Your Appointment at the One Button Studio - Quick Guide

Here's what to bring and what to expect for your appointment at OBS.

What to bring:
- A USB Flash drive with at least 1GB of space. Ensure that it is formatted to the Windows FAT file system type. (see formatting tutorial on OBS support webpage if needed)
- Your ASU Picture ID
- Any presentation files (PPT)

Arriving at OBS
1. Check in at CPCOM 215. Have your ASU ID. The staff will confirm your appointment time and length and the provide access to the studio room upon checking your ASU ID. **NOTE: Users that do not bring an ASU Picture ID will not be admitted for security purposes.**

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2. The support staff will let you into CPCOM 217.

3. If you have presentation slides load them up on the PRESENTATION computer, either via USB or the computer can also access the internet to retrieve presentation files from Dropbox, Google Drive, etc. Pick up the SLIDE CLICKER if you have slides. Ensure the power is ON by checking the switch on the side. Once complete or if you don't have any presentation slides, proceed to the next step.

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PRESENTATION USB PORT

SLIDE CLICKER
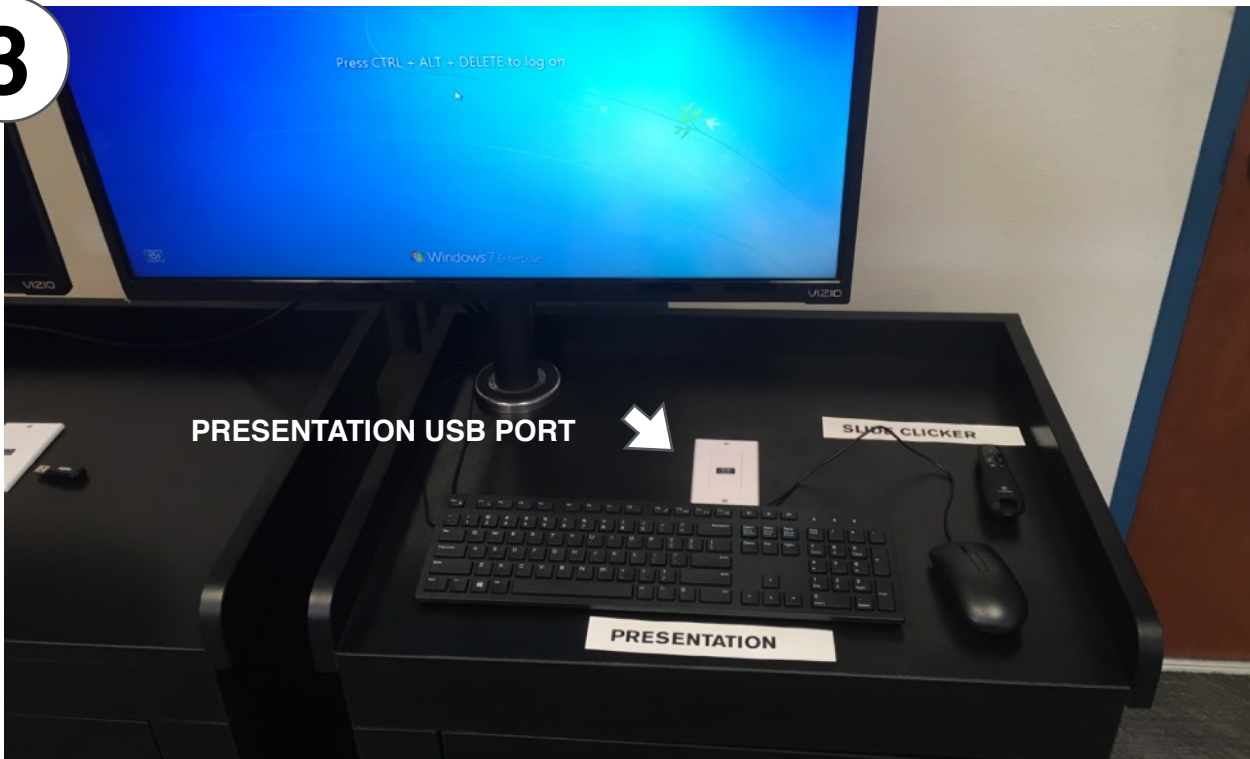
PRESENTATION

4. Move to the VIDEO COMPUTER and insert your USB drive into the port. (It can be the same USB drive as your slides if you transferred the slides to the PRESENTATION computer).
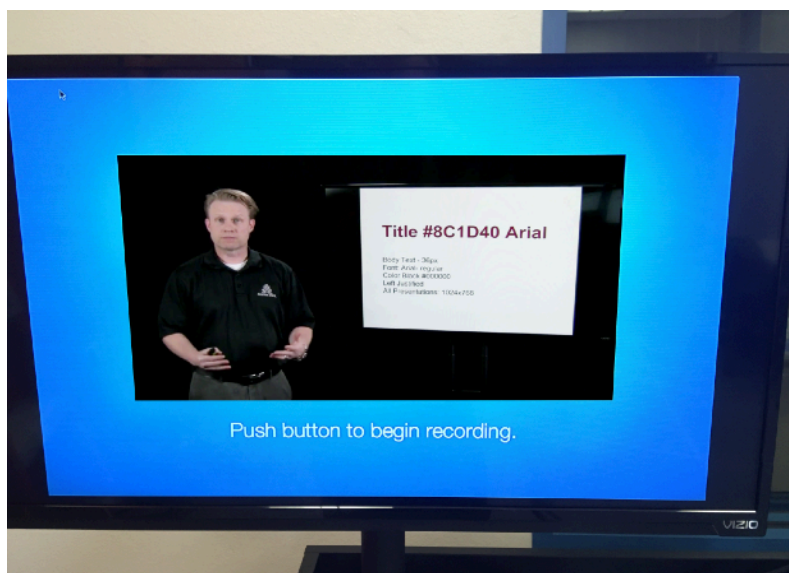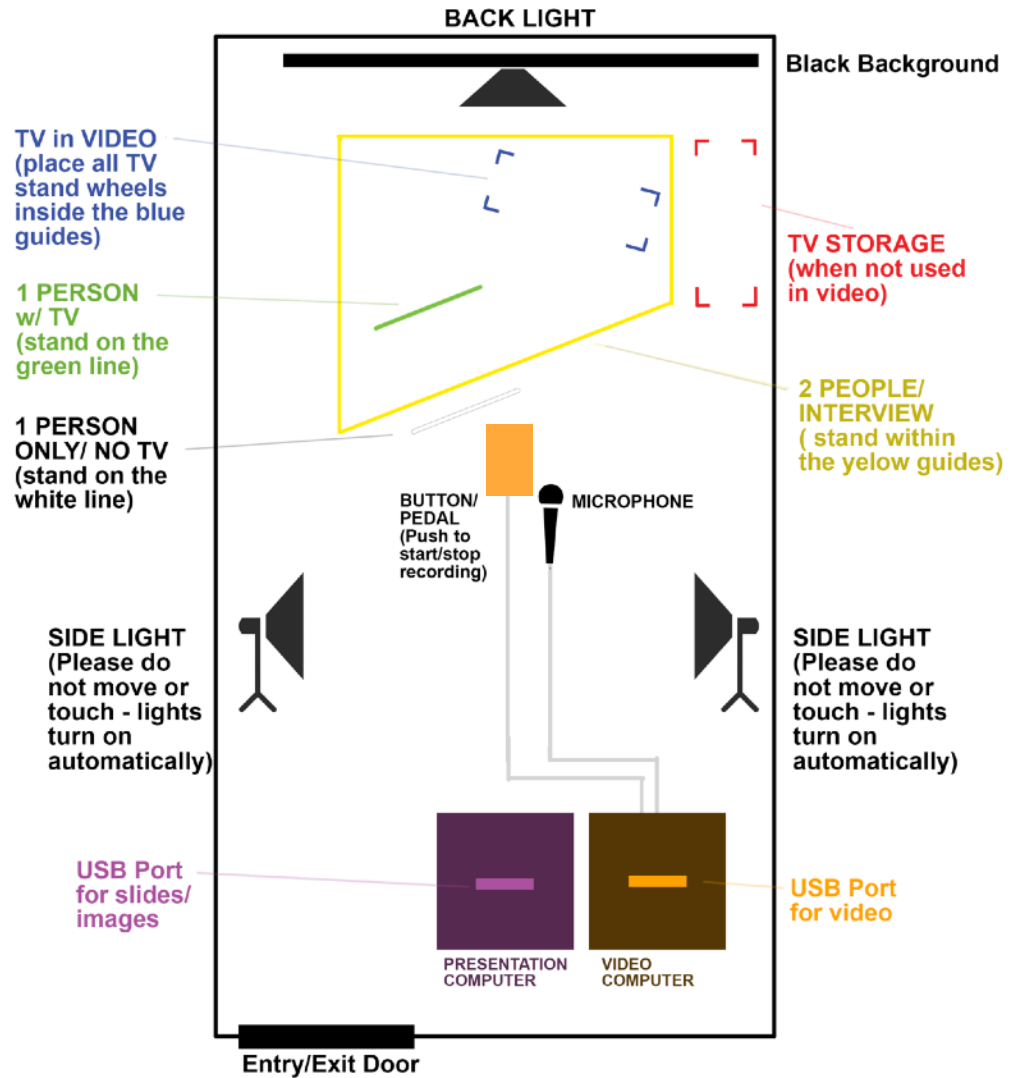

When USB is inserted it activates the recording system preview window with the message "Push button to begin recording". Use this video to ensure you can see yourself and have the desired look and position for the video.

5. Use the STUDIO LAYOUT/ STYLE guide to position yourself and locate the PEDAL BUTTON on the floor.

One Button Studio Layout and Style Guide
CPCOM 217

BACK LIGHT

Black Background

TV in VIDEO (place all TV stand wheels inside the blue guides)

TV STORAGE (when not used in video)

1 PERSON w/ TV (stand on the green line)

2 PEOPLE/ INTERVIEW (stand within the yelow guides)

1 PERSON ONLY/ NO TV (stand on the white line)

BUTTON/ PEDAL (Push to start/stop recording)

MICROPHONE

SIDE LIGHT (Please do not move or touch - lights turn on automatically)

SIDE LIGHT (Please do not move or touch - lights turn on automatically)

USB Port for slides/ images

USB Port for video

PRESENTATION COMPUTER

VIDEO COMPUTER

Entry/Exit Door

Press the **ORANGE** button *gently* to start/stop recording

The "button" to start and stop the video recording is the foot button located on the floor.

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6. At this point the (3) studio lights should be on in the room as they are on motion sensors and will turn on automatically.

QUICK TIP: Turn off the room or overhead lights to create a better looking video using only the (3) the studio lights.

Once the lights are on and you are positioned correctly**.** Push the pedal when ready to record. You will have a 5 second count down until the recording begins.
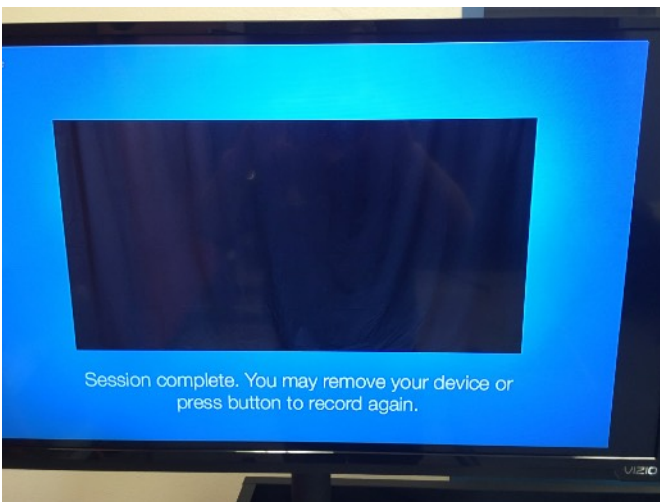

In this image there are 2 seconds left until recording starts.

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Recording screen has red recording light and a timer on the screen. Deliver your presentation or video. Text says "Push button to end recording". Use the pedal/button to stop the recording.

After stopping the recoding you receive the message "Session complete" Next step are to start the recording process again by pressing the button/pedal or you can remove the USB drive with your recorded video files on it.


Removing the USB drive resets the system back to the start page.

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Leaving the One Button Studio

- Make sure you grab your USB drive with your video files and other belongings brought into the studio.
- The door to the studio will auto-lock anytime that you leave.
- Leave all of the lights on in the studio, they are all on motion detectors and will turn off after 15 minutes.

Special Notes:
- Please do not move or touch any of the lighting in the studio.
- Please do not attempt to move or adjust the camera in the studio.
- When moving the TV in and out of the presentation area please move it by the stand bars and not the screen or edges of the TV.
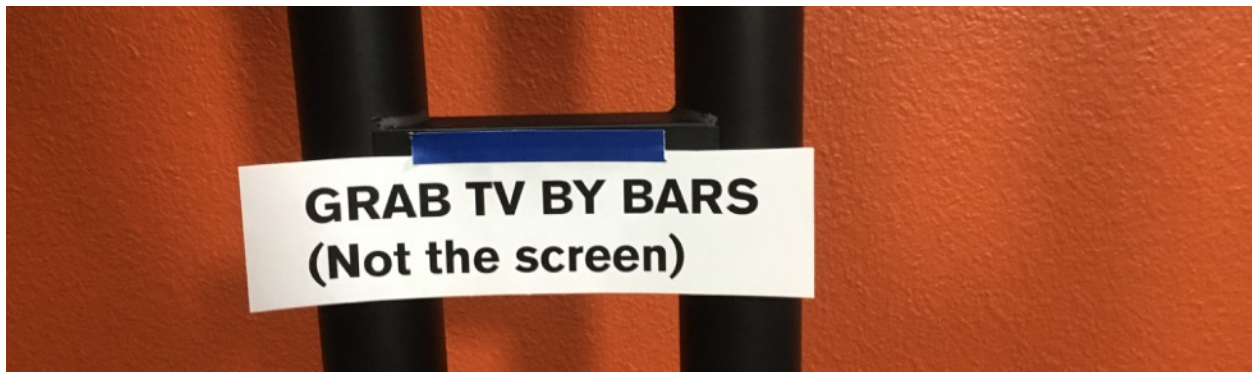
- The power button for the TV is on the right side when looking at the TV from the back side. Please use this button to turn on and turn off the TV.

IMAGE: TOP button on the back of the right side of the TV(looking at rear side of TV) is the Power button to turn the TV on and off.

- The power for the slide remote is on the side of the clicker. Please put the slide clicker on the PRESENTATION podium when done with recording.
- Please do not prop open the studio doors at anytime should you leave the room. If you need a drink, break, etc. Please close the door completely and have the staff in CPCOM 215 let you into the room to complete your appointment.