

# Quickstart guide for the technical rom

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Figur 1: The setup for making recordings

## A quick walkthrou of a recording

If the person that used the lab before you has been good and turned of the system after use. You will be greeted by this screen



Figur 2: The welcoming screen

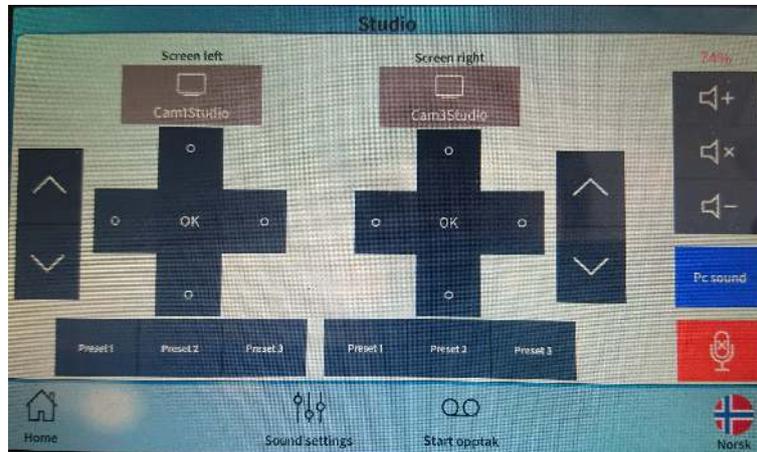
Press anywhere on it an the system will start up. And take you futher to the main menu. At any time you can change the language by pressing the flag in the corner



Figur 3: The main menu

Where you choose witch room you want to record from or press the no sound button, if you only want to test or make a camera-setup for recordings in the near future. In this runthou i have pressed Studio.

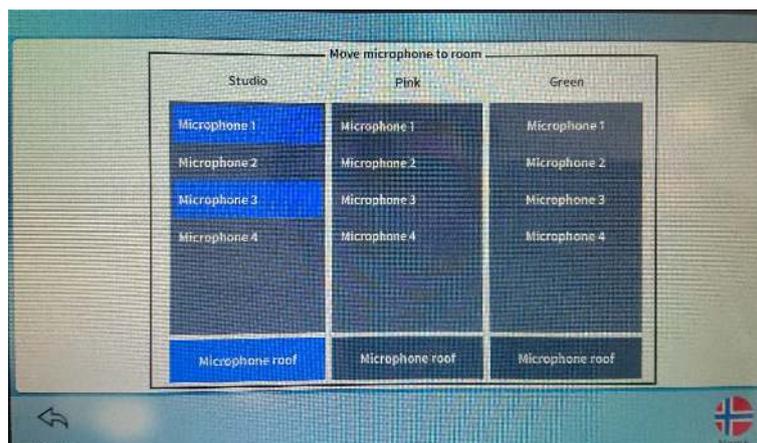
This will lead you to the screen for the studio.



Figur 4: Studio screen

On the right you have the volume-control for the speakers on the desktop. These will play the sound that will be recorded to the video-files. Headphones are adjusted via the knob on the headphone-amplifier. There are also a button if you want to include the sound from the computer in the Technician Room and a press to talk button that activates the microphone on the desk and allow you to talk to the room while it is pressed.

If you want to use other microphones than the default chosen roof mounted. You need to go in to the sound settings screen



Figur 5: sound settings

here i have selected to use the roof mounted and wireless microphone 1 and

3. The sensitivity are individually adjusted by the sound-controller. When you are finished here go back to studio screen.

When you press Start recording to start a recording. You come to the recording-screen. Where you select which cameras to use if any. Or if you want to have a timer on the recording

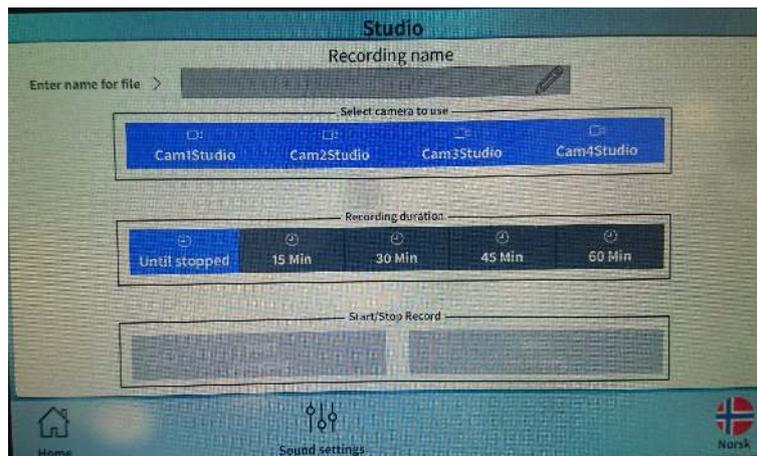


Figure 6: sound settings

You will have to enter something in the enter name for filefield when it is pressed.



Figure 7: sound settings

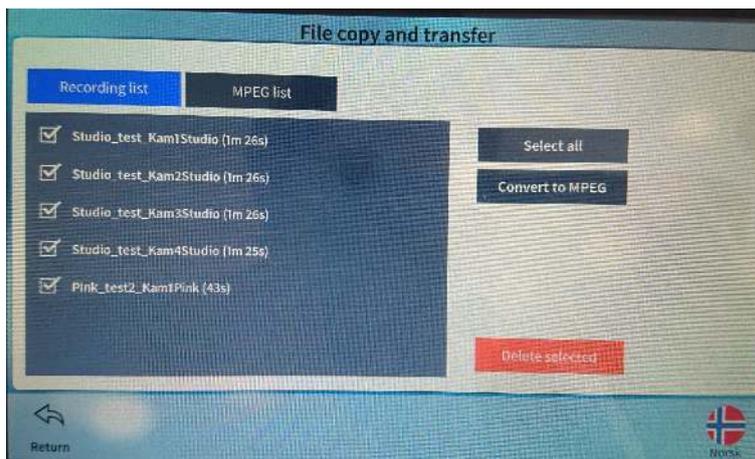
A keyboard that you know from touch-screen phones. To go back press the blueish arrow. It is now possible to press the start recording button.



A little symbol will appear on every screen. And the relevant warning lights will be lit.

## After the recording

After the recording are made. You are required to remove the files from the recorder. This is done by selecting file in the main-menu screen. you will then be taken to the file manager.



Figur 8: Recording-list

From here there is a 2 step process to get the files to the computer in this room.

First you select witch recordings you want to save. Usually just press select all"and then press "convert to MPEG" And wait for it to finish. (If there has been a long day of recordings. You've time to find coffee while it's working.)

After the buttons has reappeared. The files are now in the tab "MPEG list" Here you just repeat the process. But press the "Copy file to PC" button instead. This is a bit quicker than the converting.

The files are now stored on the encrypted disk in the PC. And can be sent ether to TSD via winscp or filezilla client. Or be stored to a portable harddrive if your project allows for it.

## After session clean-up

When you have verified that all the files is in their final destination ***ALL recordings shall be removed*** Form the recorder and PC. These places are not secure and anything stored only there should be considered lost for ever when you leave the room. This is easily done with the Delete selected button in both tabs in the file menu. And in the folder on the PC via the usual delete command in Windows.