Alden Library One Button Studio

Welcome to the One Button Studio in Alden Library. The OBS is a space for faculty, staff and students to record themselves delivering lectures, spoken presentations, or other materials for instruction. The studio includes a video camera, microphone, studio lights, a green screen system, a presentation computer with a remote clicker and document camera, and a large screen tv.

Please refer to the instructions below in order to access and use the One Button Studio. If you run into technical difficulties and need assistance, please call (740) 593-2699.

Before You Arrive

Schedule Your Recording Session

Reserve your date and time on the Libraries' room reservation system.

Bring a Compatible USB (Flash) Drive

You'll need to bring a Flash drive that satisfies the following requirements:

- Has enough free space to store the amount of video you plan to create. In general, a 16GB Flash drive should store an hour of video, but this may vary based on video quality and other factors.
- Is formatted in FAT32 or HFS+ format.
    - Most standard Flash drives use FAT32 format out of the box. However, it's possible your Flash drive may have been changed to a different format after purchase, especially if you're a Mac user. If you're not sure, here are instructions for checking and changing the format of your Flash drive in MacOS and Windows.

Note: SD cards with adapters and novelty Flash drives often will not work.

Have Presentation Materials Ready Online

The One Button Studio allows you to display PowerPoint slides or other materials on a PC monitor for your reference while lecturing, or on a large television which can be filmed using the studio's camera. If you have materials you'd like to use in this way, place a copy of your materials in an online location such as OneDrive.

NOTE: The One Button Studio does not support screen recording. If you'd like to create screen recordings to include in a project, try Panopto Lecture Capture, or contact OHIO Instructional Technology for other options.

In the Studio

Record Your Video

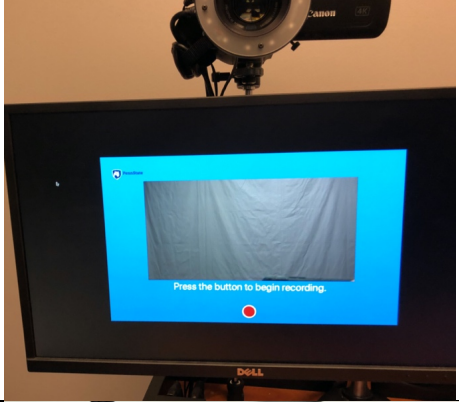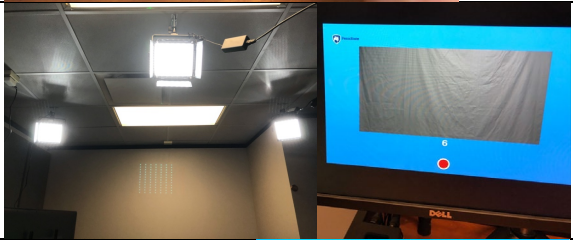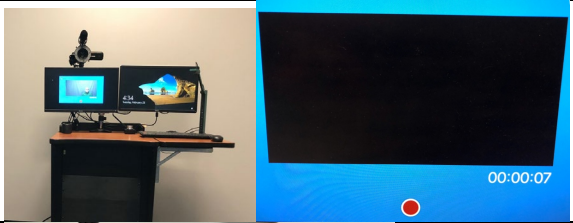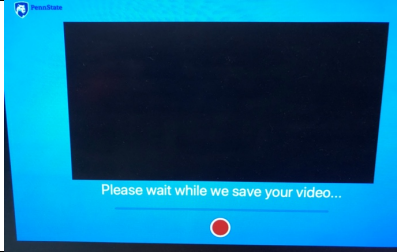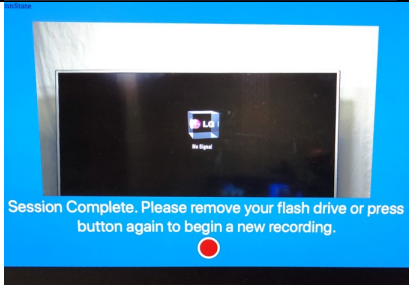|	
1. The One Button Studio is located in [Alden Library Room 215](#), "around the corner" from the Mac computers and color printers. Swipe in using your OHIO ID card.	
2. The overhead light switch is located on the door frame, next to the handle. You may close the curtain to keep outside light from entering the room.	
3. The OBS interface is located on the left-hand screen and provides directions for engaging the system to record your video.	
4. Insert your compatible flash drive (see requirements above) into the port next to the button on the desktop.	

5. When you insert the flash drive, this will begin the recording process. You should see the video camera screen appear and text asking you to press the button to begin recording.	
6. To start recording, press the big button on the desktop.	
7. The studio lights will turn on automatically and you will see a 10 second countdown timer appear on the screen.	
8. When the countdown timer reaches zero it will be replaced by a time elapsed counter, and the system will begin recording your video.	
9. When you are finished recording your video, press the button to stop it and begin the saving process to the Flash drive.	

10. A message will appear on the screen asking you to wait while the video is saved. Depending on the length of the video this may take a few minutes.	
11. When the video has saved to your Flash drive, a message will appear and let you know that you can remove your flash drive, or press the button again to begin another recording.	
12. If you are done recording, you can remove your flash drive and leave the studio. The studio lights will automatically turn off, but remember to turn off the overhead lights at the switch and close the door as you exit.	

OPTIONAL: Use the Presentation Computer and Large Screen TV

If you like, you can display PowerPoint slides or other material on the large screen television in the room, then use the studio camera to film the TV. You'll need to have your presentation materials ready in an online location such as OneDrive.
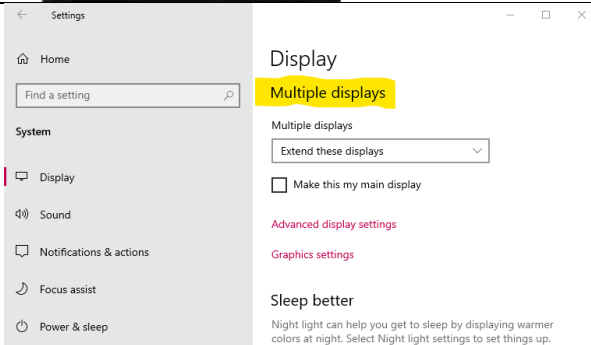
NOTE: The One Button Studio does not support screen recording. If you'd like to create screen recordings to include in a project, try Panopto Lecture Capture, or contact OHIO Instructional Technology for other options.

1. Log into the Windows 10 computer on the right side of the podium using your OHIO ID and password. Open your PowerPoint or other desired content from its online location. *Note: If you wish to use the document camera, see the separate VZ-R camera instruction sheet.*	
2. Move the TV in front of the backdrop cloth and position it so you can see it on the camera display (the left-hand screen on the podium).	
3. Plug the TV into the outlet behind the backdrop cloth.	
4. Using the remote attached to the TV, turn the TV on and, if necessary, change the SOURCE to HDMI1 using the Input button on the upper right corner.	

5. Depending on how you want to use the display, you may need to change the Windows display settings to "duplicate" or "extend" the image from the monitor to the TV. In Windows, select **Start** (window icon) > **Settings** (gear icon) > **System** > **Display.** Then, scroll down to the "Multiple Displays" setting.	

OPTIONAL: Use the Green Screen System

If you wish to use the green screen: 1. On the desktop, move the switch to the left (green) or right (blue) depending on which color you would like to use.	
2. This will turn on the light ring around the camera and will reflect the appropriate color on the gray backdrop cloth.	