

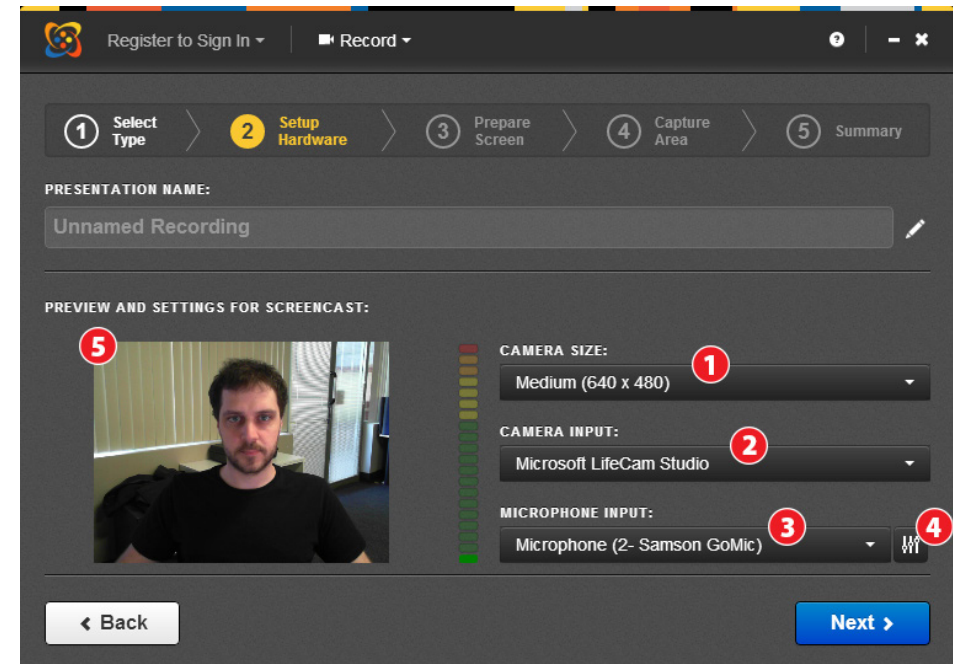
## Improve your presentation skills with Mediasite Desktop Recorder

Here are a few simple tips to help improve your recordings using the Mediasite Desktop Recorder.

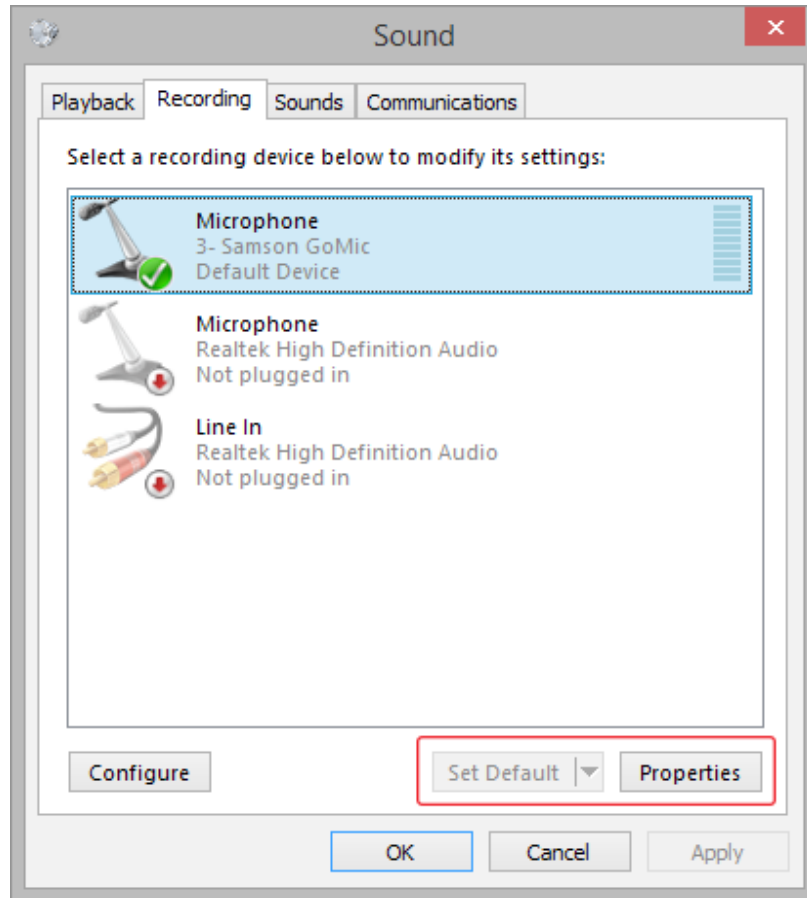
- ▶ Always do a test recording to ensure your microphone is working correctly, and the volume levels are set to where your voice is clearly audible.
  - It is important to check your microphone volume levels to make sure it isn't either too quiet or too loud and causing distortion.
  - Use a good quality external mic or headset instead of a built-in mic.
- ▶ Turn on the light or open any blinds in your room so that the video is not too dark.
- ▶ Take some time to adjust your camera angle so that it is free from background distractions.
- ▶ Prepare yourself and those around you for filming.
  - Choose a quiet area where you won't be interrupted.
  - Turn off your phone or set it to silent mode.
  - Shut the door.
  - Consider putting a 'filming in progress' sign on your door.
  - Turn off any loud fans or air conditioners.


Following are a few visual instructions for both Windows and Mac to help you set the audio levels correctly for your microphone.

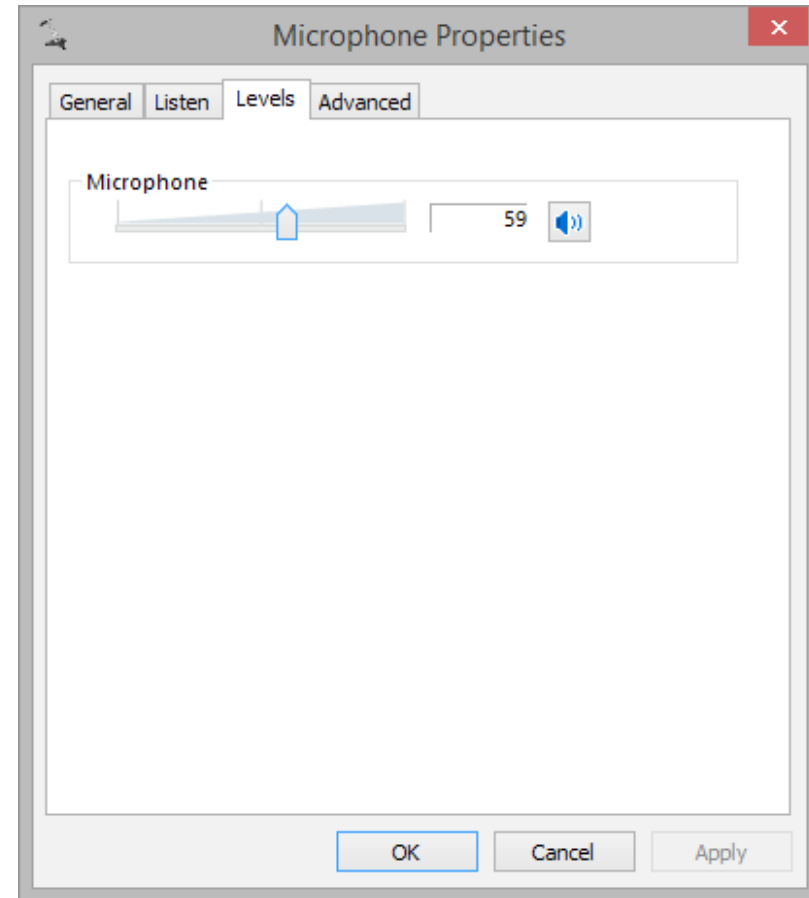
## Windows



- 1 Select the chosen video resolution (quality) of the webcam.
- 2 Select the webcam you wish to use.
- 3 Select the microphone you wish to use.
- 4 Click to adjust microphone levels.
- 5 Check lighting and composition of your video preview.

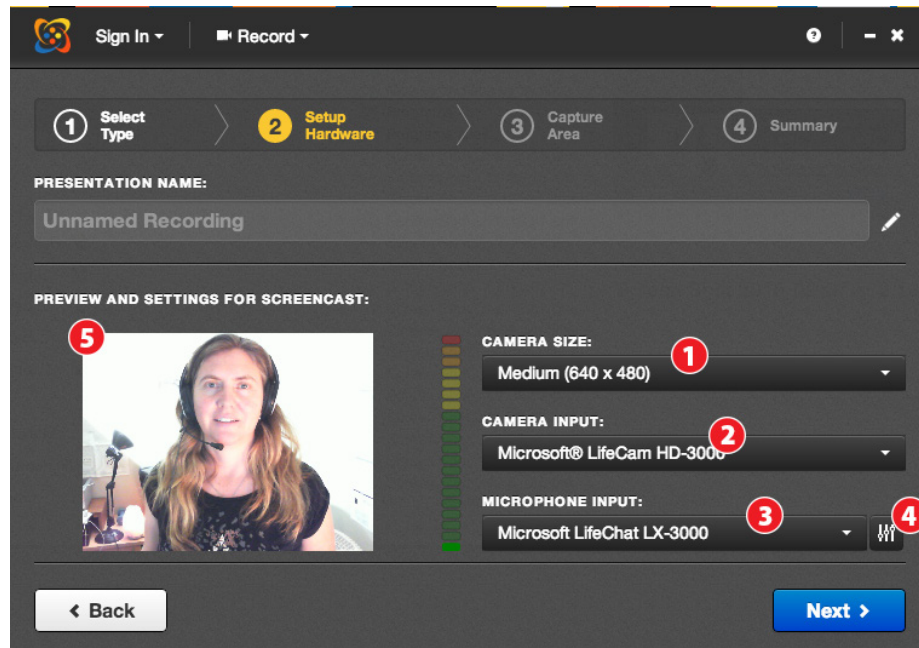


- ▶ Click  to open the audio recording devices window shown above.
- ▶ Ensure your chosen microphone is set to be the default device (green tick) by clicking **Set Default** at the bottom of the window.

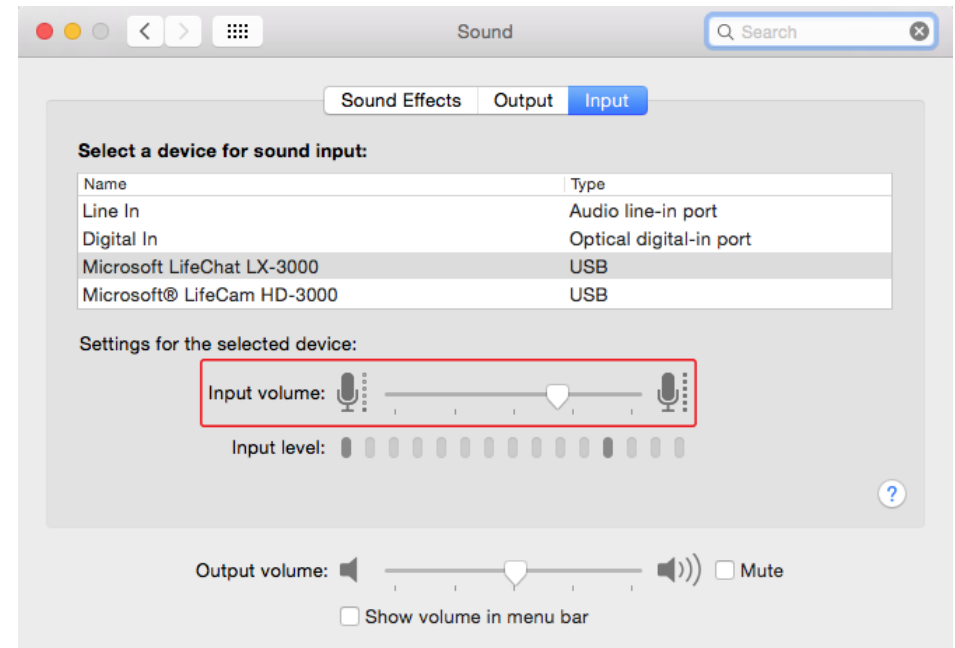



- ▶ With the microphone selected, click **Properties** to adjust the volume levels.
- ▶ Click the **Levels** tab and use the slider to adjust microphone volume.

## Mac



- 1 Select the chosen video resolution (quality) of the webcam.
- 2 Select the webcam you wish to use.
- 3 Select the microphone you wish to use.
- 4 Click to adjust microphone levels.
- 5 Check lighting and composition of your video preview.



- ▶ Click  to open the input sound preferences window shown above.
- ▶ Use the **Input volume** slider to adjust microphone volume.