Rotary International District 3450 Learning Resources Centre

One Button Studio

Introduction

One Button Studio (OBS) is an easy to use, automated self-service video recording studio set up with a high-quality camera, pre-configured lightings and microphone. The studio can be reserved using the [Online Room Booking System](#), users may book up to 2 hours per day and reserve up to 7 days in advance.

The Studio allows users to create videos in a few simple steps without any knowledge of lights and cameras.

What you can do in OBS

For Students
- Record a presentation;
- Record a speech;
- Record an interview;
- Practice in front of the camera.
- Create dramatic effects with the green screen.

For Staff
- Make introductory videos for class;
- Record lectures

Reserve the studio

Reservation can be made online through
[Online Room Booking System](#)
We offer technical support and consultation to the studios during office hours only.
First-time-user of the studio is encouraged to book office hours' time slot to have better technical support.

Check-in to One Button Studio

Users have to sign in at the circulation counter. For student users, all student cards should be retained during the occupied period. If users do not sign in the studio within the first 15 minutes, the booking will be cancelled.

Record your video

To record the video, please bring a USB thumb drive (Formatted in exFAT or FAT, without protection) for saving the video recording. The USB drive should have plenty of space (4 GB is recommended --1 GB = approximately 10-15 minutes of video footage)
If you are planning to use the digital interactive whiteboard, bring another USB drive with your files, the presentation computer has also access to the internet for accessing cloud-based files.
Please refer to "How to Start" for more instructions.

Technical support

If user encounter any problem during the recording process, please call 2256 7642 / 2256 7644 for technical support in office hours (9 am – 5 pm) or contact Counter staff for assistance after the office hours.

Check-out

At the end of reserved time, please go to the counter, return the microphones and collect the retained student cards.
Users are expected to leave the room in excellent condition, dispose of any waste and remove their personal belongings
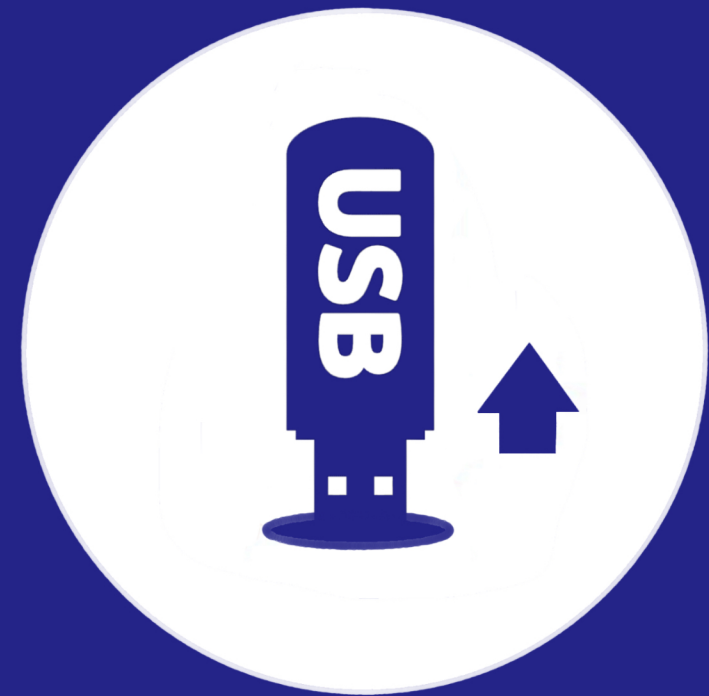
One Button Studio

Insert your USB into the dock to begin

Press the button to start/stop recording

Remove your USB when finished

*Switch on/off ON AIR light when you start/stop recording

One Button Studio
<u>General Policy</u>

1. Use of the One Button Studio is restricted to IVE (ST) staff and student.
2. The maximum number of person for using the studio is 8.
3. Before using the studio, users have to sign in at the circulation counter. For student users, all student cards should be retained during the occupied period.
4. If users do not sign in the studio within the first 15 minutes, the booking will be cancelled.
5. Users may book up to 2 slots per day (1 hour per slot) and reserve up to 7 days in advance.
6. No food or drinks are allowed in the studio.
7. Users should keep the studio neat and tidy.
8. Do not change any settings of the camera, lights, microphone, or attempt to adjust angles of camera/microphone or unplug, modify, or troubleshoot any equipment in the studio.
9. If users found any equipment failure/damage/loss must report immediately to the circulation counter.
10. If any item in the studio goes missing/permanently unusable or damaged condition after users have finished using the studio, the user will be subject to a charge that includes the price of replacing the item.
11. Do not affix anything to the curtains, green screen, or walls.
12. Staff have the right to enter the studio for inspection during users' reserved session when needed.
13. Before leaving the studio, users have to turn off the lighting, air-conditioning and return all borrowed materials to circulation counter.
14. Be respectful to the next person coming to use the studio by not exceeding your reservation time without permission.
15. Keep noise to a minimum, when waiting outside the Studio.
16. LRC is not responsible for personal items left behind.
17. LRC is not responsible for damage to user's personal items.
18. LRC is not responsible for any loss or damage of recorded content, users should make sure they have saved their files in their own storage devices. Any files or work, which is stored in the computer will be deleted immediately when the computer is turned off.
19. Respond to emergency alarms and other situations as instructed by staff.
20. Infringement of the above regulations or library regulations may result in penalty action by the administration.

國際扶輪三四五零地區學習資源中心

一鍵錄影室守則

1. 一鍵錄影室【下稱錄影室】僅供香港專業教育學院（沙田分校）的學生及教職員使用。
2. 錄影室的使用人數上限為8人。
3. 使用錄影室前，請先到流通處登記。使用期間，所有使用者需交出學生證由本中心暫代保管。
4. 如使用者未能於使用時段首15分鐘內登記，該預約時段將會被取消。
5. 使用者可透過網上預約系統預約7天內的使用時段、每日最多可預約兩節（每節為1小時）。
6. 錄影室內嚴禁飲食。
7. 使用者必須保持錄影室的整潔。
8. 錄影室內的設備（包括錄影鏡頭的角度和焦距、燈光位置、麥克風設置）已經預先設定，請勿擅自移動或更改，否則有可能造成機件故障。
9. 當發現器材有遺失、損壞或故障，請立即通知流通處職員。
10. 使用後如被發現錄影室內器材有任何遺失、損壞或故障，使用者需作出賠償。
11. 請勿在窗簾、綠幕及牆壁上黏貼任何物品。
12. 若有需要，職員可隨時進入錄影室內視察。
13. 離開錄影室前，請關掉電燈和冷氣，並歸還從流通處借取的物品（例如：USB）。
14. 請準時歸還錄影室，以免影響稍後時段的使用者。
15. 在錄影室外等候時，請保持安靜。
16. 離開錄影室前，請仔細檢查有沒有遺留物品在內，本中心不會負責看管使用者所攜帶的物品。
17. 使用者須自行看管個人物品，如有損壞或遺失，本中心概不負責。
18. 請確保檔案已保存在你的裝置裡，錄影室內的電腦在關機後會自動刪除檔案。檔案如有任何遺失或損毀，本中心概不負責。
19. 如遇上突發事件，請遵從職員的指示離開錄影室及本中心。
20. 如違反上述規則或圖書館守則，本中心將會作出懲處。

國際扶輪三四五零地區學習資源中心

How to Start

Before pressing the button to record your video, there are a few things you need to prepare, let's follow the steps and make your recording process smoother.

1 Log in to PC with your CNA to prepare your presentation and switch on the interactive digital board if you need to use it.
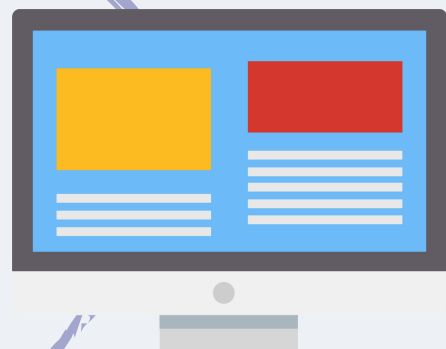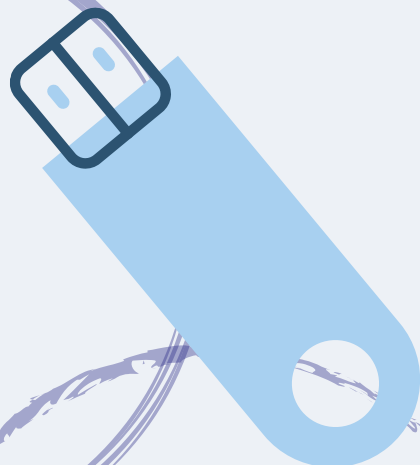
2 Choose your backgroud (Green or Grey) and switch on the spotlights

The config of spotlight, mircrophone and camera have already set for you, so don't worry and please don't change it by yourself.

3 Prepare your USB (eFAT or FAT, without protection and with at least 4GB space) for video recording, plug it into the dock.

4 Switch on the ON AIR light and press the button to begin recording and press again when finished. Switch off the ON AIR light.

ON AIR

5 Unplg the USB and you may check your work on the PC.

Please switch off the spot light and interactive digital board when finished.

如何開始?

在按下錄影鍵前，有幾件事需要預備，
你可以跟著以下步驟，令錄影過程更順利。

1
使用CNA 登入電腦，
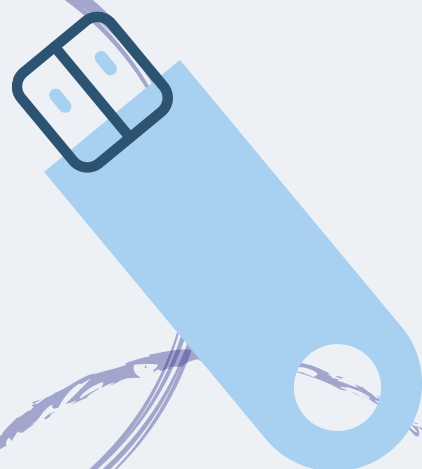預備好你的演講材料，
預先開啟電子白板電源 (如有需要)

2
選擇背景顏色 (綠或灰)
開啟射燈

我們已經預先設定好燈光
收音咪及鏡頭的角度
請勿自行調教.

3
準備好儲存錄製影片用的USB (eFAT
或 FAT格式, 沒有防寫保護及最少
4GB容量)，把USB插到插槽內。

4
開啟ON AIR燈
按錄影鍵開始錄影
完成時再次按鍵停止錄影
關閉ON AIR燈

ON AIR

5
取回USB
你可使用電腦檢查一下你的影片
離開前請關閉射燈及電子白板電源

OBS 外有Mac Studio
供編輯影片使用