

Room 709 A - CPOD

Small group recording—portable device only –
no PC/Mac – uses HDMI or Adapter from front desk

General Overview

The small collaboration room 709-A supports multimedia presentations from any device that can connect via an **HDMI** connection. For recording, a 1Gb or larger USB Flash Drive is suggested and creating some test videos recommended.

Display On

To turn the system on, press the **DISPLAY ON** button located on the top-left of the Extron unit. Wait a few seconds and the On button will turn red. **RED = ON**. This will also activate sound. Must have **Display ON** for sound from Monitor.



Laptop Presentation

To Display Laptop

1. Connect one of the TeamWork HDMI cables to your device. (Make sure the Display is ON – See above.)



2. Pressing the **Show Me button** will display your device's screen content.

Audiovisual Quick Start Guide

Recording your session using the fixed-position wall camera

1. Insert a USB Flash Drive into the Extron unit. Wait 5 seconds.
2. Press "**Rec Start**" to begin recording
3. Select "**Record Cam**" or "**Record PIP**"

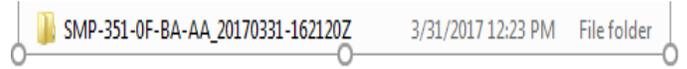
"**Record Cam**" will record the camera which captures everyone seated at the table – not what is displayed on your laptop

"**Record PIP**" will record a Picture in Picture showing the content on the screen from your laptop and a small PIP window of everyone seated at the table.

Note: You may toggle between "Rec Cam" and "Rec PIP" during your recording

4. To end recording press "**Rec Stop**". Wait 5 seconds.
5. Remove the USB Flash Drive and you will have a folder with an MP4 file inside. The file will be of your session with today's date as the file name.

Folder



File



System Shutdown

To power the system off, press the **DISPLAY OFF** button located on the top-left of the Extron unit.