

Studio A DIY Recording Quick Start Guide

For a basic 1-4 person recording with the
table mics

Check the light on the
table mics for status

WHITE:
Ready to
Record



RED:
Recording



annenbergmcc.org

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LOG INTO KIOSK

Log into Kiosk

1. Locate iPad labeled “**KIOSK**” (passcode: 111111).
2. Open **Safari**.
3. Type **10.99.126.76** in the address bar.
4. Log in with your **USC Net ID** and **password**.
5. The lights will turn on.

Kiosk Settings

1. Tap **Email**.
2. Check that your email is correct.
3. Tap **Confirm**.
4. Tap **Background**.
5. Choose a preset to put on the TV Wall.

2



LOCATE STREAM DECK

Enter DIY Mode

1. Press **DIY**.
2. Press **Yes**.

Choose Mics

1. Press **MIC POSITIONS**.
2. Press the buttons to choose your mics. When chosen, the button and respective physical mic light up white.
3. Press **BACK**.

Enter Show Control

1. Press **Show Control**.

3



CHECK SETTINGS

Check Program Monitor on Floor

1. In the **PGM** window, you'll see the cameras switching and audio levels.



Confirm Desired Mics are White

Put On Your Headphones

4



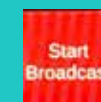
RECORD: TURN & TAP

Turn Knob

1. Turn left knob left until **Start Broadcast** appears.

Tap Screen

1. Tap **Start Broadcast** on the touch bar. You'll see a tiny green arrow next to the word “Start”. After 10 seconds, the button and mic lights turn red.



Stop Recording

1. Turn left knob right until **End Broadcast** appears.
2. Tap **End Broadcast**.
3. The recording ends once the green triangle disappears and the mic lights turn white.

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GET YOUR FILES

Log out of Kiosk

1. Tap **Logout** on the iPad labeled “**KIOSK**”.

Check Your Email

1. Check your USC email for your recording.
2. To log in to the site linked in the email, use your **USC Net ID** and **password**.

You must be on
USC Secure Wireless
to download
recording files.