

## Quick Setup Checklist for Studio 5B

Updated  
7/02

- ❖ Monitor carts and workstation into position
- ❖ Canon camera on tripod and three stand microphones in place
- ❖ Cable connections
  - Three ISDN cables from Cart 1 to the wall jacks in the NE corner; match numbers on cables to numbers on jacks.
  - Power cords from Cart 1 and Control Workstation to NE corner outlet
  - Power cord from Cart 2 to power strip on Cart 1
  - Power cord from Cart 4 to south wall outlet
  - Power cord from Cart 3 to power strip on Cart 4
  - Power cord from Canon camera to power strip on Cart 3
  - Video cables A, B and D from Cart 1 to their respective monitors on the Control Workstation
  - Video cable G from the Control Workstation to the monitor on Cart 2
  - Video cable E from the Control Workstation to the monitor on Cart 3
  - Video cable F from the Control Workstation to the monitor on Cart 4
  - Video cable from the Canon camera to its monitor on the Control Workstation
  - Video cable (blue) from the handheld mobile camera to its monitor on the Control Workstation
  - Video cable (red) from the Control Workstation to the VCR on Cart 2
  - Audio cable from Cart 1 to the back of the audio mixer on the Control Workstation
  - Audio cables from the Control Workstation to each of the three stand microphones
  - Audio cable from Cart 1 to the VCR on Cart 2
- ❖ System Startup & Connection
  - Once power is connected to all the carts, turn power switches on for:
    - Four large televisions
    - Polycom codec on top of large television
    - Five small monitors on control workstation
    - Wireless mic amp and audio mixer
    - Canon [tripod] camera
    - Mini stereo on Cart 1; select the AUX function & set level to 30
  - Observe that the ISDN icons on the Polycom turned to green [ready]
  - Set up VCR, insert blank tape and start REcording
  - Put on the wireless mic (be sure the switch is in the "on" position)
  - Use the Polycom "Address Book" to find the site video number and dial the connection

