

Record Using Camtasia - Room 017 Specific

School of Forestry

1. **Connect Sound Cable**
 - Turn on the amplifier (switch on rear left).
 - Make sure the sound cable coming from the computer (white, female 1/8" connector outside sound room) is connected to the amplifier "Tape Rec" cable (black, male 1/8" connector in "sound room").
 - Verify the amplifier settings are correct based on picture above the amplifier, but set the *Wireless Microphone Trim* to 9.
2. **Turn on the Wireless Microphone**
 - **Note:** Insert the rechargeable 9V battery from the charger (located in the lectern) and place the battery formerly in microphone in the charger. (The microphone needs a fully charged battery.)
 - Clip the microphone to the speaker's right side, approximately 9 inches from their mouth.
 - Have presenter speak into the microphone and view the high/low amp power lights on the right side of the amp. If lights go to RED, there is feedback, or the sound is too loud, lower the *Wireless Microphone Trim* just a bit.
3. **Turn off the Screen Saver (If Recording in Classroom or Computer Lab)**
 - Right click in desktop and select Personalize | Screen Saver and set to Blank.
4. **Open and Configure Camtasia Recorder 8**
 - Start the program from the Desktop icon.
 - Click "Full Screen" in the Select area section.
Note: If the presenter is using a monitor setting of Extend, click "Custom", using the window center control drag the dash lined box to the Projector window, and then click "Full Screen"
 - Select Tools > Options from the menu and select the Inputs tab:
Video -Screen Capture Frame Rate: 1 frames/sec
Video Settings... (button) > Configure... (button) > set Compression Control to 50%
Audio -Audio Device: Microphone...
Adjust the microphone volume to 50%
5. **Start recording**
 - Click the large red "rec" button.
 - Click the Screen. (Slides will not advance if you don't activate the software window.)
6. **Stop recording**
 - Open task bar icon and select Stop (or select F10).
7. **Save recording**
 - Click the down arrow below the Save and Edit button and select Save as... Please save to the C:\Capstone folder as YYMMDD.PresenterLastname.
8. **Close all windows, logoff**
9. **Please...**
 - Turn off the projector, amplifier, and wireless microphone.
 - Unplug the sound cable and close the door to the amplifier room.

**NOTE: Shure Wireless Lavalier PG1 Microphone mute and lock option

1. Mute/Un mute

The power button doubles up as a mute button. When the light is green, mic mode is on. To mute, press power button once, and light should turn orange, indicating mute mode is on. Press power button again to return to mic mode.

2. Lock/Unlock

To lock controls, turn off transmitter. Open the battery cover, and while holding channel button, press the power button. The light should flash red and green. This indicates lock mode. To release lock, press power button and hold. When button is initially pressed light will flash red and green. Keep holding till light goes back to green, then flashes red and green again, and finally turns green before releasing the power button.