INITIAL SETUP

Power Up and Log In

1. Optional - turn on the red “On Air” light switch by the door. The “On Air” light outside the door will come on to alert others that you are working in the studio.

2. Press the red “POWER” switch on the power strip mounted behind the desk to power on the equipment:

3. Log into the computer using your Emory credentials.

   ⚠ You will have to go through the initial setup process when you log in for the first time.

Video Setup

The camera is positioned behind the teleprompter screen and turns on automatically. You can choose between the camera or the computer input to be displayed on the teleprompter screen by using the HDMI switch:

- Look at the teleprompter screen in front of you.
  - If you see yourself on the screen, you have the camera input selected. The In1 indicator on the HDMI switch marked as CAMERA is blue:

  ![HDMI Switch](image)

  - If you see your computer external monitor desktop on the teleprompter screen, you have the computer input selected. The In2 indicator on the HDMI switch marked as COMPUTER is blue:
You can switch between the inputs by pressing the **Switch** button until the desired input lights blue (you may need to circle through the inactive inputs In3 – In5).

⚠ If the screen is blank, make sure that either In1 or In2 is selected (lights blue).

### Audio Setup

1. The sound is captured by the boom microphone attached to the arm above you. To adjust the mic’s height (if needed):
   1. While looking at the teleprompter screen (using the CAMERA input), lower down the boom mic so that you can see it on the screen.
   2. Move the mic up just out of the frame.

2. Adjust audio input and output using the **MOTU M2** audio interface:
1). As you talk with your normal volume, adjust the microphone input using the BOOM MIC control knob. The “IN 1” indicator bar (see the pic above) should fluctuate in the green-yellow range when you talk but should not go into the red.

⚠ If the “IN 1” indicator does not move, the mic may be muted. Depress the button labeled “MUTE” on the blue MicSwitch box to unmute (the mic is unmuted when the button is depressed).

⚠ DO NOT press the “MON” button on the device to avoid a very loud feedback.

2). To adjust the output sound volume, use either the HEADPHONES or the SPEAKERS control knob as appropriate.

⚠ The output sound should be coming from the external desktop speakers and/or the headphones. If the sound is coming from the internal computer speakers instead, click on the Apple sign in the top left corner of the computer desktop and select System Preferences. In the window that opens, click on the Sound icon and make sure that the Output is set to M2.

Lights

1. Key Light

The key light is the large light dome in front of you. You can use this light with or without the ceiling lights as you desire. To configure the key light:

- Locate the KEY LIGHT remote on the desk.
- Turn on the key light by pressing the top left button on the remote twice. Alternatively, you can press the Power button on the controller hanging on the light stand under the light:
• Adjust the key light intensity to your liking (while checking your scene on the teleprompter screen with the CAMERA input selected on the HDMI switch) by pressing the + and - in the top row of buttons on the remote (or by rotating the Brightness wheel on the controller).
  o Suggested initial setting with the ceiling lights off – 48%
  o Suggested initial setting with the ceiling lights on – 52%

2. Background Light

The background light is attached to the ceiling and is used to illuminate the background in a color of your choosing.

To use the background light:

• Press the **Preset 1** and then **Preset 2** button (in that order) in the left bottom row of buttons on the “BACKGROUND LIGHT” controller:

• Choose the desired background light color (2 options):
  o Option 1: Press the desired color button in the COLORS/CHASES section of the controller.
  o Option 2: Configure your custom color using the Red, Green, Blue, and White sliders in the middle section of the controller.
3. Hair Light

The hair light is positioned on the ceiling at the back wall. It highlights your hair/head from behind, separating you from the background. The light comes on automatically, and no adjustments are needed.

4. Ceiling Lights

- You can leave the ceiling lights on or turn them off (recommended) using the light switch by the door. Adjust the intensity of the key and background lights accordingly while checking your scene on the teleprompter screen to achieve the optimal scene lighting.

Décor

- The studio has a lamp and a selection of artificial plants for your background. You are welcome to arrange those on the backwall tables to your liking, checking the look of your background on the teleprompter screen with the CAMERA input selected.
VIDEO CONFERENCING

The studio computer has Zoom and Skype for Business installed for video conferencing. You can also use any online video platform of your choosing (e.g., Facebook Live).

1) Select Cam Link 4K as your video source and M2 as your audio input and output in your conferencing software.

- **Zoom**
  - Launch Zoom and sign in with your Emory credentials.
  - In the top menu, select zoom.us / Preferences or click on the Settings gear in the top right of the Home window.
  - In the window that opens, click on Video. For the Camera, select Cam Link 4K. Ensure that HD is selected.
  - Click on Audio. Select M2 for both the Speaker and the Microphone.

- **Skype for Business**
  - Launch Skype and sign in with your Emory credentials.
  - In the top menu, select Skype for Business / Preferences.
  - In the window that opens, click on Audio/Video.
  - Select M2 for the Microphone, Ringing, and Speakers. Select Cam Link 4K for the Camera.
2) Select the COMPUTER input for the teleprompter:

- Press the Switch button on the HDMI switch so that the “In2” light under the “COMPUTER” label turns blue.
- Once you have switched to the computer input, the teleprompter will display your computer external monitor.

3) Move your conferencing app window to the external monitor and maximize it. Now you can look at your conference participants while simultaneously looking straight into the camera positioned behind the teleprompter screen:

- You can use the “MUTE” button on the blue MicSwitch box to conveniently mute your mic as needed during your conference:
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OPEN BROADCASTER SOFTWARE (OBS) INITIAL SETUP

The studio computer has OBS software installed for video recording and streaming. You can learn how to use many OBS features for video recording and streaming by watching a YouTube tutorial (e.g., Learn Everything OBS in 30 minutes—Ultimate Beginner’s Guide, https://youtu.be/jKgM18lOsR4).

To perform an initial basic setup of OBS, do the following:

1. Launch OBS application. If Auto-Configuration Wizard window pops-up, click Cancel.

2. OBS organizes your input sources under Scenes. You can name your Scene in the bottom left panel (optional):

3. Configure video.
   - Under Sources (next panel to the right of the Scenes), click on the + sign and select Video Capture Device.
Streaming & Recording Studio: User Guide

- In the new window that opens, type Cam Link 4K and click OK:

![Image of Cam Link 4K selection window]

- Next, select Cam Link 4K:

![Image of Cam Link 4K device selection]

- In the window that opens, uncheck “Use Preset” and select the following for the Resolution and Frame rate (then click OK):

![Image of Resolution and Frame rate settings]

- Now you can adjust the camera window size and location as needed. If the camera is the only video source, you can make your camera window fill the entire recording area:

![Image of camera window fills entire recording area]
If you wish to use the camera along with another video source (such as display capture), you can make the camera window smaller and place it over the other video source,

⚠ Video sources are displayed in layers from top to bottom. If you don’t see your camera window, drag your Cam Link 4K video input in the Sources panel up above the other video source.

⚠ To be able to adjust the video source window, make sure it is highlighted in red/selected in the Sources panel.

4. **Configure Audio.**

- Under Sources, click on the + sign and select **Audio Input Capture:**
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- In the new window that opens, type M2 and click OK:

- In the new window that opens, select M2 and click OK:

- Make sure that when you talk, the sound level under M2 stays in the green/yellow range (aim for the -20 and -12 range) and does not go into the red. Adjust the level with the volume slider in OBS or with the BOOM MIC dial on the M2 audio interface as needed.

- Press on the gear icon (see the above screenshot) and select Advanced Audio Properties:
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- In the window that opens, check **Mono** and enter **300** under **Sync Offset**. Click Close. You now have your video and audio sources configured.

5. **Configure additional settings.** In the top OBS menu, select **OBS / Preferences** or click **Settings** under Controls in the bottom right of the window:

- In the window that opens, select **Output** and specify the Recording Path for the recorded videos (e.g., Desktop). You may also want to change Recording Format to mp4 (or another format from the list as needed):
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- Click on Video in the left panel, enter the following values, and click OK:

![Settings](image)

- OBS is now configured for recording (see the next section for more info). You may click on Start Recording under Controls to start your recording (click on Stop Recording to stop):

![Controls](image)
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VIDEO RECORDING

Once you have configured OBS (see the above section), you can use it for video recording.

Select the CAMERA or COMPUTER input for the teleprompter on the HDMI switch as needed for your recording:

- You can use the CAMERA input to see yourself on the teleprompter screen as you record.
- You can use the COMPUTER input to see the computer external monitor on the teleprompter screen as you record. Examples include reading a presentation or a teleprompter script while looking into the camera.

1. Reading a teleprompter script while recording:

   (1) Open the teleprompter window in a browser. Here are some suggested links:

   - [https://www.speakflow.com/guide](https://www.speakflow.com/guide) – an excellent online voice-activated teleprompter with a free option. “You can create an account, write scripts, and read them aloud while the teleprompter listens to your voice, and scrolls the page for you.” The free version is limited to one script up to 1200 characters at a time.
   - [https://telepromptermirror.com/telepromptersoftware.htm](https://telepromptermirror.com/telepromptersoftware.htm) - another free online voice-activated teleprompter that works in Chrome browser.

   (2) Load your script.
   (3) Move your teleprompter browser window to the external monitor and maximize it.
   (4) Start your recording in OBS
   (5) Start playing/reading the script.

2. Delivering a presentation while recording yourself (without recording the presentation slides):

   (1) Launch your presentation on the computer.
(2) Move your presentation window to the external monitor and maximize it.
(3) Select the COMPUTER input on the HDMI switch to see the presentation slides on the teleprompter screen.
(4) Start your recording in OBS
(5) Begin your presentation.

3. Recording a Power Point presentation along with the camera feed:

(1) Launch your Power Point presentation.
(2) In the Power Point top menu, select **Slide Show**:

(3) Next, select **Browsed by an individual (window)** and click OK:

(4) Start your presentation slide show. Move your presentation window to the external monitor and maximize it.
(5) In OBS under Sources, click on the + sign and select **Display Capture**:

![Display Capture](image1.png)

(6) Next, select Display 1 and click OK:

![Display 1](image2.png)

(7) OBS should now display your external monitor with your presentation and your camera feed on the top:

![OBS Interface](image3.png)
Video sources are displayed in layers from top to bottom. If you don’t see your camera window, drag Cam Link 4K in the Sources panel up above the Display Capture.

To be able to adjust the video source window, make sure it is highlighted in red/selected in the Sources panel.

(8) Select the COMPUTER input on the HDMI switch to see the presentation slides on the teleprompter screen.
(9) Start recording in OBS and begin your presentation.

To record the presentation only without recording the camera feed, disable Cam Link 4K under Sources in OBS.

You can capture any display content (e.g., recording a software training video or streaming a game) by following the above steps.
WHEN YOU ARE DONE

1. SAVE YOUR WORK to your own media or online storage. The studio computer can be wiped out any time for maintenance.
   • You can use a USB-C thumb drive, a regular USB (USB-A) thumb drive, an SD memory card or an external hard drive to save your files.
2. Collect your belongings, take out any trash, return any furniture you brought in from the floor. Please leave the space in a tidy and “ready for the next user” state.
3. Power the equipment off by pressing the red switch labeled “POWER” on the power stip.
4. Turn off the ceiling lights and the “ON AIR” light on the wall light switch.
5. Exit the studio and make sure to shut the door behind you.