

## Using Camtasia Relay

- 1) Download & install the appropriate recorder for your machine from: [relay.njit.edu](http://relay.njit.edu) (use your UCID &PW to gain access to this site)
- 2) Go to the icon on your desktop labeled “Camtasia Relay” and click to open



Figure 1:

- 3) Click the “Presenter” button (Figure 1).
- 4) Enter your UCID & Password. Click the “Login” button. This will bring up the Relay info screen.



Figure 2: Select AUDIO icon

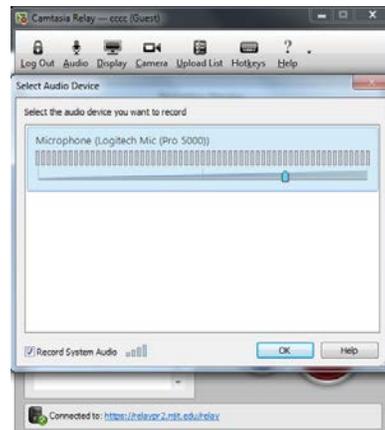


Figure 3: Select DEVICE

- 5) Make sure the proper microphone is selected for use with the recording. To do this, click on the microphone icon at the top of this screen (Figure 2). Select the proper audio source from the list (Figure 3) and click OK.



Figure 4: Auto Gain

- 6) Turn off the Auto Gain, by clicking the green microphone icon, located in the 'Audio Input Level' section (Figure 4).
- 7) Test your voice level and adjust, so the level is midway for loud speech. DO NOT LET IT GO INTO THE RED.



Figure 5: TEST Icon

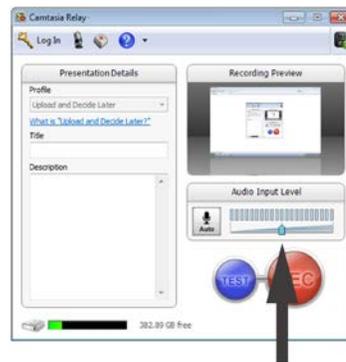


Figure 6: Audio Level

- 8) Make a test recording using the blue button (Figure 5). This will create a 10 second test so you can review that all is order. Then discard the test. Make sure the audio control slider did not move to the center default position (Figure 6). If it did, move it back to where you had it previously set.
- 9) Select a 'Profile". 'NJIT Default- No Transcript' works for 99% of anyone's needs. Fill in a title and description.



Figure 7: RECORD Button

10) Click on the red REC button to start recording (Figure 7). The Relay Recording window will count down from 3 seconds.



Figure 8: Minimized Relay Recorder.

11) Once Relay begins, the recorder will minimize into the task bar (Figure 8).

12) To stop the recording, click on the “Relay” tab in the task bar. This will maximize the recorder. Click the stop button .

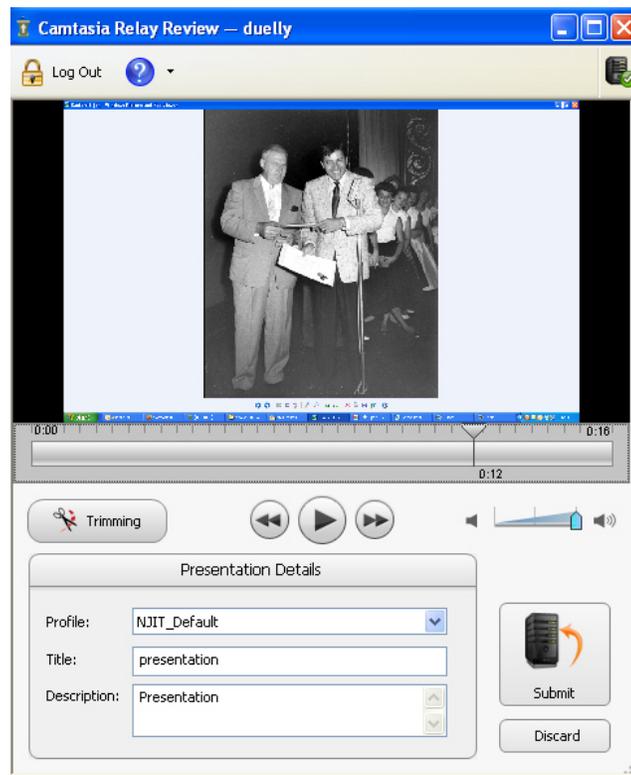


Figure 9: Review Information and Click Submit.

13) Check to make sure the recording is in order. 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.” (Figure 9)

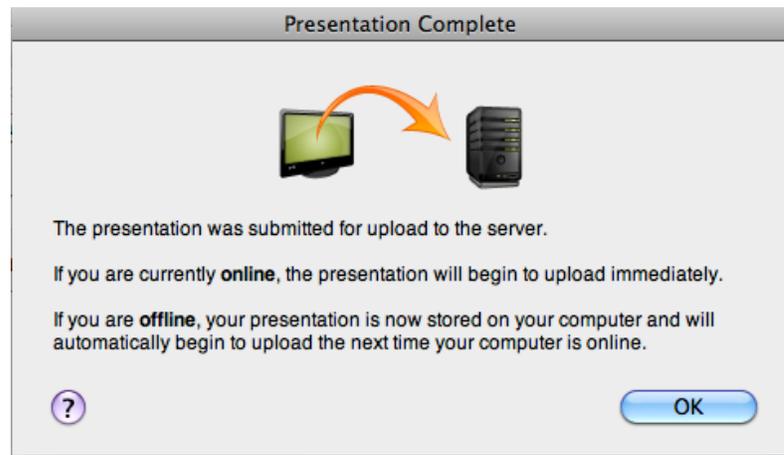


Figure 10: Presentation Complete Confirmation

- 14) The “Presentation Complete” window will appear (Figure 10). This merely tells you that your recording is uploading to the server. Allow approx. 1-2 minutes for your video to totally upload.
- 15) 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.