The Gaylord College Focus Group System Operation Quick Guide

There are two separate touchpanel controllers for the system. The wall-mount controller in the focus group room allows basic presentation controls of devices in the focus group room. The small control room touchpanel is the main source of control for the system, allowing video switching, video layout configuration, and recording. Additionally there are IR remote controls for the displays in the control room and in the observation room. Volume control knobs are mounted on the walls in each of these rooms to control the volume.

**Control Room Touchpanel: Presentation Layout and Control**

Presentation controls are found on the left side of the panel and on the upper center part of the panel. A main power button will turn the focus group room system on, and after a short warm up period different sources can be selected to be shown on the projector. The top three selections on the left field are for choosing a source from the focus group room. The bottom three selections on the left field are for choosing a source from the control room. Controls for each selected source are made visible in the upper center division of the panel’s layout once a source has been selected.

**Control Room Touchpanel: Video Routing and Recording Layout Control**

Recordings can be executed from the control panel that allow several different pre-configured layouts to show video from any of the four installed cameras and/or the material being presented on the projector. The right field of the touchpanel contains buttons that illustrate options of how video can be configured for recordings. The buttons can be used to select different layouts. Numbers on the different windows of each layout button correspond to selections that can be made on the lower center field of the touchpanel. Any window number

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**Focus group room presentation sources:**
These sources will be displayed on the projector in the focus group room.

**Focus group room presentation controls:** These controls will operate the active source that is being displayed in the focus group room.

**Main Power Button:** This will power the focus group system on and off.
can be configured to show video from any camera or the presentation material. The lower center field will automatically adjust so that only windows that are active can be selected.

Recording Layout Field: This section shows the possible video recording configurations, and the associated video window numbers. A “more” button will show additional configuration options.

Recorded Video Routing Field: This section allows different video windows to show video from any of the four video cameras or content that is shown during a presentation. Highlighted buttons indicate which video source is currently active on a particular window.

Control Room Touchpanel: Video Recording Control

A recording can be executed at any time by selecting the “Record Menu” button. Doing so will allow a recording to be done on DVD or VHS. The deck labeled “Recording Deck” is used to execute recordings. Recording can be verified by looking at the front of the deck. All DVD recordings must be finalized before they are playable in another player. To finalize a recording, the “System Menu” button will bring up a menu screen that can be navigated using the recorder controls. The “EXIT Record” button will cause the recording controls to disappear.

Record Menu Button: This will make the recording controls appear.

Recording Controls: These controls will allow different recordings to be executed and completed. The “System Menu” button will allow the recording deck menus to be navigated and DVDs to be finalized.