



Digital Media Suite

ADP Center for Learning Technologies

To set up the Display Monitor, Camera and Microphone Pack(s):

1. Turn on Display Monitor (**A**) using the remote control labeled Display Monitor Remote or pull down green screen.
2. Find the HDMI cord (**B**) on the cabinet and connect the device with your presentation. This will appear on the Display Monitor (**A**).
3. Insert a blank USB Flash Drive into the Control Panel (**C**).
4. Using the remote control labeled "Camera Remote Control", select from the 3 presets. Do not reach up to touch the Camera.
5. Each studio has one microphone pack (**E**) stored inside the Cabinet. Simply turn the mic pack on. Additional mic packs can be arranged at the front desk.

To start recording:

1. When ready to record, switch the Studio Lights (F) "On", press the "Record" button on the Control Panel (**C**). It will blink for 3 seconds, then you're live.
2. If you're recording several clips, please note that pressing "Pause" instead of "Stop" will create one long video, not multiple clips.
3. When done recording, press "Stop". The light will blink until it is safe to remove your USB Drive. The USB Drive now contains video content, so don't leave it behind!

WARNING: Do not remove USB Drive if light is still blinking. You must allow time for content to be written to the USB Drive.

Before exiting the studio room, please also:

- Double check the mic pack(s) is/are "Off" and stored in the cabinet.
- Place the HDMI cable and remotes on the cabinet counter.
- Turn lights (Room and Studio) "Off".

