



HOW TO USE THE STUDIO

- 1 TURN ON THE LIGHTS**
Turn on both of the light switches located on the wall next to the cart.
- 2 TURN ON THE CAMERA**
By gently pressing the "ON/OFF" button on the side of the camera.
- 3 TURN ON THE COMPUTER**
Wake it up by clicking the mouse button and then clicking "Sign in."
- 4 COMPLETE THE SURVEY**
Fill out the brief survey that pops up, then close the survey window.
- 5 BLACKMAGIC MEDIA EXPRESS SOFTWARE WILL LAUNCH AUTOMATICALLY**
- 6 PLUG IN A FLASH DRIVE**
Insert a flash drive (ideally 4GB or larger) into the USB hub on the cart.
- 7 RECORD YOUR FOOTAGE**
Click "Capture" in the Blackmagic Media Express software to start and stop recording. Each separate recording will appear as a different file in the left-hand side of the software's window.
- 8 REVIEW YOUR FOOTAGE**
Double click the footage icon on the left and your recording will automatically playback. Use the headphones attached to the cart to listen to the footage.
- 9 SAVE YOUR FOOTAGE TO A FLASH DRIVE**
All of your footage automatically saves to a desktop folder titled "Output." Minimize the Blackmagic Media Express window and open the "Output" folder. Find the files you want to keep within the "Audio & Video" folder and drag and drop them to your flash drive.
- 10 POWER DOWN THE STUDIO**
Close the Blackmagic Media Express program (when prompted to save click, "Don't save"); Eject and remove your flash drive; Turn off the camera; Turn off both light switches.
- 11 CHECK OUT AT THE 2ND FLOOR DESK**
Return the remotes bag to the desk. Ask about how to get help editing the footage you just recorded.