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Activate Room A/V

1. Press **Power**
2. Press **Monitors On**
3. Press **Camera**
   - Select Preset 1
     
     *This will pan and focus the camera to the north wall centered on the whiteboard.*

     *If camera is blurry: Use the Vaddio Remote in the cabinet and click the Auto Focus button.*
Activate Room A/V

1. Verify Recording Volume
   • Press touchscreen arrows to adjust

2. Verify Speaker Volume
   • Press physical buttons to adjust

3. Turn on Lavalier Microphone
   • Proper position is center of the body about one hand’s width below the chin.
   • Unmute the microphone (top center of transmitter, slide button away from the word MUTE)
Recording Quick Start: Log In

1. Touch the screen
2. Enter PIN
   - Press Confirm
Recording Defaults

1. Press Stream & Record

2. Press Start

• If the screen does not read like this follow the steps in the Recording Setup.
Recording Setup: Metadata

1. Press Metadata

2. Press Title
   • Keyboard in the left cabinet can be used for typing once the Title/Description is selected.
**Recording Setup: Metadata**

3. **Enter “LastName”**
   - Click DONE

4. **Press Description**
   - Enter “Sermon#”
   - Press DONE

5. **Leave Duration**
   - Manually ending the recording will override this number
Recording Setup: Metadata

6. Press **Apply**

7. Press **Start**
   - This will take you to the Recording screen
Recording

1. **Press Record**
   - The Record button turns green to indicate that the appliance is actively recording, and the counter starts counting.

2. **Press Done**
   - To end the recording and publish the video asset.
Stop

1. The following slides are for reference should the ViperMax lose the default settings from page 5.
Recording Setup: Video

Use these steps if the defaults in previous slide appear incorrect

1. Press Stream & Record
2. Press Video
Recording Setup: Video

3. Press **Source 1**

4. Press **COMP2**
Recording Setup: Video

5. Press Source 2

6. Press None
Recording Setup: Audio

1. Press Audio
2. Press RCA
3. Press Apply
Recording Setup Completed

1. Session settings should appear like above.
2. Return to page 6 for Metadata Setup
Vaddio Remote

1. Power
   Controlled by Crestron touch panel

2. Camera Control
   - Pan
   - Tilt
   - Zoom

3. Presets
   - 1-Captures north wall and presenter from head to toe
   - 2-Captures the whiteboard area