

Quick Start Tap the touch screen on the podium to begin. The physical buttons on the side of this are deactivated – use the software buttons to navigate.

- 1) **Plug in your USB drive** – the connector labelled ‘recording’ is located either on the podium OR as a cable on the table. Wait for the drive to be detected and give you an estimate of the hours and minutes that can be recorded to the device. The USB drive must be formatted for Windows.
Your USB must be a maximum size of 16 GB and formatted to FAT32.
- 2) **Optional – connect the content you want to the screen.** This can be done with a HDMI cable (adapter available at the circulation desk) or over AirMedia (follow the instructions on the screen). The presentation displayed on the screen will be the presentation recorded if you select a layout from the advanced options.
- 3) **Record by touching the ‘Start Recording’ button** – there are a few seconds of lag for the recording to appear on the preview screen. You may pause the recording as needed.
- 4) **End the recording** – Select ‘Stop Recording’ and then the green checkmark (Yes). Remove your USB when instructed. The video will be an .mp4 file with the date and time; and xml file is produced as well, you can discard it.

Please bring a laptop with you if you wish to view your recording on the spot

Advanced Options

Camera Preset 1 - The default camera setting. This angle captures the presenter and the screen

Camera Preset 2 - Zooms in camera on the presenter.

Camera Adjust - Adjust the zoom and camera angle. Return to the main screen with the back button.

Adjust Audio - Raise or lower volume or either the MIC (microphone in the room) OR the LCD (this is the volume of audio from your connected device)

Adjust Layout - Select one of 4 formats for your video recording: 1) Side by Side 2) Fullscreen Presentation 3) Fullscreen Camera (default selection) 4) PIP (Picture in Picture); in this option the presentation takes up most of the screen with the camera feed appearing in one corner. You may select which corner.

Return to the main screen with the ‘Adjust Camera’ button; here you will have a preview of your selected format.