

Basics of recording a video in L204 Video Lab v1.2

1. Secure a booking for L204, go to the LTL room booking page [here](#).
2. Press the Keyboard or mouse to wake the PC, and press Control-Alt-Delete. Log in to the PC in L204 Video Lab with your Lincoln University SSO credentials, otherwise known as a username and password.
3. Press the PC button on the white control panel. This turns on the TV and Camera above the TV.



4. Press the “lights on” button to turn on the studio lights. You can turn off or leave the room lights on.



5. Draw the blind over the door (this blind removes distractions and ambient light and offers a neutral background), and/or move the blue LU screen to in front of the door if you wish to use it as a background. There is a pull-down green screen that is useful for offering a better cut-out of you for a virtual background in the Zoom app or the Teams app.
6. If you wish to capture information on the physical whiteboard, position this in front of the camera as part of your background.

7. Open any files you want to access (e.g. your script, cue cards, PowerPoint presentation).
8. Open the recording software you wish to use (e.g. Panopto). Select the camera options and microphone option you require. For audio, we recommend that you select Cable Output (VB-Audio Virtual Cable) in *Figure 1* for video recordings and use the MXL microphone in *Figure 2* (This offers the best sync with the video.)

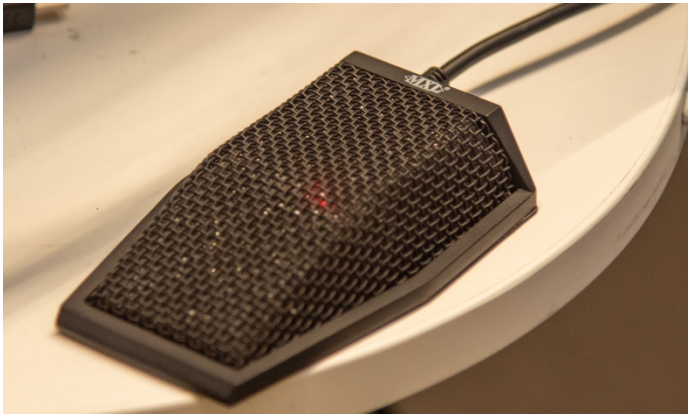


Fig 1: MXL mic VB-Audio Virtual Cable)

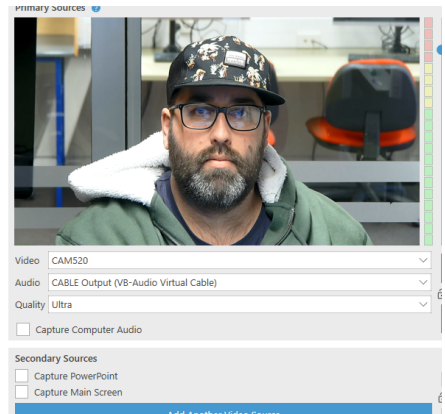


Fig 2 Panopto with correct mic input selected VB-Audio Virtual Cable)

9. The TV and Monitor are mirrored so you see the same applications on both screens. We recommend running your application in smaller windows so you can monitor and control them. Even PowerPoint can present in a window, tutorial [here](#)
10. You can write notes on one of the whiteboards to help you during your recording or add notes to a Word doc on screen. If using the camera on top of the TV, place the notes close to the camera so your eyes don't move too far, on camera.
11. Check the camera position - use the remote to adjust the TV camera or the computer screen to a standard camera position for ideal framing. Medium close-up (MCU) or Medium shots (MS) are usual shot sizes for most talking head videos and TV interviews, learn more [here](#)
12. Start recording your presentation. If your presentation is long then do a quick test record to make sure it is working as you expect. Have a look at the video to make sure nothing is distracting in the frame, hair, clothing, objects in the frame, or shadows. Adjust the camera or other items to fix issues.
13. Listen and review your video, and make sure the audio and video are as expected. Check your performance is of acceptable quality.
14. Re-record if necessary

15. Save files, log out, press the POWER-OFF button on the main console, put equipment away and tidy up.

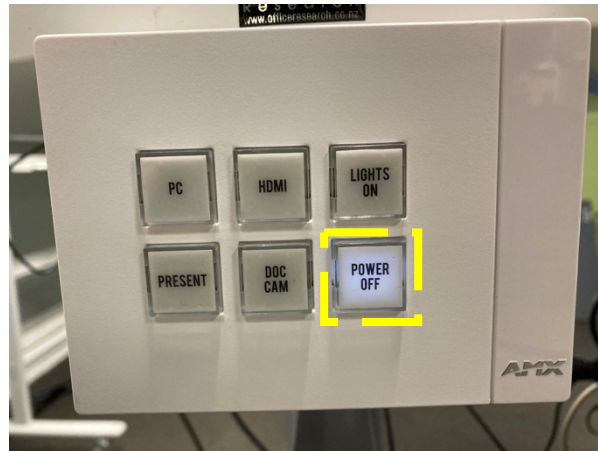


Figure 3: Power off when finished