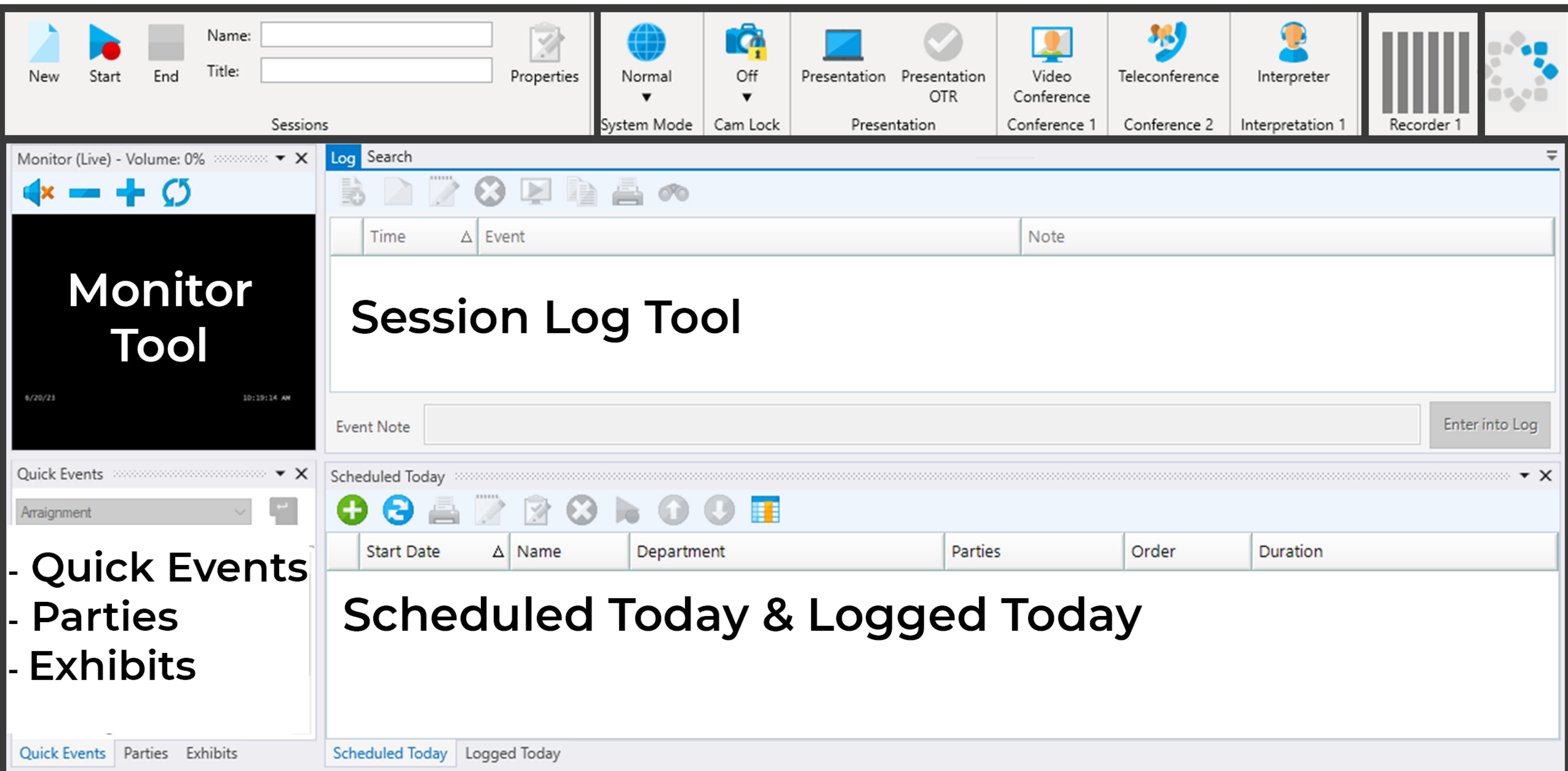
AutoLog 8

Quick Start Guide

Session Controls | Mode Controls | Audio Levels



Session Controls: New, Start/Pause/Resume, End, Session Name and Title Fields, Properties. This top toolbar is packed with everyday functionality.

Mode Controls: System Modes, Camera Locks, Presentation OTR, Presentation, Video Conference, and Interpretation (depending on your configuration). Audio Levels & Record Indicator are available for monitoring, they are located next to the Mode Controls.

Monitor Tool: Allows you to monitor the audio & video with either a Live connection or using a Confidence Monitoring (Recording) connection. Volume and mute controls are provided.

Quick Events/Parties/Exhibits: Utilizes tabs for all three tools. Events are user customizable. Parties and Exhibits can be entered ahead of time for immediate entry into the log.

Session Log Tool: Displays the log of all Events, System Messages, and Notes associated with a Session. You can also print, locate, and edit previously entered events and session properties with this tool.

Scheduled Today & Logged Today: shows scheduled Sessions for the current day. You can start any scheduled session from the Scheduled Today toolbar. Logged Today shows all Sessions that have been recorded that day. You can restart any recorded Session from the Logged Today toolbar. From each tool, you can print, publish, and edit any Session.

Common Functions

New Session: Creates a new session, allowing the user to enter property information based on the session Type.

Note: Inserts a new note into the current session. Notes can be marked Public/Private.

Review: Opens playback of the session from the selected Log Event.

Copy to Clipboard: Copies the contents of the current Session Log - can be pasted into any text editing software.

Search: Initiates a search based on the criteria entered (Name, Date, etc.).

Show/Hide Columns: Customizes columns in the Logged Today, Scheduled Today, and Search Tool.

On the Record: Forces the system to record what is currently being presented.

AutoLog 8

JUSTICE AV SOLUTIONS

Quick Start Guide

Starting a Session
1. Click the Start button to begin recording a Session.
2. The Global Record Indicator and the status of each connected recorder are displayed in the Record Status Bar.
3. While actively recording, the Start button changes to the Pause button.
4. Click the End button to stop recording and clear all session information.

Pausing a Session
1. Pressing the Pause button will stop the recording but maintain the session information.
2. The Global Record Indicator and Recorder Status bar will change to show no recording is active.
3. Click the Resume button to resume recording using the previously entered session info.
4. Click the End button to stop recording and clear all session information.

Adding Session Properties
1. Click the Session Properties button while recording.
2. In this window, you can modify the Session Name, Title, Department and Type. The Department field allows you to mark a Session for that particular group or division.
3. The Department and Session Type areas utilize drop down selection boxes. Once a Session Type is selected, you will see the available participant fields for the selected Session Type.
4. Click the Save button at any time to preserve any entries.

Logging Custom Events
1. While recording, click the New Log Event button.
2. When the Log Event window opens, you can type text into the Text field. Log Events default to Public but can be changed to Private.
3. To enter the Event into the log, click Save.

Logging with Quick Events
1. Start a Recording by clicking the Start button.
2. Select the Quick Events tool.
3. Select a Quick Events menu. The menu includes a pre-configured list of proceedings. Quick Event Menus are linked to Session Types.
4. To enter a Quick Event into the log, double click on the Event. The Quick Event tool can be configured to automatically advance to the next Event whenever you select an Event.

Changing Modes
The mode controls will allow you to choose System and Axillary Modes. Once a new Mode is selected, the Mode name will appear on the toolbar. The Session Log will indicate the selected mode change.

Printing Today's Report
1. Select File, then click Print Report for Today.
2. The JAVS Report Wizard will open. You can choose Log Report or Summary Report. The Log Report provides information for each session (including Log Events) on a single sheet. The Summary Report provides all recorded Sessions without Log Events.
3. Follow the steps in the wizard to print the necessary reports.

Publishing Today's Session
1. Select File, then click Publish Today's Sessions.
2. The JAVS Publishing Wizard will open. Follow the wizard's directions to publish the needed session information. The Publishing Wizard includes Log and Media options, and will let you withhold private information as well. Through the wizard, you can also publish to CD / DVD media or authorized network locations.
3. Click Finish to publish with the selected criteria.

[**Resetting the Windows Sections:** AutoLog uses dock-able windows to allow users to manipulate the screen to fit their needs. **CTRL + Shift + L** will reset to default settings.]