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 in the larger rectangle to eliminate 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 for the room to set up, and when switching through modes.

NEED HELP
Ask for assistance at the Tech Desk
**HOW TO GUIDE**
Main Modes and Options

- **CURTAIN MODE**
  - Teleprompter

- **DISPLAY MODE**
  - PC
  - Laptop
  - Teleprompter
  - Apple TV

- **GREEN SCREEN MODE**
  - Teleprompter

- **LIGHTBOARD MODE**

**NOTE:** Modes are highlighted green when selected

**NEED HELP**
Ask for assistance at the Tech Desk
HOW TO GUIDE
Curtain Mode

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

NEED HELP
Ask for assistance at the Tech Desk
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.
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
Lightboard Mode allows you to record using the Lightboard in Basic, Overlay, and Zoom Meeting options. You can use the USB ports and touch panel on the wall or on the equipment rack.

Record and Stop buttons are on the touch screen after pressing Start.
HOW TO GUIDE
LIGHTBOARD MODE

Basic option allows you to record the Lightboard without image overlays.

Overlay option allows you to overlay images to supplement writing on the Lightboard.
(Note: Images need have black background or be transparent .png files)

NEED HELP
Ask for assistance at the Tech Desk
Zoom Meeting option allows you to run a Zoom Meeting using the Lightboard.