STUDIO SETUP CHECKLIST

CAMERAS

1. Wheel the cameras out from where they are parked and place them on the floor markers that correspond with the camera number. Use large wheels on camera pedestal to steer.

2. Plug in cameras at the junction box. Each camera has four cables, each with corresponding labels on the junction box:

    a. Green camera cable

    b. Black teleprompter cable

    c. Black com cable

    d. Red or orange power cable

    e. White tally light cable

3. Set zoom, focus, and iris

    a. Zoom is on the right handle. If the camera does not zoom, check to make sure that the zoom control is plugged in. It is a small cable on top of the control on the right handle.

    b. Focus is the large wheel on the side of the left handle.

    c. Iris is the smaller wheel on the top of the control on the left handle. If the camera is turned on but the viewfinder is black, adjust the iris.

MICS AND IFBS

1. Move audio snake into place. For productions on the news desk, this is usually on the floor near the anchor chairs behind the desk.

2. Use an XLR cable to plug mics in to the correct jack on the snake. Mic labels will correspond to labels on the snake.

    a. Mics are in the furthest left cabinet on the east wall of the studio.

    b. XLR cables are on the pegboard wall above the cabinets where the mics are.

3. Plug IFB box in to the correct jack on the snake. Ex. Anchor 1 should plug his/her IFB into the jack for IFB 1.

    a. IFBs are stored with mics in the furthest left cabinet on the east wall of the studio.

    b. XLR cables are on the pegboard wall above the cabinets where the mics and IFBs are.

4. Turn mics on and make sure the batteries are in and charged.

5. Turn on mic in the control room. Adjust levels as necessary.

6. Use the IFB call box in the control room to test IFBs. Adjust volume with the wheel on the IFB box.

STUDIO LIGHTS

1. If the light board is not on, flip the power switch on the back of the board.

2. Bring up the Grand Master slider to full power.

3. Turn off the house lights in the studio.

    Note: If you move any of the lights in the grid, note their original placement. All lights with clothespins (C-47s) must be returned to position after you are done.

MONITORS

1. Plug the monitors in to the junction box. Each monitor has three cables:

    a. Black camera cable

    b. Black com cable

    c. Red or orange power cable

2. Use the switcher to assign source feeds to the monitors

PROMPTER

1. Log into the prompter computer using your Duck ID.

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

3. Click on the show title and select Teleprompter to launch the full-screen teleprompter. Use the up and down arrow keys to scroll the prompter.

    a. Pressing the up arrow to scroll the teleprompter forward. The more you press it, the faster it will scroll. Pressing the down arrow will slow the speed until it stops, and then starts scrolling backward.

    b. Pressing the right arrow key will advance the prompter to the beginning of the next story. Pressing the left arrow key will move the prompter back to the beginning of the previous story.

    c. Pressing the space bar will stop scrolling

SWITCHER

1. Open Broadcast Pix.

2. Load the correct show.

    a. File > Load Show > Select show

3. Import videos and graphics into the switcher

    a. File > Edit Show

    b. Select the element you wish to edit (clips, stills, or CG)

    c. Select "Import Content"

    d. Make sure to choose "copy content" instead of "move content"

    e. Navigate to your content. Select it and choose "open" to import it into Broadcast Pix.

4. Test your videos and graphics. If any do not play, refer to the media settings guide and make sure the videos and graphics were exported with the correct settings.

5. For switcher training requests, please email support@jcomm.uoregon.edu.

RECORDER

1. Format the SxS media card in the recorder.

    a. Thumbnail > Menu > Format media ExFat

2. Press the record button once to get into recording mode.

3. When you are ready to record, press the record and play buttons at the same time. This will begin recording.

4. When you are done recording, press stop.

5. Retrieve your clips from the recorder. The next user will likely reformat and erase the card, so it is your responsibility to make sure you retrieve your media quickly.

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