Camtasia Relay in the Lecture Halls
Parks Hall 103, 107, and 111

1. Make sure you’ve logged into the internet via OSU’s Network Authentication site. This can be accomplished by opening any browser and using your OSU provided username and password.
   - **DO NOT** close this browser. The Network Authentication web page maintains the connection on these computers. Closing it will disconnect all network connections.
     - Minimizing the browser is fine, and does not qualify as closing it; keeping the connection active.

2. Double click the **Camtasia Relay** icon on the Desktop
   - This can also be located under **Start ➡️ All Programs ➡️ TechSmith**

3. Choose the **profile** corresponding to the class you’re recording.
   - If a class does not exist or does not apply (i.e. a recording of a meeting) you can select the **General** profile
   - You can also choose **Upload and Decide Later**, however this option will not process until a profile has been applied by the IT team, so be sure to let us know ASAP if you require a new profile to be created.

4. In the **Title** field, try to be as descriptive as possible about the subject of your lecture. This field is used on **Carmen** and as the name of the lecture in the podcast feed.
   - Since the chosen **Profile** assigns a class to recordings and date and time are automatically applied (based on when the recording begins); dates and course numbers as titles are less useful to students than a description of the content.

5. Relay can now record the stationary microphone on the podium as well as the wireless/lapel microphone.
   - If you wish to turn off or adjust **room amplification**, you can use the touch-screen control panel located on the left of the podium to **Mute** or turn the volume up or down. This has no effect on Relay.
     - **Program** = Audio from the computer.
     - **Wired** = Stationary mic on top of the podium (or any other connected Microphone)
     - **Wireless** = The wireless lapel microphone provided by IT.

6. After everything is set up (PowerPoints, Clickers, etc.) do **not forget** to click **Record** (or Rec) in the Relay window. This begins a countdown and thusly the recording; minimizing the Relay window.

7. When you finish recording, do not forget to click Relay (now in the task bar at the bottom of your screen) to restore the window and **Stop** the recording.
   - Clicking **Pause** changes the pause button into a Resume button.
     - This allows for breaks in a lecture, but will **not submit anything to our servers** for processing and posting.
   - Clicking **Stop** will bring up a **Review** window with options to **Submit** or **Discard** your recording.

8. Perhaps the **most essential step** (aside from clicking Record) is to **Submit** your recording from the **Review** window.
   - **Submitting** the lecture sends it to our servers where it is processed for public view.
     - Leave the web browser described in Step 1 open for at least 1-2 minutes after clicking Submit. While there is no visual feedback during this step, your lecture is being transmitted to our servers during this time.