

## General Overview

Room 709-C supports multimedia presentations from the Touch IT Display/Computer or any device that can connect via an HDMI or a VGA connection. Connect these devices to the Extron unit located under the display. For recording, a 1Gb or larger USB Flash Drive is suggested and creating some test videos recommended.

**ALWAYS REMEMBER TO LOG OFF.**

## System On

To turn the system on, **touch the screen** of the Crestron unit in the back of the room and you will see the Main Page. Start by touching the screen and selecting a Source; Interactive PC, Laptop HDMI, or Laptop VGA:



## Recording your session

1. Insert a USB Flash Drive into the flash drive slot next to the Crestron. Wait 5 Seconds.
2. Select "**Recording Controls**" from the upper Menu Bar on the Crestron unit.



3. Choose a Recording Layout:

"**Camera Only**" will record The whole ROOM from the fixed position camera. It captures everyone in the room along with the whiteboard.

"**Camera/Content**" will record the whole ROOM in a LARGE Box from the camera, with a small Picture in Picture of the content coming from the Screen of the PC or laptop.

"**Content Only**" will only record the content coming from the Screen of the PC or laptop.

"**Content/Camera**" will record the content coming from the PC or laptop in a LARGE Box, with a small Picture in Picture of what the camera is seeing of the whole ROOM.

4. Confirm check boxes "**Include Microphone**" and/or "**Include Content Audio**" are checked if you desire either in your recording.
5. Press "**Start Recording**" to begin recording. Note: You may toggle between recording layouts during your recording.
6. Press "**Stop Recording**" to end recording Wait 5 seconds.
7. 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

**ALWAYS LOG OFF** – Then  
On the Touch IT Display/Computer lower left corner – Press **RESTART**

TO **POWER THE SYTEM OFF** - In the back of the room - press the power button symbol located on the top-right of the Crestron unit.