Safety

1. Always make sure studio cameras are plugged in before powering them on. Likewise, make sure they are powered off before unplugging them.
2. Make sure that cables in the studio are not tripping hazards. Tape them down if necessary.
3. It is ALWAYS a good idea to have a backup recording when shooting in the studio. CCTV recommends recording onto both mini DV and DVD for the shoot.

Required Equipment

1. Studio Cameras and corresponding 26-pin cables (studio)
2. Waveform Monitor and Engineering Monitor (control room)
3. Echolab Video Switcher and Multiview Monitor (control room)
4. Record Deck - either mini DV or DVD (control room)

Setup

1. Power on Video Rack and Multiview Monitor.
2. Connect the Studio Cameras and power on their CCU’s.
3. White Balance the Cameras (once lighting setup is complete) using the CCU’s.
4. Check focus for each camera and adjust each camera’s shot accordingly.
5. Use the Waveform Monitor, Engineering Switch and CCU’s to adjust the luminance levels for each camera.
6. Set up any external video sources: handheld cameras or laptops.
7. Test that all video sources display correctly when selected on the switcher.
8. Make test recording(s) - make sure that both audio and video signals are being fed into the recording device(s) (either VTR C - DVD recorder or VTR D - mini DV recorder)
9. Don’t forget to press record before the shooting starts!

Breaking Down

1. Protect and label recorded media: Finalize the DVD and disable the record tab on the mini DV tape.
2. Power off CCU’s before unplugging the Studio Camera cables.
3. Put lens caps back on Studio Cameras and roll the studio cameras neatly behind the curtains and in front of the studio lockers.
4. Neatly coil the Studio Camera cables in figure-eights, wrapping them around their respective wall-mounted cable hanger sections.
5. Coil any other cables that were used and return them to the equipment closet if necessary.
Troubleshooting

1. If the a CCU display reads “Please Check the Camera,” turn off the CCU then be sure to check that the cable is connected securely to the camera. Then try powering on the CCU again.

2. When white balancing, if the CCU display reads, “Over Light,” close the iris a bit to correct.

3. If, after adjusting luminance levels, there are areas which still look too dark or too bright, solve this problem by directly adjusting the lighting rather than the iris or master black levels.

4. Use the Engineering Switch and monitor to confirm that a video source is being fed to the recording devices. The button for VTR C will display the DVD recorder and the button for VTR D will display the mini DV recorder. The display should match what is on the Program display in the Multiview Monitor. If the display does not match, make sure that the recorders are set to Line 1.

5. During the shoot, keep an eye on each shot. If any luminance adjustments need to be made, be sure to cut to a different shot before making the adjustment.