

# STUDIO NORMALIZATION

## CAMERAS

1. Unplug cameras from the junction box.
2. Wrap camera cables and wheel cameras back to the tape marks on the floor in the southwest corner of the room.

## MICS AND IFBS

1. Turn mics off and unplug them from the snake.
2. Put mics and XLR cables away.
  - a. Return mics to their corresponding cases and put them back in the furthest left cabinet on the east wall.
  - b. Return XLR cables to the pegboard wall above the cabinets where the mics are.
3. Return the snake to the floor near the junction box in the corner of the studio.

## STUDIO LIGHTS

1. If you moved any lights in the lighting grid, return them to their original positions.
2. Bring the Grand Master slider down to zero.
3. Turn off the power switch on the back of the lighting board.

## MONITORS

1. Unplug the monitors from the junction box.
2. Wrap the monitor cables and wheel the monitors back to the tape marks on the floor by the south wall.

## PROMPTER

1. Close Rundown Creator.
2. Log in to Rundown Creator and select the show.

## RECORDER

1. Retrieve your media from the SxS card in the recorder.
  - a. Log in to the Master Control computer. You must log in as Master Control, not as your individual login. The password is cemc.
  - b. On the desktop, navigate to and open Content Browser.
  - c. Locate allen-studio-xdcam under Remote on the left side of the screen.
  - d. Right click and select Connect.

Note: After retrieving your content, you must Disconnect before any further recording can happen on the recorder.
  - e. Select MEM-A

Note: Do not select any of the subfolders, only the MEM-A top folder.
  - f. In the adjacent window, highlight the clips you want to copy.
  - g. In the lower explorer window, select the PMW1000.
  - h. Drag and drop the clips from the upper window into the lower window.
  - i. Highlight the clips you just dropped into the lower window. These will be the clips that you retrieve from the recorder.

Note: Be sure to take note of the clip number associated with your clips!
  - j. In the toolbar at the top of the screen, select Clip > Import into Final Cut Pro.
  - k. Select Execute.
  - l. Your clips will be in Output Media > PMW 1000 > your clips.
  - m. Copy your clip from the Output Media folder to your own hard drive.

Remember to go back and disconnect the recorder so that the next user can record content.

## PHOTO GEAR

1. Return all lighting equipment, electrical accessories, and backdrops to the cabinets near the peg boards on the east wall.



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## **SWITCHER**

1. Close Broadcast Pix.
2. Make sure you have all of your media backed up. Media in the switcher is erased weekly, so do not use the switcher or switcher computer to store your media.
3. Shut down the switcher computer.

## **GENERAL**

1. Recycle all scripts, rundowns, and notes.
2. Stack all stools and move stacks to the side of the room.

For more information, email [support@jcomm.uoregon.edu](mailto:support@jcomm.uoregon.edu), call 541-346-0257,  
or visit the Tech Desk at Allen 319.