CSU Replay – Capture Appliance Guide

Please enter your user name and password.

User Name:
Password:

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CSU Replay policies and guidelines

It is your responsibility to be familiar with and adhere to all CSU Replay policies and guidelines.

Links to the policy and guidelines are available from the What Is This Service section of the CSU Replay IT Service catalogue entry at http://www.csu.edu.au/division/dit/services/service-catalogue/for-staff/teaching-tech-support and select the CSU Replay link.

Technical support

<table>
<thead>
<tr>
<th>IT Service Desk</th>
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<tr>
<td><strong>Monday to Friday - 8am - 6pm (GMT+10)</strong></td>
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<tr>
<td><strong>Local Call Australia wide:</strong> 1300 653 088</td>
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<tr>
<td><strong>International:</strong> + 612 6338 4357</td>
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<td><strong>CSU Internal:</strong> 84357</td>
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CSU Replay equipped classrooms

You will find a list of classrooms equipped to use CSU Replay here:

Making a booking to use CSU Replay

To use a CSU Replay Capture Appliance you must first book a CSU Replay capture Appliance recording.

To make your booking, please complete the booking form located on the CSU Replay Website here:

Using teaching spaces with a CSU Replay Capture Appliance installed

1. Wake up the AMX panel on the lectern by touching it anywhere
2. Recordings using the CSU Replay Capture Appliance are scheduled and therefore start automatically at the pre-programmed starting time
3. You don't have to do anything to record your class once you have booked your CSU
4. Replay session. The 'Recording' icon will flash red when recording is taking place.
5. Press the 'Recording' icon to display the CSU Replay Capture Appliance control options.

The options available are:
  a) **Stop**: See options below for ‘Stop’ under ‘Stopping your Recording’
  b) **Pause**: You may have copyrighted material in your lecture that you do not have the rights to distribute via this recording. If this is the case you may 'Pause' the recording whilst you are delivering this material.
  c) **Resume**: When you are ready to begin recording again simply press ‘Resume’
  d) **Advanced**: This button is only for the use of technical personnel, it is password protected.

Do not press this button
  e) **Exit**: This button will take you back to the original screen
This screen looks like this:

![Screen Screenshot](image)

**Stopping your Recording before it’s allocated completion time**

If, for any reason, you wish to finish your recording early, you can press the ‘Stop’ button. You will then see a ‘confirmation’ screen asking you if you really want to stop recording. Press ‘Stop’ again and your recording will stop. It will still automatically process and be available for viewing. You may want to use this if you finish your lecture early. Stopping the recording early will save on valuable storage space and you also will not need to edit the recording to remove the unused footage from the end of the recording.

If you choose the ‘Stop’ option your touch panel will look like this:

![Panel Screenshot](image)
Completing your CSU Replay Capture Appliance Recording

When you have finished your class the recording is automatically processed and you will receive a notification via email that the recording has been published on ‘CSU Replay Central’. (This is the EchoSystem Server)

The email will look like this:

![Email Example]

When you finished your class the recording is automatically processed and you will receive a notification via email that the recording has been published on 'CSU Replay Central'. (This is the EchoSystem Server)

It is recommended that you file this email for future reference and as an alternate means for accessing your CSU Replay recordings.

It may be wise to create a folder in your inbox specifically for these emails, and, if you have a number of different subjects which you have recordings for you can create a sub folder for each.

You could even set up a rule in your email which will automatically file these messages in the required folder for you.


Viewing your Recordings


Storing and Saving your Recordings

As per the CSU Replay guidelines, recordings uploaded and published to CSU Replay Central (EchoSystem Server) are stored for the following duration:

- Teaching and Learning recordings: 12 months
• Non-Teaching and Learning recordings: 12 months

If you wish to keep your recordings longer than this you will need to save them. You can find information regarding saving your recordings here:


CSU Replay Support

For assistance please contact the DIT Service Desk on ext 84357. Alternatively you can visit the ‘Online Self Service’ page here:
https://itilweb.csu.edu.au/WebAccess