Recording in a Reflective Learning Venue (Mac)

Getting Started
Type in the 5-digit PIN to open the cabinet.
Pull the handle downwards to reveal the computer monitor and keyboard.
Sign in using your Oasis credentials.

Adjusting the Camera
When you are signed in, you will be presented with the personal capture software and the live camera view.
Select the live view window to setup the desired camera view.
(To display menu tools go to View —> Show Toolbar)

Ensure the correct camera source is selected.
(To display Inspector window go to Window —> Inspector)

The camera position can then be altered using the pan/tilt/zoom controls.
(To display pan/tilt/zoom go to Window —> Controller)

Please see over page for further instructions.

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV Support.
**Starting Your Capture**

Select **Start Recording** in the Echo Personal Capture window.

**Note:** Your capture is not yet being recorded.

You will then be presented with a preview window of the video.

1. Ensure that the audio is being recorded, by checking the levels in the bar on the left side of the window.

2. Press **Configure** to ensure you are recording the desired audio and video inputs.

3. When you are ready to start recording, select **Start Capture**. The capture can be paused and resumed at any time.

**Editing and Publishing Your Recording**

When you are finished, select **Stop Capture**.

An edit window will allow you to re-watch your capture and edit the footage if desired.

If you make any edits, ensure you select **Apply Edits** before you upload your recording, by selecting **Publish Recording**.

You will be required to re-enter your Oasis credentials to upload your video to Echo.

**Please ensure you log off and close up the work station before exiting the venue.**

To watch the accompanying video, go to the Audio Visual Services section on the CITS website: cits.curtin.edu.au.

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