


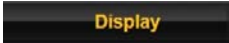
Boxcast Instructions for Levis Commons 104

These instructions are for recording sessions in the classroom using Boxcast. Please schedule a Boxcast recording session through Pam Fletcher before the associated date

1) Turning on the AV system

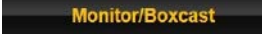
- Press the  button to power on the system
- Lower the screen via the controls on the wall near the eNook

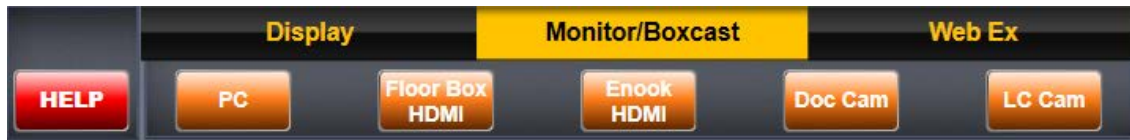
2) Selecting a Source for each Display – Use the following steps to select what you want to display on the projector and monitor/Boxcast. *Note: Whatever input source is selected for the monitor will also be what is recorded on the Boxcast. The monitor acts as a confidence screen so the presenter knows what is being recorded on Boxcast therefore if it is not showing on the monitor it is not being recorded.*


- a. **Projector:** Press the  tab at the top of the touch panel. The following inputs for the projector will be available to select from

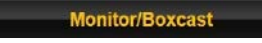



Note: The audio will always follow whatever input source is selected for the projector under the Display tab



- b. **Monitor/Boxcast:** Press the  button. The following inputs will be available for the Monitor and Boxcast



When using  please follow the following steps...

- Unplug the tracking lanyard located in the eNook and carefully place it around your neck. Please keep lanyard strap above collar for optimum tracking.
- Press the center button once to turn the lanyard on and the device will turn blue to indicate power.
- Turn on the Microphone provided in the eNook and clip it near your collar to record audio.
- To display LC Cam feed, press the  button and select the  output button.
- Once the presenter is finished with the LC Cam feed, press the center button on the lanyard once to turn it off. The blue light will go out indicating it is off.
- Plug in the power charging cable and place lanyard back into eNook carefully making sure the lanyard strap does not get bent.
- Turn off the microphone and return it to the eNook

3) Powering Down the System

- Press the  button and then  to initiate the power down sequence
- Raise the screen via the controls on the wall near the eNook
- Please make sure the wireless microphone is turned off, the lanyard is plugged it and that both are carefully placed back into the eNook.