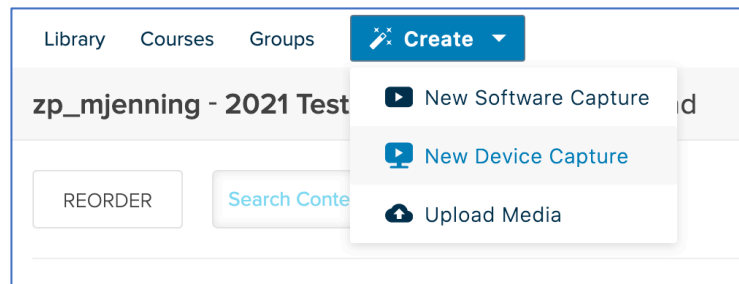


Starting an Ad-Hoc recording

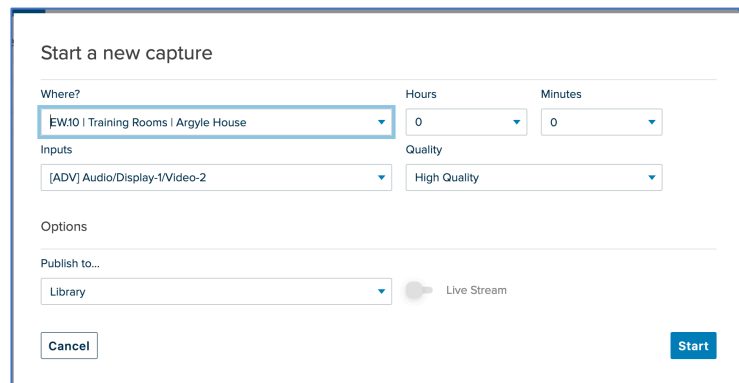
If you require to record something, in a Replay enabled teaching space, which hasn't been scheduled in advance then please use the following steps to start an Ad-Hoc recording using the in-room recording device.

Launching the Device Capture

1. Navigate to the section in Media Hopper Replay by clicking on the Replay link from the VLE;
2. Click on **Create**, followed by **New Device Capture**;



3. In the **Start a new capture** view click on the dropdown for **Where?** And start to type the room name. This should then filter the list of rooms and you can select the room you are in;
4. Use the **Hours** and **Minutes** dropdown to set the duration of your recording;
5. Leave the **Inputs** and **Quality** options as they are;
6. Select the course you wish to publish the recording to from the courses available to you in the **Publish to...** dropdown;
7. If you also wish to live stream the session, then set the flag for **Live Stream** – This can only be performed if you are publishing to a course and is not available if you have left Publish to... set to Library;

A screenshot of the 'Start a new capture' form. The form has a title 'Start a new capture' at the top. Below the title, there are several fields: 'Where?' with a dropdown menu showing 'EW10 | Training Rooms | Argyle House'; 'Hours' and 'Minutes' with dropdown menus both set to '0'; 'Inputs' with a dropdown menu showing '[ADV] Audio/Display-1/Video-2'; 'Quality' with a dropdown menu showing 'High Quality'; 'Options' section with 'Publish to...' dropdown menu showing 'Library' and a 'Live Stream' toggle switch that is currently off; and 'Cancel' and 'Start' buttons at the bottom.

8. Click on **Start**.