

Multi-User Edition

**for the Casablanca Avio
and the Casablanca Kron**

User's Manual

Safety information

To avoid making mistakes when operating this software, we recommend that you carefully follow the instructions provided in this manual.

We would also like to point out that the **Multi-User Edition** software has been designed with the hobby enthusiast in mind.

We have taken a great deal of care while programming and checking this software. Nevertheless, since it is not possible to guarantee totally error-free software applications in all environments and at any time, we unfortunately cannot rule out the possibility that some errors may have crept in. If, contrary to all expectations, this is indeed the case, we shall remedy any errors in the program and supply the affected customers with the new software free of charge. We cannot, however, accept any liability for loss of data/time or any consequential damages that may occur as a result, particularly since we have no influence over correct software installation and operation by the customer. **MacroSystem Digital Video AG** and its dealers therefore cannot be held liable for any defects or unintentional damage in connection with the installation or use of the **Multi-User Edition** software.

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1. General information

1.1 Introduction

The Casablanca Multi-User Edition is excellent for use in schools, universities, educational groups or video clubs. It allows numerous school pupils, students, trainees and users in general to work on the same provided material.

The Multi-User Edition provides up to 30 projects for users and one project for an administrator.

Note: School pupils, students, trainees and video club members are grouped in these operating instructions under the general term “user”, since this term is also used in the software. Teachers, lecturers, instructors and project managers are accordingly referred to as “administrator”.

This administrator manual for the Casablanca Multi-User Edition complements the standard Casablanca manual.

First of all, please read Chapters 1.1 to 2.6 inclusive in the standard manual so that you are able to set up and connect the system and install the system software (if not already installed by the dealer).

1.2 Basic operating instructions

The supplied trackball allows you to operate the system’s menus. It is equipped with two buttons and a rollerball.

You will see a hand (Casablanca Avio) or an arrow (Casablanca Kron) displayed on-screen. You can use the trackball to move the icon around and place it on any button.

If you then want to select the button over which the on-screen hand/arrow is positioned, click on the left trackball button.

The right trackball button is used for canceling an operation or for going back. It allows you to cancel your last step, be it closing an open window again or returning to the previous menu.

The buttons in the individual menus are either grey or yellow. If a button is grey it means it cannot currently be selected, if it is yellow it is active. If you click on a yellow button, the action you require is carried out or a window or submenu is opened.

The on-screen keyboard, which you will need to enter the passwords, can be used like any standard external keyboard. For further information on this, please refer to the standard Casablanca Avio or Kron manuals.

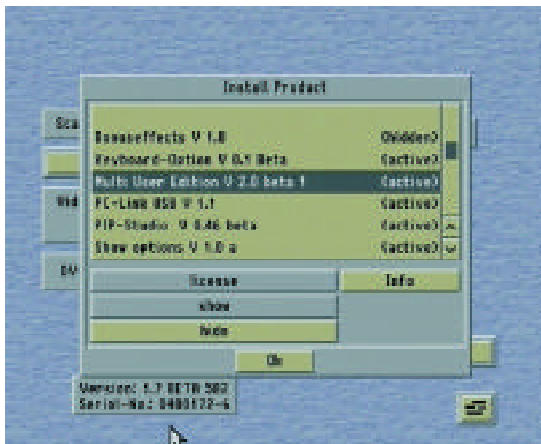
2. Setup

2.1 Installation

Once you have installed the system software (from 1.7) you can install the Multi-User Edition (if not already installed by the dealer). The software is stored on a separate SmartMedia card – please take note of the label.

Power up your Casablanca and use the left trackball button (for details on the trackball please refer to Chapter 3.2 in the standard manual) to click on “System Settings” (in the top right) and open the corresponding menu.

You will see the “Install Product” button. Please click on it.



A window opens containing a list from which you can select the Multi-User Edition.

Now click on “License” in the lower area of the window. This opens a window in which you can enter the supplied license code and confirm your input with “OK”. The Multi-User Edition is now activated and you can use all its features.

You can switch at any time between standard mode and Multi-User Edition. When doing so, you should observe the following:

- When you activate the Multi-User Edition, the standard project data in the first three (for Avio users) or first ten (for Avio Pro-Package and Kron users) user projects are taken over. The data can now only be accessed after a name and password have been entered for these projects.

- The Multi-User Edition can only be deactivated by the administrator while an administrator project is active. To do so, the administrator must first log on.

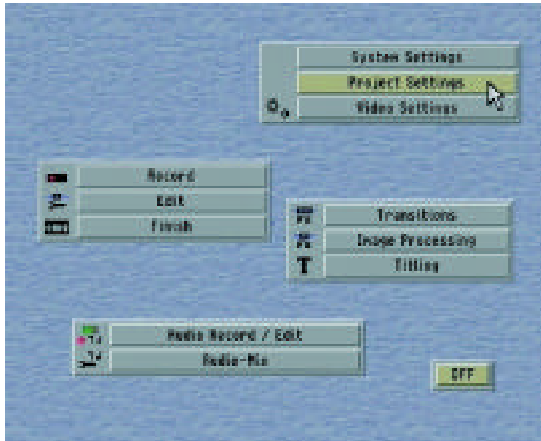
- After you deactivate the Multi-User Edition, you will no longer have access to the data for projects 4-30 (for Avio users) or 11-30 (for Avio Pro-Package and Kron users) as well as the administrator project. However, this data will still occupy space on the hard disk.

Now remove the SmartMedia card and close the window by clicking on “OK”. You will now find yourself back at the System Settings menu.

2.2 Setting up the administrator password

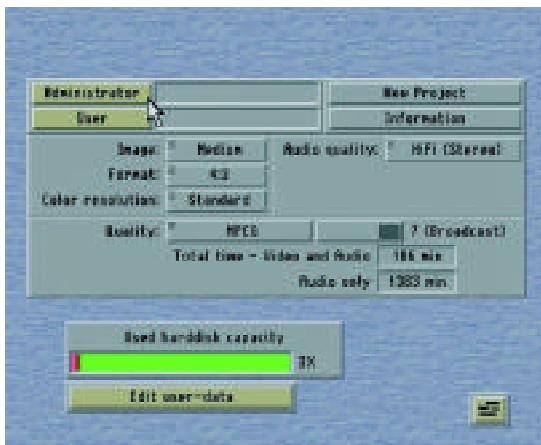
You can now start using the Multi-User Edition. Leave the System Settings menu by clicking on the right trackball button or by clicking on the menu icon in the bottom right corner. You will return to the Main menu.

You will see that almost all the buttons are grey, i.e. cannot be selected.



Now, click on the yellow Project Settings button, which will take you to another menu.

As you can see, compared with the standard Casablanca version, several of the buttons in this menu are different.



Instead of the three (in the case of the Avio) or one (in the case of the Kron) project buttons that are depicted in the Casablanca manual, you will only see two buttons. One is labeled “Administrator” and the other “User”. Both buttons are active (yellow).

Now click on the “Administrator” button to start your project. A window appears with the request, “Please enter a new administrator password”. Below this you will see a field in which you can

enter your name or the project name and your password.

You will not be able to cancel at this stage, not even using the right trackball button.

First of all, click on the yellow field next to “Name”, enter your (project) name using the on-screen keyboard that appears and confirm your entry with “OK”.

Next, click on the field next to “Password”, enter your own personal password using the keyboard and confirm your entry. A keyboard then appears with the request, “Please enter the new administrator password again”. Enter your password again and confirm it with “OK”. The keyboard will then appear along with the request, “Please enter the question”.

Note: This input keyboard is used for the commonly used question-answer feature. The question-answer combination is useful if you have forgotten your password. If you do forget your password, you can enter a predefined letter and number combination provided by MacroSystem (see the “Forgotten administrator password” chapter) as a replacement password, and the question that you originally entered is then asked. All you have to do now is enter the corresponding answer to this question, which you also entered when you set up the passwords (further information on this follows).

Think of a question whose answer it is unlikely anyone else will know. For instance, something to do with your personal life. Enter this question – it must be made up of at least 20 characters (letters, punctuation marks or spaces) – and confirm it with “OK”.

(If, by clicking on “Cancel”, you decide not to use the question-answer method, a warning message appears indicating that the software will have to be reinstalled if you forget the password. If this is the case, the unit will have to be sent to MacroSystem.)

You will now see another keyboard prompting you to enter the corresponding answer, which

must be made up of at least eight characters. (If you click on “Cancel” at this stage, the warning message mentioned above will appear again.)

After you enter the answer and confirm it with “OK”, a keyboard will appear with the request, “Please enter the administrator password”. (If you were to click on “Cancel” no projects would be active. All the functions in the Main menu would be locked except for “Project Settings” and the functions that are only accessible to the administrator.)

So now enter your password again. The keyboard disappears and you will see the project settings again.

Your “administrator” project is now active as is indicated by the field (containing the name you entered) with the blue background.

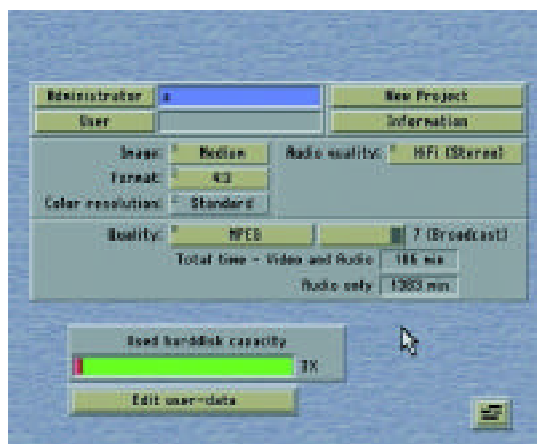
Note: If the wrong password is entered three times, the device switches off automatically.

If you click on “Administrator” or “User” and the subsequent password query is cancelled, no project will be active. In addition, the Main menu items will be locked except for “Project Settings” along with the functions that are only accessible to the administrator.

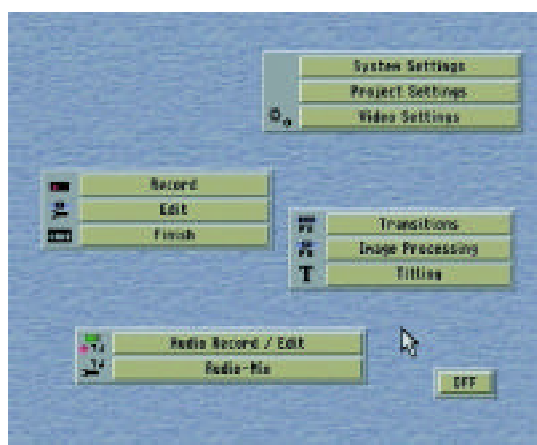
2.3 Starting up for the first time

You will now see that not only has the Administrator project become active but also all the other buttons in this menu.

These buttons are exactly the same as those in the standard Casablanca version. You can read up on the functions of the New Project, Information, Image Size, Audio Quality and Video Quality buttons in the standard manual (Chapters 2.4 and 2.5) and carry out the required changes to the settings.



You can edit your project by closing the Project Settings menu and switching to the Main menu. To do so, click the right trackball button or click on the Main menu icon in the bottom right corner. You will now see that all the buttons have in the meantime become active here too.



Now proceed as described in the standard manual: if necessary, go back to System Settings to make any changes that you require. Next, select the Video Settings and record your video footage in the Record screen.

You can now edit it, add a commentary to it, insert effects, etc. We recommend that you read the entire standard Casablanca manual and work through our example exercises.

3. Working with users

After you have read the standard Casablanca manual and have worked through some example exercises with confidence, you can start working on your actual project.

Put together some suitable video footage as a starting point for the users.

Next, place the required audio scenes or audio samples into the clipboard. To do so, click on Special in the Edit or Audio Record/Edit screens and select Clipboard from the list.

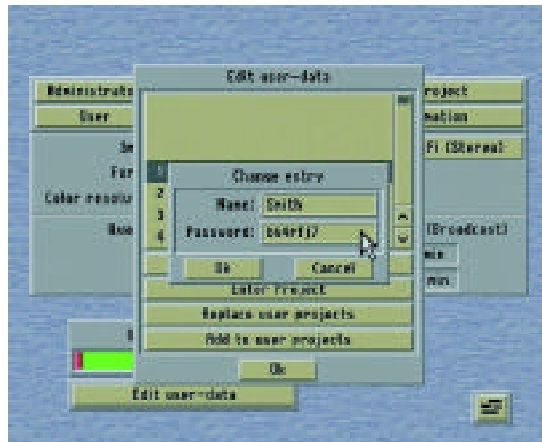


Now click on the Scene —> Clipboard or Sample —> Clipboard button, which will copy the video/ audio material that is selected in the scene bin / audio samples list to the clipboard.

You can only place video/audio material from the scene bin / audio samples list into the clipboard. You cannot apply any material from the storyboard.

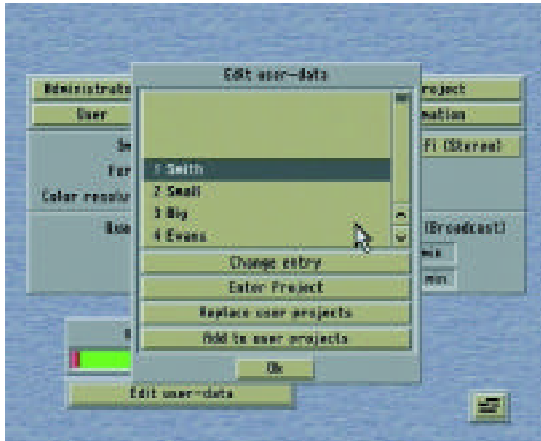
Next, click on the Edit User Data button to open another window. (If you click on the Edit User Data button and the administrator project was not active beforehand you will be required to enter your administrator password.)

You will see a list in the upper part of this window containing the numbers 1 to 30. Below them you will see Administrator listed followed by the name that you entered.



You can now use the slider control located on the right to scroll through the list and select number 1, for instance, to set up the first user project. Next, click on the View/Edit Entry button to open a window in which you can enter the name of the user in the top line. The already familiar keyboard appears so that you can do this.

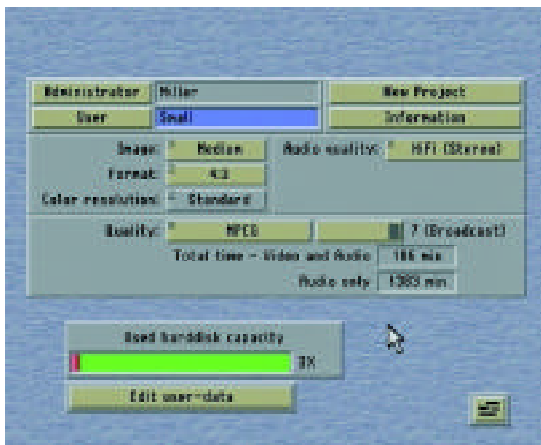
Afterwards, assign the user a password – it appears unencrypted because you are supposed to have access to it.



The fact that several users may have the same name is not a problem since the users only require the password that is stored with their name to access their project.

If a password is entered that is already used in another entry, a warning will appear and you will have to choose another password.

Repeat these data entry steps until you have set up a project for each user (User 2, User 3, etc.).



Now click on the Install User Projects button to transfer the data from the clipboard to the users. It is irrelevant which user project is selected in the upper list.

After you have clicked on this button, you will receive a warning message informing you that any existing user projects will be lost through this installation. However, since you want to continue, click on Yes.

You will see a blue bar during the installation process.

If you carry out this installation process and video/audio material already exists in the projects, all the user projects that have been assigned a username and password (and only these!) will be completely deleted. All data contained in these projects will be lost. Any available data contained in the clipboard will then be copied to the affected user projects.

Afterwards, select the required user project (e.g. User 1) from the list and activate it using the Activate Project button. The window closes automatically and in the project settings you will see that the name of the selected project now appears alongside the User button.



After you have activated the user project, you can allow the user to work with the device. (A user project can also be accessed by clicking on the User button and entering the password assigned to the project.)

As soon as the user enters the Edit menu, the video scenes and audio samples that were placed in the clipboard will be automatically displayed in the scene bin / audio samples list.

If a user wants to access his or her project, he or she enters the personal password that was assigned to him by the administrator. Using the password and data entered by the administrator, the Casablanca determines the associated user and activates the relevant project if the password is entered correctly. A username with a blue background indicates that activation has been successful.

A user cannot delete a user project. The current user project can only be deleted after the administrator password has been entered.

Activate the user project that you want to delete and click on the New Project button. A keyboard appears and you are requested to enter the administrator password. Enter the password. A warning message and a subsequent query appear asking whether you really want to delete the scene archive (i.e. the scenes and audio samples in the clipboard).

If you click on Yes, the whole project is deleted. If you click on No, the data stored in the clipboard is kept in the clipboard until the system starts again.

The project remains active after you have deleted it. The name and password for the user are retained and can of course be changed after clicking the View/Edit Entry button. If you want to add additional material to the users' projects, click on Add to User Projects in the Edit User Data window.

This function will copy all the available data in the clipboard directly into the scene bin / audio samples list of all user projects that have been assigned a name and password.

The existing user projects will otherwise remain unchanged – the old data remain completely intact and the new data are only added.

Note: All information stored in the clipboard is erased once the system powers off.

4. Forgotten administrator password

If you ever get your password mixed up or you enter it incorrectly, a warning message will appear informing you that the password is not correct and that you have the option of correcting what you have just entered.

If you enter the wrong password three times in a row, the device switches off automatically.

If you have forgotten your password completely, you can enter the following number and letter combination instead of the password:

k3Ze-pHS7-Ax4t

This password is case sensitive so please make sure you pay particular attention the use of capital letters and lower-case letters.

Please note: You should not pass on this combination to third parties – it is only intended to be used as a replacement for the administrator password so that you can access the question that you entered at the beginning.

After you have entered this combination, a keyboard appears and displays in its top line the question that you entered at the beginning when configuring your password. You now only have to enter the corresponding answer. Once you have done so, another keyboard appears with which you can set your new password. (Your old password has been deleted.)

The next keyboard asks you to confirm this password, and another keyboard provides you with the option of entering another question. Use the subsequent keyboard to enter the answer to this question. That's it!

The Administrator selection window opens and you can carry on with your work.

Please note, whenever you make an entry, make sure you pay attention to correct spelling and your use of capital letters and small letters.

Note: If you did not use the question-answer combination at the beginning when setting up the software, the only option available to you now if you forget the password is to send the unit to MacroSystem.

5. Individual functions

The following is a list and explanation the functions available in the Multi-User Edition:

Administrator:

If you click on this button, a keyboard appears asking you to enter the administrator password. After you have entered your password, the administrator project will become active and, as a result, every button will become active as well.

User:

If you click on this button, a keyboard appears asking you to enter the user password. Once the user has entered his or her password, his or her project becomes active and he or she can start editing.

New Project:

If you click on this button, the currently selected project will be deleted. First of all, a keyboard appears with which you can enter the administrator password. After confirming your entry you will receive a warning message and a security question asking you whether you also want to delete the scene archive (i.e. the scenes and audio samples available in the clipboard) for the affected project.

After the deletion, the project is still active and the name and password remain intact.

If the administrator project is deleted, the user projects will not be affected by this procedure.

Edit User Data:

If you click on this button after having previously entered your administrator password, the associated window will open.

If a user project was active beforehand or no project at all was active, the administrator password query will be displayed after you click on the Edit User Data button. The window will open as soon as you enter the password.

This window provides a list of all 30 user projects plus the administrator project. The following four buttons are located in the lower area of the window:

View/Edit Entry:

If you click on this button, a window appears in which you can enter a username and password for each project using the on-screen keyboard.

Activate Project:

After you have selected a project from the upper list, you can activate the selected project by clicking on this button. The window closes automatically and you will find yourself back with the project settings. Here you will see that the name of the selected project now appears alongside the User button.

Install User Projects:

Clicking on this button causes the administrator project, i.e. the video/audio material contained in the clipboard, to be transferred to the users.

First of all, a warning message is displayed indicating that this installation will delete any previously existing user projects.

If you continue with the installation, you will see a blue bar indicating the transfer status.

If you follow the installation process and video/audio material already exists in the projects, all the user projects that have been assigned a name and password will be deleted. Any data contained in the clipboard will then be copied to all the affected user projects.

Update User Projects:

This button initially has a grey background, i.e. it cannot be selected. It becomes active as soon as there is video/audio material in the clipboard of the administrator project.

If you click on it, the data available in the clipboard are transferred directly to the scene bin / audio samples list for the configured user projects. The data remains in the clipboard until the system is powered off.

6. Tips and Troubleshooting

Question: When setting up a password, I entered the password and then repeated it using the keyboard. So why does another keyboard appear with the request, Please enter a password:?

Answer: You probably made a typing mistake when repeating your password. You will now be asked to enter a password again, which means you can also enter a completely new password if you wish.

Question: I made a typing mistake when repeating my password. How can I log in?

Answer: You are given three consecutive attempts at entering your password. If you enter the wrong password, the device switches off automatically. You can enter your password again after the system is restarted.

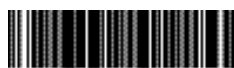
Question: A user has forgotten his or her password. How can he or she edit his or her project now?

Answer: You can open the user project in the Manage User Data window and make his or her password visible using the View/Edit Entry button.

Please make sure that the user does not have the opportunity to see this list or else he or she might be able to memorize other users' passwords.

Question: I have forgotten my password. How can I log in?

Answer: If, when starting up the software for the first time, you entered a question-answer combination, read the chapter entitled Forgotten administrator password to find out what the master password is. If you did not enter a question-answer combination, the device will have to be sent to MacroSystem in order to reactivate it.



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