3 steps before you start your lecture

1. Wear the lapel mic, so your voice is captured correctly.
   You can use the boundary mic as a back-up plan but its range is limited – stay close.

2. Check the monitor resolution is as specified (see sticker on monitor)

3. If using a portable device, plug in with a VGA cable or adaptor.
   Visuals will not be captured if you use the HDMI socket.

Recordings (lectures only) scheduled in advance via Syllabus+

Recordings start automatically shown by red light coming on

Recordings end automatically shown by red light going off

Recordings uploaded for editing with email notification sent

Recordings available to students automatically within 48 hours

TO PAUSE    Press red button once (light flashes) – do not hold too long or recording will stop! Press once to start again.

TO STOP     Press and hold red button (light goes off)

To check if recording has started / to (re)start:
AdHoc App on desktop PC and follow instructions onscreen or in Room Info folder.

After the lecture, review recording, edit or make Viewable / Private via My Mediasite tab on Blackboard (make sure Mediasite link in Blackboard course is visible)