

GENERAL THEATRE QUICK TIPS – Ad Hoc USB Recording

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



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1. USB Plate: Place your USB stick into the socket on the plate. **Device cannot be formatted to exFAT.**

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. 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.

