







## Record/Camera

<p><b>Turn on the Monitor in the Control Cabinet.</b> The Monitor will show you what is being recorded.</p>	
<p><b>Press the Record icon to use the Video Recording System</b></p> <p>Once you select Record, the Camera Controls will automatically appear.</p>	
<p>The D-Pad (image to the right) controls the camera's pan and tilt function. With this control you can move the camera up, down, left, right.</p>	
<p>The + and – buttons control the camera's zoom.</p>	

Reference Guide for Video Recording in TC1 or TC3 at the Charcot Training Center

The 1,2, and 3 buttons recall saved presets. The presets determine the camera angle.

To recall a preset just press and release. **Please do not change the saved presets.**

Presets  
Quick Press to recall

Press and hold for 3 seconds  
to save

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**Preset 1**

Camera is angled at the center of the room



**Preset 2**

Camera is angled at the right-side of the room (stage right)



**Preset 3**

Camera is angled at the left-side of the room (stage left)

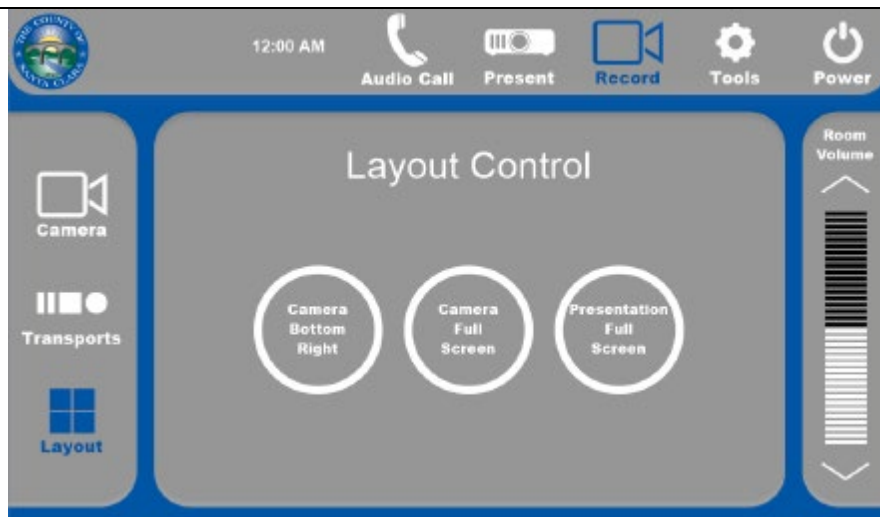


## Layout

### Layout Control

When you press “Layout” this allows you to select 1 of 3 options for what you want to actually record.

You can view the Monitor to help select the layout that is best for your recording. The monitor will display what is being recorded.



### Camera Bottom Right

This layout will show the presentation on the screen with a smaller classroom view in the bottom right-hand side.

This view is best used if you want to mostly show what is being presented on the slide but still may want to capture the presenter.



### Camera Full Screen

This layout will show the classroom view (center, right or left depending on the preset you have selected).




This layout is best used if you want to mostly capture a presenter and front of the room.



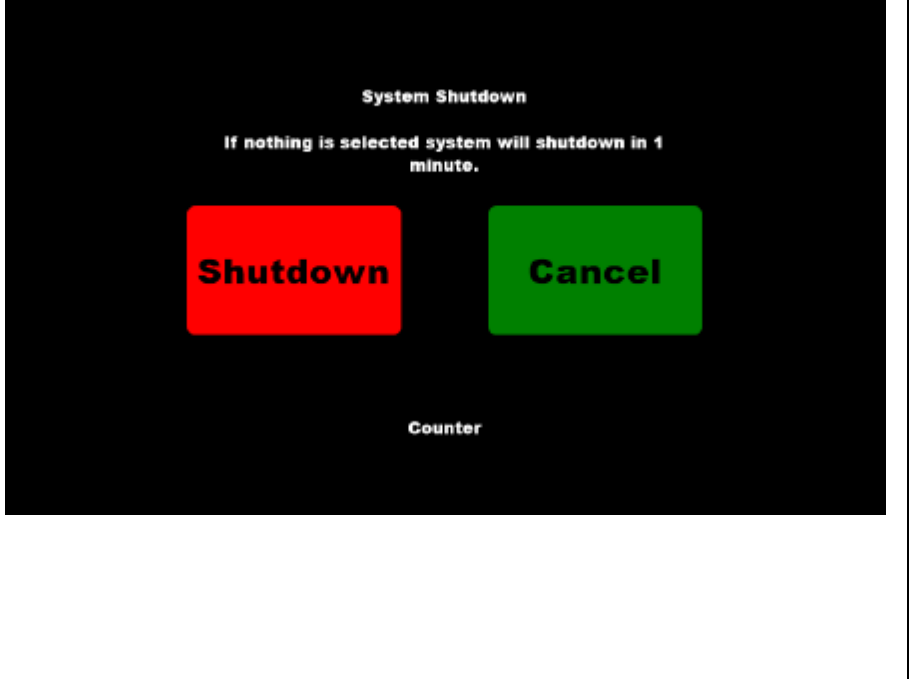

<p><b>Presentation Full Screen</b></p> <p>This layout will only show what is being displayed on the screen.</p> <p>This layout is best used when you want to only capture the sound from a presenter, but the focus will be on the slides or whatever is projected onto the screen.</p>	<div style="text-align: center;"> <p><b>WELCOME!</b></p> <p><b>So You Want To Be a Supervisor?</b></p>  </div>
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## Transports

Before you begin recording it is best to set up the camera as you plan to use it the most, you can adjust the Camera Control and Layout as needed during your recording. If you are planning for several adjustment during a recording it would be helpful to have a second person at the control panel to make those camera control and layout changes.

<p>Insert a USB drive to begin recording.</p> <p>Please bring your own 8GB-16GB USB formatted to FAT32 (normal format).</p> <p>If you try to record without a USB drive the system will stay on record for one second and then revert to stop.</p>	 <p style="text-align: center;"> <b>Please DO NOT push any buttons on the equipment</b></p>	
<p><b>Video Transport Control</b></p> <p>This page allows you to start a recording by pressing the circle, pause a recording, and stop a recording by pressing the square.</p> <p>The Time Recording will show how long the recording has been running.</p> <p>The Time Remaining will show how much time the USB has remaining available.</p>		
<p><b>Record Audio</b></p> <p>If you want to record any sound you must use a microphone.</p> <ul style="list-style-type: none"> <li>* Make sure the microphone is on when you are speaking.</li> </ul>	<p><b>TC1 - 2 Microphones &amp; 2 Lavaliers</b></p> <p>You can have up to 4 people talking and being recorded at the same time.</p> <p>Lavalier = small microphone that can be clipped to your shirt for hands-free recording.</p>	<p><b>TC3 - 1 Lavalier</b></p> <p>You can only have one person talking at a time and would have to pass the lavalier to someone else in order to be heard on the video.</p>

## Shutdown Page

<p><b>Shutdown Page</b></p> <p>This screen is shown when you press “Power” on the Welcome Page.</p> <p>Pressing shutdown will shutdown the system.</p> <p>Pressing cancel will return the you to the previous page.</p> <p>If you do not press anything for one minute the system will automatically shutdown.</p> <p>The counter at the bottom of the page will count to 60 to show how much time is remaining before shutdown.</p>	
<p><b>Welcome Page after Shutdown</b></p> <p>After the system is shutdown this screen will be displayed.</p> <p>If the projector is cooling a popup will show saying please wait while the projector cools down. Once the projector is finished cooling the system will be able to be turned back on.</p>	

## Save Your Video File

Please bring your own 8GB-16GB drive for the recording to be saved. You will not be able to record without a USB drive to save the file. The USB should be unencrypted and formatted to FAT32. The recording will be saved as an MP4 Video file and cannot be edited.

## Editing/Advanced Video Recording


If you are planning on creating a video that will need editing or an additional camera, you will need to work with an external video production company. Room 1 has a HDMI input plate to allow connectivity of extra cameras.

Please contact Dipti Gokani in LED at 408-993-4827 or [Dipti.gokani@ceo.sccgov.org](mailto:Dipti.gokani@ceo.sccgov.org) for additional information.

## Get More Experience

If you are not familiar with the Video Recording System, LED **requires that you reserve additional time** in TC1 or TC3 to become familiar with the system prior to recording an event.

Use of Video Recording and related accessories **must be reserved in advance**. Please see the [Charcot Training Center](#) page on the LED website to make a reservation.

	<p>PLEASE MAKE SURE THAT YOU CLICK ON “POWER” TO SHUTDOWN THE SYSTEM BEFORE YOU LEAVE THE ROOM</p>
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