VIDEO EXPRESS
CONTROL TABLET GUIDE

1. **LOGIN**
   Login using your Purdue career account username and password.

2. **SYSTEM STARTUP**
   The system will turn on the camera, reset settings, and launch the recording software.

3. **CONTROL SCREEN**
   From here open the tabs at the top to make adjustments to the recording settings.

4. **TABS**
   Each Tab controls something different. See the options below and on the back. Once you have made these adjustments you’re ready to record.

5. **RECORD**
   Start recording by pressing the **RED** button.

6. **STOP RECORDING**
   To stop the recording press the **Black** button.

7. **LOGOUT**
   When done recording press **Logout**.

**YOUR VIDEOS CAN BE ACCESSED AT**
https://videoexpress.purdue.edu

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**CAMERA TAB**

**1. CAMERA CONTROL**
   Move the camera by pressing the arrows, Zoom in or out by pressing the + or -.

**TELEPROMPTER TAB**

**1. TELEPROMPTING**
   There is a separate tutorial about this feature.

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**PROFILE TAB**

**1. THEME (BACKGROUND)**
   Change the background image here. Custom will give the most options.

**2. LOWER THIRD**
   This title area will run at the beginning of your video. It is an ON or OFF feature.

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Presentation Tab instructions on the back...
**VIDEO EXPRESS**

**CONTROL TABLET GUIDE**

**TABLES**

**PRESENTATION TAB** *(Is used to show the content from the Presentation PC.)*

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>OVER THE SHOULDER IMAGE</strong> Toggles between presenter with over-the-shoulder content window or without.</td>
</tr>
<tr>
<td>2</td>
<td><strong>ON (Default)</strong> At start up the system is set to be on with the over the shoulder content box.</td>
</tr>
<tr>
<td>3</td>
<td><strong>OFF</strong> Will take the over the shoulder window away. Showing the presenter and background only.</td>
</tr>
<tr>
<td>4</td>
<td><strong>FULL</strong> Allows for the content window to occupy the entire screen with the presenter in front of it.</td>
</tr>
<tr>
<td>5</td>
<td><strong>SWAP</strong> Toggles the over the shoulder box from small image with presenter to full screen image without presenter.</td>
</tr>
<tr>
<td>6</td>
<td><strong>GREEN</strong> This option is used when the background image will be added later. There is a separate tutorial about this feature.</td>
</tr>
<tr>
<td>7</td>
<td><strong>LIGHTBOARD</strong> This option is used to display the content in front of the presenter, while still seeing the presenter. There is a separate tutorial about this feature.</td>
</tr>
<tr>
<td>8</td>
<td><strong>RECORD</strong> Now you are ready to record.</td>
</tr>
</tbody>
</table>
Leadership Communication Studio
START UP GUIDE

1. Turn on lights

2. Start Wacom Computer #3

3. Plug in USB to Computer #4 or download media from email/cloud/online

4. Open chrome on Computer #3 and sign into Video Express using career account

5. Wake up Control Tablet #5
1. Attach lapel microphone to shirt or coach.

2. Speak as if you are addressing a classroom.

3. Audio Mixer #9 displays output levels in green & amber.

4. IF: Output levels are not green
   THEN: Adjust mic closer towards mouth or speak louder.

5. TIP: Do not record with noisy clothing such as winter coats.
1. IF: Recording monitor does not turn on automatically
   THEN: Use remote #8 to turn on

2. IF: Other problems occur
   THEN: Contact the Parish I-Desk for assistance
Leadership Communication Studio
Filming Guide

1. Adjust the camera to your height and distance.

2. Choose your background screen and any logos you want.

3. Select your desired mode of presentation.

4. Click record to start your recording. An introduction montage will play before you start.

5. Click “stop recording” when you are done recording.
Leadership Communication Studio
SHUT DOWN GUIDE

1. Turn off Wacom Computer #3

2. Log off of Computer #5

3. Remove USB from USB Port #4

4. Put all items back in their places

5. Check the room for misplaced items and belongings. Turn off all lights.