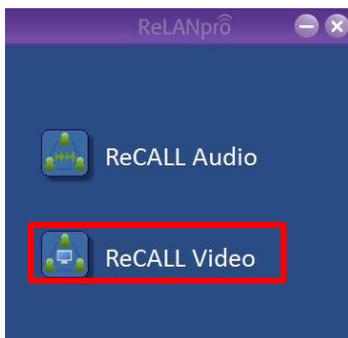# Instructions for Individual ReCall Video Recording

The following steps will allow you to complete an individual video recording in ReCall and to save in the proper location for your professor to access your recording. **PLEASE READ ALL INSTRUCTIONS BEFORE YOU BEGIN!**
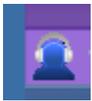
Step 1: Double-click the "ReCall" icon on the desktop to open program.

Step 2: This window below will appear. Click on the "ReCALL Video" icon.
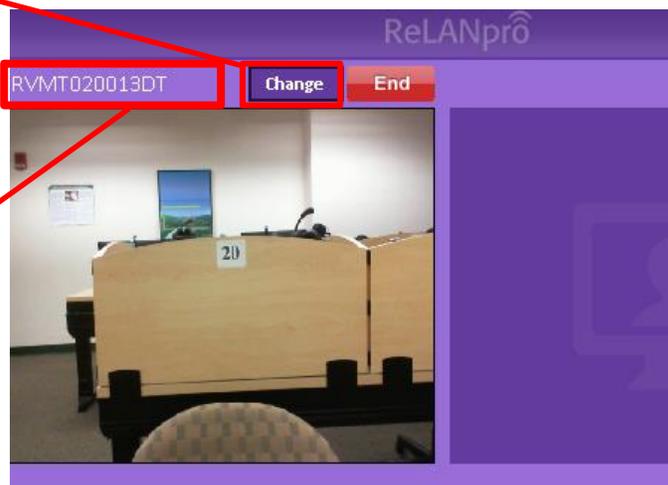

Step 3: Click on the "blue-person" icon.

Step 4: Add your name before you record.

Step 4.1: Click the "Change" button to add your name.

Step 4.2:
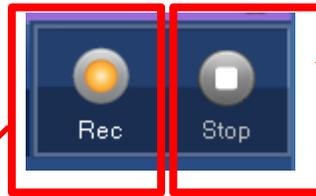- Erase the workstation number
- Type your name

Instructions for Individual ReCall Video Recording
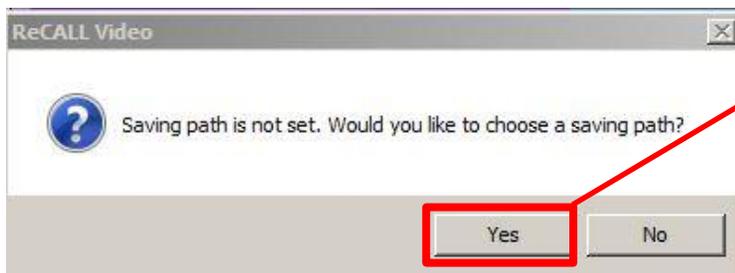
Step 5: Record your video.

Step 5.1:
Click on the "Rec" button to begin recording your video. **Be patient!** It will take several seconds before the recording begins (The button will turn **red** to indicate this).
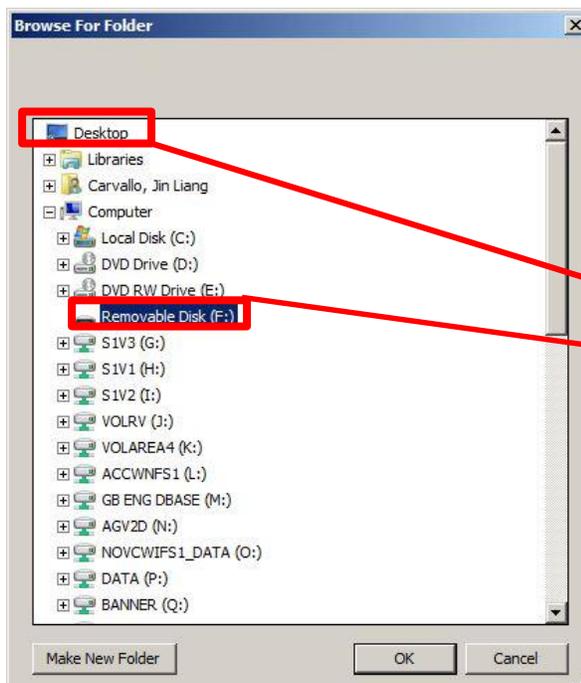
Step 5.2:
Once you have completed your recording, click on the "Stop" button to end your recording.

Step 6: Once you click the "Stop" button, the window below will appear.

Click on the "Yes" button.

Step 7: Once you click the "Yes" button, the window below will appear.

You can choose to save your video recording two places. Save on the **Desktop** and immediately email it to yourself or your professor. **NOTE: File will be erased as soon as you log off!** Or, save on a **Removable Disk** (USB), which is recommended.

EXIT the ReLANpro ReCall Recorder by simply closing out the program.