

*Interfaze Technologies*

# ***DigiSelect***

## Show Management System

2.1.X Users Guide

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## Introduction

Congratulations on the purchase of DigiSelect. You have purchased one of the most advanced and yet simple-to-use show management systems available. DigiSelect allows you to program and then control music, sound effects, video, Microsoft® Powerpoint® shows and DMX lighting and effects machine cues from either a computer keyboard or, optionally, a wireless remote control. You need no additional knowledge (e.g. music engineering or complex DMX programming) and could be up and running within an hour.

### What is DigiSelect?

DigiSelect is centered on a playlist concept. Essentially, you create scenes of sound, lighting and effects to build up a playlist for your show. To each scene you can assign a audio track, DMX lighting or effects cue, a PowerPoint show, a video or you can simply play music.

Once the playlist is set up, it can be saved and recalled for playback at any time. Your show runs exactly as you programmed it every time with totally predictable results. If you are performing, speaking or presenting on your own, you can control this playback discreetly yourself with a wireless remote control.

In the current version of DigiSelect (Version 2.1.x) you can:

- Include up to 100 scenes in your playlist per “show” which can include PowerPoint presentations, video, music and lighting.
- Control up to 90 channels of DMX lighting or DMX-enabled special effects machines
- Using those pre-defined 90 DMX channels, you can record up to 30 DMX “scenes”
- See where you are at in your show in real time from a distance when you switch on the “Display” option
- Program lighting and sound cues linked together or independent of each other.

DigiSelect runs on your own PC (desktop or laptop) and enables you to assign audio, lighting & effects to a playlists and play them back on command. DigiSelect can play sound effects, music, and announcements in MP3, MID and WAV formats and can be configured to either play tracks immediately on selection, or queue playlists for play when needed.

DigiSelect enables you to create as many playlists as desired for instant playback using the easy setup screen and, if all the source files are contained on your computer’s hard drive there’s no need to move sound files around—just map a link to them from within DigiSelect. (It is probably a better idea to standardize the location of your DigiSelect files just for the sake of efficient organization).

# Installing DigiSelect

Note that DigiSelect is a software package only and requires a user-provided windows PC (see below for minimum requirements). Controlling DigiSelect remotely and incorporating DMX lighting and effects control both require additional hardware. You can purchase a software/hardware bundle (see [www.interfazeit.com](http://www.interfazeit.com) for details) or you may just buy the software by itself if you don't require remote or DMX functions.

This manual will only give general instructions for the setup and operation of the external hardware (See Appendix 1). Specific operating instructions for the remote control and the DMX interface are contained in their respective manufacturer's documentation that accompanies each unit.

## Minimum computer requirements

DigiSelect has the following system requirements:

- ❑ Pentium 1.2Ghz Processor or equivalent (1.6 Ghz preferred)
- ❑ Screen resolution of 800 x 600 pixels (1024 x 768 preferred)
- ❑ 256 Mb of free Memory
- ❑ 3 Mb of free hard drive space (Not including space for audio files)
- ❑ Compatible PC Sound Card with Headphone socket or "Audio Out" jack
- ❑ Windows XP, Vista, Window 7
- ❑ 2 free USB ports (1 for wireless Remote and 1 for the DMX Interface)
- ❑ You must be a Power User or Administrator on your machine

We suggest that you load, run and test the 15-day free trial before purchasing DigiSelect to ensure that the software will run acceptably on your hardware and operating system. Then, if satisfied you can purchase your license (online).

**Please read the DigiSelect Standard License agreement before installing.**

## Downloading & Installing DigiSelect

DigiSelect is distributed via the Internet from [www.interfazeit.com](http://www.interfazeit.com). The package contains an executable file named setup.exe that can be run or saved locally. From the DigiSelect install webpage click the "Install" button and select 'Run' or 'Save' option. If you select 'Save' run the setup.exe file from the save location.

### *Note:*

*While installing onto some older systems DigiSelect might have to upgrade some DLLs that will request you to reboot once the install is complete. On newer systems the installation may ask if you would like to overwrite newer system files with older versions from the DigiSelect program. If this happens, do not accept, instead opting to keep the newer versions of these system files.*

The final install is only 700Kb.

1. The first time you run DigiSelect you will be asked to enter the registration key provided to you by Interfaze Technologies at the time of purchase.
  - a. If you are using the 15 day free trial (i.e. haven't paid and received a registration key) enter "15daytrial" into the box asking for the key. You now have 15 days to try the full features of the program, after which you will need to purchase a license if you wish to keep using it.
  - b. If you have already purchased DigiSelect and have received your Registration Key, enter it as soon as you're asked.

Please keep your Registration Key in a safe place in case you need to re-install the program. Interfaze Technologies will not be responsible for replacing or re-issuing lost Registration Keys.

## Glossary of Terms

Before we go any further, you will need to familiarize yourself with some terminology as used in DigiSelect and this manual.

**Anytime Recall Tracks:** refers to two specially defined tracks that you can designate to play any time, regardless of where you're at in the playlist sequence. These tracks are useful for running gags (like cheering or canned applause) because they can be programmed once and used many times (even spontaneously) throughout your show, thereby eliminating the need to program a separate playlist item each time you want them to occur.

**DMX Controller:** refers specifically to the Entec DMX Open USB Controller, unless otherwise specified.

**DMX Scene:** refers to a specific configuration of up to 90 DMX channels, (controlling DMX-enabled lighting and effects) which may be collectively saved into a scene. If you have a 'live' panel operator during playback, you may also directly control each channel within a particular scene.

**Effect(s):** refers to DMX-enabled effects devices such as smoke machines, bubble machines and DMX-enabled pyrotechnics. If a device is activated with DMX, DigiSelect can control it!

**Hot Keys:** are certain defined keys on your keyboard that will perform certain automated functions in DigiSelect.

**Panel operator:** is a stage assistant or technician who could operate DigiSelect from a backstage or discreet location during a show. If you don't have a panel operator, you can control the show playback yourself using a wireless remote control.

**Playlist or Show file:** is the file that is created after you've finished programming a show. This is the file that you can later load into DigiSelect to recall all of your sound, lighting and effect settings, literally at the push of a button!

**Remote Control:** refers to the Mobile Edge Wireless Remote Control for PCs, unless otherwise specified. Other PC remotes may work with DigiSelect, but we cannot guarantee other manufacturers' compatibility.

**Show:** Refers to a single presentation that can have up to 99 scenes that can include sound, lighting and/ or PowerPoint/video cues containing up to 30 DMX lighting/effects "scenes". If you need more than these limits, you can just create a second "show" (Playlist), which can be loaded into DigiSelect once the first show is finished and replayed within a matter of a few seconds.

**Tracks:** usually refers to sound tracks (which can be in MP3, WAV or MID formats) but can also mean a PowerPoint presentation.

## Using DigiSelect

There are two main processes involved in using DigiSelect:

- Programming or setup of the show, which is typically done long before the actual show is to be performed. This involves planning what music, lights and effects will be used and assigning tracks and channels for each, as required. Then, these are compiled into scenes to form the basis for your show. You then save the show file and it is ready for the Playback stage. Setup is quick and intuitive, so you are able to set up a show file literally in seconds!
- Playback of the show happens during full rehearsals and during actual performances. It is important to rehearse the show with either the remote control or with your panel operator, so cues can be seamlessly integrated with your presentation. If you're using DMX to control your lighting, your lights must be set up exactly as they were during the planning phase (at least in terms of DMX channel assignment).

Before you start using DigiSelect, you may want to consult the Screens and menu reference section (see page 17) to familiarize yourself with the DigiSelect environment. There are two main screens you will encounter in DigiSelect. In setting up a new show, you should consider using the screens in the following order:

- If using and controlling lights, you may decide to program these first, as each lighting/effect fixture or function needs to be assigned to one of the 90 channels and then combinations of values for each channel must be set and recorded into scenes which will in turn be associated with audio tracks for playback. For this process, you'll use the DigiDMX screen.
- If you're not using lights or have decided to program the DMX scenes later, the first thing you'll want to do is set up your new playlist or show

file, so you'll first work in the DigiSelect main screen. The main screen (and the first one you will encounter when opening DigiSelect) is also used for performance playback.

## **Part 1: Preparation—Programming DigiSelect**

### **Before you start: setup procedures**

DigiSelect itself is a very user-friendly program that requires very little set-up and/or configuration. However, as it controls music, lights and PowerPoint shows, you will need some understanding of how to set up those components before you can use DigiSelect properly.

As we've already stated, we cannot give specific instructions for other manufacturers' products—for those you will have to consult the instructions that come with your computer, DMX fixture, remote control or DMX controller. However, we will give you a basic setup sequence to follow to get you up and running so you can fully experience the power and simplicity of DigiSelect as soon as possible.

For brief and very general instructions on how to deal with all the exigencies that DigiSelect controls, see Appendix 1 of this manual. We advise you to at least skim the appendix if you've never used a show cue system before.

Having set up your file management plan, your sound reinforcement and your DMX devices, as per the guide in Appendix 1, you're now ready to tackle the software itself! As we've already suggested earlier in this manual, the best way to set up a show is to first assemble all your raw materials (i.e. music tracks, sound effects, PowerPoint presentations and lighting cues) in one folder on your computer.

### **Programming workflow**

The Programming Workflow differs slightly, depending on whether or not you will be using lighting or effects controls with DigiSelect, This is our recommended approach, but of course, you can design your own workflow too!

We suggest this workflow, because unless you first set up your lights and effects in DigiSelect, you won't be able to define which lighting scene you want to accompany each track in the Playlist. This isn't a huge problem, because you can go back and edit each track to insert the lighting cue later, it just means you'll be double-handling each track. But the choice is yours!

| <b>Using Lighting or FX Control:</b>  | <b>Using Sound Only:</b>  |
|---|---|
| 1 Assemble all sound and effect files and copy them to a single folder on your hard drive, a flash disk, or an external hard drive. | 1 Start assembling your show (see “Set up Playlist” on page 12).  |
| 2 Set up and define all the fixtures you are using in DigiDMX.  | 2 Make sure you play through your Playlist to ensure everything works as you want it to.                              |
| 3 Define and save your lighting/effects “scenes” (up to 30 per show)  | 3 Ensure that your Playlist is saved (preferably in a known folder on your hard drive, flash disk or external drive). |
| 4 Start assembling your show (see “Set up Playlist” on page 12).  | 4 Backup both your media (sound files) and your playlist files in case of an emergency!                               |
| 5 Make sure you play through your Playlist to ensure everything works as you want it to.  |   |
| 6 Ensure that your Playlist is saved (preferably in a known folder on your hard drive, flash disk or external drive).               |   |
| 7 Backup both your media (sound files) and your playlist files in case of an emergency!   |   |

With this workflow in mind then, we’ll first look at DigiDMX and how to set up your lighting cues. If your show doesn’t involve any lighting cues, you can safely skip this section altogether and go to Playlist Setup.

## **DigiDMX**

Setup / programming

DigiDMX is a 90-Channel DMX lighting and effects controller that works with a USB to Serial DMX converter (ENTTEC Open DMX USB). DigiDMX enables you to control up to 90 DMX lighting & effects channels as well as create and store thirty preset “scenes” that can be recalled when using DigiSelect . When used with the remote control feature, sound, lighting and special effects can be controlled at your fingertips.

From the DigiSelect menu bar select DigiDMX. Upon opening, DigiDMX will find and connect to the ENTTEC Open DMX USB. The title bar will display the current state of your connection and should say, “Connected” if the connection is detected. If you have any problems connecting to the DMX controller reset the USB and restart the application. If this fails then check settings on the DMX

device (you may have to try changing the settings), then reset the USB and restart the application.

## **DigiDMX Window**

The 90 channel sliders (which appear in five separate views) can be used to control 90 different channels of DMX-enabled lighting or effects. The last slider, the Master, controls the intensity of all 90 channels at once (if a channel is set to '0' the master control will have no effect). Under each channel is a text box for entering a short description for that channel (i.e. "F-Red1" for Front Red #1 or "Smk" for Smoke Machine). Right clicking on the description text box will bring up a color menu where you can change the color of the text box to match your lighting.

*\*Note: DigiDMX must have 'Locked' menu item in the off mode to make changes*

At the bottom of the screen is a light/Scene chaser. The 'Channel/Scene' selection box enables you to select how many channels/Scenes to include in the chase (starting from channel/Scene 1) and the 'Speed' selection box enables you to control how fast the chaser moves from channel to channel or scene to scene.

*\*NOTE: The Chaser function is not available from the DigiSelect "playlist" and therefore cannot be controlled remotely, but can only be activated onscreen by a panel operator.*

## **Labeling your fixtures**

The first thing you need to do is label your fixtures on the DigiDMX desk. This is so you'll remember which slider controls which light or effect. You'll need to repeat this procedure for each channel (potentially 1-90) that you have connected.

1. Uncheck the 'Locked' menu item in the DigiDMX drop down menu
2. Left click the white box under the channel you wish to label.
3. Enter a short description for the light on that channel e.g. a red-gelled par can at stage left might be labeled "LParR")
4. If you wish to assign a colour to the box, right-click on the box and select a color from the popup menu

Repeat the above procedure for all channels you have fixtures connected to. This is important, not only for you to know which fixtures you're dealing with while planning your lights, but, as you set up for a performance, it will also help you set up the lights at the venue in the right sequence.

Now you're ready to start recording scenes.

## Scene Memory and Recall

The List box in the center can be used to store and recall selected lighting and effects “scenes”.

To store a Scene into memory

1. Uncheck the ‘Locked’ menu item in the DigiDMX drop down menu
2. Arrange all 91 sliders (90 channels plus the Master), or however many you have connected to devices to the preferred settings until you’re happy with the lighting scene.
3. Now right-click a Scene number and select ‘Save Scene’ from the pop up menu.
  - If making changes to a scene that has already been saved double click on the Scene to bring up its current stored settings, make your changes then save again.
4. To change the Scene description, right click on the desired scene and select ‘Edit Description’ from the pop up menu. Enter a description in the text box and press ‘OK’.

*Handy Hint: If you think you might use a panel operator in your show, it’s a good idea to give the scene description a name that will help with the queuing of the scene. (E.g. if you want this lighting change to happen on a certain line you say such as “Goodness, gracious, great balls of fire”, then make this line your scene description!*

5. The Fast/Slow option in front of the Scene number can be used to select between immediate, (“Fast”) or fade in/out (“Slow”) scene changes. This setting can be changed by right clicking the scene and selecting the ‘Toggle Fast/Slow Transition’ menu item. This option can be stored in memory or just selected at show time by the panel operator. If “Fast” is not selected, scene change will happen over a period of 3 seconds,
6. Repeat this procedure for every different lighting scene in your show, remembering to toggle between scenes 1-18, 19-36 ...if necessary.

### NOTE:

*You can define up to 50 scenes, but you do NOT have to define blackouts with the sliders in your lighting plan. Blackouts are represented in DigiSelect as DMX Scene “0” and this value can be set directly from within your Playlist file. So you don’t need to “waste” a scene defining a blackout.*

After setting and recording all your scenes, you’ll notice that now all you have to do to recall a Scene is just double-click the desired scene in the list box and all your lights will change according to your defined presets!

Once you’re happy with all your DigiDMX scenes, select EXIT from the File menu to return you to the main screen.

## Setup Playlist

### The core of your show

You can now set up your playlist, which will incorporate your DMX scenes along with your audio tracks, to configure DigiSelect to run your show.

Before you get started, it is recommended you define where you'll save your new playlist, create a folder for it and copy all music tracks, PowerPoint presentations and video to that folder. This is fully covered in File management in Appendix 1.

For the sake of convenience during backup and emergencies, we suggest you create a master folder called "DigiSelect Shows" and then a separate folder for each show. Into that show's sub-folder, you would then copy all the files you need for that show into its own sub-folder. You can configure DigiSelect to save your show's playlist to the same sub-folder and then you'll have all the resources needed for that show in one folder.

There's no requirement to do this: —DigiSelect will find the files wherever they are on your computer. But there are two good reasons for doing this:

1. If you need to play your DigiSelect show on another computer (perhaps yours isn't working or has a virus) you can copy this one folder and know that you have everything the show needs. If you leave sound files and PowerPoint presentations where they are, you'll have to either duplicate their current folders on the new computer or re-queue your entire show.
2. For backup of all your DigiSelect files, all you have to do is back up the Master Folder (i.e. "DigiSelect Shows") and you'll have everything you need.

The first time you run DigiSelect, select the 'Create New' menu item, under the 'Playlist' dropdown menu, and select a location and a name for your new Playlist. Be sure you save your Playlist in a user directory and not a system directory or you may be unable to edit or access it later.

### Opening and saving playlist files

From the 'Playlist' drop down menu you can create a new playlist ('Create New'), select a different playlist ('Select New') or save the current playlist under a different name ('Save as'). When you select a new playlist it becomes the default file opened by DigiSelect on startup.

The 'Edit in Note Pad' option allows an expert view for tweaking the playlist with a text editor, which can be quicker for global changes. However, use extreme

caution with this option. An exact format must be followed or the show will not work. So always make a copy of your playlist before editing

*Warning: When using Vista or Window7, be sure you save your playlist in a user Directory and not a system directory or you may be unable to edit properly due to security settings.*

## **Create a new playlist**

1. From the DigiSelect main window you can view the current playlist and playlist file settings.
2. To create a new playlist or make changes to an existing one, click on the '*Playlist*' dropdown menu and select the 'Create New' or 'Select New' from the menu bar or use the '*Create New Playlist*' or '*Select New Playlist*' Icons from the tool bar.
3. You can type in a new name or select a name and location. When you confirm the filename and location, you'll be returned to the Main screen, the previous playlist will be cleared and the playlist you selected should be displayed above the playlist box.
4. Now you're ready to start adding scenes. Either select "Add Scene" from the 'Setup' dropdown menu on the menu bar or select a scene in the list where you want to add a new scene (the new scene will be added after the selected scene). Then right click and select 'Add scene' from the pop up menu
5. You will notice the 'Add Scene' window appear at the bottom of the DigiSelect Window.
6. Either type in the path and filename of the track into the box under "Track Location" or use the Magnifying Glass to browse for it.

*NOTE: If the purpose of this scene is just to change the lighting in the middle of a piece of music and you don't want to interrupt the music, enter a hyphen ("-") in this box. When DigiSelect encounters this, it will change the lighting to the Scene matching the number you enter in the "DigiDMX#" box, but will NOT change the sound. This way you can change the lighting in the middle of a sound track.*

7. Now click inside the "Scene Description" box and enter a descriptive line for the scene.

*Handy Hint: If you will ever use a panel operator and you need this scene to follow something you do or say onstage, put that line or gesture as the Scene Description. This way, when the panel operator hears that line or sees you gesture, he or she will know to activate this scene.*

8. Now you can enter the Lighting or effects cue you'd like to associate with this scene. If you want the lighting to stay the same as the previous scene, leave this box blank. If you need a blackout, enter a

- zero ("0"). Otherwise, enter the DMX Scene number that you'd like to replay while this track is playing.
9. You can set the volume you want the track to play at from 0 to 100 using the 'Track Volume' box.
  10. The 'Loop' check box allows you to play an audio track over and over until a new track is selected or the current track is stopped
  11. The 'Fade' check box allows you to set the fade option for the current scene's audio track. The 'Fade' option will fade out the audio track when using the 'Stop' or 'Pause' options. When in 'Autoplay' Mode, The fade option will also fade the current playing track when selecting 'Next' or 'Previous' or another 'Scene in the playlist' (It may take 3 to 4 seconds for fade depending on the fade setting)
  12. Now click "OK" and that scene will be transferred to the Playlist.
  13. Repeat this procedure for every scene in your show. Scene entry should be made in the final order in which you want the scenes to play. If you need to move a scene up or down in the list (i.e. change the play order) highlight the scene and use the up or down arrows on the right-hand side of the scene, list to move the entry.

## **Adding a Scene**

To add a Scene to the playlist, select the location in the 'PlayList' box where you want the new track to be added (track will be added after the selection). Then select the "Add Scene" menu item from the 'Setup' dropdown menu at the top of the screen or right click and select the 'Add Scene' option from the popup menu. The 'Add Scene' form will pop up at the bottom right-hand side of the screen.

The 'Add Scene' form has four text boxes and two options. The first box is for the 'Track Location' (Music or PowerPoint). The Magnifying Glass can be used to browse for tracks on your PC. Use the second box to enter a brief 'Scene Description'. The description can be up to 20 characters long. From the third box you can select the DigiDMX scene number (See Setting up DigiDMX) and the fourth text box is for setting the 'Track Volume', in seconds, of the audio track. Using the two check boxes you can select to 'Fade Audio' on stop, pause or next and/or for choosing to 'Loop Track' to play continuously until stopped. After you are finished entering all the fields, select the 'OK' button. Your new Scene will appear at the bottom of the 'Playlist' box or after the scene you selected. Continue to add new Scenes (up to 100) or select the 'Close' button to close the 'Add Scene' form.

## **Deleting a Scene**

To delete a scene from the playlist, select the scene in the 'Playlist' by right clicking on it once with your mouse and then click on the 'Delete Scene' button on the dropdown menu or select 'Delete scene' from the 'Setup' menu.

## Editing a Scene

To edit a scene, right click on the scene you wish to edit and select 'Edit Scene' from the pop-up menu. The 'Add Scene' window will open with the current scene settings already populated (At this point the scene will be removed from the Playlist window). You can make changes to the settings and select a new position in the playlist. The scene will be added after the selected scene

*Note: If editing the 1<sup>st</sup> scene it will be added back in at the 2<sup>nd</sup> positions. You will need to use the up arrow to move it back to the 1<sup>st</sup> scene.*

## Anytime Recall

The Anytime Recall feature allows you to recall 2 preset scenes (Audio and/or lighting) at any time during the show without having to specify each instance in the playlist. This is normally referred to as a 'call back' and is good for applause or laugh tracks that can be called up at anytime. To configure a scene for Anytime Recall, select and right click on a scene in the Playlist and select 'Anytime Recall 1' or 'Anytime Recall 2' from the dropdown menu. You will see the scene's description appear in the relevant "Anytime Recall" below the Playlist.

During a show you can use the keyboard F7 'Hotkey' to select Recall 1 or F8 'to select Recall 2 or see section on Remote Control. This will stop any current audio from playing and will play the selected "Anytime" track. You can resume the show by pressing Play to restart current scene or use arrows to select next scene.

## PowerPoint Presentations & Movies

DigiSelect will run Microsoft PowerPoint slide shows (PPT and PPTX files) as well as any movies and/or sounds they have embedded. A PowerPoint presentation can be added to a playlist in the same way as a sound track along with a description and a DMX Scene (e.g. you may want to dim all the lights while the presentation is playing to avoid screen glare).

When playing a PowerPoint all 'Hotkeys' and Remote functions will control the PowerPoint (not DigiSelect) until the PowerPoint is completed (or escape is selected) and then control will transfer back to DigiSelect. (You will need to use the split screen capability of Microsoft Windows—see Appendix 1 for more details on this.

*NOTE: When playing a PowerPoint the Autoplay, AutoShow and remote functionality will be disabled until focus and control is returned to the DigiSelect Window.*

That's it! You have now programmed your whole show and are ready to play it back! Your whole show is now ready.

The DigiSelect main window will automatically refresh to the new playlist and you'll see the 'Playlist' is now populated with your show!

*NOTE: All changes are made directly to the currently selected playlist file.*

## **Part 2: Showtime—Running DigiSelect**

### **Overview**

Having set up your DMX Scenes and your playlist, the DigiSelect main window now provides an easy user interface to play your entire show, just the way you specified on demand. In the setup phase of operating DigiSelect, you have:

- Created DMX scenes for your lighting and effects.
- Created a Playlist with all your Audio, Video, lighting and effects that can be selected for play, either directly, by double clicking on the item in the list or clicking once and then on 'Play', or via the remote control.

And now:

- The 'DigiPlayer' in the lower Left hand corner is can be used to control the audio track's volume, start, stop, forward, rewind and pause.
- The magnifying glass button between in the lower right corner of the Player can be used to load a track not in the current playlist.
- To start playing a scene either double click the scene in the Playlist box or click it once to select it and then either click the 'Play' button in the Player window, use the keyboard shortcuts ('HotKeys') or press 'Play' on the remote control.

Now all you have to do is set up your computer, lights and sound reinforcement at the venue and you're on your way! For advice on system setup see Appendix 1 to this manual.

You can choose to control the show yourself (with the use of a recommended remote control) or have someone (panel operator) cue the show directly from the computer screen. If you've followed our advice on labeling your Track Description with a line, word or gesture (See point 7 in Create a playlist elsewhere in this manual) your panel operator will need a minimal rehearsal before Showtime, as all their cues will appear on the screen—they just have to select the appropriate track and click on Play in the DigiPlayer. The following section details some special keys that will help your panel operator be more efficient.

The next section details Hotkeys and operation of the remote control.

## HotKeys and the remote control

DigiSelect enables you to use keyboard shortcuts called 'HotKeys' and/or a mouse or Media remote to control your sound and lighting.

*Note: Not all remotes are guaranteed to work. To use a remote control follow the normal remote installation procedures. See the [www.interfazeit.com](http://www.interfazeit.com) web site for tested remotes*

### Standard keys

- **F1** → The F1 key will bring up the user guide
- **F2** → Toggle between Display and Player mode
- **F5** → The F5 key can be used to refresh the screen
- **F7** → Anytime Recall 1
- **F8** → Anytime Recall 2
- **Up Arrow** → Takes you back to the previous track (Up) .
- **Down Arrow** → Proceeds to the next track (down).
- **'S' key** → Stops a track from playing. Use the **'D'** key to Discontinue playing track immediately when the Fade option is set
- **'L' key** → to play the current playing track in loop mode
- **'P' key** → Plays/Pauses the current track
- **'Enter'** → Plays the selected track

### The Mobile Edge Wireless Remote Control

The Mobil Edge PC Media Remote (MEAPE3) has been tested and approved to work with DigiSelect application. Not all remotes are guaranteed to work. To use a remote control follow the normal remote installation procedures.

*Note: For the remote to work the DigiSelect main window must have the focus at all times!!!! (No other application or screen can be on top of the DigiSelect Window)*

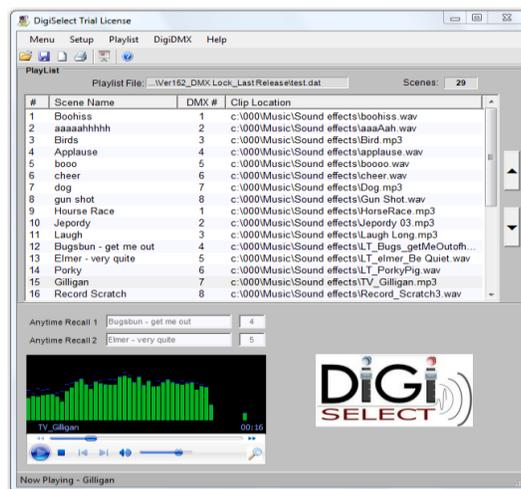


If using a remote control other than the Mobile Edge RC, you will need to experiment to identify that RC's buttons to DigiSelect functions.

## Screens and Menu Reference

### Main Screen

The first window you will encounter upon opening DigiSelect is the Main Screen. This screen is the central screen used during the Playback & Setup phase of operation. Most of the information on it is filled in by DigiSelect as a result of programming you have already done.



The main elements on this screen are the 'Playlist' and the Player with controls to play, fast forward, rewind, pause and stop Audio Tracks. On the lower right of the Player is a magnifying glass that allows you to locate a sound track, not in the current playlist that you want to play.

Each 'Playlist' item has a "Scene Name", "DMX #", "Option" (L=loop, F=fade & B=booth), "Vol" (for track Volume) and a "Track Location" value associated with it. These values will automatically reflect what has been configured in the Playlist.

Below the 'Playlist' is your specified "Anytime Recall" tracks. These are recurring or repeating sound & effects elements that you can play again and again anytime in your show without interrupting the playlist order.

If you double click one of the scenes in the 'Playlist' you will hear the track play. If you have DMX lighting connected and 'Auto Light' selected, the DMX scene will be executed also. Double clicking on the next track will play the next scene. This is basically how you control the playback of a show.

In the menu section at the top of this screen are the main functions which will be explained in more detail as we go through processes, but which briefly mean:

- **Menu**

- **Refresh** → will refresh the main screen. Hitting F5 on your keyboard will achieve the same thing.
- **Display Mode** → Changes to the 'DigiDisplay' mode showing what scene is next in Red and playing in Green. When in this mode you will need to use the 'HotKeys' or remote control to change and play scenes. You can resize this window to give you the best view. Uncheck the 'Display Mode' menu item to change back to the 'DigiSelect' mode.

Display mode is used during playback of a show. It replaces DigiSelect's main screen with a large-print screen which tells you what track is currently playing and what track will follow. This is so you can keep track of where you are at in the show, even from a several feet away. (If you're using a panel operator, he or she will be able to see where they're up to from the Main Screen—this function is more for the solo performer.)

- **AutoLight** → AutoLight, when checked, means that as each track starts, DigiSelect will look for the DMX cue associated with that track and the lighting will be adjusted accordingly.

Checking 'AutoLight' will enable DigiSelect to call up stage lighting and effects scene changes, when selecting a 'scene', along with your audio track selection. If this item is unchecked this feature is disabled and all lighting changes will have to be done manually by selecting each scene in the 'DigiDMX' window.

*NOTE:When checking 'AutoLight' you will get a warning that "There may be a delay between scene changes". DigiSelect will be disabled and the DigiSelect Title Bar will display "Please wait for scene changes" till all scene changes are completed. If not using the 'Fast' option, allow 3-4 seconds for Lighting and effects scene changes before selecting another 'Scene'*

- **AutoPlay** → The 'AutoPlay' feature, if checked, will play each scene immediately after selecting a 'Scene' without having to use any other buttons or 'HotKeys'. When using the 'HotKeys' or remote, in 'Autoplay' mode, the Up and Down arrow keys can be used to play the previous or next scene. Without the 'Autoplay' option checked the Player play button, 'Play' Hotkey or Remote 'Play' button will need to be used to initiate each track AFTER the track has been selected (or the scene can be double clicked in the PlayList).

- **AutoShow** → 'Autoshow', when checked, means that the whole show will automatically play straight through from 'Scene' 1 to 99 with no need to select each 'Scene' or "Play". This should be used only for completely automated shows and presentations.

This feature automatically selects the next 'Scene' after the current track stops playing. This feature will allow the show to run all the way through on total Autopilot, playing tracks and changing lighting and effect scenes (If you only have a DMX change assigned to a 'scene' AutoShow will stop until the next 'Scene' is selected). If used with live performers, this feature will require practice to get the timing right. The remote, 'Hotkeys' and Player buttons can still be used to stop and start scene changes. (See HotKeys & Remote Control).

*NOTE:*

*When using feature the show should be executed in sequence. Using the 'Next', 'Previous' and 'Anytime Recall' options to skip scenes could cause undesired effects. So practices first.*

- **Remote Function** → offers two alternatives for how the "Vol+" and "Vol-" buttons on the remote control work:
  - Anytime Recall 1 and 2 enables you to call the scenes selected as "Anytime Recall" by pressing the "Vol +" or "Vol -" on the remote controller.
  - Volume up/down uses these remote buttons to affect the playback volume
- **Exit** → closes DigiSelect.

- **Setup**

- **Add Scene** → Adds a new track after the selected track in the playlist
- **Delete Scene** → Deletes the track selected in the playlist
- **Anytime Recall 1 / Anytime Recall 2** → saves the selected track as a 'Anytime Recall'
- **Config File** → Allows you to 'Save As' or 'Load New' DigiSelect configuration files. The configuration file stores the DigiDMX channel descriptions, memory presets & DigiSelect Anytime Recalls

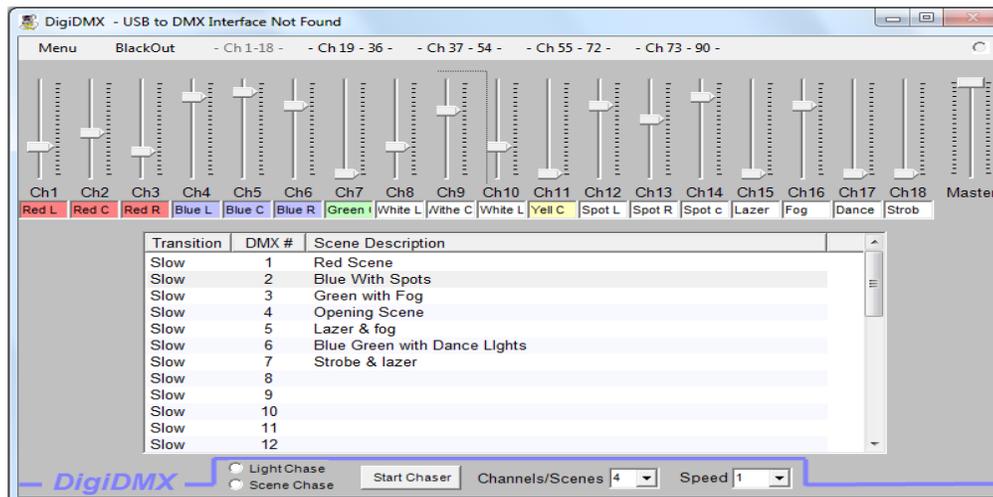
- **Playlist**

- **Select New** → opens a dialogue box from which you can select a new playlist to be loaded into DigiSelect. If the Playlist you need is not shown, you can navigate to the appropriate directory and select it from there.
- **Create New** → Allows you to select the name and location for a new playlist
- **Save As** → Saves the current Playlist under a new name or location

- **Edit in Note Pad** → Allows an expert view for tweaking the playlist with a text editor
  - NOTE: Be careful with this option—if you type a wrong value or character here, you can destroy the whole playlist!!*
- **Print Playlist** → will print the PlayList. This is handy if you wish to create a physical cue sheet for your panel operator (or a cue sheet for a venue which is controlling its own lights, rather than using DigiSelect)
- **DigiDMX** → opens the DigiDMX Programming Panel, which is where you program your lighting cues. This will be covered in detail later in this manual.
- **Help**
  - **About** → will bring up a screen showing the Version of DigiSelect being used and your Registration Key (if entered) as well as other information about the program. Click Exit on this box to close.
  - **User Manual** → will open this manual in your browser.

## The DigiDMX Screen

This is the screen where you set up your DMX lighting and effects scenes.



### NOTE:

*In our illustration, at the top of the screen, there is a message “Failed to open DMX USB Device”. This will appear if your computer is receiving no DMX signal through a USB port or, in other words, if your lights and their USB controller are not connected. Once everything is connected properly, this should read “Connected”.*

You can still program your lights without having them connected, but it relies on you having a very good knowledge of each of your lighting fixtures, so the values you set for each actually does reflect what the light is meant to do.

A much better way of setting your DMX scenes (though more work initially) is to set up your lights exactly as they'll be in the show and then you can see the effects of the slider values in real time, showing you the actual lit scene so you can fine-tune it in the programming stage.

The main part of the screen shows you 19 slider controls (18 are for DMX channels 1-18, 19 – 36, 37 – 54, 55-72 7 73 - 90 depending on which “screen” of channels you are currently using, and the right-most slider is the Master fader) which can be operated by left-clicking and holding down your mouse button while moving each slider up or down. As you do so, a percentage value is rendered next to the affected channel.

If you control a slider to be on and the light or machine doesn't come on, check your Master Fader. Many people new to DigiSelect will initially forget to set the Maser Fader and if it's on Zero, it doesn't matter what the other faders are set at—no light or effect will come on!

Under each of the first 18 sliders is a white box, which allows you to left-click and type a short description of the fixture or function attached to that channel and to double right click to select a color for the box. The “Locked” menu item must be unchecked to make any changes to these boxes or save any scenes. This is not essential, but does help you later when you have to set up your lights and effects at the show venue and you can see the order in which to attach each light and (if you use colors) what gels or colors should be attached to each fixture. We will deal more with labeling your channels later in this manual.

Under the slider section is a scene list. Once you have adjusted all the sliders for each fixture or function, you can right-click on a scene number here and choose either “Edit Scene Description” to give the scene a meaningful name (See Tips and Tricks at the end of this manual for ideas), or “Save the Scene” to save all your slider information to that Scene Number.

The field to the left of each Scene Number (headed “Fast”) if Fast, will ensure that this lighting cue is made instantaneously, rather than “faded” in (Slow).

Below the Scene List is a Chaser function, which asks you to specify the top channel/Scene and a speed for a chase sequence. Having specified these two variables, you can then Click “Start Chase” and all the fixtures and functions from Channel/Scene 1 up to the number you specified, will be switched on and off, in sequence, at the speed you specified.

**NOTE:**

*You cannot assign a Chase Sequence to a 'Playlist scene'. Chases can only be controlled from the computer screen, not the remote control.*

There are three main options on the Menu Bar of this screen:

- **Menu**
  - **Locked** → Locks DigiDMX from changes to the channel labels and scene edits. When Locked is unchecked, DigiDMX is in 'Unlocked' mode and changes can be made.
  - **DigiSpot** → can be used to directly control DMX spotlights using a mouse from the computer screen in real time. This requires a panel operator and cannot be achieved by the solo performer using a remote. More on this screen later in this section.
  - **Exit** → will exit DigiDMX and return you to the main screen of DigiSelect.
- **Blackout** → when clicked, will immediately and automatically “black out” (reduce slider to 0) on all channels including the Master Fader.
- **Channels 1 - 90** → when clicked will toggle between Channels banks. This is simply to avoid having a massively wide screen so that you are not forced to view all 37 sliders at once.

## The DigiSpot Screen

The DigiSpot screen allows you to directly control up to four moveable (DMX-enabled) spotlights in real time from the desk.



The first thing you must do is configuring your spotlights. Click the 'Menu' menu and select 'Configure spot' from the dropdown menu list. This will open a sub-screen where you are able to specify the DMX channel for the X and Y coordinates of each spotlight (this will depend on your lighting setup.) Then you click 'Save' which will save all your settings and close the configuration screen.

Having configured the spotlights, you can now control each spotlight individually, or all at once. This is done by clicking on the spotlight number (from one to four or “All”) across the top of the screen.

Now you’ll find that by moving the X and Y sliders on the left-hand side, your selected spotlight(s) will move with the sliders or simply click and hold your left mouse button in the window to drag your Spotlight(s) around the stage. You can save the spotlight scene using the 50 DigiDMX scene presets that can be called up during your show.

The menus for this screen are as follows:

- **Menu**
  - **Clear Screen**→ will clear the screen of grids and images.
  - **Configure Spot**→ allows you to set the DMX channels for the X and Y coordinates of each spotlight
  - **Trails**→ will leave a mouse trail of where you have been.
  - **Grid**→ superimposes a nine-section grid on the screen to allow you to roughly assess the correlation between your stage area and this screen.
  - **Load Image**→ allows you to load an image (perhaps of your stage area?) to allow you to better see exactly where the spots will be pointing.
  - **Exit** →Exits the DiGiSpot screen and returns control to the DigiDMX main screen.
- **Lightshow** →is a toggle button between Lightshow (all the configured spots randomly moving at once) and Lightshow Off (all spots remain still).

## **Tips and Tricks**

- Use the ‘Refresh’ button to reset the application if you have any issues
- Use the ‘Print Playlist’ feature (for your panel operator) or the DigiDisplay (if solo performing) to keep track of where you are in the show
- For the remote to work the DigiSelect main screen must maintain screen focus at all times
- To change the DMX scene without changing the music: in Setup, enter a “-“ for file location, a description of the event, and a DMX scene number .
- To change music and not the lighting: in Setup, enter file location and description and leave the lighting preset blank
- Carefully think through all transitions especially when using the remote control
- Use the “Save” and “Load” options from the DigiSelect main window, under the “Setup” → “Config” drop down, to “Save” and “Load”

configuration files ( digi.ini). This will allow you to have multiple lighting configurations \* **Always save configuration before upgrading**

- Add the following line under [Setup] in the digi.ini file for DigiDMX to be the primary screen  
Primary=DigiDMX
- Add and change the following line under [Setup] in the digi.ini file to configure the DMX timer interval  
Timer = 200
- Add and change the following line under [Setup] in the digi.ini file to change the DMX fade speed  
Fader = 50
- **Have fun and report any issues to support@interfazeit.com**

## Troubleshooting

If you have any problems connecting to the DMX controller reset the USB and restarting the application. If this fails then check settings on the DMX device (you may have to try changing the settings), then reset the USB and restart the application. You may also try updating the drivers.

For answers to other problems or questions see the Interfaze-IT website at [www.InterFazeIT.com](http://www.InterFazeIT.com) or send your questions to [support@InterFazeIT.com](mailto:support@InterFazeIT.com)

## Appendix 1: Setting up your show system

### File management

One of the first things you need to do is to decide how you will set up your playlist or show files. If your desktop or laptop computer will be mostly dedicated to DigiSelect programming and show playbacks, all you may have to do is set up a folder on your hard drive for DigiSelect Playlists and then a folder within that for each separate show file. Within each folder, you can copy your chosen sound files, PowerPoint shows, videos and any other material that is part of that show.

If, however, your computer is going to be used for other things, you may want to put your DigiSelect files on a flash drive or USB hard drive (in which case you will need a third free USB port on the computer).

In either case, you will need to ensure you have a reliable backup, which is portable—you don't want to get to a show and find the only copy of your show files is corrupt!

However you decide to set up your files, an orderly system (such as a separate folder for each show, all contained in a master folder called DigiSelect Shows)

will really help you out when you're late for a show and have to locate the files quickly!

## **Sound concerns**

Unless you're playing to a very small audience, you're going to need some form of sound reinforcement (amp and speakers, or powered speakers) to connect the sound output connection on your computer. The choice is up to you (and dependent on venue concerns) but for both rehearsal and shows you will need to connect your computer to a sound system of some description. This is usually accomplished via a cable with a 3.5" stereo mini-jack at the computer end of the cable and whatever your sound system needs (typically two RCA-style plugs) at the other.

If you don't carry your own sound system, but rely on whatever you find at the venue your show is at, you'll also need a variety of converter plugs to ensure you can connect (at a minimum, you'll require stereo RCA-plugs to 3.5" stereo mini-jack, 3.5" stereo mini-jack to 2 x mono mini-jacks and RCA-plugs to 2 x Canon connectors).

If not using your own sound system, also consider the length of cable you may need to run from where your computer is (it needs to be no more than about 10 metres from your performing area for the remote control to work reliably) to where the venue's sound system connects. If the cable run is too long, it can degrade the sound, or decrease the volume.

## **PowerPoint presentations/video**

If you intend to show PowerPoint presentations as part of your show, you will also need to hook up your computer to an external monitor or data projector. This is done easily on laptops, most of which have an external monitor connection and a key (usually the F5 key) will toggle between the laptop monitors only, both laptop and external and external monitor only. On a desktop machine, you may need to buy another video card.

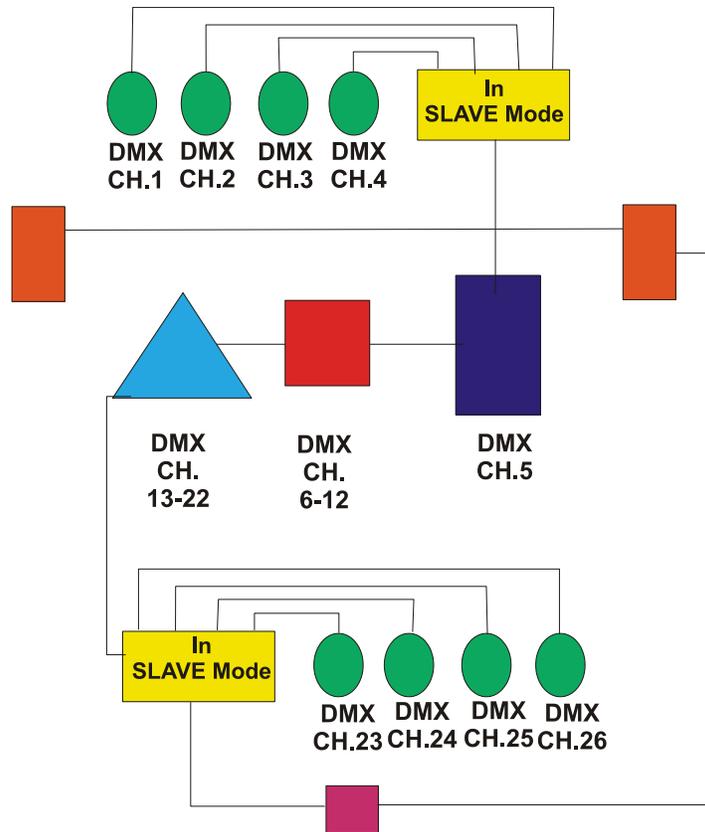
Unless you are using a panel operator (who can handle this manually in real time while the show is playing back) and because DigiSelect needs to be the active window at all times, you will need to assign PowerPoint to play **ONLY** in your external monitor or projector, while the computer's native monitor retains DigiSelect as the active window. To do this, see instructions in Windows Help (search for "second monitor" in the Help window).

## **DMX lighting and effects: a very basic primer**

*NOTE:*

*The ONLY DMX controller that has been extensively tested with DigiSelect and is KNOWN to work is the Entec DMX Open USB Controller. You may be able to use other controllers, but this will be at your own risk. We recommend and sell the Entec product (and it must be this actual model—Entec also have a DMX Pro USB Controller that does NOT work with DigiSelect). If you have problems or unexpected issues with DigiDMX and you are not using the controller mentioned above, your controller may be incompatible with DigiSelect. Although DMX was designed to be a single, universal standard, it has already diverged in the same way that the MIDI “standard” has over the years.*

The basic setup of lighting and effects control is as the diagram below shows:



-  Dimmer Controllers
-  Amplified speakers
-  Par Cans/Floodlights
-  Computer/Laptop running Digiselect
-  Smoke Machine
-  7 Channel Colour Changer
-  10 Channel Travelling Head Spotlight

The concept of DMX control is simply the ability to digitally control the behavior of individual light fittings and effects machines through DMX channels. Think of a DMX setup like a daisy chain—each light fixture and effect machine is connected to the next one as in the diagram above. The DMX controller (that's the Entec Open model we recommend for use with Digiselect) will assign a DMX channel to each one (or each function of each one) in whatever sequence they are connected.

Some fittings (like standard par cans, floodlights and normal lights and some effects machines such as rudimentary smoke machines) use only one channel—they can either be on, dimmed, or off and this is controlled by one DMX channel and therefore one DMX fader on DigiDMX.

These simple lighting devices must also have a DMX-enabled dimmer box connected between them and the controller to allow them to fade, because there is not usually a connection for them to be inserted into the “DMX daisy-chain”.

Many DMX-enabled dimmers have more than one channel in them (4, 6 or more channels are common). In that case, the dimmer box is put into “slave” mode and the controller connected to the computer assigns each dimmer box channel with the next DMX channel in sequence.

Other light fittings (such as moving head lights, or colour-changers—lights that can change their colour automatically—can require seven or more DMX channels (one channel controls the master fader, three channels control the amount of red, green and blue respectively, another three channels control the X, Y and Z movement of the moving head etc.)

For these reasons, it’s important that the lighting setup you devise in the planning stage is exactly duplicated (in terms of the order in which fixtures are connected) at each performance. Otherwise, you’ll get unexpected results at the show. If you have a standard lighting plan, it’s probably a good idea to label each fixture (labels should be attached to brackets, not the lights themselves because lights get HOT!) so you remember the correct order of connection.

This can get pretty confusing, especially as it is the sequence in which these lights are connected that dictates the starting channel number of any fixture. So, while the controller may assign “Channel 1” to Red, “Channel 2” to green etc. the actual starting number of that sequence will depend on where that light is in the “daisy chain”. The tables below may help you to understand:

| <b>Fixture</b>                                 | <b>Par Can 1</b> | <b>Par Can 2</b> | <b>Par Can 3</b> | <b>Par Can 4</b> |
|--|------------------|------------------|------------------|------------------|
| DMX Channel<br>(assigned by<br>the controller) | 1                | 2                | 3                | 4                |

| <b>Fixture</b>                        | <b>Par Can 1</b> | <b>Par Can 2</b> | <b>7-Channel<br/>Colour<br/>Changer</b> | <b>Par Can 3</b> | <b>Par Can 4</b> |
|---------------------------------------|------------------|------------------|---|------------------|------------------|
| DMX<br>Channel<br>(assigned<br>by the | 1                | 2                | 3, 4, 5, 6,<br>7, 8, 9                  | 10               | 11               |

|             |  |  |  |  |  |
|-------------|--|--|--|--|--|
| controller) |  |  |  |  |  |
|-------------|--|--|--|--|--|

So when planning your light and effects fixtures, having access to 90 DMX Channels through DigiDMX does not necessarily mean you will be able to connect 90 devices unless they are all simple on-dim-off fixtures.

When setting up DMX lighting, you first need to decide on a lighting plan. This involves planning what you'll need lit, where it will be in the show's performance area and what colour the light will be and then matching the fixtures needed to a range of DMX channels between 1 and 90.

Developing a lighting plan is way beyond the scope of these instructions, so we'll assume you have looked at that (and had professional help from a lighting designer if necessary).

Once you have your lighting plan it is important to have all your lights, effects machine and light-dimmer combos connected to each other (most DMX devices and DMX-enabled dimmers have a "DMX IN" and a DMX Out" port to receive and output the DMX signal which the controller sends out). If a signal doesn't affect the channel a particular light is assigned to, that light ignores the signal and passes it to the next light in sequence.

If you are finding this difficult to get your head around, there are several quite good DMX tutorials on Youtube and similar web sites. Check them out, experiment with your lights and get some professional advice (most theatrical lighting stores will be happy to explain rudimentary DMX if you're buying your light fittings from them) and there are courses in DMX lighting run at some schools for DJs.

Once you understand what you're doing with DMX, you connect all your lights together (the first fixture in the chain connects to the Entec DMX Open Controller through the "DMX Out" port and in some cases the last light fitting in the chain may need a to be "terminated" for the whole thing to work properly—other fittings are "self-terminating". Check each fixture's manufacturer's instructions for advice on this.

Then you boot your computer (without plugging in the lighting controller). Let the computer fully boot, then connect the Entec DMX Open USB Controller to a spare USB port on your computer. (Prior to this, you will have installed the driver for the controller that comes with the unit).

Once the computer has recognized the new device, then start DigiSelect, go to the DigiDMX option on the main screen and check that the top of the Window says "Connected". If it does, DigiDMX is ready to control all of your lighting.

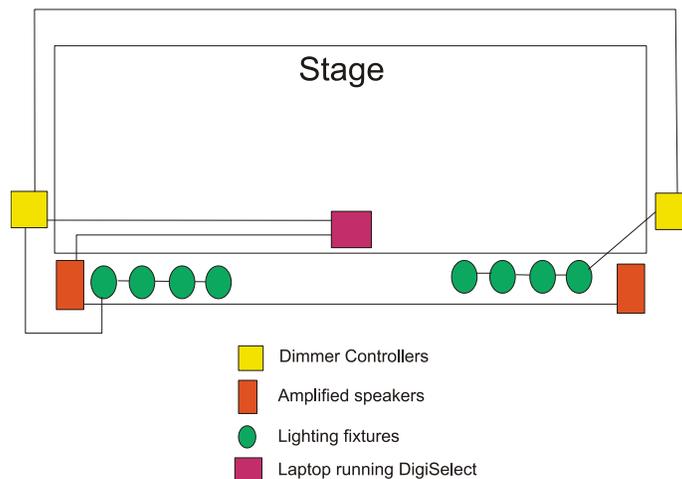
If the top of the DigiDMX screen says “Failed to open DMX USB Device”, it either means you have not installed the driver, there is a problem with a broken connector, a broken cable or that the controller is malfunctioning. See Troubleshooting in the Controller’s instructions for help here.

## Setting up your system at the show venue

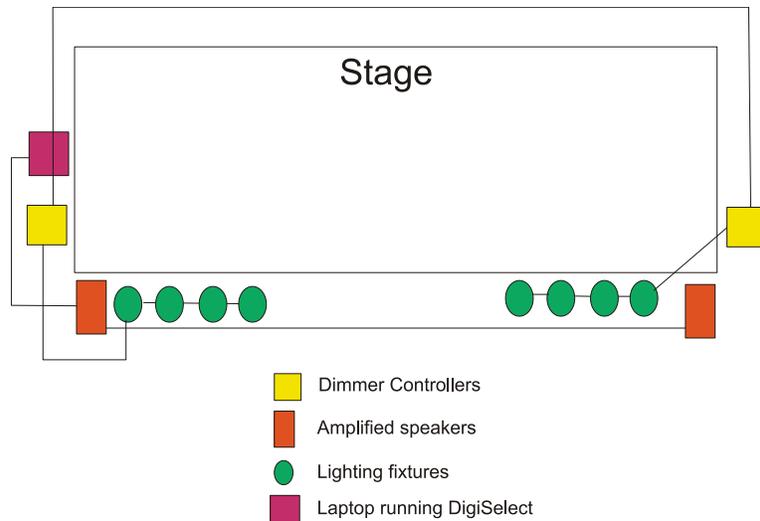
In setting your equipment up at the show venue, we recommend setting your lights and sound reinforcement (if required) first. Then, your only consideration is whether you are operating DigiSelect yourself, or having a panel operator do it for you. The setup for DigiSelect is different for each.

*Note: All the diagrams below assume that you are using your own lights and your own sound reinforcement. If the venue has its own lights and/or sound, your computer will need to be patched through to the venue’s lighting and sound desks. This can get complicated, because the venue might have to reset all of its lights to suit DigiDMX and the way you’ve set up your lighting (which they often will refuse to do). In this case, it is generally better to not use DigiSelect at all, but to have a separate “manual” sound and lighting cue sheet for the panel operator to use the venue’s native equipment.*

If you are operating DigiSelect yourself, the computer screen needs to be positioned somewhere visible to you and within range of the remote control. Typically, I set the small laptop up at extreme downstage centre, as shown below.



If the venue has footlights at the edge of the stage, or the bright lights prevent you from seeing the screen clearly in that position, you can also set it in the wings, but this will require a sideways glance if you need to see the screen. In this case, you would set it as below.



If you are using a panel operator to play your show through DigiSelect, you don't need to see the screen from onstage and you don't have to worry about the remote range. You will then set up the computer wherever the show is being controlled from. Typically, this is a desk, which may be in a control room towards the back, or even in a separate room at the very back of the auditorium. In this case, the setup would be close to below:

