

Quicklink Studio-in-a-box (ST500)

User Guide



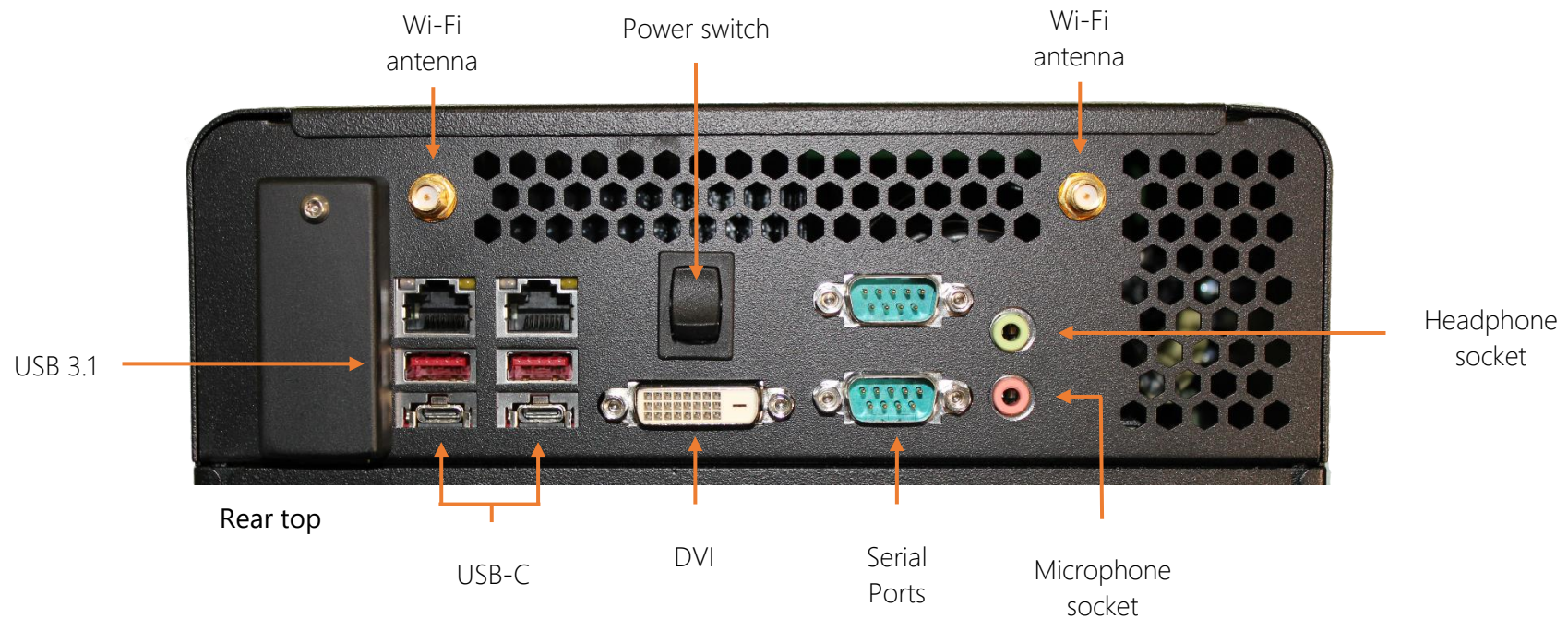
Rev 2

Studio-in-a-box/ST500 user

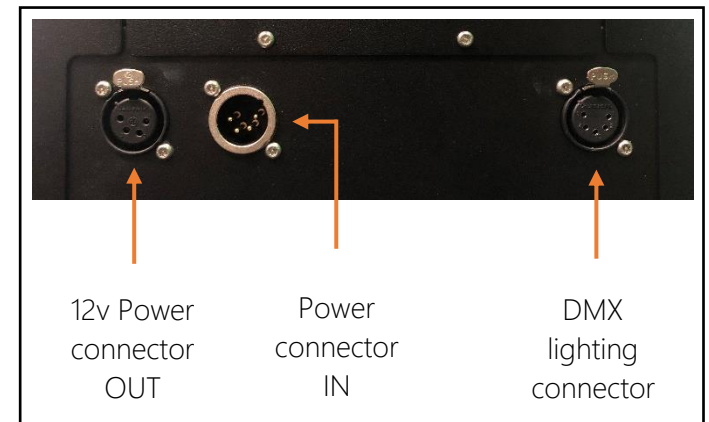
The image shows a screenshot of the Studio-in-a-box/ST500 user interface. The main area is a green screen. A settings menu is open in the bottom-left corner, showing a dropdown arrow and the QuickLink logo. On the right side, there is a vertical toolbar with icons for various settings. Orange arrows point from text labels to these icons.

Show/hide preview

- Power options
- Network settings
- User accounts
- Video settings
- Audio settings
- Studio/Skype TX settings
- Record settings
- Show/hide settings menu



Rear bottom



The ST500 can be mounted on a tripod or used on a desktop. Ensure that your sign in credentials are to hand. These will be provided by the Administrator. To set up your ST500, plug the power cable provided into the XLR power connector, then plug your Ethernet cable into either of the Ethernet ports. The inbuilt Wi-Fi or a USB dongle can also be used for internet connectivity

Next, plug in your headphone/earpiece into the green 3.5mm socket and a microphone into the XLR audio connector

Power on the unit by pressing the power switch.

Moving to the front of the ST500, plug your microphone into the **Mic 1** port.



Ensure that 48v phantom power is turned on, if not, please press to turn on if required.



Talk into the microphone, ensuring there is a green light flashing when you speak. If this is not flashing, please increase the microphone level until the light flashes green. If the light is flashing red, please decrease the microphone level until the light flashes green.

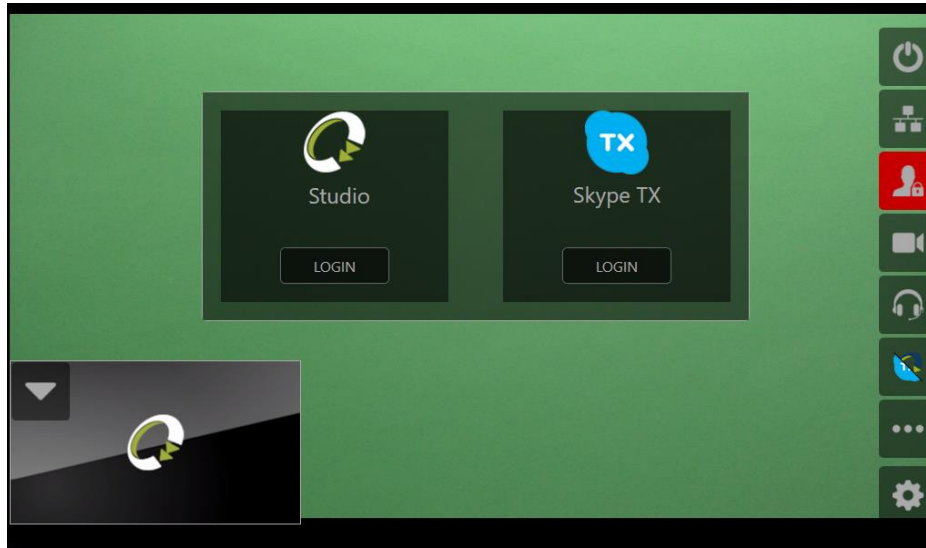


Plug your earpiece into the headphone port.

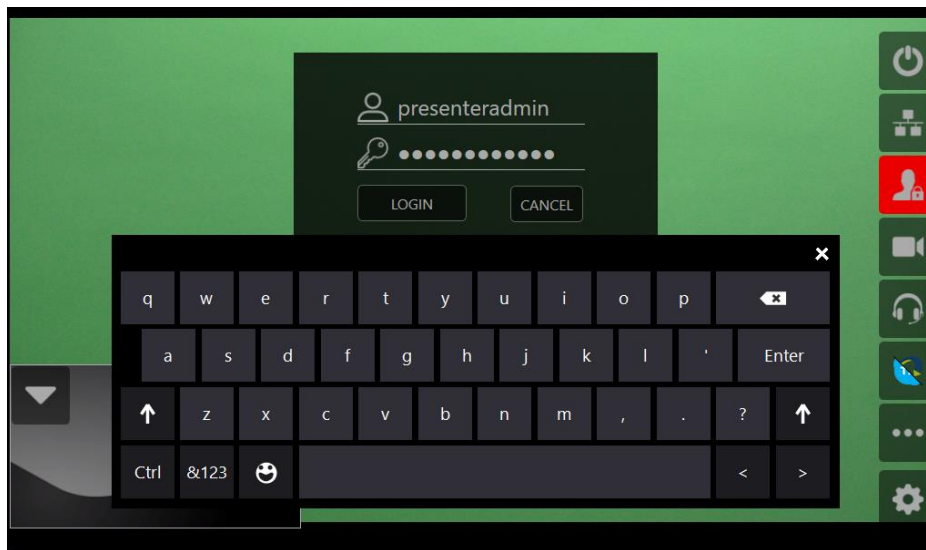


Ensure the headphone volume level is set to roughly 50%. This can be adjusted when in call if needed.






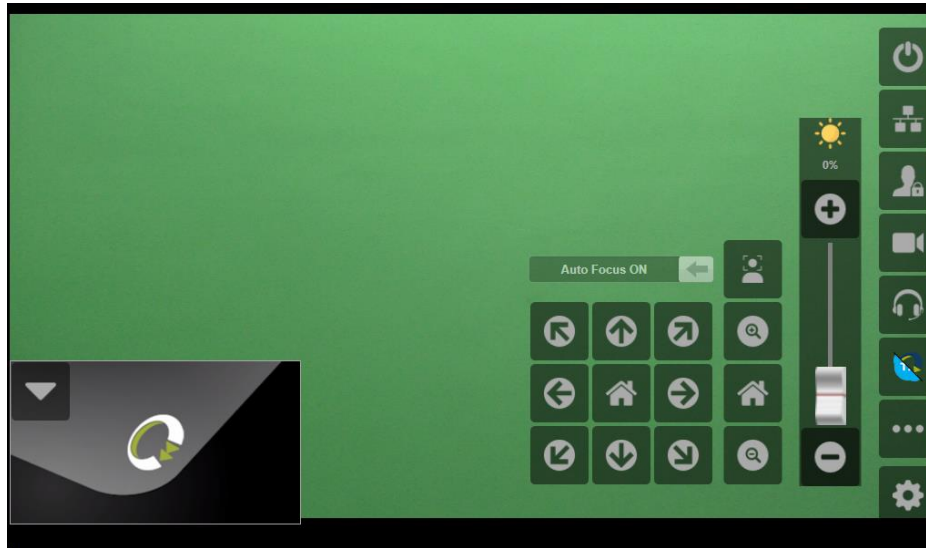
On first use, you will need to sign into Quicklink Studio. Using the ST500's screen, tap the flashing  icon to open the login. Under the Studio section, tap **'Login'**.






Enter your sign in credentials that have been provided to you by the Administrator. Tap **'Login'**.

Tap the  icon to clear the menu.

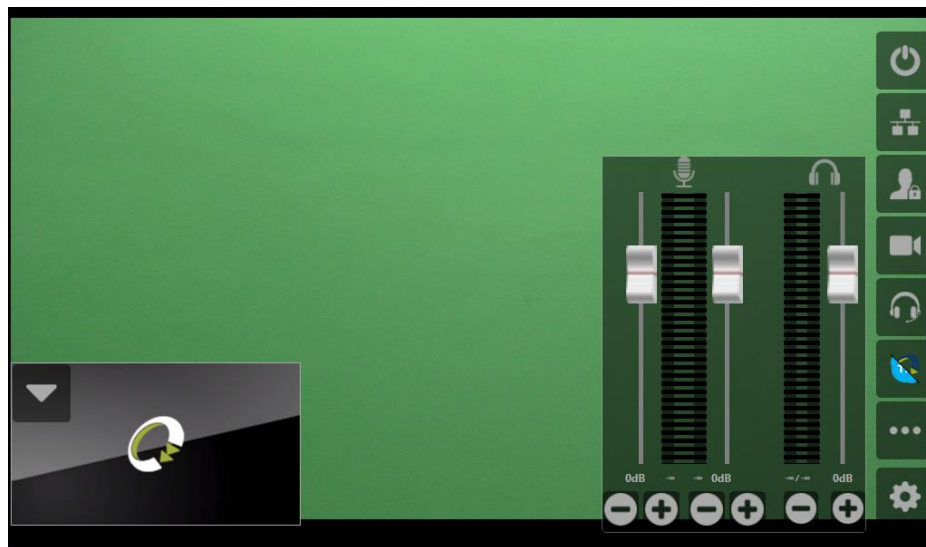
Once the unit is powered, logged in and connected to the internet – the Quicklink Manager Portal will have full remote control over the video, audio and connected lights. However, local control of settings is possible if required and these are described in the following pages.




Tap the  icon, then  icon to open the video settings. From this menu, you can control the camera using the arrow buttons, zoom the camera in/out using the magnifying buttons, adjust the brightness of the inbuilt lighting and turn on/off the auto focus. Tap the home icon to return to the default position.

Tapping the  icon will enable the Studio-in-a-box AI facial tracking feature. When this is enabled, the Studio-in-a-box will automatically frame the user in the shot.

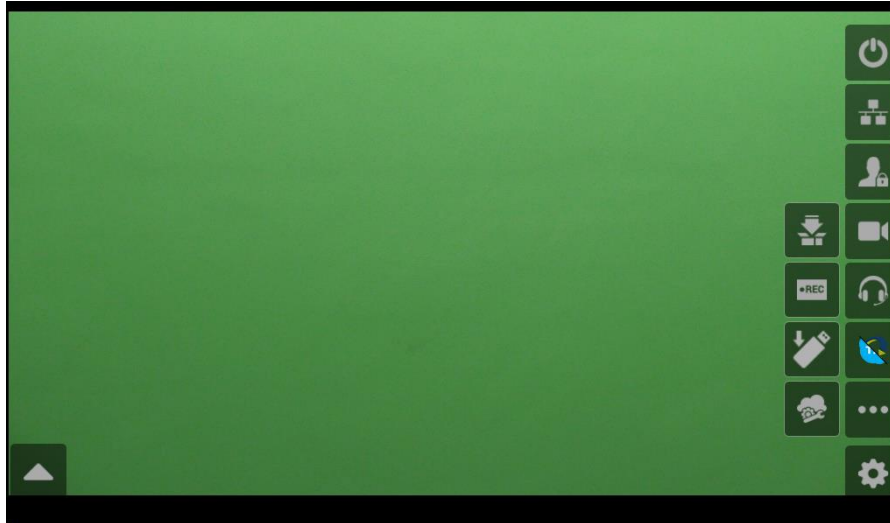
Alternatively, the camera controls, inbuilt lighting and focus can be controlled remotely by the Administrator from the Quicklink Manager.





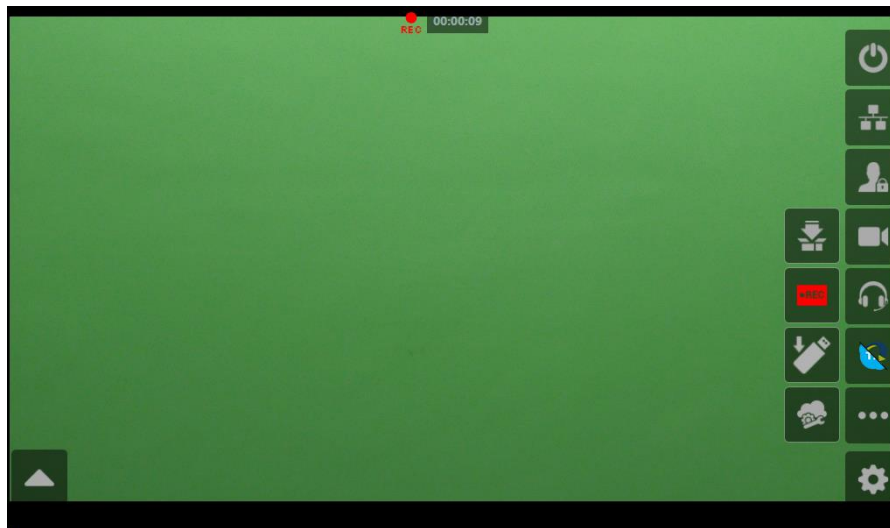
From the menu, you can also open the audio settings by tapping the  icon. Here you can adjust the microphone and headphone levels.


Alternatively, the microphone and headphone levels can be controlled remotely by the Administrator from the Quicklink Manager.

Recording

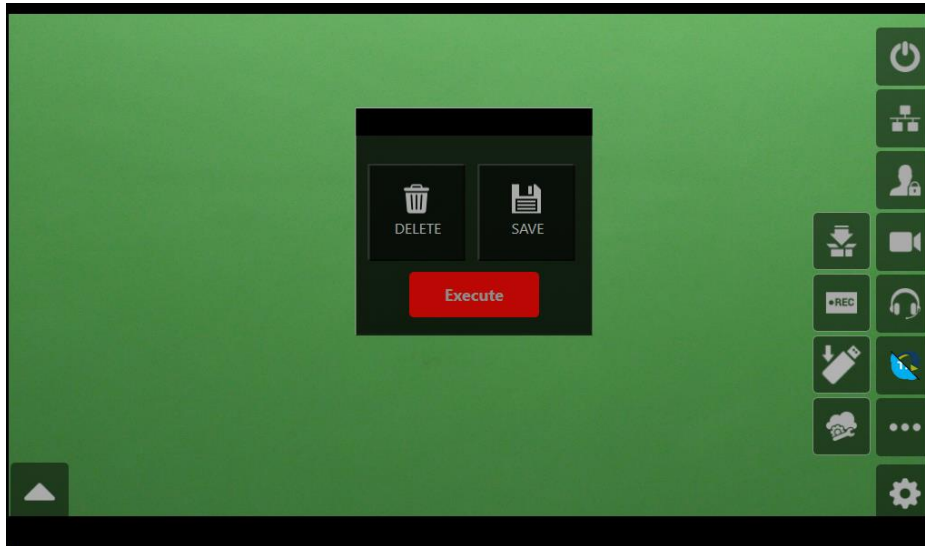


To access the recording feature, open the settings by tapping the  icon, then tap the  icon to open additional settings.



To begin recording, tap the  icon. Once your recording has started, a recording icon and time indicator will appear at the top of the screen.

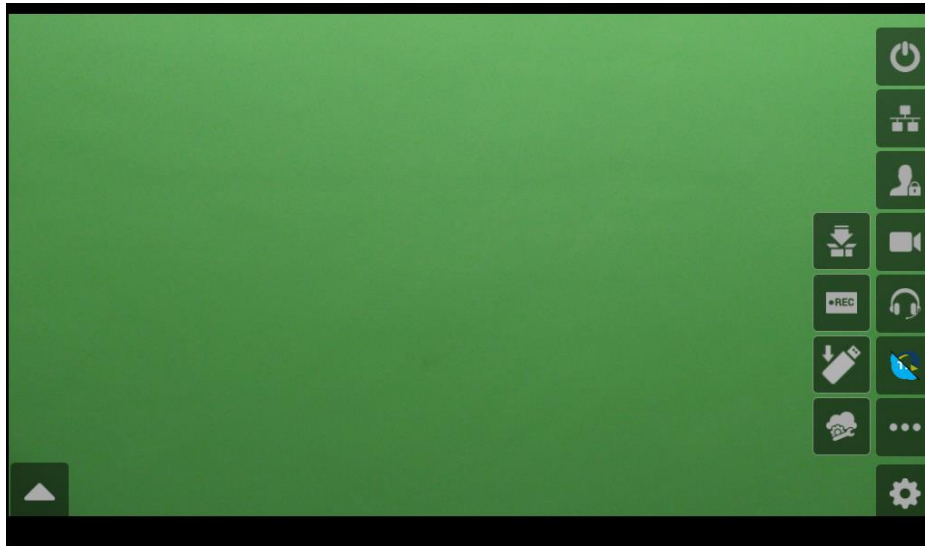
To stop the recording, tap the  icon.




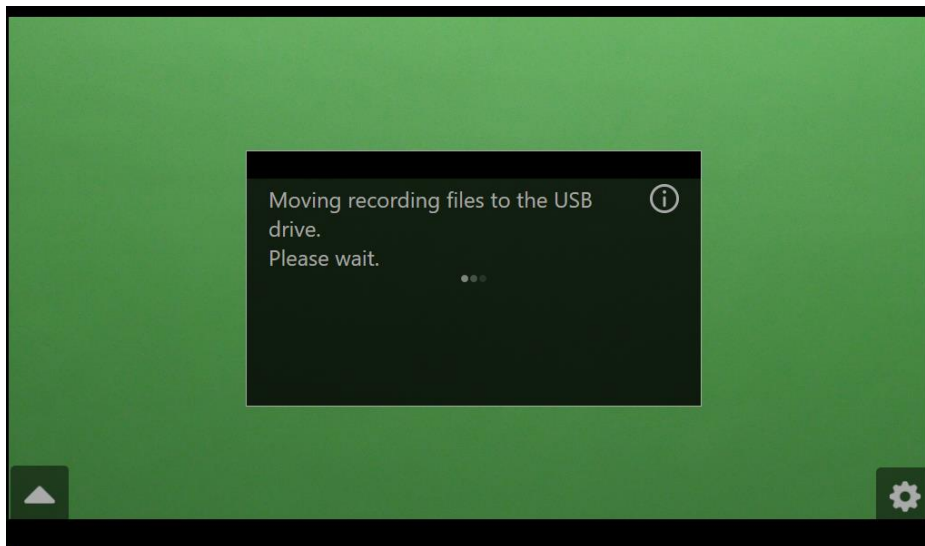
You will receive a prompt to delete or save the recorded clip. Select '**Save**', then tap '**Execute**'.



Your clip is now ready to transfer to a USB. Plug a USB drive/external storage device into one of the USB ports in the rear of the ST500 (Studio-in-a-box).

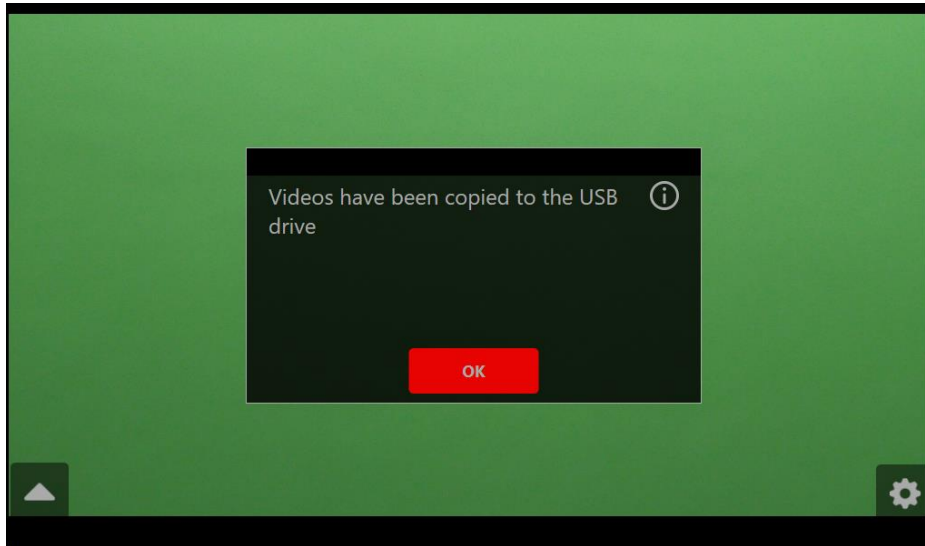


Ensuring the settings menu is open, tap the  icon to begin the transfer of the recorded clip to your USB drive/external storage device.



You will now receive a prompt that the recorded file is moving to the USB drive. Please wait.

The time to complete the movement of the file will depend on the length of the recorded clip.



When the recorded clip has transferred you will receive a prompt to confirm. Tap **'OK'**.

Your recorded clip will now be available on your USB drive for use.

Please visit the [Quicklink Customer Portal](#) for more information.