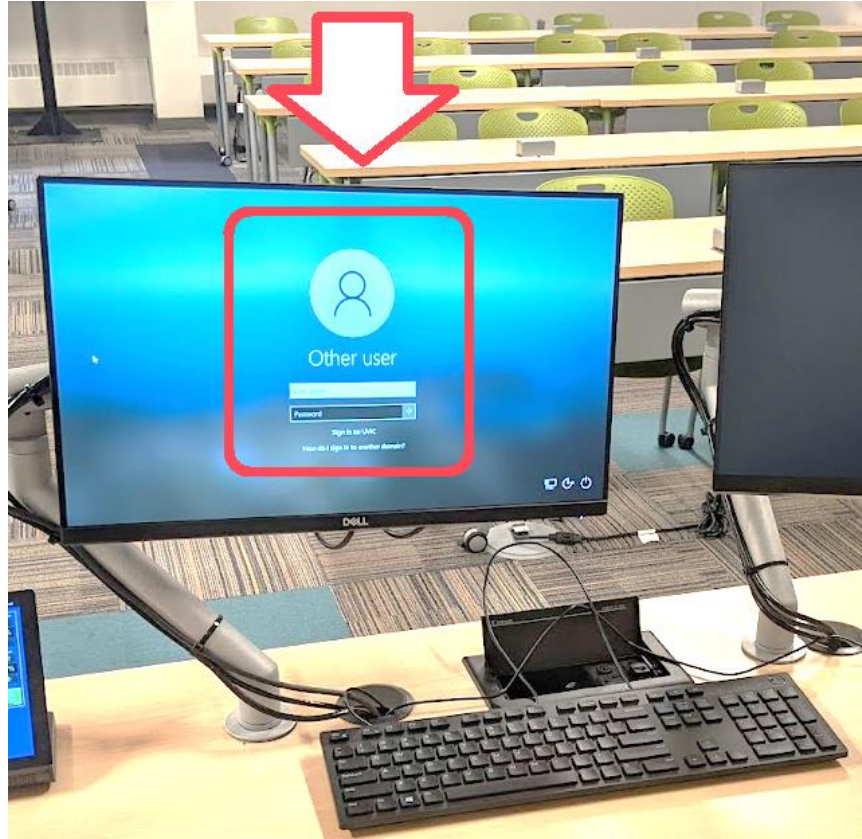## Start the System

1. Upon arriving in the classroom – open the instructors AV cabinet by unlocking the door shown above.
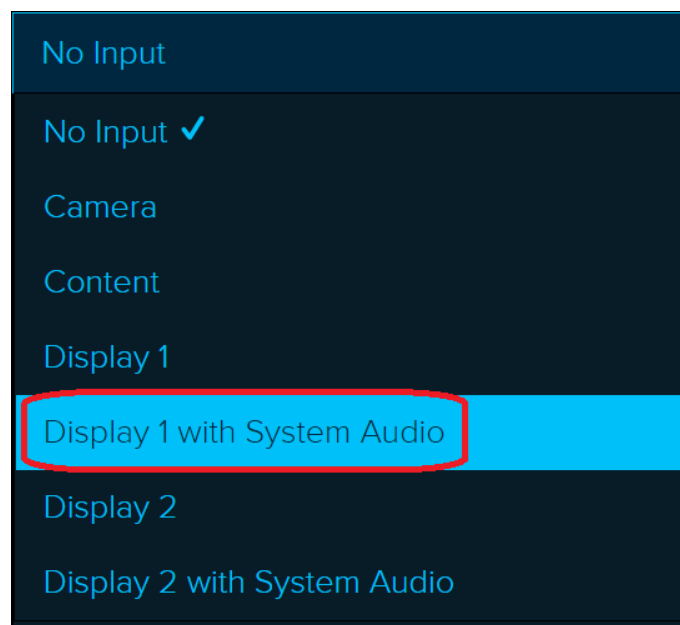

2. Inside the cabinet locate a small switch with two buttons – "Lock" and "Unlock". Press the Unlock button to start up the AV system.
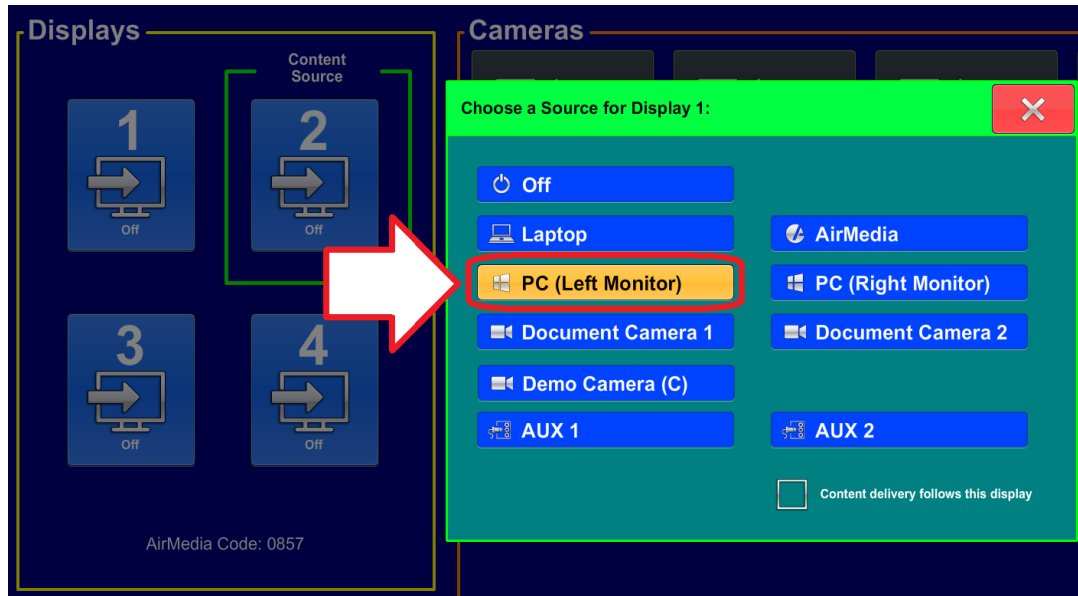
Setting up Echo360

1. To log into Echo360 and record the contents of your screen – you will first need to log onto the Desktop computer and open the Echo360 software.
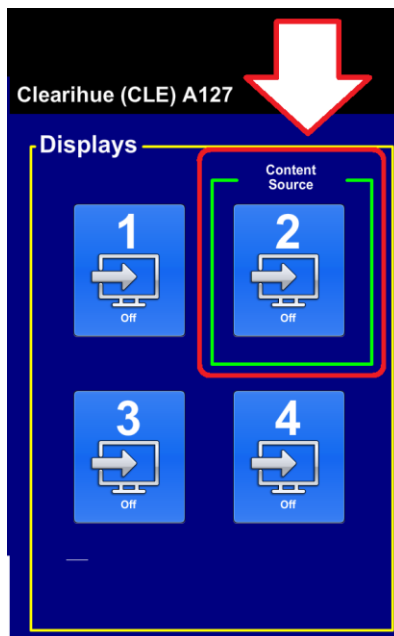

2. Once you've logged into your profile on the computer – open Echo360 and you should a screen that looks similar to the image below. From the drop-down menu select **"Display 1 with System Audio"** on one of the two Echo360 panels to show the feed from the left desktop monitor.

3. On the touchscreen panel select the option of **"PC (Left Monitor)"** in order to send the feed from the left desktop monitor to Display #1 at the front of the room.
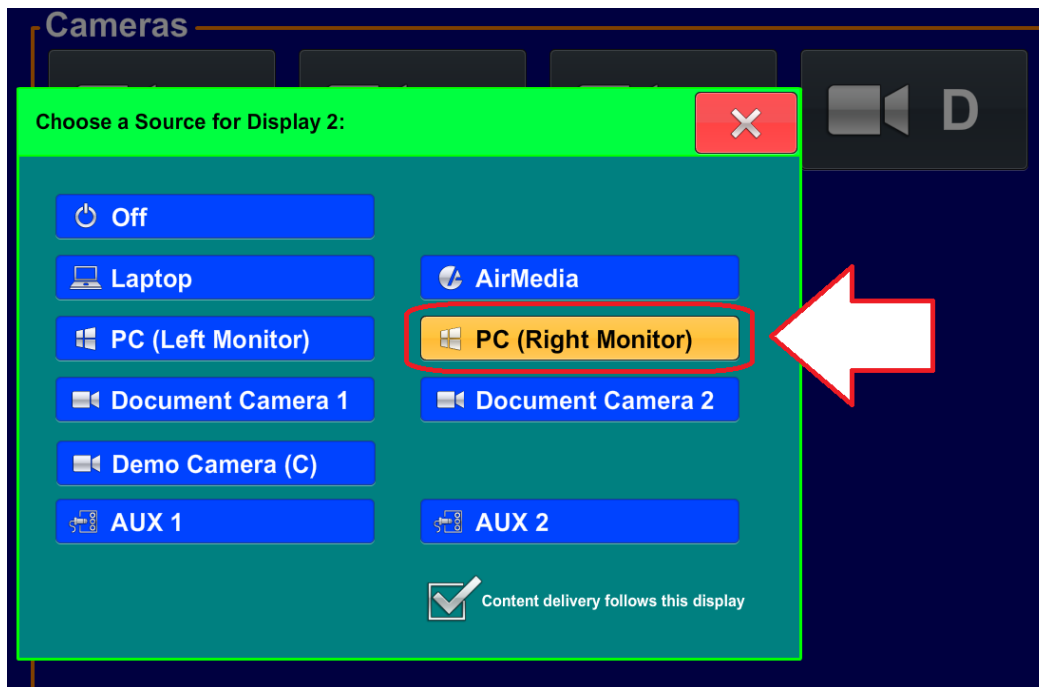

4. Press the red "X" in the top corner of the window to **close** the menu.

5. To choose the feed that you would like to show on **Display #2** screen at the front of the classroom – on the touchscreen panel choose the **Display #2** icon as shown above and then select which desktop monitor that you wish to show from the menu as seen below.

    Here we've chosen to show the feed from **"PC (Right Monitor)"** on Display #2.
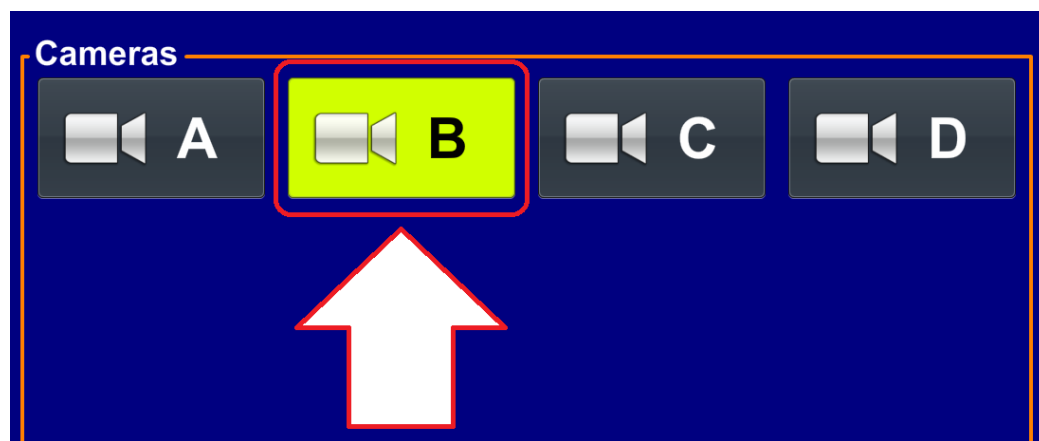
6. Press the red "X" to **close** the menu.

Selecting a Camera for Echo360

1. Turn you attention back to the touchscreen control panel once again.

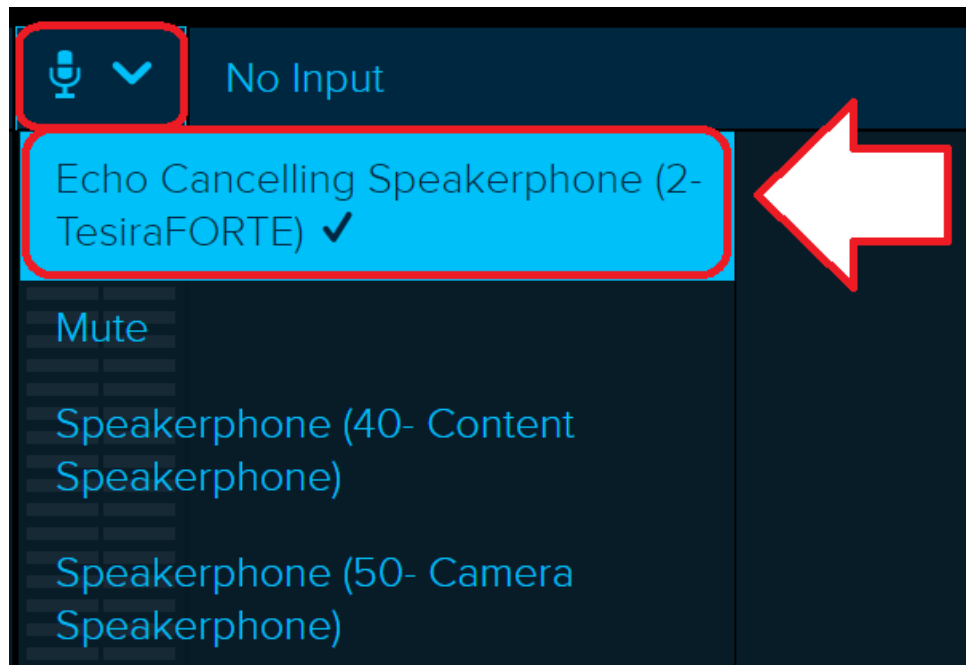   You will find on the control panel that there are four options in terms of available cameras.

    Camera B located on the back wall of the room - this camera will record the instructor at the front of the room and has Auto-track capabilities that can be turned off and on by toggling the checkbox on the touchscreen control panel once the icon for **Camera B** has been pressed.

2. When **Camera B** (or any other camera) is selected you should find the feed becomes available in Echo360 in the dropdown menu of sources, appearing as **"Camera"** in the list.

In the image below I've also selected the feed from the left desktop monitor to appear in the right pane of Echo360 – by selecting the option **"Display 1 with System Audio"** from the list.

Choose your audio device shown here from the list of devices shown here.

See: https://onlineacademiccommunity.uvic.ca/TeachAnywhere/wp-content/uploads/sites/4913/2022/01/How-to-record-in-classrooms-handout.pdf)

Checkpoint

Having now set up and selected the monitor where your materials are being displayed as one source and then selecting **Camera B** as your preferred camera – you should see an image in Echo360 like the one above that features both of those feeds for recording.

Meanwhile, students in your class should see the feed from your chosen monitor on the display at the front of the room that you have chosen.

Note that you can chance these sources in Echo360 as well as in the classroom on the displays at any time.