# 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: kmvtuserii. Password: kmvt15

#### 3. Setup Audio from Computer to the Audio Board

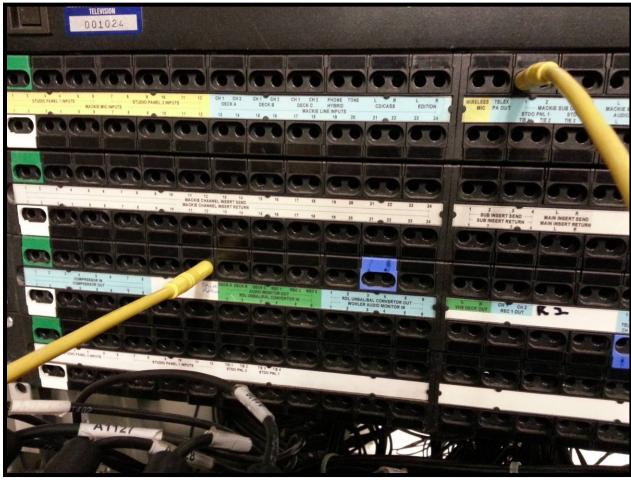
- a. Start windows media player(for testing purposes)
  - i. Play any song

## 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)



## 6. Setup Video to switcher (iVGA Software)

- a. Start iVGA pro software
  - i. iVGA manual available on desktop
- b. Confirm The TriCaster is turned on and in Live Production Mode.
- c. Default Settings
  - i. Destination: TriCaster-XD(1) or TriCaster-XD(2)
  - ii. Video Source: non-generic PnP monitor
  - iii. Hide Mouse Cursor: off
  - iv. Follow Mouse: off
  - v. Audio Source: stereo mix
- d. Start transmitting to the TriCaster through the iVGA software.
  - i. Click Send
- e. Confirm video is coming through to the TriCaster

## 7. Mute Network audio

- a. The network input provides audio and video. It is best to use the audio coming through the audio board, so we mute the Network inputs on the TriCaster.
- b. Open the internal audio tab and mute the NET 1 and NET 2 audio inputs.

#### 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.