



## Horton Communications Labs

These rooms are designed for the purpose of recording, editing, and sharing interview sessions and other digital media. Each room can be used independently, or connected to each other using the **Share** function of the AV touch panel.

For room access and reservations contact the UNH Communications Department at 603-862-2292.

For in-person training sessions contact AV Services at 603-862-2467. Training sessions can be one-on-one or group sessions.

### Horton B10 Media Room



Room B10 contains an 84" LCD monitor, HDMI & VGA connections, AV touch panel, and iMac computers.

The LCD monitor is used to display content from the installed iMac computers, from the HDMI or VGA connections in the room, or content shared from Media Studio B10A or Language Lab room B05.

Each iMac is intended for individual or small group work. These computers, as well as the laptop connections at each desk, can be selected by the instructor and shared onto the main monitor.

This room also contains the AV equipment rack powering the recording and mastering equipment used by the Media Studio room B10A. This room can share the main screen contents to room B05.

### Horton B10A Media Studio



Room B10A contains a 40" LCD monitor, HD video camera, ceiling mounted microphone, HDMI connection, AV touch panel, as well as a table and chairs for the interviewer and interviewee.

The confidence monitor allows you to monitor your presence during and when preparing for a recording. Camera pan/tilt/zoom is controlled by the camera remote control. Microphone recording levels are controlled by the touch panel when starting a recording.

Content generated from the system in this room can be shared to rooms B10 and B05, as well as stored to a removable USB media device (connected to CAPTURE HD-PRO unit in room B10 AV equipment rack).

### Horton B05 Language Lab



Room B05 contains a 70" LCD monitor, HDMI & VGA connections, AV touch panel, and iMac computers.

The LCD monitor can be used for small instruction lessons (displaying content locally from HDMI and VGA on the display), and can also show shared content from B10 or B10A.

This room also contains two tables with five total iMac computers. These computers are workstations only, can not be shared to other rooms, or to the 70" LCD in this room.

HDMI and VGA content from this room can be shared to room B10.

Use the AV touch panel in this room to control monitor power, system volume, and content sharing settings.

When sharing content between rooms, the audio & video content displayed on the main LCD monitor in the originating room is what will be shared. To initiate sharing, the originating room will need to select the Share button on the AV touch panel. Receiving rooms will then see the originating room name (B10, B10A, or B05) appear as a source on their AV touch panel. Selecting this new room source will display the shared content of the originating room.



## Horton B10 Media Room

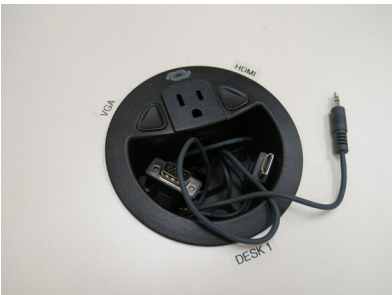


### **This room has installed 84" LCD Monitor which can be used in three ways:**

- Display content from the instructor HDMI or VGA laptop connections
- Display content from the iMacs or HDMI & VGA laptop connections at the four student desks.
- Display content shared from room B10



This room is designed for students to work individually or in groups at each of the four desks. Each desk has two iMac computers, and two black pods in the table. One pod contains HDMI and VGA connections with selection buttons for each connection, one pod contains just selection buttons — one button for each iMac.



These buttons allow the content from the corresponding source (HDMI, VGA, or iMac) to be displayed on the large LCD wall monitor. The sharing selection is made by using the instructor touch panel on the wall.



**Red** selection button: Corresponding source or device is asleep or not connected properly

**Blue** selection button: Corresponding source or device is active and can be selected & displayed on monitor

**Green** selection button: Corresponding source or device is active and is currently displaying on the monitor



Each iMac has a 4-port headphone amplifier (1/8" and 1/4" connections). These amplifiers are used for small groups at each iMac to share the audio from that iMac without disturbing other users of the room.

These amplifiers are very powerful. Start with the amplifier volume setting at "0" and slowly increase until a comfortable level is reached.



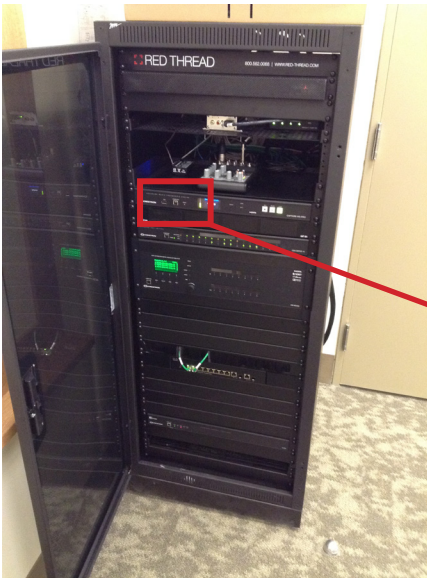
## Horton B10 Media Room cont.

### The AV touch panel in this room is used by the instructor to:

- Select which content to share on the 84" LCD monitor. Content choices include the HDMI & VGA connections or iMacs at each desk, or the instructor HDMI & VGA connection.
- Adjust main display volume level.
- Control power to the LCD monitor. This power setting does not affect the iMac desks.
- Lock button will disable all desk pod "Share" buttons. This allows the instructor to stop all desks from taking control of the LCD monitor content.
- Share button enables sharing of the LCD monitor contents to room B05. Shares both currently selected video and audio content when accepted by touch panel in B05.
- Power off the system using the Power button. This will end all content sharing out of this room.



Room B10 also contains the AV equipment rack where all digital recording and mastering equipment is stored for all three Communications Labs rooms.



The extent of most user interaction with this rack is connecting and removing a USB Thumb Drive or External Hard Drive to the port marked **"USB"** on the Capture HD-PRO device.



Recordings created in room B10A Media Studio are stored to your portable USB media using this connection. Recordings are started and completed using the AV touch panel in the Media Studio. If an incompatible USB device is connected, the Media Studio touch panel will display a compatibility error message.

We recommend a minimum storage capacity of 8GB for USB media devices used to store recordings using this system. Completed recordings are exported at full resolution, roughly equalling 1GB per 1 hour of recording. Drives must be formatted as **FAT 32**.





### Horton B10A Media Studio

This studio is used for recording audio and video content for shared playback with rooms B10 and B05, as well as storing these recordings on removable USB media.

Equipment contents include a 40" LCD monitor, HD video camera, ceiling mounted microphone, HDMI connection, AV touch panel, as well as a table and chairs for the interviewer and interviewee.

Content generated from the system in this room can be shared to rooms B10 and B05, as well as stored to a removable USB media device (connected to CAPTURE HD-PRO unit in room B10 AV equipment rack).

There is a 40" LCD on the wall in this room, used as a confidence monitor. This confidence monitor allows you to monitor your presence during recordings. What is displayed on this monitor is exactly what will be shared or recorded.

The confidence monitor allows you to monitor your presence during and when preparing for a recording. Camera pan/tilt/zoom is controlled by the camera remote control. Microphone recording levels are controlled by the touch panel when starting a recording.

Press the Display button on the AV touch panel to turn on the monitor if it is off.

**Red** Display button: Monitor is off. Press to power on.

Flashing **Red** / **Green** Display button: Monitor is powering on.

**Green** Display button: Monitor is on.

To adjust camera power and pan/tilt/zoom, use the Panasonic remote control.

Use the HDMI connection to display computer content in your recording. Different content recording options are available including Camera/HDMI side-by-side, Picture-in-picture, and more. These are adjusted using the AV touch panel when starting a recording.

See the next page for step by step instructions for recording or sharing Media Room content.





## Horton B10A Media Studio cont.

### Recording & sharing interview content:



To share your Media Studio audio and video content to rooms B10 or B05, press the Share button on the AV touch panel.

**Red** Share button: System is not sharing to rooms B10 or B05

**Green** Share button = Sharing to rooms B10 or B05 is enabled.

Sharing does not need to be enabled when recording to removable USB media

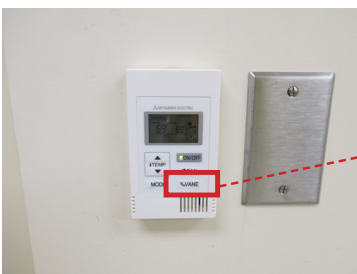


The white headphone jack on the wall in this room is intended for someone in the room to monitor the recording using headphones.

The volume knob next to this jack controls only headphone volume level (not overall recording volume level).



To record media content to your USB media, connect your USB Thumb Drive or External Hard Drive to the port marked **"USB"** on the **Crestron CAPTURE HD-PRO** device, located in the AV equipment rack in room B10.



When preparing to record, close the studio door and shut off the room Air Conditioning unit by pressing the **"ON/OFF"** button on the Mitsubishi wall controller. This will eliminate any static or noise from the AC unit during recordings.



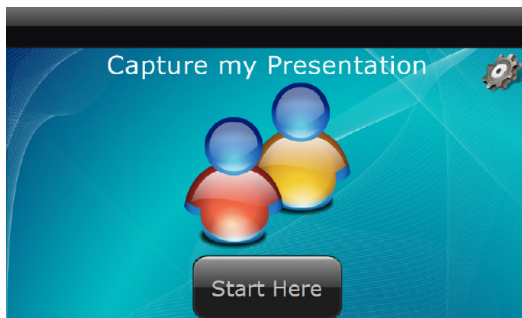
### Horton B10A Media Studio cont.

On the touch panel, press the **Start Here** button.

The next page shows the recording volume adjustment settings. This is where all volume adjustments for the recording are made.

- The settings for volume are 0 - Lowest, 1 - Middle, 2 - Highest.

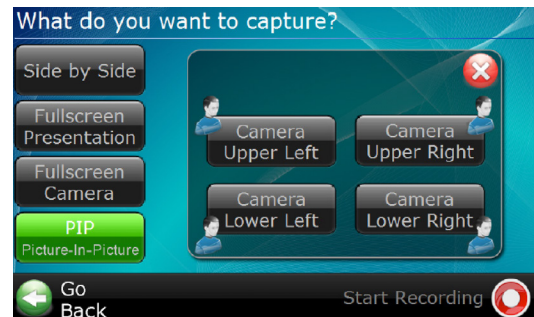
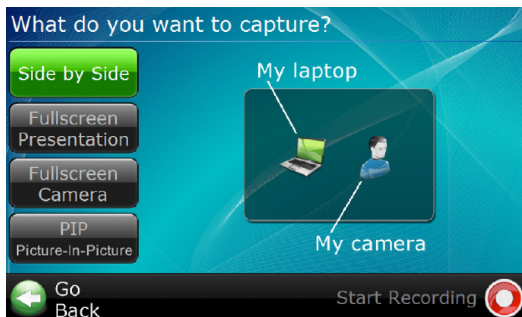
After adjusting the recording audio level, press the **Start Recording** button.



An additional settings page will appear.

These settings will allow you to select from 4 content display modes:

- Side by Side (HDMI and Camera)
- Full Screen Presentation (HDMI)
- Full Screen Camera (Camera)
- Picture in Picture (Full screen HDMI with small view of camera feed)



Press the **Start Recording** button to begin recording. Touch panel buttons will turn red, and "ON AIR" signs above both sides of the studio door will illuminate.

Once Start Recording is selected, the system will inspect the connected USB media to confirm it is compatible for storage. If not compatible, an error will be displayed on the touch panel.

To end the recording, select **Stop Recording**.

The system will display a message about finalize the recording. When the message goes away it is safe to remove your USB media.

All recordings are exported in the **.mp4** video format.





### Horton B05 Language Lab



This room has a 70" LCD which can be used for:

- Small instructional sessions (displaying content from the instructor HDMI & VGA connections)
- Show shared content from rooms B10 or B10A
- Sharing displayed screen content from this room to room B10 (using Share button on touch panel)

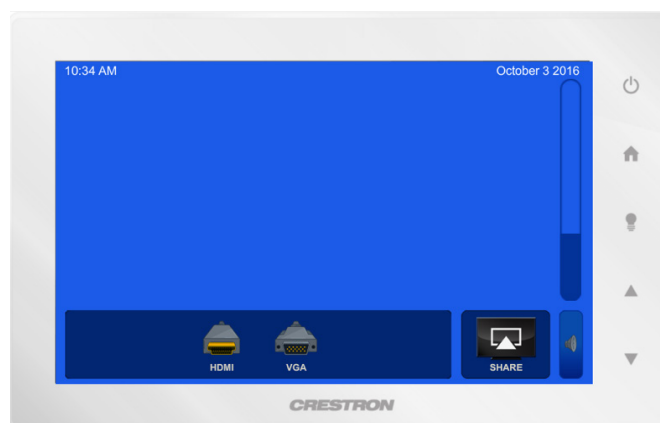
To view content shared from rooms B10 or B10A, select those sources on the AV touch panel.



**Share** must be enabled in the originating room for it to appear as a shared source.

This room also contains two tables with five iMac computers. These computers are workstations only, can not be shared to other rooms, or to the 70" LCD in this room.

Use the AV touch panel on the wall to adjust system volume, sharing to room B10, and system power.



Turning the system off using this touch panel will disable all sharing to room B10 — if sharing was enabled on touch panel.