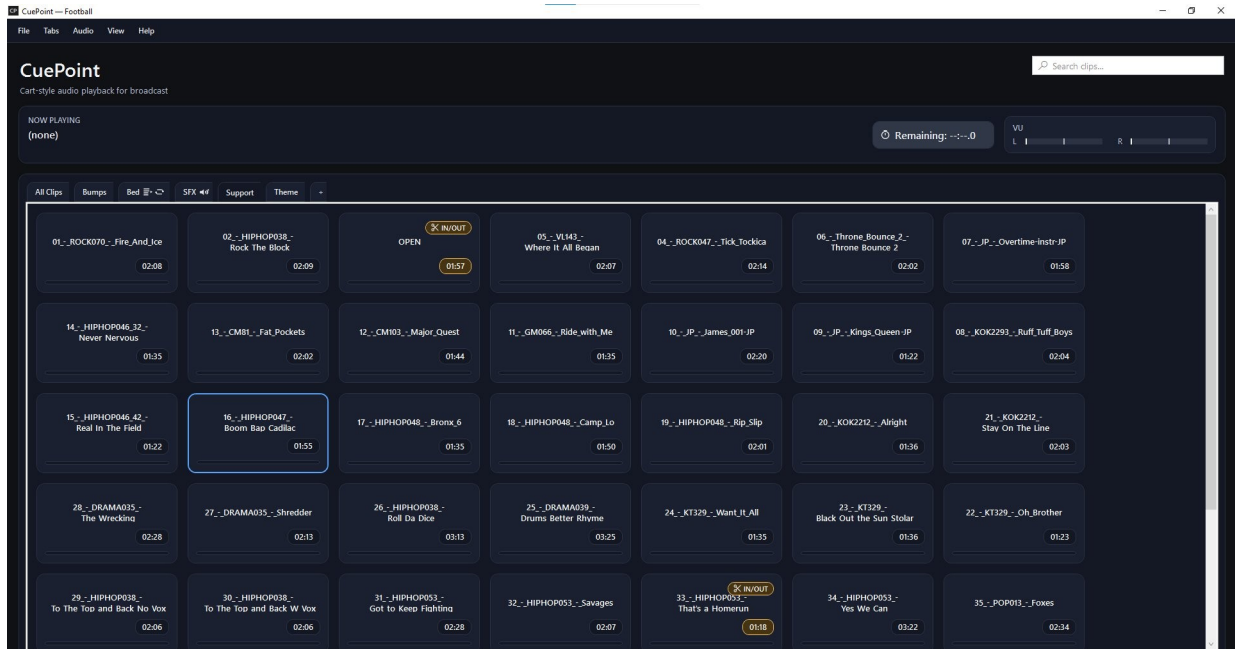


CuePoint

USER MANUAL

Cart-style audio playback for broadcast



CuePoint main interface

Version 1.2.0

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1. Introduction

CuePoint is a professional cart-style audio playback system designed for live broadcast and production environments. It provides instant access to audio clips organized in tabs, with playlist automation, SFX overlay, waveform trimming, loudness normalization, network control, session play counts, and playback reporting.

Key Features

- Instant cart-style playback for fast-paced broadcast operations
- Customizable tabs with regular, Playlist, Loop, and SFX modes
- Visual waveform editor with non-destructive IN/OUT markers
- Real-time VU meters, remaining time, and end-of-clip warning
- F-key hotkeys for instant tile triggering
- Import normalization for consistent loudness
- Stable five-character ClipIDs for network control
- Session play-count badges that persist with the layout
- Collated CSV play-log export
- Professional PDF Playback Reports with optional event/show information

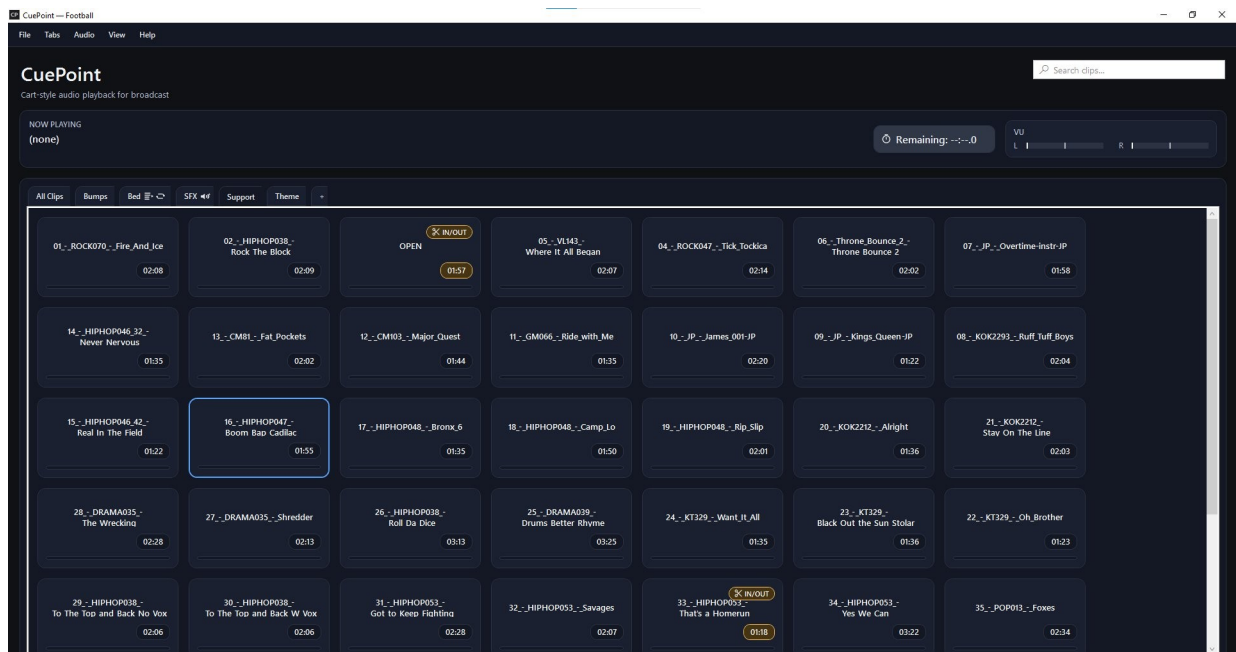


Figure 1: CuePoint main interface

2. Getting Started

2.1 Licensing

CuePoint requires a valid license for full functionality.

1. Launch CuePoint.
2. Go to Help → About CuePoint.
3. Copy the Machine ID shown in the About dialog.
4. Provide the Machine ID to Hite Media when obtaining a license.
5. Use Install License in the About dialog to apply the provided license.

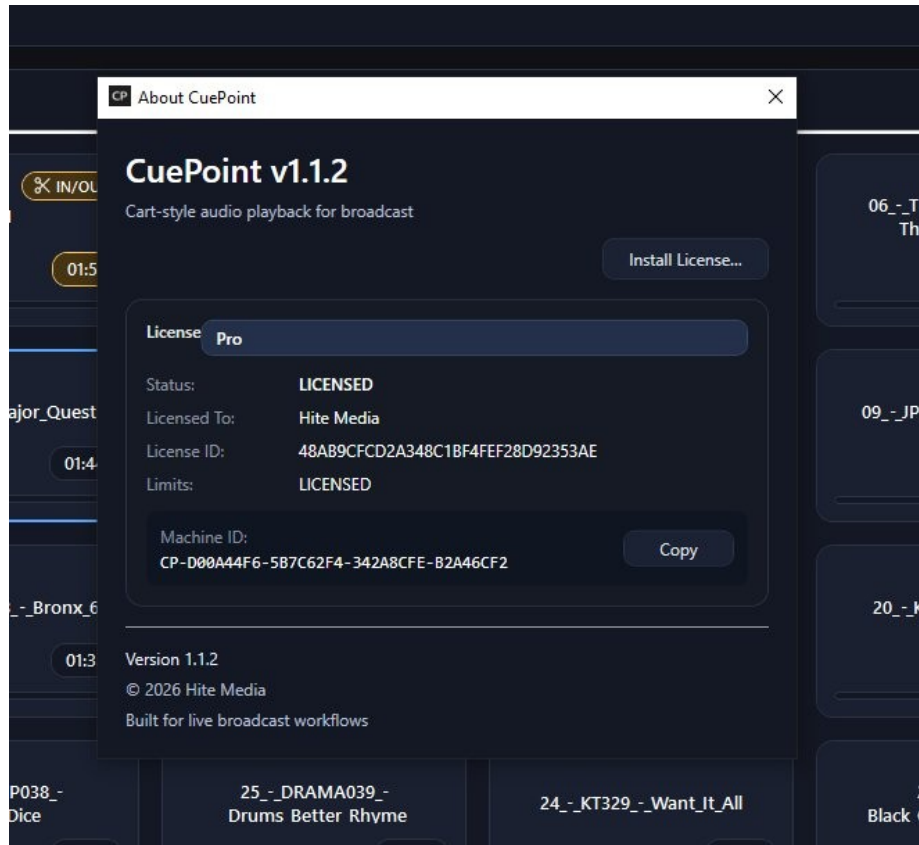


Figure 2: About CuePoint - license information

2.2 Audio Root Setup

The Audio Root Folder is the base directory CuePoint uses for the All Clips library and related audio-file organization.

6. Go to File → Set Audio Root...
7. Browse to the main audio folder.
8. Confirm the selection.
9. CuePoint scans the folder and populates the All Clips tab.

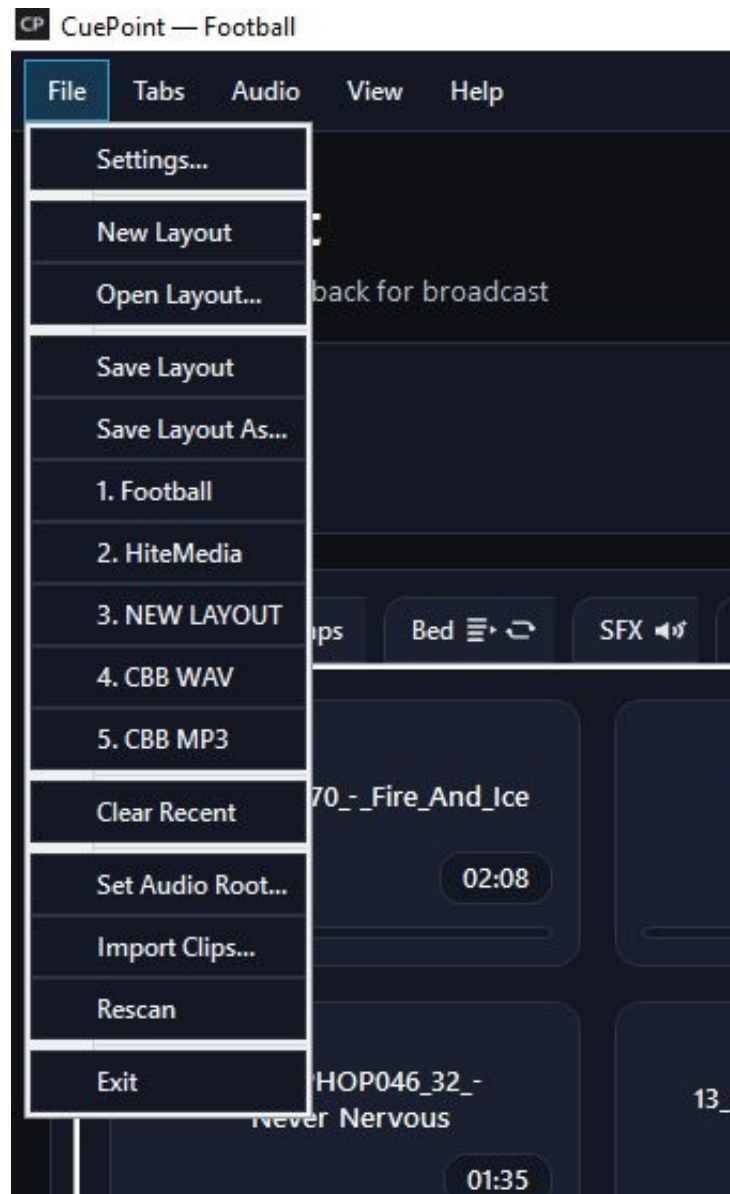


Figure 3: File menu

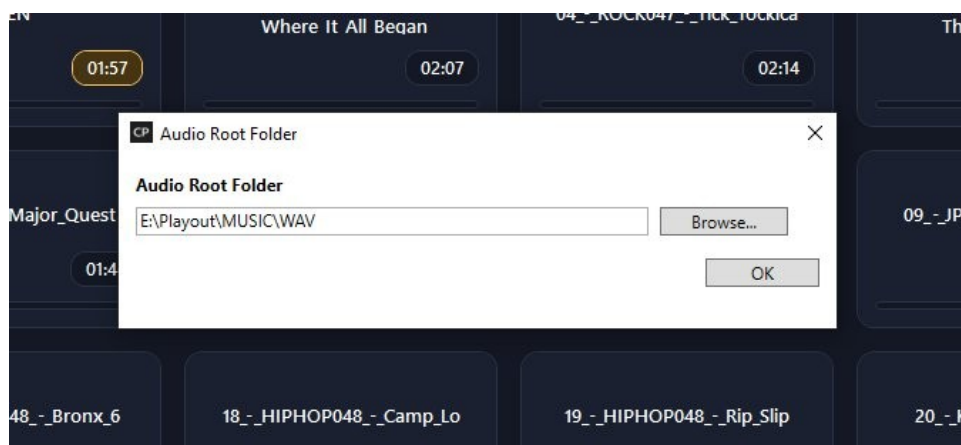


Figure 4: Audio Root folder selection

2.3 Your First Layout

Layouts (.cpt files) save the show configuration, including tabs, clips, tile settings, trim points, hotkeys, and session play-count state.

10. Go to File → New Layout.
11. Create tabs with the + button or Tabs menu.
12. Import clips into the desired tabs.
13. Configure Playlist, Loop, or SFX behavior as needed.
14. Save with File → Save Layout.

3. Interface Overview

3.1 Main Window

- Menu Bar - application, layout, tab, audio, view, and help functions
- Now Playing Bar - current playback and remaining-time status
- Tab Bar - switch between clip collections and operating modes
- Tile Grid - primary cart-style clip surface
- VU Meters - stereo playback level indication
- Search Box - real-time clip filtering
- Transport Controls - optional playback and marking controls

3.2 Menu System

Menu	Typical Functions
File	Settings, layouts, Audio Root, import, rescan, play-log export
Tabs	Add, rename, delete, and configure tabs
Audio	Audio output device selection
View	Show/hide transport and display options
Help	About CuePoint and licensing

3.3 Tab System

Mode	Behavior
Regular	Clicking a tile starts that clip.
Playlist	Sequential playback through clips in tab order.
Loop	Playlist repeats from the beginning until stopped.
SFX	Clips layer over program audio; multiple SFX can play simultaneously.

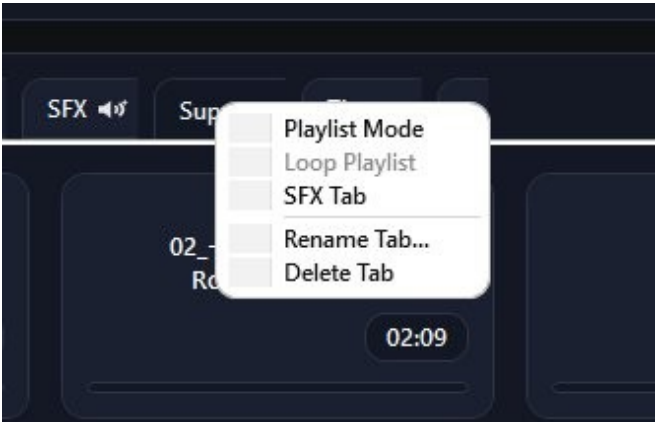


Figure 5: Tab context menu

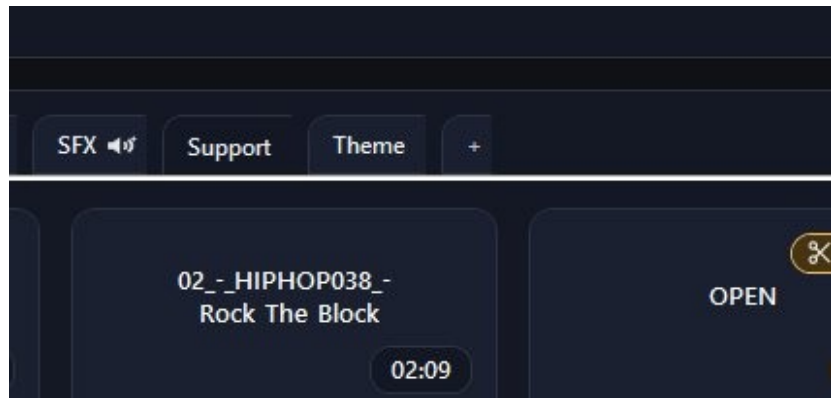


Figure 6: Tab mode indicators

3.4 Tiles and Status Badges

Each tile represents an audio clip and can display several pieces of operational information.

- Display name
- Duration
- ClipID badge (when enabled)
- F-key hotkey badge
- IN/OUT badge
- PLAYING state
- Cue / Up Next state
- Session play-count badge (when enabled)
- Playback progress bar

State	Typical Appearance / Meaning
Normal	Available clip, not currently active.
Playing	Highlighted playing state with progress indication.
Cue / Up Next	Clip selected to play next.
Custom Color	Operator-assigned visual organization.
IN/OUT Set	Trim points are stored for the clip.
Play Count	Shows the number of plays since the current show/session reset.

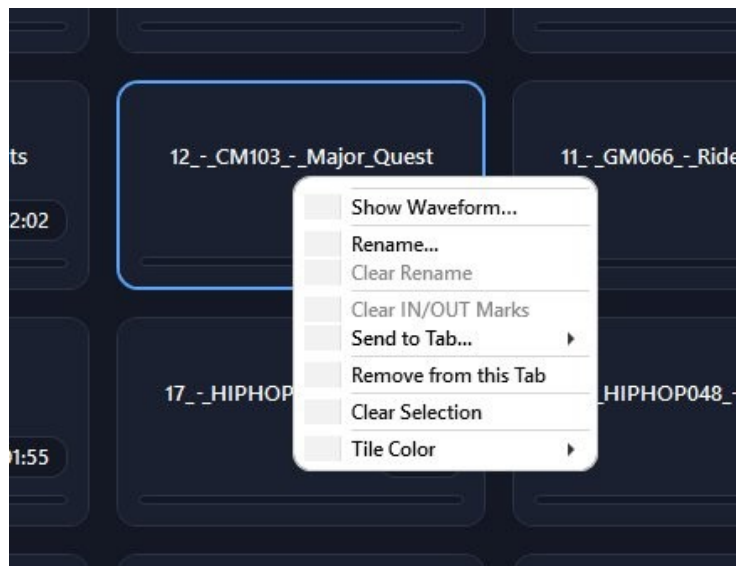


Figure 7: Tile context menu

3.5 Now Playing Bar

- NOW PLAYING - current clip name
- Up Next - queued or next playlist clip when applicable
- Remaining - time left in the active clip

Time Warning: CuePoint provides a prominent end-of-clip warning as playback approaches the end, helping the operator prepare the next action.

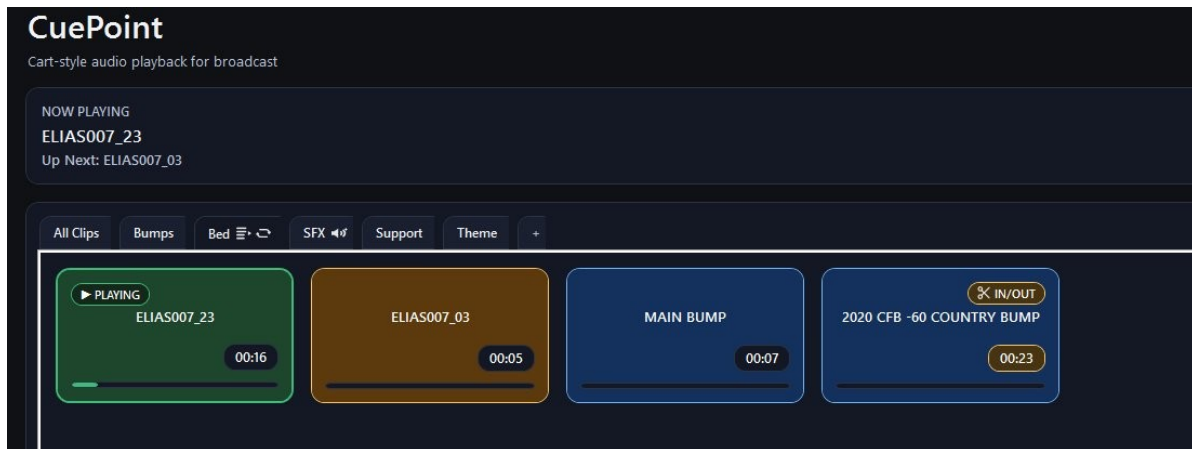


Figure 8: Now Playing information

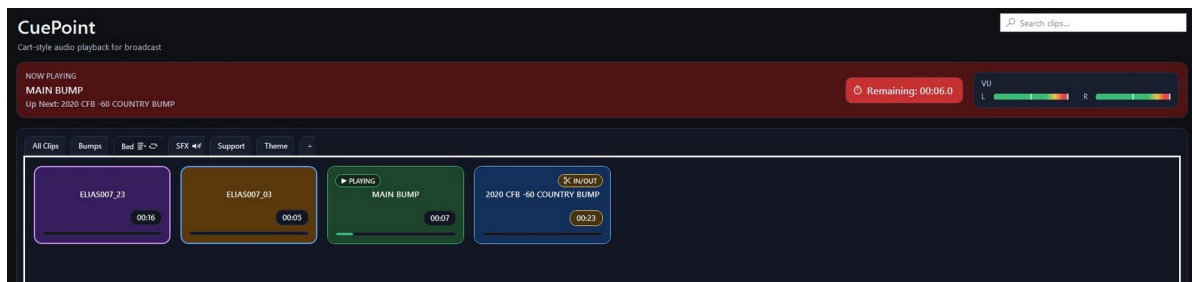


Figure 9: End-of-clip warning

3.6 VU Meters

Stereo VU meters provide real-time Left and Right playback level indication. Avoid sustained peak/clipping conditions.

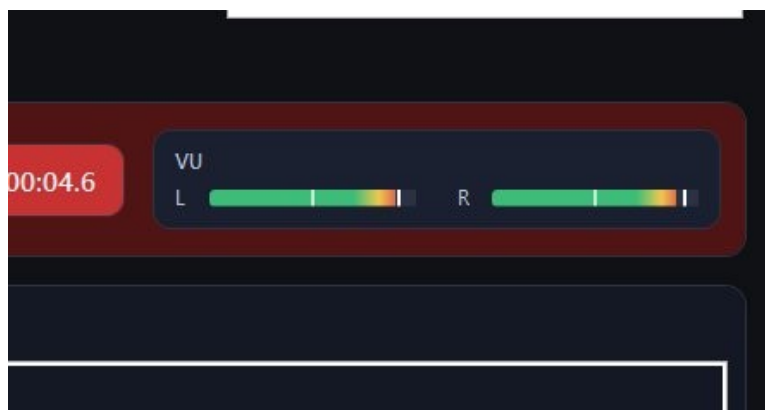


Figure 10: Stereo VU meters

3.7 Transport Controls

Transport controls can be shown or hidden from the View menu. They provide Mark IN, Mark OUT, Previous, Play, Pause, Stop, and Next functions.

Previous and Next use CuePoint's resolved playback path, including normalized media when a normalized version is assigned.

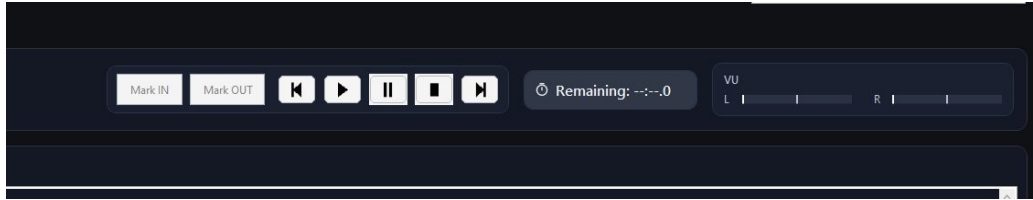


Figure 11: Transport controls

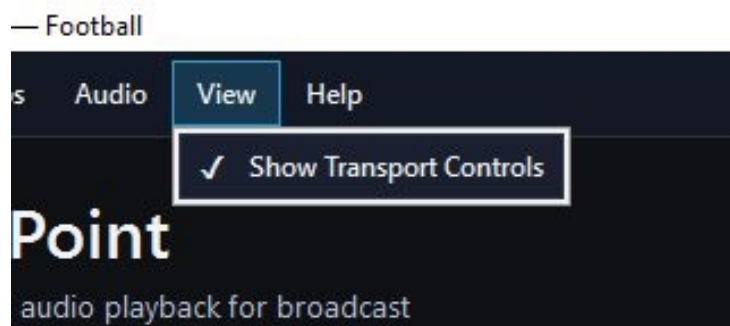


Figure 12: View menu

3.8 Search

Use the search box at the upper-right of the main window to filter clips in the current tab. Ctrl+F focuses the search field.

4. Working with Audio

4.1 Importing Clips

CuePoint supports MP3 and WAV audio clips. The import workflow can also create normalized playback copies.

15. Go to File → Import Clips...
16. Add one or more audio files.
17. Choose the destination tab.
18. Select a normalization target when desired.
19. Start the import and allow normalization to finish before beginning a show.

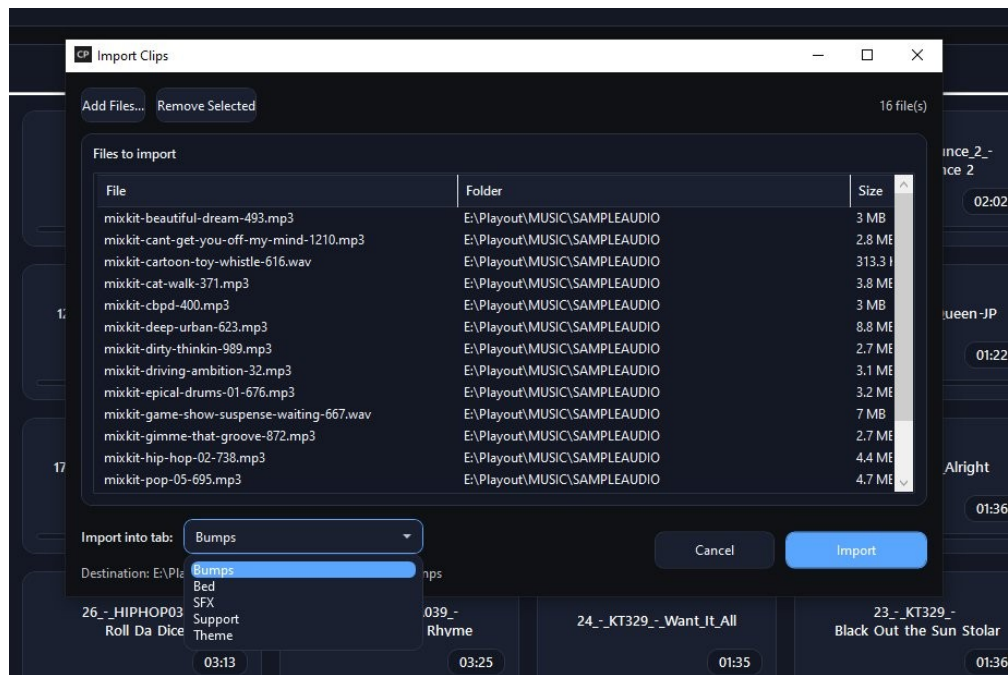


Figure 13: Import Clips dialog

4.2 All Clips Library

All Clips is a read-only library populated from the Audio Root. Use Send to Tab to create working tiles in show tabs.

- All Clips is intended as a searchable source library.
- Use File → Rescan after externally adding audio.
- Working-tab tiles receive the persisted metadata needed for CuePoint operation and remote control.

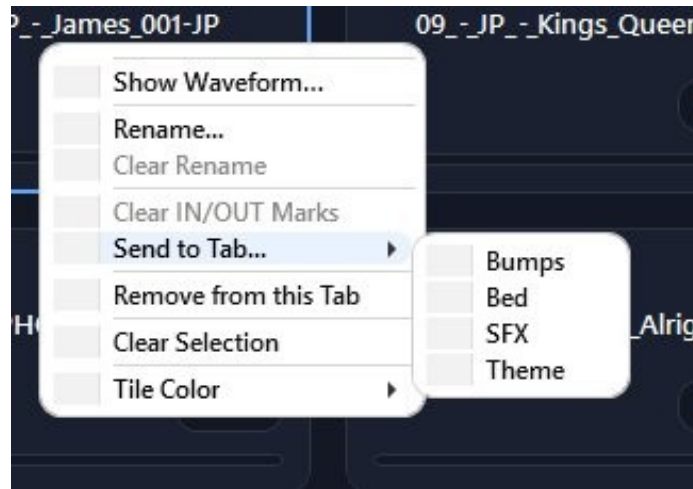


Figure 14: Send to Tab

4.3 Playing Clips

- Click a tile to play or cue it according to the current mode.
- Use an assigned F-key to trigger a tile.
- Playlist tabs advance in order.
- Loop tabs repeat the playlist.
- SFX tabs layer effects over program playback.
- Use Stop / Space Bar according to the configured fade behavior.

4.4 IN/OUT Points

IN/OUT points define a non-destructive playback region inside a clip. The source file is never modified.

20. Right-click a tile and choose Show Waveform...
21. Set the green IN point and red OUT point.
22. Use Mark IN / Mark OUT while auditioning if preferred.
23. Close the editor to retain the trim settings in the layout.

4.5 Waveform Editor

- Full waveform display
- Draggable IN and OUT markers
- Duration and trim-time readouts
- Mouse/touch editing
- Playback honors the saved trim region



4.6 Import Normalization

Normalization creates a playback copy at the selected loudness target while leaving the original source untouched. Common targets include -16 LUFS, -23 LUFS, and -24 LUFS.

- Normalized files are stored under the Audio Root import/normalized area.
- CuePoint resolves the normalized playback path automatically where applicable.
- Internal normalization suffixes such as __N-24__... or __C__... are hidden from normal tile display names.
- Transport, playlist advance, hotkeys, and other playback paths use the resolved media path.

5. Tabs and Playlists

5.1 Creating and Managing Tabs

- Create: use the + button or Tabs → Add Tab.
- Rename: right-click the tab and choose Rename Tab.
- Delete: right-click the tab and choose Delete Tab.

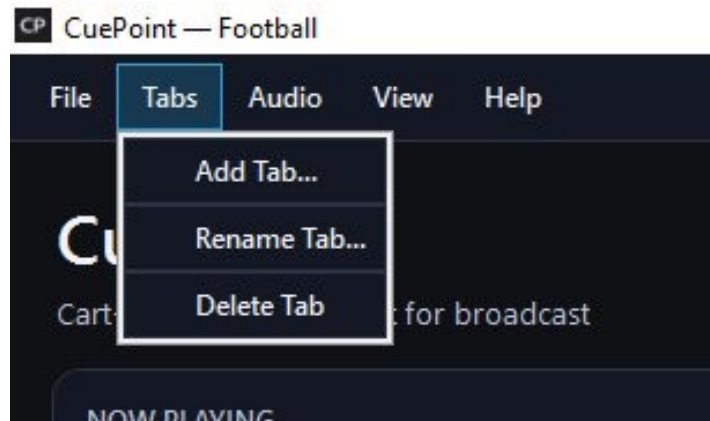


Figure 16: Tabs menu

5.2 Playlist Mode

- Plays clips in tab order.
- Highlights the upcoming clip.
- Automatically advances after normal playback completion.
- Allows the operator to jump to a different clip when needed.
- Transport Next/Previous follows the same normalized-path playback logic as direct tile playback.

5.3 Loop Mode

Loop Mode repeats a Playlist tab after the final clip. It is intended for continuous beds, ambience, or repeating show elements.

5.4 SFX Tabs

SFX tabs allow effects to play without interrupting the primary program clip.

- Up to four SFX clips can play simultaneously.
- SFX playback is included in session play counts.
- SFX playback is included in play-log reporting.

6. Advanced Features

6.1 Cue Mode

Cue Mode allows an operator to select the next clip without immediately interrupting the current program clip.

Cue Mode	Clicking another tile
Off	Starts the selected clip according to normal playback behavior.
On	Marks the selected tile as the queued / Up Next clip.

If a tile is already cued, clicking that same cued tile again removes the cue.

6.2 Tile Colors

Use tile colors to organize categories, urgency, music types, sponsor elements, or other operator-defined groups.

6.3 Send to Tab

24. Right-click one or more tiles.
25. Choose Send to Tab...
26. Select the destination tab.
27. CuePoint copies the tile reference into the destination tab.

6.4 Clip Renaming and Display Names

A tile can have a display name that is independent of the underlying filename. CuePoint also removes internal normalization suffixes from the displayed title so operators see clean clip names.

6.5 Session Play Counts

CuePoint tracks how many times each working clip has been played since the current show/session was started.

- A small numeric badge can be displayed on each tile.
- Badge visibility is controlled in Settings.
- Counts increment for normal program playback, SFX, hotkeys, playlist advance, Cue Mode playback, and transport navigation.
- Session counts are stored in the .cpt layout so they survive saving and reopening the layout.
- Use Start New Show in the play-log window when beginning a new production and you want a fresh count baseline.

Operational Note: Start New Show is intended as a deliberate show-boundary action. Export any report you need before resetting the session statistics.

7. Settings

Open File → Settings to configure CuePoint behavior. The exact controls may vary by release, but current settings include playback fade behavior, display options, Cue Mode, session play-count visibility, and network control.

Playback / Fade

- Stop fade mode
- Quick fade duration
- Slow fade duration

Display and Workflow

- Show Clip IDs on tiles
- Show session play-count badges
- Cue Mode enable/disable
- Other operator display preferences available in the current build

Network Control

Enable Network Control (TCP) to allow remote commands on TCP port 7000.

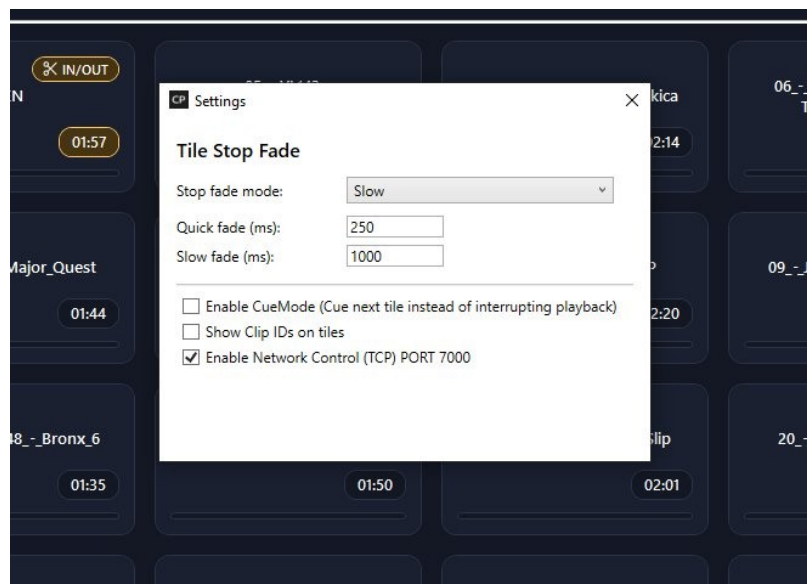


Figure 17: Settings dialog (earlier interface shown; available options may differ in v1.2.0)

Audio Device Selection

Use Audio → Audio Device to choose the Windows playback device CuePoint should use.

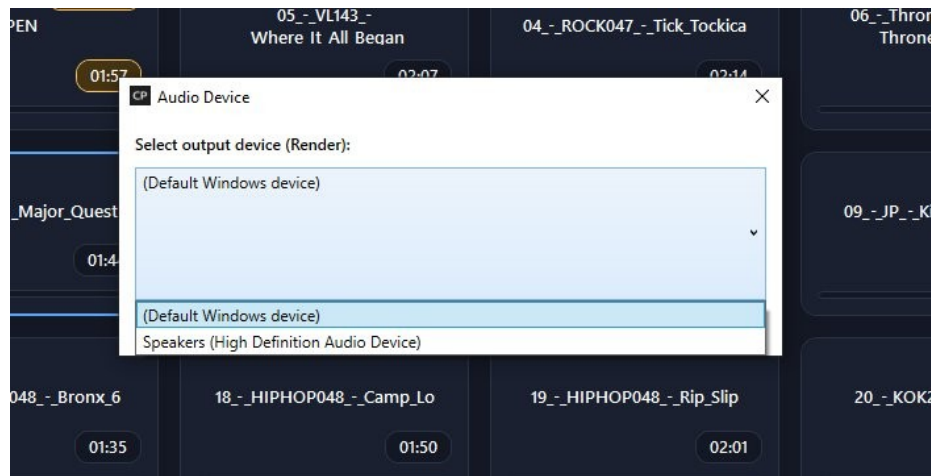


Figure 18: Audio device selection

8. Layouts

CuePoint layouts use the .cpt extension and store the show configuration.

- Tabs and tile positions
- Clip metadata and display names
- Tile colors
- IN/OUT points
- Hotkey assignments
- ClipIDs
- Playlist/Loop/SFX tab modes
- Session play-count state

Use File → Save Layout frequently during show preparation. Save Layout As can be used to create event-specific copies.

Missing Audio: If a referenced audio file is unavailable when a layout is loaded, CuePoint currently does not create that tile. Keep show media and layout files organized together and verify the layout before air.

9. Keyboard Shortcuts

Shortcut	Action
Ctrl+T	Show / hide Transport Controls
Ctrl+F	Focus Search
Space Bar	Stop current playback using the configured fade behavior
Ctrl+S	Save Layout
F1-F12	Trigger the tile assigned to that F-key

9.1 Tile Hotkeys (F-Keys)

F1-F12 can be assigned to working tiles for immediate access from a keyboard or control surface.

28. Right-click the tile.
 29. Choose the hotkey assignment command.
 30. Press or select F1 through F12.
 31. Confirm reassignment if the key is already in use.
- A hotkey badge appears on the tile.
 - Assignments are saved with the layout.
 - Hotkey playback honors Cue Mode, Playlist/Loop behavior, SFX rules, normalized playback paths, session play counts, and logging.
 - Hotkeys are ignored while typing in text-entry controls.

10. Play Logging and Reports

Version 1.2.0 expands CuePoint's show-accountability tools with session play counts, collated logging, CSV export, and PDF Playback Reports.

10.1 Session Logging

CuePoint records qualifying playback events so an operator can review what aired during a selected date range. SFX plays and other supported playback paths are included.

The collated view combines repeated plays of the same clip and reports useful summary information such as play count, total duration, first played, and last played.

10.2 Start New Show

The Export Play Log window includes Start New Show (Reset Stats and Play Counts). Use this when one production has ended and the next show should begin with fresh tile counters.

Before Resetting: Export the previous show's report first if you need a permanent record. The reset is intended to establish a new session baseline.

10.3 CSV Export

32. Open the Export Play Log window.
 33. Choose From and To dates. The date pickers normally default to today.
 34. Select CSV.
 35. Choose the destination file.
 36. Select Export Collated.
- Repeated clips are collated into a single summary row.
 - Durations are presented in readable time format rather than raw seconds.
 - The export can be opened in spreadsheet applications for further analysis.

10.4 PDF Playback Report

Select PDF Report to create a presentation-ready playback report suitable for production records, client documentation, or event reporting.

- Uses the selected date range
- Includes collated clip activity
- Shows play counts and playback timing information
- Uses readable duration formatting
- Can include optional event/show information

10.5 Optional Event / Show Information

The PDF export provides optional descriptive fields so CuePoint can be used for ESPN productions, other sports broadcasts, venue events, or non-sports productions without forcing a specific network workflow.

- Event Type / Sport
- Event / Matchup
- Venue
- Notes
- Other optional show-information fields presented by the current export window

Leave any field blank when it does not apply. These fields describe the report; they do not change playback behavior.

11. Remote Control

CuePoint supports TCP/IP network control for automation and remote triggering.

37. Open File → Settings.

38. Enable Network Control (TCP) on port 7000.

39. Use the stable five-character ClipID shown on working tiles when ClipID display is enabled.

Command	Function	Example
PLAY <CLIPID>	Trigger a clip by ClipID	PLAY ABC12
STOP	Stop current program playback	STOP
NEXT	Advance to the next clip	NEXT
PREV	Move to the previous clip	PREV
PING	Health / connectivity check	PING

Remote commands trigger playback on the master CuePoint system; the master owns the audio engine, layout, and playback state.

For protocol-specific details, refer to the CuePoint Network Control Protocol documentation.

12. Tips and Best Practices

Organization

- Use descriptive tab names such as Bumps, Music, SFX, Support, and Theme.
- Color-code critical or category-specific cues.
- Assign F-key hotkeys to the most time-sensitive clips.
- Use clean display names even when source filenames are technical.

Show Preparation

- Open the intended layout well before air.
- Verify the selected audio output device.
- Confirm normalized imports have completed.
- Test IN/OUT points and hotkeys.
- Confirm Cue Mode and Playlist/Loop states.
- Use Start New Show at the intended production boundary.
- Verify tile play counts begin where expected.

During the Show

- Watch the Remaining timer and end-of-clip warning.
- Use Cue Mode when preselecting the next element is safer than immediate playback.
- Use SFX tabs for layered effects and stingers.
- Save the layout after meaningful show-prep changes.

After the Show

- Export a CSV or PDF Playback Report when a record is required.
- Retain event-specific .cpt layouts when they may be reused.
- Back up important layouts and audio libraries.

Long-Run Reliability

For extended productions or doubleheaders, begin with a clean application launch and avoid unnecessary large imports during air. If performing major normalization/import work, complete it during preparation and verify playback afterward.

CuePoint

Built for live broadcast workflows

For additional support or licensing questions:
Hite Media

CuePoint v1.2.0

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