

Creating a Recording WITH a Presentation



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

1. Have two (2) flash drives ready.
 - a. Recording Flash Drive
 - b. Presentation 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. Insert flash drive on which your presentation is located into “Load Presentation Here.”



- a. Locate the file titled “NO NAME”  on the presentation monitor (it’s the monitor on the right), and double-left-click to open NO NAME.
- b. Double-left-click the name of your presentation to open it.

- c. Single-left-click the PLAY  arrow to open your presentation in full screen on the Presentation monitor (it’s the monitor on the right). You will not need to press play again. Proceed to the actions in step “d.”

- d. Press the Presentation Position  button on the keyboard to open the presentation on the Recording monitor (it’s the monitor on the left). If you are recording using a presentation, be sure you can see the presentation on the Recording monitor. Press the Presentation Position button again to change the location of the presentation on the Recording monitor. Changing the location of the presentation determines where your presentation appears on the screen with you in the recording. For example, you may want the presentation to appear to your left or your right, or even behind you. HELPFUL TIP: Just below the Presentation Position button is a button called Horizontal Flip. Pressing the Horizontal Flip button might make it easier when you’re recording using a presentation. Once the presentation is in the desired location, proceed to step 4.

4. Press “Background Selection”  to locate desired background.

5. Once, you have completed the above steps, grab the presentation clicker, and take your place on the “X”



6. 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.

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

8. 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”  remove your flash drives.

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