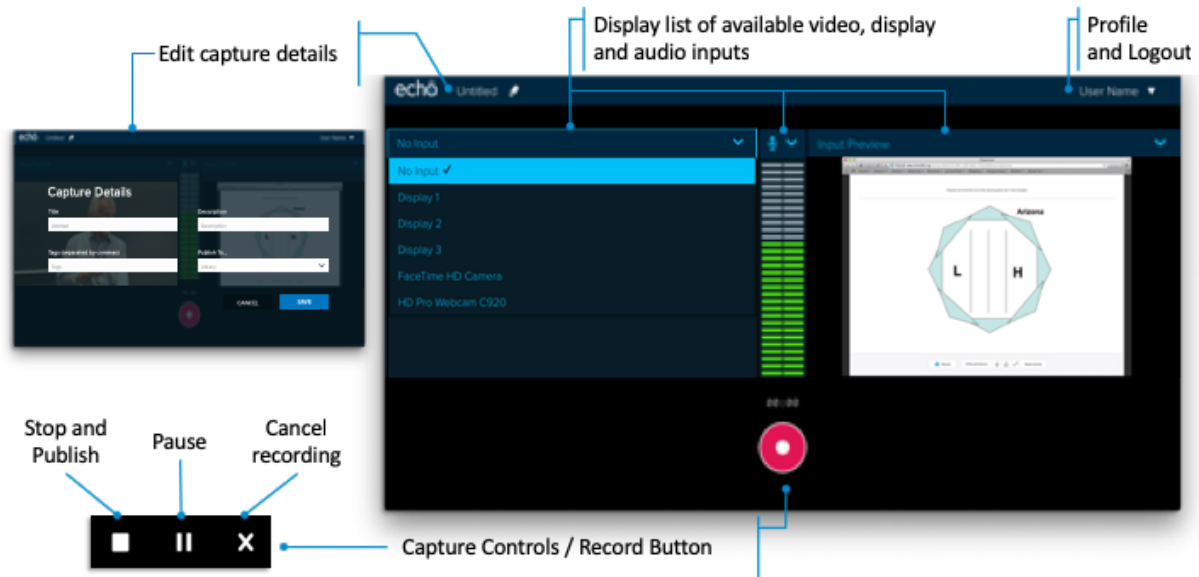


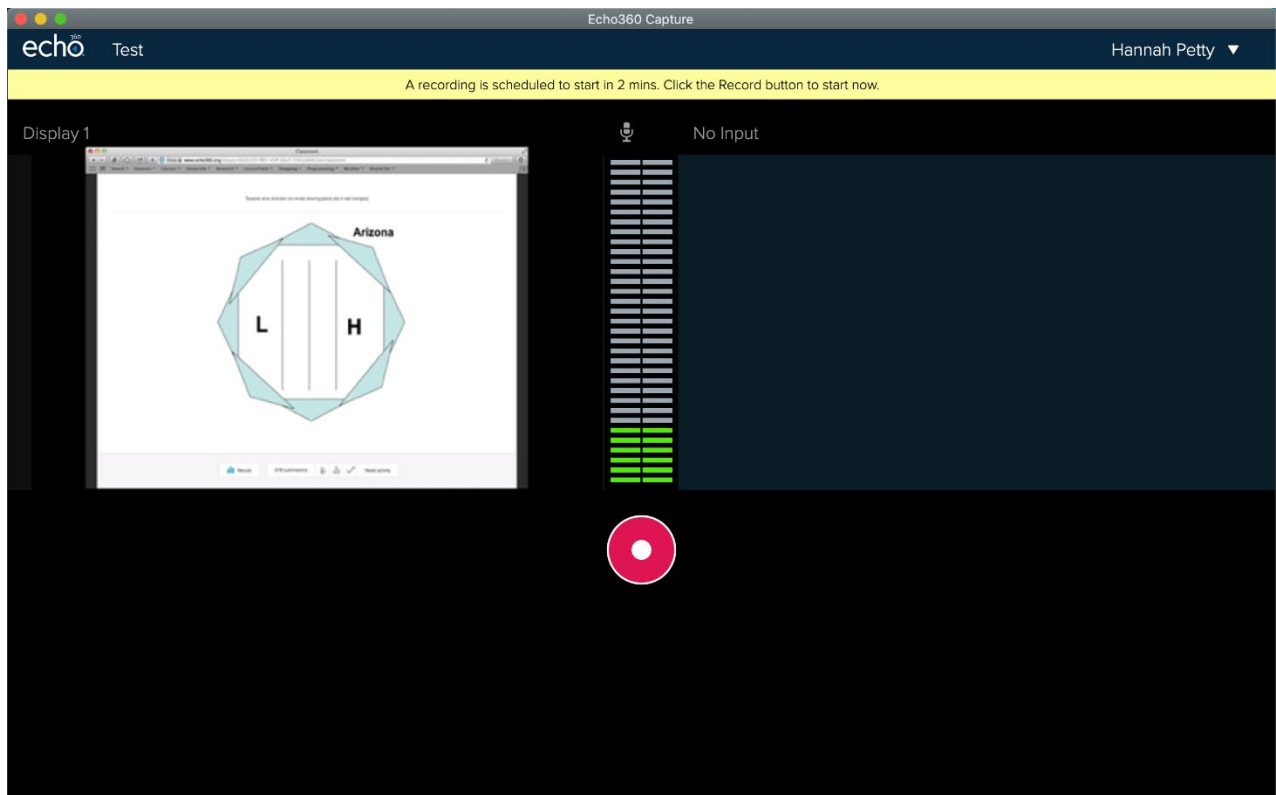
Universal Capture Software

Universal Capture has been designed with an easy-to-use interface, allowing you to create an ad hoc recording or impromptu lecture to supplement your in-class materials.

Universal Capture Quick Start Guide



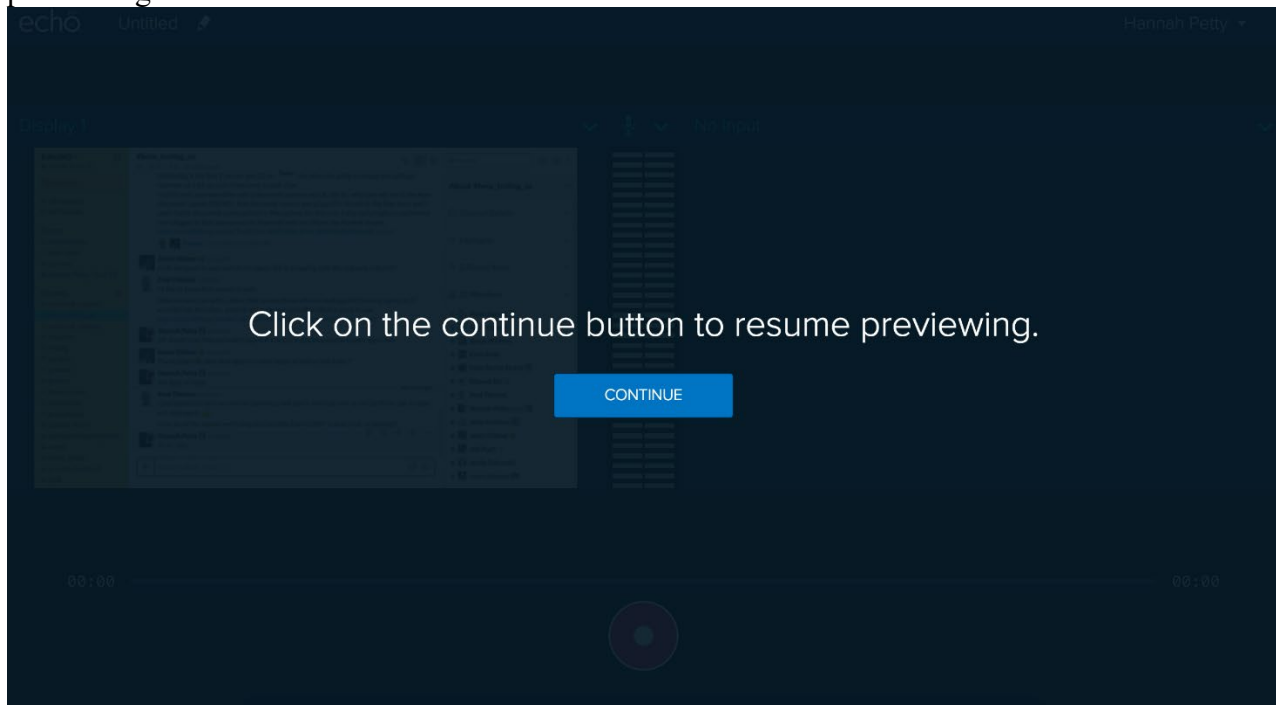
NOTE: In Classroom mode, you cannot start an ad hoc capture within five minutes of the next scheduled recording. The scheduled capture requires a "preroll" period before it can begin, and clicking **Record** will start the upcoming scheduled recording early.



Creating an ad hoc recording using Universal Capture

When creating an ad hoc recording with Universal Capture, you can select the section you want to publish to by editing the Capture Details. Universal Capture automatically CREATES a new class in the course/section you select to hold the capture. Meaning you may need to [edit the class details](#) after the capture is published. In addition, captures are immediately available to students when published. Universal Capture then remembers the last section selected for publishing when doing multiple ad hoc recordings. If no section is selected, Universal Capture will publish recordings to your Personal Library by default.

If the Universal Capture UI is opened and an ad hoc recording is not started, after 20 minutes of inactivity the input previews will stop and you will need to manually resume previewing.



Universal Capture: Personal

In Personal mode, there is no default length for recordings. This means that there is no recording progress bar at the bottom of the UI like there is in Classroom mode. Instead, there is a timer that counts up to display the current recording length. This also means that there are no extension options available. If a recording is not **Finished** (stopped) and the application is not closed, it will record for the maximum 8-hour capture length.

Universal Capture: Personal will handle device interruptions where a device could become unplugged or unavailable and will fall back to a secondary input, if available. However, if the application is closed, a user logs out, etc., any ongoing recording will be considered completed and upload to Echo360 for processing.

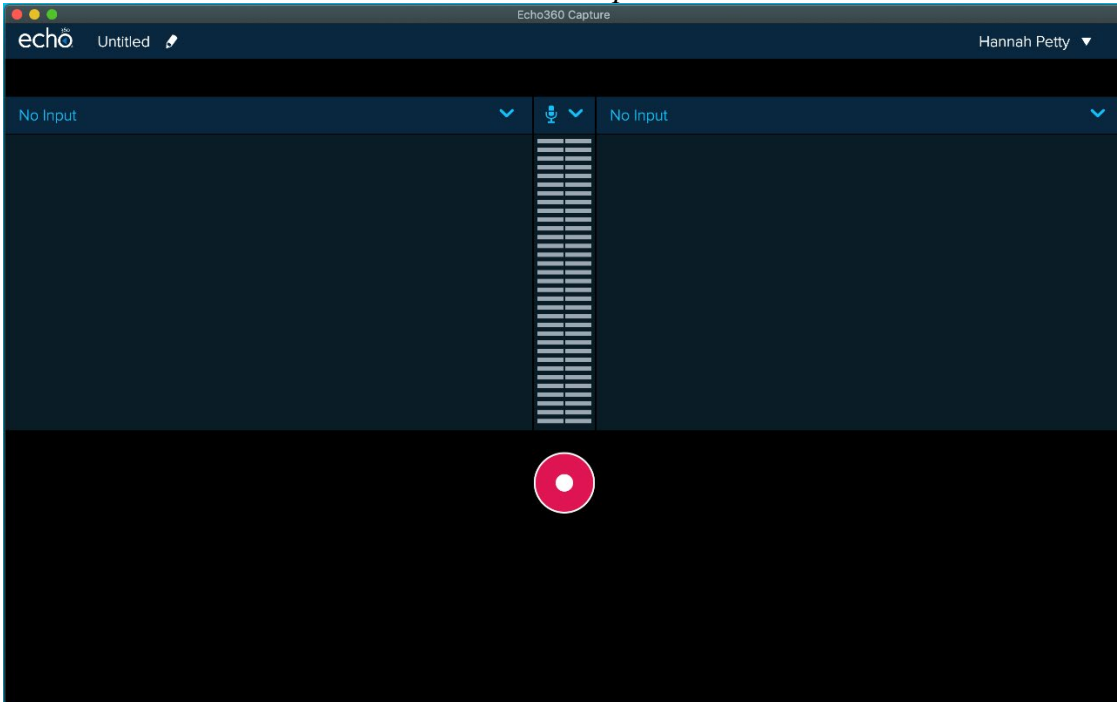
To start a capture

1. [Launch Universal Capture](#).
2. [Log in](#) (if not already authenticated).

3. Select the inputs you want to capture.

Audio is always required.

You can select to capture display and video, two display inputs, or two video inputs besides the audio. Universal Capture will initially preselect inputs for you based on any available devices and then remember the last inputs chosen.



4. Preview the inputs on the screen, to be sure they will record properly.
5. Click the pencil icon or title to launch the Capture Details dialog box. Enter a **Title**, add a **Description** or **Tags** and select a **Publishing location** for the recording if desired. Otherwise, the following default information will be used:

Capture Details

Title:

Description:

Tags (separated by commas):

Publish To...:

- Title: Untitled
- Description: Blank
- Tags: Blank
- Publish Location: Library

Your Library is the default publishing location when first using Universal Capture, afterwards it will remember the last Publishing location chosen.

6. Click **Record**.

A countdown appears after which the Universal Capture window minimizes and the

capture begins. See [Controlling a Capture](#) for details on additional options during a recording.

7. When you are done, click **Finish**.

The recording is completed and finishes uploading to the Echo360 server to complete processing. You will receive an email notification when processing is finished. Universal Capture recordings are available for viewing and editing while processing.