

Welcome to the Multimedia Studio at the Harry Deppert Learning Commons, room 111D! This facility is designed for the easiest possible use by students and faculty to create DIY videos for assignments and courses. Please follow the instructions and you should have no difficulty using the space! Remember that you are responsible for the equipment. If you find something broken or working incorrectly, please report it to the library staff immediately.

BEFORE YOU START

1. Have you filled out a reservation form either online or at the library associate desk? You cannot use the studio without booking in advance. You can reserve the room online using this link: <https://hdlc111d.youcanbook.me> If the studio is not already reserved you can book time as a walk-in, you must fill out a paper reservation at the HDLC library associate's desk.
2. Do you have an SD card? **You will need to provide your own SD card to record your video.** An SD or SDHC card between 8-64 gigs is recommended. Many people have SD cards already, if not they are available online and at stores like Target, Walmart, and Staples. The campus store at the New Castle campus also stocks them, and the campus store at the Wilson Graduate Center may also have them in stock. The wall mounted camera records in 1080p HD video. *An 8 gig card will record approximately 45 minutes, a 64 gig card will record over 5 hours.*
We recommend writing your name on your SD card in case it gets lost.
3. The computers in the HDLC computer lab just next door all have SD card slots in them for viewing your video, uploading to Blackboard/Kaltura, and saving to other devices.
4. If you're going to use the green wall for a chroma key, **remember not to wear anything green!**

STEP 1 – POWER ON!

- a. The black power strip below the camera needs to be turned on. It will light up red and the lights mounted near the ceiling will turn on.



These are cool-touch lights that do not generate any additional heat. Please give them about 5 minutes to come up to full brightness before you begin recording. The lights will come on automatically when the power strip is turned on.



- b. The camera can now be powered on, the power button is on the right side when you face the camera, outlined in gold:



- c. **This is a touch screen device, the camera is pre-set to “auto” mode. Please do not change any settings.** Once the camera is on, the screen on the camera will show you the room/your shot. The screen is rotated towards the front so that you can see yourself while recording.



STEP 2 – INSERT AN SD CARD

- a. **You will need to provide your own SD card before coming to record.** The camera takes standard SD and SDHC cards, we recommend using a card between 8 and 64 gigs. The SD card slot is on the right side, near the power button. Insert the SD card **GENTLY** with the label facing you. Note that the card is inserted at a slight angle, towards the front of the camera.



- b. Push the card in fully until it locks in place. The card slot is spring-loaded, similar to the slot in a computer, digital camera, etc.



- c. The SD card slot needs to be closed before you begin recording.

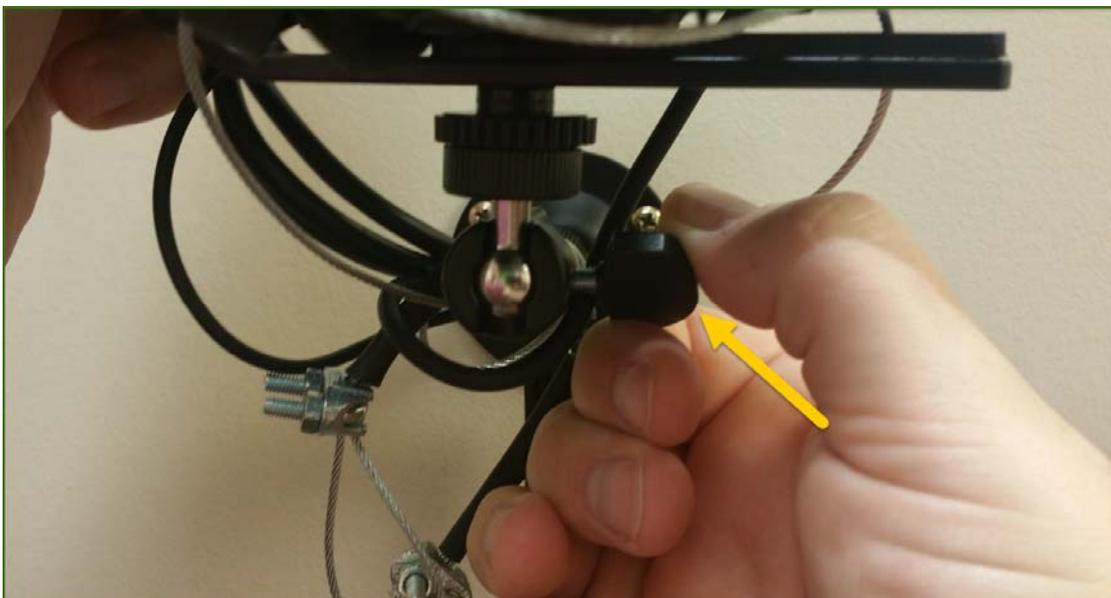


STEP 3 – ADJUST THE CAMERA (if needed)

- a. You can adjust the camera by loosening the thumb screw near the bottom. Hold the handle to the left of the camera and grasp the thumb screw attached to the ball joint on the bottom.



- b. Loosen the thumb screw, adjust, the camera, and retighten. Repeat as necessary.



- c. Check your shot by looking at the screen. Adjust if needed. Below you will see an example of appropriate framing for a simple head-and-shoulders shot. This is perfect for a presentation, assignment, speech, lecture segment, etc.

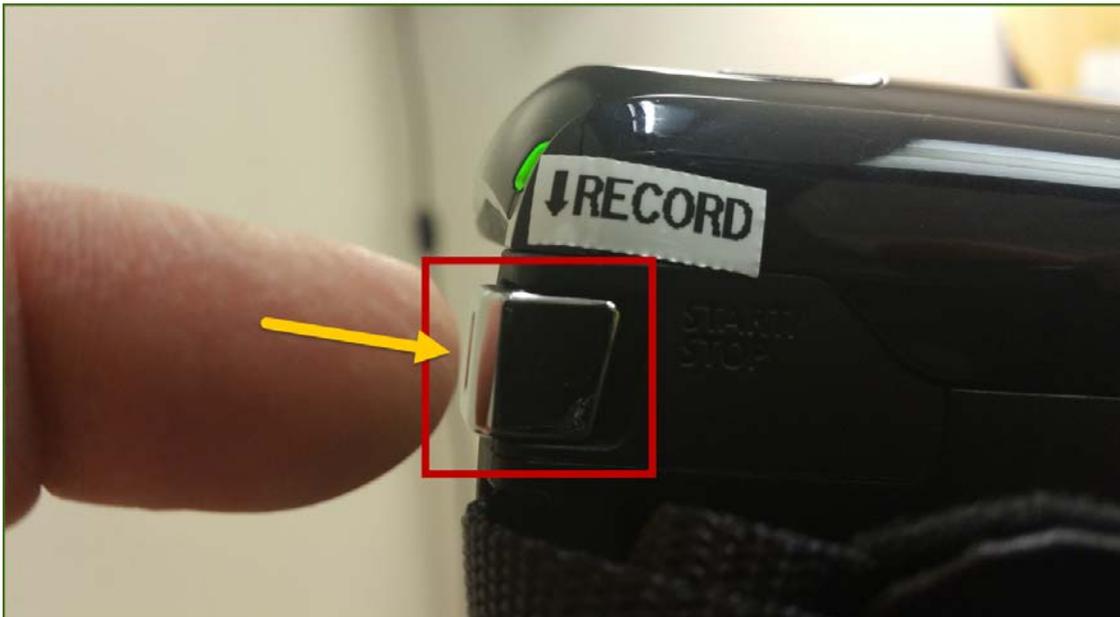


- d. The zoom control is on top of the camera. Adjust the zoom by pressing the button in either direction to zoom in or zoom out, as needed. Check your shot by looking at the screen.



STEP 4- START RECORDING!

- a. The **RECORD** button is on the left side at the back of the camera, near the wall. Press the button to start recording! Press again to stop your recording.

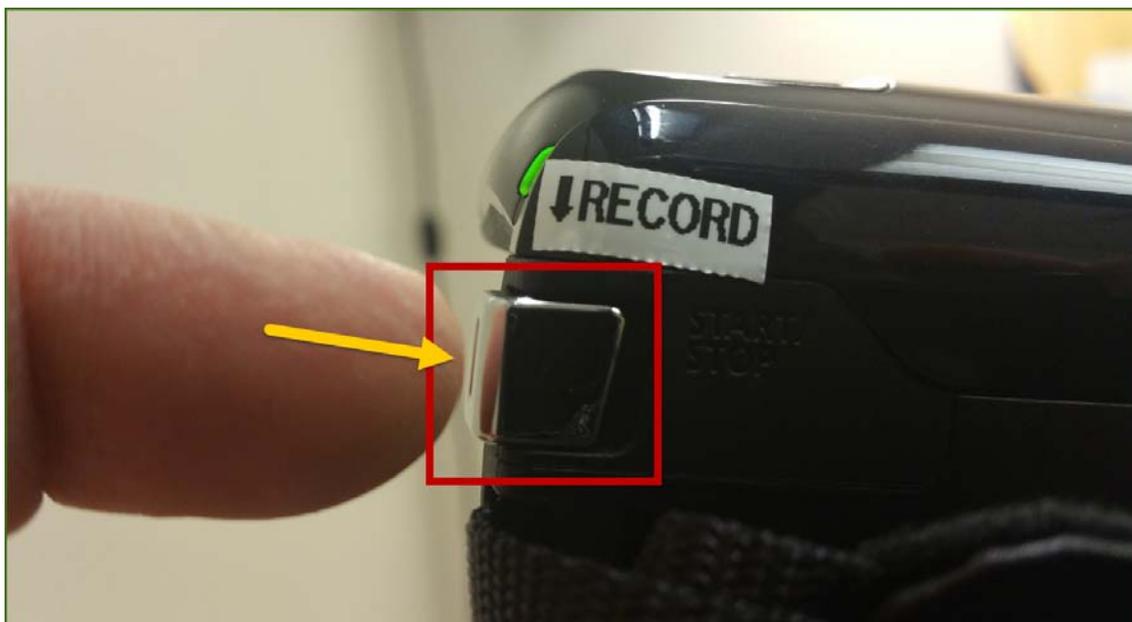


- b. When you're recording there is a red light on the camera as well as a red dot displayed on the screen. There is also a time counter that will count up from zero displayed on the screen. In the example below, the camera has been recording for 42 seconds.

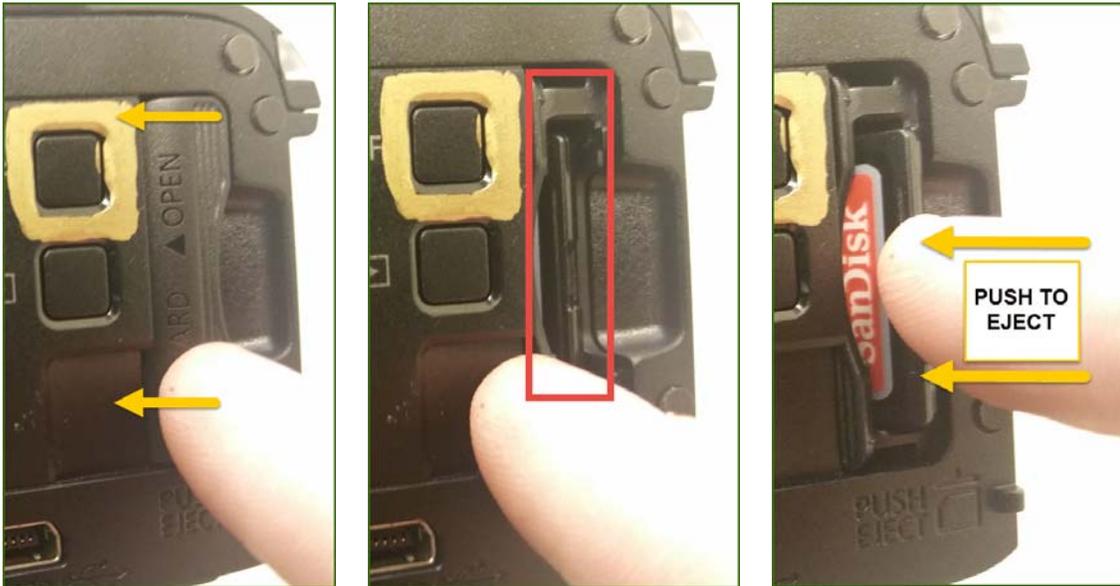


STEP 5 – FINISH!

- a. When you're done, press the RECORD button again to stop the recording.



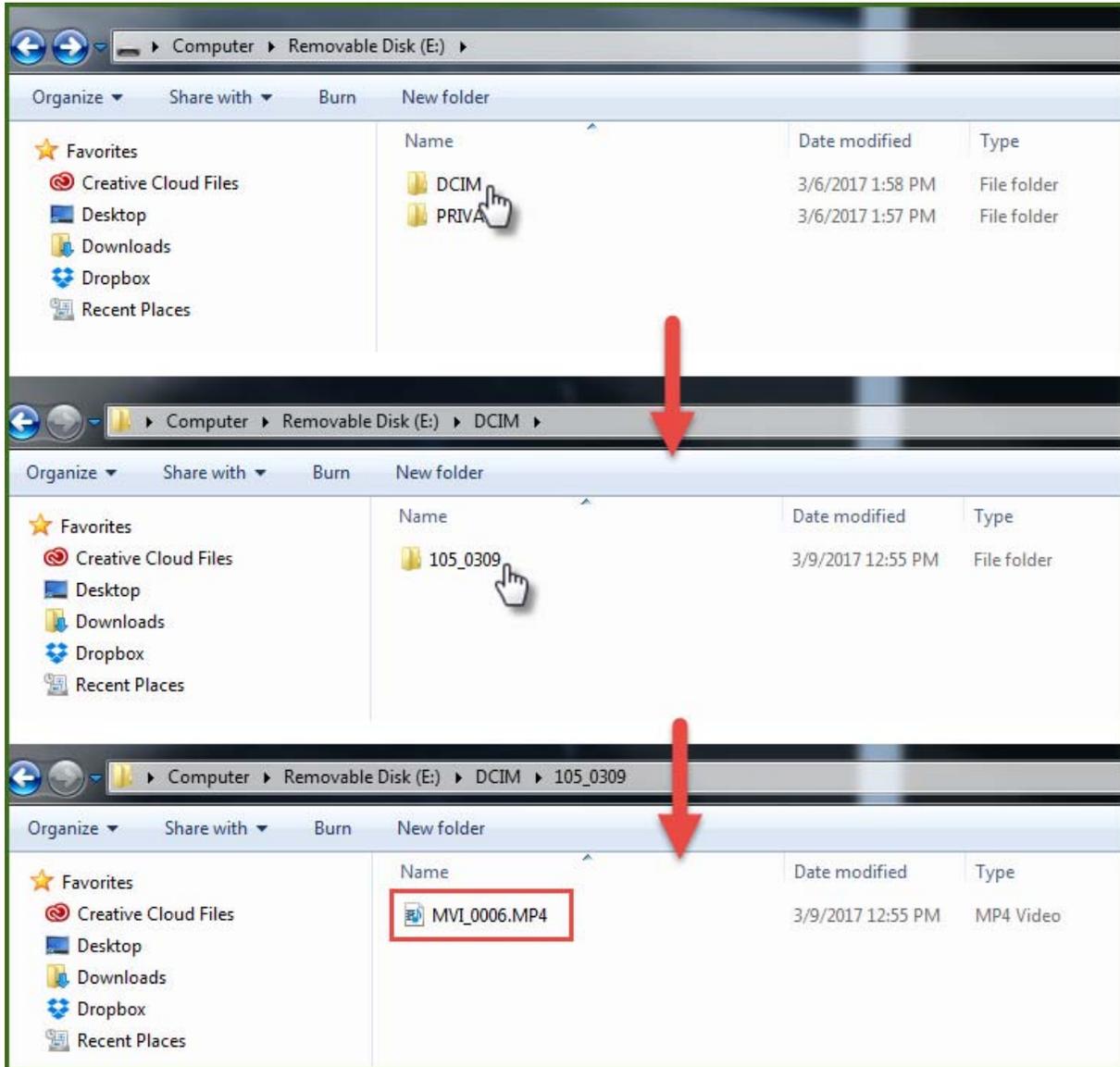
- b. Open the SD card cover and eject your SD card.



- c. When you're done, please turn off the power strip, the camera and lights will turn off automatically. **Lock the door behind you and let the library associate know that you're finished in the room.**

STEP 6 – RETRIEIVING YOUR VIDEO

- a. Your video will be in a folder called DCIM and sub-folder with a custom ID number. Your video file will also have a custom ID number. The video is a standard MP4, you can rename the file to whatever you wish.



MP4 files are universal video files that will work on PC, Mac, or any other computer system. They can easily be played back in your default media player.

FURTHER INFORMATION

The green wall can be used simply as a green background, or it can be used to chroma-key in animations, other videos, PowerPoint slides, images, etc. Free programs like iMovie and Windows Movie Maker along with many other free programs support chroma-keying or “green screening.” Google phrases such as “chroma key with iMovie” or “green screen with Windows Movie Maker” for plenty of free articles and resources.

If you have access to professional video editing software such as Adobe Premiere or Final Cut Pro those also have green screen chroma key support.

If you will be doing a chroma key later, the most important thing to remember is **DO NOT WEAR GREEN!** Anything green will disappear in your final video when you replace the background. This includes your clothing, your WilmU ID and lanyard, anything that is green. If you are simply going to keep the green wall as your background you do not need to worry about this.

You should not need to use the wall mounted Aura lights on the green wall to do a simple chroma key using the camera included with the room. Those are only necessary for more advanced video shoots. Please do not touch them, as they require more training to use. Contact multimedia@wilmu.edu if you have a more advanced video shoot with a professional camera and need to learn to use the green wall mounted Aura lights.

Everything you need to begin recording is included in this document. If you find a piece of equipment broken or working incorrectly please report it to the library resource staff immediately.

If you would like assistance with using the equipment the library resource staff can give you a quick overview. If you require more advanced training please contact multimedia@wilmu.edu