RECORDING A PRESENTATION IN WACKER 1623

To record presentations in Wacker 1623 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.