

One Button Room Checklist

(Table Podcast with camera)

step 1

Login to computer using your RBC account



step 2

Login to Extron platform

(press the shortcut: **Recorder Web Control**)

username: admin password: admin



step 3

Turn on all devices (Studio Lights – Camera - TV monitor – RODE Caster Pro II console)



step 4

Insert USB thumb drive into the front of the EXTRON device to record your Audio and video together

step 5

Check Microphone levels

step 6

Press Record button on the computer screen and begin your podcast

step 7

After finishing with podcast remove thumb drive and check your recording with your own computer.

step 8

Turn off devices and log off