

LTC:

Echo360

Recording in your office/home

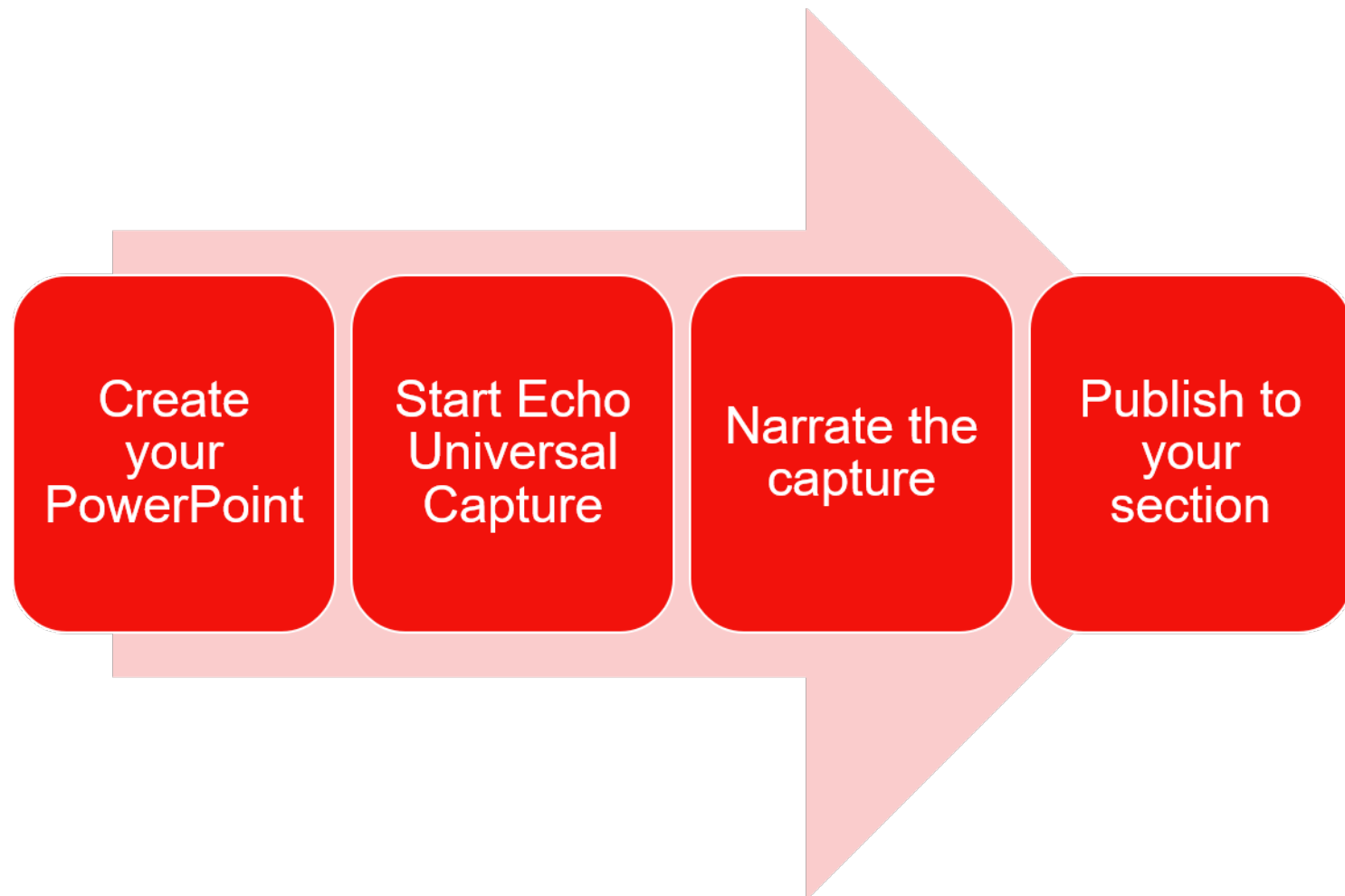
2020

Echo360 Universal Capture

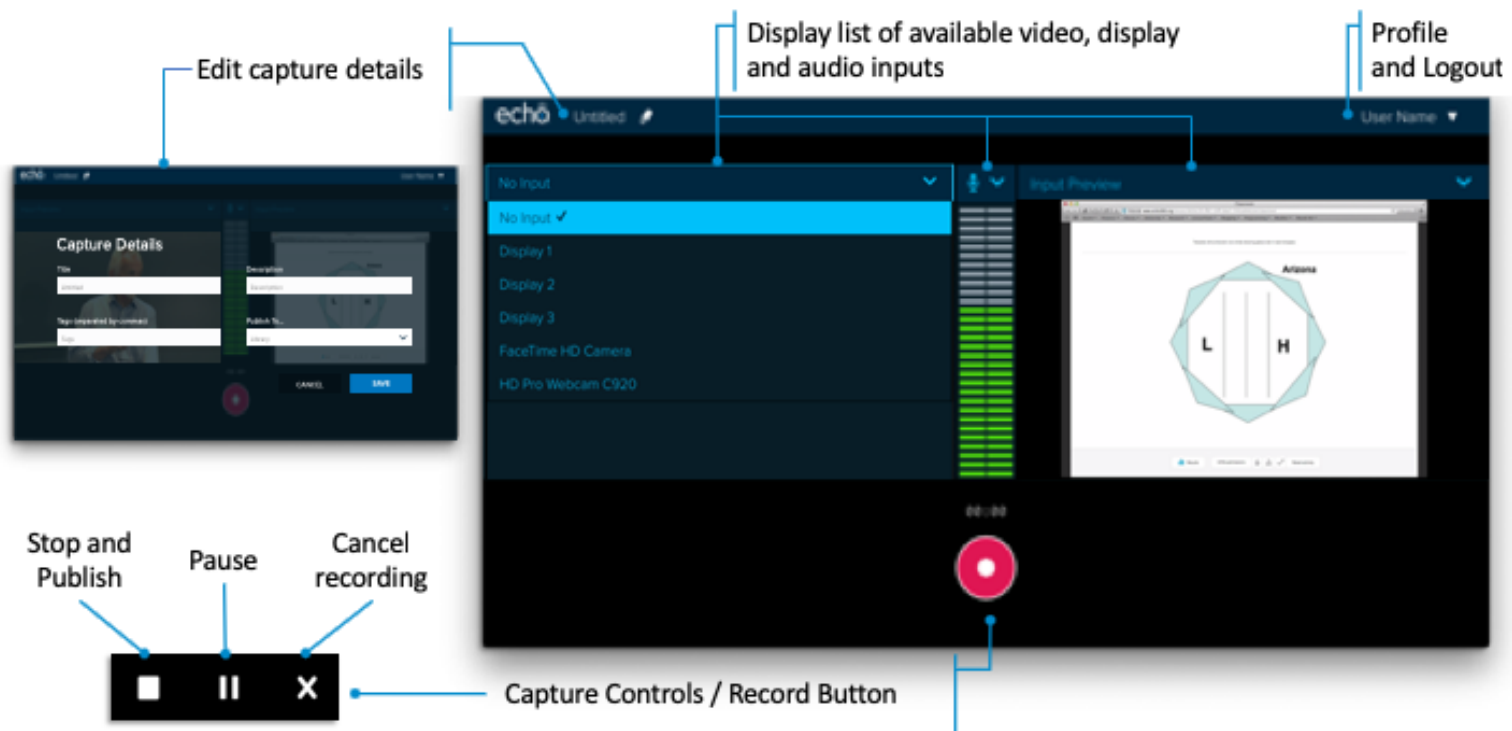
In order to make a recording you will need some basic equipment:

- Microphone (either stand alone or connected to your headphones.
- A set of headphones
- A webcam if you plan on using your image in the presentation.
- The Echo360 Universal Capture software
(available from <https://echo360.org.au/downloads> choose Universal Capture Personal)
- #Please note this software can be downloaded to use at home on either a PC or Mac computer

How do I create a capture? The work flow.

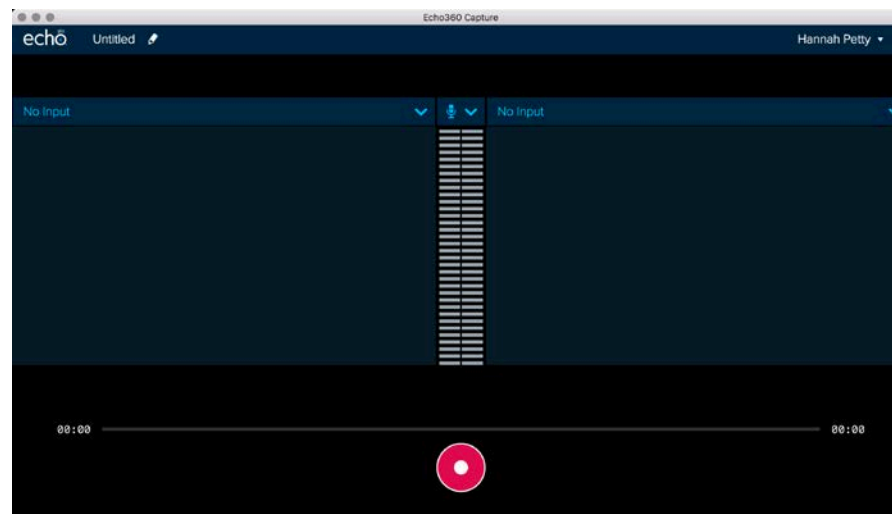


Lets look at Echo360 Universal Capture



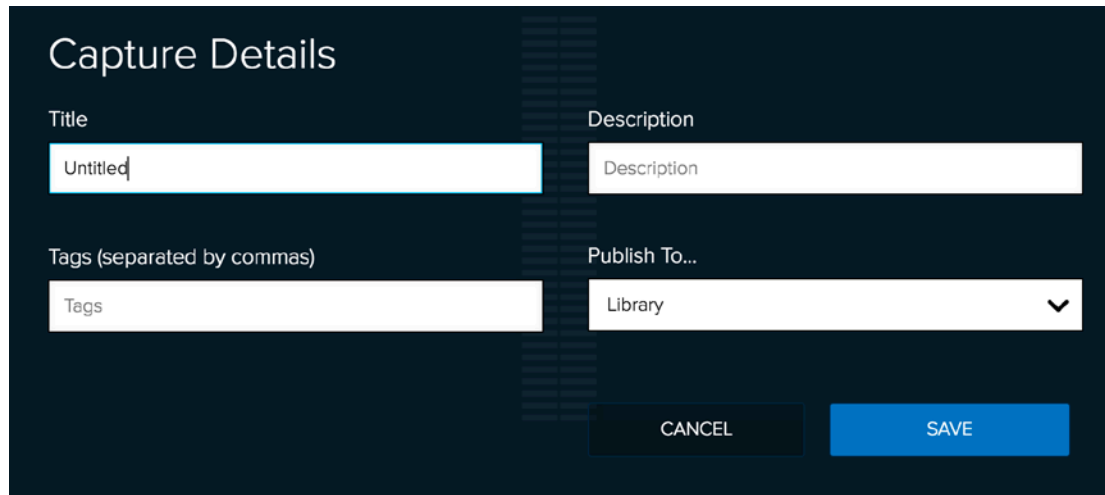
To start a capture

1. Start Universal Capture
2. Log in (If you are not already logged in)
3. Select the inputs you want to capture.
4. Audio is always required.
5. You can select to capture display and video, two display inputs, or two video inputs besides the audio. Universal Capture will initially preselect inputs for you based on any available devices and then remember the last inputs chosen.



To start a capture continues

1. Preview the inputs on the screen, to be sure they will record properly.
2. Click the pencil icon or title to launch the Capture Details dialog box.
Enter a Title, add a Description or Tags and select a Publishing location for the recording if desired. Otherwise, the following default information will be used:



Capture Details

Title: Untitled

Description: Description

Tags (separated by commas): Tags

Publish To...: Library

CANCEL SAVE

3. Click Record.
4. A countdown appears after which the Universal Capture window minimizes and the capture begins.
5. When you are done, click Finish.

How to control a capture

You can pause, resume, or finish (stop and complete) any Universal Capture recording
To pause, resume or finish (stop) a recording

1. Launch Universal Capture.
2. From there, click Stop, Pause, or Resume as needed.

Clicking Stop will finish and complete your recording, meaning that it will finalize and publish to the selected location.



To cancel a recording

If you cancel a recording. This means that the recording will be deleted completely with no ability to recover it.
Click the X to cancel.



Where to go for help.

Always contact Service Now as your first port of call

Service Now operating times are:

Monday to Friday, 8am - 10pm (Sydney Time)

Weekends and NSW Public Holidays, 9am - 5pm (Sydney Time)

Closed: Good Friday & Christmas

For Support Desk enquiries please contact us via:

Telephone on 1800 246 442

Calls made to the 1800 number from most fixed line telephones are free to the caller

Calls made from public/mobile telephones or from overseas may be charged at a timed rate

Calls from your office or room can use 7272