



Moot Court Room AV Instructions

***Please make sure the Computer and Recorder have been turned on.**

1. If the recorders have not been on, you can push the marked buttons to turn them on.



Login:

1. Log into the computer (login information is displayed on the desk)

Press CTRL + ALT + DELETE to log on

2. Open AutoLog 7 from the Desktop



3. When prompted, enter AutoLog 7 login (information is on the desk)

Login

JAVS AutoLog 7

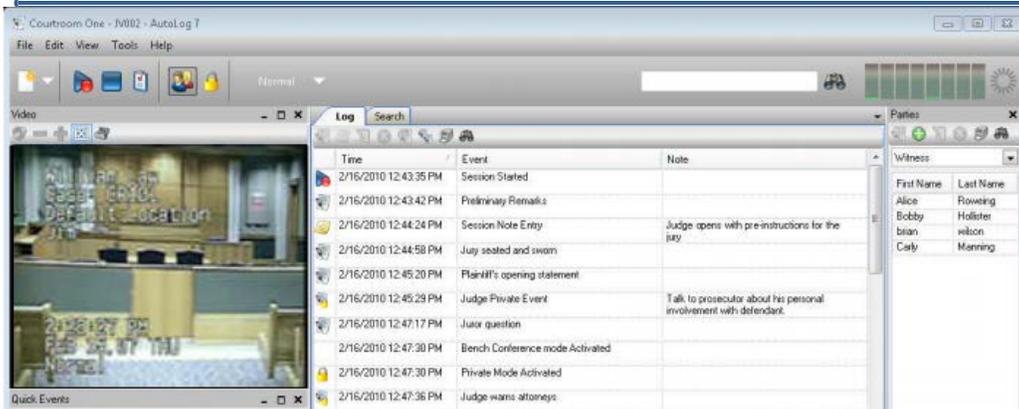
User Name:

Password:

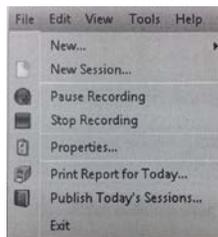
Location: JAVS TRM - Courtroom One

Login Cancel

Recording:



4. Go to File -> New Session



5. Enter detailed information regarding your session (make sure to put a descriptive title). Click on the "Start" icon

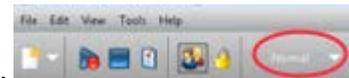


once you are ready

6. Select which camera you wish to use by selecting the Cameras on the Toolbar.

You will see a preview of which camera is being used on the left side of your screen

- Default camera mode is "Off", meaning the cameras will rotate
- Camera 1 is a view of the Prosecution, Defense, and audience
- Camera 2 is a view of the Judge
- Camera 3 is a view of the Defense
- Camera 4 is a view of the Prosecution
- Camera 5 is a view of the Prosecution, Defense, and audience



Note: You may also use the Judges Bench Controls to control the recording if you are not at the computer (see Judges Bench Instructions document for more information)

7. Once you start to record, you may pause the recording with the Pause button



8. To stop your recording, click on the Stop button

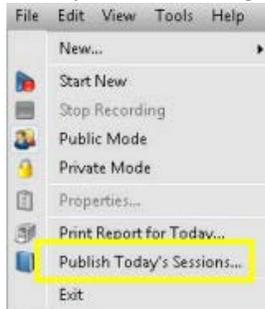


and select "Yes" when you are prompted

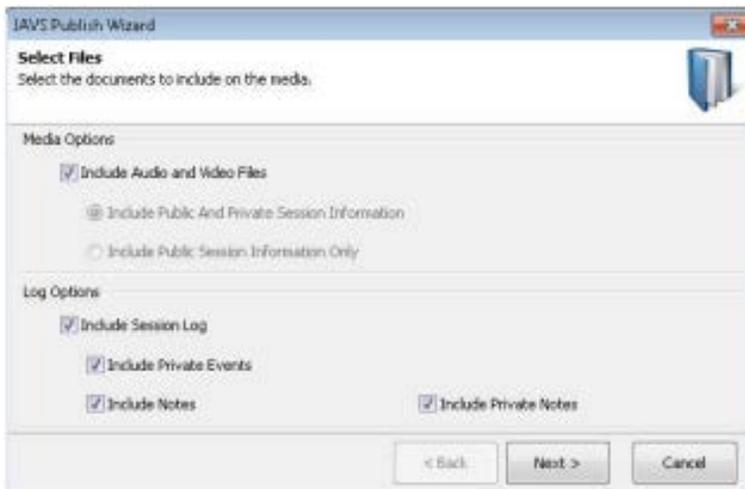


Saving Your Session (sessions can be saved to either CDs/DVDs or USB flash drive)

1. Once you are done, go to **File -> Publish Today's Sessions**

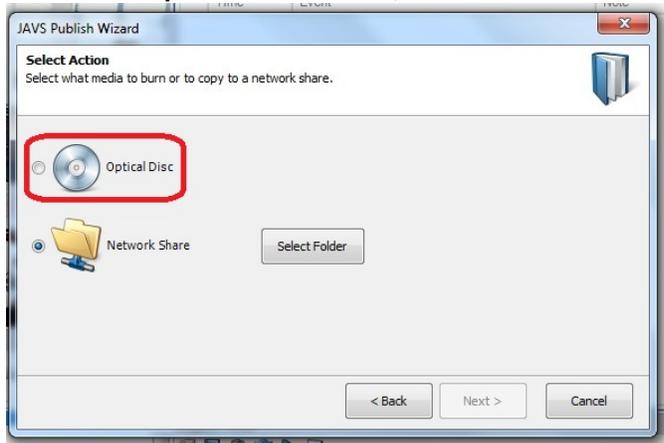


2. If there are multiple recordings, find and select your recording(s) and hit the **Publish** button 
3. Make sure that **"Include Audio and Video Files"** is checked and click Next



CDs/DVDs option

1. Select **"Optical Disk"** for CDs/DVDs and hit Next



2. Insert your CD/DVD
3. Make sure that your disc is selected on the screen
4. Enter in a label for the disc and hit Next to burn the disc
5. You will see a progress screen with how much time is left

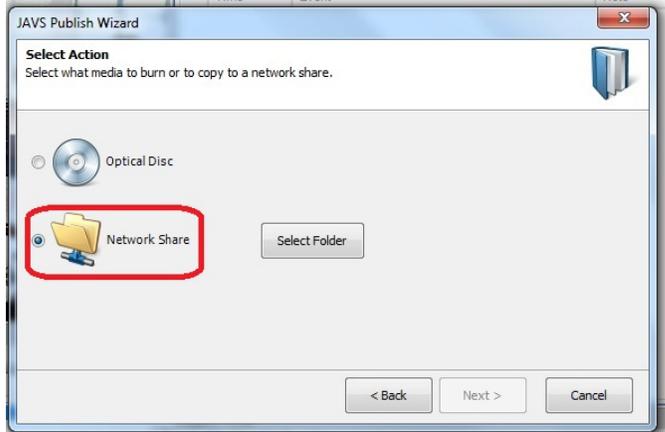


Law Technology Team (LTT) Offices: 313-315 OM Hours: 8:30am – 5:30pm email: ltt@depaul.edu

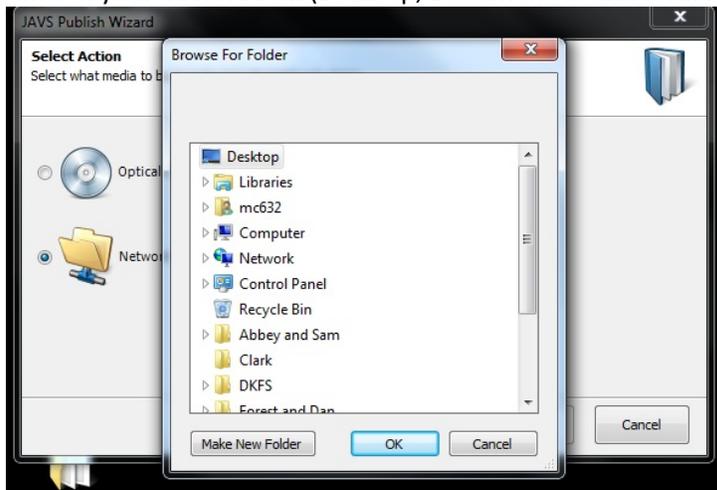
6. A screen will pop up displaying “Your Session files have been written successfully”
7. Play your disc and ensure all your files were successfully copied to the disc
8. Close AutoLog and log off the computer

USB flash drive option

1. Select “Network Share” for USB flash drive and hit Next



2. Choose your destination. (Desktop, Document or and local folders are recommended)



3. Click “OK” and “Next”.
4. You will see a progress screen with how much time is left
5. A screen will pop up displaying “Your Session files have been written successfully”
6. Check your USB flash drive and ensure all your files were successfully copied.
7. Close AutoLog and log off the computer