RECORDING A PRESENTATION IN SF 1803, 1824 or 1825

To record presentations in one of the three Mediasite rooms without scheduling a recording, press the Lecture Capture tab at the top of the touchscreen. This will open the record controls for the Mediasite lecture capture system.

Press the the Camera button on the left to open the Camera Controls screen. There are three camera selections that include Audience, Wide Shot, and Presenter. For all manual recordings the Wide Shot is the default camera shot, so adjust only the Wide Shot to point at your subject. There are presets available for all three cameras. You can zoom in/out and move the selected camera up/down or left/right using the white cross along with the (+) and (-) on the right.

Hit Recording on the left to go back to the Recorder screen.

Make sure the podium mic is not muted by checking that the audio level is showing green bars.

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 indicates that it is recording when the red REC circle appears on the Lecture Capture tab. When you stop the recording the red REC circle will disappear from the Lecture Capture tab.