INITIAL SETUP

Power Up and Log In

1. Turn on the red “On Air” light switch on the wall. 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 to power on the equipment:

3. Log into the computer using your Emory credentials.

Video Setup

Ensure you have the camera input:
- Look at the teleprompter screen in front of you (the camera is set behind the screen):
  - If you see yourself on the screen, you already have the camera input selected. Proceed to the Audio Setup section below.
  - If you see the computer desktop, you have the computer input selected. To switch to the camera input, press the “Switch” button on the HDMI switch until the “In1” light under the “CAMERA” label turns blue:
Audio Setup

1. Adjust the boom microphone.
   1). The boom microphone is positioned on the arm above you.
   2). While looking at yourself in the teleprompter (using the
      CAMERA input selection on the HDMI switch as described in
      the above section), lower down the boom microphone so that
      you can see it on the teleprompter screen.
   3). Move the microphone up just out of the frame so that it is not
      seen in your video feed/recording.

2. Adjust audio input and output using the MOTU M2 audio interface:

   1). Ensure that the microphone is not muted – you should see the
      “IN” green/yellow indicator bouncing when you talk (see the pic
      above). If it does not move, press the button labeled “MUTE” on
      the blue MicSwitch box.

   2). As you talk with your normal volume, adjust the microphone
      input using the BOOM MIC knob. The “IN” indicator bar should
      fluctuate above the “1” between green and the yellow when you
      talk (see the picture above) but should not go into the red.

   3). On the computer desktop, click on the Apple sign in the top left corner. Select System
Preferences. In the window that opens, click on the Sound icon and make sure that both Input and Output are set to M2.

4). To adjust the computer output sound volume for playback or conferencing, use either the HEADPHONES or the SPEAKERS dial as appropriate.

NOTE: The output is only used for the computer sound. It is not used for monitoring (you will not hear yourself talking through the speakers or headphones). DO NOT press the “MON” button on the device to avoid a very loud feedback noise.

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 (you can also use the controller hanging on the left under the light).

- 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 under the light:

- Adjust the key light intensity to your liking by pressing the + and - buttons in the top row of buttons on the remote (or by rotating the Brightness wheel on the controller).

  - Suggested initial setting with the ceiling light off – 50%
  - Suggested initial setting with the ceiling light on – 55%

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:

![RGBW4C IR LED Controller](image)

- Choose the desired background light color (2 options):
  - Option 1: Select the preset color by pressing a button corresponding to the desired color in the left section of the controller under CORORS/CHASES.
  - Option 2: Configure your custom color using the Red, Green, Blue, White sliders in the middle section of the controller.
    - Note: you may need to increase or decrease the lights intensity (by moving the RGBW sliders) depending on whether you are leaving the ceiling lights on or off.

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. No adjustments are needed.

4. Ceiling Lights

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

- **Zoom**
  - Launch Zoom on the computer 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** (ignore the #). Ensure that HD is selected.

- **Skype for Business**
  - Launch Skype on the computer 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.

- **Other applications**
  - Ensure to select **Cam Link 4K** as your video source and **M2** as your audio input and output.
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 switch to the computer input, the teleprompter will display your computer external monitor.

- 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, which is set behind the teleprompter screen:
VIDEO RECORDING

For your recording, you can select the CAMERA or COMPUTER input for the teleprompter as needed using the HDMI switch. For example:

- 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—while looking into the camera lens at the same time—as you record. Examples include reading a presentation or a teleprompter script while looking into the camera.

Reading a presentation while recording:
1. Open your presentation on the computer.
2. Move your presentation window to the external computer monitor and maximize it.
3. Start your recording and begin your presentation.

Reading a teleprompter script while recording:
1. Open the teleprompter window in a browser. Here are some suggested links:
   a. https://www.speakflow.com/guide – an excellent online voice-activated teleprompter with a free use 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).
2. Load your script.
3. Move your teleprompter browser window to the external computer monitor and maximize it.
4. Start your recording and playing/reading the script.
OPEN BROADCASTER SOFTWARE (OBS)

The studio computer has OBS software installed for video recording and streaming. To configure OBS, do the following:

1. Launch OBS application. Next, you will need to select your video and audio sources.

2. Configure video. Under Sources, click on the + sign and select Video Capture Device:

   ![Video Capture Device selection](image)

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

   ![Cam Link 4K selection](image)

   In the new window that opens select Cam Link 4K (ignore the #...):

   ![Cam Link 4K selection](image)

   In the new window that opens, uncheck “Use Preset” and select the following for the Resolution and Frame rate (then click OK):
3. Configure Audio. Under Sources, click on the + sign and select Audio Input Capture:

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

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

4. Make sure that when you talk, the sound level under M2 stays in the green/yellow (aim for
the -20 — -12 range) and **does not go into the red**:  

5. Press on the gear icon (see the above screenshot) and select Advanced Audio Properties:  

In the window that opens, check **Mono** and enter 300 under **Sync Offset**. Click Close. You have selected and configured your video and audio sources.  

6. Finally, you need to configure some additional settings. In the top OBS menu, select **OBS / Preferences** or click on **Settings** under Controls in the bottom right of the window:  

7. In the window that opens, select **Output** and enter 7000 for the Video Bitrate, specify the Recording Path (where you want the recorded videos to be saved), and change Recording Format to mp4:
8. Click on Video in the left panel, enter the following values, and click OK:

OBS is now configured for recording. You may click on Start Recording under Controls to start your recording (click on Stop Recording to stop):

You can learn more on how to use OBS, including streaming, by watching one of the many tutorials on YouTube. For example, “LEARN EVERYTHING OBS IN 30 MINUTES - Ultimate Beginners Guide - OBS Tutorial 2020,” [https://youtu.be/jKgM18lOsr4](https://youtu.be/jKgM18lOsr4)
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 thumb drive, 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 ensure to shut the door behind you.