<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Enter the studio and turn everything on                             | - **Switch lights** on as you enter the first door.  
- **Switch air conditioning** on as you enter the second door. There is no natural air flow in the room so it gets very hot with the lights on.  
- **Use the touch screen panel** to start up the system. |
| Choose presentation settings on the control panel                   | - **Select presentation style**  
  - Lectern, free standing or interview (free standing is best)  
- **Select presentation behind** or **logo behind**  
  - All presentation styles can have a blue background with Uni logo or a PowerPoint.  
  - Lectern style displays this in the top right hand corner only with the rest of the screen blue  
- **Select the presentation source**  
  - In room PC (can log in for network access or use USB)  
  - Personal laptop using HDMI cable in room  
  - Tablet using HDMI cable in room |
| Set up lapel microphone                                             | - **Turn on the lapel microphone** and attach to clothing. Run cables under clothing if possible.  
- **Test volume** on the control panel and using audible ‘tap test’  
- Up to 4 people can use the room at once in interview style each using their own microphone.  
- There are no room microphones so if this isn’t turned on there will be no sound. |
| Set up USB for recording                                            | - **Insert USB** into the wall socket below the control panel. Panel will show **USB has been detected** when ready.  
- **Check the recording time is enough**. Panel will show approximate recording time available on the USB (1GB = 1 hour). |
| Where to stand during recording                                     | - It’s best to **stand immediately in front of the black line** on the floor.  
- Do not go behind the black line or come too far forward or you have a green fuzzy hue around you in the recording. |
### Making your recording

- Press the **Record/Pause button** and wait for the recording time to start counting up.
- The Record button turns **blue**.
- Get into position and wait a couple more seconds before starting to speak. This makes it easier to trim the final video.
- When recording starts, the “on air” light outside comes on.
- Pressing the Record/Pause button will either pause or start the recording again.
- Press **End recording** (STOP) when finished.
- Before stopping and starting the recording it’s advisable to stand still without speaking for 2-3 seconds each time to make editing the final video much easier.
- There is a short lag before recording stops (approx. 5 seconds) whilst the system finishes writing to the USB drive – **do not remove the USB at this point**. Always wait until the RECORD button turns **grey** (i.e. is **NOT blue**) before removing the USB.
- You can now press the Record/Pause button to start a new recording using the same settings or press Next step followed by Start another session to use different settings.

### Removing the USB

- After the recording has stopped, press **Next Step**.
- Can **safely remove the USB at this point**.
- Always wait until the RECORD button turns **grey** (i.e. is **NOT blue**) before removing the USB.

### Shutting everything down when finished

- **Turn off lapel microphones** and return to the charging dock facing forward. Make sure the red charging light is on before leaving them.
- **Eject USB stick from room PC** if used.
- **Log off room PC**.
- **Remove USB containing the recording** from wall socket.
- Press the **Shut down** button on the control panel to shut the computer and recording lights off.
- Put all furniture back where it was found.
- Gather all personal items as the room is not secure.
- **Turn off air conditioning** before leaving main room.
- **Turn off light** before entering corridor.
- Be careful opening the door to the corridor so as not to hit anyone.
- **Make sure the door is locked** after exiting.