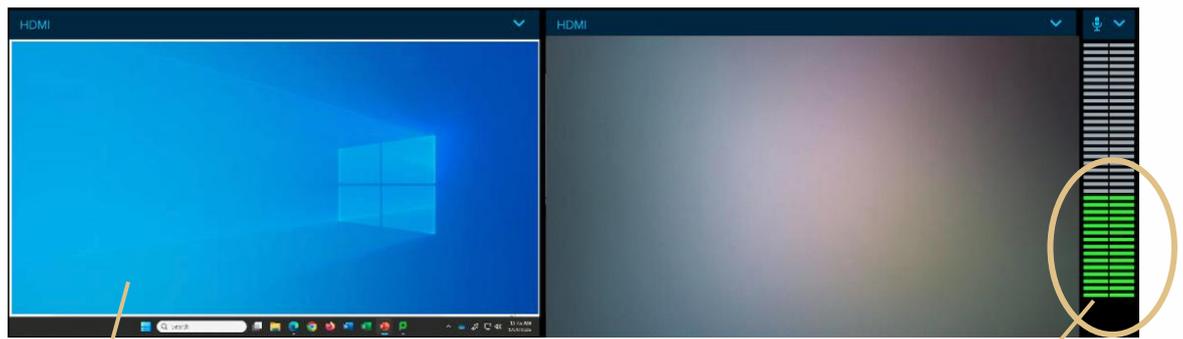




# Teaching in EchoVideo Enabled Rooms

This is a user guide for general self-check guiding users to capture lectures in Echovideo enabled rooms.

1. Log on to the lectern PC with your UID and the password.
2. Launch the Echo icon located in the lectern PC by double clicking on 
3. Once Echo is launched, check that:
  - a. The audio is being captured by referring to the audio bars and speaking into the turned-on microphone.
  - b. The video is displaying properly.



The video screen is displaying the content to be recorded

The green audio bars are bouncing up and down.

4. When the audio bars are bouncing and the video is sharing, this indicates that the video is ready for EchoVideo to capture.

(\*\*Note: if this screen is blank/black/shows  , please log a ticket with screenshot with ITS, and/or call +612 6125 4321, option 1 and option 1 for assistance)

5. If you have a scheduled recording upcoming, you can leave the setting as it is and the scheduled recording will take place at the scheduled time.