Table of Contents

Checking the volume settings prior to recording ................................................................. 3
Starting the DLD Application ............................................................................................. 4
Checking the lecture details .............................................................................................. 4
Ammending the lecture details ......................................................................................... 5
Starting to record ............................................................................................................... 5
Pausing recording ............................................................................................................... 6
Finishing recording .......................................................................................................... 6
Contacts for help ............................................................................................................... 7
  DLD client application - issues in the lecture theatre ...................................................... 7
  All other DLD system enquiries .................................................................................... 7
Checking the volume settings prior to recording

1. Retrieve the Radio Microphone from the draw, or lecturn cupboard using the green key.
2. Turn the Radio Microphone on and attach it to your person. (Make sure the display on the Radio Microphone contains values. If it remains blank when switched on the batteries are most likely flat, and will need replacing. Use a spare AA battery.)
3. Launch the Windows (tm) sound recorder application:
   (START menu -> Accessories -> Entertainment -> Sound Recorder)
4. You will see the following window.
5. Click on the red record button.
6. Begin talking into the microphone.

You should see a wave pattern appear. The following two figures show wave patterns that will produce an acceptable recording:

If the wave is so high as to be cut off, then this indicates that the microphone signal is too loud and a distorted recording will result. As shown:

If the wave peaks are hardly visible or not at all (would look as shown in point 4) it means that the microphone volume is too low, and the recording will hardly be audible, or not at all through the DLD system.

If the wave sample is in range as described in point 6 then the microphone setup should be ok.
Close down the sound recorder (don't save the file), then you can begin using the DLD client application (See page 4 of this manual). Otherwise report the situation to the DOI helpdesk so that they can assist you. The DOI helpdesk extension is 59666.
**Starting the DLD Application**

Start the DLD application by double clicking the DLD desktop icon.

![DLD Desktop Icon]

If the DLD client application fails to start, please contact the DOI helpdesk on Ext: 59666

**Checking the lecture details**

You should see the DLD client's first screen. All details should be filled out for you when the system is behaving correctly. (If you encounter any problems with the DLD client application please report the problem to the DOI Helpdesk on Ext: 59666.)

![DLD Client Screen]

When run during a scheduled lecture, the course code will appear here automatically. If not, please turn to page 5 of this manual for instructions on adding your course code manually.
**Ammending the lecture details**

If you are running the DLD application at the time of a scheduled lecture, the COURSE ID: field should contain the appropriate course code. Otherwise it means that the course code was not available, and in these circumstances clicking the CHANGE SETTINGS button will allow you to type in the appropriate course code (Note: the course code, not the course name, must be entered).

![ANU - DIGITAL LECTURE DELIVERY](image)

**Starting to record**

Once you press the START RECORDING button you will be presented with the following window.

![Recorder Bar](image)
**Pausing recording**

When you pause the recording process you will see the buttons change to the following.

![Recorder Bar](image)

Click here to unpause the recording process.

**Finishing recording**

Once you have finished recording, click the STOP button. You will then see the following window.

![DLD Closing](image)

If you wish to resume recording click on the RESUME button. Otherwise click on QUIT, and the DLD system will take care of making your recording available through your WebCT course.
Contacts for help

DLD client application - issues in the lecture theatre
All issues when using the DLD client application in a lecture theatre should be directed to the DOI helpdesk on Ext: 59666. The type of issues include:

- DLD client application not starting correctly
- DLD client application errors
- Microphone issues

All other DLD system enquiries

dldhelp@anu.edu.au

DLD Help – direct queries to this email when you need help regarding subjects like:

- Training for the DLD system
- Setting up WebCT access to the recorded lectures
- Silent recordings
- Problems encountered by students