GETTING STARTED WITH RELAY

Downloading Relay
To get started with Relay you will need to download the appropriate recorder for your operating system. The recorder can be downloaded from https://relay.uri.edu/. Once downloaded, double click the application to get started.

On Windows PC's a shortcut is created on your desktop. On MAC's Relay will be added to your Applications or Application Dock after you open it in your downloads folder and grant it access to continue the download.

Logging into the TechSmith Relay Recorder
When you first open Relay it will prompt you to log in. Log in using your NET ID user credentials (your eCampus username and Sakai password). If you have forgotten your username or password you will have to contact the Help Desk to reset your user credentials.

Note: You must log in before you can submit any recordings you make.
Audio Devices
You will need to make sure that your microphone is selected before you start recording a presentation. The TechSmith Relay Recorder can capture audio from your system as well as a single audio device, such as:

- Built-in microphones (most laptops have microphones built in)
- Analog microphones (this could be an XLR or Lavalier Microphone used for professional recordings)
- USB microphones (such as USB headsets or microphones connected to the computer via USB)
- Webcams

To Select an Audio Device:
1. Connect your audio device to the computer before launching the TechSmith Relay Recorder.

2. Launch the TechSmith Relay Recorder and click the Audio button. TechSmith Relay Recorder with the Audio button highlighted

   (The Select Audio Device dialog opens.)

3. Click the desired audio device to select it. Note: You can only record from one device, and cannot change the device in the middle of a recording session. Select Audio Device popup window
(here you can see multiple microphones listed, you must choose the one you wish to use for your recording)

4. Click OK to close the dialog.

To record the audio that you hear played back by your computer, enable the Record System Audio checkbox. (This box is checked by default.) Note that you can record both system audio and audio from a single microphone.
Select a Webcam (optional)
To select a camera to record with your presentation:

1. Click the Camera button in the recorder toolbar.

![Camera button in recorder toolbar](image)

2. The camera selection window appears. Choose a camera from the list. Select "Do not record camera" (Windows) or "No Camera" (Mac) to turn off camera video recording.

![Camera selection window](image)

Notes: During recording, the camera is not displayed on your screen. It will only be visible in the final video. Perform a test recording if you’d like to preview what your final video will look like. The camera footage will appear in the lower right corner of your final video. The size and placement of the webcam recording is not customizable.
Select a Display

TechSmith Relay Recorder captures all of the action on a single display. If your computer has multiple monitors or is connected to a projector, you’ll need to specify which display to record.

To select a display: (Only if you have multiple monitors)
1. Click anywhere inside the Recording Preview.

2. When you see the display selector, click the display you’d like to record. As you hover over a display in the selector, look for a red outline on your screen to help you identify the different
displays.
Record Your Video

If you know what you’re recording ahead of time, such as capturing a lecture, you might choose to enter a video title and description ahead of time.

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<table>
<thead>
<tr>
<th>Presentation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Your First Recording</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Tips for giving a great presentation.</td>
</tr>
</tbody>
</table>
```

You can also enter this information after you’ve recorded and you are previewing your video.

Once you’re ready to begin your video, click Record.

While recording, TechSmith Relay Recorder captures everything on your screen, your selected webcam (optional), and the selected audio device.
Stopping the Recording
There are multiple ways to stop (or pause) a TechSmith Relay recording:
- Use a hotkey
- Stop the recording from the TechSmith Relay Recorder (this may be on a separate monitor or minimized to the taskbar or dock)

- Stop the recording from the system tray (Windows only)

After you finish recording, the video is finalized and opens in the TechSmith Relay Review Window. Here, you can preview and/or trim your recording.
Preview Your Recording

After you finish recording your presentation, it opens in the TechSmith Relay Review Window (Windows version shown here):
Trim the Recording (Windows)
With the TechSmith Relay Recorder, you can lightly edit your video by removing extra footage at the beginning or end of the recording. Trim your presentation to remove any extra audio and video you do not want in your published video.

To trim a presentation:
1. From the video preview, click Trimming to access the trimming tools.

2. Move the playhead to the location you'd like to set as the beginning of the video and click the Set presentation start button.

3. Move the playhead to the location you'd like to set as the end of the video and click the Set presentation end button.

The red area of the timeline is cut from the presentation. Once you submit or save the recording, you permanently lose the trimmed parts of the video.

If you want to remove the trim points, click Cancel (the red X button). This removes the trim points and closes the trimming tools.
Trim the Recording (Mac)
Trimming on the Mac version of the TechSmith Relay Recorder takes advantage of the built-in system trimming controls.

To trim a presentation:
1. From the video preview, click Trimming to access the trimming tools.

2. Click and drag the left-side yellow trimming handle to the location you'd like to set as the beginning of the video and then release.

3. Click and drag the right-side yellow trimming handle to the location you'd like to set as the end of the video and then release.

Tip: Click and briefly hold the trimming handles. After a short delay, the video timeline will automatically zoom in for finer control. This is especially helpful when trimming the ends of longer videos.

4. Click Trim to close the trimming interface, or click Cancel to discard your selection.

Before submitting the recording, you can re-open the trimming interface and adjust the handles.
as often as you need to. Once you submit or save the recording, you permanently lose the trimmed parts of the video.
Deleting Recordings from Relay:
Note: once you have pressed “submit” after stopping the recording, there is no way to delete it from your account.

Once you press stop on your recording this screen appears:

![Recording screenshot]

If you are not satisfied with your recording, you may choose to discard it (option under “Submit”) and record a new video. If you chose to submit the recording, there will be no way to delete it later on.
Submit Your Recording
After you’ve had a chance to preview and/or trim your recording, as well as finalize the video title and description, click Submit to send the video to your TechSmith Relay server.

What Happens After I Submit Media?
After you click Submit, your video is uploaded to the website.

- The recorder connects with the server and returns a direct link to your video. You can use this link immediately, but note that your video may not be ready for viewing right away.
- If you are connected to the Internet, the recording starts uploading. You’ll receive an email when your video has been processed and is ready for viewing.
- If you are not connected to the Internet, the recording will automatically start uploading when you establish a connection.
- You can check the status of your media on the TechSmith Relay website.
- If your Internet connection is lost while the recording is uploading, the process is paused and continues when the device next connects to the Internet.
**Hotkeys**

In the TechSmith Relay Recorder, hotkeys can save time and they also allow you to start, pause, and stop your recording without the audience seeing the TechSmith Relay Recorder during the presentation. Set Hotkeys for starting, pausing, and stopping recordings by selecting this option in the Recorder toolbar:
Update the TechSmith Relay Recorder
When a new version of the TechSmith Relay Recorder is available, an update notification appears in the recorder window.

1. Click the Update button. (This button only appears when an update for TechSmith Relay Recorder is available.)

2. Click Get update.

3. This will prompt you to run the update installer. Run the installer.

Check for Updates Manually
1. Open TechSmith Relay Recorder
2. From the Help menu, choose Check for Updates.