

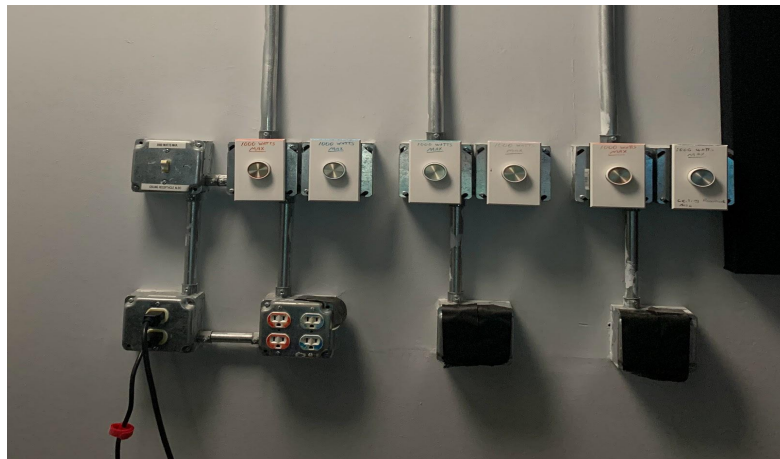
Podcast Recording Guide:

Turning on Equipment:

- Camera: Remove the lens cap and turn the switch to the “Camera” position



- Lights: Turn on the lights by flipping the switch in the back of the room (farthest left switch in the picture)
Do not leave the overhead lighting on (The switches next to the door)



- Backlighting: Behind the wood, there are three LED lightbars. Walk behind and turn them on.



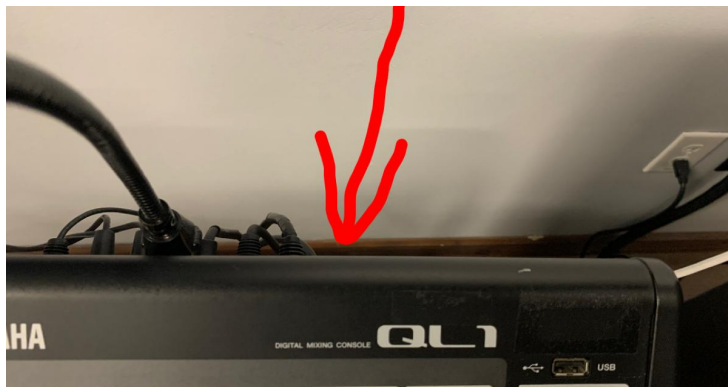
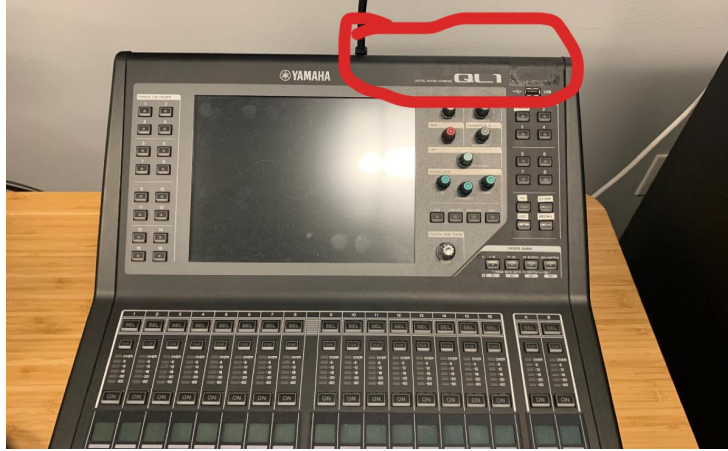
- Confidence Monitor: Use the remote to turn on the tv



- Microphones: Put the microphones on the table (the one WITHOUT the dent is Kelly's)



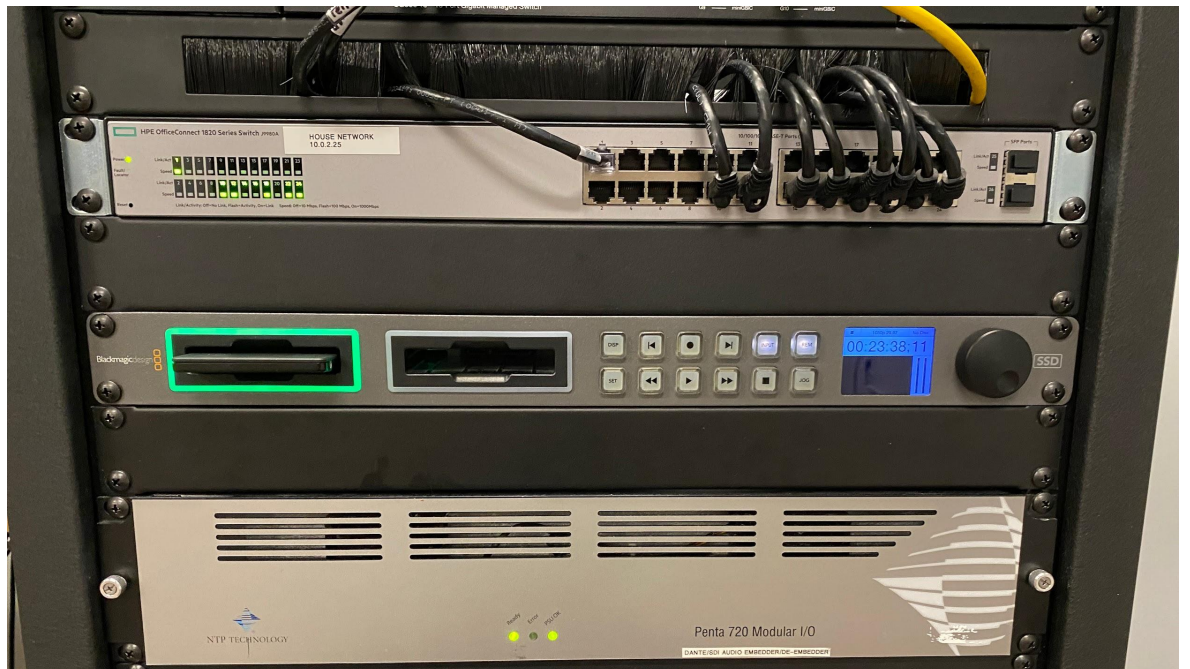
- Soundboard: To the right of the screen on the board, place your hand on the top and proceed to run your hand down the back of the board. Towards the bottom, you will find the switch to turn on the board. (Follow example as best as possible.)



If all of the equipment is turned on, then you will be able to follow the next steps

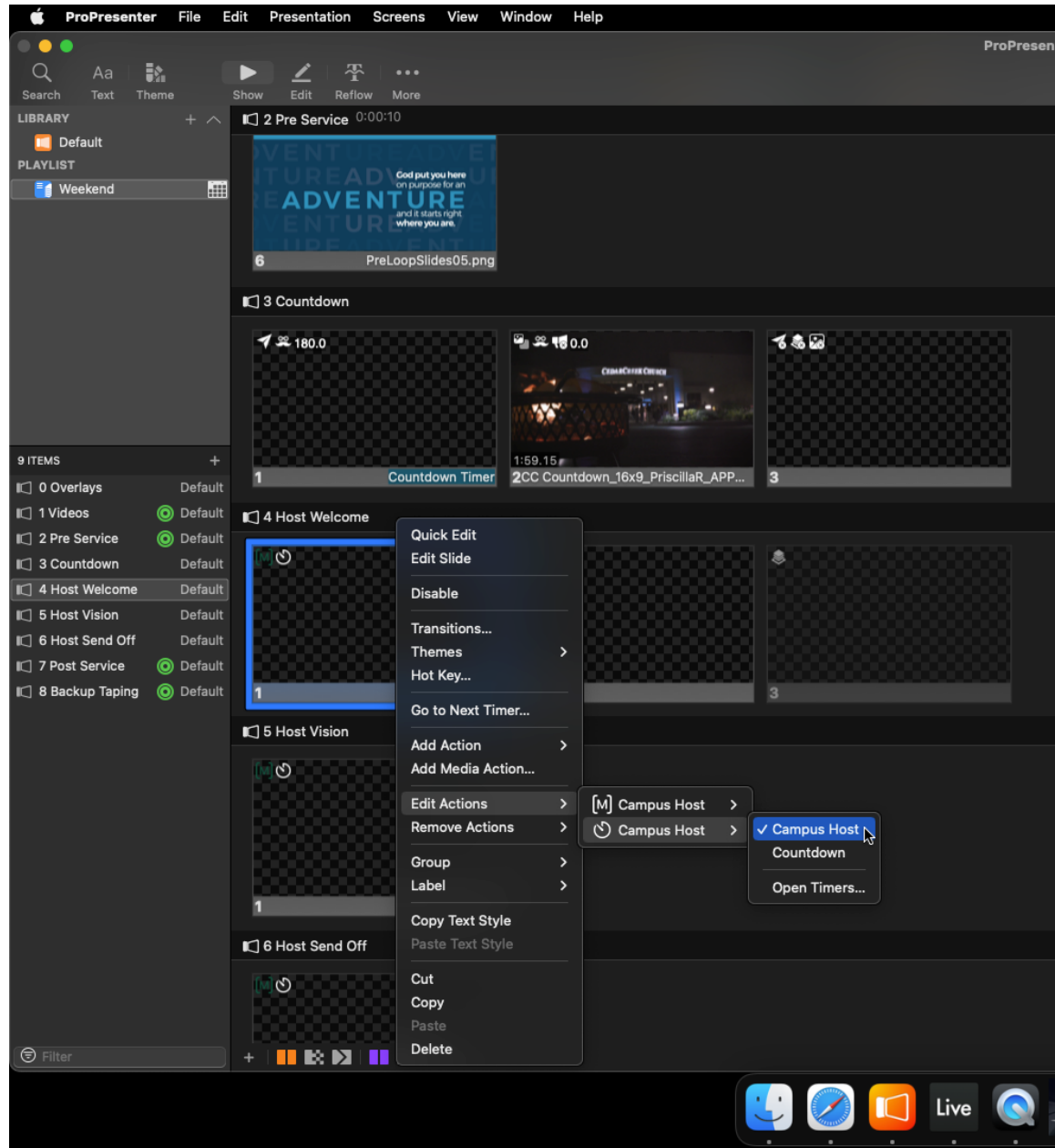
Setting up the Recording:

- Put the SSD (Shown below) into the left slot of the HyperDeck



- (The light around it will flash green when it is ready)

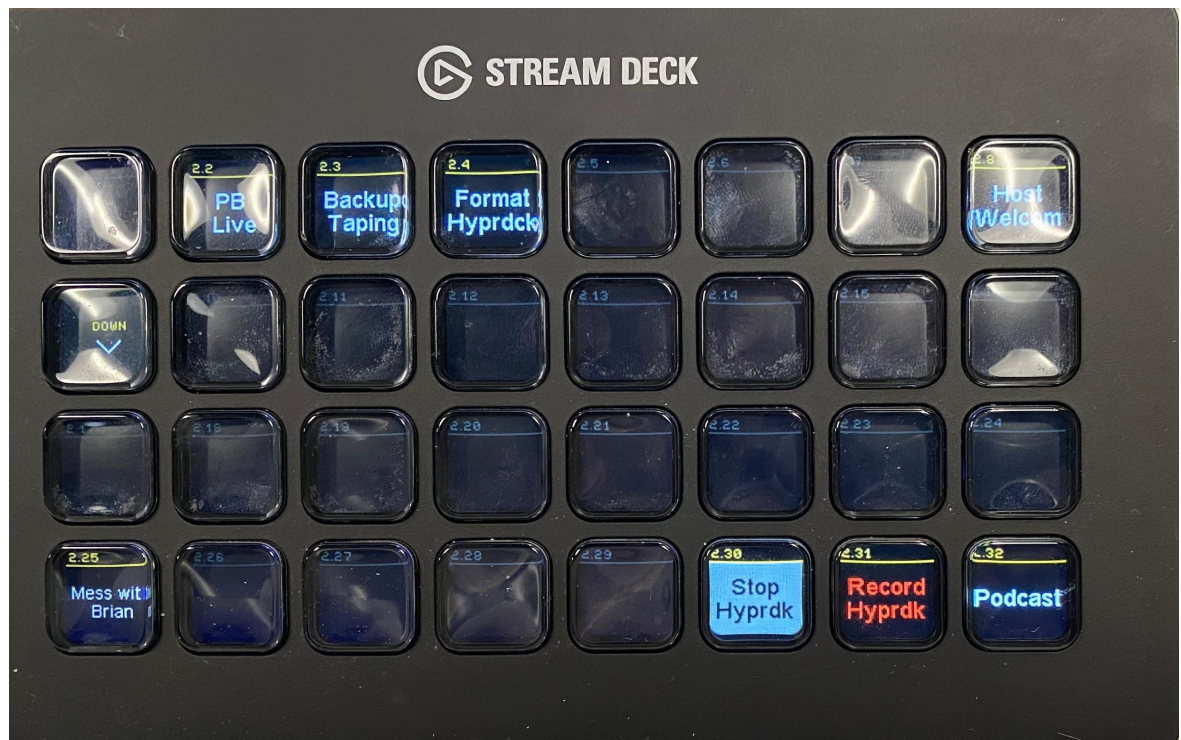
- Open ProPresenter on the middle computer if it isn't already, and go to the section titled "Host Welcome"
 - Right-click the first slide and go to Edit Actions.
 - Go to the Campus Host timer and click it.
 - Edit the duration to 30 minutes "00:30:00"



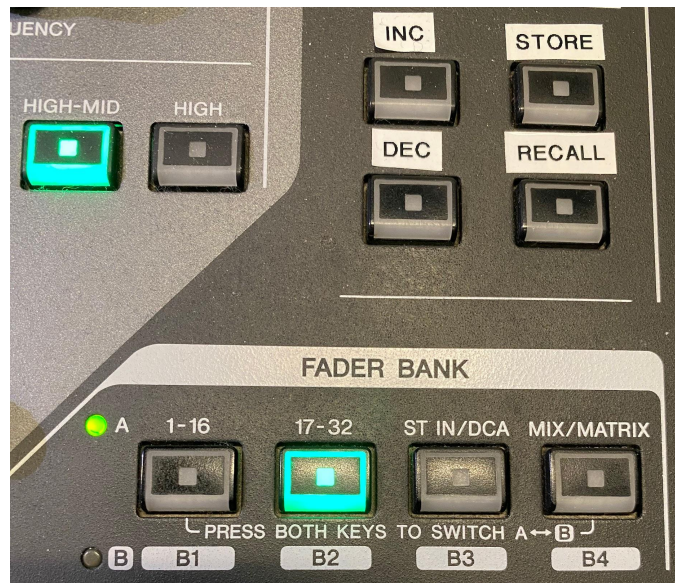
- On the Stream Deck in front of the computer, press the “up” button on the top left to go to the next page of buttons.



- On the next page, at the bottom right corner, Press the “Podcast” Button



- Check the soundboard to make sure everything is working properly and to check audio.
 - Fader Bank, Channels 17-32
 - Faders 7-8 (PCast1 and PCast 2) should be up



- Once you've confirmed the audio is working properly, check the camera and make sure you have a good camera shot.
 - Check to make sure there is enough headroom
 - Give as much space as possible on the left and right to fit both speakers and give enough space so shoulders are not cut out of the shot. (Ex. shown below)



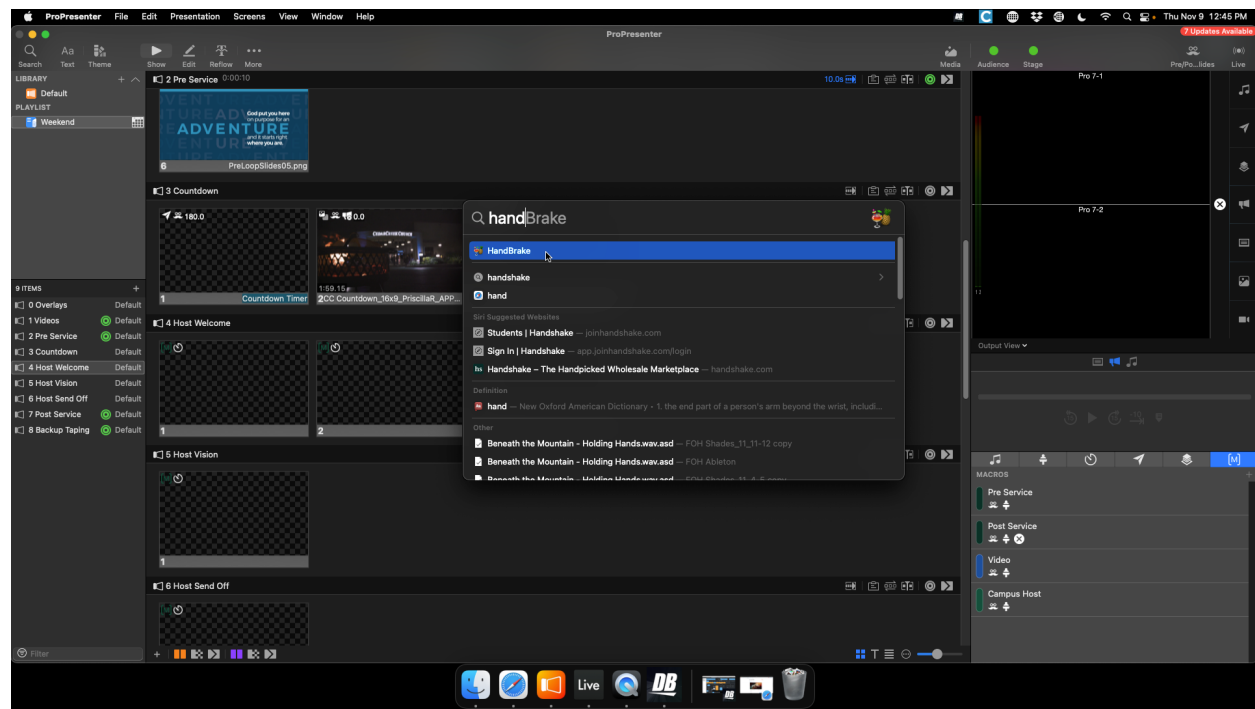
- After audio and the camera shot have been checked, press the “Podcast” button again, then press the “Record Hyprdk” button and begin the podcast.
- After you are done recording, press the “Stop Hyprdk” button.

Using HandBrake/Uploading to Dropbox:

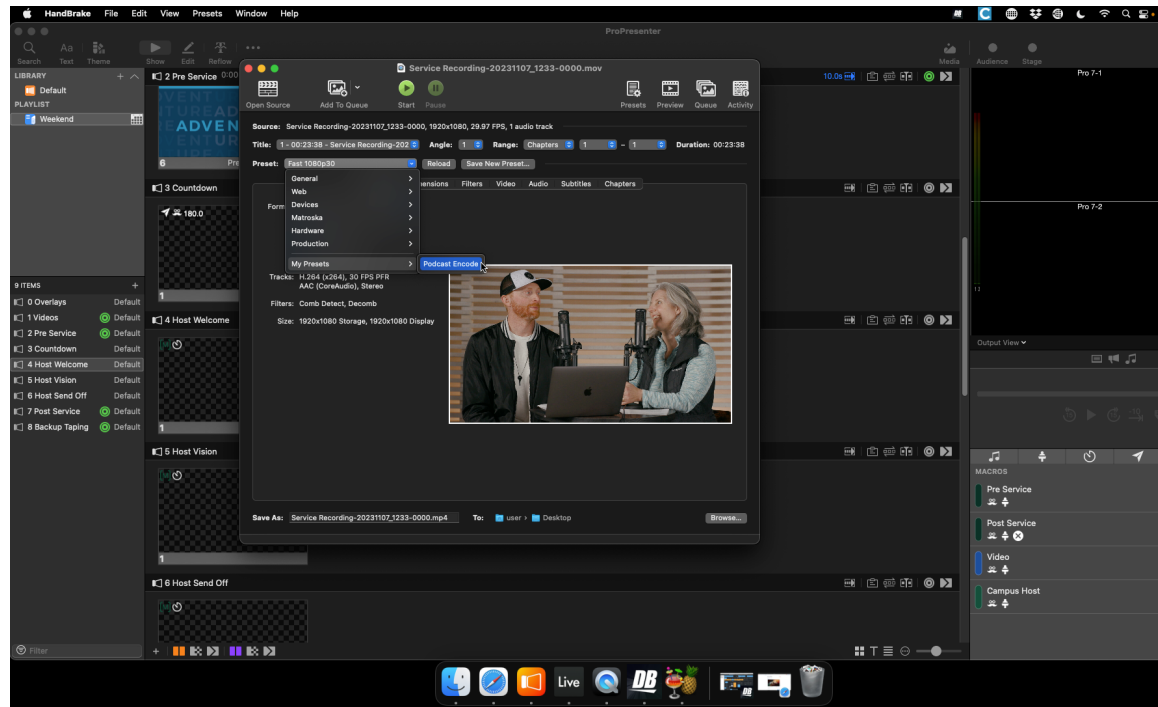
- After you stop the recording, remove the SSD from the Hyperdeck and connect it to the middle computer.



- On the computer, search for the HandBrake application and open it.



- Once HandBrake is opened, it will ask you to select a source. Choose the podcast recording from the SSD.
 - There is a Preset tab you can click, open it
 - At the bottom of the options that drops down there is a section titled “My Presets” move your cursor over it and click on the Podcast Encode option.



- Once the Podcast Encode Preset is selected, click the start button at the top of the page.
 - After Handbrake is done encoding, it will put the new .mov file on the desktop.

- When HandBrake is done, Open Dropbox and go to the Adult Ministry folder. Once there proceed to the inbox where you will find the Podcast Recording folder.
- Delete the file that is already there and then replace it with the new one.
 - Drag the new file from the desktop into the folder.

