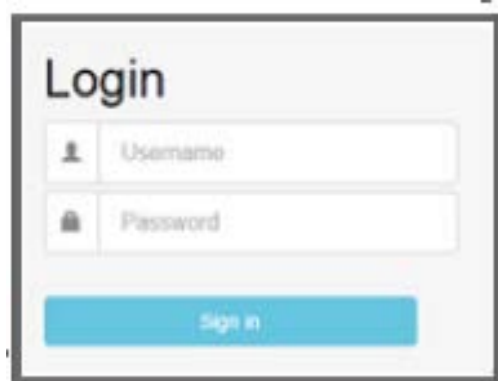


# VIDEO EXPRESS CONTROL TABLET GUIDE

1



## LOGIN

Login using your Purdue career account username and password.

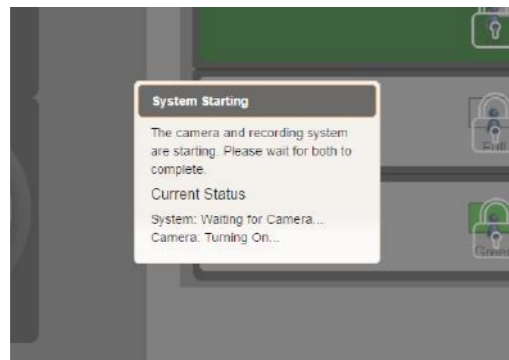
5



## RECORD

Start recording by pressing the **RED** button.

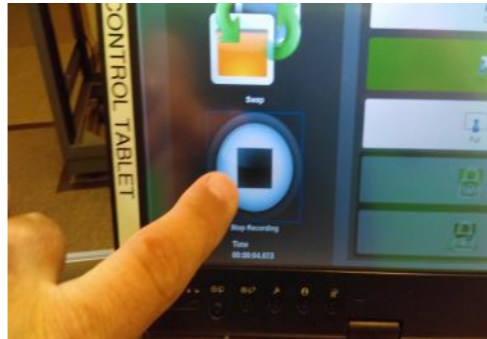
2



## SYSTEM STARTUP

The system will turn on the camera, reset settings, and launch the recording software.

6



## STOP RECORDING

To stop the recording press the **Black** button.

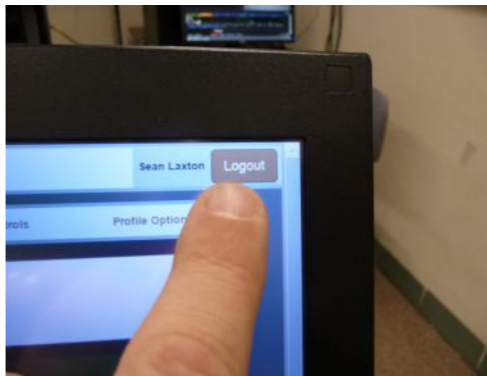
3



## CONTROL SCREEN

From here open the tabs at the top to make adjustments to the recording settings.

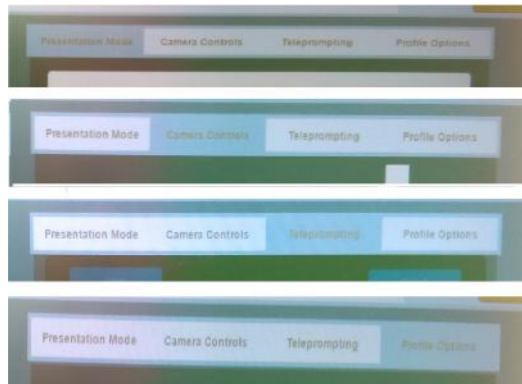
7



## LOGOUT

When done recording press Logout.

4



## TABS

Each Tab controls something different. See the options below and on the back. Once you have made these adjustments you're ready to record.

## YOUR VIDEOS CAN BE ACCESSED AT

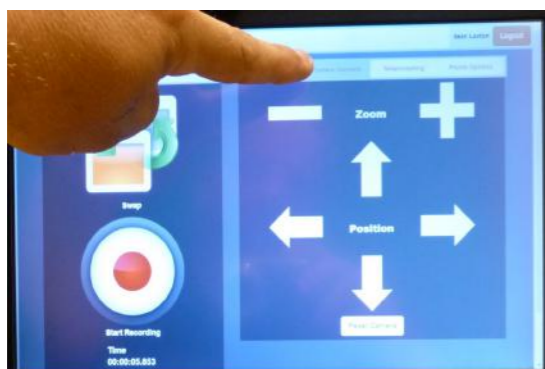
<https://videoexpress.purdue.edu>

## TABS

*Presentation Tab instructions on the back...*

### CAMERA TAB

1

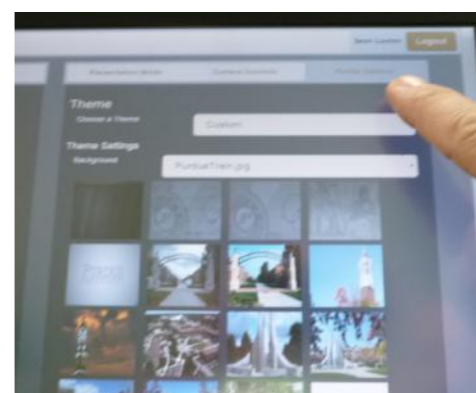


## CAMERA CONTROL

Move the camera by pressing the arrows, Zoom in or out by pressing the + or -.

### PROFILE TAB

1



## THEME (BACKGROUND)

Change the background image here. Custom will give the most options.

### TELEPROMPTER TAB

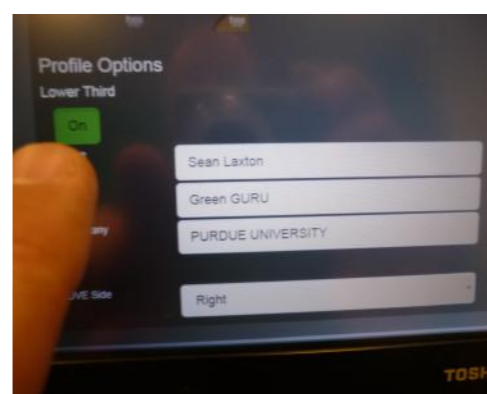
1



## TELEPROMPTING

There is a separate tutorial about this feature.

2



## LOWER THIRD

This title area will run at the beginning of your video. It is an ON or OFF feature.

# VIDEO EXPRESS CONTROL TABLET GUIDE

## TABS

**PRESENTATION TAB** (Is used to show the content from the Presentation PC.)

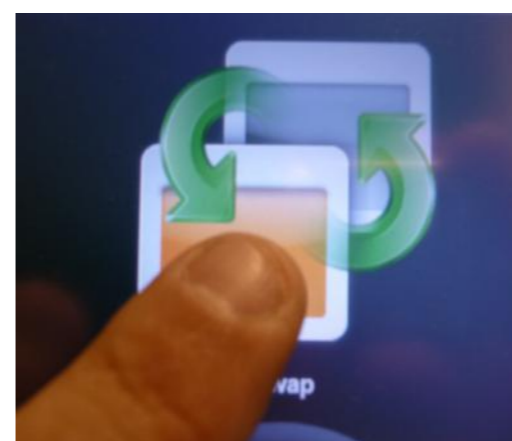
1



### OVER THE SHOULDER IMAGE

Toggles between presenter with over-the-shoulder content window or without.

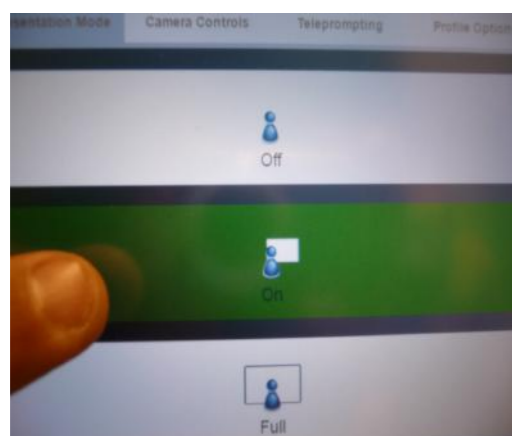
5



### SWAP

Toggles the over the shoulder box from small image with presenter to full screen image without presenter.

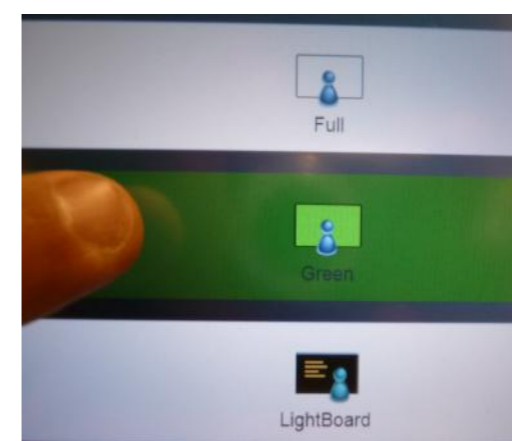
2



### ON (Default)

At start up the system is set to be on with the over the shoulder content box.

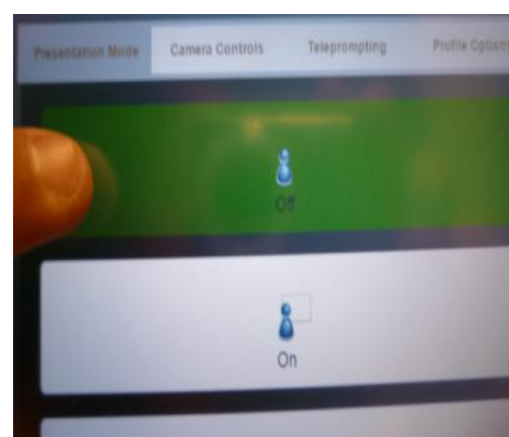
6



### GREEN

This option is used when the background image will be added later. There is a separate tutorial about this feature.

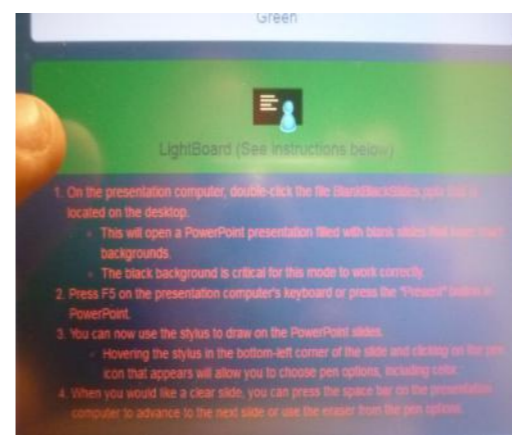
3



### OFF

Will take the over the shoulder window away. Showing the presenter and background only.

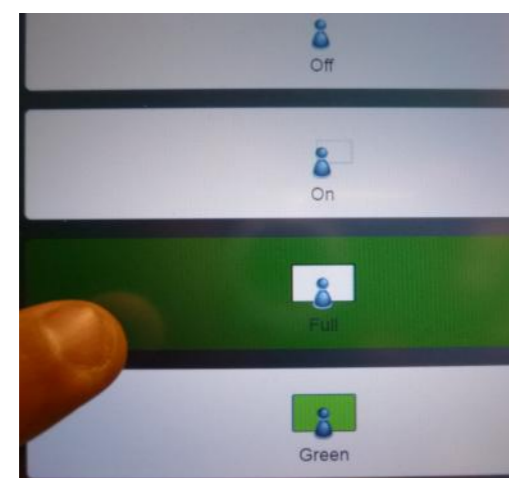
7



### LIGHTBOARD

This option is used to display the content in front of the presenter, while still seeing the presenter. There is a separate tutorial about this feature.

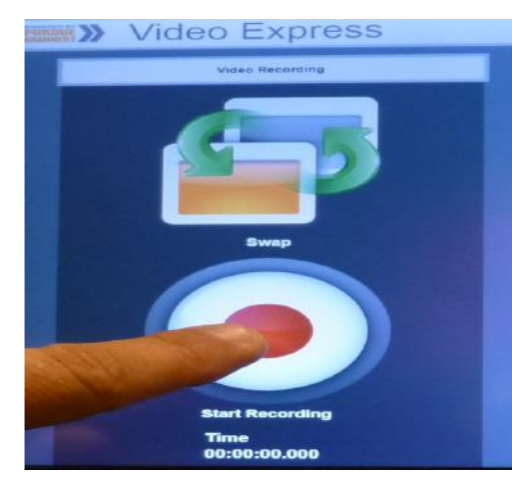
4



### FULL

Allows for the content window to occupy the entire screen with the presenter in front of it.

8



### RECORD

Now you are ready to record.

# Leadership Communication Studio

## START UP GUIDE

**1**



Turn on lights

**2**



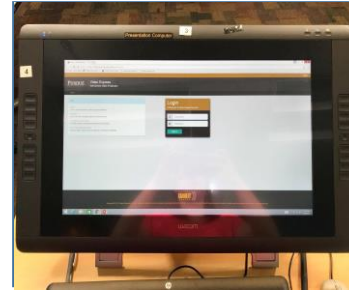
Start Wacom  
Computer #3

**3**



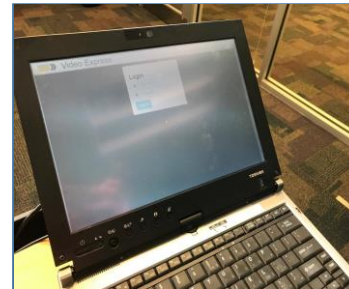
Plug in USB to  
Computer #4 or  
download media  
from  
email/cloud/online

**4**



Open chrome on  
Computer #3 and  
sign into Video  
Express using  
career account

**5**



Wake up Control  
Tablet #5

# Leadership Communication Studio

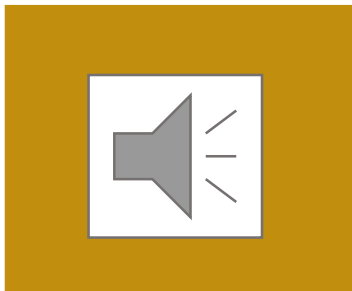
## AUDIO GUIDE

**1**



Attach lapel microphone to shirt or coach

**2**



Speak as if you are addressing a classroom

**3**



Audio Mixer #9 displays output levels in green & amber

**4**



IF: Output levels are not green  
THEN: Adjust mic closer towards mouth or speak louder

**5**



TIP: Do not record with noisy clothing such as winter coats

# Leadership Communication Studio

## TROUBLESHOOT GUIDE

**1**



IF: Recording monitor does not turn on automatically  
THEN: Use remote #8 to turn on

**2**



IF: Other problems occur  
THEN: Contact the Parish I-Desk for assistance

# Leadership Communication Studio

## Filming Guide

**1**



Adjust the camera to your height and distance.

**2**



Choose your background screen and any logos you want.

**3**



Select your desired mode of presentation.

**4**



Click record to start your recording. An introduction montage will play before you start.

**5**



Click “stop recording” when you are done recording.

# Leadership Communication Studio

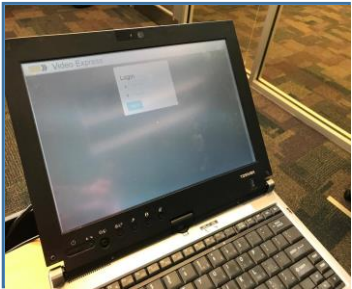
## SHUT DOWN GUIDE

**1**



Turn off Wacom  
Computer #3

**2**



Log off of Computer  
#5

**3**



Remove USB from  
USB Port #4

**4**



Put all items back  
in their places

**5**



Check the room  
for misplaced  
items and  
belongings. Turn  
off all lights.