The following pages address the first steps in setup of the video recording room. Please take note of the USB requirements, and the removal of a USB drive.

USB Drive Format

FAT32 format
8 gigabyte minimum
Preferably Clean Drive (free from other documents)

Press ‘Start’ to access room modes.

Insert Flash Drive
Wait for Solid Green Light
Press Record when ready

NEED HELP
Ask for assistance at the Tech Desk
Below are descriptions for the floor tape.

This tape represents the **bounding box**. The camera view is within this frame.

When in Green Screen mode, stand on or in front of the tape to prevent shadows from casting on the screen.

NEED HELP
Ask for assistance at the Tech Desk
Check the display in front of the control center for current camera view.
Pay attention to prompts from the control interface.

Yellow means that the recording is finalizing. **DO NOT** remove USB during this time also.

Green means recording is finished and it is safe to remove USB.

Please wait while the room is set up, and when switching through modes.
HOW TO GUIDE
Main Modes and Options

CURTAIN MODE
Teleprompter

DISPLAY MODE
PC
Laptop
Teleprompter
Blu-Ray
Apple TV

GREEN SCREEN MODE
Teleprompter

NOTE: Modes are highlighted green when selected

NEED HELP
Ask for assistance at the Tech Desk
The teleprompter is the sole option for Curtain Mode. The next page is a guide for teleprompter use. Check page 2 for floor tape descriptions.
HOW TO GUIDE
Teleprompter

Unlike other modes, the teleprompter can be selected in addition to other options such as PC or laptop use.

Left Screen of PC displays the teleprompter software.

Teleprompter Pro

NEED HELP
Ask for assistance at the Tech Desk
Display mode enables the television screen behind the curtain. Options are available for mirroring screens from a PC or laptop. Check page 2 for floor tape descriptions.

**NOTE:** Volume is preset to MUTE, but can be changed within the control interface.
The PC has dual monitors. The left is designated to the teleprompter software, while the right is a display or for presentations. The right will be mirrored on the screen in Display Mode.

Display Tip: Minimum font size should be 18pt for best visibility
A personal laptop can be used within display mode to mirror screens for presentations. The podium has preexisting outlets and HDMI cable. Select adapters are available in a drawer by the control interface.

NOTE: The Technology Checkout Desk has laptops available for checkout.
Bluray and Apple TV capabilities are available within the Display mode. The commands for these options are found within the control interface.
Green Screen mode enables the projection screen with a field of green. Check page 2 for floor tape descriptions.

**NOTE:** Please allow time for the screen to process and completely fill.

**NEED HELP**
Ask for assistance at the Tech Desk