

STEP ONE: REQUIRED EQUIPMENT



Mac w/ Dedicated Video Card



BoinxTV Software



1080p Projector w/ HDMI



**Video Camera w/
HDMI Interface**



Blackmagic Mini Recorder



**Matrox MXO2
w/ Thunderbolt Adapter**



**Ambient USB Microphone
w/ Cable**



**Wireless Mic & Receiver
w/ 1/4in to 1/8in Audio Cable**

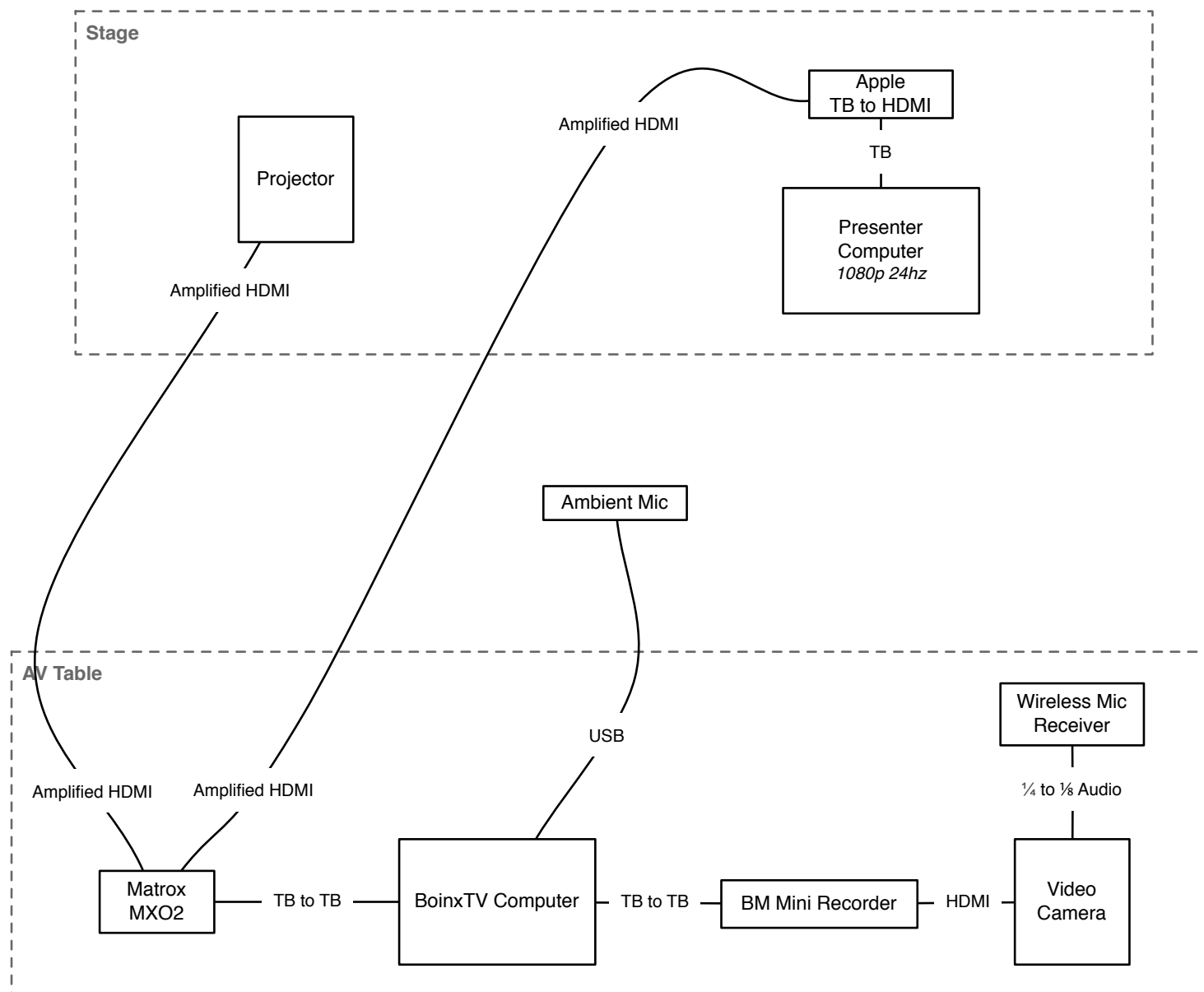


Headphones



**2x Amplified HDMI
1x HDMI
2x TB to TB
1x Apple TB to HDMI Adapter**

STEP TWO: SETUP SIGNAL FLOW

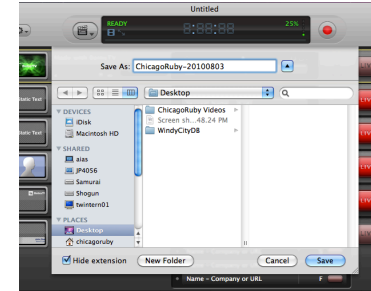


STEP THREE: SETUP BOINXTV

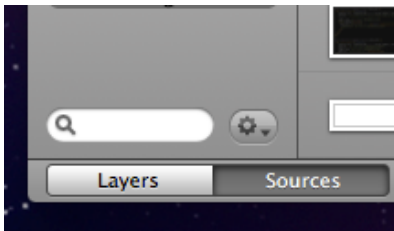
- 1 Start BoinxTV by opening the ChicagoRuby-1080 template file.



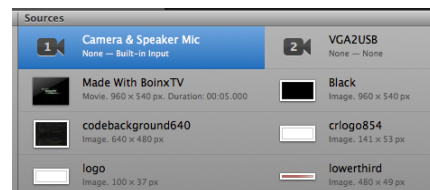
- 2 “Save as” using the ChicagoRuby-YYYYMMDD naming convention.



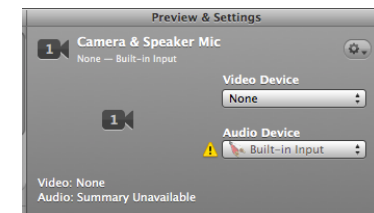
- 3 Open the “Sources” Pane in the lower left corner.



- 4 Select a Source.



- 5 In Preview & Settings, set the video & audio device as required.



SET SOURCES AS FOLLOWS:

Camera & Speaker Mic: “Blackmagic 1080i 59.94 8-bit” for video. “Blackmagic Audio” for audio.

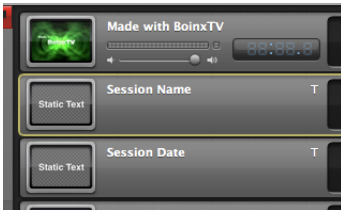
Screen Capture: “Matrox MXO2 Mini - 1080p 24 YUV 8-bit” for video.

Ambient Mic: “audio-technica AT2020 USB” for audio device.

STEP FOUR: SET TITLE & DATE

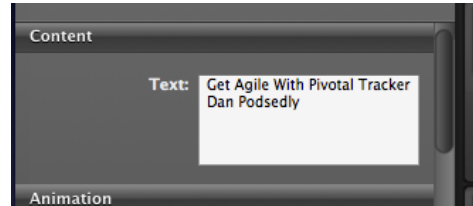
1

Select the Session Title Layer



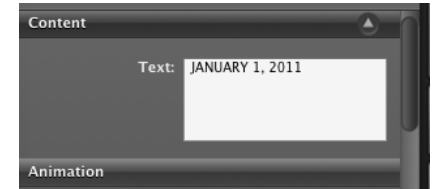
2

Under Content, edit the text to include the session name and speaker.



3

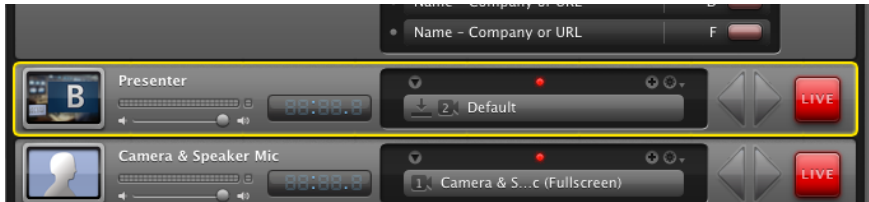
Update Session Date Layer in the same manner.



STEP FIVE: CONFIGURE THE PRESENTER LAYER

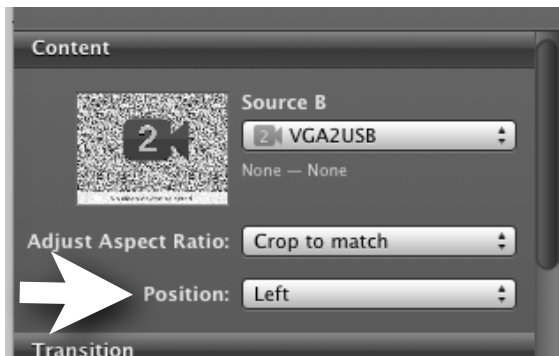
1

Select the Presenter Layer



2

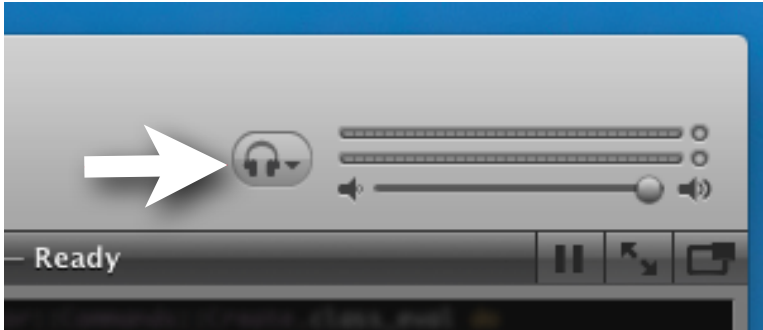
In the settings pane under Content, set position to “Left” if the speaker will be standing to the left of the projection screen. Set to “Right” if the speaker will be standing to the right of the projection screen.



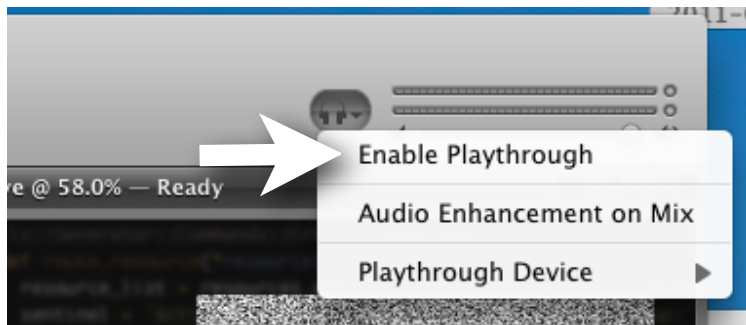
STEP SIX: ENABLE AUDIO MONITORING

1

Click the Headphones Icon in the upper right corner of Boinx.

**2**

Click “Enable Playthrough”

**3**

Use your headphones to verify audio flow and levels.

STEP SEVEN: BEGIN RECORDING

- 1 Click the red button.



- 2 Enable the title screen by pressing “T” on your keyboard.

- 3 Leave the title screen enabled until just after the event host introduces the speaker.

Example of timing:

HOST: “And now I would like to introduce our speaker, Steve Jobs.” (audience applause...)

PRESS “T” TO TURN OFF TITLE.

SPEAKER: “Good evening. I’ve got some great stuff to talk about today...”

- 4 Use Keyboard Shortcuts to show Lower Thirds, switch between camera only, camera/presentation split, or presentation only, and to enable the ambient mic.

KEYBOARD SHORTCUTS:

T – Toggle title screen

J – Camera Only

K – Camera/Presentation

L – Presentation Only

R – Toggle ambient mic

STEP EIGHT: END RECORDING

- 1 Click the stop button.



- 2 Click “Close” On Export Your Recording.



- 3 Move the output file to the external hard drive for post-production editing and conversion.