

## Proc 14210\_STUDIO B Productions

### AUDIO

1. All audio inputs in Studio B are routed through the Behringer Soundboard.
2. The MASTER fader (also called the MAIN MIX fader) controls all audio inputs. It works best when set at zero.
3. Microphones are connected to the soundboard using the connector box on the wall near the video monitor.
4. Each individual audio input also has its own individual fader control and "MUTE" button.
5. The audio input is in MUTE mode when a yellow light is indicated.
6. Fader controls for hardwired microphones are labeled MIC-1 & MIC-2.
7. Fader controls for wireless microphones are labeled WIRELESS MIC-1 & WIRELESS MIC-2.
8. Check the microphone audio levels by listening through the headset and observing the lights on the audio meter.
9. During testing, the green lights should not peak very far above the ideal zone - near "0".
10. Adjust individual audio levels for each input by using the appropriate fader control.
11. If a clip will be played during the production, be sure the "DDR" audio is bumping as well.
12. If you do not see the audio bumping for the clip, make sure the fader marked "DDR" is up.

### SETTING CAMERAS

1. There is a single camera in Studio B.
2. To set up the desired shot, use the Vaddio remote control to zoom, tilt, and pan.
3. The remote is properly labeled for each function.

### LIGHTING

1. Turn on the overhead lights for the studio by flipping the "Grid B-1" switch located in the gray electrical box located in the mechanical closet in the back right corner of Studio A.
2. If backlights are desired, plug in the orange extension cord located to the left of the Tricaster monitor.

### GRAPHICS (Subtitles)

1. If previously created graphics will be used, click the "Graphics" tab in the lower right quadrant of the screen.
2. Roll the mouse over the lower right edge of the screen to reveal the file storage "bins".
3. Right click an empty gray bin that you would like to use.
4. Click "Import".
5. Select the files you would like to import, and click "Open".
6. If new graphics must be created, click the "Graphics" tab in the lower right quadrant of the screen.
7. Roll the mouse over the lower right edge of the screen to reveal the file storage "bins".
8. Left click the bin you would like to use to store your new file.
9. Click "Add" at the bottom of the lower right quadrant of the screen. This will open the Media Browser.
10. In the Media Browser, click "NewTek" under the "Titles" section.
11. Select one of the graphic templates by left clicking on it. Then, left click "OK".
12. To edit text in the individual graphics, click the gearbox icon in the lower right corner of the

thumbnail slide.

13. Click on each text field in the edit window that pops up and type the desired replacement text.
14. Repeat this process to create any additional graphics that will be required during the program.
15. To export a graphic for future use, right click on the bin where the graphics are currently located.
16. Click "Export".
17. Provide a File name and click "Save".
18. To add graphics to your program, click the graphic you want to use in the graphics window.
19. You will see it displayed in the "Graphics" monitor in the upper left quadrant of the screen.
20. On the right side of the screen, choose "GFX" from the dropdown DSK 1 (Down Stream Key 1) or DSK 2 (Down Stream Key 2) menu.
21. In the corresponding DSK panel directly adjacent to the dropdown menu, click "Take" to instantly insert the selected graphic in your program.
22. Click "Auto" to use a selected special effect to insert the selected graphic in your program.
23. Click "Take" or "Auto" again to remove the selected graphic from your program.

### CUT-AWAYS (Video Clips & Still Images)

1. If a required video clip or still image is not already uploaded to the TriCaster, place it on the desktop of a networked i-Mac.
2. A variety of formats are acceptable for video playback. The preferred format is ".mov". Other acceptable formats include: ".mpg", "DV", "avi", etc. Always attempt playback of a video clip PRIOR to recording.
3. Still images should be high-resolution and should be 720 pixels wide x 480 pixels high.
4. Drag properly formatted clips or stills from the desktop to the appropriate folder on the appropriate TriCaster. e.g. > TricasterB > Media > Clips (or Pictures)
5. On the Tricaster, click the DDR1 or DDR2 tab in the bottom half of the screen.
6. Click the corresponding "Add" button below the DDR window. This will open the Media Browser.
7. In the Media Browser, select the appropriate project folder from the "Clips" or "Stills" sections.
8. Double click the desired file to add it to the DDR window.

### CHROMA-KEY ("Green Screen") BACKGROUNDS (Single Images & Coordinated Sets)

1. Pull the curtain back to expose green studio wall.
2. Note the individual camera monitors in the upper left-hand quadrant of the screen. Click the gearbox for the camera you wish to adjust in the upper right-hand portion of the camera monitor.
3. Under the "LiveMatte & Crop" tab, click the "Enable LiveMatte" checkbox. The clicked checkbox will illuminate.
4. Click the Color dropper icon and drag it to the green wall on the Program Monitor.
5. Close the camera settings window.
6. If desired, fine-tune the ChromaKey by clicking the gearbox for Camera 1 to adjust tolerances and smoothness.
7. Adjust the Matte Tolerance & Smoothness by sliding the percentage bar for each.
8. Likewise, adjust the Spill Suppression Tolerance, & Smoothness.

## COUNTDOWN TIMER

1. Ensure the mechanical Preset DIALS on the STUDIO "B" Master Timer Control in the Cablecast Rack are properly set to the length of the program. Be sure to account for the appropriate amount of time for program Openings and/or Closings.
2. Press the "PRESET" Button.
3. Verify the correct setting on the Studio "B" Electronic Digital Display attached to the wall above Camera 1.
4. In Studio "B", press the "RESET" button on the studio Timer Control Box to reset the counter to the preset setting.
5. If the counter is still counting down, press the "STOP" button.
6. Then, press the "RESET" button.
7. As soon as the program begins, press the "DOWN" Button. This will begin the countdown to the end of the allotted time.
8. When the counter reaches "00:00", time is expired.
9. Hosts should be instructed to wrap up at the one-minute mark (or sooner) to avoid being cut off.
10. Likewise, the control room should prepare to roll any closing clips or images.

## PHONE INTERFACE

1. Use the NEC Phone to answer viewer calls and monitor Caller ID.
2. Check Caller ID on the NEC Phone using the LCD by pressing the flashing red button that is circled in green.
3. To answer the phone, lift the handset on the NEC Phone.
4. To put the caller on the air, press hold on the NEC Phone then press the red On button on black Countdown Timer box. (Remember to bring up the audio slide pot labeled "Phone" to put the caller on the air.)
5. You will hear the caller through the Video Monitor mounted on the wall.
6. To end a phone call, press the red Off button located on the black Countdown Timer box.

## STAFF ASSISTED SCREENING

1. Watch for lamp to light up on phone.
2. Lift handset.
3. Greet caller and ask them to hold on.
4. Push hold button on NEC Phone.
5. Alert Host using hand cue or printed sign.
6. Press On button to put the call on the air.
7. Listen to interaction with the caller.
8. Press "Off" button if call is inappropriate, or interaction is finished.

## RECORDING – i-MOVIE

1. Open the i-Movie application by clicking the Star icon located on the toolbar at the bottom of the screen.
2. Click the Camera icon found on the far left side of the middle gray bar.
3. Select "ADVC-110 (DV)" - (not the "Built-in iSight" option) from the dropdown menu on the lower left-hand side of the pop up window.
4. Click "Import".

5. Name the file to be recorded (e.g. "Wrestle Talk").
6. Click "Import".
7. When the show is finished, click "Stop".
8. Allow the file enough time to be processed.
9. Click "Done".

## BASIC PRODUCTION

1. Once you have setup all of your shots, videos, pictures, titles, audio, and recording, prepare to DIRECT.
2. Announce "Quiet on the Set".
3. Count backwards out loud "3, 2, 1 . . ."
4. Press the "Down" Button on the Countdown Timer.
5. If there is an Opening Clip, roll the clip.
6. Switch to the Opening Camera Shot.
7. To switch between camera and resources, simply click the appropriate button in the Program Bus in the middle of the screen.
8. If you need to adjust camera angles, set up your next shot in the "Preview" Bus.
9. Click the "Auto" or "Take" button to switch between shots.

## SHUTDOWN

1. Return the hardwired microphones to their designated location on the wall by the door.
2. Return the wireless microphones to their chargers located in Storage 1.
3. The TriCaster should remain "on".
4. On Fridays, the TriCaster should be shut down.
5. The Studio B i-Mac should be put in "sleep" mode daily and shut down on Fridays.
6. The Soundboard should be turned "off". When facing the soundboard, the power switch is at the top right rear corner on the back of the unit.