

## Notes on Recording

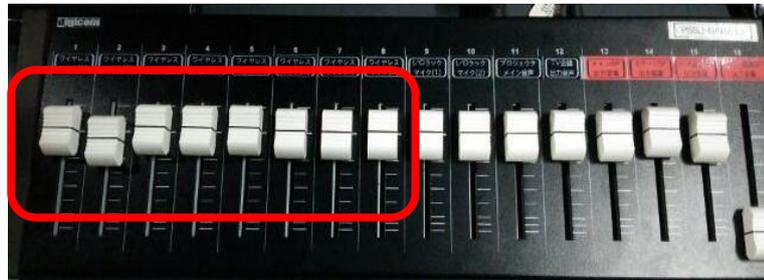
### 1. Microphone

Please use a microphone to record and broadcast your voice During the lectures. For question and answer sessions, hand the microphone to questioner or repeat question after hearing it.

If the output sound is too loud, you can adjust the volume.

BS  
MS  
IS

Millennium  
Hall



### 2. How to use the Sub-projector

When you use the sub-projector instead of main-projector in the classroom, please set the control panel the same as the main projector is set (see the following view). The sub-projector is out of range of the automatic filming, so if the video of the material cannot be recorded, you will not be able to view the slide material in the archive.