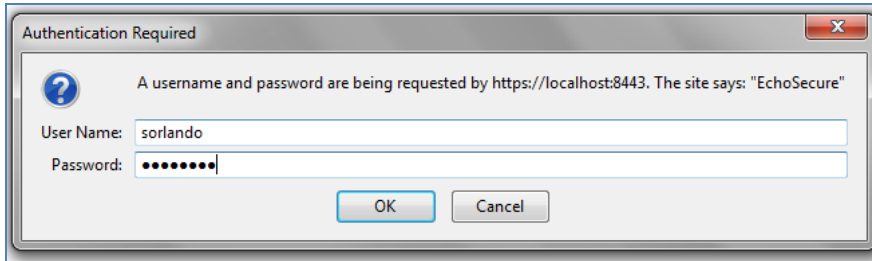


# How to do an Ad Hoc Capture in Echo360

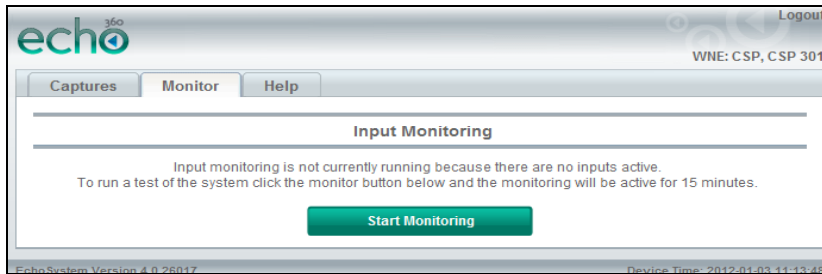
- Double-click on the Echo360 icon on the desktop



- Enter your username and password. Then click **OK**.



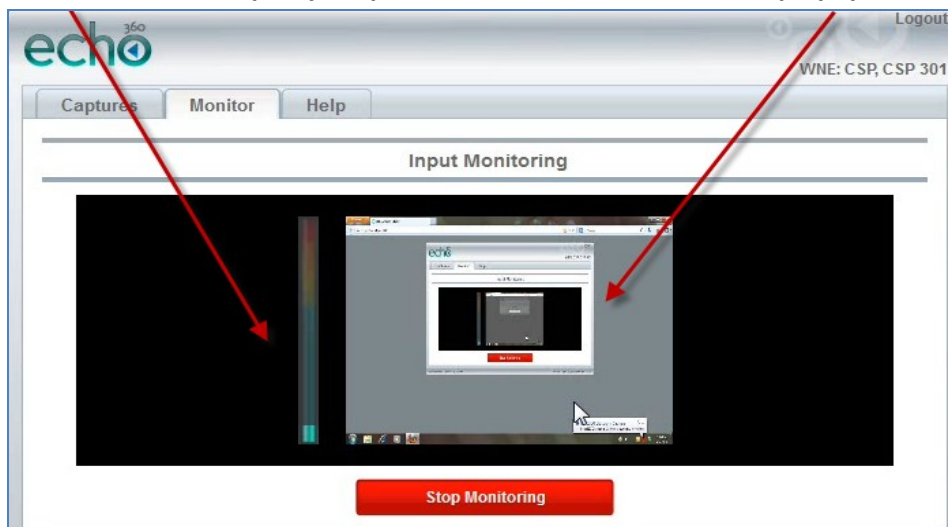
- **VERY IMPORTANT!** Test the sound and video by clicking on the Monitor tab, and then the **Start Monitoring** Button. **DO NOT SKIP THIS STEP!**



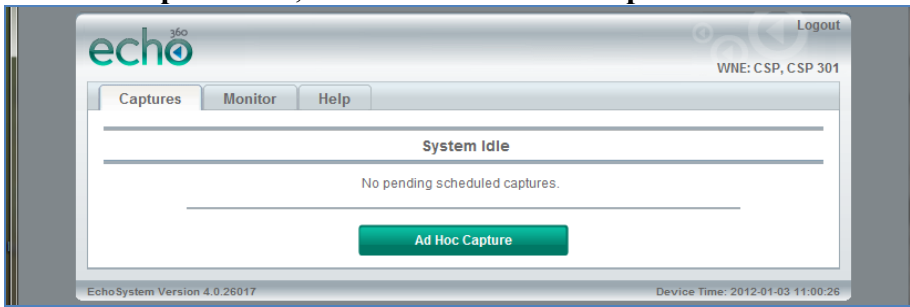
After you start monitoring, confirm that the colored voice level indicator responds to your voice. It is not exactly timed to the sound, but it should move up and down. Also confirm that the video (the screen) is displayed on the input monitoring screen. ***If either the sound or the video does not appear to be working, then your recording may not have sound and/or video!*** Call the Help Desk for assistance at 796-2200.

This bar will move up as you speak

This displays your computer screen.

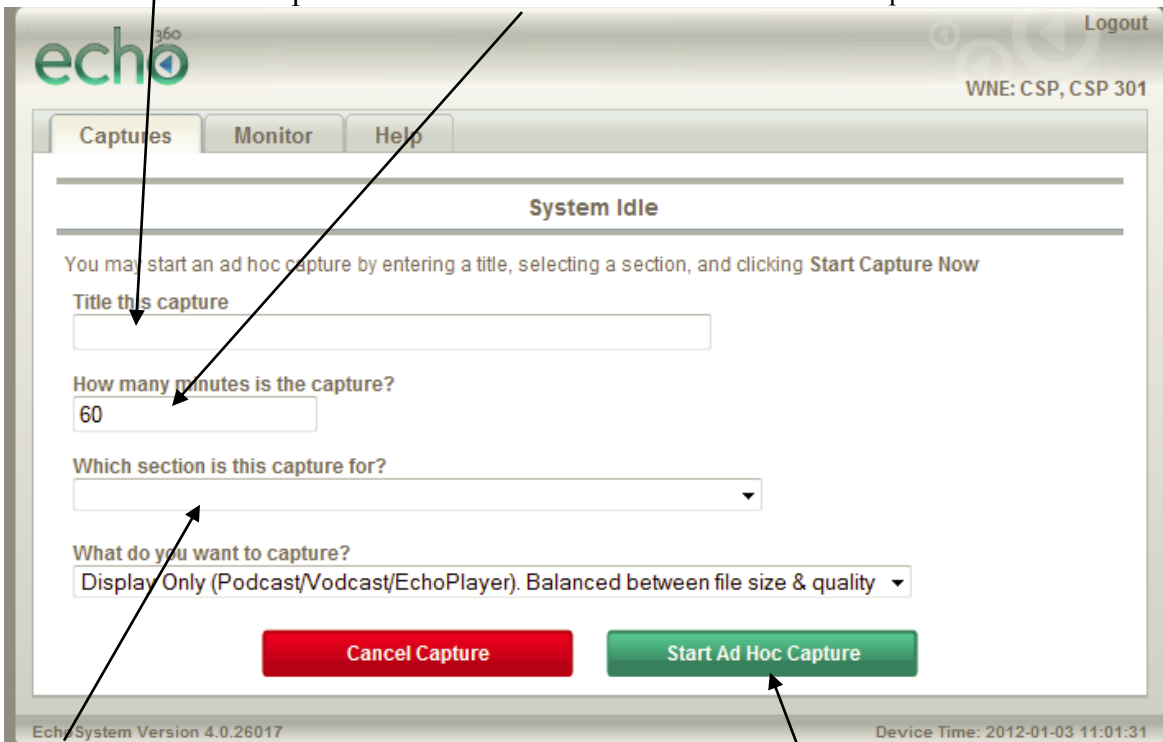


Click on **Captures** tab, and then the **Ad Hoc Capture** button.



Enter a Title for the capture

Enter number of minutes for the capture

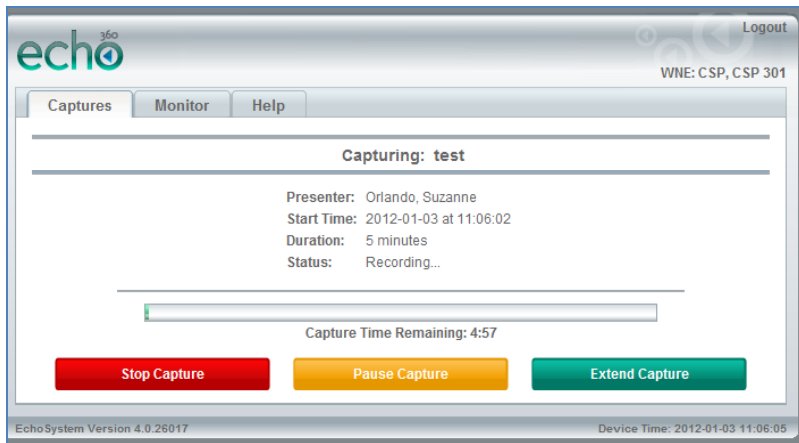


Select the section (i.e. the course).

Click the **Start Ad Hoc Capture** button

The appliance records anything that's projected on the projector that's on your LEFT as you are facing the class (or on the RIGHT projector from the student's perspective.)

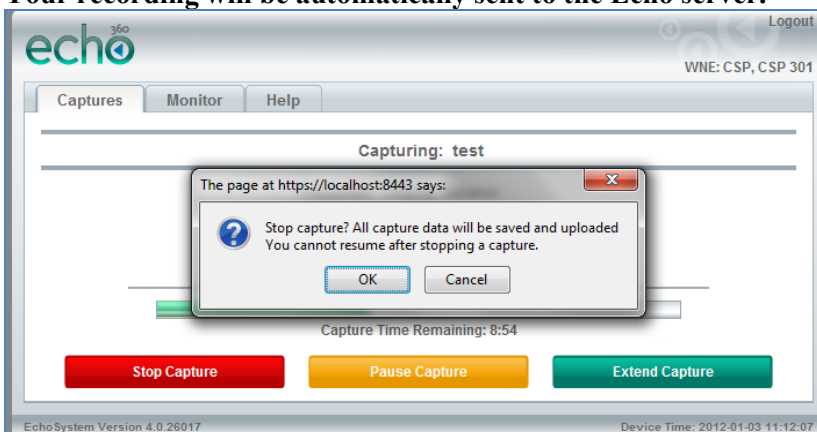
You can PAUSE the capture when you want, then RESUME it again. (Pausing does not stop the timer, so a 60 minute recording ends in 60 minutes whether or not it is paused.) The EXTEND CAPTURE button can be used if you need to record longer than originally expected.



The recording ends when:

- The number of minutes you requested passes, OR
- You click the STOP CAPTURE button.

**Your recording will be automatically sent to the Echo server.**



**If you experience any difficulties with Echo360, please call the Help Desk at ext. 2200 (413-796-2200)**