VHS Copying
with Nursing Mobile Recorder

To Setup Equipment:
1. Remove recorder, power supply, and audio dongle (red and white) from bag.
2. Connect audio dongle to recorder.
3. Connect red/white audio cables to audio dongle input.
4. Connect yellow video cable to input 2.
5. Connect power supply to wall outlet and recorder.
6. Power on recorder, wait for interface to load.

To Setup Recording:
7. Touch “New” in the top left
   a. Select “Create and open a presentation on the server”
   b. Select “VHS Copy”
   c. Touch the “Title” field.
   d. Use on screen keyboard to enter desired name.
      i. NOTE: You can change the name and description through the web interface in Step 29.
      ii. NOTE: USB Keyboard is available if desired.
   e. Touch “OK”
8. Touch “Input Settings” under left video window.
   f. Select Video In: Datapath VisionAV-HD Video 02
   g. Select Audio In: Datapath VisionAV-HD
   h. Select Image In: None
   i. Touch “Save”
9. Cue tape to beginning of video.

To Begin Recording:
10. Touch “Go Live” button.
    a. NOTE: If you see “Record” button instead of “Go Live”, return to Step 7.
11. Wait for the clock to start counting in the top right corner.
12. Press Play on VCR.
    b. Confirm that video appears correctly and audio meters are moving. If not, stop and check connections.
13. When finished, touch “Stop” button.
14. Wait for countdown to finish.
15. If you want to make another recording, return to Step 7.
To Shut Down Equipment:

16. Touch “Presentations” tab at the top of the screen.
17. If your presentation is shown with a progress bar, wait for progress bar to finish. Depending on the duration of the presentation, this may take several minutes. When progress bar completes, it will disappear. If no presentations are listed, continue to next step.
18. Press power button on left side of recorder (DO NOT HOLD). Wait for shut down process to finish properly.
19. Disconnect all cables and accessories.
20. Attach screen protector to recorder.
21. Place all parts in shoulder bag.

To share or edit recording:

   a. Note: If you wish to bookmark this system, you MUST bookmark the address above. Bookmarking the sso.bloomu.edu or bupmediasite.passhe.edu addresses you reach from that link will not work properly.
23. Enter your HuskyID and password.
24. Click “Sign On” (or press ‘return’)
25. If prompted, enter your full name in the Name field.
   b. Note: This will only occur the first time you log into this system. Do not alter your email address or the time zone settings.
26. Click Continue.
27. You should now see the following page:
   c. If you have already completed step 8e, you will see your presentation listed here. There may be multiple presentations shown from previous uses.
   d. If you do not see the “Mobile Recorder” folder listed in the left sidebar, please contact mediasite@bloomu.edu for access.
28. Click on your video and select the “Edit” tab.

29. Change the Name and add a Description as desired.
30. Click the Folder icon and select “Private” (or a custom folder of your choice).
31. Click the blue “Save” button in the top right corner.
32. To share the video, click the “Share” tab:
   a. The system can automatically send an email.
      Enter the destination email address(es) in the third field and click the “Send Email” button.
b. Alternatively, copy the link address in the first line. You may paste the link in and email client, BOLT, or a website editor.

33. Click the “Security” tab.

34. Click “Click here to enable inheritance”

35. Click “OK”

36. Click “Save”

37. Click the “Close” button.

e. Note: If your presentation has disappeared, do not be alarmed. This is caused by a known bug in the system security settings. Please contact mediasite@bloomu.edu. Once fixed, this issue will not recur.
Customizable options:

- If you would like to arrange your recordings into folders, you can click the “+” sign next to folders in the menu bar on the left side.
  - To change the folder of a presentation already on the server, click on the presentation, select the “Edit” tab, and select the desired folder. (Step 31 above)

- If you would like to share a group of presentations via a single link, create a folder and move desire presentations into it as described above. Then send an email to mediasite@bloomu.edu with the following information:
  - User name (email address)
  - Folder Name
  - Desired shortcut name (can be same as folder, but cannot be repeated throughout the system)
    - Usually a course number and/or topic.

- Live broadcast
  - The sharing process (Step 33) may be executed as soon as Step 8 of the setup process is completed.
  - If the link is shared before or during the recording session, viewers will see the session happen live.
  - After the session is completed, the same link will lead to the OnDemand recording.
  - Warning: Pressing the “New” button again will create and open another presentation. The first presentation will no longer be recordable. If you choose to share a link for a live presentation, be sure to NOT press “New” again, only press “Go Live”.