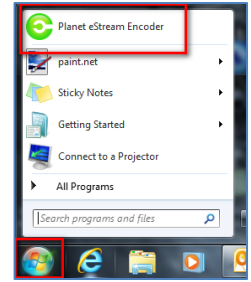


Quick guide to recording your lecture

1. On the lectern PC click **Planet eStream Encoder** to open

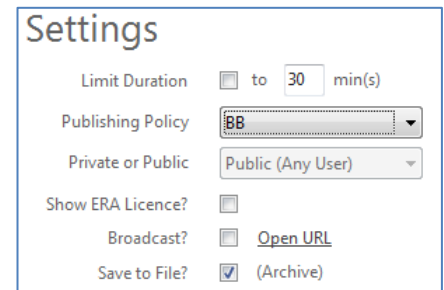
2. Enter your University username and password then click **Login**



3. Enter a meaningful title for the recording such as module code and date of lecture: **EG101_111015**

4. **Settings:**

- Ensure the Limit Duration is not ticked
- Publishing Policy should be set to **BB**
- **Show ERA Licence** should not be ticked
- **Broadcast** should be not ticked
- **Save to File** should be ticked



The computer desktop should be visible within the application. If you are using a laptop, the laptop desktop should be seen in the application, as soon as the projector is switched over to the laptop. **Please note: Not all lecterns support the use of lecture capture using laptops**



5. Check audio is being recorded; this is indicated by a green 'levels' bar appearing on the side of the preview window when input is detected

6. To start recording click **Start**

7. If using the lectern PC; minimise the encoder and launch the application you wish to use

8. To stop recording press the **Windows key** on the keyboard to reveal the task bar, click the

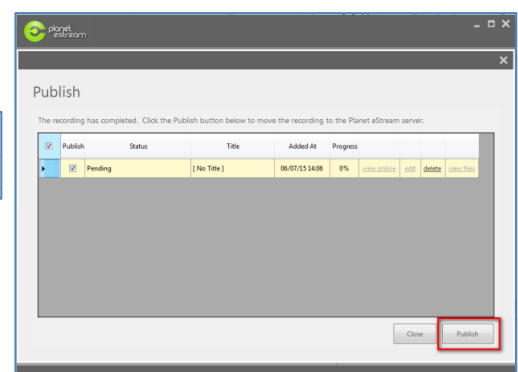


Planet eStream Encoder **icon** to reveal the encoder application. Click **Stop**



9. Many lectern PC's now Auto Publish (send the recording to the server). This is indicated by a 'Completing Upload' message in the Status column:

lish	Status
2	Completing Upload



If the Status reads 'Pending' just click **Publish**. Once completed click **OK** then **Close**

10. **Log out** of the encoder and click **Exit Application**

