Adobe Connect

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We use the Adobe Connect system to record our seminars. The Adobe Connect Media Cart provides the audio and video inputs for this recording system.

Instructions

To record seminars follow these steps:

Media Cart

1. Roll in the Adobe Connect Media Cart from the server room to Weir Room.
2. Connect the Media Cart's network cable to the network port on the side wall.
3. Connect the Media Cart's power cable to the power outlet on the side wall.
4. Log on to the laptop with the special username and password.
1. Point your web browser to the special web address for Noon Seminars.
5. Log on to Adobe Connect using the special user name and password
6. In the Windows **turn on** the speaker but plug in the earphone in the audio port of the laptop to prevent the nasty echo problem.
7. In the Adobe Connect **DO NOT turn off** the speaker icon; otherwise you will end up with a mute video!!!
8. DO NOT Share the screen.
9. Share the audio (Shure Microphone) and video (HuddleCam).
10. From Meeting menu select the option to test the audio
11. From the Meeting menu select the option to Start Recording
12. At the end of seminar, from the Meeting menu select the option to stop recording and then end the meeting.

Podium

1. Log on to the Podium desktop as Presenter.
2. Point your web browser to the special web address for Noon Seminars.
3. Log on to Adobe Connect using the special user name and password
4. In the Windows, **turn on** the speaker so any embedded video in PowerPoint can be heard.
5. In the Adobe Connect, **turn off** the speaker icon at the top menu, to prevent the nasty echo problem.
6. Share the screen.
7. But DO NOT SHARE AUDIO OR VIDEO
8. Run the PowerPoint

System Components

The system consists of the following components:

Built-in Laptop

The laptop is a **Lenovo ThinkPad W520** running under Windows 7, purchased from Amazon for $500. Note that the Office 2013 Is not compatible with Adobe Connect' s audio/video and must be downgraded to Office 2010.

Webcam

The webcam is a **HuddleCamHD-10X-G2 USB 3.0 PTZ 1080p Video Conference Camera** – Gray. (Catalog number B01601KMF0 from Amazo.com for $899.00). The webcam is connect to the built-in laptop via USB 3.0 cable.

• 10X Optical Zoom - provides variable focal length.

• USB 3.0 connection to PC for video.

• Full 1080p - 1920x1080p @30fps, 1/2.7" CMOS 2.0 Mega Pixel Image Sensor

• 53 Degree Field of View in wide zoom; 8 Degree Field of View in Tele zoom

• 64 Presets for quick and automatic pan-tilt-zoom control on the fly. It has a remote control that controls the webcam. The webcam is mounted on a special built-in tripod on the media cart.

Microphones

The audio system consists of:

1.

    Receiver - Shure BLX1288/CVL Dual Channel Combo Wireless System with PG58 Handheld and CVL Lavalier Microphone, J10 (Catalog number B00IVPFO5C from Amazon for $549)

2.

    Mixer - Shure SCM268 4-Channel Microphone Mixer, 6 Transformers, Phantom Power and IEC Power Cord Connector (Catalog number B0002JEUXM from Amazon for $234.95)

3.

    Adapter - Shure X2U XLR-to-USB Signal Adapter (Catalog number B001PPXFAG from Amazon for $99).

The CVL Lavalier Microphone is used by presenter/lecturer. The PG58 Handheld Microphone is used by Audience. The wireless receiver receives the audio signals and sends them to the mixer via two XLR cables (XLR Male to XLR Female). The mixer mixes the sound signals and sends it to the Adapter via XLR Microphone out. Make sure you set the output signal on the Mixer to XLR Microphone out. The Adapter converts the XLR signal to USB 3.0 and sends it to the laptop.

Mobile Media Cart

The above components are mounted on a mobile media cart: "Luxor Multipurpose Adjustable Height Three Shelves Steel A/V Utility Cart - Black" (Catalog number B002Q1M6A8 from Amazon for $113.05).

Tripod

The Huddle camcorder is mounted on a tripod with the help of a quick release plate and then the tripod legs are cut and the central shaft is mounted in the media cart. The tripod is a "Sony VCT870RM Tripod w/Remote" (Catalog number B000063W8Q from Amazon for $96.51). The quick release plate is a "" (Catalog number B00RYK4V7W from Amazon for $7.39):

XLR Patch Cables

The audio system components are connected to each other using the XLR patch cables: "GLS Audio 6ft Patch Cable Cords - XLR Male To XLR Female Color Cables - 6' Balanced Snake Cord - 6 PACK" (Catalog number x from Amazon for $39.99).

Budget

Component	Price
Laptop	$500.00
Webcam	$900.00
Wireless Microphones	$550.00
Audio Mixer	$235.00
XLR-to-USB adater	$100.00
Mobile Cart	$114.00
Tripod	$97.00
Quick Release Plate	$8.00
XLR Patch Cables	$40.00
Total	**$2,544.00**