For large lecture halls, please read our PDF guide for large lecture halls

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

1

TechSmith Relay

Start by double-clicking the TechSmith Relay icon

2

Log In to TechSmith Relay

4

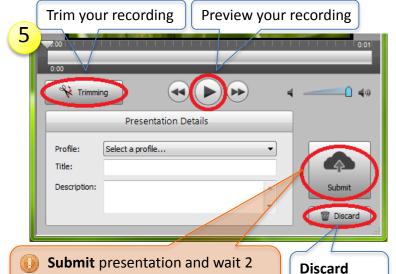00:00:08

End recording

3 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 camera (optional)

Select display

Select a profile

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

Check the recording volume

Start recording

5

Trim your recording

Preview your recording

Presentation Details

Profile: Select a profile...
Title:
Description:

Submit

Discard

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

Discard presentation

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

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