

Guide to Using the Old Main 417 Video Recording Room



Power Strip

Camera

Recorder

Things to Know Before you start:

You will need a USB flash drive to record your material on.

The recorder records 27 minute video segments that are 2 GB each. Therefore, each hour of material that you wish to record will require around 4 GB.

USB 3.0 drives of high quality are recommended.

You will need to use a computer to format your drive to NTFS format if it is not formatted that way already.

If your recording is over 27 minutes long, it will be split into multiple files. Files will be automatically given a number in their name, and the additional files created every 27 minutes will be labeled with a “_1, _2, etc.” For example, the first recording on your disc will be named “Encode_1080P_01.mp4”. The second part of that recording, should the lecture last longer than 27 minutes, would be “Encode_1080P_01_1.mp4”.

Recording:

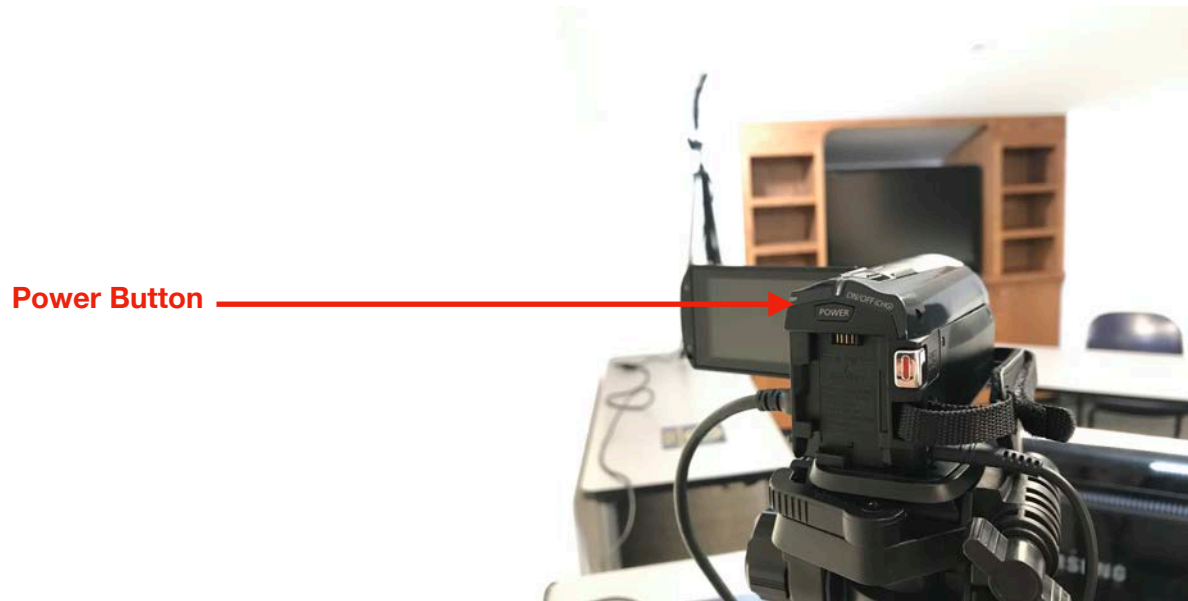
1. Before powering up the recording equipment, connect your USB drive to the video recorder's USB port.



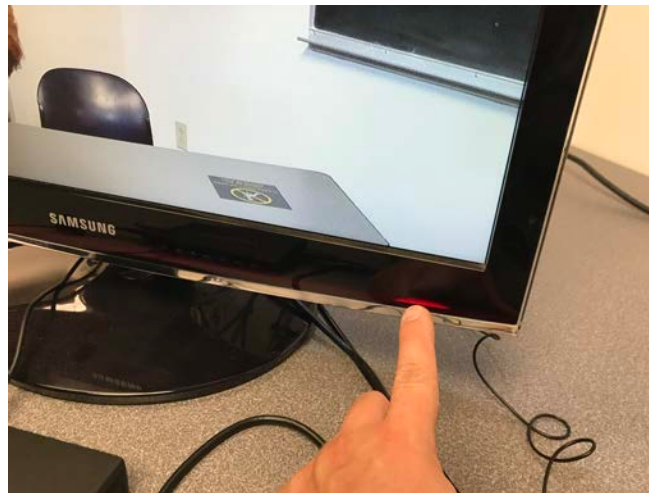
2. Turn the Power Strip on. This will provide power to the video lights, the video monitor, the camera, and the video recorder.



3. Turn the Camera on by pressing the “Power” button on the back of the camera until it activates.



4. The monitor should turn on automatically when you turn on the power strip. If it does not, you can power it on by touching the bezel in the location below:



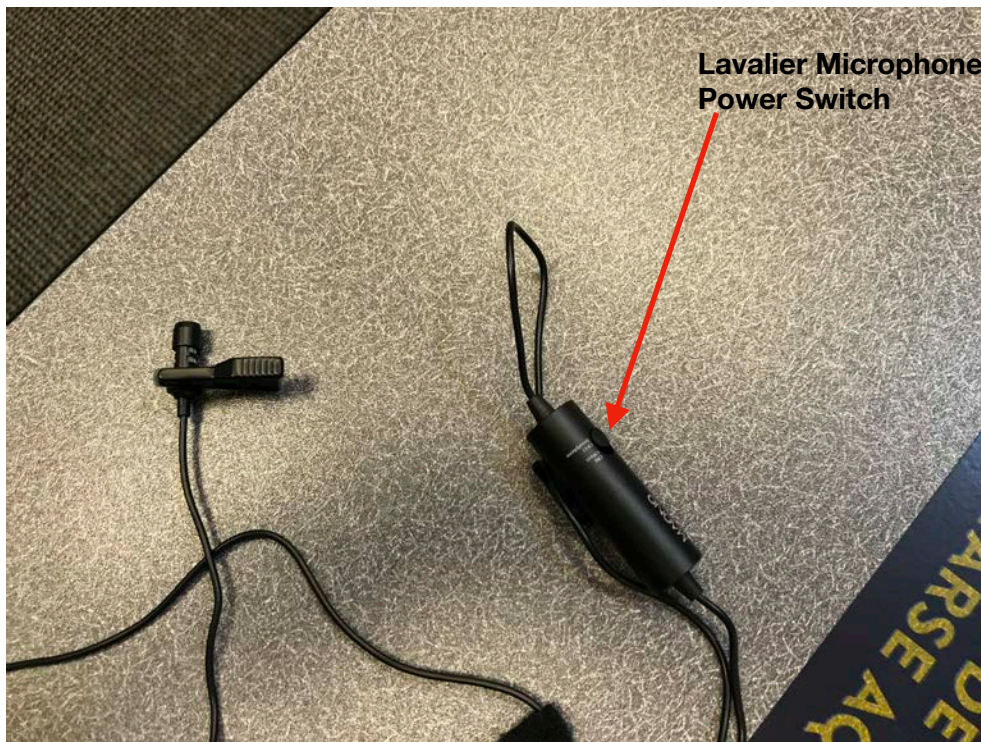
Note on the monitor: The monitor is intended to give you an idea of what the camera sees in case you wish to use the blackboard in the room, and or the room monitor for your laptop. Keep in mind that it not a mirror image - when you raise your left hand, the hand that you see raised in the monitor will be on your right!

Also, try not to look at the monitor a lot when recording. Look at the camera lens, instead. This will give the students watching the impression that you are talking and making eye contact with them. Looking at the monitor will result in a video of you looking downward.

5. Remove the lavalier microphone from the pouch. Turn it on using the switch on the cylinder. Clip it to your chest. Be careful of the wire when moving about.



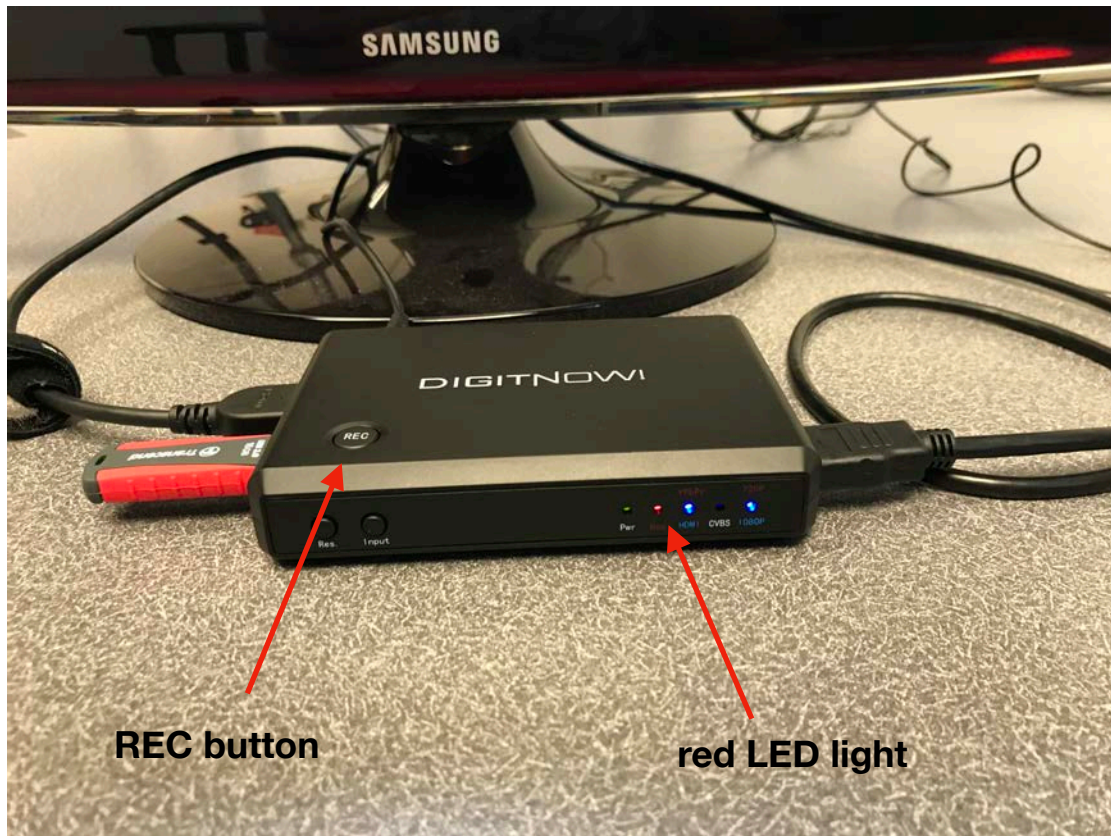
Lavalier Microphone pouch



Lavalier Microphone Power Switch

6. Begin recording by pressing and releasing the “REC” button on top of the video recorder.

The red LED light on the front of the recorder will glow steadily, indicating that you are recording.



7. Sit down at the desk, and begin your recording.

When you are finished:

1. To stop recording, press and release the “REC” button on top of the recorder. The red LED light on front of the recorder will flash several times as the files are output to your USB drive. When the flashing stops, and red LED is no longer glowing, you may remove your USB drive.
2. Turn the lavalier microphone off using the switch on the cylinder. Please remember to do this. The microphone is battery powered - if it is not switched off, the battery will be wasted.
3. Please coil the microphone cable neatly, and place it back in the pouch on the table in front of the monitor. This will help to keep it clean, and will eliminate a potential tripping hazard.
4. Turn off the power strip.

Thank You !