

The Studio

Video Recording Instructions

- 1 Turn on The Studio spots**
- 2 Set up The Studio recording equipment**
 - position cart
 - plug in electric and Ethernet
 - turn on camera
 - ensure green screen is down
 - position adjustable height table (if needed)
 - position room divider
- 3 Complete survey on computer**
 - close window
 - allow Media Express software to automatically launch
 - insert 4GB+ flash drive
- 4 Record and SAVE your footage**
- 5 Power down The Studio recording equipment**
 - shut down Media Express software
 - shut down computer
 - turn off camera
 - pull flash drive
 - unplug electric and Ethernet
- 6 Return equipment to proper spaces
(see The Studio Guide for details)**
- 7 Shut off all lights and close door**
- 8 Check out with Computer Center staff**