



Missouri Interactive Telecommunication Education Networks

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MIT-E North

Bunceton
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New Franklin
Pilot Grove
Slater

MIT-E Central

Jamestown
Northwest
Otterville
Prairie Home
Sacred Heart
Smithton

MIT-E South

Blair Oaks
Eugene
New Bloomfield
Russellville
St. Elizabeth
Tuscumbia

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Here are a few settings to review before recording an event:

1. The record VCR has a VCR only. The silver VCR/DVD is for playing tapes and disks.
2. Make sure the VCR is turned on and the channel is set to Line 1 or Input 1. You can do this with the buttons on the front of the machine or by using the input button on the remote.
3. When you connect for the class you want to record, choose the REC button on the AMX touchpad. A screen will appear when you will either select Record Incoming (to record the incoming video,) or Record Outgoing (to record what is leaving your room,) then choose record. You should hear the VCR engage and see a Record icon on the VCR when it begins. If you do not see the VCR start, press the play and record buttons on the front of the VCR. Then, choose Return on the AMX touchpad to return to the camera controls.
4. You can then move the cameras or adjust volume in your room as normal.
5. At the end of class, using the touchpad, select REC, stop recording and rewind the tape. Select exit when you are done and return to the audio/video controls. You can then either exit from the conference or place the tape in the silver Play VCR/DVD to view the recording.