

# KMVT How-To Guide

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How to export a file from the TriCaster – June 19, 2013

The TriCaster records a digital file on one of its internal hard drives. This guide will cover how the copy that video file onto your own hard drive.

## Short Overview

1. Connect your Hard drive or flash drive
2. Go to the Export Panel
3. Add the file to be exported to the Queue
4. Choose export options
5. Export the file
6. Usually takes 10-20 minutes
7. Safely eject your hard drive or flash drive
8. Your Done

## In-Depth Steps

1. Your show has just finished and you are ready to export
2. Exit the LIVE PRODUCTION mode of the TriCaster
  - a. Look near the upper right of the screen
  - b. Find the X
  - c. Pressing this will prompt a dialogue window
  - d. Confirm you want to exit the LIVE PRODUCTION mode
3. Attach your media device to the TriCaster
  - a. In the middle of the control room there is an island.
  - b. Look for the TriCaster
    - i. It's a rack mounted computer near the top
  - c. Now look at the rack left of the TriCaster
  - d. There should be a shelf
  - e. On the shelf is a USB hub and an eSATA cable
  - f. Connect your media device to the appropriate option
  - g. Go back to the TriCaster monitor
4. You should see three icons that rotate as you click them
  - a. Look for the icon that says MANAGE MEDIA
  - b. On the right of the screen should be a some buttons and other options
  - c. Choose the button that says EXPORT
  - d. A dialogue box will now appear
5. Add your media files
  - a. Look for the Button ADD FILE at the top left of the dialogue box
  - b.

Notes: This document is intended to cover a specific task. In many cases you may need additional skills to complete the project. Please refer to one of our other How-To Guides or consider enrolling in one of our training courses for more advanced training.