## Library 109 - User checklist

- **Enter room and turn everything on**
  - **Light switch** outside wall of Pads A & B, on door of Pods C & D
  - Turn on Production lights via switch on desk
  - Turn on and log into PC (left display is the PC) - Pod D is laptop only
    - PC will not display your desktop in their office but will have U: drive

- **Set up for recording**
  - Insert USB into the side of the Left monitor (Pods A to C)
  - Network storage
  - Don’t use desktop for storage

- **Adjust table if required**
  - Level 1 is sitting, level 2 is high sitting, level 3 is standing, or manual adjust
  - The room microphone best placed above screens, not direct in front

- **Open software**
  - Camtasia (video, screen capture)
  - Camera (photo, basic video)
  - Audacity (audio only)
  - Web conference (Collaborate, Teams etc)
  - Logitech camera settings (open last if you want to adjust camera)

- **Shutting everything down when finished**
  - Eject USB stick from room PC if used
  - Log off room PC
  - Turn of Production lights
  - Put table back to level 1 and remove any additional chairs
  - Gather all personal items
  - Turn room lights off
  - Make sure external door is closed