

# MASTER INPUT SPECIFICATIONS FOR CD-AUDIO PRODUCTION

## 1. FORMATS ACCEPTED

CDman will accept your musical program in one of five formats:

- **DIGITAL MASTER TAPE ON 3/4" U-MATIC CASSETTE**
- **DIGITAL AUDIO TAPE (DAT)**
- **COMPACT DISC (CD) & COMPACT DISC RECORDABLE (CD-R)**
- **8MM EXABYTE IN DDP FORMAT**

Compilation work assembled from various sources is available if required. Other formats may need to be converted. Rates available upon request. Please contact your CSR.

Table of contents (TOC) programming of a source with more than 20 tracks or index points is subject to additional charges. Please check with Customer Service.

### DIGITAL AUDIO MASTER TAPE

- This is a 3/4" U-Matic cassette recorded on a Sony PCM-1630 or 1610 digital audio system.
- Sampling frequency must be 44.1 kHz.
- All tapes will be analyzed on a Sony DTA-2000 digital tape analyzer. Any audible AVERAGE, HOLD or MUTE errors will not be allowed and will cause the tape(s) to be rejected.
- In the event that an incoming U-Matic tape already has a PQ burst (table of contents information), the tape will be transferred "as is" and CDman will not accept responsibility for the contents and/or incorrect PQ code locations. For U-Matic tapes that do not have a PQ burst, you must provide a detailed timesheet listing all the songs with frame accurate track start/stop SMPTE timings (additional charges may apply).
- Additional charges will apply to add ISRC codes.

### DIGITAL AUDIO TAPE (DAT)

- DAT cassettes should start at 2 minutes on a continuously recorded clone of your master i.e. edited and assembled as desired for the finished compact disc. Please watch for the presence of assemble edits (recordings stopped between tracks), uneven audio levels from track to track, sampling frequency changes, noises in the pause area between tracks as well as unusually long pauses (more than 10 seconds).
- The highest audio level on a CD is referenced to 0 dB on a Sony PCM-1630 system. CDman considers maximum audio levels between -3 dB and 0 dB to be acceptable. If the peak levels of the entire DAT do not reach the lower limit of -3 dB, and if we have no written confirmation to proceed "as is", a production hold will be generated which could cause delays. If desired, CDman can supply you with a DAT or CD containing test tones to help calibrate your recording equipment.
- DAT sampling frequency should be 44.1 kHz. Tapes recorded at 48 kHz will be digitally converted to 44.1 kHz on our audio workstations. Tapes recorded at 32 kHz are not acceptable. Use of two different sampling frequencies on the same tape will cause delays and incur additional charges.
- All DAT tapes must come with a timesheet which includes the total number of tracks, individual timings for each track and any related comments: noises, special effects (intentional vinyl noise, loops, etc.), recording defects (dropouts, glitches, static, etc.), low levels, abrupt track start/stops, hidden or bonus track(s), etc. Incomplete timesheets or DAT tapes sent without timesheets will cause delays in processing. Start ID codes are not required but can be very helpful in the case of live recordings or cross fades between tracks.
- If required on the finished CDs, ISRC codes must be included on the DAT timesheet.

## COMPACT DISC (CD) & COMPACT DISC RECORDABLE (CD-R)

- CDs and especially CD-Rs are very easy to damage. Handle them with care. We recommend to only write in the clear plastic center and to tape the jewel case closed during shipment to prevent scratching. CDs and CD-Rs must be in mint condition to avoid possible playback problems. Masters that arrive with scratches may result in digital errors and require a manual digital transfer (pre-mastering charges will apply).
- All audio CD-R masters should be recorded without interruption in one single session (disc-at-once) and be "Red Book" compatible (playable on standard CD players). CD-R masters recorded track-at-once often have digital errors in between tracks and may require a manual digital transfer (pre-mastering charges will apply). Discs that are track incremental format are not accepted.
- Be aware that some CD recorders do not allow the placement of stop points for the end of songs, only starts. Finished CDs made from such masters will always include the silence following a track in the total time of the track. For example: 3 min 47 sec of music followed by 4 sec of silence before the next track will be displayed on the CD player as 3 min 51 sec.
- No specific timesheet information is required unless there are hidden/bonus tracks. These should be clearly identified on the jewel case. Otherwise, the table of contents will be recreated as it appears on the "master" CD or CD-R. Although we will endeavour to intercept gross table of content errors, CDman Disc Inc. will not accept responsibility for incorrect PQ code locations on incoming master CDs and CD-Rs.
- If required on the finished CDs, ISRC codes must be already present on the "master" CD or CD-R to avoid additional charges.

**For a more detailed document about CD-R and the pre-mastering process, please contact the CDman Disc marketing department at: 1-800-557-3347 or send an e-mail to: [info@cdman.com](mailto:info@cdman.com).**

## 8MM TAPE (EXABYTE)

- 8mm tapes can also be used as an audio input format. Your musical program is stored on the tape as a computer data file similar to CD-ROM information. To be compatible with our playback systems, 8mm tapes must be ANSI labelled on DATA GRADE cartridges (do not use Video-8 tapes) and recorded on high density (Exabyte 8500 or 8505) non-compressing 8mm recorders.
- Track start and end information must be stored on the tape (preferably at the head) in a DDP file (Disc Description Protocol as set forth by DCA Inc.). Several hard disk based audio work-stations such as Sonic Solutions, Digidesign, Sadie, etc. offer fully compatible output to 8mm options complete with DDP file generation.
- 8mm tapes received without DDP files will require a manual digital transfer (pre-mastering charges will apply).
- If required on the finished CDs, ISRC codes should be included in the DDP file to avoid additional charges.

## 2. ENHANCED CD PRODUCTION:

For Enhanced discs (CD-Audio with a CD-ROM track), two possibilities exist:

- A pre-mastered CD-R recorded in the CD-Extra multisession format or in the Mixed-Mode format can be sent as a master. Please make sure to clearly identify your CD-R as being enhanced. Refer to the previous CD/CD-R section for handling recommendations and to the CD-ROM section for computer data specifications.
- Separate Audio and ROM sources can be assembled by CDman Disc (pre-mastering charges apply). For Audio sources, see the different formats described in this section. For ROM sources, see the Master Input Specifications for CD-ROM Production section for details. Please send MAC and PC files separately.

## 3. TRANSFER POLICIES

We recommend not using emphasis on masters of any kind. If emphasis is used on your source, please indicate this on your timesheet.

All masters regardless of source will be put on disc as is. If any modifications are required, they must be specified on the P.O. or discussed with Customer Service.

Additional charges will apply for the following services:

- Change track order
- Remove a track
- Add a track(s) from a different master
- Raise or lower levels of entire master
- Raise or lower levels of a specific song
- Reduce length of pause
- Mute the pause area
- Create a "hidden track"
- Add ISRC codes
- Dat transfer
- 1630 Transfer

Masters that are manually transferred and do not meet Input Specifications may be put on hold. Situations causing delays if not specified in writing as being OK are:

- Inaccurate timesheet
- Peak levels lower than -3.0 dB
- Pauses longer than 10 seconds
- Audible defects not mentioned on the timesheet
- Total playing time greater than 78 minutes

**CDMAN DISC WILL REPLICATE THE EXACT CONTENT OF YOUR MASTER AND CANNOT BE HELD RESPONSIBLE FOR THE CONTENTS OR QUALITY OF THE MASTER TAPE OR DISC YOU SEND US.**

**IN ORDER TO AVOID ANY DELAYS, WE STRONGLY URGE YOU TO LISTEN TO YOUR PRODUCTION MASTER (NOT A CLONE) IN ITS ENTIRETY BEFORE SENDING IT TO US.**