

# Lecture Capture

## Getting Started with Lecture Capture

A guide on Lecture Capture for teaching staff

*February 2019*

# Contents

## Table of Contents

1	Introduction to Lecture Capture .....	4
1.1	Lecture Capture Workflows .....	4
1.1.1	Opt-in to Automatic Capture Publish Workflow .....	4
1.1.2	No Opt-in to Automatic Capture Publish Workflow .....	4
1.2	Schedule Recording.....	4
1.3	Create Moodle Link.....	5
1.4	Deliver Lecture .....	5
1.5	Using the Blank Screen option on the Crestron Control Panel.....	5
1.6	Review, Edit, and change Availability .....	6
2	Scheduling.....	7
2.1	Viewing upcoming scheduled recordings .....	7
2.2	Accessing Lecture Capture .....	7
2.3	Choosing the right browser.....	7
3	Linking Lecture Capture with Moodle.....	8
3.1	Step 1 – Creating an Echo360 link in Moodle .....	8
3.2	Step 2 –Making your recordings available to your students .....	9
4	Interface Overview.....	11
4.1	Dashboard, Library and Courses buttons.....	11
4.2	VLE Reset option .....	11
4.3	Settings and Info .....	11
4.4	Classes, Analytics, Settings and Search buttons .....	11
4.5	Reorder button and Search box.....	11
4.6	Classes.....	12
4.7	Video content option .....	12
5	Editing Your Lecture Recordings .....	12
5.1	Opening the video editor .....	12
5.2	Removing sections of your video.....	15
5.2.1	Best Practice for Editing your Lecture Recording. ....	15
5.3	Trimming your video .....	17
5.4	Saving your edits .....	18
6	Publishing your content .....	20

6.1	Publishing.....	20
6.2	Make Unavailable .....	22
6.3	Make Available.....	23
7	Using the AV equipment when recording.....	24
7.1	Selecting your visual input .....	24
7.1.1	PC, HDMI, VGA and Document Camera feeds .....	24
7.1.2	Document cameras .....	25
7.2	Using the microphones.....	26
7.2.1	Lectern and Boundary Microphones .....	27
7.2.2	Lapel clip-on microphones .....	27
7.2.3	Catchbox microphones .....	28
7.3	Delcom recording lights .....	31
7.3.1	Colour codes .....	31
7.3.2	Pausing a recording or ending early.....	32

# 1 Introduction to Lecture Capture

Lecture Capture at Manchester Metropolitan University will record lecture audio and projector output. Once the lecture has been recorded, it can be made available to students via our Moodle environment.

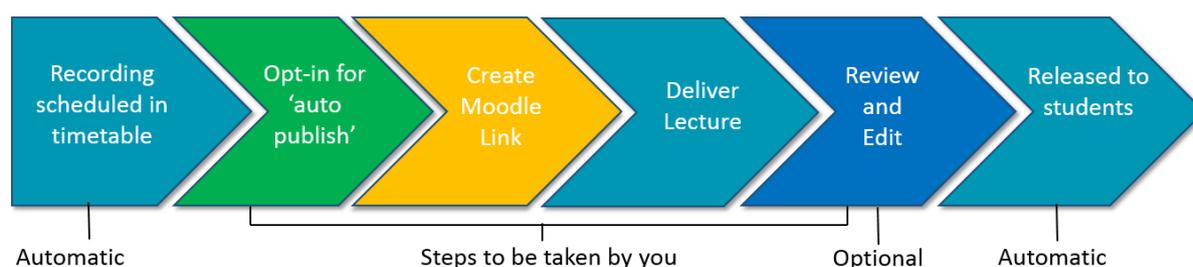
A full location list of Lecture Capture Technology is available by Faculty [here](#).

*Please note: Lecture Capture is not intended as a replacement for attending lectures.*

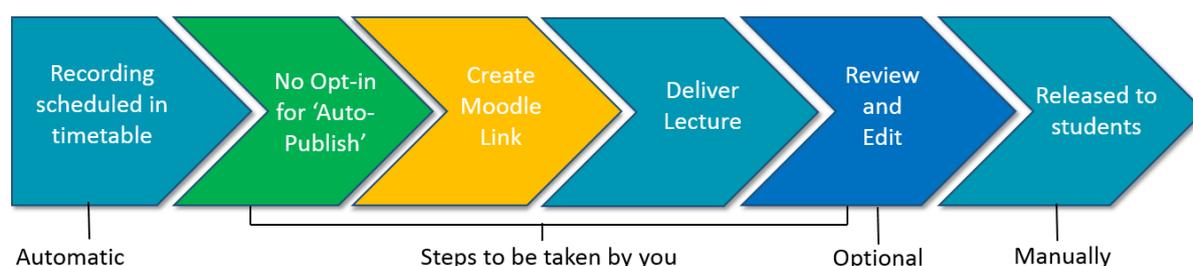
For more information about the Lecture Capture project benefits and [FAQs](#), please visit the [Lecture Capture webpage](#).

## 1.1 Lecture Capture Workflows

### 1.1.1 Opt-in to Automatic Capture Publish Workflow



### 1.1.2 No Opt-in to Automatic Capture Publish Workflow



## 1.2 Schedule Recording

All lectures will be recorded if you are timetabled to lecture in rooms with lecture capture technology installed. For automatic release of your lecture recordings unit leader will have to opt-in via the opt-in webform.

Please see the opt-in guidance for full details on the [Lecture Capture website](#).

The recording process will happen automatically thereafter if you are timetabled in a lecture room with lecture capture technology installed.

The recording will begin at the start off the timetabled session and finish 5min before the end of your session.

*Please Note :- we are only scheduling a week in advance and this is not a replacement for the standard process for viewing timetables*

### 1.3 Create Moodle Link

Your Lecture Capture is made available to you and your students via the Moodle link in the appropriate unitcodes. As with any other Moodle resources you create, Lecture capture resource also works in the same way, you have to create a lecture capture link in your Moodle area. You only need to do this once in each unit area where you want your students to have access to your lecture capture recordings.

### 1.4 Deliver Lecture

Your Lectures are pre-scheduled to be recorded in the timetabling system, therefore, you only need to turn up to your lecture, attach your microphone (if required) and switch it on and start delivering your lecture.

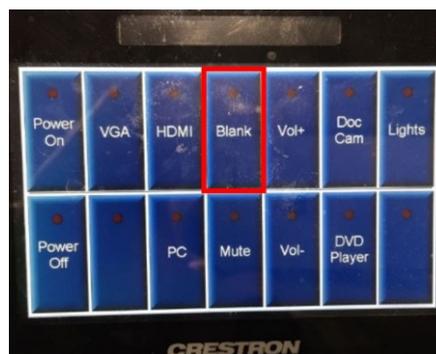
The recording will **start automatically** at the exact time the lecture is scheduled in the timetabling system.

The recording will **stop automatically five minutes** before end of your pre-scheduled lecture time slot. At the end of your lecture the system will process your recording and auto release will happen after 2 working days if your unit has been opted in. However, the system has an option that will allow you to publish your lecture earlier if you so wish.

### 1.5 Using the Blank Screen option on the Crestron Control Panel.

Scenario:- Before you start your lecture, you may want to navigate to your personal file folder and have a look at the content which you do not want your students to see on the projector screen. Therefore, you would blank the screen using the panel.

**Important!** – *Please be aware that blanking the projector screen using the Lecture Theatre Crestron control panel in rooms with lecture capture technology will not stop your lecture from capturing. It will continue to record.*



If you do not want any aspect of your lecture recording you **MUST** press the light button to pause (flashing amber) your lecture from recording. Once you are ready to start capturing your lecture then press the light button again. The red light indicates that your lecture is capturing.



**Flashing Amber = PAUSED**

## 1.6 Review, Edit, and change Availability

Before releasing the lecture capture recording to your students, you will be able to review, edit and change certain aspect of your lecture recording.

**Please Note:-** In Lecture Capture the 'Owner' is the person who is scheduled in the timetable to deliver the lecture. Irrespective of who will deliver the lecture on a unit it is the 'Owner' who will have more rights to the lecture capture than the other 'instructors' on the unit.

Therefore, any edits that instructors make on a lecture capture will be saved in the 'owners' echo360 'my Content' area.

echo<sup>360</sup>

Upload

Courses

All Content

My Content

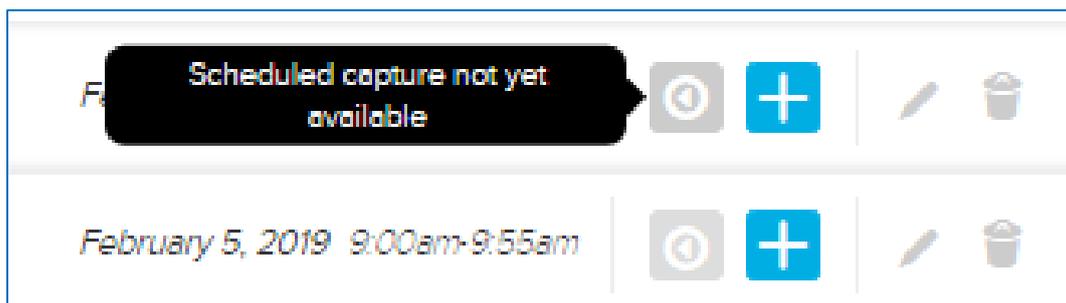
Shared With Me

## 2 Scheduling

Lecture Capture supports automated scheduling of lectures within rooms which have been enabled for lecture recording (i.e. have necessary hardware/software installed and configured), you simply have to turn up and deliver your lecture as normal, and it will be recorded.

### 2.1 Viewing upcoming scheduled recordings

Once logged into the Lecture Capture section of Moodle, you can quickly view when your next class is taking place. The Scheduled capture not yet available will be greyed out. Unless you have reordered the list you may have to scroll down to see which are upcoming scheduled recordings.



### 2.2 Accessing Lecture Capture

Lecture capture recording is accessed through your Moodle VLE.

The easiest way for you and your students to find your lecture capture recordings is to add a link within your VLE course. This link will take users to the relevant course within Lecture Capture.

### 2.3 Choosing the right browser

As Lecture Capture is a web-based application, it doesn't have any specific operating system requirements, however, we recommend you use one of the following browsers as they have been successfully tested at the time of writing this guide:

- Internet Explorer – 11 and higher (also successfully tested on Edge)
- Mozilla Firefox – most recent version
- Google Chrome – most recent version
- Safari – most recent version

More information on suitable web browsers can be found on the Echo 360 Online Help pages at <http://bit.ly/2wA3i4P>.

## 3 Linking Lecture Capture with Moodle

### 3.1 Step 1 – Creating an Echo360 link in Moodle

1. Login to Moodle

**Option 1 - Access to all lectures capture recordings – place the link towards the top of the Moodle page. Name this resource as ‘Access to all Lecture Recordings’**

**Option 2 – Access to single lecture capture recording – This option is useful if you want your students to see the lecture on an appropriate week\topic in your Moodle area.**

2. Turn Editing on.
3. Click on Add an Activity or Resource
4. Select External tool and click on Add
5. Fill in **Activity name**.
6. In the **External tool type** –select Echo360

**Adding a new External tool** ?

**General**

Activity name\*

External tool type ? Automatic, based on launch URL + ✎ ✕

Launch URL ?

Launch container ?

[Show more...](#)

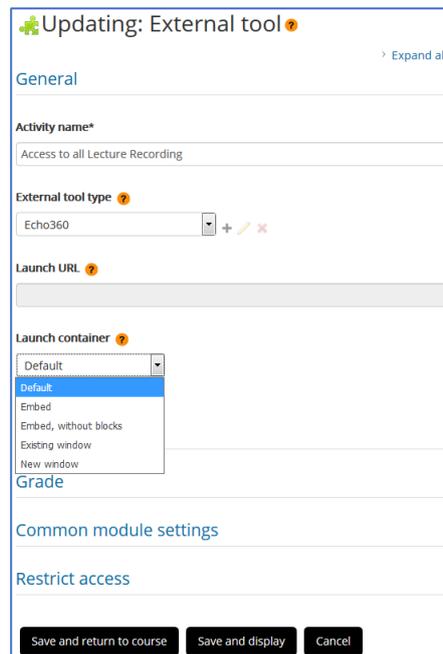
**Privacy**

**Grade**

**Common module settings**

**Restrict access**

## 7. Select **Default** for the **Launch container**



Updating: External tool ? [Expand all](#)

General

Activity name\*

Access to all Lecture Recording

External tool type ?

Echo360 + ✎ ✕

Launch URL ?

Launch container ?

- Default
- Default
- Embed
- Embed, without blocks
- Existing window
- New window

Grade

Common module settings

Restrict access

[Save and return to course](#) [Save and display](#) [Cancel](#)

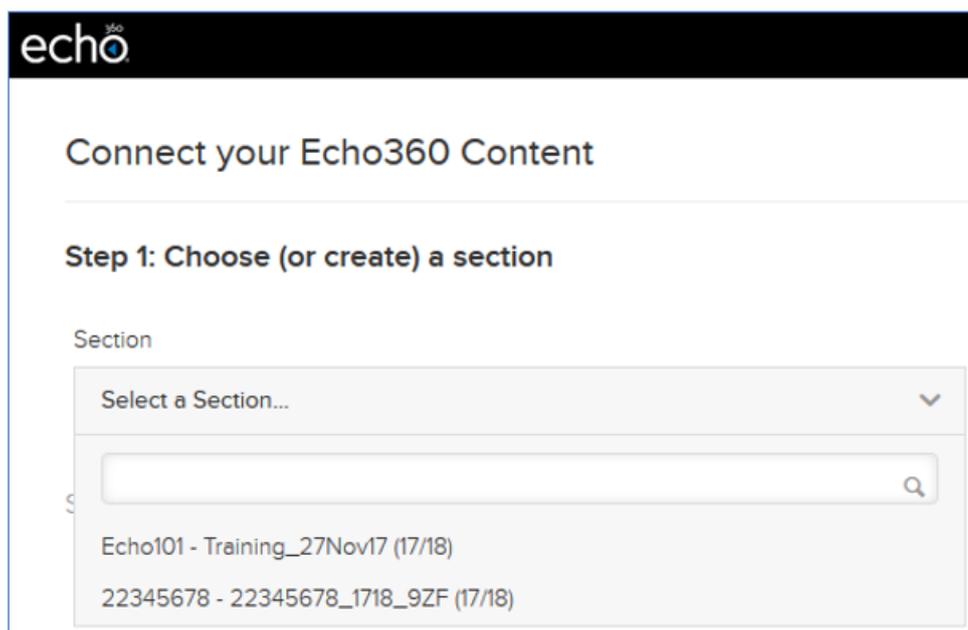
## 8. Save and return to course

### 3.2 Step 2 –Making your recordings available to your students

1. Click on the activity just created

This will redirect you to your Echo 360 admin area

Select the unit area you want the students to have access to your recordings.



echo<sup>360</sup>

## Connect your Echo360 Content

Step 1: Choose (or create) a section

Section

Select a Section... ▼

Echo101 - Training\_27Nov17 (17/18)

22345678 - 22345678\_1718\_9ZF (17/18)

## 2. Select **Link to the section home**

### Connect your Echo360 Content

✓ Step 1: Choose (or create) a section

Section

12345678 - 12345678\_1718\_9ZP (17/18) ▼

**Step 2: Select where you want students to be redirected: Class List page or a specific Classroom**

Link to the Section Home  Link to a Classroom **LINK CONTENT**

## 3. Click on **Link Content**

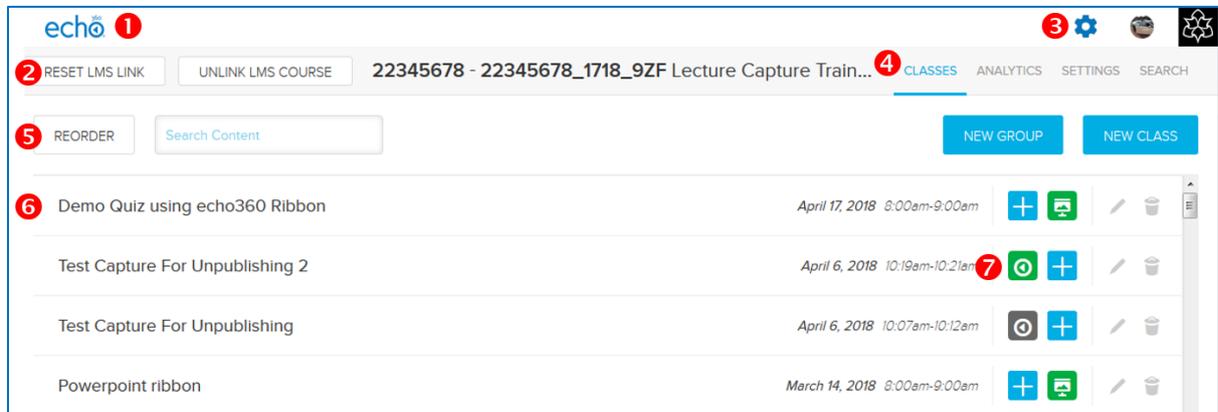
4. You and your students should now see all your recordings listed.

The screenshot shows the Echo360 interface. At the top, there's a navigation bar with the Echo360 logo and several menu items: RESET LMS LINK, UNLINK LMS COURSE, 22345678 - 22345678\_1718\_9ZF ..., CLASSES (highlighted), Q&A, ANALYTICS, SETTINGS, and SEARCH. Below the navigation bar, there's a section with a REORDER button, a Search Content input field, and two buttons: NEW GROUP and NEW CLASS. The main content area displays a list of recordings:

#HM_Lec_Cap_Act_13 (2017-12-04 11:00:00)	December 4, 2017 11:00am-12:00pm						
#HM_Lec_Cap_Act_12 (2017-12-04 10:00:00)	December 4, 2017 10:00am-11:00am						
#HM_Lec_Cap_Act_11 (2017-12-04 09:00:00)	December 4, 2017 9:00am-10:00am						

## 4 Interface Overview

The Lecture Capture interface may change in appearance depending on what access rights you have (e.g. Admin, Instructor, Scheduler or Student), and which menu you are currently viewing. The following shows the course view for an Instructor.



### 4.1 Dashboard, Library and Courses buttons

1 The **Echo360 Home** page makes it simple to find what you need. The Home page provides access to courses and sections as well as to the media you have access to. The Echo360 Home page shows you a high level overview of any courses you are an Instructor on. This is your own personal space to store content before publishing or sharing with others.

### 4.2 VLE Reset option

2 Used to reset the link you made between your Moodle VLE and ManMet Lecture Capture courses (useful if you accidentally link to the wrong course).

### 4.3 Settings and Info

3 Provides account information, help, downloads and support.

### 4.4 Classes, Analytics, Settings and Search buttons

4 The Classes menu displays any classes within your course. The Settings menu is used to view settings for your currently viewed course. The Search option allows you to search for content within your section.

### 4.5 Reorder button and Search box

5 Used to reorder and search for classes within your course.

## 4.6 Classes

- 6 Classes are effectively containers for lecture recordings or video files, and/or presentations. When a recording is scheduled, it appears within your course as an individual class.

## 4.7 Video content option

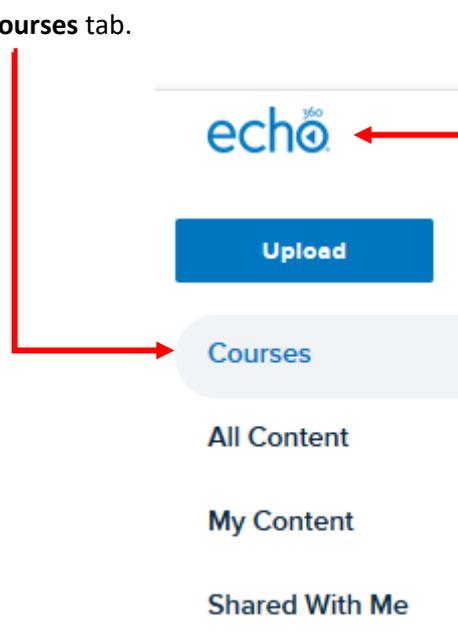
- 7 Used to show options for your video content such as view and edit.

# 5 Editing Your Lecture Recordings

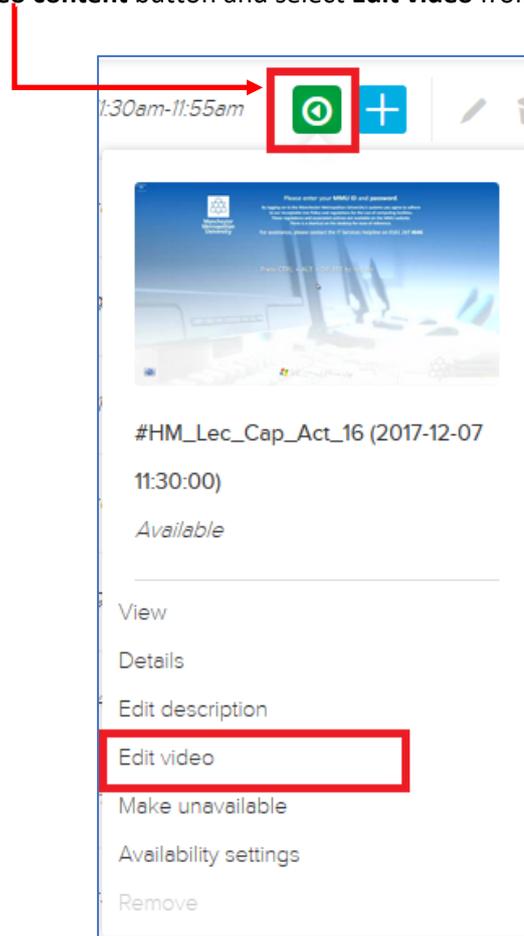
After your lecture has been recorded and processed, you may wish to perform some basic edits to it. Lecture Capture web editing tool allows you to trim content from the beginning and end of your recording, chop sections out of it and create clips.

## 5.1 Opening the video editor

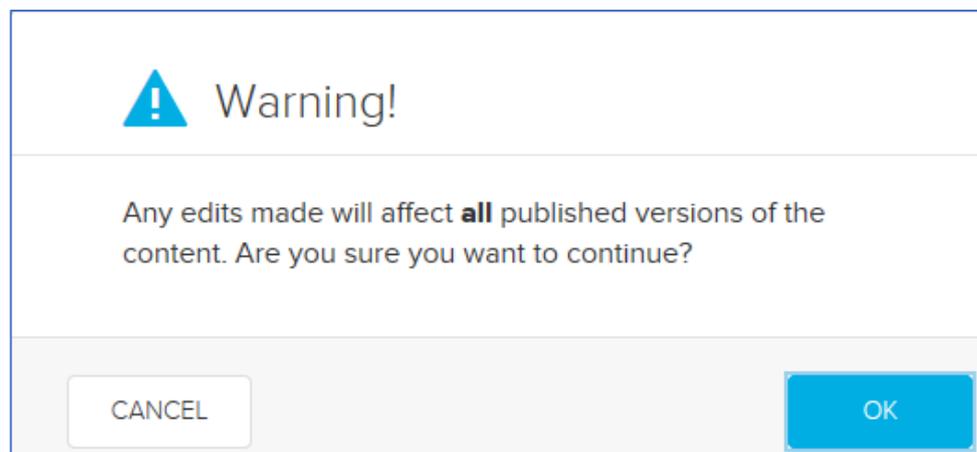
1. Log into the Moodle and select your unitcode and open Lecture capture using the link you created previously.
2. Select the lecture capture you want to edit from the list or if you want to edit another lecture capture from a different unitcode then click on **Echo360** icon. and choose the unitcode from **Courses** tab.



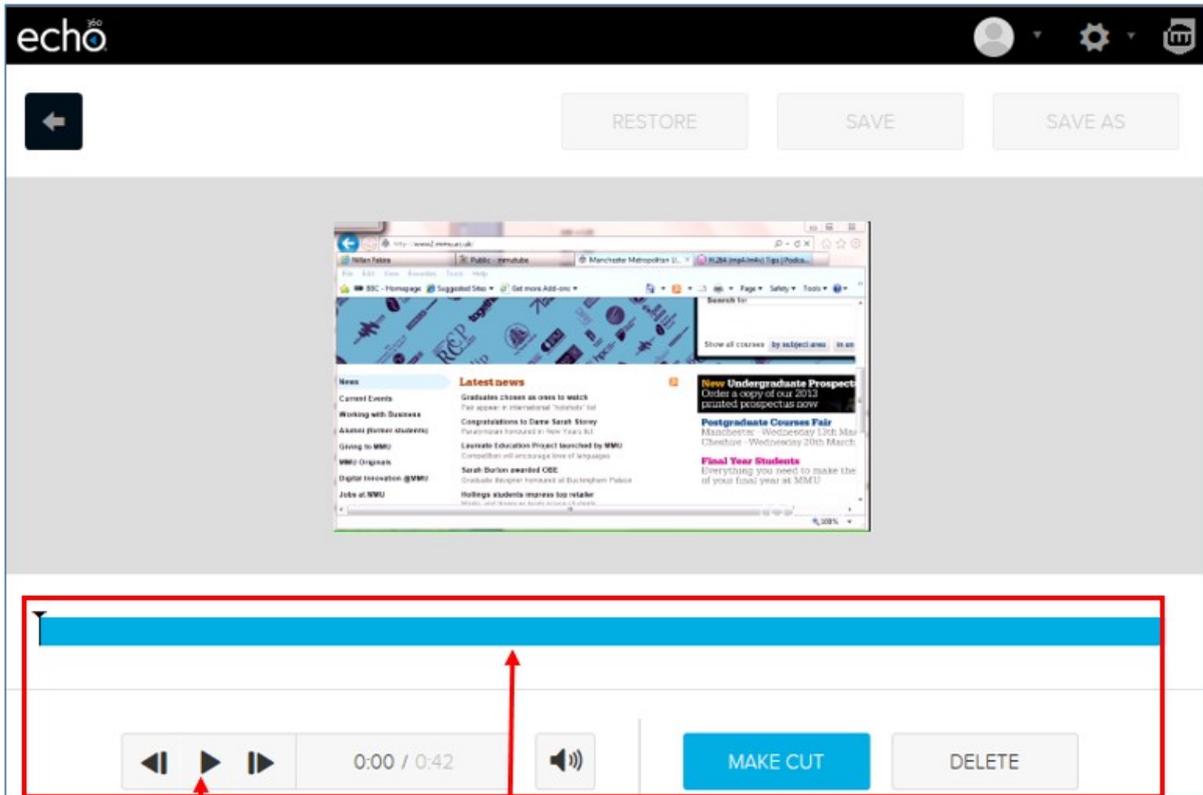
3. Click on the **Video content** button and select **Edit video** from the list.



4. Click **OK** on the warning dialogue box.



The editor will now open showing your video. You can view your recording by using the **playback tools** or by clicking on the timeline located below the video.



Playback Tools

Timeline

## 5.2 Removing sections of your video

Occasionally, you may wish to remove a specific part of your lecture capture recording. For example, you may have had technical issues which you don't want to appear as part of your recording.

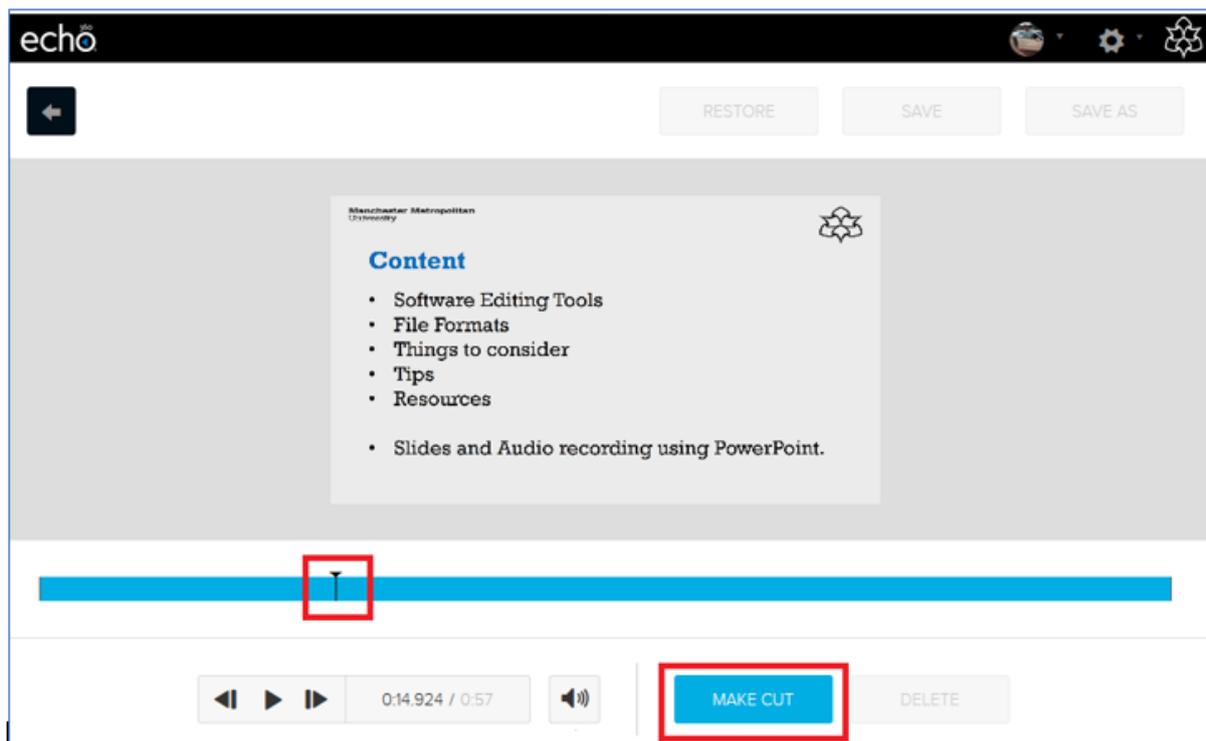
### 5.2.1 Best Practice for Editing your Lecture Recording.

It is recommended that you carry out all your edits, (i.e Clip and Trim) on the timeline of your recording **BEFORE** you save the final edited version.

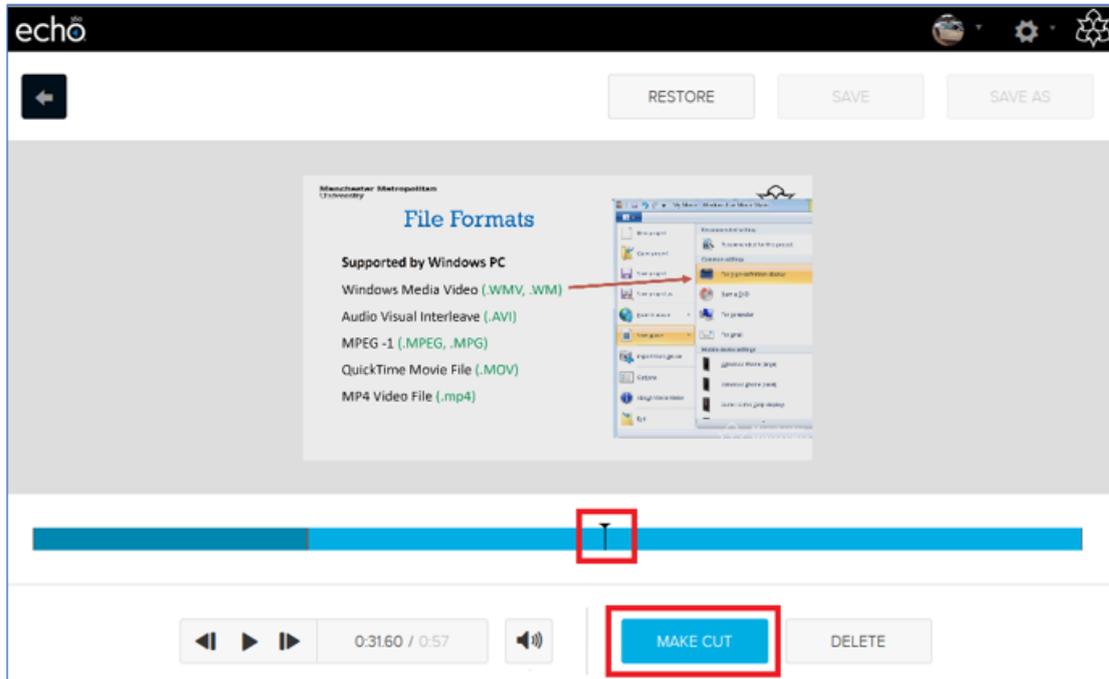
Once you click on the save button, your edited file will begin to re-process. This re-processing will need to complete before you can carry out further editing. Every individual save can take between 20min – 40min to re-process hence the best practice of completing all clipping\trimming before saving.

**To remove a section of your lecture capture recording:**

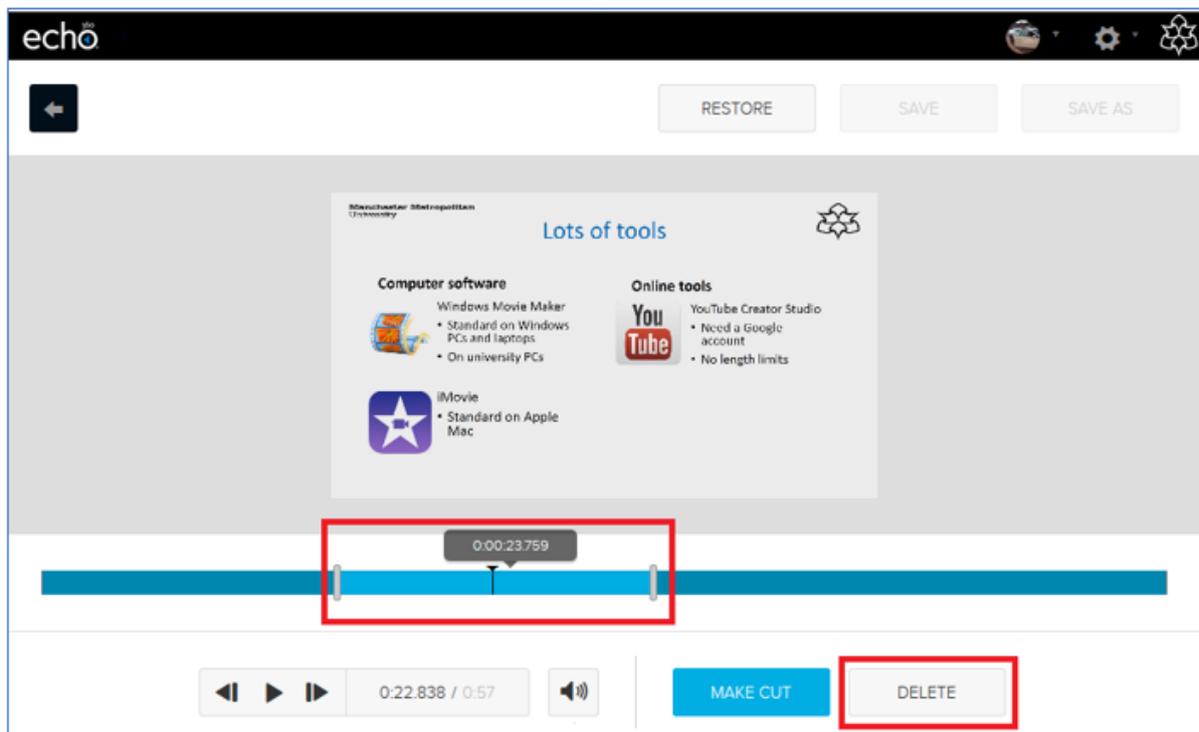
1. Position the cursor on the timeline at the start of the section you would like to remove and click on the **Make Cut** button.



2. Click on the timeline at the end of the section you would like to remove and click on the **Make Cut** button.

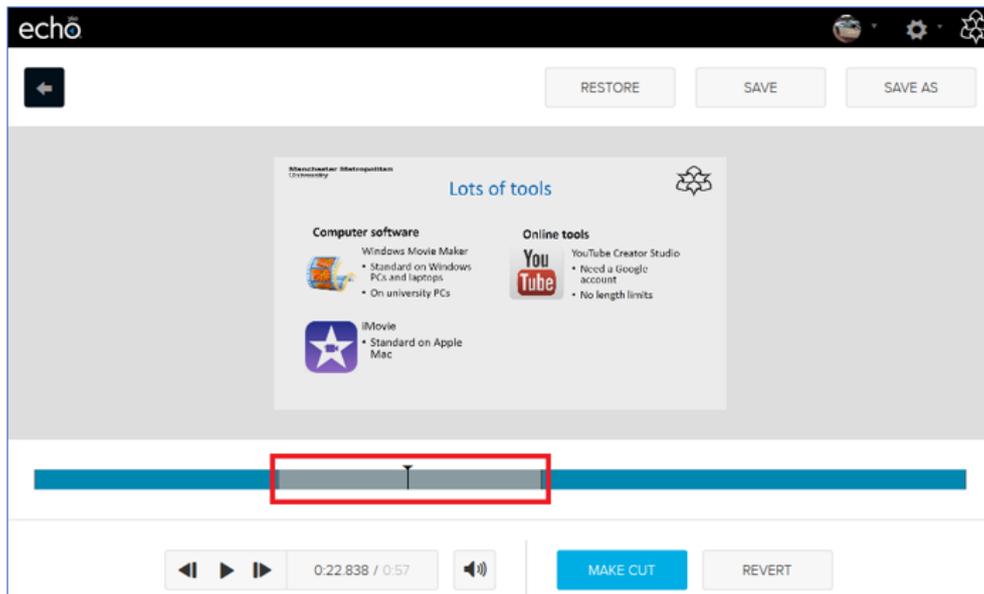


3. Click within the area you want to remove.



4. The selected area will appear a lighter shade. Use the **Delete** button to remove it from your video. This change is only temporary until the video is saved.

5. The section you have removed will appear grey in colour. You can bring back any section you have deleted by selecting it and clicking on the **Revert** button



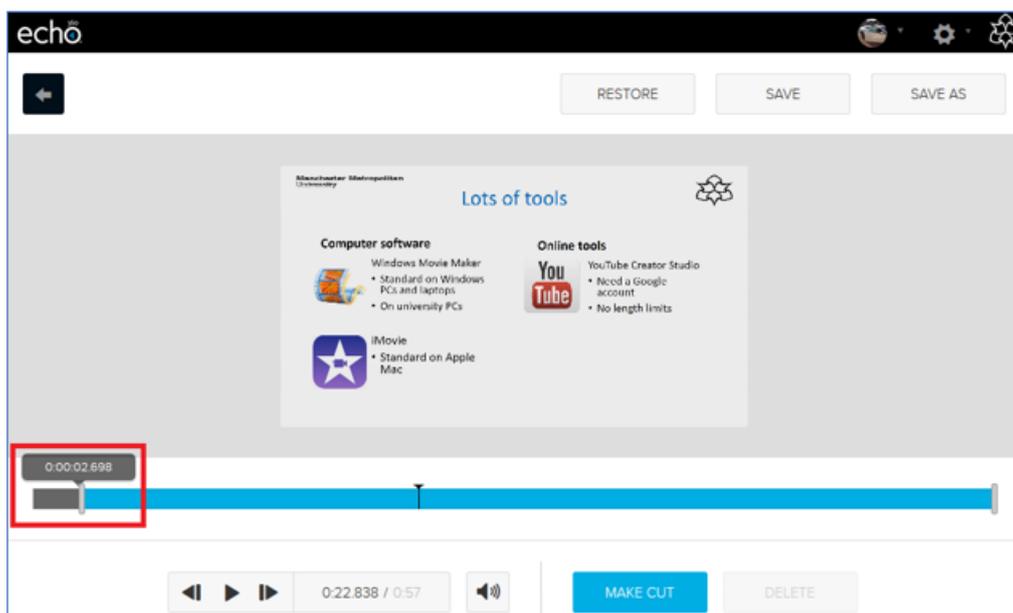
6. Use the **Play** button to review your edit. The playhead should skip this section during playback.

### 5.3 Trimming your video

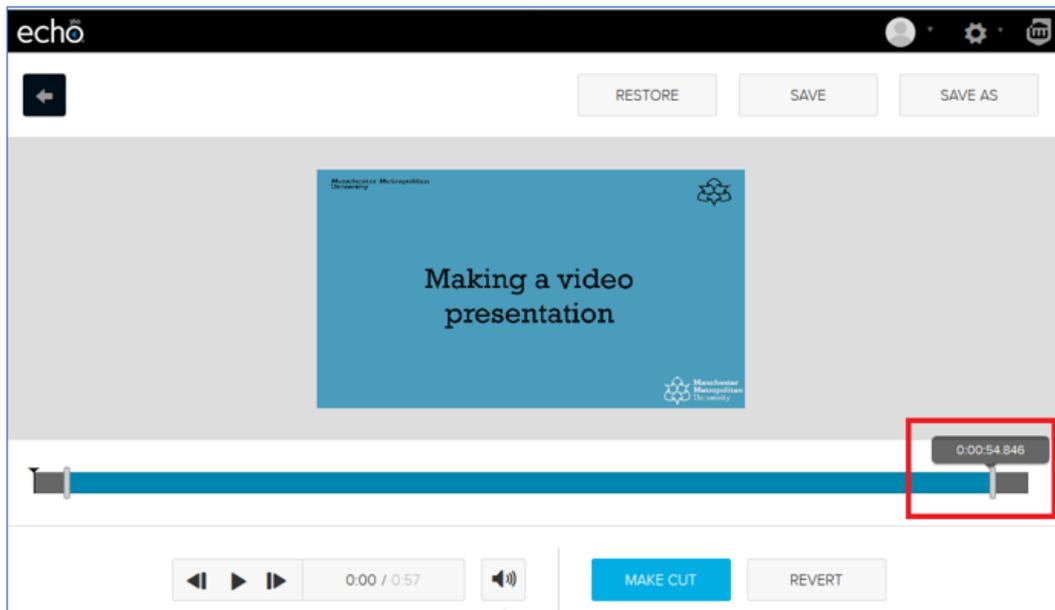
Lecture Capture trim options allow you to trim a section from your video at the beginning or end. This could be useful if your lecture didn't begin on time or ended early.

#### To trim your video:

1. Click and drag the start marker point to the location on the timeline where you would like your video to begin.



2. Click and drag the end point to the location on the timeline where you would like your video to end.



3. The sections of your video which will be removed will appear grey on the timeline. Click the **Play** button to preview how your edited video appears. If you need to make changes, click and drag either of the marker points to move them.
4. Click on **Save**.

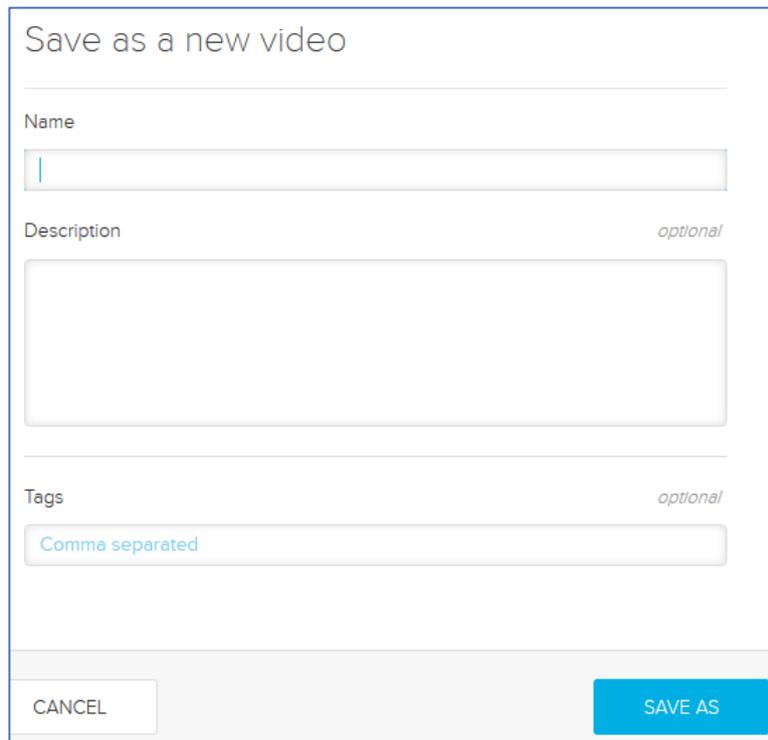
## 5.4 Saving your edits

Any edits you have made to your video will not be applied until you have first saved your file. When saving, you can either save the current file you are editing or create a new copy of this file.

1. Use the **Save As** button to save the video as a copy of the original, meaning that it will not overwrite the original.

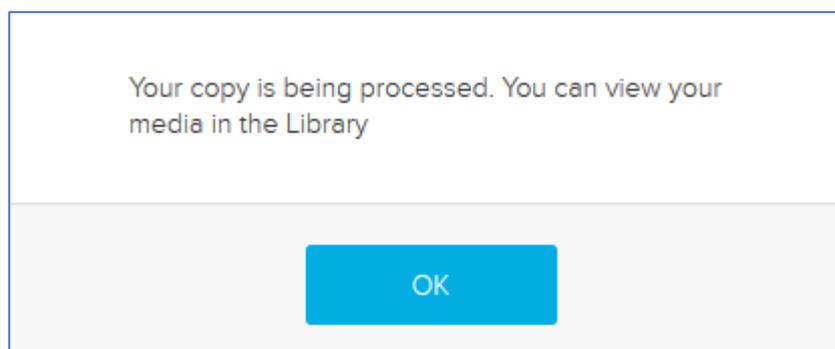


2. When the **Save as a new video** box opens, give your edited video a **Name, Description and Tags**. When ready, click on the **Save As** button.



The screenshot shows a dialog box titled "Save as a new video". It contains three input fields: "Name" (a single-line text box), "Description" (a multi-line text box with the word "optional" to its right), and "Tags" (a single-line text box with the word "optional" to its right). The "Tags" field contains the text "Comma separated". At the bottom of the dialog, there are two buttons: "CANCEL" on the left and "SAVE AS" on the right.

3. Click OK on the prompt.



The screenshot shows a dialog box with the text "Your copy is being processed. You can view your media in the Library". At the bottom center of the dialog, there is a single blue button labeled "OK".

4. If you would like to overwrite the original version with your new changes, click **Save**. You can always revert to the original version (even after saving) using the **Restore** option.

## 6 Publishing your content

Lecture Capture provides you with several different ways of making your content available to your students.

### 6.1 Publishing

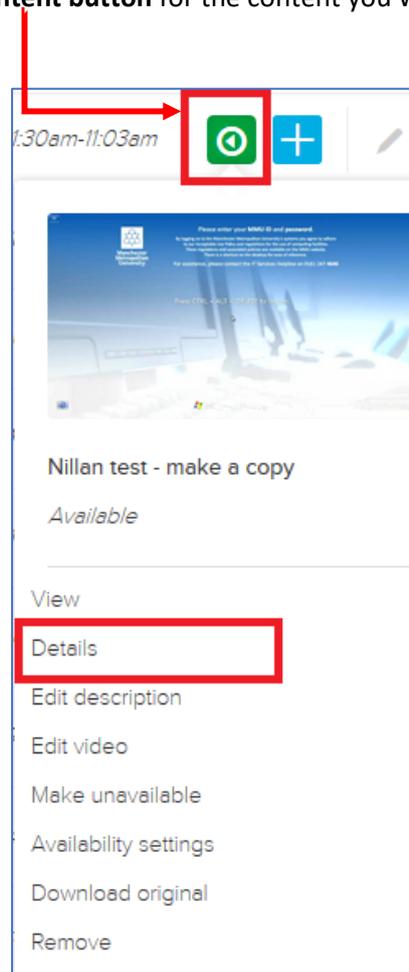
The default publishing options for your content varies depending on what the content is and how it was captured. All content can be published to any course you are an instructor on.

Opted in lecture capture recordings will be automatically published to your course after 2 working days. If the Lecture Capture took place on Friday then the automatic release will take place on following Tuesday.

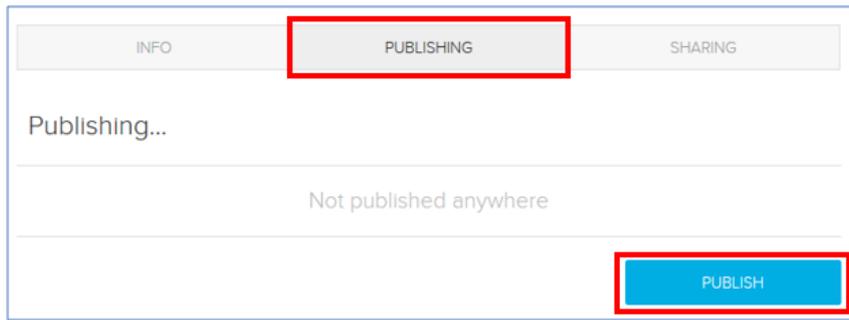
You can however, publish your lecture recording before or if your unit has not opted in you can follow the instructions below to manually release your lecture if you wish to.

#### To publish your content:

1. Login to your Moodle and open Lecture Capture link you created.
2. Click on Courses and Select the unitcode you want to publish.
3. Click on the green **video content** button for the content you wish to publish, and select **Details** from the list.



4. When your video opens, click on the **publishing** tab followed by the **Publish** button.



5. Review the options available – **Where** to publish and **Make Available** when and click on **Publish**.

The dialog box is titled 'Publish to a new location'. It has two main sections: 'Where?' and 'Make available...'.  
 In the 'Where?' section, there are radio buttons for 'To a course' (selected) and 'To an individual'. Below these are two dropdown menus with the values '22345678' and '22345678\_1718\_9ZF - 17/18'. There are also radio buttons for 'Existing class' and 'New class' (selected). A 'Class name' field contains the text 'Lecture Recorded on this date.'. Below that are fields for 'Start date', 'Start time' (with 'am' and a clock icon), and 'Duration' (with 'hr' and 'mins' fields). A 'Class description' text area contains the placeholder 'Description'.  
 In the 'Make available...' section, there are radio buttons for 'Now' (selected), 'On a specific date', and 'Don't make available'. Below that is a 'Make unavailable...' section with radio buttons for 'Never' (selected) and 'On a specific date'.  
 At the bottom, there are 'CANCEL' and 'PUBLISH' buttons.

A green message will appear to inform you it has been published successfully, and the courses it has been published to will appear below the **Publishing** section.



The screenshot shows the 'Publishing...' section with a table of published content. A red box highlights the table and the 'PUBLISH' button at the bottom right. The table has columns for 'Course', 'Course Name', 'Organization', 'Department', and 'Sections'. The first row is highlighted with a blue box around the dropdown arrow.

Course	Course Name	Organization	Department	Sections
22345...	Moins introduction to Bolton Wa...			2
223...	Instructor: Nillan...	Thu, December 7: Nillan test - make a copy		17/18
223...	Instructor: Nillan...	Lecture Recorded on this date - NF copy		17/18

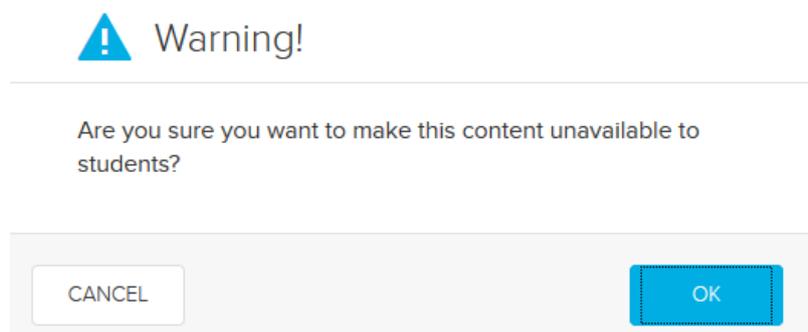
## 6.2 Make Unavailable

You can make a lecture capture recording that has been published unavailable to your students, this will prevent the students from playing this recording by following these steps.

1. Login to your Moodle and open Lecture Capture link you created.
2. Click on **Courses** and Select the unitcode you want make unavailable.
3. Click on the green **video content button** for the content you wish to make unavailable, and select **make unavailable**.



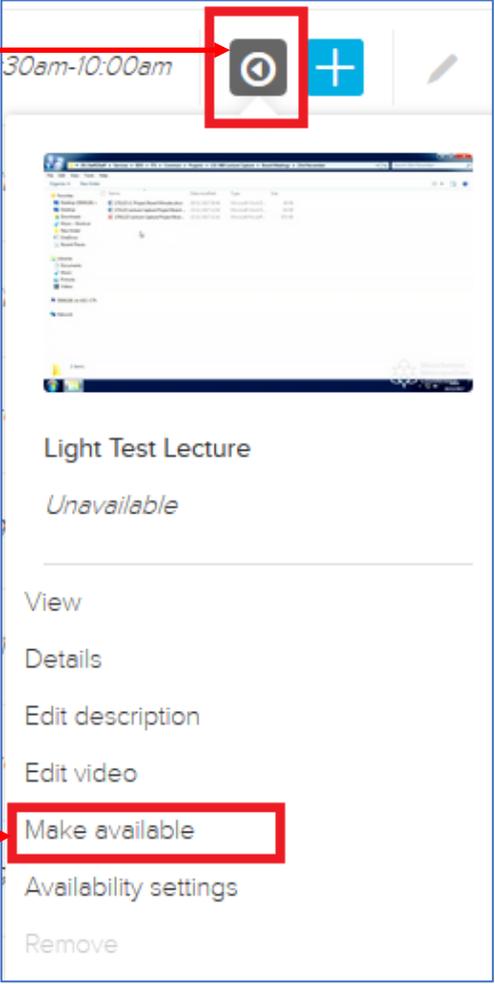
Click **OK** on the Warning, if you want to go ahead make your lecture capture recording unavailable to the students.



## 6.3 Make Available

You can make your lecture capture recording available so that your students will be able to play the recording by following these steps.

1. Click on the grey **Video Content Button**
2. Select **Make Available**



The screenshot shows a lecture recording interface. At the top, there is a time slot '30am-10:00am' and a grey 'Video Content Button' (a square with a play icon) which is highlighted with a red box. To its right is a blue '+' button. Below this is a video player showing a desktop recording of a file explorer. Under the video player, the title 'Light Test Lecture' is displayed, followed by the status 'Unavailable'. A dropdown menu is open below the title, listing options: 'View', 'Details', 'Edit description', 'Edit video', 'Make available' (highlighted with a red box), 'Availability settings', and 'Remove'.

Click **OK** on the Warning, if you want to go ahead make your Lecture Recording available to the students.

 **Warning!**

---

Are you sure you want to make this content available to students?

CANCELOK

## 7 Using the AV equipment when recording

The university's AV equipment will vary from room to room, but generally speaking the equipment works in the same way to record your lecture. The main thing to note is that whatever is displayed on the projector screen at the front of the room will appear in your recording.

Information on how to use the AV equipment in the room you are in should be available on the teaching desk, along with contact details for help and support, should you encounter any issues.

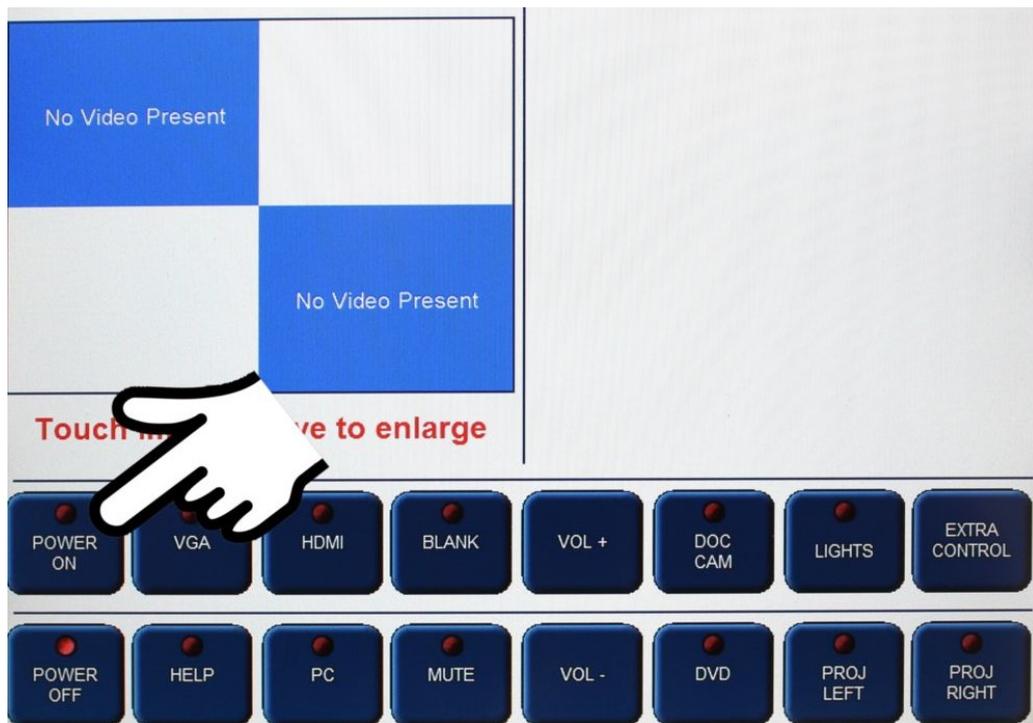
### 7.1 Selecting your visual input

As mentioned above, the equipment may vary from room to room but you will always use a control panel of some description within the room to select your visual input.

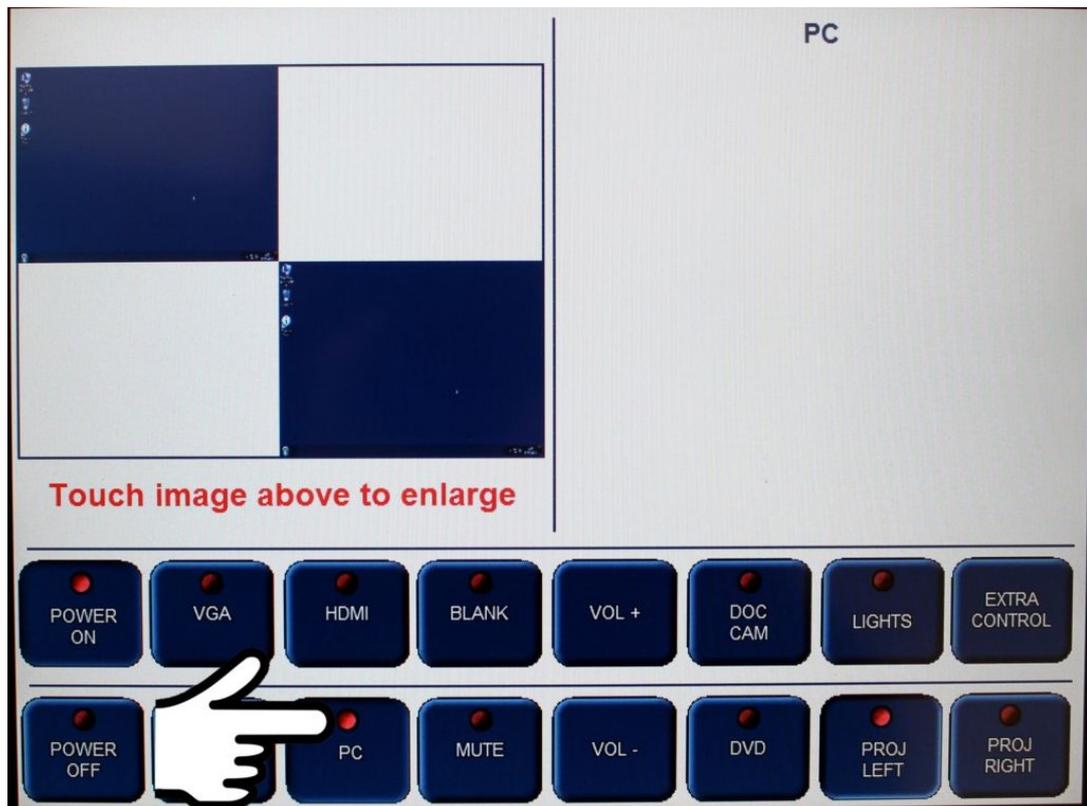
#### 7.1.1 PC, HDMI, VGA and Document Camera feeds

To display your presentation on the screen at the front of the teaching room:

1. Press the POWER ON icon. The system will begin to power up.



2. Press the PC button to switch on the computer feed. The content on your PC screen should now be visible on the screen at the front of the teaching room.



If you are using your own device, plug in the HDMI cable or VGA and audio jack into your device and select either HDMI or VGA.

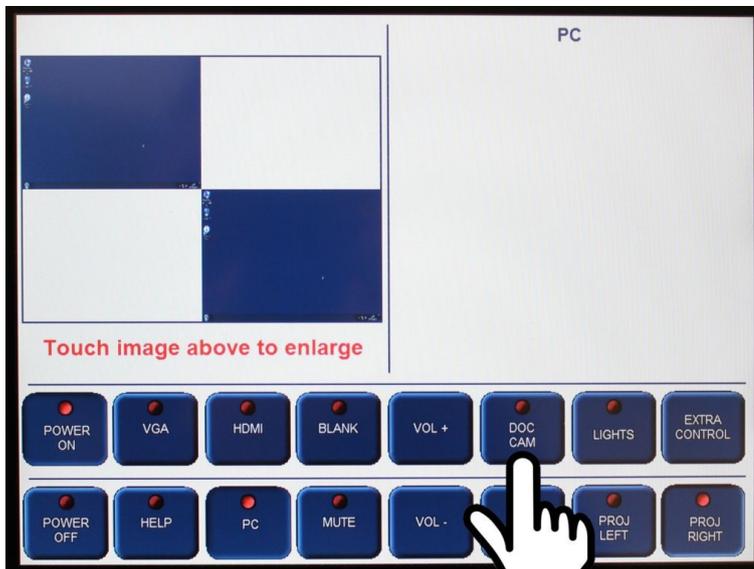
### 7.1.2 Document cameras

Lecture Capture records all inputs and the microphone feeds. Therefore, if you wish to write something or show notes, it's recommended you do so using the document camera.

In some of the teaching spaces equipped for lecture recording you will find a document camera installed on the desk. Anything positioned underneath it will be shown on the screen at the front of the teaching room, and will be recorded (provided you have selected the document camera as the input) as part of your video.

## To use the document camera

1. On the main control panel, press the Doc Cam button to switch your display to show the document camera. This will also power the Doc Cam on



2. When finished with the camera, press the Power button to turn it off



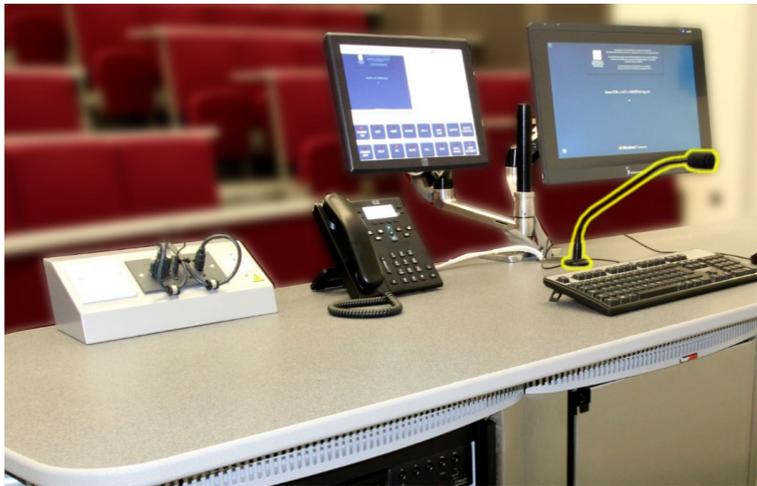
## 7.2 Using the microphones

When delivering a lecture in any teaching room, if a microphone is available should always be used. It should not be assumed that all students can hear you or that they will let you know if they can't. As well as for accessibility reasons, the microphone is also required to record your audio for your lecture recording video.

For the majority of Lecture Capture enabled spaces Lapel clip-on microphones are available from your building reception. However if the room you're in does not have a lapel microphone, additional boundary microphones have been installed to compliment the lectern microphones that are installed in some spaces.

## 7.2.1 Lectern and Boundary Microphones

As mentioned above, some of the university's teaching rooms are also equipped with lectern microphones. These are fixed, meaning you must give careful consideration to how you and the microphone are positioned to ensure your voice is properly heard by your audience and recorded if being used. Further to the Lectern Microphones, in response to feedback additional boundary microphones have been installed in all spaces to improve audio capture. The same consideration should be given to these devices.



### *Position the microphone*

Before you begin your lecture, bend the neck of the microphone so that it is pointing towards your upper chest. This will help amplify your voice for your audience and ensure the audio is being recorded clearly by the system.

### *Position yourself*

Now that the microphone is correctly positioned, think about your position relative to it. You should be close enough to speak into it without it actually touching your mouth. Ideally, the microphone will be positioned around 8-10 inches away from your mouth.

When delivering your lecture, try to pivot around the lectern, maintaining an equal distance between your mouth and the microphone as you speak to the room.

Don't turn your head away from the microphone or walk away from the lectern as your voice may not be recorded clearly, or at all.

If you do move to the left or right, try moving your body in that direction but keep your head angled toward the microphone.

## 7.2.2 Lapel clip-on microphones

The recommended microphone of choice within the teaching room is the lapel clip on microphone. The main advantage of this type of microphone over the lectern and boundary microphone is flexibility. Once you have attached the microphone to your clothing, you will be able to freely move around the room, safe in the knowledge that you will not only be heard by your audience, but your audio will also be recorded as part of your recording.

*To use the lapel microphone:*

1. Switch it on (the button will either be inside or on top of the unit depending on the make/model).



2. Ensure that the mute option is set to off. This is usually located on the top of the unit.
3. Place the unit in your pocket or attach to your waist/belt using the clip on the back.
4. Position the microphone roughly six to eight inches from your mouth and attach it to your clothing using the clip.



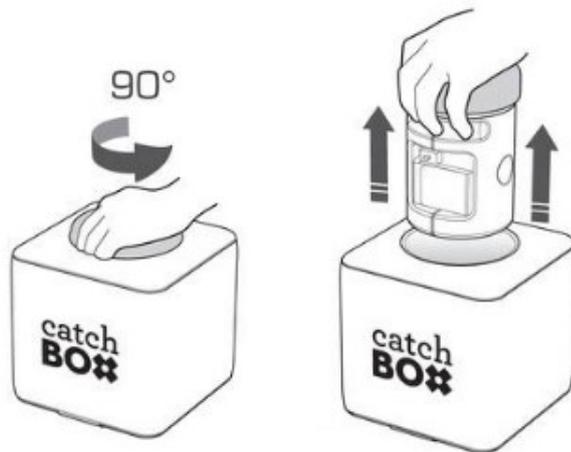
### 7.2.3 Catchbox microphones

A Catchbox is a throwable microphone designed for audience participation. As part of the lecture recording rollout programme, Catchboxes are being added to some of the lecture recording enabled teaching spaces.

Please be aware when using Catchbox microphones that some members of your audience may feel uncomfortable using the Catchbox microphone due to physical impairments (e.g. upper limb mobility, chronic pain), specific learning disabilities (e.g. dyspraxia), or mental impairments (e.g. social anxiety disorder). To ensure no one is disadvantaged please make sure that on all occurrences you use the Catchbox microphone an ordinary microphone is also available as another option.

*To operate the Catchbox*

1. Twist the top of the Catchbox 90 degrees and pull the central core upwards.



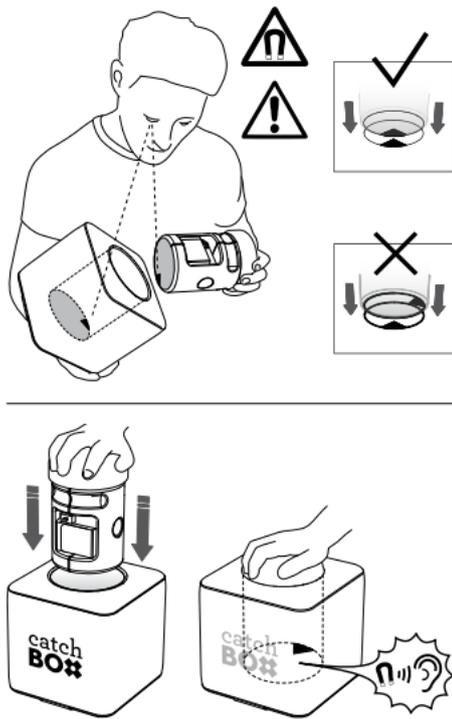
2. Unstrap the Velcro strap and at the back of the device move the switch to the on position. The microphone status light should light up green if the batteries have sufficient charge.



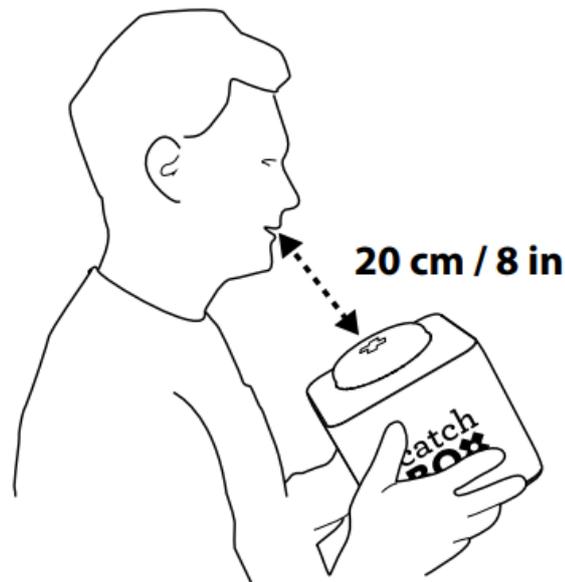
3. Unplug the microphone cable from mic/line port on the top of the lapel microphone (obtained from your building reception) and ensure it is switched on as per the instructions in the previous section.
4. Slot the lapel microphone into the space provided in the core of the device and plug the available cable into the Mic\Line port (for ease it is usually more convenient to have the back of the lapel microphone facing outwards, as shown below)



- Secure the Velcro strap and place the core back into the box. Align using the triangular markers to ensure that the core is locked tightly in place. You should hear a click when it is secure.



- To use the Catchbox, speak into the foam cap located at the top of the transmitter. Position your mouth roughly 20cm away from it.



- When finished, please remove the lapel microphone from the Catchbox, plug the microphone cable back in, and return the Catchbox and lapel microphone to the Business School reception (they must be returned as two separate pieces of equipment).

### *To change the batteries*

If when you switch the Catchbox on you notice the light is red, you should change the batteries. Additional batteries are stored at reception.

With the central core removed, open up the battery cover (right piece then left), remove the old batteries and carefully replace with the new batteries. Fold the covers back over and refit the core.

## 7.3 Delcom recording lights

In each of the teaching rooms equipped for lecture recording, a Delcom recording light has been fixed to the teaching desk. This is used to notify both you and your students that the session is either not recording, paused, recording or that an error has occurred.

### 7.3.1 Colour codes

The Delcom light uses a colour code system to notify you of the system's current recording state. At any one time the light can either be red, amber or green.

#### *What do the lighting states mean?*

**Green:** The light will be solid green when no recording is currently taking place.



**Amber:** The light will be solid amber during the 5 minutes prior to a scheduled recording taking place.



**Flashing amber:** If a scheduled recording is paused, the light will flash amber.

**Red:** When a recording is currently active the light will be solid red.



**Flashing red:** If an error has occurred within the system and your recording cannot begin, the light will flash red. If this happens to you, use the telephone and contact details in the room to seek assistance.

### 7.3.2 Pausing a recording or ending early

The Delcom light is the only way that you can pause an active scheduled capture.

*To pause a recording:*

To pause a recording, gently press down on the Decom light for roughly one second. When you release your hand the light should change from red to flashing amber. During the time your lecture recording will be paused and nothing recorded.



To resume the recording, gently press down on the light again for the same amount of time. When released, the light should change from flashing amber to red, provided the end time for the recording has not been reached.



*If your session finished early:*

If your session ends earlier than expected you can stop the recording by using the pause function. When paused, nothing will be recorded from that point on until the scheduled end time, unless the light is pressed again and hence the recording resumed.