

Operational Note, C.

TOWN BROADCASTING CAPABILITIES - Instructions

Instructions for each room system is laminated & put with system for WayCAM's trained volunteer operator and or staff. Our volunteers are responsible for taping the meetings for WayCAM. If you have a question during a meeting on the operations of the system, please defer to the volunteer/staff person knowledge of the system. If you still have a question about the way the meeting was taped, please contact the studio with any questions.

If you need any training in a board member operated system, please call 508-358-5006. Ask for Mark Foreman, Production Manager

Town & School Buildings Studios:

- 1) Select Board Room: (LSR*)** Single HD Camera system with PowerPoint Presentation and graphics. This system can be run by the board member, which can ask for training if needed. The board member needs to know how to use the video switcher and how to record the meeting.
- 2) School Committee Room: (LSR**)** Two HD camera systems with PowerPoint Presentation and graphics. This system can be run by a volunteer, but is typically run by a school committee member, you can ask for training if needed. The operator will need to know how to turn the system on and off. They will also need to know how to record the meeting. Lastly, they will need to know how to use the video switcher if needed for the meeting.
- 3) Wayland Commons Room: (LSR**)** Two HD camera systems with PowerPoint Presentation, room speakers and graphics. A trained volunteer needs to run this system.
- 4) Large Hearing Room: (LSR*)** Three HD camera systems with PowerPoint Presentation, room speakers and graphics. A trained volunteer needs to run this system.
- 5) Department of Public Works: (RP**)** Single HD camera system with power point presentations. A trained volunteer runs this system.
- 6) Public Safety Building: (RP**)** Two HD camera systems with PowerPoint Presentation and graphics. This system can be run by a trained volunteer. The operator will need to know how to record the meeting and use the A/B/C switch if needed.
- 7) Wayland Public Library: (LSR**)** Five HD camera studio with PowerPoint presentation allows you to go to 3 locations in the Library; controlled from the Raytheon Room. A trained volunteer can run this system.
- 8) Wayland High School Turf Field: (LSR**)** Four HD robotic cameras and two cordless HD cameras built into the system to cover all three fields; with an intercom system for communications, playback and graphics. A trained crew of volunteer runs this system.

- 9) Wayland High School Field House:** (LSR**) Four HD robotic camera studio with two wireless cameras, PowerPoint presentation and graphics. You have the ability to add a seventh HD camera to an input by the score board. A trained volunteer runs this system
- 10) Wayland High School Theater:** (LSR**) Three HD robotic cameras with PowerPoint presentation and graphic. You have the ability to add a fourth HD camera to an input back stage. A trained volunteer runs this system.
- 11) WayCAM:** (LSR*) The studio has two Tricaster systems with four HD robotic cameras with three teleprompters, virtual sets, traditional sets, playback ability, intercom system for communications, graphics and access all systems on high school grounds. A trained crew of volunteer and staff runs this system.