

Camtasia Relay[®]

Administrator Website Help

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Introduction

This document introduces you to Camtasia Relay, walks you through configuring the system, and provides you with administration information to help you to keep Camtasia Relay running smoothly.

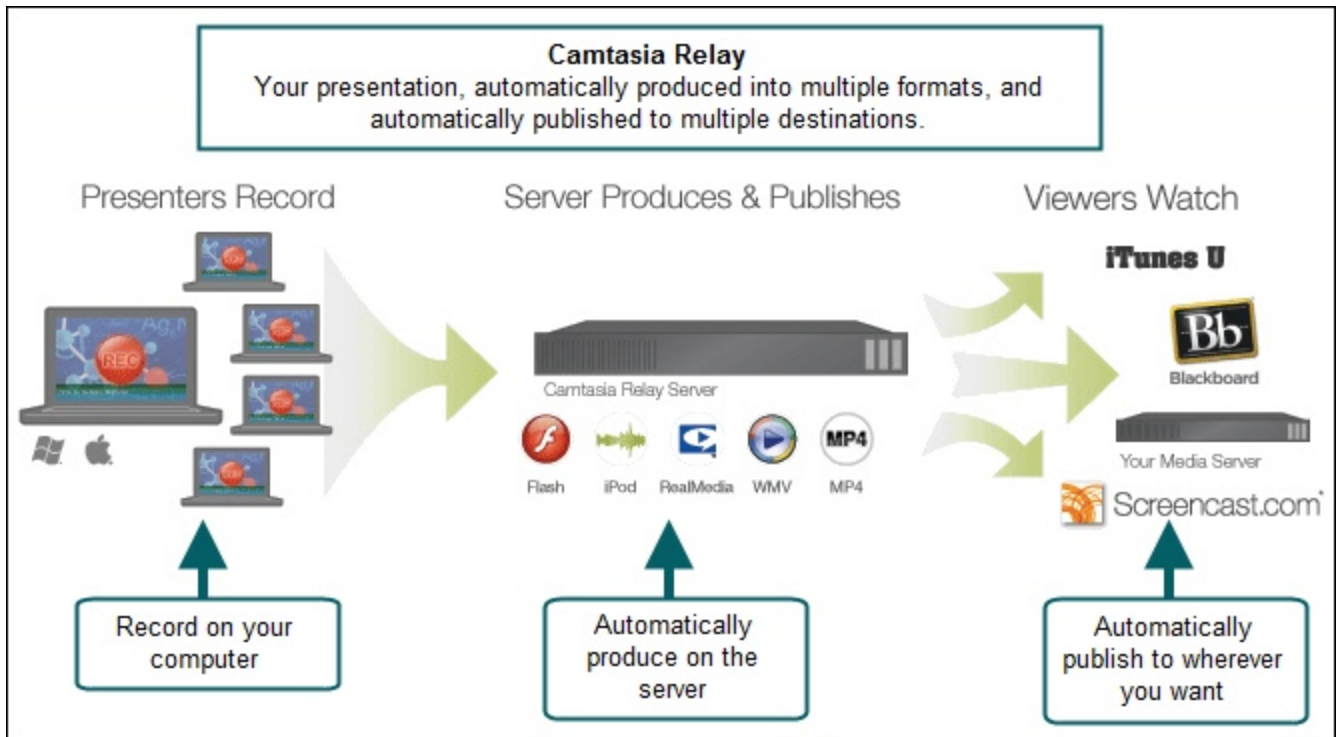
Camtasia Relay Administration Help Topics

- ▶ [Camtasia Relay Overview](#)
- ▶ [Important Camtasia Relay Concepts](#)
- ▶ [Configuration of Camtasia Relay](#)
- ▶ [Camtasia Relay Administration Reference](#)
- ▶ [Need More Help](#)
- ▶ [Working with Technical Support](#)

Camtasia Relay Overview

With Camtasia Relay, you can capture and publish your lecture or presentation anytime, anywhere – in the classroom, in the conference room, at your desk, or at home. Camtasia Relay supports a wide variety of video formats allowing any lecture or presentation to be viewed by your audience on multiple playback devices including portable media devices such as the Apple iPod and via iTunes U.

There are two parts to Camtasia Relay—the recorder, which runs on a presenter's computer, and the server which processes and publishes all presentations. Watch a short [overview video](#) on the TechSmith website.



Important Camtasia Relay Concepts

Before you configure Camtasia Relay, there are several concepts you should be familiar with. Please review the following topics. You can find additional information in the [Camtasia Relay Administration Reference](#) part of this help.

Profiles

Profiles are the backbone of Camtasia Relay. They allow presenters to record without having to make any decisions about how the presentations are processed or where they are placed for viewing.

Profiles are created by the administrator and include settings that define how the presentation is recorded, processed, and published. Careful consideration of how you want to set up your organization's profiles helps simplify maintenance of the profiles over time.

Things to consider:

- ▶ You may want to first create a test profile to make sure that you understand the parts of the profile and some of the options available to ease day to day maintenance, such as [variables](#).
- ▶ The profile title is the only thing presenters can see in the recorder. The profile description is only visible on the website. Consider carefully how you choose profile titles so that they convey their intended use to presenters.
 - **Good titles:** BIO-101, Sales Dept Meetings, Weekly Status Reports, Personal Recordings
 - **Not-so-good titles:** MP4 Output, John Presenter, 10142
- ▶ The **Upload and Decide Later Profile** sends the recording to the Camtasia Relay server but does not process the recording in any way. The presentation stays in the **Needs Attention** state on the server until an administrator or the presenter selects a profile to use or deletes the presentation.

For more information, see [Profiles](#)

Variables

Variables can help simplify the management of profiles, publish destinations, publish accounts, and notifications. These "placeholders" have a value applied to them at the time a presentation processes.

There are administrator-defined and system-defined variables available:

- ▶ **Administrator-defined variables**

Create a variable, use the variable in multiple places, and manage the value in central location.

For example, you can create a global variable for Semester, add it to a file system publish destination path and use the publish destination for multiple profiles. When the semester is over, you change the value once, and the publish destinations paths are automatically adjusted to reflect the change.

- ▶ **System-defined variables**

These variables are included in the Camtasia Relay system and change based on the information for the presentation that is being processed.

For example, you can use the system variable for the presenter's username in a publish destination file path such as `\\media.company.com\presentations\{s:PresenterUserName}`. When the pre-

sentation is published, the presenter's username is substituted in the file path and places the presentation in that presenter's network folder.

For more information, see [Variables](#).

Administrators Cannot Record Presentations

Administrators cannot make recordings or log in to the Camtasia Relay recorder.

To record, you must create a presenter account. The presenter account cannot have the same email address as the administrator account.

If you are using LDAP, instead of creating a new user in LDAP, create a new user on the Camtasia Relay website. See [Manually Add Users to Camtasia Relay](#) for more information about how to create a new user.

Camtasia Relay Recorder

There are a few ways to access the recorder:

- ▶ Administrators and presenters can download the Camtasia Relay recorder from the Camtasia Relay website.
- ▶ Administrators can also obtain the files at:

`{base URL}/Relay/Downloads/WinCamtasiaRelay.exe (Windows)`

`{base URL}/Relay/Downloads/MacCamtasiaRelay.zip (Mac)`

`{base URL}/Relay/Downloads/PortableCamtasiaRelay.zip (Portable)`

The server URL is hard coded into the recorder. If you have multiple instances of Camtasia Relay in your organization and are distributing the files to presenters make sure presenters are installing recorders from the correct server instances.

- ▶ In a locked-down or controlled environment, the administrator can choose to [deploy the Camtasia Relay recorder](#) for Window operating systems, instead of having the users download it from the Relay website.

Configuration of Camtasia Relay

Before starting configuration, please review [Important Camtasia Relay Concepts](#).

After installation, you need to configure Camtasia Relay before making it available to presenters. Use the following processes to configure your server properly.

1. **Define Publish Destinations**
2. **Set Up Notifications**
3. **Create Profiles**
4. **Add Users to Camtasia Relay**

Other things to do before you start using Camtasia Relay

- ▶ **Activate / Deactivate Camtasia Relay Server**
- ▶ **Roll-Out Camtasia Relay**
- ▶ **Deploy Camtasia Relay Recorder**

1. Define Publish Destinations

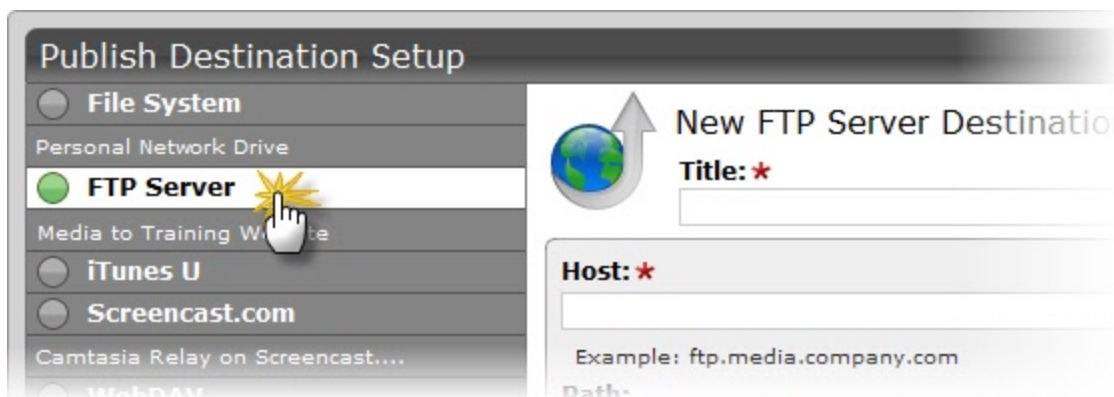
Publish Destinations are the locations that presentations are placed when processing is complete.

Camtasia Relay can publish presentations to many kinds of media servers. For more information on setting up a specific type of publish destination, see [Publish Destination Setup](#).

Completed presentations should not be published (hosted) on the Camtasia Relay server.

To Create a Publish Destination

1. Go to Profiles > Publish Destination Setup.
2. Click one of the publish destination types to create a new destination.



If the publish destination you would like to use is not available in the list of publish

destinations, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for more information.

3. Enter all required information. In many cases, you can use **variables** to help create multi-purpose publish destination paths and URLs.
4. Click **Save**.
The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination.
5. Click the link to continue with **Publish Account Setup**.

Publish Account Setup

After you **create a publish destination**, you define the account for Camtasia Relay to use to access it.

Publish Accounts include the specific information used to place processed presentations in a publish destination, such as user authentication information, folder selection, etc.

To Create a Publish Account

1. On the *Publish Account* page (**Profiles > Publish Accounts Setup**), click one of the publish destinations you have set up.
2. Enter information for the new account.
3. Select if you want to make the account the **default account**. See the tips below for information about default accounts.
4. If not a default account, select if you want to **Use account information from default account**. This allows you to use the credentials from the default account and modify other account information, such as paths, folders, and URLs.
5. Click **Save**.

Things to Consider About Publish Accounts

The following information might help you in making some decisions when creating your publish accounts.

- ▶ You can let presenters enter their own information.
If you would like to use this option, you do not have to set up a publish account. Instead, you will select to **Use presenter account** when configuring a profile.
- ▶ Each publish destination can have a **default account**.
This can be helpful in several ways:
 - You can set up a default account to hold the credentials used to access a publish destination, and then use the other accounts to place presentations into various folders.
 - When you select a publish destination and encode setting in a profile, the default account is selected automatically for the publish account.
 - If the default account for a publish destination may change from time to time, you can select **Use default account** when configuring a profile. You can then change which account is the default account without having to change anything in the affected profiles. The profiles use the currently selected default account for a given publish destination.

- ▶ You can select different publish accounts for each publish destination/encode setting combination in a profile.

2. Set Up Notifications

Notifications are the various ways that people are informed when presentations are published. They are sent per profile and can include information about multiple processed presentations.

To set up notifications, you first configure the notification server and then create custom notifications. If you want to use the email server you set up during installation, you can skip ahead to [Notification Setup](#).

You can configure three types of notification servers:

- ▶ **BlackBoard:** Posts notifications directly to BlackBoard
- ▶ **Email:** Sends notifications through the email server.

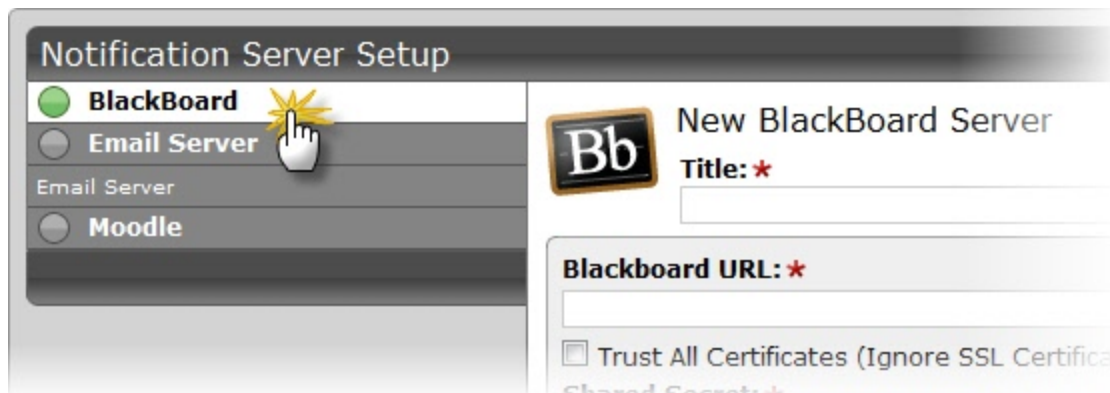
You can only configure one email server.

- ▶ **Moodle:** Posts notifications to Moodle.

For more information on setting up a specific type of notification server, see [Notification Server Setup](#).

To Configure a Notification Server

1. Go to **Profiles > Notification Server Setup**.
2. Click one of the server types to create a new notification server.



If the notification server type you would like to use is not available in the list of notification servers, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for more information.

3. Enter all required information.
4. Click **Save**.
5. The notification server information is saved and you are presented with a link to the **Notification Setup** for this server.
6. Click the link to continue with [Notification Setup](#).

Notification Setup

After you [configure a notification server](#), you create notifications to use with that server.

You can select who receives notification and what kind of information they receive about published presentations.

For more information on a specific notification type, see [Notification Setup](#).

To Create a Notification

1. On the *Notification Setup* page (**Profiles > Notification Setup**), click one of the notification servers.
2. Enter information for the notification. Depending on which server type you select, you will enter different types of information.

You can use variables to allow one notification to be used in multiple cases. For more information, see [Variables](#).

3. Select a **Details Template** to use.

Click **Samples** to preview what information each template includes.

This template defines what information to include in the notification. A notification contains information for each encoding you select to include in this notification in the profile.

Choose **Message only** if you only want to specify a message and not include additional details.

4. Enter a message to include in the notification. This can be a personalized greeting, additional presentation information, or left blank. You can use [variables](#) in this field.
5. Click **Save**.

Things to Consider About Notifications

The following information might help you in making some decisions when creating notifications.


- ▶ When you set up a profile, you can choose which encodings you want to include in each notification. For example, you could create a profile that contains both a Web video and a .camrec file. You can include the Web video information in a notification that goes straight to viewers and include information on the .camrec file in a notification that goes only to the presenter.
- ▶ You can preview the information included in each of the details templates by clicking the Samples link. For more information on the details templates, see [Details Templates](#).
- ▶ You can use variables to allow for a single notification to be used for multiple uses. For example, use the system variable `{s:PresenterEmailAddress}` in the To field of an email notification. Any profile that uses that notification always sends an email to the email address of the presenter associated with the presentation.
- ▶ If you use variables in the message of a notification, some variables only receive information from the last processed encoding in a presentation. For example, if you use the system variable `{s:PublishFilePath}` in the message of a notification and have multiple encodings set up in the selected profile, only the file path of last published encoding is included in the message.
- ▶ Camtasia Relay does not send separate notifications for each encoding selected in a profile, but instead rolls information for each encoding into a single notification.

For example, if in a profile you select to include three encoding types in a notification, the recipient receives one notification including information about all three encodings rather than three separate notifications.

3. Create Profiles

After you have defined the publish destination and set up notifications, you are ready to create profiles.

To start creating a new profile:




1. Go to **Profiles**.
2. Click the **New Profile** button  .
The *Profile Setup* page opens.
3. Work through, from top to bottom, the tabs at the left side of the page.

These tabs are:

- **Profile Settings**
- **Publish Destinations**
- **Encode Settings**
- **Publish Accounts**
- **Notification Selection**
- **Notification Assignment**
- **Variable Definition**
- **Associated Users**
- **Overview**
- **Profile Test**

Tab Status Icons

As you are working through the tabs, each tab shows its current status. The status icons are as follows:

	Everything on this tab is valid and in working order.
	Something on this tab is not quite right. You might want to verify that you are not missing anything. This does not make a profile invalid. Example: There are no notifications selected.
	There is an error on this tab. You will need to enter or correct information before this profile can be used. Example: There are publish destinations without encode settings selected.

Define Profiles Settings

In the *Profile Settings* tab, enter basic information about the profile.

1. Enter a title for the profile.

Remember that the profile title is the only thing presenters can see in the recorder. The profile description is only visible on the website. Consider carefully how you choose profile titles so that they convey their intended use to presenters.

2. Enter a description.
3. Select the **Transcription Settings**.
4. Click **Save**.
5. Click the **Publish Destination** tab to continue.

Select Publish Destinations

In the *Publish Destinations* tab, you select the publish destinations you want to use for presentations processed with the profile.

1. Select one or more publish destinations from those available.
To create additional publish destinations, go to **Profiles > Publish Destinations**.
2. Click **Save**.
3. Click the **Encode Settings** tab to continue.

Select Encode Settings

In the *Encode Settings* tab, you select what kinds of encodings you want going to each of the previously selected publish destinations.

1. Click to expand a publish destination, if needed.
2. Select the types of encodings you want to publish to that destination.

For information on the available encoding types, see Available Encoding Formats.



If an encoding type has an XML file available to include, an XML symbol shows up after you enable the encoding type.

3. Click **XML** to include an XML file with the processed presentation. For some publish destinations, XML is required and is enabled automatically.



For more information about this XML file, see [Publish XML File with an Encoding](#).

4. Repeat for each publish destination.
5. Click **Save**.
6. Click the **Publish Accounts** tab to continue.

Select Publish Accounts

In the *Publish Accounts* tab, you select the account to use for each publish destination/encoding combination.

1. Click to expand a publish destination, if needed.
2. Select an account to use for each of the encodings for the publish destination.

The account currently set as the default account for the publish destination is automatically selected.

You can:

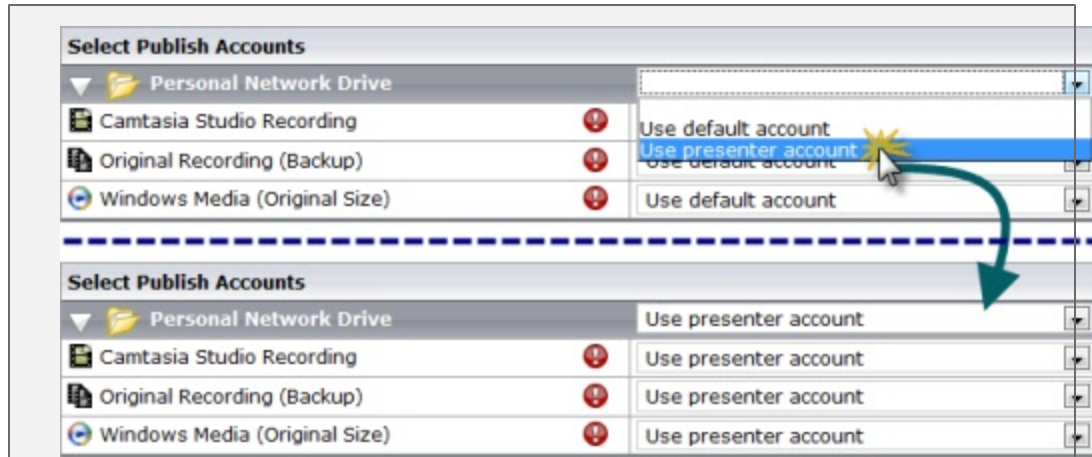
- Keep the selected account
- Select another account
- Select Use presenter account

This option allows presenters to enter their own credentials. Presenters will need to log in to the Camtasia Relay website and enter their credentials.

- Select Use default account

This option allows the profile to access the default account information at the time of profile processing. You may want to use this option if the default account information changes from time to time.

If you want to use the same account for all encodings under a publish destination, you can use the top level dropdown box to select the account.



3. Repeat for each publish destination.
4. Click **Save**.
5. Click the **Notification Selection** tab to continue.

Select Notifications

In the *Notification Selection* tab, you select which notifications you want to use in the profile.

1. Select one or more notifications to use with the profile.
All configured notifications are shown for you to choose from.

You do not have to select a notification for the profile to be valid. If you choose to not include notifications in the profile, the only way for a presenter or administrator to tell if a presentation has finished processing is to go to **Presentations** page, locate the presentation, and view the status.

2. Click **Save**.
3. Click the **Notification Assignment** tab to continue.

Assign Notifications

In the *Notification Assignment* tab, you select the encodings you want to associate with each previously selected notification. Each notification only includes information about the encodings associated with it.

1. Click to expand a notification, if needed.
2. Under each notification, all publish destination/encoding combinations for the profile are shown.
3. Select the encodings you want to assign to the notification.

Assign Encodings to Notifications	
<input type="checkbox"/> Presenter Email Message	
<input type="checkbox"/> Personal Network Drive	
<input checked="" type="checkbox"/> Camtasia Studio Recording	<input checked="" type="checkbox"/> Windows Media (Original Size)
<input checked="" type="checkbox"/> Original Recording (Backup)	
<input type="checkbox"/> Camtasia Relay on Screencast	
<input checked="" type="checkbox"/> Silverlight (Small)	<input checked="" type="checkbox"/> Web (Medium)
<input checked="" type="checkbox"/> MP3 (Radio Quality)	
<input type="checkbox"/> Viewer Email	
<input type="checkbox"/> Personal Network Drive	
<input type="checkbox"/> Camtasia Studio Recording	<input type="checkbox"/> Windows Media (Original Size)
<input type="checkbox"/> Original Recording (Backup)	
<input type="checkbox"/> Camtasia Relay on Screencast	
<input checked="" type="checkbox"/> Silverlight (Small)	<input checked="" type="checkbox"/> Web (Medium)
<input checked="" type="checkbox"/> MP3 (Radio Quality)	

The presenter will receive a notification containing information about all encodings, both the "backup" and the "viewing" files.

The viewers will only receive information about the "viewing" files.

4. Repeat for each notification.
5. Click **Save**.
6. Click the **Variable Definition** tab to continue.

Define Profile Variables

In the *Variable Definition* tab, you define the value for any **profile variables** that are used in the profile. You only need to fill in values if you have previously created and used a profile variable in another part of the profile, such as a file path or notification.

1. Enter a value for each profile variable used in this profile.

Define Profile Variable Values	
Name	Value
CourseName	HU101 <input type="text"/>

Enter the value for the variable.

Profile Variable Usages
<p>▼ Presenter Email Message</p> <p>Recipient Name: {s:PresenterName}</p> <p>Recipient Email: {s:PresenterEmailAddress}</p> <p>Subject: Presentation Published: {s:PresentationTitle}</p> <p>Template: 3</p> <p>Template Body: A presentation for Course {p:CourseName} that was recorded on {s:RecordDateTime} is now ready for sharing and viewing.</p>

You can preview where the variable will be used.

2. Click **Save**.
3. Click the **Associated Users** tab to continue.

Associate Users

In the *Associated Users* tab, you select users to associate with the profile. This gives the selected presenters access to the profile in the recorder.

1. In the *Available Users* list, click to select a presenter.

Presenters are shown in the list in the following format: Display Name (username). For example: Mary Smith (m.smith)

To select multiple presenters, hold down either **SHIFT** or **CTRL** as you click.

2. Click **Add** to associate presenters with the profile.
3. If you would like to have this profile automatically associated with all new presenters as they are added to Camtasia Relay, enable the **Automatically associate this profile with new users** option.

If you do not see this option, you need to turn on this functionality. Go to **System > System Options > Auto Associate Profiles** and enable the **Automatically associate selected profiles with new users** option. When you return to the *Associated Users* tab of a profile, you will see the option.

4. Click **Save**.
5. Click the **Overview** tab to continue.

Review the Profile

In the *Overview* tab, you can see and review the setup of a profile.

You can click the **Information** icon to access more information about one of the following:

- ▶ Publish destinations
- ▶ Publish accounts
- ▶ Encode settings
- ▶ Notifications

Presenters that are associated with this profile are able to see this same overview when they log in to the website.

When you have reviewed the profile setup, click the **Profile Test** tab to continue.

Test the Profile

In the *Profile Test* tab, you can process a sample presentation to verify that the profile behaves as you expect.

Basically, Camtasia Relay provides a pre-recorded presentation so you can test the behavior of the profile without having to install the recorder and record a presentation.

1. Select a presenter to test the profile. This presenter's information is used, if needed, for variables, accounts, etc.

You may want to make sure the presenter knows that you are going to test the profile, or use your own presenter account.

The presenters available in the list are the users associated with this profile.

2. Select whether or not you want to test the notifications associated with the profile.
3. Select whether or not you want to include the **Hold for caption editing** process in the profile test.
4. Click **Test Profile**.

Camtasia Relay submits a sample presentation and processes it with the settings of the profile.

5. You are redirected to the **Presentations** page where you can follow the progress of the presentation's processing.

The screenshot shows two windows. The left window is titled 'Presentations' and shows a list of presentations. The right window is titled 'Camtasia Relay Profile Test' and shows details for a specific test run.

Type	Destination	Status	Progress
Speech to Text Transcription		Processing	20%
Camtasia Studio Recording		Pending	0%
Camtasia Studio Recording	Personal Network Drive	Pending	0%
Silverlight (Small)		Pending	0%
Silverlight (Small)	Camtasia Relay on Screencast	Pending	0%
MP3 (Radio Quality)		Pending	0%

4. Add Users to Camtasia Relay

There are different ways to add users to Camtasia Relay.

If your organization:

- ▶ Uses LDAP, see [Add LDAP Users to Camtasia Relay](#).
- ▶ Does not use LDAP, see [Manually Add Users to Camtasia Relay](#).

After adding presenters, global caption editors, and other administrators, you should [Set User Account Security Settings](#).

Use More than One Kind of User

Camtasia Relay allows you to use both LDAP users and Camtasia Relay created users.

Some examples of why you may want to use both LDAP and Camtasia Relay managed users:

- ▶ You use LDAP and need a temporary account for a visiting presenter.
- ▶ You use LDAP and need a presenter account for someone already in the system as an administrator.

Add LDAP Users to Camtasia Relay

If your organization uses LDAP, first you need to [Configure Relay to Use LDAP](#). After LDAP is configured, then you can either set up Camtasia Relay to [Automatically Import Users with LDAP](#) or you can [Manually Import Users with LDAP](#).

You can have both LDAP and Camtasia Relay created users.

RelayPresenter Service Account

Prior to configuring Camtasia Relay to work with LDAP, we recommend creating a “RelayPresenter” service account in your LDAP directory and associate this account when you bind credentials in LDAP. Use this account to perform the initial step in authenticating users.

When a user tries to authenticate over LDAP, Camtasia Relay uses this “RelayPresenter” user to search the LDAP directory and retrieve the user’s qualified domain name. The user’s qualified domain name is given to the LDAP directory along with their password for authentication.

Camtasia Relay never stores LDAP passwords with the exception of the password of this service account.

The service account should have a password that does not expire. Camtasia Relay will cease to function for all users if the password of the service account in LDAP is not the same as the password stored in the Camtasia Relay database.

Configure Relay to Use LDAP

1. Go to **Users > LDAP Configuration**.
2. Click **Configure LDAP**.

3. Enter server information:
 - *Server address*
 - *Port*
 - ◆ *Use secure authentication*: Select if you want to connect to the LDAP server over SSL.
 - ◆ *Trust all certificates*: Enable if you cannot connect over SSL due to an invalid certificate. If you have a valid self-signed certificate, import the signing certificate into the Trusted Root Certificate Authority on the Camtasia Relay Server for better security.
 - ◆ *Authentication method* (Basic or Negotiate)
 - *Username & password to authenticate*

4. Click **Next**.

5. Select the returned base distinguished name or enter another.

Camtasia Relay returns the root of the LDAP directory, and pre-fills the *Base distinguished name* field. Or, if you know exactly where your users reside in the LDAP directory, you can manually enter the Base distinguished name.

6. Click **Next**.

7. Select a representative user with the following attributes:

- Full name
- Username
- Email address

We suggest adding a “RelayPresenter” user to the LDAP directory prior to configuring Camtasia Relay to work with LDAP. See [RelayPresenter Service Account](#).

8. Click **Next**.

9. Map the attributes from the selected user to the fields Camtasia Relay requires.

You can choose from the dropdown list of attributes returned from LDAP or type in an attribute if it is not found in the dropdown list.

10. Click **Next**.

11. Review the configuration information.

12. Enter a valid username and password into the *Test Authentication* fields and click **Test**.

13. Click **Finish**.

You can now configure Camtasia Relay to [Automatically Import Users with LDAP](#) or [Manually Import Users with LDAP](#).

Automatically Import Users with LDAP

To ease administration of Camtasia Relay, you can enable a system option to import an LDAP user when they log into Camtasia Relay (website or recorder) with valid LDAP credentials.

Use this option in conjunction with [automatically assigning profiles](#) for the easiest way to get Camtasia Relay set up when you use LDAP authentication.

To Automatically Add Users with LDAP

1. Go to **System > System Options > Auto Import Users**.
2. Enable the option to **Automatically import users with valid LDAP credentials**.
3. Click **Save**.

As presenters successfully log in to either the Camtasia Relay website or the Camtasia Relay recorder with LDAP usernames and passwords, they are automatically added to Camtasia Relay. If you enabled **Auto Associate Profiles**, presenters can access the selected profiles immediately. This is a great way to reduce the amount of administration work for getting new users started with Camtasia Relay.

Manually Import Users with LDAP

Camtasia Relay can reference an LDAP directory to populate the user database. There are two ways to import users into the Camtasia Relay database.

- ▶ At the end of the LDAP setup wizard, click **Manually import Users** to import users immediately.
- ▶ When LDAP is enabled you can also import users from the **Users > LDAP Import** page.

You can use search criteria, such as username, name, email, or LDAP attributes, to find users to add to Camtasia Relay.

Manually Add Users to Camtasia Relay

If you do not use LDAP for authentication, you can create users manually in Camtasia Relay.

You can have both LDAP and Camtasia Relay created users. See Use More than One Kind of User.

To Create a New User

1. Go to the **Users** page.
2. Click the **New User** link .
3. Enter a **username**.

This is the username the presenter uses to log in to the Camtasia Relay website and recorder.

4. Enter the name (given name) of the user.
5. Select **Presenter** or **Global Caption Editor** from the *Access Level* dropdown list.

No Access restricts the user from logging into the website and Recorder. For example, you can use it to turn off a presenter's privileges at the end of a semester/term.

6. Enter the user's email address.
7. Enter and confirm a password.

8. Click **Save**, or you can click **Save & Add** to immediately add another user.

New User

Username: *
m.smith

Name: *
Mary Smith

Access Level:
Presenter

Email: *
m.smith@company.com

New Password: *

Confirm Password: *

This information is managed by Relay. required

Save **Cancel** **Save & Add**

Click to save user and assign profiles to this user.

Click to save user and immediately add another user.

Set User Account Security Settings

To help secure Camtasia Relay, you can set the following:

- ▶ [Recorder Security Settings](#)
- ▶ [Forgot Password Settings](#)
- ▶ [Account Lockout Settings](#)
- ▶ [Password Complexity](#)

Activate / Deactivate Camtasia Relay Server

Activate Camtasia Relay server to remove the trial period and activate the correct number of encoding processors. It is important to deactivate Camtasia Relay server before you uninstall the server so you can install Camtasia Relay on another server.

To communicate with the activation server through a firewall, port 80 must be open.

To Activate the Camtasia Relay Server

1. Click **System > Activation**.
2. Enter your license code and click **Activate**.

Obtaining More Activations

If you find that you need additional activations for your server(s), please contact a sales associate at 1-800-517-3001 (US) or 1-517-381-2300 x636 (international) and we will walk you through the process of updating your license.

Offline Activation/Deactivation

If Camtasia Relay is installed on a private network, offline activation/deactivation allows you to deactivate without connecting to the Internet.

To activate when offline:

1. Log in to the Camtasia Relay website as an admin and go to **System > Activation**.
2. Click **Offline Activation**.
3. A window opens and contains an *Installation ID* number.
4. Contact a TechSmith sales associate at 1-800-517-3001 (US/Canada) or 1-517-381-2300 x636 (international).
5. Provide the *Installation ID* and *License code* to the sales associate. The sales associate gives you an *Unlock Code*.

Your license code was emailed in the Camtasia Relay purchase receipt.

6. Enter the code into the field provided. Camtasia Relay is now activated.

To deactivate when offline:

1. Log in to the Camtasia Relay website as an admin and go to **System > Activation**.
2. Click **Offline Activation**.
3. A window opens. Click **Deactivate** to deactivate the server.
4. The window closes and you return to page. The server is now shown in an *Expired* state.
5. Contact a TechSmith sales associate at 1-800-517-3001 (US/Canada) or 1-517-381-2300 x636 (international).
6. Provide the *Proof of Removal* code and the *Installation ID* to the sales associate. This decrements the number of activations on your license code in the event that you want to activate a different server.

Problems with Activation/Deactivation

In the event of hardware failure or problems, please contact TechSmith.

US and Canada: +1-800-517-3001

International: +1-517-381-2300 x636

Please be ready with your **Installation ID**, **License code** or (or **Proof of removal** code in the case of deactivation). Your license code was emailed in the Camtasia Relay purchase receipt.

Verify Setup

The purpose of this step is to ensure everything is set up properly. It also helps you better understand the “big picture” of Camtasia Relay and should help you make better decisions when implementing Camtasia Relay on a large scale.

To Verify the Installation

1. **Add yourself as a user** with presenter access. (Administrators cannot make recordings.)
2. **Associate your presenter account** to a profile.
3. Download a recorder from **System > Download Recorders** and install. (It is recommended to not install the Camtasia Relay recorder on the server as a means of verifying your setup.)

4. Log in to the Camtasia Relay recorder. Enter the presenter account username and password created on the Camtasia Relay website (e.g. don't use the *RelayAdmin* username).
5. Select a profile.
6. Record your desktop activity for a minute or two. Stop the recording and click **Submit**.
7. Sign in to the Camtasia Relay website using the same username and password you entered into the recorder. You can view the status of your recording and experience the website from a presenter point of view.
8. Verify that the presentation processes and publishes correctly.

Roll-Out Camtasia Relay

Here's a checklist of suggested steps when introducing Camtasia Relay to presenters.

- ▶ Verify all presenters have valid profiles associated with their accounts.
- ▶ You might wish to roll-out Camtasia Relay in stages. For example start with one department instead of the whole company or campus.
- ▶ What training do presenters require? You can direct presenters to the overview video launched from the help menu of the recorder and the videos located in the help section of the Camtasia Relay website. (Administrators see a different help page.)
- ▶ Decide if you will install the Camtasia Relay recorder on user computers, if you will direct users to obtain and install the recorder on their own, or if you will **Deploy Camtasia Relay Recorder**. The recorder has the Camtasia Relay server URL "baked-in" based on the server from which it was downloaded. If you put a copy of the Camtasia Relay recorder on a website or network drive make sure you got it from the server you want people to use.
- ▶ Establish a clear policy for how presenters should do things like request new profiles or profile changes or request a new password.
- ▶ Prepare an introduction email for presenters. We've created a few samples you can modify.

See also:

- ▶ **What Presenters Need to Know Most**
- ▶ **Sample Emails Administrators Can Modify and Send to Presenters**

What Presenters Need to Know Most

You need to communicate the following to presenters. You can use this information in an email introducing Camtasia Relay to your presenters.

There are helpful videos.

Get presenters to watch the overview accessible from the login screen of the recorder and in the Help section on the Camtasia Relay website. You may want to send presenters **directly to the video** so they can review Camtasia Relay before accessing the Recorder or having to sign in to the Camtasia Relay website.

Make a test recording.

There's a blue **TEST** button in the Camtasia Relay recorder presenters can use to verify they are recording the correct screen and that audio is recording properly. Nothing is worse than recording an hour presentation with no audio.

How uploading works.

As soon as the presenter clicks the **Submit** button in the recorder, the recording gets ready to upload in the background.

- ▶ There is no visual indication of progress.
- ▶ If the recorder is offline (or loses Internet access), the recording automatically uploads (or resumes uploading) as soon as the computer gains Internet access.
- ▶ Presenters receive an email when the presentation is published.
- ▶ Presenters can check the upload, encoding and publishing progress if they log in to the Camtasia Relay website.

Sample Emails Administrators Can Modify and Send to Presenters

Email examples for:

- ▶ **Presenters Integrated with Your LDAP System**
- ▶ **Presenters Not Integrated with Your LDAP System**
- ▶ **Presenters That Must Supply Publish Destination Account Information**

Presenters Integrated with Your LDAP System

Subject: Your Camtasia Relay Account and Getting Started Information

Body: Greetings! This email contains everything you need to know to start recording presentations with Camtasia Relay. Use Camtasia Relay on your computer to record whatever is on your screen—PowerPoint, Key-note, websites, etc. Once you submit the recording, our Camtasia Relay server will process the file and publish the presentation in a variety of formats in convenient locations.

Where to start?

- ▶ **Watch this video:** It's very short and you'll see the entire Camtasia Relay process.
- ▶ Camtasia Relay requires a username and password. Good news! You don't have to remember yet another password! Use the same username and password you use to access our *[work, school, uni-versity]* network.
- ▶ Install Camtasia Relay *[either direct users to the Camtasia Relay website or make the installer available in some other manner]*.

Questions? Problems?

Please direct all questions and feedback to the Camtasia Relay Administrator.

Name:

Email:

Phone:

Presenters Not Integrated with Your LDAP System

Subject: Your Camtasia Relay Account and Getting Started Information

Body: Greetings! This email contains everything you need to know to start recording presentations with Camtasia Relay. Use Camtasia Relay on your computer to record whatever is on your screen—PowerPoint, Key-note, websites, etc. Once you submit the recording, our Camtasia Relay server will process the file and publish the presentation in a variety of formats in convenient locations.

Where to start?

- ▶ **Watch this video:** It's very short and you'll see the entire Camtasia Relay process.
- ▶ Camtasia Relay requires a username and password.
 - Your username is:
 - Your password is:
 - You can change your password by signing into the Camtasia Relay website *[URL here]* and clicking the **Accounts** menu.
- ▶ Install Camtasia Relay *[either direct users to the Camtasia Relay website or make the installer available in some other manner]*.

Questions? Problems?

Please direct all questions and feedback to the Camtasia Relay Administrator.

Name:

Email:

Phone:

Presenters That Must Supply Publish Destination Account Information

For example, presenters need to enter usernames and passwords to a network drive, personal FTP site or Screencast.com account.

Subject: Please supply account information for Camtasia Relay

Body: Your Camtasia Relay account is all set up and almost ready to go. There's just one last step. In order to publish your presentations, you need to enter your username and password for *[publish destination]*.

To enter your account information:

Sign in to the Camtasia Relay website *[URL]*.

You will immediately see a yellow "Action Required" banner with a link to the account with missing information. Click the link and enter your information.

Questions? Problems?

Please direct all questions and feedback to the Camtasia Relay Administrator.

Name:

Email:

Phone:

Deploy Camtasia Relay Recorder

In a locked-down or controlled environment, the administrator can choose to deploy the Camtasia Relay recorder for Windows operating systems, instead of having the users download it from the Relay website.

The Windows Installer client can be found on the server at:

```
[INSTALLDIR]_installhelper\CamtasiaRelayRecorder.msi
```

This MSI can be distributed via the usual methods; creating a Windows Installer Transform file or using the command line switches. The "Properties" that need to be assigned values are as follows.

Critical Properties

- ▶ PRIMARYENDPOINT: Camtasia Relay server URL.
- ▶ TEAMID: Teaming GUID. This property should be only used when teaming multiple servers together.

Optional Properties

- ▶ INSTALLDIR: Main destination folder.
- ▶ TSC_PP_ADDIN: Set to 0 to disable the Camtasia Relay recorder Add-in for Microsoft PowerPoint.
- ▶ TSC_START_NOW: Set to 0 to keep Camtasia Relay recorder from launching after installation.
- ▶ TSC_DESKTOP_LINK: Set to 0 to not create a shortcut to Camtasia Relay recorder on the Desktop.

Example

```
msiexec.exe /i "\\Apps_server\CamtasiaRelayRecorder.msi" PRI-  
MARYENDPOINT="https://relaydev01.techsmith.com/relay/rest.ashx" TEA-  
MID="FE47DE98-9E88-414b-A99F-C24F26951D7F" TSC_DESKTOP_LINK=0 /qb-!
```

Camtasia Relay Administration Reference

The following topics provide reference information for Camtasia Relay administrators. Use these topics to find out information about specific Camtasia Relay pages.

- ▶ [System Menu](#)
- ▶ [Presentations Menu](#)
- ▶ [Profiles Menu](#)
- ▶ [Users Menu](#)

System Menu

The *System* menu allows you to manage the Camtasia Relay system and view related options. The following pages are available in this menu:

- ▶ [System](#)
- ▶ [Servers](#)
- ▶ [System Options](#)
- ▶ [Plug-Ins](#)
- ▶ [Activation](#)
- ▶ [Client Machines](#)
- ▶ [Event Log](#)
- ▶ [Download Recorders](#)

System

The *System* page contains information to help you configure Camtasia Relay and a Dashboard to provide a quick overview of the system status at a glance.

Important Configuration Steps

This component of the System page contains the three most important steps for configuring the Camtasia Relay system:

- ▶ [Define Publish Destinations](#)
- ▶ [Set Up Notifications](#)
- ▶ [Create Profiles](#)

For more information on configuration, see [Configuration of Camtasia Relay](#).

Dashboard

The Dashboard provides you with a quick look at what is going on with the Camtasia Relay system. On this page, you can find the following:

The screenshot shows the Camtasia Relay Dashboard with the following sections and callouts:

- 1** **Camtasia Relay Recorders**: A section with a 'Download' button and the text 'Camtasia Relay Recorders'.
- 2** **System Messages**: A red alert box containing a message about an untrusted server certificate for RELAYDEV05. The message states: 'The server RELAYDEV05 is using a server (SSL) certificate that cannot be verified AND the Relay Recorders are configured to fail to connect to a server with an untrusted server certificate. Unless the server certificate is trusted by all client machines, Relay Recorders will be unable to upload presentations to this server.' It lists two actions: 'Certificate Error: The server certificate named 'relaydev05' is a self-signed certificate.' and 'Fix this error by obtaining a valid server certificate from a commercial Certificate Authority (CA) or your organization's internal CA.' It also suggests changing the 'Recorder Security' settings and includes a 'Don't show this message again' link.
- 3** **System**: A table showing system totals:

Totals	Count
Presentations	46
Servers	1
Profiles	8
Invalid Profiles	2
Presenters	16
Administrators	3
- 4** **Actions Necessary**: A yellow alert box with a warning icon and the text 'Profile information invalid or missing'. It lists four items: 'sdfghj', 'xp_quest_recording', 'testing ssl changes', and 'asdfo'.
- 5** **Total Encoding Job Count**: A table showing the status of encoding jobs:

Pending	4
Queued	0
Processing	0
Failed	9
Completed	103
- 6** **Recent Presentations**: A table with columns 'Name', 'Date & Time', and 'Submitted by'. It lists three presentations: 'Camtasia Relay Profile Test' (2/12/2010 1:37:36 PM, m.smith), 'SUBMIT TITLE' (2/10/2010 11:07:38 AM, a), and 'test' (2/11/2010 9:59:19 AM, a). There is also a 'View All' link.
- 7** **Servers**: A table with columns 'Server Name', 'Simultaneous Encodings', and 'Status'. It lists one server: 'relaydev05' (3 encodings, Online).

1	<p>Camtasia Relay Recorders</p> <p>Click this shortcut to go to the System > Download Recorders. Here you can find and download the Camtasia Relay recorders.</p> <p>You cannot log in to the recorder with your administrator credentials. You need to create and use a presenter account to record and process a presentation.</p>
2	<p>System Messages</p> <p>This area alerts you of any important issues that you need to address in the Camtasia Relay system.</p>
3	<p>System</p> <p>This area gives you the current count of various system components.</p> <p>If you have invalid profiles indicated in the list, go to the Profiles page where the invalid profiles are shown with an error status in the profile list.</p>
4	<p>Actions Necessary</p> <p>This area shows you if there are any actions you need to take to allow presentations to process. For example, a presentation is uploaded using the Upload and Decide Later profile.</p> <p>Click an item in the list to go to the page where you can take action for that item.</p>
5	<p>Total Encoding Job Count</p> <p>This area shows the current number and state of the presentations. Go to the Pre-</p>

	Presentations page or go to Presentations > Job Status to locate details about these jobs.
6	<p>Recent Presentations</p> <p>This area shows a list of the ten most recent presentations.</p> <p>Click a link to view information about the completed presentation, including links to the published presentations, when available.</p>
7	<p>Servers</p> <p>This area summarizes your Camtasia Relay server information.</p> <p>Click a server name to access additional information about a server.</p>

Servers

The *Servers* page contains information about and lets you interact with servers running Camtasia Relay.

If you have multiple servers to handle processing presentations, you have a “teamed” server environment. On the *Servers* page of each teamed server, you can access the other servers in the team.

The screenshot shows the 'Camtasia Relay Servers' interface. At the top, a table lists servers with columns for Server Name, Status, Version, Last Updated, and Presentations. Below this, a detailed view for 'relaydev02.techsmith.com' is shown, including its status (Online), last updated time, manager service pid, encoding license, and activation status. To the right of the server details are four job count sections: Transcription Job Count, Encoding Job Count, Publish Job Count, and Notification Job Count, each with a breakdown of Pending, Queued, Processing, Failed, and Completed jobs. A 'Take Server Offline' button is visible below the server details.

List of teamed servers and status. Click a server in the list to view details about that server.

Server Name	Status	Version	Last Updated	Presentations		
relaydev04	Online	2.0.0	2/16/2010 1:31:14 PM	1	57	398
relaydev02.techsmith.com	Online	2.0.0	2/16/2010 1:31:21 PM	0	33	170




Details for the selected server.

Click to take the selected server offline.

Number and state of jobs encoding and publishing on the selected server.

Job Type	Pending	Queued	Processing	Failed	Completed
Transcription Job Count	3	0	1	0	23
Encoding Job Count	0	52	3	0	312
Publish Job Count	85	0	1	0	0
Notification Job Count	4	0	0	0	26

Server Status Icons

Icon	Status	Description
	Online	Currently accepting and processing presentations.
	Offline	Currently not accepting new presentations, but still processing existing presentations.
	Shutdown	Currently not accepting or processing presentations.

Change Server Status

▶ Take a server offline

When you take a server offline, the server stops accepting new presentations, but continues to process presentations it has already received.

▶ Shutdown a server

If you need to completely stop a Camtasia Relay server (to upgrade, for example) take the server offline and then wait until all jobs are Completed and click **Shutdown**.

Verify all presentations have completed prior to shutdown. Any presentations that are not completed will be canceled. When the server is brought back online, all canceled jobs are automatically retried.

▶ Bring a server back online

When you are ready to bring the server back into service, select it from the server list and click **Bring Server Online**.

System Options

System Options include:

- ▶ **Auto Associate Profiles**
- ▶ **Auto Import Users**
- ▶ **Portable Recorder Options**
- ▶ **Email Notifications**

Auto Associate Profiles

To ease administration of Camtasia Relay, you can choose specific profiles to automatically assign to new users. Use this option when you want all presenters to have a common profile or set of profiles.

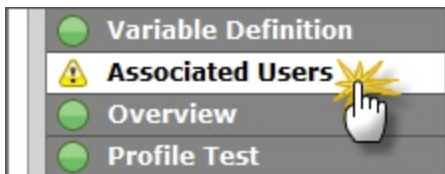
Profiles are only assigned to users when they are first added to Camtasia Relay. Changes made to the automatically assigned profiles list are not reflected on existing Camtasia Relay users.

To Automatically Associate Profiles

1. Go to **System > System Options > Auto Associate Profiles** tab.
2. If needed, enable the option to **Automatically associate selected profiles with new users**. (This option is enabled by default.)
3. Select a profile in the dropdown list and click **Add**. Repeat to add all required profiles to the list.
4. Click **Save**.

Manage Auto Associate Setting for Single Profile

1. Go to **Profiles**.
2. Click a profile.
3. Click the **Associated Users** tab.



4. 4. At the bottom of the page, enable or disable the **Automatically associate this profile with new users option**.

If you do not see this option, you need to turn on this functionality. Go to **System > System Options > Auto Associate Profiles** and enable the **Automatically associate selected profiles with new users option**. When you return to the *Associated Users* tab of a profile, you will see the option.

Other System Options:

- ▶ **Auto Import Users**
- ▶ **Portable Recorder Options**
- ▶ **Email Notifications**

Auto Import Users

To ease administration of Camtasia Relay, you can enable a system option to import an LDAP user when they log in to Camtasia Relay (website or recorder) with valid LDAP credentials.

Use this option with automatically assigning profiles for the easiest way to get Camtasia Relay set up using LDAP authentication.

To Automatically Add Users with LDAP

1. Go to **System > System Options > Auto Import Users**.
2. Enable the option to **Automatically import users with valid LDAP credentials**.
3. Click **Save**.

As presenters successfully log in to either the Camtasia Relay website or the Camtasia Relay recorder with LDAP usernames and passwords, they are automatically added to Camtasia Relay. If you enabled **Automatically Assign Profiles**, the presenters can access the selected profiles immediately.

Other System Options:

- ▶ **Auto Associate Profiles**
- ▶ **Portable Recorder Options**
- ▶ **Email Notifications**

Portable Recorder Options

Administrators can decide how they would like presenters to access the portable recorder. Choose from the following:

Option	Description
Available by download only	<p>The portable recorder is available on the website.</p> <p>Presenters can log in to the website and download the portable recorder and transfer it to a mobile storage device, such as a USB drive.</p> <p>Use this option if presenters are reasonably “technical” and understand downloading and unzipping files.</p>
Available by email request only	<p>There is a button available on the website to request a portable recorder.</p> <p>Presenters can log in to the website and click this link to send an email request to the administrator. The administrator receives an email with the request.</p> <p>Use this option if presenters are “not technical” and may not understand downloading and unzipping files. You can put the portable recorder on a mobile storage device and give it to the presenter.</p>
Not available	<p>There is no way for a presenter to download or request a portable recorder.</p> <p>Use this option if you will handle distributing all portable recorders or do not want to use the portable recorder in your organization.</p> <p>Even if they do not have access to the portable recorder, presenters are still able to find information about it in the help and other locations.</p>

For information about how to upload presentations from a portable recorder, see **Portable Recorder**.

Other System Options:

- ▶ **Auto Associate Profiles**
- ▶ **Auto Import Users**
- ▶ **Email Notifications**

Email Notifications

With installation and initial configuration of Camtasia Relay, you are asked to provide email server information. You can also choose to enable or disable email notifications from Camtasia Relay.

These notifications include messages directly from the system:

- ▶ Password changes
- ▶ Trial expiration
- ▶ Server disk space warnings
- ▶ Presentations needing attention
- ▶ Presentations held for captioning

This option does not affect any profile notifications.

To update your email notification setting:

1. Go to **System > System Options > Email Notification** tab.
2. Enable or disable the **Enable email notifications** option.
3. Click **Save**.

Other System Options:

- ▶ **Auto Associate Profiles**
- ▶ **Auto Import Users**
- ▶ **Portable Recorder Options**

Send Usage Data

By default, the Send Usage Data option is enabled. This means that anonymous information about your hardware and the usage of Camtasia Relay is sent, securely, to TechSmith. No personal information about your organization or presenters is sent.

To disable this option, uncheck **Automatically sends usage data to TechSmith**.

To see the actual data being collected, use the Information Gathering Application. The Information Gathering Application is located here: `C:\Program Files\TechSmith\Relay Server\Manager\InfoGathering.exe`

For more on the type of information collected, see the help file included in the Information Gathering Application.

Plug-Ins

Plug-ins are modules that you can install to add additional publish destinations or notification options to Camtasia Relay. Camtasia Relay comes with various plug-ins available to install for both publish destinations and

notification servers:

Name	Plug-In Type	Installed by Default?
Blackboard	Notification	No
Email	Notification	Yes
Moodle	Notification	No
File System	Publish Destination	Yes
FTP Server	Publish Destination	Yes
iTunes U	Publish Destination	No
Screencast.com	Publish Destination	Yes
WebDav	Publish Destination	No
Microsoft Windows SharePoint	Publish Destination	No
Kaltura	Publish Destination	No
Mediasite	Publish Destination	No
Drupal	Publish Destination	No
YouTube	Publish Destination	No

The list of plug-ins that are installed by default is for a new installation. When upgrading from a previous version of Camtasia Relay, any plug-ins that were installed prior to the upgrade are still available.

Additional plug-ins may periodically become available. Instructions to add a new plug-in to your server will be provided with the plug-in.

See also:

- ▶ [Install a Plug-In](#)
- ▶ [Remove a Plug-In](#)

Install a Plug-In

Before a plug-in is available to use, you must first verify and install the plug-in.

1. Once a plug-in is available on your server, go to **System > Plug-Ins**.
2. Locate the plug-in in the list and click **Verify**.

The Camtasia Relay server verifies that it can load the plug-in. Once the plug-in is verified, an **Install** button appears.

3. Click **Install**.

If the plug in installs correctly, the button disappears.

4. Complete setup for the newly added plug-in:
 - Go to **Profiles > Publish Destination Setup** to access publish destinations.
 - Go to **Profiles > Notification Server Setup** to access notification servers.

See also [Remove a Plug-In](#).

Remove a Plug-In

Before you can remove a plug-in, it cannot be in use.

1. Go to **System > Plug-Ins**.
2. Determine if the plug-in is in use.
 - If the plug-in is not in use, there is a **Remove** button available for the plug-in.
 - If the **Remove** button is not available, check the following pages to see where the plug-in is in use and delete any dependencies:
 - ◆ **Profiles > Publish Destination Setup**
 - ◆ **Profiles > Publish Account Setup**
 - ◆ **Profiles > Notification Server Setup**
 - ◆ **Profiles > Notification Setup**

3. Click **Remove**.

The plug-in is removed from use but is not removed from the server. All files related to the plug-in are still available on the server. The plug-in stays in the list and can be installed again.

See also [Install a Plug-In](#).

Activation

Activate Camtasia Relay server to remove the trial period and activate the correct number of encoding processors.

When moving to a new server, it is important to deactivate Camtasia Relay server before you uninstall the server so you can install Camtasia Relay on another server.

To Activate/Deactivate the Camtasia Relay Server

1. Go to System > Activation.
2. Enter your License code and click Activate (or Deactivate).

Offline Activation/Deactivation

If Camtasia Relay is installed on a private network, offline activation/deactivation allows you to do so without connecting to the Internet.

You can activate and deactivate Camtasia Relay server by contacting TechSmith by phone.

- ▶ US and Canada please call: +1-800-517-3001
- ▶ International please call: +1-517-381-2300 x636

Please be ready with your **Installation ID**, **License code** (or **Proof of removal** code in the case of deactivation). Your license code was emailed in the Camtasia Relay purchase receipt.

Assistance with Activation

In the event of hardware failure or problems, please contact TechSmith.

- ▶ US and Canada please call: +1-800-517-3001
- ▶ International please call: +1-517-381-2300 x636

Please be ready with your Installation ID, License code or (or Proof of removal code in the case of deactivation). Your license code was emailed in the Camtasia Relay purchase receipt.

Client Machines

On the Client Machines page, you can view information about the client machines for the server. Use this information to troubleshoot problems or verify that presenters download updated recorders, if needed.

You can view the following:

- ▶ Computer name
- ▶ IP address
- ▶ Client type (Windows or Mac)
- ▶ Version of the Camtasia Relay recorder
- ▶ Last connection
- ▶ Last user to connect (with link to more information)
- ▶ Last presentation information (with link to more information)
- ▶ Diagnostic information (with link to download a log file)

Event Log

On the *Event Log* page, you can sort events to troubleshoot problems. Available information includes the following:

- ▶ Type
- ▶ Date/Time
- ▶ Server
- ▶ Source
- ▶ Details

You can also filter the list based on:

- ▶ Errors
- ▶ Warnings
- ▶ Messages
- ▶ Sources

Download Recorders

Access and download all the Camtasia Relay recorders.

If you want to record a presentation, you must have a presenter account. You cannot log in to

any of the Camtasia Relay recorders as an administrator.

When presenters download the recorder, any available plug-ins and add-ins are also installed on the presenters' computers:

- ▶ Windows
 - Presenters are given the option in the Camtasia Relay recorder installer to install the **Camtasia Relay Add-In for Microsoft Office PowerPoint**. This add-in allows a presenter to easily record a PowerPoint slide show with Camtasia Relay from inside of PowerPoint. See the Camtasia Relay recorder help for more information.
 - Presenters that are also running Camtasia Studio 5.1 and above are provided with a plug-in that allows for sending a Camtasia Studio project to the Camtasia Relay server for production and publishing. An option to produce with Camtasia Relay is added to the production process in Camtasia Studio automatically when both programs are installed on the same computer.
- ▶ Mac

Presenters that are also running Camtasia for Mac 1.2 and above are provided with a plug-in that allows for sending a Camtasia for Mac project to the Camtasia Relay server for production and publishing. An option to share with Camtasia Relay is added to Camtasia for Mac automatically when both programs are installed on the same computer.

For information on the portable recorder, see [Portable Recorder](#).

Portable Recorder

Provide the portable recorder to presenters if there is any reason that presenters cannot (or should not) record and upload directly from the presentation computer. For example:

- ▶ Presenters record on computers where they do not have permission to install applications.
- ▶ Presenters record on computers that have limited or no network access.
- ▶ You want to collect the presentations and upload them collectively at a later time.
- ▶ You want to have presenters contact an administrator to receive a portable recorder.
- ▶ You want to install the Camtasia Relay portable recorder on a mobile storage device and distribute to presenters.

You can select how you want presenters to [access the portable recorder](#) on the [System Options](#) page.

Create a Portable Recorder

Use the following process to install the portable recorder on a mobile storage device, such as a USB flash drive.

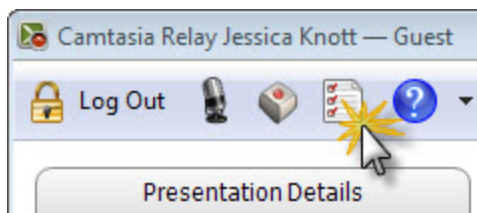
1. Plug in a mobile storage device and format the device as FAT32.
2. Click **Download Portable Recorder** and save the .zip file to your computer.
3. Locate and open PortableCamtasiaRelayRecorder.zip.
4. Copy all files from the .zip file onto the mobile storage device.

All files from the .zip file need to be copied to the root of the device for the Camtasia Relay portable recorder to autorun on Microsoft Windows operating systems.

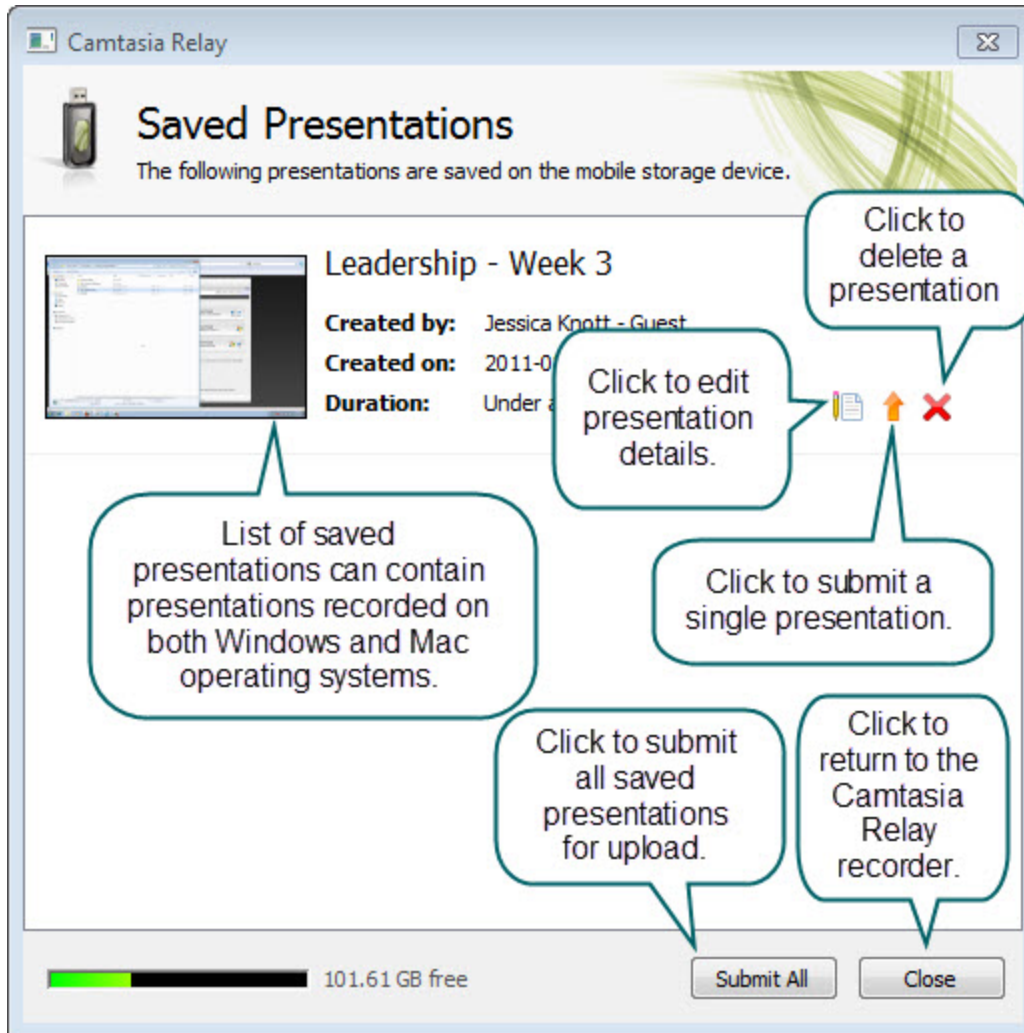
Upload Presentations from a Portable Recorder

To upload presentations from a portable recorder:

1. Connect the portable recorder to a computer with the desktop version of the Camtasia Relay recorder installed on it.
2. Make sure that the desktop Camtasia Relay recorder is not running and open the Camtasia Relay portable recorder.
3. Click the **View Saved Presentations** button.



4. The *Saved Presentations* dialog box opens.



5. Click **Upload All** to submit all of the presentations for upload or click  to submit individual presentations.

You can submit saved presentations at any time.

- ▶ If you are online and connected to the server, your presentations start to upload.
- ▶ If you are offline, your presentations are stored on the computer and automatically upload to the server once you are online and connected.

After you upload saved presentations, you cannot access or view your presentation or the status of the upload in the Camtasia Relay recorder. You can check the status of the presentations on the [Presentations](#) page of the Camtasia Relay website.

Presentations Menu

The *Presentations* menu allows you to view and manage presentations. The following pages are available in this menu:

- ▶ [Presentations](#)
- ▶ [Job Status](#)
- ▶ [History](#)

Presentations

The *Presentations* page allows you to view presentations by state and take action to resolve issues.

Presentations in all states have the following information:

- ▶ User name and email of presenter that submitted the presentation
- ▶ Date and time the presentation was recorded
- ▶ Computer name, with link to diagnostic information on the [Client Machines](#) page
- ▶ Presentation description, if entered by the presenter
- ▶ Profile used, with link to view and edit profile
- ▶ Duration of presentation
- ▶ Resolution of presentation

You can view presentations on the server by the following states:

States	Description
Needs Attention	Use the information and options provided to resolve issues so the presentation can process. Includes a list of presenters and a list of profiles to select from. You can also delete presentations.
Processing	View the progress of a processing presentation. You can see the progress of each job associated with the presentation, including transcription, encoding, publishing, and notifications.
Uploading	View the upload progress and cancel upload, if needed.
Completed	View the status of presentations that have completed processing. For some publish destinations, links are included to view the published presentation.
Deleted	View information about any deleted presentations.
Failed	Use the information provided to figure out why a presentation failed. Includes status information to show you which part of processing failed.
Held for Captioning	View the presentations held for caption editing. When caption editing is complete or to skip caption editing, click Release Hold to continue processing the presentation. Only presenters can edit captions; administrators can only release a hold.

Job Status

The *Job Status* page allows you to view and sort jobs on the Camtasia Relay server or teamed servers. You can filter jobs by the following:

- ▶ Status
 - Queued
 - Processing







- Failed

For failed jobs, expand the presentation information to resubmit or delete the presentation.

- Canceled
- Pending
- ▶ Type
 - Encoder
 - Publisher
- ▶ Server
 - All servers
 - Specific server

History

The *History* page allows you to view the history of Camtasia Relay presentations. You can do the following with the items on this page:

Item	Description/Action
Presentation Title	Click to expand and view more information on the presentation. Includes profile, client machine, processing progress, and more.
Presenter	The username of presenter that recorded the presentation. Click the username to view more information about the presenter.
Server	The name of the server processing the presentation. Click to view the status of the server.
Recording Date/Time	Date and time that the presentation was recorded
Presentation Status	<p>Icons show the status of the presentation.</p> <ul style="list-style-type: none">  Uploading  Processing  Complete  Needs Attention  Failed  Deleted
Jobs Queued	Icons show the status of jobs for the presentation.

Item	Description/Action
Jobs Processing	
Jobs Cancelled	

Uncover More Information

You can drill down to find more information on the presentations by expanding the presentation information and clicking available links.

For example, if you'd like to see information about the source recording files for a presentation, you could:

1. Click a presentation to expand the available information.
2. Click the down arrow to expand an encoding action from the list.
3. Click **View Encoding Files**.

Presentation History

Presentation Title	Presenter	Server	Recording Date/Time	Presentation Status	Jobs Queued	Jobs Processing	Jobs Cancelled
Weekly Staff Meeting	m.smith	relaydev05	2/20/2010 3:09:18 PM				

Description
 Presenter Mary Smith The staff meeting for the week of Feb 15, 2010.
 Profile: [Flash and Silverlight to File System With Transcription](#) Duration: 00:00:07
 Client: [tsc-125@techsmith.com \(10.8.8.2\)](#) Max Resolution: 1680x1050
 Upload Start: 2/20/2010 3:09:34 PM
 Upload End: 2/20/2010 3:09:50 PM
 Processing Start: 2/20/2010 3:10:45 PM
 Processing End:

Action	Creation Time	Status	Progress
Speech to Text Transcription	2/20/2010 3:10:45 PM		0%
Encode to: Silverlight (Original Size)	2/20/2010 3:10:45 PM		0%
Encode Setting: Silverlight (Original Size) Queue Time: 9 seconds Processing Time: 0 seconds Error Message: No errors			
Source Format: avi Destination Format: xap			
Publish to: RelayTestFS AHK	2/20/2010 3:10:45 PM		0%

[View Encoding Files](#)

4. A new browser tab or page opens to show you information about the source files and the files produced during encoding. Use this information for testing or troubleshooting.

Camtasia Relay

Presentation Title: Weekly Staff Meeting
Submitted by: mary smith
Recorded: 2/20/2010 3:10:45 PM
Profile: Flash and Silverlight to File System With Transcription

Encode Setting: Silverlight (Original Size)
Presentation Id: 20
Job Id: 124

Source Files:

Id	Type	Sequence	Client File Path	Server File Path	Size	Duration
511	ScreenRecordingFile	0	C:\Users\SAJ194\AppData\Local\TechSmith\Camtasia Relay\Recordings\REC_69dd099.avi	D:\Media\20\SourceFiles\511.avi	542 KB	7 seconds

Output Files:

Id	Type	Sequence	File Path	Size
527	OutputMediaFile	0	D:\Media\20\EncodeFiles\124\Weekly_Staff_Meeting_-_20100220_03.10.45PM.wmv	269.05 KB
523	OutputMediaFile	1	D:\Media\20\EncodeFiles\124\Weekly_Staff_Meeting_-_20100220_03.10.45PM.xap	447.81 KB
524	OutputMediaFile	2	D:\Media\20\EncodeFiles\124\Weekly_Staff_Meeting_-_20100220_03.10.45PM.xap	3.2 KB

Information about the source recording files.

Profiles Menu

The *Profiles* menu allows you to create and maintain profiles and related items. The following pages are available in this menu:

- ▶ **Profiles**
- ▶ **Publish Destination Setup**
- ▶ **Publish Account Setup**
- ▶ **Notification Server Setup**
- ▶ **Notification Setup**
- ▶ **Variables**

Profiles

Profiles are the backbone of Camtasia Relay. They allow presenters to record without having to make any decisions about how the presentations are processed or where they are placed for viewing.

Profile setup involves settings and information found on the following tabs:

- ▶ **Profile Settings**
- ▶ **Publish Destinations**
- ▶ **Encode Settings**
- ▶ **Publish Accounts**
- ▶ **Notification Selection**
- ▶ **Notification Assignment**
- ▶ **Variable Definition**
- ▶ **Associated Users**
- ▶ **Overview**
- ▶ **Profile Test**

Information about Profiles

▶ **Upload and Decide Later Profile**

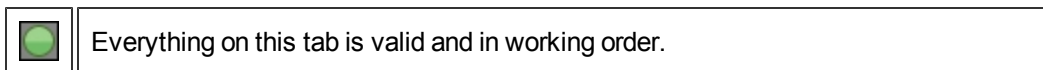
The Upload and Decide Later Profile uploads the recorded presentation to the Camtasia Relay server but the recording is not encoded or published. An authorized presenter or Camtasia Relay administrator must assign a different profile and submit the recording for publishing via the Camtasia Relay website.



Why use the Upload and Decide Later Profile?

- For guest presenters, it is the only profile available.
- You make a presentation in advance, but do not want it published until later.
- You are not satisfied with existing profile options and wish to hold the recording on the server until you can contact your Camtasia Relay administrator to create or modify a profile.

▶ **Tab Status Icons**


Each tab shows its current status. The status icons are as follows:



	<p>Something on this tab is not quite right. You might want to verify that you are not missing anything. This does not make a profile invalid.</p> <p>Example: There are no notifications selected.</p>
	<p>There is an error on this tab. You will need to enter or correct information before this profile can be used.</p> <p>Example: There are publish destinations without encode settings selected.</p>

To Create a New Profile

To create a new profile:

1. Go to **Profiles**.
2. Click the **New Profile** button  .
The *Profile Setup* page opens.
3. Work through, from top to bottom, the tabs at the left side of the page.

Profile Settings

In the *Profile Settings* tab, you enter some basic information about the profile.

1. Enter a title for the profile.
Remember that the profile title is the only thing presenters can see in the recorder. The profile description is only visible on the website. Consider carefully how you choose profile titles so that they convey their intended use to presenters.
2. Enter a description.
3. Select the **Transcription Settings**.
4. Click **Save**.

See also:

- ▶ [Transcription Options](#)
- ▶ [Publish Destinations](#)
- ▶ [Encode Settings](#)
- ▶ [Publish Accounts](#)
- ▶ [Notification Selection](#)
- ▶ [Notification Assignment](#)
- ▶ [Variable Definition](#)
- ▶ [Associated Users](#)
- ▶ [Overview](#)
- ▶ [Profile Test](#)

Transcription Options

Camtasia Relay provides an optional transcription process that allows you to include a full audio search, captions, or both in presentations. The available options are:

▶ **No transcription**

Presentation audio is not transcribed.

▶ **Captions and full audio search**

Presentation audio is transcribed for captions and full audio search in Flash and Silverlight encodings. Choose one of the web or Silverlight **encoding options** to make this available for viewers.

When audio transcription is complete, the presentation is put into a Held for Captioning state on the *Presentations* page. There the presenter can review and edit the transcribed audio and release the hold to continue processing the presentation.

▶ **Full audio search only**

Presentation audio is transcribed to provide a full audio search in Flash and Silverlight encodings, but no captions are shown in the presentation.

If you want to publish a different encoding type, you can still gain some benefits from transcription. For example, enable the XML file (when available) to make the transcribed audio available as metadata in the file. You can use this metadata for other uses, such as searching within a media server.

■ **Can be captioned by Presenter only**

Presentation captions can only be edited by the presenter who uploaded the presentation.

■ **Can be captioned by Presenter and Global Caption Editors**

Presentation captions can be edited by the presenter who uploaded the presentations or any Global Caption Editor.

The transcription process adds time to presentation processing.

See also:

- ▶ **Profile Settings**
- ▶ **Publish Destinations**
- ▶ **Encode Settings**
- ▶ **Publish Accounts**
- ▶ **Notification Selection**
- ▶ **Notification Assignment**
- ▶ **Variable Definition**
- ▶ **Associated Users**
- ▶ **Overview**
- ▶ **Profile Test**

Publish Destinations

On the *Publish Destinations* tab, you select the publish destinations you want to use for presentations processed with the profile.

1. Select one or more publish destinations from those available.

To create additional publish destinations, go to **Profiles > Publish Destinations**.

2. Click **Save**.

See also:

- ▶ **Publish Destination Setup**
- ▶ **Publish Account Setup**
- ▶ **Profile Settings**
- ▶ **Encode Settings**
- ▶ **Publish Accounts**
- ▶ **Notification Selection**
- ▶ **Notification Assignment**
- ▶ **Variable Definition**
- ▶ **Associated Users**
- ▶ **Overview**
- ▶ **Profile Test**

Encode Settings

On the *Encode Settings* tab, you select what kinds of encodings you want going to each of the previously selected publish destinations.

1. Click to expand a publish destination, if needed.
2. Select the types of encodings you want to publish to that destination.

For information on the available encoding types, see [Available Encoding Formats](#).



If an encoding type has an XML file available to include, an XML symbol shows up after you enable the encoding type.

3. Click **XML** to include an XML file with the processed presentation. For some publish destinations, XML is required and is enabled automatically.



For more information about this XML file, see [Publish XML File with an Encoding](#).

4. Repeat for each publish destination.
5. Click **Save**.

Available Encoding Settings

The table below contains descriptions of the encoding formats available in Camtasia Relay.

If transcription is enabled on the Profile Settings tab, you must include a Flash or Silverlight encoding format or include an XML file with the encoding to utilize the transcribed audio.

Preset	Format	Includes Camera PIP?	Description
AVI (Original Size)	AVI	No	This encode setting produces a single AVI file with the same resolution as the original recording. Use this file if you want to perform your own video processing and encoding. Note that AVI files usually have a larger file size than presentations encoded in other formats.
Camtasia Studio Recording (Original size, i.e. full-screen)	CAMREC	Yes	This encode setting generates a .camrec file for use with Camtasia Studio version 5.1 and later. The .camrec file contains PowerPoint and Key-note slide and title clip markers. This encoding should only be given to presenters with access to Camtasia Studio. When publishing a .camrec file to a location with a valid web URL, the resulting notification includes a "View" link. Because web servers do not have a MIME type set up for .camrec files, the link leads to a 404 error page.
Camtasia for Mac Recording	ZIP > CMPROJ	No	This encode setting generates a lossless video file for editing within Camtasia for Mac. This encoding should only be given to presenters with access to

Preset	Format	Includes Camera PIP?	Description
			<p>Camtasia for Mac.</p> <p>The resulting file is a ZIP file that, when opened on a Mac, automatically unzips into a directory. The user can double-click that directory to launch the CMPROJ in Camtasia for Mac.</p>
<p>Flash</p> <ul style="list-style-type: none"> ▶ (Small) 640x480 ▶ (Medium) 800x600 ▶ (Large) 1024x768 ▶ (Original Size) 	MP4	Yes	<p>This encode setting creates video files that play in a Flash controller (SWF). The controller supports a table of contents based on the titles of slides in a PowerPoint or Keynote presentation.</p> <p>Also supports searching slide text, full audio search, and captions, if enabled.</p>
iPad	MP4	Yes	<p>This encode setting creates video files with varied final resolutions to provide the best viewing experience for a given video on an iPad. The resolution is calculated to provide the best resolution to view the video at 10 frames per second.</p>
iPod and iPhone	MP4	Yes	<p>This encode setting works on all iPods and iPhones that support video of any kind. The final resolution of the video is fixed at 640 x 480. Video looks good on all iPods and iPhones, but does not look good if played in QuickTime on a desktop computer.</p>
MP3 (Phone Quality)	MP3	No	<p>This is an audio-only encode setting. The server can process this encoding extremely fast, and the resulting file size is very small. This is a good encode setting for those who may want an audio-only version of their presentation.</p>
MP3 (Radio Quality)	MP3	No	<p>This is an audio-only encode setting. The server can process this encoding extremely fast, and the resulting file size is small, but larger than the Phone Quality setting. This is a good encode setting for those who may want an audio-only version of their presentation.</p>
MP4 (Original Size)	MP4	Yes	<p>This encode setting creates an MP4 video file with no additional files. The file is the same dimensions</p>

Preset	Format	Includes Camera PIP?	Description
			as the original recording.
Original Recording (Backup)	AVI (Windows) MOV (Macintosh)	No	This encode setting does not modify the original recorded file in any way. The file size is enormous and usually not considered viewer-friendly. Use this setting if you need a copy of original files for backup purposes or troubleshooting.
Real Media <ul style="list-style-type: none"> ▶ (Small) 640x480 ▶ (Medium) 800x600 ▶ (Large) 1024x768 	RMVB	No	Generates a Real Media file. Can be used in conjunction with Real Media servers, such as a Helix Server.
Silverlight <ul style="list-style-type: none"> ▶ (Small) 640x480 ▶ (Medium) 800x600 ▶ (Large) 1024x768 ▶ (Original Size) 	XAP	Yes	This encode setting creates video files that play in Microsoft Silverlight. The controller supports a table of contents based on the titles of slides in a PowerPoint or Keynote presentation. Also supports searching slide text, full audio search, and captions, if enabled.
Windows Media <ul style="list-style-type: none"> ▶ (Small) 640x480 ▶ (Medium) 800x600 ▶ (Large) 1024x768 ▶ (Original Size) 	WMV	Yes	This encode setting creates video files that play in Windows Media Player. The video files tend to be larger than the Flash and Silverlight encodings, but may be preferred by Windows users with high speed internet access.
Windows Portable Media	WMV	No	This encoding is designed to provide the best solution for Windows Mobile Devices (Pocket PCs)

Preset	Format	Includes Camera PIP?	Description
Device			and some Windows-based Smartphones.
YouTube	MP4	Yes	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> This encoding is only available for the YouTube publish destination. </div> This is used for publishing directly to YouTube using the YouTube publishing plug-in. The video is subject to YouTube's restrictions.

Publish XML File with an Encoding

Camtasia Relay provides administrators with the option to generate XML files for published presentations. For some publish destinations, XML is required and is enabled automatically.

The XML data contains information about the presentation such as the title, length, format, resolution, and more. When you enable the transcription process in **Profile Settings**, the XML also contains the transcription of the presentation audio.

Customers may use the XML file with existing media-hosting solutions, content delivery methods such as RSS feeders, etc. TechSmith provides the XML data as a service, but does not support how the institution uses the XML file.

XML data is available for all encode types and all supported publish destinations with the following exceptions:

- ▶ XML is not included with presentations published to iTunes U.
- ▶ XML data is parsed into fields (as opposed to a single XML file) for presentations published to Screencast.com. The metadata can be found under Details when viewing a presentation on Screencast.com.

Information Included in the XML File

- ▶ Presentation information: title, description, date, duration, and resolution
- ▶ Profile used to create presentation
- ▶ Presenter name
- ▶ Client (computer used to make the recording) IP address, and computer name
- ▶ Server name where recording was processed
- ▶ Encoding preset used
- ▶ Length of time the presentation was in the queue for processing
- ▶ Length of time it took to encode the presentation
- ▶ Destination URL of published presentation

See also:

- ▶ **Profile Settings**
- ▶ **Publish Destinations**
- ▶ **Publish Accounts**
- ▶ **Notification Selection**

- ▶ [Notification Assignment](#)
- ▶ [Variable Definition](#)
- ▶ [Associated Users](#)
- ▶ [Overview](#)
- ▶ [Profile Test](#)

Publish Accounts

In the *Publish Accounts* tab, you select the account to use for each publish destination/encoding combination.

1. Click to expand a publish destination, if needed.
2. Select an account to use for each of the encodings for the publish destination.

The account currently set as the default account for the publish destination is automatically selected.

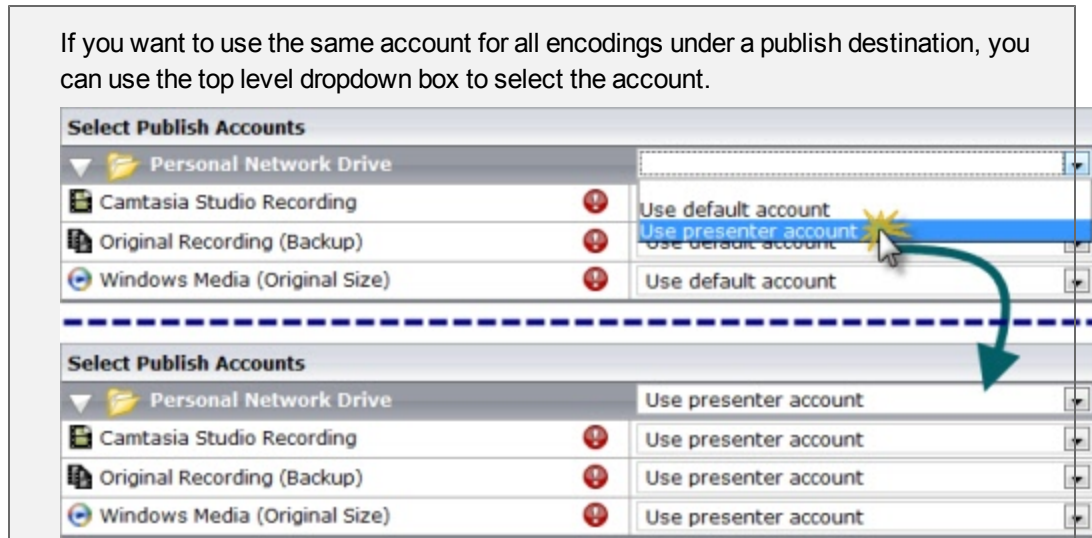
You can:

- Keep the selected account
- Select another account
- Select **Use presenter account**

This option allows presenters to enter their own credentials. Presenters need to log in to the Camtasia Relay website and enter their credentials.

- Select **Use default account**

This option allows the profile to access the default account information at the time of profile processing. You may want to use this option if the default account information changes from time to time.



3. Repeat for each publish destination.
4. Click **Save**.

See also:

- ▶ [Publish Account Setup](#)
- ▶ [Publish Destination Setup](#)

- ▶ **Profile Settings**
- ▶ **Publish Destinations**
- ▶ **Encode Settings**
- ▶ **Notification Selection**
- ▶ **Notification Assignment**
- ▶ **Variable Definition**
- ▶ **Associated Users**
- ▶ **Overview**
- ▶ **Profile Test**

Notification Selection

In the *Notification Selection* tab, you select which notifications you want to use in the profile.

1. Select one or notifications to use with the profile.

All configured notifications are shown for you to choose from.

You do not have to select a notification for the profile to be valid. If you choose to not include notifications in the profile, the only way to tell if a presentation has finished processing is to go to *Presentations* page, locate the presentation, and view the status.

2. Click **Save**.

See also:

- ▶ **Notification Setup**
- ▶ **Profile Settings**
- ▶ **Publish Destinations**
- ▶ **Encode Settings**
- ▶ **Publish Accounts**
- ▶ **Notification Assignment**
- ▶ **Variable Definition**
- ▶ **Associated Users**
- ▶ **Overview**
- ▶ **Profile Test**

Notification Assignment

In the *Notification Assignment* tab, you select the encodings you want to associate with each previously selected notification. Each notification only includes information about the encodings associated with it.

1. Click to expand a notification, if needed.
2. Under each notification, all publish destination/encoding combinations for the profile are shown.
3. Select the encodings you want to assign to the notification.

Assign Encodings to Notifications	
<input type="checkbox"/> Presenter Email Message	
<input checked="" type="checkbox"/> Personal Network Drive	
<input checked="" type="checkbox"/> Camtasia Studio Recording	<input checked="" type="checkbox"/> Windows Media (Original Size)
<input checked="" type="checkbox"/> Original Recording (Backup)	
<input checked="" type="checkbox"/> Camtasia Relay on Screencast	
<input checked="" type="checkbox"/> Silverlight (Small)	<input checked="" type="checkbox"/> Web (Medium)
<input checked="" type="checkbox"/> MP3 (Radio Quality)	
<input type="checkbox"/> Viewer Email	
<input checked="" type="checkbox"/> Personal Network Drive	
<input type="checkbox"/> Camtasia Studio Recording	<input type="checkbox"/> Windows Media (Original Size)
<input type="checkbox"/> Original Recording (Backup)	
<input checked="" type="checkbox"/> Camtasia Relay on Screencast	
<input checked="" type="checkbox"/> Silverlight (Small)	<input checked="" type="checkbox"/> Web (Medium)
<input checked="" type="checkbox"/> MP3 (Radio Quality)	

The presenter will receive a notification containing information about all encodings, both the "backup" and the "viewing" files.

The viewers will only receive information about the "viewing" files.

- Repeat for each notification.
- Click **Save**.

See also:

- ▶ [Notification Setup](#)
- ▶ [Profile Settings](#)
- ▶ [Publish Destinations](#)
- ▶ [Encode Settings](#)
- ▶ [Publish Accounts](#)
- ▶ [Notification Selection](#)
- ▶ [Variable Definition](#)
- ▶ [Associated Users](#)
- ▶ [Overview](#)
- ▶ [Profile Test](#)

Variable Definition

On the *Variable Definition* tab, you define the value for any **profile variables** that are used in the profile. You only need to fill in values if you have previously created and used a profile variable in another part of the profile, such as a file path or notification.

1. Enter a value for each profile variable used in this profile.

Define Profile Variable Values	
Name	Value
CourseName	HU101 <input type="text"/>

Enter the value for the variable.

Profile Variable Usages
<p>▼ Presenter Email Message</p> <p>Recipient Name: {s:PresenterName}</p> <p>Recipient Email: {s:PresenterEmailAddress}</p> <p>Subject: Presentation Published: {s:PresentationTitle}</p> <p>Template: 3</p> <p>Template Body: A presentation for Course {p:CourseName} that was recorded on {s:RecordDateTime} is now ready for sharing and viewing.</p>

You can preview where the variable will be used.

2. Click **Save**.

See also:

- ▶ [Variables](#)
- ▶ [Profile Settings](#)
- ▶ [Publish Destinations](#)
- ▶ [Encode Settings](#)
- ▶ [Publish Accounts](#)
- ▶ [Notification Selection](#)
- ▶ [Notification Assignment](#)
- ▶ [Associated Users](#)
- ▶ [Overview](#)
- ▶ [Profile Test](#)

Associated Users

On the *Associated Users* tab, you select users to associate with the profile. This gives the selected presenters access to the profile in the recorder.

1. In the *Available Users* list, click to select a presenter.

Presenters are shown in the list in the following format: Display Name (username). For example: Mary Smith (m.smith)

To select multiple presenters, hold down either **<SHIFT>** or **<CTRL>** as you click.

2. Click **Add** to associate the presenter(s) with the profile.
3. If you would like to have this profile automatically associated with all new presenters as they are added to Camtasia Relay, enable the **Automatically associate this profile with new users** option.

If you do not see this option, you need to turn on this functionality. Go to **System > System Options > Auto Associate Profiles** and enable the **Automatically associate selected profiles with new users** option. When you return to the Associated Users tab of a profile, you will see the option.


4. Click **Save**.

See also:

- ▶ [Profile Settings](#)
- ▶ [Publish Destinations](#)
- ▶ [Encode Settings](#)
- ▶ [Publish Accounts](#)
- ▶ [Notification Selection](#)
- ▶ [Notification Assignment](#)
- ▶ [Variable Definition](#)
- ▶ [Overview](#)
- ▶ [Profile Test](#)

Overview

On the *Overview* tab, you can see and review the setup of a profile.

You can click the **Information** icon  to access more information about one of the following:

- ▶ Publish destinations
- ▶ Publish accounts
- ▶ Encode settings
- ▶ Notifications

Presenters that are associated with this profile are able to see this same overview when they log in to the website.

See also:

- ▶ [Profile Settings](#)
- ▶ [Publish Destinations](#)
- ▶ [Encode Settings](#)
- ▶ [Publish Accounts](#)
- ▶ [Notification Selection](#)
- ▶ [Notification Assignment](#)
- ▶ [Variable Definition](#)
- ▶ [Associated Users](#)
- ▶ [Profile Test](#)

Profile Test

On the *Profile Test* tab, you can process a sample presentation to verify that the profile behaves as you expect.

Basically, Camtasia Relay provides a pre-recorded presentation so you can test the behavior of the profile without having to install the recorder and record a presentation.

1. Select a presenter to test the profile. This presenter's information is used, if needed, for variables, accounts, etc.

You may want to make sure the presenter knows that you are going to test the profile, or use your own presenter account.

The presenters available in the list are the users associated with this profile.

2. Select whether or not you want to test the notifications associated with the profile.
3. Select whether or not you want to include the **Hold for caption editing** process in the profile test.
4. If you choose not to send notifications, you can view the status of the sample presentation on the **Presentations** page.
5. Click **Test Profile**.

Camtasia Relay submits a sample presentation and processes it with the settings of the profile.

6. You are redirected to the **Presentations** page where you can follow the progress of the presentation's processing.

The screenshot shows two windows from the Camtasia Relay application. The left window, titled 'Presentations', shows a list of presentations with the following details: 'Camtasia Relay Profile Test' (2/12/2010 @ 1:37 PM) and 'Weekly Staff Meetings' (m.smith). The right window, titled 'Camtasia Relay Profile Test', displays the following information:

- Submitted by:** m.smith (s.johnson@techsmith.com)
- Recorded:** 2/12/2010 at 1:37 PM
- Computer Name:** Camtasia Relay Profile Test on 2.12.2010 1.37.36 PM
- Description:** Camtasia Relay Profile Test on 2.12.2010 1.37.36 PM
- Profile:** [Weekly Staff Meetings](#)
- Duration:** 00:01:57
- Resolution:** 640x480

Below this information is a table showing the progress of various processing tasks:

Type	Destination	Status	Progress
Speech to Text Transcription		Processing	20%
Camtasia Studio Recording		Pending	0%
Camtasia Studio Recording	Personal Network Drive	Pending	0%
Silverlight (Small)		Pending	0%
Silverlight (Small)	Camtasia Relay on Screencast	Pending	0%
MP3 (Radio Quality)		Pending	0%

See also:

- ▶ [Profile Settings](#)
- ▶ [Publish Destinations](#)
- ▶ [Encode Settings](#)
- ▶ [Publish Accounts](#)
- ▶ [Notification Selection](#)
- ▶ [Notification Assignment](#)
- ▶ [Variable Definition](#)

- ▶ [Associated Users](#)
- ▶ [Overview](#)

Publish Destination Setup

Camtasia Relay can publish presentations to one or more of the following locations. Click the publish destination type to learn more.

- ▶ [File System](#) (Network drives, etc)
- ▶ [FTP Server](#) (FTP & sFTP)
- ▶ [Screencast.com](#) (TechSmith's media-hosting service)
- ▶ [WebDAV](#)
- ▶ [Microsoft Windows SharePoint](#)
- ▶ [iTunes U](#) (Camtasia Relay formats supported by iTunes U include MP4 and MP3)
- ▶ [Kaltura](#)
- ▶ [Mediasite](#)
- ▶ [Drupal](#)
- ▶ [YouTube](#)
- ▶ [Amazon S3](#)

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for more information.

Publish to File System

To create a file system publish destination:

1. Go to **Profiles > Publish Destination Setup**.
2. Click **File System** on the left to create a new destination.
3. Enter all required information. Use [variables](#) to help create multi-purpose publish destination paths and URLs, as needed.
4. Click **Save**.

The publish destination is saved and you are presented with a link to the [Publish Account Setup](#) for this destination.

5. Click the link to continue with [Publish Account Setup](#).

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for more information.

See also:

- ▶ [FTP Server](#)
- ▶ [Screencast.com](#)

- ▶ [WebDAV](#)
- ▶ [Microsoft Windows SharePoint](#)
- ▶ [iTunes U](#)
- ▶ [Kaltura](#)
- ▶ [Mediasite](#)
- ▶ [Drupal](#)
- ▶ [YouTube](#)
- ▶ [Amazon S3](#)

Publish to FTP Server

To create an FTP (or sFTP) publish destination:

1. Click **Profiles > Publish Destinations**.
2. Click **FTP Server** on the left to create a new destination.
3. Enter all required information. Use **variables** to help create multi-purpose publish destination paths and URLs, as needed.
4. Click **Save**.

The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination.

5. Click the link to continue with **Publish Account Setup**.

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See **Plug-Ins** for more information.

See also:

- ▶ [File System](#)
- ▶ [Screencast.com](#)
- ▶ [WebDAV](#)
- ▶ [Microsoft Windows SharePoint](#)
- ▶ [iTunes U](#)
- ▶ [Kaltura](#)
- ▶ [Mediasite](#)
- ▶ [Drupal](#)
- ▶ [YouTube](#)
- ▶ [Amazon S3](#)

Publish to Screencast.com

To create a Screencast.com publish destination:

1. Click **Profiles > Publish Destinations**.
2. Click **Screencast.com** on the left to create a new destination.
3. Enter a default folder. You can use **variables** to help automatically personalize the folder name.
4. Click **Save**.

The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination.

5. Click the link to continue with **Publish Account Setup**.

What is Screencast.com?

Screencast.com is the place to share your high-quality videos, documents, presentations, and images—simply and professionally. We never compress or alter your content...so what you upload is what viewers see. And with four levels of privacy controls, you get to decide who sees what.

Benefits of Publishing to Screencast.com

- ▶ Presenters can easily manage, organize, and delete their presentations.
- ▶ Presenters can attach additional materials to the video. For example, a viewer can download notes, the actual presentation slides, etc.
- ▶ Screencast.com is hosted by TechSmith and is helpful for customers with limited bandwidth and media storage space.
- ▶ Presenters can exercise individual control over how their content is protected.
- ▶ Presenters can allow viewers to comment on their presentations. See <http://www.screencast.com/answers> for more information.

Presenter Accounts for Screencast.com

When publishing to Screencast.com, set the Publish Accounts to Use presenter account.

Every Camtasia Relay presenter needs a Screencast.com account. To obtain Screencast.com accounts, visit <http://www.screencast.com>. Accounts are not created via Camtasia Relay.

By default, presentations are stored in the Camtasia Relay folder on Screencast.com. Camtasia Relay Administrators can create multiple Screencast.com destinations for organizational purposes, and can also create multiple folders for presenters. Presenters may also create their own folders on Screencast.com and assign them to their profile.

Inform Presenters

Presentations are not published until presenters sign in to the Camtasia Relay website and enter their account information. Ideally, introduce presenters to the Camtasia Relay website and have them enter their Screencast.com information before making recordings.

Presenters that make a recording and upload a presentation before the information is entered receive an email with a hyperlink and instructions to solve the problem.

See also:

- ▶ [File System](#)
- ▶ [FTP Server](#)
- ▶ [WebDAV](#)
- ▶ [Microsoft Windows SharePoint](#)
- ▶ [iTunes U](#)
- ▶ [Kaltura](#)
- ▶ [Mediasite](#)
- ▶ [Drupal](#)

- ▶ [YouTube](#)
- ▶ [Amazon S3](#)

Publish to WebDAV

WebDAV (Web-based Distributed Authoring and Versioning) provides a way to manage files over HTTP. It allows web server directories to display as folders on a local computer. WebDAV lets you use these folders like any other folder on the local computer. The URL that you publish a presentation to is the same as the URL you use to view the presentation.

For additional information about WebDAV, please see WebDAV Resources online at www.webdav.org.

To create a WebDAV publish destination:

1. Go to **Profiles > Publish Destination Setup**.
2. Click **WebDAV** on the left to create a new destination.
3. Enter the WebDAV URL.

If you want to publish to a SharePoint server, you must **create a SharePoint publish destination**; you cannot use a WebDAV publish destination to send presentations to a SharePoint server.

4. If you have an invalid certificate on your WebDAV server that is not currently trusted by your Camtasia Relay server, enable the option to **Trust All Certificates**. This allows Camtasia Relay to ignore any certificate errors and publish to the WebDAV server.
5. Click **Save**.
The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination.
6. Click the link to continue with **Publish Account Setup**.

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See Plug-Ins for more information.

See also:

- ▶ [File System](#)
- ▶ [FTP Server](#)
- ▶ [Screencast.com](#)
- ▶ [Microsoft Windows SharePoint](#)
- ▶ [iTunes U](#)
- ▶ [Kaltura](#)
- ▶ [Mediasite](#)
- ▶ [Drupal](#)

- ▶ **YouTube**
- ▶ **Amazon S3**

Publish to Microsoft Windows SharePoint

Microsoft® Windows® SharePoint™ websites allow users to share information, collaborated on documents, and manage media.

For additional information about Microsoft Windows SharePoint, see the training portal at:
<http://www.microsoft.com/learning/en/us/training/sharepoint.aspx>.

To create a SharePoint publish destination:

1. Go to **Profiles > Publish Destination Setup**.
2. Click **SharePoint** on the left to create a new destination.
3. Enter the SharePoint URL.
4. If you have an invalid certificate on your SharePoint server that is not currently trusted by your Camtasia Relay server, enable the option to **Trust All Certificates**. This allows Camtasia Relay to ignore any certificate errors and publish to the SharePoint server.
5. Click **Save**.

The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination.

6. Click the link to continue with **Publish Account Setup**.

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See **Plug-Ins** for more information.

See also:

- ▶ **File System**
- ▶ **FTP Server**
- ▶ **WebDAV**
- ▶ **Screencast.com**
- ▶ **iTunes U**
- ▶ **Kaltura**
- ▶ **Mediasite**
- ▶ **Drupal**
- ▶ **YouTube**
- ▶ **Amazon S3**

Publish to iTunes U

1. Click **Profiles > Publish Destinations**.
2. Click **iTunes U** on the left to create a new destination.

3. Enter all required information.
4. Click **Save**.
5. The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination.
6. Click the link to continue with **Publish Account Setup**.

iTunes U Publishing Requirements

Camtasia Relay can publish presentations directly to iTunes U provided the following conditions are satisfied:

- ▶ Your institution has an iTunes U account. TechSmith is not affiliated with iTunes U.
- ▶ The published presentations are encoded into a file type supported by iTunes U. Camtasia Relay offers MP4, and MP3. (iTunes U supports M4A, MP3, MP4, M4V, MOV, and PDF.)
- ▶ You know the Shared Secret code provided to your school by Apple. This is a 32 character alphanumeric code.
- ▶ You have access to desired Media Group ID codes. These are 10-digit numbers that direct the produced media into a specific instructor's class. **Learn how to find your Media Group ID**.
- ▶ Viewers need iTunes on their computers.

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See **Plug-Ins** for more information.

See also:

- ▶ **File System**
- ▶ **FTP Server**
- ▶ **ScreenCast.com**
- ▶ **WebDAV**
- ▶ **Microsoft Windows SharePoint**
- ▶ **Kaltura**
- ▶ **Mediasite**
- ▶ **Drupal**
- ▶ **YouTube**
- ▶ **Amazon S3**

Publish to Kaltura

Camtasia Relay can automatically publish presentations to Kaltura and Kaltura MediaSpace™.

Custom Data in Kaltura

To allow Camtasia Relay to publish to Kaltura, your Kaltura account must have Custom Data enabled. To verify this option is enabled, log in to your Kaltura administrator account and go to Settings.

If you do not see a Custom Data tab under Settings, please contact Kaltura support.

Configure Camtasia Relay to Publish to Kaltura

1. Go to **Profiles > Publish Destinations**.
2. Click **Kaltura** on the left to create a new destination.
3. Enter a title for the publish destination.
4. Enter the *Service URL*.
5. Enter the *Partner ID* and *Administrator Secret*.

To locate this information, log in to the Kaltura Management Console and go to **Settings > Integration Settings**.

6. Click **Save**.

The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination. See **Kaltura Publish Accounts** for additional information.

7. Click the link to continue with **Publish Account Setup**.

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See **Plug-Ins** for more information.

See also:

- ▶ **File System**
- ▶ **FTP Server**
- ▶ **ScreenCast.com**
- ▶ **WebDAV**
- ▶ **Microsoft Windows SharePoint**
- ▶ **iTunes U**
- ▶ **Mediasite**
- ▶ **Drupal**
- ▶ **YouTube**
- ▶ **Amazon S3**

Publish to Mediasite

Camtasia Relay currently supports and has been tested with release 5.5 of Mediasite.

1. Click **Profiles > Publish Destinations**.
2. Click **Mediasite** on the left to create a new destination.
3. Enter all required information and select the FTP protocol option.
4. Click **Save**.
5. The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination.
6. Click the link to continue with **Publish Account Setup**.

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for more information.

See also:

- ▶ [File System](#)
- ▶ [FTP Server](#)
- ▶ [Screencast.com](#)
- ▶ [WebDAV](#)
- ▶ [Microsoft Windows SharePoint](#)
- ▶ [iTunes U](#)
- ▶ [Kaltura](#)
- ▶ [Drupal](#)
- ▶ [YouTube](#)
- ▶ [Amazon S3](#)

Publish to Drupal

Camtasia Relay currently supports release 6.1 and 7 of Drupal. The Camtasia Relay Drupal plug-in has been tested with version 6.1.9 and version 7.2.

1. Click **Profiles > Publish Destinations**.
2. Click **Drupal** on the left to create a new destination.
3. Enter all required information and select FTP and XMLRPC protocol options.
4. Click **Save**.

The publish destination is saved and you are presented with a link to the [Publish Account Setup](#) for this destination.

5. Click the link to continue with [Publish Account Setup](#).

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for more information.

See also:

- ▶ [File System](#)
- ▶ [FTP Server](#)
- ▶ [Screencast.com](#)
- ▶ [WebDAV](#)
- ▶ [Microsoft Windows SharePoint](#)
- ▶ [iTunes U](#)

- ▶ [Kaltura](#)
- ▶ [Mediasite](#)
- ▶ [YouTube](#)
- ▶ [Amazon S3](#)

Publish to YouTube

To create a YouTube publish destination:

1. Click **Profiles > Publish Destinations**.
2. Click YouTube on the left to create a new YouTube publish destination.
3. Enter a title and select a category that is applied to all videos published to this destination.
4. Click Save.
5. The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination.
6. Click the link to continue with **Publish Account Setup**.

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for more information.

Presenter Accounts for YouTube

YouTube accounts have a length limit for videos uploaded to unverified accounts. Be sure publish accounts (either a default account or individual presenter accounts) are verified to ensure that videos uploaded through Camtasia Relay will be accepted.

Videos that are longer than YouTube's length limit will be discarded by YouTube. To avoid losing videos that YouTube may reject, it is recommended that profiles publishing to YouTube also create a copy of the original recording.

Before videos can be published to a YouTube account, that account must have a channel. For more information on creating a channel for a YouTube account, see the documentation on [YouTube.com](#).

See also:

- ▶ [File System](#)
- ▶ [FTP Server](#)
- ▶ [Screencast.com](#)
- ▶ [WebDAV](#)
- ▶ [Microsoft Windows SharePoint](#)
- ▶ [iTunes U](#)
- ▶ [Kaltura](#)
- ▶ [Mediasite](#)
- ▶ [Drupal](#)
- ▶ [Amazon S3](#)

Publish to Amazon S3

To create an Amazon S3 publish destination:

1. Click **Profiles > Publish Destinations**.
2. Click **Amazon S3** on the left to create a new destination.
3. Enter a title, the Amazon Access Key, and Amazon Secret Key.
The access key and secret key are provided by Amazon.
4. Click **Save**.

The publish destination is saved and you are presented with a link to the **Publish Account Setup** for this destination.

5. Click the link to continue with **Publish Account Setup**.

If the publish destination you would like to use is not available in the list of publish destinations, you may have to install the appropriate plug-in before you can use it. See **Plug-Ins** for more information.

Amazon Web Services, the “Powered by Amazon Web Services” logo, and Amazon S3 are trademarks of Amazon.com, Inc. or its affiliates in the United States and/or other countries.

See also:

- ▶ **File System**
- ▶ **ScreenCast.com**
- ▶ **WebDAV**
- ▶ **Microsoft Windows SharePoint**
- ▶ **iTunes U**
- ▶ **Kaltura**
- ▶ **Mediasite**
- ▶ **Drupal**
- ▶ **YouTube**

Publish Account Setup

For each publish destination, you can define the accounts for Camtasia Relay to use to access it.

Publish Accounts include the specific information used to place processed presentations in a publish destination, such as user authentication information, folder selection, etc.

See additional account information for **iTunes U Accounts** and **Kaltura Publish Accounts**.

To Create a Publish Account

1. On the *Publish Account* page (**Profiles > Publish Accounts Setup**), click one of the publish destinations you have set up.
2. Enter information for the new account.
3. Select if you want to make the account the **default account**. See the tips below for information about default accounts.

4. If not a default account, select if you want to **Use account information from default account**. This allows you to use the credentials from the default account and modify other account information, such as paths, folders, and URLs.
5. Click **Save**.

Things to Consider About Publish Accounts

The following information might help you in making some decisions when creating your publish accounts.

- ▶ You can let presenters enter their own information.
If you would like to use this option, you do not have to set up a publish account. Instead, you will select to **Use presenter account** when configuring a profile.
- ▶ Each publish destination can have a **default account**.
 - This can be helpful in several ways:
 - You can set up a default account to hold the credentials used to access a publish destination, and then use the other accounts to place presentations into various folders.
 - When you select a publish destination and encode setting in a profile, the default account is selected automatically for the publish account.
 - If the default account for a publish destination may change from time to time, you can select **Use default account** when configuring a profile. You can then change which account is the default account without having to change anything in the affected profiles. The profiles use the currently selected default account for a given publish destination.
- ▶ You can select different publish accounts for each publish destination/encode setting combination in a profile.

iTunes U Accounts

Each iTunes U course requires a Media Group ID. The Media Group ID is a 10-digit number supplied by Apple. Each instructor usually has a Media Group ID for each class.

1. Click the New account link.
2. Enter the Media Group ID. The remaining fields are optional, but they can be helpful when assigning iTunes U publish destinations to profiles.
3. Click Save. There is a delay as Camtasia Relay verifies the settings with iTunes U.
4. Add additional accounts as necessary. iTunes U will be available as a publish destination for encode types supported by iTunes U.

What is My Media Group ID?

1. Click on a class in iTunes U.
2. Right-click the Videos tab and select Copy iTunes Store URL.



3. Paste the URL into a document. It will look similar to:

```
https://-  
dei-  
mos.apple.com/WebObjects/Core.woa/BrowsePrivately/example.com.1927435401.0  
1099125312
```

4. The Group ID is the last 10 digits in the URL, indicated in this example in bold (1099125312).

Kaltura Publish Accounts

Accounts for Kaltura publish destinations define how presentations are published to Kaltura and Kaltura MediaSpace™.

1. Enter a *Title* for the publish account.

This title is meant to help administrators understand what a specific account is meant for during profile creation. Try to use descriptive naming conventions for easy identification.

2. Select if you want to make the account the default account. See [Things to Consider about Publish Accounts](#) for information about default accounts.

If not a default account, select if you want to **Use account information from default account**. This allows you to use the credentials from the default account and modify other account information, such as paths, folders, and URLs.

3. Enter the *Creator* for this account.

By default, the Creator field is filled in with the system variable *PresenterUserName*. This variable is replaced with the presenter's user name associated with a presentation during publishing. This variable is a great choice if user names are the same in both Camtasia Relay and Kaltura, as presentations will automatically map to the correct Kaltura user.

4. Enter any *Tags* for this account, using commas to separate entries. Tags are searchable in Kaltura and Kaltura MediaSpace.
5. Enter any *Categories* associated with this account. Categories define where (which tab, hierarchy, etc.) a presentation is published on a Kaltura MediaSpace site.
6. Click **Save**.

Notification Server Setup

You can configure notifications from three types of servers:

- ▶ [Email Server](#)
- ▶ [Blackboard Server](#)
- ▶ [Moodle Server](#)

If the notification server type you would like to use is not available in the list of notification server, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for

more information.

Email Server Configuration

You configure the email server when you first log into Camtasia Relay after installation.

If you need to later modify the email server information, go to **Profiles > Notification Server Setup > Email Server** tab.

You can only have one email server configured in Camtasia Relay.

The configuration includes:

- ▶ The SMTP email server address. (Required)
- ▶ The SMTP email server port. (Required)
- ▶ The name and email address that shows in the *Reply To* fields of email notifications.

If the notification server type you would like to use is not available in the list of notification server, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for more information.

See also:

- ▶ [Blackboard Server](#)
- ▶ [Moodle Server](#)

Blackboard Server Configuration

Camtasia Relay can automatically post announcements on Blackboard. Configuring Blackboard announcements is a two-step process. First, install the Camtasia Relay Building Block on Blackboard and establish the Shared Secret. Next, configure Camtasia Relay to publish Blackboard announcements.

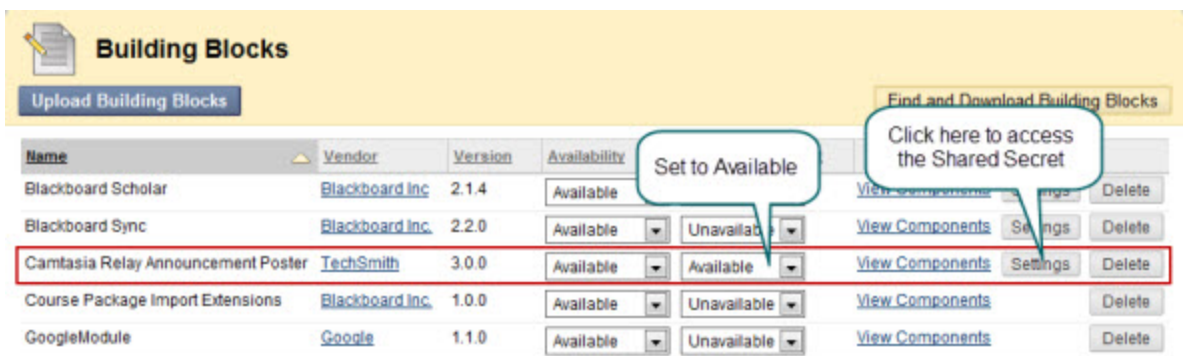
The configuration steps vary depending on your version of Blackboard Learn™. Camtasia Relay currently supports release 9.1. The Camtasia Relay Blackboard plug-in has been tested with version 9.1.407.

Install Camtasia Relay Building Block

1. Locate the Camtasia Relay Building Block (`RelayAnnounce.war`) installed during the server installation at: `C:\Program Files\Techsmith\Relay Server\Blackboard Building Block`.
2. Go to your Blackboard site. E.g. `http://blackboard.example.com`.
3. Click **User Login** and sign in as a System Administrator.
4. Click the **System Admin** tab.
5. Click **Building Blocks**.



6. Click **Installed Tools**.
7. Click the **Upload Building Blocks** button.
8. Under *Install Building Block*, browse to `RelayAnnounce.war`. Click **Open**.
9. Click the **Submit** button and verify the Building Block is available.



10. Click the **Settings** button. This displays the Shared Secret.
11. Choose and enter a secure Shared Secret, and make a note of it as you need to enter the Shared Secret into Camtasia Relay.

Configure a Blackboard Server

1. Go to **Profiles > Notification Server Setup > Blackboard Server** tab.
2. Enter a title (name) for the server.
3. Enter the Blackboard URL and Shared Secret.
4. Click **Save**.

If the notification server type you would like to use is not available in the list of notification server, you may have to install the appropriate plug-in before you can use it. See Plug-Ins for more information.

See also:

- ▶ **Email Server**
- ▶ **Moodle Server**

Moodle Server Configuration

Camtasia Relay can automatically post notifications on a Moodle server. Configuring Moodle notifications is a two-step process. First, configure the Moodle server to receive the notifications; next, configure Camtasia Relay to publish notifications to Moodle.

- ▶ [Configure a Moodle 2.0 or Later Server to Receive Notifications](#)
- ▶ [Configure a Moodle 1.9.7, 1.9.8, or 1.9.9 Server to Receive Notifications](#)
- ▶ [Configure a Moodle 1.9.5 or 1.9.6 Server to Receive Notifications](#)
- ▶ [Configure Camtasia Relay to Send Notifications to Moodle](#)
- ▶ [Troubleshooting Sending Notifications to Moodle](#)

The configuration steps vary depending on your version of Moodle. Camtasia Relay currently supports version 2.0 and later and 1.9. The Camtasia Relay Moodle plug-in has been tested with Moodle versions 1.9.5, 1.9.6, 1.9.7, and 1.9.9. Version 2.x has been tested with up to version 2.2.

If the notification server type you would like to use is not available in the list of notification server, you may have to install the appropriate plug-in before you can use it. See [Plug-Ins](#) for more information.

See also:

- ▶ [Email Server](#)
- ▶ [Blackboard Server](#)

Moodle 2.0 and Later Plug-In Setup

Enabling Camtasia Relay to send publish notifications to a Moodle 2.0 or later server requires two steps. This topic covers the first, installing and configuring the plug-in on the Moodle server. The second is step is to [Configure Camtasia Relay to Send Notifications to Moodle](#).

Install the Camtasia Relay Plug-In on the Moodle Server

1. On your Camtasia Relay server, navigate to `C:\Program Files\TechSmith\Relay Server\Moodle Components\`.
2. Extract the `camtasia_relay.zip` file to your Moodle server in the `{moodle_install_dir}/server/moodle/local/` directory.
3. Log in to the Moodle website as an administrator and go to Home.
4. A prompt appears to upgrade the Camtasia Relay Notification plug-in. Click **Update** and then click **Continue** to check for updates.
5. Go to Site Administration > Plugins > Web Services > External Services and verify the service shows up in the Built-in Services List.

Configure the Camtasia Relay Plug-In on the Moodle Server

Log in to the Moodle site as an administrator. Next, Navigate to Site Administration > Plugins > Web Services > Overview. The instructions in the overview describe how to configure the Camtasia Relay plug-in.

1. Enable web services.
2. Enable protocols. Enable XML-RPC and Web Services Documentation.
3. Create a new user to act as the "Relay User." This user is used with the web service so Camtasia Relay can access the Moodle server.
4. Check for user capability. The user should have appropriate capabilities according to the protocols used. Use either an existing role or add a new Web Services role. To add a new role:
 - a. Go to Site Administration > Users > Permissions > Define Roles.
 - b. Add a new role.
 - c. Give the new role System and User context types.
 - d. Allow capabilities for this role.
 - i. Allow Web Service: XML-RPC protocol > Use XML-RPC protocol
 - ii. Allow Forum > Start New Discussions.
5. Add the new role to the "Relay User" account created earlier. Go to Site Administration > Users > Permissions > Assign User Roles
 - a. Click on the Web Service or other role and assign to the "Relay User."
 - b. Go to Site Administration > Users > Permissions > Check System Permissions to verify that the Relay User has the required capabilities.
6. Create a token for the Relay User.
 - a. Go to Site Administration > Plugins > Web Services > Manage Tokens.
 - b. Create a new token. Select "Relay User" and Camtasia Relay Notification Service and save changes.
 - c. Record the newly created token string. This is the token used to set up a notification on the Camtasia Relay website. It must be entered on the Camtasia Relay website when setting up the publish notification.

To finish configuring the publish notification on the Camtasia Relay website, see [Configure Camtasia Relay to Send Notifications to Moodle](#).

See Also:

- ▶ [Troubleshooting Sending Notifications to Moodle](#)

Moodle 1.9.x Server Configuration

- ▶ [Configure a Moodle 1.9.5 or 1.9.6 Server to Receive Notifications](#)
- ▶ [Configure a Moodle 1.9.7, 1.9.8, or 1.9.9 Server to Receive Notifications](#)

Configure a Moodle 1.9.5 or 1.9.6 Server to Receive Notifications

These steps may also work with Moodle versions prior to 1.9.5., but this has not been verified by TechSmith Corporation.

To support Camtasia Relay notification integration, install a new PHP file, rpplib.php, on the Moodle server as follows:

1. Locate and copy the following file:

```
C:\Program Files\TechSmith\Relay Server\Moodle Components\rpplib.php
```

2. Paste the file to the Moodle server at:

```
<IIS or apache-path>/htdocs/moodle/mod/forum/rpplib.php
```

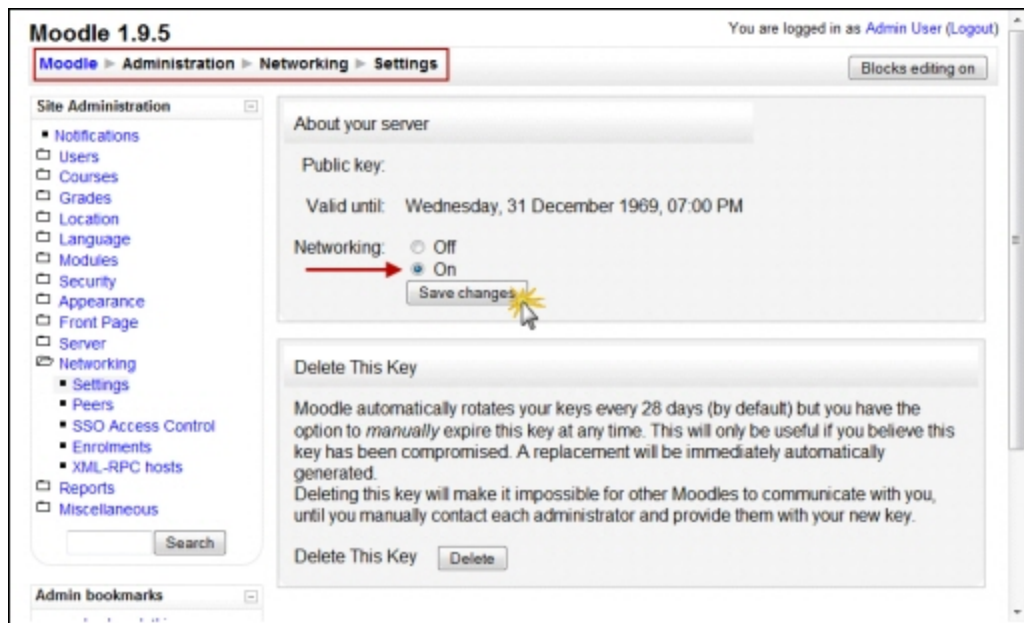
3. Locate the following file on the Moodle server:

```
.../htdocs/moodle/lang/en_utf8/forum.php
```

4. Add the following lines to the forum.php:

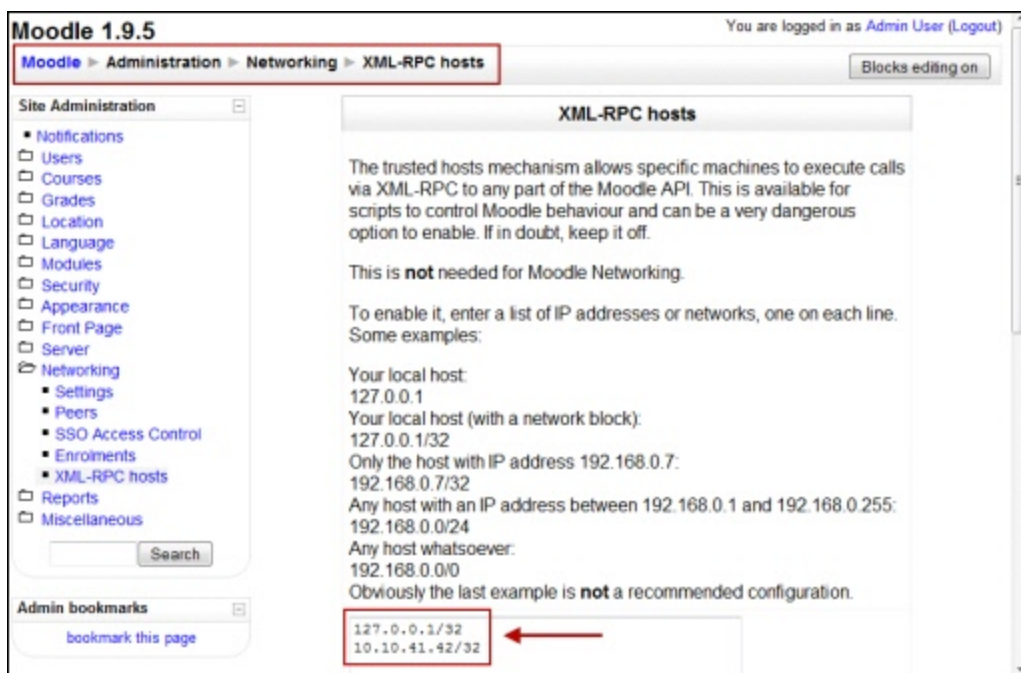
```
$string['forum_add_discussion1_name'] = 'forum_add_discussion1';  
$string['forum_add_discussion1_description'] = 'calls forum_add_discussion1';
```

5. On the Moodle server, log in as an administrator.
6. Navigate to **Networking > XML-RPC hosts**.
7. Enable the **On** option and click **Save changes**.



8. Navigate to **Networking > XML-RPC hosts**.

9. Add the Camtasia Relay server IP address and, optionally, a network block to the list of trusted hosts.



Configure a Moodle 1.9.7, 1.9.8, or 1.9.9 Server to Receive Notifications

Moodle versions 1.9.7, 1.9.8, and 1.9.9 include several changes to the way networking and XML-RPC are handled.

It is necessary to make manual updates to your Moodle database. This can be accomplished with phpMyAdmin or MySQL CLI if you are using MySQL; otherwise, use the appropriate utility for your database.

This procedure assumes you have a standard installation of Moodle.

1. Follow the [steps used for 1.9.5 and 1.9.6](#).
2. Insert a new row into mdl_mnet_service to represent the forum announcement service.

id	name	description	apiversion	offer
<i>The next highest value, for this example, it is 4</i>	forum	course announcement service	1	1

3. Insert a new row into mdl_mnet_rpc to represent the forum announcement service.

Column Name	Value
id	<i>The next highest value, for this example, it is 15</i>
function_name	forum_add_discussion_1

Column Name	Value
xmlrpc_path	mod/forum/rplib.php/forum_add_discussion1
parent_type	forum
parent	mnet
enabled	1
help	Post a message to a forum
profile	<i>blank</i>

4. Insert a new row into **mdl_mnet_service2rpc** to link the *mdl_mnet_service* record to the *mdl_mnet_rpc* record.

id	serviced	rpcid
<i>The next highest value, for this example, it is 15</i>	<i>The id entered into mdl_mnet_service, for this example, it is 4</i>	<i>The id entered into mdl_mnet_rpc, for this example, it is 15</i>

5. Insert a new row into **mdl_mnet_host2service** to link the *mdl_mnet_host* record to the *mdl_mnet_service* record.

id	hostid	serviceid	publish	subscribe
<i>The next highest value, for this example, it is 1</i>	<i>1 (This id comes from mdl_mnet_host defining your Moodle server having the forum announcement service plugin.)</i>	<i>The id entered into mdl_mnet_service, for this example, it is 4</i>	1	0
<i>The next highest value, for this example, it is 2</i>	0	<i>The id entered into mdl_mnet_service, in this example, it is 4</i>	1	0

The MySQL insert statements for the above:

```
insert into mdl_mnet_service
```

```
(id,name,description,apiversion,offer) values (4,'forum',
'course announcement service', 1, 1);

insert into mdl_mnet_rpc (id,function_name,xmlrpc_path,parent_
type,parent,enabled,help)
values (15, 'forum_add_discussion1',
'mod/forum/rpplib.php/forum_add_discussion1', 'forum', 'mnet',
1, 'Post a message to a forum');

insert into mdl_mnet_service2rpc (id, serviceid, rpcid) values
(15, 4, 15);

insert into mdl_mnet_host2service (id, hostid, serviceid, pub-
lish, subscribe) values (1, 1, 4, 1, 0);

insert into mdl_mnet_host2service (id, hostid, serviceid, pub-
lish, subscribe) values (2, 0, 4, 1, 0);
```

Prior to using these statements, first verify the correct table ids in these insert statements.

Configure Camtasia Relay to Send Notifications to Moodle

1. Go to **Profiles > Notification Server Setup > Moodle Server** tab.
2. Enter a title (name) for the server.
3. Enter Moodle **Server** URL.

For example: `http://moodle.our-university.edu`.

If the Moodle server is configured to use a port other than the default of 80, the URL you need to include the port. For example, if you are running Moodle on your own computer using port 8080, the URL would be `http://localhost:8080`.

4. Enter the **Server path**.

Typically this is `mnet/xmlrpc/server.php` or `moodle/mnet/xmlrpc/server.php`. This can vary depending on your Moodle configuration.

5. Enter the **Service path**.

Typically this is `mod/forum/rpplib.php/forum_add_discussion1`, if the `rpplib.php` is used as provided by TechSmith.

If desired, you may implement your own XML-RPC method using the same parameters as `forum_add_discussion1`. The Service Path described above would need to be set appropriately.

6. Click **Save**.

See Also:

- ▶ [Install the Camtasia Relay Plug-In on the Moodle Server](#)
- ▶ [Configure a Moodle 1.9.5 or 1.9.6 Server to Receive Notifications](#)

► Troubleshooting Sending Notifications to Moodle

Troubleshooting Sending Notifications to Moodle

Below is a simple Python 3.x script that can be used to troubleshoot the Moodle course announcement plugin. To use it, you will need to:

1. Install Python 3.0+ on a client computer.
2. Copy the script below into a file on the client computer, e.g., `xmlrpc-moodle.py`.
3. Edit `serverUrl` and `server` to match your Moodle server configuration.
4. Run the script like something like this: `C:\python31\python.exe xmlrpc-moodle.py`

```
# For use with Python 3.x

import sys
import time
import xmlrpc.client

timestamp = time.strftime("%Y-%m-%dT%H:%M:%S") # iso_time

# Server settings

serverUrl = "http://localhost:80/"

server = "moodle199" # can be empty if the serverUrl identifies the
server

service = "forum_add_discussion1"

username="admin"

# format and mailnow are hardcoded for now

format=1
mailnow=1

# Announcement settings

courseshortname="CHEM101"
subject="python3 test's subject " + timestamp + ", <a
href=\"http://www.techsmith.com/\">TechSmith!</a>"
message="python3 \"test's\" msg " + timestamp

# RPC call and results

rpcServerUrl = serverUrl + server + "/mnet/xmlrpc/server.php"

service = "mod/forum/rpplib.php/" + service
```

```
xmlRpcServer = xmlrpc.client.Server(rpcServerUrl)
print("*** Calling XML-RPC service {0} on server URL {1}"-
      .format(service, rpcServerUrl))
try:
    result = xmlRpcServer._ServerProxy__request(service,
        (courseshortname, subject, message, format, username,
         mailnow))
    print("result =", result)
except Exception as e:
    print("Unexpected error:", sys.exc_info())
    raise
```

See also:

- ▶ [Install the Camtasia Relay Plug-In on the Moodle Server](#)
- ▶ [Configure a Moodle 1.9.5 or 1.9.6 Server to Receive Notifications](#)
- ▶ [Configure Camtasia Relay to Send Notifications to Moodle](#)

Notification Setup

Set up notifications to let administrators, presenters, or viewers receive information about processed presentations.

You can set up notifications to be sent by email or posted on Blackboard or Moodle.

To Create a Notification

1. On the *Notification Setup* page (**Profiles > Notification Setup**), click one of the notification servers.
2. Enter information for the notification. Depending on which server type you select, you will enter different types of information.

You can use variables to allow one notification to be used in multiple cases. For more information, see [Variables](#).

3. Select a **Details Template** to use.

Click **Samples** to preview what information each template includes.

This template defines what information to include in the notification. A notification contains information for each encoding you select to include in this notification in the profile.

Choose **Message only** if you only want to specify a message and not include additional details.

4. Enter a message to include in the notification. This can be a personalized greeting, additional presentation information, or left blank. You can use **variables** in this field.
5. Click **Save**.

Things to Consider About Notifications

The following information might help you in making some decisions when creating notifications.

- ▶ When you set up a profile, you can choose which encodings you want to include in each notification.
For example, you could create a profile that contains both a Web video and a CAMREC file. You can include the Web video information in a notification that goes straight to viewers and include information on the CAMREC file in a notification that goes only to the presenter.
- ▶ You can preview the information included in each of the details templates by clicking the Samples link.
For more information on the details templates, see [Details Templates](#).
- ▶ You can use variables to allow for a single notification to be used for multiple uses.
For example, use the system variable `{s:PresenterEmailAddress}` in the *To* field of an email notification. Any profile that uses that notification always sends an email to the email address of the presenter associated with the presentation.
- ▶ If you use variables in the message of a notification, some variables only receive information from the last processed encoding in a presentation.
For example, if you use the system variable `{s:PublishFilePath}` in the message of a notification and have multiple encodings set up in the selected profile, only the file path of last published encoding are included in the message.
- ▶ Camtasia Relay does not send separate notifications for each encoding selected in a profile, but instead rolls information for each encoding into a single notification.
For example, if in a profile, you select to include three encoding types in a notification, the recipient receives one notification including information about all three encodings rather than three separate notifications.

Details Templates

The following details templates are available to use in your notifications. These samples contain example information to demonstrate what information is included in notifications that use each template.

If you do not want to include any details, select the **Message Only** template. This template will only include the text you enter in the message field.

Administrator

The following details are included in the notification when you choose this template.

Presenter name: Mary Smith
Presenter email: m.smith@company.com
Title: Monthly Team Meeting - Jan

Profile: Monthly Meeting to Web
Processing start: 5/14/2010 9:21:35 AM
Source file size: 50.8 MB

Type	Size	Publish Destination	File Name
Silverlight (Medium)	4.66 MB	Presenter Account on Screencast.com	Monthly_Team_Meeting_-_Jan_-_Silverlight_(Medium)_-_20100127_09.21.35AM.wmv
Flash (Medium)	2.92 MB	Presenter Account on Screencast.com	Monthly_Team_Meeting_-_Jan_-_Flash_(Medium)_-_20100127_09.21.35AM.mp4

Presenter

The following details are included in the notification when you choose this template.

Title: Monthly Team Meeting - January
Description: Recording of the department's January team meeting. Agenda items: Upcoming milestones, schedules, and risks.
Duration: 0:53:24

Type	Size	Link
Silverlight (Medium)	20.9 MB	View...
Flash (Medium)	22.4 MB	View...

Viewer

The following details are included in the notification when you choose this template.

Title: Monthly Team Meeting - January
Description: Recording of the department's January team meeting. Agenda items: Upcoming milestones, schedules, and risks.
Presenter: Mary Smith
Duration: 0:53:24

Type	Size	Link
Silverlight (Medium)	20.9 MB	View...
Flash (Medium)	22.4 MB	View...

Variables

Variables can help simplify the management of profiles, publish destinations, publish accounts, and notifications. These “placeholders” have a value applied to them at the time a presentation processes.

There are three different types of variables available:

- ▶ **System Variables**

Select from variables included in the Camtasia Relay system and that change their value based on the information for the presentation that is being processed.

- ▶ **Global Variables**

Create a variable, use the variable in multiple places, and manage the value in central location.

- ▶ **Profile Variables**

Create a variable, use the variable in multiple places, and define the value per profile.

Where and How to Use Variables

Variables are available in multiple fields on the Camtasia Relay website, but you use the same interface to access them in all locations.

- ▶ **Where Can I Use Variables?**

Variables are available in publish destinations, publish accounts, and notifications. You can use them to reuse file paths, URLs, folder names, email recipients, notification messages, and more

Next to each field that can accept variables, you will see the Variable button.



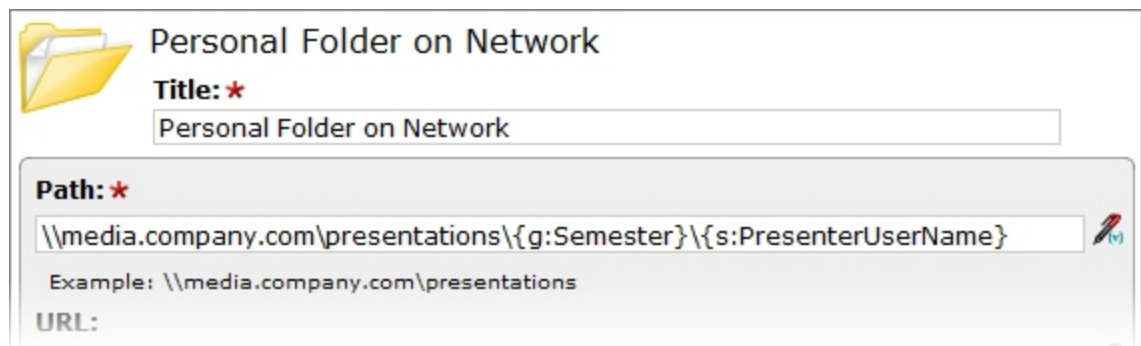
► How Do Add a Variable to a Field?

To use a variable:

- Click the **Variable** button to open the *Variable Selection* window.
- Select a Variable type (Global, System, or Profile).
- Select a variable from the list of variables of the selected type.
- Click **Add**. The variable is added at the cursor location.



- Repeat as needed. You can use the window to add variables and to edit the content of the field.
- When you are done, click **OK** to close the window.



System Variables

System variables have dynamic values that change based on the presentation that is being processed. These variables are included with the Camtasia Relay system and include the following:

Variable Name	Variable Value
{s:EncodeSettingTitle}	Title of the encode setting used to process a presentation.
{s:PresentationDescription}	Description of the presentation.
{s:PresentationDuration}	Duration, in milliseconds, of the presentation.
{s:PresentationResolution}	Maximum resolution in the presentation.
{s:PresentationTitle}	Title of the presentation.

Variable Name	Variable Value
{s:PresenterEmailAddress}	Email address of the presenter associated with the presentation.
{s:PresenterName}	Name of the presenter associated with the presentation.
{s:PresenterUserName}	Username of the presenter associated with the presentation.
{s:ProfileDescription}	Description of the profile used to process the presentation.
{s:ProfileTitle}	Title of the profile used to process the presentation.
{s:PublishDestinationTitle}	Title of the publish destination of the presentation.
{s:PublishFileDuration}	The duration of the published presentation, in milliseconds.
{s:PublishFileName}	File name of the presentation.
{s:PublishFilePath}	The output path of the published presentation.
{s:PublishFileSize}	The file size of the published presentation.
{s:RecordDateTime}	Date and time the presentation was recorded.
{s:RecorderComputerName}	Name of the computer that recorded the presentation.
{s:RecorderIpAddress}	IP address of the computer that recorded the presentation.
{s:RecordSettingTitle}	Title of the record setting used to record the presentation.
{s:ServerUrl}	URL of the server that processed the presentation.
{s:SourceFileSize}	Size of the original recording of the presentation.
{s:StartProcessingDateTime}	Date and time the presentation started processing.

Example Uses

- ▶ Use the variable for the presenter's username in a publish destination file path such as:

```
\media.company.com\presentations\{s:PresenterUserName}
```

When the presentation is published, the presenter's username is substituted in the file path and places the presentation in that presenter's network folder.

- ▶ Use the variable for the presenter's email, {s:PresenterEmailAddress}, in the *Recipient email* field of an email notification. This notification is always sent to the presenter of the presentation, without having to create a notification for each user.
- ▶ Use the variable for the presentation title in the *Subject* field of an email notification. Use something like "Presentation Ready for Viewing: {s:PresentationTitle}" to let the recipients know what presentation is ready from just the subject of the email.

See also

- ▶ [Where and How to Use Variables](#)
- ▶ [Global Variables](#)
- ▶ [Profile Variables](#)

Global Variables

Global variables are static strings defined by an administrator. Changes made to the values of these variables are instantly reflected wherever they are used in Camtasia Relay.

Create and use a global variable when you have a value that is used across multiple profiles and needs to change at some point.

Example Uses

- ▶ Create a variable for *Semester* and add it to a file system publish destination path, such as:



```
\\media.company.com\presentations\{g:Semester}
```

You can use this publish destination for multiple profiles. When the semester is over, change the value on the **Profiles > Variables > Global Variables** tab and all profiles are automatically adjusted to reflect the change.

- ▶ Create a variable for the person to contact if a presenter needs assistance with editing a CAMREC file. Use the variable in the email notification to the presenter.

Recipient email: *
{s:PresenterUserName}
Subject: *
Presentation Ready for Editing: {s:PresentationTitle}
Message:
The CAMREC file of your presentation is ready for editing. If you require assistance with editing your file in Camtasia Studio, please contact {g:CamrecHelp}.

When the responsibility to help presenters passes to a new person, you can easily change the variable value on the **Profiles > Variables > Global Variables** tab.

 	CamrecHelp	Mary Smith (m.smith@company.com)
---	------------	----------------------------------

See also

- ▶ [Where and How to Use Variables](#)
- ▶ [System Variables](#)
- ▶ [Profile Variables](#)

Profile Variables

Profile variables have dynamic values that are profile specific. These variables can be used in multiple profiles but the value is defined per profile.

To fill in the value for a profile variable, go to **Profiles > [Select a Profile] > Variable Definition** tab.

Example Use

Your organization's network folder structure contains a "department" value. If you want a profile for each department, create a variable for Department. Use this variable in a publish destination such as `\\media.-company.com\presentations\{p:Department}\{s:PresenterUserName}`.

When you create a profile, you are prompted to define the value of the profile variable. In this case, the department name that is also found in the network folder structure.

See also

- ▶ [Where and How to Use Variables](#)
- ▶ [System Variables](#)
- ▶ [Global Variables](#)

Users Menu

The Users menu allows you to manage Camtasia Relay users and related settings. The following pages are available in this menu:

- ▶ [Users](#)
- ▶ [LDAP Import](#)
- ▶ [LDAP Configuration](#)
- ▶ [User Account Security Settings](#)

Users

The *Users* page contains a list of the current users in the Camtasia Relay system. On this page you can:

- ▶ Review the users in the system. At a glance, you can see:
 - Usernames
 - Name (user's "real" name)
 - Email Address
 - User Type (created in Camtasia Relay or imported from LDAP)
 - Access Level (Administrator, Presenter, No Access)
- ▶ Click a user to edit user information (Camtasia Relay-created users only)
 - Username
 - Name
 - Access level
 - Email address
 - Password
 - Modify a presenter's available profiles
- ▶ Delete a user
- ▶ [Add a Camtasia Relay user](#)
- ▶ [LDAP Import](#)

More than One Kind of User

Camtasia Relay allows you to use both LDAP users and Camtasia Relay created users.

Some examples of why you may want to use both LDAP and Camtasia Relay managed users:

- ▶ You use LDAP and need a temporary account for a visiting presenter.
- ▶ You use LDAP and need a presenter account for someone already in the system as an administrator.

Manually Add Camtasia Relay Users

If you do not use LDAP for authentication, you can create users manually in Camtasia Relay.

You can have both LDAP and Camtasia Relay created users.

To Create a New User

1. Go to the **Users** page.

2. Click the **New User** link .

3. Enter a **username**.

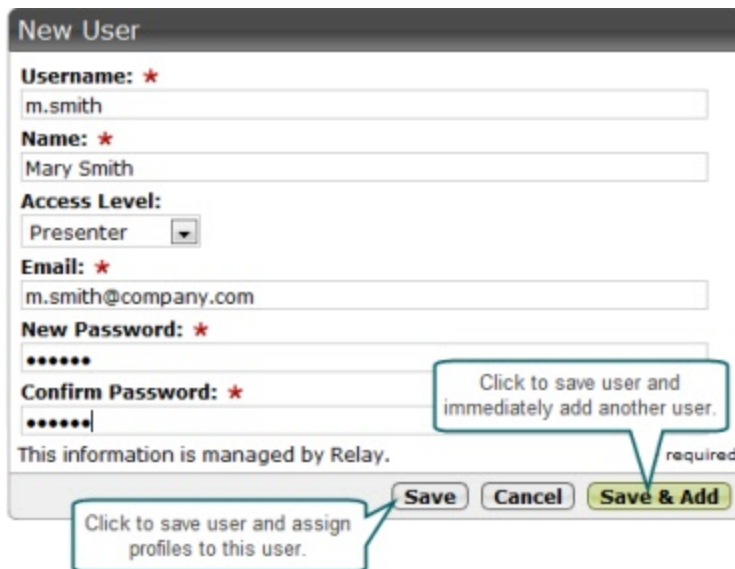
This is the username the presenter uses to log in to the Camtasia Relay website and recorder.

4. Enter the name (given name). This is associated with the recordings.

5. Select **Presenter** or **Global Caption Editor** in the Access Level dropdown list.

No Access restricts the user from logging into the website and Recorder. For example, you can use it to turn off a presenter's privileges at the end of a semester/term.

6. Enter an email address.
7. Enter and confirm a password.
8. Click **Save** or **Save & Add**.



New User

Username: *
m.smith

Name: *
Mary Smith

Access Level:
Presenter

Email: *
m.smith@company.com

New Password: *

Confirm Password: *

This information is managed by Relay. required

Save **Cancel** **Save & Add**

Click to save user and immediately add another user.

Click to save user and assign profiles to this user.

LDAP Import

Add LDAP Users

If your organization uses LDAP, first you need to **Configure Relay to Use LDAP**. After LDAP is configured, then you can either set up Camtasia Relay to automatically add LDAP users or you can manually add LDAP users.

You can have both LDAP and Camtasia Relay created users.

Manually Add LDAP Users

Camtasia Relay can reference an LDAP directory to populate the user database. There are two ways to import users into the Camtasia Relay database.

- ▶ At the end of the LDAP setup wizard, click **Manually import Users** to import users immediately.
- ▶ When LDAP is enabled you can also import users from the **Users > LDAP Import** page.

You can use search criteria, such as username, name, email, or LDAP attributes, to find users to add to Camtasia Relay.

Automatically Add LDAP Users

To ease administration of Camtasia Relay, you can enable a system option to import an LDAP user when they log into Camtasia Relay (website or recorder) with valid LDAP credentials.

Use this option in conjunction with **automatically assigning profiles** for the easiest way to get Camtasia Relay set up when you use LDAP authentication.

To automatically add users with LDAP:

1. Go to **System > System Options > Auto Import Users**.
2. Enable the option to **Automatically import users with valid LDAP credentials**.
3. Click **Save**.

As presenters successfully log in to either the Camtasia Relay website or the Camtasia Relay recorder with LDAP usernames and passwords, they are automatically added to Camtasia Relay. If you enabled **Auto Associate Profiles**, presenters can access the selected profiles immediately. This is a great way to reduce the amount of administration work for getting new users started with Camtasia Relay.

This is not done on the User page, but to ease administration of Camtasia Relay, you can enable a system option that imports a LDAP user when they log into Camtasia Relay (website or recorder) with valid LDAP credentials.

Use this option in conjunction with **automatically assigning profiles** for the easiest way to get Camtasia Relay set up when you use LDAP authentication.

LDAP Configuration

To configure LDAP, you should first set up a RelayPresenter Service Account.

RelayPresenter Service Account

Prior to configuring Camtasia Relay to work with LDAP, we recommend creating a “RelayPresenter” service account in your LDAP directory and associate this account when you bind credentials in LDAP. Use this account to perform the initial step in authenticating users.

When a user tries to authenticate over LDAP, Camtasia Relay uses this “RelayPresenter” user to search the LDAP directory and retrieve the user’s qualified domain name. The user’s qualified domain name is given to the LDAP directory along with their password for authentication.

Camtasia Relay never stores LDAP passwords with the exception of the password of this service account.

The service account should have a password that does not expire. Camtasia Relay ceases to function for all users if the password of the service account in LDAP is not the same as the password stored in the Camtasia Relay database.

Configure Relay to Use LDAP

1. Go to **Users > LDAP Configuration**.
2. Click **Configure LDAP**.
3. Enter server information:
 - *Server address*
 - *Port*
 - ◆ *Use secure authentication:* Select if you want to connect to the LDAP server over SSL.
 - ◆ *Trust all certificates:* Enable if you cannot connect over SSL due to an invalid certificate. If you have a valid self-signed certificate, import the signing certificate into the Trusted Root Certificate Authority on the Camtasia Relay Server for better security.
 - *Authentication method* (Basic or Negotiate)
 - *Username & password* to authenticate
4. Click **Next**.
5. Select the returned base distinguished name or enter another.

Camtasia Relay returns the root of the LDAP directory, and pre-fills the Base distinguished name field. Or, if you know exactly where your users reside in the LDAP directory, you can manually enter the Base DN.
6. Click **Next**.
7. Select the “RelayPresenter” service account as the representative user with the following attributes:
 - Full name
 - Username
 - Email address
8. Click **Next**.
9. Map the attributes from the selected user to the fields Camtasia Relay requires.

You can choose from the dropdown list of attributes returned from LDAP or type in an attribute if it is not found in the dropdown list.
10. Click **Next**.

11. Review the configuration information.
12. Enter a valid username and password into the *Test Authentication* fields and click **Test**.
13. Click **Finish**.

You can now configure Camtasia Relay to **Automatically Import Users with LDAP** or **Manually Add LDAP Users**.

If you disable LDAP, users remain in the Camtasia Relay database. However, since Camtasia Relay never stores LDAP-associated passwords, users cannot access the Camtasia Relay website or make recordings.

To re-enable users, select a user then click the **Convert to Relay** link. The user is emailed a randomly generated password. The user must access the Camtasia Relay website and change their random password.

User Account Security Settings

To help secure Camtasia Relay, you can set the following:

- ▶ **Recorder Security Settings**
- ▶ **Forgot Password Settings**
- ▶ **Account Lockout Settings**
- ▶ **Password Complexity**

Recorder Security Settings

To manage the security of the Camtasia Relay recorders, you can choose to enable or disable the following options.

Ignore Server Certificate Errors

If your server certificate is invalid, Camtasia Relay notifies you on the **Dashboard** and the Recorder Security settings page.

- ▶ **Enable** this option if you need to let the recorder connect to the server even if the server has an invalid server certificate. When enabled, the Camtasia Relay recorders ignore all server (SSL) certificate errors when connecting to the Camtasia Relay server.

This option should be used as a temporary solution as it reduces the security of the Camtasia Relay server.

- ▶ **Disable** this option if you have security concerns and want to be sure that recorders only connect when there are no SSL certificate errors.

More information about certificate errors:

- ▶ When you change this option, Camtasia Relay recorders will be unavailable until they are rebuilt to reflect this security change.

It may take several minutes before the Camtasia Relay recorders are again available for download. Allow about five minutes for the updated recorders to be available on the **System > Download Recorders** page.

- ▶ Recorders downloaded before changing this option cannot connect to the server and must be updated. Please inform presenters that they must download and install a new recorder from the Camtasia Relay website. Presenters are not informed automatically.

Expire Recorder Authentication Codes

Enable this option to have presenter authentication codes expire. This can prevent an attacker from learning a presenter's code, posing as the presenter, and sending requests to the server.

This may affect presenters that select **Remember me** in the recorder. When the authentication code expires, the presenters need to log in again.

See also:

- ▶ [Forgot Password Settings](#)
- ▶ [Account Lockout Settings](#)
- ▶ [Password Complexity](#)

Forgot Password Settings

You can allow users to change forgotten passwords. Set the amount of time (in minutes) that a change password link is active and how often users can request a new password.

See also:

- ▶ [Recorder Security Settings](#)
- ▶ [Account Lockout Settings](#)
- ▶ [Password Complexity](#)

Account Lockout Settings

You can allow accounts to lock after a given number of failed logins. Also set the length of time to lock an account, how often to reset login attempts, and whether users can unlock accounts using CAPTCHA.

CAPTCHA Option to Unlock Accounts

CAPTCHA uses distorted text in an image to help protect websites from malicious computer programs. CAPTCHA helps to make sure a person trying to access the website, not a computer program.

Enable this option to allow users to unlock their accounts by typing in the distorted text shown in the image. Using this option should help to cut down on emails to administrators by users locked out of accounts.

See also:

- ▶ [Recorder Security Settings](#)
- ▶ [Forgot Password Settings](#)
- ▶ [Password Complexity](#)

Password Complexity

Create rules for password complexity that adhere to organization standards. You can set the following password attributes:

- ▶ Password character length
- ▶ Uppercase and lowercase character requirements
- ▶ Letters and numbers requirements
- ▶ Special character (~!@#%&*._+?) requirements

See also:

- ▶ [Recorder Security Settings](#)
- ▶ [Forgot Password Settings](#)
- ▶ [Account Lockout Settings](#)

Need More Help

In addition to the in-product help files, there are several different ways to get help for using Camtasia Relay.

- ▶ **Camtasia Relay Learning Center**

Looking for “How to...?” or “How do I...?” information? In the Camtasia Relay section of the TechSmith.com Learning Center you can find the most up to date tutorials and product information.

- ▶ **TechSmith Technical Support**

Having a technical issue? In the TechSmith Support Center you can search for answers to technical issues and contact support. See **Working with Technical Support** for more information about how to contact TechSmith’s Technical Support team.

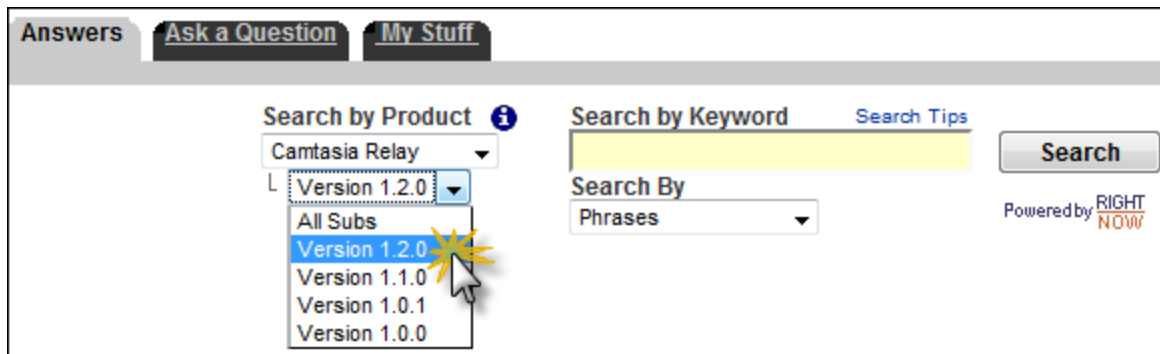
Working with Technical Support

In the event you have an issue that cannot be answered with the Camtasia Relay Help and documentation, please follow the steps below when working with TechSmith Technical Support.

Step 1: Knowledge Base Search

Before contacting TechSmith for Technical Support, please make sure to search the *Knowledge Base* on the *Support Center* (<http://support.techsmith.com>). It is possible that the issue is a known issue and there is already an answer available.

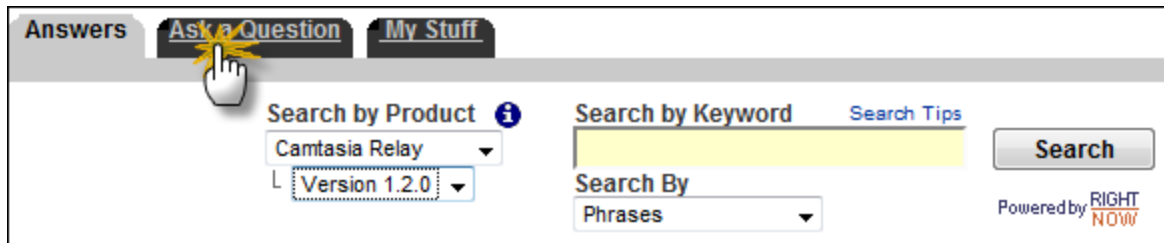
Before running a search, select Camtasia Relay and the version number in the dropdown lists.



Step 2: Submit a Question

If you are unable to find an answer to your issue, send a question to Tech Support.

1. On the *Support Center* page (<http://support.techsmith.com>), click Ask a Question.



2. Fill in the requested information, making sure to select your current *Product Version*, *Operating System*, and *Problem Type*.

For a question regarding a program error, please select **Other** under *Problem Type*.

3. If you are a first-time user, you are prompted to create a user account.

Tips for Submitting a Question

- ▶ When opening a support ticket, please include as much information regarding the nature of the problem as possible.
- ▶ To speed up the debugging process, attach one or more of the following to the support ticket:
 - Screenshots
 - Application logs

- Other diagnostic information
- Event Viewer logs

These are particularly useful. The steps in [How to Export Event Viewer Logs](#) explain how to export the logs for Camtasia Relay components.

Step 3: Call Tech Support

The Camtasia Relay Tech Support team is ready and waiting for your questions. Should you have problems that you cannot solve using the resources provided, please give us a call and we will be happy to assist.

The following information is available on the TechSmith website by clicking **Company > Contact Us**. Always refer to that location for latest, most accurate information.

- ▶ **Phone:** +1.517.381.2300 (ext. 784)
- ▶ **Toll Free in the U.S. & Canada:** +1.800.517.3001 (ext. 784)
- ▶ **Tech Support Website:** <http://support.techsmith.com>

How to Export Event Viewer Logs

The following information explains how to export the event viewer logs for the components of Camtasia Relay.

If the TechSmith node is not present on a server where Camtasia Relay Server has been installed, this means that the Relay Manager Service never started on that server. If the server isn't running and you there isn't a TechSmith node in the Event Viewer, try the Restart Camtasia Relay Server shortcut on the desktop, it may solve the problem.

- ▶ Camtasia Relay recorder
 - **Windows XP**
 - ◆ i. Go to **Start > Run > eventvwr**.
 - ◆ ii. Right-click **TechSmith** and select **Save Log Files As**.
 - ◆ iii. Save the log in the EVT format.
 - ◆ iv. Right-click **Application** and select **Save Log Files As**.
 - ◆ v. Save the log in the EVT format.
 - ◆ vi. Right-click **System** and select **Save Log Files As**.
 - ◆ vii. Save the log in the EVT format.
 - **Windows Vista and Windows 7**
 - ◆ i. Open the Start menu and in the search box, type "event viewer" and press **Enter**.
 - ◆ ii. When the Event Viewer opens, expand **Applications and Services Logs**.
 - ◆ iii. Right-click **TechSmith** and select **Save Events As**.
 - ◆ iv. Save the log in the EVT format.
 - ◆ v. Expand **Windows Logs**.
 - ◆ vi. Right-click **Application** and select **Save Events As**.

- ◆ vii. Save the log in the EVTX format.
- ◆ viii. Expand **Windows Logs**.
- ◆ ix. Right-click **System** and select **Save Events As**.
- ◆ x. Save the log in the EVTX format.
- **Mac OSX**
 - ◆ i. Open **Finder** and go to `/Library/Logs/TechSmith/`.
 - ◆ ii. Right-click **Camtasia Relay** and select **Compress Camtasia Relay** to create a ZIP file of the log files on the desktop.
- ▶ Camtasia Relay server
 - **Windows Server 2003**
 - ◆ i. Go to **Start > Administrative Tools > Event Viewer**.
 - ◆ ii. Right click **TechSmith** and select **Save Log Files As**.
 - ◆ iii. Save the log in the EVT format.
 - ◆ iv. Right-click **TechSmith** and select **Save Log Files As**.
 - ◆ v. Save the log in the EVT format.
 - ◆ vi. Right-click **Application** and select **Save Log Files As**.
 - ◆ vii. Save the log in the EVT format.
 - ◆ viii. Right-click **System** and select **Save Log Files As**.
 - ◆ ix. Save the log in the EVT format.
 - **Windows Server 2008 and greater**
 - ◆ i. Open the *Start* menu and in the search box, type “event viewer” and press **Enter**.
 - ◆ ii. When the Event Viewer opens, expand **Applications and Services Logs**.
 - ◆ iii. Right-click **TechSmith** and select **Save Events As**.
 - ◆ iv. Save the log in the EVTX format.
 - ◆ v. Expand **Windows Logs**.
 - ◆ vi. Right-click **Application** and select **Save Events As**.
 - ◆ vii. Save the log in the EVTX format.
 - ◆ viii. Expand **Windows Logs**.
 - ◆ ix. Right-click **System** and select **Save Events As**.
 - ◆ x. Save the log in the EVTX format.