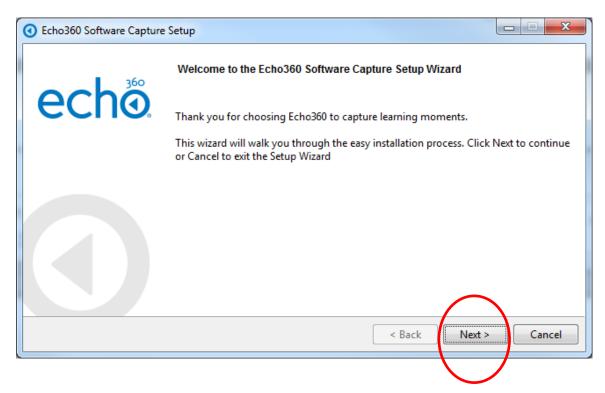
## A. Procedures to download and install the software

Login to ESS server with the link <u>https://ess.itsc.cuhk.edu.hk:8443</u> and then download the program for installation.

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Click the downloaded program for installation and click the Next button



Check the "I accept the agreement" and click the Next button

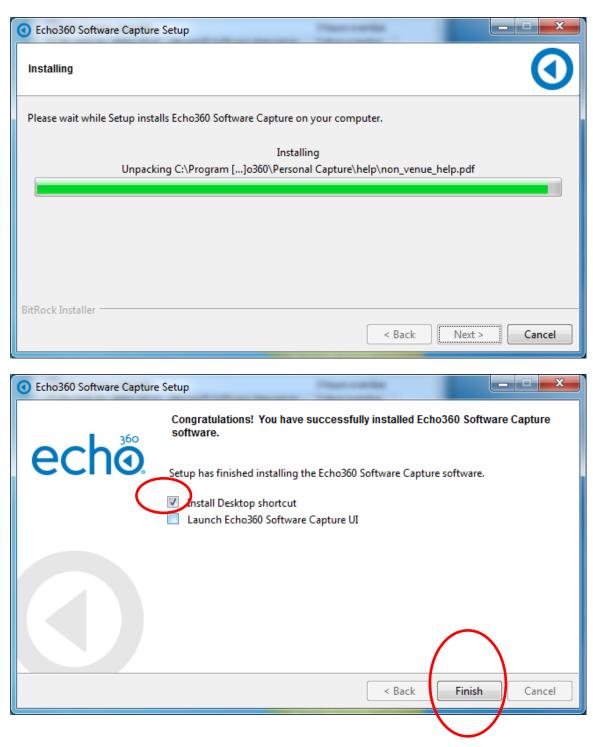
C Echo360 Software Capture Setup	X
License Agreement	
Please read the following License Agreement. You must accept the terms of this agreement the installation.	before continuing with
ECH0360 END USER LICENSE AGREEMENT PLEASE READ CAREFULLY BEFORE USING SOFTWARE AND SERVICES. IN CONSIDERATION and exchange of the mutual covenants of the Parties of and the mutual benefits to be received under this Agreement, the Parti follows:	
THE PARTIES By accepting this Terms of Use Agreement (the "Agreement"), either by indicating your acceptance or by executing an order form that reference	
Do you accept this license?	
I do not accept the agreement	
BitRock Installer	
< Back	Next > Cancel
Echo360 Software Capture Setup	
Echo360 Software Capture Setup  License Agreement	
License Agreement Please read the following License Agreement. You must accept the terms of this agreement	before continuing with
License Agreement Please read the following License Agreement. You must accept the terms of this agreement the installation. ECH0360 END USER LICENSE AGREEMENT PLEASE READ CAREFULLY BEFORE USING SOFTWARE AND SERVICES. IN CONSIDERATION and exchange of the mutual covenants of the Parties of and the mutual benefits to be received under this Agreement, the Partie	before continuing with
License Agreement Please read the following License Agreement. You must accept the terms of this agreement the installation. ECH0360 END USER LICENSE AGREEMENT PLEASE READ CAREFULLY BEFORE USING SOFTWARE AND SERVICES. IN CONSIDERATION and exchange of the mutual covenants of the Parties of and the mutual benefits to be received under this Agreement, the Partie follows: THE PARTIES By accepting this Terms of Use Agreement (the "Agreement"), either by indicating your acceptance or by executing an order form that reference Do you accept this license:	before continuing with
License Agreement  Please read the following License Agreement. You must accept the terms of this agreement the installation.  ECH0360 END USER LICENSE AGREEMENT PLEASE READ CAREFULLY BEFORE USING SOFTWARE AND SERVICES. IN CONSIDERATION and exchange of the mutual covenants of the Parties of and the mutual benefits to be received under this Agreement, the Partie follows: THE PARTIES By accepting this Terms of Use Agreement (the "Agreement"), either by indicating your acceptance or by executing an order form that reference. Do you accept this license:	before continuing with

Click the Personal Capture and then click the Next button

Echo360 Software Capture Setup	-	_ <b>_ x</b>
Select Application Mode		0
Please select in which setting you intend to use this application:		
Personal Capture - In-field capture; Recordings may be edit	ed and published on dem	and.
Classroom Capture - In-venue, fixed deployment; Recording	g may be scheduled via th	e EchoSystem Server.
BitRock Installer		
Dirvock installer	< Back	Next > Cancel
Echo360 Software Capture Setup		
Select Application Mode		$\bigcirc$
Please select in which setting you intend to use this application:		
ersonal Capture - In-field capture; Recordings may be edit	ed and published on dem	and.
Classroom Capture - In-venue, fixed deployment; Recording	g may be scheduled via th	e EchoSystem Server.
		$\frown$
BitRock Installer	< Back	Next > Cancel

Set the Data Directory to D:\Echo360\PersonalCapture and the click the Next button

Echo360 Software Capture Setup	
Installation and Configuration	$\bigcirc$
Please specify the directory where Echo360 Software Copture will be installed	ed.
Installation Directory: C:\Program Files\Echo360\Person;	
Required Disk Space: 24734 KB Available Disk Space: 35 GB	
Please specify the directory where your data files will be stored.	
Data Directory: D:\Echo360\PersonalCapture	
	$\frown$
BitRock Installer	()
	< Back Next > Cancel
Echo360 Software Capture Setup	_ <b>_ _ X</b>
Ready to Install	$\bigcirc$
Setup is now ready to install Echo360 Software Capture. Please confirm the	following:
Installation Directory: C:\Program Files\Echo360\Personal Capture	
Data Directory: D:\Echo360\PersonalCapture	
PitPo els Testallas	$\frown$
BitRock Installer	< Back Next > Cancel



Click the "Install Desktop shortcut" checkbox and then click the Finish Button

# **B.** Test of network connection.

Click the Settings button		$\frown$
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Enter Title of Recording	High Qualit	v / Larger Files 🔹
<u>ب</u> -		
📮 Primary Display 👻		
None Selected +		
Auto-publish		
Record		
Recordings	3 recordings / 128.4 GB available	Most Recent 🔹
Video+PP+Computer Screen 2           Recorded on:         Duration: 220 mins, 38 secs         Size: 3.3 GB		
Video+PP+Computer Screen 2 hours Recorded on: Duration: 120 mins, 50 secs Size: 1.8 GB		
Video+PP+Computer Screen 1 hour           Recorded on:         Duration: 62 mins         Size: 940.9 MB		
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Click the Echo360 Software Capture icon on the desktop to startup the program

To test the connection, click the wheel icon besides the Login button and click the "Test Connection"

Echo360 Software Ca	apture					
echõ				Login	¢	?
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				Browse		
		Done	Cancel			
V.5.4.40209				© 2013 Echo360, Inc. All rig	ghts reserved.	Privacy Policy

If the "Test Connection" is successful, a "check" mark should be displayed besides the button.

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ESS	S URL https://ess.itsc.cuhk.edu.hk:844	3/ess/	Test Connection	
Storage Loca	ation D:\Echo360\Client\Recordings		Browse	
	Done	Cancel		
V.5.4.40209			© 2013 Echo360, Inc. All rights reserve	d. Privacy Policy

# C. To change the recording quality

Echo360 Software Capture echõ 2 High Quality / Larger Files High Quality / Larger Files 🚽 Desktop Microphone (Studio - Microsoft Li Medium Quality / Medium Files Low Quality / Smaller Files Primary Display None Selected 🗸 Auto-publish 😑 Record Recordings 3 recordings / 128.4 GB available Most Recent Video+PP+Computer Screen 2 Recorded on: Duration: 220 mins, 38 secs Size: 3.3 GB 6 19 14 Video+PP+Computer Screen 2 hours Recorded on: Duration: 120 mins, 50 secs Size: 1.8 GB Video+PP+Computer Screen 1 hour Recorded on: Duration: 62 mins Size: 940.9 MB 19.69 V.5.4.40209 © 2013 Echo360, Inc. All rights reserved. Privacy Policy

To select the recording quality, select the "High Quality / Large Files" dropdown box

## D. To change the recording settings

### Select Input for Recording

Software Capture allows you to record up to three inputs, as follows: **Audio only (A)** - capturing only audio input. This generates an MP3 file for students to listen to.

Audio and Video (A/V) - capturing sound and video input from the built in or USB-connected video camera.

Audio and Display (A/D) - capturing sound and whatever is shown on the computer screen.

Audio, Display, and Video (A/D/V) - capturing sound, the display on the computer screen, and video input.

Audio and Dual Video (A/V/V) - capturing sound and the input from two different video sources.

#### Note the following about Audio input:

You cannot choose **None Selected** for audio input; audio is always captured.

You can use the internal microphone, an externally attached microphone, or a microphone on an externally attached camera if there is one.

You MUST have at least one audio input. Software capture will not allow you to record without audio.

	C Echo360 Softwa	re Capture						x
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	-	None Selected			e Akken og be			
		Auto-publish						
		– Record			$\sim$	10.00000000000000000000000000000000000		
	Recordings		^		5 recordings / 12	3.3 GB available	Most Recent	•
		Test2 Recorded on: May 19, 2014 11	:51 AM Duration: 47 secs	Size: 13.3 MB				
		Test1 Recorded on: May 19, 2014 11 Published to: test-edman (test-		secs Size: 15.6 MB				
		Video+PP+Computer Recorded on: Duration: 22	Screen 2 0 mins, 38 secs Size: 3.3 G	B				
		Video+PP+Computer	Screen 2 hours					
	V.5.4.40209				© 2013	Echo360, Inc. All rig	hts reserved. Privacy	y Policy

# E. Recording with auto-publish on

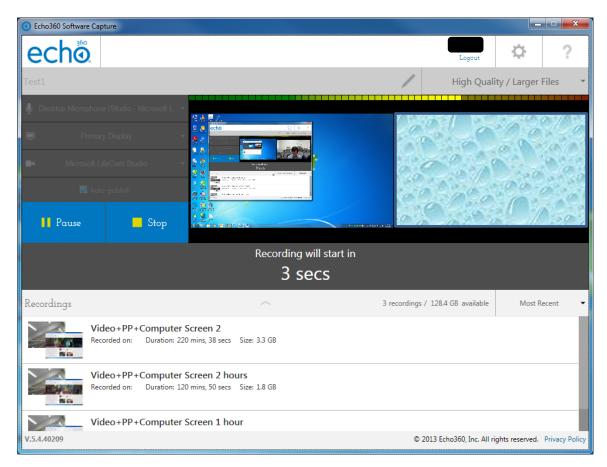
Echo360 Software Capture			
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Desktop Microphone (Studio - Microsoft L Primary Display None Selected Matter publish Username: Password:			
Recordings Video + PP + Comput Recorded on: Duration	28.4 GB available	Most R	ecent 🔻
Video+PP+Computer Screen 2 hours Recorded on: Duration: 120 mins, 50 secs Size: 1.8 GB			
Video + PP + Computer Screen 1 hour Recorded on: Duration: 62 mins Size: 940.9 MB			
V.5.4.40209 © 2	013 Echo360, Inc. All r	ights reserved.	Privacy Policy

If you have selected Auto-publish, you have to login with staff id and CWEM password

Type in the title name, select course title, output format and select the "Make Available" checkbox before clicking the Record button

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•	P		Before recording,	please provide	the following			
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Recordings	Output:	Display O	only (Podcast/Vodcast/Ec	hoPlayer). Balanced b	etween file size & (	quality	▼ lost F	lecent 🔹
		🗹 Make A	wailable		Record	Cancel		
	Video+PP+Co Recorded on: [		creen 2 hours mins, 50 secs Size: 1.8 GB					
	Video+PP+Co Recorded on: [		creen 1 hour nins Size: 940.9 MB					
V.5.4.40209					© :	2013 Echo360, Inc. All ri	ghts reserved.	Privacy Policy

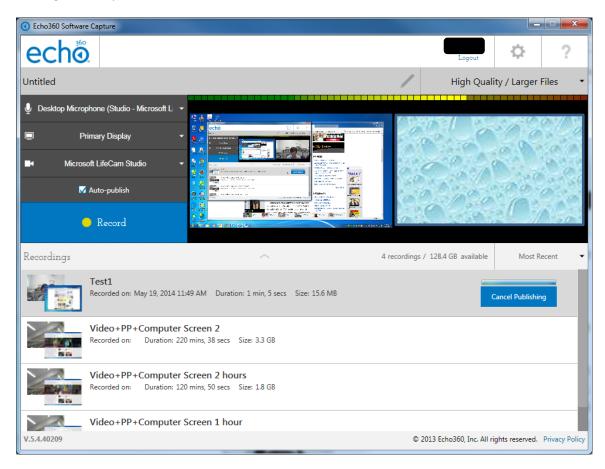
When you click the "Record" button, the recording will start in 5 secs and the program icon will turn to red color and minimize in the task bar.



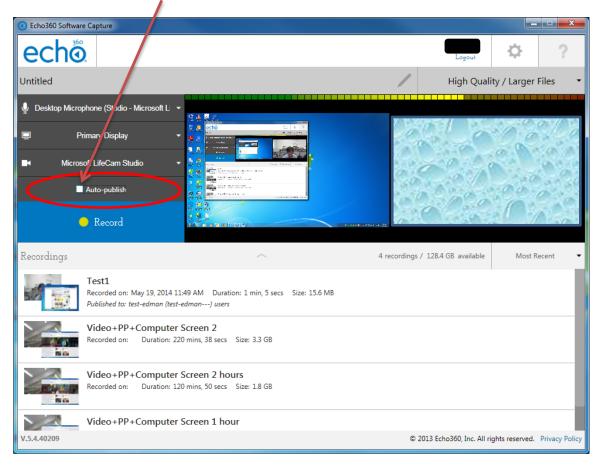
# To stop recording, click the "Stop" button

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Prim	one (Studio - Microsoft L hary Display * he Selected * uto-publich Stop			
		Recording 00:00:08		
Recordings		$\sim$	5 recordings / 128.3 GB available	Most Recent 🔹
	ecorded on: May 19, 2014 11:51 /	AM Duration: 47 secs Size: 13.3 MB		
R	ecorded on: May 19, 2014 11:49 / ublished to: test-edman (test-edm	AM Duration: 1 min, 5 secs Size: 15.6 MB an) users		
V	/ideo+PP+Computer Scr	een 2		
V.5.4.40209			© 2013 Echo360, Inc. All ri	ghts reserved. Privacy Policy

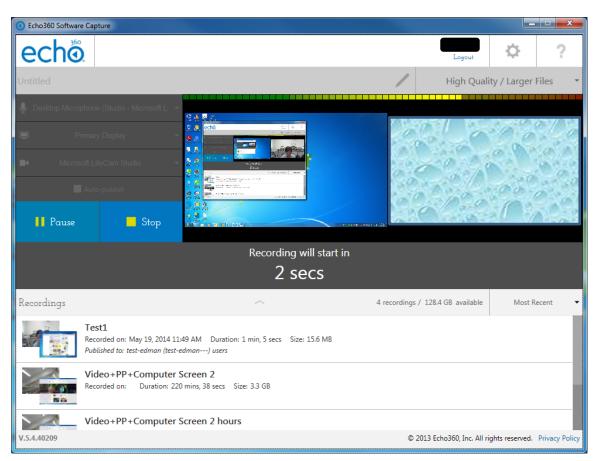
If the "Auto-published" option is checked, the recording will be published automatically after clicking the "Stop" button.



# F. Recording with auto-publish off



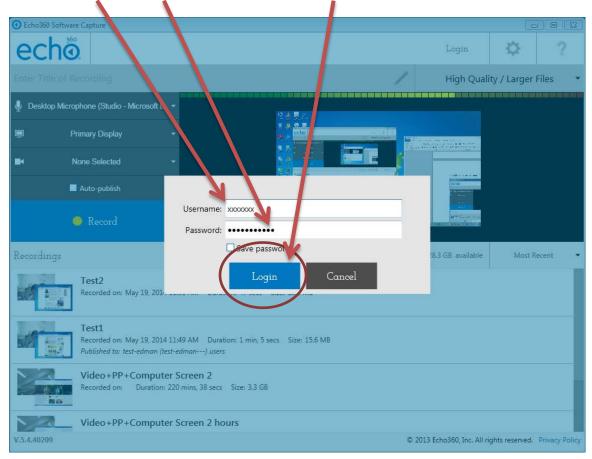
If the "Auto-publish" is unchecked, there is no need to login before recording.



The recording will started automatically in 5 secs after clicking the "Record" button.

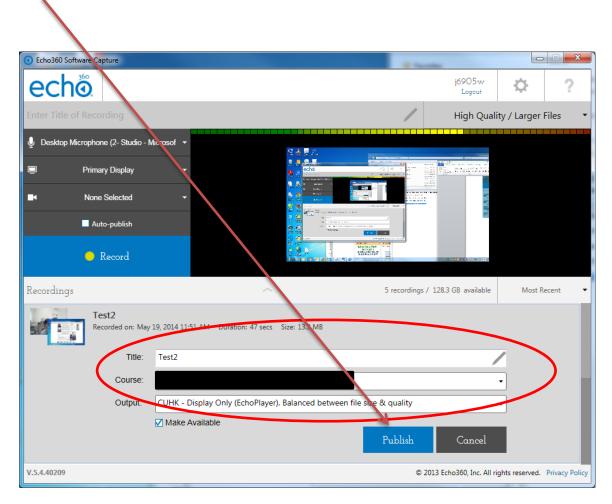
To manually publish the recording, click the "Publish" button besides each recording.

Content Con				
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Enter Title of	Recording		High Quali	ty / Larger Files 🔹
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	💛 Record			
Recordings		^	5 recordings / 1288 GB available	Most Recent 👻
	Test2 Recorded on: May 19, 2014 11:	51 AM Duration: 47 secs Size: 13.3 MB		/ X
	Test1 Recorded on: May 19, 2014 11: Published to: test-edman (test-e	49 AM Duration: 1 min, 5 secs Size: 15.6 MB dman) users	Publish	
	Video+PP+Computer S Recorded on: Duration: 220	creen 2 mins, 38 secs Size: 3.3 GB		
	Video+PP+Computer S	Screen 2 hours		
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#### Enter your staff id, CWEM password and click the "Login" button to login

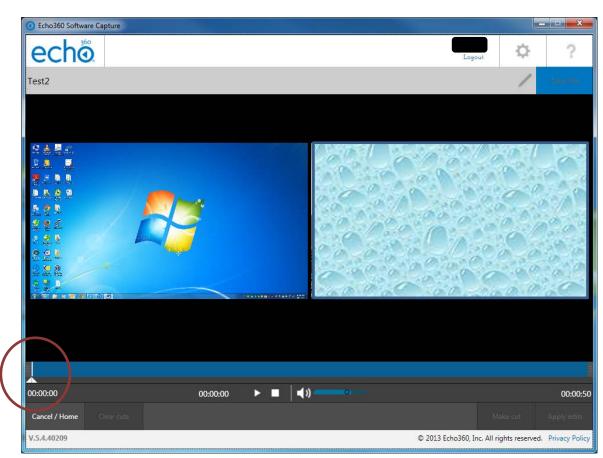
Input title, select course name, output format, check the Make Available button and click the "Publish" button



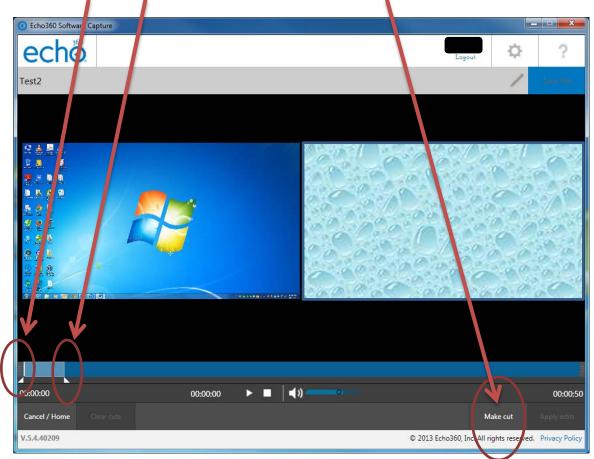
# G. Edit/Review recording

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Enter Title of F				High Quali	ty / Larger F	iles 🔹
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	Video + PP + Computer Screen 2 Recorded on: Duration: 220 mins, 38 secs Size: 3.3 GB					
	Video+PP+Computer Screen 2 hours					
V.5.4.40209			© 2013	Echo360, Inc. All rig	ghts reserved.	Privacy Policy

After recording, you can edit the recording by clicking the "Pen" button

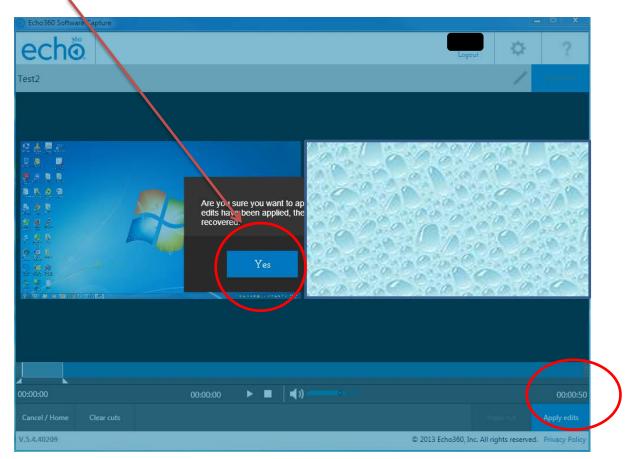


Click and drag the two small triangles for the start and end point of a segment.



Select the start and end point of a cut and then click the "Make cut" button

For permanently apply the changes, click the "Apply edits" button



Click "Yes" button to apply the changes

Echo360 Software Capture	
echo	Logout Q
Test2	and the
00:00:00 ▶ ■ ◄	(1) 00:00:46
Cancel / Home Clear cuts	Make cut Apple edits
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