Using the Echo360 Lecture Capture equipment in the classroom

To view instructions for a classroom, please click on the room number below:

NH 108, NH 109, NH 110, NH 111, NH 112

For classroom support in these rooms please call 817-272-1449 or email classroomsupport@uta.edu.
NH 108, 109, 110, 111, 112

1. Turn on the “Monitor/camera” wall switch if available.

2. Turn the Projector on by selecting the **POWER ON or SYSTEM ON** button of the Crestron switch on the wall. It is usually located near the entrance door.
   - Pull the Projection screen down

3. If using the classroom PC
   - Select **“PC”** on the Crestron Box to send the display from the classroom PC to the Projector Screen
   - Turn on the PC and Enter the Login credentials
   - The PC can also be turned on to access the “Xpanel controls” which gives an easy access to the projector controls

4. If using Laptop
   - Select **“Laptop”** on the Crestron Box to send the display from the laptop to the Projector Screen
   - A VGA cable with tag “Laptop” seen on the desk can be used to connect the laptop

5. If using Document Camera
   - Select **“Document Camera”** on the Crestron Box to send the display from the laptop to the Projector Screen
   - Also, switch on the Power Button located on the Document camera
Using Document Camera

Power Button: Turn on the document camera

AF: Auto Focus button; Resets focus of camera

Lamp: Turn on the internal light to view text better

Using XPanel Controls

1. Turn on the Classroom PC and enter the login credentials
2. The Xpanel window will automatically open on startup
3. You can use this panel to control the projector by turning it on or off, switch display to laptop (connected via VGA cable), switch display to document camera, or even hide video

Using Delvcam (Projector Viewer)
1. Press **Power button** on the Delvcam
2. Press the **AV/PC button** to switch the views between PC-Camera-HDMI-Document Camera-Laptop
3. It helps show the screen that is currently projected

**Changing Focus of Camera**

If the camera is not properly focused on the podium, or if you plan to focus the camera elsewhere, use the RM-EV100 remote

1. Select “Camera 1” in NH 109,110,111,112 and press button 1 to focus on podium or press “Pan-Tilt” arrow keys to focus elsewhere