

WELCOME TO THE MEDIA SUITE



The Media Suite @ Dirac is a self-service production studio available to all patrons. The space provides editing and recording capabilities for everyone in the FSU community, whether it's used for podcasts, video recordings, or anything else you want to create.

This user guide will help you effectively use the space. Below is a table of contents that covers important information for using the space. Make sure to familiarize yourself with the rules of the space. We also provide a digital user guide on our website, which is organized by project type rather than by topic. The link to the digital user guide is found on page 4.

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Information & Rules

Equipment

The Media Suite has state of the art equipment for your use. Use this list to plan your visit and confirm the equipment is present and in working condition when you arrive:

- Mac Studio
- 4k Dell Monitors (Two)
- Webcam
- Microphone (Two)
- Speakers
- Headphones
- Audio Board
- Green Screen
- Sound proofing

Rules

To ensure that this space remains high quality and available to all members of the FSU community, we have put in place a few rules:

- This is not a group study room. Any occupants of the space should be actively contributing to a media project (editing, recording, or filming).
- The space has a four-hour limit per day, unlimited per week. Please don't monopolize the space, or we may have to restrict usage. If you need extra time, please reach out to us at geoset@fsu.edu with details of your project. We can work to find you extra time in the space!
- Leave the room as you found it. Feel free to move the mics and lighting around, bring in an extra chair, etc. Just make sure to return everything to its original position for the next patron who uses the space.
- Don't bring open beverages or non-dry food into the space. Example: don't bring Starbucks or cooked meals into the space. Feel free to bring closed beverages or dry snacks!
- Leave the room locked. The space is available only by reservation. Make sure the door is locked on your way out, or you may be held responsible for damages someone else caused.

Setup & Troubleshooting

Add Permissions

If this is the first time you're using a specific program, you will have to give it access to the relevant connected accessories. For instance, if you're recording audio in Audacity, you will need to give Audacity permission to use the microphone input. Each app should prompt you for permissions when it first opens.

Make sure everything is plugged in correctly when you come in. All cords should be firmly plugged in. The webcam should connect directly to the computer/monitor, while the microphones should connect to the audio board.

Input Sources

The computer will likely default to its own internal microphone and camera. This is bad. The reason you're using this space is to have a professional recording experience. To fix this, make sure the input sources are set correctly (details on how to do this in a particular application are covered in the respective online module).

For audio input, select Rubix44. For video input, select Logitech Brio.

FAQS

Sometimes the computer/program may not work as intended. Try these quick fixes to resolve the problem:

- Make sure all wires are fully plugged in. Some may look plugged in, but they could be slightly out by a few millimeters. This can make audio sound garbled.
- Check everything is on. This is a simple one, but always good to check.
- Check permissions and sources. You may record audio with the default Mac Studio microphone selected and be upset the audio sounds distant. Switching the source to the actual microphones (Rubix44 audio board) will fix this.
- Restore Rubix44 settings to default(opens in a new tab). Changes to these settings can make the audio come out terrible.
- Restart the program. Ensure your work is saved first.
- Restart the computer. Ensure your work is saved online or on email first.

Online User Guide

For an instructional module covering more comprehensive explanations on the equipment and uses of the space (including tutorials on the available software), please scan the QR code below. If you would like to access the module from your computer instead, please go to geoset.fsu.edu/about/media-suite-dirac.



MEDIA SUITE USER FEEDBACK

Let your voice be heard!



We want to hear from **YOU**. Have you made something you want to be featured by FSU Libraries? Are we missing software you need to make your video, website, or podcast? Is there something else you just want to share with us? Submit now to let us know!

geoset@fsu.edu



**THE MEDIA SUITE
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