

# Studio B DIY Recording Quick Start Guide

For a basic 1-6 person recording

Check the light on the mics for status



**WHITE:**  
Ready to  
Record



**RED:**  
Recording

annenbergmc.org

# 1



## LOG INTO KIOSK

### Log into Kiosk

1. Locate iPad labeled "**KIOSK**" (passcode: 111111).
2. Open **Safari**.
3. Type **studiobkiosk.ann.usc.edu** in the address bar.
4. Log in with your **USC Net ID** and **password**.

### 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**.

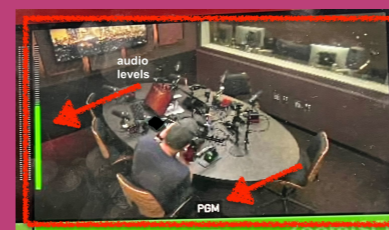
# 3



## CHECK SETTINGS

### Check Program Monitor on Kiosk

1. On **Kiosk** tap **Multiview**
2. In the **PGM** window, you'll see the cameras switching and audio levels.



## Confirm Desired Mics are White Put On Your Headphones

# 4



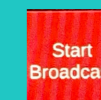
## RECORD: TURN & TAP

### Turn Knob

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

### Tap Screen

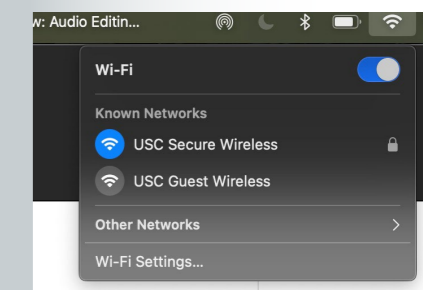
1. Tap **Start Broadcast** on the touch bar. You'll see a tiny green arrow next to the word "Start". After 10 seconds, the button and mic lights turns red.



### 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.

# 5



## 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**.

**Download** your files  
to your laptop  
Files are cleared every 30 days

