



RM421 STUDENT VIDEO ROOM

- This room is available for recording interviewing & counseling assignments, general speech rehearsal, etc.
- This room may be reserved for use via the Room Reservation System located at fcsf.edu and opened by **Security RM429**.
- This is a self-service room. Instructions for using the equipment are posted inside and must be followed correctly in order to successfully record video.

— F L O R I D A — COASTAL SCHOOL OF LAW

INSTRUCTIONS FOR RECORDING

Step 1: Press  to wake the iPad.

Step 2: Turn on the switch to the video light.

Step 3: Press  to select the front facing camera.

Step 4: Press  to start recording.

Step 5: Press  to stop recording.

Step 6: Enter a title for your recording.

Step 7: Enter a valid email address in the description field.

Step 8: Press [Done](#) to submit your recording or [Cancel](#) to delete.

Step 9: Turn off the video light when finished.

After your recording has uploaded and the FCSL media server has processed it, a link to your video will be sent to the email address you provided in the description field. If you require assistance or find that the equipment is not functioning as expected, please contact the help desk at 904-680-7624 or email helpdesk@fcsl.edu