

Micro Recording Studio instructions

A new recording studio is available on Level 2 of the Morris Miller Library. Staff and students can use it to make quality recordings. The space can be booked through Outlook calendar:

SandyBay.MorrisMillerLibrary.204

To get started:

- Lower the green screen if required (button on wall: right hand side).
- Adjust lighting level with the buttons on the light switch.
- Adjust AC using controls outside the door.
- Camera height can be adjusted with controls below its screen.
- Adjust lectern height or move out of the way completely.
- Insert your USB into the Recorder slot.
- On the mini screen, wait 10 seconds for the USB to be recognised.
- Press to Begin.

Once the Recording screen is open:

- Select Recording Resolution: High or Standard definition
- Select the type of input you desire:

Digital Whiteboard (captures the existing monitor on the lectern as well as the large Digital Whiteboard behind the lectern. To turn Digital Whiteboard on, ensure that it is plugged in and on at power point, then press button on its screen.

Laptop (this setting displays your laptop content on the main monitor and records the screen of your laptop). Ensure laptop is connected via the appropriate cable eg. HDMI/USB-C.

Camera (records what is happening in the lectern space, and can be used in conjunction with Digital Whiteboard).

- Select recording length.
- On Recording Controls screen, press Start Recording.
- When you have finished recording, select End Session or Start Over. Remove your USB and take your recording with you for editing or uploading.

***Note: you can switch between different inputs whilst recording. Can also change the camera angles on the Lecture Capture screen whilst recording.*

***If you want to use the Digital Whiteboard touch screen and deliver a lecture at the same time, ensure you are logged in on the machine. Click **Camera** on the input options. You can either use the large Digital Whiteboard touch screen, or the smaller existing monitor touch screen for this.*

***You can record only your screen, with or without audio. Select Digital Whiteboard if you are using existing monitor. Or select Laptop if using your own laptop.*

***The existing PC does not play sound out of it by default. You will need to select another output such as your laptop to test your recording as the existing PC is directed to recording.*