Before the lecture

Use the lapel microphone for optimum audio quality and position it as close to your chin as possible.

Replace the mic on the charging station, until it clicks, so it charges.

Check the resolution on the monitor is correct as visual content will not be recorded if it is wrong - the correct resolution is on a sticker on the monitor.

Use a VGA cable to connect your external device, not HDMI, or only audio will be captured.

During the lecture

The scheduled recording will start at the lecture start time (ie, on the hour) and 5 minutes before the lecture end time (i.e. 55 minutes of recording time for a 1hr lecture).

You will see a red constant light once the recording is taking place, sometimes this may not turn on but the recording is still taking place.

You can pause the recording at any point - press the red button once and you will see the light change to a flashing state.

New for TB2: the pause light is now much more obvious when it flashes, rather than being a slow pulse as for TB1.

After the lecture

It is good practice to press and hold the red button to manually stop the recording if you finish early. This will mean conversations at end will not be recorded.