

Library 109 - User checklist

<input type="checkbox"/>	<p>Enter room and turn everything on</p> <ul style="list-style-type: none">• Light switch outside wall of Pads A & B, on door of Pods C & D• Turn on Production lights via switch on desk• Turn on and log into PC (left display is the PC) - Pod D is laptop only PC will not display your desktop in their office but will have U: drive
<input type="checkbox"/>	<p>Set up for recording</p> <ul style="list-style-type: none">• Insert USB into the side of the Left monitor (Pods A to C)• Network storage• Don't use desktop for storage
<input type="checkbox"/>	<p>Adjust table if required</p> <ul style="list-style-type: none">• Level 1 is sitting, level 2 is high sitting, level 3 is standing, or manual adjust• The room microphone best placed above screens, not direct in front
<input type="checkbox"/>	<p>Open software</p> <ul style="list-style-type: none">• Camtasia (video, screen capture)• Camera (photo, basic video)• Audacity (audio only)• Web conference (Collaborate, Teams etc)• Logitech camera settings (open last if you want to adjust camera)
<input type="checkbox"/>	<p>Shutting everything down when finished</p> <ul style="list-style-type: none">• Eject USB stick from room PC if used• Log off room PC• Turn of Production lights• Put table back to level 1 and remove any additional chairs• Gather all personal items• Turn room lights off• Make sure external door is closed