

## Portable recorder and recording off campus

When using Camtasia Relay a connection is needed to the Relay server to publish and perform the creation of the files. Recordings can be performed using a portable relay recorder on a flash drive or establishing a secure VPN connection before following the normal recording process.

### Using the Camtasia Relay portable recorder

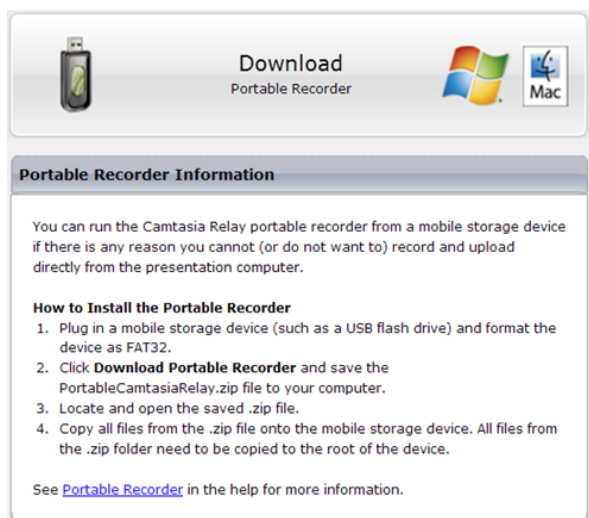
The portable recorder is used to record on a computer that is not connected to any USQ network and stores the recording on a flash drive. When this flash drive is connected to a computer on the USQ network with Relay recorder install on the computer the recording can be submitted and processed as if it were recorded on campus.

This can be done using the portable record for PC and/or Mac.

1. Download and install the portable recorder on a USB Flash drive
  - a. Go to <http://relay.usq.edu.au>
  - b. Log in with UConnect username and password
  - c. Click on Download Camtasia Relay Recorders button

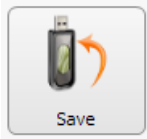


- d. Click on the Download Portable Recorder button



- e. Download the Portable Recorder .zip file
  - f. Open the .zip file and copy all its files to the root folder of the portable device
  - g. Copy the files into its root folder
2. Record to a portable recorder
  - a. Start Camtasia Relay from the USB flash drive
  - b. Click the **Guest** button
  - c. In **Your name** type your **UConnect username**
  - d. In **Guest of** type your USQ email: [firstname.lastname@usq.edu.au](mailto:firstname.lastname@usq.edu.au)

- e. Click **Submit**
- f. Record the lecture as usual
- g. Click on **Save**



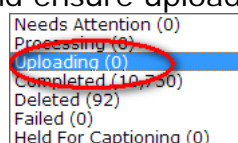
- h.
- i. **Warning: If you Discard the recording will be deleted permanently and cannot be recovered.**

3. Upload Recording(s)
  - a. Plug the USB flash drive into a computer with Relay recorder installed
  - b. Start Camtasia Relay from the portable device
  - c. Click the **Presenter** button
  - d. Log in with **UConnect username and password**
  - e. Click the View Presentations button
  - f. **Upload** a selected presentation or Upload **All presentations**

## Using Camtasia Relay recorder off campus with a VPN connection

For the Camtasia Relay recorder to be able to submit a recording it must be able to access the Relay server. This can only be done on one of the 3 campuses at USQ or by creating a secure VPN connection from the computer doing the recording to the server.

1. Setup a VPN access to USQ via the internet
  - a. To configure this once via <http://vpn.usq.edu.edu.au> and run follow the instructions.
  - b. [How to install VPN](#)
  - c. Any issues contact 1900 or ICT Service Desk
2. Once a VPN connection is configured use the VPN client to logon and establish a secure connection from this computer to the USQ network
3. Access <http://relay.usq.edu.au> then download and install the recorder if not already installed
  - a. you need to be a local administrator on the computer to install software
4. Record the lecture recording, checking levels, auto off and doing a test recording
  - a. Information on recording is available at <http://www.usq.edu.au/ele/presentation-capture>
5. Submit once complete
6. The recording is now being copied from the computer to the Relay server via the VPN connection
7. Check the progress of the upload using <http://relay.usq.edu.au> web interface
  - a. Click on Presentations tab
  - b. Click on the down arrow and ensure uploading (0) is displayed



8. Keep the VPN connection open and computer on until upload is complete
9. Once the upload is complete you can close the connection

10. An email will be sent advising an **Unauthorized Presentation**
11. Open the email to view details
12. Click on the **Authorize or delete this presentation** link
13. Login to the Camtasia Relay Server with your **UConnect Username** and **Password**
14. Select **USQ Lecture Recording** Profile
15. Click on **Submit**
16. You will receive an email advising the presentation is now ready to be published as normal.

### Information



You can only record using the Portable Recorder on machines that do not have Camtasia Relay loaded.

In order to upload the Presentation from your USB – you must do this from a machine with Camtasia Relay loaded.