



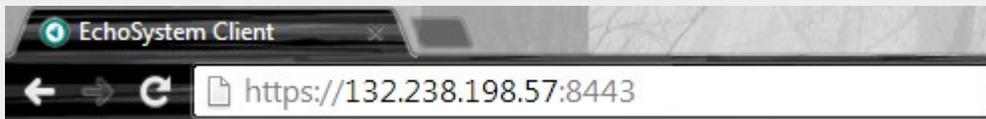
To obtain your Echo 360 account, please contact the Office of Academic Technology at 973-443-8526 (College at Florham) or 201-692-7062 (Metro).

1. On Crestron touch panel, select “ECHO360”, then connect your laptop to installed VGA cable.

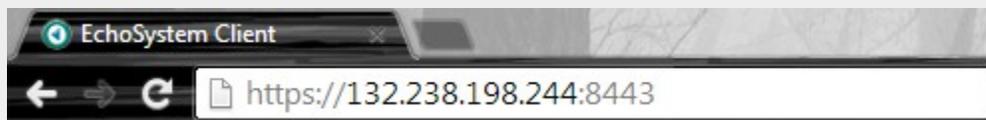


2. On the following screen on the touch panel, select 'Laptop' at the top and select both 'View on Display' and 'Echo 360 Computer'; this will make your laptop the control computer for Echo 360. Then, select 'Instructor Camera' and select 'ECHO 360 Camera'; this will ensure the correct camera in the room is routed for your lecture.

3. Open a web browser on your laptop and go to the following IP address (dependent on which room you are in):



(Monninger 105)



(Monninger 119)

(HINT: Add to your bookmarks and label with the appropriate room number!)

(NOTE: If you see the following screen or similar appear after entering the IP address, click 'Proceed Anyway' or 'Continue to this website'.)



The site's security certificate is not trusted!

You attempted to reach 132.238.198.244, but the server presented a certificate issued by an entity that is not trusted by your computer's operating system. This may mean that the server has generated its own security credentials, which Chrome cannot rely on for identity information, or an attacker may be trying to intercept your communications.

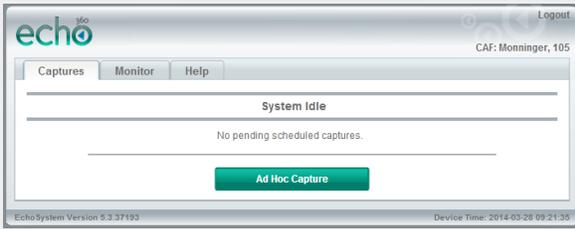
You should not proceed, especially if you have never seen this warning before for this site.

[Help me understand](#)

4. Next, a login window should appear; enter your Echo360 username/password credentials.

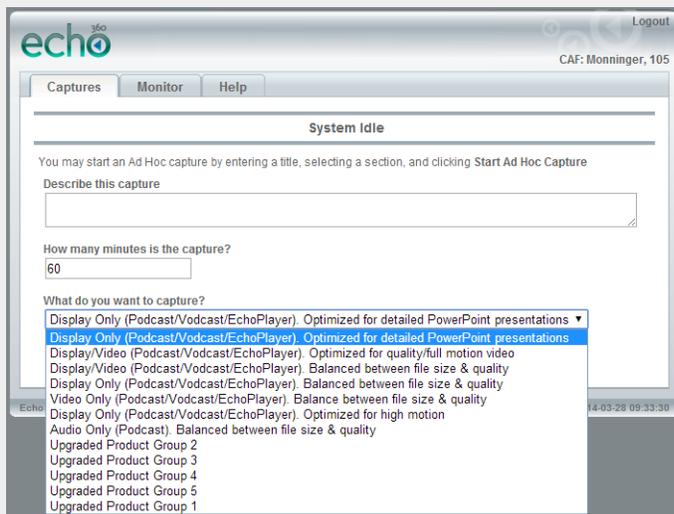
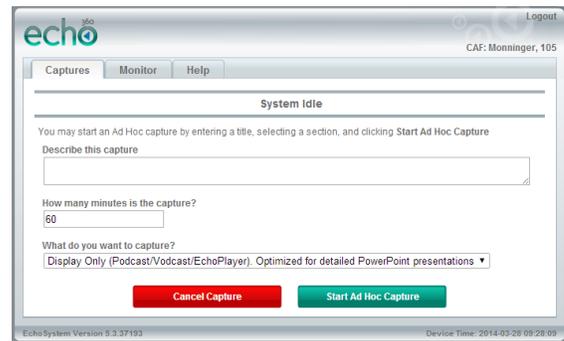
5. Once logged in to the system, click on the 'Monitor' tab and click 'Start Monitoring'; this will initiate the process to detect your laptop for capture; once successful, you should see a mini-display of your laptop and one of the room's cameras.





6. Click 'Stop Monitoring', followed by clicking on the 'Captures' tab. When you are ready to begin to configure your capture, click 'Ad Hoc Capture'.

7. On the next screen, type in a description for your capture underneath 'Describe this capture' (e.g. Smith_Lecture041214), then specify how many minutes you will be capturing (60 minutes is the default setting).



8. The 'What do you want to capture?' pulldown menu specifies which elements to capture from the lecture. *(note: all selections will capture audio from the room mics)*

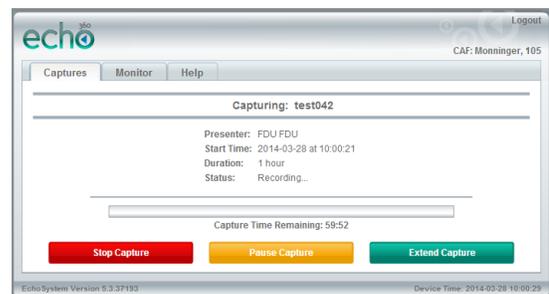
'Display Only' selections will only visually capture elements from the laptop display.

'Video Only' will only visually capture video from the room's cameras.

'Display/Video' will visually capture elements from both the laptop display and the room's cameras.

(Note: Each selection has its own quality settings; in most situations, 'Balanced between file size & quality' is the preferred choice.)

9. Once ready, click 'Start Ad Hoc Capture' to begin capturing your lecture. To stop capturing, click 'Stop Capture'. Your lecture capture is now complete and you will be notified when the rendering process has been completed!



For immediate assistance with classroom technologies, please call the UTAC Help Desk at (973) 443-8822!