Zurich, 06 September 2015

Automatic course capture (HI) - technical remarks

Course capture takes place automatically without an on-site production team. However, in some respects, successful capture depends on your help:

- Use the microphone we provided. Without the mic the recording will have no sound and is rendered practically worthless. Note that some microphones have a mute button which should be deactivated. The microphone is active after 2-3 seconds.
- Start your lecture after waiting additional 2-3 seconds and turn off the microphone a few seconds after the end of your presentation.
- Repeat any questions from the audience, since without a mic they will not be heard on the recording.
- Remember to re-activate the microphone after the break.

- All lecture halls support presentations with a 16:9 aspect ratio as do today's devices. Ideally, you would therefore compile presentations in this format, which blends well with our video.
- Mobile phones can create static noise – make sure speakers switch off their devices completely.
- Switch off power saving features and screen saver for the presentation and run the computer off a power supply unit.
- Start the presentation before the beginning of your lecture and turn off a couple of seconds after.
- Disable any notification features (email, Skype, etc.) which you don’t want to be captured.
- Remember that pointers are not visible in the recording.

Recording starts two minutes before the official start of the course and ends 10 minutes after lecture ends.
For any problems during the recording feel free to contact us at telephone number 34117 or 32435.

Thank you for your cooperation!