IFA Lightboard Studio

Instructions for starting the studio:

1. Turn on the two electrical power strips – one behind the laptop and the other one below the preview screen.
2. Turn on the small preview screen (on/off button).
3. Turn on the laptop and log in with your AU account-
4. Press the button labelled "mirror image" on the small video mixer.
5. Turn on the portable microphone (inside the flap)

Now the studio is ready. The next steps depend on whether you want to use the lightboard or whether you want to make a webcast using the large touchscreen and AU´s lifesize system.

Instructions for using the lightboard:

1. Make sure the button labelled "lightboard" on the large video mixer is green. If not, press it!
2. Press the button labelled "lightboard+PC" on the large video mixer (red when active).

   Now you are ready to record. Start your PPT presentation on the laptop and make sure that it has a black background. You can see the mixed result on the small preview screen. It also shows the sound level in the lower right, which should reach maximal amplitude when you speak loudly.

3. To record put a USB drive into the "Rocket recorder". It should now light up green.
4. Press the red button to record and press it again to stop.
5. Now you can put the USB drive in the computer and transfer the video to your account.

Important - cleaning the lightboard:

First, use a dry yellow cloth to wipe the board. If this is not sufficient, use a wet cloth with window cleaner to take the rest. If the point smears, wait a while and repeat the procedure.

Instructions for shutting down the studio:

1. Delete all material from the USB drive.
2. Shut down the computer.
3. Turn off the portable microphone.
4. Turn off the two power strips.