

# How to Use the Learning Glass

## What You Need

USB 3.0 storage device, with at least 1.5 GB available (approximately 60 MB per minute of video), FAT32 or NTFS formatted (visit <https://www.wikihow.com/Format-a-Flash-Drive> for instructions).

## How to Record

1. Turn on power strip under right side of desk (next to Flexispot board). This will turn on glass frame and monitor.
2. Use arrow buttons (▲▼) on Flexispot board to adjust desk to a comfortable height.
3. Turn on the table-mounted light.
4. Place the “Recording in Session” sign outside the studio door.
5. Turn off AC; switch is located outside studio, above “Production Studio” sign.
6. Turn off room lights; switches are located to the left of door, inside the studio.
7. Close door to avoid external noise.
8. Turn off the table-mounted light.
9. Use remote control’s arrow buttons to adjust the camera so it captures the designated pre-taped area. Refer to the monitor to determine proper framing.
10. Prime markers; use the space outside of the pre-taped area.
11. Clip **microphone** to clothes approximately 4 inches below the chin.
12. Plug in USB storage device to **recorder** located on left side of desk.
13. Push **record** button. Recording will start when the red light stops flashing. If needed, push **pause** button to pause and resume recording as needed.
14. Look at the camera to present your lesson (blue LED light can be used as point of reference). Only use provided markers on the learning glass to illustrate presentation.
15. When finished, press **stop** button. Wait five seconds for process to finalize.
16. Remove USB storage device from recorder only after the light stops blinking.
17. Turn on table-mounted light and turn studio lights back on.
18. Turn on AC and return the “Recording in Session” sign to the desktop.
19. Turn off switch on power strip under desk and turn off table mounted light.
20. Clean glass using the towel and cleaner provided.

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## Recommendations:

- Wear dark clothes.
- Avoid stripes, text or logos on clothing.
- Wear Limited jewelry.

If you experience any problems or need assistance, please notify CME staff.



Microphone

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Recorder

