

# Mediasite

recorder software guide

© 2007 Sonic Foundry, Inc. All rights reserved. No part of this document may be copied and/or redistributed without the consent of Sonic Foundry, Inc. Additional copies may be obtained by contacting Sonic Foundry. Sonic Foundry, the Sonic Foundry logo, Mediasite, and the Mediasite logo are registered trademarks of Sonic Foundry, Inc. All other trademarks are the property of their respective owners.

Sonic Foundry, Inc.  
222 W. Washington Avenue  
Madison WI 53703  
877-783-7987 toll free from the US and Canada  
608-443-1600

For more information, please contact [mediasite@sonicfoundry.com](mailto:mediasite@sonicfoundry.com)

## Table of contents

Setting up the Recorder .....	5
Connecting the Recorder .....	5
ML440 hardware connections diagram.....	6
RL440 hardware connections diagram.....	7
Remove the front cover (ML440).....	7
Connect the rack mounts (RL440).....	8
Connect the Recorder's hardware.....	8
Turning on the Recorder .....	9
Getting started with the Mediasite Recorder applications .....	9
Recorder application.....	10
Recorded Presentations Manager .....	12
Selecting the capture input devices.....	13
Specifying the video source type.....	14
Selecting the audio source input .....	14
Adjusting the capture settings.....	15
Adjust the audio levels .....	15
Adjust the RGB settings.....	15
Adjust the image processing settings .....	15
Adjust the image advance settings .....	16
Setting your Recorder's broadcast IP address.....	17
Connecting the Recorder to a Mediasite Server .....	18
Allowing remote access to your Recorder .....	19
Managing disk space on the Recorder.....	20
Importing compression settings to the Recorder .....	21
Updating the general settings.....	21
Recording and publishing presentations .....	23
Tips for recording a presentation .....	24
Production tips .....	24
Presentation tips .....	26
Recording a new on-demand presentation.....	28

Record presentation by clicking the Record button.....	28
Record presentation by using the menus.....	28
Recording a live presentation .....	29
Recording a prepared on-demand presentation .....	29
Sending local images.....	30
Add image to Image Manager.....	30
Insert image in presentation .....	31
Viewing a presentation’s properties .....	31
Publishing a recorded presentation to CD.....	31
Publishing a recorded presentation to a folder .....	31
Publishing a recorded presentation to a Mediasite Server .....	32
Using the Recorder web interface.....	33
Recorder web interface requirements.....	33
Launching and logging into the web interface.....	34
Enabling the Recorder preview .....	34
Using the Recorder web interface buttons.....	34
Updating the Recorder settings.....	35
Opening presentations for recording.....	35
Open a new presentation.....	35
Open a scheduled presentation.....	35
Publishing a recorded presentation to the Mediasite Server.....	36
Glossary .....	37
Index.....	41

## Setting up the Recorder

Mediasite is a complete recording and publishing system that automates the capture, delivery, and management of multimedia presentations for live or on-demand viewing using the Mediasite Recorder and Mediasite EX Server.

The Mediasite Recorder is an appliance that is used to record, edit, and publish presentations. The Mediasite EX Server is a set of applications and tools used to schedule, organize, publish, manage, secure, and view presentations. The Mediasite Server is required for broadcasting live presentations, managing audience interaction, and publishing presentations for on-demand access.

This book describes how to setup your Recorder and use the Recorder to record and publish presentations.



For more information on installing and configuring the Mediasite Server, see the *Mediasite EX Server Deployment Guide*. See the *Mediasite EX Server Guide* for more information on managing presentations using the Mediasite management applications. For safety instructions and technical specifications for your Mediasite Recorder, see the Mediasite Recorder Hardware Guide found in the CD case.



The intended audience for this guide is someone with experience using and connecting cameras, audio devices (microphones, mixers), and VGA sources. Also, users who will be recording live presentations or publishing on-demand presentations to a Mediasite Server should have some familiarity with basic networking concepts – IP addresses, firewalls, ports, and connection speeds.

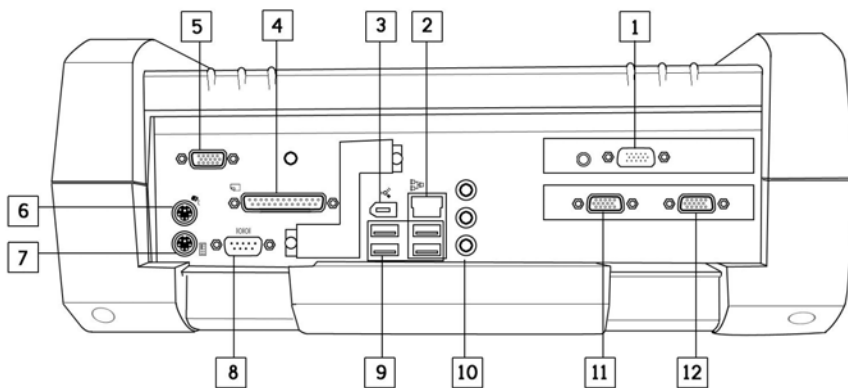
The online version of this guide may contain more current information. The most current version of this guide can be downloaded from the SmartServe Portal at [www.sonicfoundry.com/support](http://www.sonicfoundry.com/support).

In this chapter, you will learn how to connect the Recorder's hardware and configure your Recorder for recording live and on-demand presentations.

## Connecting the Recorder

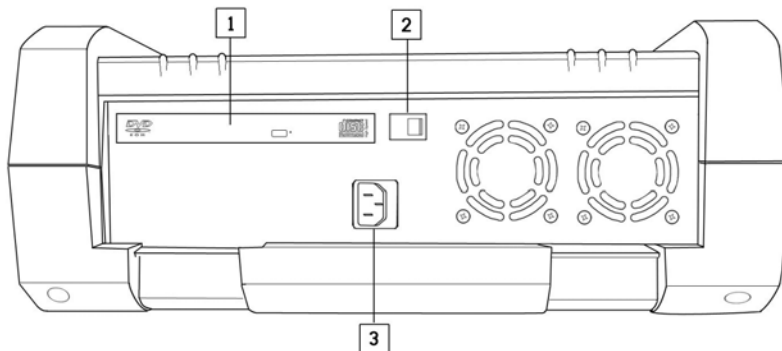
Before you can begin recording presentations, you must connect the audio, video, and image sources. You also must connect the peripheral devices – keyboard, mouse, monitor, and Ethernet cable.

## ML440 hardware connections diagram



- |                        |  |
|------------------------|--|
| 1. Primary AV          | 7. Keyboard port                             |
| 2. Ethernet/RJ45       | 8. Serial port                               |
| 3. 6-pin Firewire port | 9. USB ports                                 |
| 4. Printer port        | 10. Secondary audio (Line in, line out, mic) |
| 5. Video out           | 11. Do not use                               |
| 6. Mouse port          | 12. VGA/RGB capture                          |

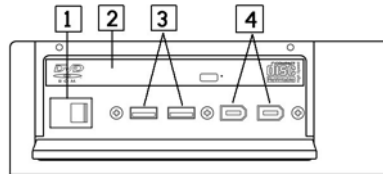
### ML440 Recorder—Right side of system



- |                 |                       |
|-----------------|-----------------------|
| 1. DVD drive    | 3. AC power connector |
| 2. Power switch |                       |

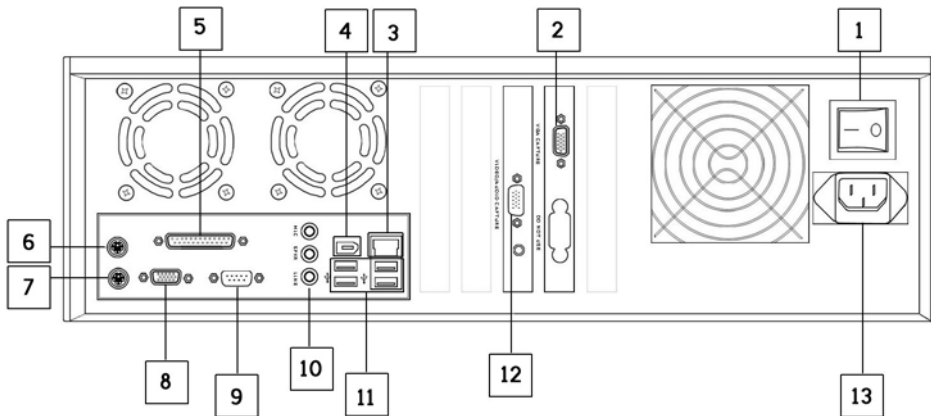
### ML440 Recorder—Left side of system

## RL440 hardware connections diagram



- |                 |                         |
|-----------------|-------------------------|
| 1. Power Switch | 3. USB ports            |
| 2. DVD drive    | 4. 6-pin Firewire ports |

**RL440 Recorder—Front of system**



- |                               |  |
|-------------------------------|--|
| 1. Power Switch               | 8. Serial port                               |
| 2. VGA/RGB Capture            | 9. Projector out                             |
| 3. Ethernet/RJ45              | 10. Secondary audio (Line in, line out, mic) |
| 4. Firewire (6-pin connector) | 11. USB ports                                |
| 5. Printer port               | 12. Primary AV                               |
| 6. Mouse port                 | 13. AC power connector                       |
| 7. Keyboard                   |  |

**RL440 Recorder—Back of system**

### Remove the front cover (ML440)

Before you can connect the ML440 Recorder, you must remove the cover. To remove the front cover, lay the ML440 Recorder flat on a table with the cover facing down, lift the four latches, and remove the cover.

## Connect the rack mounts (RL440)

Before you connect the RL440 Recorder, you will need to connect the rack mounts and put the Recorder into a rack. The rack mounts connect to the sides of the RL440 Recorder. The rack mounts can be connected either towards the front or the back of the system.

To connect the rack mounts:

1. Remove the screws from the side on the system where the rack mount will be attached.
2. Line the rack mount up with the holes.
3. Connect the rack mount to the system using the included flat-head screws.
4. Repeat steps 1-3 on the other side of the system.

## Connect the Recorder's hardware

To connect the Recorder:

1. Using the RGB/VGA cable, connect the RGB/VGA port on your image source, for example the presenter's computer, to the RGB/VGA Input port.
2. If you are using a digital video source, connect it to the Firewire/IEEE 1394 port. If you are using an analog audio source, connect the Osprey breakout cable to the Osprey primary AV capture card and the audio source to a connector on the breakout cable.

See below for detailed instructions on connecting specific video sources:

<b>Video source</b>	<b>Connection details</b>
Digital video output	Connect the video source to the Firewire/IEEE 1394 DV port
Composite output	Connect the video source to the composite input connector on the Osprey breakout cable.
S-video output	Connect the video source to the S-Video input connector on the Osprey breakout cable

3. Connect your audio source to the secondary audio card or to a connector on the Osprey breakout cable, which must first be connected to the Osprey primary AV capture card.

See below for detailed instructions on connecting specific audio sources.

Audio source	Connection details
Balanced XLR connectors	Connect the audio source to the balanced XLR connectors on the Osprey breakout cable.
Unbalanced RCA connectors	Connect the audio source to the unbalanced line level RCA connectors on the Osprey breakout cable.
Microphone with 3.5 mm connectors	Connect the microphone to the MIC port on the secondary audio card.
Line level source with 3.5 mm connectors	Connect the line level audio source to the LINE port on the secondary audio card.
Analog audio source with digital video camera	Connect the microphone to the digital video camera's audio input.

4. Connect an Ethernet network cable to the Ethernet/RJ45 port if you will broadcast live presentations or use the Recorder web interface to manage your Recorder remotely.



See “Recording and publishing presentations” on page 23 and “Using the Recorder web interface’ on page 33 for more information.

5. Connect a monitor to the Video Out port using a RGB/VGA input cable. If you have a ML440 Recorder, you can use this port to connect an additional monitor.
6. If you have a ML440 Recorder, connect the keyboard and mouse to the Keyboard and Mouse ports, respectively.

## Turning on the Recorder

To turn on your Recorder, plug the power cord into the AC Power Connector, plug the power cord into a grounded power outlet, and turn on the Main Power Switch.

## Getting started with the Mediasite Recorder applications

The Recorder includes two applications, the Recorder application and the Recorded Presentations Manager, which you will use to manage your Recorder and recorded presentations stored on your Recorder.

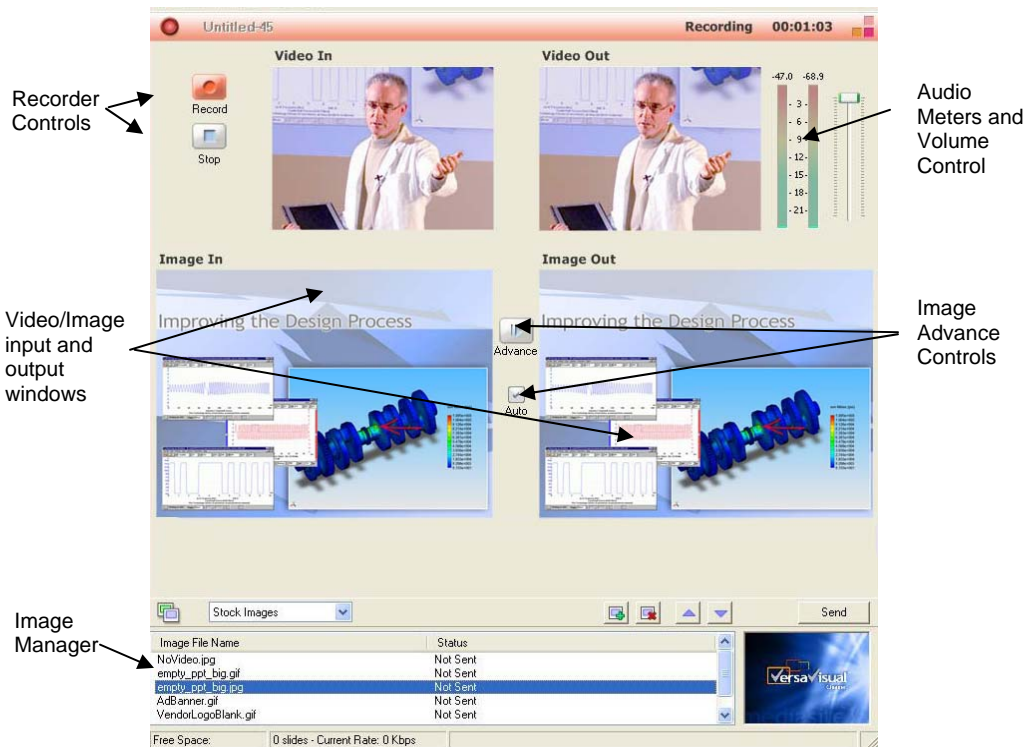


Each Recorder also comes pre-installed with Mediasite Editor and includes an additional license allowing Mediasite Editor software to be installed on one desktop. For more information on Mediasite Editor, see the Editor help file.

## Recorder application

You will use the Recorder application to choose your audio, video, and image input devices, configure the Recorder, record presentations, and monitor the recording process.

Double-click the Mediasite Recorder shortcut on the desktop or click the Mediasite Recorder icon in the tray panel to launch the Recorder application.




**Recorder application**


### Recorder application features and controls

The following features and controls are available in the Recorder application:

**Recorder controls:** Use the Recorder controls to start and stop recording a presentation.

**Button    Action**

 Click to start recording presentation

 Click to stop recording presentation

**Audio Meter and Volume Control:** Use the audio meter to monitor the audio levels. Use the volume control to adjust the audio levels.


**Video/Image Inputs and Outputs:** Use these windows to monitor the video and images when you are recording a presentation. The video and images displayed in the output windows are the same as the video and images displayed to your audience.




By default, the video input window is not displayed. Select Tools > Monitor Video > Both to monitor the video input and output.

**Image Advance Controls:** Use the image advance controls to advance images manually or automatically:

**Button    Action**

 Click to advance image manually


 Click to enable or disable the auto-advance image feature


**Image Manager:** Display the Image Manager (View > Image Manager) to add local images to your Recorder and insert them into the presentation you are recording:

**Button    Action**

 Add image to Image Manager

 Remove image from Image Manager

 Move image up in Image Manager

 Move image down in Image Manager

**Recorder application shortcut keys**

The following shortcut keys are available in the Recorder application:

**Shortcut Keys    Action**

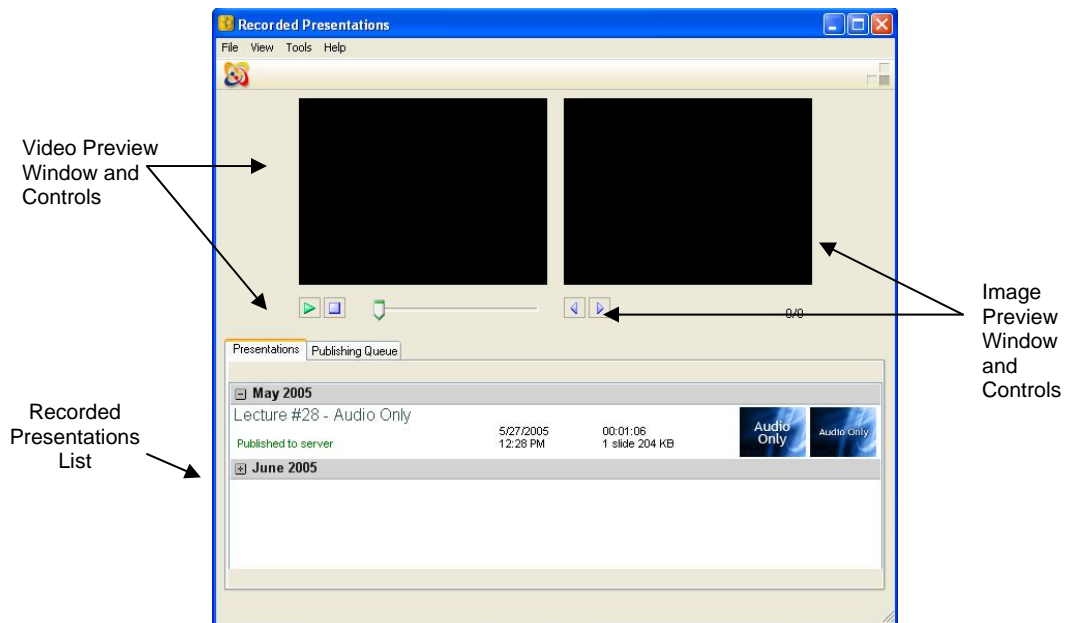
Ctrl+N                      Displays the New Presentation dialog box

Shortcut Keys	Action
Ctrl+O	Displays the Open Scheduled Presentation dialog box
Ctrl+P	Displays the Properties dialog box
Ctrl+R	Displays the Recorded Presentations Manager
Ctrl+I	Displays the Image Manager

## Recorded Presentations Manager

Use the Recorded Presentations Manager to review, publish, and edit your recorded presentations. All presentations recorded on a Recorder are stored on the Recorder and listed in the Recorded Presentations Manager, including live presentations and presentations that have been published to the Mediasite Server.

Click the Recorded Presentations icon in the tray panel or select View > Recorded Presentations (Ctrl+R) in the Recorder application to open the Recorded Presentation Manager.






Recorder—Recorded Presentations Manager

### Recorder Presentation Manager features and controls



The following features and controls are available in the Recorded Presentations Manager:

**Recorded Presentations List:** The following information is displayed for each recorded presentation: title, date and time recorded, size (KB), number of slides, and publishing status (Published to Server, Published to Folder, etc).

**Video Review Controls:** When you select a presentation in the Recorded Presentations List, you can use the video controls to review the presentation's video:

Button	Action
	Click to play a presentation's video. Use the scroll bar to quickly go forward or backward in the video
	Click to pause the video.
	Click to stop playing a presentation's video

**Image Review:** When you select a presentation in the Recorded Presentations List, you can use the controls to review the presentation's slide images:

Button	Action
	Click to go to the next slide image
	Click to go to the previous slide image



For more information on using the Recorder application and Recorded Presentations Manager to record and publish presentations, see "Recording and publishing presentations" on page 23.

## Selecting the capture input devices

Before recording a presentation, you must select the input devices you will use to capture the video, audio, and images for your presentation. The devices must already be connected to the Recorder and turned on to appear in the drop-down lists.

To select the capture input devices:

1. Select Tools > Options > Input Devices tab and select the audio and video sources from the Audio In and Video In drop-down lists, respectively. If you are using a digital video device as the audio and video source, select the device in both drop-down lists.
2. Select an image device from the Image In drop-down list. For RGB/VGA source input, select the Sonic Foundry RGB Source Filter.

3. Click OK to save your settings and exit the dialog.



When selecting the audio and video inputs for the Recorder, it is best to use the same types of input—DV audio source with DV video source or analog audio source with analog video source.



Once you select the input devices, you must then select the video source type and audio source inputs separately and adjust the capture settings if necessary. See “Specifying the video source type” on page 14, “Selecting the audio source input” on page 14, and “Adjusting the capture settings” on page 15 for more information.

## Specifying the video source type

If the video camera you have selected as your video input device has an S-video or composite input connected to the Osprey video card, you will have to specify the type of video source being used.

To specify the video source type:

1. Select Tools > Video > Source Properties. The Osprey Capture Card Properties control panel appears.
2. Click Video Source. The Osprey Video Capture Driver control panel appears.
3. Choose S-video or composite as the video input.
4. Adjust the video settings of the chosen source.

## Selecting the audio source input

Once you have selected your audio input device, you must select the audio input using the Microsoft® Recording Control panel. You must also do this when you switch inputs on the Osprey device (XLR Balanced/Unbalanced).

1. Close the Recorder application. Any changes made are not saved if the Recorder application is open.
2. Double-click on the Volume control in the System Tray in the lower right-hand corner of the screen. The Volume Control panel appears.
3. Select Options > Properties to bring up the Properties dialog.
4. Select the Osprey mixer device.
5. Click OK. The Volume Control panel becomes the Recording Control panel.
6. Select the device you want to use (Unbalanced or XLR Balanced) as the audio input.
7. Select Options > Exit to close the dialog.

## Adjusting the capture settings

Before you begin recording a presentation, you may need to adjust the capture settings including the audio levels, RGB settings, image processing, and image advance settings. However, the default settings will work for most presentations.

### Adjust the audio levels

You can adjust audio levels using the audio meter in the Recorder application or the faders on the Microsoft Recording Control panel. If you are using a digital video camera as the audio source, use the volume control on the camera.

As you adjust the audio levels, monitor the Recorder's audio meter. The audio peak should reach approximately -3dB on the audio meter. If you hear distortion or clipping, verify the volume is not too high for the selected audio input

### Adjust the RGB settings

The RGB settings determine the appearance of the output images. You can control the video images, horizontal and vertical positions, the display width, phase sampling, brightness, contrast, and black level. As you adjust the RGB settings, monitor the image displayed in the Image input window.

To adjust the RGB settings:

1. Select Tools > Image > Source Properties to open the RGB Source Filter Properties control panel.
2. Adjust the settings or click Default to use the default settings.
3. Click OK to accept the changes and close the dialog.

### Adjust the image processing settings

The image process settings include image sharpening and image quality. If your image source uses specialized inputs like a NTSC/PAL input feed to a scan converter, you should use image sharpening. Image sharpening makes blurred images sharper and is especially useful for crisper text.

To adjust a Recorder's image processing settings:

1. Select Tools > Options >Image Processing tab.
2. Check Use Sharpening to enable sharpening.
3. Drag the Image Sharpening slider to specify the sharpening factor for images. The range is 0 through 100, with 100 being the sharpest. Avoid using Image Sharpening when using VGA/RGB input as the image source.

4. Drag the Image Quality slider left or right to adjust image quality. As the image quality increases, the size of the image files will increase.



By setting the Image Quality slider to around 80% you will strike a good balance between optimal file size and reasonable image quality.

5. Click OK to accept the changes and close the dialog.

## **Adjust the image advance settings**

Image advance settings include the maximum image scan rate, image change sensitivity and the use of stabilization.

Image scan rate specifies how often the Recorder will scan for new images. Image change sensitivity specifies how much images must differ to cause the Recorder to send a new image. When you record your presentation, you want to capture the most important events or screen changes. However, some sources, such as digital white boards, a document cameras, and presentations with animation, generate a lot of events. For these types of sources you should reduce the Recorder's sensitivity to image changes to avoid capturing unimportant events.

Use stabilization to have the Recorder wait until an image is stable before it advances to the next image. When you use stabilization and decrease the image scan rate, the Recorder will scan less often.

You can adjust the image by using the preset image advance settings or by adjusting the settings manually. You can also add new image advance settings to the preset list.

### **Use the preset image advance settings**

To use preset image advance settings:

1. Select Tools > Options > Image Advance tab and select an image advance setting from the Preset drop-down list.
2. Click OK to accept the changes and close the dialog.

### **Adjust the image advance settings manually**

To adjust the image advance settings:

1. Select Tools > Options > Image Advance tab.

2. Drag the Maximum Image Scan Rate slider to the right to increase the rate (frames per second) the Recorder will scan for new images. Drag the slider to the left to decrease the image scan rate.
3. Drag the Image Change Sensitivity slider to the right to increase the Recorder's sensitivity to image changes. Drag the slider to the left to decrease the Recorder's sensitivity.



Sonic Foundry recommends leaving the Image Change Sensitivity at the default value of 90. However, you may have to adjust the settings when using image inputs other than Microsoft PowerPoint® slides.

4. Select the Use Stabilization check box to use stabilization.
5. Click OK to accept the changes and close the dialog.

### **Add new preset image advance settings**

1. Select Tools > Options > Image Advance tab and adjust the image settings manually.
2. Click the Add user-defined preset button, enter a name and description for the new setting, and click Add.
3. Click OK to accept the changes and close the dialog.

## **Setting your Recorder's broadcast IP address**

To record and stream a live presentation from a remote location, you must set the Recorder's broadcast IP address. The Recorder's broadcast IP address is sent to the Windows Media Server to create publishing points for a live presentation. Additionally, you should take in consideration the following:

- The availability of a secure communication channel.
- The availability of sufficient outgoing bandwidth on the network you are using at the remote location; a minimum of 500K of outgoing bandwidth is required.
- The network configuration of the servers used by the Mediasite system. The appropriate ports should be opened on the firewall separating the servers from the public Internet.



For more information on network and security considerations when using the Recorder at a remote location, please refer to the Mediasite Technical Planning Series document *TP-01: Network Setup and Firewall Considerations*. This document is available on the SmartServe Portal at [www.sonicfoundry.com/support](http://www.sonicfoundry.com/support).

To set the broadcast IP address on a Recorder:

1. Select Tools > Options > Broadcast tab and specify the broadcast settings:
  - Allow Connections:** To restrict the IP addresses from which a connection to the Recorder can be made, click Add, enter an IP address and IP subnet mask, and click Add. This step is optional.
  - Windows Media Encoder Outgoing Port** Enter the port number the Recorder will use to communicate with the Windows Media Server. The default value is 8080.
  - Detect using the Web Service:** Select this option button to automatically detect the Recorder's IP address and forward it to the Windows Media Server. The detected IP address is used by Windows Media Services to create publishing points for your live presentations. This option is selected by default.
  - Use this IP address:** Select this option button to specify the IP address Windows Media Services will use this to create publishing points for your live presentations. Then enter an IP address in the field or select one from the drop-down list.
  - Display a warning if the specific IP is not valid for this Recorder:** Select to display an error message if an incorrect IP address is entered in the Use this IP address field. This check box should not be selected if you are using Network Address Translation (NAT).
2. Click OK to accept the changes and close the dialog.

## Connecting the Recorder to a Mediasite Server

You must connect a Recorder to a Mediasite Server before you can record a live or scheduled on-demand presentation, import compression settings, or publish presentations to the Mediasite Server. You do not need to connect the Recorder to a Mediasite Server to record new on-demand presentations.

To connect a Recorder to a Mediasite Server:

1. Select Tools > Options > Mediasite Server tab and double-click Add Web Service Connection.
2. Enter the settings needed to connect to the Mediasite Server:

**Name:** Enter a name for the connection.

**URL:** Enter the Mediasite Server's Mediasite Root URL, which includes the Mediasite Server's fully-qualified domain name (FQDN) or IP address and Mediasite name, for example: `http://mediasiteserver.yourcompany.net/Mediasite`. If this is for a Mediasite Server in a cluster, use the cluster's FQDN or IP address.

**Encryption Key:** The key needed to encrypt and decrypt data received and sent by the Mediasite Server.

**Username/Password:** Enter valid user credentials. Only those presentations on the Mediasite Server for which you have write permissions will appear in the "Open Scheduled Presentations" or "Publish to Server" lists.

**Remember Me:** Select this checkbox if you will be the only user using the Recorder so you will not have to enter your credentials each time you connect to the Mediasite Server. If there will be multiple users using the Recorder, do not select this checkbox so that users will have to log in using their credentials each time they need to connect to the Mediasite Server to record or publish a presentation.

3. Click Test Connection to verify the connection using these settings. If the test fails, verify that your settings are correct and try again.
4. Click OK to accept the changes and close the dialog.



When users log into a Mediasite Server to record or publish a presentation, they will see only the presentations for which they have read permissions. Additionally, they will only be able to record or publish recorded presentations to presentations on the Mediasite Server for which they have write permissions. For more information on presentation permissions and the Mediasite Root URL and encryption key used to connect to the Mediasite Server, see the *Mediasite EX Server Guide* available with the Mediasite Server.

## Allowing remote access to your Recorder

You must allow remote access to your Recorder to manage the Recorder remotely using the Recorder web interface or monitor the Recorder from the Management Portal.

To allow remote access on the Recorder:

1. Select Tools > Options > Remote Host tab and enter the settings needed to allow remote access to the Recorder:
  - Port:** The port used by the Recorder web service. The default value is 8090. Do not update this value.
  - Enable Remote Access:** Select the Allow Remote Access check box.
  - Encryption Key/Confirm Encryption Key:** Enter the key needed to encrypt and decrypt data received and sent by the Recorder.
  - Enable Logging:** Select Enable logging to collect data on computers accessing the Recorder using the web interface.
  - Log File Folder:** Click ... to specify a location to store the log file other than the default folder.

**Enable Web Interface:** Enable the web interface to allow users to manage the Recorder remotely using a web browser.

**Username/Password:** Enter the credentials required to log into the web interface. The default username is Admin.

2. Click OK to accept the changes and close the dialog.



See the *Mediasite EX Server Guide* for more information on managing the Recorder from the Management Portal. For more information on the Recorder web interface, see “Using the Recorder web interface” on page 33.

## Managing disk space on the Recorder

You can manage the disk space on the Recorder by setting alerts when the free space gets too low and by enabling automatic deletion of recorded presentations that meet the specified deletion criteria.

To manage the disk space on the Recorder:

1. Select Tools > Options > Folder Size tab and specify the settings for managing the Recorder’s disk space:

**Automatically delete published presentations:** Enable automatic deletion of recorded presentations from the Recorder after they are successfully published.

**Enable presentation deletion:** Delete presentations that have been on the Recorder for longer than the amount of time specified in the Delete criteria setting.

**Disk Free Space Limit:** Use the slide bar to set the free disk space limit on the Recorder. When this value is reached an alert will be sent.

**Delete published presentations only:** Automatically delete published presentations that have been on the Recorder for the specified maximum amount of days. This setting is available only when the Enable presentation deletion feature is enabled.

**Delete all presentations:** Automatically delete every recorded presentation that has been on the Recorder for the specified maximum amount of days. This setting is available only when the Enable presentation deletion feature is enabled.

**Keep recorded Mediasite content for:** Use the slider to set the maximum number of days to keep recorded presentations on the Recorder. The default value is 30 days. This setting is available only when the Enable presentation deletion feature is enabled.

2. Click OK to accept the changes and close the dialog.

## Importing compression settings to the Recorder

Compression settings, or streaming profiles, determine how presentations are streamed to an audience in terms of audio and video quality. When choosing a compression setting, you should be aware of how the majority of your audience will be viewing your presentations (dial-up, broadband, etc.) to ensure they get the most out of the presentations. When you add new streaming profiles, you can import them from a Mediasite Server to a Recorder.

To import streaming profiles to the Recorder from a connected Mediasite Server:

1. Select Tools > Import Compression Settings.
2. If you did not save your login credentials when connecting the Recorder to the Mediasite Server, a login dialog appears. Enter your username and password. Click OK. A confirmation message appears.
3. Click OK. The compression settings on the Recorder will be replaced by the streaming profiles imported from the Mediasite Server. These compression settings are available when you record a new presentation.

## Updating the general settings

The general settings determine how the Recorder handles recording sessions in terms of displaying presentations on the connected Mediasite Server, ending a recording session, and sending images to the Mediasite Server:

**Show splash screen on startup:** Display a logo splash screen in the Recorder application at startup. This option is selected by default.

**Allow all record sessions to be opened:** When this option is selected, an additional option is displayed in the Open Scheduled Presentation dialog that allows you to view presentations on the connected Mediasite Server with any status. This option is not selected by default.

**Warn before ending record:** Display a warning message when you click the Stop button while recording a presentation. This option is not selected by default.

**Resend all live slides for on-demand:** Resend images for a live presentation when the presentation is published to a Mediasite Server. This option is not selected by default.

Select Tools > Options > General tab, select the checkbox next to a setting to enable it or clear the checkbox to disable it, and click OK to save your changes and exit the dialog.



## Recording and publishing presentations

This chapter provides instructions for recording and publishing Mediasite presentations.

When a rich media presentation is recorded, data from the audio, video, and image sources connected to the Mediasite Recorder are captured, encoded, synchronized and stored on the Recorder. The recorded media and images are always associated with a presentation. The Mediasite Recorder records live presentations, scheduled on-demand presentations, and new on-demand presentations.



Live presentations are presentations that have been added for recording on the Mediasite Server and are available for viewing as they are being recorded. When a presentation is prepared for recording, information about the presentation is specified – recording date and time, presenters, streaming options, interactivity features, and publishing options – then the presentation is made available for recording. To record a live presentation, the Recorder must be connected on the network to a Mediasite Server and a Microsoft Windows Media Server. Windows Media Server is used to stream the recorded audio and video, while the Mediasite Server is used to stream the recorded images.

Prepared on-demand presentations are presentations that have been added for recording on the Mediasite Server and are automatically published to the Mediasite Server for on-demand viewing as soon as recording completes. Presentations published to the Mediasite Server are available to users via a distributed URL or in the Presentation Catalog, an online, searchable collection of presentations. To record and publish a scheduled on-demand presentation, the Recorder must be connected on the network to the Mediasite Server and the Windows Media Server.



You can add presentations on the Mediasite Server for recording as needed or you can add recurring presentations (scheduled presentations) that are created by the Mediasite Scheduler using a user-defined schedule. When you add recurring presentations on the Mediasite Server, you can also fully-automate or semi-automate the recording process. For more information, see the *Mediasite EX Server Guide*.

New on-demand presentations are presentations that are recorded locally on the Recorder and published using the Recorded Presentations Manager to the Mediasite Server or as portable presentations for on-demand viewing. Portable presentations are self-contained recorded presentations that do not require a network connection for viewing. Recording a new presentation does not require a network connection to the Mediasite Server or Windows Media Server.

-  When you log into a Mediasite Server to record or publish a presentation, only the presentations for which you have read permissions are listed. Additionally, you can only record and publish to the presentations for which you have write permissions. For more information on presentation permissions, see the *Mediasite EX Server Guide*.
-  All presentations recorded on the Recorder are listed in the Recorded Presentations Manager, including live presentations and presentations that have been published to the Mediasite Server. This allows you to edit presentations and publish them at a later time.

## Tips for recording a presentation

Before recording your presentation, consider the following production and presentation tips, which will help you produce high-quality rich media presentations for distribution and playback.

### Production tips

The following production tips will help you capture high-quality video, images, and audio.

#### Be aware of your environment

1. If possible, scout the location where the presentation will be recorded prior to the presentation. Take note of lighting conditions, ambient noise levels, availability of adequate electrical outlets, and network connectivity (if required).
2. Allow at least one hour for hardware setup and system testing prior to recording the presentation.

#### General production tips

1. Tape down cords and cables to avoid tripping and loss of power.
2. If your microphone uses batteries, keep fresh, spare batteries on hand.
3. Use the AC power supply for your camera – never rely on battery power when recording a presentation.

#### Recording high-quality video

1. If you are using an analog camera, connect it to the Mediasite Recorder using the S-video output (if equipped) to obtain a higher-quality video stream.
2. If you are using a digital video camera and recording the video in camera mode, make sure the tape is not inserted. Otherwise, the camera will shut off after a few minutes since it will not be recording to a tape.

3. Avoid excessive zooming, panning, and tilting to ensure a higher-quality video stream. We recommend placing the camera on a tripod whenever possible.
4. Set the camera to manual exposure mode so the picture's brightness will not fluctuate when the presenter moves out of the frame.
5. Photograph the presenter in medium close-up (head and shoulders). When a relatively low resolution is used, wider shots can reduce the clarity of the video.
6. Avoid using a plain white wall or walls with small or busy patterns. Whenever possible, use a solid color background. Video with a solid-color background compresses cleanly and efficiently.
7. Put the camera at eye level or slightly above eye level. The presenter should be photographed head-on or slightly to one side. If the presenter will be favoring one side of the room because of the seating of the audience or needs to look at a screen, the camera should be on that side.
8. Use bright, even lighting whenever possible. Appropriate lighting is critical to obtaining a high-quality video for your presentation. Overhead florescent lights, typically used in conference rooms, may create shadows under the presenter's eyes.
9. Some consumer-level camcorders shut down when not recording. Ensure your camera does not shut down during the presentation, by recording the presentation to a videotape (or disk, if applicable) in the camcorder while capturing the video. Make sure you have sufficient videotape to cover the length of the presentation.

### **Recording high-quality images**

1. If using multiple VGA sources during a presentation (e.g. a digital white board, a laptop, and a document camera), connect the inputs to a VGA switch and feed the output into the Recorder's VGA card. This allows the presenter to easily switch from one VGA input to the next as needed.
2. Use standard resolution (1024 X 768) when using a laptop for the best results with the Recorder's RGB card.
3. When recording a presentation, capture the most important events. Some sources (a digital white board, a document camera, a presentation with animation) generate a lot of events. For these sources, reduce the Recorder's sensitivity to image changes (Tools > Options > Image Advance tab) to avoid capturing unimportant events. For example, capture the important end result of a completely written equation versus capturing the process of the presenter writing the equation. Increase the sensitivity as needed to capture important events.

### **Recording high-quality audio**

1. Whenever possible, hold presentations in closed areas. This will eliminate ambient noise such as sounds from a busy corridor.
2. Always use a high-quality microphone. Built-in camera microphones pick up a lot of ambient room noise and should be avoided.
3. If possible, use a lapel (lavaliere) microphone. The microphone should be placed about six to eight inches from the presenter's mouth.
4. Place wireless microphone receivers as close to the transmitter as possible. This may be accomplished by using a longer audio cable from the receiver to the Mediasite Recorder.
5. Do not put the microphone or audio equipment near fluorescent lights, which emit a hum that can reduce the presentation's audio quality.
6. Check your audio levels prior to starting the presentation and intermittently during the presentation. Keeping audio levels between -6 dB and -3dB works best. To avoid distortion, try not to exceed 0dB. Monitor audio levels using the audiometer in the Recorder application.
7. Use headphones to monitor the presentation's audio quality.
8. Consider using an external audio mixer or a microphone preamplifier. Also consider using an audio mixer and individual microphones for multiple presenters.

### **Presentation tips**

The following presentation tips will help you create content that is suitable for live and on-demand presentations.

#### **General presentation tips**

1. Do not move around excessively. Consider using a podium or a stool to minimize movement.
2. Use a laser pointer, if possible, to point out details on a screen.
3. When using a lapel microphone, attach it to the outside of clothing to avoid excessive noise.
4. Place the presentation computer within an arm's reach for easy access with minimal movement.
5. When writing on a digital whiteboard, avoid turning your back to the audience for long periods of time.
6. Avoid wearing a plain white shirt, stripes, or a shirt with busy or small patterns.

### Interacting with the audience

1. When taking questions from the audience in the presentation room, include an audience microphone or repeat all questions for the web audience.
2. Use a moderator with a separate computer when interacting with the web audience using a Q & A forum. The moderator can monitor questions as they are received and read them to the presenter for smooth integration into the presentation.
3. Think about poll questions in advance. Determine the order in which the polls will be sent to the web audience. If possible, prepare a poll template in advance that can be added to the presentation when needed.
4. Announce polls to the web audience when they are sent so the audience knows they are available to answer.
5. Give the web audience sufficient time to answer a poll before proceeding with the presentation.

### Effectively using presentation aids

1. When using presentation software, such as PowerPoint, use the following guidelines to ensure that your web audience is able to clearly see the images:

**Fonts:** Use a sans-serif style font such as Arial.

**Size:** Use a minimum font size of 18 point—larger is better. A good rule of thumb is fonts that are too small to read when projected in a conference room will also be too small for the audience viewing the presentation on the web.

**Contrast:** Use maximum contrast—dark text on a light background or white letters on a dark background. Avoid using light text on a light background such as yellow text on a white background.

**Colors:** Use a solid background. Avoid using backgrounds with busy or small patterns.

**Slide content:** Fill the entire slide with content, from edge to edge.

**Bullets:** Limit bullets to four or five per slide.

2. Avoid excessive text animation effects or video in PowerPoint slides since only still images are transmitted to the web audience. Capturing changes in slides as a result of animation will generate a large number of events. However, if some of these images need to be transmitted to the audience, the Mediasite Recorder operator has the ability to select individual video or animation frames for transmission.

3. When using any new VGA input (visualizers, digital white board or diagnostic equipment) as a presentation aid, read the manufacturer's documentation prior to the presentation.

## Recording a new on-demand presentation

When recording a new on-demand presentation, you can simply click Record to start recording without specifying the name of the presentation. Or, you can select File > New Presentation which allows you to specify the name and streaming profile before you begin recording the presentation.

### Record presentation by clicking the Record button

To record a new on-demand presentation:

1. Click Record to start recording the presentation. The compression settings used for this presentation will be the one used for the last recording.
2. Click Stop to stop recording the presentation. Once the recording has stopped completely, the recorded presentation will be listed as Untitled in the Recorded Presentation Manager.



The compression settings used are the ones used for the last recorded presentation. To see the compression settings being used, display the Properties dialog box (File > Properties) and click the Format tab.

### Record presentation by using the menus

Alternatively, you can use the Recorder's menus to begin recording a new on-demand presentation.

1. Select File > New Presentation. The New Presentation dialog box appears.
2. Enter the name for the new presentation, select the compression settings, and click OK.
3. Click Record to start recording the presentation.
4. Click Stop to stop recording the presentation. Once the recording has stopped completely, the recorded presentation will be listed in the Recorded Presentation Manager.

## Recording a live presentation

To record a live presentation, the presentation must be scheduled on the Mediasite Server using the Management Portal or System Manager. Also, the Recorder must already be connected to the Mediasite Server where the scheduled presentation is located.



See the *Mediasite Server Guide* for more information on making presentations available for recording on the Mediasite Server. For more information on connecting the Recorder to a Mediasite Server, see “Connecting the Recorder to a Mediasite Server” on page 18.

To record a live presentation:

1. Select File > Open Scheduled Presentation.
2. If you did not save your login credentials when connecting the Recorder to the Mediasite Server, a login dialog appears. Enter your username and password. Click OK. The Open Scheduled Presentation – (name of Mediasite Server) dialog box appears. Only the presentations for which you have read permissions are listed.
3. To filter the presentations displayed even further, select the “Only show presentations scheduled for today” check box, enter a presentation’s title and click Search, or select the Folder View checkbox to display presentations grouped by folders and expand a folder to see only the presentations in that folder.
4. Select the presentation you want to record and click OK.
5. Click Go Live to start recording the presentation. The presentation will automatically stream to your audience using the appropriate Live Media Server.
6. Click Stop to stop recording the presentation. The Recorder will take approximately 60 seconds to terminate the video stream. This pause ensures that users will be able to view the video until it ends. Once the recording has stopped completely, the recorded presentation will be listed in the Recorded Presentation Manager. If the presentation was configured for automatic publishing to a Mediasite Server, it will be available on the Mediasite Server shortly afterward.

## Recording a prepared on-demand presentation

Recording a prepared on-demand presentation allows you to record a presentation and have it automatically uploaded to a Mediasite Server for on-demand playback. To record a prepared on-demand presentation you must first add a new presentation on a Mediasite Server. The Recorder must be connected to this Mediasite Server. Once you open the presentation, you can begin recording it.

To record a prepared on-demand presentation:

1. Select File > Open Scheduled Presentation.
2. If you did not save your login credentials when connecting the Recorder to the Mediasite Server, a login dialog appears. Enter your username and password. Click OK. The Open Scheduled Presentation – (name of Mediasite Server) dialog box appears. Only the presentations for which you have read permissions are listed.
3. To filter the presentations displayed even further, select the “Only show presentations scheduled for today” check box, enter a presentation’s title and click Search, or select the Folder View checkbox to display presentations grouped by folders and expand a folder to see only the presentations in that folder.
4. Select the presentation you want to record and click OK.
5. Click Record to start recording the presentation.
6. Click Stop to stop recording the presentation. Once the recording stops completely, the recorded presentation will be listed in the Recorded Presentation Manager. It will also be available on the Mediasite Server shortly afterward.

## **Sending local images**

You can use the Image Manager to add image files to the Recorder and insert images into your presentations. You can add the image files from any CD, file system, USB drive, etc that is accessible from the Recorder.

You can add presentation specific images or stock images to the Recorder. Presentation specific images are images that are available only in the presentation you are currently recording. Stock images are images that are available for all presentations and are typically “intermission” or “technical issues” messages

Adding images using Image Manager is useful if the presenter does not have an image source, such as a computer, available while recording the presentation yet still wants to include graphics in the presentation.

### **Add image to Image Manager**

You can add an image to the stock images or to the presentation.

To add an image to Image Manager

1. Select Stock Images or Presentation Specific from the drop-down list.
2. Click Add image, browse to the location where the image file is located, and click Open. The image file is added to the selected list.

## Insert image in presentation

You can only send an image while recording a presentation.

To insert an image in a presentation, select the image in the list and click Send. The image appears in the Image Output window. If this is a live presentation, the image will appear to the audience viewing the presentation.

## Viewing a presentation's properties

Once you open a presentation for recording on the Recorder, you can view the properties for the presentation—presentation title, servers, compression settings, and so on. The values available depend on whether the presentation is a new presentation or a scheduled presentation.

To view a presentation's properties, select File > Properties and click the tab for the property you want to view.

## Publishing a recorded presentation to CD

Use the Recorded Presentations Manager to publish presentations on a Recorder to CD. Presentations published to CD do not require a connection to a Mediasite Server. When presentations that have been published to a CD are played back, they will have a fixed Viewer skin. Additionally, interactivity cannot be added to these presentations.

To publish a recorded presentation to a CD:

1. Open the Recorded Presentations Manager and put a CD inside the CD drive.
2. Right-click a presentation in the Recorded Presentations List and select Publish to CD.
3. Click the Publishing Queue tab to monitor the publishing status of the presentation. Once a presentation is successfully published, the status will be updated.

## Publishing a recorded presentation to a folder

Use the Recorded Presentations Manager to publish presentations to a folder.

To publish a recorded presentation to a folder:

1. Open the Recorded Presentations Manager, right-click a presentation in the Recorded Presentations List, and select Publish to Folder.
2. Browse to the folder where you want to publish the presentation and click OK.
3. Click the Publishing Queue tab to monitor the publishing status of the presentation. Once a presentation is successfully published, the status will be updated.

## **Publishing a recorded presentation to a Mediasite Server**

Use the Recorded Presentations Manager to publish a presentation to a Mediasite Server. The Recorder must be connected to the Mediasite Server before you can publish a presentation to it. Additionally a scheduled presentation must already be prepared on the Mediasite Server.

To publish a recorded presentation to a Mediasite Server:

1. Open the Recorded Presentations Manager, right-click a recorded presentation's name and select Publish to Server.
2. If you did not save your login credentials when connecting the Recorder to the Mediasite Server, a login dialog appears. Enter your username and password. Click OK. The Open Scheduled Presentation – (name of Mediasite Server) dialog box appears. Only the presentations for which you have read permissions are listed.
3. To filter the presentations displayed even further, select the “Only show presentations scheduled for today” check box, enter a presentation's title and click Search, or select the Folder View checkbox to display presentations grouped by folders and expand a folder to see only the presentations in that folder.
4. Select the presentation you want and click OK.
5. Click the Publishing Queue tab to monitor the publishing status of the presentation. Once a presentation is successfully published, the status will be updated.

## Using the Recorder web interface

This chapter describes how to use the Recorder web interface to manage the Recorder remotely. You can use the Recorder web interface to update most Recorder settings, record presentations, and monitor the recording process. You can also use the Recorder web interface to publish recorded presentations to a Mediasite Server connected to the Recorder.



There is a delay in what you will see in the Recorder preview windows when using the Recorder web interface. Therefore, we do not recommend using the web interface to manually advance images when recording a presentation.

### Recorder web interface requirements

Your computer must meet the following system requirements to manage a Recorder remotely using the web interface:


- Microsoft Windows 2000, Windows XP, or Windows 2003
- Microsoft Internet Explorer 6.0 SP1
- Windows Media Player 9.0 or above

Additionally, your computer must be able to connect to the Recorder's routable IP address or fully-qualified domain-name (FQDN). To locate the IP address of the Recorder, select Tools > Options > Broadcast tab, select the Use this IP address radio button, and open the drop-down list. The second IP address will be the Recorder's IP address.

If the Recorder is behind a Network Address Translator (NAT)-enabled device, you must provide the public-facing IP address or FQDN that allows the browser client to connect to the Recorder.

To use the Recorder web interface with a NAT-enabled device:

1. Set up port forwarding on the NAT-enabled device for web traffic (HTTP), typically port 8090.
2. Set up port forwarding on the NAT-enabled device for media traffic (HTTP), typically port 8080.


-  If you are not sure how the Recorder is configured in your network, we strongly advise you to find a more qualified IT professional to configure the Recorder for remote management.

## Launching and logging into the web interface

You can launch the Recorder web interface by entering the URL directly in your web browser. The URL for the web interface has the following form:

http://<Recorder IP address>:8090/main.aspx

The Recorder web interface is secure, so you must log into the interface using the credentials specified in the Tools > Options > Remote Host settings.

-  To use the Recorder web interface, remote access must be enabled on the Recorder. See “Allowing remote access to your Recorder” on page 19 for more information.






## Enabling the Recorder preview






A Recorder preview is available in the Recorder web interface. The Recorder preview displays a video preview window, image input window, and an image output window. To reduce the resources being used by the Recorder to send these images, the Recorder preview is disabled by default.

To enable the Recorder preview, click the Options tab, select the Show Recorder Preview checkbox, and click Submit.

## Using the Recorder web interface buttons

The following buttons are available in the Recorder web interface:

Button	Action
	Click to start recording presentation
	Click to stop recording presentation
	Click to advance image manually
	Click to save changes to the audio level. Use the slider to adjust the audio level.
	Set connection to Mediasite Server as active connection

	Test connection to Mediasite Server
	Edit Mediasite Server connection
	Delete Mediasite Server connection
	Choose this image advance preset
	Add IP address

## Updating the Recorder settings

Many of the Recorder settings available on the Recorder are also available in the Recorder web interface. To update the Recorder settings, click the Options tab and click the tab for the setting you want to change. The steps for adjusting the Recorder settings using the web interface parallel the steps done when the settings are updated on the Recorder directly. You can use the Recorder web interface to do the following tasks:

- Update the video, audio, and image input devices
- Update the image advance, image processing, and broadcast settings.
- Connect the Recorder to a Mediasite Server.
- Update the Recorder's general settings.



For more information on these settings, see “Setting up the Recorder” on page 5.

## Opening presentations for recording

You can open new presentations and scheduled presentations for recording using the Recorder web interface.

### Open a new presentation

To open a new presentation for recording, click the New Presentation tab, enter a presentation name, choose a streaming profile, and click Submit. Click Record to begin recording the presentation.

### Open a scheduled presentation

The Recorder detects whether a presentation is scheduled as a live presentation or not. If it is a live presentation, you will see the Go Live button instead of the Record button.

To open a scheduled presentation for recording, click the Open Scheduled Presentation tab, and click the presentation name for the scheduled presentation you want to record. Click Go Live or Record to begin recording the scheduled presentation.

Click the presentation's title in the top left corner to launch the presentation in Mediasite Viewer. If this is a live broadcast, this allows you to see exactly what your audience is viewing.



If you did not save your login credentials when connecting the Recorder to the Mediasite Server, you must enter your credentials on the Open Scheduled Presentations page.



For more information on recording new and scheduled presentations, see “Recording and publishing presentations” on page 23.

## **Publishing a recorded presentation to the Mediasite Server**

You can publish recorded presentations located on the Recorder to the Mediasite Server connected to the Recorder.

To publish a recorded presentation to the Mediasite Server:

1. Click the Recorded Presentations tab, select the presentation, and click Publish to Server. This will take you to the Open Scheduled Presentations page.
2. Click the scheduled presentation you want to use to begin publishing the recorded presentation to the Mediasite Server. A status message will appear once the presentation is successfully published to the Mediasite Server.

# Glossary

<b>add presentations</b>	To add a presentation means to make space available on the Mediasite Server to place a newly recorded presentation.
<b>balanced audio</b>	Allows for the use of long cables without introducing outside noise. Many microphones have low impedance (low-Z), which make long cables susceptible to line noise. A balanced line consists of two conductors in the presence of ground, which relies on balanced impedances to minimize interference. The most common balanced connectors are the 3-pin XLR and the quarter-inch TRS (tip-ring-sleeve) connectors.
<b>composite video</b>	The format of an analog television (picture only) signal before it is combined with a sound signal. The signal is It a combination luminance, and two different color signals. In typical applications, Typically composite video signals are connected using a yellow RCA jack and connected together with the red and white audio jacks. Higher quality BNC connectors and higher quality co-axial cable are used in more professional applications.
<b>fully-qualified domain name (FQDN)</b>	A fully qualified domain name consists of a host and domain name, including top-level domain.
<b>line level</b>	Denotes audio signal strength used to transmit analog sound information between audio components such as amplifiers and mixing consoles. Line level is often contrasted with weaker signals, such as output from microphones and instrument pickups, and stronger signals, such as headphone and loudspeaker signals. Signals from mics must be amplified via pre-amp to line level where they can be adjusted by mixers or recording devices. After manipulation, signals are then amplified to levels that can drive headphones or loudspeakers.

<b>Media Server Control Service</b>	The Media Server Control Service, installed on the Media Server, is used to create publishing points for live video transferred from the Mediasite Recorder to the Media Server. The Mediasite Server requires the Media Server Control Service to stream video and audio for live and on-demand presentations.
<b>Mediasite Editor</b>	Mediasite Editor enables you to edit recorded presentations. You can add, remove, or replace slide images as well as replace a presentation's media file that may have low-quality video, poor audio quality, or incorrect bit-rate encoding. Also, Mediasite Editor allows you to author new presentations from media (.wmv) files.
<b>Mediasite Recorder</b>	The Mediasite Recorder captures audio, video, and image sources and then encodes, synchronizes, and stores the presentation.
<b>Mediasite Server</b>	A set of applications and tools used to schedule, organize, publish, manage, secure, and view Mediasite presentations. The Mediasite Server is required for broadcasting live presentations, managing audience interaction, and publishing presentations for on-demand access.
<b>Mediasite Viewer</b>	An application used to view live, on-demand, and portable Mediasite presentations in a web browser. Users can navigate through a presentation's video and slide images, control the volume, and interact with the presenter by asking questions and participating in polls.
<b>on-demand presentation</b>	A presentation that can be accessed, searched, and viewed at any time.
<b>portable presentation</b>	Self-contained recorded presentations that do not require a network connection for viewing. Portable presentations can be published to CD, USB device, a folder on any computer accessible from the Mediasite Recorder's network or as .zip files for downloading.
<b>recurring presentations</b>	Presentations that are created by the Mediasite Scheduler using a user-defined schedule. Some or all of the recording process may be automated for a recurring presentation. Also, referred to as scheduled presentations.

<b>RGB</b>	A type of component video signal consisting of red, green, and blue signals carried on three separate cables.
<b>scheduled presentations</b>	See recurring presentations.
<b>streaming profiles</b>	Streaming profiles determine how presentations are encoded – in terms of video and audio quality – and ultimately streamed to your audience.
<b>streaming profiles</b>	Determines how presentations are compressed and delivered to an audience in terms of audio and video quality.
<b>S-video</b>	Separate video (S-video) is an analog video signal that carries video data as two separate signals (brightness and color), unlike composite video which carries the entire set of signals in one package. S-video signals are connected using 4 pin mini-DIN connectors.
<b>Viewers</b>	Viewers determine the appearance of presentations. A Viewer consists of a layout and a set of graphics used by that layout. Aside from several pre-defined Viewer, you can create your own Viewer.



# Index

Numbers in *italic* denote glossary definitions.

## A

- add
  - presentations, 37
- add image, 11
  - Image Manager, 30
- analog audio source, 9
- applications, 9
- audience, 5
- audio levels, 26
  - adjusting, 15
  - recording high-quality, 26
- audio meter, 11
- audio peak, 15
- audio source
  - microphone with 3.5 mm connectors, 9
  - selecting input, 14
- automatically delete
  - published presentations, 20
  - recorded presentations, 20

## B

- balanced audio, 37
- balanced XLR connectors, 9
- blurred text and images, fixing, 15
- broadcast IP address, 17
- Broadcast tab, 18
- buttons
  - next slide, 13
  - pause, 13
  - play, 13
  - previous slide, 13
  - stop, 13
  - web interface, 34

## C

- capture input devices, selecting, 13
- capture settings, 15
  - adjust audio levels, 15
  - adjust image processing settings, 15
  - adjust the RGB settings, 15
  - adjusting image advance settings, 16
- CD, publishing to, 31
- composite output, 8
- composite video, 37
- compression settings
  - importing, 21
- cover removal, 7

## D

- delete published presentations, 20
- delete recorded presentations, 20
- digital video output, 8
- disk free space limit, 20
- distortion, 26

## F

- Firewire, 8
  - port, 6
- folder
  - publishing to, 31
- Folder Size tab, 20
- fully-qualified domain name, 37

## G

- general settings, 21
- glossary, 37

## I

IEEE 1394 port, 8

image

- add, 11
- inputs and outputs, 11
- insert in presentation, 31
- processing settings, adjusting, 15
- remove, 11
- review, 13
- scan rate, 16
- sharpening, 15
- stabilization, 16

image advance controls, 11

image advance settings

- add new preset, 17
- adjust manually, 16
- adjusting, 16
- use preset, 16

Image Advance tab, 16, 17, 25

Image Manager, 11

- add image, 30

Image Processing tab, 15

images

- creating high-quality, 25

Input Devices tab, 13

insert image in presentation, 31

IP address

- setting recorder broadcast, 17

## L

line level, 37

- source, 9

live presentations, 23

- recording, 29

local images, sending, 30

## M

manage disk space, 20

Media Server Control Service, 38

Mediasite

- Editor, 38
- recorder applications, 9
- Recorders, 38
- Server, 18, 38
- Server tab, 18

Server, publishing to, 32

Viewer, 38

ML440 hardware connections, 6

move image, up, 11

image, 11

## N

New Presentation tab, 35

next slide button, 13

## O

on-demand presentation, 23, 28, 38

- recording, 29

online manuals, 5

Open Scheduled Presentation tab, 36

opening presentations for recording, 35

Osprey breakout cable, 8

Osprey capture card properties, 14

## P

pause button, 13

pdf manuals, 5

play button, 13

portable presentation, 38

ports

- ML, 6

- RL, 7

presentation aids, 27

presentation properties

- viewing, 31

presentation to a Mediasite Server, 32

Presentations Manager, 12

preset image advance, 16

preview, enabling, 34

previous slide button, 13

Publishing a recorded presentation, 36

publishing presentations, 23

## R

rack mounts, 8

record presentation, 28

recorded presentation

- to a folder, 31

- to CD, 31
- Recorded Presentations Manager, 31
- Recorded Presentations tab, 36
- recorder
  - application, 10
  - broadcast IP address, setting, 17
  - buttons, 10
  - connect hardware, 8
  - connecting, 5
  - connecting to a Mediasite Server, 18
  - controls, 10
  - folder size settings, 20
  - general settings, 21
  - preview, enabling, 34
  - remote access, 19
  - settings, updating, 35
  - setup, 5
  - shortcut keys, 11
  - turning on, 9
  - web interface buttons, 34
- Recorder web interface
  - updating recorder settings, 35
- recording a prepared on-demand presentation, 29
- recording presentations, 23
- recording tips, 24
  - presentation content, 26
  - production, 24
- recurring presentations*\i*, 38
- remote access, 19
- Remote Host settings, 34
- Remote Host tab, 19
- remove cover, 7
- remove image, 11
- RGB, 39
  - adjust settings, 15
- RL440 hardware connections, 7

## S

- scan rate, image, 16
- scheduled presentations*\i*, 39
- setup, 5
- shortcut keys, 11
- Source Properties, 15
- Source Properties tab, 14
- splash screen, 21
- stabilization, 16
- stock images, 30

- stop button, 13
- streaming profiles, 21, 39
- S-video, 39
  - output, 8
- system requirements, web interface, 33

## T

- tabs
  - Broadcast, 18
  - Folder Size, 20
  - Image Advance, 16, 17
  - Image Processing, 15
  - input devices, 13
  - New Presentation, 35
  - Open Scheduled Presentation, 36
  - Recorded Presentations, 36
  - Remote Host, 19
  - Server, 18
  - Source Properties, 14

## U

- unbalanced RCA connectors, 9
- update the Recorder's general settings, 21
- updating the recorder settings, 35
- using the recorder web interface, 33

## V

- video
  - inputs and outputs, 11
  - recording high-quality, 24
  - specifying source type, 14
- Video Review Controls, 13
- viewers*, 39
- viewing
  - a presentation's properties, 31
- volume control, 11

## W

- web interface, 33
  - buttons, 34
  - launching and logging into, 34
  - system requirements, 33
- who should read this book, 5