
	Slides Primary	Video Primary	Slides Only	Video Only	Blank	Start Recording	Stop Recording
16:9	F1	F2	F3	F4		CTRL	CTRL
4:3	F5	F6	F7	F8	F9	+	+
Example Usage	Slides show important points	Presenter is talking or gesturing a lot	Slides show small text or code demos	Q&A or presenter is talking beyond the slides	Rarely used	ENTER	BACKSPACE

Troubleshooting

1. There is no audio being recorded

- Unmute and turn up the volume for the "Microphone" and "Slides Audio" audio sources.
- Check that all the cables are securely plugged in.
- Click on {Gear Icon} ▶ "Properties" and ensure the correct device is selected.
- Switch to emergency audio:
 - Unmute "Emergency Audio".
 - Mute "Microphone" and "Slides Audio".
- If emergency audio fails, ask the presenter to pause and restart OBS.

2. The video is frozen or blank

- Check that all the cables are securely plugged in.
- Right-click on the source ("Slides" or "Camera") ▶ "Properties" and ensure the correct device is selected.
- Use the other working video source in fullscreen.
- In the next best time, ask the presenter to pause and restart OBS.

3. The status bar shows "Encoding overloaded!"

- Don't open anything other than OBS.
- Ensure the laptop cooling airflow is not blocked.
- If nothing works, ask the speaker to pause, then restart OBS.

4. The video and audio are out of sync on the headphones

- Do not panic, not a problem. Notify the chat group.
- At the end of the talk, restart OBS.

Procedures

- Speakers can opt out of recording: If they choose to do so, point the webcam towards the side and do not record.
- Verbally assist the speaker in plugging in the provided adapters if necessary.
 - Avoid VGA adapter: It requires power.
- Start recording before the moderator starts talking, and stop recording after the Q&A.
- Frequently ensure that OBS is recording.
- Audio and Video:
 - Ensure it is not frozen.
 - Ensure the presenter is visible in the camera.
 - Ensure the microphone and audios are within the yellow range.
- Use the correct aspect ratio scene, matching with the display aspect ratio (not slides aspect ratio).
- Notify or get help on the chat group for every issue you encounter.

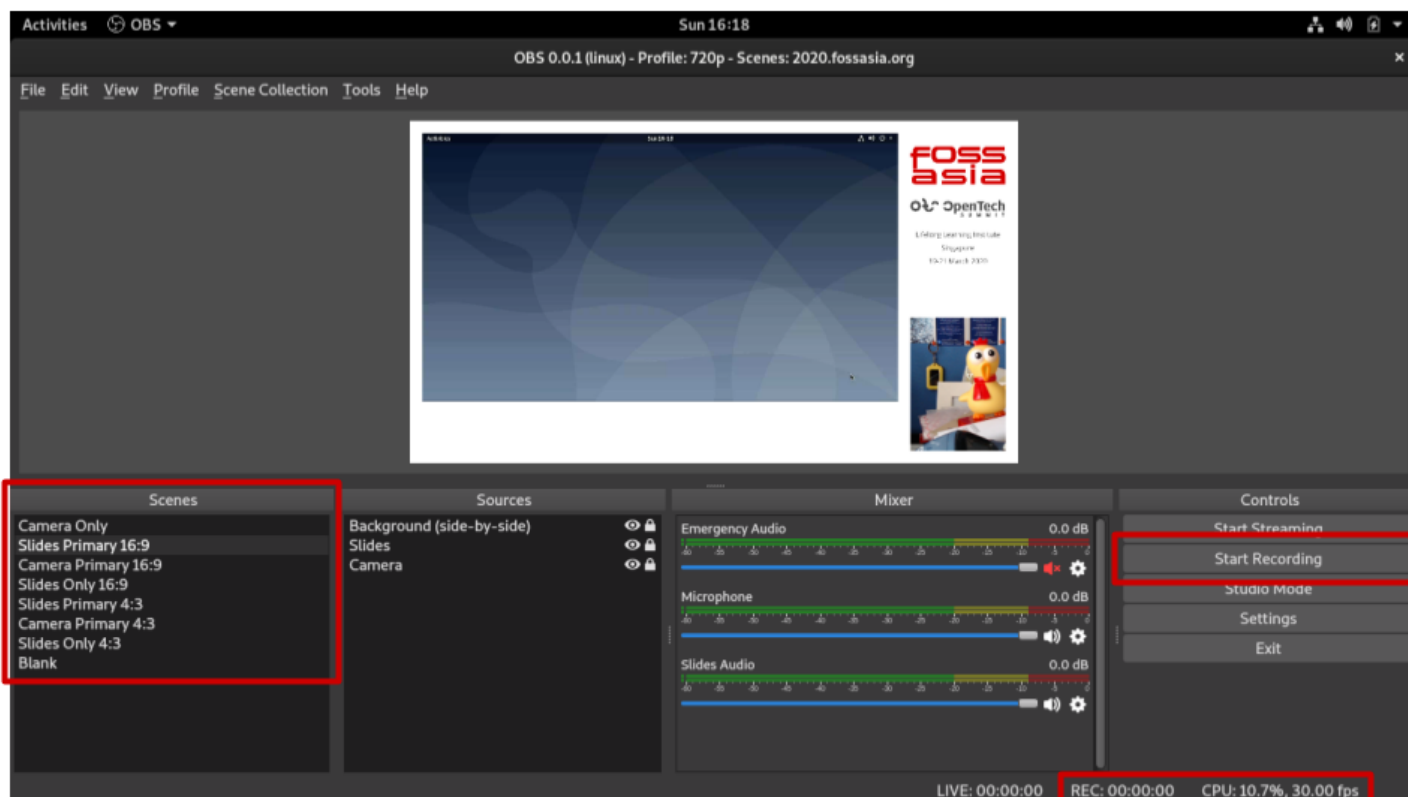
Important Notes

- Protect the cables from accidents.
- When you need to leave urgently, get another volunteer to temporarily replace you.
- OBS must be restarted after (re)plugging cables.
- **Ensure all content is recorded.** Pay attention to the speakers' content.

Summary

- Make sure everyone, including yourself, has the red band to declare you filled the form.
- Ensure OBS is always streaming. Start the stream at 9:45am.
- Every talk:
 - Start recording before the moderator starts introducing the speaker.
 - Keep the presenter in the frame by moving the webcam.
 - For the *Training Rooms*, **do not** move the webcam. This causes noise in the video. Also, do not make any noise, you are near the webcam.
 - If video or audio freezes:
 - Ask the presenter to pause, and restart OBS.
 - Stop recording after the Q&A.
 - Leave the scene as “Blank”.
- At the end of the day, leave it at the “Blank” screen.

OBS User Interface



- Left: Scenes Pane
 - Various scenes with different layouts.
 - Each scene is bound to keyboard shortcuts in the cheat sheet.
- Right: Controls
 - Importantly, do not press the wrong button.
 - Studio Mode: for advanced users only. Allows previewing a scene before switching between them.
- Bottom: Status Bar
 - Monitor recording time and CPU usage.

Using the Laptops

- The physical keyboard layout might be German or French. Ignore that and treat it as American QWERTY layout.
- The laptop is configured with the Function keys as Fn1 to Fn12. To use the media keys, hold down Fn.

Advanced: Presenter Device Settings

- Assist the presenter in choosing video settings.
- For audio to work, ensure the output is set to the HDMI port, likely labeled "CAPTURE".
- Recommend using the same aspect ratio for desktop and slides.
- Recommended resolutions:
 - 16:9
 - 1280x720
 - 1920x1080
 - 4:3
 - 960x720
 - 1024x768
 - 1440x1080 or 1440x1050

Advanced: Audio Monitoring

- Monitor audio occasionally with headphones, and keep the levels within a reasonable level.
 - Bring your own headphones for more comfort.

Advanced: Video Camera

- Tweak the zoom: Right-click on the "Camera" source ▶ "Filters" ▶ "Digital Zoom" and change the crops to the desired levels.

Advanced: Performance

- Shrinking the scene preview reduces CPU load in compositing. Unusual.

The following pages list the various setups. Photographs are for visualisation only, and may not depict the actual setup.

Setup 1

Rooms:

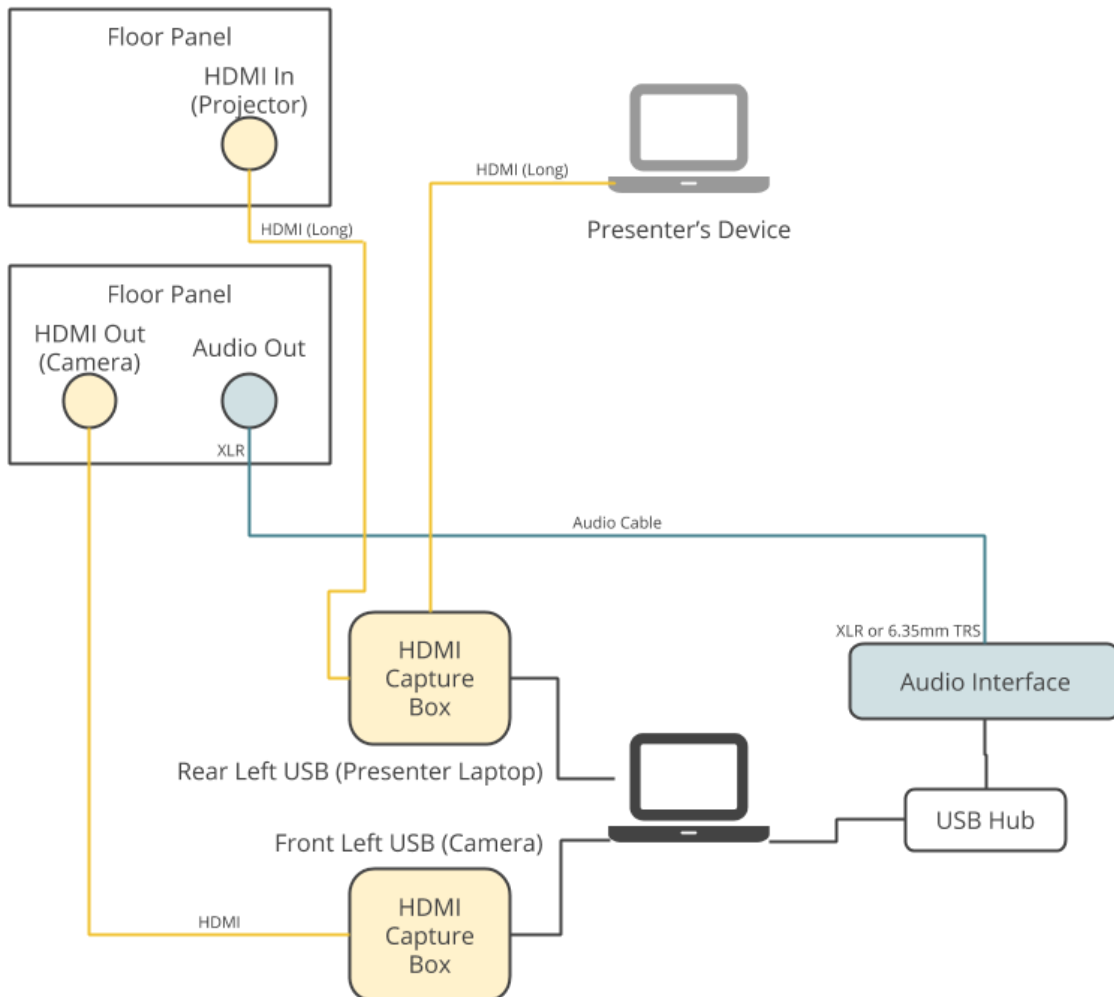
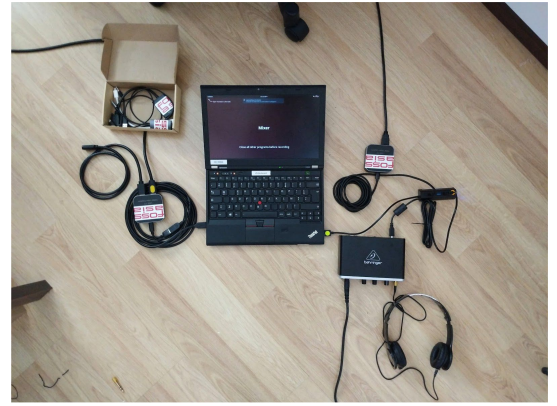
- Level 2: Event Hall 2-1
- Level 2: Event Hall 2-2

Description:

- Camera: From camera at the back of hall, via LLI video system.
 - "ACASIS"
- Presentation: Via LLI video system.
 - "ACASIS"
- Microphone: Via LLI audio system.
 - "PCM2902 Audio Codec Digital Stereo"

Additional Notes:

- An additional operator will be in the control room handling the presenter camera.
- The presenter laptop capture card must be plugged in to the rear left USB port.
- The camera capture card must be plugged in to the front left USB port.
- Do not tweak the outputs!



Setup 2

Rooms:

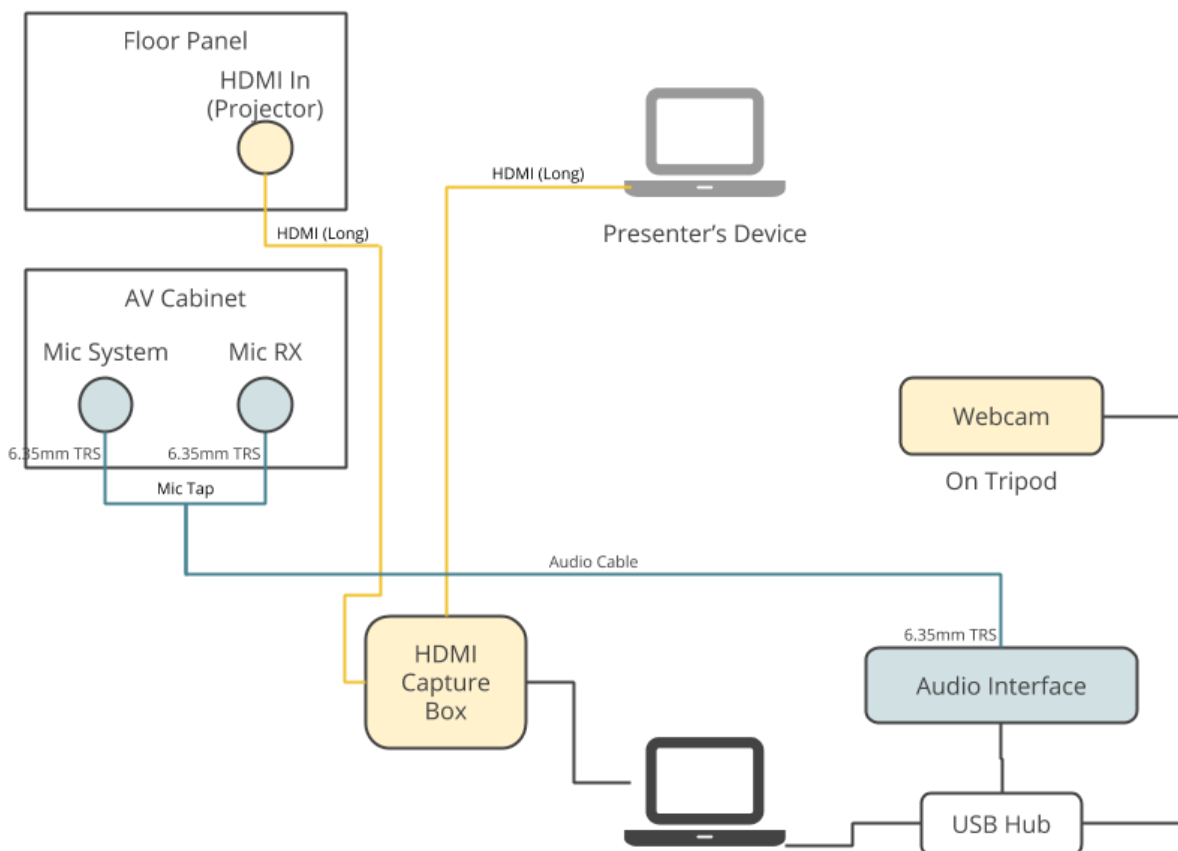
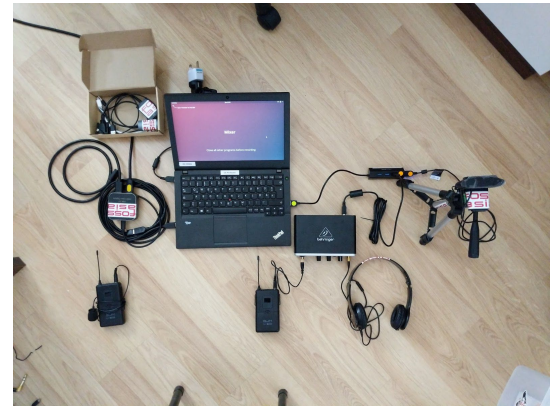
- Level 2: Training Room 2-1
- Level 2: Training Room 2-2

Description:

- Camera: From the operated webcam.
 - "Webcam C920"
- Presentation: Intercepted between the presenter laptop and LLI video system.
 - "ACASIS"
- Microphone: Webcam, or tapped from the back of the Training Room.
 - "Webcam C920", or "PCM2902 Audio Codec Digital Stereo"

Additional Notes:

- Ensure the presenter puts on the Lavalier microphone for recording.
 - Clip it onto the shirt near the neck. Do not hold it.
 - Nothing should rub against it during recording.
- Training Room 2-2 will be the same setup without the external Audio Interface.
 - Microphone: "Internal Microphone"



Setup 3

Rooms:

- Level 2: Lecture Theatre

Description:

- Camera: From the operated webcam.
 - "Webcam C920"
- Presentation: Intercepted between the presenter laptop and LLI video system.
 - "ACASIS"
- Microphone: Tapped from the back of the Lecture Theatre.
 - "PCM2902 Audio Codec Digital Stereo"

