

Sturt South S418 - User checklist

<input type="checkbox"/>	<p>Enter the studio and turn everything on</p> <ul style="list-style-type: none">• 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.
<input type="checkbox"/>	<p>Choose presentation settings on the control panel</p> <ul style="list-style-type: none">• Select presentation style<ul style="list-style-type: none">○ Lectern, free standing or interview (free standing is best)• Select presentation behind or logo behind<ul style="list-style-type: none">○ 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<ul style="list-style-type: none">○ 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
<input type="checkbox"/>	<p>Set up lapel microphone</p> <ul style="list-style-type: none">• 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.
<input type="checkbox"/>	<p>Set up USB for recording</p> <ul style="list-style-type: none">• 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).
<input type="checkbox"/>	<p>Where to stand during recording</p> <ul style="list-style-type: none">• 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.

<input type="checkbox"/>	<p>Making your recording</p> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<p>Removing the USB</p> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<p>Shutting everything down when finished</p> <ul style="list-style-type: none"> • 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.