

AD HOC USB Recording QUICK TIPS

Below you will find some general quick tips to help you make an AD HOC recording to a USB drive



1. USB Plate:

Place your USB stick into the socket on the plate . This must be a fat32 formatted stick only. **You can not use a USB hard drive or other such device.**

2. Touch Panel:

When the system recognises your USB stick you will see the details in the bottom left corner of the touch panel.

a. USB :

This shows that a USB has been inserted and displays the name of the stick.

b. Time:

Displays the recording time available on the USB stick.

c. Recording status:

Shows the recording state. It Should show "Stopped" at this stage.

3



3. Select Presentation Mode:

The 'Present from' option allows you to select the content that will be recorded, change selection throughout your presentation to record different content as appropriate.

4. Start Recording:

To start recording simply press the recording/pause button. The recording status will change to "Preparing" as the recorder prepares to record. The Recording/Pause button will light then up blue and the recording status will now show "Recording". To pause the recording press the button again, the button will flash blue and the recording status will show "Paused". Press again to resume recording to a single file.

5. Stop Recording:

To stop the recording press the End Recording button. The recording status will indicate "Finalising" as the file finishes saving to the USB. Once complete the recording status will indicate "Stopped". Pressing the record button now will create a new video recording in a separate file. The USB stick can now be removed safely from the system.

6. Shutdown System:

Please shut down the system when you have finished your session.

a

USB Inserted: USB_NAME

b

Time Avail: 00:48:02

c

Stopped

Record level

Record Time: 00:00:01

Time Avail: 03:02:59

Recording

Record level

4

Record/Pause

5

End Recording

6

System Shutdown

These instructions available at: <http://www.flinders.edu.au/its/audio-visual-services>

FOR ANY FURTHER ASSISTANCE PLEASE CONTACT AV SUPPORT ON 12345 OPTION 1