

# Recording a Video

- 1 Press the ON/OFF  button to turn on the Video Recording System (VRS) so that the light is **blinking green**.



- 2 Insert a portable HDD or thumbdrive (NTFS only\*) and the light should turn a **solid green**.



- 3 Press the Record  button.

Either of these two scenarios will happen:

- a) The light turns **red**. Continue to Step 4.



- b) The light remains **green**.

Note: this happens when the disk has not been properly ejected from the machine.

Follow the instructions on the reverse side of this sheet before pressing the Record  button again.

- 4 When the light turns **red**, it is recording. After recording, press the Stop  button. The light will turn a **solid green**.



- 5 Press the Menu button, then the F1 button. The light will **blink faster**, than **slow down**.



- 6 Then press the OK button, and then the Menu button again.



- 7 You may now remove the disk safely. Press the ON/OFF  button to switch off the VRS.



## HELPLINE:

Please call **6790-3626** if you need assistance with the AV equipment.

\* You may borrow a NTFS thumbdrive from the Service Counter (Level 2) if necessary.

# Repairing a Disk due to Improper Removal

- 1 **[SMART ROOM]**  
Press the LAPTOP3(HDMI3) button on the Media Controller Panel.



**[POD 2 AND RESEARCH COMMONS]**  
Press the WIRELESS Presentation tab.



- 2 On the projector or TV screen, you will see the following message.



Press the OK  button on the VRS box.

- 3 Wait for the disk to finish repairing.



- 4 Press the OK  button on the VRS box.



- 5 **[SMART ROOM]**  
On the Media Controller Panel, press the LAPTOP1(HDMI1) button for the PC or the LAPTOP 2(HDMI2) / LAPTOP(VGA) button if you are using your own laptop to allow the projector to go back to the computer screen.



**[POD 2 AND RESEARCH COMMONS]**  
Press the VGA or HDMI tab to TV screen to go back to the computer screen.



- 6 You may now start recording. Go back to Step 3 on the reverse side of this sheet.