

The Studio User Guide

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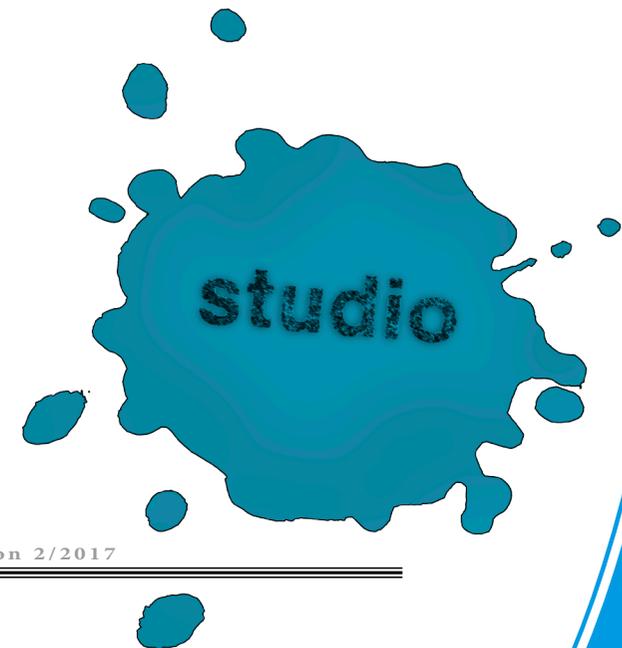


Location: Aalto University Harald Herlin Learning Centre, Otaniemi, Otaniementie 9, (K) floor **Booking:** booking.aalto.fi (Tilakalenterit/ Otaniemi/ erityiset kokoushuoneet/ Oppimiskeskus/ videostudio (K015d)). **Support:** Learning Center staff provides local support for studio or via phone 050 3206233/ Mika Lindberg, oppimiskeskus@aalto.fi

Aalto University Learning Centre Studio is a fully equipped self service video studio. User can record/ store video, audio and data (such as PowerPoint, PDF) or distribute video material over network as a live broadcast. The user is also able to share recorded content to viewers right after recording or schedule own timetable.

The Studio is designed for Aalto users; for small user groups & panel discussions, interviews, lectures and thesis. The studio facilities include computer (used for video recording and streaming), camera, microphone, studio lighting, curtains, AV touch panel controller, iPad teleprompter with all necessary chairs and tables.

The core of studio recording relies on Panopto video platform; users can manage video content, record and distribute their material. More information <https://wiki.aalto.fi/display/OPIT/Pano->



It's highly recommended that the user get to know studio equipment. First-timers should visit and test the studio before actual video recording takes place (minimum one hour). Studio visit and test booking should be reserved with local support service (oppimiskeskus@aalto.fi) or via phone. This ensures the best possible studio experience while creating the end product. During the visiting and testing session user will be briefly guided how to handle equipment and focus on visual perspective.

At the start

Prepare, plan and script video; what it should include, who is the target audience. Reserve the studio booking.aalto.fi (Picture 1). Make sure you have all supplementary material with you or/and in easy usable format when entering the studio. Make sure you have enough time to make starting preparations before actual recording starts. Learning Centre staff will let you into the studio. - See "Drapes" section for using studio drapes.

Equipment

Turn lights on/off from the power switch (picture 2), located near the main entrance door. From left hand side switcher user controls overall lights and from right hand side video light panels. Control other technical equipment from lecture table; wireless keyboard and mouse and AV touch panel (picture 3). 1) Touch the AV panel with your finger. You can access the menu view. 2) Click mouse button and Aalto login page will appear on TV monitors. Sign in with your Aalto username and password.

Panopto setup

Change settings as follows:

- 1) Video size: Ultra
- 2) Screen capture: 1280x720, 25fps, 1500kbps

The main purpose of visiting the studio is to record a short video clip, which can be edited and evaluated afterwards with the user's own computer. Every Aalto user has their own Panopto profile and storage. Visit for more panopto.aalto.fi

Experienced users can use the space as they wish. All deficiencies concerning studio functionality should be reported immediately to Learning Centre staff.

Picture 1, Aalto online booking

R008 Koneistekniikka 1	203b (203b) [12]	401 (401) [12]		
R009 Hieno-aalto	204 (204) [14]			
R011 Kemian tekniikka	D248a (D248a) [8]	D301b (D301b) [8]	D301c (D301c) [8]	D422 (D422) [20]
R012 Materiaalitekniikka	julia-aula (147)	sauna (305a)	B380 (B380) [16]	225 (Materiaaliteeni5) [12]
	E306 (MakProseSemina) [16]	B329 (MetallurgianSemina) [16]		
R013 Puunjalostustekniikka 1	181 (181) [14]	Halko / 220 (Halko) [16]	Kultu / 225 (Kultu) [16]	Lautu / 228 (Lautu) [16]
	Puippani / 140 (Puippani) [16]			
R015 Oppimiskeskus	Aalto (107) [4]	Jaakko (108) [4]	VRC (110) [16]	Tori (116a) [16]
	Aavikko (127) [14]	Lampio (218a) [20]	Omy (221) [8]	Eeva (225) [8]
	Gustaf (229) [16]	Makerspace (K004a) [160]	Videostudio (K015d) [2]	
R019 Dipoli	Aaliga (0.021) [12]	Järvenen (0.044) [16]	Poli (1.073) [16]	Aina Mater (1.093) [20]
	Puumies (21.320) [4]	Vilhoja (21.364) [20]	Reinart (1.163) [20]	Wirkkala (1.163) [20]
				Komppa (2.848) [4]
R022 Lampönieh	C132 (C132) [4]	Niisa Vahri (C136) [8]	Baker House (C147) [16]	C126 (C126) [8]
	C168 (C168) [8]	Villa Tammekeittiö (C210) [8]	Villa Korhonen (C211) [8]	C164 (C164) [8]
	Häiri (C259) [16]	Villa Maaria (C260) [16]	Maison Camille (C310) [16]	Villa Flora (C216) [8]
	Talimäki (C316) [8]	Vitaniemi (C364) [8]	Hajonta (C366) [8]	Maison Aina (C311-C312) [16]
	Villa Vekara (C4) [16]			TT (C366)

Videostudio (K015d) [2]



Picture 2, switchers



Picture 3, studio touch screen panel

TV monitors (picture 4)

The user sees own Aalto desktop on the TV monitors. If presentation materials has been copied (E.g Powerpoint) to desktop, files can be found there. Just double click the presentation file. User can share presentation file to Panopto (Panopto instructions) or use it via secondary monitor. Panopto shortcut will be automatically on the desktop or Windows start. Double click Panopto shortcut and the program will open. If you're first timer, you have to accept the user license first. After approving the license user have to double click Panopto shortcut again to access to recording program. Just choose right Panopto setups (Panopto instructions).

Camera controller (picture 5)

Camera is controlled from the touch screen, under "filming". Use the arrow keys to move the camera horizontally and vertically. The zoom button above the arrow keys changes the image size. Pre-programmed camera preset buttons (preset 1-3 = Speaker

Audio recording (picture 6)

1) Room sound/ voice will be recorded with a ceiling mounted microphone. Do not change microphone's direction and position settings. Sound volume can be controlled from the touch screen. Observe the optimal sound level from the Panopto sound level meter (do not let meter hit the red area quite often). 2) It's possible to store all sounds (computer sound and room voice) with Panopto.

Drapes

Drapes are installed on the curtain rod. It can be closed by using ropes hanging in the back of the studio. Do not pull drapes with your hands.

Electricity

Electrical power sockets are installed behind the drapes and in floor immersions.

Ending the session

The studio is only for recording and storing the video file. Learning Centre's VRC-room is available for video reproduction (2nd floor). Sign out from your Aalto personal profile and log off the computer. Do not turn it off. Make sure the Studio is in the same condition as it was when you came in. Clean up all trashes. Turn off the lights. Lock the door when you leave.



Short cut



Picture 4, TV-monitors and camera



Camera



Picture 5, camera remote control



Picture 6, microphone

Touch screen

Touch the screen and the system will start. In the screen, above, you'll see the main options. Main functions control of each device are in the middle of the screen.

The main options are divided into five different program sources:

- 1) Screens: TV monitors on/off
- 2) Lights: Colored effect lights to back screen.
- 3) Filming: Video and audio options (lecture desk and interview chairs).

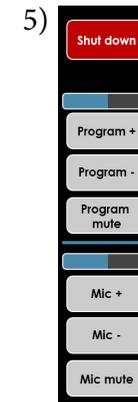
Camera control:

- Arrows for camera tilt and pan
- Zoom
- Camera preset 1-6

Recommendations:

Preset 1 - 3 = Lecturer's desk

Preset 4 - 6 = Chairs/interview/ discussion



4) Advanced (PC): Choose the device source for TV monitors and Panopto:

- Choose the source, camera or PC; PC4 + Monitor 1 and PC5 + Monitor 2 = PC desktop to TV screens.
- Choose the source (PC1 - PC5, filming, stream preview) to screen Monitor 1 = upper TV screen Monitor 2 = lower TV screen.

5) Language options Finnish/ English.

Audio volume control on the right hand side of touch screen. (Ääni = audio, äänen mykistys = mute, mikrofonin mykistys = mute microphone).