

## Startup

1

Plug in the USB drive and an optional USB microphone, then run the PC or Mac Recorder from the USB drive.

2

Press **Guest**

Enter your name

Enter your sponsor's email (use your own email if you have no sponsor)

Press **Submit**

## Recording

3

Verify your microphone settings

Select a camera (optional)

Select display

Check the recording volume

Start recording

Select a profile

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

4

End recording

5

Optionally trim your recording

Preview your recording

Press **Save** when finished recording and previewing the presentation

Discard presentation

## Saving

6

You should get a confirmation message. Press **OK**.

OK

7

Close Recorder, safely remove USB device, and return it to your sponsor for upload. If you don't have a sponsor, visit [http://help.replay.uci.edu/using-replay/#pr\\_upload](http://help.replay.uci.edu/using-replay/#pr_upload) for upload instructions.