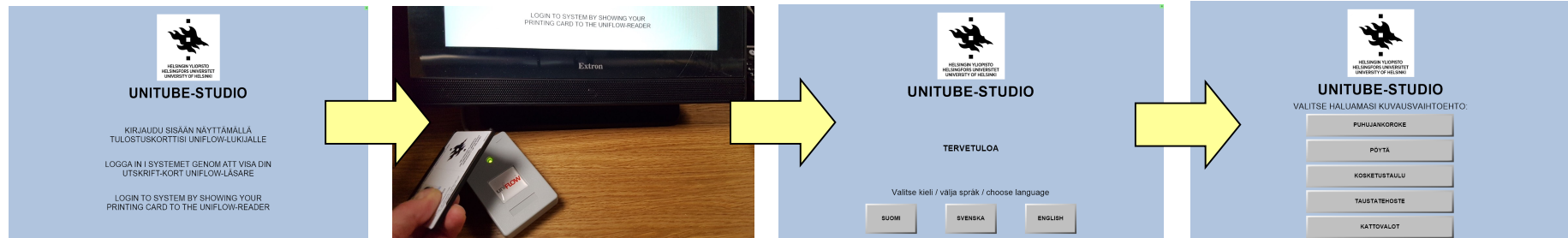




Starting the system



Show your printing card to the card reader. Choose a language and a shooting setup (Don't use "Background effect"). The camera(s), microphone(s) and lights start up accordingly. The control panel opens up.

Info about the system

Log in with your printing card. The card has to be registered with your account at least on the previous day.

Having signed in, chosen a shooting setup, image sources, (A,B) and their layout, a video image should appear both on the control panel and the large preview monitor.

Recordings are automatically saved to your account in the Unitube loader (<https://lataamo.helsinki.fi>), where you can download them later for editing or link them e.g. to a Moodle course. Videos are not saved to the studio computer.

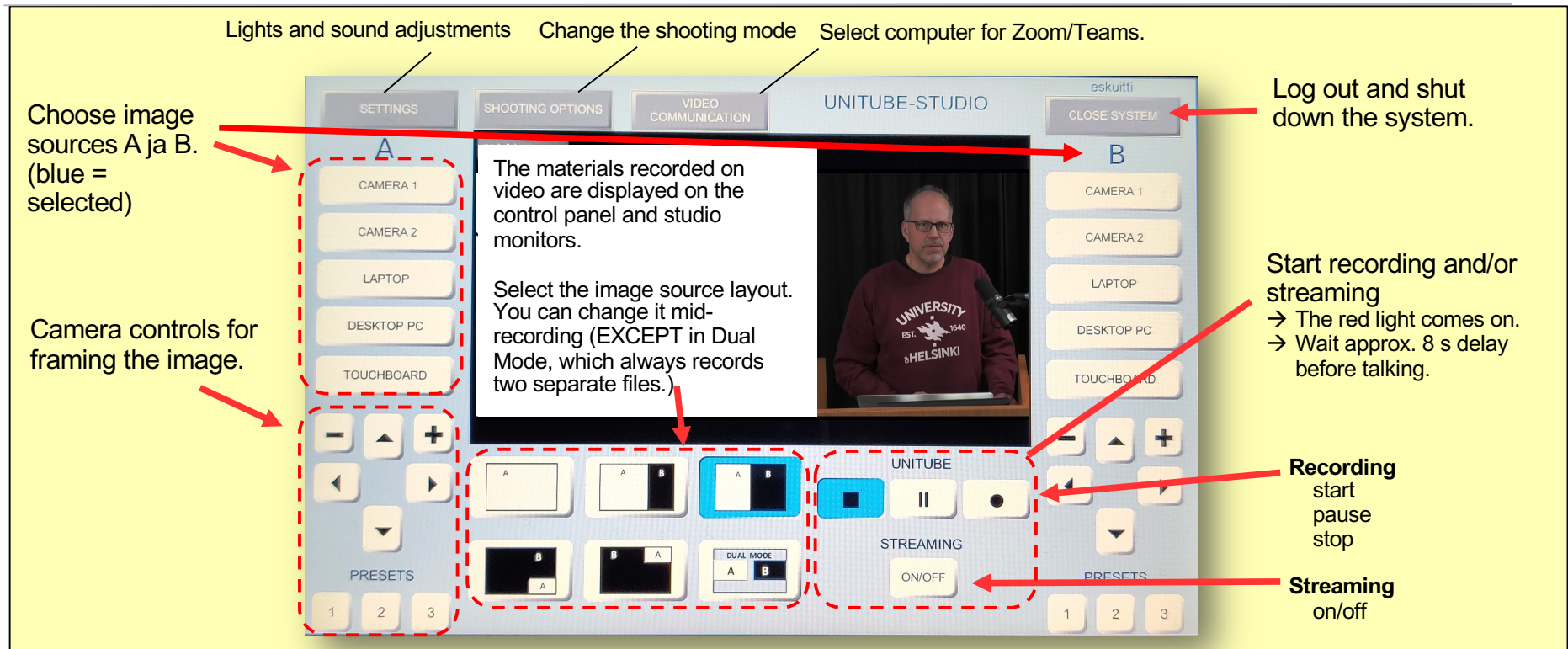
It is also possible to livestream video alongside recording. Cameras and mics can also be used in Zoom/Teams: connect a laptop with the provided USB cable or use the desktop computer in the studio. Select the computer on the Video communication page within the control panel.

Preparations

- Organize the shooting scene: furniture, equipment, props, notes, direction of the preview monitor.
- Attach a laptop or log in to the studio computer, choose the image sources and layout, frame the image. See instructions on the other side.
- Confirm the microphone(s) to be used in the sound settings (= button in white). Replace if necessary.
- Listen to the speech with studio headphones before recording. Speak into the tripod microphone 20-30 cm away. You can also listen to the live streaming (see the link and QR code in the another paper). You can adjust the volume in the settings.
- Ensure the lighting of the scene. Adjust as needed from the control panel settings (Shooting Lights).
- Select Dual Mode if you want to save e.g. camera images separately. Set the image sources (A & B) ready and do not switch during recording. Only one image source is shown in the panel, even though both are saved as different files.



How to use the control panel



During recording

- NOTE: Make all camera and light adjustments from the control panel. You can move the camera and microphone on the stand, but do not touch the equipment mounted on the ceiling.
- Look at the camera you are using (the "viewer") as much as possible. Pause the recording if necessary with the button.
- Remember to speak close to the tripod microphone (if used).
- If the correct image is missing, try changing image sources.
- Changing the image layout can black out the monitor for a while. However, the black box is not recorded.

After working

1. Stop recording with the stop button on the control panel. The video is transferred to the Unitube loader for processing.
2. Turn off the system from the button in the upper right corner.
3. If you have moved furniture or boards, return them to their correct places (see instructions in the speaker's booth).
4. Don't turn off the studio computer, just log out if you used it.
5. Turn off the wireless mouse and keyboard.
6. Turn off overhead lights when you leave.