

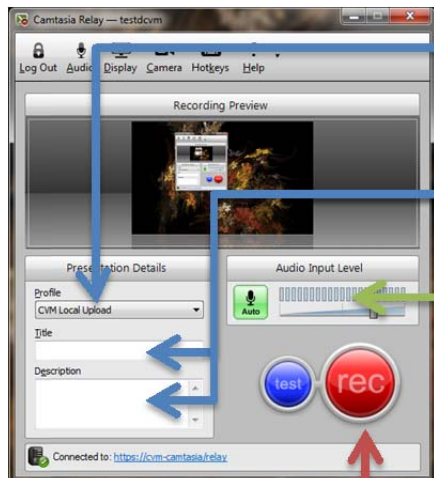
# Camtasia Relay



Log into Camtasia Relay using your CVM username and password.



If prompted, click to select the display you would like to record.

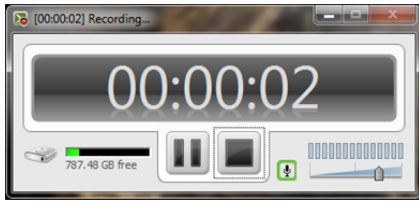


From the Profile drop down box, verify that it is set to “CVM Media Server”.

Enter a Title and description for the presentation you are about to record.

Also, verify that the microphone is turned on and registering on the audio meter. **The presentation will not record any sounds that do not pass through the computer or the audio system.**

Press the Red “rec” button to begin recording.



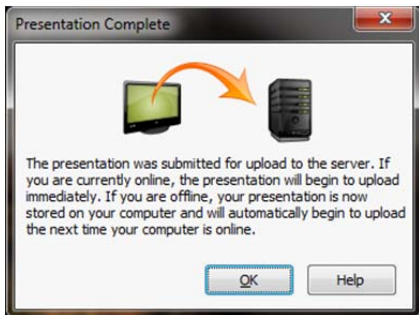
Once the presentation has started to record, you will be presented with a timer control box where you can pause the recording, adjust the audio input level, and stop the recording once you have finished.



When you have finished recording by pressing the stop button, you will see the submission screen.

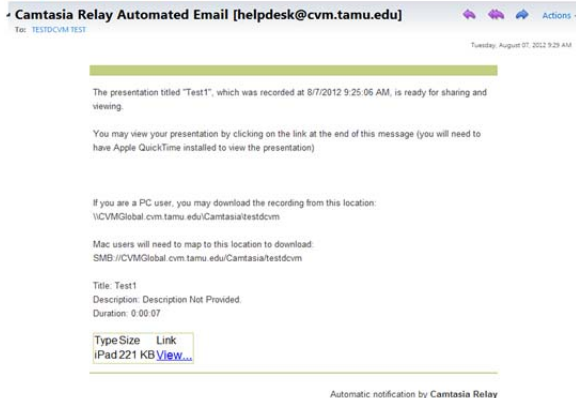
From this screen you can trim portions from the beginning or end of your presentation and make changes to the title/description boxes.

Click the Submit button to finalize your presentation. **Your presentation will not be saved to the server until you click submit.**



Once the presentation has been successfully queued to upload to the server, you will see the Presentation complete window. Click OK to close the window. If you are recording the presentation on a laptop, you will need to remain connected to the network until the presentation has completed uploading.

#### Presentation Published: Test1



Once your presentation has completed uploading, you will receive an email with directions on how to view it and where to download it from.