

TEMPORARY ADD-ON 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 and end automatically at the times specified in the request (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
- ✓ Lapel Microphone
- ✓ Your own device via HDMI¹
or
- ✓ Lectern PC
- ⚠ Document Camera²

¹ It is not possible to record audio via the HDMI cable from your laptop or tablet. Only the video content will be captured. If audio is essential, please use the Room PC.

² Please refer to the Recording Feature Matrix on <https://learningspaces.ubc.ca>

Recording Indicator



Ready to Record



Recording (will flash for final 10 seconds of recording)



Persistent blue = fault, please call support.

1 Microphones

- Turn on the lapel microphone(s). One is for recording only, the other is for local amplification only.
- 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.

2 Content

- If using the Room PC, log in with your CWL. Retrieve your teaching materials via the web or a USB key.
- Select the Room PC source on the AV touch-panel.
- If using a laptop or tablet device, connect this to the HDMI 2 cable.
- Select the HDMI 2 source on the AV touch-panel.

3 Camera

1. Hold up a hand next to your face with your fingers spread apart.
2. The light on the camera will flash blue and strobe across.
3. The camera will start following as you move around.



The camera can be put into a privacy mode by manually pointing the camera downwards. It will not move from this position unless adjusted manually again or by restarting the Room PC. Please do not disconnect the USB cable.

Need Support?

AV HELPDESK

604.822.7956

av.helpdesk@ubc.ca

7:45AM-4:00PM