Switch on the lectern PC, double click the Echo360 Software Capture Icon
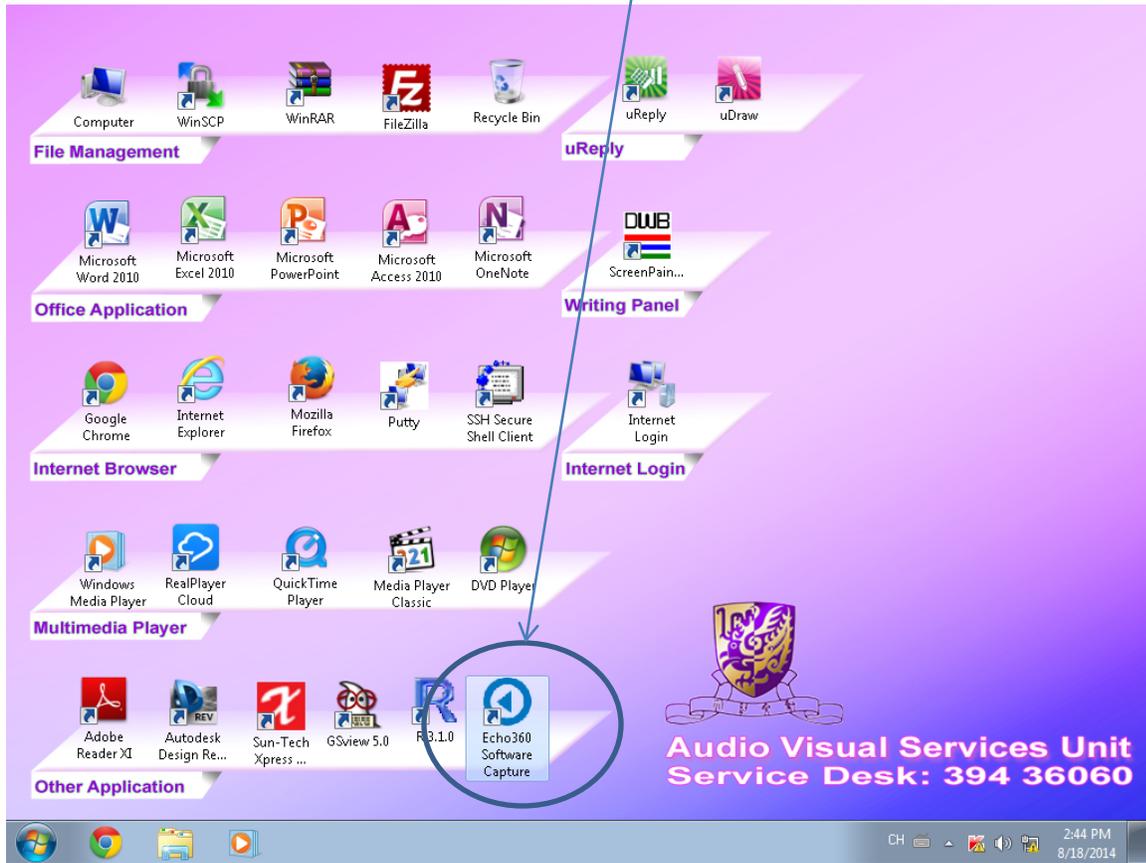
Make sure that you have to use wired/wireless microphone for the lecture recording. If you cannot find a wired microphone in your class, you have to connect a wired microphone by yourself or you can use the wireless microphone during the lecture. Press the Record button to start recording.
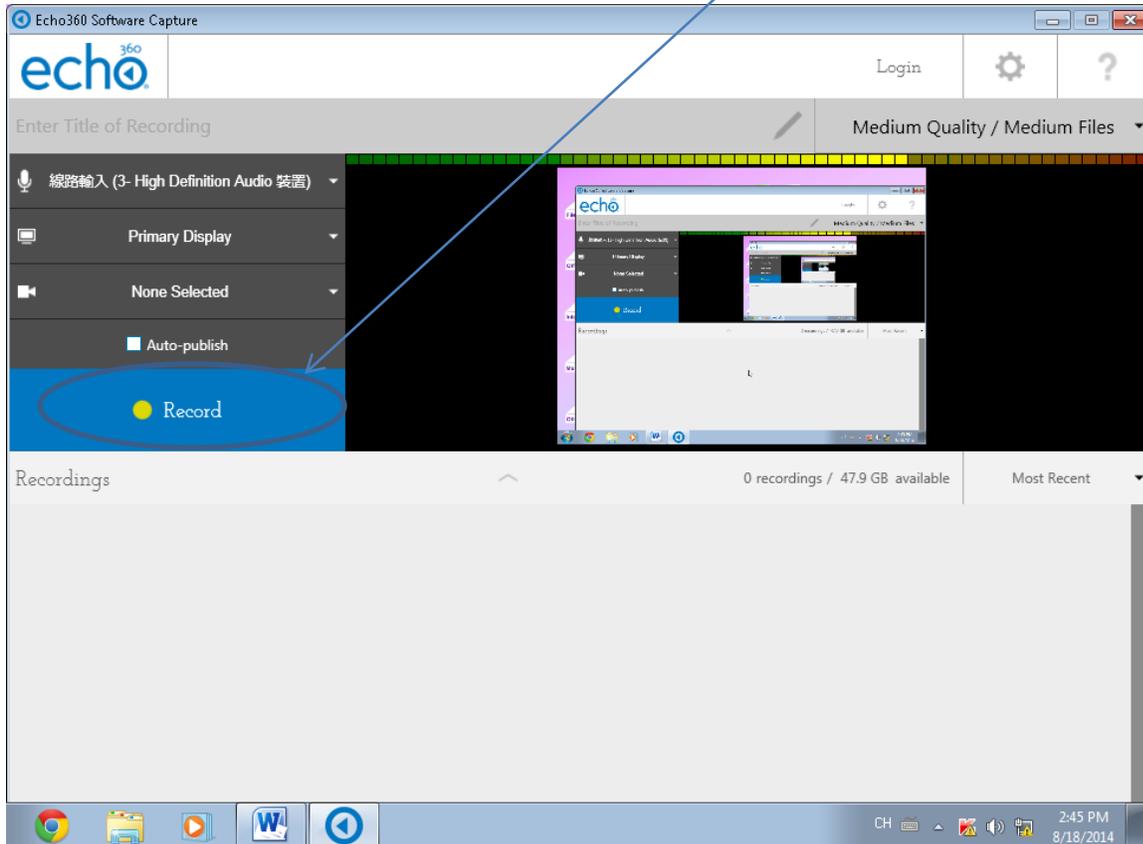
During the recording, the recording icon is minimized. If you need to Pause or Stop the recording, you have to click the minimized icon.

When you have finished recording, click the Stop button
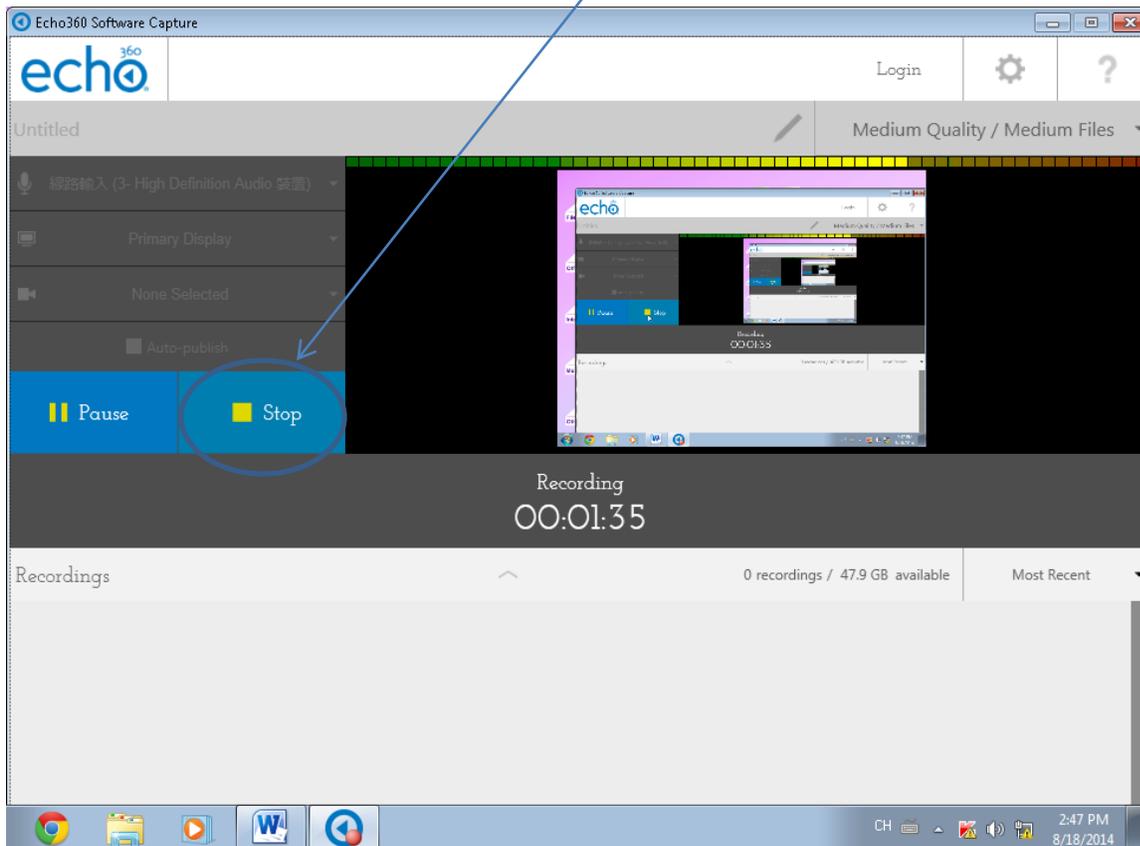
The recording content is now saved in the PC.
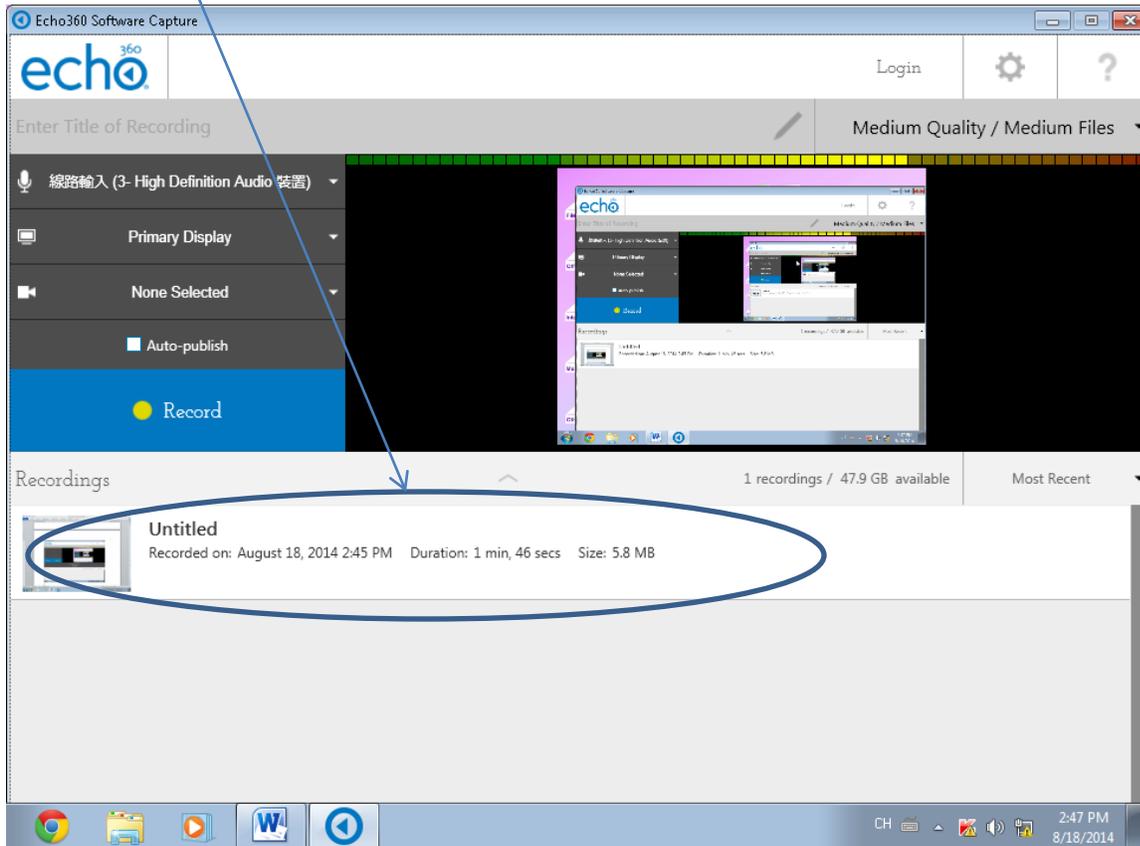
To publish the recording, click the Publish button
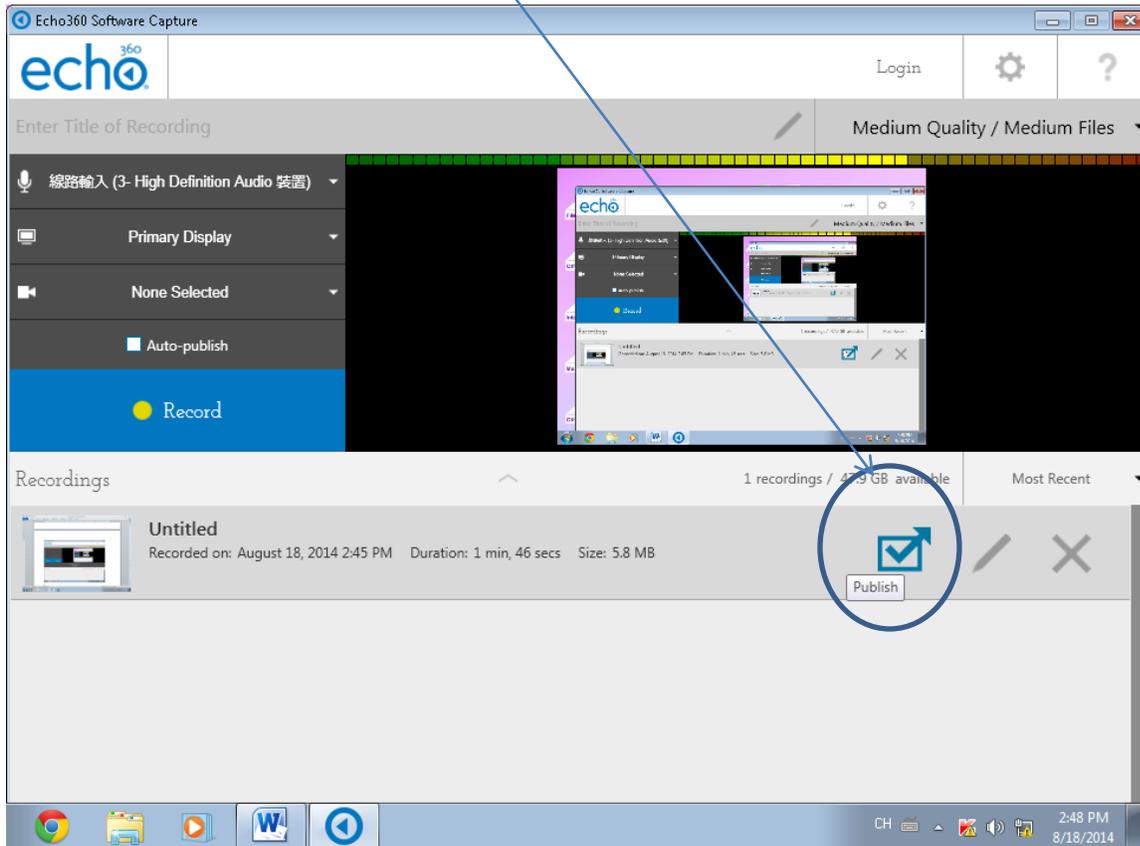
Input your staff id, CWEM password and click Login button
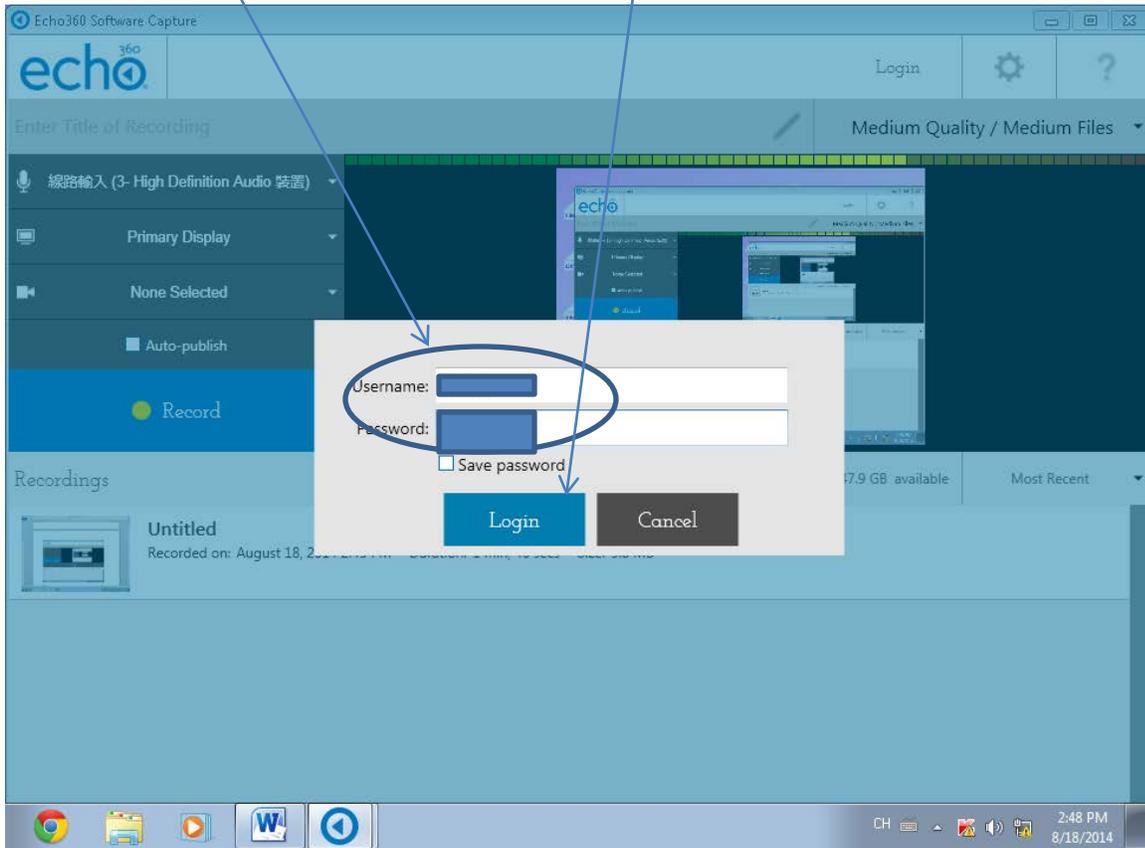
Fill in the Title, select course and then click the Publish button
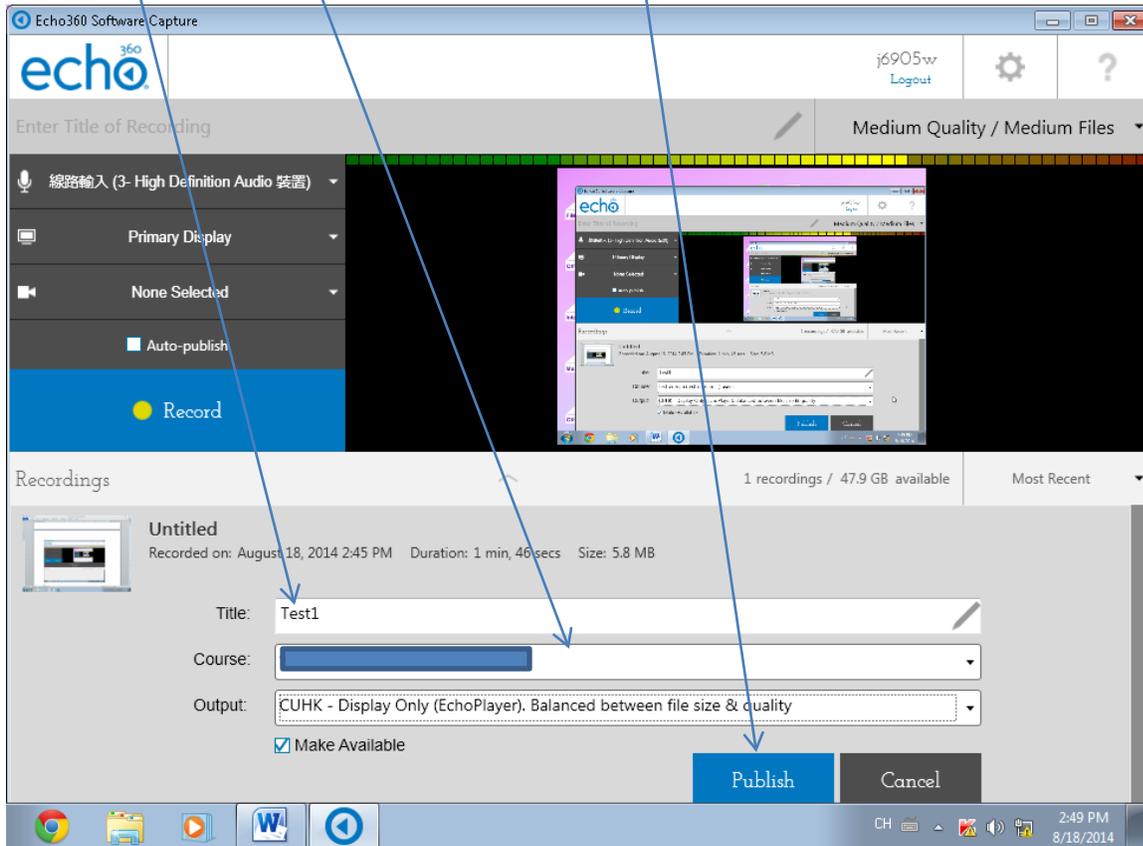
The initial status is "Queued"
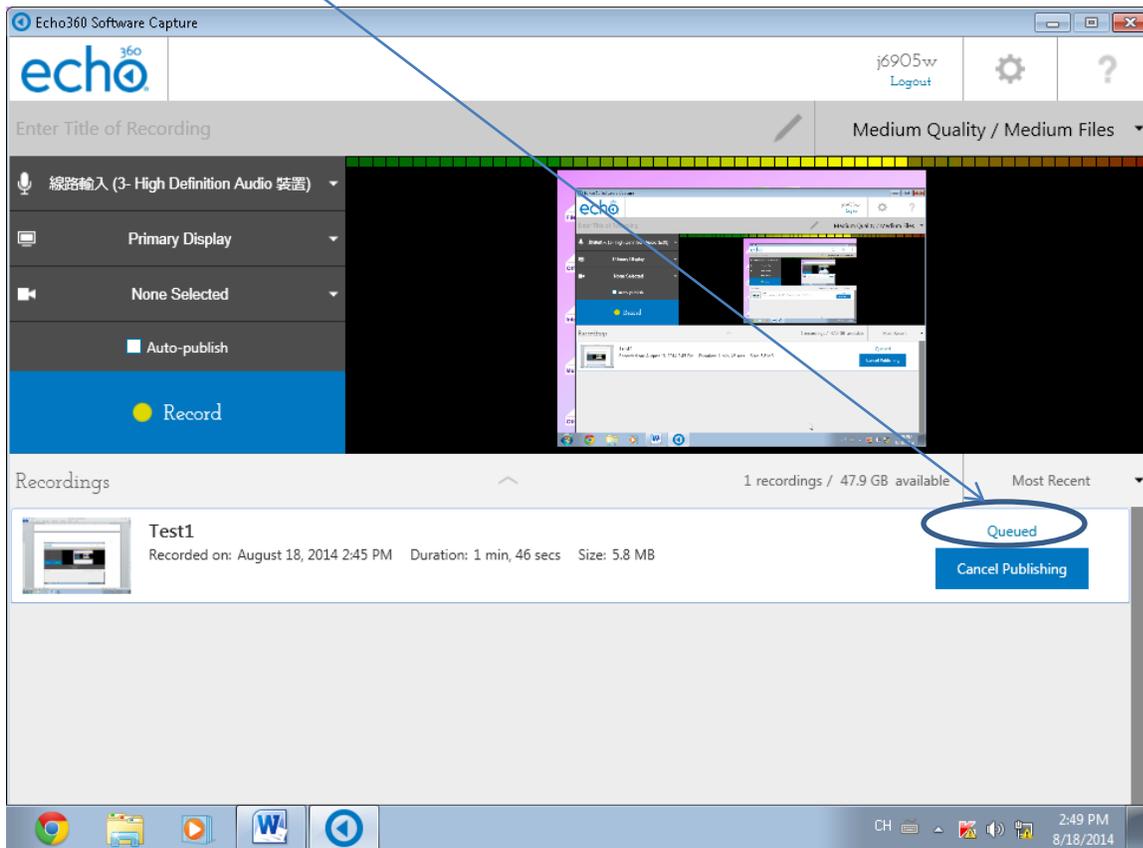
It will start uploading in a few minutes
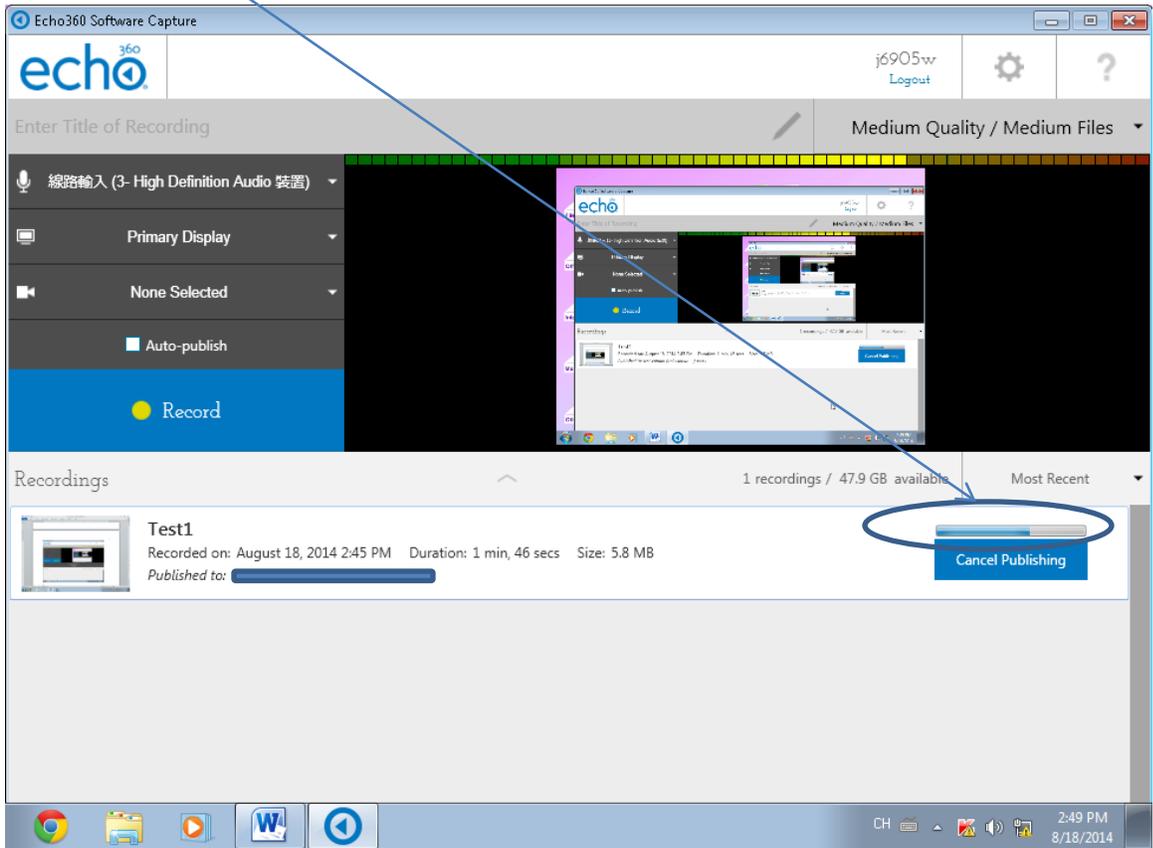
When the upload is completed, you should see the uploaded information.
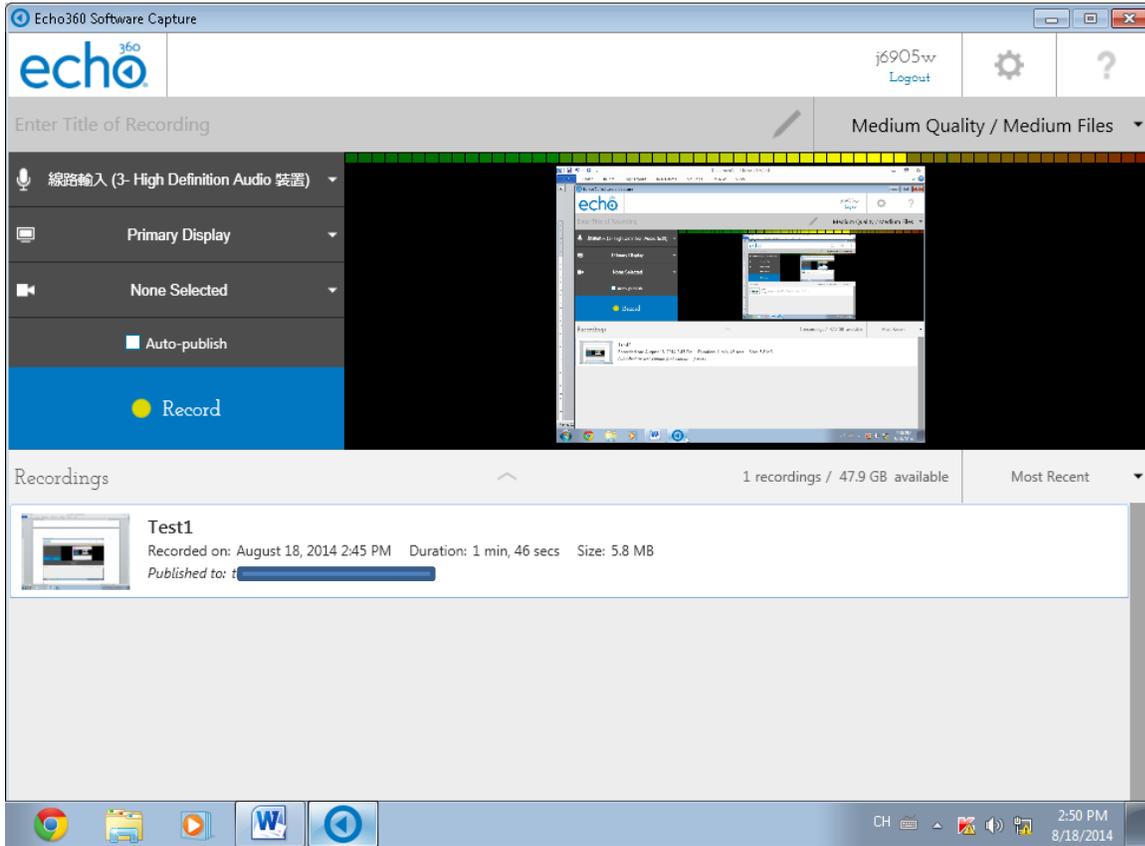
After uploading is completed, you should delete the content before leaving the classroom. Press the Delete button to delete the recording.
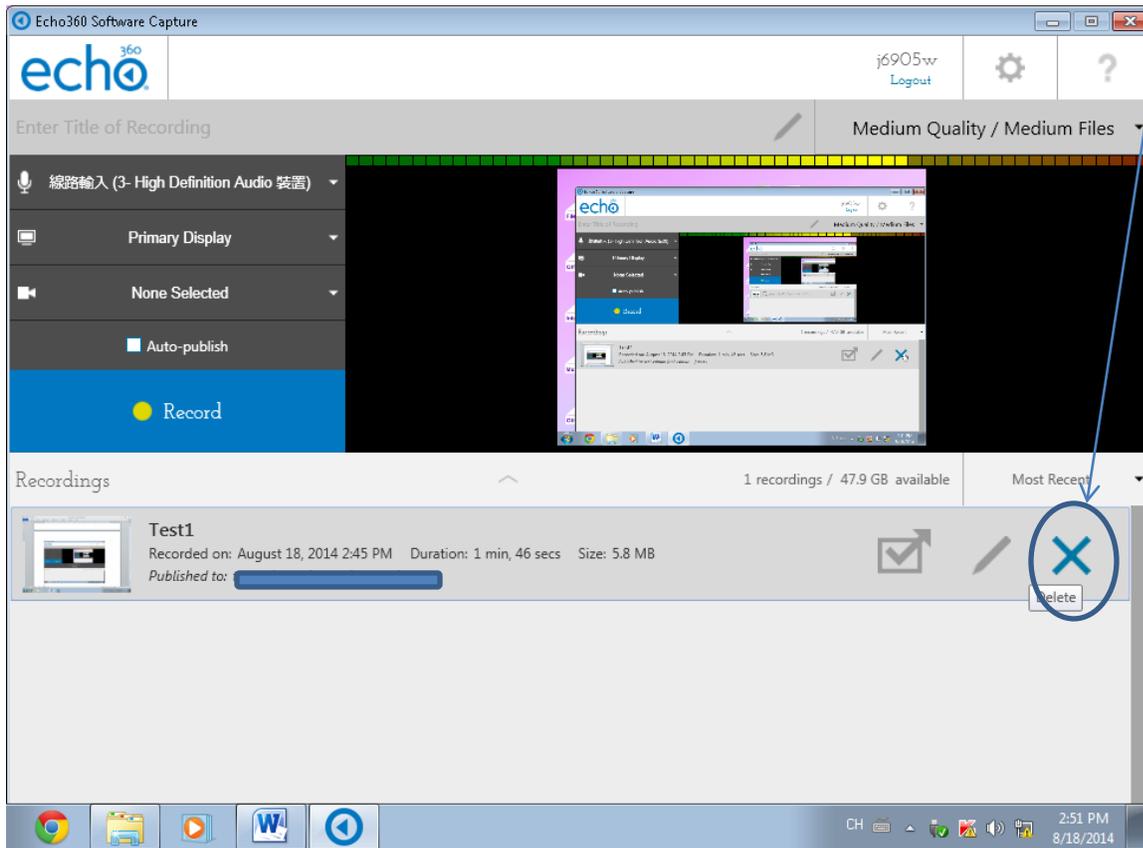
Click OK button to confirm the deletion
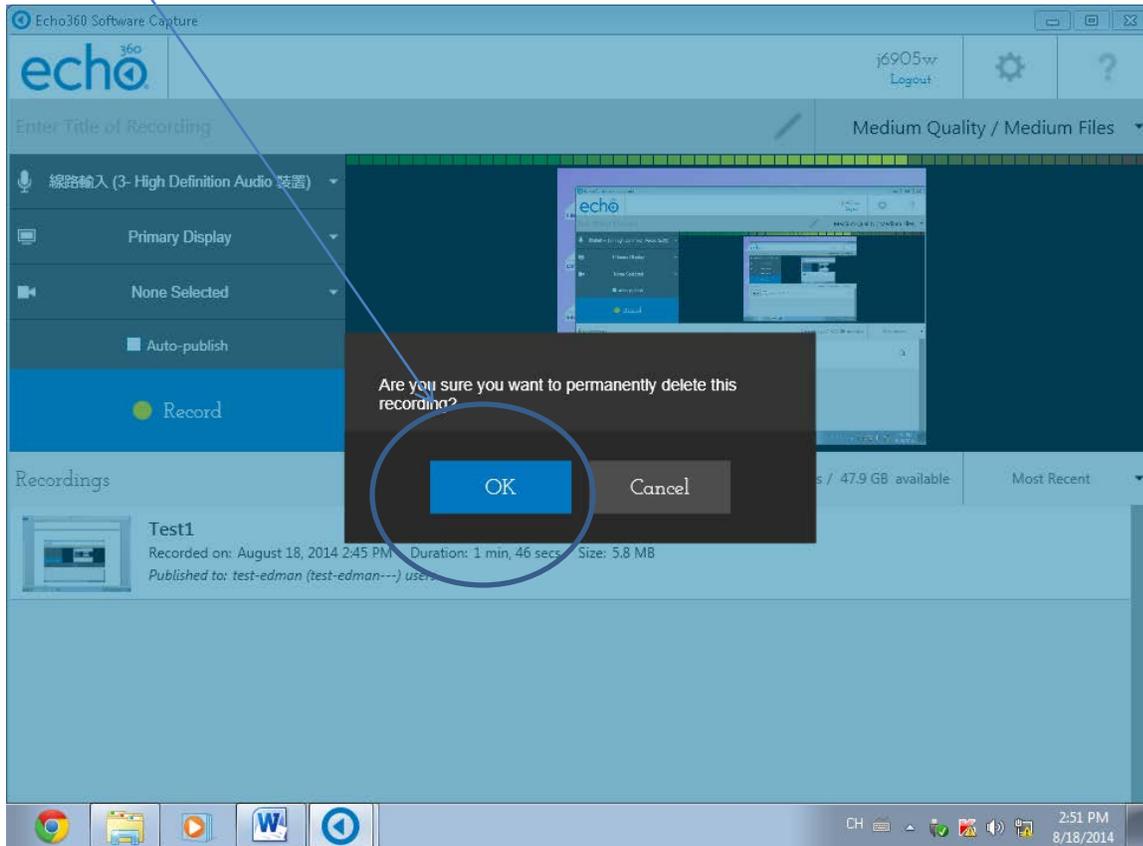
The recording content is now deleted.
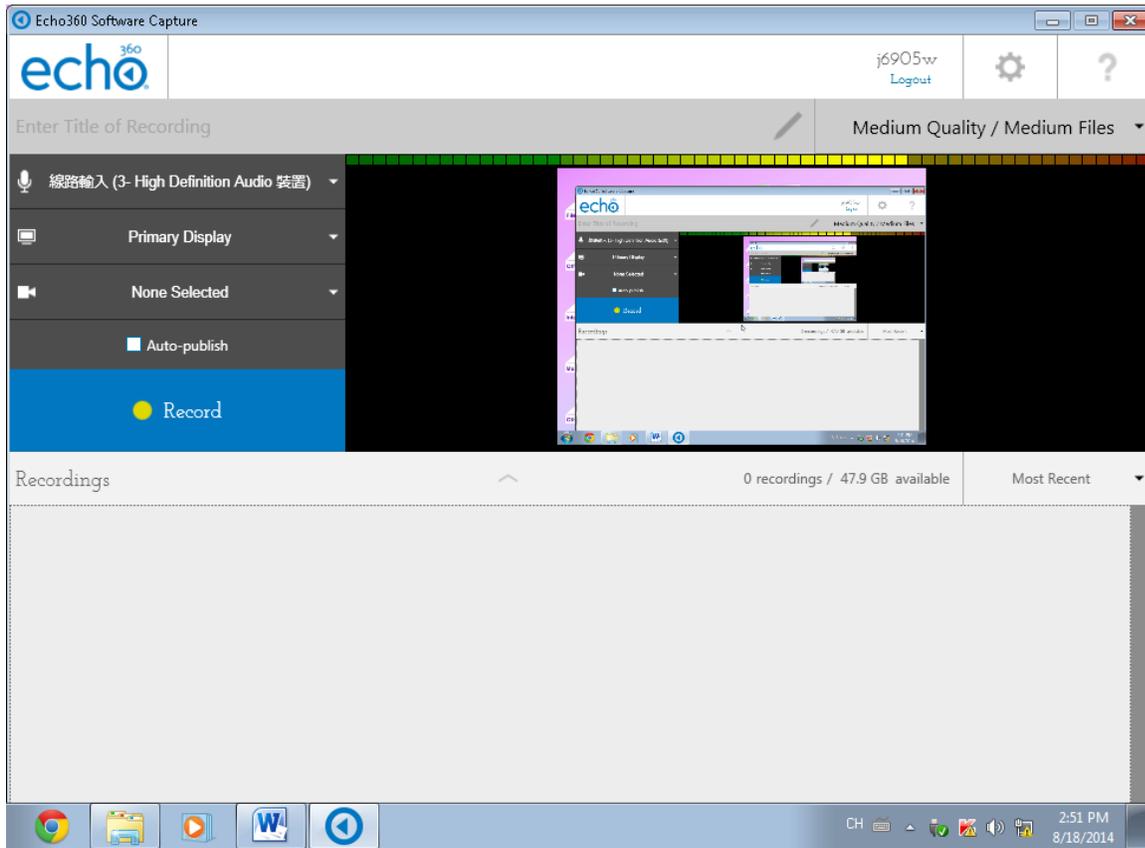
In case you cannot upload the recording in class, you can copy the whole folder (d:\Echo360) to your USB or external hard disk device and then upload it again in your office. If you have any question about recording, remember to back up the recording content and submit your problem to ITSC through the ITSC Help Desk System (https://servicedesk.itsc.cuhk.edu.hk/)