

The Canisius College Media Center Presents

# Observation Suite Recording Guide

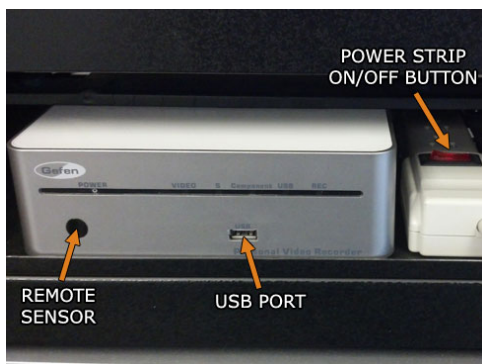
## (Old Main 305 and Old Main 309)

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### Topic 1: Getting Ready to Record

1. Press the ON button on the wall-mounted Extron control panel. After pressing ON, wait until the button has stopped flashing before proceeding.
2. Press the HDD RECORDER button on the Extron control panel.
3. Connect a USB flash drive or USB external hard drive to the USB port on the Gefen PVR.



*Gefen PVR*



*SHURE Mixer, PVR AUDIO Switch, and PROGRAM AUDIO Knob*



*Gefen PVR Remote Control*

## **Topic 1 (continued): Getting Ready to Record**

4. Aim the Gefen remote control at the Gefen PVR and press the POWER button to turn the recorder on. The Gefen logo should be seen on the projection screen, followed by the Main Menu.
5. Adjust the microphone level using the SHURE mixer located at the top of the equipment rack. The MIC 1 knob should be set at about the 11 o'clock position and the MASTER should be set to 12 o'clock.



*Recommended settings on the SHURE mixer for recording*

- Additionally the PROGRAM AUDIO knob, located beneath the SHURE mixer, should be set to 5.
6. Set the PVR AUDIO switch to RECORD MODE.
  7. Use the arrow buttons on the Gefen remote control to select EXIT on the Main Menu and then press OK.
  8. The Gefen PVR will now search the three video inputs for the observation room camera. A message stating "no signal" should appear twice followed by the image from the camera. If you are returned to the Main Menu, the camera is off and needs to be turned on.
  9. The video quality can be adjusted by pressing the QUALITY button on the Gefen remote control. There are three settings: ECO (economy), NOR (normal), and EX (extra). The chart below shows how much space is used per hour, based on record quality.

<b>Recording Quality</b>	<b>Gigabytes per Hour</b>
ECO (economy)	0.25
NOR (normal)	0.5
EX (extra)	1.25

## **Topic 2: Recording**

1. After setting the microphone level and selecting the record quality, press the REC button on the Gefen remote control to begin recording.
2. To view the estimated amount of time you have left to record on your USB drive, press the DISPLAY button on the Gefen remote control to access the on-screen information panel. The time is listed on the right-side of the panel. Press DISPLAY again to close the panel.
3. When you are finished recording your session, press the STOP button. A brief message will appear on screen (“File is being completed. Please wait...”) before you can proceed. At this point, you can now begin a new recording or return to the Main Menu to view any videos saved to your USB drive.
4. Press EXIT on the Gefen remote control to return to the Main Menu.

## **Topic 3: Playing Recorded Video on the PVR**

1. Before playing video, be sure to set the PVR AUDIO switch to PLAYBACK MODE. You can also turn the MIC 1 knob down, as a live feed from the observation room microphone is not necessary when playing back recorded video.
2. Use the arrow buttons on the Gefen remote control to select MOVIE on the Main Menu and then press OK.
3. Select the desired video and then press OK. Use the playback controls, found on the bottom of the remote, to control the video.
4. Volume can be adjusted by using the PROGRAM AUDIO knob located on the equipment rack. The PVR also has a separate volume level that can be adjusted with the Gefen remote control. By default the PVR is set at 10. The maximum setting is 15.
5. To return to the Main Menu, press the EXIT button on the Gefen remote control.

## **Topic 4: Playing Recorded Video on a Computer**

You can also play the recorded video on a computer. Due to the video codec required, the Media Center recommends using the VLC media player (<http://www.videolan.org/vlc/>). Both PC and Mac versions are available.

## **Topic 5: Shutting the Equipment Down**

1. After you are finished recording/playing video, press the POWER button on the Gefen remote control to turn off the Gefen PVR.
2. Remove your USB drive.
3. Set the PVR AUDIO switch to PLAYBACK MODE and turn the MIC 1 knob down on the SHURE mixer so the room is ready for the next class.
4. If you are finished with using the room, press the OFF button on the Extron control panel to shut off the projector.

## **Topic 6: Troubleshooting**

**The Gefen PVR does not seem to be responding to the remote control. What should I do?**

1. Remove your USB drive from the PVR.
2. Turn off the power strip located to the right of the PVR and wait 10 seconds.
3. Turn the power strip back on. The PVR should restart automatically.