Overview: The instructions are designed to help faculty record in an Audio & Screencasting Room. DCS’s Audio & Screencasting Rooms are well equipped for recording. Please note that if you would also like to videoconference or stream, you should refer to those instructions.

Getting Started in the Classroom
- At the Podium, if the touchscreen is black or displaying the screen saver, press Enter on the keyboard. Wait for the login screen to appear. When the login screen appears, enter your Rutgers NetID and password. Press Enter.
- After you have logged in, the Rutgers Room Control (RRC) window will automatically open. This is the dashboard from which you control the room.

Starting the Recording
- In the center area, select Webex.
- In the window that appears, enter the email address associated with your Webex account and press Next. Enter your password and select Next.
- If a pop-up window appears anytime asking if Webex can use your camera or microphone, select OK.
- Select Start a Meeting. In the new window that appears, select Start Meeting.

Setting Up the Recording
- Remove the wireless microphone from the system drawer. Attach the mic to your collar and turn it so it faces your mouth. Press and hold the button on the top of the pack until it turns green.
- To add content to the recording, return to the Webex window and select Share. Choose among the various options and select Share.

Recording Class
- To record the class, including everything occurring in the videoconference, select the fourth button from the left. In the pop-up that appears, press the Record button and record to the cloud.
- To access the recording, login in to rutgers.webex.com and select the recordings button from the left column menu.

Ending the Videoconference
- In the bottom of the Cisco Webex Meetings window, click the red X.
- Select End Meeting.
- When you are finished using the room, in Rutgers Room Control, select Log Out.