

# Using the Leadership Communication Studio

**\*\*Most everything in the LCS is labeled**

**\*\*\*Please go through the instructions step by step and start wrapping up your recording session about 10 minutes to the end of your appointment**

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**\*\*\*\*The Library I-Desk can help with studio questions if needed**

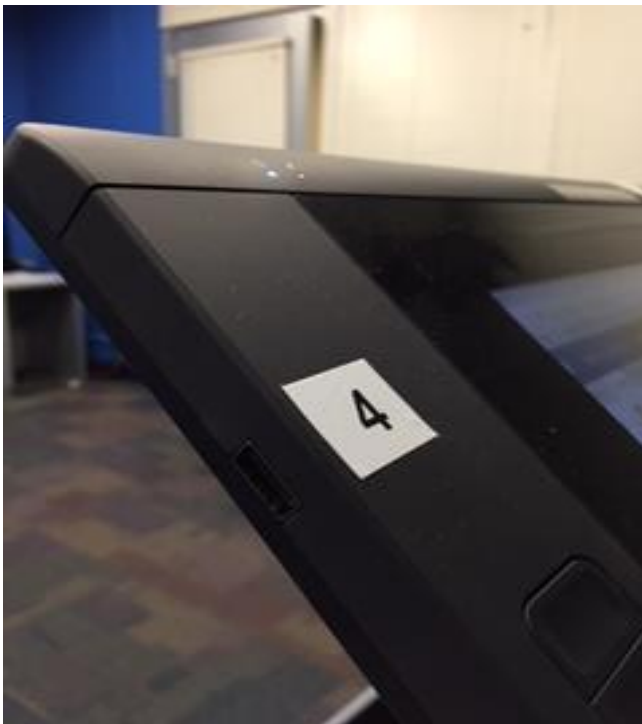
1. Turn on the Studio Lights #1 (to the right after you open the door)
2. Turn on the Room Lights #2




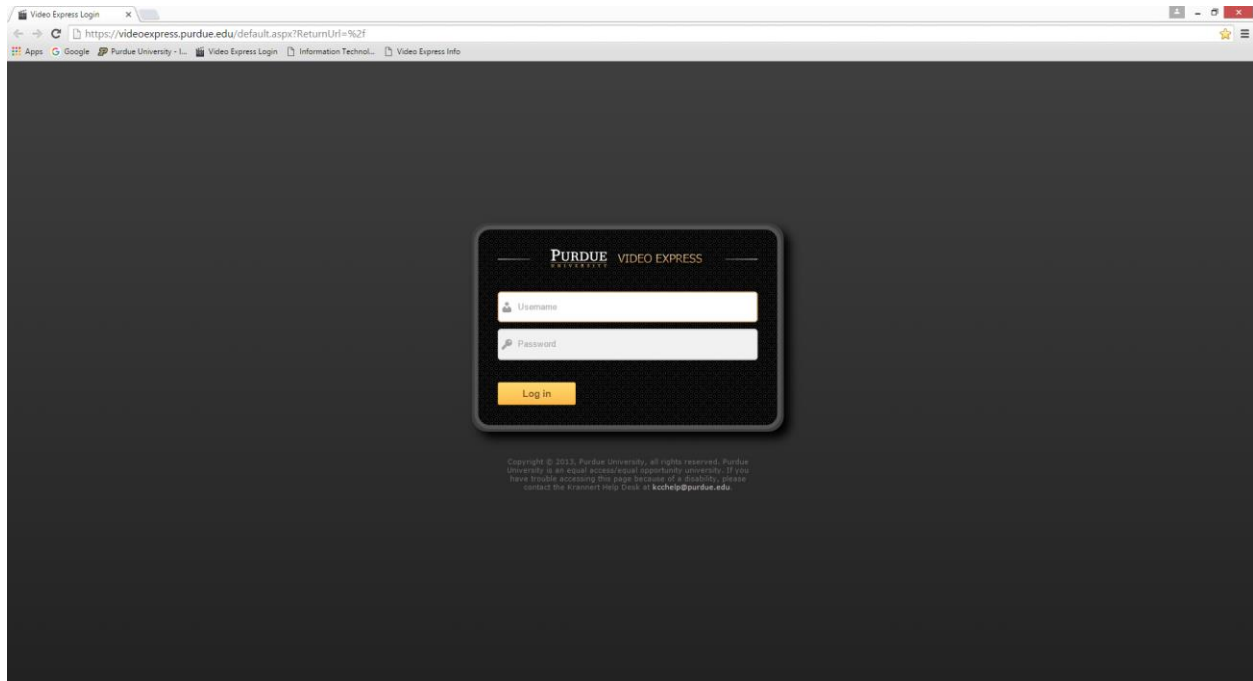
3. Wake up the Presentation Computer #3 by clicking the mouse (THIS LARGE TOUCHSCREEN COMPUTER IS IN THE CENTER OF THE ROOM)



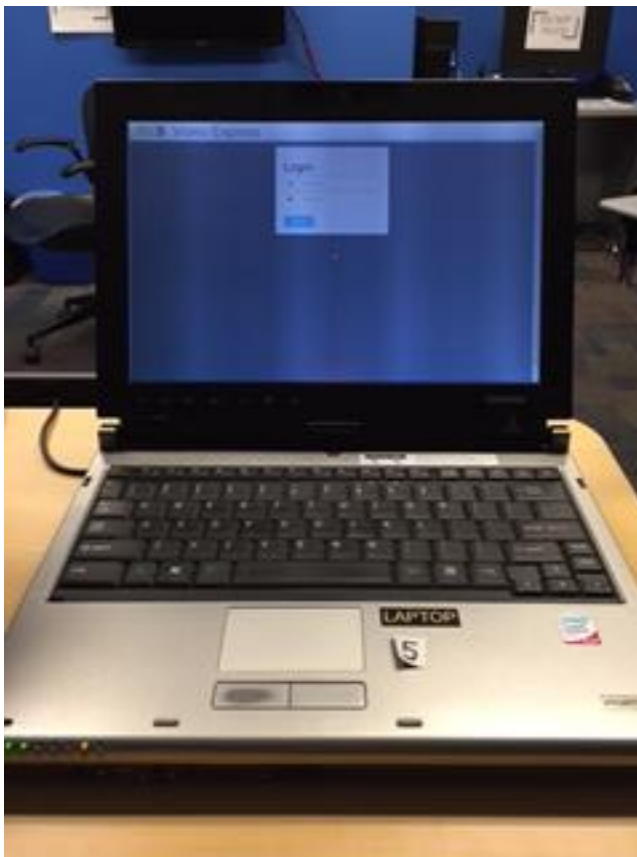
4. Plug in your USB drive if you have one (#4) otherwise get any presentations (powerpoint, etc) from cloud/email/online



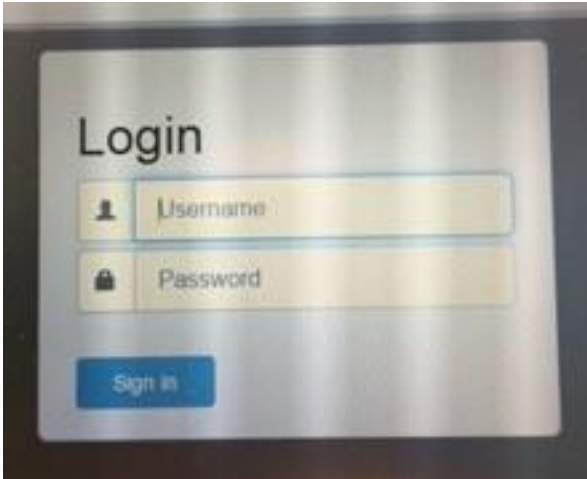
\*\*Open up Google Chrome  on the Presentation Computer, sign in to Video Express, it's the default homepage (use your career account login)



5. Wake up the Control Tablet (Laptop) #5 by using the keyboard or touchpad mouse



6. Log on to the Control Tablet (career account login)



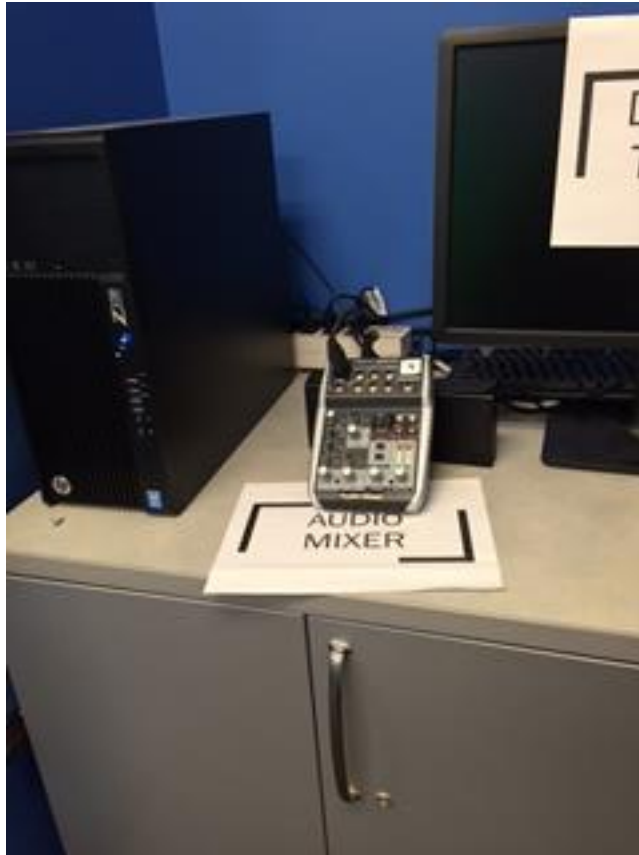
7. Control Tablet system automatically starts up (takes 1-2 minutes)
8. **Only if the Confidence or Recording Monitor does not automatically turn on after the Control Tablet finishes** should you use the remote control #8 to turn it on (directly next to the clock, front of the room, above the camera)
  - a. You have to be logged in to the Control Tablet (#5) for the Confidence Monitor to turn on, it should turn on, on its own, if not then use the remote
  - b. Use the remote control (#8) to do this by pushing the red power button



9. Perform Sound Check



- a. Attach laval microphone to your shirt/coat
- b. Speak as if addressing a classroom
- c. The audio mixer ( #9, silver and black soundboard) displays output levels in green & amber
- d. If output levels don't show green, adjust the mic closer to your mouth or speak louder
- e. Presenting with the laval mic is critical for all team members individually if presenting as a team



**10. You are now ready to start recording!**

- a. The image below is for getting to know the Control Tablet (laptop) screen, which is what you use to record and control the recording

The image shows a laptop screen displaying the 'Video Express' control interface. The interface is divided into several sections: a top header, a central area with a large red 'Start' button and a green 'Stop' button, and a right-hand sidebar with various icons. Handwritten annotations in black ink are present: 'Swap' with an arrow pointing to the 'Swap' button; 'Start/Stop Recording' with an arrow pointing to the 'Start' button; 'OFF Mode' with an arrow pointing to the top of the interface; 'On Mode (Default)' with an arrow pointing to the central area; and 'Full Mode' with an arrow pointing to the bottom of the interface. Three callout boxes provide details: 'No Presentation Computer Screen shown in the recording' (pointing to the top), 'Presentation Computer screen shown in the upper corner of the recording' (pointing to the top-right), and 'Presentation Computer screen is the only background shown in the recording, with presenter in front' (pointing to the bottom).

- 11. Start recording, a brief introduction graphic (Purdue or Krannert logo) will play across the screen for about 6 seconds
  - a. After the intro screen you are live, begin presenting.

- 12. When you are finished recording, hit the same button on the Control Tablet you used to start recording

13. When your video recording is ready in Video Express you can click on it to preview it

- 14. For video sharing options please refer to the LCS website, Reserving and Using the Studio page:
  - a. Sharing your video with someone within Purdue
  - b. Sharing your video with someone outside of Purdue
  - c. Sharing your video on Blackboard for academic and other purposes