

HOW TO GUIDE

First Steps for Video Recording

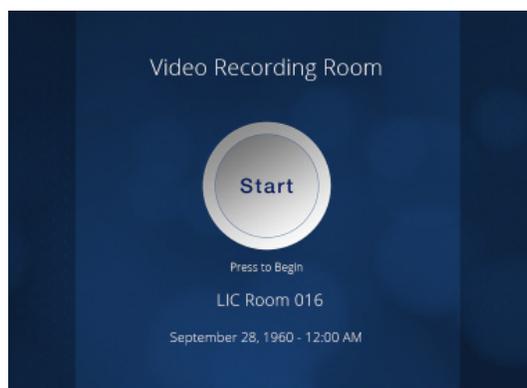


The following pages address the first steps in setup of the video recording room. Please take note of the USB requirements, and the removal of a USB drive.

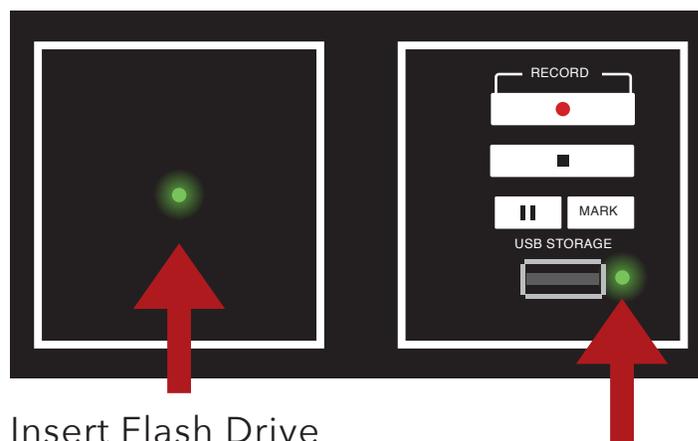


USB Drive Format

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

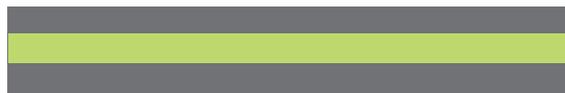
NEED HELP
Ask for assistance at the Tech Desk

HOW TO GUIDE

Floor Tape for Bounding Box and Green Screen



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.



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Camera View Display

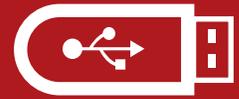


Check the display in front of the control center for current camera view.



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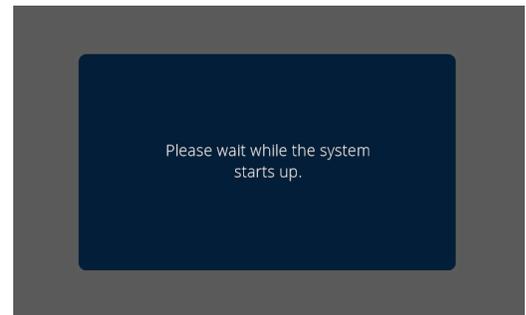
Insert and Removal of Flash Drive



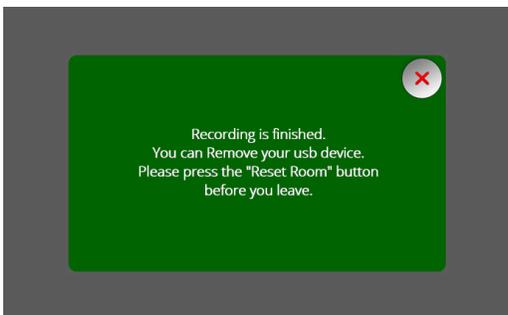
Pay attention to prompts from the control interface.



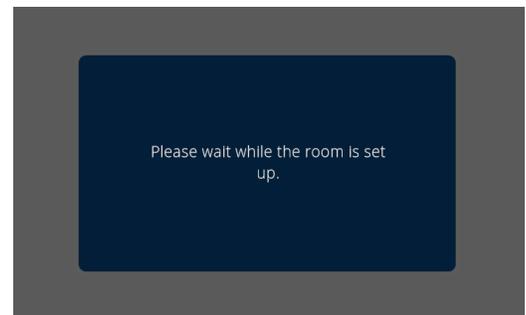
Yellow means that the recording is finalizing. **DO NOT** remove USB during this time also.



Please wait for the room to set up, and when switching through modes.



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

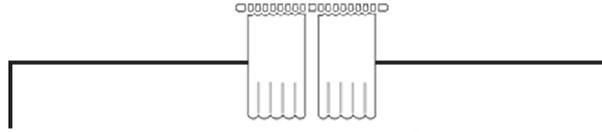


HOW TO GUIDE

Main Modes and Options



See Corresponding Page Number



CURTAIN MODE ⑥



Teleprompter

⑦



DISPLAY MODE ⑧



PC

⑨



Laptop

⑩



Teleprompter

⑦

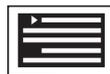


Apple TV

⑪



GREEN SCREEN MODE ⑥



Teleprompter

⑦



LIGHTBOARD MODE ⑬



NEED HELP

Ask for assistance at the Tech Desk

NOTE: Modes are highlighted green when selected



⑤

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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.



RESET ROOM
when finished

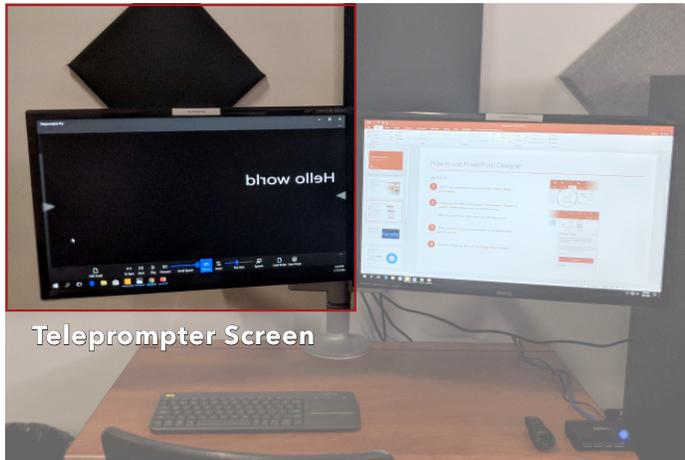


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Teleprompter



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

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Display Mode



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.



RESET ROOM
when finished



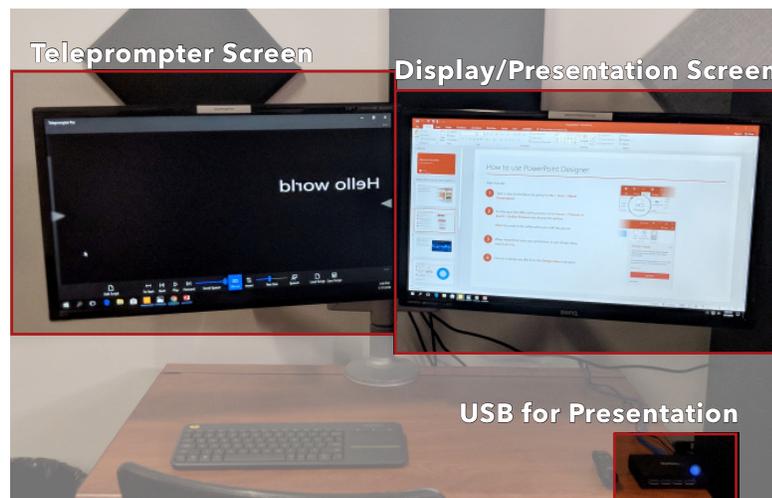
NOTE: Volume is preset to MUTE, but can be changed within the control interface.

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PC



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.



NOT FOR RECORDING
See page 1

Available USB Ports



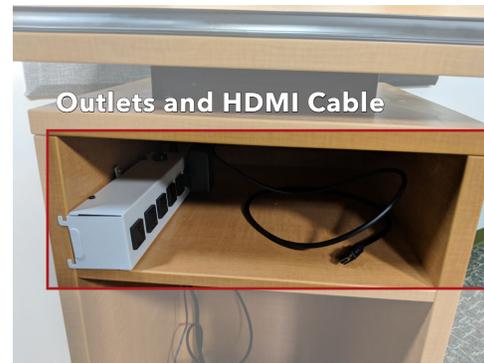
Display Tip: Minimum font size should be 18pt for best visibility

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Laptop



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.



HDMI Cable

NOTE: The Technology Checkout Desk has laptops available for checkout.



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Green Screen Mode



Green Screen mode enables the projection screen with a field of green. Check page 2 for floor tape descriptions.



RESET ROOM
when finished



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

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LIGHTBOARD MODE



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.



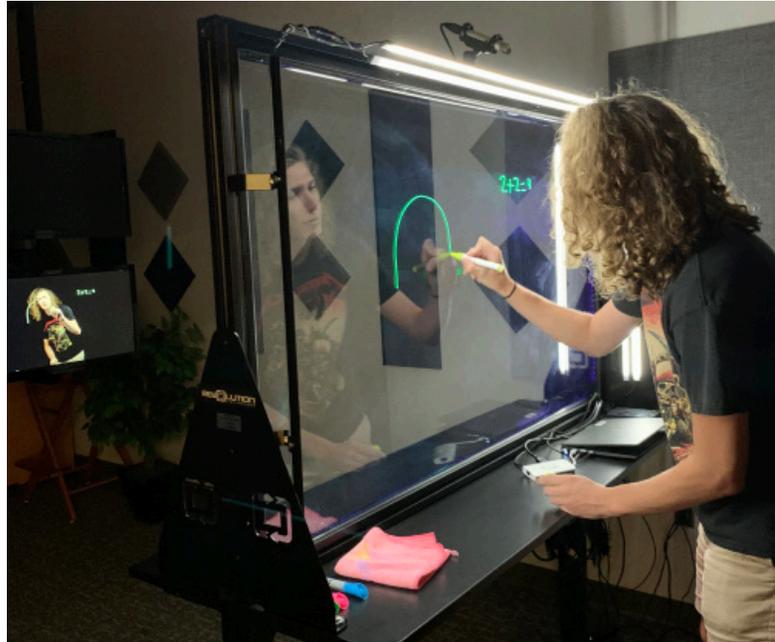
Record and Stop buttons are on the touch screen after pressing Start



HOW TO GUIDE LIGHTBOARD MODE

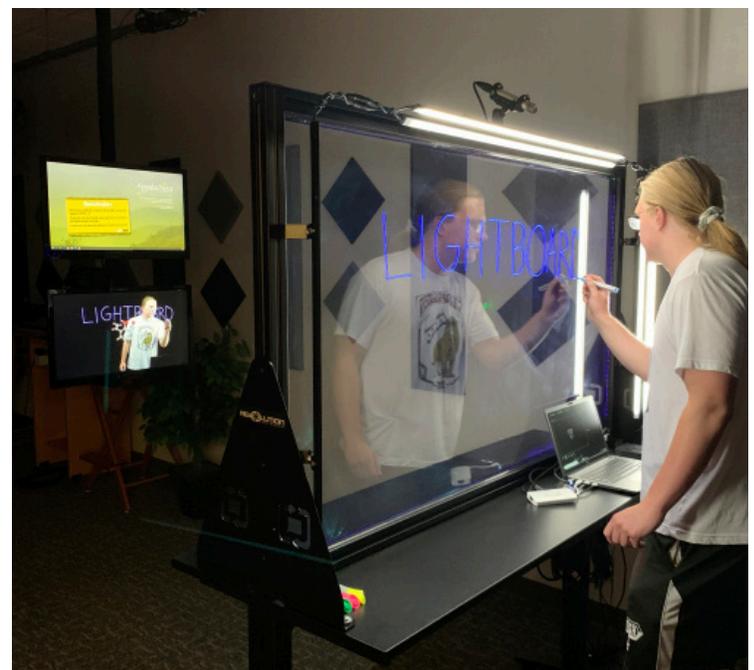


Basic option allows you to record the Lightboard without image overlays



Overlay option allows you to overlay images to supplement writing on the Lightboard

(Note: Images need have black background or be transparent .png files)



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LIGHTBOARD MODE



Zoom Meeting option allows you to run a Zoom Meeting using the Lightboard.

