



Procedure	Sony SMS Controller	Christie Doremi	Screenwriter
Exporting/Importing an SPL	(Start SMS Controller Software) 1. Select the Show Management Tab. 2. Click the Import/Export link in the left sidebar. 3. Click the Browse button. 4. Select the SPL drive from the list and click OK. 5. Select the SPL to export from the Show Playlist. 6. Click the Export button to export to SPL drive. 7. Select a SPL to import from Local Show Playlists. 8. Click the Import button to import to projector.	N/A	(From Content / Playlist) SPLs with the template icon attribute cannot be transferred from the LS but can from a specific house. 1. Click the house number from the top row. 2. Search for the SPL name in the Search Box using the feature name keyword. 3. Check the checkbox in front of the SPL to transfer. 4. Click the Transfer button. 5. Under Selected Devices, choose the house to transfer to, click NOW and click the Transfer button.
Building an SPL: Content Playlist Refer to the SPL Template Guide	(Start SMS Controller Software) 1. Click on the Show Management tab. 2. In the title section of the Create Show Playlist, enter the name of the SPL. 3. Click the New button to create the SPL. 4. Review the Mandatory Trailer Programming (MTP) Report to determine if building a Flat/Scope print and select trailers/snipes accordingly. 5. To insert content into the Content Timeline, double-click in the following order: a. AMC genre specific welcome interstitial b. Trailers c. AMC feature presentation interstitial d. Brand interstitial e. Feature 6. Once complete, click the Save button.	(From the Doremi touchscreen) 1. Select the Editor tab in CineLister. 2. Click the New button to start a new SPL. 3. Click the Properties button beneath the SPL staging area on the bottom right of Editor tab. 4. Enter an SPL title in the Name field a. Select the Display Mode – 2D/3D based on print type b. Click Close. 5. Review the Mandatory Trailer Programming Report (MTP) to determine if building a Flat/Scope print and select trailers/snipes accordingly. 6. To add content element to the SPL stage, double-click on the titles in the elements list on the left side of the editor tab in the following order: a. AMC genre specific welcome interstitial b. Trailers c. AMC feature presentation interstitial d. Brand interstitial e. Feature 7. Once complete, click the Save button, then click Save button again on open window.	(See SS-3-36 for more detail) 1. Select the Content / Playlist tab. 2. Build SPL. a. Click the +New button on left, top side. b. Enter a name, then click Create. c. Drag and drop the available content from the left side to the right. Automation cues can be dragged and dropped by clicking the gear icon on the top. d. Once the SPL is complete, click the Save button on top.



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Building an SPL: Controls (Trailers) Refer to the SPL Template Guide	(Start SMS Controller Software) 1. Open the saved SPL. 2. Press the "+" to add 5 seconds before the first snipe. 3. Click the left scroll bar located at the bottom of the screen to show the added time. 4. To insert controls into the Control Timeline, right-click in the following order: a. Masking Flat or Scope b. Projector / Function / Flat or Scope c. Digital d. Lights Mid e. Projector / Douser / Off Note: After adding the Flat or Scope masking control, press the "-" on the keyboard. This will line the controls up with the added seconds	1. With the saved SPL open in CineLister, double-click on the Black content element in the elements list on the left side of the Editor tab and press the "+" to add 5 seconds to the length. 2. Click ok to add the Black element to the SPL, then select the Black element in the SPL and use the green up arrow above the SPL stage to move it to the top of the SPL. 3. To insert controls into the SPL, click to select the Black element in the SPL on the right side, then double-click the control element in the elements list on the left in the following order (select the Black element again in the SPL after adding each control): a. Masking Flat or Scope b. Flat or Scope c. Audio Digital d. Lights Mid e. Douser Open 4. Once complete, click the Save button, click Save button again on open window and click Yes to replace existing SPL. Note: Be sure the format control matches the format selected in the 'Properties' window – i.e. Flat/Scope/3D Flat/3D Scope. After adding each control an Edit Time Code window will pop up, 1. Add a 1 second offset to the first control 'from the begin of the clip.' 2. Click the OK button. 3. Repeat steps for each control and increment by 1 second – first control 1 second offset, second control 2 second, etc.	



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Building an SPL: Controls (Feature Presentation) Refer to the SPL Template Guide	1. Using the same SPL from above, scroll to the AMC Feature Presentation Interstitial. 2. Select the AMC Feature Presentation Interstitial. 3. To insert controls into the Control Timeline, right-click and select Lights down.	1. Using the same SPL, scroll to the AMC Feature Presentation Interstitial. 2. Select the AMC Feature Presentation Interstitial in the SPL on the right side. 3. Double-click on the Lights Down control element in the elements list on the left side. a. Add 1 second to the offset 'from the begin of the clip.' b. Click the OK button. 4. Once complete, click the Save button, click Save button again on open window and click Yes to replace existing SPL.	



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Building an SPL: Controls (Closing Credits) Refer to the SPL Template Guide	1. Determine the credit offset time in the MTP report. 2. Click on the feature to highlight the blue timeline pointer. 3. Determine the length of the trailers using the time located below the trailers. 4. To determine the time the credits start, add the trailer time to the credit offset. 5. Once the credit start time has been determined, move the timeline pointer to that time. 6. Verify the time using the timeline located at the bottom of the screen. 7. To insert controls into the Control Timeline, right-click and select Lights Mid. 8. Select Feature and click the Right Arrow key. The timeline should move to the end of the feature. 9. To insert controls into the Control Timeline, right-click in the following order: a. Lights Up b. Flat c. Masking Flat 10. SPL is now created.	1. Determine the credit offset time in the MTP report. 2. Click on the feature title in the SPL to highlight. 3. Double-click on the Lights Mid control element in the elements list on the left side and enter the credit offset as provided in the MTP report. 4. Add another Black element to the SPL by double-clicking on the Black content element in the elements list on the left side of the editor tab, then press the "+" to add 5 seconds. 5. Click OK to add the Black element to the SPL and use the green down arrow above the SPL stage to move the Black element to the bottom of the SPL if necessary. 6. To insert controls into the SPL, select the second Black element in the SPL on the bottom right, then double-click on the control element in the elements list on the left in the following order (select the second Black element in the SPL after adding each control): a. Lights Up b. Flat c. Masking Flat 7. Once complete, click the Save button, click Save button again on open window and click Yes to replace existing SPL. Note: After adding each control an Edit Time Code window will pop up, 1. Add a 1 second offset to the first control 'from the begin of the clip.' 2. Click the OK button. 3. Repeat steps for each control and increment by 1 second – first control 1 second offset, second control 2 second, etc.	



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KDM (Key) Ingests	(Start SMS Controller Software) 1. Click the Shows tab. 2. Click SPL link in the left sidebar. 3. Select the SPL from the Show Playlist. 4. Click the Content Management tab. 5. Click KDM link in the left sidebar. 6. Select Browse from the KDM Menu. 7. Open the shared KDM drive. 8. Open the folder for the corresponding week opening date. 9. Select the appropriate movie and click OK. 10. Select the key from the KDM Files and click Import. 11. Once complete, click the Shows tab. 12. Reopen the SPL and click CPL. 13. Click Type header to sort CPLs. 14. Select Feature to verify that the key is active.	(From the Doremi touchscreen) 1. Plug the USB thumb drive with KDM(s) into USB slot on the front of the Doremi. 2. After about 20 seconds, the Ingest Manager window should appear. Note: If the ingest window does not automatically pop up, a. Click the Menu button in the lower left corner. b. From the Doremi apps menu item, click Ingest Manager. 3. All available keys on the thumb drive will be displayed. • Note: Items in gray are already present and do not need to be ingested. • Note: If a KDM in the list is clicked, it expands to show start and end dates. 4. Select desired key and click the Ingest button. Note: Multiple keys can be selected by holding down the “CTRL” key on the keyboard and left- clicking all desired items. 5. During ingestion, a status window appears with process information and a progress bar. Once complete, close the Ingest window and make sure to unplug the USB thumb drive.	Automated Process Software called “Cinergy Remote Agent” is installed on all TMS enabled Library Servers. This software automatically receives KDMs and transfers them to Screenwriter and Projector servers. KDM's not delivered via the Cinergy Remote Agent should be ingested using the manual process listed below. Manual Process (Access Screenwriter from computer where KDMs have been saved) 1. Click the Content / Keys tab. 2. Click the Upload KDM button on top. 3. Either drag and drop the KDMs from place where the KDMs are saved or click Add Files to navigate to the same place. 4. Click the Done button to complete the process.



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Content Ingest (From Library Server)	(Start SMS Controller Software) 1. Click the Content Management tab. 2. Click the Ingest button. 3. Click the + to the left of the DCP Library. 4. Select the content to import. 5. Click Open to begin import.	(From the Doremi touchscreen – subject to availability and may require additional configuration of Doremi) 1. Click the Menu button in the lower left corner. 2. From the Doremi Apps menu item, click Ingest Manager. 3. With the Scan tab in Ingest Manager selected, click the drop-down (top right) and select the library server option (may also be listed as LS in drop-down). 4. Wait for Scanning to complete and window to close. Click to select desired content from the list in the Scan tab. 5. Click the Ingest button (top left) to start the ingest (if prompted enter the CineLister credentials). Ingest Manager will switch to the Monitor tab to show the active ingest progress. 6. Close Ingest Manager window (this can be done during the ingest and will not interrupt the progress).	Content stored on the library server will automatically be available in Screenwriter. Navigate to the Content / Content tab in Screenwriter and search content by keyword to confirm.



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Content Ingest (From USB/CRU Port)	(Start SMS Controller Software) 1. Turn on hard drive, then attach to the ingest port on the projector. 2. Click the Import_USB link. 3. Click Open to begin import. 4. Once complete, log out of the SMS Controller.	(From the Doremi touchscreen) 1. Power on external hard-drive and plug the USB cable into USB slot on the front of the Doremi. 2. After about 20 seconds, the Ingest Manager window should appear. Note: If the ingest window does not automatically pop up, a. Click the Menu button in the lower left corner. b. From the Doremi Apps menu item, click Ingest Manager. 3. All available content on the hard drive will be displayed. Note: Items in gray are already present and do not need to be ingested. 4. Select desired content and click the Ingest Button. Note: Multiple pieces of content can be selected by holding down the “CTRL” key on the keyboard and left-clicking all desired items. 5. Ingest Manager will switch to the Monitor tab to show the active ingest progress. Note: Each selected item for ingest will be processed one at a time until all are completed. 6. When ingestion process is complete, close the Ingest window and make sure to unplug the hard-drive.	1. For theatres with servers that are not equipped with CRU bays, connect the hard drive to the USB port on the front of the server using the provided cable and skip to step 4. Theatres with servers equipped with CRU bays, swing open the lock arm on the front of the drive and insert the drive into one of the CRU bays. 2. Push the drive into the CRU bay as much as possible, then push the arm closed until it locks into place. The blue LED status light will blink momentarily and then remain constant. This indicates the drive is ready for use. 3. Paragon will automatically assign a drive letter to the Hard Drive. 4. Log in to Screenwriter and navigate to the Content / Content tab. 5. The drive letter that was assigned to the Hard Drive will show as a source. 6. Click on the Hard Drive letter. 7. Check the box to select individual folders or select all to copy the entire hard drive. 8. Click the Transfer button. 9. Select LMS to ingest the hard drive to the Library Server.



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Delete SPLs	(Start SMS Controller Software) 1. Select the Show Management Tab. 2. Select the SPL from the SHOW PLAYLIST section. 3. Click the Delete button below and click Yes to confirm.	(From the Doremi touchscreen) 1. Select the Editor tab in CineLister window. 2. Click the Cleanup button and enter the CineLister credentials, if prompted. 3. Select the unwanted SPL(s) from the list and click the Delete button.	(From Screenwriter Content / Playlist tab) 1. Search for the SPL name in the search box, if necessary. 2. LMS will be the default source, click a house number to delete from a specific house. 3. Click the checkbox in front of the SPL to delete. 4. Click the Delete button.
Delete Content	(Start SMS Controller Software) 1. Select the Content Management tab. 2. Click on the unwanted DCP folder in the list to select it. 3. Click the Delete button. 4. From the DCP Delete window, click the box to “Forcibly delete the contents included in SPLs” and click Yes to confirm.	(From the Doremi touchscreen) 1. Select the Editor tab in CineLister window. 2. Scroll through the All Elements list to locate content title. 3. Click on the unwanted DCP title to select it (hold down SHIFT key to select multiple titles) and click the Delete selected Contents button (top left next to green refresh arrow button). 4. Click the Delete button on the Delete Composition Playlist window to confirm content deletion.	(From Screenwriter Content / Content tab) 1. Search for the content name in the search box, if necessary. 2. All will be the default source, click LMS or a house number to delete from the Library Server or from a specific house. 3. Click the checkbox in front of the content to delete. 4. Click the Delete button. 5. Click Delete on the next window to complete the deletion.