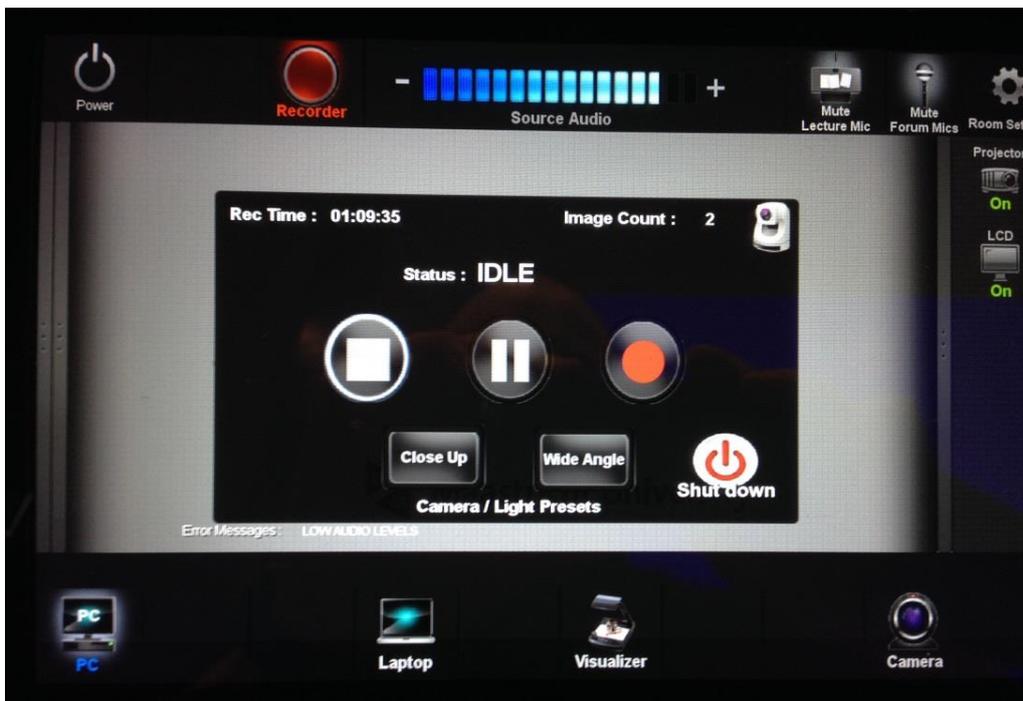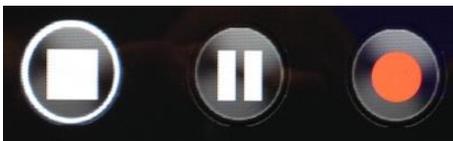# To record a lecture in the Statenzaal / Feestzaal:

- Tap the touch panel (the small screen in the lectern next to the computer monitor) to activate it.
- If the system is not yet ON, press **Start System** in the middle of the touch panel. Also switch on the PC.
- Press the **PC button** at the bottom left (this will select the PC as a source for projection: if you put a powerpoint presentation on the PC it is now projected behind the speaker).
  Note that in the Feestzaal you will also need to press the 'Left Projector' and 'Right Projector' buttons at the right of the screen after selecting PC as a source.
- Press the **Recorder button** at the top (it will light up red, but this does not mean it is already recording). You will now see the **Recorder** menu:

- Note the **Close Up** and **Wide Angle** buttons. These choose the camera angle. If you remain behind the lectern, press Close Up. If you want to walk around, choose Wide Angle. (Important: if you want to walk around, get a walk around microphone at the Law Faculty reception desk.)
- These are the **STOP**, **PAUSE** and **START** recording buttons:

- Press the red **START** button to start the recording (this will take a few seconds); the status shown above the buttons will change from **IDLE** to **REC BUSY** and finally to **RECORD**. You will also notice that the edge of the button will light up (as shown with the STOP button in the picture above).
- If you have a break, press the **PAUSE** button to temporarily stop the recording. After the break, press **START** again.
- At the end of the lecture, press the **STOP** button. The status will turn to **REC BUSY** and finally back to **IDLE**.
- The **Shutdown** button in the Recording menu will merely close the menu and turn more lights on in the room. To shut down the projector or the system entirely, press the **Power** button top left and choose the desired option.

Note that after a few minutes of not using the touch panel, it will go dark. This doesn't stop the recording. To use it just tap it again.