
Open TechSmith Relay
– Open TechSmith Relay from the desktop icon.

Log on*
– Log on using your University username and password or identify yourself as a Guest.
– If you are in a hurry, click Later to postpone logging in. You can log in after you have made your recording.

Complete Presentation Details
– Give your recording a Title (e.g. course code) and a short Description.

Start Recording
– Click TEST to make a 10 second recording and verify your audio and visual setup.
– Adjust the volume input by moving the volume slider.
– To start your recording click REC.
– The recorder is minimised to the system tray.

Stop or Pause Recording
– Right-click on the software icon in the system tray and select Pause or Stop

OR
– Double-click on the software icon in the system tray to display the recorder.

Review and Submit
– The Review window will open.
– You can use the Trimming tools to set the start and end point for your recording.
– Give your recording a Title and Description if you have not already done so.
– Submit your recording.
  A confirmation message appears.

Log Out
– When you are finished don’t forget to Log Out!

*One off registration is required - please go to https://www.abdn.ac.uk/relay-registration/