### Social Science South 374 - User checklist

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<th>Task</th>
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| Entering the studio | - Switch **air conditioning** on as you enter the second door  
- Use the **touch screen panel** to start up the system |
| Choose presentation settings on the control panel | - Select **Standing**  
  o Lectern or free standing  
- Select **Seated**  
  o Will require you to bring chairs into the room  
- Select the **presentation source**  
  o Room PC (can log in for network access or use USB)  
  o Laptop (using HDMI cables on the side or front wall)  
  o Barco Clickshare (wireless connection) |
| Set up USB for recording | - **Insert USB** into the wall socket next to control panel. Panel will show **USB has been detected** when ready.  
- **Check the recording time is enough**. Panel will show approximate recording time available on the USB (4GB = 40 minutes). |
| Making your recording | - It’s best to **stand behind the white line** on the floor.  
- Press the **Record** button and wait a few seconds. The record button turns **red** when ready and the “on air” light outside will go on  
- Pressing the **Pause** button will pause recording. Press again will continue recording  
- Press **STOP** button to end and finalise the recording.  
  There is a short lag before recording stops (approx. 10 seconds) whilst the system finishes writing to the USB drive – **do not remove the USB at this point**  
  You can press the Record button to start a new recording using the same settings or press Next step followed by Start another session to use different settings. |
| Removing the USB | - After you have finished the recording session, press **Next Step**.  
- You can **safely remove the USB at this point**.  
- **Do not** press Shutdown yet  
  (If you press Shutdown on the panel you will not be able to log out of the PC) |
| Shutting everything down when finished | - **Eject USB stick from room PC** if used  
- **Log off room PC**  
- Press the **Shutdown** button on the control panel to turn everything (room lights will come back on automatically after a short delay)  
- Put all furniture back where it was found  
- Gather all personal items  
- Lights and AC will turn off automatically |