Basic Room Setup
Instructional Media Production Suite

1. You can find the Instructional Media Production Suite in the Medical Science Building Room 143 at the back of the office.

2. Once in the Instructional Suite, flip the two light switches inside the room.

3. Turn on iMac with the power button found at the back bottom left corner.

4. Log into the Guest Faculty account. Password can be found in the room on the speaker.

5. Once the iMac is booted, from the bottom dock, select the program you wish record in (either Ecamm Live or Camtasia).

6. To turn ON the 4K Camera, flip the switch on the top left corner forward and then remove the lens cap.
7. To turn **ON** the two key lights and ring light, find the Stream Deck on the desk. Press the **All Lights** button to turn on all the lights **ON** or turn **ON** the individual lights using powers buttons to the left. You can also adjust the intensity and temperature of light.

8. ![Stream Deck Image]

9. Within the room you have two options for microphones, a **lapel mic** and **dynamic mic** with on an articulating arm.

10. These microphones are controlled by the USB Audio Interface on the desk.

11. To control the volume on either microphone you can use the labeled dials on the left of the Audio Interface. Be sure when testing your microphone that the lights from the level meter don’t enter the red.

![USB Audio Interface Image]
12. Within the room, you have the options of recording at your seat or standing. If you’re looking to record while sitting, you can use the lapel microphone or the dynamic microphone. If, however, you’re looking to record while standing, you’ll need to use the lapel microphone, so you are mobile.

13. When using the lapel microphone, it’s best clipped to your shirt near the bottom of your neck.

14. When using the dynamic mic, extend the microphone out to just under your mouth.

15. The two large speakers are also controlled by the Audio Interface. The large blue dial controls the volume and the small grey dial in the top right corner controls whether the microphone input or the computer sound is playing through the speaker.