

Media Lab Interview Set



Setting up the room and camera: Connect camera to the tripod (never leave a camera on a tripod- so take it off when you are finished and leave the camera under a table or in the cabinet). Carefully and gently put tape in the camera, make sure it's rewound to beginning. Turn on camera, open viewfinder. Make sure camera is set to shooting and not playback. Turn on the shotgun mic. Turn on the studio light. Position host and guest in front of screen. Bring up image on screen using one of the room's computers. Turn on big screen router (to the left of the monitor- press button that corresponds with computer). Put on headphones attached to the camera and make sure getting a strong audio level. Hit record button to start and stop recording. Switch to playback and rewind to view and listen to videotape. Remove your videotape from the camera and label your tape. Turn off everything when finished, including studio light and large monitor. Take camera off the tripod.