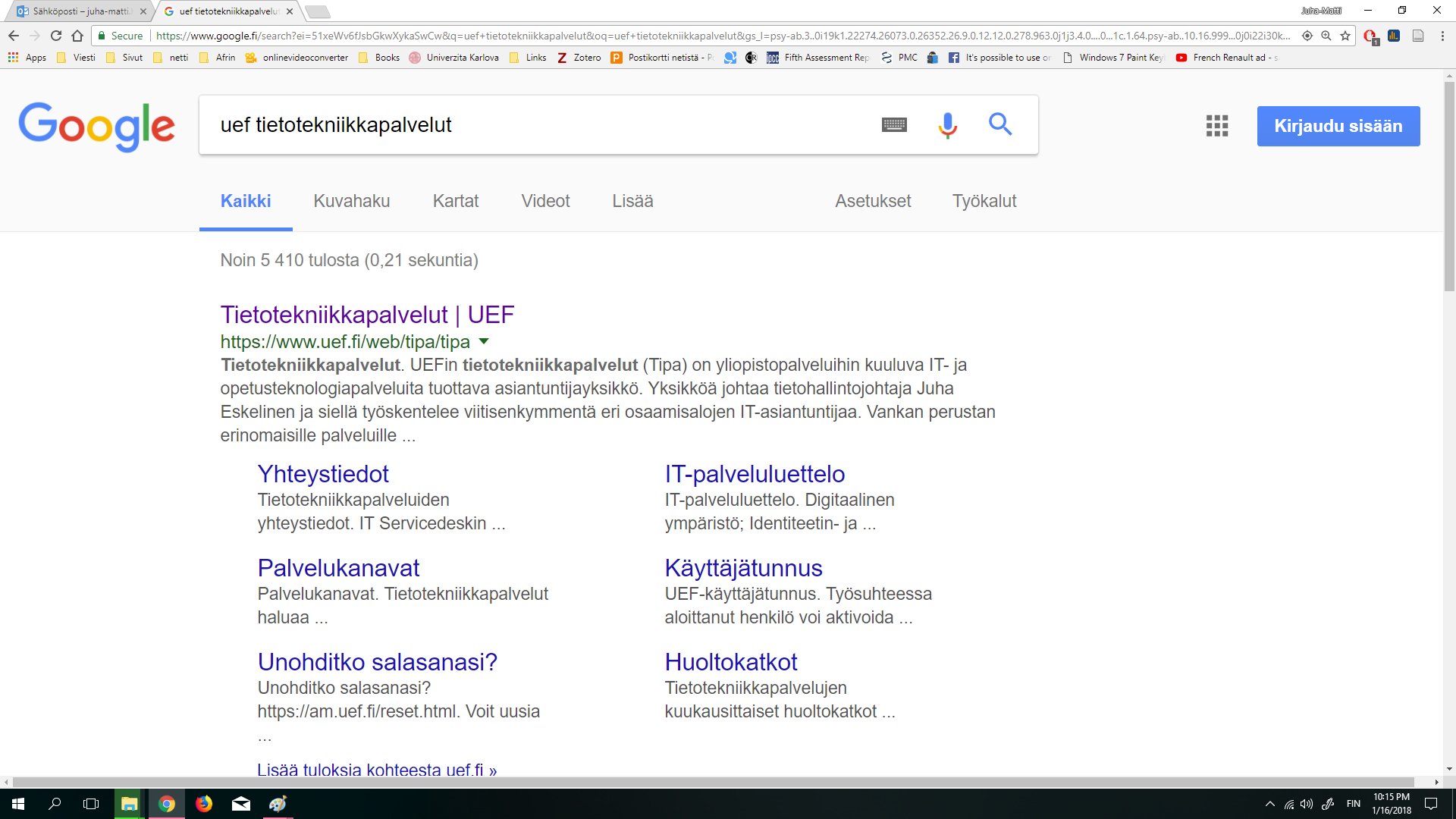
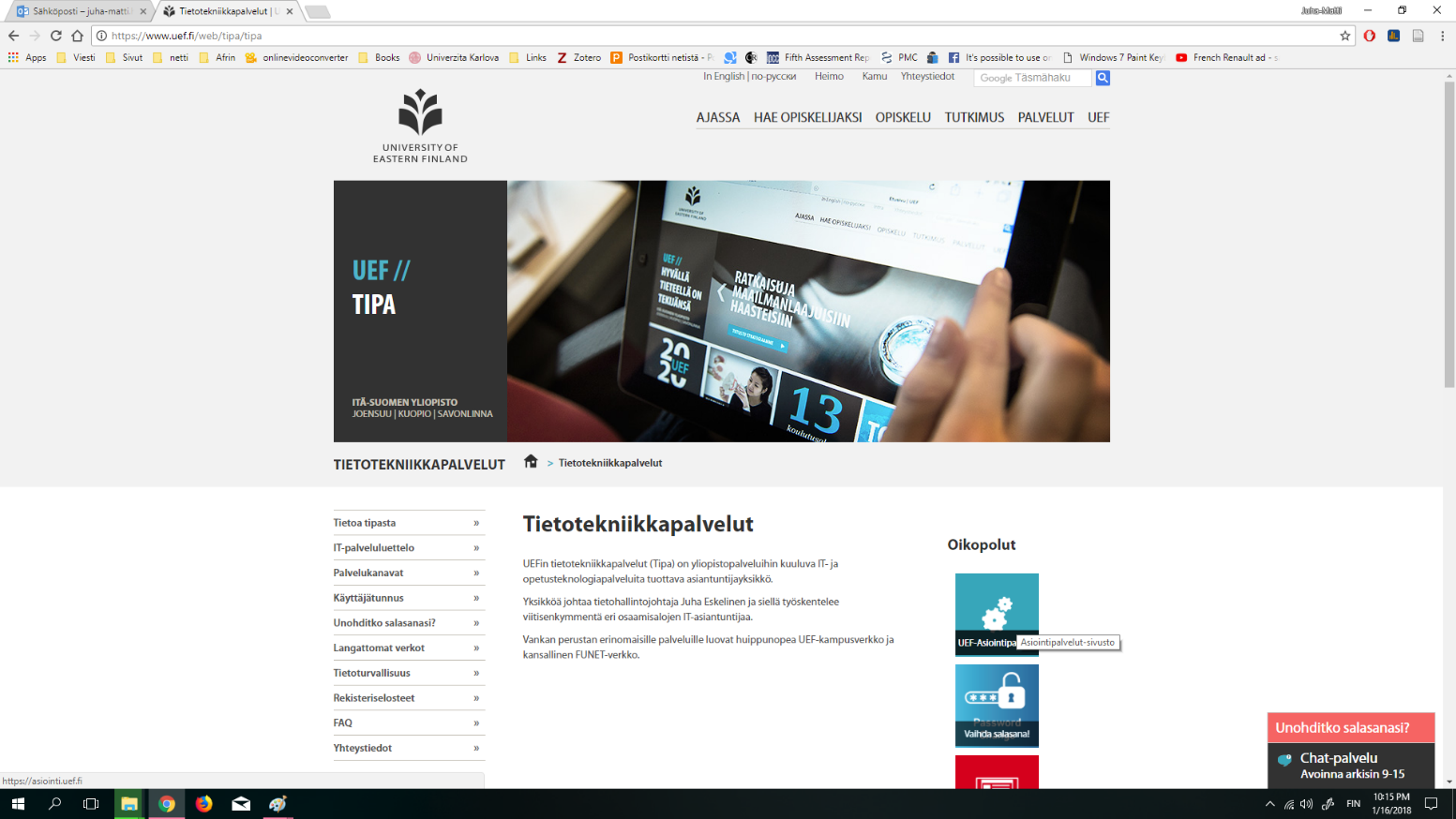
**How to record video in M100 or M107**

**Note. You need to order the video 1 week before!**

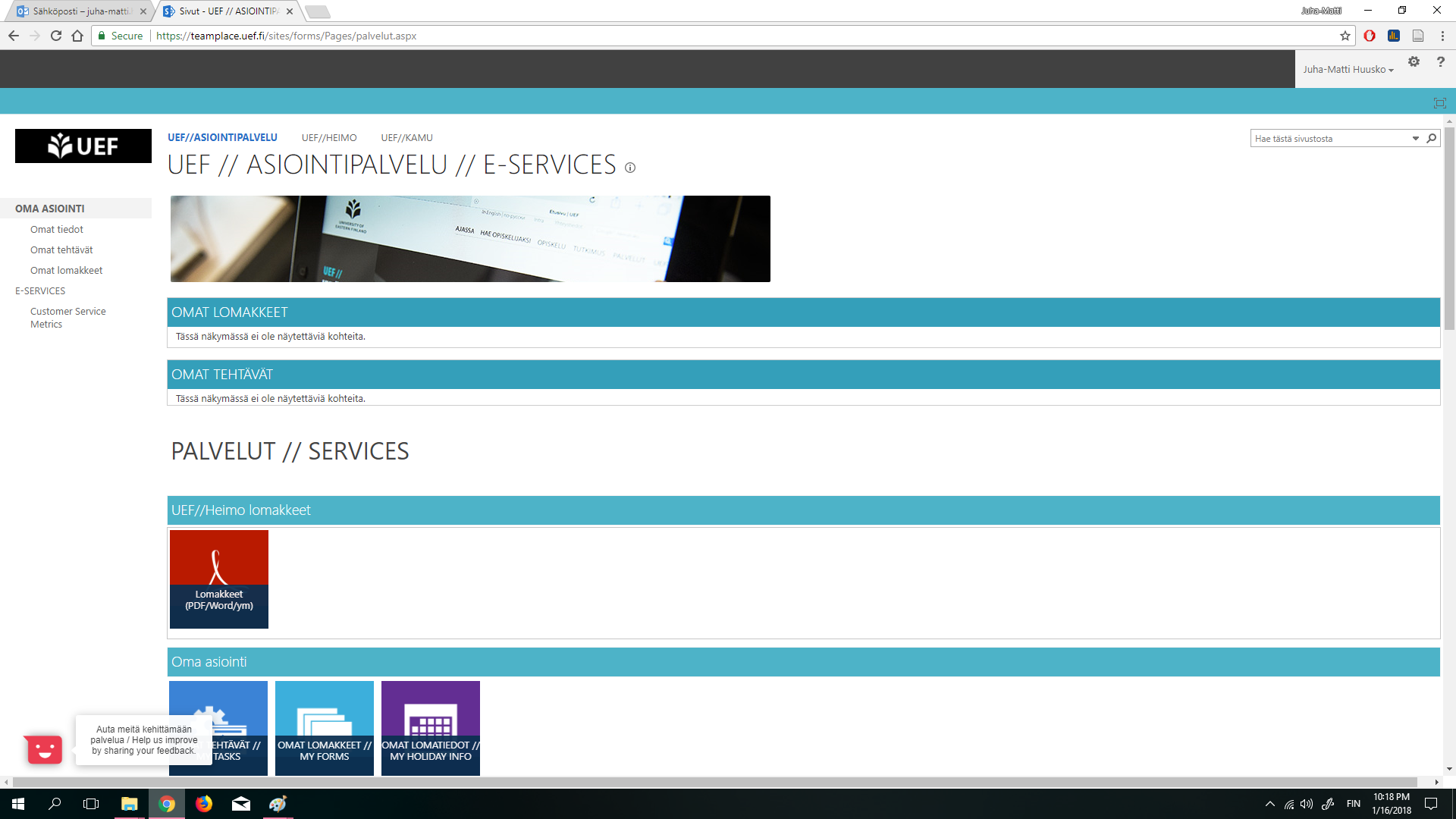
1. **Google ‘uef tietotekniikkapalvelut’**

****

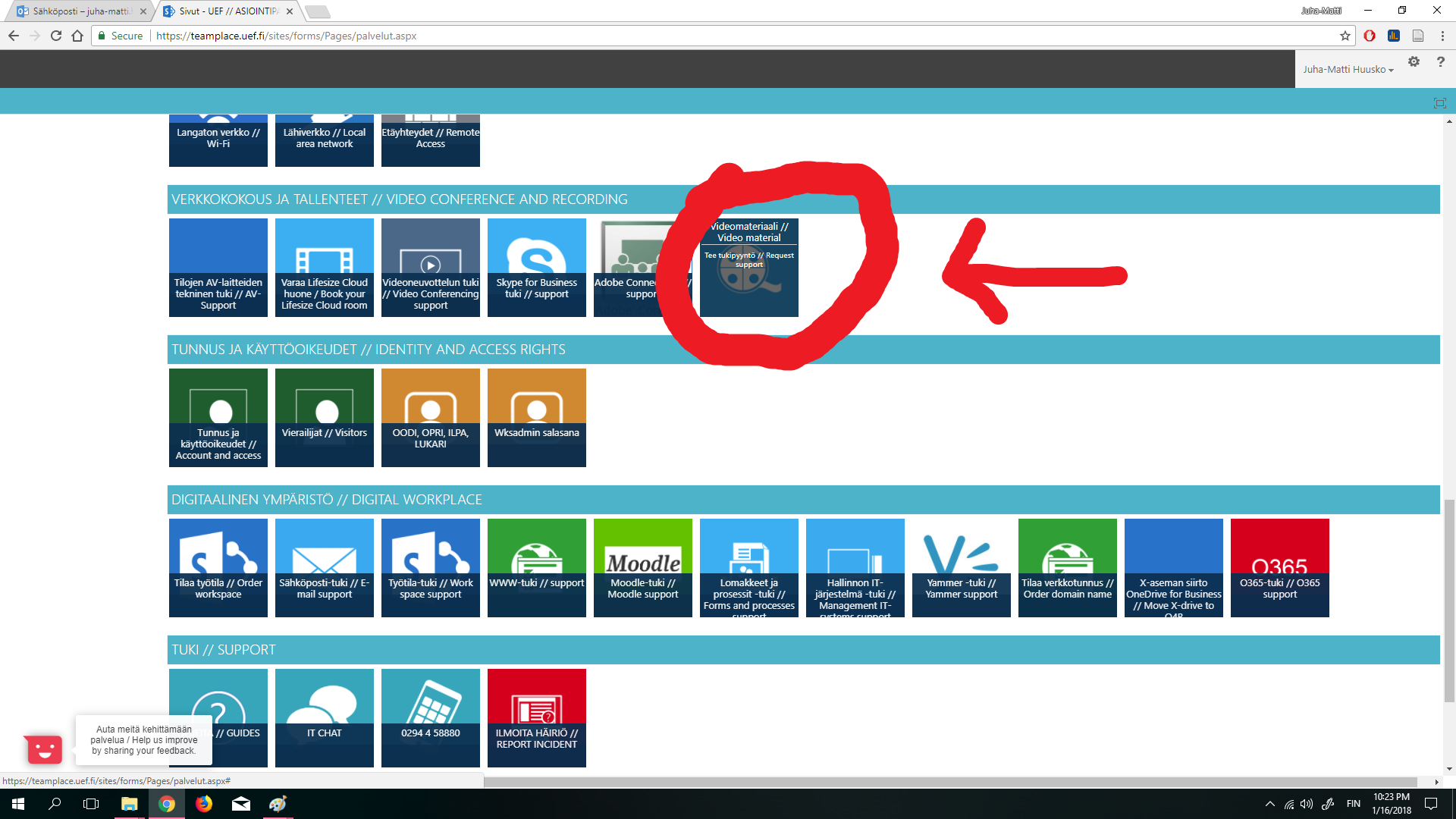
1. **Click ‘UEF-Asiointipalvelu’ and sign in**

****

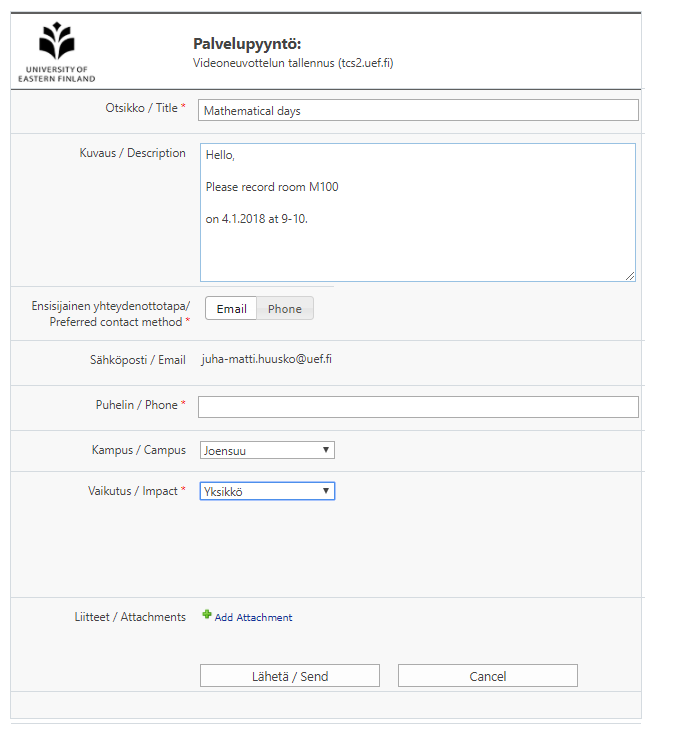
1. **You arrive to this kind of webpage**

****

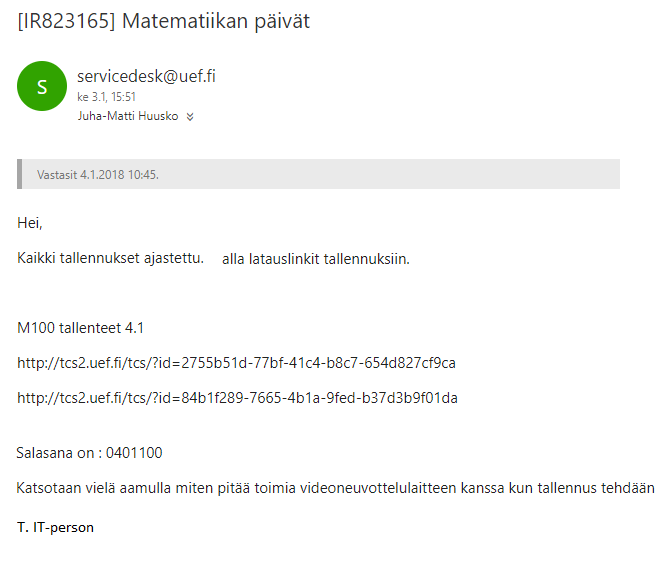
1. **Search the ‘Video material – ask support’ thing**

****

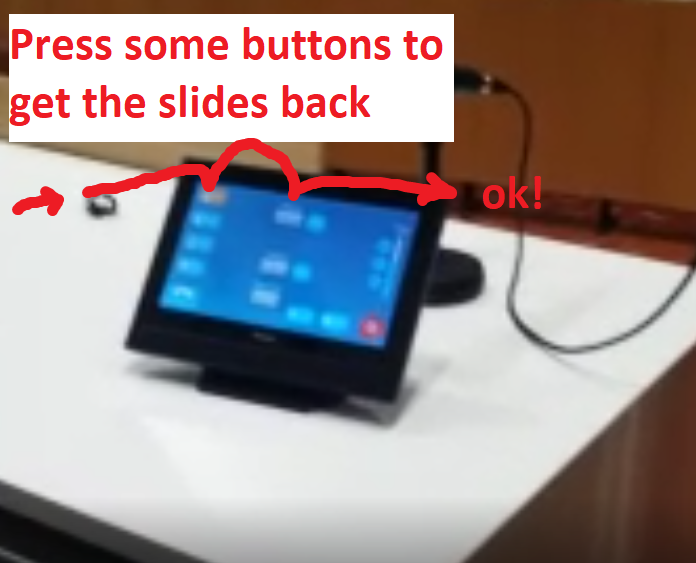
1. **Fill a form, ask them to record a classroom on specific time. The recording should turn on automatically**

****

1. **An IT person will send you email and tell the link&password of the video**

****

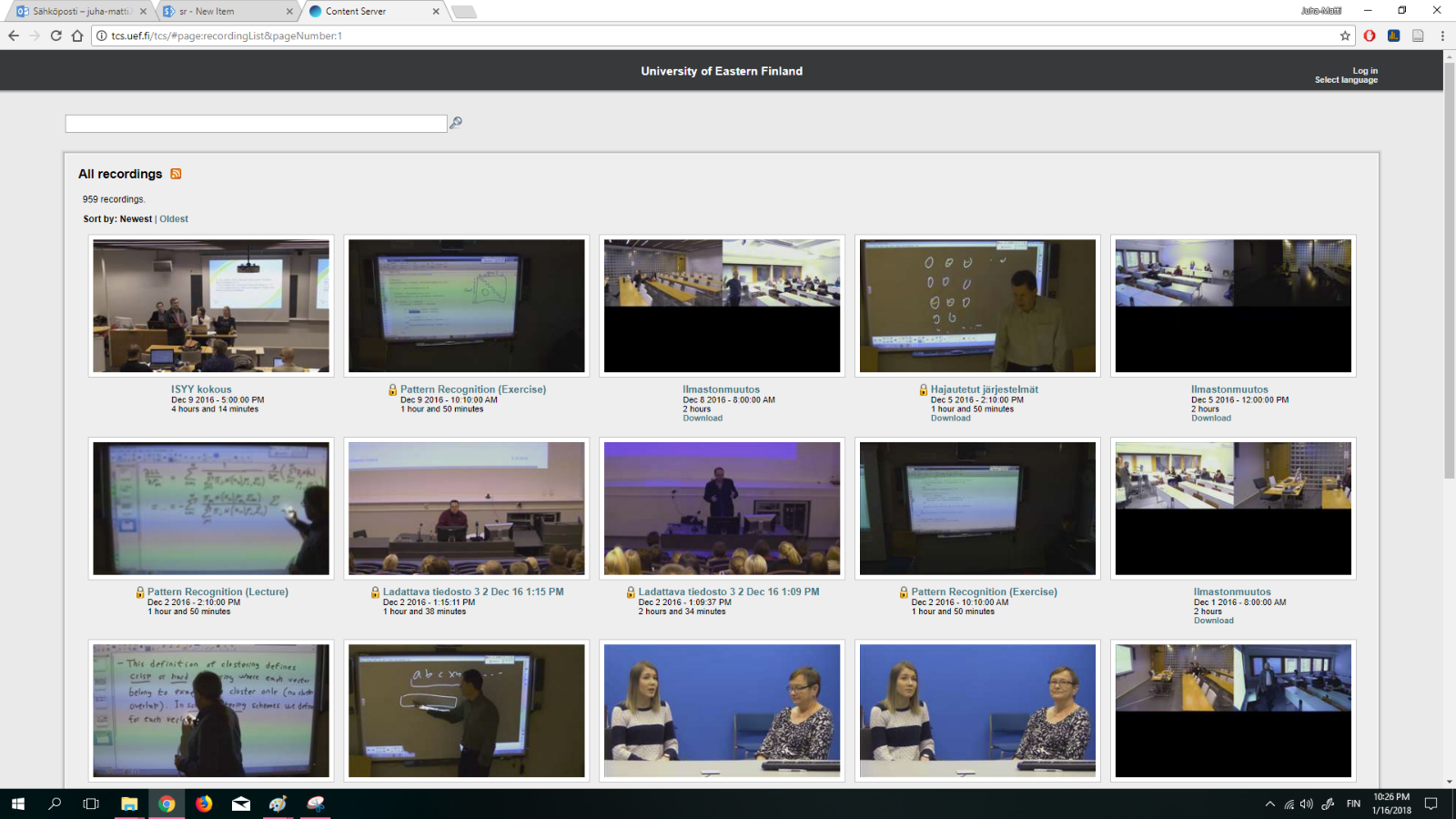
1. **Your lecture will take place. When the recording starts, your projector will shut down the slides. Just but them back on:**

****

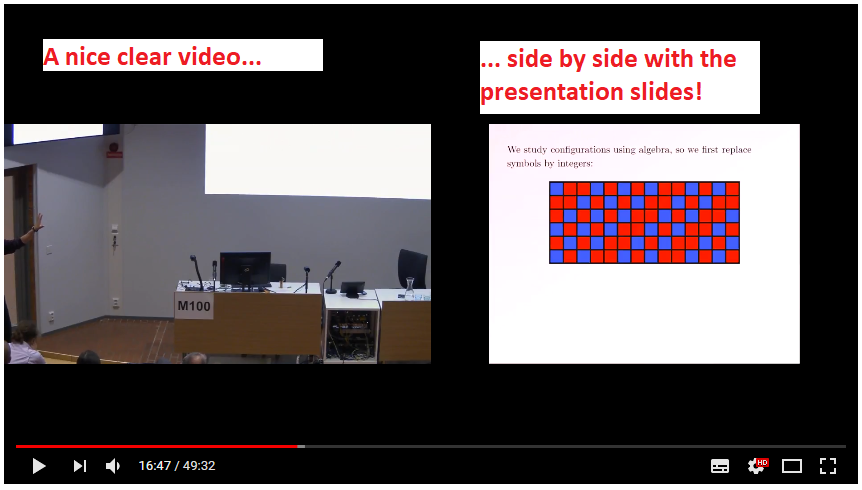
**Pro tip: if your seminar is at 9:00-10:00,**

**ask IT to record the classroom during 8:55-10:05 (less hassle)**

1. **Then you will wait few hours/ 1 day so that the server will process your video. Then you will use your link&password and watch/download your video.**

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1. **Result…**

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