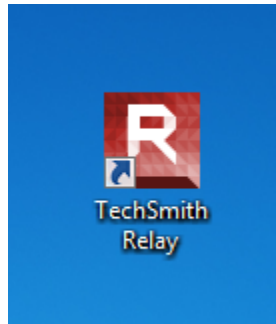
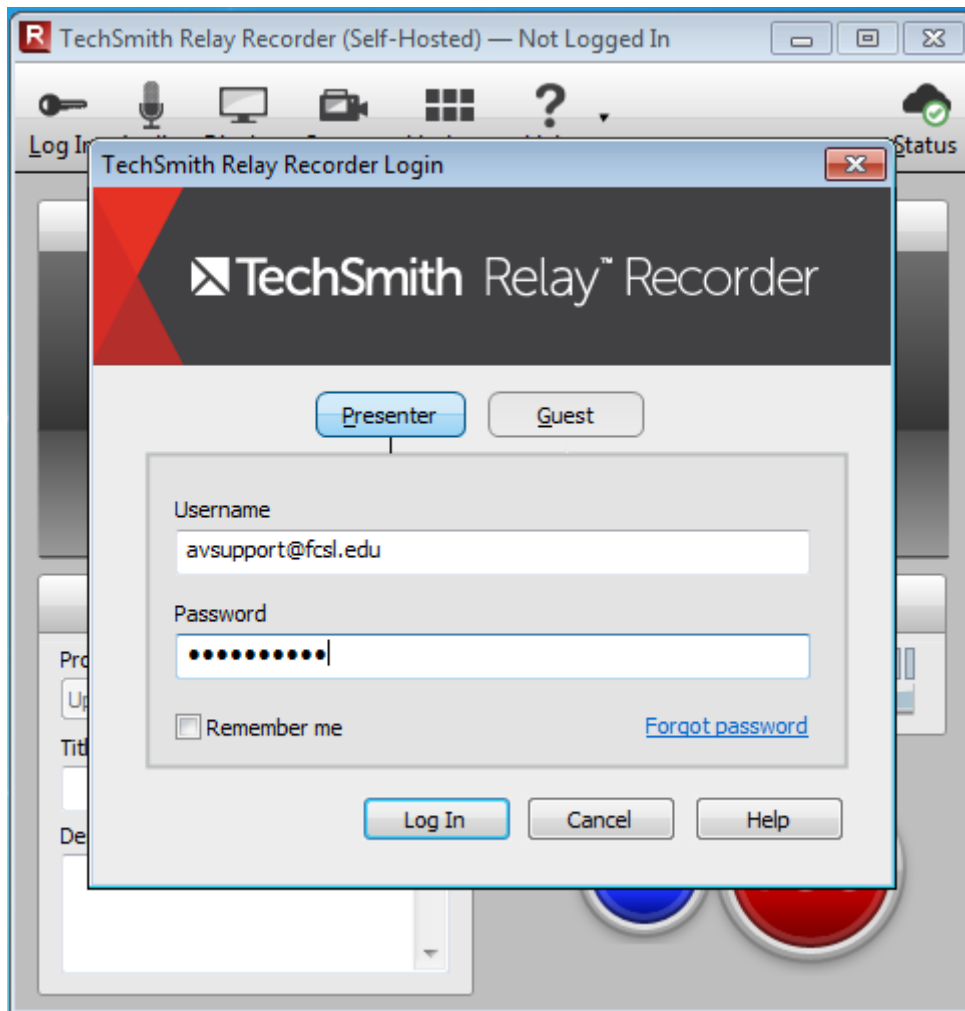


TechSmith Relay Recorder User Guide



Open the TechSmith Relay Recorder



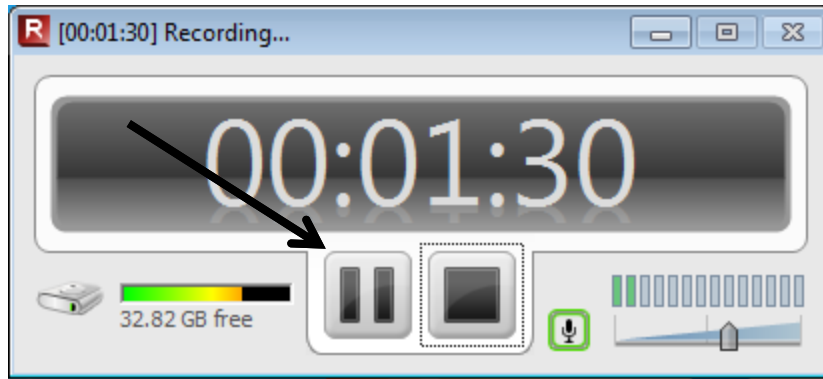
1. Login using your full FCSL email address (including @fcs1.edu).
2. You will use the same password as the one used to login to your FCSL email.



1. Check your audio input level by speaking into the microphone. **A good sound level will light up all green bars with minimal red bars.**
2. If no signal is present, ensure that the microphone is turned on.
3. Press REC to start the recording.
4. The recorder will count you down and then minimize itself to the Windows taskbar.



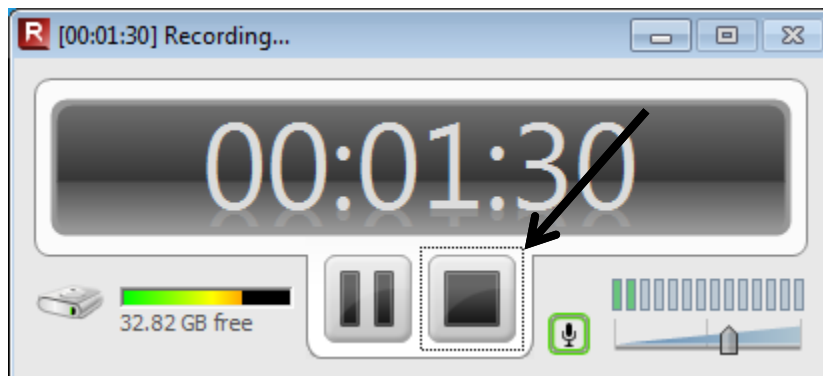
Click the ICON on the taskbar at any time to access the recorder.



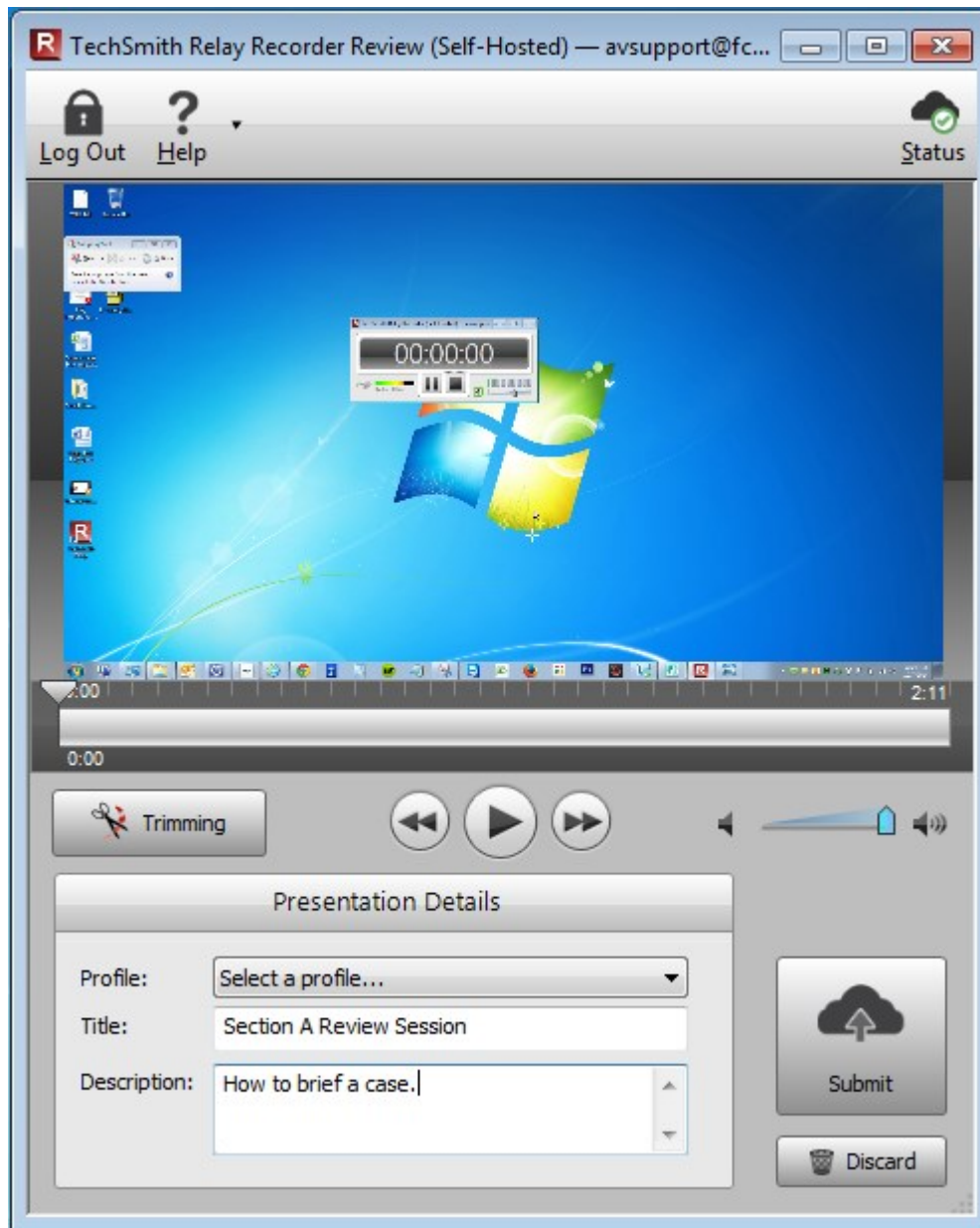
Click PAUSE if you need to pause the recording.



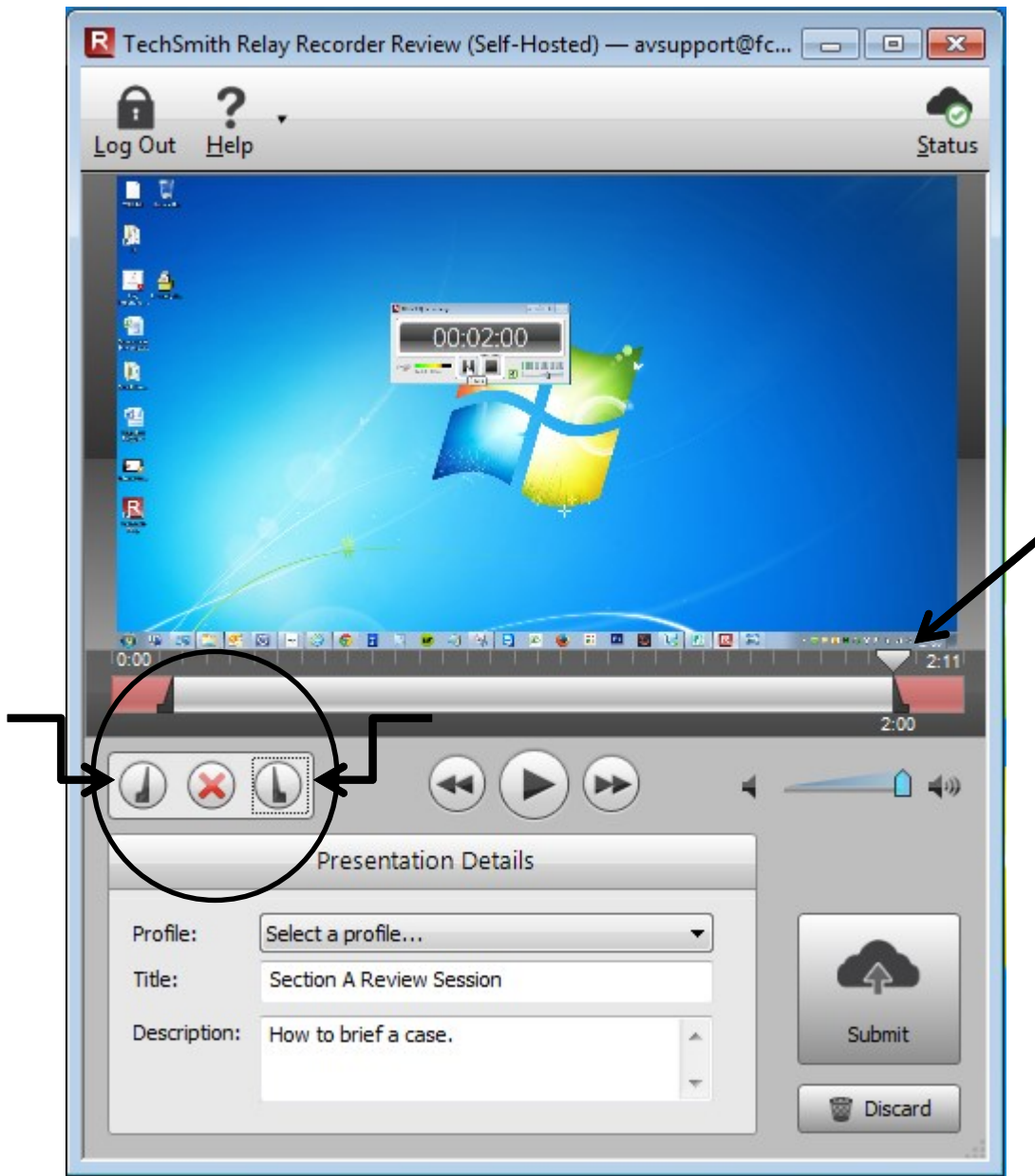
Click RESUME to resume the recording after a pause.



Click STOP to stop the recording.

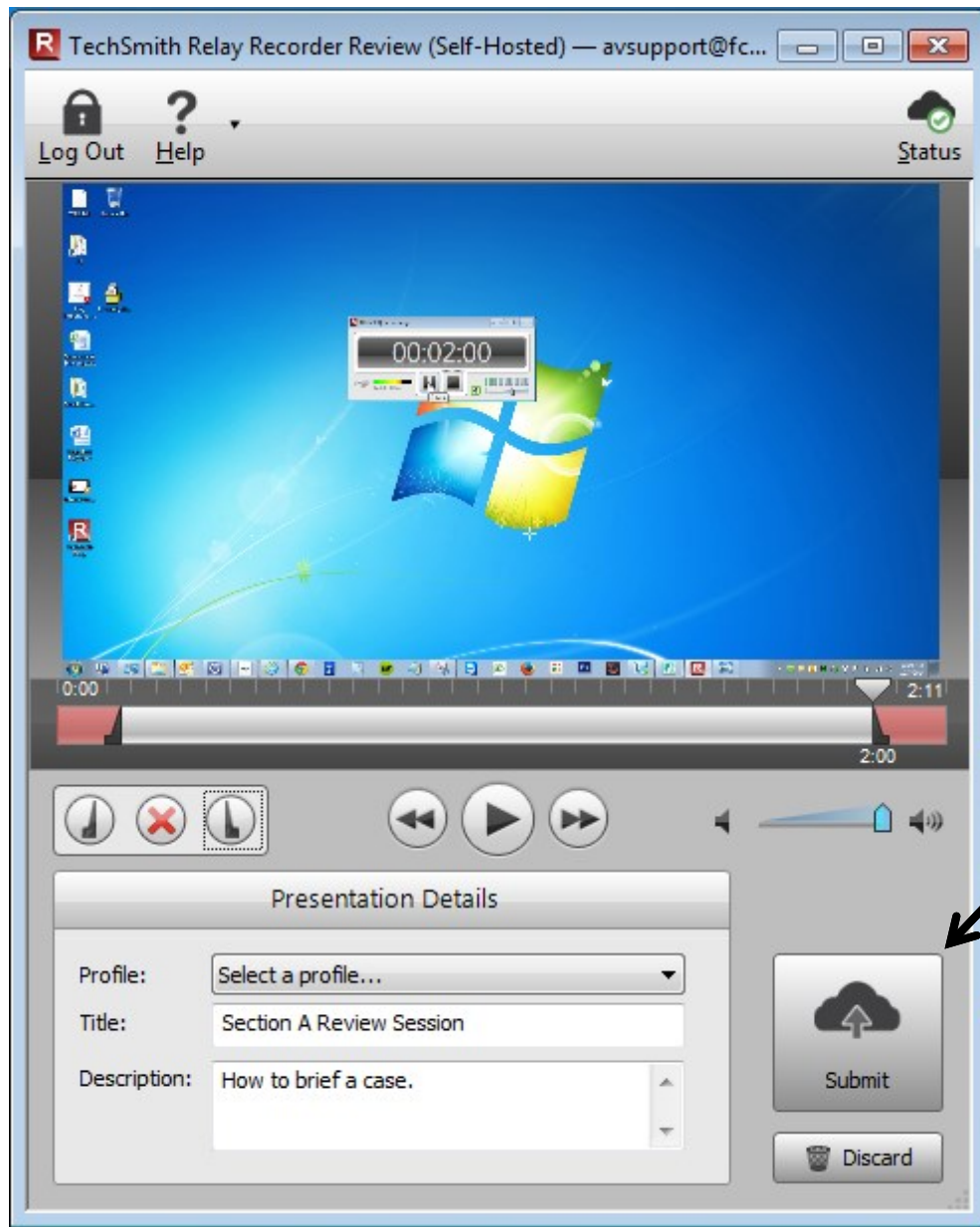


Enter a TITLE (Required) and DESCRIPTION (Optional)

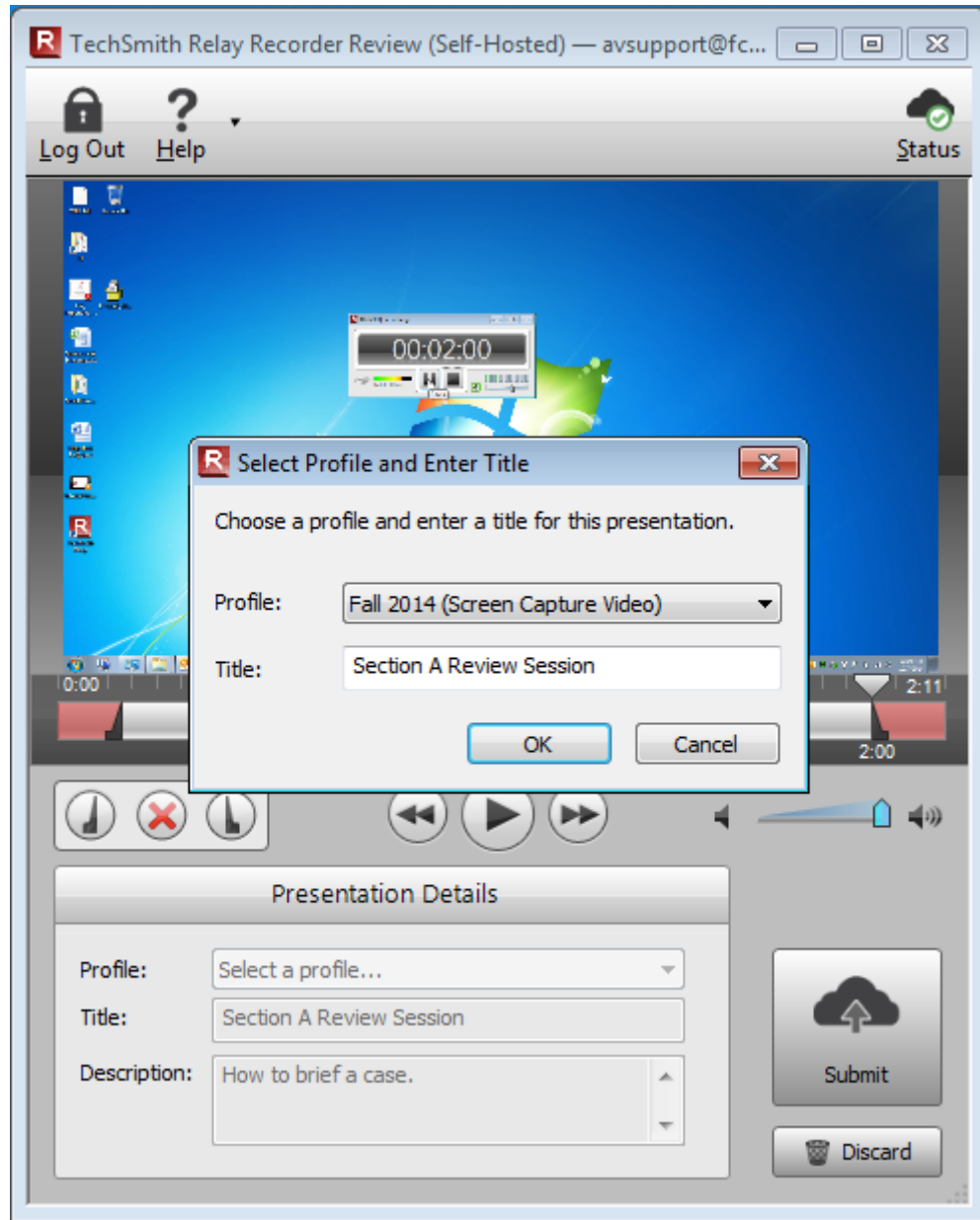


Trimming your recording (Optional)

1. Click the TRIMMING icon.
2. Use the PLAYHEAD to locate your desired start time.
3. Click SET PRESENTATION START
4. Use the PLAYHEAD to locate your desired end time.
5. Click SET PRESENTATION END



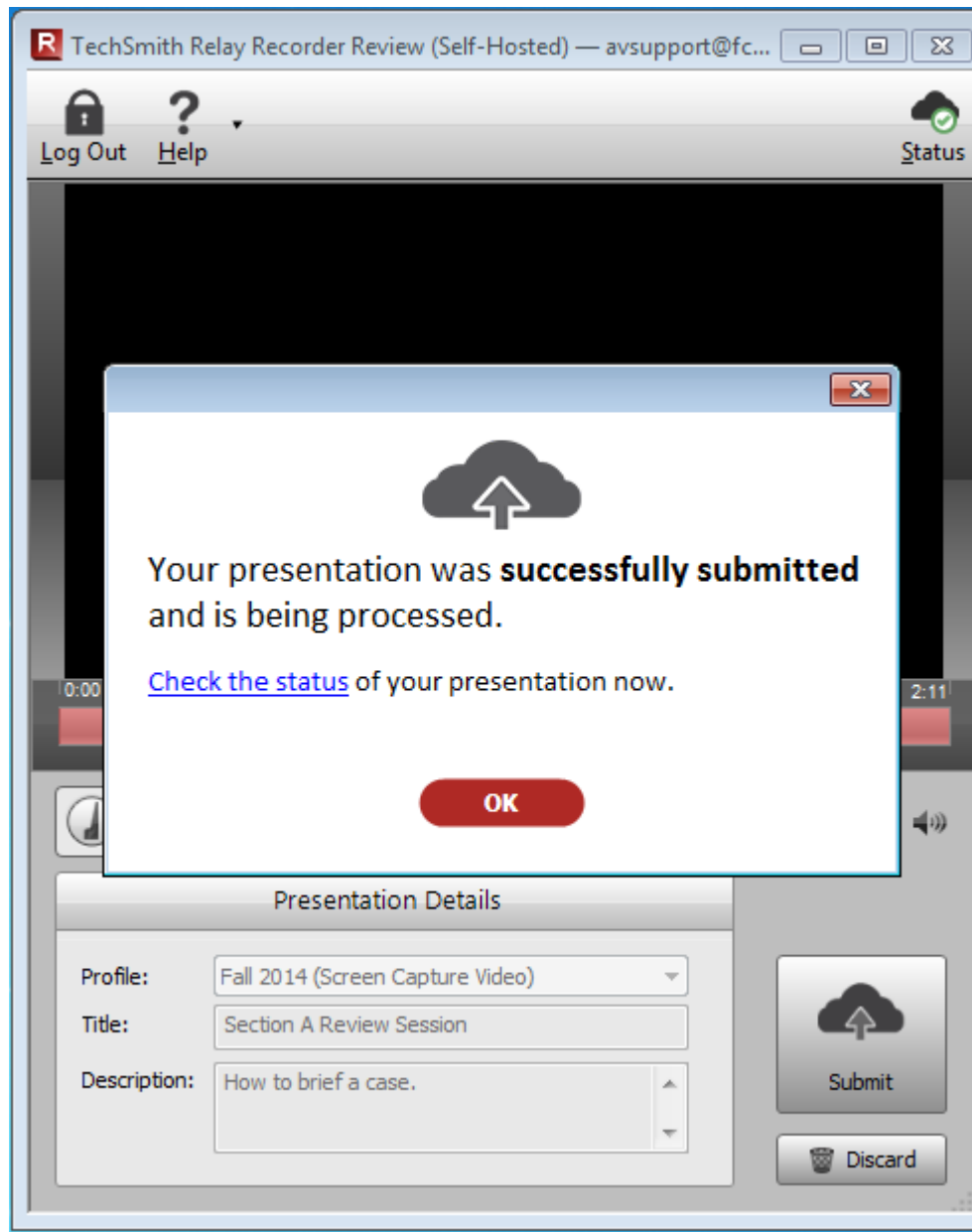
Click SUBMIT



Choose a profile then click OK:

1. **Semester (Audio Only)** - publishes an MP3 audio file
2. **Semester (Screen Capture Video)** - publishes an MP4 video file
3. **Long Term Use (Audio Only)** - publishes an MP3 audio file stored for long term use
4. **Long Term Use (Screen Capture Video)** - publishes an MP4 video file stored for long term use

IMPORTANT: All recorded materials are deleted following the close of each semester. If you plan on using Techsmith Relay to record materials for future use, please choose one of the **“Long Term Use”** profiles when submitting your recording for publishing.



A web link to your recording will be automatically emailed to you once the system has finished processing it. This may take some time depending on the length of the recording and the number of presentations that are currently in the queue for processing.

You may login to relay.fcsi.edu to:

1. Check the status of your uploaded recordings.
2. Access a list of your previous recordings.
3. Download a copy of the Techsmith Relay recorder for use on a personal computer.