


1 The designated computer/training labs on campus are: AIRB 1020, EGW 1151, MSTB 210, MSTB 226, SBSG 240, SBSG 241, SST 104, SST 107

2 If using your own microphone, plug it in before starting TechSmith Relay

1  Start by double-clicking the TechSmith Relay icon

2  Log In to TechSmith Relay

3 **4** Verify your microphone settings. Select "C-Media USB Audio Device" to use the provided microphone attached to the podium, or select the microphone you connected

 Select a profile

 Select a camera (optional)

 Select display


 Check the recording volume

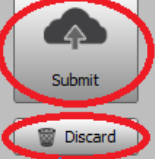
 Start recording

 Enter a title based on course code or class name (be consistent with all recordings)

 Select a display to record

4  End recording

5  Trim your recording Preview your recording

 Submit Discard presentation

5 **Submit** presentation and wait 2 minutes before logging off or shutting down

Recordings may be lost if you log off:

- While recording, before pressing Stop
- After recording, before pressing Submit

Note: While recording, if computer is idle for 120 minutes, a logoff will automatically occur.

To view your presentation and for more information:
<http://help.replay.uci.edu/>
 Contact replay@uci.edu with any questions