

Adobe Connect Media Cart

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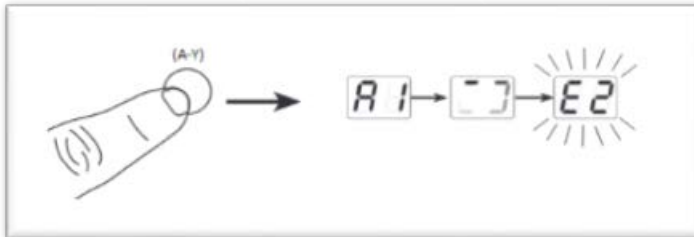
We use the Adobe Connect system to record our seminars. The Adobe Connect Media Cart provides the audio and video inputs for this recording system.

Instructions

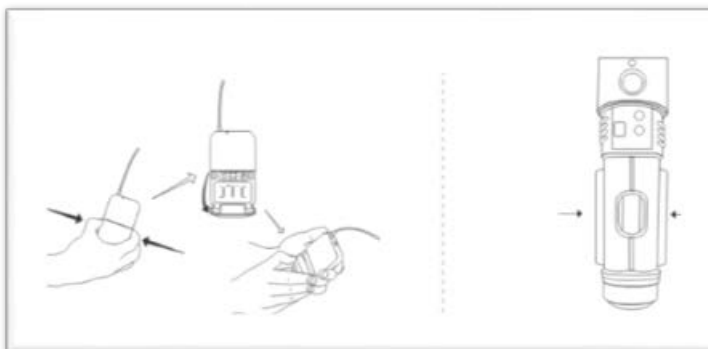
To record seminars follow these steps:

Media Cart: Microphones Setup

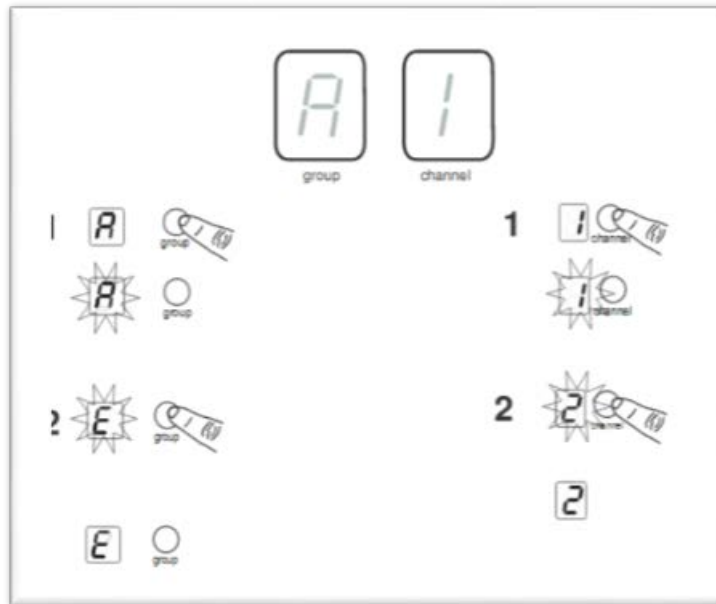
1. Roll in the Adobe Connect Media Cart from the back room to Foster Room.
2. Connect the Media Cart to the outlets on the left or right sides of the room:
 - Connect black cable to the outlet for network, connect the red cable to outlet for USB over CAT5e, and connect the power cable to the outlet for power.
3. Pair the handheld microphone and the lapel microphone to the wireless receiver:
 - Press group button on wireless receiver to perform a group scan:



- Install batteries and turn on the transmitter (microphone):

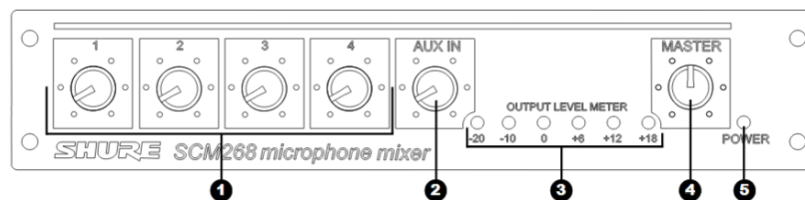


- On the transmitter (microphone), set the group and channel to match the receiver. The audio LED on the receiver should illuminate:



4. On the audio mixer, set the dials for these mics and the output dial to the middle range:

FRONT PANEL

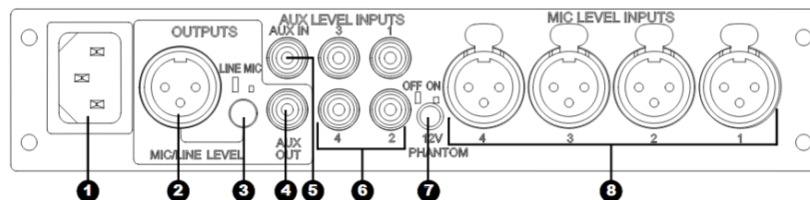


- 1 **Gain Controls (1-4).** Adjusts gain for microphone level inputs and auxiliary level inputs 1-4.
- 2 **Auxiliary Channel Gain Control (AUX IN).** Adjusts the auxiliary channel input gain.
- 3 **Output Meter.** LED meter indicates peak output signal level.

- 4 **Master Gain Control (MASTER).** Adjusts overall output level.
- 5 **Power Indicator (POWER).** This LED illuminates when the unit is plugged in and receiving power.

NOTE: The SCM268 does not have a power switch. To turn the unit off, unplug the power cord or use an external power strip with a switch. However, it can remain plugged in as it uses very little power when idle.

REAR PANEL



- 1 **Power Connector.** Accepts 100-120 Vac (SCM268) or 220-240 Vac (SCM268E).
- 2 **Output Connector (MIC/LINE OUT).** Transformer-balanced XLR output connector. Switchable between line and microphone level.
- 3 **Output Level Switch (MIC/LINE OUT).** Recessed switch changes the signal level of the XLR output connector:
In = Microphone Level
Out = Line Level
- 4 **Auxiliary Output Connector (AUX OUT).** Phono jack feeds consumer-level audio equipment. Not affected by MIC/LINE switch.

- 5 **Auxiliary Level Inputs (AUX LEVEL INPUTS, 1-4).** Phono jacks connect to consumer-level audio sources.
- 6 **Auxiliary Input Channel (AUX IN).** A dedicated auxiliary-level input for the auxiliary channel.
- 7 **Phantom Power Switch (12V PHANTOM).** Recessed switch turns on phantom power for microphone inputs 1-4.
- 8 **Microphone Level Inputs (MIC LEVEL INPUTS).** Transformer-balanced, microphone-level XLR inputs.

Media Cart: Adobe Connect Setup

1. Log on to the laptop with the special username and password.
2. Point your web browser to the special web address for Adobe Connect.
3. Log on to Adobe Connect using the special user name and password.
4. 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 and to monitor the voice during recording.
5. In the Adobe Connect, **DO NOT turn off** the speaker icon; otherwise you will end up with a mute video!!!
6. Do **not** share the screen.
7. Do **not** share the microphone.
8. Do share the web cam (Huddle Cam)
9. From the Meeting menu select the option to Start Recording
10. At the end of seminar, from the Meeting menu select the option to stop recording and then end the meeting.

Podium: Adobe Connect Setup

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 DO NOT turn off the speaker icon; otherwise you will end up with a mute video!!!
6. Do share the screen.
7. Do share the microphone (Shure) and From Meeting menu select the option to test the audio.
8. Do **not** share the webcam.
9. Run the PowerPoint program.