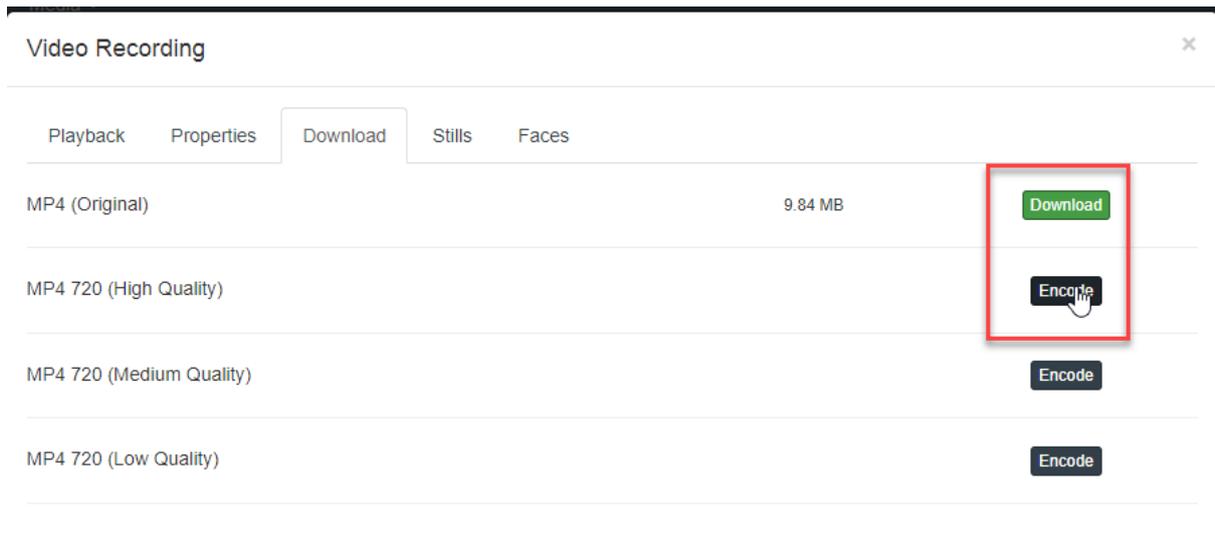
Download tab

First you can choose the clip quality.

Higher quality / original is better for television, but lower quality will download more quickly and have smaller file size.

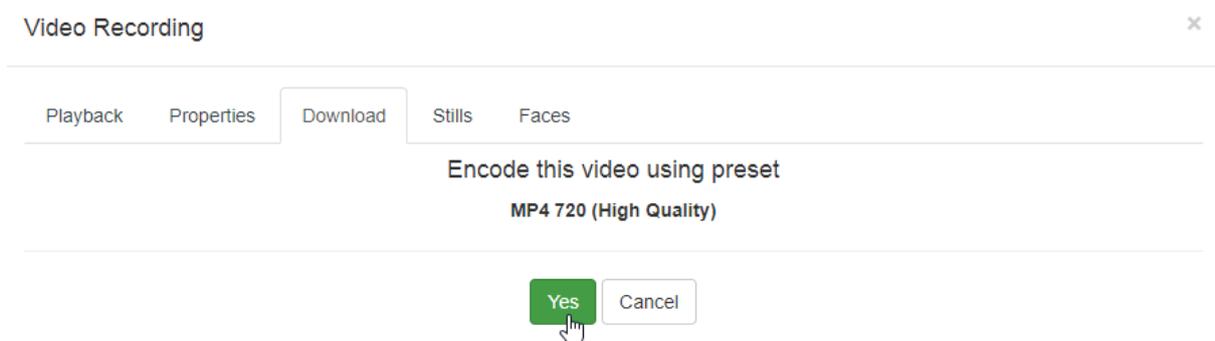
You can download more than one version of the same clip if you wish.

To download the clip, choose which quality level you would like, and then press 'Encode'.



Press to Encode

A dialog box will come up to check that this is what you want to do. Press 'Yes'.



Select Yes to confirm

The file status will then change to amber / 'InProgress' while the system encodes the file.

Video Recording



Playback	Properties	Download	Stills	Faces
MP4 (Original)		9.84 MB	Download	
MP4 720 (High Quality)			InProgress	
MP4 720 (Medium Quality)			Encode	
MP4 720 (Low Quality)			Encode	

Encoding in progress

Once the file is ready, you can then press the green 'Download' button to save the file locally on your computer or network.

Alternatively, you can close this window and then download the file from the Downloads tab on the [Recording](#) screen later on (e.g. if the file is large and you have other work to do).

The **Stills** tab lets you view some thumbnails from the clip.

Video Recording



Playback	Properties	Download	Stills	Faces

Stills tab

The **Faces** tab is not currently in use.

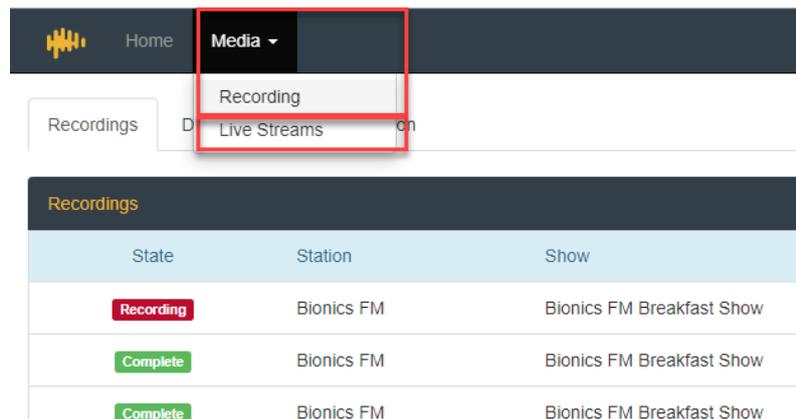


Faces tab

Webview Media - Live Streams

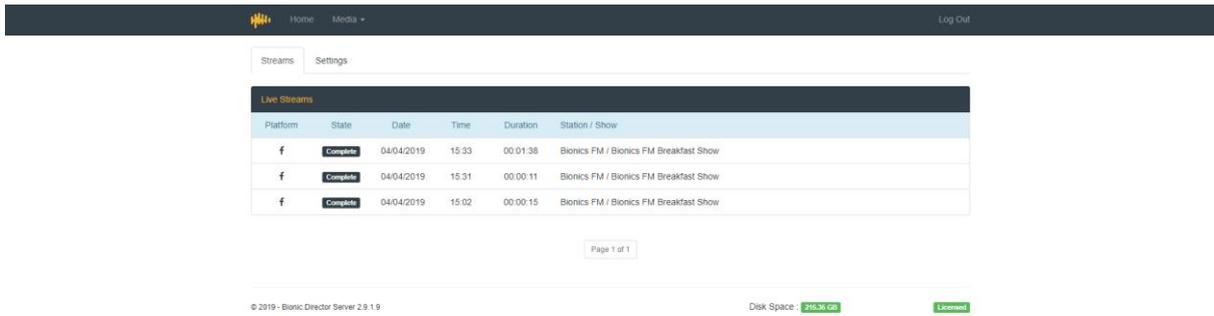
The Live Streams screen lets you see which live streams have taken place on each station. This can be useful for social media editors who may then wish to adjust the permissions on the live stream after the event, or know where to find the material for use elsewhere.

To access the Live Streams page, select the option from the 'Media' drop-down menu:



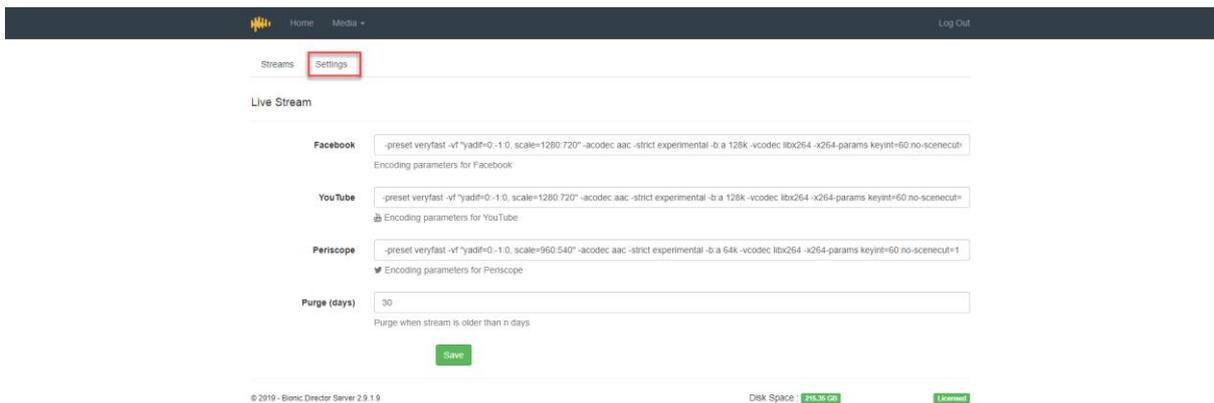
Accessing the Live Streams page

The stream list can then be seen:



Stream list.

The **Settings** tab allows users with the correct permissions to adjust the destinations for the live streams. Use with caution!



Live Streams settings tab

Further sources of support and information

You can find the full collection of Bionic Studio manuals and 'how-to' videos on our website: www.bionics.co.uk

This user guide is about setting up the front-end options which are accessible to all users. There are additional 'under-the-bonnet' settings which control some configuration options, as well as settings which are chosen on installation, depending on the types of cameras being used. If you need more information on this, please contact your Bionic Director Dealer or Broadcast Bionics Support (see below).

If you have any other questions, please contact your local support team.

If you **are** the local support team, contact your Bionic Director dealer, or Broadcast Bionics HQ: +44 (0)1444 884 141 / support@bionics.co.uk