

Mediasite

recorder software guide

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Download the online version of this guide, which may contain more current information, from the Mediasite Customer Assurance Portal at www.sonicfoundry.com/support.

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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 the Mediasite Server.

The Mediasite Recorder is an appliance that is used to record, edit, and publish presentations. The Mediasite 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 it to record and publish presentations.



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

All guides are available on the Mediasite Customer Assurance Portal at www.sonicfoundry.com/support.



The intended audience for this guide is someone with experience using and connecting cameras, audio devices (microphones, mixers), DVI/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.

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.

Included equipment

Before you begin connecting your Recorder, verify all equipment is present. Contact your technical support representative at 877-783-7987 if anything is missing.

ML Recorder

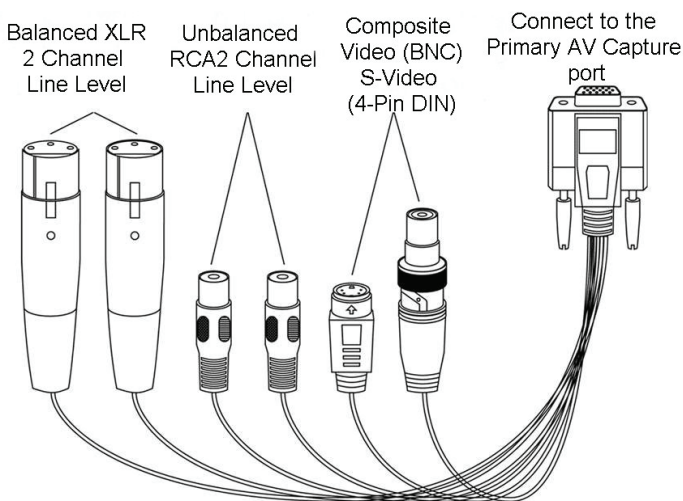
The following equipment is included with the ML Recorder.

- ML Recorder
- Power cord
- Keyboard/ mouse
- Firewire cable
- S-Video cable
- DVI/VGA adapter
- Osprey breakout cable
- VGA/RGB cable
- RCA cable (video and audio combined)
- BNC adapter for Osprey breakout cable
- Y cable (3.5 mm stereo plug/2 RCA jacks)

RL Recorder

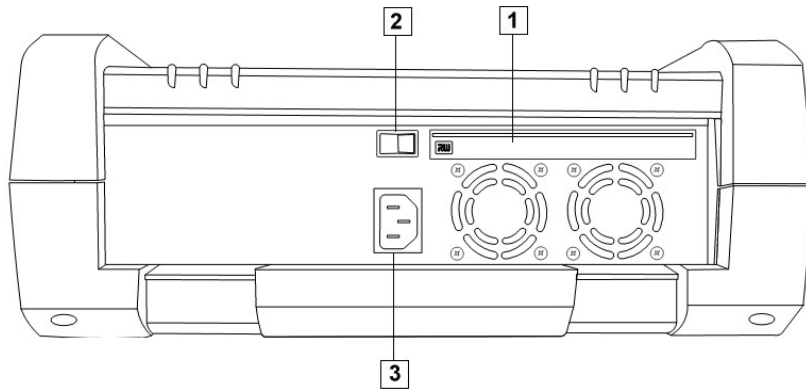
The following equipment is included with the RL Recorder.

- RL Recorder
- Rack mounts and screws
- Power cord
- Osprey breakout cable
- BNC adapter for Osprey breakout cable
- DVI/VGA adapter



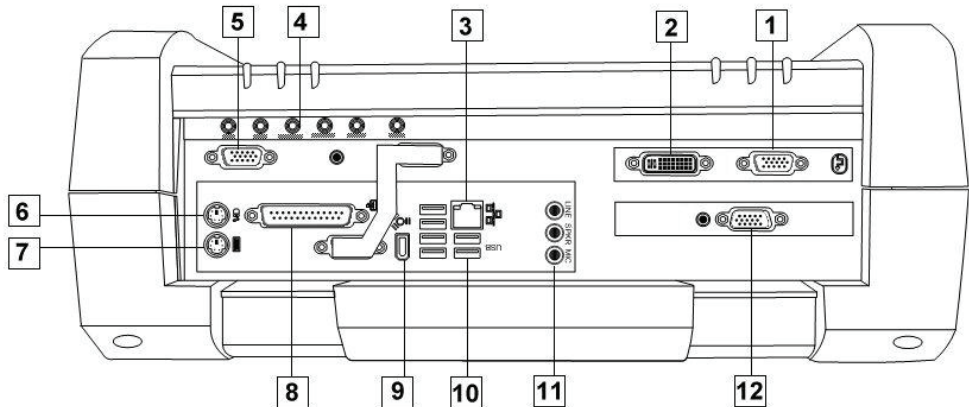
Osprey breakout cable and connectors (included with both RL and ML Recorders)

ML hardware connections diagram



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

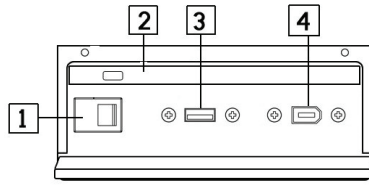
ML Recorder—Left side of system



- 1. VGA Out port
- 2. DVI/VGA Capture port
- 3. Ethernet/RJ45 port
- 4. LCD Monitor Controls
- 5. Video Out port
- 6. Mouse port
- 7. Keyboard port
- 8. Printer port
- 9. 6-pin FireWire port
- 10. USB ports
- 11. Secondary audio ports (Line in, line out, mic)
- 12. Primary AV Capture port

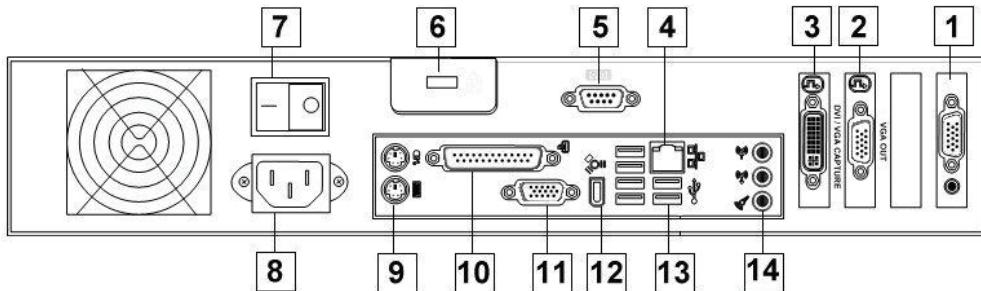
ML Recorder—Right side of system

RL hardware connections diagram



- 1. Power switch
- 2. DVD drive
- 3. USB port
- 4. 6-pin FireWire port

RL Recorder—Front of system



- 1. Primary AV Capture port
- 2. VGA Out port
- 3. DVI/VGA Capture port
- 4. Ethernet/RJ45 port
- 5. Serial port
- 6. Kensington Lock slot
- 7. Power switch
- 8. AC power connector
- 9. Mouse/Keyboard ports
- 10. Printer port
- 11. Video Out port
- 12. FireWire 6-pin connector
- 13. USB ports
- 14. Secondary audio ports (Line in, line out, mic)

RL Recorder—Back of system

Remove the front cover (ML)

Before you can connect the ML Recorder, you must remove the front cover. To remove the front cover, lay the ML Recorder flat on a table with the cover facing up, lift the four latches, and pull up along the edges to lift the cover.

Connect the rack mounts (RL)

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

To connect the rack mounts, remove the screws from the side on the system where the rack mount will be attached, line the rack mount up with the holes, and connect the rack mount to the system using the included flat-head screws. Repeat on the other side of the system.

Theft protection

To prevent theft, RL Recorders are equipped with a slot that is compatible with Kensington® locks. A cable harness locks the Recorder to a table or to a rack, protecting both the system as a whole as well as the internal components.



Sonic Foundry does not provide the Kensington lock or cable.

Connect the Recorder's hardware

Using Sonic Foundry's VersaVisual® technology, you can connect either DVI-I or VGA sources to the DVI/VGA Capture port to capture video and images. However, you cannot use this port to capture images and video at the same time.


To connect the Recorder's capture and peripheral devices:


1. Connect the DVI/VGA port on your image source (for example the presenter's computer) to the DVI/VGA Capture port on the Recorder. If you are using a VGA source you will use a DVI-I to DB15 adapter. If you are using a DVI source, you will use a DVI-I cable.
2. If you are using an analog video capture device, connect the Osprey breakout cable to the Primary AV Capture port and the video device to a connector on the Osprey breakout cable.

See below for detailed instructions on connecting specific video sources:

Video source	Connection details
Composite	Connect the video source to the composite input connector on the Osprey breakout cable.
S-video	Connect the video source to the S-Video input connector on the Osprey breakout cable.

Video source	Connection details
DVI-I video	Connect the video source to the DVI/VGA Capture port using a DVI-I cable.
Digital video (FireWire)	Connect the video source to the FireWire port using a cable with a six-pin FireWire plug.

 If you are using the same digital device to capture both the video and audio then you need only to connect the device to the Recorder using the FireWire port and select the device as both the video and audio input in the Recorder Control Panel. See “Selecting the Recorder’s input devices” on page 18 for more information.

 You cannot use the DVI/VGA Capture port to capture images and video at the same time. Therefore, when you use a DVI-I video source, you will not be able to capture images. Also, if you are using a high-definition (HD) video signal as the input into the DVI-I port, you must connect the HD source’s audio output to the Recorder separately using the Unbalanced RCA connectors on the Osprey breakout cable.

3. If you are using an analog audio capture device, connect it to a connector on the Osprey breakout cable (which should first be connected to the Primary AV Capture port), one of the secondary audio ports, or to a digital camera’s audio input. If you are using a digital audio capture device, connect it to the FireWire port.

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 RCA connectors on the Osprey breakout cable.
Microphone with 3.5 mm connectors	Connect the microphone to the secondary audio MIC port.
Line level source with 3.5 mm connectors	Connect the audio source to the secondary audio LINE port.
Analog audio source with digital video camera	Connect the audio source to the digital video camera’s audio input.
Digital audio	Connect the audio source to the FireWire port using a cable with a six-pin FireWire plug.

4. To monitor the input for an audio source connected to the Primary AV Capture port, connect headphones or speakers to the line out port on the same card as the Primary AV Capture port.



When using the line out port on the Primary AV capture card, you cannot independently control the signal going to the headphones or speakers. To avoid the volume being too loud, we recommend using an in-line volume attenuator (an electronic device that reduces the power of a signal without distorting it).

When playing back or editing presentations, connect headphones or speakers to the secondary audio Line Out port to review the presentation's audio.

5. Connect an Ethernet network cable to the Ethernet/RJ45 port if you will broadcast live presentations, publish presentations to the EX Server, or use the Recorder web interface.
6. Connect a monitor to the Video Out port using a VGA cable. If you have a ML Recorder, you can use this port to connect an additional monitor.
7. To send your VGA input to a second receiver, such as a projector or second Mediasite Recorder, connect the VGA Out port to the receiver's input using a VGA cable.
8. Connect the keyboard and mouse. The ML comes with a USB keyboard and mouse, which you will connect to the USB ports.



See "Recording and publishing presentations" on page 35 and "Using the Recorder web interface" on page 43 for more information. If you are integrating your RL into an AV-controlled environment, also see *Designing AV Automation for the Mediasite Recorder* available on the Customer Assurance Portal at www.sonicfoundry.com/support.

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 Recorder software

The Recorder comes pre-installed with three software applications, Mediasite Recorder Control Panel, Recorded Presentations Manager, and Mediasite Editor. You will use the Recorder Control Panel and Recorded Presentations Manager to manage your Recorder and recorded presentations stored on your Recorder, respectively. You will use the Editor to edit recorded presentations.

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



Recorder Control Panel

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



Recorder Control Panel



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

Recorder features and controls

The following features and controls are available in the Recorder Control Panel:

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

Button Action

-  Starts/resumes recording
-  Stops recording



Pauses recording

Audio level meter and volume control: Select Tools > Monitor Audio Input to display the audio level meter and monitor the audio levels. The meter will indicate if your audio level is too low. 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. You can control the input and output windows displayed in the Recorder Control Panel:

- Click Tools > Monitor Video > Input to display the video input window.
- Click Tools > Monitor Video > Output to display the video output window. By default, only the video output window is displayed
- Click Tools > Monitor Video > Both to display both the video input and output windows.
- Click Tools > Monitor Video > Auto to switch between input and output video previews depending on the state of recording. When the Recorder is not recording, the video input window is shown. When it is recording, the video output window is shown.
- Click Tools > Video Output Streams and select a stream to preview a specific stream in the video output window when your recording session is using an encoding profile with multiple video bitrates.

Switch video output controls: Click one of the buttons to switch the video output displayed to your audience. Viewers will see what is displayed in the Video Out window in the Mediasite Player's video window. By default, the video input is selected as the video output.

Button	Action
	Displays video input
	Displays image input
	Displays the image input with the video input as a small picture-in-picture (PiP)



When you switch to image input, for example, to capture animation or other fast-moving sequences in your slides, the image slide capture rate remains the same. For

more information on these settings, see “Adjust the image advance settings” on page 24.



You can use high resolution image and video inputs with the Recorder. However, the encoding profile used for the recording session determines the video output’s final resolution. To view the encoding profile being used by the Recorder, select File > Properties > Format tab.

Image advance controls: Use controls to advance images manually or automatically:

Button Action



Advances image manually



Enables or disables 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



Adds image to Image Manager



Removes image from Image Manager



Moves image up in Image Manager



Moves image down in Image Manager

Recorder shortcut keys

The following shortcut keys are available in the Recorder Control Panel:

Shortcut Keys

Action

Ctrl+N	Displays the New Presentation dialog box
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

Recorder LEDs (RL Only)

Recorder Status

LED Colors

Idle	Blue
Recording	Red
Pause	Pulsing Red

Recorder Status

Error

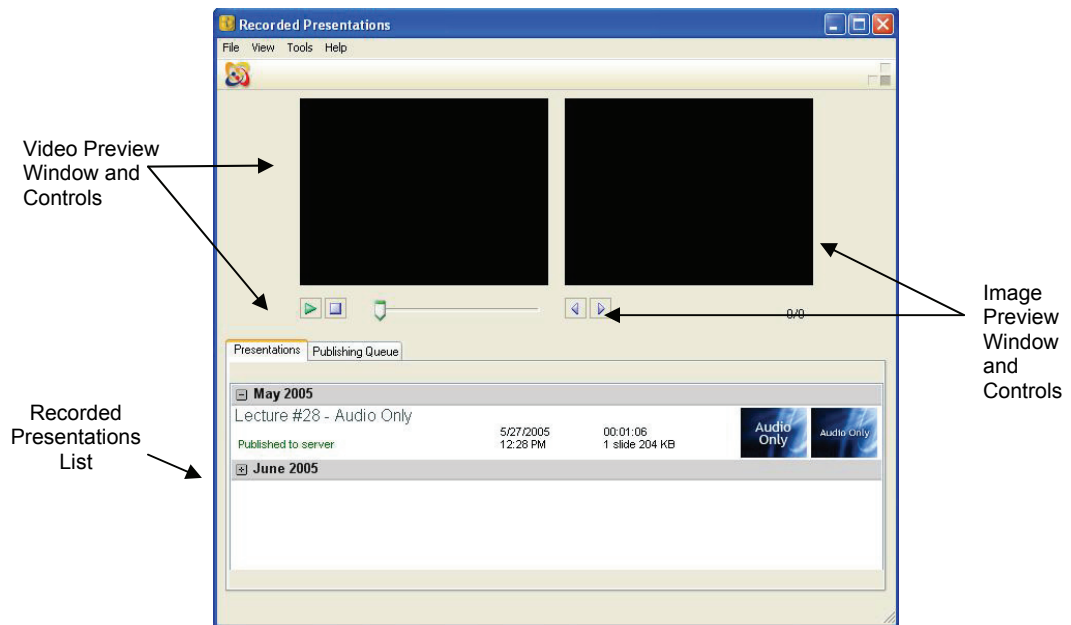
LED Colors

Alternating Red, Blue

**Recorded Presentations Manager**

Use the Recorded Presentations Manager to review and publish your recorded presentations and to launch Mediasite Editor, which you will use to edit the presentations. All recorded presentations 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 to open the Recorded Presentations Manager.

**Recorded Presentations Manager****Recorded Presentations 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 preview controls: When you select a presentation in the Recorded Presentations list, you can use the video controls to preview the presentation’s video. Use the scroll bar to quickly go forward or backward in the video:







Button	Action
	Plays the presentation’s video
	Pauses the video
	Stops playing the video

Image preview: When you select a presentation in the Recorded Presentations List, you can use the controls to preview the presentation’s slide images:

Button	Action
	Displays the next slide image
	Displays the previous slide image

 For more information on using the Recorder Control Panel and Recorded Presentations Manager to record and publish presentations, see “Recording and publishing presentations” on page 35. For instructions on using the Editor, see the Editor help file.

 You can hide the video and image preview windows in the Recorded Presentations Manager by clearing the View > Presentation Preview menu item.

Selecting the Recorder’s input devices

Before recording a presentation, you must select the input devices the Recorder will use to capture the video, audio, and images for your presentation. All capture devices must already be connected to the Recorder and turned on to appear in the drop-down lists. When you are using video and audio devices connected to the Osprey breakout cable, you must also specify the video and audio source.

Select the capture input devices

To select the capture input devices:

1. Select Tools > Options > Input Devices tab and select the audio and video devices from the Audio In and Video In drop-down lists, respectively. The audio and video capture input devices connected to the Primary AV Capture port via the Osprey breakout cable are selected by default.
2. Select an image device from the Image In drop-down list. The image source connected to the DVI/VGA Capture port – Sonic Foundry VersaVisual (R) – is

selected by default.

3. Click OK.

Considerations when selecting your input (capture) devices

The Recorder allows you to connect many types of inputs, so it is important to consider the following when using non-default input devices:

- When selecting the audio and video inputs for the Recorder, it is best to use the same input types – digital audio input with digital video input or analog audio input with analog video input.
- If you are using a digital video device as the audio and video input, select the device (which will be connected to the Recorder’s FireWire port) in both the Audio In and Video In drop-down lists.
- When using a laptop as an image capture device, keep in mind that many laptops require you to use function key combinations to send output to both the laptop’s screen and an external device, in this case the Recorder. If this feature is not enabled, you will not see an input image in the Recorder Control Panel. For more information on configuring your laptop to send output to an external device, see the documentation included with your laptop.
- The DVI/VGA Capture port can be used to capture images and video. However, you cannot use this port to capture both at the same time. Therefore, when you use a DVI-I video source, you will not be able to capture images without using additional equipment, for example, a scan converter. Also, you must connect the audio source for the video device to the Recorder using one of the audio inputs on the Osprey breakout cable. Remember to select Sonic Foundry VersaVisual (R) in the Video In drop-down list.
- Even though you can use high resolution video inputs with the Recorder, the encoding profile used for the recording session determines the video output’s final resolution. To view the encoding profile being used by the Recorder, select File > Properties > Format tab.



Once you select the input devices, specify the video and audio sources separately and adjust the capture settings if necessary. See “Specify the video source” below, “Specify the audio source” on page 20, and “Adjusting the capture settings” on page 20 for more information.

Specify the video source

When your selected video input device is connected to the Osprey breakout cable, you must also specify the video source being used – Composite or S-video. You must update the video source each time you switch video sources on the Osprey breakout cable. The default video source is Composite.

To specify the video source:

1. Select Tools > Video > Source Properties. The Osprey Capture Card Properties control panel appears.
2. Click Video Source, select the radio button next to the video source you want to use, and click OK.
3. Click OK to exit the control panel.

Specify the audio source

When your selected audio input device is connected to the Osprey breakout cable, you must also specify the audio source using the Microsoft® Record Control settings – Unbalanced or XLR Balanced. You must update the audio source each time you switch audio sources on the Osprey breakout cable. The default audio source is Unbalanced.

To specify the audio source:

1. Right click on the Recorder icon in your Windows system tray and choose Exit. Changes made to the audio source will not be saved if the Recorder application is running.
2. Double-click the Volume control icon in the System Tray in the lower right-hand corner of the screen. The Volume Control dialog appears.
3. Select Options > Properties to bring up the Properties dialog.
4. Select the Osprey device from the Mixer device drop-down list.
5. Click OK. The Volume Control dialog becomes the Record Control dialog.
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, DVI/VGA, image processing, and image advance settings. However, the default settings will work for most presentations.

Adjust the audio levels

Adjust audio levels using the volume control in the Recorder Control Panel or the faders in the Microsoft Record 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 image capture settings

Image capture settings determine the appearance of the output images. The settings available depend on the image capture card in the Recorder. As you adjust the settings, monitor the image displayed in the Image input window.

Adjust video filtering options

To adjust the video filtering options:

1. Select Tools > Image > Source Properties > Video Proc Amp tab.
2. Move the appropriate tabs to adjust the brightness, contrast, hue, and saturation of the video as needed
3. Click OK.

Adjust video signal position

To adjust the video signal position:

1. Select Tools > Image > Source Properties > Options tab.
2. Move the Position adjustment (Analog only) tabs to adjust the horizontal and vertical positions for an analog input to prevent the sampled signal from displaying an off-center image.
3. Click OK.

Adjust advanced resolution settings

By default, the resolution settings are automatically detected by the hardware. However, you can make adjustments. To adjust the advanced resolution settings:

1. Select Tools > Image > Source Properties > Advanced tab.
2. Update the resolution and phase sampling settings as needed:

Auto-Detect Image Resolution: Clear the check box to adjust the settings on the page.

Resolution: Select a resolution from the drop-down list. Check the Show Widescreen Resolutions Only check box to limit the resolutions displayed in the list.

Refresh Rate: Select the frequency at which the frame should be updated.

Timing Mode: Select the timing standard that should be used for the source. If you are not certain which timing mode your source is using, the default is DMT.

Clock Phase Adjustment: Move the tab to adjust the clock sampling of the analog signal to help reduce signal noise.

Invert Video: Click to invert the video top to bottom.

3. Click OK.



If you have selected the VersaVisual capture card in the Video In drop-down list, you will select Tools > Video > Source Properties to view the settings described above.

Supported image resolutions

Sonic Foundry VersaVisual supports the image resolutions listed in the following tables. The supported resolutions include analog signals as well as DVI-I widescreen and high-definition signals used, for example, by medical imaging devices with high-definition output:

Standard resolutions

H	V	Aspect Ratio	Hz (Analog)	Hz (Digital)	Interlaced
640	480	4:3	60, 75, 85	60	No
800	600	4:3	75, 85	60	No
1024	768	4:3	60, 75, 85	60	No
1280	768	15:9	60, 75, 85	60	No
1366	768	16:9	60, 75, 85	60	No
1152	864	4:3	60, 75	60	No
1600	900	16:9	60, 75, 85	60	No
1280	960	4:3	60, 75, 85	60	No
1280	1024	5:4	60, 75, 85	60	No
1400	1050	4:3	60, 75	60	No
1680	1050	16:10	60, 75	60	No

H	V	Aspect Ratio	Hz (Analog)	Hz (Digital)	Interlaced
1600	1200	4:3	60, 75	60	No



Not all resolution timing formats are compatible with the Recorder. Before switching resolutions, update the refresh rate in the advanced resolution settings.

Widescreen and HDTV resolutions

Sonic Foundry VersaVisual supports the following widescreen and high-definition resolutions when the source is connected via DVI-I.

Resolution	H	V	Aspect Ratio	Hz	Interlaced
Wide Screen	1280	768	15:9	60, 75, 85	No
Wide Screen	1366	768	16:9	60, 75, 85	No
Wide Screen	1680	1050	16:10	60, 75	No
Wide Screen	1680	1050	16:10	60, 75	No
HDTV - 480p	720	480	15:10	50, 60	No
HDTV - 720p	1280	720	16:9	50, 60	No
HDTV - 1080i	1920	1080	16:9	50, 60	Yes

Working with widescreen image resolutions

Automatic resolution changes are not detected by the VersaVisual driver for some wide screen image resolutions. These resolutions are detected as 4:3. These resolutions include:

- 1280x768 GTF as 1024x768
- 1680x1050 GTF as 1400x1050
- 1280x768 DMT as 960x768
- 1280x768 CVT as 960x768
- 1600x900 DMT as 1200x900
- 1600x900 GTF as 1200x900

To detect the above resolutions correctly, you must check the Favor widescreen image capture check box in the Image Processing tab. You can also use the Management Portal to create pre-defined slide capture settings that favor wide screen images and then select the slide capture setting in an encoding profile. When you use an encoding profile for a scheduled presentation, the slide capture settings are automatically applied to the

presentation's recording session and the Recorder captures slides in wide screen format or operates in enhanced wide screen detection mode.



Also make sure to select the widescreen resolution as one of the image source properties as described in "Adjust advanced resolution settings" on page 21.

For more information on creating slide capture settings and encoding profiles, see the *Mediasite Server Guide*.



You can use high resolution video inputs with the Recorder via the DVI/VGA Capture port. However, it is the encoding profile used for the recording session that determines the video output's final resolution. To view the encoding profile being used by the Recorder, select File > Properties > Format tab.

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 and specify the settings:

Use Sharpening: Select checkbox to enable sharpening.

Image Sharpening: Drag the 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 input as the image source.

Image Quality: Drag the slider 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.

Favor widescreen image capture: Select check box to have the Recorder automatically capture slides in wide screen format or operate in enhanced wide screen detection mode.

2. Click OK.



In some instances, analog widescreen signals may not automatically resolve to their native aspect ratio and may default to a 4:3 aspect ratio. For these instances, you will favor capture widescreen. For more information, see "Working with widescreen

image resolutions” on page 23.

Adjust the image advance settings

Image advance settings determine how a presentation’s images are captured when the presentation is recorded. The slide capture settings allow you to specify the image quality, maximum image scan rate, image change sensitivity as well as whether the Recorder should favor widescreen capture and include slide transitions. 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, 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.

You can adjust the image by using the default 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.

Adjust the image advance settings manually

To adjust the image advance settings:

1. Select Tools > Options > Image Advance tab and specify the settings:
 - Maximum Image Scan Rate:** Move slider to adjust the rate (frames per second) the Recorder will scan for new images.
 - Image Change Sensitivity:** Move the slider to adjust the Recorder’s sensitivity to image changes.
 - Remove slide transitions:** Select check box to have the Recorder wait until an image is stable before it advances to the next image.
2. Click OK.

- ▶ 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.

When you remove slide transitions and decrease the image scan rate, the Recorder will scan less often.

Add new preset image advance settings

To 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.

Viewing the encoding profile

The encoding profile used for a recording session determines the video output's final resolution. To view the encoding profile being used by the Recorder, select File > Properties > Format tab.

- 🔍 When you record a scheduled presentation, the Recorder uses the encoding profile specified as part of the presentation's properties. Encoding profiles are created on the Mediasite Server using the Management Portal. When you create new encoding profiles, you can download them to your online Recorders or export them to a file and import them to offline Recorders. This is useful when you record presentations locally, that is, without a connection to the Mediasite Server and want to have the same encoding profiles available.

For more information on exporting and downloading encoding profiles, see the *Mediasite Server Guide* or KB article 10558. Both documents are available on the Customer Assurance Portal at www.sonicfoundry.com/support. For more information on importing encoding profiles, see the Recorder Help file.

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 Customer Assurance Portal at 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 subnet mask, and click Add. This step is optional.
 - Windows Media Encoder Outgoing Port** Enter the port number on which the Recorder will 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 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.

Connecting the Recorder to a Mediasite Server

You must connect a Recorder to a Mediasite Server before you can record live or prepared on-demand presentations, use the Scheduler to automate the recording process, 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 Root URL for the Mediasite Server, which includes the 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.

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 check box 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 check box so that users will have to log in 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.



For more information on presentation permissions, see the *Mediasite Server Guide*.

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 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:

Enable Remote Access: Select the Allow Remote Access check box.

Port: The port used by the Recorder web service. The default value is 8090.

Encryption Key/Confirm Encryption Key: Enter the key needed to encrypt and decrypt data received and sent by the Recorder.

Recorder Registration Url: The recorder address..

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

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

2. Click OK.



See the *Mediasite 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 43.

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 error message is shown.

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 presentation deletion 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 presentation deletion 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 presentation deletion is enabled.

2. Click OK.

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 check box next to a setting to enable it or clear the check box to disable it, and click OK.

Deleting trace logs

Trace logs are generated on the Recorder for both the Recorder Control Panel and the Recorded Presentations Manager. To reduce the amount of disk space being used on the Recorder, you can delete trace log files for either application from its respective File menu.

To delete a trace log file for either application:

1. Launch the application on the Recorder.
2. From the File menu, select Delete Trace Logs. When the confirmation message appears, click Yes.

Tips for recording a presentation

This chapter provides production and presentation tips that you should consider before recording your presentation. These tips will help you produce high-quality rich media presentations for live broadcasts and on-demand playback.

Production tips

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

Be aware of your environment

- 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).
- Allow at least one hour for hardware setup and system testing prior to recording the presentation.

General production tips

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

Recording high-quality video

- If you are using an analog camera, connect it to the Recorder using the S-video output (if equipped) to obtain a higher-quality video stream.
- Some consumer-level analog camcorders shut down when not recording to a videotape. 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.

- 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.
- Avoid excessive zooming, panning, and tilting to ensure a higher-quality video stream. We recommend placing the camera on a tripod whenever possible.
- Set the camera to manual exposure mode so the picture's brightness will not fluctuate when the presenter moves out of the frame.
- 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.
- 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.
- 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.
- 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.

Recording high-quality images

- If you are using multiple DVI or VGA sources during a presentation (e.g. a digital white board, a laptop, and a document camera), connect the inputs to a switch and feed the output into the Recorder's DVI/VGA Capture port. This allows the presenter to easily switch from one input to the next as needed.
- 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

- Whenever possible, hold presentations in closed areas. This will eliminate ambient noise such as sounds from a busy corridor.

- Always use a high-quality microphone. Built-in camera microphones pick up a lot of ambient room noise and should be avoided.
- If possible, use a lapel (lavaliere) microphone. The microphone should be placed about six to eight inches from the presenter's mouth.
- 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 Recorder.
- Do not put the microphone or audio equipment near fluorescent lights, which emit a hum that can reduce the presentation's audio quality.
- 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 Control Panel.
- Use headphones to monitor the presentation's audio quality.
- Consider using an external audio mixer or a microphone preamplifier 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

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

Interacting with the audience

- When taking questions from the audience in the presentation room, include an audience microphone or repeat all questions for the web audience.

- 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.
- 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.
- Announce polls to the web audience when they are sent so the audience knows they are available to answer.
- Give the web audience sufficient time to answer a poll before proceeding with the presentation.

Effectively using presentation aids

- 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.

- 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 Recorder operator has the ability to select individual video or animation frames for transmission.
- When using any new VGA or DVI input (visualizers, digital white board, or diagnostic equipment) as a presentation aid, read the manufacturer's documentation prior to the presentation.

Recording and publishing presentations

When a rich media presentation is recorded, data from the audio, video, and image sources connected to the Recorder are captured, encoded, synchronized and stored on the Recorder. The recorded media and images are always associated with a presentation. The 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.


Scheduled 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. You can also add recurring presentations that are created by the Mediasite Scheduler using a user-defined schedule. When you add recurring presentations, you can also fully-automate or semi-automate the recording process. For more information, see the *Mediasite 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 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.


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 encoding profile before you begin recording the presentation.

 If you click the Record button, the encoding profile used is the one used for the last recorded presentation. To see the settings being used, display the Properties dialog box (File > Properties) and click the Format tab.

To record 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 encoding profile, and click OK.
3. Click Record to start recording the presentation.
4. Use the video switch controls to change the video output. For example, click the Switch to Image button to display high-motion images on your laptop computer as video output. This is useful when using slides with animation or displaying a video on your laptop.
5. Click Pause to temporarily stop recording, for example, if you want to change cameras. Click Record to resume recording.

-  The video fades to black when you pause recording and transitions out of black once you resume recording. While the presentation is paused, images are not displayed and the audio is muted.
6. 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, the Recorder must be connected to the Mediasite Server where the scheduled presentation is located, and the broadcast settings must be configured.



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 and specifying the broadcast setting, see “Setting your Recorder’s broadcast IP address” on page 26 and “Connecting the Recorder to a Mediasite Server” on page 27.

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 check box 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 Broadcast Media Server.
6. Use the video switch controls to change the video output. For example, click the Switch to Image button to display high-motion images on your laptop computer as video output. This is useful when using slides with animation or displaying a video on your laptop.
7. Click Pause to temporarily stop recording, for example, if you want to change cameras. Click Go Live to resume recording.



The video fades to black when you pause recording and transitions out of black once you resume recording. While the presentation is paused, images are not displayed, the audio is muted, and a message indicating the paused recording status is displayed in the Video Out window.


8. Click Stop to stop recording the presentation. The Recorder will take approximately 60 seconds to terminate the video stream. The audio is silent during this time and the video fades to black. 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 scheduled on-demand presentation

Recording a scheduled 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 scheduled 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 scheduled 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 check box 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. If the presentation is also being broadcast live, the button will say Go Live instead of Record and the presentation will automatically stream to your audience using the appropriate Broadcast Media Server.
6. Use the video switch controls to change the video output. For example, click the Switch to Image button to display high-motion images on your laptop computer as video output. This is useful when using slides with animation or displaying a video on your laptop.
7. Click Pause to temporarily stop recording, for example, if you want to change cameras. Click Record to resume recording.

-  The video fades to black when you pause recording and transitions out of black once you resume recording. While the presentation is paused, images are not displayed and the audio is muted.
- 8. 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.

Disabling auto-stop for an automated recording

When you use the Scheduler to automatically record a scheduled presentation, you can automate the entire recording process. However, if a presentation is running longer than initially anticipated, you can override the specified recording stop time by disabling the auto-stop feature for the presentation.

To disable auto-stop for an automated recording, select Tools > Disable auto-stop.

-  For more information on using the Scheduler to automate all or some of the recording process for a scheduled presentation, see the *Mediasite Server Guide*.
-  During a scheduled presentation's recording, presentation status, including the scheduled duration, is displayed in the lower right-hand corner of the Recorder Control Panel.

Sending local images

Use the Image Manager in the Recorder Control Panel 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

3. Select Stock Images or Presentation Specific from the drop-down list.
4. 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.

Switching between Recorder versions

Recorder 5.0 comes with both 5.0 and 4.3 versions of the Recorder software installed and a utility that allows you to switch between versions. You may need to switch to the 4.3 version to connect to a Mediasite Server that has not been updated to the 5.0 release.

To switch from one Recorder version to the other, run the RecorderSwitcher.exe file, located at C:\Program Files\Sonic Foundry\Mediasite Recorder\VersionSwitcher.

Publishing a recorded presentation

Use the Recorded Presentations Manager to publish presentations on a Recorder to CD, a folder, or to a Mediasite Server.

Publish presentation to a 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. Put a CD inside the CD drive and open the Recorded Presentations Manager.
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.

Publish presentation to a folder

Presentations can be published to any folder that is accessible from the Recorder.

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.

Publish 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 check box 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.

Recovering recorded presentations

Use the Recorded Presentations Manager's presentation recovery feature to locate recorded presentations that may have been deleted or misplaced and add them to the Recorded Presentations list. This feature is useful for retrieving presentations that have been deleted automatically from the Recorded Presentations list to conserve disk space on the Recorder.

To recover a recorded presentation:

1. Open the Recorded Presentations Manager and select Tools > Recover Presentations.
2. Browse to a folder in which the presentation you are seeking may be located and click OK. The Recorder will scan the folder and find any presentations that are not currently in the Recorded Presentations list and add them.

Exporting recorded presentations to 4.3 format

You can export a group of recorded presentations in 4.3 format to a back-up location, like an external hard drive. This is useful if you intend to record using Mediasite 5.0 and publish to a Mediasite 4.3 Server. You can export to Mediasite 4.3 format and later recover presentations using the Recorded Presentations Manager in a Mediasite 4.3 Recorder.

To export recorded presentations to 4.3 format:

1. Right click a presentation and select Export to 4.3 Format.
2. Browse for a folder location and click OK.



For more information on the Recorder settings used to manage disk space, see “Managing disk space on the Recorder” on page 29.

Using the Recorder web interface

The Recorder web interface includes many of the controls available on the Recorder Control Panel including the audio meter. You can use the Recorder web interface to update most Recorder settings, record presentations, and monitor the recording process. You can also use it 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, Windows 2003, or Windows 2008
- Microsoft Internet Explorer 6.0 SP1 or later
- Windows Media Player 9.0 or later

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.

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. You must also set up port-forwarding on the device for web traffic and media traffic, typically ports 8090 and 8080, respectively.



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

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 28 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 check box, and click Submit.

Using the Recorder web interface buttons

The following buttons are available in the Recorder web interface:

Button	Action
	Starts recording
	Stops recording
	Pauses recording
	Advances image manually
	Saves changes to the audio level. Use the slider to adjust the audio level.
	Activates Mediasite Server connection
	Tests Mediasite Server connection

Button	Action
	Edits Mediasite Server connection
	Deletes Mediasite Server connection
	Selects preset image advance
	Adds IP address
	Displays video input as the video output
	Displays image input as the video output
	Displays the image input with the video input as a small picture-in-picture (PiP) as the video output

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 using the Recorder Control Panel directly. You can use the Recorder web interface to do the following tasks:

- Update the video, audio, and image input devices
- Switch the video output
- Update the image advance, image processing, and broadcast settings
- Connect the Recorder to a Mediasite Server
- Update the Recorder's general settings
- Disable auto-stop for an automated recording



For more information on these settings, see “Setting up the Recorder “on page 7 and “Disabling auto-stop for an automated recording “on page 39.

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 an encoding 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:

1. Click the Open Scheduled Presentation tab, search for the presentation using folder or search view, and click the presentation name for the scheduled presentation you want to record.
2. Click Go Live or Record to begin recording the scheduled presentation.
3. Click the presentation's title in the top left corner while recording to launch the presentation in Mediasite Viewer. If this is a live broadcast, this allows you to see exactly what your audience is viewing.



For more information on recording new and scheduled presentations, see “Recording and publishing presentations” on page 35.



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.

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

add presentations	To add a presentation means to make space available on the Mediasite Server to place a newly recorded presentation. A presentation is added using the Management Portal or System Manager.
balanced audio	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 the 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.
composite video	The format of an analog television (picture only) signal before it is combined with a sound signal. The signal is a combination of luminance and two different color signals. In typical applications, composite video signals are connected using a yellow RCA jack together with the red and white audio jacks. Higher quality BNC connectors and higher quality co-axial cable are used in more professional applications.
DVI	Digital Visual Interface (DVI) is a video interface standard designed to maximize the visual quality of digital display devices. DVI-I stands for DVI-Integrated and supports both digital and analog transfers.
encoding profiles	Encoding profiles determine how presentations are encoded – in terms of video and audio quality – and ultimately streamed to your audience.
fully-qualified domain name (FQDN)	A fully qualified domain name consists of a host and domain name, including top-level domain.

line level	Standard +4 dBu or -10 dBV audio levels. This would be the audio signal found on the rear of your VCR or DVD player.
Media Server Control Service (MSCS)	The Media Server Control Service, installed on the Media Server, creates publishing points on the Media Server for live media transferred from the Recorder. MSCS is required only when a Pull Broadcast Media Server is used.
Mediasite Editor	Mediasite Editor is used to edit recorded presentations. You can add, remove, or replace slide images as well as replace a presentation's media file (.wmv). Mediasite Editor also lets you author new presentations from media files.
Mediasite Player	Mediasite Player is 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.
Mediasite Recorder	The Recorder captures audio, video, and image sources and then encodes, synchronizes, and stores the presentation.
Mediasite Scheduler	Mediasite Scheduler, available with Mediasite EX Server, automatically creates recurring presentations on a Mediasite Server and communicates with the Recorder to make presentations available for recording or to record presentations using a user-defined schedule.
Mediasite Server	A set of applications and tools used to create, 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.
on-demand presentation	A presentation located on the Mediasite Server that can be accessed, searched, and viewed at any time.
Players	Players determine the appearance of presentations. A Player consists of a layout and a set of graphics used by that layout. Aside from several pre-defined Players, you can create your own Player.

portable presentation	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 Recorder's network or as .zip files for downloading.
recurring presentations	Presentations created on the Mediasite EX Server by the Scheduler using a user-defined schedule. Some or all of the recording process may be automated for a recurring presentation.
RGB	A type of component video signal consisting of red, green, and blue signals carried independently of one another.
S-video	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 cables are most commonly connected using 4 pin mini-DIN connectors.
VGA	Video Graphics Array (VGA) is the display standard for the PC and is the traditional analog connection to a monitor. The term also often refers to the 15-pin connectors.

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