

IFA Webcast 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. 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 touchscreen with AU lifesize:

1. Make sure the button labelled "webcast" on the large video mixer is green. If not, press it!
2. Turn on the large touchscreen.
3. Start your PPT presentation on the laptop and set "Monitor: Primary Monitor" in the *Slide Show* tab
4. Start the program "Chalk Box" to allow on screen drawing.

Now you are ready to record. You can see the video stream on the small preview screen. It also shows the sound level in the lower right, which should reach maximal amplitude when you speak loudly.

The "lifesize" status window can be seen on the large preview screen in the lower right hand corner.

5. Use the "lifesize" remote control. Press the green button twice to get a picture in picture preview of your presentation.
6. Now use the "lifesize" remote control to start and end recording (blue button).
7. While presenting you can use the pen to go through your slides and draw on them.
8. The result can be found on: <https://vc.au.dk/>

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.