Library Room 0002

**Initial Room Setup**

First locate the power strip at the rear of the black case, switch this on and it will power on the camera, the prompter, the black case, the light hanging on the back, and the LightBoard lights.

**Troubleshooting Camera / Prompter Power**

If the camera is not on then go to the camera and on the top of the back of the left side is the power switch, make sure that it is in the camera position.

If the camera is not on then go to the camera and press the power button located on the left side on the underside. There will be a green light on the prompter if powered on.

Make sure that the MacBook Air is on, logged in, and ready to record. If it is not then turn it on and log in to the computer using:

user: lightboard
password: library
Recording setup

The software should automatically launch once logged in. If not, double-click the ATEM Software Control icon. It is the software that will control the switcher, and record your video.

Once open, the software should default to correct settings, however it is good practice to check. The settings are as follows on the tab labeled as “Switcher” located at the bottom of the program.

Program: (Cam)
Preview: (Lap)
Next Transition: (BKGD)
Transition Style: (Mix)

Presentation / Laptop

Use either the provided HDMI or VGA interface cables to display *specially prepared* graphics from your computer. Select this source on the Kramer scaler device. You should see your laptop in the PREVIEW screen on the left of the monitor, as well as in the “Instructor Laptop” area.
To display the graphics on the recording, press the “On Air” button for “DSK 1” -- alternatively, the AUTO button for “DSK 1” will fade your graphic in and out.

- PowerPoint presentations need to have black as the background color, white or light colored text. Graphs and other elements should be checked on the LightBoard system before recording is scheduled to ensure great results.
**Lightboard Lighting**

On the board are 3 dimmers for the lights. The dimmer located closest to the door is the one for the Board light. This will allow for the dimming of the annotations on the board. The next one over is for the inner light strip and the last is for the outer. They will also be labeled on the dimmers. The preferred setting is to full on, dim as desired – but realize you may appear dark to the camera if you do so.

![Lightboard Dimmers](image)

**Mic**

Before recording make sure that the microphone audio is appropriate and working. The power for the mic is located underneath the flap of the mic.

![Microphone](image)

Press button once to power on, press and hold to turn off. Once on, use the headphones to ensure that the audio is present, clear and not distorted. The volume of the headphones is controlled by a small knob to the right of the display monitor.
The optimal placement of the microphone should be attached at the breast level or above, and on the outside of the dress shirt / jacket or blouse and free from any obstruction from clothing.

Recording

Before recording make sure that the room lights are off.

To start the recording click the capture media tab located at the bottom of the ATEM Program on the right side.
Click the unlock button to open the recording settings.

Click the capture setup button. Make sure that the following settings are selected:

Once all setup is set properly choose where to save the video recording. There is a folder for LightBoard Captures located on the desktop, it is advised to save them to this folder. Give your capture a relevant project name. All recordings will be appended with an incremental number after each session.

To record press the circular button to the right of the timer. When this button lights red, recording is in process. All monitoring is done through the BlackMagic video panels. To end the recording press the red circular button. When it returns to grey, recording is now stopped.
When the recordings are finished make sure to save them to a flash drive or a CyBox folder to ensure that you will have access to them later.

**Recommended Cleaning**

The recommendation for cleaning the light board is using the spray bottle of water located in the room with a paper towel before starting the recording session to ensure that the board is clean and clear of particles.

For the mid-session recordings you can use either a dry clean with a paper towel or a wet clean again with the water. Either will work sufficiently.

For the end of the recording use the wet clean again using the water to get a good clean of the board.

**Closing**

Once all recordings are finished, turn off the power strip for the and close down all the laptops. Check the recordings to make sure that they saved properly and that they are at the quality desired.