



Minnesota State University, Mankato

# Production Studio Guide

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## Overview

Minnesota State University, Mankato's Production Studio in the TnT (Technology and Teaching) Center allows for faculty and staff to use a touch screen system to videotape a session and transfer the video onto DVD and MiniDV media. The TnT center is located in the lower level of Memorial Library, room 94, and operates Monday through Friday from 8:00 AM to 4:30 PM. Contact Jerald Anderson, [jerald.anderson@mnsu.edu](mailto:jerald.anderson@mnsu.edu), or Joseph Nechanicky, [joseph.nechanicky@mnsu.edu](mailto:joseph.nechanicky@mnsu.edu), for any questions, concerns, or assistance with equipment and software.

## Instructions

### Turning System On

1. Unplug the AC adapter from the remote.
2. Touch the remote screen once to activate the remote.
3. Touch the remote screen a second time to turn on the plasma display, camera, and audio system.

### Selecting a Source

1. Press the **HDD** (Hard Drive) button under the **Source Selection** section.
2. Ensure the plasma display is displaying the camera view.  
**Note:** If plasma display is not displaying the camera view, contact Jerald Anderson or Joseph Nechanicky.

### Additional Setup

#### Setting-up a Microphone

1. Takeout the microphone case and cable from the Microphone Cabinet.
2. Remove the battery, clip, microphone cover, microphone, and power module from the microphone case.
3. Press and hold the **PUSH** button on the top of the power module.
4. Remove the top cover.
5. Insert the AA battery.
6. Replace the top cover.
7. Fit the microphone into the clip.
8. Place the microphone cover onto the microphone.
9. Plug end **A** of the microphone cable into the wall.
10. Plug end **B** of the microphone cable into the bottom of the power module.
11. Toggle the **OFF** switch to the – position to activate the microphone.  
**Note:** Use the **Room Audio** arrows in the bottom right corner of the remote to increase or decrease the room volume.

### Controlling the Camera

1. Press the **Camera** button under the **Control** section.
2. Ensure the **Camera** button is the color green, indicating its selection.

## Moving the Camera

- Press the arrow buttons in the **Pan/Tilt** section to move the camera the desired direction.

## Zooming the Camera

- Press the **In** or **Out** buttons to zoom the camera in or out.

## Focusing the Camera

- Press the **Auto** button in the **Focus** section to allow the camera to auto focus on the objects in the camera's view.  
OR
- Press and hold the **Near** or **Far** buttons in the **Focus** section to focus the camera on near or far objects in the camera's view.

## Presetting the Camera

1. **Pan/Tilt, Zoom, and Focus** the camera to how you would like the preset to appear.
2. Press the **Save** button under **Presets**.
3. Press the number under **Presets** you wish to save the preset to.  
**Note:** You have roughly 5 seconds between pressing the **Save** button and choosing a number for the **Presets**.

## Using the Camera Presets

- Press the desired number under **Presets** to have the camera use the saved preset.

## Controlling the Lighting

1. Press the **Lights** button under the **Control** section.
2. Ensure the **Lights** button is the color green, indicating its selection.

## Changing the Amount of Lighting

- Press the up and down arrows in the **Front, Middle, Rear** sections under **Lighting Zones** to increase or decrease the amount of lighting in the particular zone.  
OR
- Press the up and down arrows in the **All Lights in Scene** section under **Lighting Zones** to increase or decrease the amount of lighting in all zones at once.

## Presetting the Lighting

1. Press and hold a number under the **Lighting Scenes** section until further options appear.
2. Change the **Lighting Zones** to how you would like the preset to appear.
3. Press the **Save** button under the **Lighting Scenes** section.

## Using the Lighting Presets

- Press the desired number under **Lighting Scenes** to have the lighting use the saved preset.

## Recording Video

1. Press the push light on the “Production Studio” door to light it blue.
2. Flip the “Open Studio Please Enter” sign over so it reads “**Studio In Use Do Not Enter.**”
3. Ensure **HDD** is selected under the **Source Selection** section.
4. Press the **REC** button at the bottom of the screen.  
**Note:** The camera can be navigated or the presets may be used while recording, but be patient because the reaction time is much slower while recording.  
**Note:** The **Room Audio** will automatically mute once the **REC** button is activated to eliminate feedback.

## Pausing and Resuming the Recording

1. Press the **Pause** button at the bottom of the screen to pause recording.
2. Press the **Play** button at the bottom of the screen to resume recording.

## Stopping the Recording

- Press the **Stop** button twice to stop recording.

## Playing-back Video

1. Press the **Navigation** button under the **JVC HDD/DVD/MiniDV** section.
2. Press the **Select** button.
3. Use the arrows to highlight the video to playback.
4. Press the **Select** button to select the video.
5. Use the arrows to highlight **BEGINNING** to play the video from the beginning.
6. Press the **Select** button to begin playing the video.
7. Use the **Play, Pause, Skip, Rewind, FFwd,** and **Stop** buttons to navigate through the video.
8. Use the **Room Audio** arrows in the bottom right corner to increase or decrease the playback volume.

## Transferring Video to DVD Media

1. Load a recordable DVD-R disc into the JVC DV/HDD/DVD Recorder in the A/V Cabinet.
2. Press the **Dubbing** button under the **JVC HDD/DVD/MiniDV** section.
3. Press the **Select** button on the **HDD > DVD** icon.
4. Press the **Select** button on the **HIGH SPEED** icon.
5. Use the arrows to highlight the video to be transferred.
6. Press the **Select** button to select the video.
7. Use the arrows to highlight the **AUTO FINALIZE** icon.
8. Press the **Select** button to select **AUTO FINALIZE**.
9. Remove the recordable DVD-R disc from the JVC DV/HDD/DVD Recorder once no actions appear on the plasma screen for about 10 seconds.

## Transferring Video to MiniDV Media

1. Load a MiniDV tape into the JVC DV/HDD/DVD Recorder in the A/V Cabinet.
2. Press the **Dubbing** button under the **JVC HDD/DVD/MiniDV** section.
3. Press the right arrow to highlight **HDD > DV**.
4. Press the **Select** button on **HDD > DV**.
5. Use the arrows to highlight the video to be transferred.
6. Press the **Select** button on the video to be transferred.
7. Press **Select** to confirm the transfer.
8. Press the **MiniDV** button.
9. Press the **Record** button at the bottom of the screen.
10. Press the **Pause** button immediately after pressing the **Record** button.  
**Note:** The longer the time difference between pressing the **Record** button and pressing the **Pause** button, the longer the delay will be before the video starts on the MiniDV.
11. Press the **HDD** button.
12. Press the **Select** button on **EXECUTE** to begin the transfer.
13. Remove the MiniDV tape from the JVC DV/HDD/DVD Recorder once the plasma screen turns blue.

## Turning System Off

1. Press and hold the **Power Off** button in the lower left hand corner of the remote to turn off the plasma display, camera, and audio system.
2. Plug AC adapter into remote.

## Leaving the Production Studio

- Make sure the microphones are toggled to the **OFF** position, the battery is removed, and the microphone and cable are placed back into the Microphone Cabinet.
- Make sure all chairs are pushed in under the table/desk.
- Make sure the room is clean before you leave.
- Make sure to shut off all four light switches by the door.
- Make sure the blue light on the Production Studio door is turned off.
- Make sure the “Open Studio Please Enter” sign is showing on the Production Studio door.
- Make sure to shut the door when you leave.