

# Instructions for burning Dvds in A320 Simulator

## Introduction

Prior to each flight set up the DVD burner(s) with a new blank DVD and at the beginning of the flight ask the customer if they would like to purchase the DVD for \$20 (cash only).

Update the shared spreadsheet with sales you have made for each flight. (See Administration below for details).

Please let Michael know if we are running short of supplies (e.g. Blank DVD's and cases etc).

If you can try and have some change in case customers only have a \$50 note (ideally have 3 x \$10 dollar note and 3 x \$20 dollar note)

PLEASE REMEMBER THE RECORDINGS INCLUDE SOUND. SO BE MINDFUL OF WHAT IS SAID (ESPECIALLY IF THE CUSTOMER IS NOT IN THE SIMULATOR WITH YOU). IF YOU THINK THAT SOMETHING INAPROPRIATE WAS ACCIDENTALLY SAID THEN **DO NOT** SELL THE DVD TO THE CUSTOMER.

## Details

### *Setting Up*

Before the first flight of the day:

- (1) Turn on the Sony DVD Burner (Button is situated left bottom)
- (2) Turn on Video Camera
- (3) Turn on Outside LCD Screen
- (4) Check by looking at the outside screen that the camera is lined up ok (if not adjust the camera in the cockpit)

### *Starting the recording*

- (1) The message 'Insert DVD' will be displayed
- (2) Select the Eject button and insert a blank DVD

- (3) The message 'Checking Disk' (This will take a couple of minutes) will be displayed
- (4) Then when finished click OK
- (5) The disk will then be formatted (Takes about two minutes)
- (6) When customer is seated and the session starts press the record button.

### ***Stopping the recording***

- (1) When the session has finished press the record button (this will pause the recording)
- (2) Push the stop button (square shaped symbol)
- (3) A 'please wait' message will be displayed
- (4) Eject the disk (by pressing the eject button).
- (5) The message 'Finalise the disk on DVD Players' will be displayed
- (6) Select Yes (use up down arrow keys to move the cursor)
- (7) The message 'After finalising no further recording allowed'. Select Yes
- (8) The DVD Burner will take about two minutes to finalise the recording. Afterwards the disk will be ejected.
- (9) Put the disk in a cover and ask the customer if they would like to purchase it for \$20

### ***Administration***

With regards DVDS, there is a new column in the booking sheet labelled 'DVD'. 'Y' indicates at booking time the customer requested a DVD. When they arrive you might say just to confirm as per our booking system you requested a DVD. For '?' or 'N' please ask if the customer would like a DVD.

After your flights can you kindly update the shared spreadsheet (in google documents). If you did not sell a DVD enter zero in the DVD amount column otherwise enter 10.00 (The amount you owe).

To access the document in google documents just go the Instructor Page (on [www.flyajetsim.com](http://www.flyajetsim.com)) and click on 'Gmail – update DVDs sold'.

Then enter the Gmail account name which is 'a320instructors' and the password 'a320a320'. Select 'documents' (which is on the horizontal tool bar menu – near the top of the screen). Click on the single file name which will be something like 'WebExcelbookings\_to\_07\_July\_2011'.

Update the document (as explained above) and then select 'File' and 'Save'. Then exit Gmail.





