



SCHEDULING RECORDING OF LIVE VIDEO STREAMS

OVERVIEW

This step-by-step guide will explain how to schedule the recording of live streams in your DEVOS 4 system. In order to do this, you must first have at least one live stream set up in DEVOS or you must be a delegate of a user that has at least one live stream in their account.

STEP ONE - Click on "Schedule Streams" in the menu as shown below.

STEP TWO - Click on "+ ADD NEW SCHEDULE TO ME" as shown above, or, if you are a delegate of another user, select the user whose live stream you wish to record in the drop down box to show that user's schedules and then click on the "+ ADD NEW SCHEDULE TO..." to add a schedule to the user that you are a delegate of.

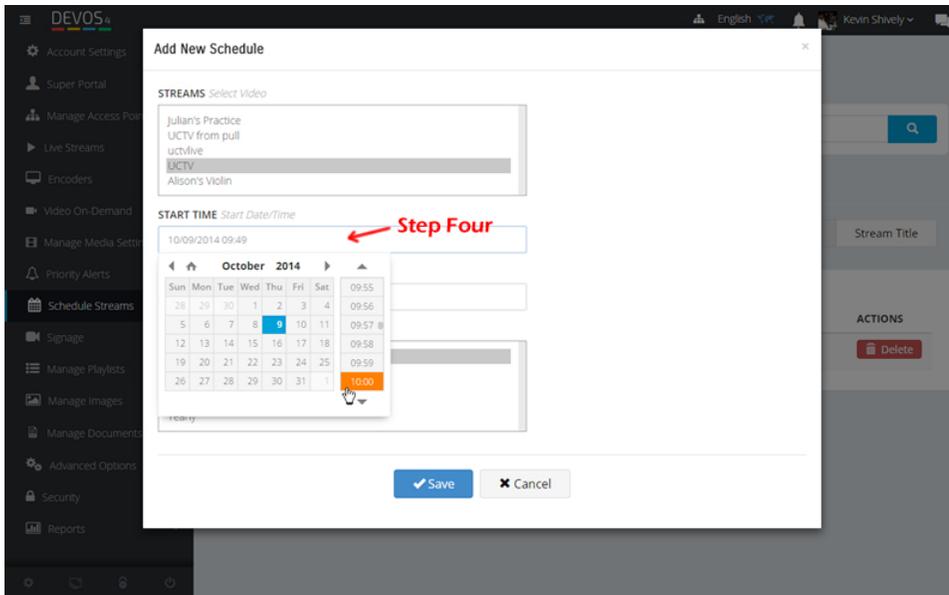
STREAM TITLE	RECORDING START TIME	RECORDING END TIME	RECORDING REPEAT	RECORDING STATUS	ACTIONS
UCTV	10/04/2014 15:35	10/04/2014 15:40	No Repeat	Finished	Delete

STEP THREE - Select the live stream you wish to record. NOTE: you will only have access to streams that either belong to you or belong to the user that you are a delegate of.

Streams list: Julian's Practice, UCTV from pull, uctvive, UCTV, Alison's Violin

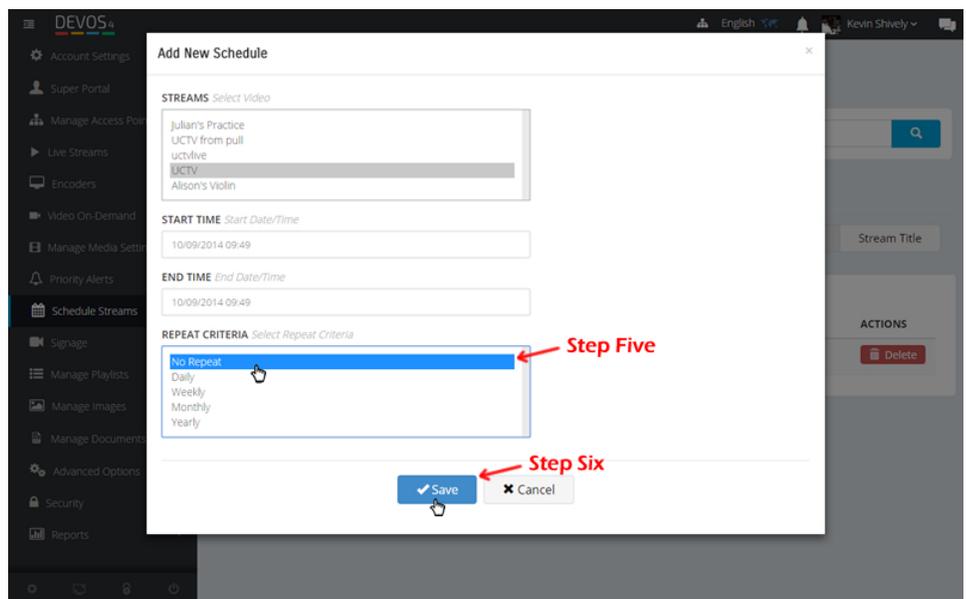
Repeat Criteria list: No Repeat, Daily, Weekly, Monthly, Yearly

STEP FOUR - Set the start and stop time for the recording to begin and end by using the date and time selector as shown below.



STEP FIVE - Select whether you would like the schedule to repeat and how often as shown below.

STEP SIX - Click "Save" as shown above to save and activate your recording schedule.



If you refer back to step 1, your schedule status will indicate what stage in the process your scheduled recording is currently in (e.g. Ready, Recording, or Finished). If you want to edit your schedule prior to the start time, click the Edit button and make the necessary changes. If you would like to delete the schedule, click the Delete button on the row of the schedule you wish to delete.