

Allard Hall Lecture Capture Guide

Minimum 48 hours before class:

Contact the AV Helpdesk using this form to schedule your recording:

https://ubc.ca1.qualtrics.com/jfe/form/SV_8prLRb30fCRhx7E

Recording will be scheduled to start and finish 10 minutes before the end of the room booking time (e.g. room schedule 9.00-10.30, recording will run from 9.00-10.20)

In Room:

Start system by pressing Start Presentation button in the top left hand corner of the touchscreen.

If you are using the Room PC – log in to the Room PC using your CWL and Password. If your presentation is on a USB stick, load the presentation on to the Room PC. It is best to copy the presentation to the desktop then eject the USB stick so it doesn't get left behind.

If you are presenting using your laptop, connect the laptop to the room system using either the HDMI or VGA connections. If using a Mac you will have to connect using the VGA connection to ensure any shared content is seen and not blocked by the digital copy protection on Mac devices, so please make sure to bring any adapters you may need to connect to VGA.

On the touchscreen select the destination where you want the content displayed (e.g. Proj, Proj 1, Proj 2) then select the source you want to display there (e.g. Room PC, HDMI, VGA, Document Camera). Whatever is displayed on the projector is what will be displayed on the recording. If there are two projectors in the room, whatever is displayed on Projector 1 is what is displayed on the recording.

Turn on the Lapel mic (hold the power button for 2-3 seconds) and check the battery level. If the battery level is at '2 bars' or lower replace the batteries.

The Lapel mic and spare batteries may be found in different locations depending on the room.

- 104 & 105 – In the Microphone drawer at the bottom of the lectern rack (or possibly in the lectern trough)
- 106 – On the shelf of the Rostrum (or possibly out on the front bench)
- 111-115 – In the lectern, on the shelf on the right side, in the soft zip up case.
- 121 & 122 – In the lectern trough
- 123 – In the second drawer on the left side of the lectern
- B101 – In the lectern trough or out on top of the lectern

Clip the lapel mic to your shirt, in the center, about 2-3 inches below the hollow of the neck. The belt pack can be clipped to your belt or waistband or put in a pocket.

Make sure the light on the belt pack is green. (On some models if you press the power button once the light will turn red, which means the mic is muted. Pressing the power button again will unmute the mic.)

If you can hear yourself in the room then you will be heard on the recording. Standing at the front of the room you may not hear yourself as loudly as the audience does (as there aren't any speakers directly above the lectern) so if you're unsure walk out into the center of the classroom.

In rooms 111-115 you may not hear yourself coming through the speakers. This is intentional as these rooms are very small and don't need voice amplification. As long as the belt pack is turned on, the microphone signal is being sent to the recording.

After class is finished:

Unclip the microphone from your shirt and turn off the belt pack. Return the microphone to the appropriate place.

Log out of the Room PC by double clicking the 'LOG OUT' icon on the desktop.

On the touchscreen, press the 'Off' button in the top right corner of the touchscreen, then select 'Yes' to turn off system.

Check to make sure you have any display adapters, USB sticks or computer power supplies.