



A BRIEF GUIDE TO BEAM SUITE

What is BeamSuite?

BeamSuite is a hosting service for digital master elements. BeamSuite users are able to download to a local workstation all the materials needed enable further production work – for example, editing or audio additions in local language.

BeamSuite provides a fast and cost-effective delivery alternative and has the benefit of avoiding the complication of sending tapes, with courier time and cost.

Once the materials are uploaded on the BEAM.TV site (www.beam.tv) the download link is shared in each location, and materials are downloaded directly into edit suites, for further work to take place.

What do I need to do to access the BeamSuite files?

Accessing BeamSuite is simple. All a user needs is to open a BEAM.TV account. The registration is simple and it is free.

Opening a BEAM.TV account

1. Log on to www.beam.tv
2. Select the “Free Sign Up” link at the top left-hand side of the home page
3. Enter email address.

The user will receive an instant return email with a password, which is then used to log on to BEAM.TV. Once logged in, the user has the option to change the password to one more which is more memorable, by clicking on the “change password” option at the bottom of the page.

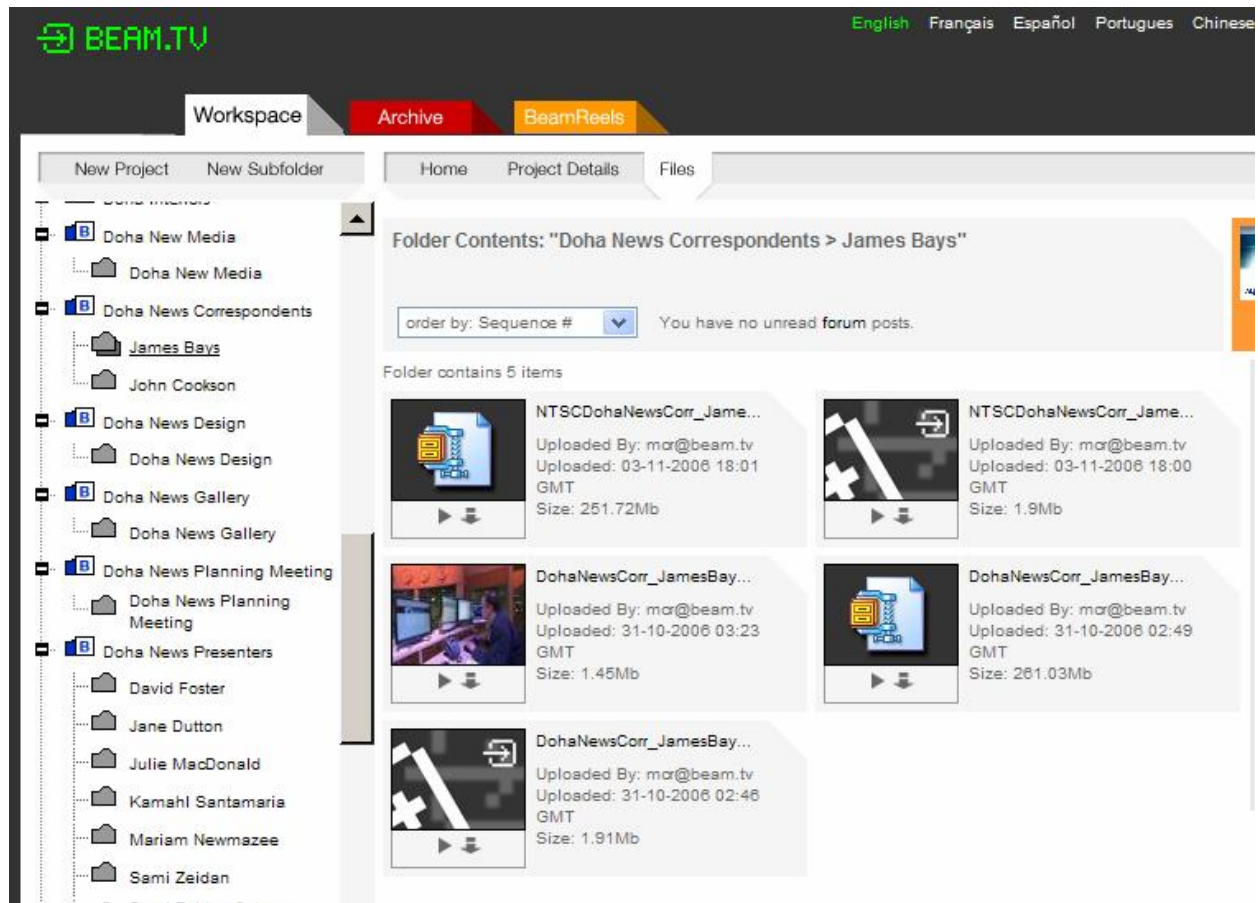
What files will I see in a BeamSuite folder?

The folder will contain all the files the user needs to enable further work. Note that most of the materials hosted within a BeamSuite are broadcast standard so the file size is very large and needs to be downloaded generally by an FTP client.

The contents of a BeamSuite folder contain the following:

- Master clip, converted to high resolution, broadcast standard, PAL targa file sequence.
- Master clip, converted to high resolution, broadcast standard, NTSC targa file sequence.
- Viewing copy of commercial as low resolution Mpeg
- Audio file, containing .wav file of PAL audio track.
- Audio file, containing .wav file of NTSC audio track.
- Documents with legal and production data.

Figure1. Example of how a BeamSuite folder will look on www.beam.tv



How do I download the BeamSuite files?

To download BEAM Suite files, follow the steps below:

1. Log on to www.beam.tv
2. Within the "Workspace" area the user will see a list of BeamSuite folder(s) on the left hand side of the screen.
3. Click on the relevant folder
4. Identify and download contents of folder

To download any file within the folder; the user has the following options:

Logging on via www.beam.tv

Download Option 1

- Simply click on the "downward arrow"  icon.

- Save to local folder
- [Download Option 2](#)*
- Click on the thumbnail (i.e. large square icon)
 - Select download button at the top of the pop up
 - Click on the download button

Alternatively, the user may download via an FTP client

Users can download BEAM Suite files via an FTP client.

To do this, follow the steps below:

- Launch your FTP client
- Enter host name <ftp.beam.tv>
- Enter your standard BEAM.TV user name and password
- Select the “workspace” folder within your ftp client
- Grab files

What do I do if I have problems accessing and downloading files?

BEAM.TV offer 24hr support to all users working with BEAM Suite.

Support can be accessed via the following numbers

Email: support@beam.tv

Phone: UK - +44 (0) 207 208 8190
US - +1 212 337 3210