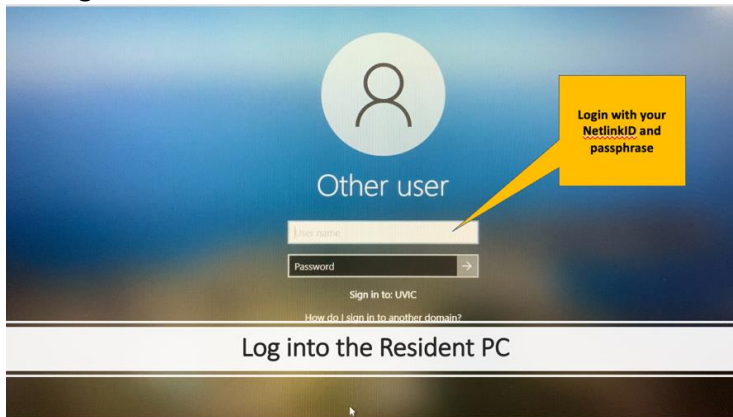




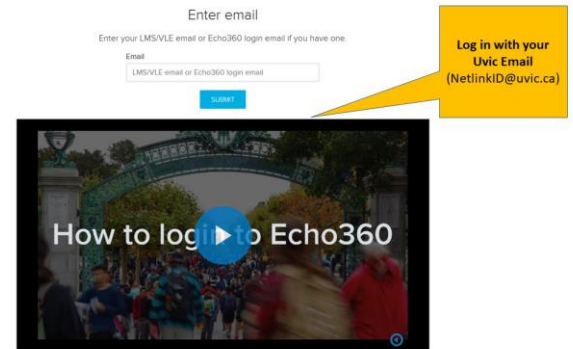
1. Log in to the Resident PC



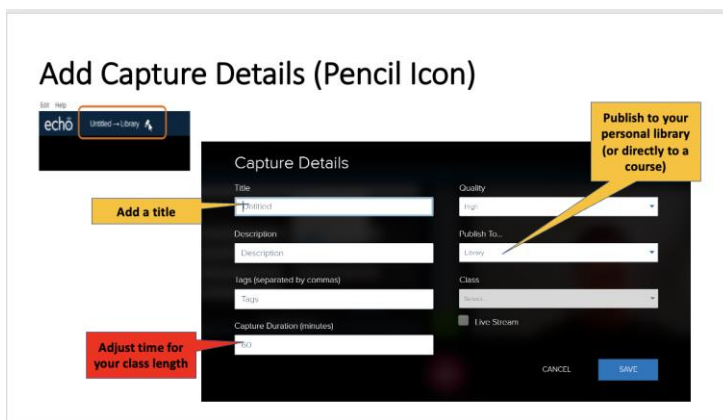
Set up accessories (optional)

- [Find the lapel mic in the AV cabinet](#) **Tip:** the Lapel mic provides better audio quality. If you change the volume levels please make sure to return them.
- If using own device to present content, also connect it to the room system as usual

2. Open Echo360 on the Resident PC Desktop and log in to Echo360 with your UVic email



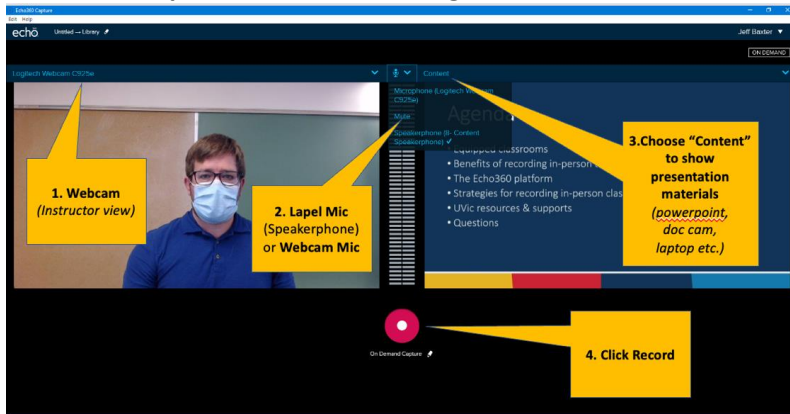
3. Add Capture Details (click the pencil icon)



Tips:

- Adjust the capture time (default is 60 minutes).
- To Livestream or publish directly a course, [you must first add an Echo360 to your Brightspace site.](#)

4. Choose inputs and start recording

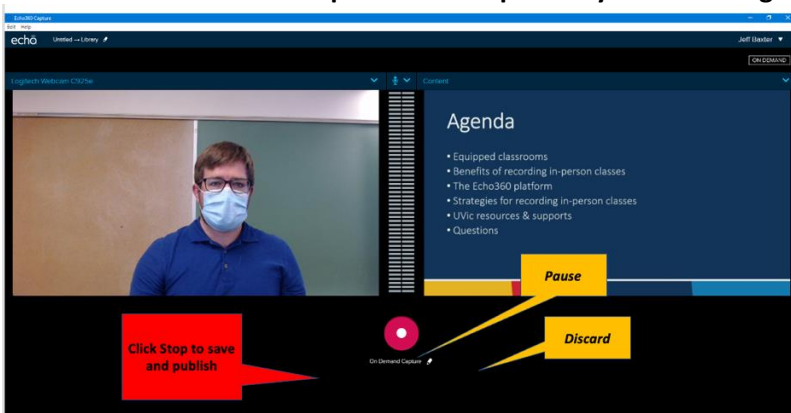


Tips:

- Check to make sure all your inputs are showing correctly and audio levels can be seen moving up and down before clicking record. **Please note:** the lapel mic has a 2nd mute switch under the flip cover.
- If livestreaming, it's best to use 1 visual input (i.e., Content). Your stream may take 2-3 minutes to start.

If the inputs are not selectable, please restart the computer.

5. **IMPORTANT:** Click Stop to save and publish your recording



Get Help!

Are you experiencing AV or technical difficulties in a classroom?

Call the Computer Help Desk:

250-721-7687 ([visit website for hours](#))

Looking for assistance with these steps,

[Get help from LTSI Support](#)

