

Overview

These instructions pertain to the preaching lab classrooms with the Crestron equipment.

Recording Instructions

1. Turn on the display in the recording box by pressing the red power button in the bottom-right corner; it will turn green when powered on and should now show the view from the camera (see Fig. 1).



Figure 1

2. Plug the flash drive to be recorded into the port labeled “USB” at the bottom left of the box (see Fig. 2).



Figure 2

3. Now, on the “Advanced Media Processing Engine” look at the display to the right of the “USB” port, which should read “USB FRONT READY.” Wait approximately 15 seconds until it reads “PRESS REC WHEN READY” and “NO MEETINGS.” At this point, the unit is ready to record (See Fig. 3).



Figure 3

4. From the touch panel display, which is the screen with five white buttons on either side of it (See “Unit Overview”), follow these steps:
 - a. Press the “START HERE” button (See Fig. 4).



Figure 4

- b. From the next screen, press “START RECORDING” in the lower-right corner (See Fig. 5).



Figure 5

- c. Adjust the camera view using the buttons to the left and the right of the control panel to move the camera up, down, left, and right as well as zoom as indicated (See Fig. 6).



Figure 6

- d. The unit will start recording within a few seconds; a timer will count up during the recording (See Fig. 7).
- e. Press “STOP RECORDING” in the lower-right corner to end the recording (See Fig. 7).



Figure 7

- f. When “Stop Recording” is displayed, click on the word “Yes,” which will make a sound that isn’t heard in the recording. Be sure to click on “Yes” and not the green checkmark (See Fig. 8).

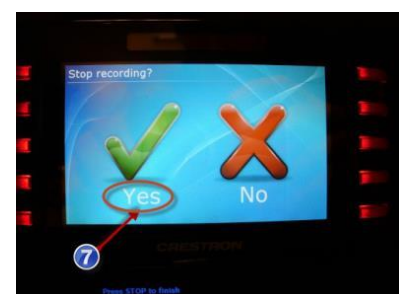


Figure 8

5. When all of the recordings for the class have been completed, please turn off the display (See Fig. 1)
6. The recorded video files are viewable with VLC player. VLC player can be downloaded at <http://www.videolan.org/vlc/index.html>.