Videos in Teaching & Learning (ViTaL)

Assembling the Video Kit

Purpose
This document describes how to assemble a video kit checked out from the Link or that you have purchased to create do-it-yourself (DIY) videos. Refer to the last page for all figures referenced in the document. You can also view a ViTaL video tutorial on this topic from the Documentation tab at http://vital.oit.duke.edu.

If you have purchased a kit and are assembling it for the first time, refer to “Creating a Video Kit” for a few additional unpacking notes and for configuration details.

Step 1: Selecting a Location to Record
Be sure you select a recording space meeting these criteria:
1. Access to at least 2 power plugs (or a power strip)
2. No window or other lighting behind you when you sit in front of the laptop
3. Ample table or desk space for the laptop and the tablet
4. Minimal ambient noise

Step 2: Unpacking
Unpack all components from the backpack or satchel.
1. Mac laptop
2. Mac power cable
3. Snowflake microphone
4. Snowflake microphone cable
5. 4-port USB hub
6. Logitech Web camera
7. Wacom Cintiq tablet
8. Wacom Cintiq tablet stand
9. Wacom Cintiq pen/stylus
10. Wacom Cintiq power cord (2 parts; may be separated or already connected)
11. Dongle (may be separate or connected to the Wacom power cord)

Step 3: Connect the Cables
1. Plug both tablet and laptop power cords into wall.
2. Attach laptop charger to outlet on back of the left side of laptop.
3. Plug the “tail” (single plug) of tablet’s hydra cord into tablet.
4. Plug tablet power cord into matching female head on hydra cord.
5. Plug HDMI head from hydra cord into HDMI to MiniDisplayPort adapter.
6. Plug HDMI adapter into laptop on back left side (4th outlet from the rear).
7. Plug in USB hub into laptop on back left side (5th outlet from the rear).
8. Plug remaining USB hydra head from tablet into USB hub.
9. Plug white USB cord into rear of Blue Snowflake microphone and into USB hub. (Open the Snowflake microphone. (See Figure 1.) Note that the microphone swivels out of its casing (once taken apart) so you can adjust it for hanging. After swiveling the microphone out of the casing, plug the USB connector to one of the ports on the USB hub and connect the other end to the microphone.)

10. Plug camera USB cord into USB hub.

11. If using external hard drive, plug it into USB slot on laptop (6th outlet from the rear).

12. Remove tablet’s pen from case and place in stand to side of the tablet.

Step 4: Set up the Tablet
Set up the tablet on the stand. There are two slots on the back of the tablet. Be sure the longer slot fits firmly onto the raised tab on the edge of the stand. There are 3 flaps on the stand. Select one based on the angle you find comfortable for working on the tablet. (See Figure 3.) Be sure the shorter slot on the tablet fits firmly onto the tab of the flab you select.

Step 5: Power Up!
Plug in the power cable for the laptop and the tablet to your power outlets, and you’re ready to go!

Notes
If you are using a kit checked out from the Link, it will include a large external drive to store your files. Be sure to make backups. Screenflow files are very large and so your hard drive needs to be fast. We recommend having a USB 3.0 compatible drive. (And be sure to plug it into a USB 3.0 port.)

Before returning the kit to the Link, copy your files from the kit’s drives to your own space. This is really important since all files will be deleted from the kit’s drives when it is returned. They will not be recoverable.

The laptop in the kit is a regular Mac laptop. If you need to look something up on the Web, make a quick change to a PowerPoint slide, or some other basic computer function, you can access those directly from the kit laptop. Just remember that if you install additional software on a laptop you have checked out from the Link, when you return the laptop, the software will be removed.

If you are using a kit checked out from the Link, please be sure to remove all files you would like to keep before returning it. All files will be removed when you return the kit.

Anytime you are turning the kit off or disassembling it, be sure to unplug the tablet last. Unplugging the tablet while the laptop is still on will cause the tablet to become uncalibrated. See the FAQ document for instructions on how to recalibrate the tablet or view the video tutorial on calibration.
Figure 1 Open the Snowflake Microphone by pulling it apart.

Figure 2 Once opened, the microphone can swivel into different positions. Mount the microphone and camera on the laptop lid.

Figure 2a Close-up of camera on laptop (L) and microphone on laptop (R).

Figure 3 Back side of tablet