

**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

