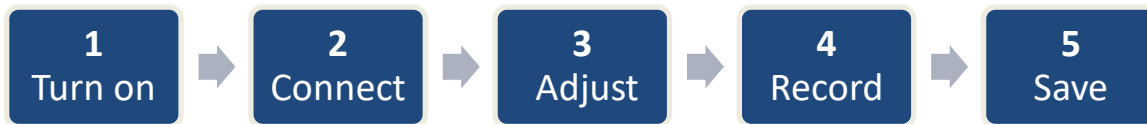


RapidMooc in 5 Steps



Step 1: Turn on, login, put on mic

1. **Turn on the Unit** (Orange button at the back – bottom of the white case)
2. **Turn on the lights** – Switches are on the back of the lights. Make sure 2 lights are pointing at green screen and 2 at you at 45 degree angle.
3. **Login** to the system – if you don't have a username and password, create one by clicking on **Create login** (Use the grey keyboard with RapidMooc on it – the mouse is integrated as a touchpad)
4. **Turn on microphone and attach to lapel** – make sure the mic does not rub up against clothing – lead mic cable inside clothing to avoid accidental contact (it picks up noise) – 2 microphones are available.

Step 2: Connect laptop or presentation

Connect laptop to HDMI cable – start presentation (you can attach the clicker via USB) and it will display on the screen in front of you – make sure your computer is displaying the screen

Alternatives for displaying presentation (see instructions on page 3)

1. Run presentation within a region of a picture
2. Read a script while recording a presentation
3. Run presentation directly on the unit
4. Connect remotely with an iPad

Step 3: Adjust video angle / zoom

1. Click on **Options** in top right corner and choose **Camera control**
2. Adjust camera angle and **zoom** with **arrow buttons** (or choose preset) – if you are out of focus, click on autofocus, wait and switch to manual focus
3. Click on **Options** again to hide the Camera control

Step 4: Record

1. Press **Record button** – 3 second timer will start, start speaking immediately when 0 disappears.
2. Press **Stop recording** when finished (you can use **Grey logitech remote** to do this if you are on your own, or the **grey keyboard**)

Step 5: Save to USB & turn off

1. **Insert USB key** (right hand side of the unit) – if you didn't bring one, you can use the one attached to copy recording to your laptop
2. Click on **Show videos** button
3. **Click on your video** (USB should be inserted before this point – otherwise click on Home and repeat steps 1 - 2)
4. Click on **USB key** icon on top of screen, name your file and press save – you can unplug the USB key when finished
5. Click on **Home** icon to return to recording
6. Please **Turn off the unit when finished**
 - a. Click on **Options** and choose **Quit**
 - b. Click on **QUIT Rapidmooc** (the unit will power down)
 - c. Turn off the unit at the back and turn off lights

Troubleshooting

If you are not seen on the screen in front of your presentation, make sure you click on the **Merged View button**.

If your presentation is not displayed, make sure you choose the correct sources using the SRC button. Also, make sure that your computer is set to send to secondary device.

If there are any issues, press the **Window key on the grey keyboard** and choose **Restart** from the Windows shut down menu.

Important: If you turn off the unit completely instead of restarting follow these steps. Turn the unit off with the hardware orange button, **wait at least 20 seconds** before turning it on again.

If the screen turns itself off (this can happen if the unit has been on for over 6 hours), find the Samsung TV remote and push the on button (it is in the back of unit). Make sure you aim it directly at little pin hole underneath the bottom of the screen.

Alternative ways of presenting



Picture in
Picture



Without PC



With a script



iPad or phone

1. Run presentation inside an image

You can run your presentation inside an image. There are some images preloaded on the unit. This is useful when you have a presentation that did not leave room for you.

1. Click on **SRC** and choose **IMG**
2. Find image on disk (could be from USB) and open it (**Note:** must be in PNG format and exactly 1920x1080px)
3. Click on **Slide mask** and draw a red rectangle on the screen (click on the 16x9 button to make sure the dimensions match) and click save.
Note: You can also open an existing image with a red rectangle.
4. Click on **SRC** again and choose **PC** this will place the presentation inside the red rectangle on the screen.

To switch back again, click on SRC and IMG and choose an image without a red rectangle and then switch back to PC.

2. Load a script to the teleprompter / autocue

You can follow a script using the built-in autocue / prompter. Note: this only works if you have a full script and not with notes. You cannot control the script to advance at the same time as your slides.

1. Plugin a USB key with your script. This can either be in the notes of a PowerPoint or a separate RTF file (use Save as in Word)
2. Click on **PROMPTER CONFIG** to open the script interface
3. Click on **Load** and choose USB as the source; choose the right file and click Import
4. Make sure the prompter is set to start recording automatically when recording starts
5. Click **Close** and the script will start rolling when you start recording (Note: You can also start it manually)

3. Run presentation directly on the unit

You can run the presentation directly on the RapidMooc unit without connecting a computer by following these steps:

1. **Connect USB key** to the Unit (panel on left side of the white case)
2. Click on the **SRC** button and choose **PRES**
3. **Double click on the background** to get a pop up dialogue to open file
4. **Choose USB** from the bottom source switcher option; a list of all compatible files on USB will appear
5. Select the presentation and click **Import and Open**
6. When the presentation is open, you can control it with the **grey Logitech Remote** (middle button to forward, bottom button to back, top button to click – can start recording when positioned over the Start button)
7. If you put **a script in the notes of the PowerPoint** this will be imported into the prompter; you can then choose **Autoadvance slide** for the presentation to automatically advance as the script rolls.

4. Use iPad / iPhone or Android device to present

You can run a presentation from a mobile device or show an app in the screen.

1. Switch your device to the **the same wifi network** RapidMooc is connected to
2. Choose Mirror screen on iOS or Cast on your Android device (you may have to download the free Airserver app if this does not work)
3. On RapidMooc, click on **SRC** and choose **AIRPREZ**; your mobile device screen should appear on the monitor
4. You may have to use the **Alt-Tab shortcut** on the grey keyboard to switch to the presentation