

A decorative graphic consisting of a series of seven small, light gray dots followed by three curved lines that sweep upwards and to the right, resembling a signal or a stylized 'S' shape.

**SCRIBE<sub>EC</sub>**  
**Series Operator's Guide**

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Duplicator Electronics & Mechanical Parts	1 year
CD-R/RW Recorders	1 year
DVD-R/WR	1 year
Signature III Inkjet CD Printer	1 year
Spectrum Thermal Transfer CD Printer	6 months limited warranty

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## **About MF DIGITAL**

Thank you for purchasing MF DIGITAL's SCRIBE EC autoloading duplication and printing system. MF DIGITAL manufactures a wide variety of software and audio duplication and production equipment, including manual and fully automatic CD and DVD duplicators and printers. We hope you will consider us for all of your production needs.

### ***What To Expect From Your MF DIGITAL CD Duplication System***

Your MF DIGITAL SCRIBE EC duplication system is professionally designed and manufactured to give you years of trouble free operation. To avoid accidental damage to your new duplication system, please read and understand this manual thoroughly before operating the unit.

## **About This Manual**

This manual is written for both novice and experienced users. Please read through this Operator's Guide from beginning to end before using the unit. Once having read the manual, follow along chapter by chapter. This will provide the necessary understanding of your new SCRIBE EC duplication system.

## Minimum System Requirements

### ***Print Station & 1-Drive Models – Minimum System Requirements:***

- Minimum Pentium® III or compatible personal computer @ 800 MHz or faster
- Windows 2000 Professional or Windows XP Professional Service Pack 1.0a or higher
- 512 MB RAM
- 7200 RPM ATA-100 hard drive with 850 MB for CD-R or 5GB (NTFS) for DVD-R of free hard disk space - fully defragmented
- Monitor: 800 x 600 display, 16-bit color recommended
- Two button mouse
- High quality recordable CD-Rs / DVD-Rs
- One free PCI slot for 1 Drive System, Not required for Print Station Only.
- One external COM Port (COM1 or COM2) *\*Two external COM ports are needed if using MF DIGITAL Spectrum2 or Prism Plus (COM1 and COM2).*
- WinASPI driver layer (Included)
- IEEE-1394 B Adapter (Included)
- Appropriate IEEE-1284 printer cable if attached
- \* A USB to Serial Converter can be used if no COM port is available.

### ***2-Drive & 4-Drive Models – Minimum System Requirements:***

- Minimum Pentium® 4 or compatible personal computer @ 2 GHz or faster
- Windows 2000 Professional or Windows XP Professional Service Pack 1.0a or higher
- 1 GB RAM (Asynchronous Operation)
- 7200 RPM ATA-100 hard drive with 850 MB for CD-R or 5GB (NTFS) for DVD-R of free hard disk space - fully defragmented
- Monitor: 800 x 600 display, 16-bit color recommended
- Two button mouse
- High quality recordable CD-Rs / DVD-Rs
- One free PCI slot
- One external COM Port (COM1 or COM2) *\*Two external COM ports are needed if using MF DIGITAL Spectrum2 or Prism Plus (COM1 and COM2).*
- WinASPI driver layer (Included)
- IEEE-1394 B Adapters (Included)
- Appropriate IEEE 1284 printer cable if attached
- \* A USB to Serial Converter can be used if no COM port is available.

## Installing The SCRIBE EC

Carefully remove the SCRIBE EC duplication system from the shipping container. Inspect the contents and verify them against the packing slip. Report any errors in shipping as soon as possible. The SCRIBE EC is available as a print only system, a copy only system, or both a copy and print system.

### ***What's In The Box***

Your SCRIBE EC is a complete CD duplication system containing all necessary components. The package includes:

- SCRIBE EC duplication system
- Power cord
- SCRIBE EC Software / Manual CD
- MF DIGITAL Product & Warranty Registration card

### ***Options***

- CD label printers: Supported models include the Spectrum2 thermal transfer, Prism, Prism Plus, Signature IV, and Sig Pro inkjet printers.

### ***Packing Materials***

Please retain the original box and packaging in the event that the unit requires future servicing. This will help to reduce the possibility of damage occurring in transit. In the event that the system is shipped back to MF DIGITAL without the original box and packaging, customers will be charged for new box and packaging.

### ***The Best Place To Put The SCRIBE EC***

The best operating location for the SCRIBE EC duplication system is in a climate controlled area, free of dirt, dust, humidity, excessive heat, and electronic or electromagnetic interference. Room temperature should be between 65 and 75 degrees Fahrenheit, or between 18 and 23 degrees Celsius. Place the SCRIBE EC on a solid, steady work surface and allow sufficient room for all incidental work materials. Provide at least six inches of clearance on all sides of the unit for ventilation.

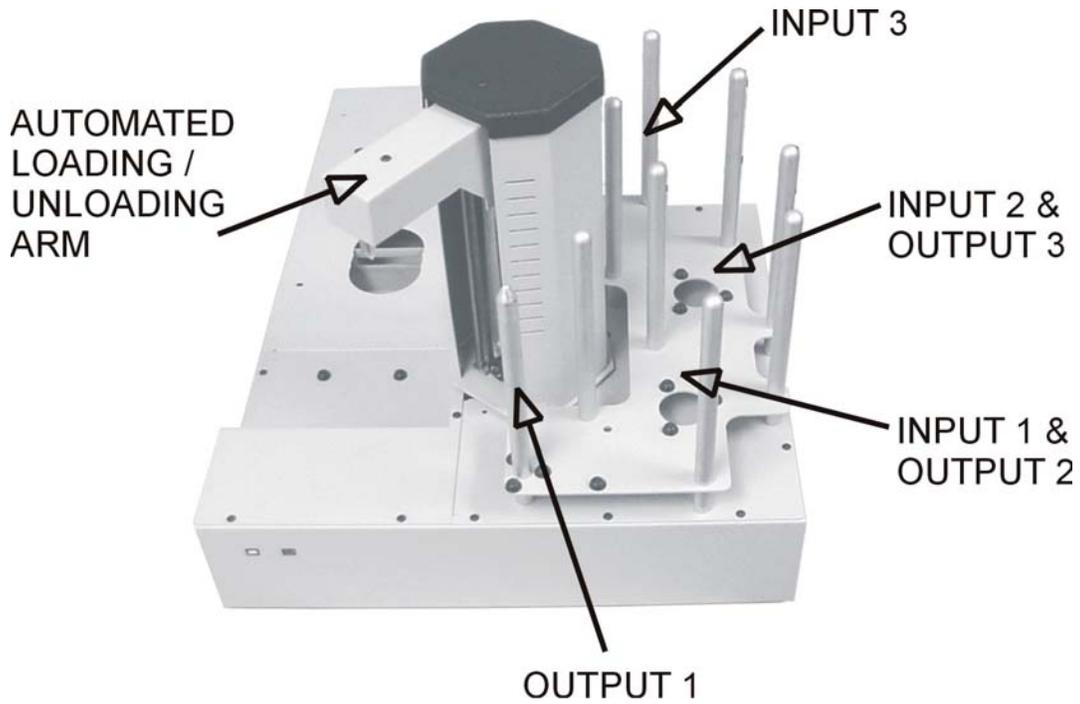
### ***Safety Precautions***

The system is shipped with a three-prong power connector and must be used with a properly grounded AC receptacle. **DO NOT** try to defeat the third "ground" prong. All computer peripherals must be properly grounded and the SCRIBE EC is no exception. The use of a power conditioner such as an Uninterruptible Power Supply (UPS), or a surge protector is highly recommended. The minimum required size is 400VA.

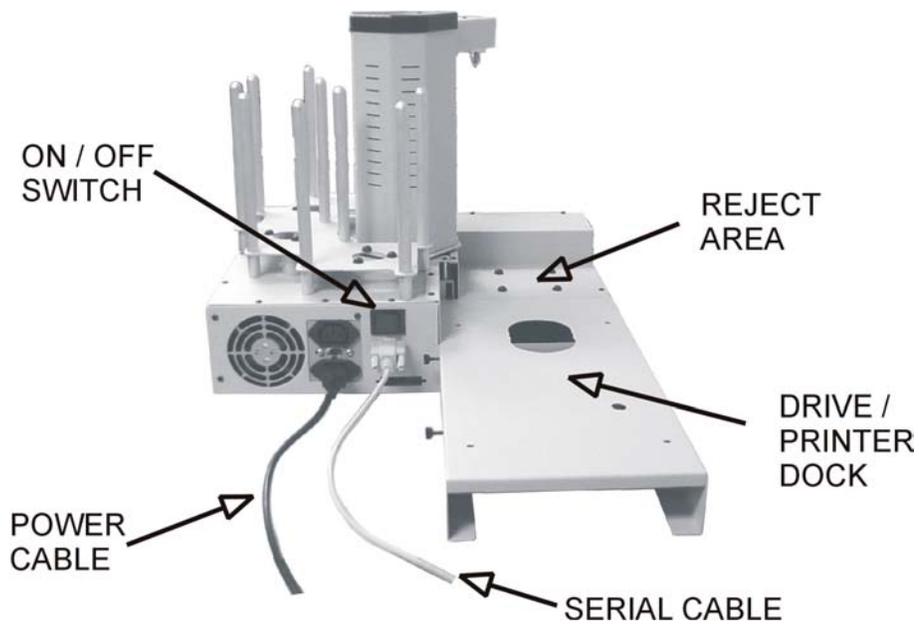
Repairs or alterations should only be attempted by authorized factory trained technicians. MF DIGITAL reserves the right to void the warranty if unauthorized service is performed.

## Location Of SCRIBE EC Components

### Front View

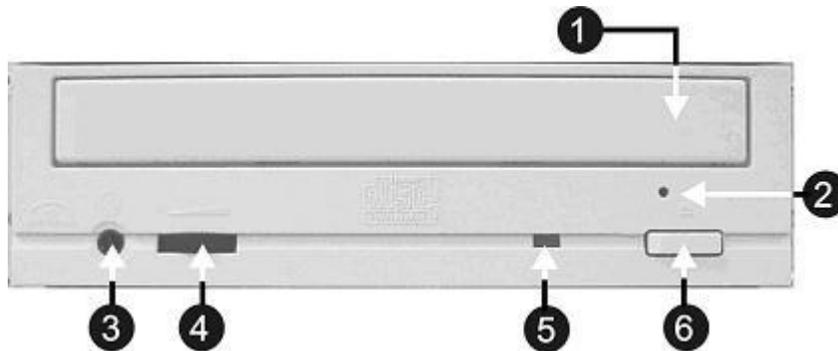


### Rear View



## Location Of CD-R/RW Recorder Parts And Controls

### Pro Drive 52x

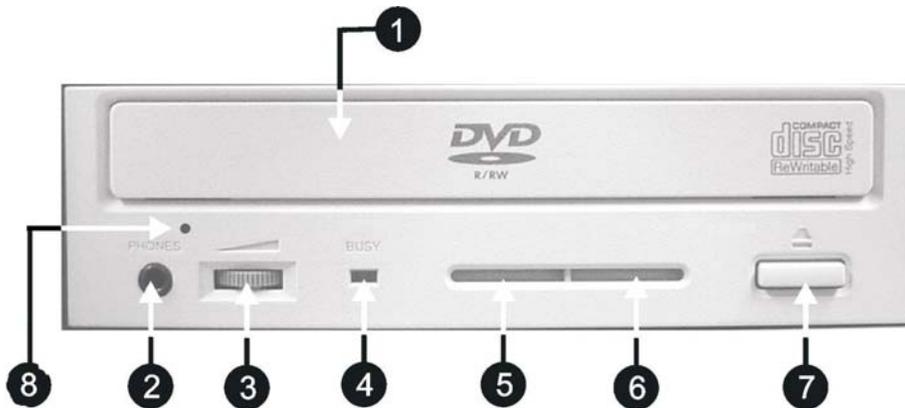


#### *Legend*

1. **Disc tray** - Discs are loaded and removed from this tray. Pressing the eject button will open the tray when the power is switched on to the SCRIBE EC.
2. **Emergency eject pinhole** - In the event that the disc tray will not open by pressing the eject button, insert the tip of a large paper clip into this hole and push.
3. **Earphone jack**
4. **Volume Control**
5. **Read and write status LEDs** - These indicators light up when the recorder is reading or writing.
6. **Eject button** - This button is used to open or close the disc tray.

## Location Of DVD±R/±RW Recorder Parts And Controls

### Pioneer DVD±R/±RW A-06 Drive



### Legend

- 1) **Disc Tray** - Discs are loaded and removed from this tray. Pressing the eject button will open the tray when the power to the Scribe is switched on.
- 2) **Headphone Jack** – Connect headphones here.
- 3) **Volume Control Knob** – This controls the volume level of the headphones.
- 4) **Disc Indicator** – Light indicates presence of disc in drive.
- 5) **Ventilation Hole** – Do not block.
- 6) **Ventilation Hole** – Do not block.
- 7) **Eject Button** – This button is used to manually open the disc tray.
- 8) **Emergency Eject Pinhole** – In the event that the disc tray will not open by pressing the eject button, insert the tip of a large paper clip into this hole.

## **Removing Packing Restraints**

The SCRIBE EC ships with a picker arm restraint to reduce the possibility of damage in transit. This restraint must be removed before operation or power-on. Remove the foam block above the transfer arm. Save the foam block, as you will need to return it to its place when transporting the unit in the future.

## **Input And Output Spindles**

The input areas and output spindle serve as the containers to store the blank and recorded discs, each area holds a maximum of 110 discs.

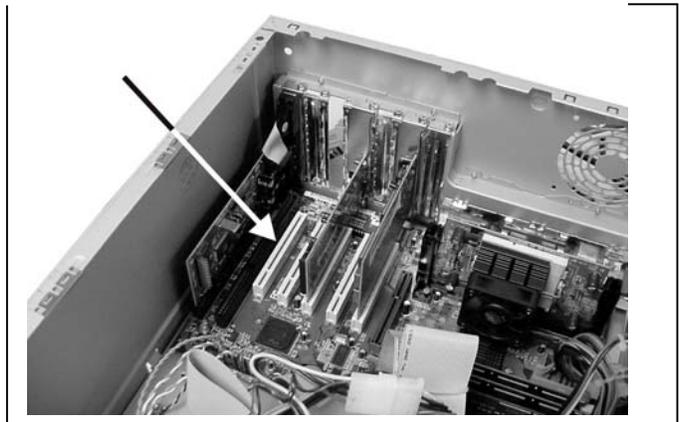
## Mounting the Firewire Adapter Card

**Note:**

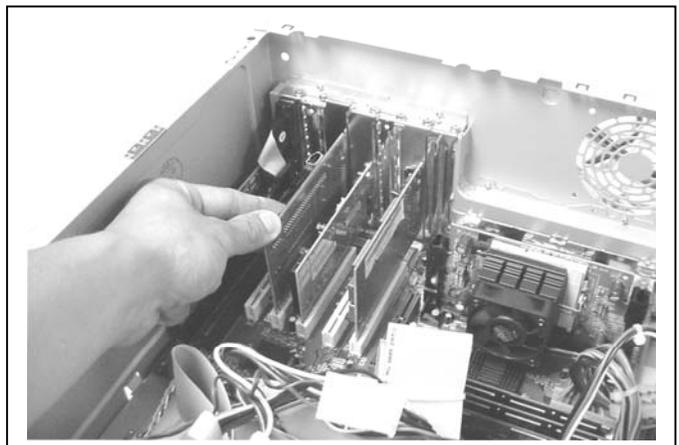
You should never attempt to service a unit without ensuring proper anti-static protection. The use of a grounding strap, or other such grounding device, is advised. In addition, the internal configuration of your computer may be different from the computer pictured below.

One and two drive ScribeECs require one IEEE-1394 card. Four drive systems require two IEEE-1394 cards.

1. Shut down the PC.
2. Turn the PC's power off.
3. Unplug the PC.
4. Remove the PC's cover as indicated in the PC's manual.
5. Locate an empty PCI slot, as seen in **(fig.1)**.
6. Install the firewire adapter card **(fig. 2)**.



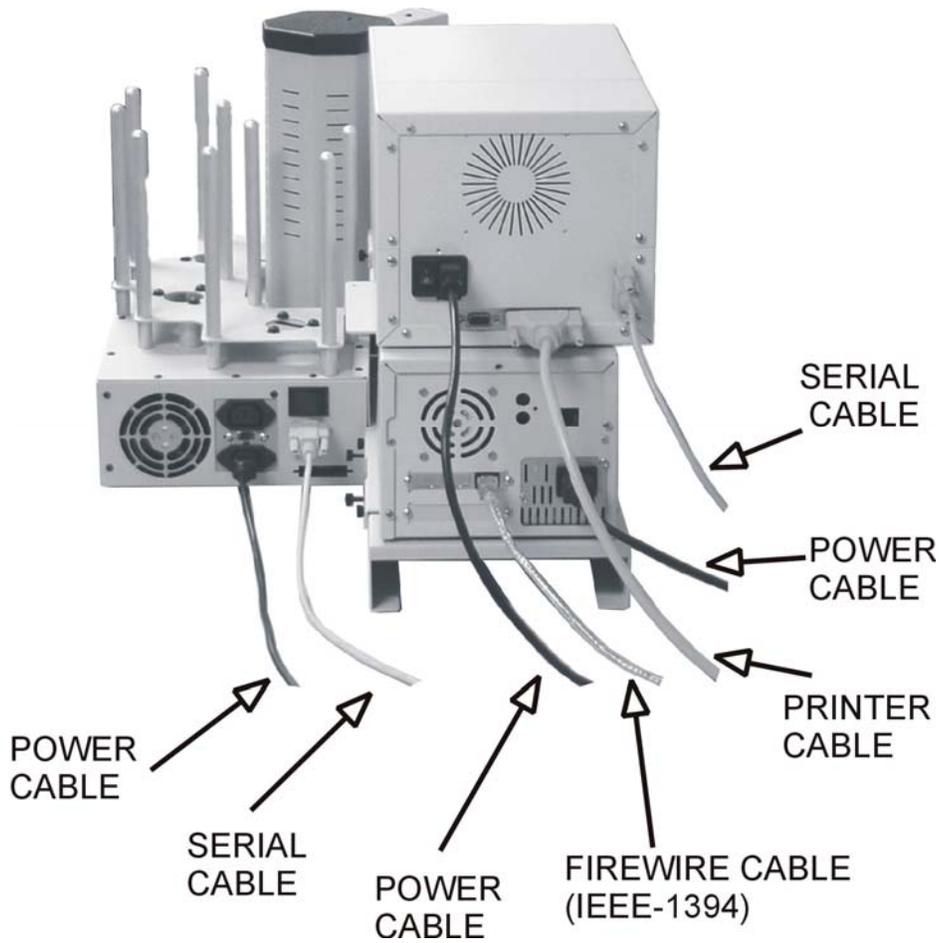
**(fig. 1)**



**(fig. 2)**

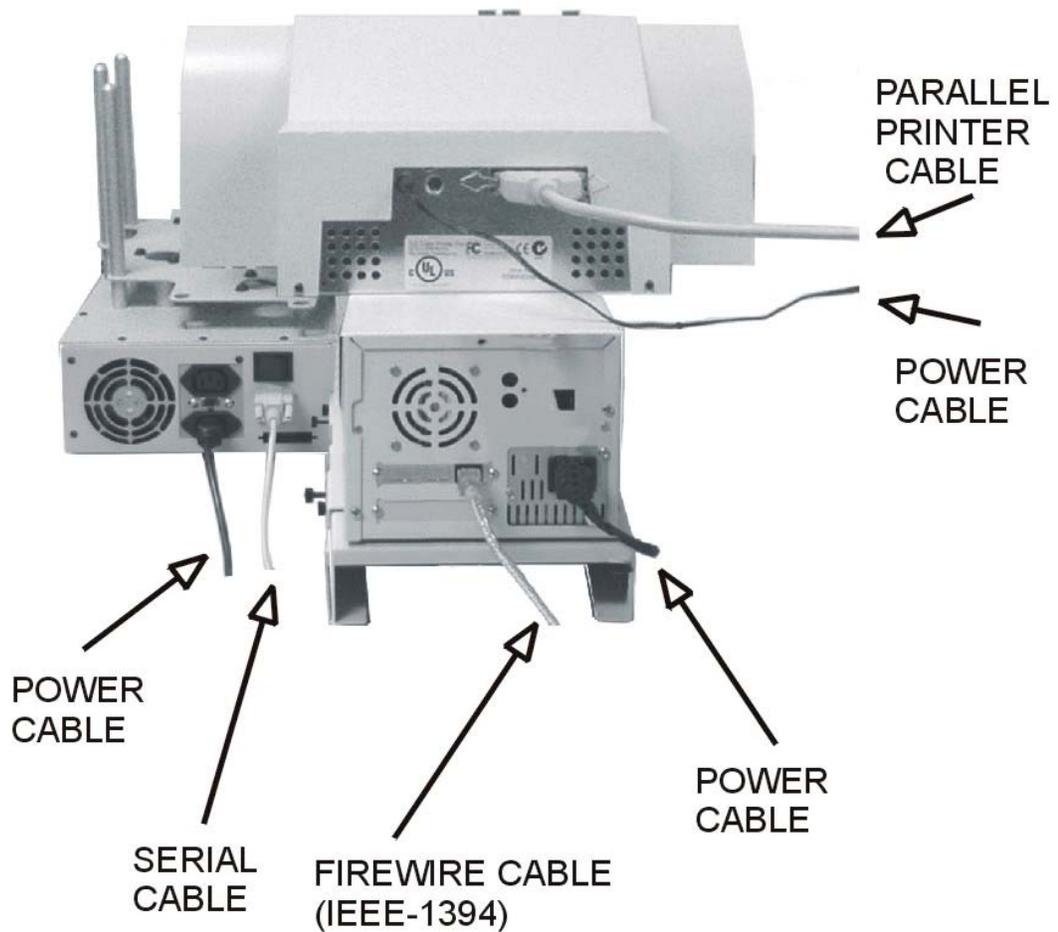
## Making the Connection

### *Making the Connection (1 & 2 drive SCRIBE EC / Spectrum2)*

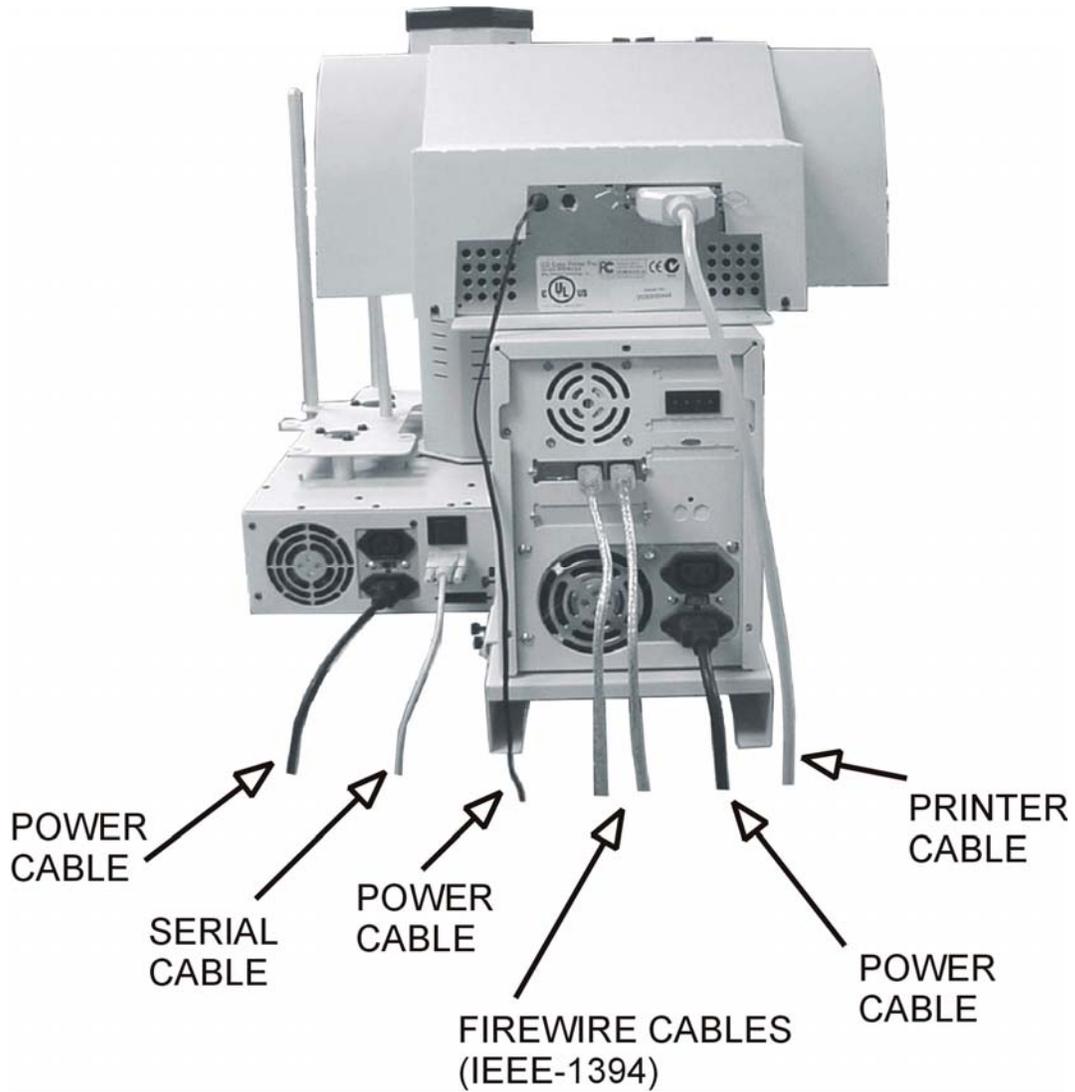


(fig. 1)

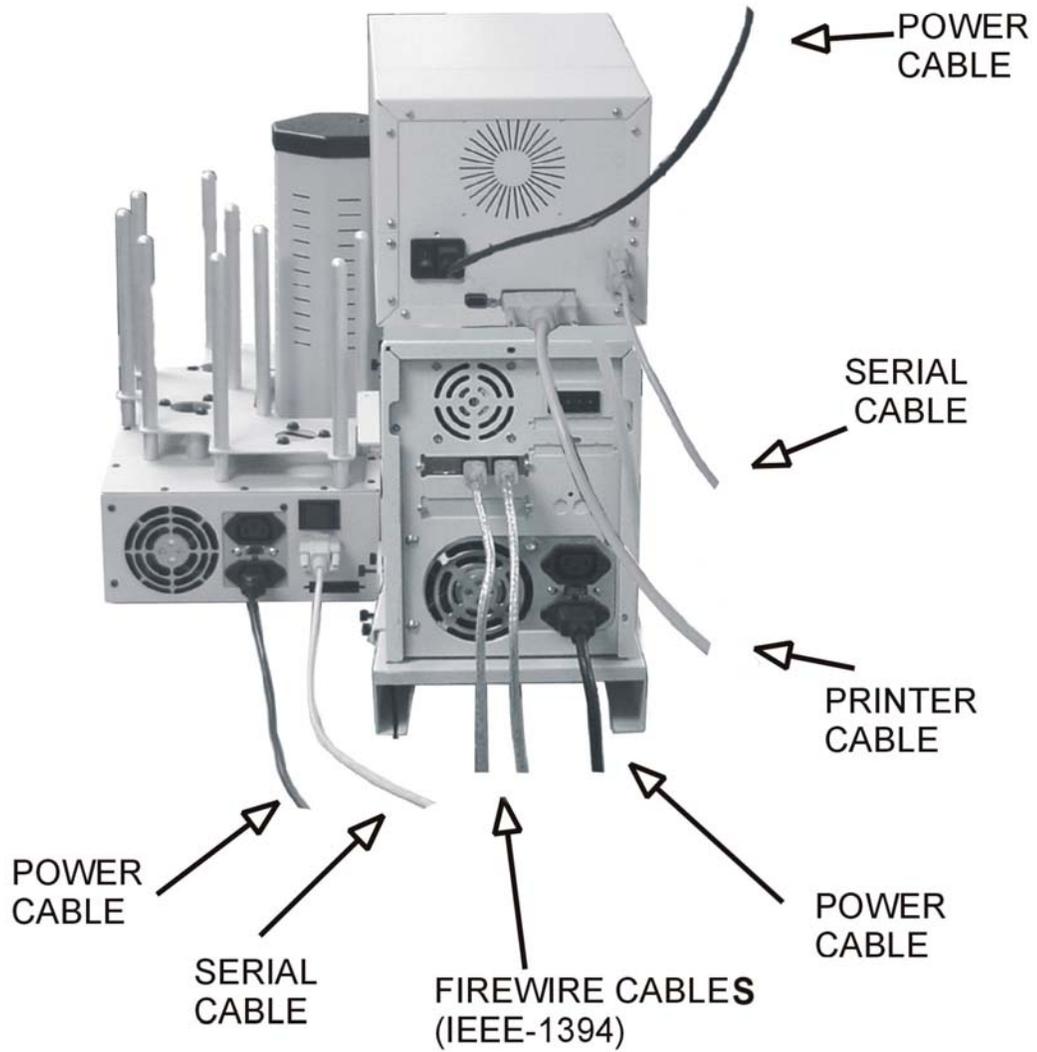
***Making the Connection (1 & 2 drive SCRIBE EC / Inkjet)***



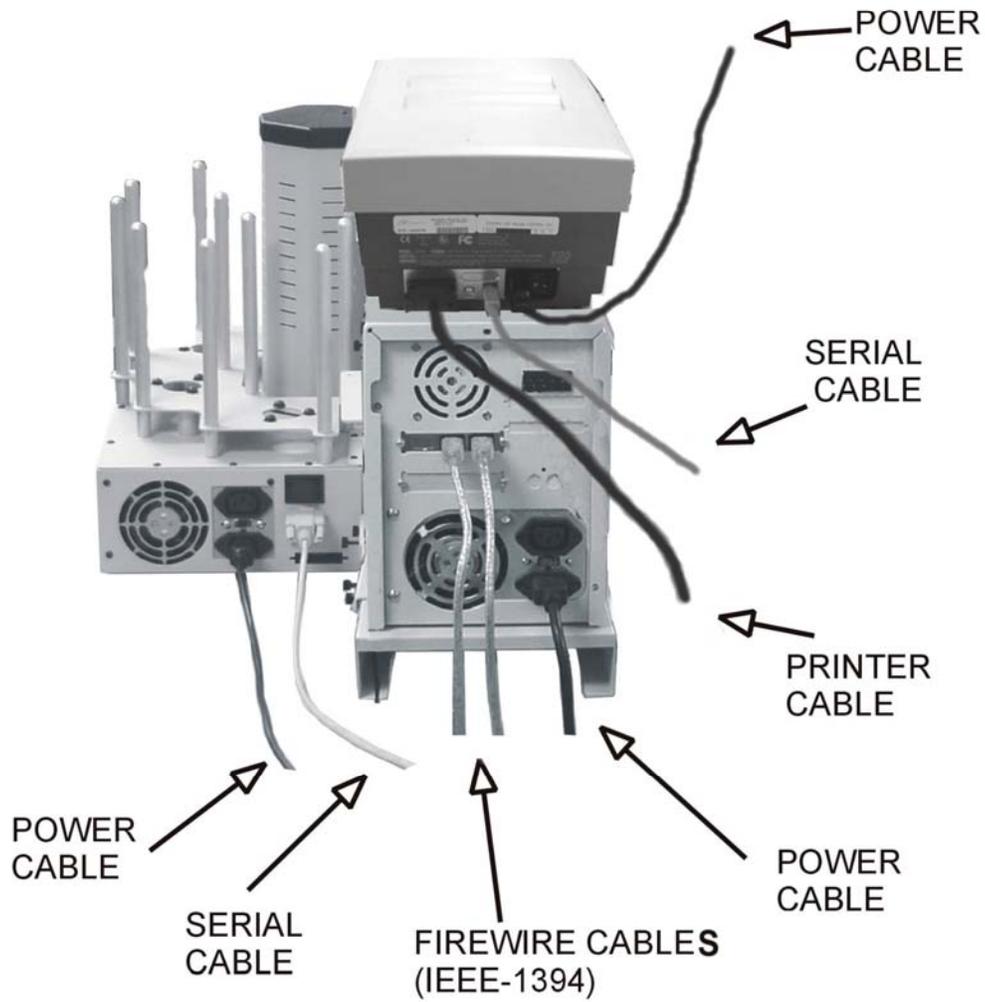
***Making the Connection (4 drive SCRIBE EC / Inkjet)***



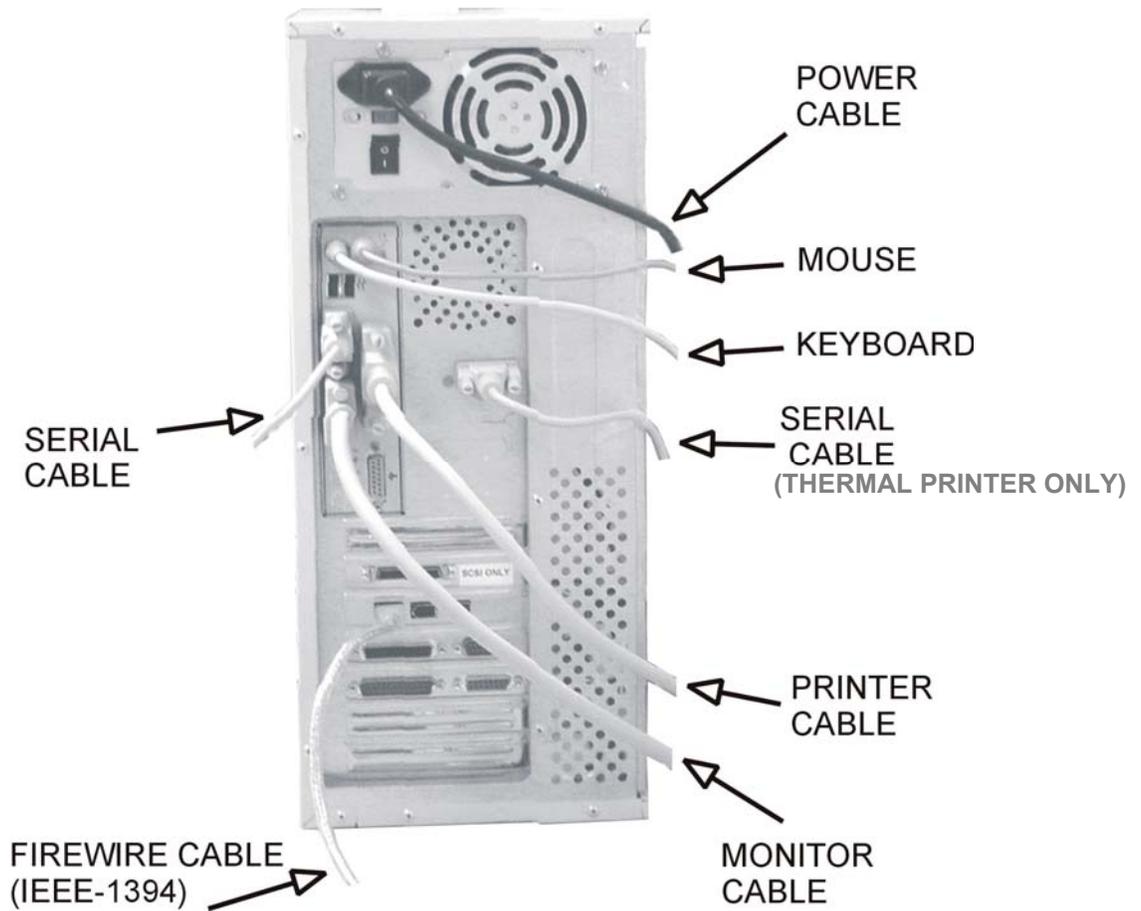
***Making the Connection (4 drive SCRIBE EC / Spectrum2)***



***Making the Connection (4 drive SCRIBE EC / Prism Plus)***

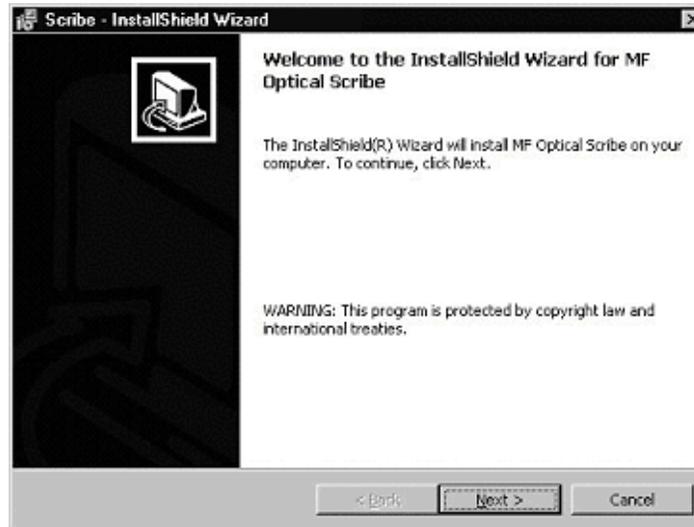


***Making the Connection (PC)***



## Installing the SCRIBE EC Software

1. Insert the SCRIBE EC software CD.
2. From the CD ROM drive of the computer, click *Install SCRIBE Software*.
3. Click *Next* (**fig. 1**).



(fig. 1)



(fig. 2)

4. Accept the license agreement and click *Next* (**fig. 2**).



(fig. 3)

5. Click *Install* (fig. 3).



(fig. 4)

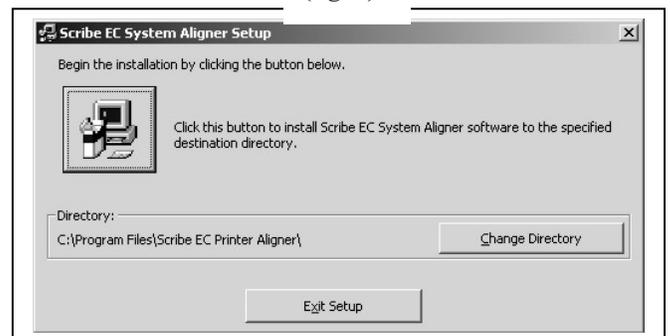
6. Click *Finish* (fig. 4).

## Installing the SCRIBE EC Alignment Utility

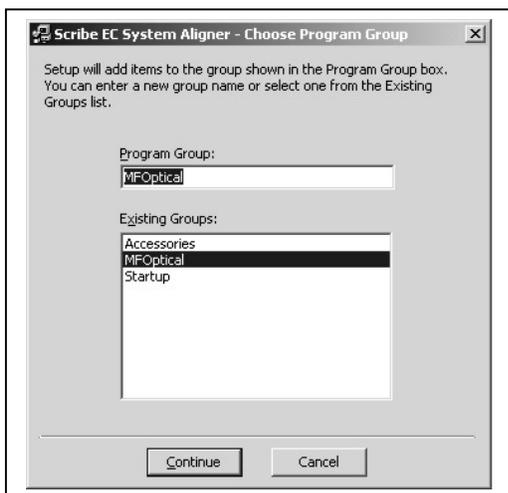
1. Insert the SCRIBE CD into the CD-ROM drive of your PC.
2. Click on setup.exe of the alignment utility (**fig. 1**).
3. Click *OK* (**fig. 1**).
4. Click the button indicated in (**fig. 2**).
5. Enter a name for the group where the Alignment Utility will be located. Click *Continue* (**fig. 3**). When you want to open the Utility, click *Start / Programs / "group name"* this is a shortcut.
6. Click *OK* (**fig. 5**).



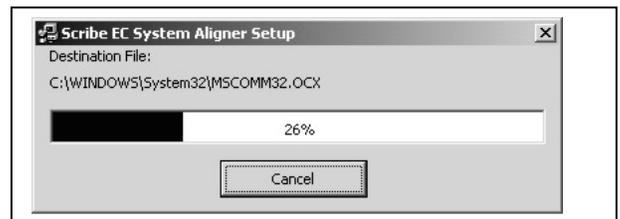
(fig. 1)



(fig. 2)



(fig. 3)



(fig. 4)



(fig. 5)

## Starting The SCRIBE EC For The First Time

Before CD creation can begin it is necessary to review a few details.

### **Power Connection And Settings**

- Make sure the SCRIBE EC power switch is set to the off position.
- Plug one end of the supplied power cord into the receptacle at the rear of the unit, and the other end into the wall or UPS power outlet.



### **CAUTION**

*Always use properly grounded receptacles, or severe damage to your system may result. The use of a surge protector or Uninterruptible Power Supply (UPS) is highly recommended.*

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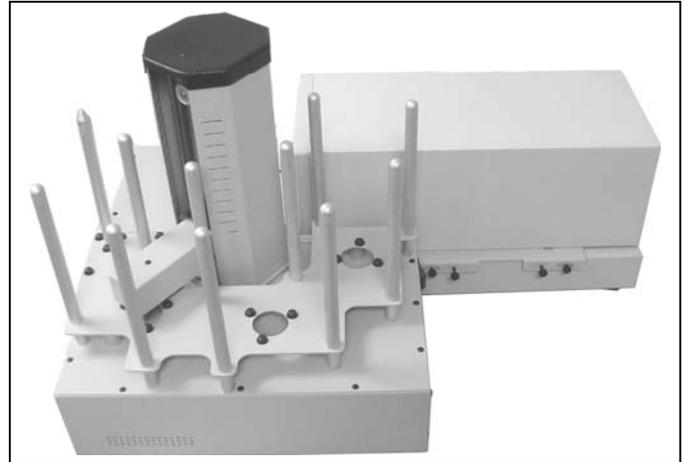
### **Starting Up**

- Flip the SCRIBE EC power switch to the on position.
- Switch on the power to the printer.
- Turn on the computer and get to the desktop.

**Note:** *The SCRIBE EC uses Microsoft's Windows 2000, and XP operating systems. To get the most out of the SCRIBE EC it is recommended that users supplement this manual with an operating system guide.*

## Installing the Drive Bay

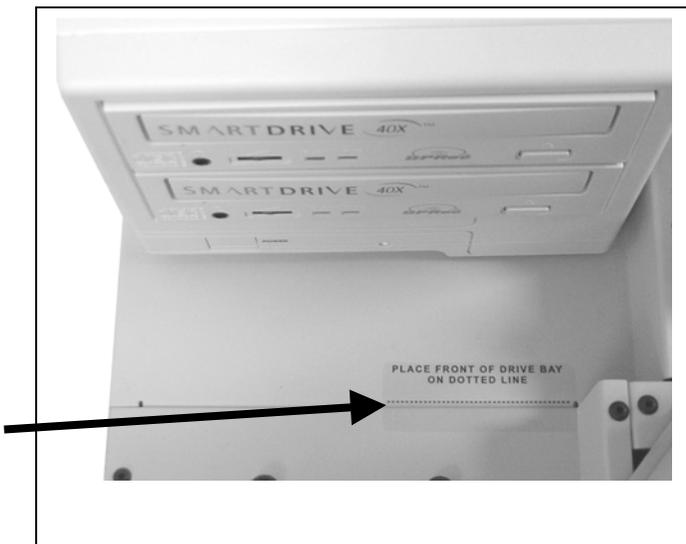
1. Place the drive bay onto the base unit as seen in **(fig. 1)**.



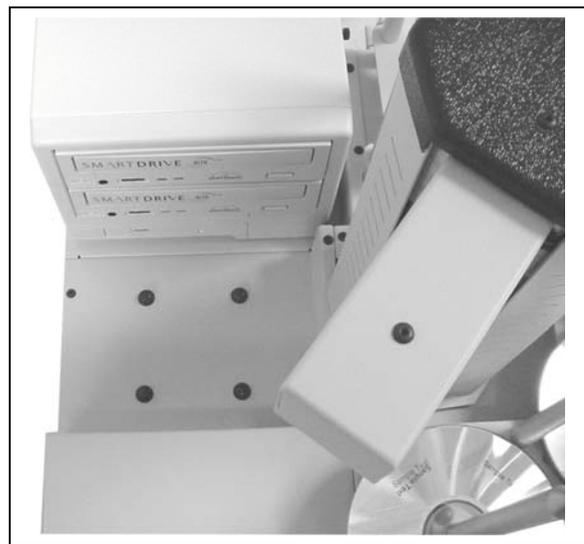
**(fig.1)**

2. Position the drive bay so that the front right corner sits over the dotted line **(fig. 2)**. Proper position is shown in **(fig. 3)**.

**(fig. 2)**



**(fig. 3)**



### Aligning the Drive Bay

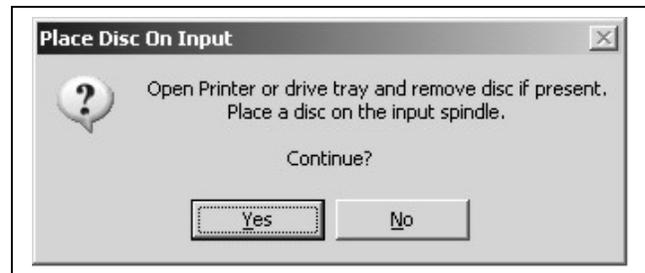
**Alert:**

Before starting the alignment utility, position the front of the drive bay in line with the dotted line on the SCRIBE EC base unit.

1. From your Start Menu Open the *SCRIBE EC Alignment Utility* (**fig. 1**). It will be located in the folder designated when you installed the alignment utility. Click *Perform Test*.

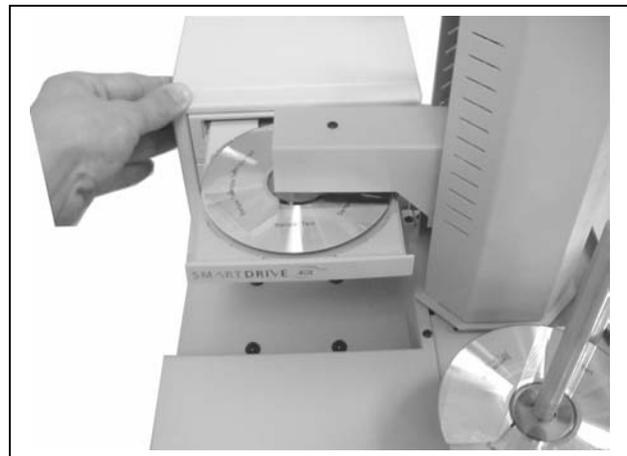


(fig. 1)



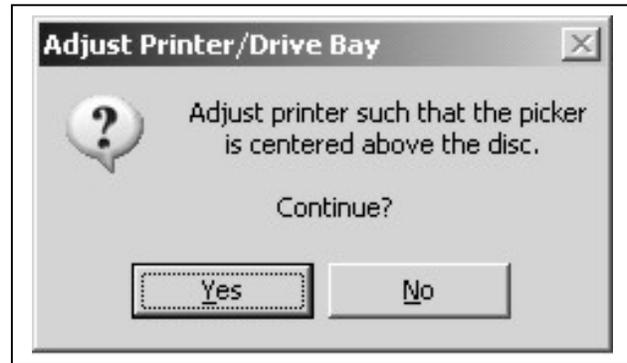
(fig. 2)

2. Follow the instructions and Click *Yes* (**fig. 2**). The picker arm will hover a disc over the disc tray, observe the discs position and make the appropriate adjustments to the drive bay (**fig. 3**).



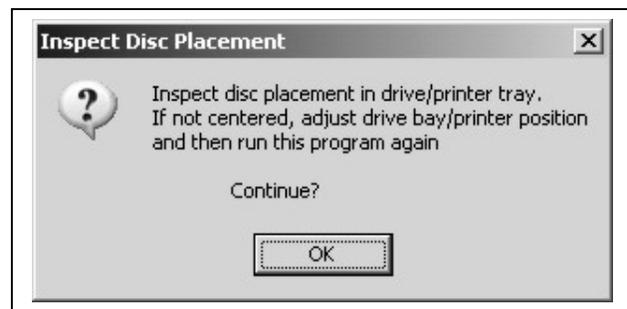
(fig. 3)

- Click *Yes* when you are satisfied with your adjustment (**fig. 4**).



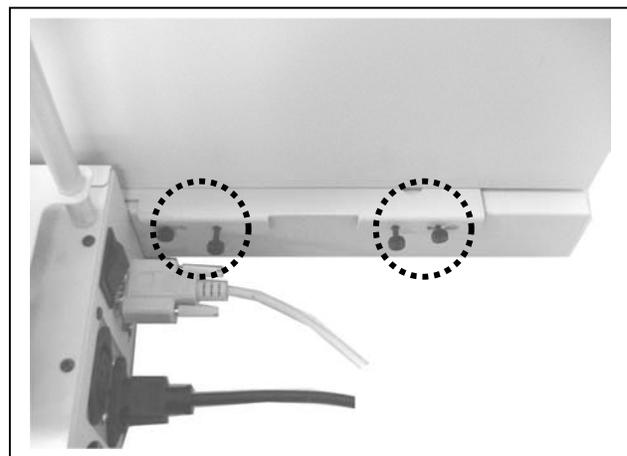
(fig. 4)

- The picker arm will then place the disc onto the disc tray. Follow the on screen instructions and click *OK* (**fig. 5**).



(fig. 5)

- Once you are satisfied with the drive bay alignment, tighten the thumb-screws indicated in (**fig. 6**).



(fig. 6)

## Setting Up the Printers

### *Preparing the Spectrum2 Printer*

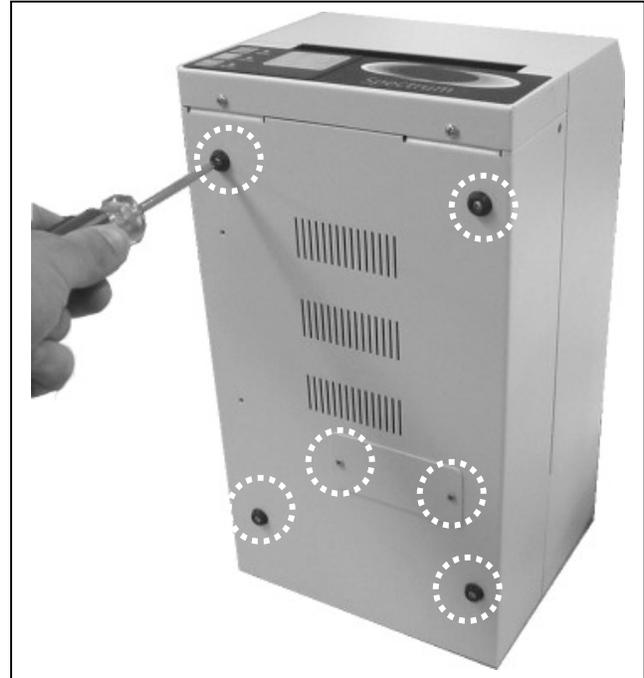
#### What's In The Box (Spectrum2 Thermal Transfer)

- Spectrum2 printer
- Power cord
- Parallel printer cable
- Printer user guide
- Spectrum2 Designer software and printer driver CD
- Printer ribbon
- MF DIGITAL Product & Warranty Registration card



(fig. 0) Cabling arrangement for Spectrum2 Printer

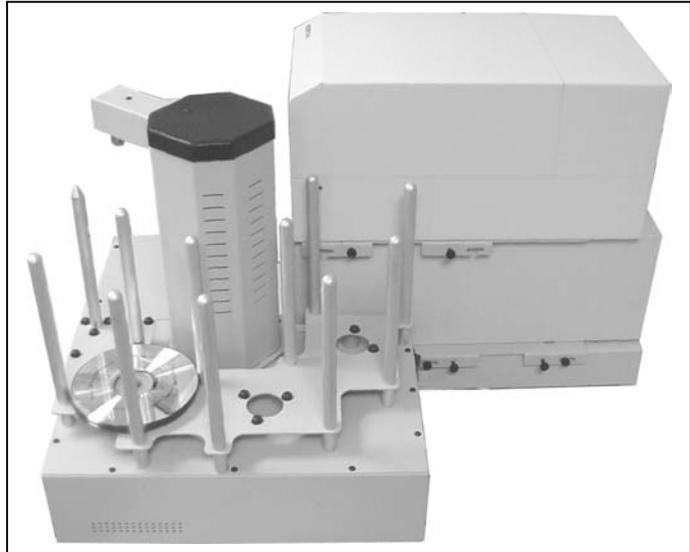
1. With a Phillips head screwdriver, remove the rubber feet from the bottom of the printer (**fig. 1**).
2. You will also want to remove the small plate from the bottom of the printer (**fig. 1**).

**(fig. 1a)****(fig. 1)**

3. Using the flat head screws provided, attach the printer plate to the bottom of the printer as seen in (**fig. 1a**).

**(fig. 2)**

3. Place the printer / plate onto the drive bay (**fig. 3**).

**(fig. 3)**

4. Use the dotted line at the rear of the drive bay to get the printer into position prior to alignment (**fig. 11**).

**(fig. 11)**

## ***Preparing the Prism Plus Printer***

### **What's In The Box (Prism Plus)**

- Prism Plus printer
- Power cord
- Parallel printer cable
- Printer user guide
- CD Designer software and printer driver CD
- Printer ribbon
- Prism Plus Product & Warranty Registration card



**(fig. 0)** Cabling arrangement for Prism Plus Printer

1. With a Phillips head screwdriver, remove the rubber feet from the bottom of the printer (fig. 1).

**(fig. 1)**

2. Using the flat head screws provided, attach the printer plate to the bottom of the printer as seen in (fig. 2).

**(fig. 2)**

**Aligning the Thermal Printer**

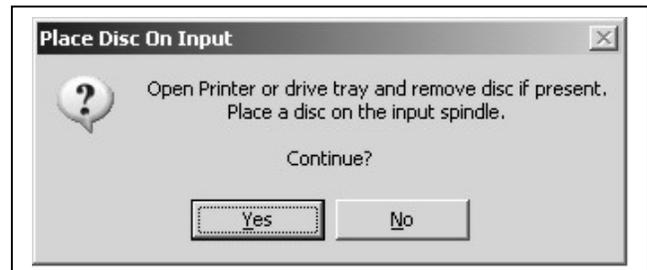
**Alert:**

Before starting the Alignment Utility, position the back end of the printer in line with the dotted line on the top of the drive bay.

1. From your Start Menu Open the *SCRIBE EC Alignment Utility* (**fig. 1**). It will be located in the folder designated when you installed the alignment utility. Click *Perform Test*.



(fig. 1)



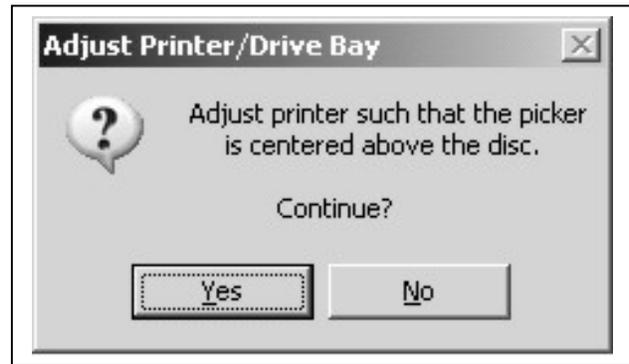
(fig. 2)

2. Follow the instructions and Click *Yes* (**fig. 2**). The picker arm will hover a disc over the printer tray, observe the discs position and make the appropriate adjustments to the printer (**fig. 3**).



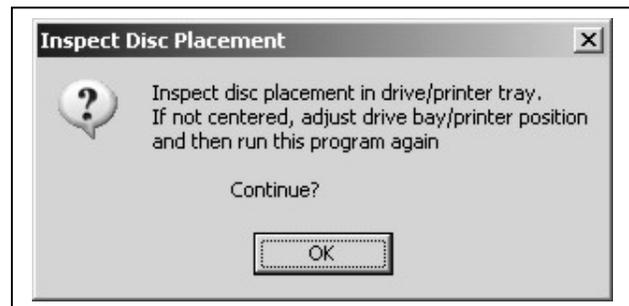
(fig. 3)

3. Click *Yes* when you are satisfied with your adjustment (**fig. 4**).



(fig. 4)

4. The picker arm will then place the disc onto the printer tray. Follow the on screen instructions and click *OK* (**fig. 5**).



(fig. 5)

5. Once you are satisfied with the printer alignment, tighten the thumb- screws located on both side of the printer (**fig. 6**).



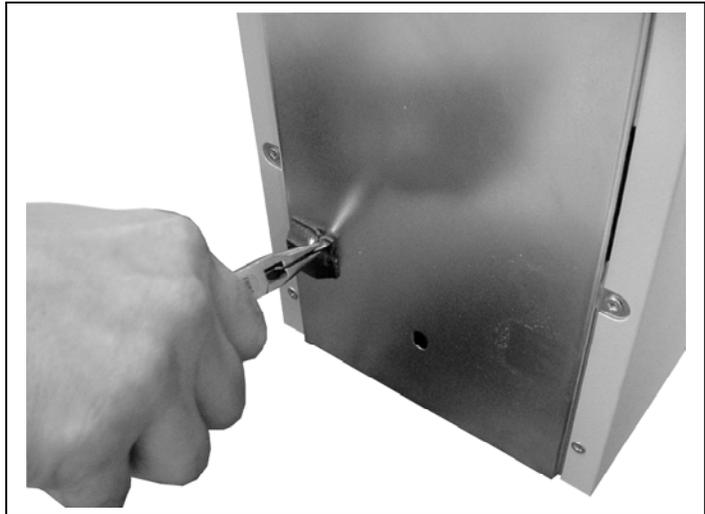
(fig. 6)

***Preparing The Inkjet Printer (Color printer IV, PRO Inkjet)***

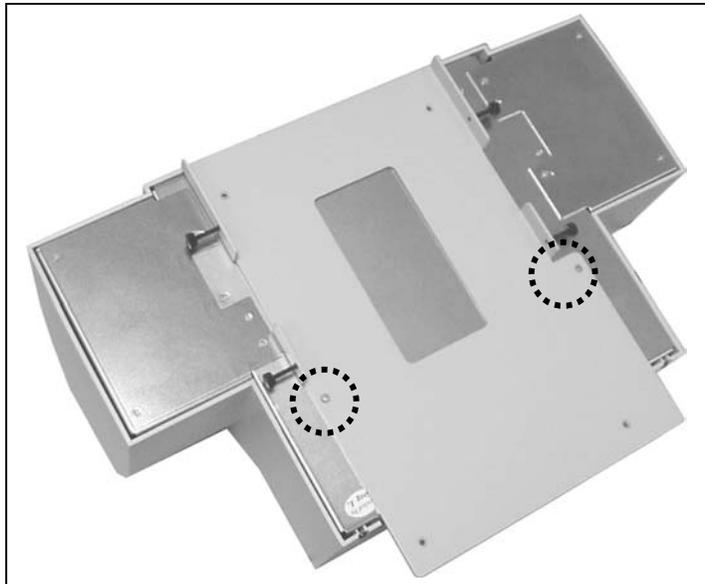
**What's In The Box (Signature IV, PRO Inkjet)**

- Signature IV, PRO printer
- Power adapter
- Printer software CD
- Color ink cartridge
- Spare ink cartridge holder
- 5 cardboard CD templates
- Warranty statement and registration card
- Operator's manual

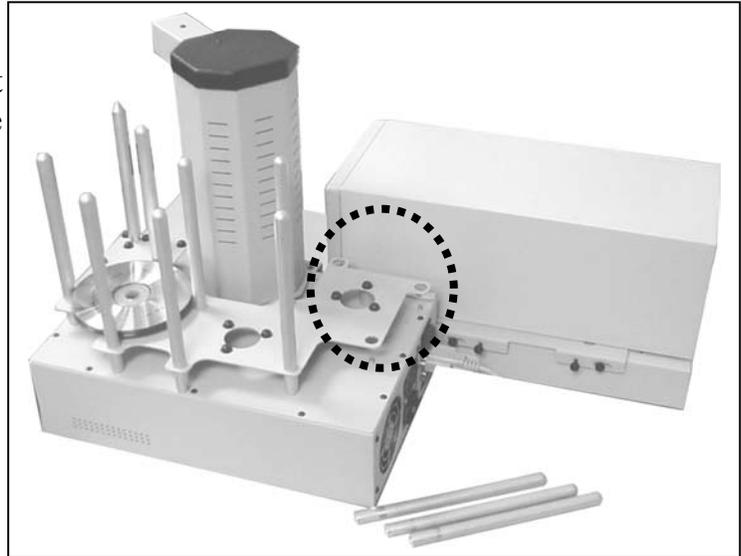
1. Using needle nose pliers, remove the rubber feet from the bottom of the printer (**fig. 1**).

**(fig. 1)**

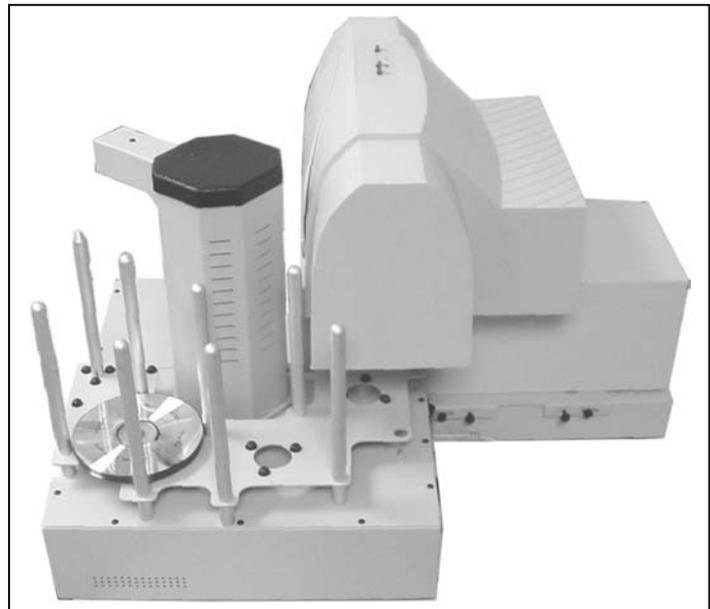
2. Screw the printer plate to the bottom of the inkjet printer as seen in (**fig. 2**).

**(fig. 2)**

6. Remove the spindles from input area #3 to allow space for the inkjet printer (**fig. 3**).

**(fig. 3)**

7. Place the printer / plate onto the drive bay (**fig. 4**).
8. Use the dotted line at the rear of the drive bay to get the printer into position prior to alignment.

**(fig. 4)**

### Aligning the Inkjet Printer

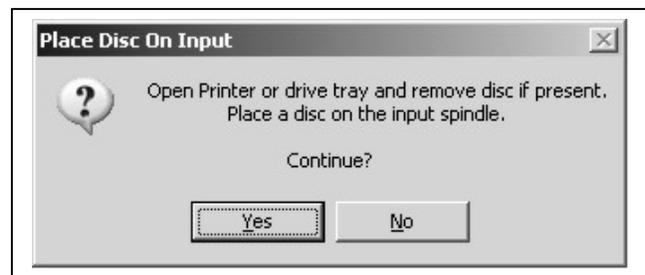
**Alert:**

Before starting the Alignment Utility, position the back end of the inkjet printer in line with the dotted line on the top of the drive bay.

1. From your Start Menu Open the *SCRIBE EC Alignment Utility* (**fig. 1**). It will be located in the folder designated when you installed the alignment utility. Click *Perform Test*.

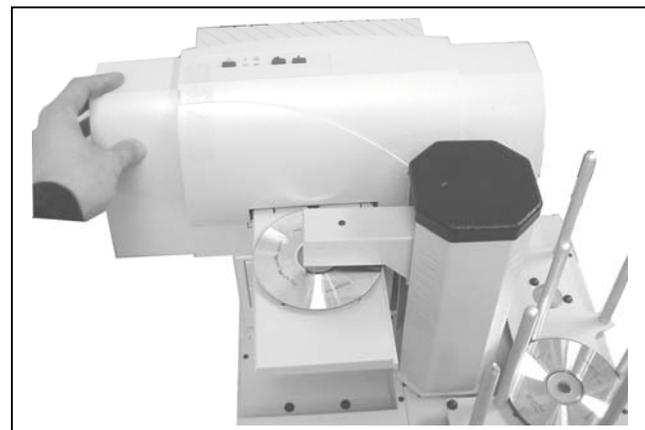


(fig. 1)



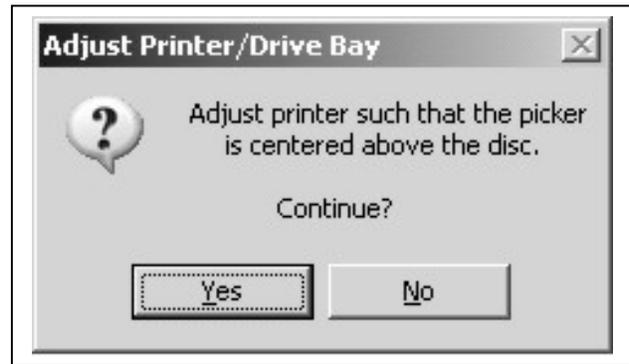
(fig. 2)

2. Follow the instructions and Click *Yes* (**fig. 2**). The picker arm will hover a disc over the printer tray, observe the discs position and make the appropriate adjustments to the inkjet printer (**fig. 3**).



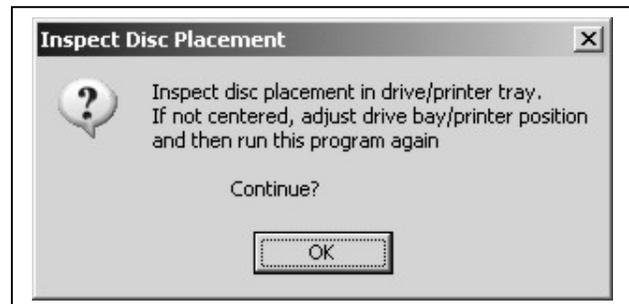
(fig. 3)

- Click *Yes* when you are satisfied with your adjustment (**fig. 4**).



(fig. 4)

- The picker arm will then place the disc onto the printer tray. Follow the on screen instructions and click *OK* (**fig. 5**).



(fig. 5)

- Once you are satisfied with the inkjet printer alignment, tighten the thumb-screws located on **both** side of the printer (**fig. 6**).



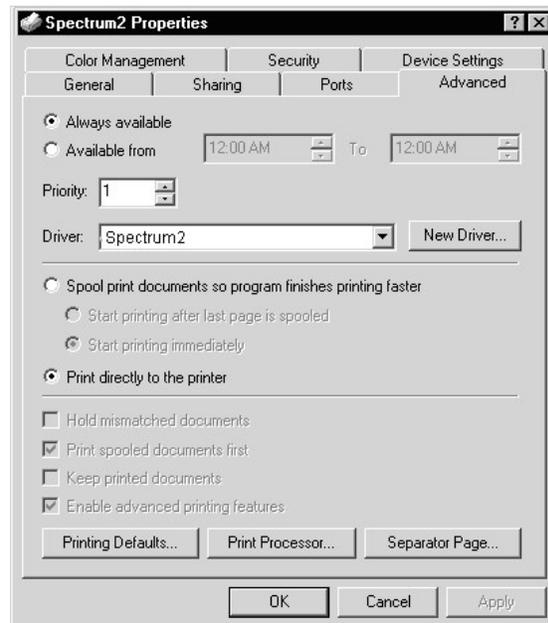
(fig. 6)

## Turning Off Print Spooling

Print spooling will first store the document on the hard disk before being sent to the printer. Turning off print spooling will specify that the document be sent directly to the printer. Please follow the appropriate instructions below depending on your operating system.

### Windows 2000

- Click *Start*
- Click *Settings*
- Click *Printers*
- Right click *Spectrum2*
- Click *Properties*
- Click *Advanced*
- Click *Print Directly to Printer*
- Click *Apply*
- Click *OK*



### Creating .prn Files (Thermal Printer)

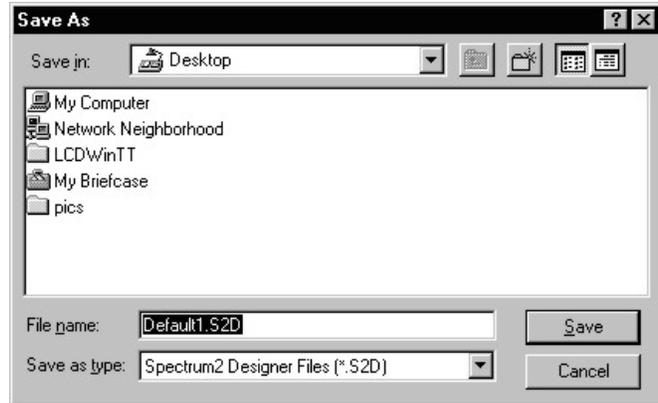
Create a .prn by printing the document to a file instead of routing it directly to a printer. You will be prompted to specify the filename and location. This puts the document in a format that the SCRIBE EC can use for printing. Follow the instructions below to create a .prn.

- When a label file is saved in Spectrum2 Designer it is given a .S2D extension. This format is not usable by the SCRIBE EC program. You will however want to save your label as a .S2D for future editing (**fig. A**).
- To create a .prn you must use the **Print** feature after you have created your label.

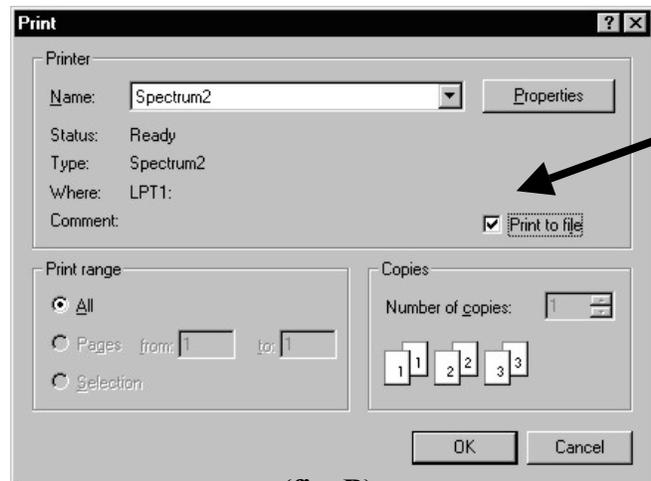
**Note:** Prior to Printing please make sure that the **Print directly to the printer** function is activated within the printer settings.

- Make sure that the **Thermal** printer is selected in the name box.
- Select the **Print to file** option (**fig. B**).
- Give your file a name (**fig. C**).
- Select the Labels folder that the SCRIBE EC will use as it's default, and print the file to this folder (**fig. C**).

**Note:** A .prn file cannot be edited. It contains information to create the image, and the settings of the particular printer. *If any of the settings of the printer are changed, a new .prn file must be generated.*



(fig. A)



(fig. B)



(fig. C)

### Creating .prn Files (Inkjet Printer)

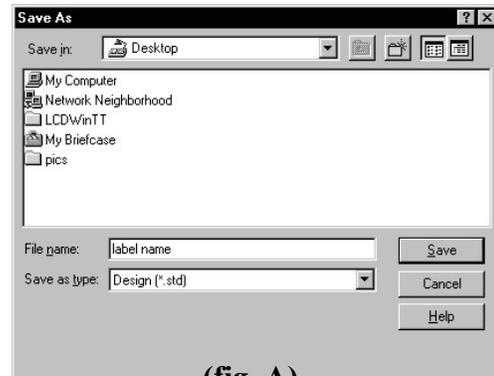
Create a .prn by printing the document to a file instead of routing it directly to a printer. You will be prompted to specify the filename and location. This puts the document in a format that the SCRIBE EC can use for printing. Follow the instructions below to create a .prn.

- When a label file is saved in **Sure Thing** it is given a .std extension. This format is not usable by the SCRIBE EC program. You will however want to save your label as an .std for future editing (**fig. A**).
- To create a .prn you must use the **Print** feature after you have created your label.

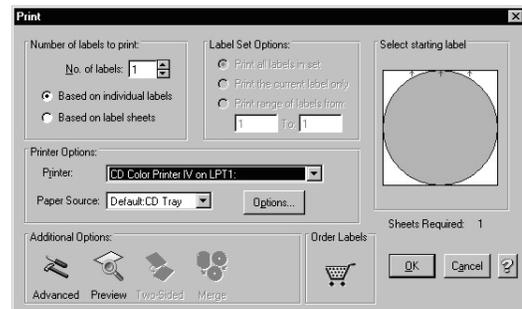
**Note:** Prior to Printing please make sure that the **Print directly to the printer** function is activated within the printer settings.

- Select the **Inkjet** printer (**fig. B**)
- Click **Advanced** (**fig. B**)
- Click **Print to file** (**fig. C**)
- Click **OK**
- Type in the full path to the Labels folder that the SCRIBE EC will use as it's default, and print the file to this folder (**fig. D**)
- Click **OK**

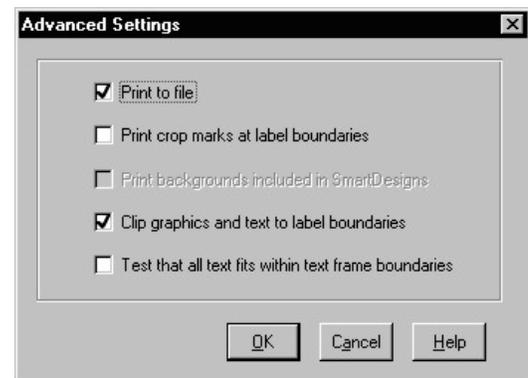
**Note:** A .prn file cannot be edited. It contains information to create the image, and the settings of the particular printer. *If any of the settings of the printer are changed, a new .prn file must be generated.*



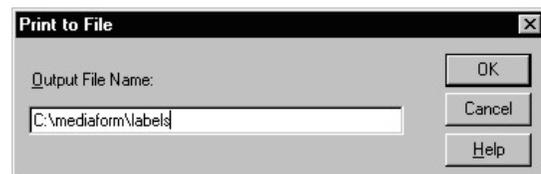
(fig. A)



(fig. B)



(fig. C)



(fig. D)

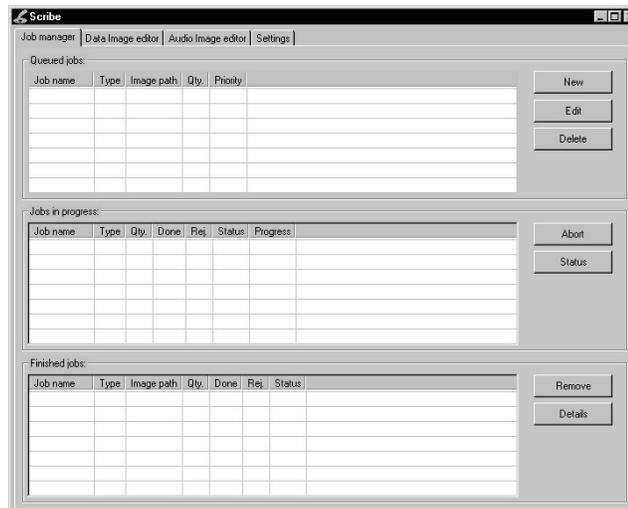
## Application Startup

The SCRIBE EC is a state-of-the-art CD duplicating system. It is designed to create, duplicate and verify most standard compact disc formats. This startup section will guide you through starting and configuring the SCRIBE EC application.

### Starting the SCRIBE EC Application

To start the SCRIBE EC application the steps are as follows:

- From the desktop of the computer, click the SCRIBE EC icon.
- The SCRIBE EC application screen will now be displayed:



- Place as many blank discs as required into the input area.

### **SCRIBE EC Application Layout**

The SCRIBE EC application is organized into a sequence of four cards accessible by tabs at the top of the screen (*Job Manager*, *Data Image Editor*, *Audio Image Editor*, and *Settings*). By completing the information on these cards you control the actions of the SCRIBE EC to create, duplicate and verify CDs as well as print disc labels.

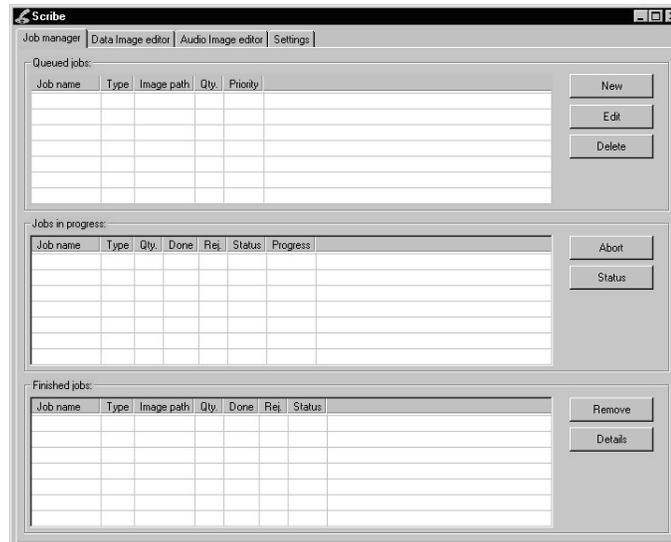
---

**Tabs:**

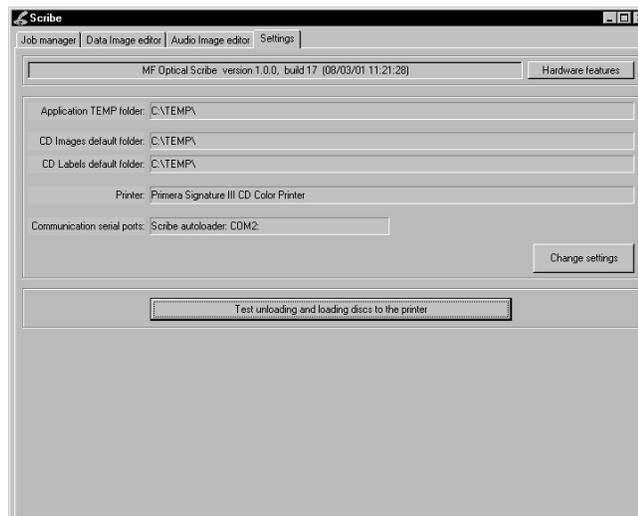
Job Manager	Brings together the components of a CD to be produced.
Data Image Editor	Specifies the data content of the CD being created.
Audio Image Editor	Specifies the audio content of the CD being created.
Settings	Defines operating settings.

## SCRIBE EC Startup

- When the SCRIBE EC software first opens, the *Job Manager* tab is displayed.



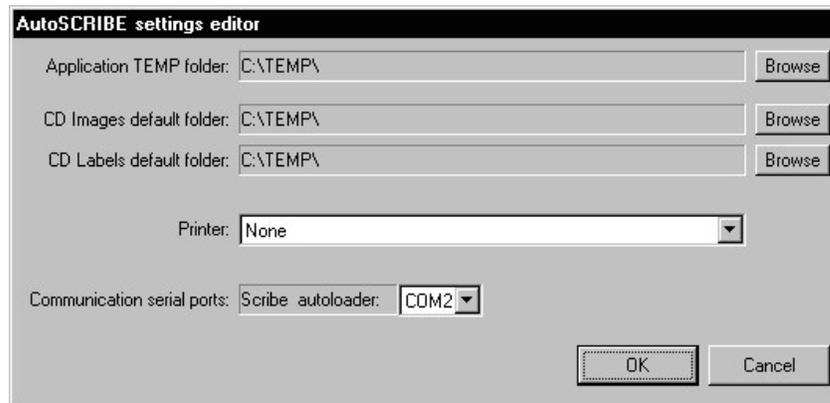
- Click the *Settings* tab



The *Settings* tab is divided into four areas (*Version Information, Default folders, Printer, and Communication Serial Ports*). The field closest to the top of the tab is the SCRIBE EC's version information. This lets you know what version of SCRIBE EC you are currently running. The settings below the version information may be customized. The following section illustrates this procedure.

## Settings Editor

- From the Settings tab, click the **Change Settings** button and the following screen will be displayed.



### **Application Temp Folder**

- To choose an application temp folder, click the **Browse** button to the right of the **Application TEMP folder** field. This folder is a temporary location for your CD image to reside before and during duplication. After job completion, the image is removed.

**Note:**

It is recommended that you create a 1G partition for CD-R (5-6G for DVD-R) on your hard drive specifically for this folder, and this folder only. This helps prevent fragmentation of the hard drive.

### **CD Images Default Folder**

- To choose a default folder for your CD images, click the **Browse** button to the right of the **CD images default folder** field. When creating a new job, this will be the default folder that the SCRIBE EC opens to browse for an image file path.

### ***CD Labels Default Folder***

- To choose a default folder for your CD labels, click the *Browse* button to the right of the ***CD labels default folder*** field. When creating a new job, this will be the default folder that the SCRIBE EC opens to browse for a label file path.

### ***Printer Driver***

The PRINTER DRIVER pull-down is used to indicate to the SCRIBE EC the type of printer that is installed.

- Click the PRINTER DRIVER pull down and select the type of printer being used.
- If you do not have a printer, please select none.

### ***Communication Serial Ports***

The Communication Serial Ports pull-down allows you to choose which COM port the SCRIBE EC uses to communicate with the PC.

- To choose a COM port, click the pull-down button to the right of the Communication serial ports field. Depending on which port the SCRIBE EC is connected to, you will choose from COM 1, or 2.
- Click *OK* to exit the ***Settings Editor***.
- Close and re-open the SCRIBE EC software.

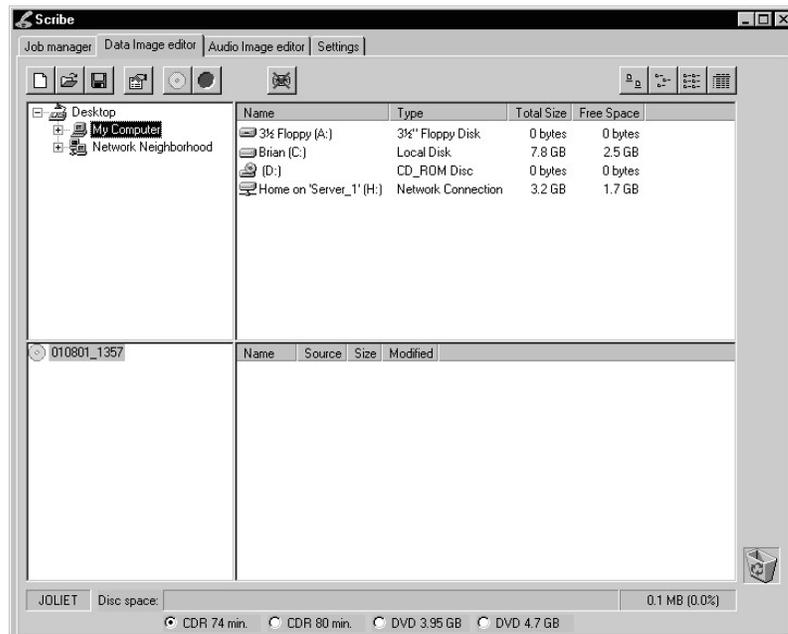
## Data image editor

The first step in constructing a CD is to specify its contents (disc image). The SCRIBE EC creates industry standard data (Mode 1 ISO 9660 level 2 with Joliet extensions) and audio (Red Book) CDs from scratch as well as duplicates of existing CDs authored in most formats.

### Creating a data disc image

To create a data disc image:

- Click the *Data Image Editor* tab. The screen will now read:



The *Data Image Editor* tab is divided into four panes. The top left pane lists all of the names and icons of the files and folders on the currently selected disk drive (source). The top right pane displays the contents of any item you click on in the top left pane along with its icon. The bottom left pane lists all the names and icons of files and folders on the CD that is being created (disc image). The bottom right pane displays the contents of any item you click on in the bottom left pane, along with its icon.

**Image Toolbar**

Horizontally along the top of the screen is an area which contains ten buttons, from left to right the buttons are: *New CD layout*, *Load CD layout [\*].ISC*, *Save CD layout [\*].ISC*, *CD Image properties*, *Create CD image [\*].ISO*, *Record CD*, *Enable inserting entire contents of folder [\*].\**, *Large Icons*, *Small Icons*, *List*, *Details*.



**Image Toolbar:**

New CD layout	Clears files and folders from data image area.
Load CD layout	Loads an existing disc image script file (*.ISC).
Save CD layout	Saves CD layout contents to a disc image script file (*.ISC).
CD Image properties	Contains a series of radio buttons as well as a number of information boxes.
Create CD image [*].ISO	Creates a new disc image [*].ISO].
Record CD	Records information from lower right pane onto CD.
Enable inserting entire contents of folder	Specifies the folder as having static or dynamic content.
Large Icons	Makes the icons appear large in the top right pane.
Small Icons	Makes the icons appear small in the top right pane.
List	Puts the folders and files in a list format.
Details	Gives the size and type of each folder and file.

**Selecting CD Capacity**

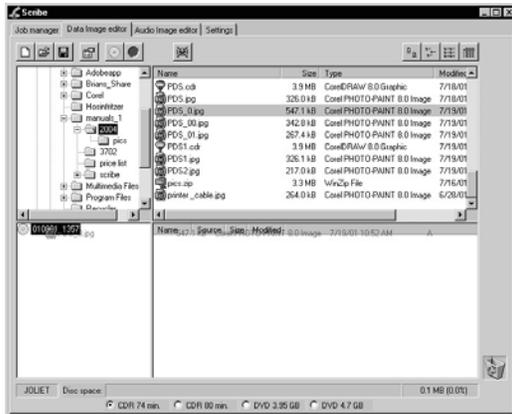
Along the bottom of the lower panes is a series of radio buttons that are used to select the capacity of the discs that are loaded into the SCRIBE EC:



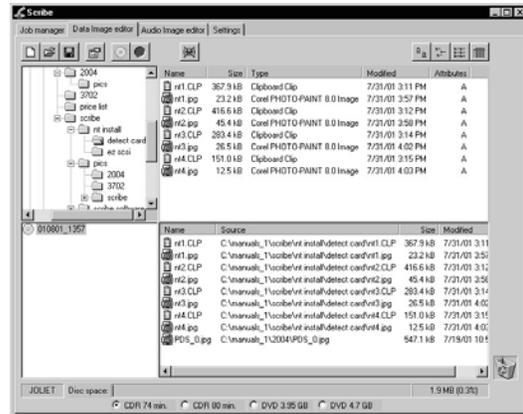
- Click the radio button corresponding to the capacity of the discs loaded into the SCRIBE EC.

**Adding Files and Folders**

- Click the desired file or folder in the top left or right pane (source) and hold down the mouse button.
- Drag the file or folder over the CD icon in the lower left pane (**fig. 1**) and release the mouse button.



(fig. 1)



(fig. 2)

- The files in the lower right pane represent the contents of the CD being created (**fig. 2**).

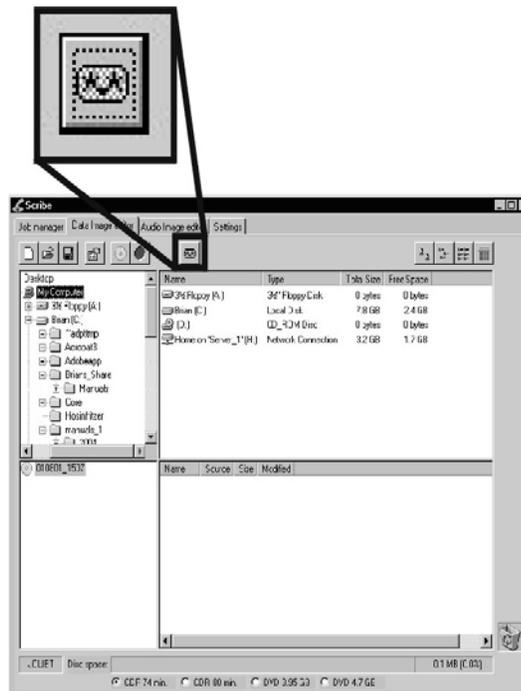
### Static and Dynamic Content

The SCRIBE EC allows CDs to be created from both *static* and *dynamic* content. A finished CD created from *static* content will contain the exact files and folders that are specified when the disc image is created. A finished CD created from *dynamic* content will contain the files and folders that exist in specified locations at the time the job is submitted for recording (rather than when the disc image is created).

For example, specifying *dynamic* content when creating a CD layout would allow a job to be run every week that records the contents of a specific folder onto a CD without having to create a new disc image every time. In this case the contents of the folder (not the folder itself) can change.

To specify a file or folder on a disc image as containing dynamic content:

- Click the \*. \* check box so that it is checked.



**Note:** Please be sure not to exceed the capacity of the disc being used.

### ***Removing Files And Folders***

- Click the desired file or folder in the bottom left or right pane (disc image)
- Drag the item to the recycle bin in the lower right hand corner, or right click the item and select delete.

### ***Saving The Current Disc Image File***

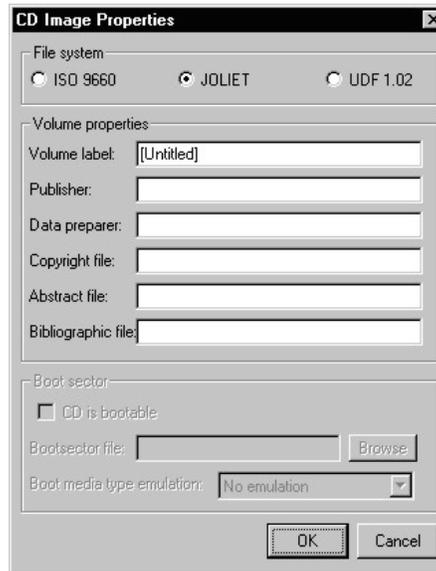
Once a data disc image has been created it must be saved so that it can be used by the SCRIBE EC as a data source for recording. Disc images can either be saved as script files (with an "ISC" extension) or physical image files (with an "ISO" extension).

A script file (ISC) contains pointers to the source data files and is used as a guide at the time of recording the CD. Since a script file does not include the source data it is best used when producing unique or projects with dynamic content and when the source data will always be available to the SCRIBE EC.

A physical image file (ISO for CD, UDF for DVD) is an exact replica of the final CD and contains all of the source data. It is therefore best used when producing static projects that are recorded on a regular basis and when source data will not always be available to the SCRIBE EC. Please note that depending upon the amount of data to be recorded, a physical image file can occupy as much as 700 MB (CD) or 4.6 GB (DVD) of hard disk space.

To save a data disc image script file:

- Click the *CD Image Properties* button on the toolbar. The screen will now read:



The CD IMAGE PROPERTIES dialog box contains a series of radio buttons as well as a number of information boxes.

- Click the radio button corresponding to the logical file system to be used on the CD (ISO 9660, Joliet, or *UDF 1.02 for DVD*).
- Optionally complete the volume properties information boxes:

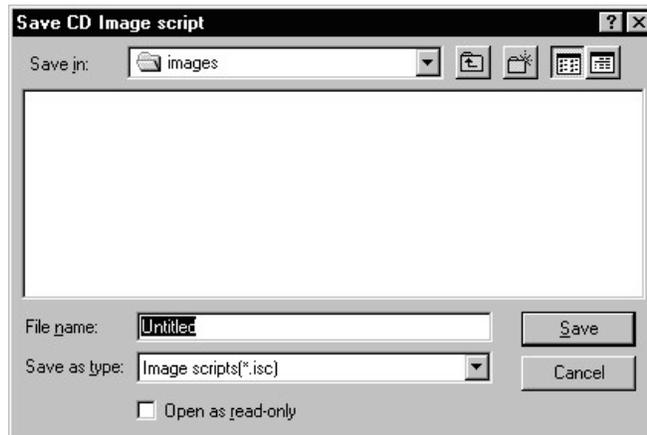
---

**Volume Properties**

Volume Label	Enter the name you want to call the CD.
Publisher	Enter the name of the publisher.
Data Preparer	Enter the name of the person who prepared the CD.
Copyright File	Enter the file name that provides copyright information about the CD.
Abstract File	Enter the file name that describes the contents of the CD.
Bibliographic File	Enter the file name that provides bibliographic information about the CD.

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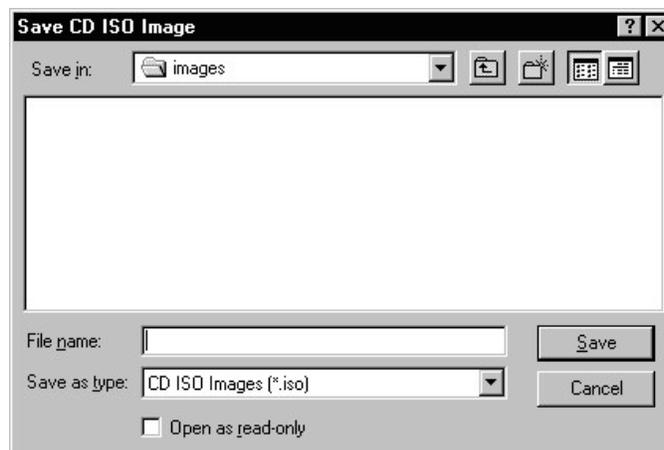
- Click the *OK* button.
- Click the *Save CD layout [\*].ISC* button on the toolbar. The screen will now read:



- Select the volume and directory where you want to save the script file.
- Enter the name for the script file and click the *Save* button.

To save a disc physical image file:

- Click the *Create CD Image [\*].ISO* button on the toolbar. The screen will now read:



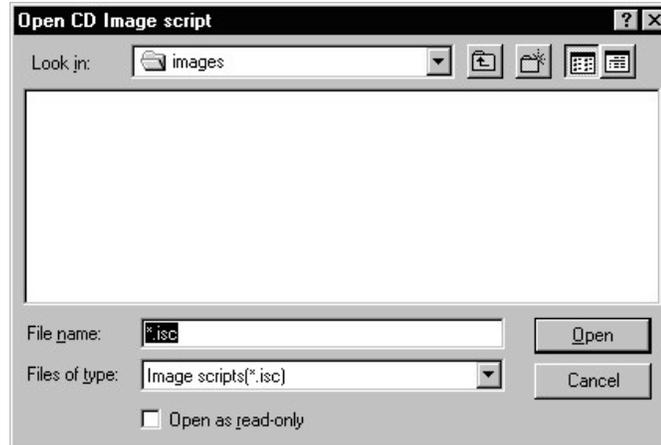
- Select the volume and directory where you want to save the physical image file.
- Enter the name for the physical image file and click the *Save* button.

### Loading An Existing Script File

Once a data disc image script file has been saved it can be modified at a later date.

To load an existing script file:

- Click the *Load CD layout* [*\*.ISC*] button on the toolbar. The screen will now read:



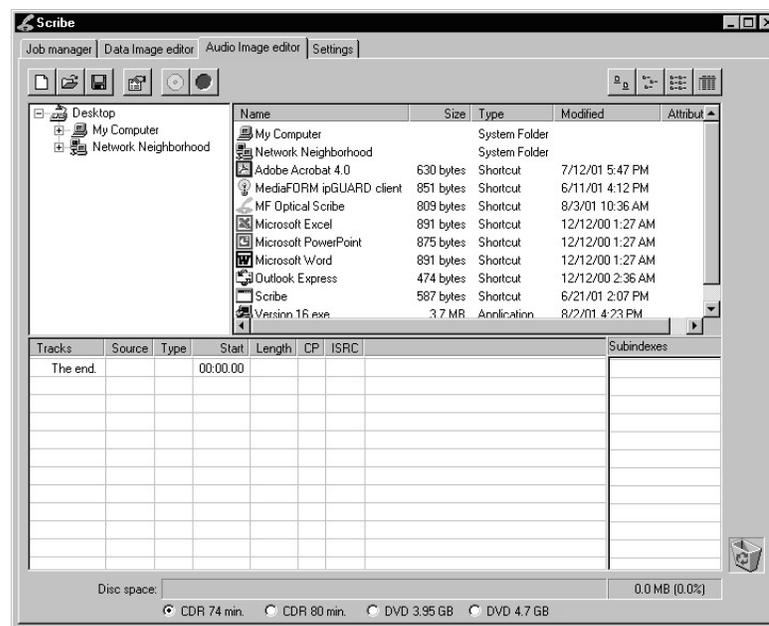
- Select the appropriate file and click the Open button.

## Audio Image Editor

The SCRIBE EC creates industry standard audio (Red Book) CDs from scratch that can be played on any home, car or portable compact disc audio player or computer CD or DVD-ROM drive. Audio tracks are created using any combination of 44.1 kHz, 16 bit stereo WAV or MP3 files.

To create an audio disc image:

- Click the *Audio Image Editor* tab. The screen will now read:



The *Audio Image Editor* tab is divided into four panes. The top left pane lists all the names and icons of the disk drives available to the SCRIBE EC, as well as files and folders on the currently selected disk drive (source). The top right pane displays the contents of any item you click on in the top left pane along with its icon. The bottom left pane lists the names of audio files on the CD which is being created (disc image) as well as their type (WAV or MP3), start position and length, copy prohibit status and ISRC code. The bottom right pane displays the sub-indexes of any file you click on in the bottom left pane.

**Image Toolbar**

Horizontally along the top of the screen is an area which contains ten buttons, from left to right the buttons are: *New CD layout*, *Load CD layout [\*].ISC*, *Save CD layout [\*].ISC*, *CD Image properties*, *Create CD image [\*].ISO*, *Record CD*, *Enable inserting entire contents of folder [\*].\**, *Large Icons*, *Small Icons*, *List*, *Details*.

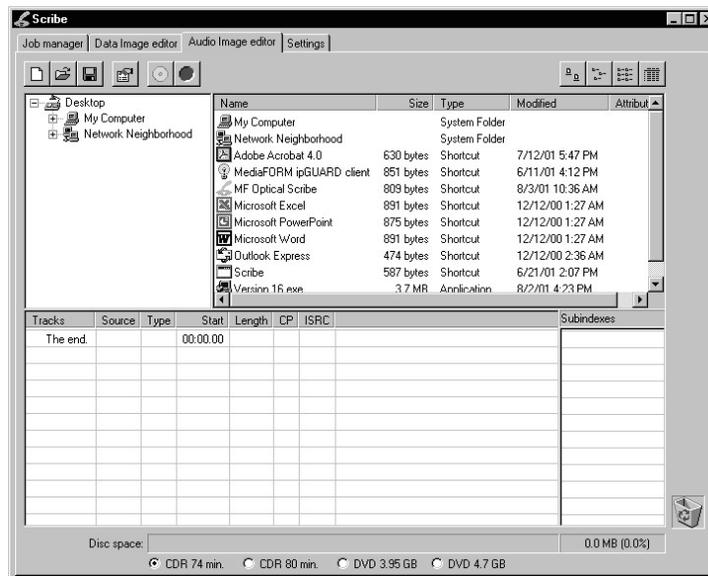


**Image Toolbar:**

New CD layout	Clears files and folders from data image area.
Load CD layout	Loads an existing disc image script file (*.ISC).
Save CD layout	Saves CD layout contents to a disc image script file (*.ISC).
CD Image properties	Contains a series of radio buttons as well as a number of information boxes.
Create CD image [*].ISO	Creates a new disc image [*].ISO].
Record CD	Records information from lower right pane onto CD.
Enable inserting entire contents of folder	Specifies the folder as having static or dynamic content.
Large Icons	Makes the icons appear large in the top right pane.
Small Icons	Makes the icons appear small in the top right pane.
List	Puts the folders and files in a list format.
Details	Gives the size and type of each folder and file.

### Adding Tracks

- As depicted below, drag one or more WAV / MP3 files onto the text "The end" as it appears in the top left corner of the bottom pane. Multiple files may be selected by pressing and holding down the SHIFT or CTRL key while clicking on the tracks. SHIFT allows you to select a range of contiguous tracks, while CTRL allows you to selectively pick multiple tracks. As additional tracks are added, drag and drop them in at the desired insertion point.



### Removing Tracks

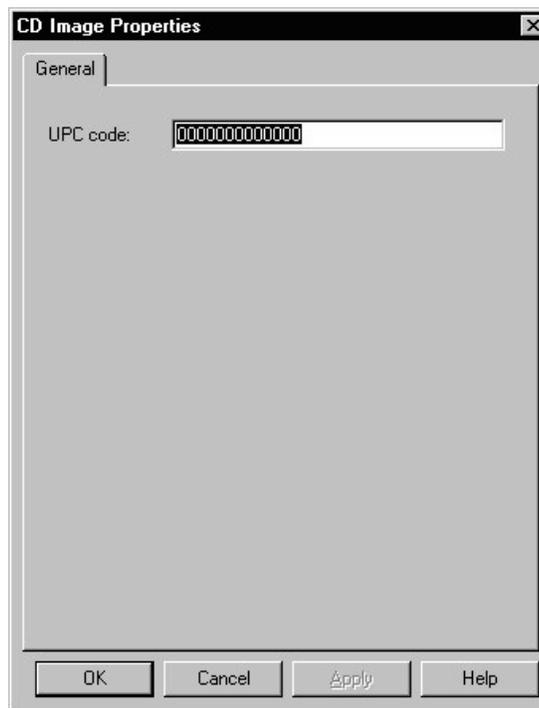
- Click the desired audio track in the bottom left pane and hold down the mouse button.
- Drag the audio track over the trashcan in the bottom right of the **Audio** tab and release the mouse button, or right click on the track and click delete.
- Click the *Yes* button.

### Changing A UPC Code

The UNIFORM PRODUCT CODE (UPC) is an optional 13-digit descriptor that can be written into an audio CD.

To change the UPC code:

- Click the *CD Image Properties* button on the *Image* toolbar. The screen will now read:



- Enter the code and click the *OK* button.

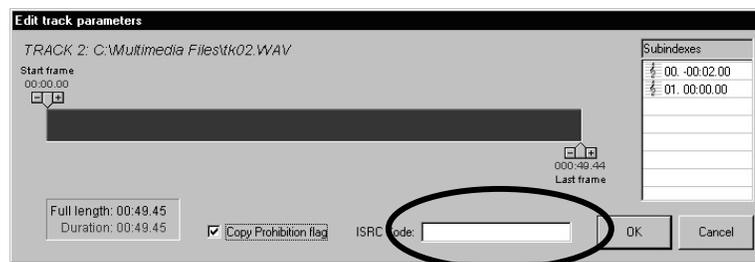
### Changing ISRC Codes And Copy Prohibit Flags

The INTERNATIONAL STANDARD RECORDING CODE (ISRC) is an optional 12-character descriptor that identifies a specific track on an audio CD. Each track can have its own unique ISRC consisting of 2 alphanumeric characters (country), 3 alphanumeric characters (owner), 2 digits (year of recording) and 5 digits (serial number).

The *Copy Prohibit* flag is a setting in each track on an audio CD, indicating whether or not that track can be copied by a digital recorder.

To change an ISRC code:

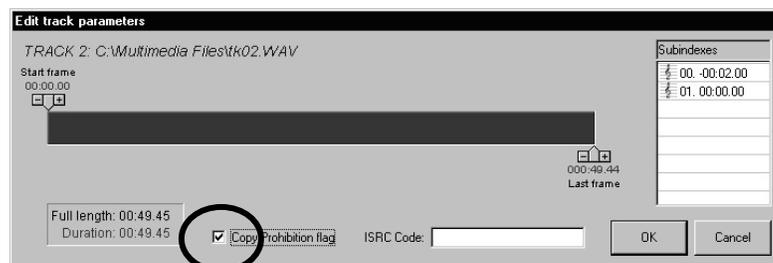
- Right click the desired audio track in the lower left pane, and select *Edit*. The screen will now read:



- Enter the code in the ISRC line and click the *OK* button.

To change a *Copy Prohibit* flag:

- Right click the desired audio track in the lower left pane, and select *Edit*. The screen will now read:



- To enable *Copy Prohibit* select the *Copy Prohibit* box so that it is checked, or uncheck the box to disable *Copy Prohibit*.

### ***Inserting, Editing And Removing Silence***

When assembling an audio CD disc image the SCRIBE EC application does not insert silences (gaps) between tracks.

To insert silence between tracks:

- Right click on an audio track.
- Select "Insert silence."



To edit the amount of silence between tracks:

- Right click the silence indicator you wish to edit in the lower left pane, and select *Edit*.
- Click the up and down indicators to increase or decrease the duration of the silence (minutes, seconds, frames).
- Click the *OK* button.

To remove silence between tracks:

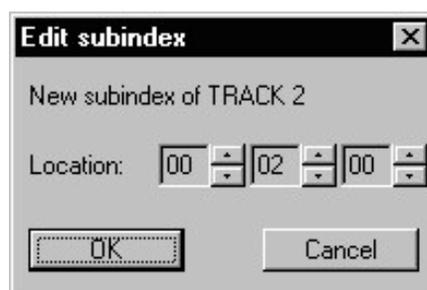
- Click the silence indicator you wish to remove in the lower left pane and hold down the mouse button.
  - Drag the silence indicator over the trashcan in the bottom right of the *Audio* tab and release the mouse button.
  - Click the *Yes* button.
- or
- Right click the silence indicator, and select *Delete*.

### ***Inserting, Editing And Removing Subindexes***

Subindexes are markers used by CD audio players to locate specific points inside an audio track. Subindex 0 indicates the start of any silence before the beginning of a track and subindex 1 indicates the beginning of a track's audio material. Other subindexes can also be assigned to allow some audio players to locate specified material within a track itself.

To insert subindexes in a track:

- Right click the subindex you wish to edit in the lower right pane.
- Click the *Insert* button. The screen will now read:



- Click the up and down indicators to specify the location of the subindex (minutes, seconds, frames).
- Click the *OK* button.

To edit subindexes:

- Right click the subindex you wish to edit in the lower right.
- Click the edit button.

- Click the up and down indicators to specify the new location of the subindex (minutes, seconds, frames).
- Click the *OK* button.

To remove subindexes:

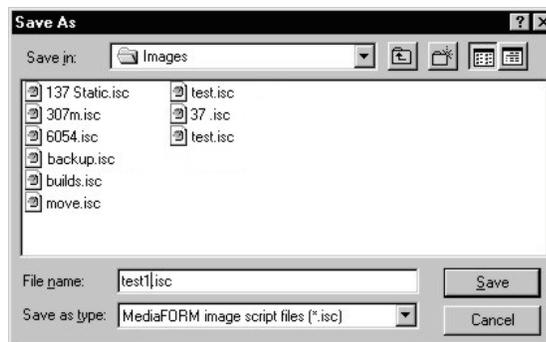
- Right click the subindex you wish to remove in the lower right pane.
  - Select *Delete*
- or
- Drag the subindex over the trashcan in the bottom right of the *Audio* tab and release the mouse button.
  - Click the *Yes* button.

### ***Saving The Current Audio Disc Image***

Once an audio disc image has been created it must be saved so that it can be used by the SCRIBE EC as an audio source for recording. Disc images are saved as script files (with an “ISC” extension).

To save an audio disc image script file:

- Click the *Save* button on the toolbar. The screen will now read:



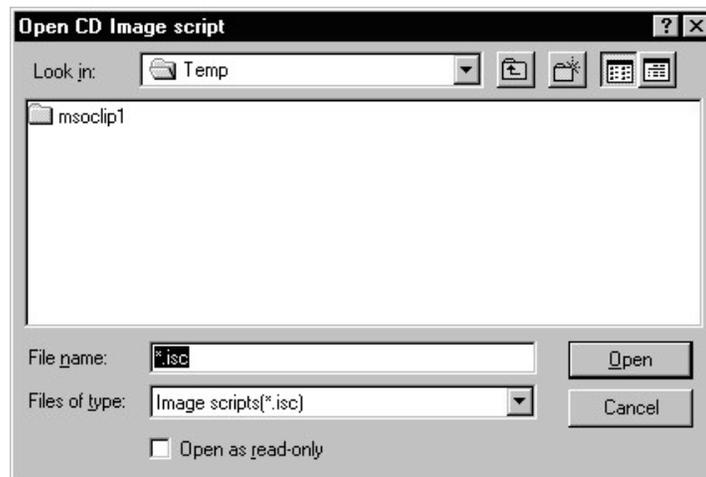
- Select the volume and directory where you want to save the script file.
- Enter the name for the audio disc script file and click the *Save* button.

### ***Loading An Existing Audio Disc Image***

Once an audio disc image script file has been saved it can be modified at a later date.

To load an existing audio disc image script file:

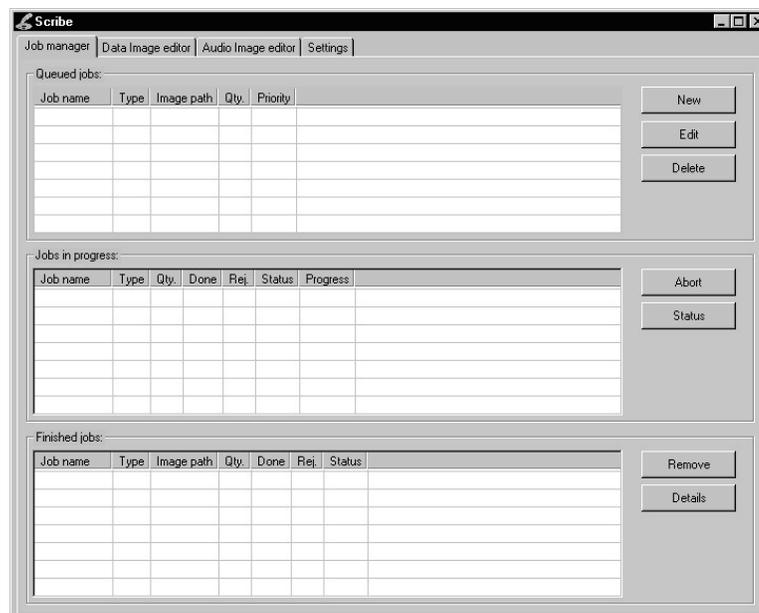
- Click the *Load* button on the toolbar. The screen will now read:



- Select the appropriate file and click the *Open* button.

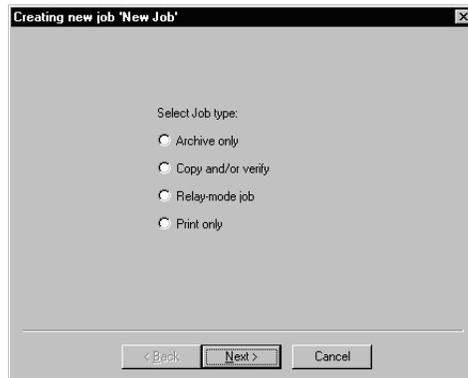
## Job Manager Tab

- Click the **Job Manager** tab.  
The *Job Manager* tab consists of three areas, *Queued jobs*, *Jobs in progress*, and *Finished jobs*. The *Queued jobs* area lists all of the jobs waiting to be processed by displaying the job name, the type of job running (i.e. print, copy, test...), image path, quantity, and priority. The *Queued jobs* area contains three radio buttons, *New*, *Edit*, and *Delete*.



### Queued jobs

- Click the **New** button to the right of the *Queued jobs* area.  
Clicking on *New* in the *Queued jobs* area of the *Job Manager* tab brings up the **Creating new job 'New Job'** wizard. The *Creating new job 'New Job'* wizard includes a series of four check boxes: **Archive only**, **Copy and/or Verify**, **Relay-mode job**, and **Print only**. Also included in the wizard are the image and label file path fields, quantity, priority, speed, and media type. The first step in creating a job is to set the general options so as to define which operations the SCRIBE EC will perform when the job is submitted for production.



- Check the option box to enable the production option needed for your job and click “Next”:

**Operations and Options:**

Copy	When checked the CDs in the submitted job will be recorded using the disc image file selected in the IMAGE field.
Verify	When checked the CDs in the submitted job will automatically be compared against the source files after recording is completed.
Print	When checked the CDs will be printed with the disc label selected in the LABEL FILE field.
Test	When checked the CDs in the submitted job will not be recorded.
Archive	When checked an existing CD is saved to the hard drive as a physical image file for later recording. This option is used for duplicating existing CDs (see page 81).
Relay Mode	When checked an image of the top most disc (master disc) is created on the hard drive and used to make copies.
Speed	The recording speed pull-down allows you to set the recording speed as determined by the capabilities of the recorders installed in the SCRIBE EC.
Print first	When checked, SCRIBE EC will print the disc before copying.

**Archive only**

1. Select the “Archive only” button as seen in **(fig. 1)**.



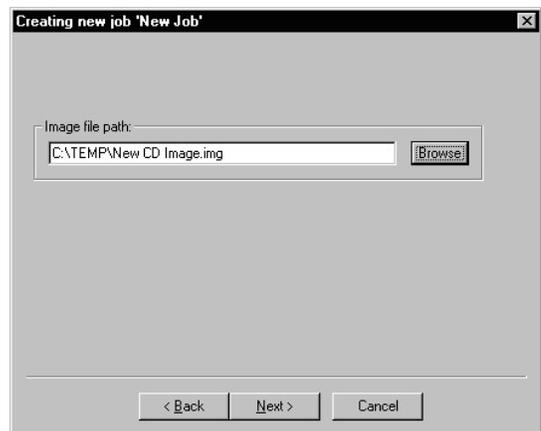
**(fig. 1)**

2. Click browse and select the “Image file path” for the file that you would like to archive. This lets the SCRIBE EC know where to place your file and what name to give your file.



**(fig. 2)**

3. The file path that you choose will show in the window as seen in **(fig. 3)**. Click “Next”.



**(fig. 3)**

4. The "Job parameters" will then be displayed. Give your job a name and select a priority.
5. Click "Finish" and the SCRIBE EC will run the job.

**(fig. 4)**

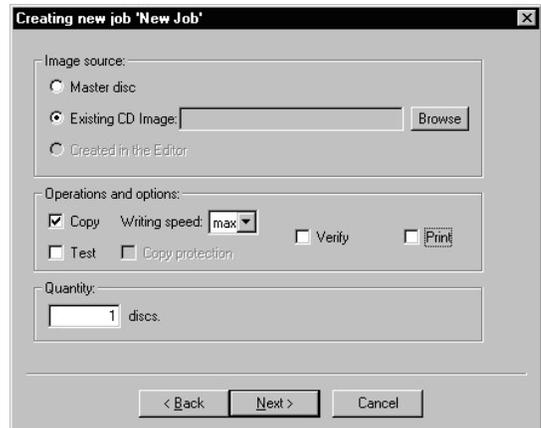
### Copy and/or Verify

1. Select the “Copy and/or Verify” button as seen in **(fig. 1)**.
2. Click “Next”.

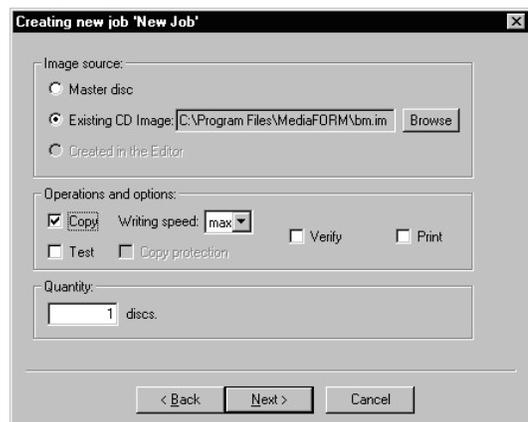


**(fig. 1)**

3. Select the *Image source* for your job. You have the option of selecting a master disc that you can load into the SCRIBE EC's disc drive. The SCRIBE EC will archive the contents of the master and copy the contents to as many discs as are indicated in the quantity box. If the SCRIBE EC detects another master during the copy process, the SCRIBE EC will reject the additional master. You may also select browse and choose an existing CD image.
4. You will then want to choose the *Operations and Options* for your job: Copy, Test, Writing speed, Verify, and Print.
5. You will then enter the quantity of discs toward the bottom of the screen.
6. If you choose “Existing CD Image” the file will show in the window, as seen in **(fig. 3)**.
7. Click “Next”.

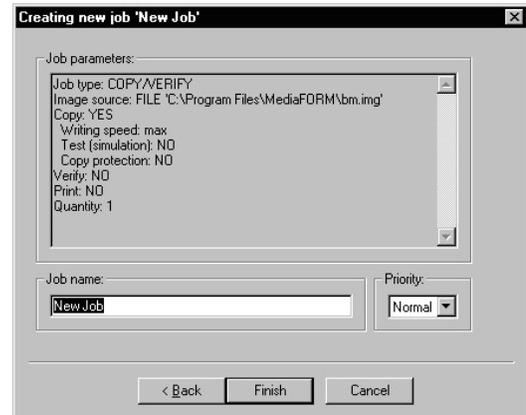


**(fig. 2)**



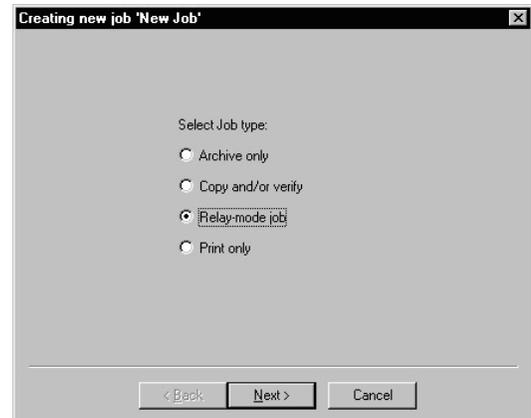
**(fig. 3)**

8. The *Job parameters* will then be displayed.  
Give your job a name and select a priority.
9. Click *Finish* and the SCRIBE EC will run the job.

**(fig. 4)**

**Relay-mode job**

1. Select the *Relay-mode job* button as seen in **(fig. 1)**.
2. Click *Next*.



**(fig. 1)**

3. Select the *Operations and options* for the relay mode job.
4. Click *Next*.



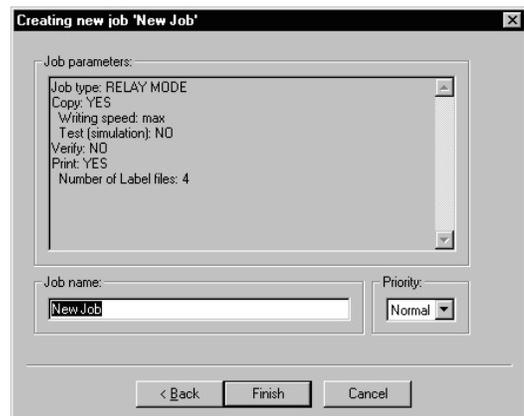
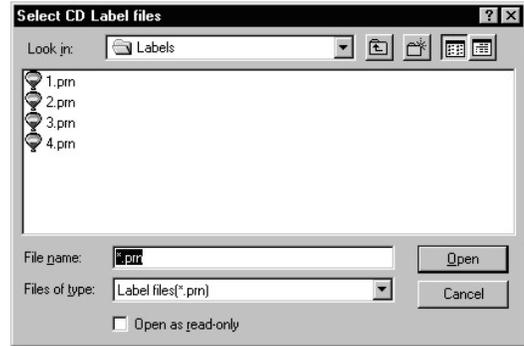
**(fig. 2)**

5. The *Job parameters* will then be displayed. Give your job a name and select a priority.
6. Click *Finish* and the SCRIBE EC will run the job.



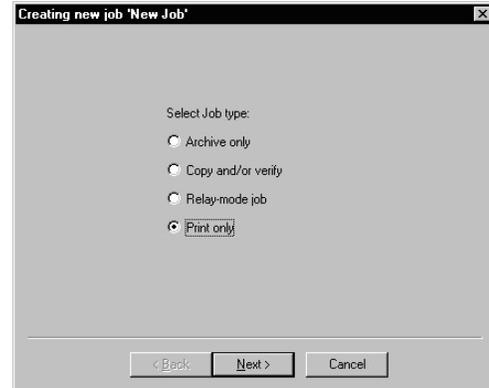
**(fig. 3)**

7. The *Job parameters* will then be displayed. Give your job a name and select a priority.
8. Click *Finish* and the SCRIBE EC will run the job.



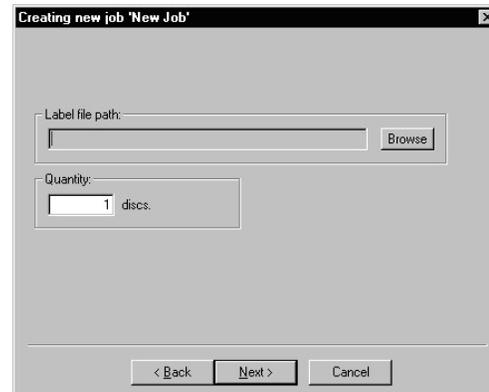
**Print only**

1. Select the *Print only* button as seen in (fig. 1).
2. Click *Next*.



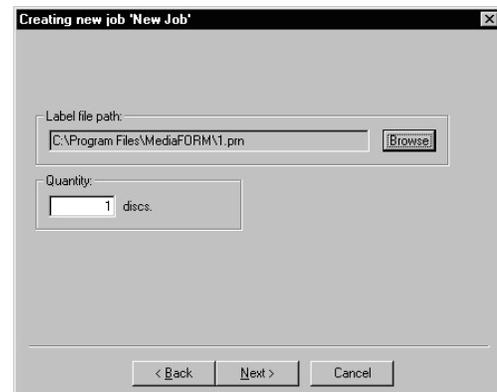
(fig. 1)

3. Click *Browse* and locate the label file that you would like to use.
4. Enter a quantity of discs for the job.
5. Click *Next*.



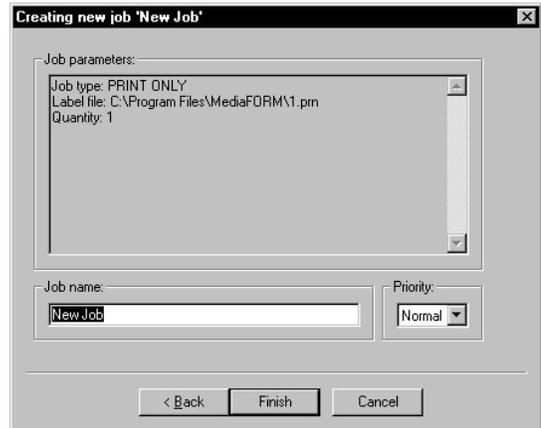
(fig. 2)

6. The file that you choose will show in the *Label file path* window.
7. Click *Next*.



(fig. 3)

8. The *Job parameters* will then be displayed. Give your job a name and select a priority **(fig. 4)**.
9. Click *Finish* and the SCRIBE EC will run the job.

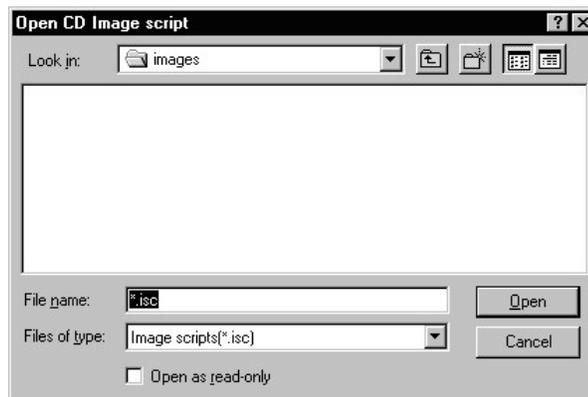


**(fig. 4)**

**Image file path (optional)**

The *Image file path* field is used to specify the data or audio disc image (ISC or ISO file) that was previously created, to be used as the data or audio source for recording. The SCRIBE EC also accepts standard Mode 1 data physical image files (such as ISO 9660, MacOS HFS, Unix UFS and Rock Ridge, etc.) created with other premastering software (such as Roxio Easy CD Creator and Toast, GEAR Software GEAR Pro, etc.).

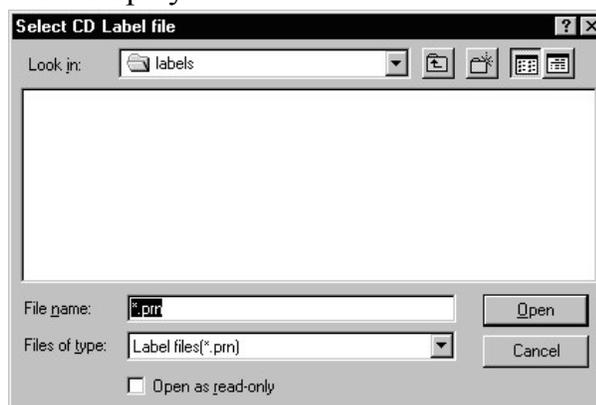
- Click the *Browse* button to the right of the *Image file path* field.
- Select the appropriate file and click the open button. Leave the field blank if no image is to be recorded.



**Label file path (optional)**

The label file field is used to specify the disc label (PRN file) that was previously created, to be used as the source label for printing.

- Click the *Browse* button to the right of the *Label file path* field. The screen will now display:



- Select the appropriate file and click the Open button. Leave the field blank if no label is to be printed.

### ***Making Copies (Relay Mode)***

The quickest and simplest way of duplicating one or more discs is to use the SCRIBE EC's Relay Mode copying feature. Relay Mode functions by placing the number of blank discs to be written to, into the input bin; followed by the original CD to be copied (master disc), placed on top. The SCRIBE EC then loads the master disc into the recorder, creates an image of it on the internal hard disk drive, and unloads the master disc onto the output spindle. The SCRIBE EC then continues to load and copy to as many blank discs as are in the input bin. Multiple masters can also be mixed with blank discs in the input bin, so numerous jobs can automatically be performed in sequence. This can be done to a maximum of 75 discs (masters and blanks).

### ***Quantity (required)***

The *Quantity* field is used to specify the number of discs to be recorded or printed as part of the current job.

- Click the *Quantity* field and enter the number of discs to be recorded or printed.

**Note:** If the *Archive* option is selected, the quantity should be zero.

### ***Priority (required)***

The *Priority* field is used to specify the production priority assigned to the current job. Choose from lowest, low, normal, high, or highest.

- Click the *Priority* drop down menu and choose a priority.

**Archive**

When checked an existing CD is saved to the hard drive as a physical image file for later recording. This option is used for duplicating existing CDs.



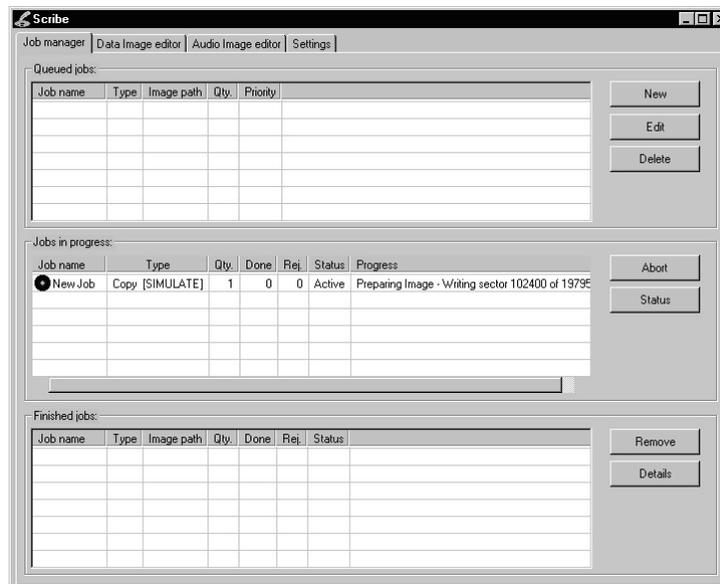
## Submitting Jobs

After defining or creating a job the final step in constructing a CD is to submit the job for production. During the production process the SCRIBE EC uses the job as a guide or map for bringing together the various elements of the CD (label, disc image, etc.) to print and record as needed. The SCRIBE EC processes up to three different jobs simultaneously and queues up to ten jobs awaiting production.

### Submitting A Job

To submit a job for production:

- Complete the details on the *Job manager* tab as desired or load an existing job file.
- Click the *OK* button at the bottom of the *Creating new job 'New Job'* window. The screen will now read:



The screen will now show the *Job manager* tab where the progress of jobs submitted for production can be easily monitored. The *Status* tab is divided into three panes. The top pane is the JOB QUEUE window which lists all of the jobs waiting to be processed by displaying their assigned Job name, type of job, image path, total number of requested CDs, their assigned priority, as well as the names of their associated disc image and label files.

The middle pane is the ACTIVE JOBS window that lists all the jobs currently being recorded or printed by the SCRIBE EC. Information displayed for each job includes its assigned Job name, type of job, total number of requested CDs, the number of successful CDs produced, the number of failed CDs produced, the immediate status of the job (copying images, loading discs, copying discs, unloading discs, etc.) and the progress.

The lower pane is the *Finished jobs* window that lists all the jobs completed by the SCRIBE EC. Information displayed for each job includes its assigned Job name, type of job, image path, the total number of requested CDs, the number of successful CDs produced, the number of failed CDs produced, and the status.

**The Production Process**

During production the blank discs will be loaded one at a time from the input spindle into the recorders and/or printer. Upon successful completion the discs will be unloaded onto the output spindle if the “print” general option is not selected. If selected, the discs will go to the printer before being placed on the output spindle. This process will continue until the job is complete and the SCRIBE EC will then advance to produce the next job in the queue according to its priority.

However, if the input spindle empties before the job is complete the screen will now read:



To continue producing the job, place additional blank discs onto the input spindle and click the *Yes* button. To stop the job click the *No* button and the remainder of the job will be aborted. The SCRIBE EC will then advance to produce the next job in the queue according to its priority.

**Note:** *Any discs dropped on the reject area have failed to record properly and should not be used. Be sure to remove rejected discs periodically during operation.*

## Duplicating Existing CDs

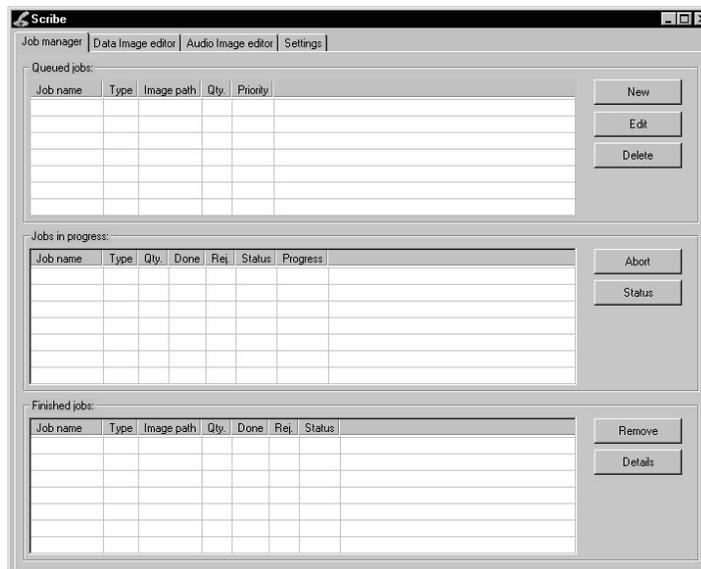
In addition to creating industry standard data and audio CDs from scratch, the SCRIBE EC also duplicates existing CDs authored in most formats.

### Creating An Image File

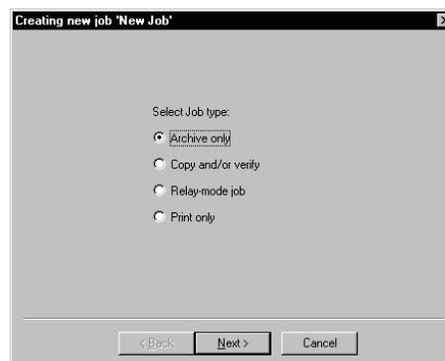
The first step in duplicating an existing CD is to create an image file of it on the hard disk drive to be used as the master source for recording. Image files are saved with an "IMG" extension.

To create an image file of an existing CD:

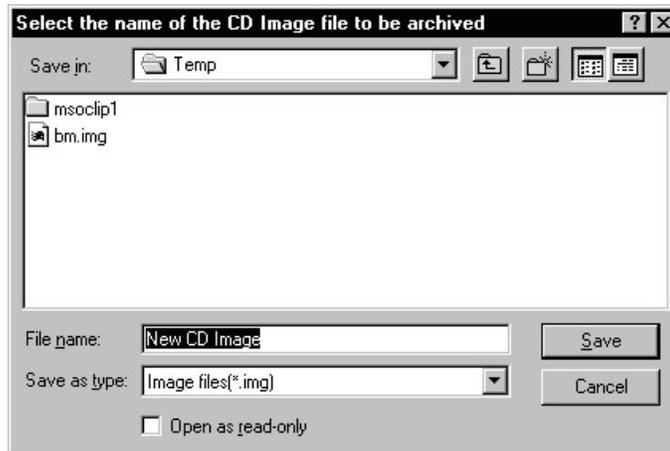
- Click the **Job manager** tab. The screen will now read:



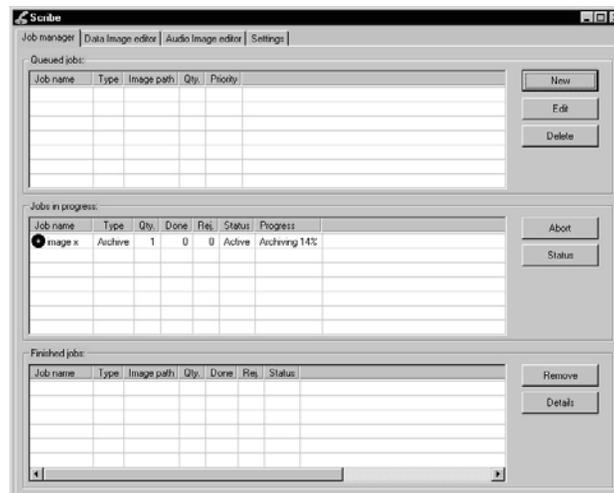
- Click the **New** button in the *Queued jobs* area.



- Check the *Archive* box in the *Operations and options* window. Ensure that no other boxes are checked.
- Proceed through the wizard (**page 59**)



- Select the volume and directory where you want to save the image file. Please note that depending upon the amount of data to be recorded the image file can occupy as much as 800 MB of hard disk space (5G for DVD).
- Enter the name for the image file and click the *Save* button.
- Place your original CD to be duplicated (master disc) on top of the stack of blank discs in the input area.
- Click the *OK* button on the *Creating new job* screen. The screen will now read:



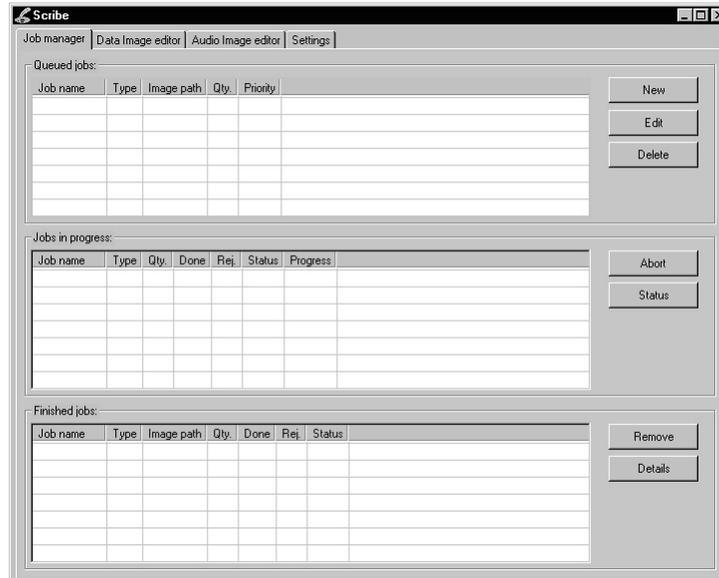
The screen is now switched to the *Job manager* tab to display the progress of the submitted job. During production the master disc will be loaded from the input spindle into the recorder and saved as an image file with the specified name on the hard disk drive. Upon successful completion, the disc will be unloaded onto the output spindle.

### Recording An Image File

Once created, the image file of the master disc is used as the source for recording.

To use the image file of the master disc as the recording source:

- Click the *Job manager* tab. The screen will now read:



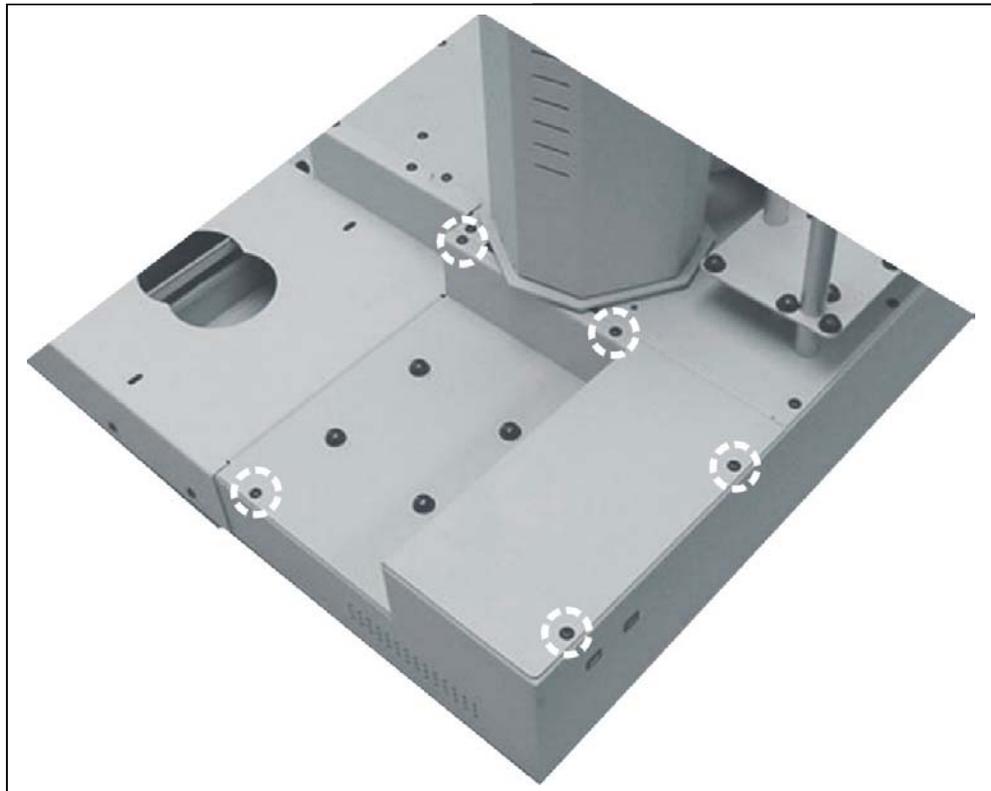
- Click the *New* button in the *Queued jobs* area. When completing the *Image file path* field, specify the image file created from the master disc to be duplicated.

## Changing Printers (switching between Spectrum2, SigIV, or SigPRO)

### *Changing Jumper Settings*

If you decide to switch printers, you will need to change the jumper setting inside of the Scribe EC.

- Remove the 5 screws indicated in **(fig. 1)** using a 5/64 allen wrench.

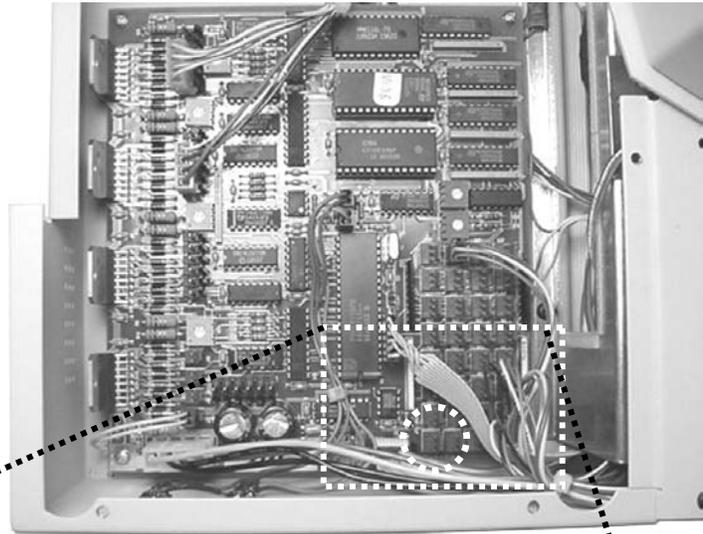


**(fig. 1)**

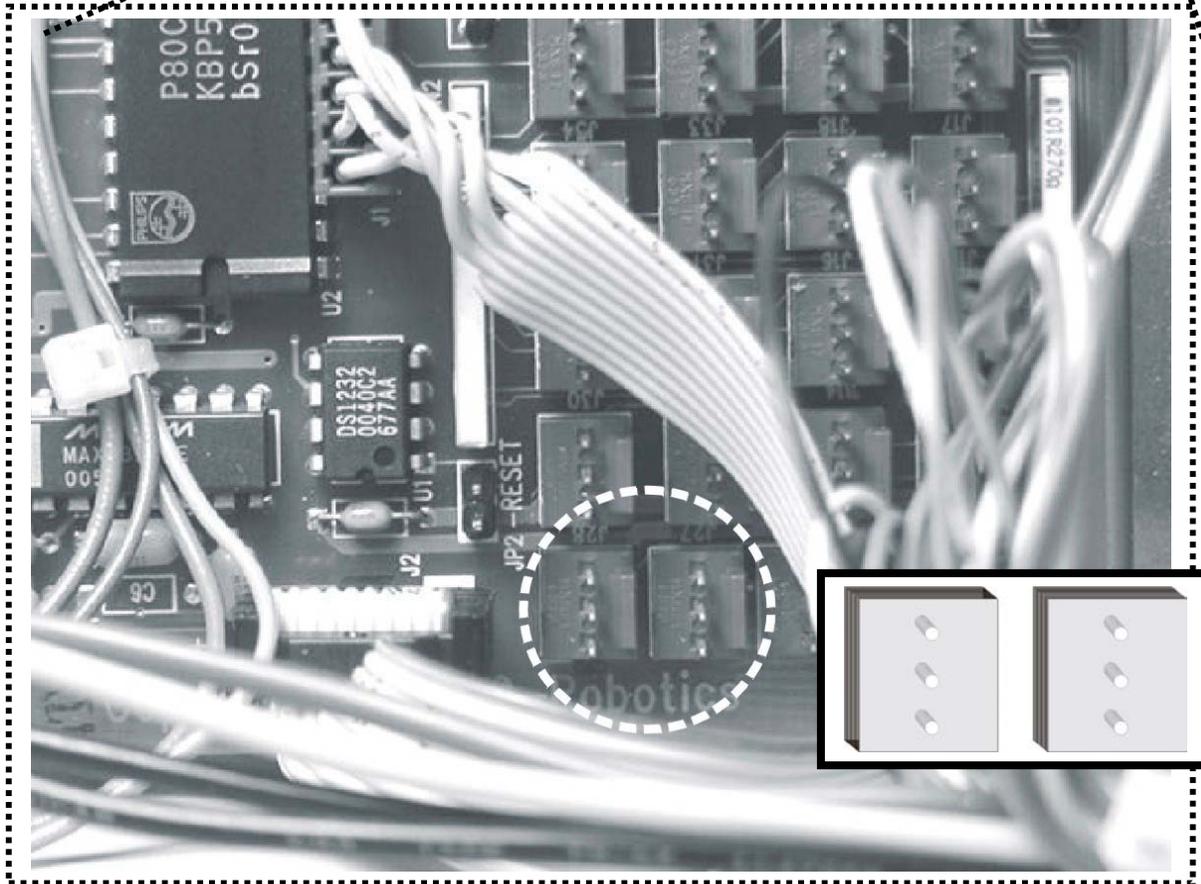
**(continued next page)**

### Jumper Settings for Spectrum2

- The illustration to the right shows the front left corner of the Scribe EC. The illustration at the bottom of the page shows an expanded view of the same area.



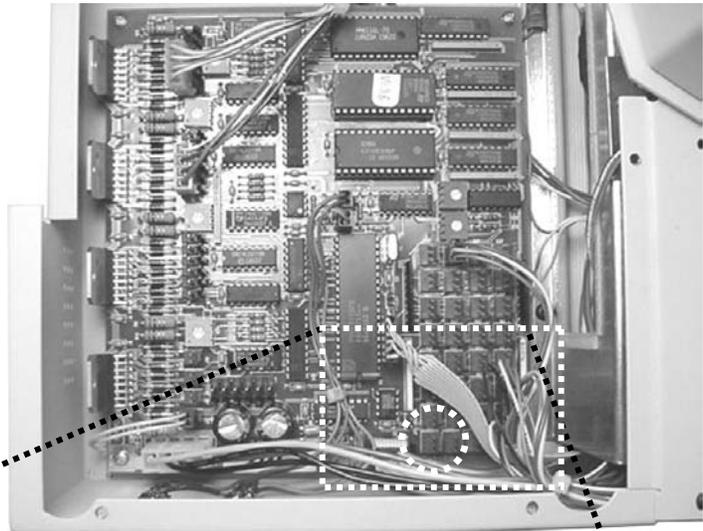
Front left corner of Scribe EC



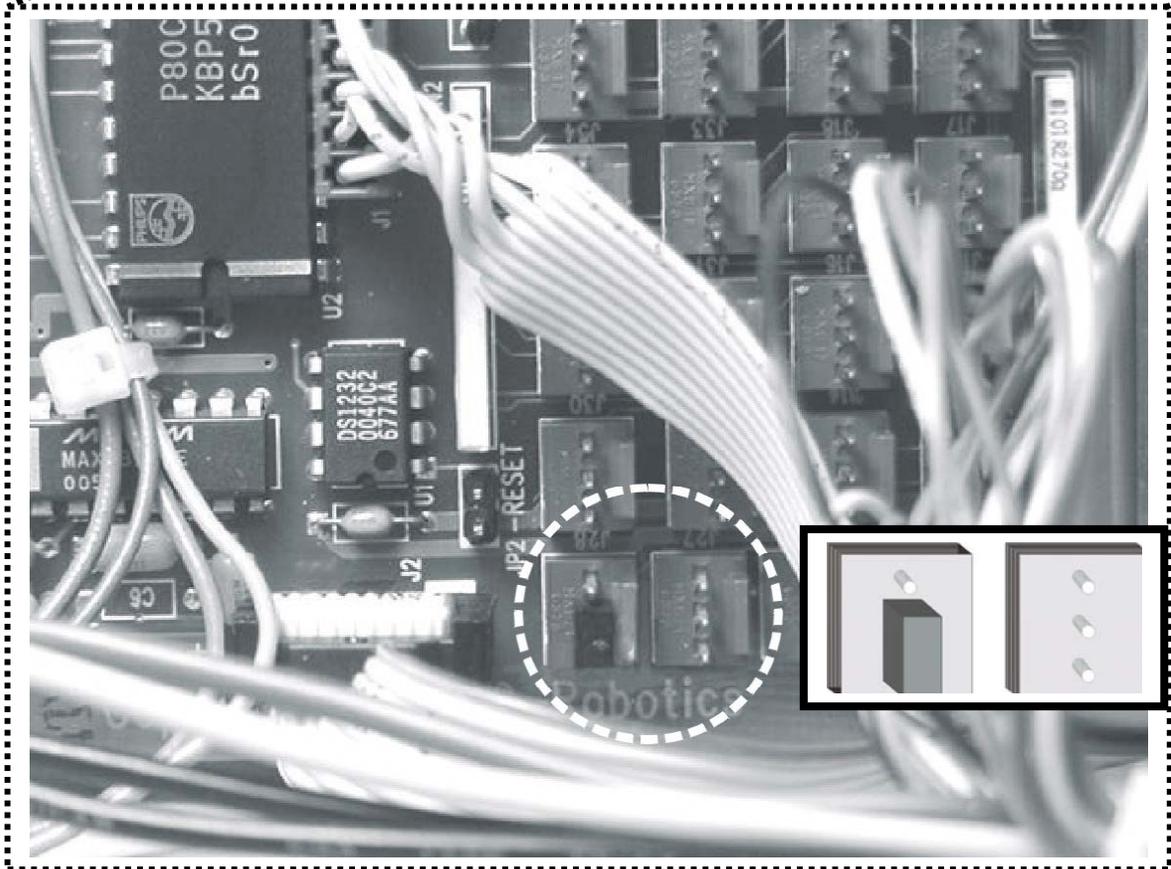
Jumper settings for Spectrum2 thermal printer

### Jumper Settings for Signature IV

- The illustration to the right shows the front left corner of the Scribe EC. The illustration at the bottom of the page shows an expanded view of the same area.



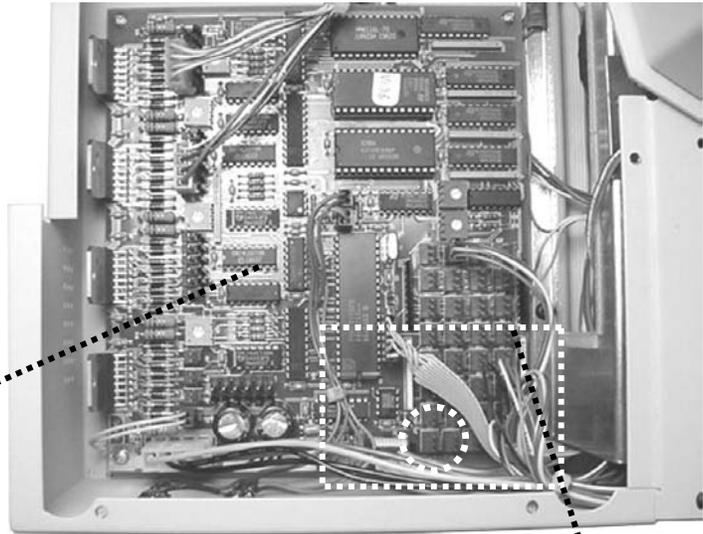
Front left corner of Scribe EC



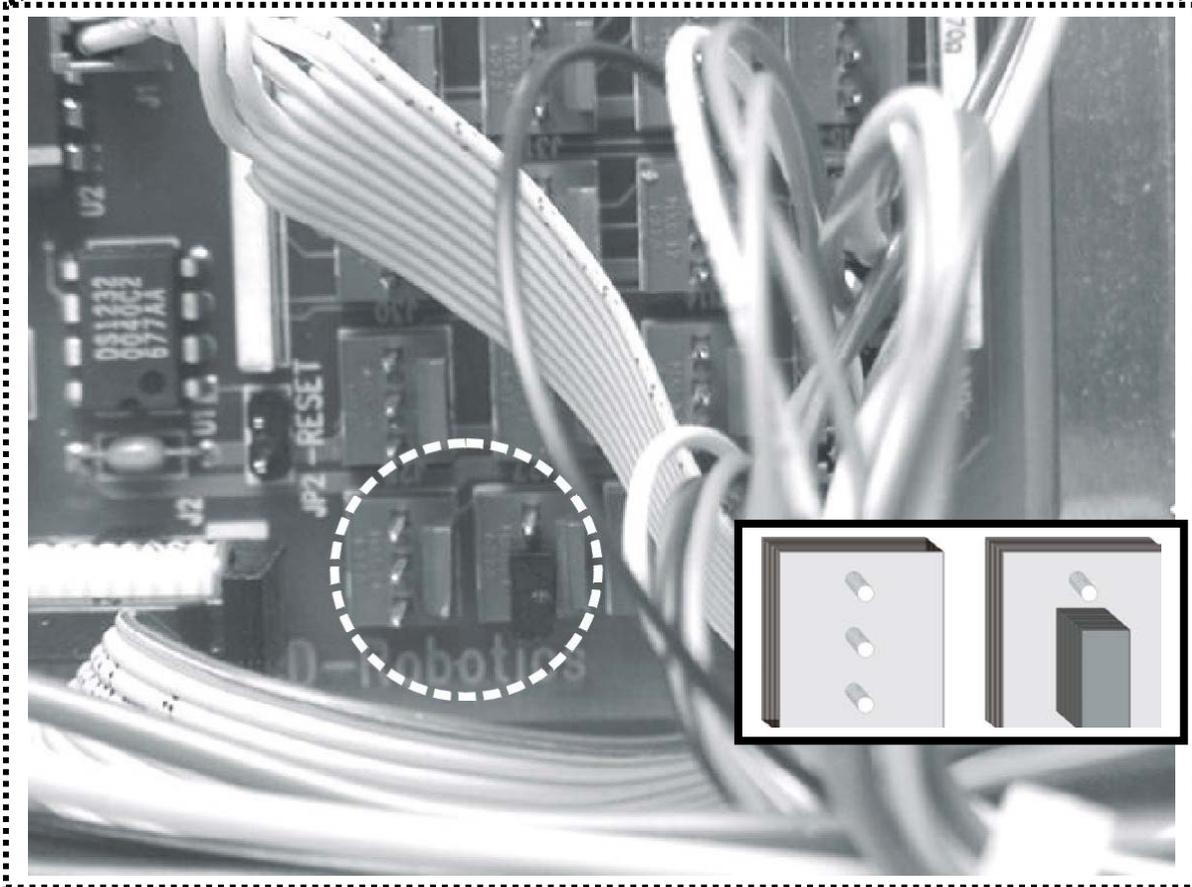
Jumper settings for Signature IV thermal printer

### Jumper Setting for Signature Pro

- The illustration to the right shows the front left corner of the Scribe EC. The illustration at the bottom of the page shows an expanded view of the same area.



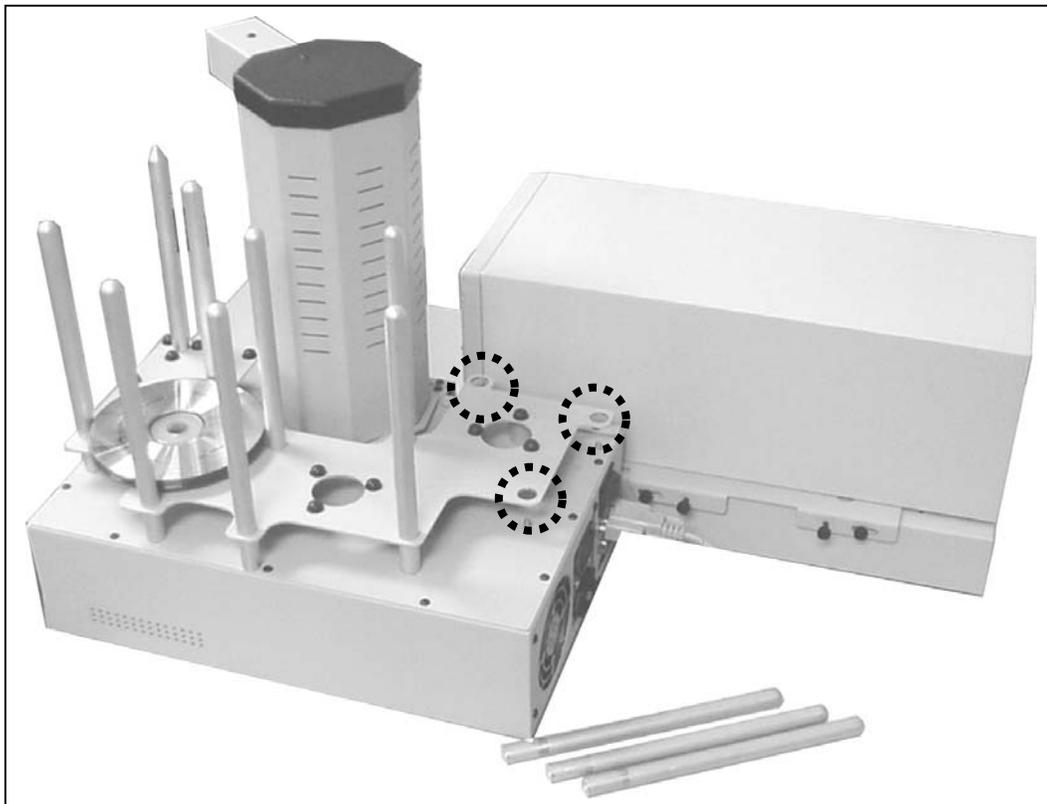
Front left corner of Scribe EC



Jumper settings for Signature Pro inkjet printer

***Spindle Change (switching from Signature IV / Pro to Spectrum2)***

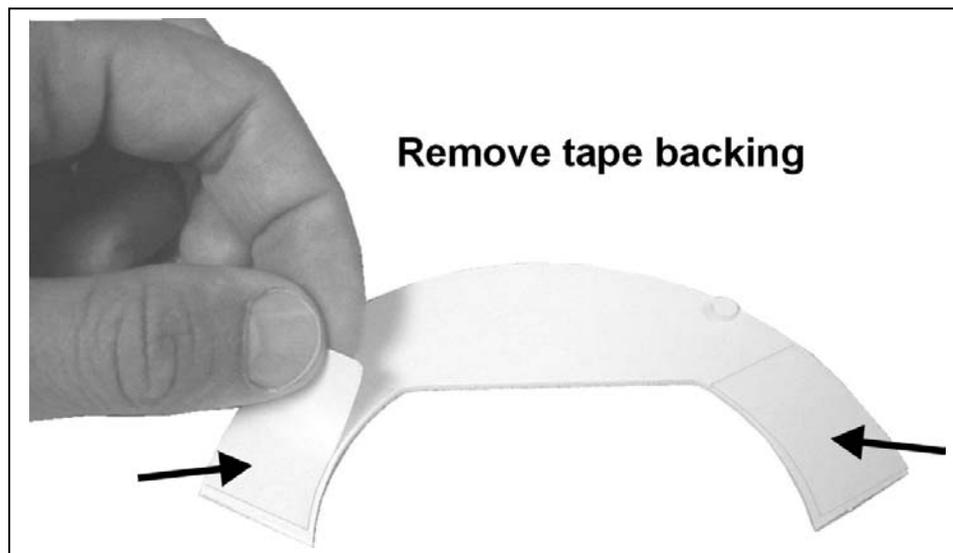
When changing from a Signature IV or Pro printer to a Spectrum2 printer, screw in the spindles indicated in **(fig. 1)**. This will enable the 3<sup>rd</sup> input/output bin. You will also want to change the jumper setting inside of the Scribe EC (see previous section).

**(fig. 1)**

## Utilizing the Business Card Adapter

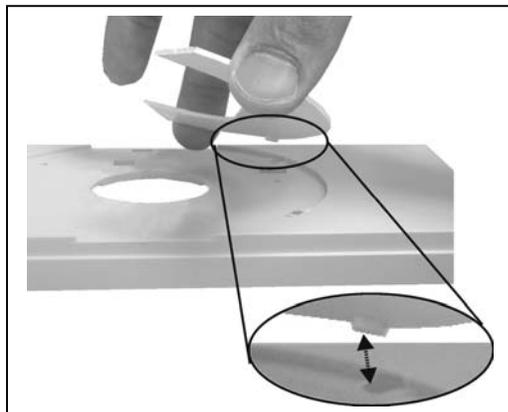
### *Preparing the Inkjet Printer for Business Cards*

1. Open the printer tray.
2. Remove the tape backing from the inkjet template (**fig. 7**).



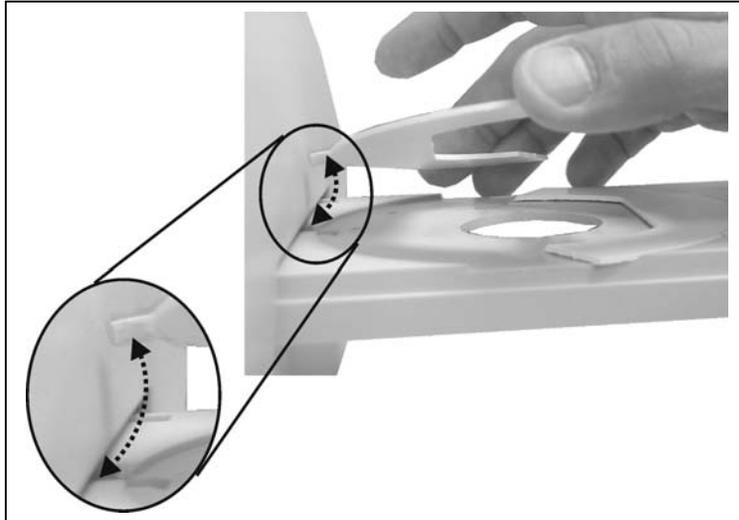
(Fig. 7)

5. Place the bottom half of the inkjet template onto the printer tray as seen in (**fig. 8**). The template has a round stabilizer that fits into the printer tray, and adhesive tape that sticks to the tray.



(fig. 8)

6. Place the top half of the inkjet template onto the printer tray as seen in **(fig. 9)**. The template has a round stabilizer that fits into the printer tray inset.

**(fig. 9)**

The template should sit on the printer tray as seen in **(fig. 10)**. You will then insert the business card input adapter **(page 86)** and align the inkjet printer **(page 32)**.

**(fig. 10)**