This Learning Space is Equipped with a Echo360 Recording Box

Instructions for Academics:

1. Using the Crestron touch panel turn on the room, and turn on the PC, then log in using your ACU Username and Password.
2. Ensure that you start and finish your lecture on time (*recording starts on the hour and finishes 10 minutes before the hour*).
3. Turn on the wireless microphone (if available) and clip it to your shirt. Where no wireless microphone is available, you must remain close to the lectern to ensure optimum voice capture/recording.
4. Remind students that lecture recordings do not replace attendance.
5. Remember to repeat questions asked by students before answering them to allow ease of use of recorded lectures.
6. Log off the computer 10 minutes prior to the end of your lecture.

To Pause/Resume Your Recordings:

If you wish to pause the recording of your lecture at anytime during the session:

To PAUSE:
1. Click the Record button on the Creston touch panel.
   The Task window will pop up.
2. Click the Pause button.

To RESUME:
1. Click the Resume button to resume recording.