

KMVT How-To Guide: Web Computer

How to Setup the Web Computer – April 2013

In our studio we have a computer dedicated for web and other media application during a production. While I hope that it will find many uses over the course of it's lifetime, it's primary responsibility is for Skype, G+ Hangouts and other Video messaging during a production. This guide will walk you through how to setup for a Skype interview, with a few notes for other options. Enjoy!

1. Turn on required Equipment

- a. Ask staff to turn on the web computer and monitor

2. Login to the Web Computer with your login or the generic login

- a. Generic login
 - i. Username: kmvtuser
 - ii. Password: kmvt15

3. Setup Audio from Computer to the Audio Board

- a. Start windows media player(for testing purposes)
 - i. Play any song

4. Audio from Computer to Board (audio person should do this)

- a. Locate the Skype channels on the audio board
- b. Zero Skype channels (reference audio board guide for details)
- c. Set Master fader to unity/"U"
- d. Set the channel faders to zero or "U"
- e. Select "L-R" as the destination
- f. Bring up the trim until the Volume meter on the board peaks between -10 and 0.
 - i. Bring up both trim knobs at the same time
- g. Send audio to studio speakers
 - i. AUX SEND knobs 3&4 are the controls
 - ii. You will need to adjust the channel and master knobs (6 knobs total)
 - iii. Get somebody in the studio to confirm the levels as you adjust them

5. Audio from Board to Computer (audio person should do this)

- a. Create a mix-minus signal on SUB 1 to be sent back through Skype
 - i. A mix-minus feed is the main mix minus some of the inputs
 - ii. It would be distracting to send the Skype participant his own audio, so we send the audio from everything but his own mic.
- b. On all audio channels that the Skype participant will need to hear select 1-2 as a destination in addition to L-R
- c. On SUB 1 make sure that it **is not** being sent to the L-R mix.
- d. Bring the SUB 1 fader to "u"
- e. Take a patch cord from the hanger on the left
- f. Connect the output of sub 1 to "Skype return" on the patch panel (picture below)

8. Setup Skype

- a. Turn off Windows media player
- b. Start Skype
- c. Login with your own account or use the KMVT account
 - i. username: kmvt15
 - ii. Password: kmvtuser15
- d. Skype Settings
 - i. Video in = SMI Video Grabber
 - ii. Audio in = Line in
 - iii. Audio out = Stereo Speakers
- e. Start an IM conversation with the intended guest.
 - i. You don't have a mic so they can't hear you.
- f. Start video chat
 - i. Continue with IM conversation for any needed communication.
 - ii. Check that they can see you.
 - iii. Shrink the outgoing video box in the lower right

9. You are now ready to go. Just a few notes.

- a. Bigger is better with iVGA
 - i. Go full screen and the final product will look better.
- b. If you are not going full screen with Skype
 - i. You will see the return video in the bottom right
 - ii. Change the iVGA settings to region or window
- c. Use IM messages to direct the person on Skype
- d. Don't move the mouse too much it activates the gray bar on the bottom of the Skype video screen.
- e. Have Fun!

Notes: This document is intended to cover a specific task. In many cases you may need additional skills to complete the project. Please refer to one of our other How-To Guides or consider enrolling in one of our training courses for more advanced training.