



## **Studio Help Guide**

**Frequently asked questions explained step by step**

### **Turning on the Tricaster and Creating a New Session**

1. The Tricaster is located in the rack in the corner of the room. Open the front hatch.
2. Press the black switch once and release to turn on the Tricaster. You will hear a beep indicating that it has turned on. Close the hatch.
3. Press the power “On” switches on each of the three camera control units (CCUs) to power on the Studio Floor cameras (1 - 3).
4. Turn the Iris knobs clockwise to the 2 o’clock position. You may adjust the Iris later depending on the lighting scheme of your show.
5. Turn on the camera monitor screen (on the tall white rack above the Smart Video hub). Press the SDI button.
6. Turn on the wall-mounted TV monitor with the remote control.
7. On the Tricaster computer monitor, click the yellow box labeled “New +”.
8. Type in a session name (name of your show).
9. Make sure “Volume” is set to “Media (D:)”
10. Next to resolution, click 720p.
11. Click “Start Session”.
12. Click “Start Live Production”.
13. Wait (approx. 2-3 minutes) until the Tricaster interface has fully loaded.

### **Setting the Recording Format for Your Show**

1. On the Tricaster interface monitor, click the gear icon next to “Record” below the Preview monitor (do not press record yet).
2. Click the drop down arrow for “Encoding”.
3. Select H.264 High Quality. Primary = PGM.
4. Close window.

### **Adjusting Audio Controls for Your Show**

1. On the Tricaster interface, click the External Audio Tab and double click on the slider pod (fader icon) on Channel 8 to set it to zero (0).
2. Click the Internal Audio Tab.
3. Mute the following channels by clicking on the speaker icon for each one: Net 1, Net 2, DDR1, DDR2, Sound and Effects.
4. You must group each channel by clicking the “Group” tab, right below the aforementioned channels. Group each one with the color green, which you will see in the “Group” drop down menu.
5. Confirm that the audio board is turned on and that the L and R faders labeled for the Tricaster (Ch. 10 and 11) are set properly. Make sure the Control Room (Zone 1 Output) audio dial on the S-zone (black tabletop rack) volume controller is not turned down. Now you may perform sound checks.

### **Transferring Media to the Tricaster (note: Re-edit steps. Use Tricaster Import Media Function)**

1. You may transfer media (pictures, video, graphics, etc.) to the Tricaster by plugging in your personal hard drive to the Production PC. Create a folder on the desktop and title it the name of your show. Click and drag your media from your hard drive to the folder.
2. Move over to the Tricaster. Click on the desired tab on the Tricaster monitor to upload your media (e.g Still, DDR 1, Title etc.) Click “Add”.
3. On this window, click “Browse...” Select the Network tab and click on PRODCTRL. Click Users > Production Control > Desktop and finally, your show’s folder. Select the media you want to use within your show from the tab you uploaded to.

### **Adjusting the Black and White Balance Cameras**

1. On the tall white production rack in the control room, locate the camera monitor control box. Press “Function 2” until you have selected Vector. Make sure the dot on the monitor is in the center of the lines.
2. Press “Function 2” again until you have selected WFM. Adjust the Iris dial for each camera to raise the white line up to the 90 percent line.
3. Each camera setting on the white production rack monitor will usually show 3200 or 3400 range.

4. Set the color bar board located on the shelf by the stairs on a chair or stand on the set. Zoom and focus on the board with each camera. Use the Smart Media Hub and select the desired camera (1, 2 or 3) to monitor.
5. On the camera monitor control box select function 2 to properly adjust the master black.
6. Grab the white sheet of paper located on the shelf by the chairs. Set it up on a stand or chair in your set. Zoom and fill the camera's frame with the white sheet of paper.
7. On the CCUs, press the white balance button. In the viewfinder, the cameras should give an "OK" message, indicating the cameras have been white balanced.
8. Double check the view of each camera on the Tricaster to see if they look the same shade and color. If not, you may adjust the Iris dial for each camera in the control room.
9. Do not move any controls that appear to be locked. Do not touch any equipment you are not familiar with. If whatever you are trying to adjust is in question, seek help. CMAC staff is always here to assist you for any technical reasons.

### **Keying the Green Screen**

1. Make sure all the cameras are pointed at the green screen with the appropriate overhead lights on. The green must fill the whole viewfinder frame on each camera.
2. On the Tricaster, click the V1 tab at the bottom left area of the screen.
3. On the Input A row, click 1 to select camera 1 as your main foreground shot.
4. On the Input B row, you may select whichever source you would like for your background (e.g. Still, or DDR1, DDR 2 etc.) Add file on computer monitor by selecting "Add".
5. Repeat the aforementioned steps for camera 2 & 3, except your Input A for each V tab will be whichever camera you want selected for your foreground. (Note: It will be easier to remember if you assign and match the camera number on Input A with whichever "V" tab you are adjusting. V1 is for Cam 1, V2 is for Cam 2 etc.).
6. At the top left of the screen click the gear icon in the source monitor for Camera 1.
7. Click on the "Live Matte & Crop" tab.

8. Click on the eye drop icon and drag it to the green screen in the box (source monitor) for Camera 1.
9. Double check and make sure all the appropriate lights are on in the studio for the green screen. Make sure the work lights and house lights are off, as they may disrupt the following steps.
10. The Tolerance & Smoothness section on the right of the box is for green spill. Left click and hold on the percentage to zero first and move the mouse to the right to create the desired look. Look at each camera on the monitor to see the changes take immediate effect.
11. The Tolerance & Smoothness section on the left of the box can be adjusted for saturation. Once again, left click and hold on the percentages to adjust the shot.
12. To utilize the digital sets with the green screen, select the gear icon under the V1 tab window. Choose any digital sets in the list of LiveSets. Highlight one and click "OK".
13. You can digitally adjust your zoom within the digital set by clicking and holding on the slider on the V1 window. Move the most up and down until you find the desired shot.
14. Repeat steps 12 and 13 for each camera on the other "V" tabs.

### **Setting Up the Teleprompter**

1. Each camera on the studio floor has a teleprompter monitor. The monitors must be powered with power cords that are hanging on the hooks on the studio floor. Find the nearest outlet and plug them in once the cameras are in place.
2. Once powered on, go to the teleprompter laptop. You do not need to log in with a username or password, so just click "OK".
3. Once logged in, open the "Prompter" icon on the desktop. This will open Flip-Q, the teleprompter program.
4. The prompter allowed you to open a Microsoft Word text document that contains the text for the talent to read. You may use a thumb drive to transfer the document to the laptop. Do this by going to File > Open As White Text... and locate the Word file and click "Open".
5. With the text opened in Flip-Q, you may need to make adjustments to the text (spell check, deleting unnecessary script cues, indent etc.)

6. In order for the text to fit properly on the camera monitors, you must indent the text. Do this by clicking on the Clipboard icon (Margin and Line Spacing) within Flip-Q (third to last icon at the top). Type in "5295.12" on the "Left". Click "OK".
7. Under Display, make sure the box next to Secondary Display Settings is checked as well as "Mirrored". Press F5 to increase font size for talent preference.
8. Now the text is ready for production. Click the Orange Lightning Bolt (Go button) which is the last icon to the top right. This action will bring up the text on the screen on each camera.
9. To control the speed of the text, use the wheel on the mouse. Scroll down to allow the text to scroll up. You can stop scrolling completely by pressing the space bar on the keyboard (warning: the speed that you were last scrolling with and stopped with the space bar continues after you press space bar again.)
10. To edit text that has already been imported, press ESC. Left click mouse on desired text and type corrections, similar to word processing.

### **How to Create Credits on the Tricaster**

1. Exit Live Production ("X" on the upper right).
2. Create a new Live Text project.
3. Click on "Graphics" and enter the name of your show and type "Credits" afterward. (e.g. Paranormal Journeys Credits)
4. Click "Start Project".
5. Click on the large "T" icon for typing text. Left click and drag.
6. Draw a box inside the center marks.
7. Type in credits inside of center box.
8. The Text options are on the bottom left corner of the screen.
9. To set the text to roll, select the arrow pointing up.
10. When finished, click "File" and "Save Project".
11. Click "File" again and "Send All Current Pages to Live". Click "Save" as well.
12. Exit by clicking "File" and "Exit"

13. Return to Live Production for your show.
14. Chose either DDR 1 or DDR 2 and select “Add.” On the Media Browser window that opens, select your show on the list on the left.
15. On the right, under “Filter”, scroll to fond the “Motion” section. Your credits should be located there. Highlight the credits and click “OK”.

### **How to Record Your Show**

1. In order to properly record your show, you must utilize the XD CAM box located in between the computer monitor for the Tricaster and the Production Control PC.
2. There are two slots on the XD CAM box, “A” and “B”. Each slot will only except XD CAM memory stick slots. There are two slot adapters on top of the box in plastic cases. Open them.
3. Removes the memory stick adapter and put your personal SD card into the appropriate slot. (Note: Make sure the SD card you use is a class 10 or above and is large enough to store your footage.) Press the record button.

### **Adding Titles to Your Show (Lower Thirds)**

1. On the Tricaster, click on the “Title” tab.
2. Click “Add.”
3. In this window, you have an array of graphics to choose from. Select one and click “OK”
4. The selected graphic should now be accessible in the “Title” tab. Right click on it and click “Edit”
5. Now you may click on the “Text Here” area. Click once to highlight the text area and type the desired text (e.g a guest’s name or lists for your show).
6. To apply this Title so that it is superimposed over your show, you must access the “Utility Bus Delegate” on the Tricaster board. Select either DSK (Down Stream Key) 1 or DSK 2 in the “Utility Bus Delegate” area.
7. Once you have pressed either DSK 1 or DSK 2, you must assign a source to the DSK by selecting one on the blue “Utility” row of buttons. Press the “Title” button to select it as a source for DSK 1.

8. Your “Title” you created is now assigned to DSK 1 or DSK 2, depending on your selection. You may now press “DSK 1 TAKE” (located by the T-bar) to add the Title graphic image over your show, or “DSK 1 AUTO” to fade in the Title graphic and to fade it out.

### **Creating Credits on the Tricaster**

1. Once your show session is created and selected, make sure you are not in Live Mode. Exit out of Live Mode by clicking the “x” on the top right.
2. Click on the red “Aa Graphics” icon. Enter the title of your show and add “credits” at the end of it (e.g. San Joaquin Spotlight credits).
3. Click “Start Project”
4. Click on the “T” icon on the top right area of the screen for typing text.
5. Draw a box inside of the center box region.
6. Type the desired credits within the box. Text options are on the bottom right corner.
7. For rolling credits, select the arrow pointing up on the bottom right center area. Adjust the speed using the motion speed bar.
8. When finished, click “File” and “Save Project.”
9. Go back and click on “File” and “Send Current Pages to Live...” and save.
10. Exit under “File”
11. Click “Live” and start live production.
12. Click on either “DDR 1” or “DDR 2” and select “Add”. The media browser will open. Select your show on the list on the left.
13. On the right, under “Filter”, scroll to find the “Motion” section. Your credits should be located there. Highlight credits and click “OK”.
14. Your credits are now available as a media source that you may add to your program from the DDR source window.