

# Creating a Recording WITHOUT a Presentation



**IMPORTANT NOTE: You will not need to use the keyboard. You will only use the described buttons.**

1. Have your flash drive ready.
  - a. Recording Flash Drive

2. To turn the camera and the lights on, insert flash drive on which you wish to save your

recording into “Recording Drive Here.”

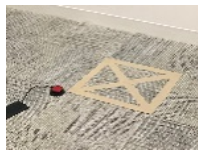


3. Press “Background Selection”



to locate desired background.

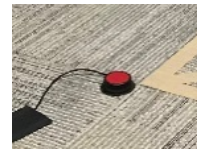
4. Take your place on the “X”



5. Press the Red Button with your foot. You will see a countdown begin on the Recording monitor. The count will begin at 5 and end at 1. Once the 1 has disappeared, you can begin speaking.

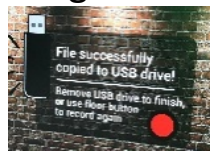


6. When you are finished speaking, press the Red Button with your foot. On the Recording monitor, you will see “Recording Stopped.”



7. Wait until you see “File successfully copied to USB drive! Remove USB drive to finish, or use the floor button to record again”. Once you see “Remove USB drive to finish, or use the floor

button to record again”



8. That’s it! Your recording is ready to go! Removing the drive powers off the lights – you don’t have to do anything else.