

Wright Library Media Lab



3/14/22

Welcome to the Wright Center Media Lab,

The Media lab is a room with high quality equipment arranged to be flexible for many different needs. (room capacity – 1 at desk, 1-2 against screens)

Some of the possible uses:

- 1 on 1 Zoom
- Hosting Zoom meetings/interviews/group interviews/talks
- Podcasts
- Video or voice recording
- Video or audio editing
- Streaming

This guide will show you the parts and what is available to you. It will include some “basic how to” BUT you will need to come with some basic computer knowledge.

Highly suggest watching “How to videos”, this room has the equipment needed to do all the above.

Sections:

- Parts and what they do
- Basic recording (no green screen)
- Basic Zoom (no green screen)
- Basic Recording or Zoom with Green screen
- Tips
 - Troubleshooting\Parts\Diagram



Parts and what they do

Equipment:

- 1) **Roland Video Mixer** – Used to control camera, Microphones, and content
- 2) **AV Computer** – Used for Streaming (Zoom/OBS), video content - recording and editing, Software – OBS, Camtasia/Audacity, Office
- 3) **Light Controller** – on/off switch
- 4) **Camera Controller** – Operates PTZ Camera.



To Go left or right or up or down
Use Joystick

To Zoom – press Tele – Zoom in
Wide - Zoom out

- 5) **Cameras**
5.1 - **Cam 1**, Main PTZ camera
5.2 - **Cam 2**, PC Web Camera

- 6) **AV Student Recorder** – simplest way to self-record, example student sermons
Records to USB thumb drive, only records audio and camera inputs from Roland, not Zoom or computer content.



- 7) **Lapel and Handheld Mics -**
7.1 - 2 – Lapel wireless mic – Controlled by the Roland Video Mixer
7.2 - 1 - Room Mic – Controlled by the Roland Video Mixer
7.3 - 1 – PC Mic

- 8) **Headphones and Audio switch**
Headphones to monitor Roland, and computer audio output. (if you want to use the speakers you may need to switch the labeled cables)



- 9) **Video Screen** - Mixer view - PTZ camera view, PC 2nd screen

- 10) **Wireless Lapel mics** – Mic 1 and 2 in labeled drawer of cabinet on wall



Simple - recording and usage

Basic Recording

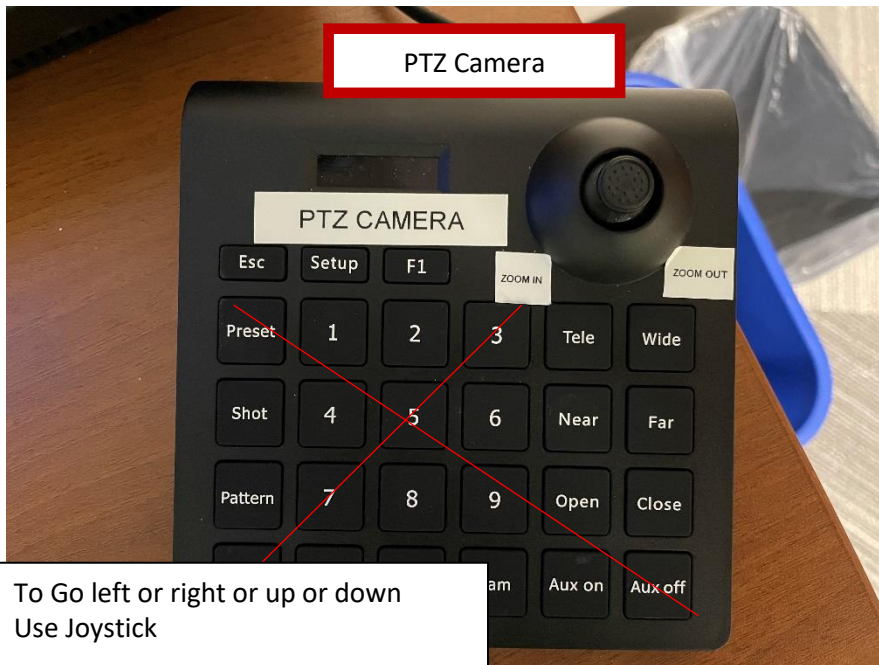
(no green screen or PC)

Instructions by step and will be reference by # various pieces of equipment

YOU WILL NEED A USB thumbdrive to record on, we do not provide them.

Equipment you will use, how and why:

- #1 Roland Video Mixer -There is no need to operate the mixer, aside from turning it the volume up or down for the required mic.
- #2 Computer - No use
- #4 Camera controller – use to adjust camera view
- #6 Av Student recorder or Mpeg record – record to USB thumbdrive
- #5 Light Control – need added light is needed



To Go left or right or up or down
Use Joystick

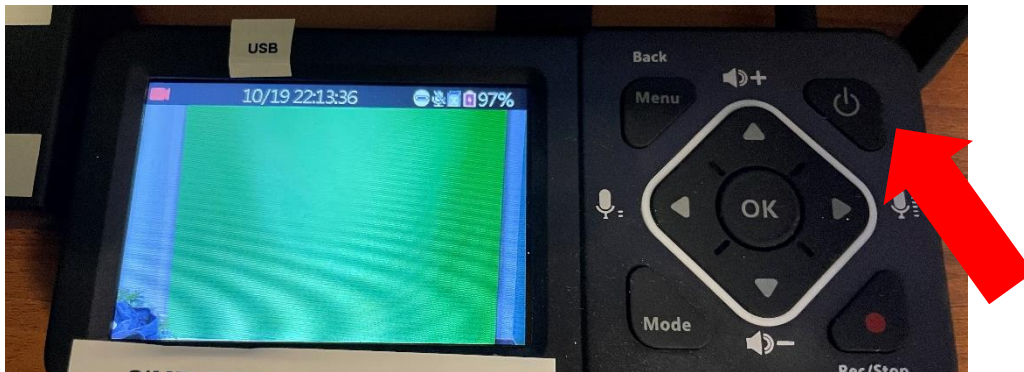
To Zoom – rotate the top of the
joystick left or right.

Room Lighting – on/off

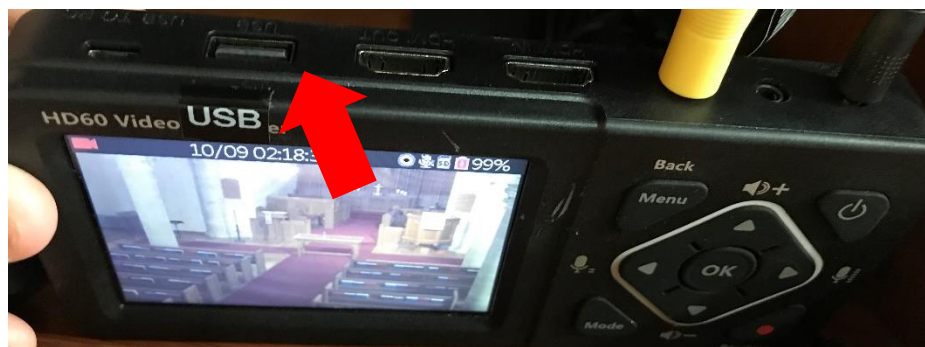
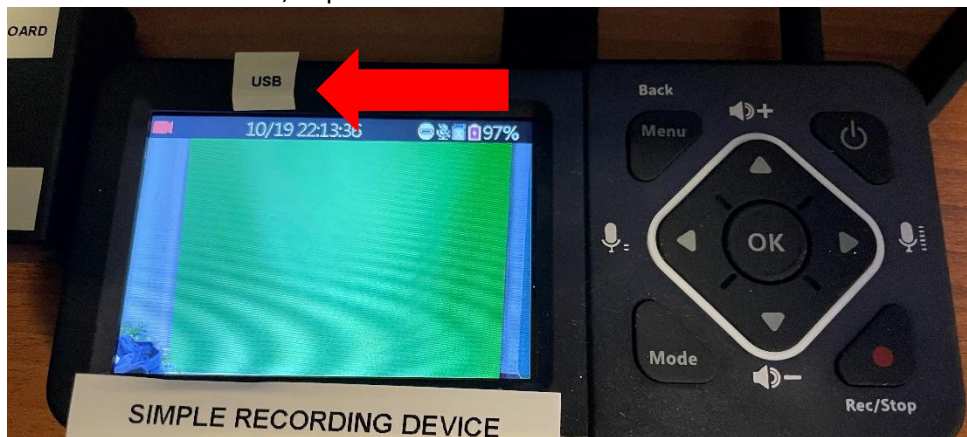


When entering the room and intending to make a simple recording, all you will need to do is place a USB Thumbdrive in the AV Student Recorder. You will not need to use the PC, you will use the PTZ camera through the Roland Video Mixer to the AV Student recorder. This section will step by step take you through how to. Adjust the PTZ camera using the Camera controller.

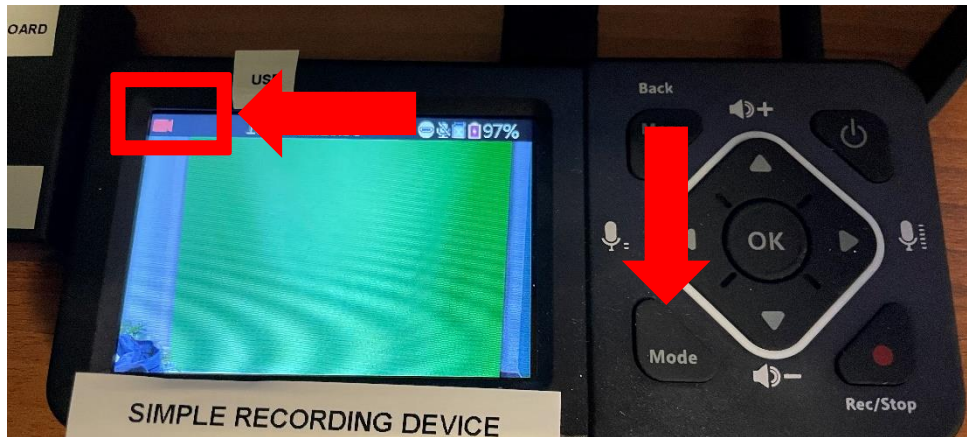
1. Place USB thumbdrive into the USB port of the AV Student Recorder
It should already be on, but you may need to turn on the Student Video Recorder – Push Power button



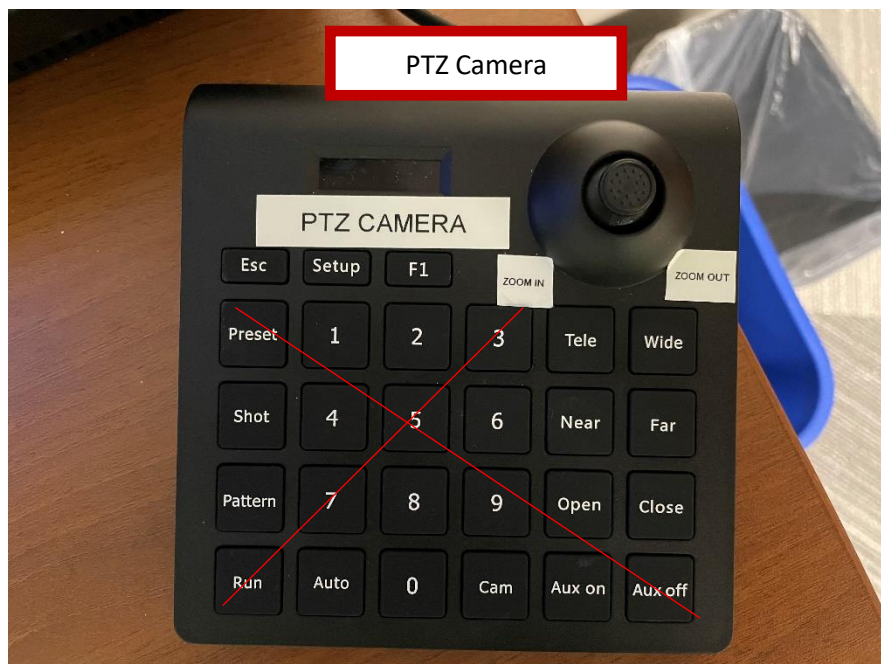
Put USB in the USB slot, Top of unit



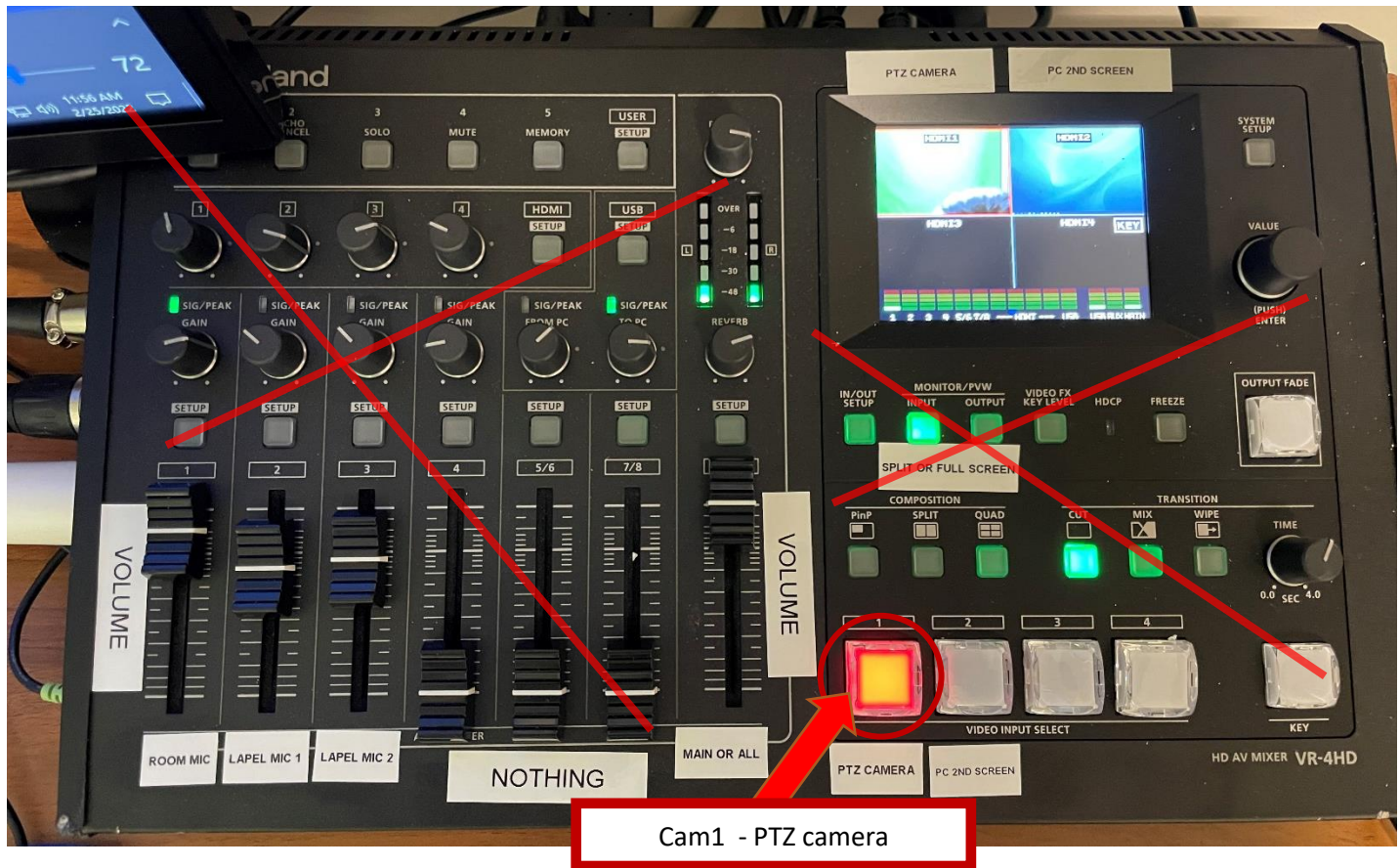
-
2. If you do not see the video camera icon in the top left, hit mode until it appears



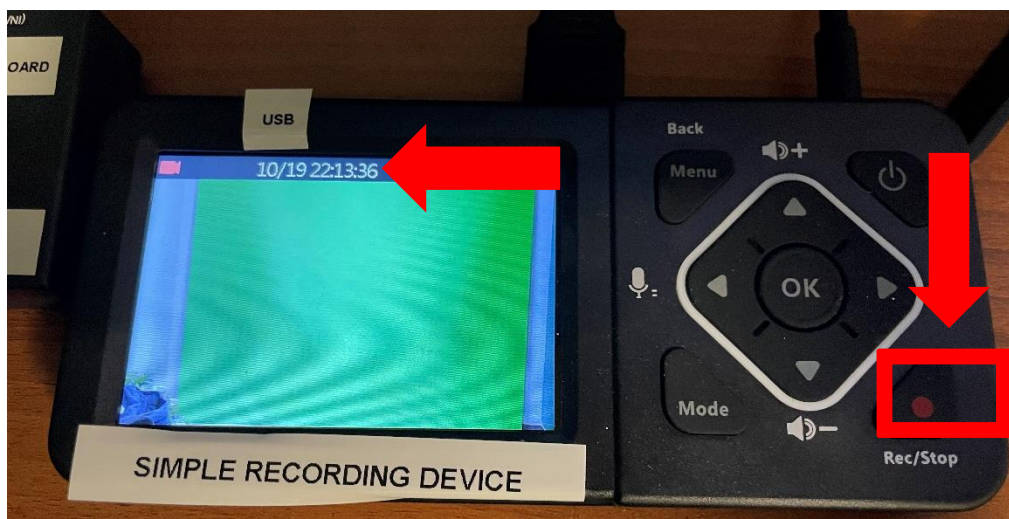
-
-
3. Using the Camera controller, using the joystick aim the camera at where needs to be recorded.



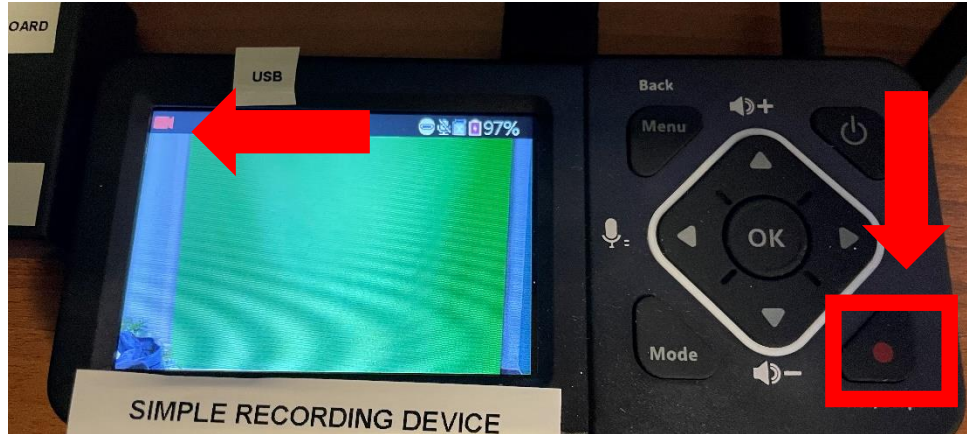
- You may need to select the PTZ camera on the Roland video mixer, to be shown on the AV student Recorder.



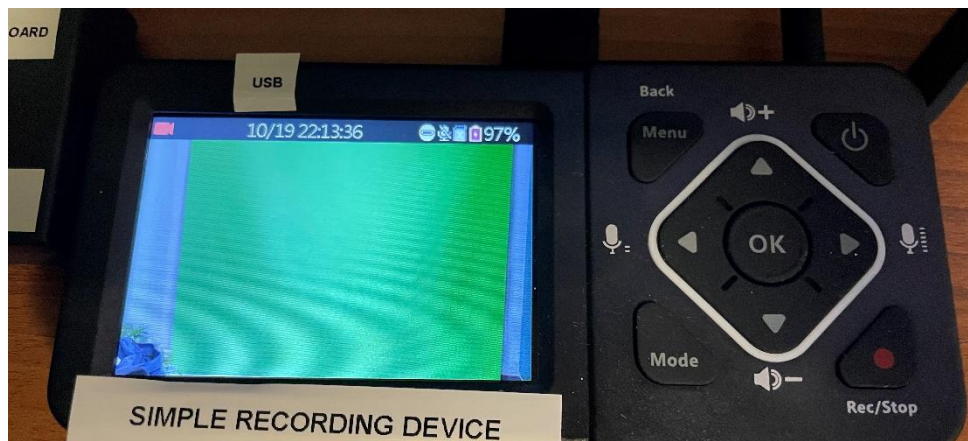
4. When ready to Record – Hit Record, recording will be indicated by the timer in the top left



5. When done – Hit the Record Button Again, timer will go away in top left when recording stops



6. Take USB out, Do not turn it off.



7. Clean up and turn off the Lights, You're Done!

Please the Room as you found it for the next user.



Basic Zoom (no green screen)

Basic Zoom

Instructions step by step and will be referenced by # various pieces of equipment

YOU WILL BE USING THE COMPUTER AND WILL BE USING SOFTWARE TO ACHIEVE THIS.

Equipment:

- #1 Roland Video Mixer -There is no need to operate the mixer, aside from turning up or down the volume for the required mic.
- #2 Computer – use for Zoom and/or screensharing, OBS, etc.
- #4 Camera controller – use to adjust camera view
- #5 Light switch – if additional is needed

There are two ways you can do a Zoom meeting in this room,

1)Using Webcam - Sitting directly in front of the computer/monitor using the webcam in a traditional method. You will log into the PC, sign into Zoom; Make sure you are using the correct USB camera, using the Zoom settings. You can either use the Web cam mic or the more profession USB mic.

Or

2) Using the PTZ camera and set up the room in a 1-2 person sitting/standing or whatever configuration you need.

Set up room to the configuration you need (Chairs, lectern, plants, Etc).

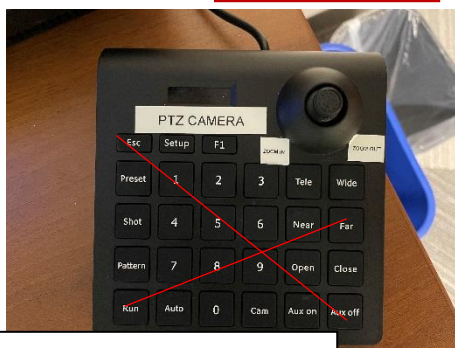
Remember to put the room back the way you found It for the next person

Turn on room lights if needed

Room Lighting – on/off

PTZ Camera

Position the PTZ camera



To Go left or right or up or down
Use Joystick

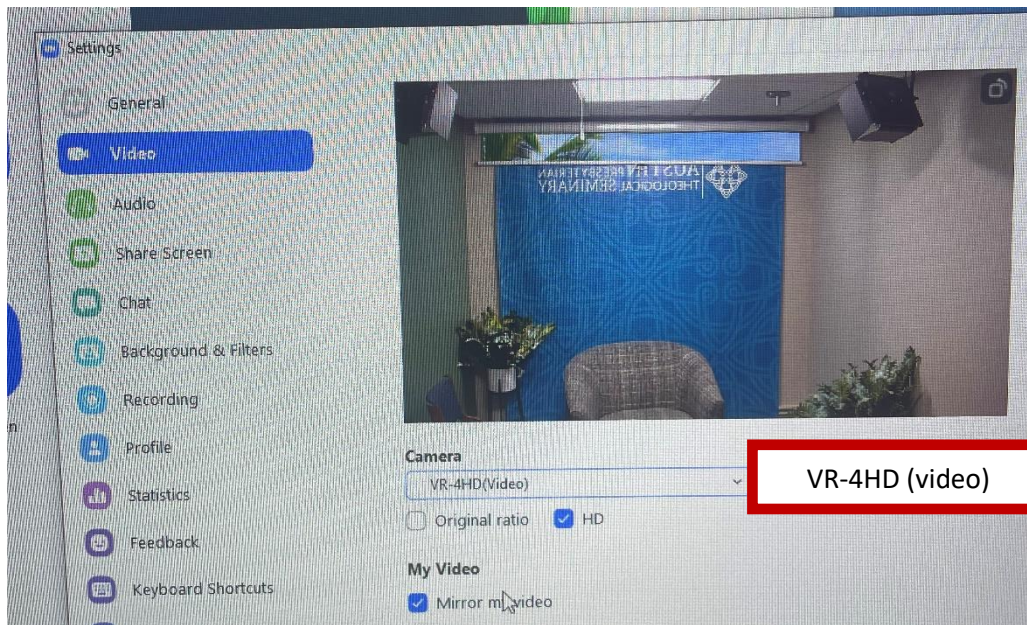


2) Log into the PC

Username – APTS

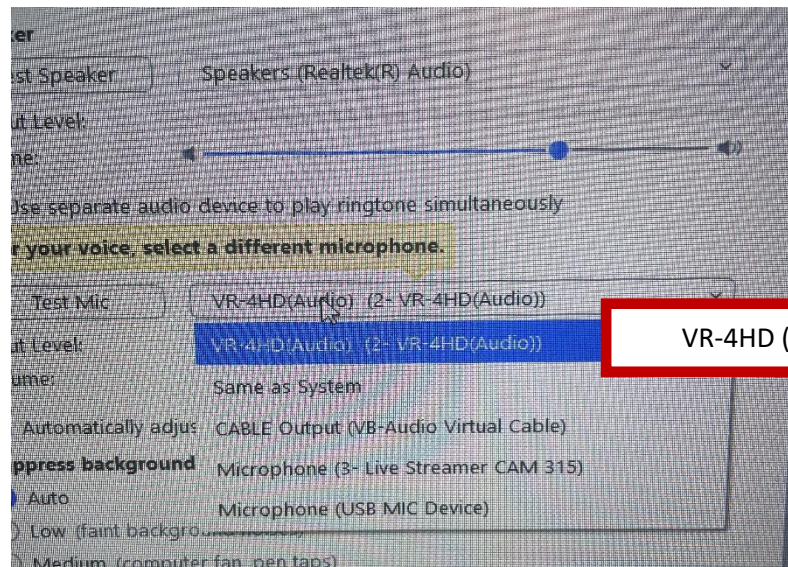
Password – stittstott

- a) Open zoom,
- b) sign into Zoom account, using Zoom settings confirm you are using the Roland 4xch for the audio and the camera. For the room it should be the Speakers. See Pictures. Once you have settings you like and are positioned the room to your needs, join the meeting you would like.



- c) Use Roland to adjust Mic volumes

- d) Hold Meeting



- e) When the meeting is over,

1. BE SURE TO SIGN OUT OF ZOOM
2. Turn off Lights and clean up room, Put Room back the way you found it for the next person
3. DO NOT SHUTDOWN THE PC!

Advanced

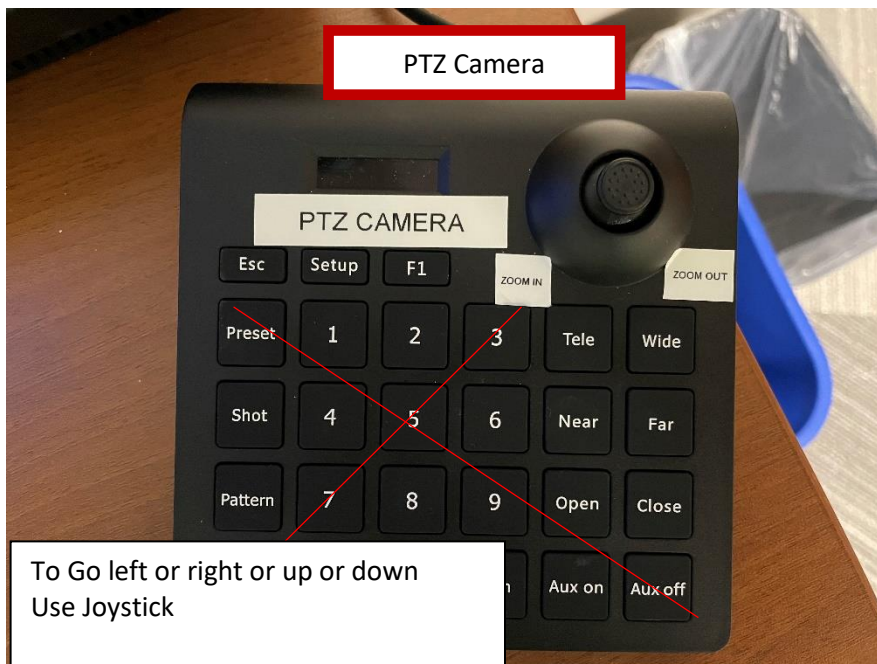
Basic Recording or Zoom with Green screen

TIPS only, Computer knowledge is a must, there are many variations of needs and how to accomplish them, this guide can only cover some basics.

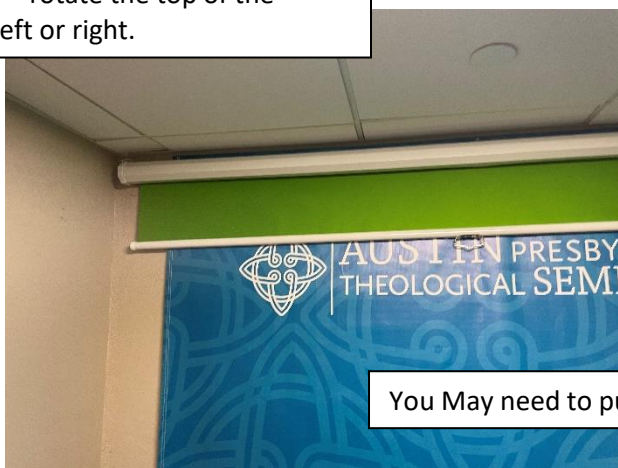
YOU WILL BE RECORDING TO THE COMPUTER AND WILL BE USING SOFTWARE TO ACHIEVE THIS.

Equipment:

- #1 Roland Video Mixer -There is no need to operate the mixer, aside from turning adjusting the volume for the required mics. (room mic, 2 lapel mics)
- #2 Computer – using PC OBS software to change background image, mixing in content. After recoding, you can use Camtasia to edit and Audacity for audio editing
- #4 Camera controller – use to adjust camera angle
- #5 Light Control – if additional light is needed



Room Lighting – on/off



You May need to pull screen down.

To you use the Green Screen background, you will be recording to the PC and using a software called OBS. This is a more advanced process and requires computer knowledge.

Highly suggest watching video on how to use OBS or on the topic of the recording you want to accomplish, this room has the equipment and software you will need.

1. **To start** you will log into the PC

User – APTS

Password – stittstott

Once you have logged in, you will need to start up a program called OBS. You will use the OBS feature called Virtual Camera for Green screen with Zoom or even using the OBS recording feature.

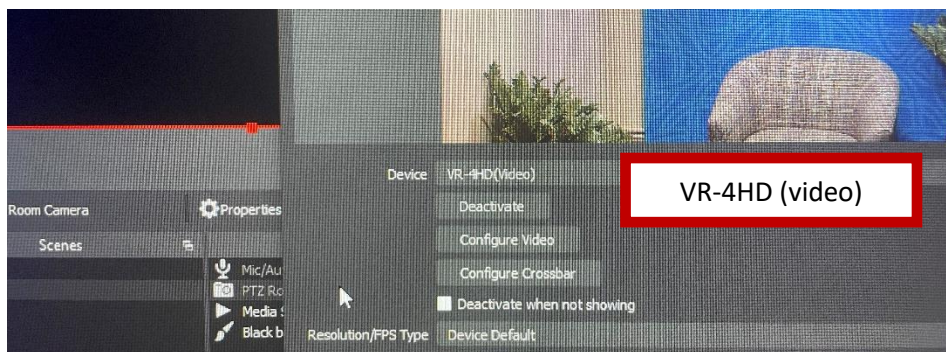
Basic OBS KNOWLEDGE will help

You will select the scene using the Roland Video camera, using Filters for green screen then adding a image for the background.

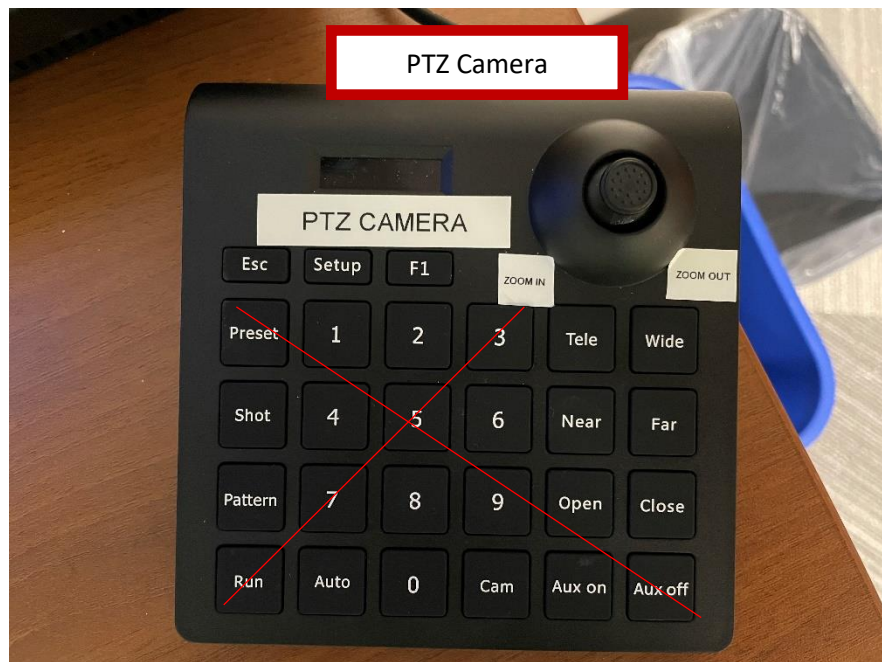
See pictures for general how its should be set up.

[Wiki - OBS Studio Quickstart | OBS \(obsproject.com\)](https://obsproject.com/wiki/OBS-Studio-Quickstart)

Or google “OBS basics” for a ton of instructions out there.



2. Using the Camera controller, using the joystick or presets aim the camera at where needs to be recorded.

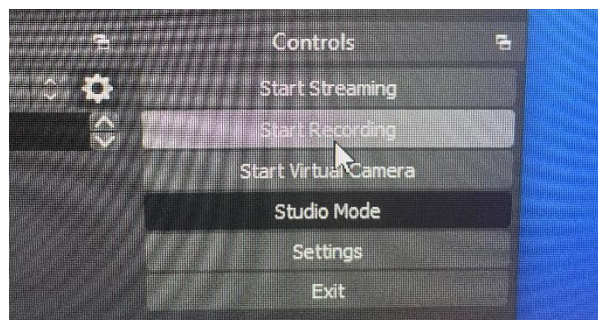


- You may need to select the PTZ camera on the Roland video mixer, also adjust mic volumes

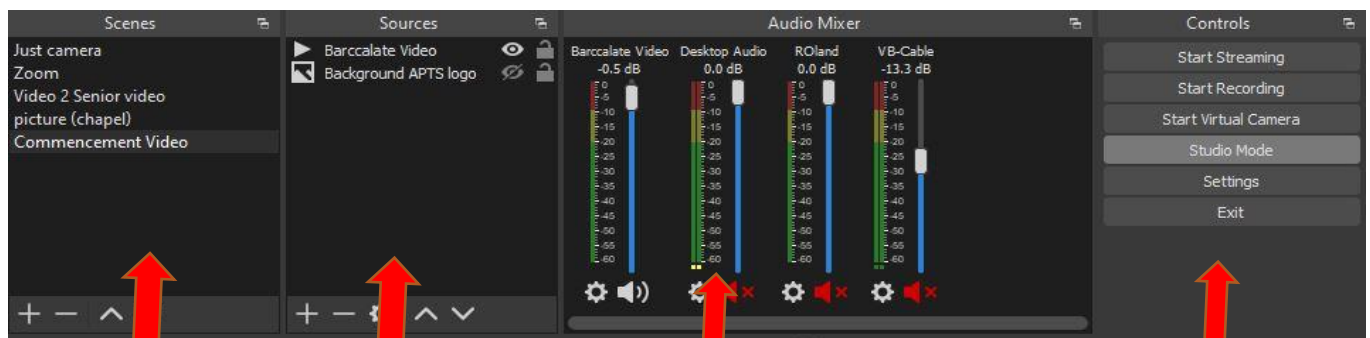


3. When ready to Record – In OBS Hit Record, recording will be indicated by the timer in the top left and record to the PC.

If streaming or using with Zoom - you will need to use OBS virtual Camera for green screen affect, then in Zoom select OBS virtual camera as your camera



4. What OBS Scenes and basics look like



Scenes
(Name them w/ detail)

Sources
(Name them w/ detail)

Sources
(Name them w/ detail)

Three buttons each for
described purpose

Ex. Virtual Camera

5. What OBS green screen settings can or do look like

6. Recoding when done – Hit the Record Button Again, timer will go away in top left when recording stops, Recording are saved Video Folder

7. If Zoom

- a. **BE SURE TO SIGN OUT OF ZOOM**
- b. **Turn off Lights and clean up room, Put Room back the way your found it for the next person**
- c. **DO NOT SHUTDOWN THE PC!**

8. If Recording, save your file online or a USB Thumbdrive

- a. Be sure to remove your recording from the computer (or everyone has access to it)
- b. **Turn off Lights and clean up room, Put Room back the way your found it for the next person**
- c. **DO NOT SHUTDOWN THE PC!**

Advanced : Covers various ways to use the room and ways of doing things. More content to come as room gets more defined.

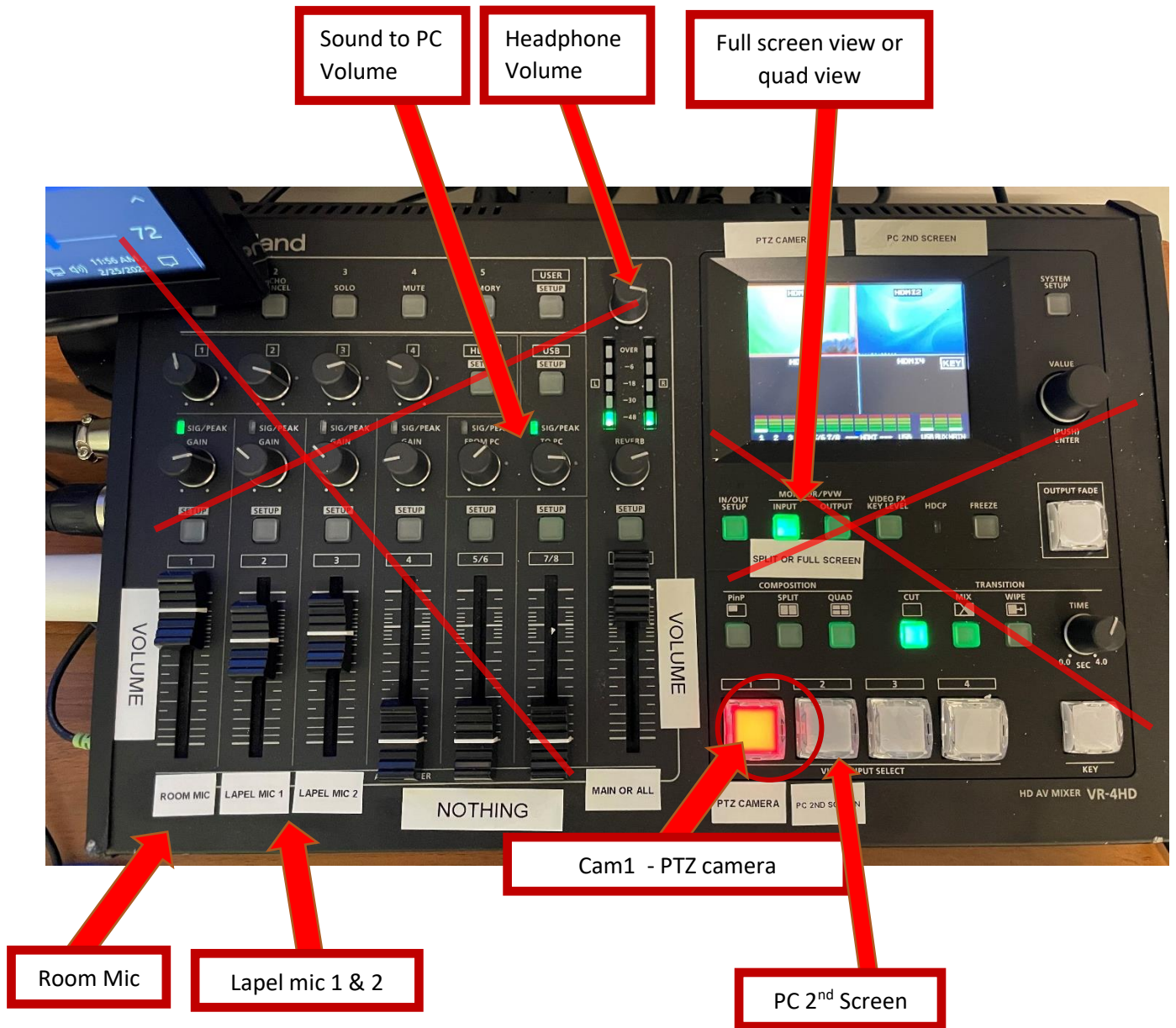
Equipment you will use, how and why:

- **#4 Camera controller** – You will need to operate camera
- **#1 Roland Video Mixer** – You will only use this to choose the camera or content you would like to use, its only the 1 of 2 buttons. See Troubleshooting section for picture of Roland Video mixer how the buttons a slider should look. We ask people not to play with device, but things can be moved.
 - **This is also your “sound board, allowing you to control the room mic and both the wireless lapel mics**
- **# Computer** –. You will be using the computer to open Zoom, OBS, and other programs. You will choose the Roland as your camera and audio (unless you want to the webcam or USB mic).
 - You will be using something called AB cable.
 - Computer has Camtasia for Video editing and Audacity for Audio editing

DO NOT SHUT DOWN PC

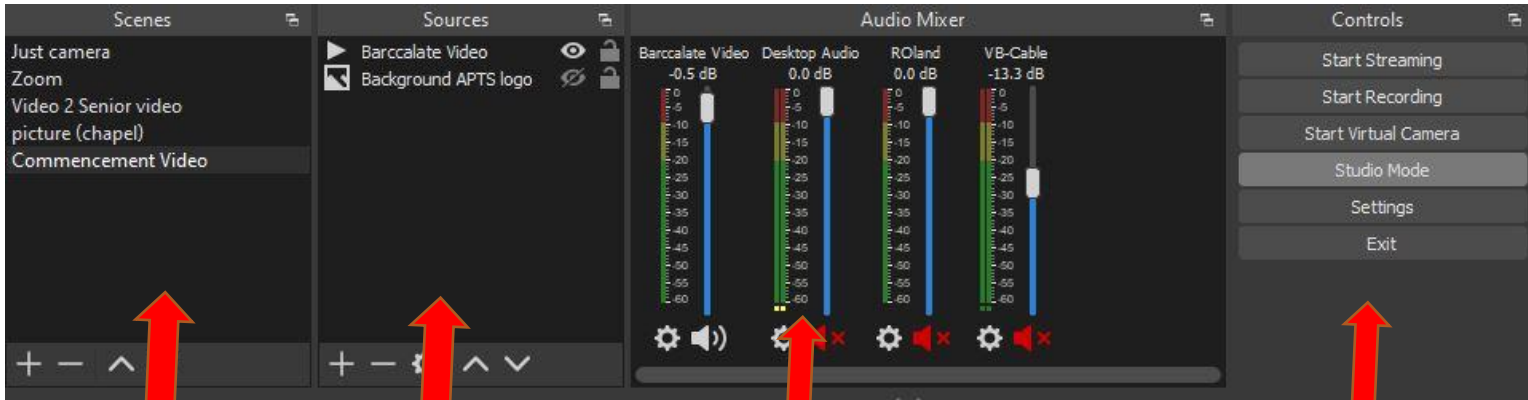
- **#6 Av Student recorder or Mpeg record** – You will not need to use but can. (Remember it only records the Roland content and not anything from the computer or Zoom.)

Roland Video Mixer



Computer

- AB Cable used as a virtual audio cable on the computer from Zoom or video through OBS to stream or Zoom. It is not need if just recording audio straight from the Roland and not using a video or OBS, you would select Roland for the audio
- OBS – is a easy to use program but does have a few main nuances that I hope to cover in this document. In no way can I cover and teach the whole of OBS. I recommend watching “how to” videos.



Scenes

(Name them w/ detail)

Sources

(Name them w/ detail)

Sources

(Name them w/ detail)

Three buttons each
for described purpose

Ex. Virtual Camera is
for Zoom

- Camtasia - Video editor (there are plenty of “How to” Videos)
- Audacity – Audio editor (there are plenty of “How to” Videos)

Key things to point out in OBS

- **See Troubleshooting** for screen shots of the best video, audio, and streaming settings.

(do remember that the streaming key and path will change per the host.)

- **Output streaming is an important screenshot for video quality.**

- If you’re just using OBS to connect to zoom for extra ability to inject slides or videos, there is a setting for that. (you will need to use AB cable for the video audio) You will just use Start Virtual Camera, IN Zoom select virtual camera and done.
- OBS Audio - Another thing to point out is with Audio, a screen shot does not work, this is since the audio can chance per what you are doing. If you are doing a zoom stream capture and using the ASB cable it will need to be one of your sources. Otherwise, it can be a local mic or even movie audio. This is where

understanding how OBS works is important and can't be quickly explained.

- Video and other OBS setting tabs default is fine, being able to set where things are saved, or personal preferences is up to you.
- Scenes are premade “scene” where you can set up backgrounds, video, PiP, or capture screens, etc., so that you can switch to them when or back to when needed. This makes it faster than trying to adjust on the fly.
- Profiles are the overall grouping of the scenes plus OBS settings, Profiles can be set per event vs things during an event.
- Naming - Name things in your scenes as correctly as you can, just do it. This will help on confusion as OBS like to share resources from scene to scene
- Audio – Audio come in as AB cable but also whatever mics you have, the computer sound, audio from a video or song playing in OBS or on the PC. You need to manage these but either muting, control volume or removing.
- Video – video is not really a setting thing, what I want to talk about here is the different between input/output and video you would be playing for a stream. You can select a video and put it in a scene as full screen or as PiP. Remember to adjust the audio. The input and output you would need to know what you want and how you are going to use it. Default is just fine, this is except output-Streaming, see below screenshot.

1. Misc. Tips/Notes

Troubleshooting\Parts\Diagram

Put Room back the way your found it for the next person

○ No Power

Check if Main power cord is plugged into to the wall outlet. Otherwise, there are a lot of power cords and it can be hard to trace. Do check and see if Computer is turned out.



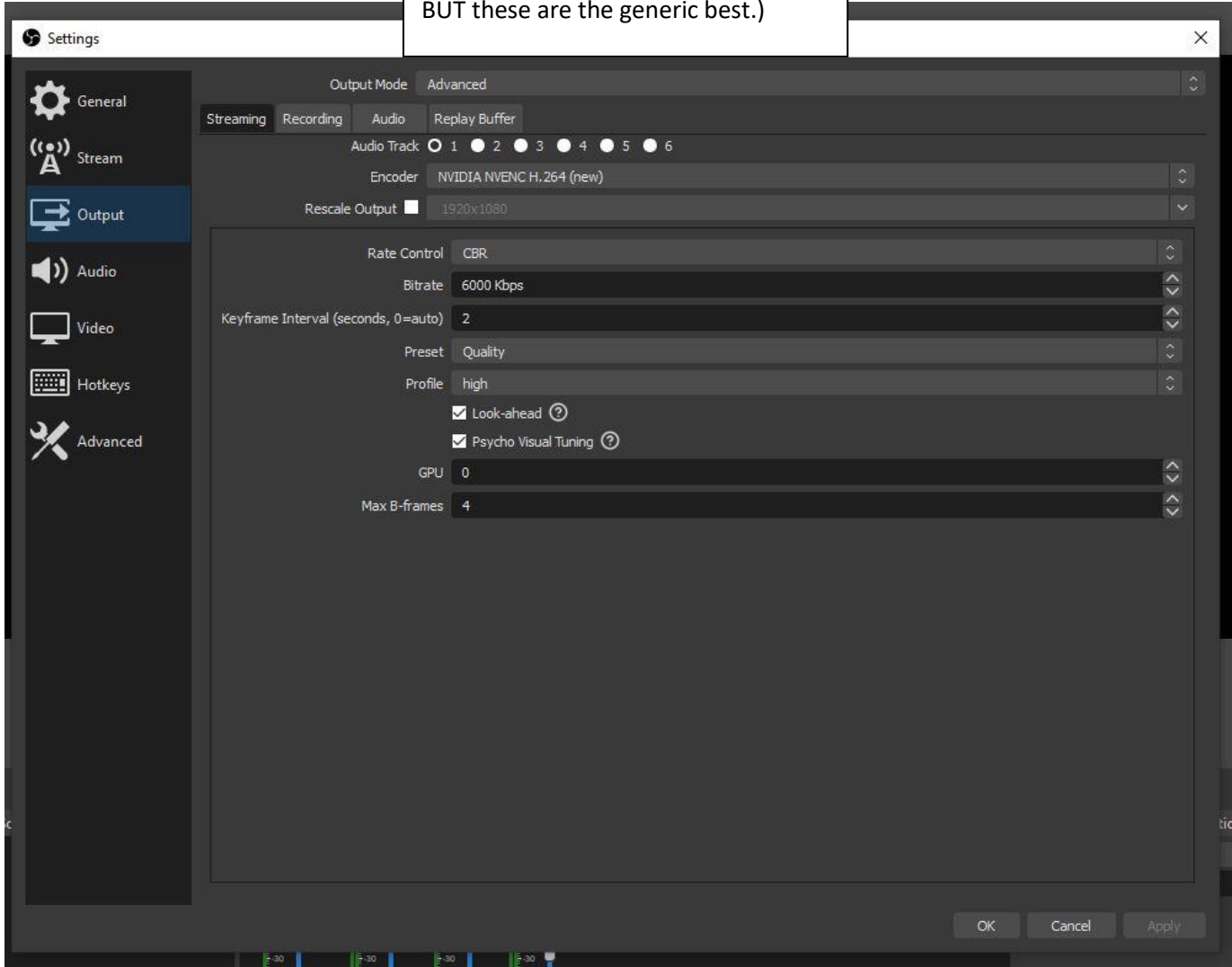
● No video on Screen 1 or 2 of Roland

If video is missing for either screen, check behind the Roland, in the back bottom left there should be two HDMI cable plugged in, one or the other may have been knocked loose. Just reseal them.

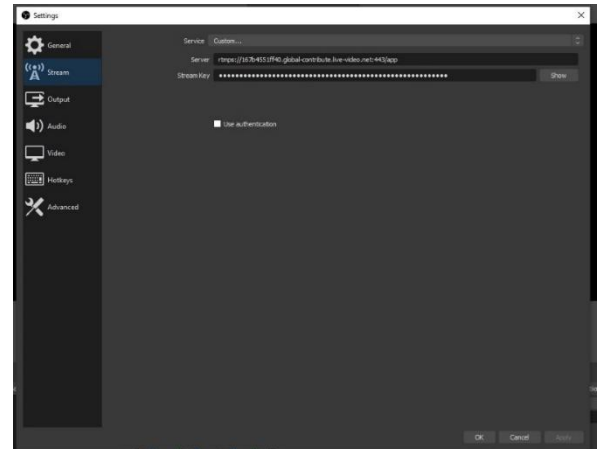
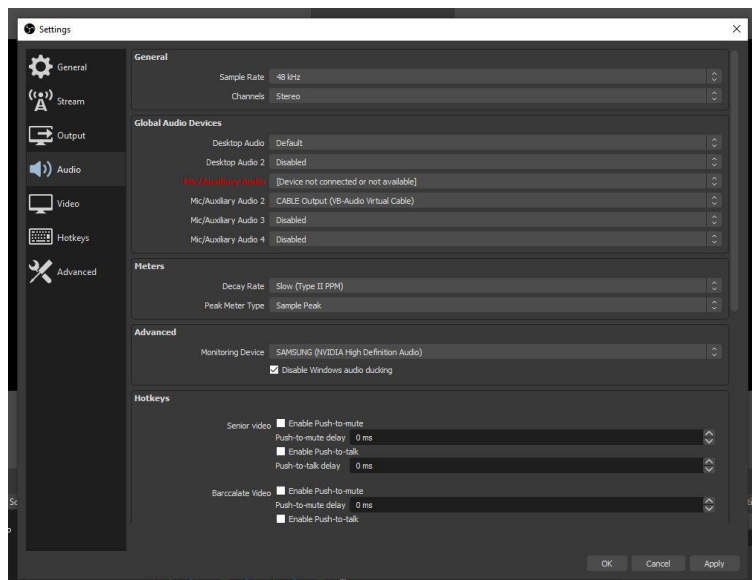
If not the cable, check to see if cameras are on and there are three cable plugged in. (HDMI, Serial 9 pin, and a power cord)



OBS Output Streaming settings,
(always check with host of streaming service for their preferred settings
BUT these are the generic best.)

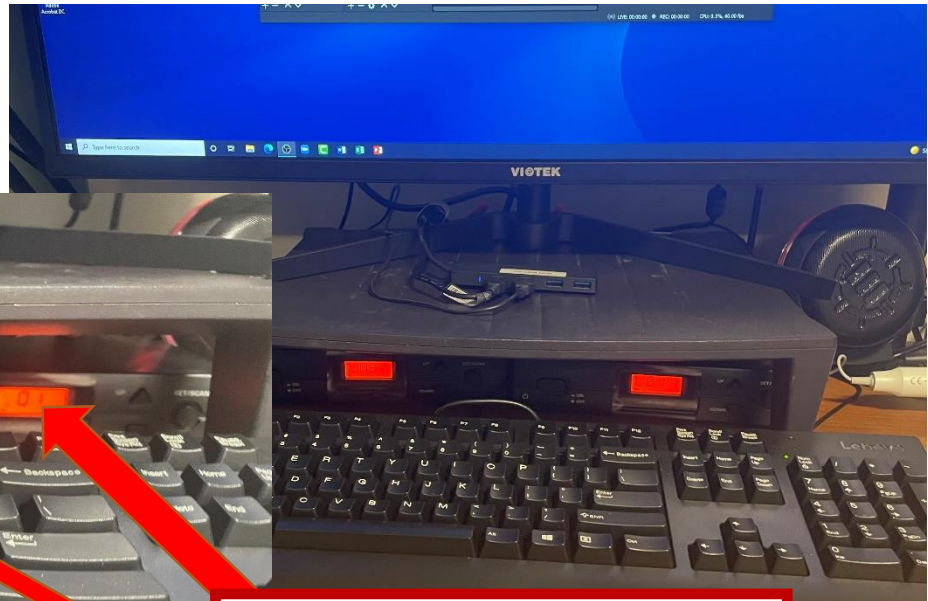


Audio and Streaming setting change in OBS and no solid way to show you. The reason the screenshots are here is to reassure you that I thought of this and want you to know its ok. The Streaming key and source you get from host and the Audio changes per your need and change. Read notes.



How to use the Wireless mics

Check if the Base receivers are on!



TO power on if off, Press power button front.

Each receiver needs to be set to either channel 1 or 2, not both or any other number. To change use up and down arrows.

Power Button



To power on/off
Simple on/off switch