

* VCR Recording *

Recording a class from your ITV studio requires that you follow these steps:

1. The **VCR Record Box** button must be pressed for the monitor that the teacher is on. (if you are recording the teacher, which is usually the case) (Normally that is Monitor #1) This box, which will look like one of the two shown below, is located in a shelf directly below where the teacher stands.



Press the button for the monitor you want to record. (two types of Video Record boxes shown)



Channel must say either **AU**, **A1** or **L1**

Pressing the up/down arrows on this vcr changes channels to **AU** or **L1**

2. Locate the VCR that is labeled RECORD (on the left side of the teachers console)
3. The VCR must be set on channel **AU**, **A1** or **L1** (Auxilliary or Line 1) . Using channels 3 or 4 or any other channel # will not work for recording. To change the channel on the vcr, locate the remote control for the VCR and keep channeling downward from where it is until you get below 1. (Channel 5 - 4 - 3 - 2 - 1 - **AU**) or (Channel 5 - 4 - 3 - 2 - 1 - L2 - **L1**)
4. Turn the volume controls on the Incoming and Outgoing audio devices to their normal class settings. Make sure that the VCR knobs are both turned up to 11:00 as well.
5. Press the RECORD button on the VCR or the VCR remote control to start recording.