STUDIO CLASS

1. Turning On Power

    a) Flip the two RED POWER switches on to power the studio
    b) Flip on power to all three camera RCU (remote control units)
    c) Flip open Tricaster case by turning knob clockwise and opening case, press switch, close case back up and lock.

2. Lights

    a) Use light board to adjust lighting in studio (bottom sliders)
    b) There are also 3 keno lights in the studio. Those must be plugged in manually in the studio.
    c) Use lighting grid to determine which slider goes with which light.
    d) Use 'BLACK OUT' to turn off all active lights. Press again to turn on all active lights.

3. Prompter

    a) turn on laptop in studio (by pressing any of the gray buttons on top of keyboard)
    b) log in under USER and password is CCMC (all in caps)
    c) Use program EZPromptXP 5.5
- select File → New or File → Open
- you can open .txt, .rtf, or .doc files (NOT .docx)

    d) Press PROMPT NOW button to play (icon looks like a big P inside a TV).
    e) Keypad with ball.
- BOTTOM LEFT
  - press to play, pres again to pause
- BOTTOM RIGHT
  - while playing, press this key to play in reverse
- TOP RIGHT
  - press to exit

4. Audio

    a) Microphones are labeled as such on mixer.
- WM (wireless mic) 1-4.

- • Mic 1-6 (inputs on box in studio with XLR inputs).
- b) Adjust volume using slider.
- c) Choose to mute with MUTE button, SOLO (mutes everything else but that track), and PAN to move audio from center speaker to left or right speaker.
- d) AUX 3 sends to reverb
  - • turn knob to left to disable the reverb, turn right to add more reverb
    - • Further reverb adjustments can be made on the reverb box.
- e) Adjust EQ as needed (leave each pointed straight up for neutral sound)
  - • Low cut causes a drop off on low end of EQ to eliminate any bass or low sounds
  - • Low → bass sounds; Mid → middle range sounds; High → high pitch tones
- f) Adjust Trim (audio boost) if needed after rising slider all the way up.
- g) MAIN MIX is the slider on the far right of the board. This is your final output level.
  - • NOTE: Keep and eye on 'peaking'.
    - • On each track, if you see the red 'OL' (over load) light up, LOWER YOUR VOLUME! Also watch your final output volume meter on the top right of the board. If it hits red, LOWER YOUR VOLUME!
    - • If using a CD or Tape in CD/TAPE Deck, use corresponding track on mixer to adjust volume (Track 23-24).

5. **Camera Remote Control Unit (RCU)**
- a) Only use the Power On/Off switch to turn Cameras on and off.
- b) Do not power cameras On/Off in studio. Only use the RCU in Control Room.
- c) White Balance
  - • Select A – Ceiling Lights
  - • Select B – Studio Lights or BOTH ceiling and studio lights.
- d) NOTES:
  - • DO NOT AUTO-WHITE BALANCE OR MANUALLY SET WHITE BALANCE UNLESS BEING ASSISTED BY STAFF. Presets A & B should be all you need to get the most accurate color in your video.

6. **Intercom**
- a) Have each camera operator plug their headsets into their cameras via the 7 inch XLR attached to each camera. Camera operator can then use the Intercom On/Off switch to have themselves muted or not to the Control Operator. There is also a volume knob.
- b) On the ClearCom Intercom Speakers rack, below the Tricaster rack, press both the Talk buttons so they light up. Plug in a head set into the headset jack and use to talk.
  - • NOTES:
    - • If you're going off headset, press the TALK buttons to turn your headset off, THEN set down to walk away. This helps eliminate any loud bangs of the microphone being set down so it doesn't turn the ears of the camera operators.

7. **Cameras**
- a) Focus
  - • Use the left handle to focus
- b) Zoom
  - • Use the right handle to zoom in and out
- c) Headset
  - • plug in your headset into the intercom jack on the back right side of the camera, just below the input for the large cable cord
- d) Monitor

- you can adjust the angle of the monitor by loosening and tightening the small black lever just below the monitor to get a comfortable view.
- You can also use the '1:1' button on the monitor to digitally zoom in for a focus assist. This does not actually zoom in on your final video, this is a monitor effect only. Use this tool to help make sure your shot is in focus while your camera is live so you don't need to zoom in and focus and then pull back out.

8. <u>Tricaster</u>

8.1. Home Screen

 a) Open – open up a recent project to continue working on
- NOTE: Create just one (EX. Brady's Weekly Talk), you can do several shows inside that one project. No need to create a new one <u>every time!</u>

 b) New – Create a new project
- Name Session Name (EX. Brady's Weekly Talk)
- Volume – Media (D:)
- Video Standard – NTSC
- Resolution – 1080i (High Definition) or 480i (Standard Definition) in 16:9 or 4:3
- Then click Start Session

 c) Help – PDF's on different applications and hardware. Just ask us for help.

 d) Utilities – <u>DO NOT TOUCH!</u>

 e) Shutdown
- Restart Tricaster
- Shutdown Tricaster (choose this when you're done with the studio)
- Exit to Windows (choose this to exit the program and proceed to the Windows OS to manage files if needed)

8.2. Project Menu

 a) Live – click Start Live Production to get going with your project.

 b) Graphics – Create graphics or lower 3rd's in Tricaster (we recommend doing graphics in post)

 c) Edit – we recommend editing in edit bays in Premiere

 d) Manage – use to import sounds/music/images/clips into Tricaster project.
- We recommend doing these in post if possible
- Export Media – use to export your recorded show. (refer to Exporting Recorded Files (7.3 – F) at end of packet).

8.3. Live! Using the Switcher

 a) Cameras
- All three cameras are displayed on top left.
- If there is no camera feed, click the cameras settings icon (looks like mechanical wheel). Click connection type drop down and select either 1080i SDI for your HD show, or 480i, 4:3 (component) or 480i, 16:9 (component), depending on your project setup.
- Inside settings menu for Camera
  - Input Settings
    - connection type
    - enable proc amp – adjusts white balance or other image color controls.
  - Live Matte & Crop
    - crop adjusts cropping the image
    - Live Matte

- click eye drop tool, and drag over image and release on the color you want to key out (ex. The blue screen).
- Use adjustments to fine tune keying.

b) Switcher Control – Center of screen with 4 buttons and slider
- BKGD – background – highlight this to switch cameras
  - Use keyboard 1, 2, or 3 to select a camera for Preview, and F1, F2, or F3 to select a camera for Program
  - When in preview, press space bar to transition in and replace Program with Preview.
  - Press Enter on keyboard to just Take.
- DSK1 – customize what this controls (DDR1, DDR2, Stills, or Titles)
- DSK2 – same as DSK1
  - only use Spacebar or Enter key to transition or Take (no preview necessary)
- FTB – Fades to black
  - only use Spacebar or Enter key to transition or Take (no preview necessary).
- Managing The Utilities (DSK1, DSK2, Aux Out, FX)
  - To assign a source for each Utility, select the Utility in the 'Utility Delegate' box in the center. Then select its source in the Utility button row to the left.
- FX – This is what will appear behind anything that is keyed out (EX. Blue screen in studio).
- Aux Out – This will be assigned to '4', which will be the input for the Teleprompter so it can be fed out to the cameras.
- DSK1, DSK2 – Can have anything assigned to it, be it DDR1 or DDR2 (video clips), Stills (images or pictures), or Titles (text on screen).

c) Audio
- For Music or Sound FX, go to the Sounds tab at the bottom right.
  - Click ADD to import sounds from Tricaster or your own personal sounds you've imported into the computer before starting the project.
  - NOTE: The icon that looks like a circle with two arrows is a loop button. Press this to loop any video or audio being used.
- Audio Adjustments
  - EXTERNAL AUDIO
    - on left bottom – Track 1 will be your audio coming in from the sound board mixer in the control room.
    - NOTE: Double click the slider to set it to '0'. This is where you should keep it. Do all audio adjustments with the mixer.
  - INTERNAL AUDIO
    - on the right bottom of the screen
    - DDR1 & DDR2 – adjust volumes from Videos being played out of DDR1 or DDR2.
    - Sounds – adjust volume from music being played from 'Sounds' Tab.
    - AUX – adjusts volume for anything being sent out the AUX OUT setting from the Utility Delegate box. (won't be using this).
    - Stream – adjusts volume for any online streaming video output being done (won't be using this).
    - Master – MOST IMPORTANT OF ALL AUDIO ADJUSTMENTS! This is

your final audio output for your show.

d) Transitions – Middle right of screen
- Adjust what transitions look like for anything being switched using BKGD, DSK1 or DSK2
- S – M – F (transition speed – Slow, Medium, Fast)
- 5 Yellow Faded Boxes – Transition Type
  - FADE is basic fade
  - Choose other 4 for different effects, or select a transition you don't want, click settings button (mechanical wheel), then Browse... , then browse through Tricaster's different transition options.
- NOTE: Keyboard shortcuts (ENTER – takes; SPACEBAR – allows transition effect to take place).

e) Recording The Show
- On top right under Program Window, select settings button (mechanical wheel) for Record.
- Output to record – Program Out
- A/V – select Audio + Video
  - you can also select to include an additional mp3 audio only file with your video file, or just choose audio only.
- Quality – ALWAYS USE NORMAL PROFILE
- Base Name – name your file. If you record more than once, it will simply put a '01', '02', and so on after the first recording
- Add to DDR Playlist
  - this will also add your recording to your DDR playlist in the switcher so you can immediately playback what you just recorded during your show. An instant replay effect.
- Once all settings are done, press RECORD button or press R on keyboard to start recording.
- Press again to stop.

f) Exporting Recorded Files
- exit switcher by pressing 'X' button on top right of window
- go to manage tab
- select export media
- open Tricaster Rack case and insert USB of flash drive or hard drive
- click 'Add'
- navigate to your project name, and select clip/clips you wish to export. Click OK
- Target – Application
- Preset – Adobe Premiere Pro
- Destination – click drop down button, click Browse
  - navigate to your USB drive, select it, click OK
- Click Export on bottom of window. Wait till status bar is done.
- Click Close.
- Click large back arrow on the left of window to return to Home page. Click the EJECT icon next to your connected device on the right side of the window.

9. **LiveText (Graphics)**
- In project view, click Graphics Icon. If it's first time making one, enter New

LiveText Project name. If you've already created one, select under Project Name
- EX. Show Name LiveText
- Keep in mind, if your show is 4:3 or 16:9, STAY INSIDE THOSE GUIDE LINES WHILE MAKING YOUR GRAPHICS.

9.2. On the top right you'll see the Pages Tab to create new titles. Click the dropdown and select the type of title you'd like to make.
a) New Still – basic still text
b) Crawl – will make the text move left or right
c) Scroll – will move the text up and down
- For Crawl and Scroll, under the canvas, you can select and adjust the direction speed and behavior. Use playback control buttons to the right to preview.

9.3. View
a) just an assistant in viewing the canvas in different ways.
- Ex. Grid, Snap, Safe Area, Checkboard, Guides

9.4. Text and Drawing
a) when your text is selected with the pointer tool (icon on top left that looks like a mouse pointer), changes the font, size, color, orientation, and creates and edge (or a stroke around the font), or a drop shadow.

9.5. Color
a) more detail on color
- Edit – select what layer to edit first
- Type – solid, linear, corners, texture... etc

9.6. Style
a) select a preset, or, if you created your own personal look, click 'Add' so you can apply all the effects again later with one click

9.7. Filebin
a) simple PC file navigation

9.8. Layers
a) adjust the order of layers in your page
- ex. make a text layer above a shape layer to have text appear on top, instead of behind the shape

9.9. Exporting
- File, Send All Pages to Live...
- Save
- Close out with top right 'X' – save if prompted to
b) Then choose 'Live' to return to switcher
c) Go to Titles bin on bottom right, click 'Add'
d) navigate under Titles on the left to find your show
e) click or shift click to select all or Ctrl click to select a few
f) click OK to import them
g) Go to DDR1 or DDR2 and click 'Add', then navigate under clips on the left to find your show and do just as you did for Titles to import them
- NOTE: all moving titles you've created (crawl or scroll) will be videos, so they're under DDR1 & DDR2, while still graphics you've created will be imported in Titles
- NOTE: to edit stills/titles, hover mouse over desired title and click the settings icon (looks like a small mechanical wheel) on the bottom right, OR right click on title and choose Edit Title
  - click a layer to edit and retype new words or text. You can also change font, size,

bold, italic, underline, or restore everything back to how it was originally.

- YOU CAN NOT MOVE TEXT AROUND AND YOU CAN NOT EDIT VIDEOS (motion text like a crawl or scroll). You will need to go back into Graphics with LiveText to edit and export those again

10. **Recording to DVD**

a) Turn DVD player on and press the 'DV/HDD/DVD' button to toggle to the DVD player

b) Make sure input is on L1

c) Check the second of the two Marshall Monitors to see exact source being fed to DVD. Whatever is on this screen will be recorded to DVD exactly how it is shown.

d) Press the REC button on the DVD to begin recording, and STOP to stop recording.

e) Use remote controller and press 'Set Up' (bottom right of the controller)

f) Navigate to HDD/DVD/DV Setup, Disc. Setup, then Finalize. Press OK

g) NOTE: If for some reason the screen is black and white,

- Click on Settings Button (looks like mechanical wheel) on the top right of the computer screen in the Program window.
- Go to top tab 'Output'
- Look at SD Analog Connections section
- Make sure Output 2 is on Composite+Y/C and NOT Component