1. Determine and gather the equipment needed for the presentation. This document provides basic instructions for connecting the Mediasite recorder, a computer, LCD projector and digital video camera, though other equipment may also be connected. See the reverse side of this document to learn about other compatible equipment.

2. Unpack the Mediasite recorder from its travel case and place it on a sturdy surface near the presentation area. Connect the mouse and keyboard to the recorder. Also connect the power cable and wired internet if available.

3. Connect your computer or laptop computer to the “VGA/RGB Capture” port on the Mediasite recorder with an RGB cable. (See reverse for diagrams).

4. Connect the LCD projector to the “Video Out” port on the Mediasite recorder with an RGB cable.

5. Next, connect the Video camera to the “Audio/Video Capture” port on the Mediasite recorder. A special adapter often referred to as a “dongle” allows you to connect a variety of audio and video equipment to this port. One end is a female RGB cable (much like the “VGA/RGB Capture” port) and this end connects to the male “Audio/Video Capture” port. The other end of the dongle allows you to connect various pieces of equipment, such as the digital video camera in this example.

6. For long presentations it is wise to use the AC adaptor for your video camera rather than relying on battery only. The same is true when using laptop computers.

7. After all of the equipment has been connected, turn on the power for the Mediasite recorder, computer, LCD projector, and video camera.

For HELP call 328-9866

More Mediasite documentation is available online at www.ecu.edu/itcs/tutorials.cfm
Sample configuration for capturing a presentation with the Mediasite Recorder

Compatibility with Mediasite

Audio & Video
- Balanced XLR
- Unbalanced RCA
- 1/8" mini
- DV (IEEE 1394/Firewire)
- USB

Images/Slides
- RGB/VGA (15 pin)
- Laptop
- Document Camera
- SMART Board
- Microscope
- Anything with VGA out

End User Viewing
- Internet Explorer
- Firefox (with Active-X plugin)
- Safari (Mac)
- Windows Media Player 9

Note: Users may not likely connect the Mediasite directly to the projector but instead through a wired podium using “laptop VGA in.”