Multimedia Recording Studio – Grand Opening!

The NEIU Multimedia Learning Resource Center (MLRC) and the Center for Teaching and Learning (CTL) are proud to announce the **Grand Opening** of the new **Multimedia Recording Studio** on April 15, 2013, in Library 303 (next door to the CTL).

The Multimedia Recording Room is small—just 9 feet by 5 feet—but it’s very **POWERFUL**! Record professional-quality video, audio, and interactive projects to support your courses, research, and service to the university. Here are just some of the tools available for you to use:

- 1080p High-Definition Video/Still Camera
- Professional Voice-Over Microphone
- Black, White, & Greenscreen Backdrops
- Microsoft Office 2010
- Lectora (Interactive Learning Objects)
- Camtasia Studio (Video Editing)
- SnagIt (Image Capture)
- Snap! (PowerPoint Interactivity)
- Audacity (Audio Editing)
- Jing (Screen Capture)
- GIMP (Image Editing)
- Prezi (3-D Presentations)
**Library 303: How to Use This Room**

This document shows you how to use the physical equipment in the room. For software Quick Guides and videos, click the **Recording Studio** link at [http://library.neiu.edu/technologyhelp/mlrc.html](http://library.neiu.edu/technologyhelp/mlrc.html).

---

**About the Multimedia Recording Studio**

| MAKING RESERVATIONS | • The studio is available for up to two-hour reservations.  
|                     | • Reservations may be made up to one month in advance.  
|                     | • Walk-ins are welcome, if the studio is available.  
|                     | • See the reservation calendar on the MLRC web site (see below).  |
| STUDIO HOURS        | • The studio opens 30 minutes after the MLRC opens, and closes 30 minutes before the MLRC closes.  |
| WHO CAN USE THE STUDIO | • The studio is for the use of faculty, staff, and graduate students.  
|                 | • It may be used by undergraduates with a letter from teaching faculty stating that the student will use the studio for a project.  |
| STUDIO RULES        | • Food and drink are not allowed in the studio.  
|                     | • Files saved on the studio computer will be erased regularly.  
|                     | • Bring your own portable drive for saving project files.  |

---

**Library 303 Support & Contact Information**

The Multimedia Learning Resource Center (MLRC) provides training and troubleshooting for this room via their web site: [http://library.neiu.edu/technologyhelp/mlrc.html](http://library.neiu.edu/technologyhelp/mlrc.html)

- **Request Training:** When making your appointment, you may request basic training or assistance.
- **Get Troubleshooting Help:** Fill out the *Troubleshooting* form on the web site, or contact the MLRC support team through [MLRC@neiu.edu](mailto:MLRC@neiu.edu) or call (773) 442-4560.