

Directions for the Sundberg Library One Button Recording Studio

1. The recording studio is located on the 2nd floor of the Library, room 251. Ask at the Library circulation desk to reserve the room ahead of time, or use the online study room reservation on the Library homepage.
2. You will need the following in order to use the recording studio:
 - a. a laptop
 - b. a USB drive
 - c. the camera remote
 - d. All of these are available at the Library circulation desk, and you can check them out before your reservation. You may also use your own laptop and USB drive.
3. Inside the room, there are the following controls and hardware:
 - a. a small digital control panel on the wall to the right. It will light up when you approach.
 - b. Next to the control panel is a small recording wall panel with a USB port.
 - c. There are two flat screen monitors: the one on the right is to display your video background. The one on the left is to preview your recording live.
 - d. There are 2 cameras, each one mounted above a monitor.
 - e. There is one microphone, suspended from the middle of the ceiling.
 - f. The chairs and tables are all on wheels and may be moved around however you like.
4. Use the digital control panel to control most of the technology in the room. It will light up when you approach. Touch the button that reads “Recording”. If there is another screen showing when you first start, touch the “off” button in the lower right corner of the screen, wait 10 seconds, then touch “Recording”. This will turn on both monitors and both cameras.
5. Your USB drive can be plugged into the USB port right next to the control panel. This is where your recording will be saved.
6. The monitor next to the control panel is where you will display whatever you want in your background for the video. This can be a PowerPoint presentation, a video, or a

still image. Once you've selected "Recording" on the control panel, this monitor should display directions for connecting with AirTame, a program which allows the monitor to display what's on your laptop. You can either open the AirTame program on your laptop, or open a browser and enter the URL displayed on the monitor. Once connected, you can use your laptop to control what is displayed on the flat screen monitor. (Note: there is a port to allow cabled connection from your laptop to the monitor. You need to check out this cable from the circulation desk if needed.)

7. There is a second monitor across the room, with Camera 1 mounted right above it. This monitor displays what Camera 1 sees. Use the camera remote (available at the Library circulation desk) to control Camera 1:
 - a. Press the Camera 1 button at the top of the remote, then use the arrows to pan any direction, and use the Zoom buttons to zoom in and out.
8. When you're ready to begin recording:
 - a. Make sure your USB drive is in the port, and **wait for the green light to stop flashing**
 - b. Push the Record button above the USB port. **When the red Record light stops flashing, it has begun recording your video and you may begin.**
9. If you ever need to record others in the room, use the control panel to select Camera 2. You can also use the remote to pan any direction and zoom in and out, as you did with Camera 1. To return your recording to Camera 1, select Camera 1 again on the control panel. Be aware this leaves a short blank space in your video of about 1 or 2 seconds.
10. When you're done with your video, press the square "stop" image just below the Record button. You should see the light next to the USB drive start flashing. **Wait until the light stops flashing before removing the drive.**
11. Insert the USB drive into your laptop's USB port, then open it using your computer. It's often called the D: or E: drive. There will be a folder with 2 or 3 files in it. The one labeled as an **MP4** is usually the one you want. Play it to make sure the video looks and sounds as you want, and to check the audio level. This may be edited or may be shared as-is.