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Components

- Camera
- Screen
- Keyboard*
- Touch Pad
- Mouse*
- Remote
- USB Port
- CPU

* = wireless
POWER UP THE SYSTEM
Power Up The System

• Touch the touch pad
  
  – The touch pad will read “Welcome to FAU Library Recording Studio. Please Press Anywhere to Begin.”
  
  – Camera will turn around.
  
  – Screen on the wall will go on and you will see the FAU Libraries window on the screen.

• Log in using your FAU username.
• Touch anywhere on the screen.
  
  – Main menu will appear on the touch pad.
Select the function by touching the appropriate red box on the touch pad and turn to the corresponding page in this manual.
RECORD CAMERA FULL SCREEN
• Touch “Record Camera Full Screen”

– You will appear on the screen.
• Adjust the camera
  – Preset 1 Close Up
    • (Camera zooms to about chest level and above.)
  – Preset 2 Wide Shot
    • (Camera zooms out to show the entire top of desk.)
• Manual adjustments
  – Use the Camera Pan-Tilt-Zoom Dial to manually focus the camera.

  – Use Zoom– and Zoom+ to manually zoom camera.
• Press “Ready to Record”

• Press “Record”
  – Wait until “Elapsed Record Time” begins to count (00:00:01) before beginning your recording.
    • Speak clearly in a normal conversational tone. The microphone is above and behind your head.
    • Look at the camera, not at yourself on the screen.
– Press “Pause” to pause during your recording.
– Press “Record” to restart after pausing.
  • (Elapsed Record Time will resume where you left off)
– Press “Stop” to end recording.
• Touch Pad will say “Recording Is Complete.”

• Touch “OK.”
  – Main Menu will appear on touch pad.

• Touch Post Production box (blue).
  – Turn to Page 38 for more information.
Record Computer Full Screen
• Touch “Record Computer Full Screen.”
• You should already be logged on to the computer. If you are not, log on the computer via the wireless keyboard using your FAU username and password.

• Place flash drive in CPU if your presentation is on a flash drive.
  – Use the lower left USB port.
• Select your computer presentation you want to record (PowerPoint, Prezi, etc.).
  – As you go through your presentation, the system will also record your narration, a perfect way to practice your timing.
  – Use the mouse or the arrows on the keyboard to control your presentation as you record.
• Press “Record”
  – Wait until “Elapsed Record Time” begins to count (00:00:01) before beginning your recording.
  • Speak clearly in a normal conversational tone. The microphone is above and behind your head.
– Press “Pause” to pause during your recording.
– Press “Record” to restart after pausing.
  • (Elapsed Record Time will resume where you left off)
– Press “Stop” to end recording.
• Touch Pad will say “Recording Is Complete.”
• Touch “OK.”
  – Main Menu will appear on the touch pad.
• Exit out of your presentation at this time using the keyboard and screen.
• Touch Post Production box (blue)
  – Turn to Page 38 for more information.
Record Audio Only
• Touch “Record Record Audio Only.”
• Press “Record.”
  – Wait until “Elapsed Record Time” begins to count (00:00:01) before beginning your recording.
  • Speak clearly in a normal conversational tone. The microphone is above and behind your head.
– Press “Pause” to pause during your recording.
– Press “Record” to restart after pausing.
  • (Elapsed Record Time will resume where you left off)
– Press “Stop” to end recording.
• Touch Pad will say “Recording Is Complete”
• Touch “OK”
  – Main Menu will appear on touch pad.

• Touch Post Production box (blue).
  – Turn to Page 38 for more information.
Record Hybrid Computer/Camera
Record Hybrid Computer/Camera

- Touch “Record Hybrid Computer/Camera.”

You will appear as a box on the screen and the computer will be on the rest of the screen.
• Select position of Picture-In-Picture (PIP)
  – (Where you want your picture and where do you want the computer information, also select the size of your picture.)
• Adjust the camera
  – Preset 1 Close Up.
    • Camera zooms to about chest level and above.
  – Preset 2 Wide Shot.
    • Camera zooms out to show the entire top of desk.
• Manual adjustments
  – Use the Camera Pan-Tilt-Zoom Dial to manually focus the camera.

– Use Zoom– and Zoom+ to manually zoom camera.
• You should already be logged on to the computer. If you are not, log on to the computer via the wireless keyboard using your FAU username and password.

• Place flash drive in CPU if your presentation is on a flash drive.
  – Use the lower left USB port.
• Select your computer presentation you want to record (PowerPoint, Prezi, etc.).
• Press “Ready to Record.”
• Press “Record”
  
  – Wait until “Elapsed Record Time” begins to count (00:00:01) before beginning your recording.
  
  • Speak clearly in a normal conversational tone. The microphone is above and behind your head.
  
  • Use the mouse or arrows on the wireless keyboard to control your presentation as you record.
– Press “Pause” to pause during your recording.
– Press “Record” to restart after pausing.
  • (Elapsed Record Time will resume where you left off)
– Press “Stop” to end recording.
• Touch Pad will say “Recording Is Complete”
• Touch “OK”
  – Main Menu will appear on touch pad.

• Touch Post Production box (blue)
  – Turn to Page 38 for more information
Multi-Modality Recordings
Multi-Modality Recordings

• You can easily create recordings with multiple modalities (types of recordings).
• Simply follow the directions for the type of recording you want to start with.
• Pause your recording.
• Touch the “Main Menu” button on the touch pad.
• Select another modality and continue recording.
• Follow directions on page 38 for post production.
Post-Production
Post-Production

- After completing any recording, click Post-Production on the touch pad.
– If you have not already logged on the computer, the screen will state “Press CTRL + ALT + DEL to log on.” Continue with the directions on this page and page 41. If the screen shows the FAU Library desktop window, continue with page 42.

– The touch pad should state “Please refer to written instructions or seek help from library staff.”

• Press CTRL + ALT + DEL to log onto the computer (see next slide).
• Log on the computer via the wireless keyboard using your FAU username and password.

• Place flash drive in CPU to save to a flash drive (directions on page 48).
  – Use the lower left USB port.
• Double click on the Recordings folder
  – A list of available recordings will appear.
• Place the cursor next to the column “Date Modified”

  – A down arrow will appear, click on that arrow.
  – A calendar will appear, click on today’s date
• Today’s recording will show in a list.
  – If multiple recordings have been completed, your current recording will be at the bottom of the list (they are organized by time of recording).

• Double click on your recording
  – A new screen will appear with your recording.
• Double click on the orange cone icon that says “Studio Recording”

– Auto playback will begin
– You may need to drag the window with auto playback to the top of the screen to see the audio controls.

– If you still can’t see the controls, click on the square in the upper right hand corner.
When finished with playback, click the red X to finish with your recording.
- If you want to edit further, use the computer outside of the Recording Studio. You will access your recording in the same manner as on pages 42-45.

Turn to page 48 to save your recording to a flash drive or page 52 to email your recording.
Save To A Flash Drive
Save To A Flash Drive

• If you haven’t done so already, insert your flash drive in the lower left USB slot on the CPU.
From the list of recordings (see pages 42-45), click and hold on your recording and drag it to the flash drive shown on the screen.
• Double click your flash drive to see if the recording was saved.
• Eject your flash drive.

**NOTE:** Recordings are not secure and can be seen and accessed on multiple computers. They may be saved on the server indefinitely or removed without warning. It is recommended that you delete your recordings after saving/emailing them.

• Turn to page 57 for instructions on how to delete your recordings.
Email Your Recording
Email Your Recording

• Click on the Chrome icon.
• Enter your FAU email.
• Click “Next”
  – The FAU Owl Aps sign on page will appear
- Sign in with your FAU ID and Password.
  - If there is an error message, click “Link Data”

- Click “Mail.”

- Your FAU email server will open
• Click “Compose”
• Address the email to yourself.
• Click the Attach Button.
• Click on “Desktop.”
• Double click the “Recordings” file.
  – Select your recording as on pages 42-45.
• Click “Open” to select your recording.

• Click “Send.”
  – If it doesn’t arrive into your inbox right away, the file may be too large.
  Go to page 48 for directions on saving to a flash drive.

NOTE: Recordings are not secure and can be seen and accessed on multiple computers. They may be saved on the server indefinitely or removed without warning. It is recommended that you delete your recordings after saving/emailing them.

• Turn to page 57 for instructions on how to delete your recordings.
Delete Your Recordings
Delete Your Recordings

• Open your recordings (see pages 42-45).
• Place the cursor on your recording and right click using the mouse.
  – On the pop up menu, scroll down to delete.
• Left click to select delete.
  – A pop up error message will ask if you want to permanently delete the folder.
• Select “Yes”

• Turn to page 60 for directions on powering down the system.
Power Down
Power Down

- First, log off the computer on the screen.
- Touch “End Session” on the touch pad.
– The touch pad will read “Confirm A/V System Off:”

• Touch “Shutdown”
  – The camera will close and the screen will turn off.
• Turn off the keyboard and the mouse.

• Replace the remote, mouse, keyboard and directions.

• Leave the CPU on but don’t forget your flash drive.

• Turn off the overhead lights as you leave.
TROUBLESHOOTING
• I’ve put in the flash drive but it is not showing up on the screen.
  – Try moving the flash drive to the lower left USB port. If you have it in that slot, try one of the others.
• I can’t see the computer controls on the screen from the desk.
  – Both the keyboard and mouse are wireless so you can move them where you will be able to see.
• I cannot log in on the computer.
  – Check to make sure the mouse and keyboard are on (see page 63 for pictures of the buttons).
TROUBLESHOOTING

• The keyboard and/or mouse do not work.
  – Check to see if they are on (see page 63 for pictures of the buttons). If they are, please see the front desk for batteries. Bring the keyboard and/or mouse with you.

• I cannot see the audio controls when I play back my recording.
  – First, click the box in the upper right hand corner (see page 46 for a picture). You may also have to move the window up. Place your cursor on the top strip of the playback window, click and hold the mouse, and move the window up to the top of the screen.
• Everything else is working and turned on, but the screen is black.

  – Check to see if the screen is on. The On/Off button is on the lower right hand corner of the front of the screen. Press “Power” and you should see “Sharp” appear on the screen and a small light in the bottom center of the screen. Or use the remote control to turn the screen on.