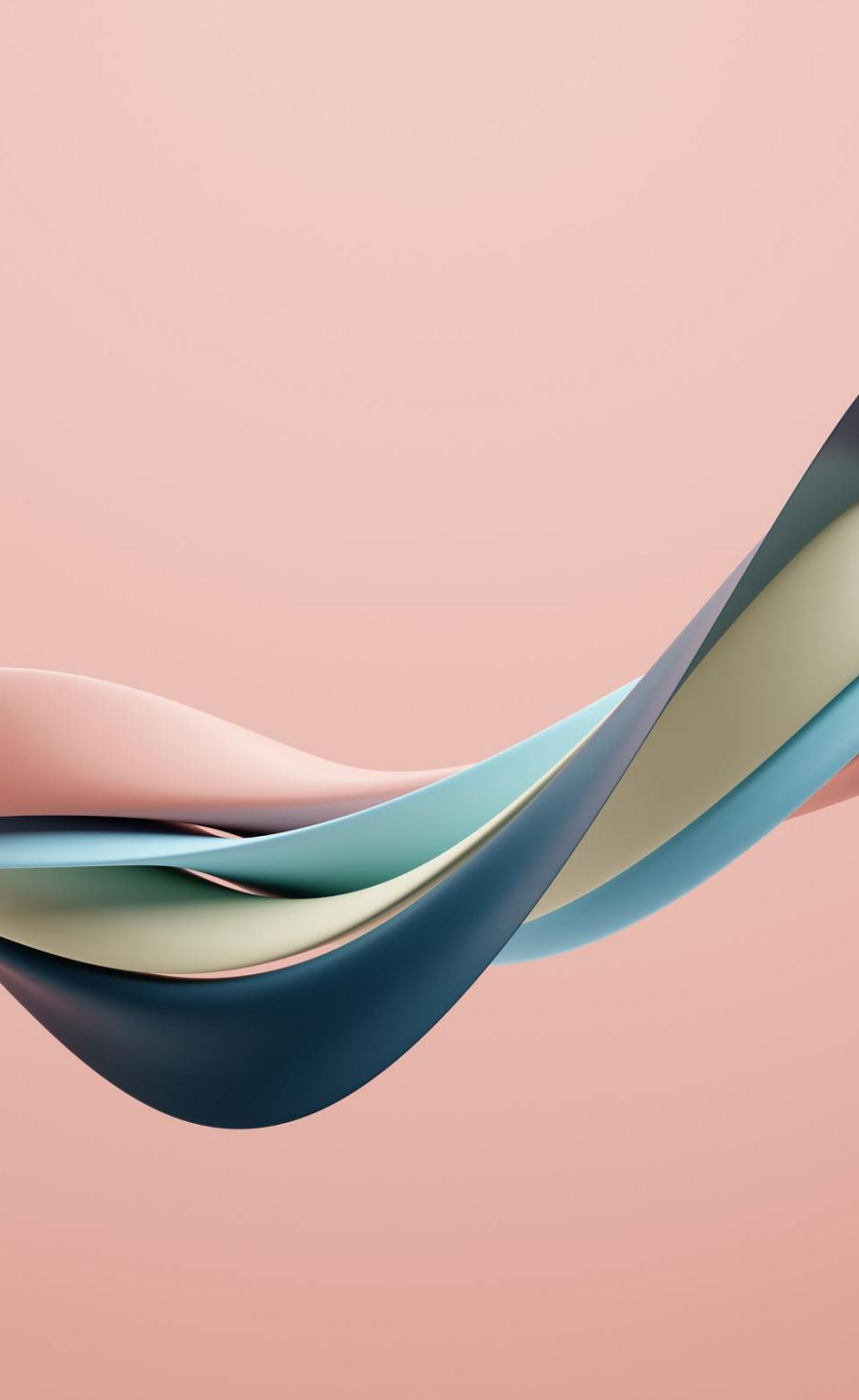




VIDEO PRODUCTION STUDIO INSTRUCTIONS

Last Updated:
7/22/26



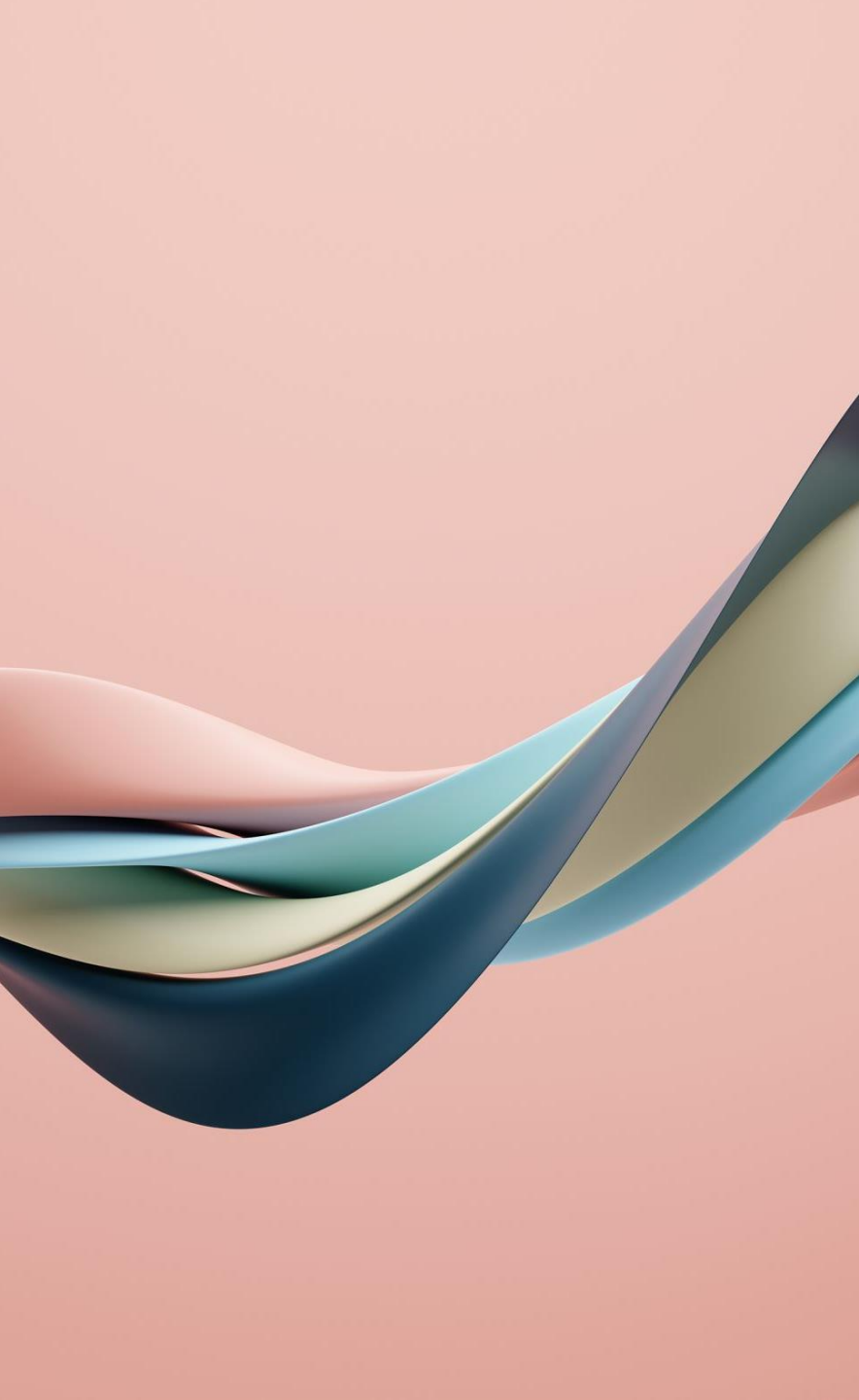
SETTING UP

Notice: No food or drinks are allowed in the studio; do not use profane or inappropriate language during production.

The studio will be turned on with overhead room lights; decide whether these lights are adequate for your liking or turn them off and turn on the hanging studio lights.

Switches for studio lights are to the right of the entrance; #18, #23, and #26 will turn them on.

The main overhead switch is in front of the double-door entry, next to the podium prop.



SETTING UP

There can be up to 4 video hosts at a time; depending on the number of hosts involved, turn on that number of microphones as such:

Turn the microphone around, facing backside; long-press the ON/OFF switch until the screen turns on; unmute the microphone via the MUTE switch.

Turn on the mixer at the desk at the back of the interface.

Turn on the receivers by opening the panel at the side and pressing the ON/OFF button until the screen turns on; each receiver and transmitter/microphone are labeled.

Turn up the levels on each microphone until the mixer levels are lit between -3 - $+3$, located on the right of the mixer; MAIN MIX level should be turned around level 8.

SETTING UP

Turn on the camera on the tripod using the dial on the right.

Note: the camera should be about 3 feet away, but distance can always be adjusted manually or through the camera lens

Select PC(Tether) if prompted to do so.

These 4 elements should always be present:

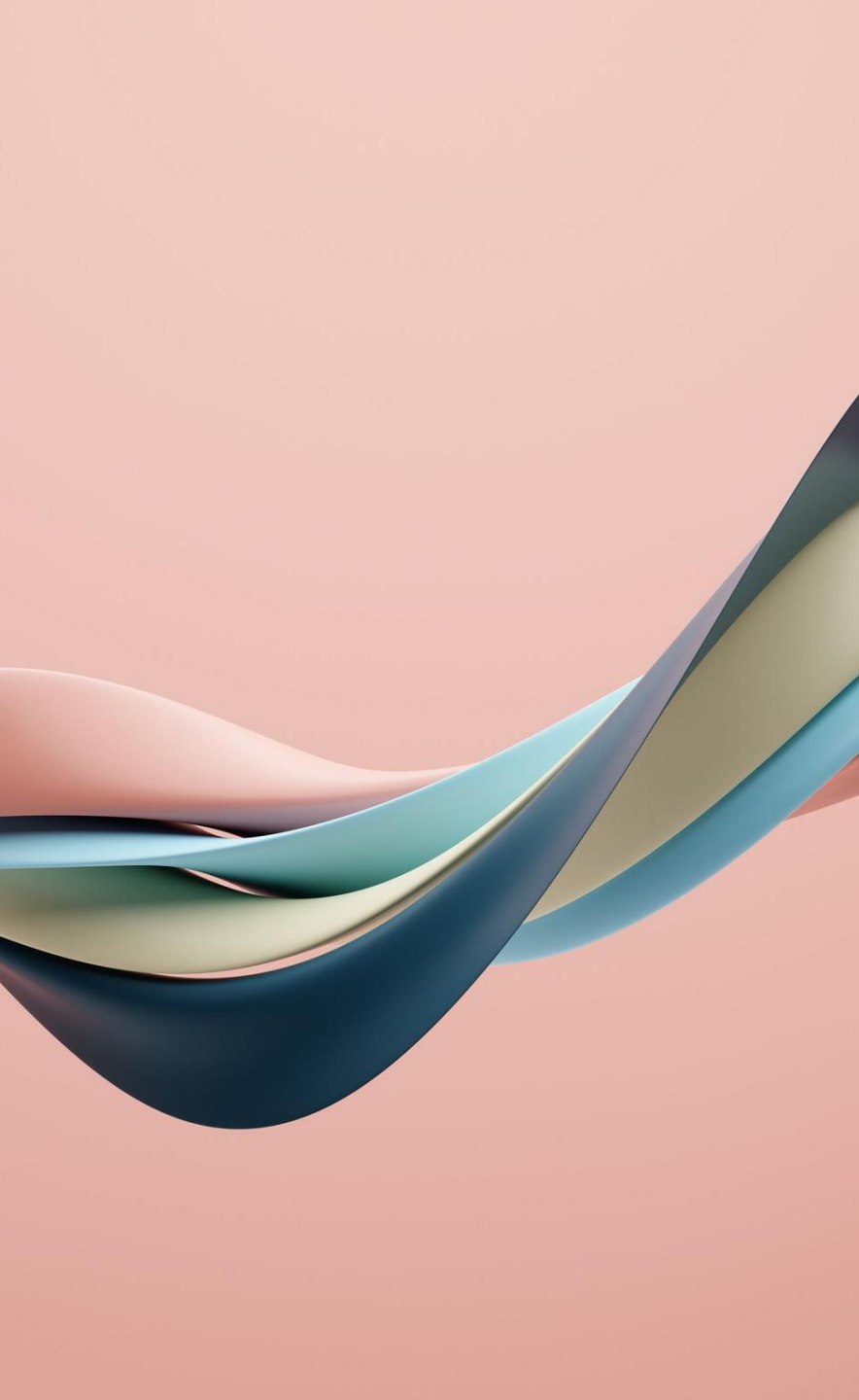
Mode: Movie/Filming Mode (M with film camera icon) (left dial)

Shutter Speed: 1/60

Aperture: F4.5-F5.6

ISO: 1250-2000 (depends on which lighting is being used)

An SD card is not required for the camera but can be used if desired; press record on the camera to store file on internal SD card. The internal SD card does not save the file made on OBS on the computer.



SETTING UP

Log into the computer using your UNM NetID and password.

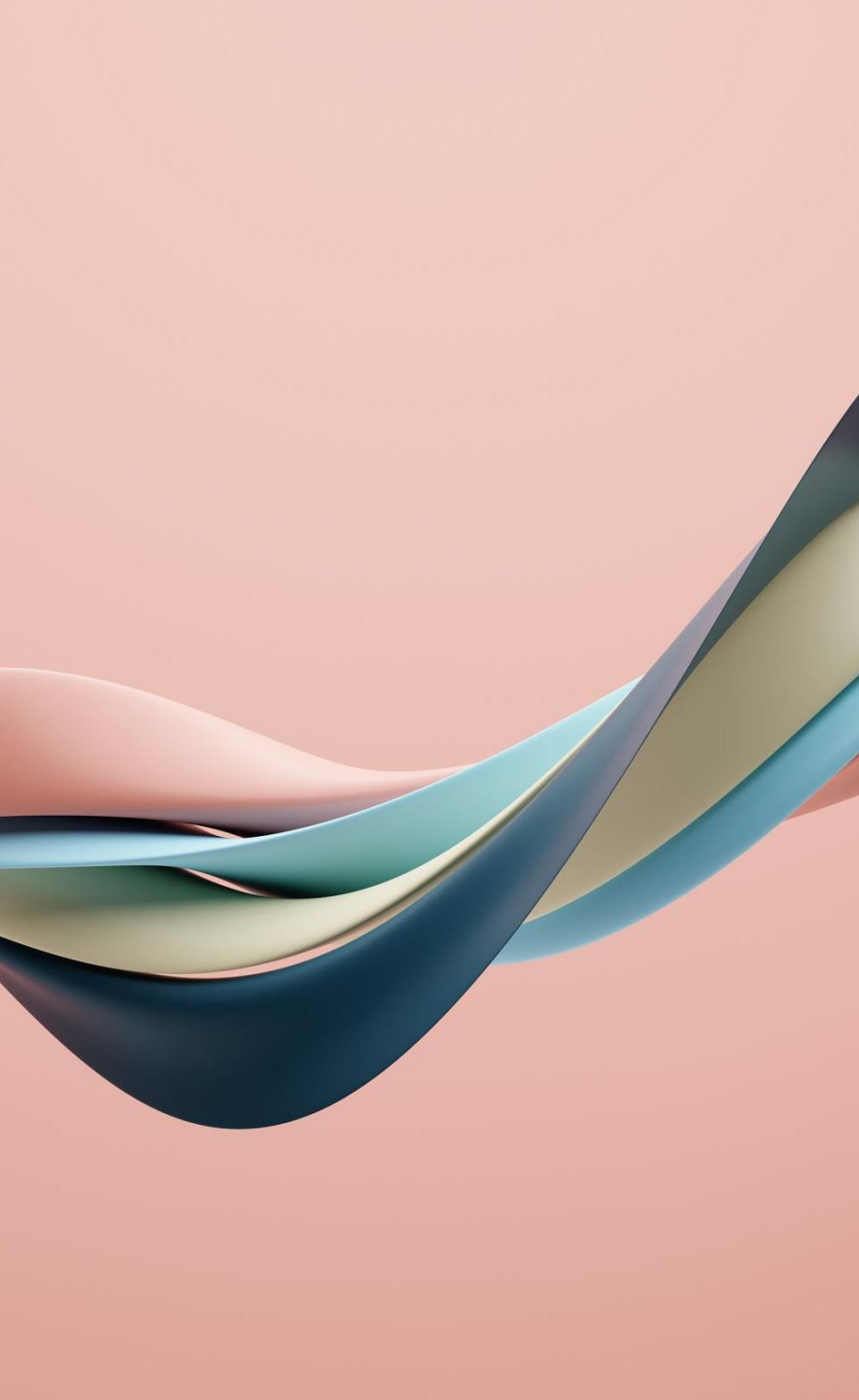
Launch OBS.

Some settings may need adjustment:

Go to OBS – Preferences – Audio Mic/ Auxiliary

Select 'USB Audio CODEC'.

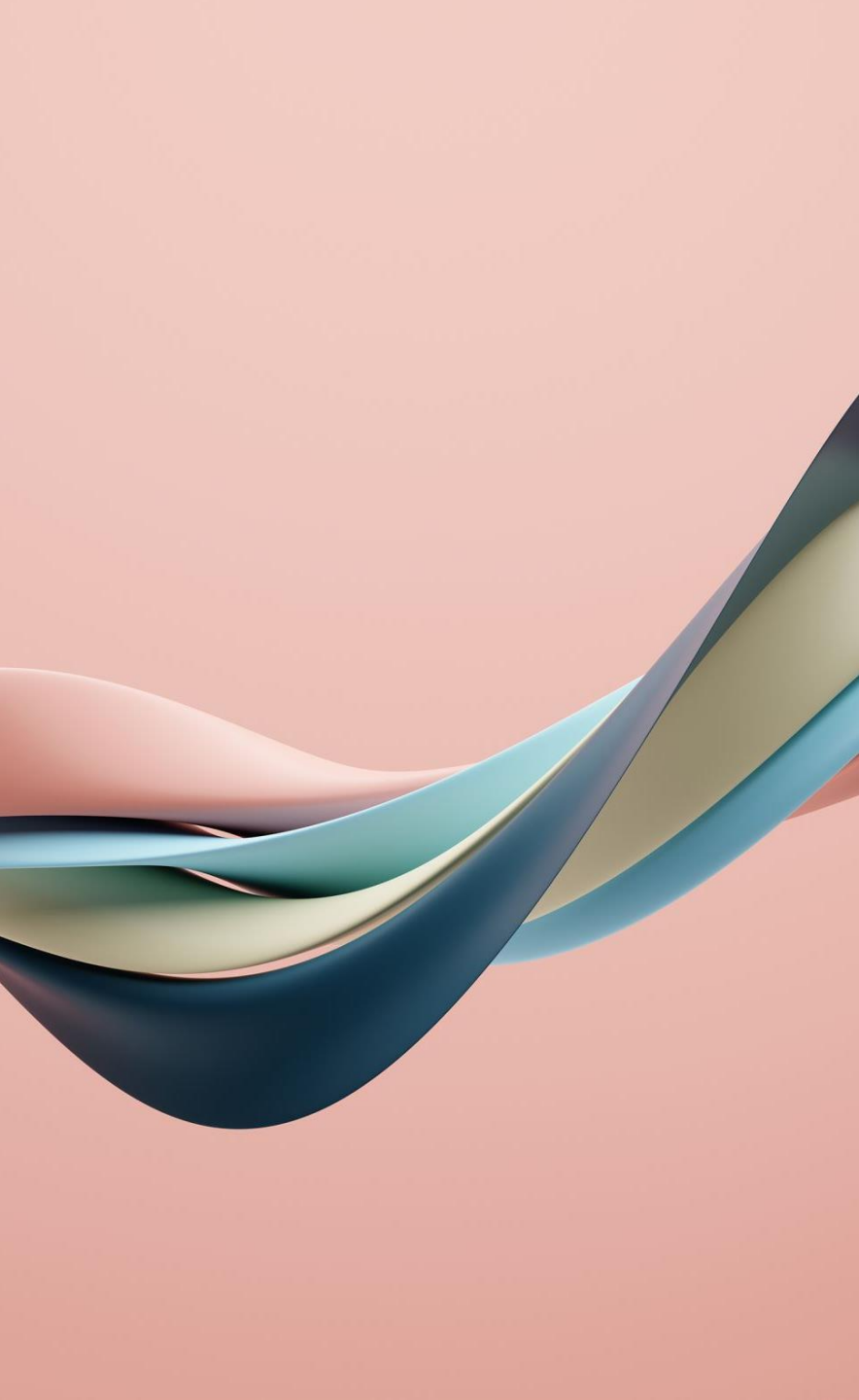
The rest should be disabled.



SETTING UP

Preferences – Output – Recording Path

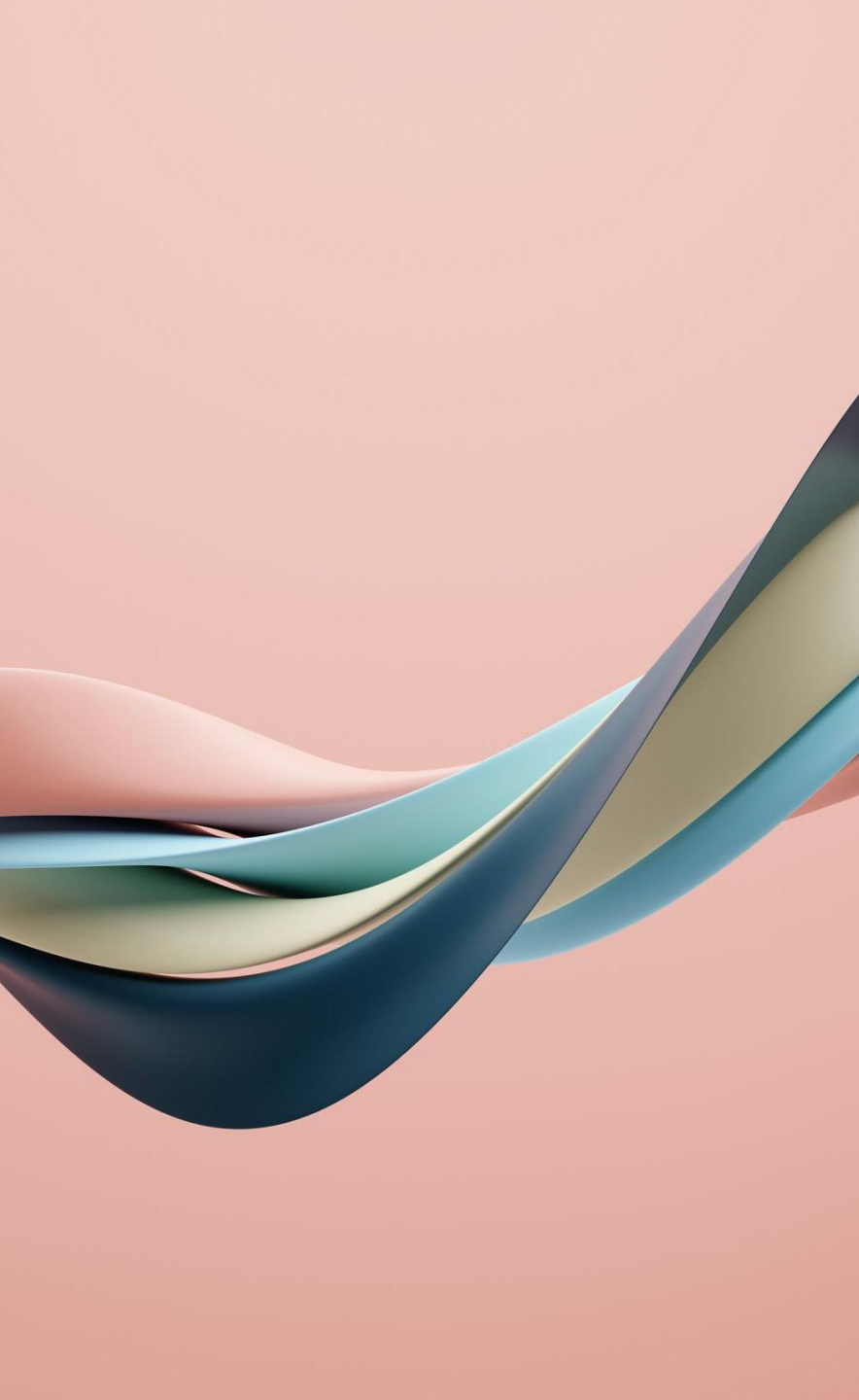
Select Browse and select either desktop or your external hard drive.



SETTING UP

Under Preferences:

Another tab labeled "Advanced Audio Properties" (behind the "Settings" tab) pops up. Make sure monitor is off under 'Audio Monitoring.'



RECORDING

Either adjust the tripod or use the zoom lens to get everyone in frame.

Adjust focal lens to get everyone in focus.

Start Recording after all these settings have been set.

Find your file in the selected recording path as a .mov file.

Upload this file either to your external hard drive or log into your OneDrive and upload it there; do not leave your file on the local drive.

Select Exit on the OBS software; wait for app to finish closing and log off; do not shut down computer.

FOR LIVE-STREAMING

If you are interested in using the studio to live-stream onto our department's YouTube and/or Facebook live, please inquire with the AV office for further instruction.

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