Echo360 user guide

ICT-315 lecture capture system

Tallinn 2015

Document's history

Date	Editor	Description
10.02.2015	Hannes Kinks	Initial version

1 Contact

Room ICT-315 is being administered by [Hannes Kinks](). For requests and questions regarding lecture capture, contact by e-mail **hannes.kinks@ttu.ee** or by phone **56478901**.

2 Introduction

Echo360 is lecture capture system, which allows lectures to be recorded with presentation, sound and video of the presenter. Recordings can be started according to schedule or Ad Hoc. Lectures will be made available on echo360 website. It is possible to watch the videos directly on the website or download them.

Echo360 is installed in multiple auditoriums in Tallinn University of Technology, including ICT-315. The user guide in hand is describing the usage of system in the latter. For more information about Echo360 systems installed in other rooms, visit
http://www.ttu.ee/tugistruktuur/haridustehnoloogiakeskus/hkt-teenused/echo360/

3 Configuration

3.1 Video input selection

For showing presentation on the projector, it is possible to use either the desktop PC or connect own laptop computer using VGA/HDMI.

3.1.1 Kramer scaler/switch

The selected input will be projected to the whiteboard and also recorded in the video lecture.

- VGA Ext – VGA input for connecting laptop
- HDMI1 Ext – HDMI input for connecting laptop
- HDMI2 PC – Desktop PC

Figure 1 Switch and the remote of projector

3.1.2 Projector

HDMI has to be selected for projector's input.

3.2 Microphone

Microphone is located in the top drawer next to the desk. In case of running out of batteries, there are extra batteries, charger and a box for empty ones. To turn on the microphone, first open the front fold by holding two buttons on both sides and then press ON/OFF button under the fold.

Senheiser EW 100 manual can be found here:

http://en-us.sennheiser.com/global-downloads/file/671/Set100PG3_US_INT.pdf

Figure 2 Location of microphone and batteries

Figure 3 Usage of microphone

3.3 Desktop PC

For logging in to the desktop PC, use INTRA username (*firstname.lastname*) and password. After successful login, EchoMonitor software will open. In case a dialog box opens with a warning about certificates, press *Yes*.

Figure 4 Security alert warning about certificates. Press 'Yes'.

3.3.1 Starting Ad Hoc capture

The easiest use case of Echo360 system is Ad Hoc capture if an unplanned need for recording a lecture arises.

To start an Ad Hoc capture, it is necessary to log in to the desktop PC. After logging in, EchoMonitor software will open automatically. To start the capture, press 'Start Ad Hoc capture'. After that, 15 minute capture will start, which can be extended by pressing 'Extend'. To temporarily pause the capture, press 'Pause'. To finish the recording of the lecture, press 'Strop'. After finishing a capture, contact administrator (*hannes.kinks@ttu.ee)* for the video link.

3.3.2 Scheduled capture

Scheduled recording will start and stop automatically according to the schedule. For scheduling a lecture, contact Echo360 administrator (*hannes.kinks@ttu.ee)*.
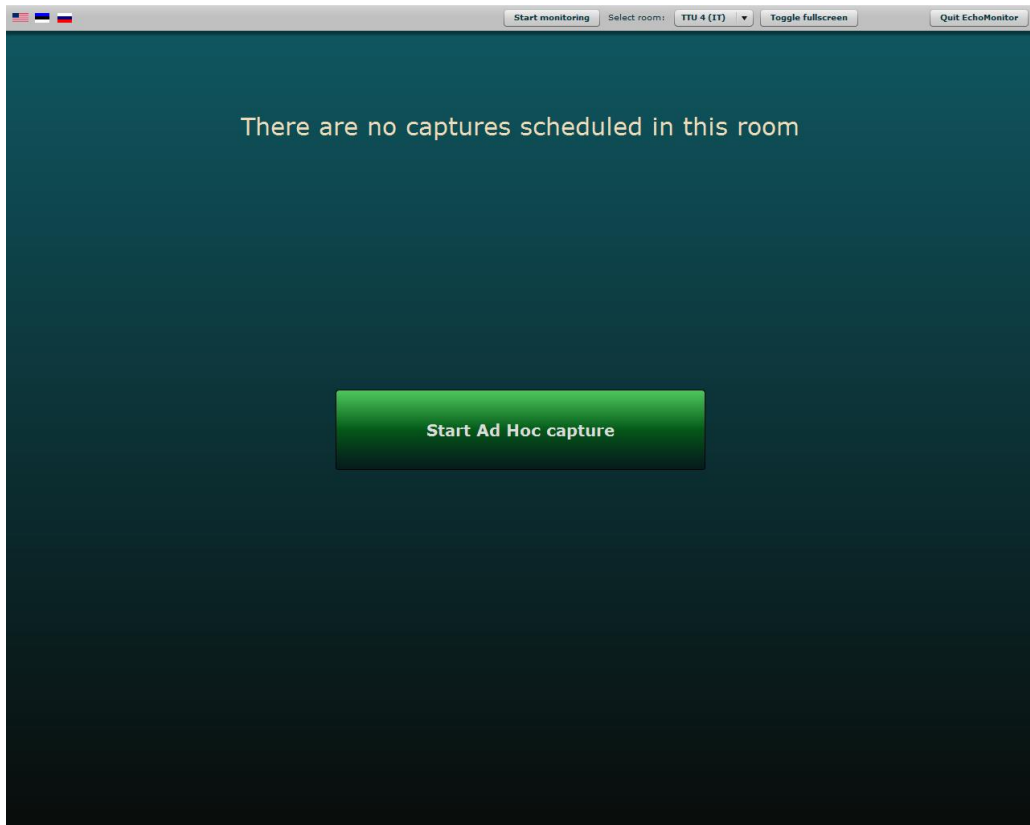
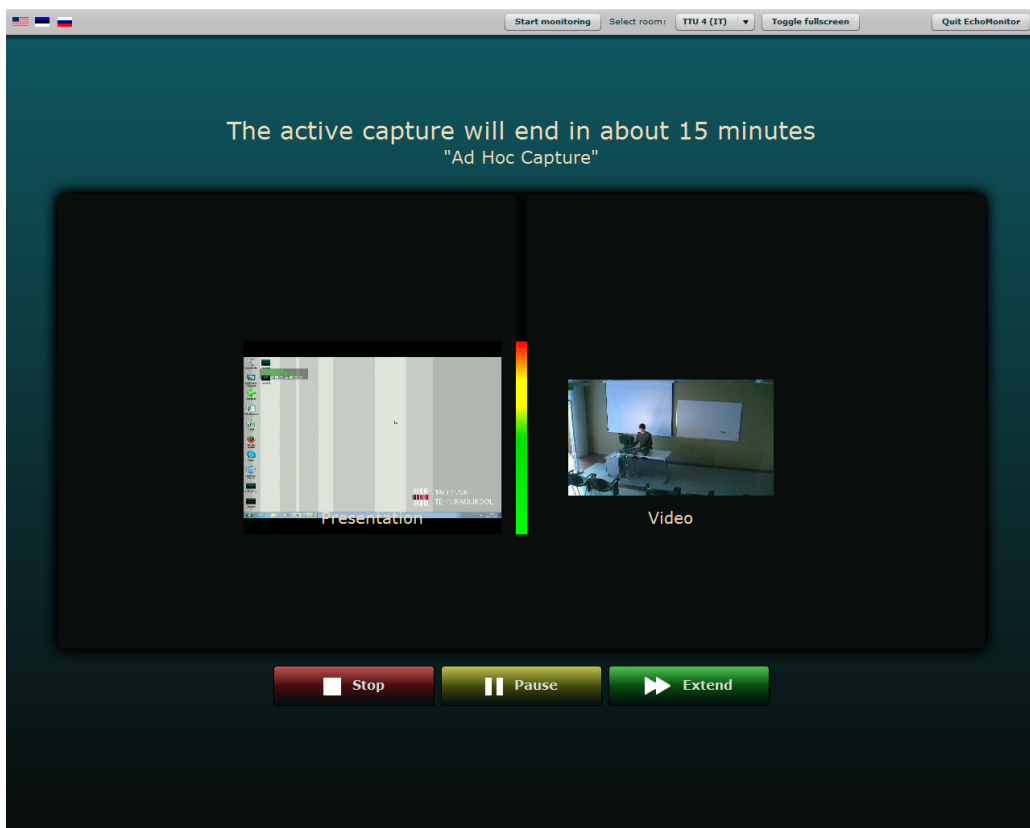**Figure 5 EchoMonitor software ready to use**

Figure 6 Ongoing Ad Hoc capture

4 Summarized usage

1. Start projector
2. Select video input on the switch
3. Turn on the microphone (located in drawer)
   In case of Ad Hoc capture:
4. Log in to desktop PC
5. Press 'Start Ad Hoc capture'
6. Extend the time as needed
7. After finishing, contact administrator (*hannes.kinks@ttu.ee)* for the video link