

Capture Video and Audio in Room 835

First - From the touch screen, on the right, click to Start then choose **Streaming Controls**

*If you do not hear the loud blower machine, press **RESET** on the Niagara box underneath.

Next – Using ONLY the **WHITE** computer mouse and keyboard (stored under desktop on far right) navigate through this:

1. Login to the computer using your Domain and Password
2. Open **Windows Media Encoder**
3. Click **Capture Audio or Video**
4. Click **NEXT**
5. The default saving location is the *My Videos* folder on the network in your Documents – type a **specific name** of your recording [ex. psy100]
6. Click **NEXT** 3 times through the default settings
7. Choose a Title/name for your recording
8. Click **NEXT**
9. Click **FINISH**

Turn on the Shur lapel microphone – and turn up the Gate

10. The encoder window will open, click the **VIEW** menu and open the **AUDIO** panel
2 bars will appear on the left side. The green scales show the audio input level.
11. Click **START ENCODING** (i.e. recording)
12. When complete, click **STOP**
13. The recorded file will be a .wmv and will be located in the *My Videos* folder on the network in your Documents