

Proc 14206_SMALL ASSEMBLY Productions

1. Before you leave the station, check the switch and capture events in Telvue to make sure they are set properly for your meeting.
2. Retrieve the "Live Assembly" keys from the "Records" drawer in the filing cabinet. Don't forget your security badge! Ask a security guard to unlock the upstairs balcony door if needed.
3. Unlock the door to the Live Assembly Control Room.
4. Turn on the Master Power Button mounted at the top of the right rack.
5. Wait for the Vaddio ProductionView HD System to load. Use the right hand Vaddio and associated monitors for the Small Assembly Room.
6. There is video tutorial on the iMac's desktop that covers camera switching operations of the Vaddio ProductionView HD. Please watch and enjoy the video as a supplement to this document.
7. On the Vaddio, individually select each camera on the Camera Select Bank and move the Joystick to be sure each can be controlled.
8. If cameras cannot be controlled, the cameras will need to be re-scanned. On the Vaddio Production View HD, using menu arrows, highlight "rescan cameras" and push the select button. The word "start" is now highlighted.
9. Push select to begin rescan process.
10. Refer to the appropriate monitors to make your adjustments.
11. To edit and store a preset, first adjust the position of the camera.
12. Then, press and hold the camera number button you wish to set on the Vaddio Camera Select Bank until it blinks.
13. Next, press a number (1-12) on the Vaddio Camera Presets bank.
14. When it stops blinking, press the camera number button again.
15. Ensure that the selection switch located at the top of rack C-581 is set for the Small Assembly Room. The light on the switch should be green when using the Small Assembly Room.
16. Turn on the Toshiba Monitor and the Panasonic DVD Recorder.
17. If necessary, use the Toshiba Remote Control to make sure "Input 1" [PROGRAM OUT] is selected. You may use the channel button to move between inputs.
18. Insert a Blank DVD into the DVD recorder.
19. Turn on the I-Mac Computer by pressing the button located at the rear.
20. Double-click the CTV user icon. Enter "ctv" as the password. Click "Login"
21. Open the I-Movie Application. The Import window will appear.
22. Click Import, choose "Create New Event" and add a title. You are now ready to import.
23. Always leave the Audio Level Down before the meeting, during any breaks, and at the end of the meeting.
24. Call CTV approx. five minutes before the meeting to remind Staff to activate the Live Bug for broadcast.
25. Press import in the IMovie Program on the IMac Computer.
26. Press Record on the DVD Recorder to begin recording the backup.

27. Use the Biamp audio mixer to adjust the sound for air. The Master Pot should be set at one o'clock.
28. As the meeting begins in the Small Assembly Room, turn the Small Assy knob up to achieve an appropriate audio level.
29. You will see the audio levels bumping on the Audio Meter when audio is present.
30. At the end of the meeting, select a wide shot of the Small Assy Room and stop recording.
31. Call CTV and let the staff know that the meeting is over. (215-8848)
32. After the meeting is over, press the Stop button in the iMovie Program on the iMac Computer.
33. Finalize DVD in DVD Recorder by pressing Stop on the remote control. Then press and hold the Open/Close button.
34. Use the Toshiba Remote Control to switch to "Input 2" to view the DVD Menu.
35. Follow the directions on the screen.
36. Turn off the Vaddio ProductionViewHD System by holding down the master power button on the upper left portion of the console.
37. Turn off the Master Power Button on the right rack.
38. Turn off the light in the control room, and lock the door.
39. Return keys to the records drawer at the station.