**How to: Record Video in Video Conference Room**

Meetings can be recorded for the function of transcribing or uploading to the web for external viewing. There is no automated system for recording therefore recordings must be set up manually. To access the recording, please log a job with Education Support ([support@educ.utas.edu.au](mailto:support@educ.utas.edu.au)) and include the date of the meeting, recording name you’ve specified, and what you would like done with the footage. Please use the following guide to learn how to record your meeting.

**Procedure:**

**Step 1:** Press RECORD on PVR remote (while pointing remote towards PVR) the RECORD button is located in the bottom left corner.

**Step 2:** Use the remotes directional ARROWS to set the recording time (in minutes).

**Step 3:** Using the DOWN ARROW, hover over file name, click OK, then choose CLEAR, and using the directional arrows, enter a unique recording name, when done, choose SAVE&EXIT. Finally, arrow down until you see ACCEPT and choose OK on remote, you are now recording.

**Step 4:** If your meeting finishes before the time you allocated when setting up your recording, simply press the RECORD button once more, and press the STOP button on remote to end the recording.