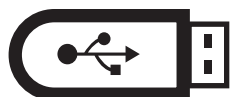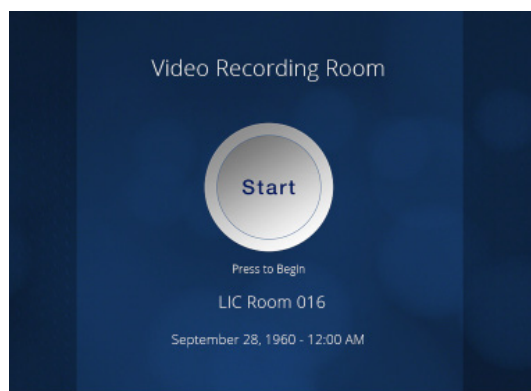# HOW TO GUIDE
First Steps for Video Recording

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.
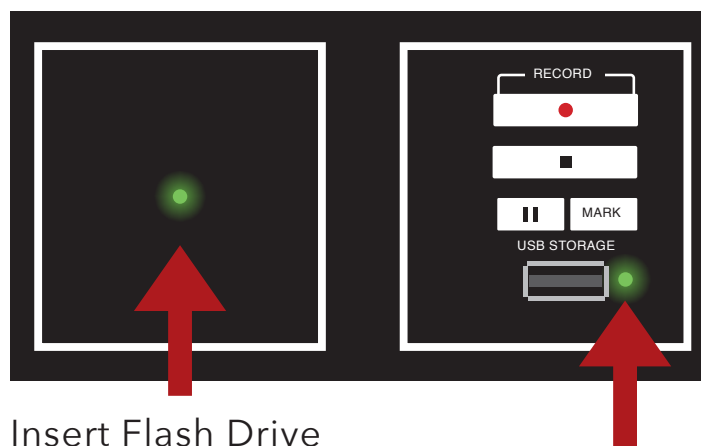
USB Drive Format

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

Control Interface   USB Recording Station

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

1

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.

NEED HELP
Ask for assistance at the Tech Desk

2

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

Set Floor

Display Screen of Camera View

HOW TO GUIDE
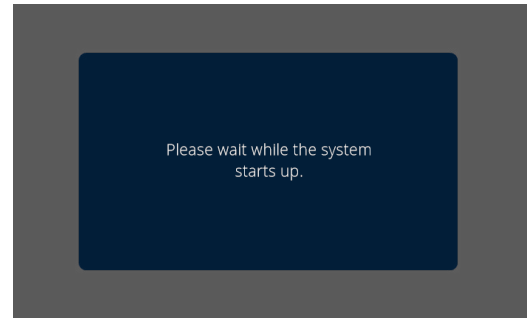## Insert and Removal of Flash Drive
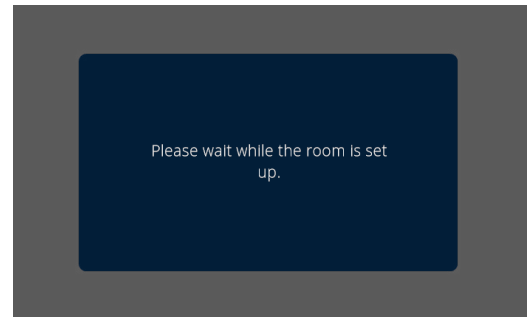
Pay attention to prompts from the control interface.

Recording is Finalizing
Do Not Remove USB Device

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

Please wait while the system starts up.

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

Recording is finished.
You can Remove your usb device.
Please press the "Reset Room" button before you leave.
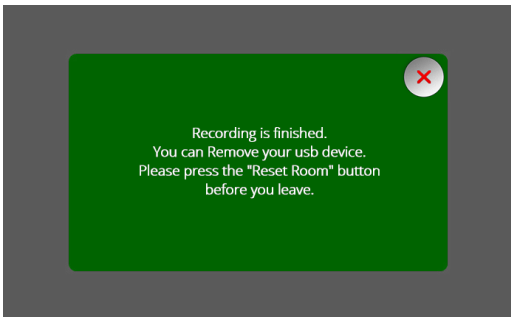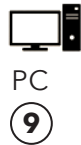
Green means recording is finished and it is safe to remove USB.

Please wait while the room is set up.

(#) 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
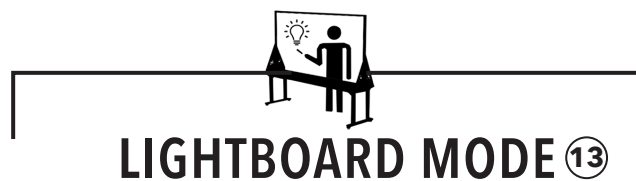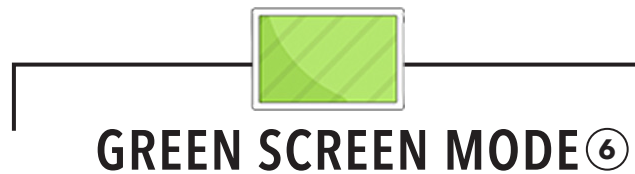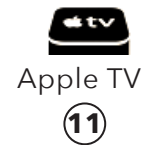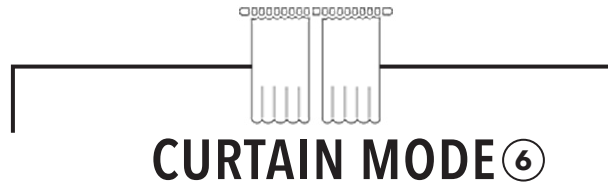
? NEED HELP
Ask for assistance at the Tech Desk

NOTE: Modes are highlighted green when selected

ON   OFF

⑤

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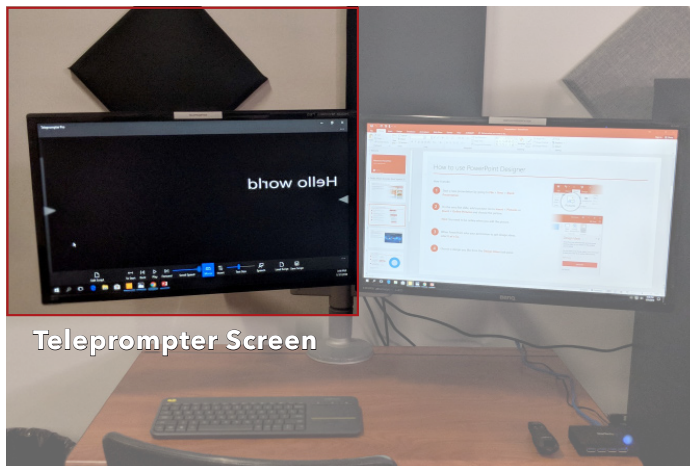
Unlike other modes, the teleprompter can be selected in addition to other options such as PC or laptop use.

Teleprompter Screen

Camera and
Teleprompter Display

Left Screen of PC displays the teleprompter software.

Teleprompter Pro

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.

HOW TO GUIDE
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.

Teleprompter Screen

Display/Presentation Screen

USB for Presentation
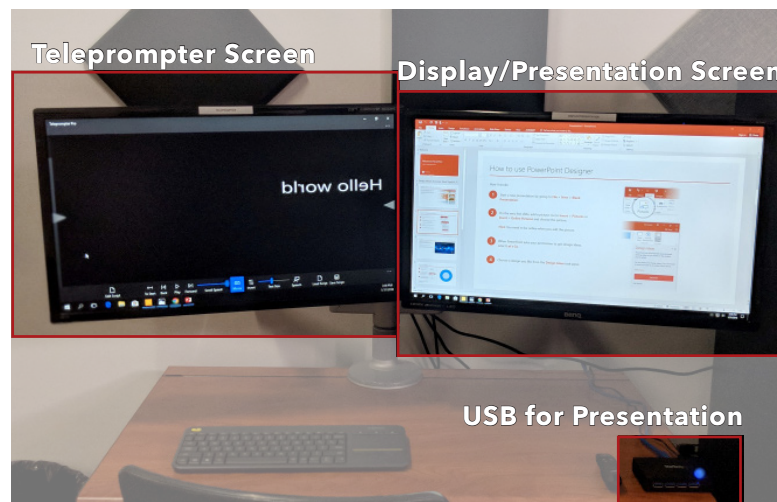
NOT FOR RECITING See page 1

Available USB Ports

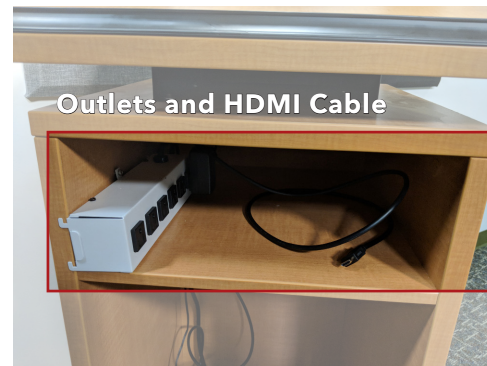**Display Tip:** Minimum font size should be 18pt for best visibility

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.

Outlets and HDMI Cable

HDMI Cable

Location of HDMI adapters

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.

RESET ROOM
when finished

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

NEED HELP
Ask for assistance at the Tech Desk

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