

Using the AV equipment when recording lectures with Media Hopper Replay

The university's AV equipment will vary from room to room, but generally speaking the equipment works in the same way to record your lecture. The main thing to note is that whatever is displayed on the projector screen at the front of the room will appear in your recording video. If the room has a camera installed, this will also record and be added to your video.

In lecture theatres with dual projection screens and a camera installed, the recording combination is:

- **Only one projector feed in use:** Recording source one will be the projector feed and source two will be the room camera feed.
- **Two projector feeds displaying the same content:** Recording source one will be the projector feed and source two will be the room camera feed.
- **Two projector feeds showing different content (e.g. computer feed and document camera):** Recording source one will be the computer feed and two will be the document camera. The camera in the room will not be recorded.

Information on how to use the AV equipment in the room you are in should be available on the teaching desk, along with contact details for help and support, should you encounter any issues.

Selecting your visual input

As mentioned above, the equipment may vary from room to room but you will always use a control panel of some description within the room to select your visual input.

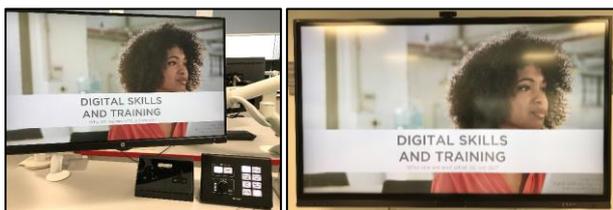
PC, HDMI and VGA feeds

To display your presentation on the screen at the front of the teaching room:

1. Under the **Display** section on the control panel, press the **ON** button. It will light up when active.



2. Press the **PC** button to switch on the computer feed. The content on your PC screen should now be visible on the screen at the front of the teaching room.



If you are using your own device, plug in the HDMI cable or VGA and audio jack into your device and select either **Laptop HDMI** or **Laptop VGA**.

Document cameras

Media Hopper Replay records only your computer, the camera (if the room has a camera installed), and the microphone feeds. Therefore, if you are teaching in a room without a camera installed and wish to write something or show notes, it's recommended you do so using the document camera.

In some of the teaching spaces equipped for lecture recording you will find a document camera installed on the desk. Anything positioned underneath it will be shown on the screen at the front of the teaching room, and will be recorded (provided you have selected the document camera as the input) as part of your video.

To use the document camera:

3. Press the **Power** button once to switch it on. The blue light will light when it has powered up.



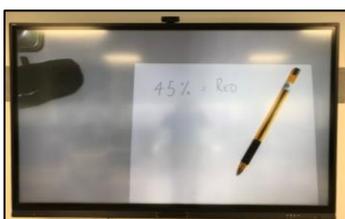
4. Extend the arm so that the viewer is positioned over the item you wish to display.



5. On the main control panel, press the **Doc Cam** button to switch your display to show the document camera.



The item positioned under the viewer will now appear on screen and be visible to your audience. You can manoeuvre the arm to view the item better, zoom in/out, and switch on the light if necessary.



6. When finished with the camera, press the **Power** button twice to turn it off and gently fold the neck down.

Using the microphones in the teaching rooms

When delivering a lecture in any teaching room, the microphone provided should always be used. It should not be assumed that all students can hear you or that they will let you know if they can't. As well as for accessibility reasons, the microphone is also required to record your audio for your lecture recording video.

At least one lavalier clip-on microphone (sometimes two) will be present in every room equipped for lecture recording. Some rooms also have a lectern microphone which should only be used if the lavalier microphone is out of commission.

Lectern microphones

As mentioned above, some of the university's teaching rooms are also equipped with lectern microphones. These are fixed, meaning you must give careful consideration to how you and the microphone are positioned to ensure your voice is properly heard by your audience and recorded if being used.



Position the microphone

Before you begin your lecture, bend the neck of the microphone so that it is pointing towards your upper chest. This will help amplify your voice for your audience and ensure the audio is being recorded clearly by the system.

Position yourself

Now that the microphone is correctly positioned, think about your position relative to it. You should be close enough to speak into it without it actually touching your mouth. Ideally, the microphone will be positioned around 8-10 inches away from your mouth.

When delivering your lecture, try to pivot around the lectern, maintaining an equal distance between your mouth and the microphone as you speak to the room.

Don't turn your head away from the microphone or walk away from the lectern as your voice may not be recorded clearly, or at all.

If you do move to the left or right, try moving your body in that direction but keep your head angled toward the microphone.



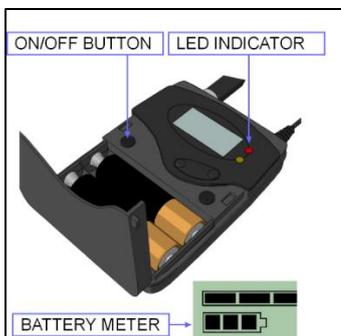
Lavalier clip-on microphones

The recommended microphone of choice within the teaching room is the lavalier clip on-microphone. Every teaching space will have at least one of these microphones and a charging dock located on the teaching desk. The main advantage of this type of microphone over the lectern microphone is flexibility. Once you have attached the microphone to your clothing, you will be able to freely move around the room, safe in the knowledge that you will not only be heard by your audience, but your audio will also be recorded as part of your recording.

It is vital that the microphone is always placed correctly back into the charging dock after you've finished with it so it can be changed for the next user.

To use the lavalier microphone:

1. Remove the microphone unit from the docking station and switch it on (the button will either be inside or on top of the unit depending on the make/model).



2. Ensure that the mute option is set to off. This is usually located on the top of the unit.
3. Place the unit in your pocket or attach to your waist/belt using the clip on the back.
4. Position the microphone roughly six to eight inches from your mouth and attach it to your clothing using the clip.



5. When finished, gently place the microphone back into the cradle. The red charging light should turn on when it is correctly positioned. You should never have to force it in.



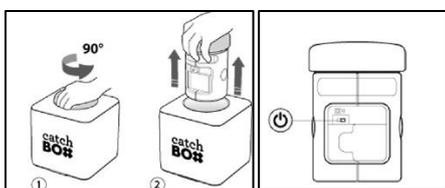
Catchbox microphones

A Catchbox is a throwable microphone designed for audience participation. As part of the lecture recording rollout programme, Catchboxes are being added to some of the lecture recording enabled teaching spaces.

Please be aware when using Catchbox microphones that some members of your audience may feel uncomfortable using the Catchbox microphone due to physical impairments (e.g. upper limb mobility, chronic pain), specific learning disabilities (e.g. dyspraxia), or mental impairments (e.g. social anxiety disorder). To ensure no one is disadvantaged please make sure that on all occurrences you use the Catchbox microphone an ordinary microphone is also available as another option.

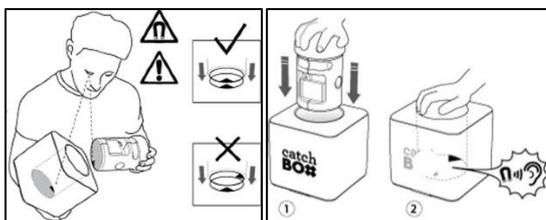
To operate the Catchbox:

1. Twist the top of the Catchbox 90 degrees and pull the central core upwards. Move the switch to the **I** position to switch the microphone on.



The microphone status light should light up green if the batteries have sufficient charge.

2. Place the core back into the box. Align using the triangular markers to ensure that the core is locked tightly in place. You should hear a click when it is secure.



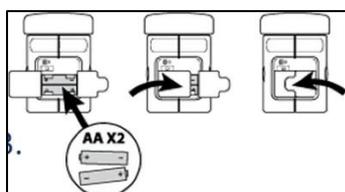
3. To use the Catchbox, speak into the foam cap located at the top of the transmitter. Position your mouth roughly 20cm away from it.



To change the batteries:

If when you switch the Catchbox on you notice the light is red, you should change the batteries. Additional batteries are stored in the teaching desk drawer. If supplies are low, contact the servitor.

With the central core removed, open up the battery cover (right piece then left), remove the old batteries and carefully replace with the new batteries. Fold the covers back over and refit the core.



Delcom recording lights

In each of the teaching rooms equipped for lecture recording, a Delcom recording light has been fixed to the teaching desk. This is used to notify both you and your students that the session is either not recording, paused, recording or that an error has occurred.

Colour codes

The Delcom light uses a colour code system to notify you of the system's current recording state. At any one time the light can either be red, amber or green.

What do the lighting states mean?

Green: The light will be solid green when no recording is currently taking place.



Amber: The light will be solid amber during the 5 minutes prior to a scheduled recording taking place.



Flashing amber: If a scheduled, ad hoc or live stream recording is paused, the light will flash amber.

Red: When a recording is currently active the light will be solid red.



Flashing red: If an error has occurred within the system and your recording cannot begin, the light will flash red. If this happens to you, use the telephone and contact details in the room to seek assistance.

Pausing a recording or ending early

The Delcom light is the only way that you can pause an active scheduled, ad hoc or live stream.

To pause a recording:

To pause a recording, gently press down on the Decom light for roughly one second. When you release your hand the light should change from red to flashing amber. During the time your lecture recording will be paused and nothing recorded.



To resume the recording, gently press down on the light again for the same amount of time. When released, the light should change from flashing amber to red, provided the end time for the recording has not been reached.

If your session finished early:

If your session earlier than the end time selected for your scheduled or ad hoc recording (this information will be displayed on the class being recorded within your course), the only way you can stop the recording is to pause it. When paused, nothing will be recorded from that point until the scheduled end time unless the light is pressed and the recording resumed.