RECORDING A PRESENTATION IN MFC 3-119 & 3-127

To record presentations in MFC 3-119 & 3-127 without scheduling a recording, press the Recorder button on the touchscreen. This will open the record controls for the Mediasite lecture capture system. Press the the Control Video Conference Cameras button to move the room video cameras to point at your subject.

If the plasma monitor at the back of the room is not on, press the Plasma On button at the top-right to turn it on. Use presets 1-4 (front-mounted camera) or 5-8 (rear-mounted camera) to focus the desired camera on the subject you want recorded.

Hit Return on the bottom-right to go back to the Recorder screen.

Make sure the podium mic is not muted by checking that the red light is off.

Press the Record button to start recording, the Pause button to pause a recording, the Record button to unpause a recording and the Stop button to stop recording.

The Mediasite recorder has a status light that indicates the current recording status. A blue light indicates that the unit is in standby mode; a solid red light indicates it is currently recording; a pulsing red light indicates it is paused.