Autism Center Observation Rooms
Equipment Reference Guide

TURNING ON RACK EQUIPMENT

Monitors
In the top of the equipment rack are four viewing monitors. These display exactly what the camera sees in each of the observation rooms in the pod. Each of these monitors has its own power switch that must be turned on. Make sure that “Video 1” is selected. “Video 2” is not used.

Joystick (Room Control System)

The joystick, which controls the cameras and also controls the feeds to the conference rooms, has its own power. In the top left corner of the joystick is a MASTER POWER button. Pressing this will turn on the joystick.

DVD Recorders

The DVD Recorders, located behind the individual shelf doors in the rack, need to be turned on by pressing the ON button located in the bottom left corner of the device.

Battery Backups

The battery backups are located in the bottom in the back of the rack and should be turned on at all times. However, should an emergency come up, such as weather or an electrical issue, they can be turned off. Press and hold the power button. The backup should beep and the LCD screen on the Backup should turn off.

CAMERA FUNCTIONS
All camera functions in the observation rooms are controlled by the joystick control panel. In using this panel, you can select any of the cameras in the pod and adjust focus, zoom and position.

**Selecting a Camera to Adjust**

In the middle of the joystick panel, there are four labeled buttons above the CAMERA PRESETS title. These four buttons are the selections for the four different observation rooms in the pod. Select the button of the room number you need before you attempt to change any camera positioning. The second row of buttons will not be used.

**Adjusting Camera Position (Pan/Tilt)**

The knob on the joystick controls the pan and tilt of the cameras. To move the camera, simply shift the knob up, down, left or right to move the camera in the corresponding direction.

**Zooming**

Twist the knob on the joystick to change the zoom in the following way:

1. Clockwise = Zoom in  
2. Counterclockwise = Zoom out

**Brightness & Focus**

The brightness and focus of the cameras should be set on AUTO. However, if you need to manually adjust the focus or brightness, be sure the appropriate camera is selected and press the following buttons on the panel by the joystick knob:

1. Brightness: + and –  
2. Focus: FAR and NEAR

These buttons disable the Auto adjusting feature, so the camera iris and focus will remain fixed at your setting until you return it to the Auto setting.

**EXTERNAL VIDEO FEED**
The observation rooms are linked to the conference rooms through the video control system. You have the ability to select which room you want to be displayed on the flat panels in the conference room using the button controls on the joystick in the equipment rack.

In the upper left section of the joystick panel are two buttons, an “External Video A” and “External Video B” button (”B” is not used). Make sure the External Video A button is selected (it should be lit up). The LCD screen by these buttons is the image that is currently being sent to the conference room.

To change the image being displayed to the Conference Room, select the correct room number on the External Control A button panel, to the right of the feed image. The button should light up and you should see that room’s image in the upper left screen on the joystick. The “blank” button is used if no image is desired.

**DVD RECORDER FUNCTIONS**
Each observation room is wired straight into a DVD Recorder in the equipment rack, allowing you to record sessions and make finished DVDs. The doors that enclose the DVD Recorders are labeled according to room number. You can also listen in to the audio coming from the rooms from the equipment rack. Simply plug in your headphones to the appropriately labeled headphone jack located under the monitors.

**Types of DVD recording formats**

There are several types of burnable DVDs. Make sure the DVD is finalized before you attempt to play it. Below is a quick chart to explain the types:

<table>
<thead>
<tr>
<th>DVD-RW Video Mode</th>
<th>DVD-RW VR Mode</th>
<th>DVD-R</th>
<th>DVD+RW</th>
<th>DVD+R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playable on most DVD players.</td>
<td>Only Playable in a VR Mode compatible unit</td>
<td>Playable on most DVD players</td>
<td>Playable on DVD+RW Compatible players only</td>
<td>Playable on most DVD players</td>
</tr>
</tbody>
</table>

**Recording**

There are two options for recording: one touch and time record. Make sure you only have one DVD door open so that you do not interrupt recording on one of the other DVD Recorders.

One touch recording is simple:

1. Turn on the recorder, insert a DVD and close the tray.
2. On the remote, press the REC MODE button (lower left corner) to select one of the following recording modes:
   a. XP – best quality for maximum 60 minutes
   b. SP – good quality for maximum 120 minutes
   c. LP – average quality for maximum 240 minutes
   d. EP – ok quality for maximum 260 minutes
   e. SLP – poor quality for maximum 480 minutes
3. Press the INPUT SELECT button (top right on remote) to select the correct external input (L1/L2).
4. Press the RECORD button to begin recording (found on the bottom right of the remote).
   a. Pressing Pause (lower left on remote) will pause the recording.
5. Press STOP to stop all recording on that machine.

The second option is timer recording:
1. On the remote, press the TIMER PROG button (to the right of the 0 key).
2. On the menu screen, scroll down to highlight “New Program” and press enter.
3. Select the day using the up and down arrow keys and then press the right arrow key to move to the time fields.
4. Enter the start and end times using the number keys or arrow keys. Make sure to press the right arrow key when you need to move from the Start field to the End field.
5. Select the correct input (L1/L2) using the arrow keys.
6. Next, using the arrow keys, select the recording mode.
7. Press Enter on the remote to save the program.
8. To enter another timer program, repeat steps 2-7 or to exit, press either SETUP or TIMER PROG.
   a. On the display screen on the device itself, a timer icon will appear when a program has been set. It will blink when all programs have been recorded or if there is an error.

**Finalizing a Disc**

There are two ways to finalize a DVD.

The first is an option called “Auto Finalize”. To select/deselect this, perform the following steps:

1. Press SETUP on the remote to enter the main menu screen.
2. Scroll down using the arrow keys until you highlight “General Settings” and press enter.
3. Scroll down until on the next menu screen until “Recording” is highlighted and press enter.
4. Scroll down to highlight “Auto Finalize” and press enter.
5. Use the arrows to choose either “Disc Full” or “End of Timer Rec” and press enter.
   a. Disk full will finalize the disc once it is full
   b. End of Timer Rec will finalize the disc after all timer recordings are completed.
6. Select either ON or OFF using the arrow keys and press enter.
7. Press SETUP to leave this screen.

The second option is to manually finalize the disc. This option allows you more control over when the disc is finalized. This is accomplished by performing the following steps:
1. Press SETUP on the remote to enter the main menu screen.
2. Scroll down using the arrow keys and select the “DVD Menu” option, and press enter.
3. Scroll down until you highlight the “Finalize” option and press enter.
4. When asked if you want to finalize the disc, highlight YES and press enter.
5. Finalizing will now begin and may take some time, depending on the amount of free space left on the disc.
   a. Finalizing can only be cancelled on DVD-RW discs.

**Setting the Clock**

If the power goes off, the DVD Recorders will lose their time settings.

Using the remote, press the SETUP button (located in the middle of the remote). Use the arrow keys to scroll down and highlight the “General Settings” option, and press enter. Scroll down and select the “Clock” option and press enter. When the date and time appears, use the left and right arrow buttons to select each section of the time (hours, minutes, month, etc) and the up and down arrows to select the correct information. Press enter and the time should be set. Press SETUP to exit the menu.