

Video Recording in the Studio

General rules:

- If you don't know what something does, don't change it.
- If you change something, change it back when you are done.
- If something is broken, missing, or otherwise a problem, tell someone.
- If you'd like to learn about anything, contact me. *

Lights:

- Touch the "Blackout" button on the lights controller to turn on the lights.
 - To adjust the lights, use a non-rolling chair, and caution.
 - Support the lights as you adjust the boom, to keep them from swinging down suddenly.
 - Do not hang any additional weight on the booms, even temporarily.
 - If you need to swap the location of the lights on the booms, please contact me. *
- Adjust the intensity of the lights, using the sliders on the lights controller.
 - LIGHTS GET VERY HOT!
 - Do not rest them against the foam or backdrop!
 - Keep them off as often as possible when not filming.

Cameras:

- The room cameras are hooked up to the video mixer via HDMI cables. Be careful about stepping on or rolling over these cables.
- There are additional points on the camera stand to mount your own cameras/lights/equipment. If you need help with this or have any questions, please contact me. *
- You may adjust the camera stand to suit your needs.
 - Up and down are controlled by the larger locking lever below the big wheel. Unlock the lever, and manually push the crossbar up or down. Then lock again.
 - BE CAREFUL! The camera stand can tip over when moving. Take caution not to hit any lights or run over cables, either.
 - To move the stand around the room, step on the brake release, and push or pull from a low position on the main beam.
 - Finer left-right adjustments can be made with the big wheel. The smaller locking lever locks and unlocks the wheel.
 - Small articulated arms are loosened *all at once* by turning the single arm knob. Support the equipment before loosening the knob.
 - There is no need to press record on the cameras. They are streaming to the mixer, and the feed will be recorded on the computer.
 - If you **do** record to the cameras as a backup, please note that they fill up. Move your footage to a personal device quickly, because other people will delete it to make room.

Action:

The mixer is a complicated piece of equipment. It has many knobs, buttons, and dials, and even more options on the touch screen. If you don't know what something does, PLEASE don't change it. If you'd like to learn, contact me. *

Video Audio:

- There is a Wireless Lapel microphone available for use in the room. It uses AA batteries, so please turn it off when not in use.
 - Clip the mic onto the subject, and place the transmitter out of view (pocket, belt loop, etc.)
 - The power button is located under the battery door for both the transmitter and receiver. Both will need to be powered on, and off when you are done.
 - The receiver is currently hooked into the mixing board at the Audio 2 slot.
 - You can control the wireless microphone levels with the #2 slider
- There is a Shotgun microphone perched atop Camera 2.
 - It is hooked up to Audio 5/6
 - On the mixer, in the Audio 5/6 column, VIDEO 1 should be the input and the LED should be on.
 - You can control the shotgun microphone levels with the #5/6 slider
- Turn **off** (or down) the Voiceover Mic
 - It is hooked up to Audio 1
 - You can control the Voiceover microphone levels with the #1 slider
- You can check the levels with the headphones attached to the mixer.
- If you have another microphone you'd like to use, you may plug it into the ports in the back of the mixer.
 - If you need help with this, please contact me.*

Live Video Editing:

The most important area on the mixer will be the "Transition" area. Using these buttons, you can switch between camera 1 and camera 2.

- The Cut button sets the transition as a quick camera swap. (This is the most useful setting.)
- The Wipe button set the transition to a sliding graphic transition.
- The Mix button dissolves one scene into the next.
 - The length of the Wipe or Mix transition is controlled by the knob. It can last anywhere from a fraction of a second to 4 seconds.
 - Cuts are always immediate.

The upper right quadrant of the multi-view screen shows the PGM (program). This is what will be recorded by the computer. The PVW (preview) area to the upper-left is a place where you can set up graphics before committing. And the lower-left area shows all 4 inputs. You should only see 2 active inputs, unless you've plugged in another camera.

Video Recording:

- Launch the **VR** (video recorder) software on the computer. (Red button that says VR)
- Select “**VR-50HD**” as the **Video Input** and the **Audio Input**
- Set the resolution to **1920x1080**
- Make sure the Audio levels are good (using the headphones connected to the *computer*)
 - Adjust the audio levels by turning the **USB Audio** knob at the top of the *mixer*
 - You must use headphones for this process.
- Select the filename you want to save as. (Area 1 pictured)
 - Save to the desktop, and move it to your personal media, OR
 - Save directly to your personal media (if it’s fast enough)
- Press record. (Circle button, in Area 2)
- When you are finished recording, press stop. (Square button in Area 2)
- Save everything to your personal media (hard drive or usb)
- Eject the personal media, and remove.
- You’re done.



When you are finished, please blackout the studio lights again, by pressing the Blackout button.

DO NOT turn off the video mixer. It will need to be re-setup if you do. Everything else stays on.

Questions, Problems, “I broke something,” or “This was broken when I came in”... Please contact me immediately.

* Contact me:

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