

Class Capture Instructions- ECHO 360 (SBB 2nd/3rd Floor)

Setting up the Hardware:

1. Plug cart to an outlet (Make sure that power strips inside of AV Cart are “on”)
2. Turn on Computer, PC Monitor
3. Locate Ethernet cables from inside of AV Cart, and connect both cables to wall or floor inputs
4. Make sure podium microphone is connected, and make sure lavalier microphone is located inside of podium-if needed.
5. Make sure Audio Mixer is turned on (Check for green power light)
6. Make sure ECHO 360 Capture Appliance is turned on (Check for Green light)
7. Make sure Wireless Mic unit is turned on (Check for Green light)
8. Make sure PC speakers are turned on
9. Locate VGA Cable inside of AV Cart and connect to external laptop pc, and Computer input located at the rear of the AV Cart
10. Turn on video camera and set to “Camera” mode and open lens cover (Make sure that video camera av cables are connected to the AV input located at the rear of the AV Cart)

Confirming the Hardware is Setup Properly

1. Open IE Browser and log-in to the ECHO360 Appliance screen by selecting the correct IP address: <http://10.20.40.28:8443/> (the IP Address will change from Campus to Campus, please contact SHRP IST at 2-9171 for the correct ADHOC log-in information)
2. Enter username: **instructor**, and password: **password**
3. Select the Monitor Tab, and click the “Start Monitoring” to preview the Data, Video, and Audio input (If you cannot preview the Data, Video, and Audio, please review the Setting-up Hardware step, and check all cable connections)
4. Once the Data, Video, and Audio inputs have been confirmed, please select the “Stop Monitoring” button

Capturing a lecture

1. From the ECHO360 Appliance screen, select the Captures Tab, and click the Ad Hoc Captures button.
2. Enter description of class capture, duration, and media playback format (the options for media playback are: display-audio-video, display-audio, and audio)
3. Once information has been entered, select the “Start Ad Hoc Capture” button to begin your capture. Once the capture begins, you have the option to pause the capture by click the “Pause” button. Once the capture is completed, click the “Stop Capture” button.
4. Once the “Stop Capture” button has been selected, the capture will be saved to the ECHO SYSTEM SERVER for processing and deliver. Please contact SHRPHelp@umdnj.edu once your capture is completed, and your capture will be processed within 24 hours.

Finishing Up

1. Close program and shut down the desktop pc
2. Disconnect the VGA Cable and place back inside of AV Cart. (If using wireless lavalier microphone, please place back into AV Cart).
3. Disconnect both Ethernet cables and place back inside of AV Cart.
4. Turn video camera off.
5. Unplug cart.

Any Questions or concerns, please contact us at SHRPHelp@umdnj.edu
Or telephone at (973)972-9171