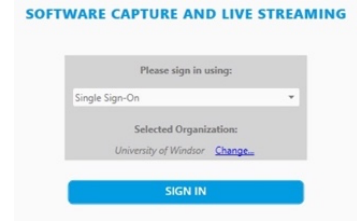


YUJA INSTRUCTIONS AND TROUBLESHOOTING

YuJa software capture can be used to record multiple inputs, auto-caption recording for accessibility, store Collaborate or Stream recordings.

STEPS

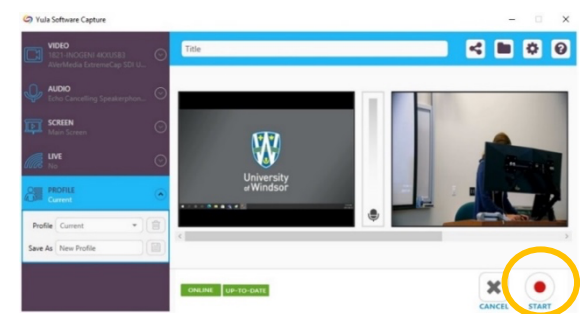
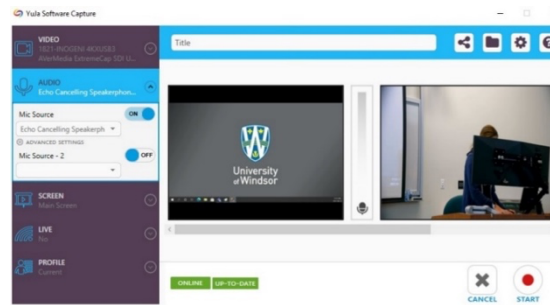
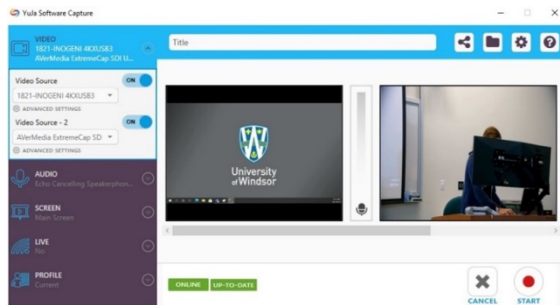
1. **Select Room Mode** on touch panel
2. **Select Streaming Control** (see hand out for Collaborate & Teams Class Set Up)
3. **Select PC Main Screen** (or desired source) Projector will turn on and screen will lower
4. **Select Camera Control** (Camera Tracking ON/ OFF)
5. **Select Lecture Capture** (Content - PIP/ Camera Only/ Content Only/ Content – Camera). Load your materials and join your meeting in Blackboard Collaborate or Teams. *Please see their respective handouts for more info.*
6. **Launch YuJa software** – For single sign-on, Select SIGN IN
(first time use or after an update, may require you to select University of Windsor from the organizations)



System Terms Explained
AVer = YuJa camera
Inogeni = YuJa content
Team/Blackboard Vaddio = Video
Team/Blackboard Audio = Audio

When YuJa loads, you will have to change VIDEO SETTINGS. Please follow instructions below for VIDEO, AUDIO and PROFILE. Once your profile has been saved on this computer you will not have to complete the steps below. However, you will need to repeat the process in other classrooms.

Before starting your recording, name the session in the 'Title' bar at the top of the YuJa window. Select the channel (e.g. your course channel) and folder to store your recording, then START. Your recording will begin after three second countdown. The application bar can be moved or hidden. The YuJa app will minimize. You can end the recording from the minimized tab by pushing stop or select the YuJa icon to open the app. You will receive an email once your recording has uploaded to YuJa.



VIDEO OPTIONS TO SELECT

Video Source (**ON**) – 1821 INOGENI 4K (Desktop Computer)

Video Source 2 (**ON**) – AVerMedia Extreme Cap SD

Select **Advanced Settings** – change resolution to 1280X720 (Camera)

Remember to name the session in the 'Title' bar at the top of the YuJa window. Select the channel (e.g. your course channel) and folder to store your recording.

AUDIO OPTIONS TO SELECT

Mic Source (**ON**) – Echo Cancelling Speakerphone

SET PROFILE

Profile: Current

Save As: Type your name (click on icon beside name)

Select **Start** to begin recording

See the *Blackboard Collaborate or Teams handout* for information on getting started with each application.

V6 20211028



University
of Windsor