



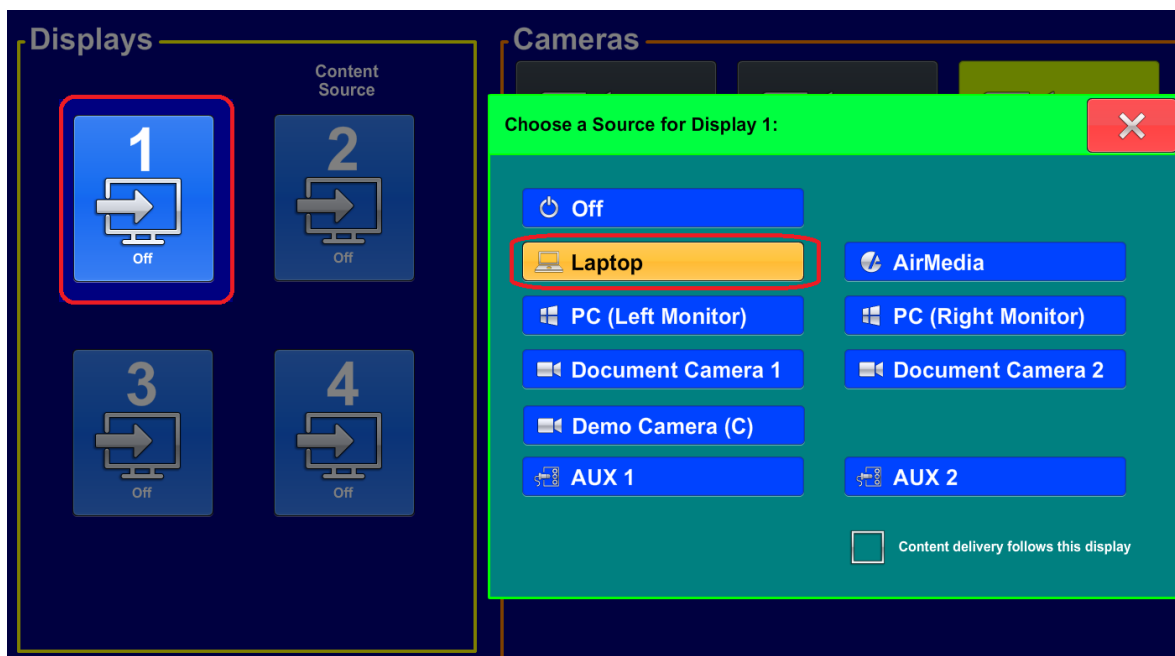
1. Upon arriving in the Classroom – open the instructors AV cabinet by unlocking the door shown above.



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



3. Now find the HDMI Cable in the cord cubby located just below the monitors on the desk in front of you.  
Pull the HDMI cable from the small cubby and then plug the cable into your laptop as shown in the image above.
4. Turn your attention now to the small black touchscreen control panel on the desk just to the left of the keyboard.
5. On the touchscreen panel find and press the Display #1 icon as shown below – then select the option of “Laptop” to send the feed from your laptop to Display #1. Press the red “X” to close the menu.



6. Take the same steps with Display #2 – find the icon as shown below and then set the source for display as “Laptop”.
7. Press the red “X” to close the menu once you’ve made your selection.

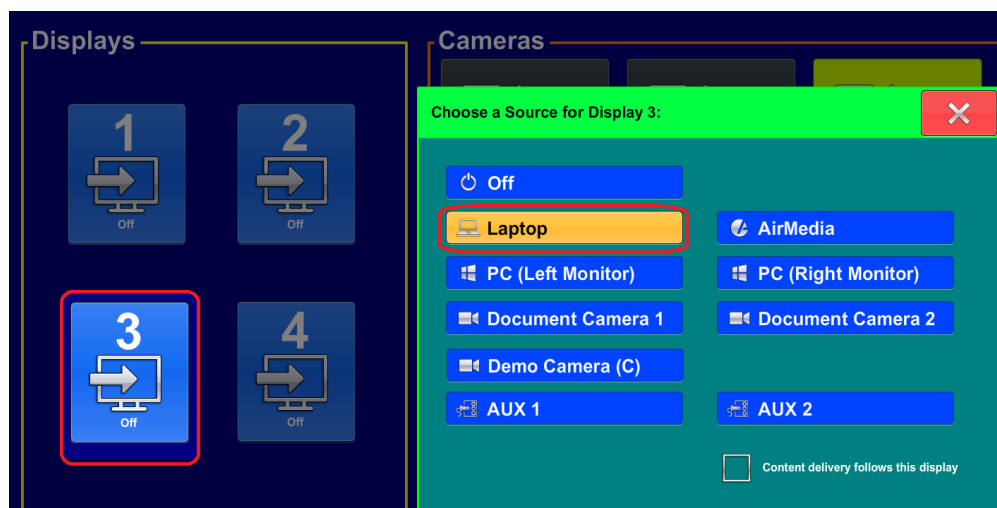
## Checkpoint

Following these steps should provide your audience with a view of the feed from your laptop on both Displays at the front of the room.



8. Follow the same steps to bring the feed from your laptop screen onto Displays #3 and #4 at the back of the classroom.

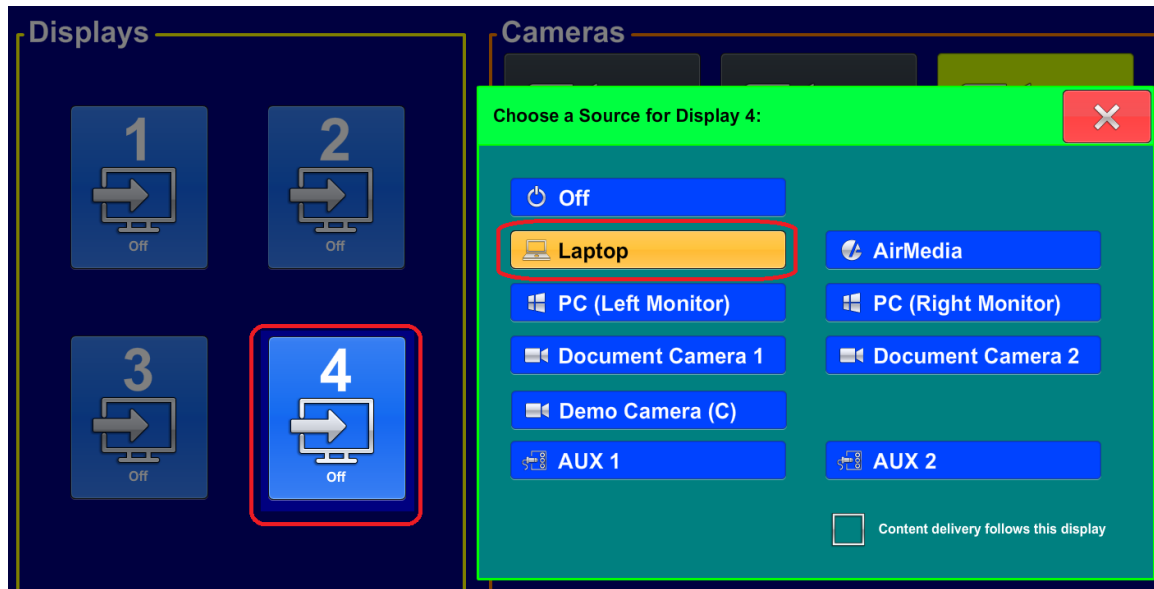
On the touchscreen control panel press the icon for display #3 and then select the option of “Laptop” from the menu.



9. Now repeat the steps one final time for Display #4.

On the touchscreen panel press the icon for Display #4 and then select the option of “Laptop” from the menu of sources.

10. Press the red “X” to close the menu.



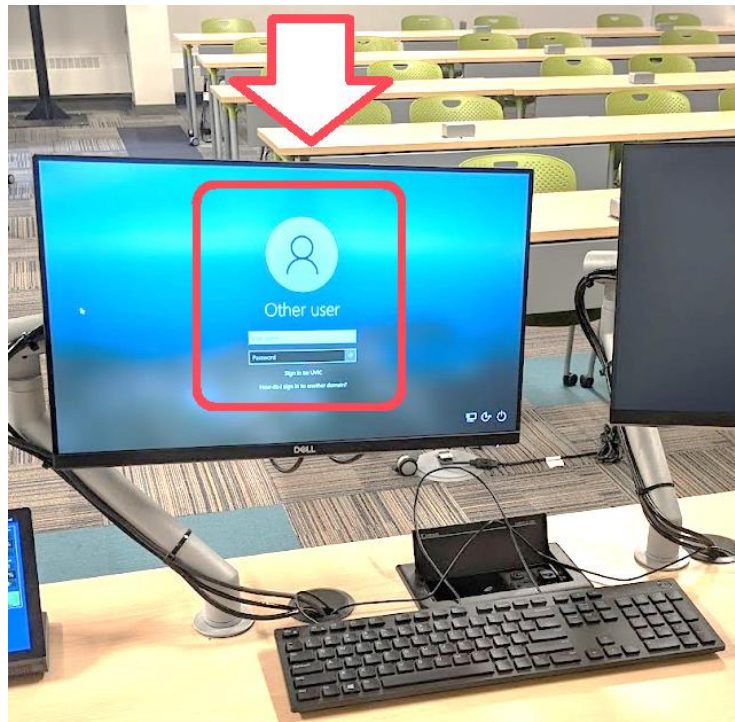
You should now see the feed from your laptop appearing on the two displays located along the rear wall of the classroom.



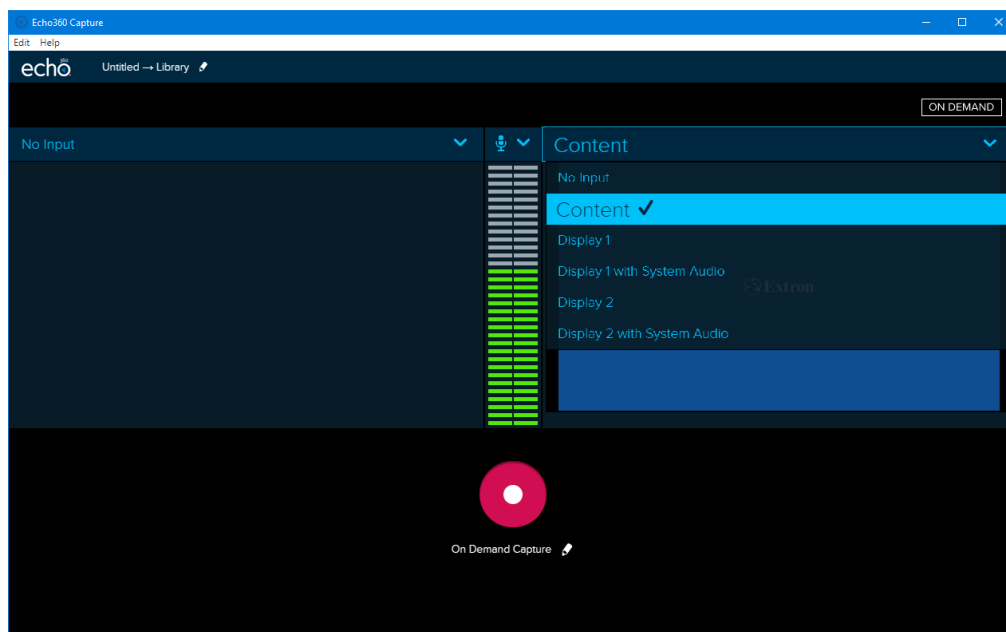


## Setting up Echo360

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

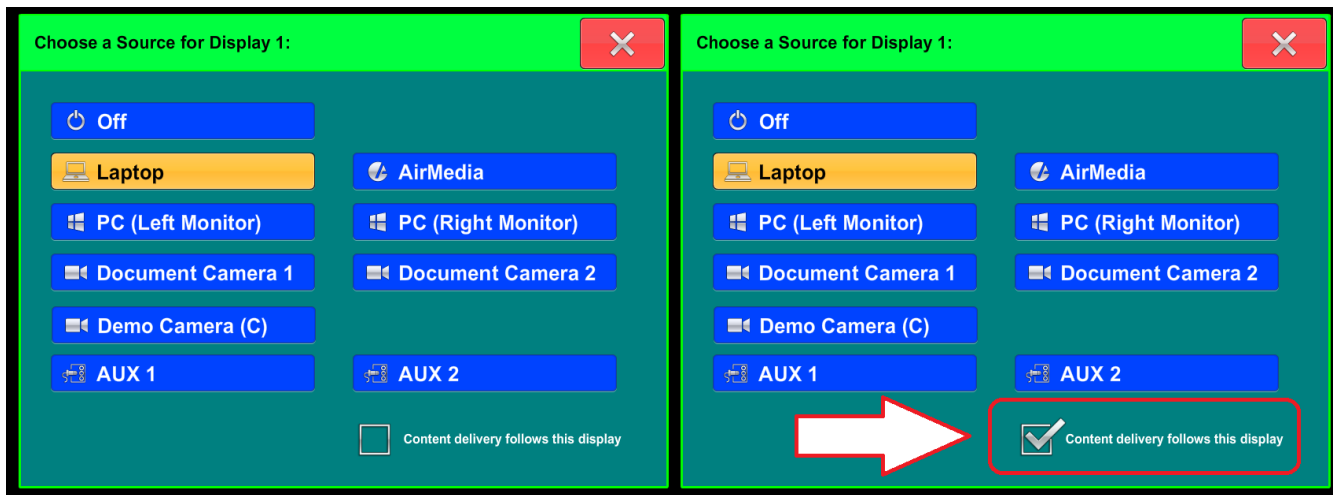


2. Once you've logged into your profile on the computer – open Echo360 and you should a screen that looks similar to the image below. From the drop-down menu select "Content" on one of the two Echo360 panels.



3. Return your attention to the touchscreen control panel.

Select one of the displays that is currently displaying the feed from your Laptop to the room.



4. In the menu – click and place a checkmark in the small checkbox that says “Content delivery follows this display”.

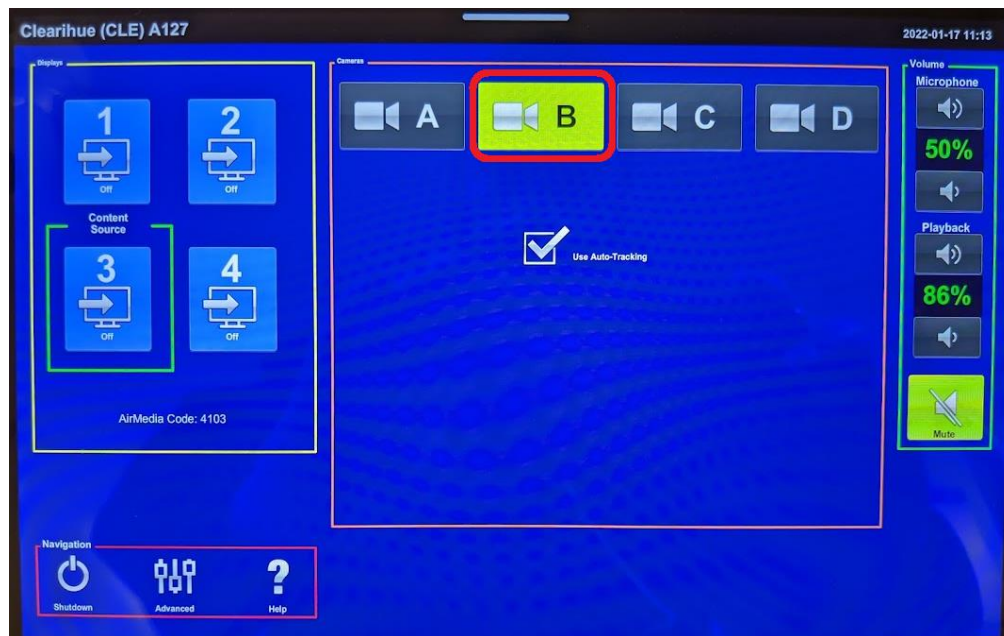
From here the contents of that specific display (your laptop) will be sent to Echo as “Content” and recorded.

## Selecting a Camera for Echo360

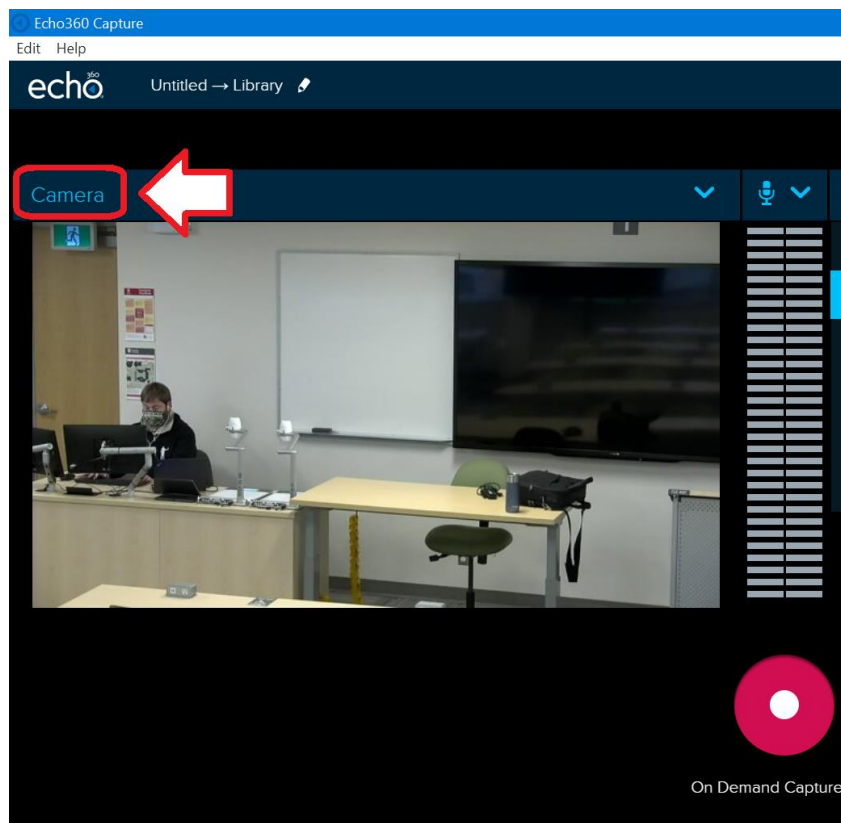
1. Turn your attention back to the touchscreen control panel once again.

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 and is the most commonly used camera. 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.



## Checkpoint

Having now set up and selected your laptop as the source of “Content” and then selecting Camera B as your preferred camera – you should see an image in Echo360 like this that offers both of those sources for recording. Meanwhile, students in your class should see the feed from your laptop on the displays that you have chosen to use.

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

