

Using Camtasia Relay – Summary Version

- 1) Download & install the appropriate recorder for your machine from: relay.njit.edu (use your UCID &PW to gain access to this site). Look for the **Download Recorder** section and select the download for your device. Run & Install. After the install, the app will open automatically. After that use, look for **RELAY** icon on the desktop to open it.
- 2) Plug in Microphone, like what is found with a USB headset
- 3) With the app open, enter your UCID & Password. Click the “Login” button. This will bring up the main Relay screen.
- 4) If you wish to use a webcam with your recording, click on the camera icon at the top and select the camera you wish to use. The window will be placed in the lower right hand corner of your recording.
- 5) If you have 2 displays, click on the ‘**Select a Display**’ to choose which one you want to record
- 6) To make sure the proper microphone is selected for use with the recording, click on the microphone icon at the top of this screen. Select the proper audio source from the list, such as USB headset and click **OK**.
- 7) Turn off the **Auto** Gain, by clicking the green microphone icon, located in the ‘Audio Input Level’ Section.
- 8) Test your voice level and adjust the slider bar, so the voice level light is about midway for loud speech. **DO NOT LET IT GO INTO THE RED. THIS WILL CAUSE DISTORTION.**
- 9) Make a test recording using the blue **test** button. This will create a 10 second test so you can review that all is order. Then discard the test, by clicking Close. Make sure the audio control slider did not move to the center default position. If it did, move it back to where you had it previously set.
- 10) Select a ‘**Profile**’. ‘**FACULTY – For Modules**’ works for 99% of an instructor’s needs. Fill in a title and description.
- 11) Click on the red REC button to start recording. The Relay Recording window will count down from 3 seconds.
- 12) Once Relay begins, the recorder will minimize into the task bar.
- 13) To stop the recording, click on the Relay icon in the task bar to maximize the recorder. Click the rectangular stop button.
- 14) Check to make sure the recording is in order, by clicking the play button and/or moving the timing slider. If you wish to trim the heads and tails, you can do so by selecting ‘Trimming’. You can use the two markers as ‘bookends’ to where you want the session to begin and end. Review the text you put in earlier for Profile, Title & Description. If all is in order, click “Submit.”
- 15) The “Presentation Complete” window will appear. This merely tells you that your recording is uploading to the server. Allow a few minutes for your video to totally upload. You can review the status of the upload and processing by logging back into the relay.njit.edu site. Then select ‘**Presentations**’ to find the selector tab for **Uploading** or **Processing**
- 16) Processing time is dependent upon the number of jobs the server is currently handling. You will get an email, with links to those files, when processing has completed.

If you have any questions, please contact Bill Duelly at: duelly@njit.edu or 973-596-3005