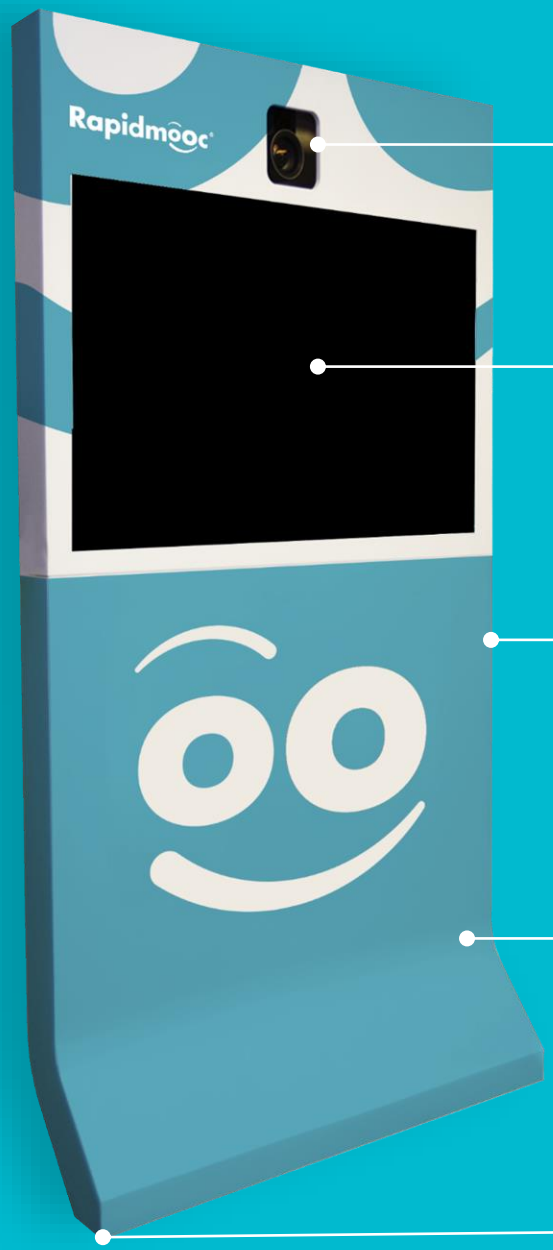
Rapidmooc

Quick start guide

Start-up and user guide for the Rapidmooc Studio.

But first of all!

We recommend you read the RAPIDMOOC_BEST_PRACTICES guide which provides advice on how to prepare your media, write your prompter text, what to wear and other general information for recording.



Full-HD Robotic Camera

40-inch screen for real-time chroma key preview, video prompter, photobooth and studio controls

Support tray for user computer + connection ports (HDMI, USB, audio PC) + remotes controls

Lockable space containing:

- Inwicast Box
- Video controls
- Audio controls
- Wireless microphone receiver + lapel microphones

Mobile stand on wheels

The pack also includes:

- 4x LED lights with tripods;
- Pop-up green screen with tripod;
- Full kit of cables and connectors

Summary

1. Accessory checklist
2. Connect a PC & log in
3. Choose a chroma key background
4. Adjust the frame & quality
5. Set up a lapel mic
6. Work the prompter
7. Final configuration
8. Merge & edit the video
9. Save & close the studio

1 Accessory checklist

Start by gathering together all the devices for controlling the studio and recording that you may need.

TV remote control

Lapel mics x2

PC remote control + dongle

Camera remote control

Wireless keyboard and mouse

Studio remote control

2 Turn on the lights

Turn on **(a)** the lights. The intensity **(b)** was set when the studio was set up. You may need to adjust it if there is a large variation in lighting in the room.

Avoid having variations of light in the room (use black-out blinds if needed).

The green screen must be evenly lit, but not intensely. The green must be 'solid' without any hot spots.

2 Connect the presentation computer

If you want to overlay with media such slideshows, videos or animations that are stored on your computer, then simply connect your computer as follows:

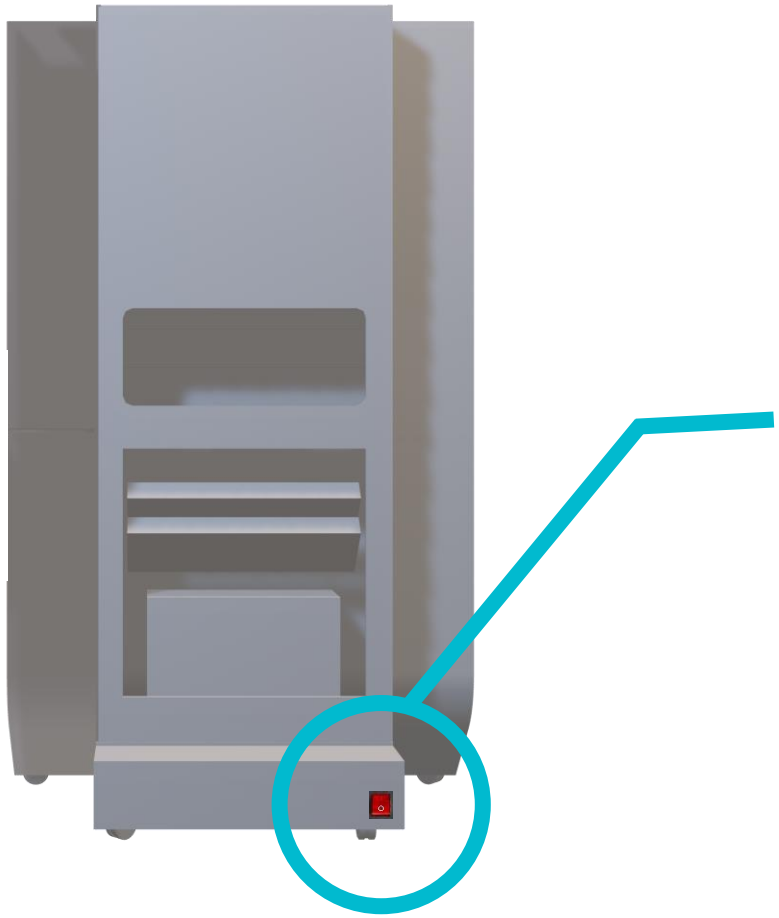
Connect the studio's HDMI cable to your computer's HDMI or Displayport port (adaptor needed).

Turn on your computer

If using a Powerpoint presentation, insert the PC remote control's dongle into your computer (USB port). This will allow you to change slides remotely.

Remember to turn on your PC and disable sleep mode so that it doesn't turn off during recording.

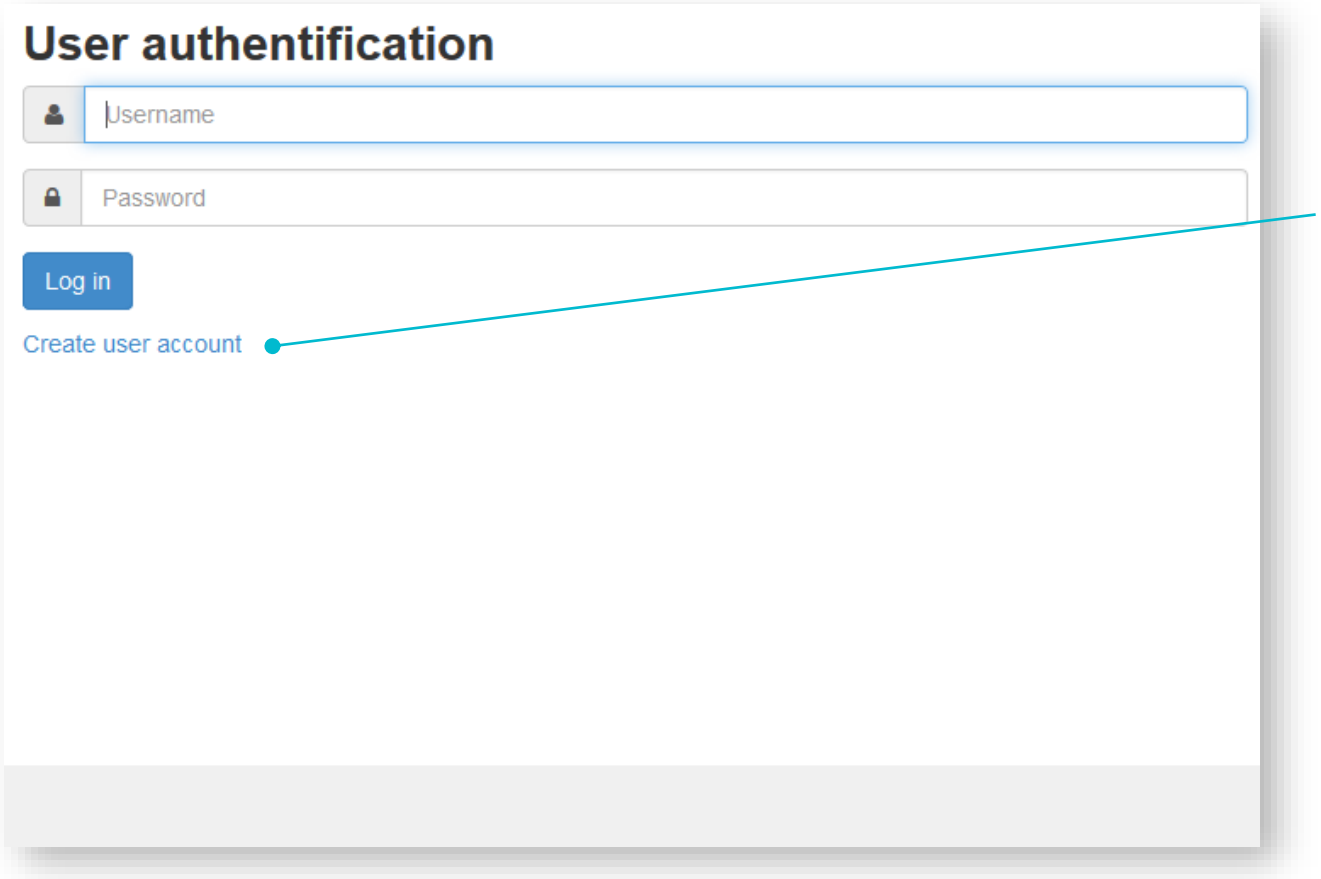
2 Turn on the studio



Start up the system by flipping the main switch found inside the unit.

Check that the power cable is plugged into a socket.

2 Log in

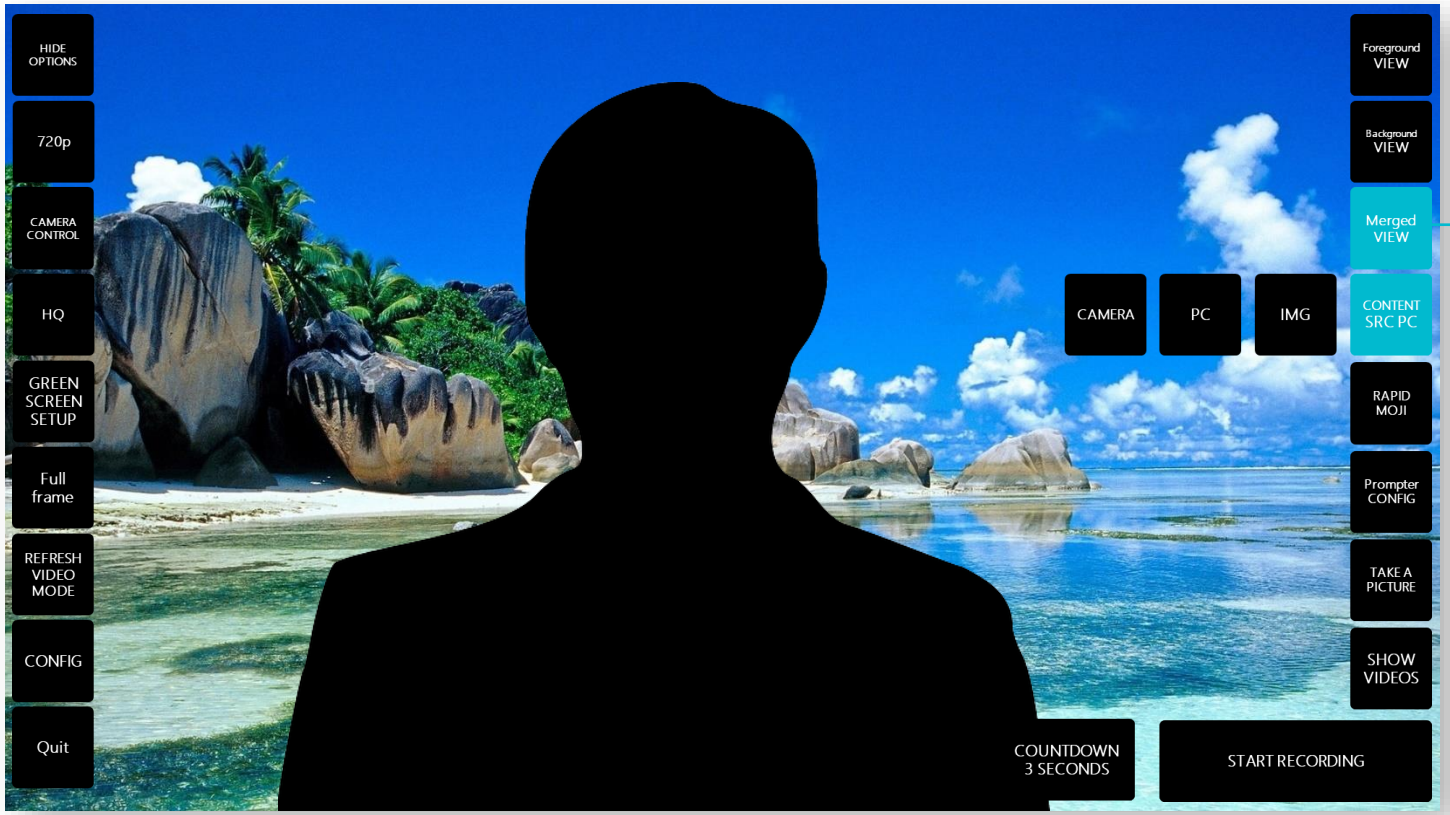


When you start up the studio, you will be asked to log in to your account or create a new one. You will be the only one to have access to your recordings (except the system administrator).

If the screen shows “no signal”, turn off the system using the main switch and wait 30 seconds before turning it back on.

3 Choose an overlay background - Home

You will then arrive at the studio's home interface, directly layered over your presentation.



The MERGED VIEW is activated and the PC source image is chosen by default.

3 Choose an overlay background - Views

BACKGROUND VIEW: Signal from the background only.

3 Choose an overlay background - Views

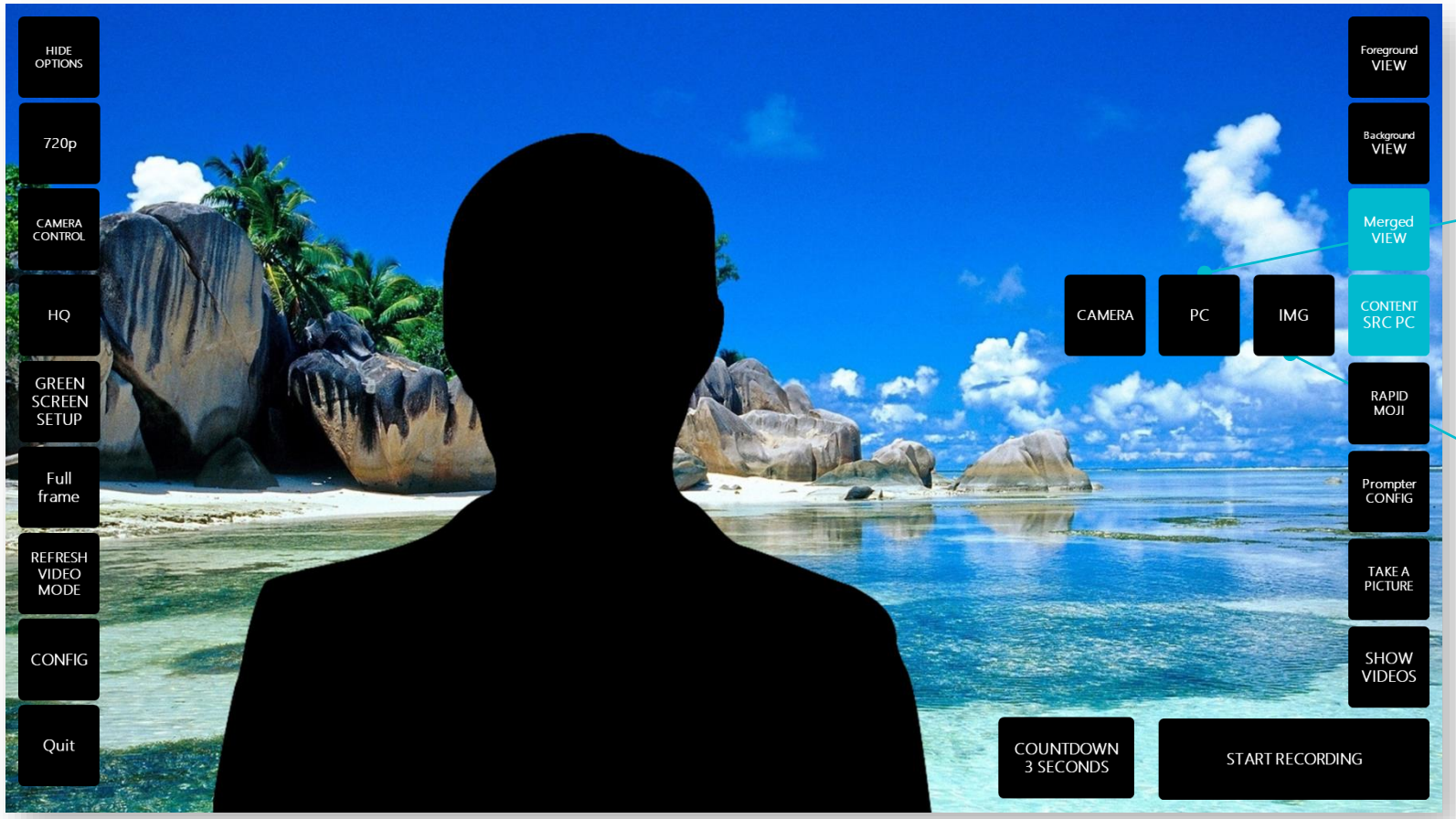
CAMERA: Signal from the camera only.

3 Choose an overlay background - Views

MERGED VIEW: Camera + background view.

3 Choose an overlay background - Backgrounds

To change the background, simply click on CONTENT SRC and choose a source.



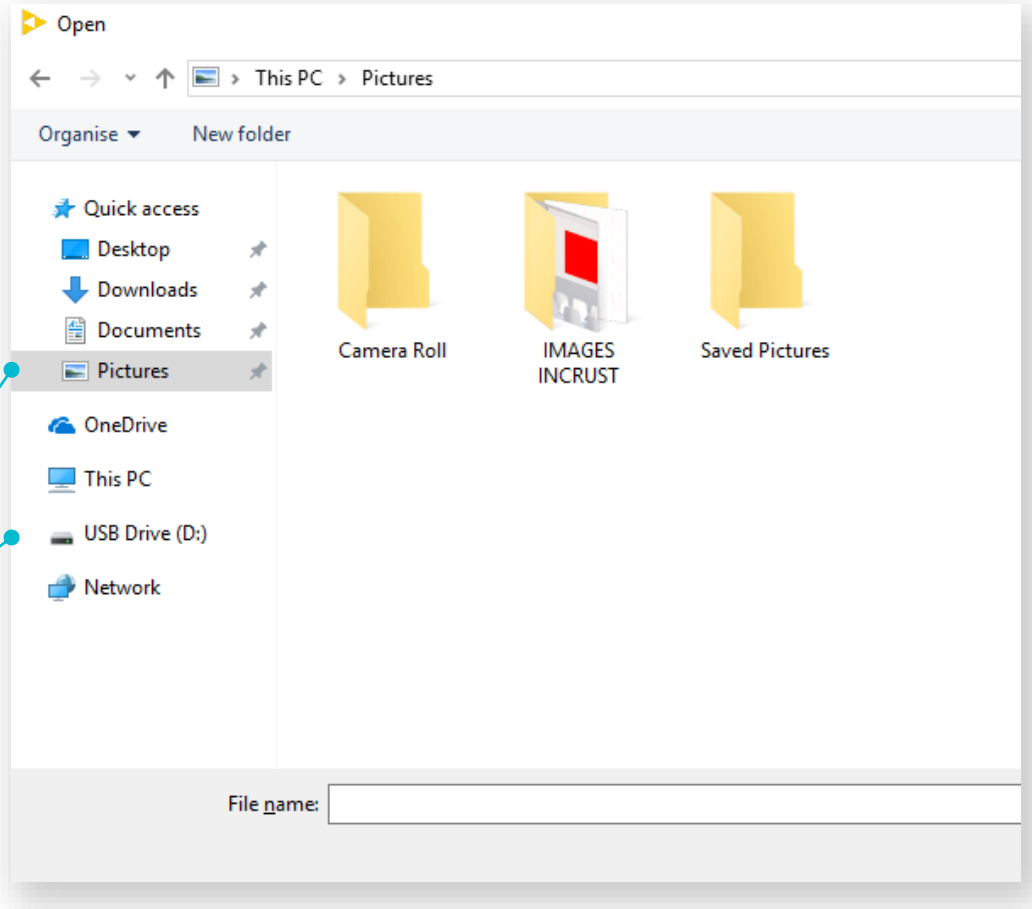
PC: signal from the device connected to the studio via the HDMI cable

IMG: image from the studio (uploaded previously — see next slide).

3 Choose an overlay background - Backgrounds

To change the background image:

1. Click on CONTENT SRC then select IMG.
2. Double click on the background.
3. Select your image via the file explorer (Images or USB drive) then confirm.



Import your images from your USB drive. You can also use a USB drive to import your prompter scripts, other videos and download your recordings.

3 Choose an overlay background - Pip

You can also insert your slideshows, images, videos (from a PC source) directly into a background image in a specific area. To do so:

1. Select your image

PIP = Picture in picture

3 Choose an overlay background - Pip

2 Click on CREATE SLIDE MASK found in the CONTENT SRC IMG mode

Click and drag the red box.

Make the box bigger or smaller by clicking on the bottom right-hand corner.

Adjust the image to a 16:9 ratio (button) and click Save.

3 Choose an overlay background - PIP

3 Click CONTENT SRC PC to see the result.

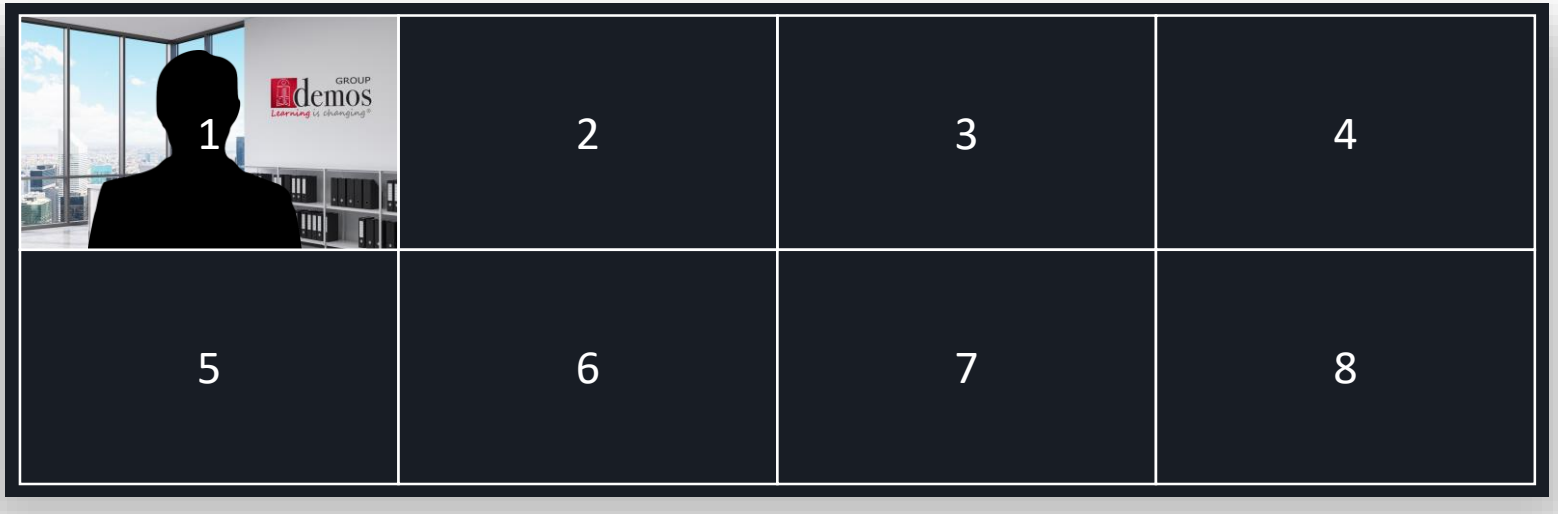
The red box will be automatically replaced by the presentation media from your PC!

4 Adjust the frame

Preset configurations based on various user heights will have been saved when the studio was installed.

Select the right configuration based on your height directly from the menu OPTION > CAMERA CONTROL.

Click on the desired image/preset configuration and the camera will do the rest:

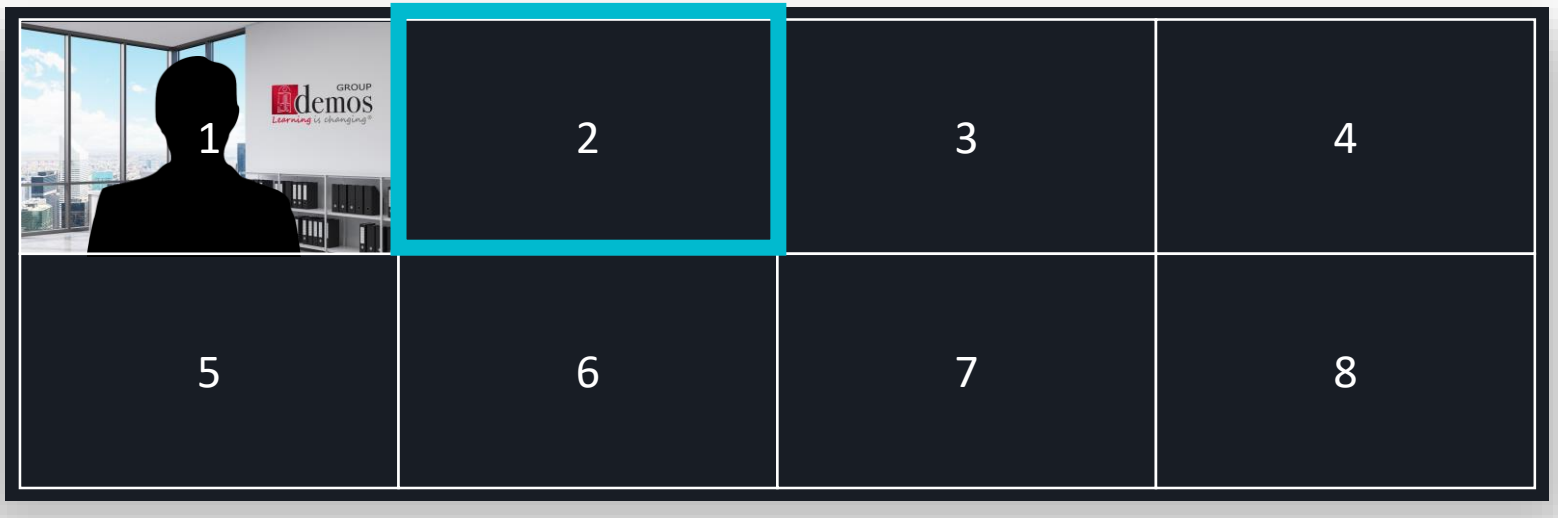


When the studio is turned on, the system will start with preset #1

4 Adjust the frame

If you want to add or edit a preset:

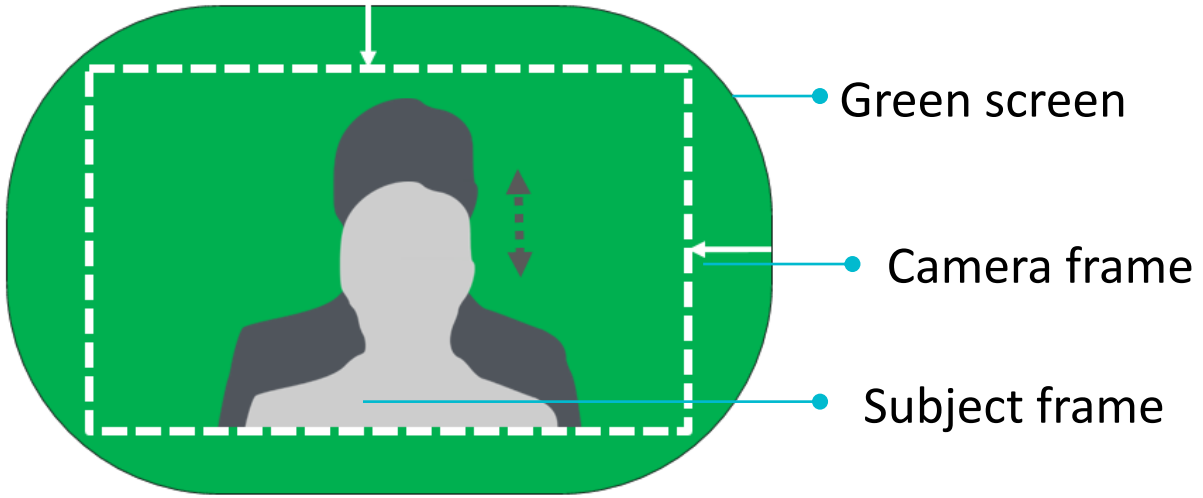
- Select a new window or the one you want to change
- A green outline will show your selection (#2 below)



4 Adjust the frame

To increase or reduce your size in the frame, do the following:

Click on the camera's UP and DOWN directional buttons to achieve the same framing as below.

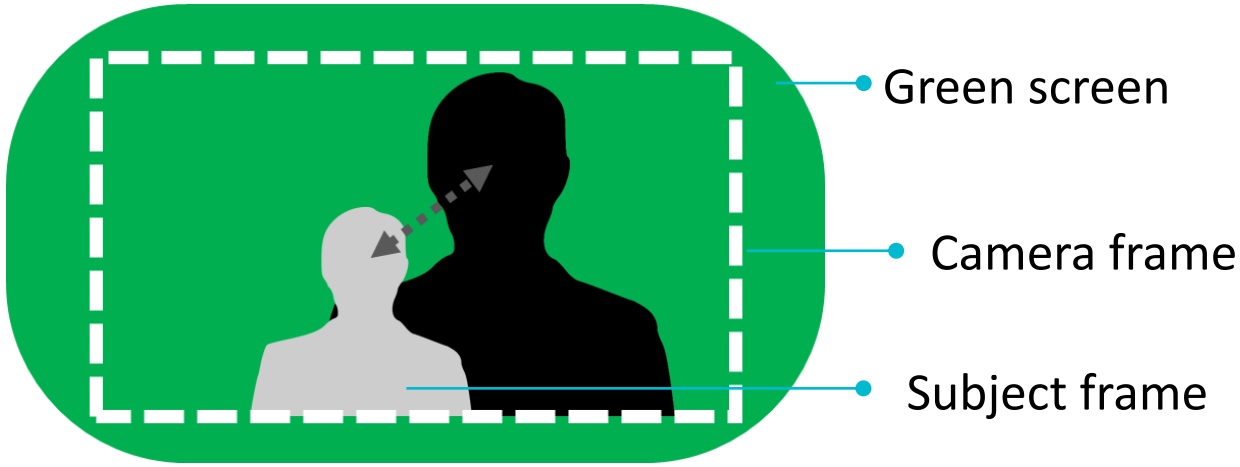


Be aware of the green screen angles when adjusting

4 Adjust the frame

If you want to use the ZOOM feature (e.g. for a close-up shot):

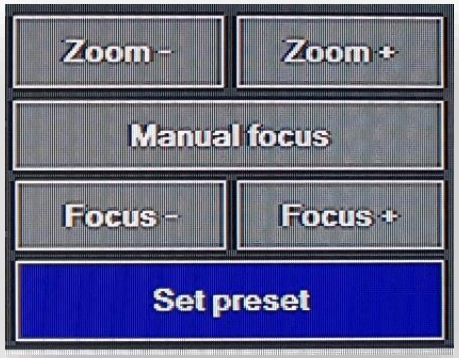
- Click on the camera's UP, DOWN and ZOOM buttons to achieve the same framing as below.



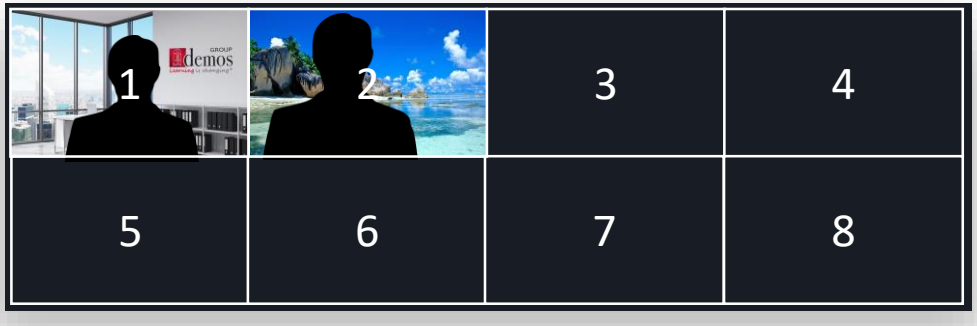
- Automatically adjust the focus by clicking on "Focus auto" (The Focus – and + buttons are off) or disable it by clicking on Manual focus (The Focus – and + buttons are on).

4 Adjust the frame

- Finish by clicking on Set preset

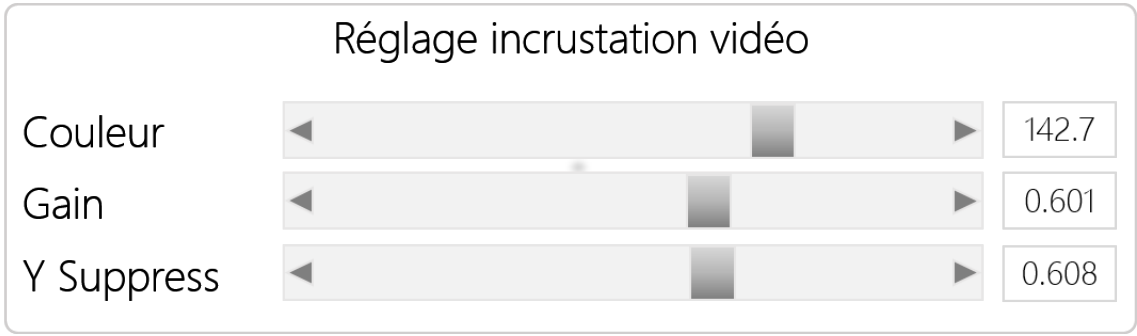


- A new screenshot will replace the previous one to show the new preset has been saved



4 Adjust the overlay quality

Click on OPTIONS (top left) then GREEN SCREEN SETUP to adjust the quality of the overlay.



- Color: This allows you to select the colour that will be replaced (usually green). Slide the cursor until the background shows the desired colour;
- Gain: This determines how the different shades of the chosen colour well be keyed. Slide the cursor until the outline of the overlay area is how you want it;
- Y Suppress: Slide the cursor until the level of black in the overlay area which was removed is correct.

4 Adjust the video quality

The Options button allows you to quickly adjust the quality and resolution of your videos:

- Resolution: HD 720p (default) or FULL HD 1080p.
- Quality: HQ (High Quality) or SQ (Simple Quality). These encoding settings can be adjusted in the CONFIG menu at the bottom of the list (only accessible in Admin mode).

5 Set up a lapel mic

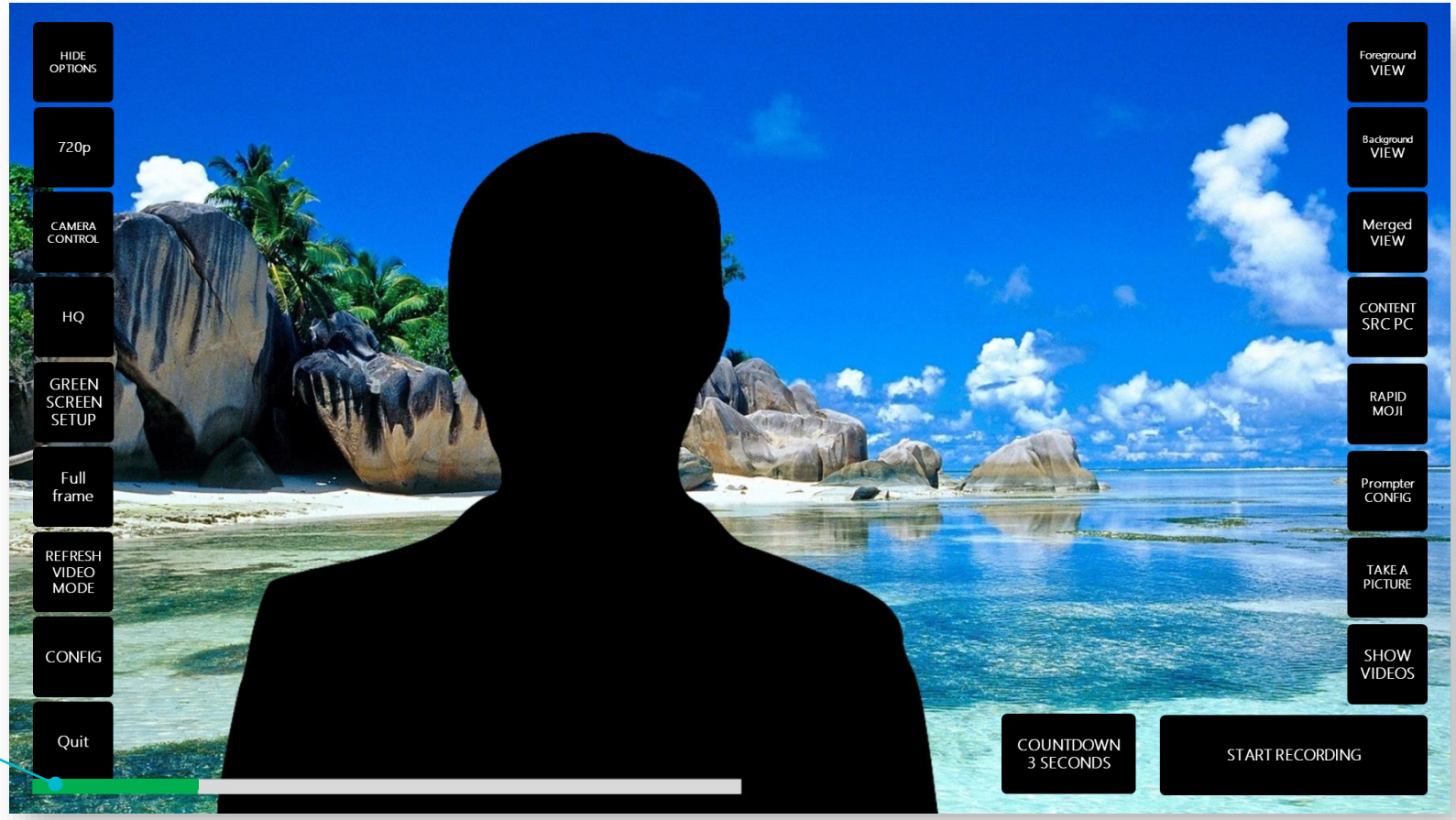
- Turn on the receiver using the ON/OFF switch next to the antenna. A green light will indicate that it is turned on and the batteries are still charged.
- Hide the mic as well as possible. Place it around 10cm from your chin and also point it towards your chin.
- Pass the mic wire underneath your clothing. Make sure nothing rubs against the wire nor the mic.
- Put the wireless receiver in the inside pocket of your jacket or clip it onto your trousers (preferably on the side rather than behind for a better audio signal).

Check out the RAPIDMOOC_BEST_PRACTICES guide.

5 Set up a lapel mic

The audio gauge should move when there is sound.

If this happens, the signal is good.



If you encounter any problems, please refer to the Audio section of the FAQ

6 Activate the prompter

This step allows you to select and show your presentation text in a video prompter.

The Prompter CONFIG button enables you to:

- Directly enter your text in the entry field
- Add new text
- Upload a pre-existing file in .rtf or .ppt format.
- Save your changes
- Go back to the home page

6 Activate the prompter

To upload a pre-existing script:

1. Save your file on your USB drive being pluging it into the studio.
   - RTF (You can easily create a .rtf file with word processor like Microsoft Word, simply click on “Save as”)
   - PPT (Slide’s comments).
2. Click on Open.
3. Choose the files from the USB drive using the drop-down menu.

6 Activate the prompter

Add markers* to show when to change slides [clic1]…[clic2]…[clic3])
Add automatic tags in your script and Rapidmooc will handle your presentation's animation:

- [SHOWME]: show overlay (i.e. MERGED view).
- [HIDEME]: hide overlay (i.e. CONTENT view).
- [SWITCH]: switch between the CONTENT and MERGED view with a melting effect.
- [CAMERA1]… [CAMERA8]: choose pre-set cameras (done via the CAMERA CONTROL button).
- [STOP]: stop recording

*The parts in brackets will not be added to the subtitles.

6 Activate the prompter

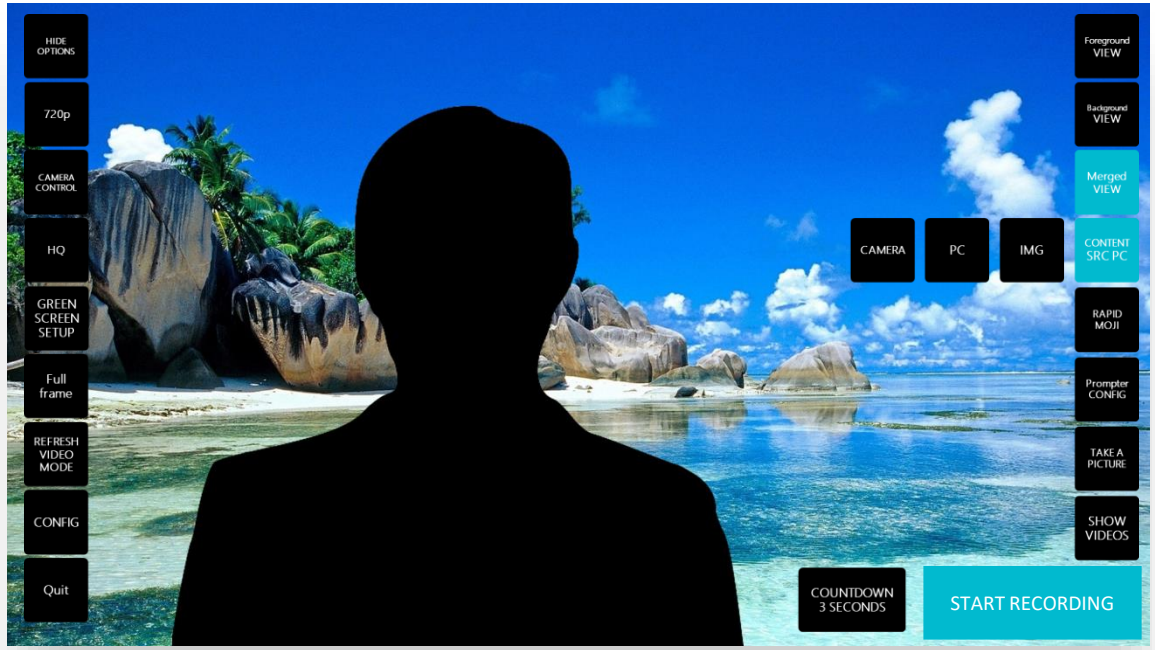
You can also choose:

- Scroll speed (between 0.4 and 0.6 depending on how quickly you speak).
- Text size (+ or – 55 depending on your vision).
- Prompter window transparency (30).
- Manual or automatic launch of prompter.

Remember to save before closing the prompter.

7 Final configurations

Example of recording with a slideshow.



1. Stand in front of the green screen.
2. Check you have 3 good input signals: media, camera and audio.
3. Put your slideshow in presentation mode.
4. Take your computer remote control so you can interact with your presentation media.
5. If needs be, choose a countdown timer (3, 6 or 9 seconds). And, when you're ready, click start recording.

Check out the RAPIDMOOC_BEST_PRACTICES guide before starting to learn how to prepare your clothing, presentation media and prompter text.

7 Stop the recording

VIA THE PROMPTER

Stop the recording using the [STOP] tag.

Or

MANUALLY

Click on “Stop recording” using the studio’s wireless keyboard or studio remote control.

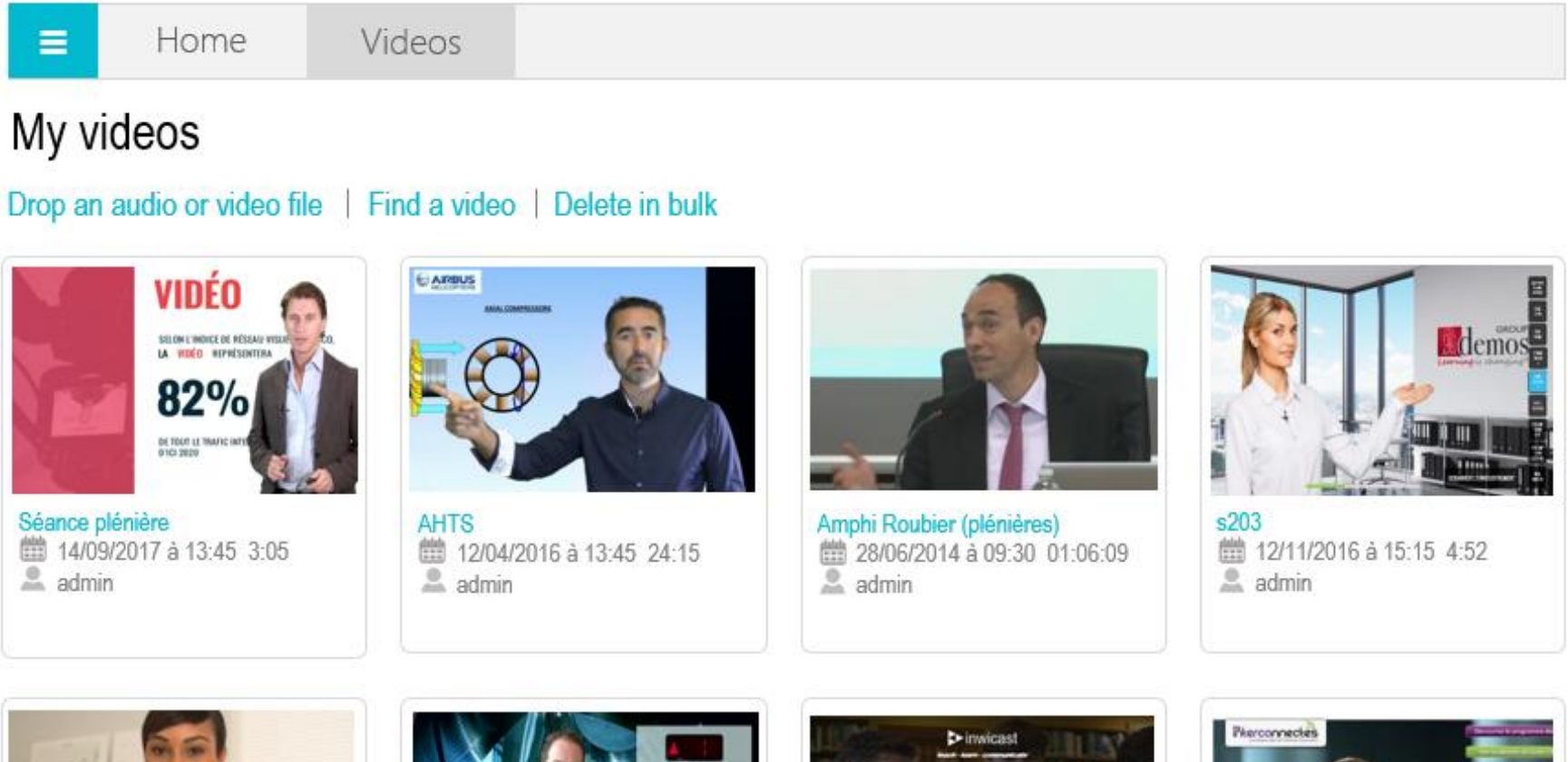
Your video will be ready in a few seconds and the SHOW VIDEOS button will appear

8 Watch your videos

SHOW VIDEOS

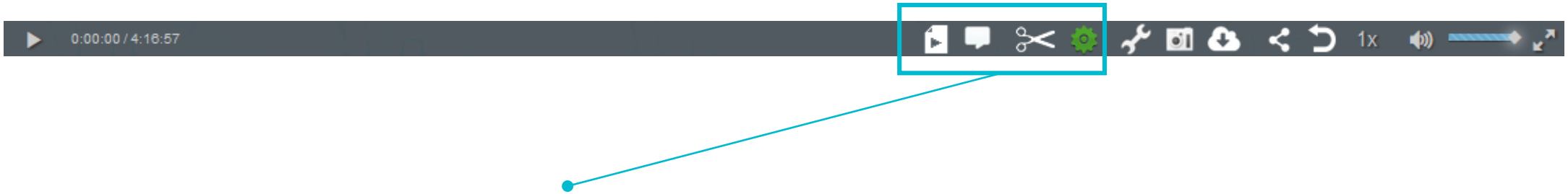
The SHOW VIDEOS button will take you to your video library.

Click on any thumbnail to start watching the recording.



8 Edit your videos - tools

The main editing tools can be found in the navigation bar of the video you want to edit. This allows you to have a ready-to-use file right after you finish recording. To go into edit mode and use the post-production tools, simply click on the following icon:



Tools available for mp4 export :

- Cut & Paste
- Subtitles
- Credits and Jingle

8 Edit your videos - Cut & Paste

Did you start your recording a bit early? Stop it too late? Need to hide something? The cut and paste tool is what you need.
The Cut tool will immediately create a new video without the need to re-encode.

1. Click on the scissors **(a).**

2. Select the start and end point of the excerpt using the yellow triangle **(b)** or the video timecodes **(c).**

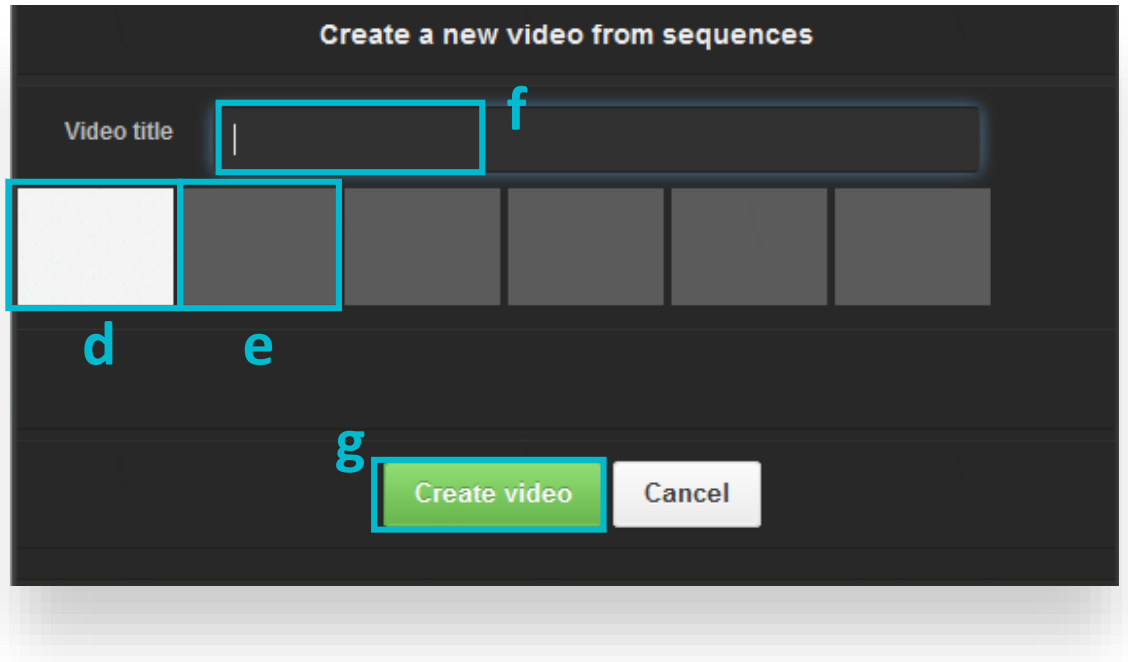
8 Edit your videos - Cut & Paste

3 Click on the first thumbnail to generate the excerpt **(d)**

4 Select a 2nd piece and click on the 2nd thumbnail **(e)** and so on to delete parts WITHIN the video

5 Add the title of the new video **(f)**
And then Create video**(g)**

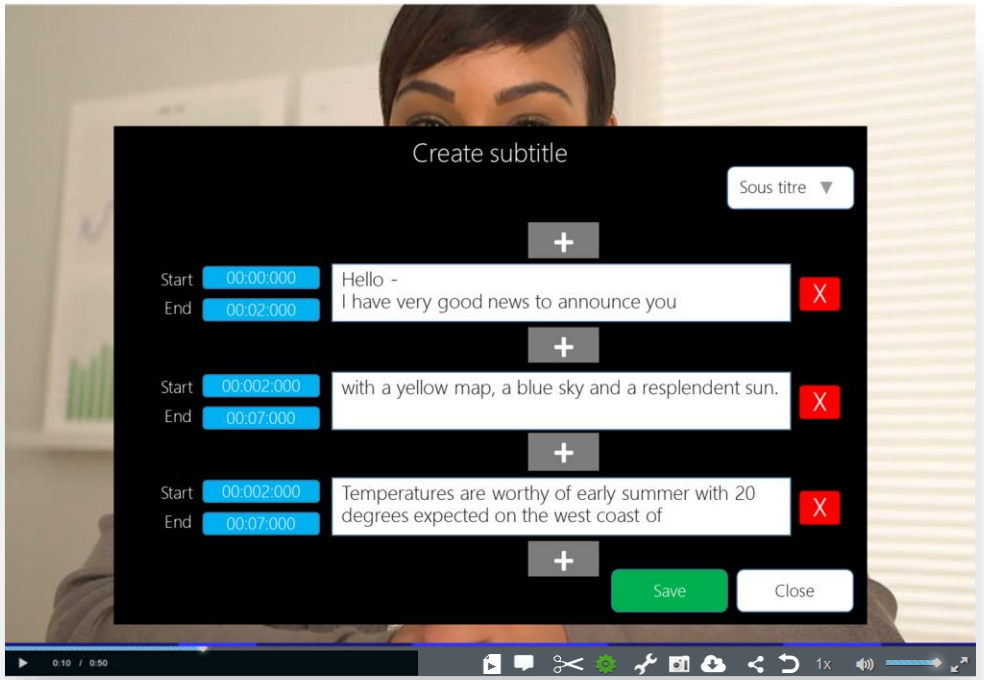
After some short processing, your new video will be available in your library.



8 Edit your videos - Subtitles

The studio allows you to take the prompter script and add it as subtitles. You can use the editor to edit the script before exporting the video.

1. Click on the SUBTITLES rectanglular bubble in the editing menu
2. Edit the text and timecodes if needed
3. Click on Save

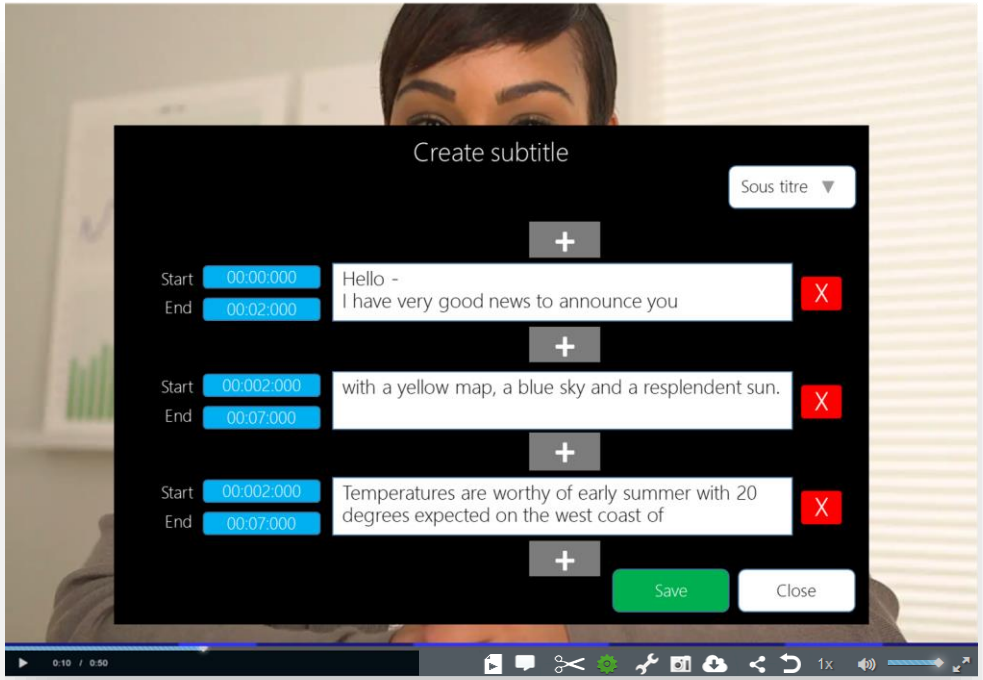


A .vtt file containing the subtitles will be included with your mp4 file when you download your video to your USB drive

8 Edit your videos - Subtitles

If you didn’t use a prompter script, the editor will also allow you to create subtitles step by step (text + timecodes).

1. Click on the rectanguar bubble found in the editing menu
2. Select the start and end timecode for the first subtitle
3. Add your subtitle
4. Click on the button if you want to add another subtitle
5. Click on Save when you have finished to watch the video



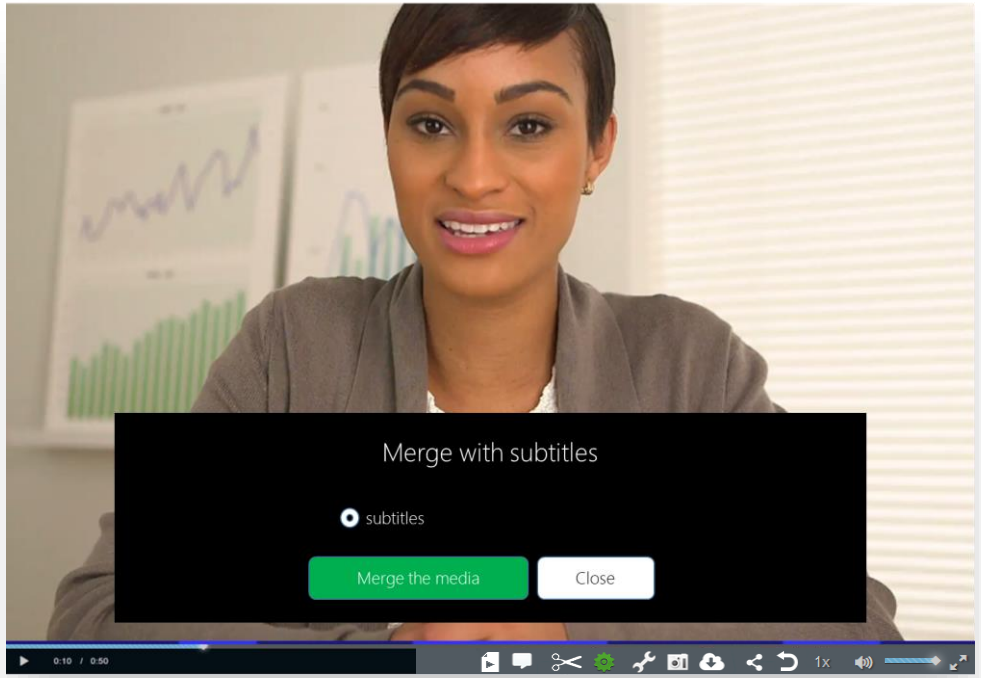
Remember to display the subtitles (round bubble to the right of the navigation bar) when watching to see the result directly via the Rapidmooc player.

8 Edit your videos – Merging

Merging subtitles: you can merge the subtitles with the video. The result will be ONE mp4 file with the subtitles embedded.

1. Click on the merge video icon. If you used a prompter script, this file will be chosen by default.

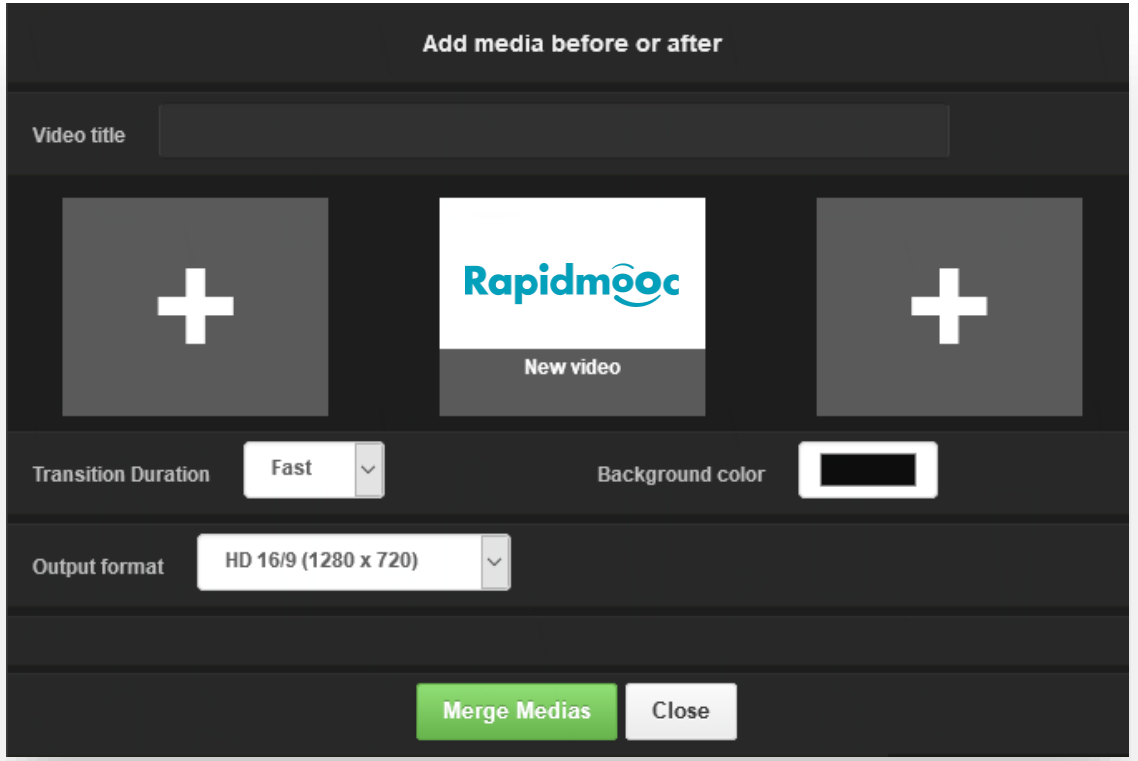
2. Click on MERGE WITH SUBTITLES and follow the link to the new video. The source file won't be erased.



8 Edit your videos - Merging

Merging videos: The video can be merged with another video, e.g. credits, intro or outro:

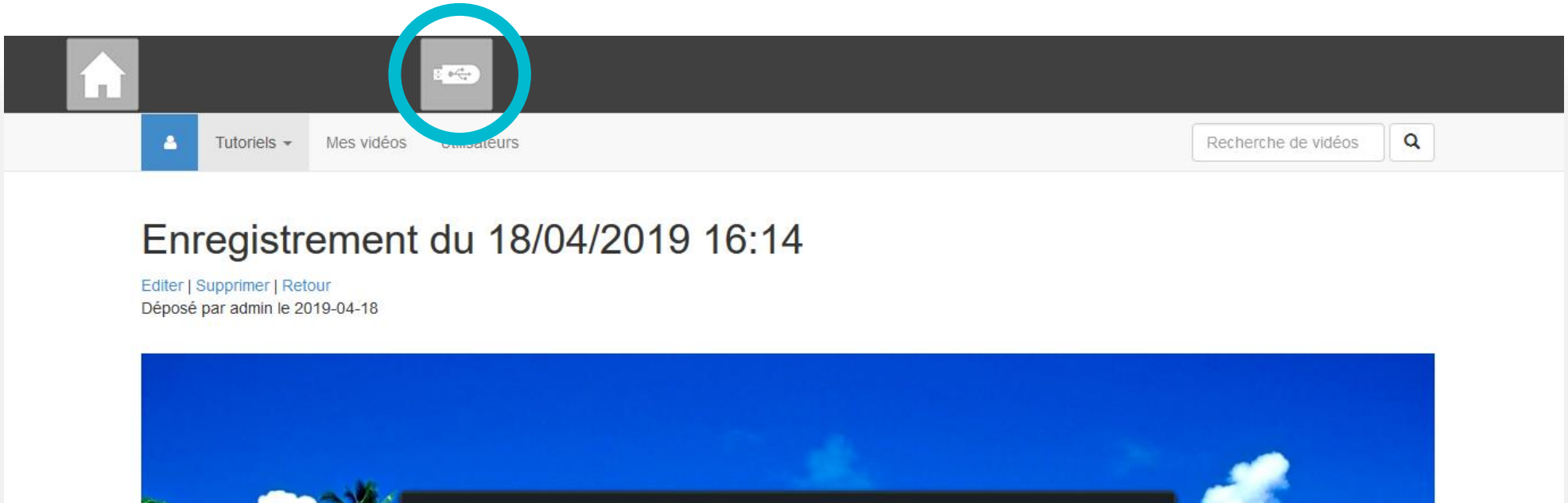
1. Click on the merge video icon
2. Click where (+ thumbnail) you want to insert your new video.
3. Select the video/credits.
4. Choose the transition length, background colour and export format.
4. Give your new video a title and click Merge the media.



9 Share your videos

If a USB drive is connected to the studio, an icon will be shown. Click on it to export your video to your USB drive.

If you use a prompter, the .vtt file will be downloaded alongside the .mp4 video file.



9 Turn off Rapidmooc

To exit the video player and go back to the Rapidmooc home page, click on the Home icon.

1. From the home page, click on Quit RAPIDMOOC found on the left in the Options menu.
2. Wait for the box to turn off completely. You will know this is done when you see the message: No cables connected.
3. Turn off the main switch found behind the studio.

Remember to turn off the peripheral devices: wireless keyboard, microphones and PC remote control before leaving the room.

Congratulations!

You now know how to use the Rapidmooc studio.

Help and technical support

Phone: +33 (0)4 89 83 65 10

support@rapidmooc.com

Rapidmooc