

Social Science South 374 - User checklist

<input type="checkbox"/>	<p>Entering the studio</p> <ul style="list-style-type: none">• Switch air conditioning on as you enter the second door• Use the touch screen panel to start up the system
<input type="checkbox"/>	<p>Choose presentation settings on the control panel</p> <ul style="list-style-type: none">• Select Standing<ul style="list-style-type: none">○ Lectern or free standing• Select Seated<ul style="list-style-type: none">○ Will require you to bring chairs into the room• Select the presentation source<ul style="list-style-type: none">○ Room PC (can log in for network access or use USB)○ Laptop (using HDMI cables on the side or front wall)○ Barco Clickshare (wireless connection)
<input type="checkbox"/>	<p>Set up USB for recording</p> <ul style="list-style-type: none">• Insert USB into the wall socket next to control panel. Panel will show USB has been detected when ready.• Check the recording time is enough. Panel will show approximate recording time available on the USB (4GB = 40 minutes).
<input type="checkbox"/>	<p>Making your recording</p> <ul style="list-style-type: none">• It's best to stand behind the white line on the floor.• Press the Record button and wait a few seconds. The record button turns red when ready and the "on air" light outside will go on• Pressing the Pause button will pause recording. Press again will continue recording• Press STOP button to end and finalise the recording. There is a short lag before recording stops (approx. 10 seconds) whilst the system finishes writing to the USB drive – do not remove the USB at this point <p>You can press the Record button to start a new recording using the same settings or press Next step followed by Start another session to use different settings.</p>
<input type="checkbox"/>	<p>Removing the USB</p> <ul style="list-style-type: none">• After you have finished the recording session, press Next Step.• You can safely remove the USB at this point.• Do not press Shutdown yet (If you press Shutdown on the panel you will not be able to log out of the PC)
<input type="checkbox"/>	<p>Shutting everything down when finished</p> <ul style="list-style-type: none">• Eject USB stick from room PC if used• Log off room PC• Press the Shutdown button on the control panel to turn everything (room lights will come back on automatically after a short delay)• Put all furniture back where it was found• Gather all personal items• Lights and AC will turn of automatically