

# Setting Up Your Classroom for Echo360

## Echo360 Classroom Setup

Once scheduled go to your classroom to setup the rooms equipment to be used during the recording. Classrooms are setup to record your Computer and Document Camera with your audio. Use the following list as a checklist in setting up the classroom:

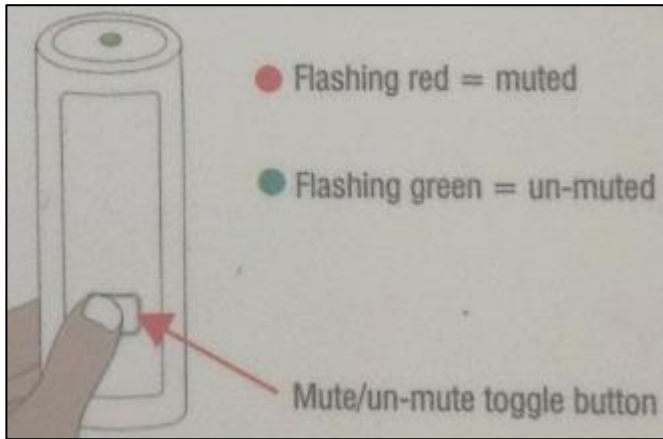
1. Press **SYSTEM ON**, to power on all necessary equipment. Most classrooms have a Crestron panel on the lectern or podium in the front of the room. This panel controls the equipment in the room and what video is transmitted to the projector or displays in the room. Any equipment such as the computer, document camera and monitor need to be powered on.
2. **Select the video source to be displayed on projector or displays.** The options will include PC, Document Camera, VGA (Laptop), HDMI, and Apple TV.



3. **Locate** the microphone in the charging base and place around your neck or on your shirt, jacket, blouse, or dress. The ideal position of the microphone should be between 6-8 inches from your chin.



4. With the microphone in the wearing position **un-mute** the microphone by pressing and releasing the **MUTE button**. Confirm by viewing flashing GREEN LED.



5. Once complete please return the microphone back into its charging base.

