BUILT-IN CLASSROOM RECORDING & STREAMING
QUICK-START GUIDE

How do I record?
If you have scheduled your recording(s) with UBC AV Support, the recording will start automatically at the official class start-time. It will end 10 minutes before the official class end-time (i.e 9am – 9:50am, 10am – 11:20am).

If you would like to record but have not requested in advance, please contact the AV Helpdesk.

What can I record?
- Camera 1 (Instructor Camera)
- All Microphones
- Video Content from any source
- Audio Content from any source

Recording Indicator
- Ready to Record
- Recording (will flash for final 10 seconds of recording)
- Persistent blue = fault, please call support.

Microphones
- Turn on the lapel microphone(s).
- Clip the microphone towards the top of your garment, approximately 6” from your mouth.
- Be mindful of jewelry, clothing or hair that could come into contact with the microphone.

Content
- This room can capture any content assigned to projector 1.
- If using the Room PC, you will need to sign in with your CWL.

Camera
- This room is equipped with a pan-tilt-zoom camera that can be controlled via the AV touch-panel.
- Select the ‘Camera’ tab

Need Support?
AV HELPDESK
604.822.7956
av.helpdesk@ubc.ca
7:45AM-4:00PM