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Set up Procedure:

1. Connect the **VGA** cable from the **Presenter's laptop** to the **RGB IN** on the back of the TwinPact.
2. Connect the **VGA** cable from the **Projector** to the **RGB OUT** on the back of the TwinPact.
Note: This may vary slightly depending on the room. e.g. some rooms have fixed projectors with input at the speaker desk, others have a FOSDEM-provided projector which needs to be connected directly.
3. Connect the **Firewire** cable from the **6pin Firewire** port (on the back of the **TwinPact**) to the **Slave/TwinPact Laptop**.
4. Have the speakers **Resolution** set to **1024x768** if possible.
5. Connect the TwinPact Power and turn it on.
6. Press the **Input Select** button until the **RGB** light is on.
7. Make sure the **Slave Laptop** is **running** (the lid can be closed) or the Master laptop will not be able to connect to the TwinPact.
8. Connect the **Slave/TwinPact Laptop** to the LAN.
9. Connect the **Firewire** to the camera.
10. Connect the **Firewire** from the camera to the **Master/dvswitch Laptop**.
11. Connect the **Audio** cable to the **L input** of the camera. If there are two audio inputs, use **Input 1**.
12. Connect the **Master/dvswitch Laptop** to the LAN.
13. Power up the **Master/dvswitch laptop**, let it boot, and activate the **record** function in dvswitch ("r" key).

Setup the speaker/presenter.

1. Attach the **VGA** cable from the **Twinpact** to the **laptop of the presenter**.
2. Go to the **Master/dvswitch Laptop** and **verify** that everything is ok. If the screen is not visible, ask the speaker to try a different **resolution** and/or **refresh rate**.
3. If there is a **black border** around the presenter's slides, press the **overscan** button on the twinpact remote to enable the overscan function.

Teardown at the end of the day:

1. Power down the master and slave laptops using the power button.
2. Gather up all equipment listed in "**Contents of kit...**" section for the current day and place in the box.
3. Bring the box to the **info desk** in the **K building**.

How to get HELP?

0. **Don't Panic :)**
1. Open an **IRC client** and connect to **irc.freenode.net** (/server irc.freenode.net). The **Master/dvswitch** laptop has **Xchat** installed.
2. Join channel **#fosdem-video** (/j #freenode-video).
3. Ask for help **in the channel**. There are many people in the channel who should be able to help.
4. If no one replies or you need urgent help, send an SMS to Holger(+32 496 132 631) or Wouter (+32 486 836 198).

INSTRUCTIONS FOR SETUP (Page 1)

When you visit the info desk in the K building, you should receive a kit with the video equipment for your room. Please verify that your kit has everything in the "Contents of kit" list for your current day of the week and time of day and any room number labels on your equipment match. You should also verify the contents of the kit before returning it to the info desk at night.

Contents of kit for setup Friday and teardown Sunday night:

1. master laptop and power supply
2. slave laptop and power supply
3. mouse
4. TwinPact and power supply
5. camera in a rigid case
6. camera tripod
7. 2 power bars
8. 2 VGA cables
9. 1 4-to-4 firewire cable
10. 1 4-to-6 firewire cable
11. 1 network cable (there should be a second network cable already laid down in the room)
12. Instructions for Setup
13. papers for making notes about video recording issues

Contents of kit for teardown Friday evening, setup and teardown Saturday, and setup Sunday morning:

1. master laptop and power supply
2. slave laptop and power supply
3. TwinPact (no power supply)
4. camera and camera case (no power supply)
5. Instructions for Setup
6. papers for making notes about video recording issues

What is a TwinPact?

The TwinPact is the device we use to capture the image from a Presenter's laptop as it goes to the projector. The device is connected between the speaker's laptop and the projector and seamlessly captures the image being displayed without interfering with the projector and laptop communications. A picture of the TwinPact front and back is on the setup diagram.

Find Video Team Documentation Online:

<https://video.fosdem.org/2014/doc/>

We need volunteers for reviewing video! Please talk to Wouter or Holger for more information.

If you didn't get your video team t-shirt when you picked up your box on Saturday morning, visit the info desk in the K building.

**IF SPEAKERS DO NOT WISH TO BE RECORDED, PLEASE DO NOT
RECORD THEIR TALKS.**

Please do not harm kittens. Do not taunt Happy Fun Ball.

Troubleshooting Guide:

0. Don't Panic

1. Verify that your cables are securely connected, and in the right order from the **Set up Procedure**:
 - a) Are your **input** and **output VGA** cables connected to the right ports on the **TwinPact**?
 - b) Is the **camera** connected to the **master**, and not the slave?
 - c) Is the **TwinPact** connected to the **slave**, and not the master?
2. Make sure the presenter's laptop is in **1024x768, 60 Hz resolution** for the projector output.
3. Is the **TwinPact** set to **RGB**?
4. Is the **lens cover** removed from the **camera**?
5. If you see a **yellow exclamation mark** on any inputs in **dvswitch** (including speaker laptop and presenter slides), verify that your camera is set to **48K** for **audio rate**. How to do this varies between cameras – see the “How to get HELP?” section if your camera doesn't seem to make this available in a menu.
6. Try restarting X if you are not currently recording. (**Ctl-Alt-Backspace**)
7. Some cameras have a “**FULL AUTO**” button. Make sure that it is switched **on**.
8. If all else fails, **get help**.