How to Assure Capture Success

Laptop
Connect your laptop to the VGA cable provided. If you are using a Mac laptop, make sure the computer is on and PowerPoint is in edit mode, NOT full screen. Attach the adapter to the VGA cable first, not your machine, and then plug the cable with adapter into your machine. Once the image appears on the projection screen make sure your resolution is set to ETS standard format (1024 x 768). For PC users, please familiarize yourself with your computer's FN key for activating the VGA on your laptop. For most Dell laptops, it is FN + F8; for others it can be any FN keys.

Slides
When capturing with Mediasite we recommend using a resolution of 1024x768 at 60hz. This will ensure that your slide images are presented correctly.

Lights
When the Crestron control panel is activated the room will default to "Presentation with Spot". We recommend that setting when making a presentation because it illuminates the presenter in a darkened room. You can adjust the light settings by clicking "Lights "at the right of the lectern control panel.

Audio
You MUST use a microphone if you want to be heard in capture. If you walk around during presentation, please use the lavaliere or clip on microphone. Place in the sternum area of the chest, facing up towards the mouth, not falling forward or pointing to the side. If clothing does not permit the use of a lavaliere we recommend using the lectern mic or hand held unit. We keep AA batteries in the rooms. If a red indicator light is on, the batteries must be replaced.

Camera Control
The touch panel has a few presets for different angles. If you are having a panel discussion, for example, use the full stage button. Otherwise the default setting is Close-up

Pause
Hit the Mediasite "Pause" button any time during your capture if you take a break or don't want private information recorded. If you finish early, hitting "Pause" and keeping it in that mode will edit the excess automatically. But be careful, we cannot replace paused material.

Peripherals
We do not provide laser pointers or slide advancers in classrooms ETS checks them out free of charge from the office at Medical Science Building S43 from 8am to 5pm.

Touch Panel
The touch panel in the room controls audio levels, muting, video routing from laptop to build in Mac mini (which is set at optimal resolution for the capture system), light control (most rooms), camera angle and the pause feature.

Video
Avoid using videos in the content portion of a captured presentation. Video played within a PowerPoint will still be captured with full sound, but only still images will be show. Capturing video also increases file size and slows the download process. We recommend videos links be posted alongside the capture link for courses.

Catalogs
ETS creates catalogs in Mediasite for groups or courses that have more than one capture an academic quarter. These catalogs are generated and created a 1-2 weeks before a quarter begins and sent to the person who requested the room and service. If the requestor wants the link sent others, that person's name and email should be included in the "Comments"section of 25Live. If your event is set to "Live" the link will appear the night before in your catalog. If it is set to "On Demand" it will appear about 1 hour after the event ends, depending on volume of captures for the day.