HEC Replay Recording video Multicam System Libcast Publication Quick Start and Process mémorandum	**LibCast**

1. Book an equipped classroom

Mention you need the Multicam system so the room is booked for you for that usage. And audiovusual team know that you might need microphones.
Rooms are :
Building T : **T206**, T303 and T307
MBA : S219 and S228
Exed : Z11, Z14, X013 and 281 inChamperret

Be carefull! For room 206, you also need to make sure audiovisuel team knows about your usage and starts the system for you. You might also need some help with the mics.

2. Make sur you have the agreement to record and / or publish and where.

You can use something like the form also available in the list of documents.

3. Do you have a Libcast account ?

If this is your first time, you need to ask for the account creation.
If you are a student, please ask your admin staff for permission and provide this agreement to Vanessa Klein by mail (kleinv@hec.fr).
Your login and password will be the same as your network logins, so please provide your login (ONLY your login, not the password !)
Make sure you do that a fews days before your first usage so you get your accout in time.

4. On the recording day

3.1.   Preparation

- Before the course, get the mics (room 101 in the Grande Ecole, in the drawers under the chair for the MBA, and logistic team for the Exed).

- Install the mic on the professor and check the sound

3.2.   Utilisation du Multicam : réalisation vidéo

See visual documentation « QuickStart » for more détails.

- Start the computer if not already done
- Double click on the application « MulticamELearning »

- Make sure the sound level is fine. (you can check with an headphone connected under the screen). Also have a look at the visual-aid.
- Start with the « Start » section
- Record.
- Produce by chosing and adjusting the views
- Stop (don't forget to confirm !)

3.3.   Send the files for publication

- Go to the « Publish » section of the application
- Chose the file to publish
- Click on « send to Libcast" by using your Libcast / Network login and password.
Leave the system on this stage, i twill compress the file and send it. You can leave the room.

- *Don't forget to delete the « test » records as well as the files wich have already been published once in a while.*

- Put the mics back to their place

5. Once the record has been done

4.1.   Use Libcast as the publication system

- access is done though: http://replay.hec.fr /admin/

See the online help.

4.2.   Provide the access url

- Provide the direct access URL. You can integrate it in a intrenet or intranet Web site, in KHUB par exemple. The adress looks something like this :
http://replay.hec.fr/nom-de-la-chaine-xxx

Annexe : additional documentation

- Créer, gérer et supprimer des blogs de cours
- Publier un cours réalisé avec un Multicam
- Partager un contenu de son porte-document
- Multicam Quick-Start guide