



## 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)

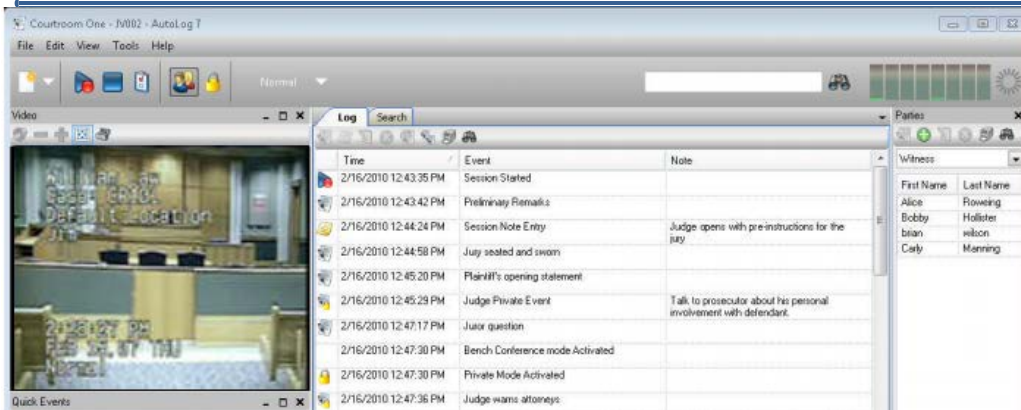
Press CTRL + ALT + DELETE to log on

2. Open AutoLog 7 from the Desktop



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

### 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

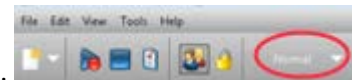


once you are ready

#### 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



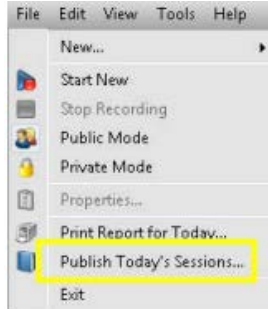
#### 8. To stop your recording, click on the **Stop** button



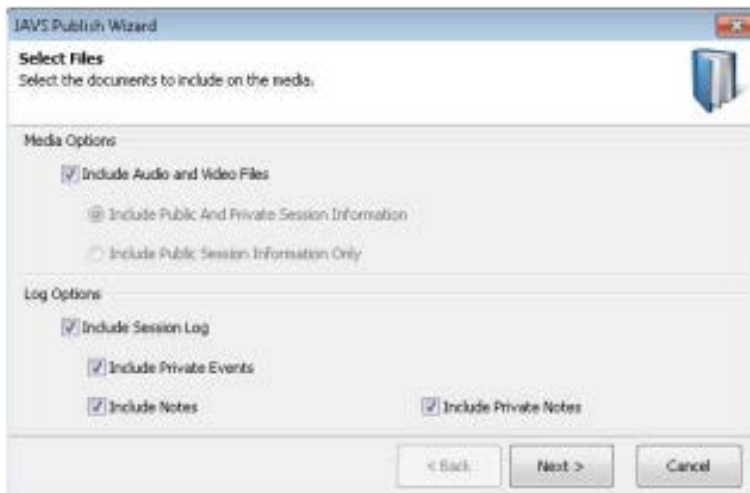


## Saving Your Session (sessions can be saved to either CDs/DVDs or USB flash drive)

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

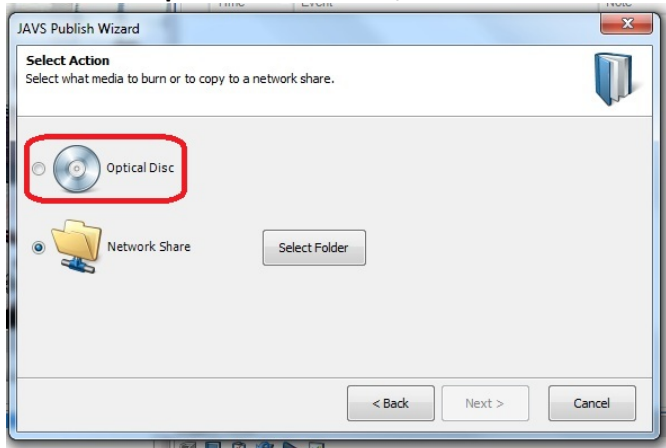


2. If there are multiple recordings, find and select your recording(s) and hit the **Publish** button 
3. Make sure that **"Include Audio and Video Files"** is checked and click Next



### CDs/DVDs option

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



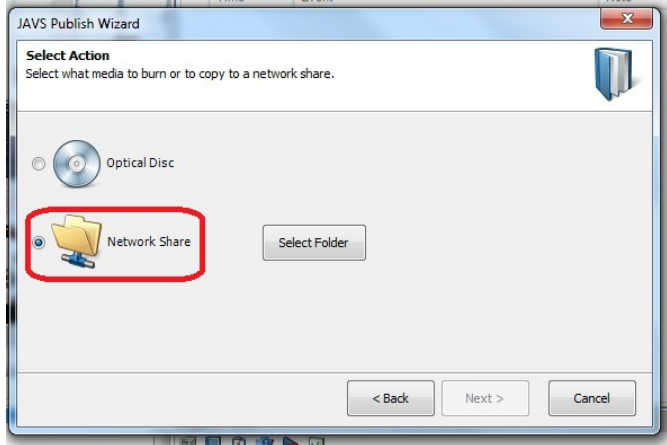
2. Insert your CD/DVD
3. Make sure that your disc is selected on the screen
4. Enter in a label for the disc and hit Next to burn the disc
5. You will see a progress screen with how much time is left



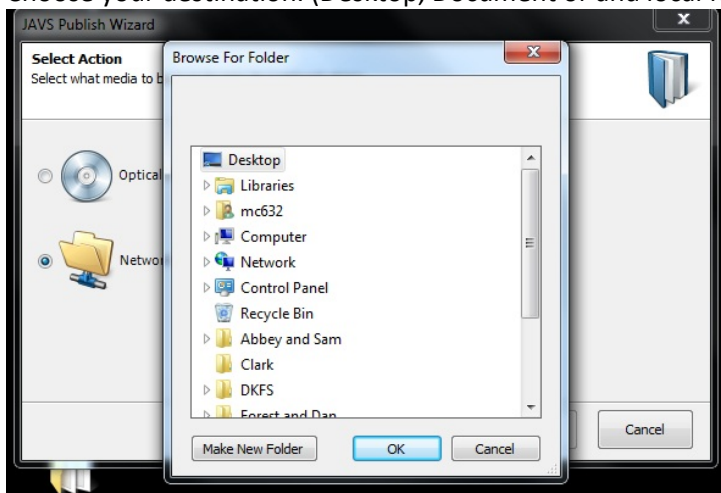
6. A screen will pop up displaying **"Your Session files have been written successfully"**
7. Play your disc and ensure all your files were successfully copied to the disc
8. Close AutoLog and log off the computer

## 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