

How to Use the Wooster Recording Studio

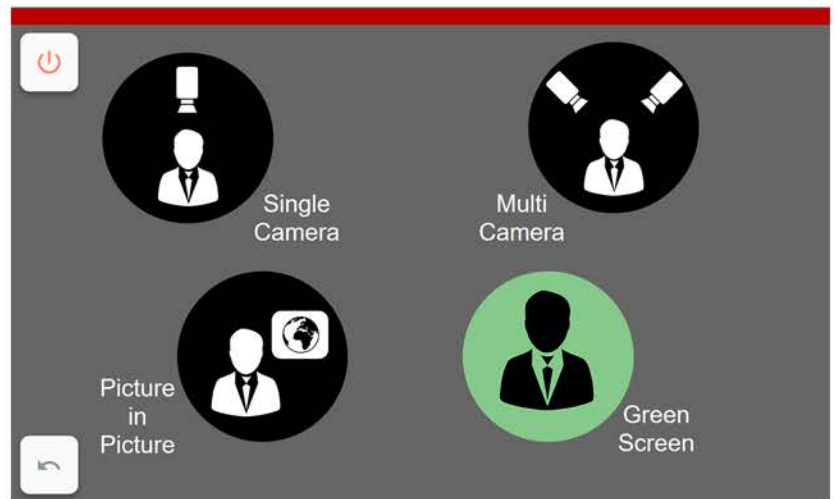
- 1** Touch the screen to wake up the panel.

Press **Advanced** to select the recording options.



- 2** Press **Picture in Picture** to record your slides and your image together.

If you want to add your slides after your record, Press **Single Camera**.
(Skip to Step 4)



- 3** Select from one of four image and camera selections.

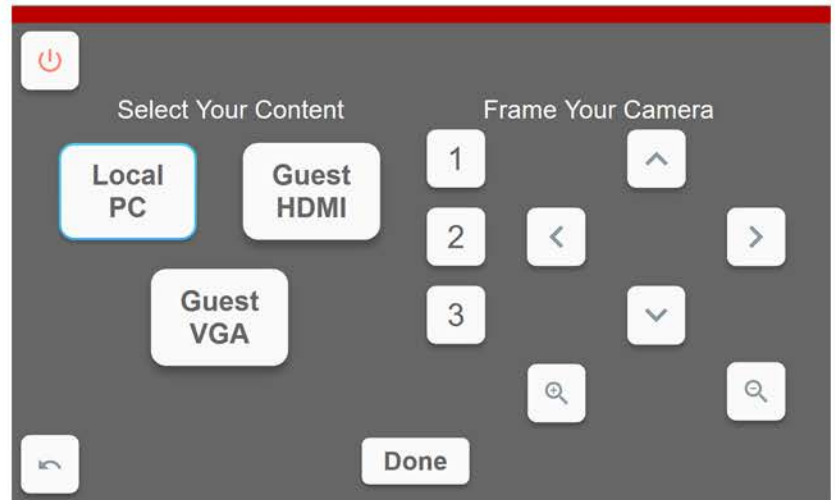


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- 4** Select the Source for your content.

Use the Arrow Keys to frame the camera.

Press Done when you are finished.



- 5** Press the button when you are ready to start. The button will change to a ten second countdown.

When the button turns red you are recording.

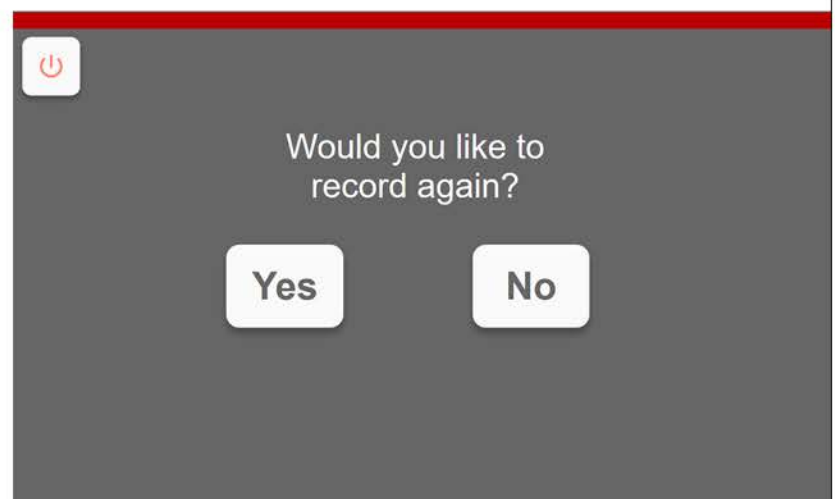
Press again to Stop.



- 6** You will be asked if you want to record again.

If you are happy with your recording and finished, press No.

If you want to record another take press Yes.



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- 7 When you are finished recording, insert your USB drive into the box on top of the cabinet.

When the light stops flashing, remove the USB drive from the slot.



Please confirm that the mics are recording audio before you begin recording. You will see an audio meter in the lower corner of the large monitor. It should move when you speak.

Please bring a USB drive with a minimum of 16 GB.

A one hour recording will be approximately 2-4 GB.

Note: If using a USB drive without a light allow approximately 15 minutes to transfer one hour of recordings. If you remove the drive too early it may cause file corruption.

On rare occassion the audio files do not transfer with the video. If this happens please call the Wooster Service Desk for assistance.

Corrupt files are not lost and in most cases can be retrieved from the recording unit hard drive.

**For technical assistance please call the Service Desk at
614-514-4848 Option 3**