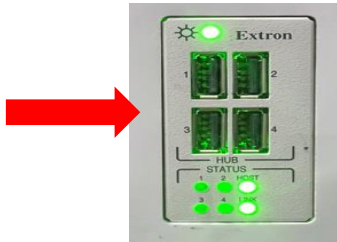


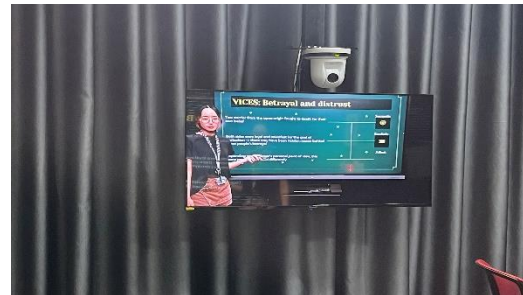
# QUICK GUIDE TO RECORD VIDEOS AT OBS ROOM

**STEP 1:** Set up your recording mode following the instructions on page 2 below.

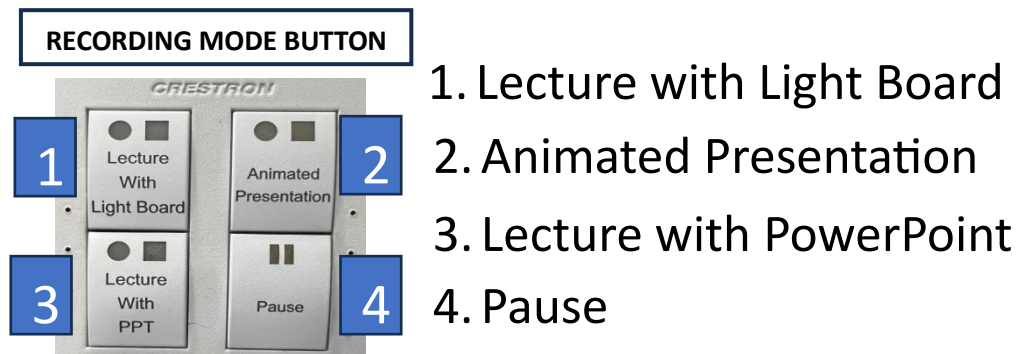
**STEP 2:** Plug your USB to one of USB ports on the wall (*minimum 8Gb*)



**STEP 3:** Wait (*about 10 seconds*) until the USB Detected light on the wall shines, then turn TV Preview on.



**STEP 4:** Press on the recording mode button to START to record video (one of three modes: 1,2 or 3).



**STEP 5:** To STOP recording, press on the recording mode button again.

**STEP 6:** Open the folder "**RECORD**" at the desktop of PC at the OBS room to check your video recorded.

**STEP 7:** Unplug the USB to finish or press on the recording mode button to record another video.

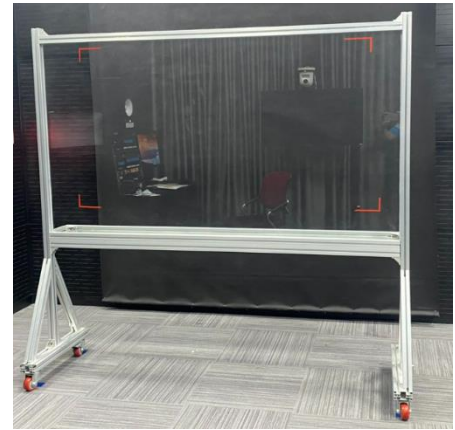
**Technical support:** 0973.71.4468 (*Mr. Kep*)

## GUIDE TO SETUP THE RECORDING MODES

**Attention:** This setup must be done before recording.

### Mode 1: Lecture with light board

- Move the lightboard to the correct position (*noted the blue markers on the floor*).



- Move Maxhub TV screen to the other side.
- Turn of preview TV.

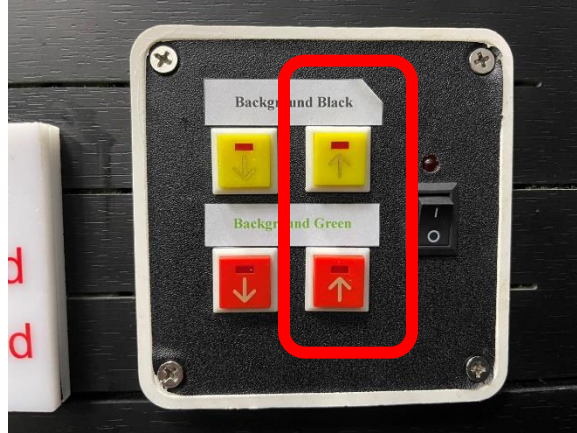
### Mode 2: Animated Presentation (*using black or green background*)

- Move Maxhub TV screen and Lightboard out of the recording area.
- Press the suitable button at Background control to pull down the background you want to use.



### Mode 3: Lecture with Powerpoint

- Move Maxhub TV screen to map with yellow mark on the wall.
- Pull up all the backgrounds by pressing up arrow button



- Turn Maxhub TV on and connect your laptop with it through HDMI cable (or plug your USB to usb port on TV).
- Turn on the TV preview.

### COMMON NOTE:

- Book your schedule to use OBS room through Ms Outlook at least one day before you come.
- Prepare an USB (minimum 8 GB) to boot the OBS system and store your recorded files.
- Choose the relevant recording mode and setting up.
- Look at the TV preview to adjust your best position before recording.
- **DO NOT** adjust the camera. The equipment has been configured for optimal performance.
- Ask for help if you are not clear about something in OBS room.  
Technical support: **0973.71.4468** (Mr. Kep).