You **must** use an external firewire drive to record video at this station. **Never** capture directly to the system drive of the computer.

1. Plug your external firewire hard drive to the computer.
2. Login to the Focus Group Room recording station using your Gaylord login.
3. The Video Capture software will automatically launch. Make sure you see your external drive mounted on the Desktop.
4. Give your recording a name of your choosing, avoiding spaces in the name.

5. Go to the ElGato Video Capture Preferences.

6. From the Save movies in pulldown menu choose "Other..."
7. Select your external drive and click the "Open" button.

8. Choose either H.264 (ideal for the web) or MPEG-4 and click "OK".
9. Select the appropriate length of your recording from the pulldown menu.
10. Click the "Continue" button.
11. Leave the Video Input: set to Composite ("RCA").
12. Choose either 4:3 or 16:9 (wide screen) format.
13. Click the "Continue" button.
14. Make sure you hear audio and click the "Continue" button.
15. You can mute the sound if you choose, and if you aren't able to stay to monitor the recording, you can choose to have the recording stop after the pre-set time.
16. Click the big red "Start Recording" button.
17. When you are finished recording, click the "Stop Recording" button.
18. Trim the video if you choose. Then click on the "Continue" button.
19. Click "Quit"
20. Your video is now stored on your external d
21. Drag your external drive to the trash(eject) in the Dock to unmount it, then unplug it from the computer.
22. Log out, then close the MacBook Pro to put it to sleep.