Echo360 Universal Capture

Recording in your office/home

Centre for Education and Innovation

Echo360 Universal Capture
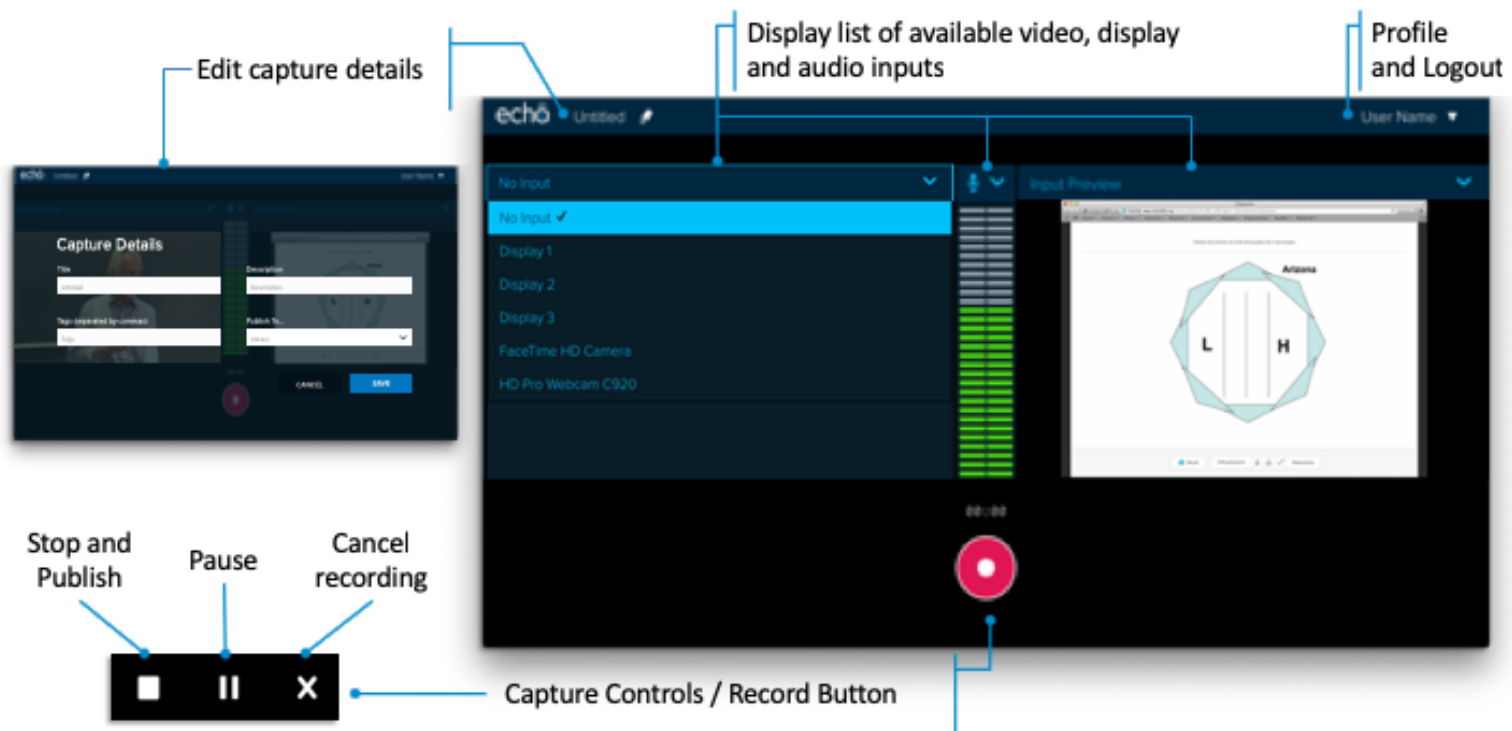
In order to make a recording you will need some basic equipment:

- The Echo360 Universal Capture software
  (available from https://echo360.net.au/downloads choose Universal Capture Personal)
- #Please note this software can be downloaded to use at home
  on either a PC or Mac computer

- Microphone either stand alone or headset.
- A set of headphones
- A webcam if you plan on using your image in the presentation.

- Tip*
- Reboot your computer before starting
- Turn off phone

How do I create a capture? The work flow.

Create your PowerPoint → Start Echo Universal Capture → Narrate the capture → Publish to your section
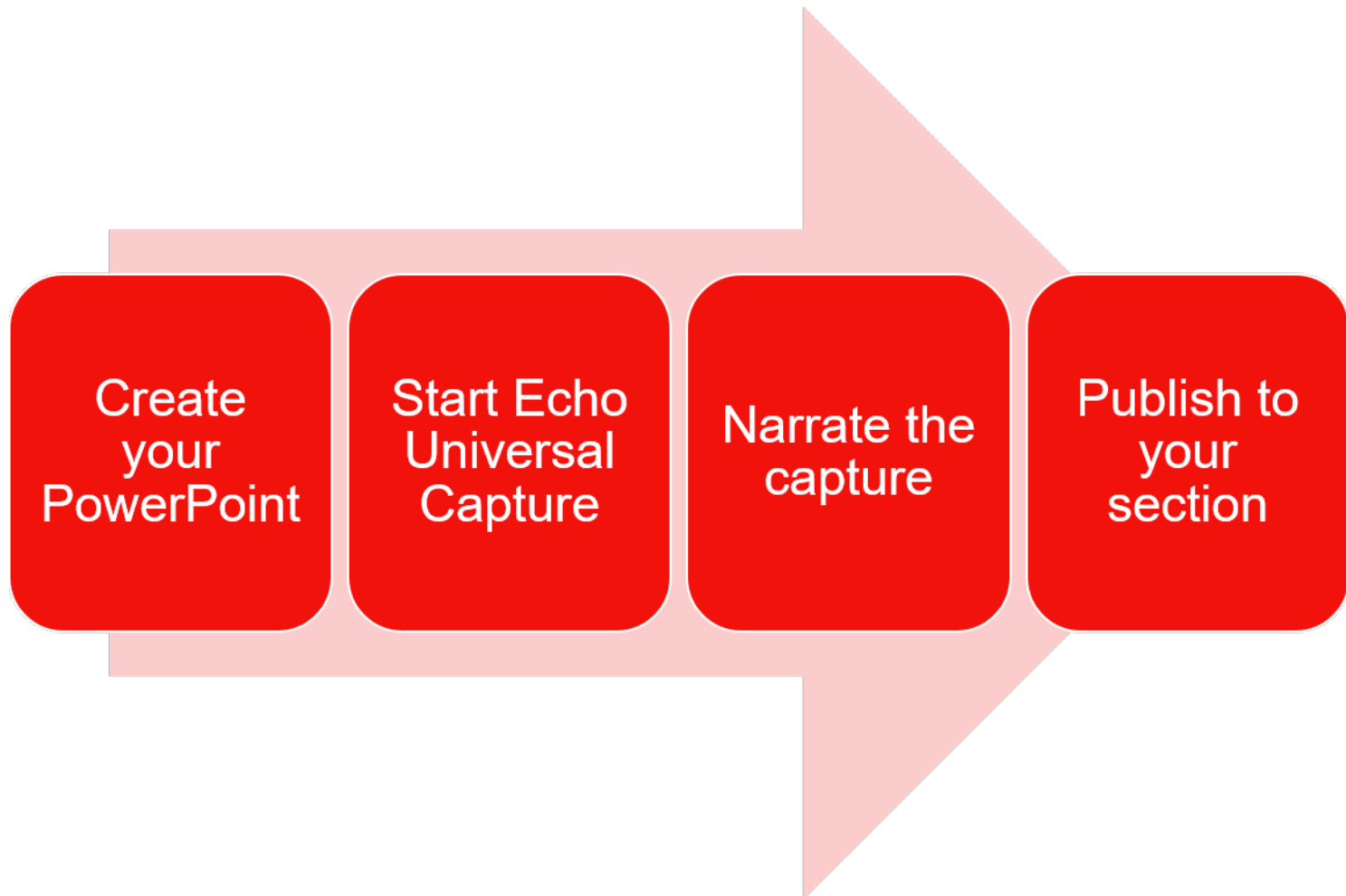
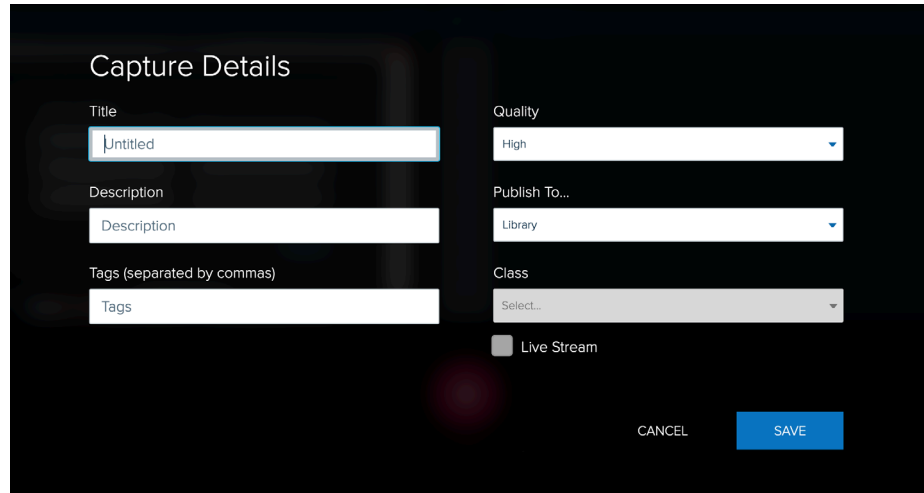# Lets look at Echo360 Universal Capture

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.
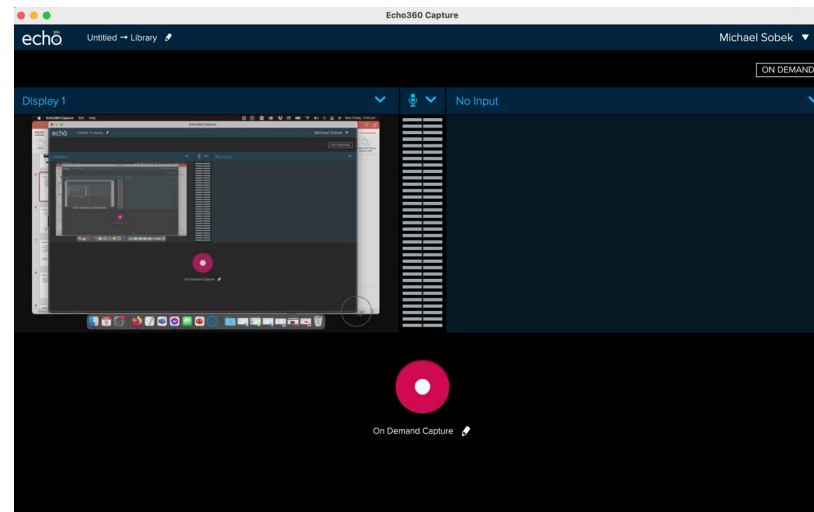
To start a capture continues

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:

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 is my recording?

Once you have finalised your recording and it is uploaded to the cloud, It will appear in your Library and your section if set.
Initially the file will need to process and will have a message telling you the file is processing. Depending on the size of the recording the amount of time it will take to process can be from 10min to 1hr.
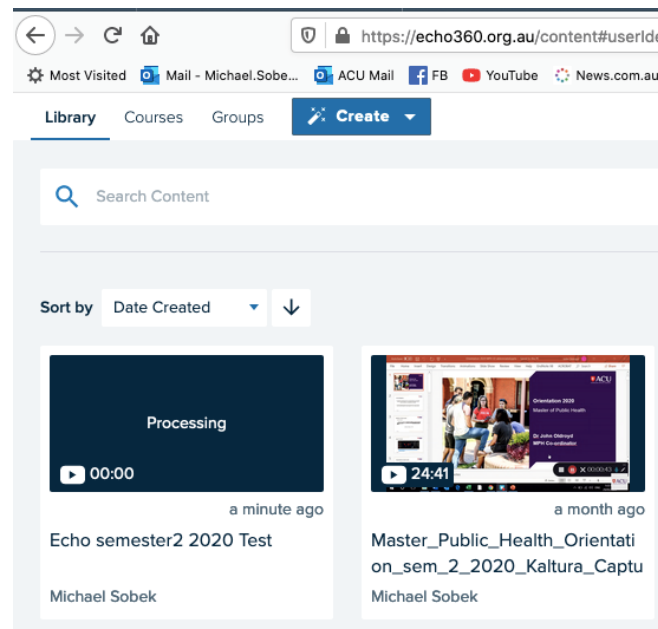
Where to go for help.

Always contact Service Central as your first port of call

ACU Service Central operating times are:
Monday to Friday, 8am - 10pm (Sydney Time)
Weekends and NSW Public Holidays, 9am - 5pm (Sydney Time)
Closed: Good Friday & Christmas
Call Service Central directly from your office or classroom on 7272