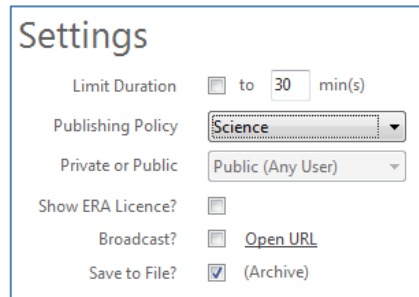
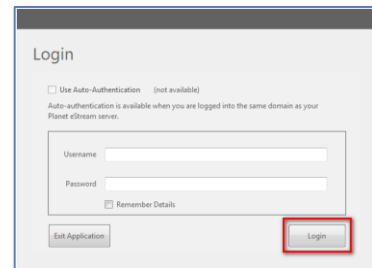


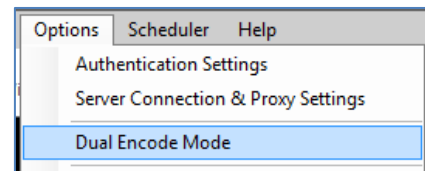
Quick guide to recording using your office PC

1. On your PC open **Planet eStream Encoder**
2. Enter your University username and password then click **Login**
3. Enter a meaningful title for the recording such as module code and topic being presented: **BIO101_Photosynthesis**
4. **Settings:**
 - Ensure the Limit Duration is not ticked
 - Publishing Policy select your **Department/College**
 - Private or Public should be left as Public (Any User)
 - **Broadcast** should be not ticked
 - **Save to File** should be ticked



The computer desktop should be visible within the application.

- 4.1. If you wish to also capture a webcam click **Options > Dual Encode Mode**.



- 4.2. Click on the **Video camera** icon, select **Video Device** and choose the available device. Your desktop and webcam image should now be displayed within the application.



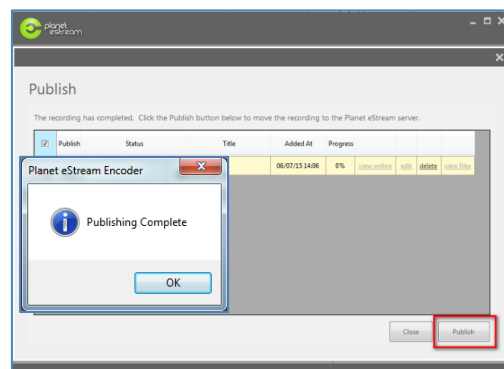
5. To start recording click **Start**
6. Minimise the encoder and launch the application you wish to use
7. To stop recording press the **Windows key** on the keyboard to reveal the task bar, click



the Planet eStream Encoder **icon** to reveal the encoder application. Click **Stop**



8. On the Publish screen click **Publish**. Once completed click **OK** then **Close**



9. Log out of the encoder and Exit the application

