

LECTERN TOUCH PANEL: PAUSE AND STOP RECORDING

By default, Lecture Capture recording automatically begins at the booking start time, and runs for the duration of the booking. To allow for changeover time, all recordings commence five minutes after the allocated start time. When recording begins, the button in the lower-right of the touch panel screen will change from **Not Recording** to **Recording** as below.



You should **Pause** Lecture Capture recording whenever you present:

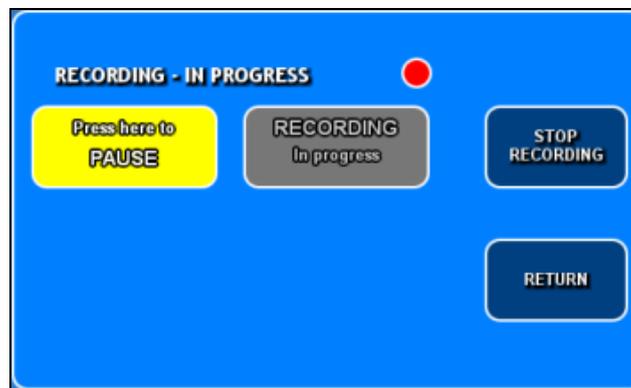
- Copyrighted material (For more information, see: <http://www.unimelb.edu.au/copyright/information/eduse/ilect.html>).
- Confidential information.

You should **Stop** Lecture Capture recording whenever you:

- Finish a lecture early.
- Hold personal discussions at the end of a lecture.

Pause recording

1. Announce that you are about to pause the Lecture Capture, so that your listeners will expect an abrupt break in recording.
2. Press the red **Recording** button in the lower-right of the touch panel and the pause menu will appear.
3. Press the yellow **Pause** button. You will hear an audible confirmation to let you and your audience know recording has been paused.



4. Press **Return** to return to the main touch panel menu. A red **Recording is paused** button will be displayed at the lower-right of the touch panel.

Resume recording

1. Press the red **Recording is paused** button at the lower-right of the touch panel and the pause menu appears.
2. Press the red **Resume** button and recording will be resumed.
3. Press **Return** to return to the main touch panel menu. A red **Recording** button will be displayed at the lower-right of the touch panel.

Stop recording

Note: Once recording has been stopped it can **NOT** be resumed. While you are able to pause and resume recording, this is not the case if you stop the recording.

1. Press the red **Recording** button at the lower-right of the touch panel and the pause menu appears.
2. Press the blue **Stop Recording** button and a confirmation screen is displayed.
3. On the confirmation screen, press and hold the red **Stop Recording** button for one (1) second. You will hear an audible confirmation to let you and your audience know recording has been stopped.



4. You will automatically be returned to the main touch panel menu. A grey **Not Recording** notification appears in the lower-right of the touch panel.

Tips for creating a professional recording

- Always wear the lapel microphone provided.
- Repeat any questions asked by the audience to ensure both the question and answer are recorded.

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lms-guides@lists.unimelb.edu.au

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