

## Communication Practice Room in the Hixon Writing Center

### INTRODUCTION

#### Items needed:

- reservation for the recording room
- laptop that can connect to HDMI (to project slides and import video)

#### Items provided:

- USB thumb drive (8 GB minimum and 3.0 speed required)
- HDMI and USB Mac adapters

#### Room features and capabilities:

The Communication Practice Room consists of 3 main parts, the podium (fig. 1), the monitor (fig. 1), and the camera at the rear of the room (fig. 2). A user can connect to the monitor to share slides and practice a talk. A user can record the talk using the video recording unit located inside the podium (fig. 3).

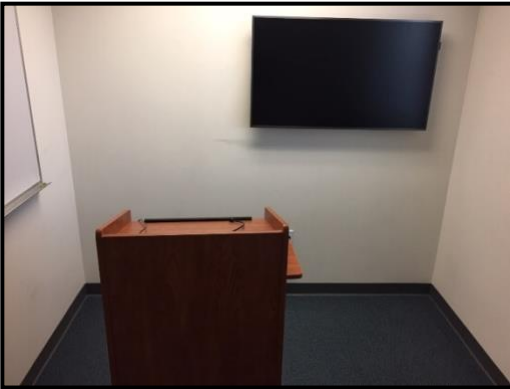


Figure 1: Podium and monitor



Figure 2: Camera mounted on south wall of room



Figure 3: Video recording unit and remote, inside of podium

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## PROJECTING AND RECORDING YOUR PRESENTATION

Inside the podium's sliding drawer you will find the remote control for the tv monitor and the "video recording unit" (Pearl Mini).

**STEP 1:** Use the remote control to turn on the monitor. You may need to stand several feet away for signal to work.

**STEP 2:** To turn on the "recording unit," press the round power button located on the back-right hand side of the unit (figs. 4 and 5).



Figure 4: Close up of on/off button on recording unit

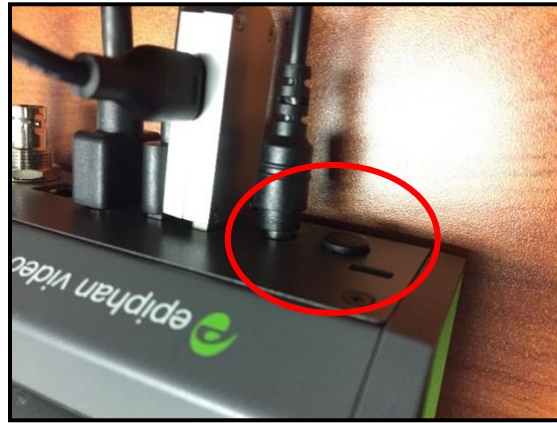


Figure 5: Location of on/off button on recording unit

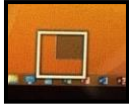
**STEP 3:** Connect your laptop using the HDMI cable on top of the podium (fig. 6). Your laptop display will now be seen on the monitor. Please adjust your settings to your preferred layout (duplicate or extend). If there is audio in your slide presentation (e.g. you play a video with sound), the recording unit will capture it via the HDMI cable.



Figure 6: HDMI cable on top of podium

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**STEP 4:** Set up the conditions for your recording session. In the home screen of the lower right-hand side of the recording unit are 3 icons. (If you do not see these icons, keep clicking “back” to return to the home screen.) These icons allow you to tailor your recording session and retrieve a complete video. Choose icon 1.



Icon 1 is a square:

This icon allows you to select a recording layout. When you tap this icon, you will be taken to this screen:



Figure 7: Recording layout interface

There are 5 recording options available to you. You can use the right and left arrows to see all of them.

- Laptop Only: Records only the images/sounds from your laptop and your voice.
- Camera Only: Records a full screen of the room view, but note that **the wall-mounted monitor may not be captured in this image**. The camera automatically moves to focus on the speaker, not the monitor.
- Slideshow Large: Records a split image: larger image from your laptop input and a smaller room view.
- Presenter Large: Records a split image, larger image from the room view and a smaller laptop input view.
- Camera Audio: Recording looks like the “Presenter Large” setting but captures audio via the camera instead of the microphone. Choose this setting if you want to capture audio in the room that is more than 2-3 feet away from the mic.

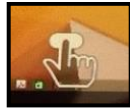
**We recommend that most users choose “Presenter Large.”** This will provide the most complete video if you are standing at the podium and using the room to practice a talk with slides.

Select your choice and be sure to click “Apply” at the top of the screen (fig. 7).

Select the “<Back” option to return to the previous screen (fig. 7).

**STEP 5:** You are now ready to begin recording. Select icon 2

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Icon 2 is a hand pointing at a button:

This option will take you to the Launcher to start your recording session:



Figure 8: Launcher interface

Click "start" and "stop" on this screen to start and stop recording. You can record multiple videos using this interface.

While recording, if you want to see a live image of what is being recorded, press the "Home" button (fig. 8). If you want to adjust the recording option, repeat Step 4.

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## RETRIEVING YOUR VIDEO(S)

**STEP 1:** Select icon 3, which looks like a gear:



This takes you to the Settings screen:

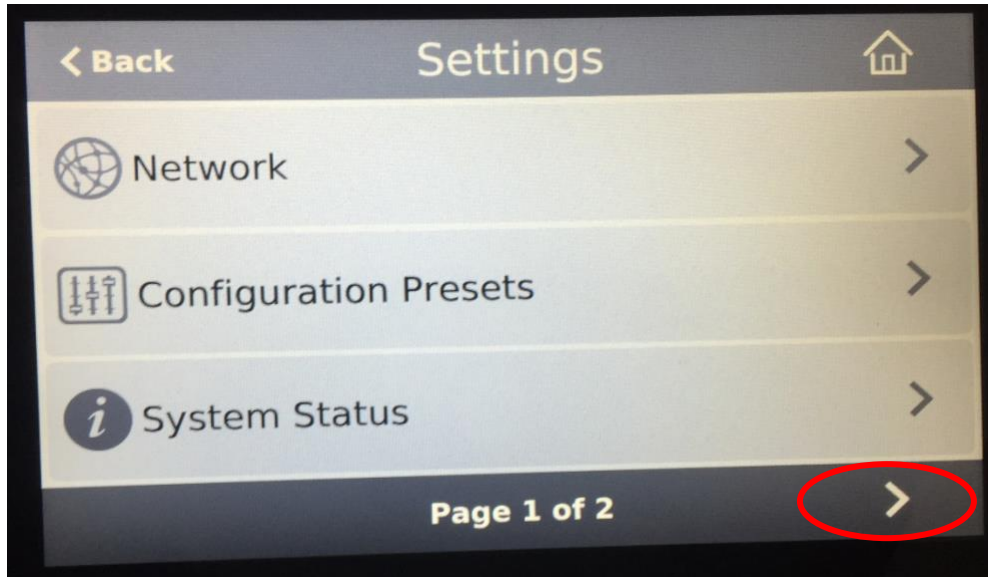


Figure 9: Settings screen 1

Go to page 2 of the Settings screen by clicking the arrow at the bottom of the screen (fig. 9).

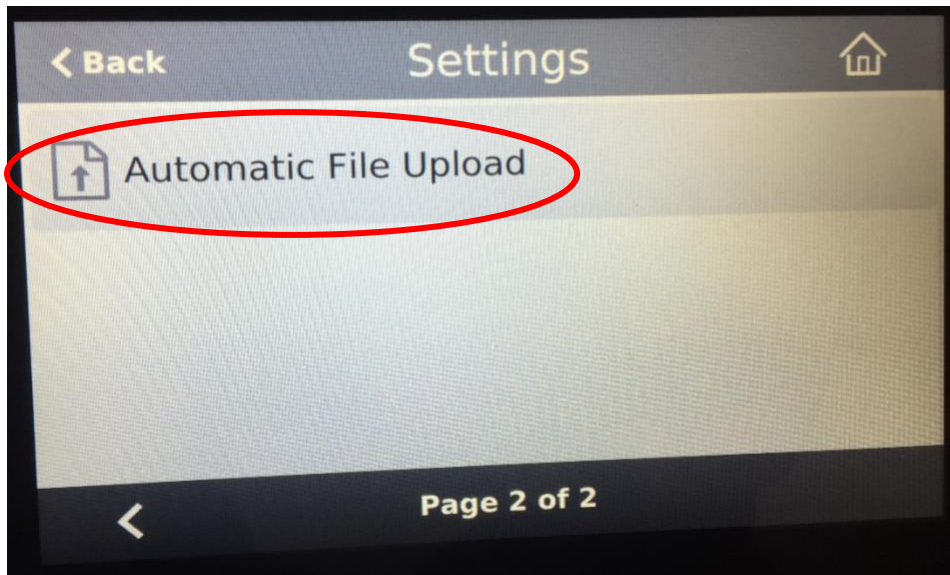


Figure 10: Setting screen 2

Select "Automatic File Upload" (fig. 10).

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**STEP 2:** The initial state will be “error,” (fig. 11). This is because there is no USB in the recording unit.

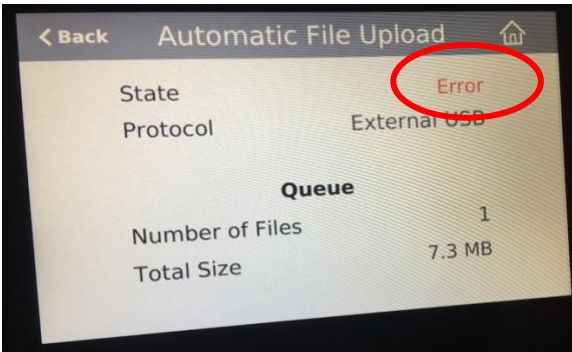


Figure 11: Automatic File Upload interface

Insert a 3.0 USB drive into the front of the recording unit (fig. 12). You may use ours or your own, but it must be 3.0 speed.



Figure 12: USB insertion point

The transfer will begin automatically. The state will change to “In Progress” during file transfer (fig. 13). **Do not remove the USB while the screen says “in progress” or you may lose your video.**

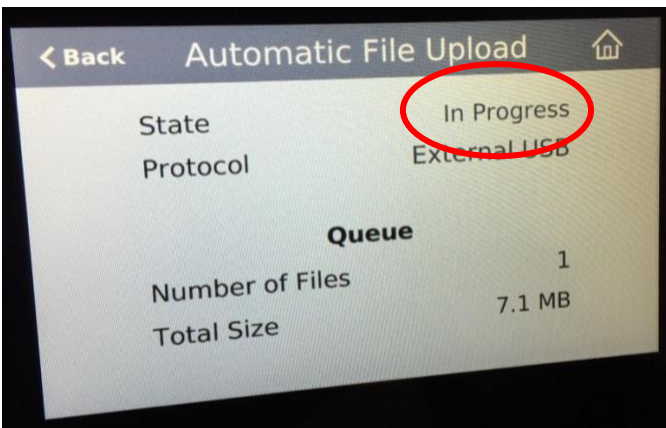


Figure 13: Automatic File Upload interface during file upload

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**STEP 3:** Once the state switches to “Waiting” (fig. 14), the transfer of your video is complete. Remove the USB.

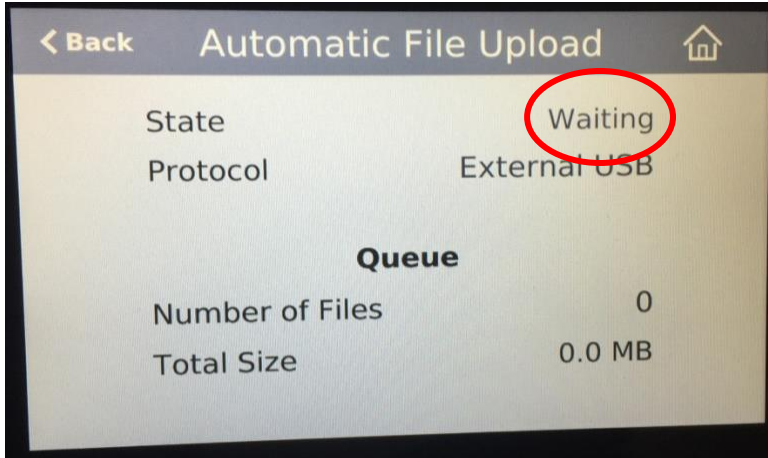


Figure 14: Automatic File Upload interface after file upload is complete

**STEP 4:** Transfer the video from the USB drive onto your personal laptop. We have provided a USB to USB-C adapter for Mac users.



**STEP 5:** Please remove all files from the USB drive to maintain your privacy and ensure that there is space on the drive for use by future users of the room.

**STEP 6:** Please leave the room as you found it. Put all adapters back into the storage box. Turn off the monitor using the remote. Turn off the recording unit. Close the door to the room when you leave.

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