

K2 Grass Media Server Guide

Import	Location	Export
<ol style="list-style-type: none"> 1. Connect to the Grass Drive on Isilon (double click iNet icon on dock) 2. Copy/Paste your video onto the Grass Drive 	<p>Isilon-connected computer (Greenroom Mac Minis)</p>	<ol style="list-style-type: none"> 8. Delete the copied files you made along the way 7. Copy/Paste your video to the computer 6. Connect to the Grass Drive on Isilon (double click iNet icon on dock)
<ol style="list-style-type: none"> 3. Log into the INGEST user (if necessary, "Switch Users", don't "Log Out") 4. Open the "Grass on Isilon" folder 5. Drag your video onto the "Grass Valley Import" link 6. Wait until your file appears and disappears from the "Imports" folder 	<p>Master Control Center Computer</p>	<ol style="list-style-type: none"> 5. Copy/Paste your video from the "Exports" folder to the "Grass on Isilon" drive 4. Log into the EXPORT user (if necessary, "Switch Users", don't "Log Out")
<ol style="list-style-type: none"> 7. Find your video in the "Imports" bin 8. Copy/Paste it into your show's bin 9. Delete the copied files you made along the way 	<p>K2/Grass Media Server</p>	<ol style="list-style-type: none"> 3. Open the Transfer Window (Under the System Menu) and wait for it to finish transferring 2. Copy/Paste your show into the "Export" bin 1. Record your show (block by block) in your show's bin

NOTE: If using a flash drive to transfer content instead of the Isilon network, use the following procedure:

- Import: Ignore steps 1-5. Connect your drive to the Master Control Center Computer and copy/paste the file into the Imports folder. Continue with step 6.
- Export: Ignore steps 5-7. Connect your drive to the Master Control Center Computer and copy/paste the file from the exports folder to your own drive.