

Users Guide - RJC Studio Room 241

- 1 Upon entry to the studio the lights will turn on and you will be greeted with the following screen:



Users will need to provide a USB Flash Drive with sufficient free space to record the intended session.

*Note: this USB Drive cannot be the same drive you are delivering your presentation from, as it will plug into the recording system, not your laptop, or the room PC.

A note about video: The system records a high definition MP4 at 1080p, file sizes are approximately 3Gigs for every hour of video.

- 2 Once your USB device is recognized, select your content source and connect your PC* (optional).



Camera Only – if you do not have an accommodating PowerPoint presentation (if selected jump to Step 4)

Laptop – if you are delivering content from your own laptop. The system accepts **HDMI** input only. Some adapters are provided, but it is best to bring your own if you intend on connecting your laptop.

Room PC – Make this selection if you are delivering content using the PC provided in the room.

3. Select how you would like your content displayed



Picture in Picture – Presents the user on camera (small) in the bottom corner, with the presentation (large) on-screen.

Presenter Over Content – Uses the green screen functionality of the studio to provide the presenter overlaying the presentation

Interactive Display – The studio provides users a large touch enabled screen to present to. Note the screen will need to be moved into place (markings are on the floor).

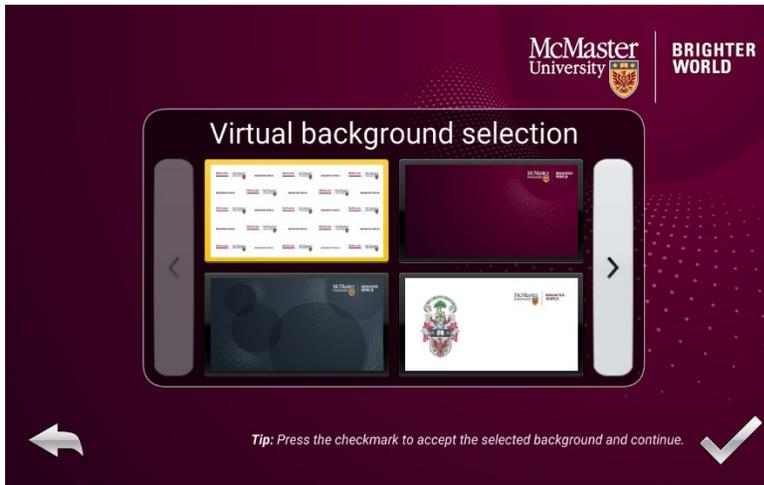
*A note about the Interactive Display: This is a backlit screen being shot by the camera, although your presentation will display properly, all colours may not be captured by the camera equipment. It is advised that you use high contrast colours for text and graphics to display properly for your final recording

4. Select theme (Background)

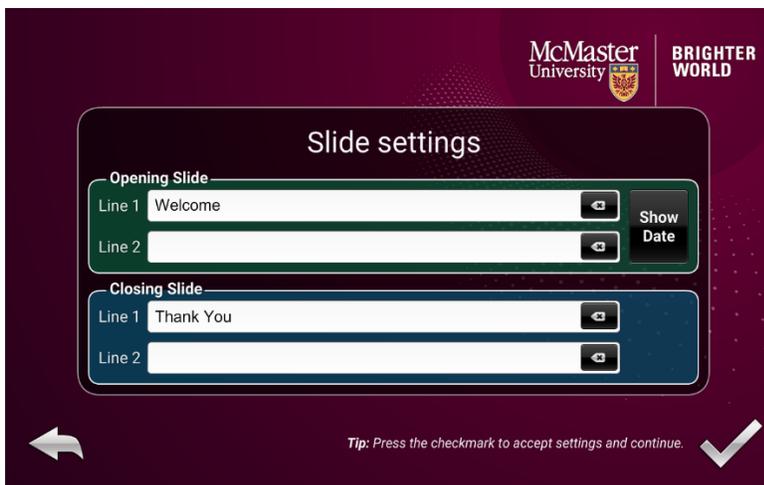


The studio provides several options for recording video. The black drapes that wrap the room provide acoustic insulation, but also provide a backdrop option. Users can select the McMaster branded background, or a virtual background. Several virtual backgrounds are loaded into the system, or users can shoot against a green screen and add any background using post-production software.

5. If Virtual Background is selected, scroll through the preloaded options to make a selection



6. There is an option to title the presentation with a welcome slide and/or closing slide

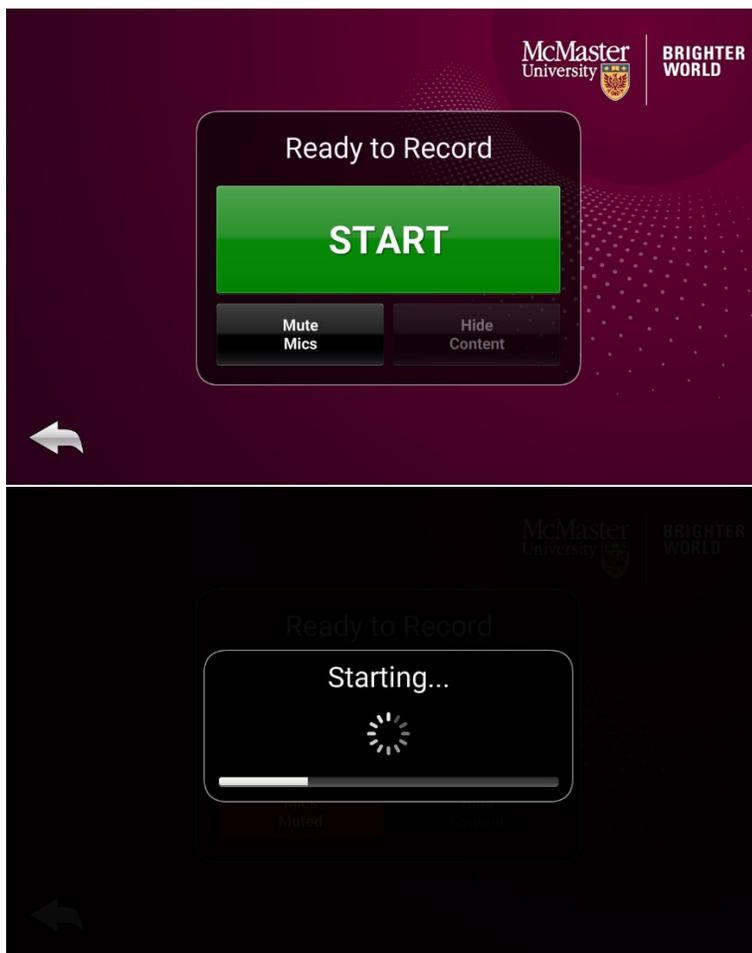


7. Before recording, adjustments can be made to the camera



Users will see how the video will be displayed on the large preview monitor in the room

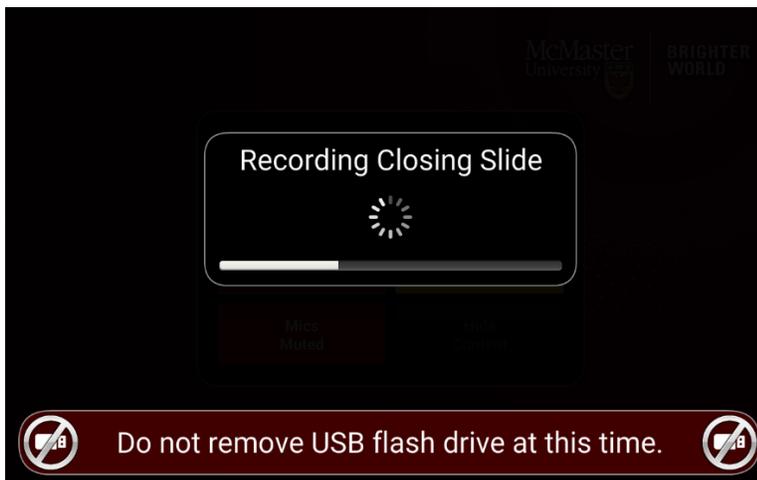
8. To begin recording, select Start. The system will provide a 10 second countdown before the recording actually begins.



9. While recording - Users can Pause or Stop the Recording



10. When finished, select Stop.



The system will finalize the recording. It is important not to eject your USB drive while the system finishes the recording process.

11. Once finalized the following will display:



12. Eject your USB media and return the studio to the state as upon entry.



RJC Studio Room 241 Photos

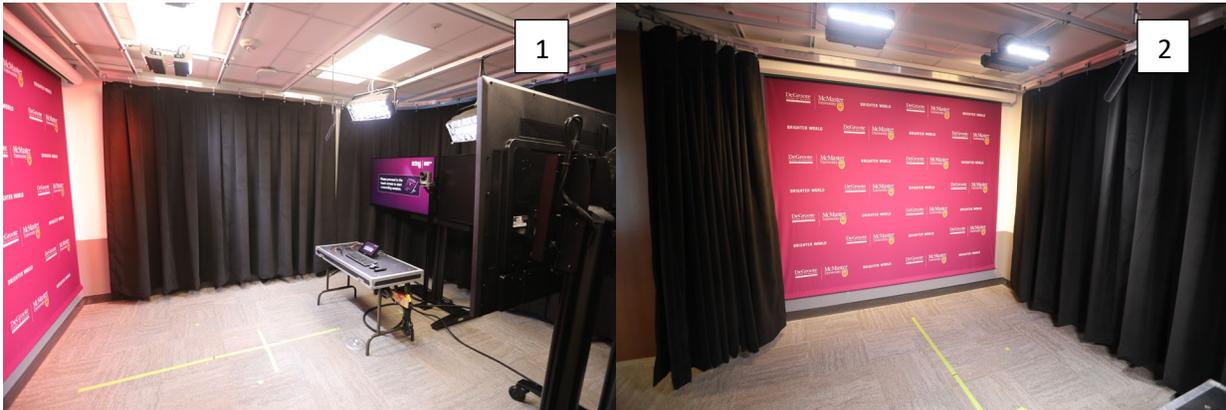


Photo 1 and 2 show the studio with the McMaster/DeGroote branded backdrop. Markings on the floor indicate where the user should stand when presenting (behind the T-line).

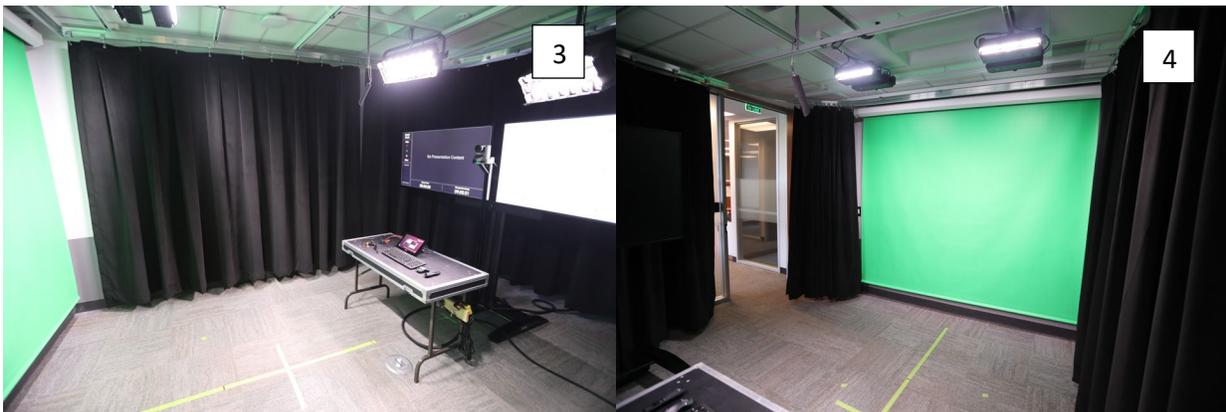


Photo 3 and 4 show the studio with the green screen option selected as the backdrop.

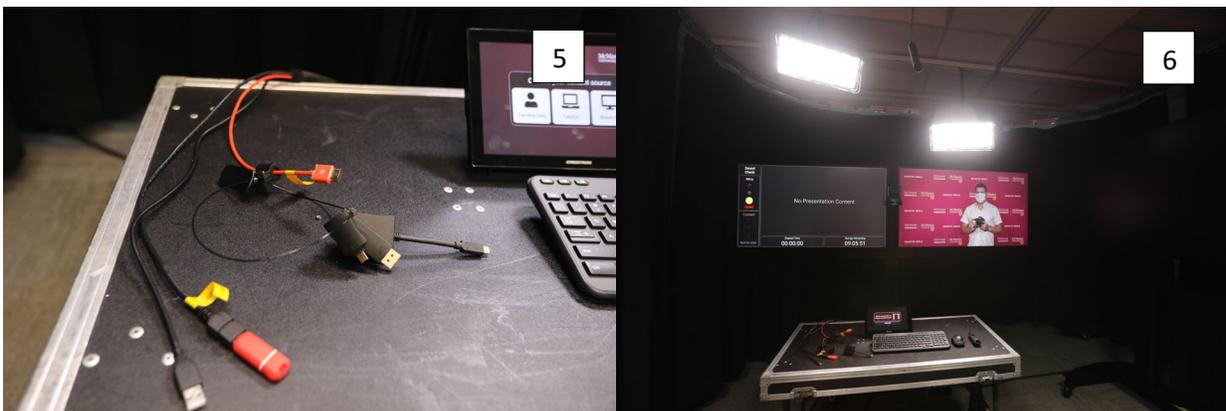


Photo 5 includes a user laptop connection (HDMI), available adapters, a USB connection for connecting to the presentation clicker available (optional) and USB input for recording media

Photo 6 provides an example of what the presenter will see through the presentation monitor (left), and the preview monitor (right).