



One Button Studio guide

1. To start using the One Button Studio, you should have the following;
 - A script that you have practiced.
 - A laptop to use to project PowerPoint slides you may want use.
 - A flash drive that has been formatted in FAT32. It must have at least 500 MB of free space.
2. Take the flash drive, insert it into USB hub. The flash drive is the key to start the system. Once the flash drive is inserted, the system will turn on the camera, lights and microphone. You will then see the camera's viewing area. This will let you know where your frame is and let you set up for your recording.
3. If you need to project a PowerPoint or display any type of presentation, plug your laptop in to the HDMI cable that is next to the projector. Use the projector's remote control to turn on the projector. Make sure the projector is set with the HDMI as your source.
4. You are now ready to record.
5. To start your recording, press the Big Silver button. You will receive a 5 second count down to zero when recording will start.
6. Start your presentation.
7. When you are done, press the Big Silver button again to stop the recording. The system will then compress your recording and save it to your flash drive. **Do not** remove your flash drive during this process. Once this process is complete, follow the on-screen instructions. Once you remove your flash drive, the system will turn off the lights and camera.

Your recording is now in a MP4 format, ready to edit on your desired computer system.

For a short video on how to use the system, go to: <https://www.youtube.com/watch?v=KfhyrrDG2DI>

The system in the video is different than what you will use, but it works the same.

If the system is not working as listed above, please call 432-6200 to file a problem ticket.