

**Automatic recording for lectures - technical recommendations (Zentrum)**

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

- Activate the microphone provided; the green LED has to be on.
  - 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 they will not be heard on the recording without a mic; in some lecture halls audience microphones (“Catchbox”) are provided.
  - Remember to re-activate the microphone after the break.
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- All lecture halls support presentations with a 16:9 aspect ratio; ideally, you would therefore compile presentations in this format, which blends well with our video as well.
  - Mobile devices should be in airplane mode or switched off.
  - Disable energy saving options including screen savers and don't run your computer on battery power.
  - All software with active messaging (Outlook, Skype etc.) should be deactivated or off.
  - Pointers will not be recorded as we connect to the presentation directly.

Recording starts two minutes before the official start of the course and ends 10 minutes after lecture ends.

In case of problems during the recording feel free to contact us with the phone installed in each lecture hall (shortcut “Help/Support MMS/MMU”).

Thank you for your cooperation!