

WELCOME TO THE FACULTY SELF RECORD ROOM

STEP 1: **Press the Control Panel “ON” button** to turn ON the record station.

Note: The lights require 4-5 minutes to warm-up before background image is ready.



STEP 2: **Insert your record USB flash drive** into the “Record Stick” cradle

Note: **Wait for USB flash drive led light to stop** blinking before starting your record session.

STEP 3: **Power ON the “Interactive Pen display”** using button labeled “ON/OFF

Note: If you are using the built-in **PC computer**, select “PC” button on control panel and press the space bar on keyboard in front of the interactive pen display to wake-up PC computer.

STEP 4: **Select a Background Picture** on the “Background Computer” IMac

- Open “Background” folder on the IMac computer desktop.
- Select a background image by double clicking on the image icon.
(Note you have the option to bring your own background images)
- Expand background image** to fullscreen by selecting “Enter Full Screen” in “View” dropdown menu.

STEP 5: **Adjust your Camera image**

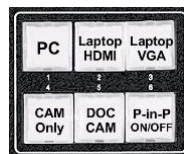
- Select “Camera” button on control panel.
- Move your chair so you are centered on the Red arrow on the table.
- Use camera control button to adjust your image.



STEP 6: **Connect your Laptop** (Mac or PC) or use built-in **PC Computer**

- Laptop with HDMI Port – Connect “HDMI” cable and “HDMI USB” cable to your laptop.
- Laptop with VGA Port - Connect “VGA” cable and “VGA USB” cable to your laptop.

STEP 7: **Prepare your teaching materials**



and select your starting device

STEP 8: **Start Recording** by pressing the “Start Rec” button on the control Panel

Note 1: **Wait 3 Seconds before you start talking** to allow recorder to start.

Note 2: **Record Timer** above Camera displays current record duration.



STEP 9: **Stop or Pause Recording** by pressing the “Stop Rec” or “Pause Rec” button on the control panel. To restart a paused recording press the “Start Rec” button.

DO NOT REMOVE USB FLASH DRIVE UNTIL USB FLASH DRIVE LIGHT STOPS FLASHING

To view your recordings:

- Move your record USB Flash drive to Background Computer or PC Computer USB port.
- Open the “SMP” folder on your flash drive with the correct time/date file name.
- Double-Click on the MP4 video file to play your recording.