Straub 156 – Lecture Capture Instructions

Introduction:
STB 156 does have self-service lecture capture capabilities, make sure you have the correctly formatting USB device. Due to frequent blips in power, our team will do our best to ensure it functions properly; however, the device is known for experiencing occasional malfunctions.

Requirements:
- USB device or external hard drive:
  - FAT32 formatted
  - At least 4GB of available space

Steps:
1. Confirm your USB device is properly formatted in FAT32 and has at least 4GB of available space for recordings.
2. Turn on the Classroom AV system and start powering on the projectors.
3. Plug in the USB device in the USB connector at Podium #1 next to the document camera.
4. Set up your presentation and prepare for lecture.
5. Once you are set-up, on the Crestron touch panel, select “Recordings”
6. Cameras On/Off:
   a. If you would like a camera recording of the instructor, make sure to turn cameras “On” and select a preset for the camera location. Select the camera preset that aligns with the instructor’s movements on stage.
   b. The camera recording will display picture-in-picture of the presentation in the final recording, it may overlap slightly with your presentation slides.
7. Next, the Crestron will say when the USB device is “Ready” for recording.
8. Select “Record”, you may have to wait less than a 1-minute for preparation.
9. The recording will begin recording and you can continue onto your class.
10. Once the class is finished, select “Stop”, the device may take a couple minutes to finalize the recording, do not remove the device until it is finished finalizing.
11. Next, you can remove the USB device and upload the recordings to your laptop/computer.

Please note the presentation feed in the recording will turn to a black/green screen if you start playing any copyright material through the Blu-Ray player or your laptop/device. Programs such as iTunes, Netflix, and others force any recording to drop the source feed; even though it will still show up on the projectors in the classroom.

If you have any questions please contact CMET Classroom Technology Support at 541-346-3091 or cmet@ithelp.uoregon.edu.