

Guide for recording speeches using the

Crestron Lecture Capture HD system

PLEASE READ INSTRUCTIONS PRIOR TO USING SPEECH RECORDING EQUIPMENT!

#1: Find the **USB port on the Laptop Plate at the top of the podium rack.**

(It is labled "FOR RECORDING ONLY").

#2: Insert your **USB jump drive into this port. Wait app. 20 seconds until drive begins to pulsate.** (This indicates that the drive is now ready for recording.)

#3: Locate the Crestron Touch panel on top of the podium.

(Note: If screen is dark, your hand in close proximity will wake it from sleep mode.)

#4: On the touch panel, press the button that says: "Start Here**"**



Audio levels are pre-set, but if desired can be adjusted in this screen:

#5: Press "Start Recording**" to begin:**
(then wait until system is ready)

Counter starts and touch panel buttons turn **Red**



#6: Press "Stop Recording**" when finished.**

Confirm by pressing **Yes**



Troubleshooting: If this screen appears, click OK, wait an additional 10 seconds, and start again. The recording process takes app. 20 seconds to start. Also, you **MUST WAIT** until your flash drive stops flashing to remove it from the USB port. The process takes app. 20-30 seconds, after Stop Recording is pressed, to properly save to the drive. Removal before it is ready will prevent it from being successfully saved.

To Play back the file, use VLC, which can be downloaded for free from <http://www.videolan.org>



Technology Services

For detailed instructions visit: http://www.rowan.edu/toolbox/tec_rooms

Report equipment problems to (856) 256-5552 and leave a voice message including a phone number **and** classroom location you can be reached or email: classroomsupport@rowan.edu.