

Instructions Video Recordings Lectures

Automatic Mediasite recorders

What is present in the room?

- **A Mediasite recorder.**
- You must **pick up the transmitter microphone yourself at the reception**. Make sure that it is on and not on mute (slider on top of the transmitter).
- Please note: if you are in Huygens Sitterzaal or Huygens 211-214, take the microphone from mute via the display. You notice if the microphone is working by blowing into it and testing whether you hear yourself again. In Huygens 211-214, the display must first be turned on, even if you do not use PowerPoint.

Application use for video recordings

- Mediasite recorders work on separate software which we set up. **We schedule the live stream and/or recording** and will contact you about this to share the link to the live stream/recording. Has this not happened and is your lecture about to begin? Then call 8082.
- **Are you using an Apple laptop?** Then use the **VGA connection**, otherwise your presentation slides will be displayed green in the live stream and recording.
- Questions from the audience are not audible in the recording, so it is advisable to repeat them before answering them.

Shut down

- After the lecture, **log out of all the accounts/applications** you are logged into. Example: Zoom, Brightspace, Teams, email, etc. **Close the browser.**

Tips

- Check the live stream yourself for video and sound before starting the lecture, or ask a student to do this for you. Please note to perform this check without using the room speakers. In this instance your microphone can pick up the audio from the speakers and create a feedback loop. Does something appear to be wrong? Call 8082.