The Basics

The Presentation Studio is in Room 20E - use the stairs next to the Circulation Desk to go down and turn to the right in the lower level. You should have a packet that includes an LG remote for the TV (to display PowerPoint presentations) and a Logitech remote clicker with a USB receiver to advance your PowerPoint slides. The receiver is stored in a slot in the clicker. If the packet does not include any of these items return to the Circulation Desk to notify the staff. If the Presentation Studio user is not already logged in, the user name is \studio and the password is Record_M3.

You may want to bring your own flash drive, loaded with any PowerPoint presentations you plan to use, or access your presentation from your NDSU Microsoft OneDrive or Google Drive account.

Preparing to Record

1. Slide the video camera’s power switch to the ‘camera’ position.

2. Start the OBS Studio software on the computer.

   a. Make sure both a ‘Scene’ and ‘Source’ are selected:

3. If you will be using a PowerPoint presentation (if not, skip to the recording section):
   a. Power the TV on by pressing the power button on the TV remote (included in packet).
   b. Insert the receiver for the remote clicker (included in packet) into one of the front USB ports.
c. Turn the clicker on.

d. Start PowerPoint and open your presentation.
e. Start the presentation by going to the ‘Slideshow’ tab and pressing the ‘From Beginning’ button or press the F5 key.
i. Your first presentation slide should be displayed on the TV and the slides of your presentation and any notes associated with them will be displayed on the monitor.

Recording:
1. Press the F9 key to begin recording.

2. Give your presentation.
3. When you are finished with your presentation press the F9 key again to stop recording and save the file.

Finishing your recording
1. Open the ‘Recordings’ folder on the Desktop and find your video.
   a. The video is named according to today’s date and the time you started recording, for example: 2018-08-14 10-49-58.

2. Save your presentation video to your preferred source (USB drive, Microsoft OneDrive, Google Drive).
3. Close PowerPoint and the OBS software.
4. Power off the TV using the TV remote.
5. Turn off the camera by sliding the video camera power switch from ‘camera’ to ‘off’.
6. Remove the receiver for the remote clicker and insert it back into the slot in the remote clicker.
7. Turn the clicker off.
8. Put all items back into the presentation studio packet.
9. Turn off the lights to the studio.
10. Return the packet to the Circulation Desk where you checked it out.