Following the instructions on the One Button Studio display monitor,

insert your USB flash drive into the USB port labeled 'One Button Studio Recording' to begin.

The studio lighting will turn on automatically and the recording software

will be activated and ready to use.

The video feed from the studio camera will appear on the One Button Studio computer monitor.

To log into the whiteboard press ctrl-alt-delete and enter your La Trobe

username and password. To set up a PowerPoint presentation on the

whiteboard insert the USB flash drive containing the PowerPoint file into the

USB port labeled Whiteboard.

Access the USB flash drive from the whiteboard by clicking on the folder

icon at the bottom of the screen.

Drag and drop your presentation on to the desktop and click to open it.

In order for PowerPoint to correctly display presenter notes on the bottom monitor underneath the video camera, complete this check.

Go to the slide show tab in PowerPoint and check that the monitor is

allocated to primary monitor and the 'use presenter view' box is ticked.

Then press the slide show icon at the bottom right of the program to put the

presentation into full-screen.

The wireless presenter can be used to click through slides while delivering the presentation.

When you are ready to start recording press the silver button firmly.

Once activated a five second countdown will appear on the One Button Studio display.

When it reaches zero the recording will start and you can begin your presentation.

Use the top monitor on the opposite wall to the whiteboard to position yourself

in the camera frame as this monitor displays what the video recording looks like.

You can see the PowerPoint presenter notes on the bottom monitor.

Press the silver button again when you have finished recording and the

recording software will write your file to your USB flash drive. When writing is

complete the One Button Studio computer will state "Session Complete. You may remove

your device or press button to record again."

Do not remove the USB flash drive until this statement appears.

When you have finished your recording session close PowerPoint and sign out

of your user login before you leave the room.

Do not turn off the whiteboard.

The whiteboard will automatically go in to standby mode once you leave the room and

it will remain ready for the next user. Remove your USB flash drives from the docks

and depart the studio. Please ensure the studio door is shut behind you when you leave.