EZ STUDIO
ALL-IN-ONE VIDEO RECORDING ROOM

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OVERVIEW OF THE STUDIO

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The EZStudio is a simplified video recording setup that allows users to create polished videos with a click of the mouse. You don’t need to have any previous recording experience. The camera, microphone, and lights are already set up and configured ... all you need to do is record!

The EZStudio includes a video camera, microphone, ceiling-mounted lights, presentation monitor, green screen, and a light board. Using the equipment and recording your video is easy — so you can focus on delivering your content.

The EZStudio is located on the sixth floor of the McGoogan Health Sciences Library and administered by the Office of Interactive E-Learning. It is available for use by all UNMC faculty, staff and students, as well as those at Nebraska Medicine.

TIP: Contact E-Learning at elearnlab@unmc.edu for more information about the EZStudio or to set up a consultation.

One Studio, Countless Projects

Students & Residents:
- Interview videos
- Presentation practice for class or conferences
- Green screen recording to create visual effects
- E-portfolio materials or video assignments

Faculty & Staff
- Videos for online instruction
- Research paper presentations
- Lecture recordings
- E-learning modules
- Videos for recruitment, training, or professional development
Types of recording setups

PRESENTATION STYLE

With monitor background
If you are recording a lecture, use the large monitor in the background to display your PowerPoint. There is also a clicker you can use to move through the presentation.

With gray curtain background
This works if you are doing a stand-up presentation with no visuals (such as a speech or interview). Simply pull the gray curtain background until it covers the back wall and presentation monitor.

(Note: The wall presentation monitor cannot be used in conjunction with the gray background or green screen.)

LIGHT BOARD STYLE

The light board is a clear glass board that uses LED lights and markers to make a face-to-face interactive presentation. It is similar to a classroom whiteboard, but the image is digitally flipped so the writing does not appear reversed.

The light board works best if you want to write terms and/or illustrate a concept (such as a chemical diagram or flow chart).

GREEN SCREEN STYLE

Use the green screen if you plan on having a virtual background. People typically use a green screen if they are doing a presentation or interview and want a unique or specific background, such as a clinical or lab setting.

Use your own image or select one of the EZStudio backgrounds. Be sure to consult with E-Learning prior to recording your video.
Virtual Background Options

E-Learning has created **16 virtual background options** that feature educational, clinical and research imagery. These options ensure you have copyright compliant, high-quality images.
Virtual Background Options (continued)

Clinic - 1
Clinic - 2
Clinic - 3
Dental - 1
Pharmacy - 1
Library - 1
Campus - 1
Campus - 2
STEPS BEFORE using the EZSTUDIO

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unmc.edu/EZStudio
FOLLOW THESE STEPS
Before using the EZStudio

**STEP 01**

Make a reservation

» Email E-Learning to reserve your time slot

Reserve the room by emailing E-Learning at elearnlab@unmc.edu. The studio can be reserved for **up to 2 hours**; you may want to build in extra recording time for your first visit. You will receive a confirmation email with further instructions.

**TIP:** If this is your first time using the EZStudio, we will do a short walk through of the studio to get you started.

**STEP 02**

Set up your Echo360 account

» Contact IT to create a UNMC Echo360 account

Your recording will be saved and uploaded to your UNMC Echo360 account, where you can access it anytime, anywhere. You can also use Echo360 to view and edit your recording, as well as upload it to Canvas.

If you don’t already have an Echo360 account, **email Matt Rutledge** to create one. If you don’t want your own Echo360 account, contact E-Learning for next steps.

**STEP 03**

Finalize your PowerPoint (if using one)

» Upload your PowerPoint to a cloud account

If you plan on using the monitor on the back wall, make sure your PowerPoint is **uploaded to your cloud account**, so you can access and download it to the EZStudio computer.

**TIP:** UNMC recommends saving your PowerPoint to Microsoft One Drive or SharePoint. **A flash drive will not work.**
Select your virtual background
(if using green screen)

» Find a background image

If you intend to use the green screen, select your background image ahead of time. Images should be 1920px by 1080px and under 5MB in size. Accepted file formats are JPG/JPEG, 24-bit PNG or GIF.

💡 TIP: You can use your own image or choose from one of the EZStudio virtual backgrounds. If you use your own, make sure it is copyright-free.

If you will use Zoom in conjunction with the green screen, save the virtual image you want to use in your Zoom account, as well as in a cloud location.

» Consult with E-Learning

Contact E-Learning prior to recording your video to make sure your image is the right ratio and quality, and that it will look good as a background. E-Learning is available to assist if you need help replacing the green screen with your virtual background. Allow 5-7 business days for the editing and to receive a link to the completed video file.

Use Zoom when recording against the green screen

Zoom lets you see how the recording looks in REAL TIME — and there is NO POST-PRODUCTION to swap out the green background with the image.

Plan ahead

» Write a script, even if it is just an outline

It is faster and easier to record a video if you have an idea of what you want to say.

» Consider clothing choices

Your clothing choice can make a big difference in how you will appear on the recording — especially if you are using the green screen. Read our clothing tips.

💡 TIP: Feel free to bring a podium, demo table, or any other props or accessories that you’ll need to customize the recording to fit your needs.
5 STEPS WHILE USING the EZSTUDIO
Log in

» Log in to the computer and your accounts

Log on to the computer using your UNMC NetID. Then, use the Echo360 Universal Capture icon on the desktop to log into your Echo360 account.

If you will be using a PowerPoint, download the presentation to the desktop from your cloud account (Microsoft One Drive, SharePoint, etc.). Make sure it is in an active window.

Zoom Tip

If you will be using Zoom, use the Zoom icon on the desktop to log into your Zoom account. You will run all the recording out of the Zoom app.

Choose background and accessories

» Arrange the background

There are three options: green screen, gray background, or the large monitor for PowerPoint presentations.

The green screen and gray background curtains are suspended from the ceiling to make moving them easy.

(Note: The wall presentation monitor cannot be used in conjunction with the gray background or green screen.)

» Arrange the light board

If you will be using the light board, position it in the center of the room (there are markings on the floor to guide you) and use the gray background. If you will not be using the light board, move it to the side of the room out of the way of the camera.
The control panel on the wall acts as the hub to select and adjust all your camera settings. Simply click on the screen to activate the controls. Everything is already preconfigured, so you can start recording right away.

**Choose your settings**

» Click on the wall control panel to activate the studio

Turn on the camera, microphone and lights by tapping the touchscreen of the wall control panel.

💡 TIP: The wall control panel takes 15 seconds to turn on and off. Be sure to wait for the system to be fully turned on before you start customizing.

» Select on the control panel the type of recording you want.

Use Light Board Mode if you will be using the light board. Use Presentation Mode for all other types of recording, such as recording a lecture or interview or using the green screen.

💡 TIP: Use the Upper Body Frame Selection for presentations with the back wall monitor or light board. Select the Wide Format if you are using the green screen.

» Check the monitor to make sure you’re in the camera frame

You will be able to see on the computer monitor what the camera is capturing. This will ensure you stay in the camera’s viewing area and that your shot is properly framed.

💡 TIP: If you are using the back-wall monitor to show your PowerPoint, you will want to stand to the side. If you are using the gray background or the light board, you may want to be in the center.

To make it easier, marks are indicated on the floor as to the best places to stand while filming.
Use the computer on the equipment kiosk to start and stop the recording. Make sure you are logged into your Echo account.

**STEP 04 Record**

» **Click the button to start recording**

When you are ready to record, click the record button in your Echo account on the computer. You will see a 5 second countdown before the recording starts.

**TIP:** After you are done talking, stand in place for 5 seconds — this will ensure you have a defined stopping place if you need to trim your film later.

» **Click the button to stop and view the recording**

After you stop recording, view the video in the Echo360 window; re-record if needed.

**Zoom Tip**

If you are recording using Zoom, click the record and stop recording buttons. The video will download to the desktop after you end the meeting.

**STEP 05 Save and upload**

» **Save and upload the video to Echo360**

Save the video to your Echo360 account where you will be able to view, edit, and upload it to Canvas from anywhere you have internet access.

The length of time it takes to upload to the Echo360 cloud will vary based on how long your video is. Shorter videos will have shorter loading times.

**TIP:** You are able to log out of your account before the video finishes uploading — it will continue to upload in the background.

**Turn off the wall control panel** before you leave the studio. It will take 15 seconds to power down.