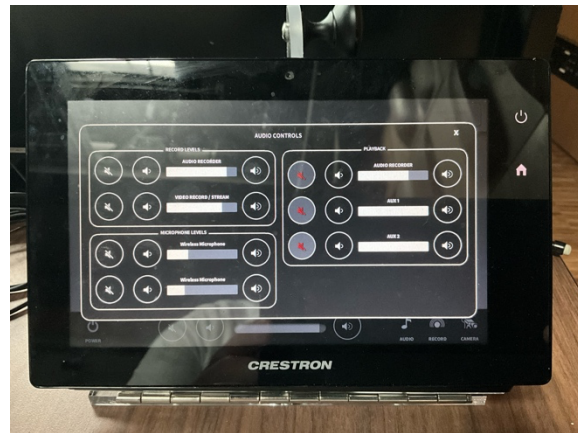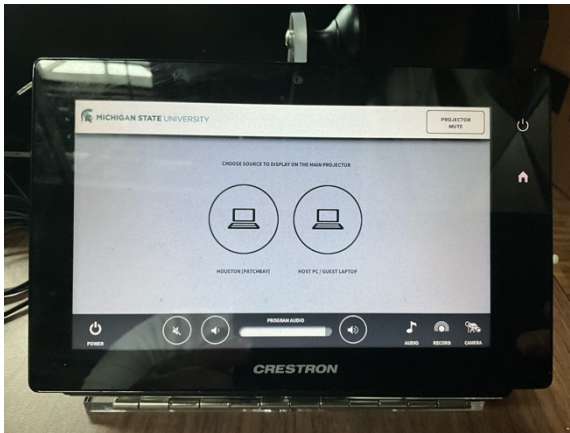**INSTRUCTIONS: LOCAL RECORDING AND LIVE STREAMING IN MUSIC FACILITIES**
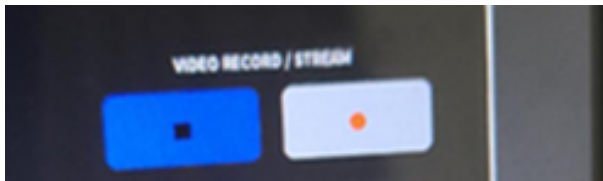
Checking Audio Levels:

Prior to performing a local recording or stream, please check the audio levels in the space to ensure that the volume is appropriately set. From the Crestron panel, choose Audio, and then ensure the recording volume is not muted and appropriately set. *(Pictured below)*

As shown in the picture *(above right)*, if the volume is muted, the red mute indicator will show. Unmuted channels show as white.

Local Recording:

To make a local recording, the Creston Control Panel on the tech cart can be used to start recording and stop recording via controls found in the "Record" tab on the lower right of the touchscreen. A record and stop icons are visible on the touchscreen to start and stop the recording:

To start recording, press the Red record icon. To stop recording, press the button with the black square. Once recording is completed you will notice that the space used progress bar has somewhat filled. After you press the stop icon, you can plug a USB Flash Drive (not provided, users must bring their own) into the dongle on the cart to transfer the recording to the portable drive.

Note: you need a minimum of a USB3.0 device to ensure a quick transfer and having a device with an activity light is recommended as a further indicator to have a visual cue of when the transfer is completed. Not sure if you have a USB 3 drive? USB 3 flash drives often have blue or teal interior stripe in their connector. For best results, the drive should be formatted in the exFAT format. You can check out a USB drive that is formatted correctly from the main office.

Once the recording is transferred, you will notice the progress bar at the bottom will show the storage used as mostly empty. This is a signal that the transfer is complete.
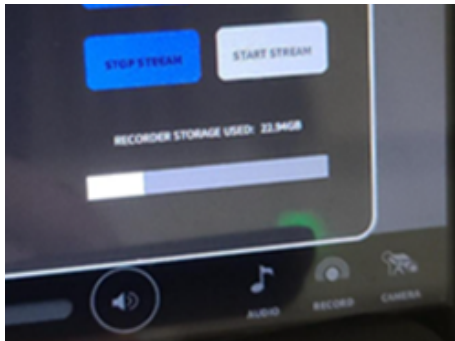
Note: Do not press the stop/start stream buttons if you just want to record—press the record icon instead.

Local Recording Reminders:

- Failure to stop the recording will result in a disruption to future users. **Please stop recording when you are finished!**
- **After a recording is transferred to the USB drive, it will be deleted from the tech cart device.**
- Removing the USB drive prior to the completion of the transfer will result in an incomplete recording on the drive and the file will be deleted from the device.
- **Deleted recordings cannot be recovered.**
- Note: if you do not plug in a USB drive after you stop recording, the recording will be downloaded to the next USB device that is plugged in (and then deleted). **Do not leave the room without plugging in your USB device to transfer your recording!**

On-Demand Live Streaming:

To start a live stream, the Creston Control Panel on the tech cart can be used to start streaming and stop streaming via controls found in the "Record" tab on the lower right of the touchscreen. A Start Stream and Stop Stream are visible on the touchscreen to start and stop the live stream:

To start the stream, press Start Stream.
To stop, press Stop Stream.

The live stream can be viewed through Kaltura MediaSpace: https://mediaspace.msu.edu

If enabled for live streaming, the venue can be searched for by name in the search bar at the upper right of the page using this icon and does not require a login:

Typing "Murray" for example will show this result:

Live in Murray Hall
Live Event

If no live stream is active or hasn't started yet, you will see a recording of the last stream that was made in the space on the venue channel.

Note: You can send your friends and family the link to the specific concert hall page. *The Murray Hall link, for example, is https://mediaspace.msu.edu/media/Live%20in%20Murray%20Hall/1_fpwijgtb.*

Live Stream Reminders:

- **Please stop the stream using the Stop Stream button when you are finished Livestreaming!**
- Pushing Start Stream or Stop Stream has up to a 10-second delay. When starting or stopping, please be patient for the status to change.
- Starting the stream will take 1-5 minutes for it to show up on Kaltura MediaSpace. If streaming an event live, **please make sure to start the stream in advance.**
- If viewers report that they still see a recording for a venue instead of a stream, they may need to refresh the page.
- If you need a recording of your live stream, please follow the Local Recording instructions on page 1 and 2 of this document. **You can record and stream live simultaneously.**

A reminder about copyright:

- Music that is performed and streamed for public viewing must comply with the licensing agreements of the university. MSU secures annual licensing with ASCAP, BMI, and GMR which permits the public performance and live digital stream of music by artists that are registered with these member associations.
- Under MSU's licensing agreements, streaming is only permitted to university-owned domains and websites (IE https://mediaspace.msu.edu). Streaming to third-party social media platforms like Facebook and YouTube is not permitted.
- To be sure your chosen repertoire is permitted for use, the composers and titles of pieces must be registered with at least one of these assoiations. **Please search the catalogues of the 3 associations below to find out whether your pieces are registered BEFORE you livestream:**
    - BMI: https://repertoire.bmi.com/StartPage.aspx
    - ASCAP: https://www.ascap.com/repertory
    - GMR: https://globalmusicrights.com/Catalog
- If your chosen repertoire is not listed with one of these associations, public performance and/or streaming is not covered under the university's licensing agreement. You must obtain and document sync rights or permissions from the artist or publisher independently.
- Music in the public domain does not need to follow licensing agreements for the university. Generally, music is considered within the public domain after 70 years have passed since the original artist of the song has died.

Need more help? Scan the QR code for a video explaining Livestreaming and recording practices and the technology in the rooms.