



## Operating Instructions for Video Systems in Rooms 127, 128 and 129

DVD Player ----->



Control Panel



Full Unit

### Basic use

1. Please bring a blank DVD-R disc with you. (DVD+R will work as well but may be slower to finalize.) Check that the **“on”** button has a red light next to it.
2. Check that the DVD player says **“IN 1”**. Put a blank DVD-R disc in the DVD player. Wait till the DVD player displays **“IN 1”** again.
3. Choose **“pc”** or **“laptop”** on the control panel to set the screen to display desired background. For a blank screen, choose **“laptop”** with no laptop connected.
4. Choose **“record”** on the control panel to start recording. This starts the camera and the mike, and a red indicator will show on the DVD player.
5. Choose **“stop”** on the control panel to stop recording. Each time you choose **“record”** followed by **“stop”**, a new chapter is created on the DVD. You can record up to 2 hours on a standard DVD-R disc.
6. At the end of your session, choose **“finalize”** on the control panel. You will not be able to play your disc on a DVD player unless it is finalized. It takes up to 10 minutes to finalize the disc. Do not push any buttons on the DVD player. You can switch to **“pc”** on the control panel and continue to use other technology in the room.
7. Press **“enter”** on the control panel and press the **“Open/Close”** button on the DVD deck to eject your disc. Close the disc tray when done.



## Troubleshooting and Camera Control

1. If the red indicator light on the “**on**” button is not lit, press the “**on**” button. The indicator will blink for about 20 seconds. When it stops blinking, the system is ready for use.
2. If the DVD player does not show “**IN 1**” and instead shows the **clock**, press the Power button. The indicator will show “**HELLO**” for a few seconds, then show “**IN 1**”.
3. If the DVD player shows something other than the **clock** or “**IN 1**” press gently on the small bumps just to the left of the “**Open/Close**” button. This will show the “**CH UP / DOWN**” buttons. Press the “**CH UP**” button until the player shows “**IN 1**”.
4. **Customizing Camera Shots:** To see what the camera will record, press the DVD button on the control panel. You will see the camera image displayed on the plasma screen. The default preset videotapes most of the room. The front desk has remote controls for the camera and DVD player so you can adjust what you record. Use the “**T/W**” and **arrow controls** on the camera remote to set the camera to zoom in on any spot in the room.
5. You can use a DVD+R disc, but it will take longer to finalize.
6. Do not press “**OFF**” on the control panel to get a blank screen. Doing so will shut off the whole system and prevent you from recording.
7. **Finalizing the disc:** Once finalized, you can not record additional chapters to the disc. The finalizing process adds a chapter menu to the disc. To finalize a disc, press the “**finalize**” button on the control panel. That will trigger a series of automatic actions on the DVD player. Don’t push any other buttons until the finalize progress bar appears.
8. When done, do NOT press “**off**” on the control panel. Leave the system turned on.

## Playing back recorded video

1. Press the “**dvd**” button on the control panel.
2. Press “**play**” on the control panel.
3. Use the “**vol dn**” and “**vol up**” buttons to adjust audio volume
4. Press “**scan>**” or “**<scan**” to fast-forward or rewind through playback. Pressing the scan buttons repeatedly will toggle different playback speeds.
5. Press “**skip>**” or “**<skip**” to move to the next or previous chapter
6. To record additional chapters on a disc after playback, choose “**pc**” or “**laptop**” again on the control panel and then press “**record**”.

*Suggestions and comments? Email [wic1@pobox.upenn.edu](mailto:wic1@pobox.upenn.edu)*