

This guide is limited to the operation of the AV equipment, it is not intended as an instruction on how to record video sessions. NB: access to the cabinet is administered by the Social Studies dept.

TOUCH PANEL

Most operations can be made by using the *Crestron* Touch Panel. To wake up the touch panel, press its screen.



TV SCREEN & INPUT SELECTION

There are 2 main choices of PC or DVD (with the camera controls being accessed as a flip-page of DVD).

Choosing PC or DVD will also switch on the TV screen.


NB: there is no facility for connection of a laptop with this system.

SOUND

The volume level of the TV screen can be lowered\raised by using the Volume Down  and Up  buttons on the touch panel.


PC

The PC is a normal University networked PC and is located in the equipment cabinet. It must be switched On manually by pushing its power button.

To see the PC displayed on the TV screen, press the  button on the touch panel display. The PC button turns blue when selected.

DVD

The DVD is actually a hard-disk & DVD recorder for recording the cameras and microphones in the adjacent room. The DVD recorder is located in the equipment cabinet.

To see the DVD unit displayed on the TV screen, press the  button on the touch panel display. The DVD button is blue when selected and either the DVD controls are shown or the Camera controls.

DVD CONTROLS

If DVD is selected (blue) and you do not see the DVD Controls, then press the  button.

The DVD controls on the touch panel replicate most of the buttons found on the DVD recorder's remote handset.

Direct Navigator displays the previously recorded videos.

Function Menu gives access to the copy to DVD functions, for example.



Pressing the **REC** (record) button will begin recording of what is currently displayed on the screen.

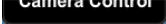
Press the **■ STOP** button to stop recording.

Recordings will normally be stored on the hard-drive of the Panasonic DVD device. They can be viewed by choosing the appropriate recording in the Direct Navigator.

Recordings on the hard-drive can be copied to a suitable blank DVD-R type disc using the Copy function found in the Function Menu. Choose Copy – Video – HDD-to-DVD.

CAMERA CONTROLS

The Camera Controls are a flip-page of the DVD Controls.

Having first selected DVD (button will be blue) on the touch panel, press the  button.

There are 2 cameras in the adjacent room. Each camera can be selected and adjusted using the touch panel Camera controls.

Preset camera positions can be assigned – choosing a Preset jumps the camera to a given position and zoom.



TROUBLESHOOTING

- Touch panel not operating the equipment – make sure the 2 BLACK network cables are in the network sockets marked AV, which are socket numbers 31 and 32
- PC not logging in – make sure the BLUE network cable is in network socket number pp21
- Note that the Panasonic DVD device uses a long delay when switching ON or OFF. Its display will normally say Please Wait or something similar as it starts up or shuts down.

For help with recording a session please contact Social Studies department.

**For technical faults with the AV equipment only, call the SIZ on (01243 81) 6222
Please report any non-urgent issues via Support Me > Self Service Portal on the Staff Intranet**