

Operating instructions

At the beginning of the day, press Record. The flashing Stop will change to Record, and then disappear from the screen. We record all day, this ensures nothing gets missed. If during the day you see the flashing Stop, hit Record again.

At the end of the day, hit Record to Stop. I am sure you are aware of other systems that use such nonsense.

Press Cut when a talk is about to start. Press Cut again once the talk is completely over, people are done clapping, when the presenter has unplugged his laptop and is leaving the stage. This cuts the recording into different files so that later we can sort out the talks from the cruft.

Press Fade and then 1 or 2 to switch between the camera and the VGA stream. In general, the presenter is more interesting to look at, switch to VGA when something new appears, leave it up long enough to read it and switch back to the presenter.

Pic-in-pic: press P, click the B of the source to embed, drag the mouse to select the area where the new picture should appear, hit Enter. No, there is no button to press to swap the two. Yes, it is on the feature request list.

Manual Fade: Click all the buttons: Stream 1's A, Stream 2's B, No Effect, Manual Fade. Now you can move the slider to make a nice mix of the two. This can sometimes let us see the presenter on top of his slides and such. Sometimes not, use your good judgment. In case of emergency, **Press Esc to kill a strange looking fade.**

Audio levels: They should be good. If you don't know what that means, talk to someone who does. There should be lots of range of movement when the presenter is talking, and no signal when they are not. **NO CLIPPING!** Make sure the audio meeter does not hit the top at all. Close to max is good, but max is unacceptable. The worst thing that can happen is the level is so high that the electronics can't handle it and the curvy sine wave gets smashed flat. This causes the result to pop, which is very distracting and difficult/impossible to fix.

To restart everything, you can simply kill the xserver. Ctrl-Alt-Backspace. Be aware that you then need to press 'Record' as described above.