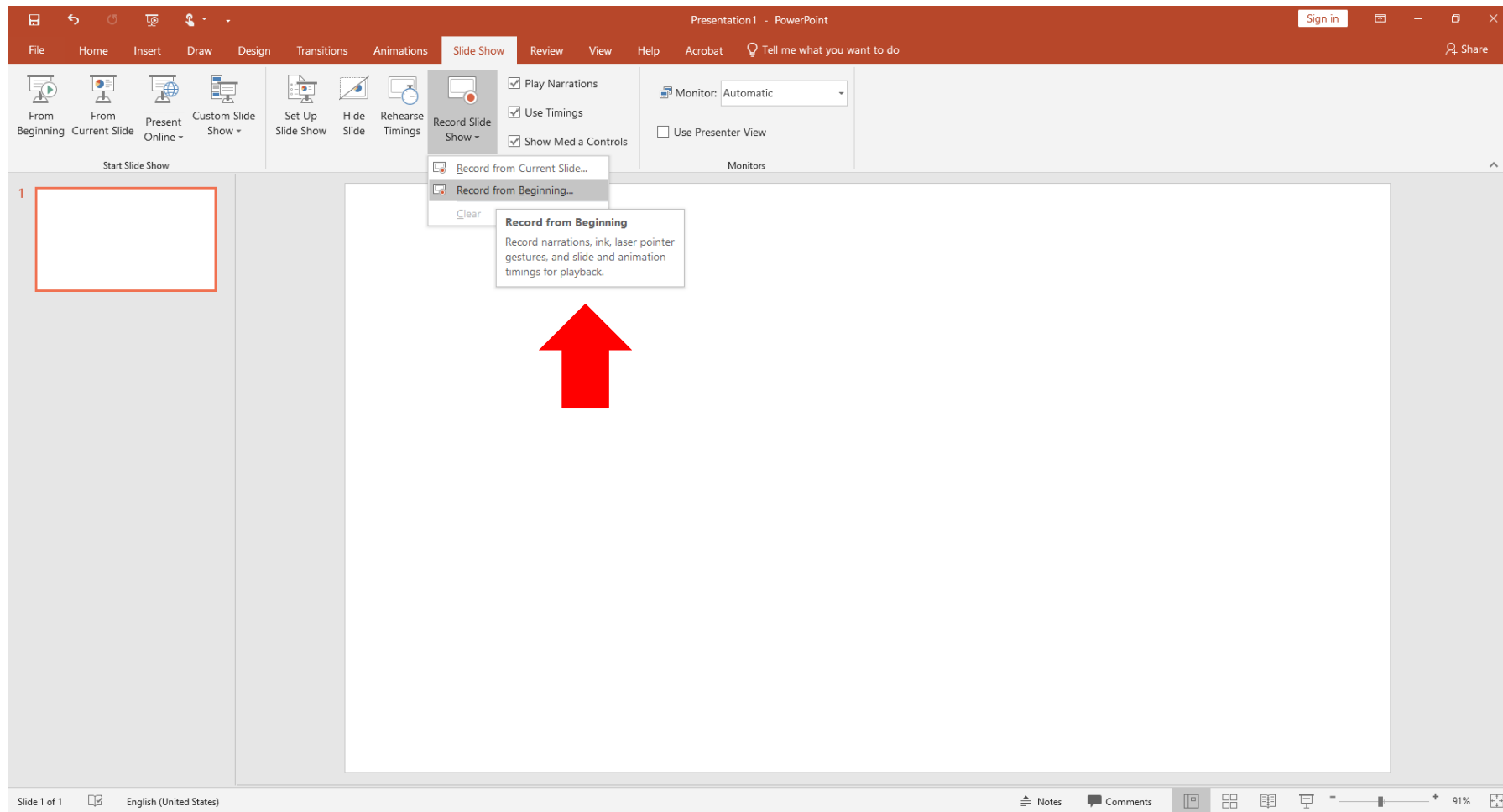


On your PowerPoint slide, please push “Slide Show” and select “Record from Beginning...” as indicated by **Red Arrow**.

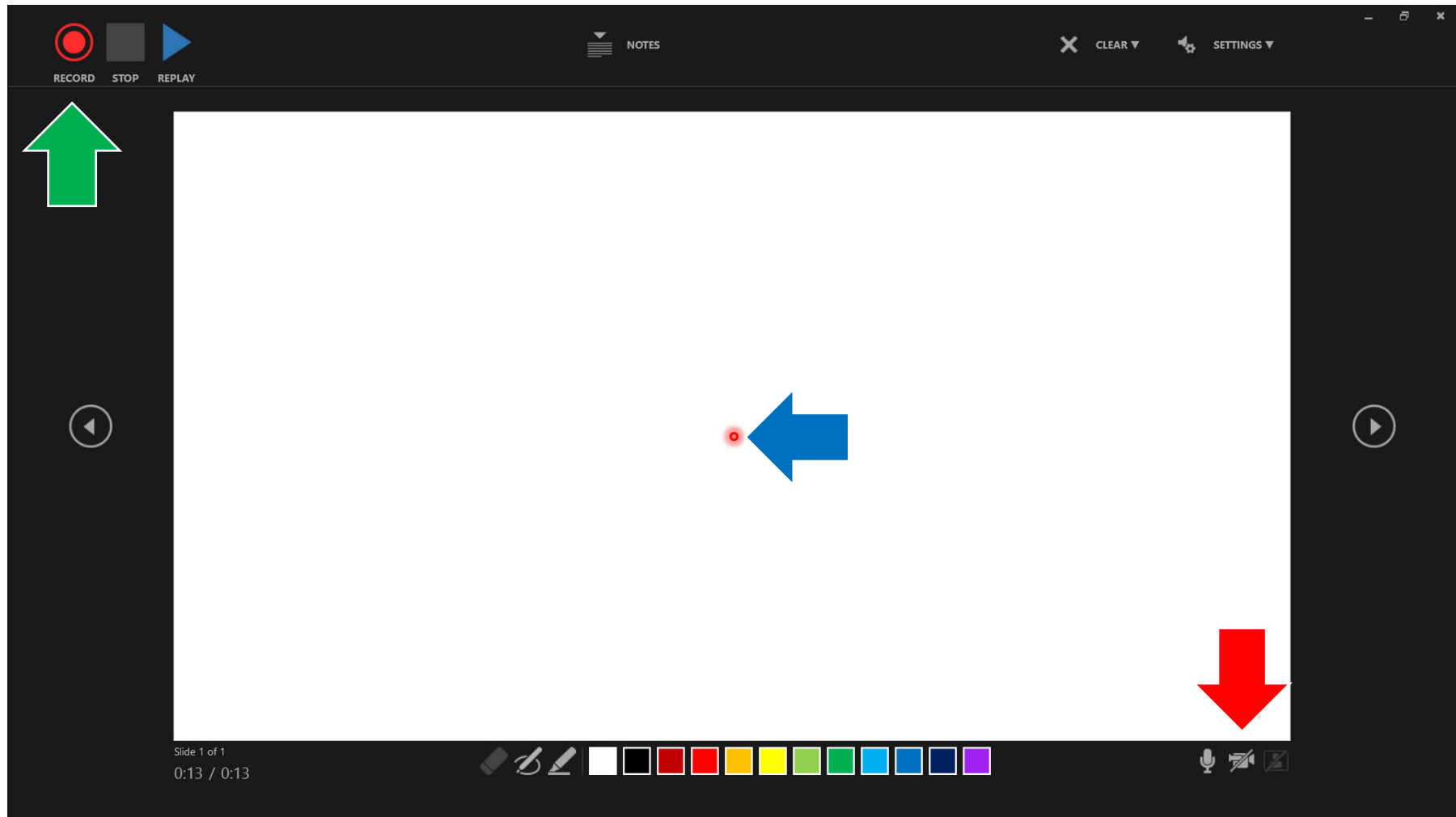


In a recording window, please click **Camera Icon** as indicated by **Red Arrow** to close your picture.

If you need to use **Laser Pointer** on your slide, please enter a short cut key “**Control + L**” as indicated by **Blue Arrow**.

Please push a “**Record**” button as indicated by **Green Arrow**, and start your oral presentation after a countdown display “**3, 2, 1**”.

You can control your recording using “**Stop**” or “**Pause**” buttons, and check your presentation voice using “**Replay**” button.



Please close the recording window, and return to your presentation slide.

Speaker Icon will be created as indicated by **Red Arrow**. The icon will disappear while you automatically play your presentation.

You can save your **PowerPoint** slide with recorded presentation using “**Save**” or “**Save As**” commands.

The filename extension should be “**pptx**”.

