

TechSmith Relay: Quick start to record in the lecture halls.

Before you begin.

Login to the touch-screen control panel, turn on and prepare for your lecture as you normally would. Also, **please ensure you are using the classroom's neck microphone.** Once you have done this, you can now start TechSmith Relay...

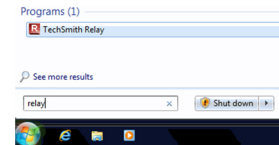
1

Launch TechSmith Relay by double-clicking on the icon.



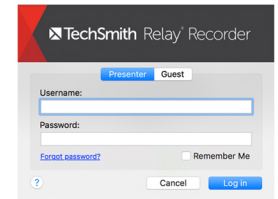
2

You can also launch TechSmith Relay by clicking on the Start Menu and typing in 'TechSmith' in the search bar



3

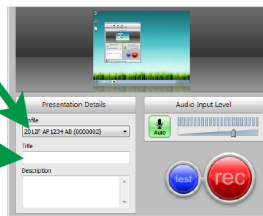
A login screen will appear. Type your **Passport York** username and password, and click Log In to continue. As TechSmith Relay runs on public computers, please **do not check** Remember me.



4

Click the profile drop-down menu and choose your course from the list.

Add a title.



5A

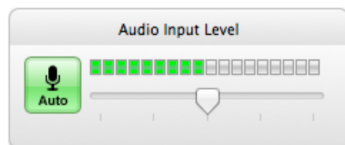
The Auto Gain Control (AGC) is automatically set to be on. AGC will attempt to continuously adjust the sensitivity of the microphone throughout your recording. It is recommended that you turn this function off for Lecture Halls and Classrooms. Click on the button to turn it on or off. When it's green, the AGC is set to ON, and OFF when the button is grey.



Note: If you do not know your information, you can login as a Guest. When prompted, type your name. After your presentation, email ithelp@yorku.ca to notify us. Include: date, time, course code and location of your lecture. As this process requires extra steps, the turnaround time will be approximately one business day.

5B

Use the Audio Input Level to ensure you see green bars. Move the slider to the right to increase the sensitivity.



Speak in your 'Presenter's' voice to ensure that the bars do not turn red. If you see red bars, move the slider to the left until they disappear.

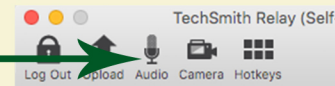
6A

For classrooms with two monitors, click on the Recording Preview window to choose which monitor you will be using.



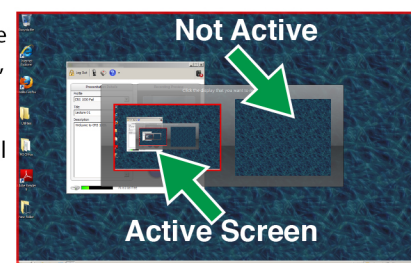
If you don't choose this now, you will be prompted to when you go to record your presentation (step 8).

If you don't see any colours while you're speaking, click on the Audio Devices button and ensure it is set to **SoundMAX HD Audio**.



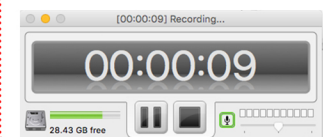
6B

The active screen will have a **red rectangle**, both around preview window, as well as around the border of the active monitor.



7


We recommend you do a short test recording to ensure that your presentation is being captured. Simply click on the TEST button to start. You can playback your short test recording to ensure it is capturing properly. Close the test presentation window when finished.




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8 Once you are ready to start your class, press the red **REC** button. For dual screen computers, you will be prompted to choose a screen to capture, if you have not yet done so (see step 6B).

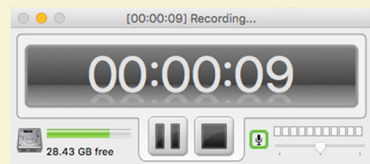
The TechSmith Relay window will automatically minimize to the Windows Taskbar.



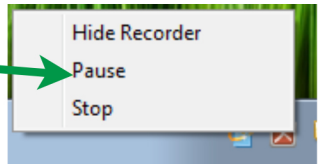
For the duration of your recording, you will see the TechSmith Relay icon pulsing in the Taskbar, in the lower-right of the screen.




Note: If you need to pause for a break, you can click on the TechSmith Relay window from the Task Bar, and press pause. The pause button will go red. To resume, press the red button again, and go back to your presentation.



9 You can pause and stop your recording by right-clicking on the pulsing TechSmith Relay icon in Taskbar.




Alternately, you can maximize the TechSmith Relay window from the Taskbar.



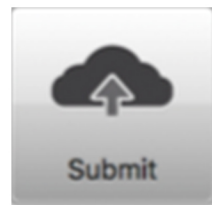
10 After you stop your presentation, TechSmith Relay will finalize your lecture, and a window will appear.

If you have not done so yet, you can chose the Profile and enter a Title.

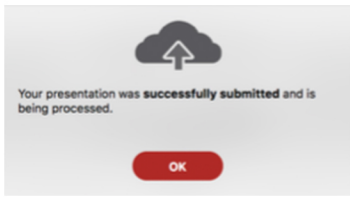


11 When you are ready, click the Submit button.

Your presentation will now be sent to the TechSmith Relay Server for processing.



A confirmation message window will appear shortly after you click the submit button.



For more information...

Please go to: tinyurl.com/getrelay

Or email Its@yorku.ca

12 Once TechSmith Relay has finished processing your recording, you will receive an email from the system.

13 For those who are using Moodle, TechSmith Relay will send a notification to the Lecture Recordings forum in your course.

