Using the Echo360 Lecture Capture equipment in the classroom

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

<table>
<thead>
<tr>
<th>ERB 129</th>
<th>NH 100</th>
<th>NH 109</th>
<th>NH 202</th>
<th>WH 402</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERB 130</td>
<td>NH 105</td>
<td>NH 110</td>
<td>NH 203</td>
<td>WH 404</td>
</tr>
<tr>
<td>ERB 131</td>
<td>NH 106</td>
<td>NH 111</td>
<td>NH 229</td>
<td></td>
</tr>
<tr>
<td>ELB 229</td>
<td>NH 108</td>
<td>NH 112</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For classroom support in these rooms please call 817-272-1449 or email classroomsupport@uta.edu.
1. 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
2. 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 classroom PC can be turned on to access the “Xpanel controls” which gives an easy access to the projector controls
3. If using Laptop
   - Select **“Document Camera”** Crestron Box, and connect the VGA cable to your laptop
   - Select the **“INT/EXT”** button on the Document camera to send the signal from the laptop to the projector
4. 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

INT/EXT Button: Switch between the document camera view and a laptop connected to Document camera via a VGA cable

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
1. Tap on the Crestron controller to wake it from its idle mode.
2. Select “Displays”
3. Select Projector “ON” turn on the projector.

4. 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
   a. To use a Laptop, connect the laptop to the VGA cable available and select “Laptop” On the Crestron control panel
   b. To use the Document Camera, select the “Doc Cam” available on the Crestron control panel and power on the document camera.

Using Document Camera

**Power Button**: Turn on the document camera

**INT/EXT Button**: Switch between the document camera view and a laptop connected to Document camera via a VGA cable

**AF**: Auto Focus button; Resets focus of camera

**Lamp**: Turn on the internal light to view text better
5. Turn on the “Monitor/camera” wall switch if available.

6. 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

7. 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

8. 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

9. 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

4. Turn on the Classroom PC and enter the login credentials
5. The Xpanel window will automatically open on startup
6. 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

**NH 202,203,229**
10. 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
   - In NH 100,105,106, use the projector switch to bring the projector screen down

11. 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
   - In NH 202,203,229 the classroom PC can be turned on to access the “Xpanel controls” which gives an easy access to the projector controls

12. 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

13. 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

**INT/EXT Button:** Switch between the document camera view and a laptop connected to Document camera via a VGA cable

**AF:** Auto Focus button; Resets focus of camera

**Lamp:** Turn on the internal light to view text better

Using XPanel Controls

7. Turn on the Classroom PC and enter the login credentials
8. The Xpanel window will automatically open on startup
9. 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)

4. Press **Power button** on the Delvcam
5. Press the **AV/PC button** to switch to VGA input
6. It helps show the screen that is currently projected onto the screen
1. Turn on the “Monitor/Camera” switch, located inside the cabinet. Obtain the code for the cabinet lock from Richard Zercher.

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.
   a. Pull the Projection screen down

3. If using the classroom PC
   a. Select **“PC”** on the Crestron Box to send the display from the classroom PC to the Projector Screen
   b. Turn on the PC and Enter the Login credentials
   c. 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
   a. Select “Laptop” on the Crestron Box to send the display from the laptop to the Projector Screen
   b. A VGA cable with tag “Laptop” seen on the desk can be used to connect the laptop

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

6. If the camera is not properly focused on the podium, use the camera control, either with a preset or with the joystick.
1. Turn on the Video Projector using “Projector ON/OFF” button on the Crestron panel on the wall. This will also drop the projection screen.

2. If using the classroom PC
   a. Select “PC” on the Crestron Box to send the display from the classroom PC to the Projector Screen
   b. Turn on the PC and Enter the Login credentials
   c. The PC can also be turned on to access the “Xpanel controls” which gives an easy access to the projector controls
3. If using Laptop
   a. Select “Laptop” on the Crestron Box to send the display from the laptop to the Projector Screen
   b. A VGA cable with tag “Laptop” seen on the desk can be used to connect the laptop

4. If using Document Camera
   a. Select “Document Camera” on the Crestron Box to send the display from the laptop to the Projector Screen
   b. Also, switch on the Power Button located on the Document camera

Using Document Camera

Power Button: Turn on the document camera

INT/EXT Button: Switch between the document camera view and a laptop connected to Document camera via a VGA cable

AF: Auto Focus button; Resets focus of camera

Lamp: Turn on the internal light to view text better
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.
   a. In NH,105,106, use the projector switch to bring the projector screen down
3. If using the classroom PC
   a. Select “PC” on the Crestron Box to send the display from the classroom PC to the Projector Screen
   b. Turn on the PC and Enter the Login credentials
   c. the classroom PC can also be turned on to access the “Xpanel controls” which gives an easy access to the projector controls
4. If using Laptop
   a. Select “Laptop” on the Crestron Box to send the display from the laptop to the Projector Screen
   b. A VGA cable with tag “Laptop” seen on the desk can be used to connect the laptop
5. If using Document Camera
   a. Select “Document Camera” on the Crestron Box to send the display from the laptop to the Projector Screen
   b. Also, switch on the Power Button located on the Document camera
Using Document Camera

Power Button: Turn on the document camera

INT/EXT Button: Switch between the document camera view and a laptop connected to Document camera via a VGA cable

AF: Auto Focus button; Resets focus of camera

Lamp: Turn on the internal light to view text better

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 onto the screen
Changing Focus of Camera

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

2. Select “Camera 3” in NH 105 and press button 1 to focus on podium or press “Pan-Tilt” arrow keys to focus elsewhere.

Using Wireless Microphone

1. Switch on the wireless microphone and attach it to your body.
2. If battery light has turned from green to red, kindly replace the battery.
3. The microphone must be used during recording of an online education class or otherwise the audio will not be recorded.