Recording Room User Guide – Making a Recording

1. Session Start
If the touch panel is blank, press firmly to wake up the system.

2. Control the Camera
Camera control can be changed at any time, before or during recording, by selecting camera control from the home screen.

The home screen message will show whether the system is:
- Capture Ready (i.e. ready to record)
- Recording
- Stopping (i.e. wait until done)
- Done

Press help button for on-screen instructions
Select camera control from the home screen
Make a Recording
Select these controls to make a recording. You will need to insert a USB memory stick to the plate beside the touch panel.

Pan left, right, up and down.

3. To make a recording
Insert USB memory stick into the input slot – this must be USB 3.0 standard (contact the School if you need a USB 3.0 memory stick).

Use the record, pause and stop buttons at the bottom of the home screen. Using pause will temporarily halt recording but not remove the Recording screen message, (the pause button will be highlighted). Press record to resume.

Press buttons firmly and wait – the system takes a moment to operate.

4. Session End
When you have finished recording, press the stop button, the Stopping screen message will appear (i.e. wait until done).

When the home screen displays the message Done you can remove your USB memory stick.

Leave the system as it is ready for the next user.

For telephone or in-person assistance, phone IT helpdesk on 0207 040 8181 or use the dedicated phone at reception and select Option 2