



TV Studio Guide

Please note that you must come to AS403 to meet staff so they can let you into the studio.

Step 1

When you enter the studio be sure to turn on the mixer, computers (Mac Pro and iMac), wireless mic stations and the TV. The mixer has an 'On/Off' button on the back right of the device, and the Mac Pro is located at the far end of the office, mounted on a rack.



Step 2

Turn on the studio lights using the labelled switches on the switchboard to the right of the iMac. If it's too bright turn

off certain lights until the right level of brightness is found



Step 3

Enter the stage area and switch on the video cameras using the slider with the light green button, located on the top of the camera. Note the larger video camera features an 'On/Off' switch in a separate location than the others, on the bottom of the left side. The camera shutters must also be lifted, using the switch to the end of the lens.



Also make note of the XLR Microphone ports on the left and right walls of the stage area



Step 4

Once the studio is setup, approach the console with the glowing buttons. Using this device you'll be able to switch and preview the camera shots while filming.





Each video camera in the studio is linked to a button in the section of the device pictured directly above, preview the shot using the lower green row, and switch the shot using the upper red row.

Step 5

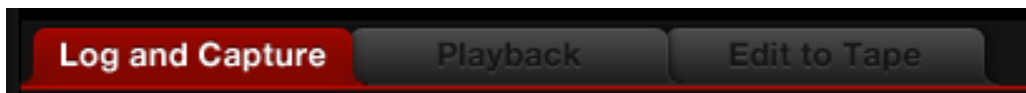
Once you have selected an ideal shot, go to the iMac and/or the Mac Pro and open BlackMagic Media Express

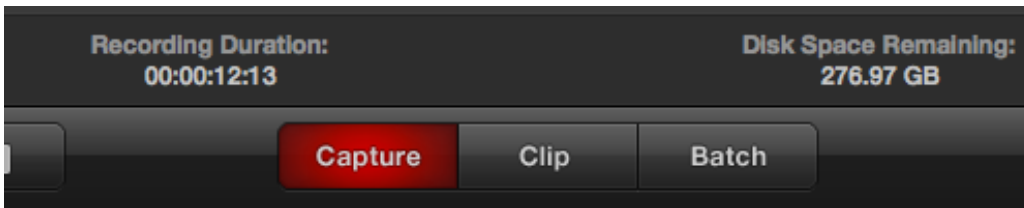
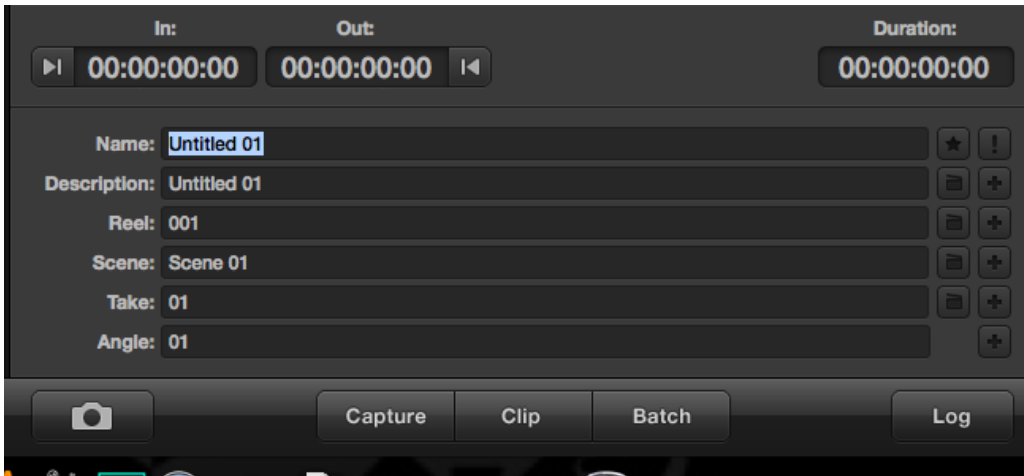


Note that the Mac Pro produces a lower quality recording with a smaller file size, but operates with a slight delay. The iMac produces a higher quality recording, but outputs a larger file size and operates without a delay. You can capture with both or either one of these machines, depending on your project and preferences.

Step 6

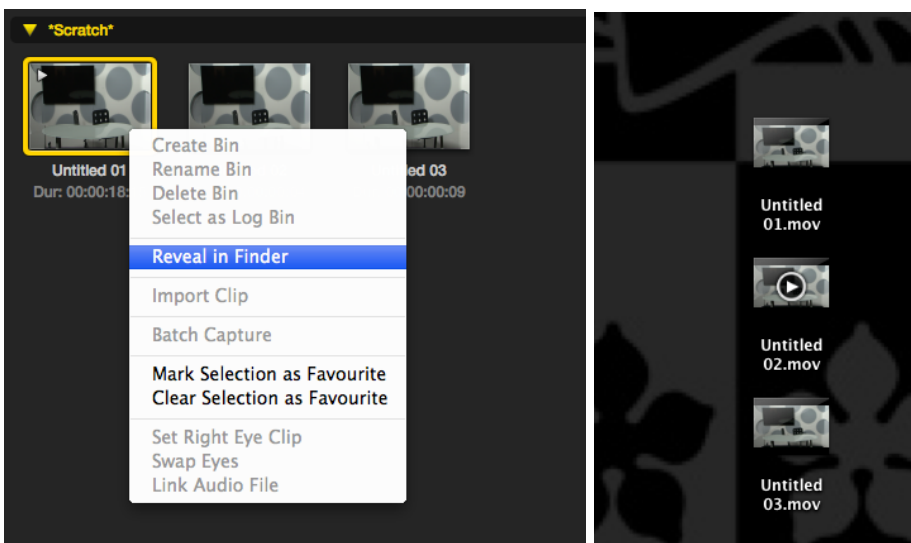
In BlackMagic Media Express click on the 'Log and Capture' tab, then in that menu fill out the details of the video you're about to capture. Then click the 'Capture' button when you're ready to record, and click it again when you need to stop filming





Step 7

After you have finished recording your video files should be saved to the desktop, alternatively you can right click on the thumbnail in BlackMagic Media Express and select 'Reveal in Finder'



Once the files are found copy them to your USB drive.

Step 8

Finally turn off the cameras and close their shutters, turn off the computers, mixer, video cameras, TVs, wireless microphones and their stations and switch off the studio lights. Before leaving ring 9214 8101 and inform the Media Production Office that you're finished with the studio. A staff member will arrive shortly after, and you'll be free to leave.

Troubleshooting - Note that if there is a technical issue you can't resolve contact 9214 8293 for assistance**"All the video cameras are turned on and have their shutters up, but they won't appear on the TV and computer screens!"**

Go to the affected cameras and follow the connecting HDMI cords to the splitter (a small box) on the ground in the stage area, the cords are colour coded with tape. Make sure they're all plugged in and connected.

If that doesn't solve the issue, go to the production area and go to the rack where the Mac Pro is located. Above the Mac Pro there's a silver box with two screens on it, on the back side to the very bottom left of this device is a black power cable, unplugged that and plug it back in, this will hopefully fix the issue.

"How does the teleprompter work?"

The teleprompter, which is attached to the larger camera in the studio, is connected to a computer located to the right of the stage area. Turn this on, as well as the teleprompter. The display on the teleprompter screen, which the presenter will see, will show what the PC displays. Open whatever program or software you need for the production.

"I want to use the green screen!"

Unfortunately the set in the TV studio is blocking the green screen and it's too time consuming to take down and put up again. Because if this the green screen currently cannot be used.