

Media Hopper Replay's Universal Capture tool - Mac

Media Hopper Replay's Universal Capture tool is a stand-alone application available to all staff on university managed or personal PCs/Macs. It can be used to live stream and/or create a video recording of your screen, webcam and microphone, which can then be edited and published to your Replay Library or course.

Installing the Universal Capture Tool on a Mac

The minimum specifications for installation of the Personal Capture tool on a Mac device are:

- Mac OS X 10.13 (High Sierra) or higher
- 4+ GB RAM
- 10+ Mbps network interface
- 20 GB free hard drive space
- Internal audio device or USB port for audio capture (audio is required)

A page detailing the specification for installation is available from the vendor at:

<https://admin.echo360.com/hc/en-us/articles/360035035332>

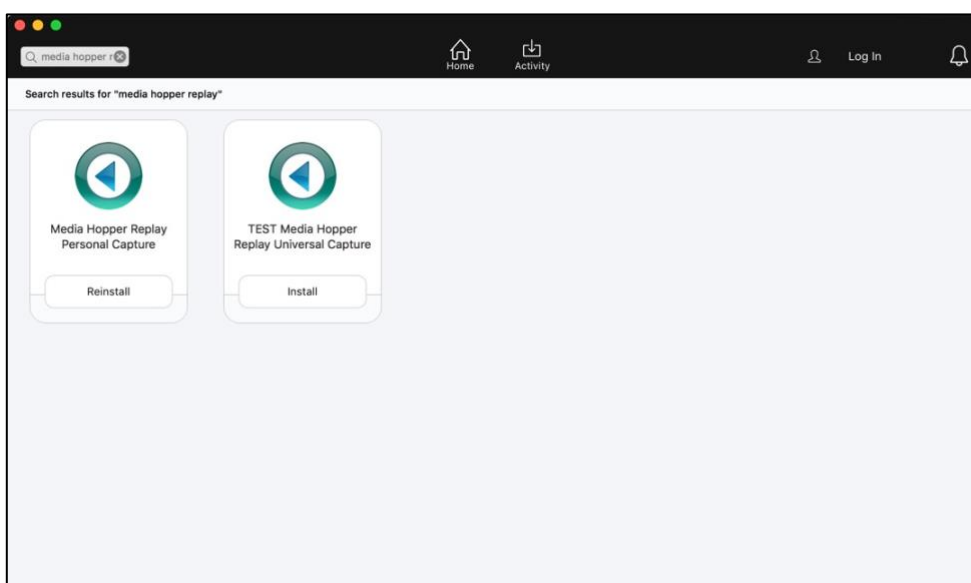
Installing on a university managed Mac

To download and install the Universal Capture tool on a university managed Mac:

1. Open the **Self Service** application from the dock.



2. Type "Media Hopper Replay" into the search box and when the Universal Capture tool appears in the **Search Results** area, click on the **Install** button.

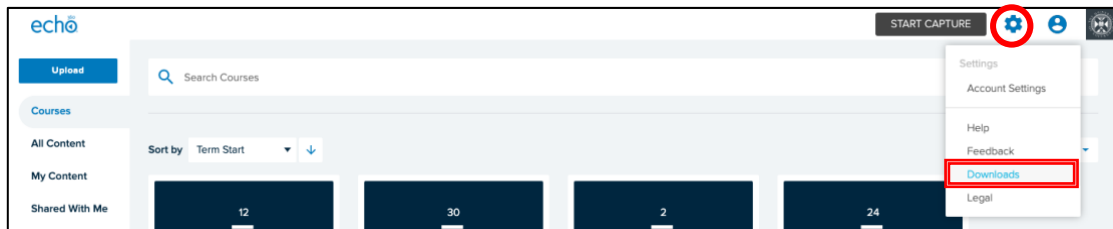


The tool will now begin to download and will begin installing automatically.

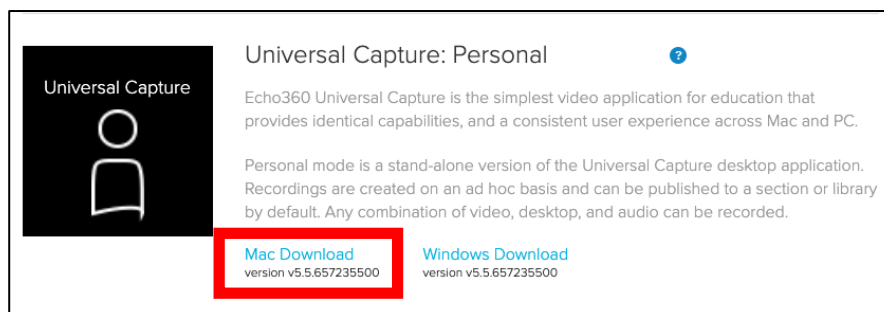
Installing on a personal Mac

To download and install the **Universal Capture** tool on a personal Mac:

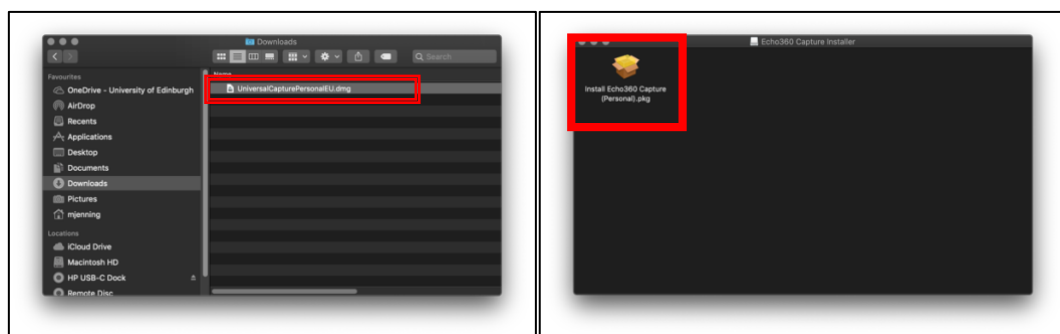
1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link.
2. Click on the **Settings** icon and choose **Downloads** from the menu.



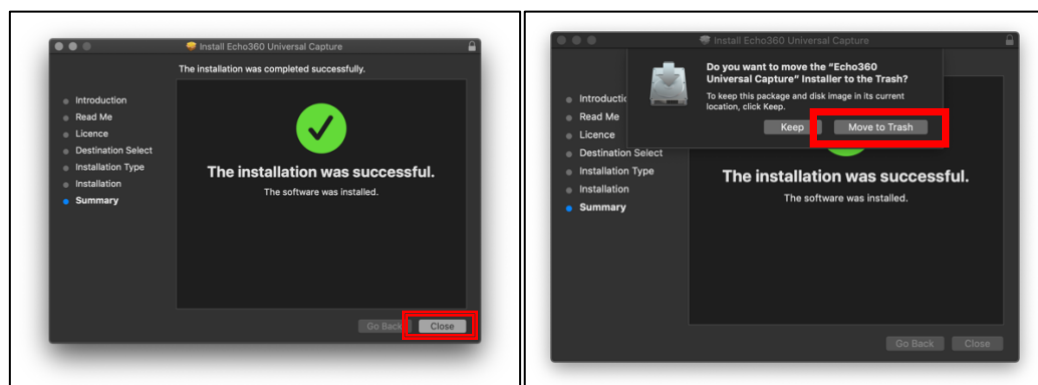
3. When the **Downloads** menu options, click on **Mac Download**. Your file will now be saved and downloaded to your computer.



4. Locate the downloaded file (UniversalCapturePersonalEU) and double click it to open the installer. Then double click on the installer to begin the install process.



5. When the **Echo 360 Universal Capture Installer** window opens, follow the prompts to complete the installation. When complete, click **Close**. You will then be prompted to move the installer to the Trash, click on **Move to Trash**.



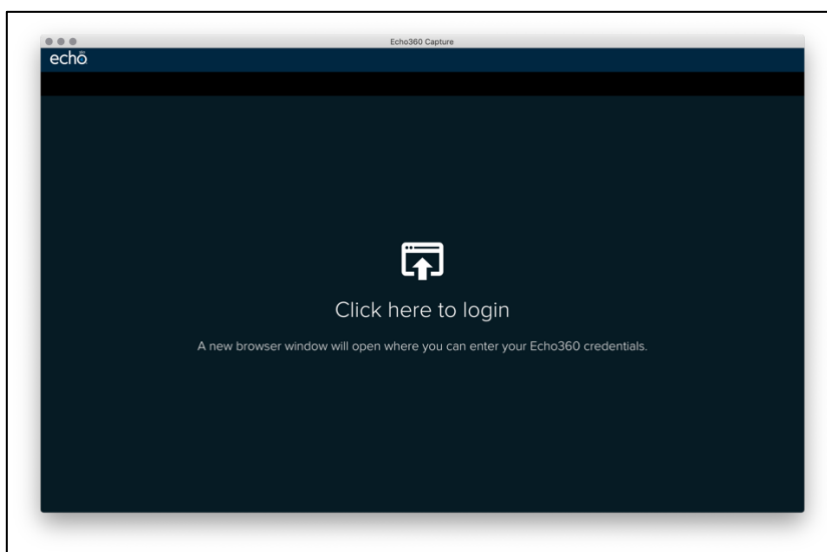
Using the Universal Capture tool on a Mac

The Universal Capture tool can be used to record your screen, webcam and microphone. You can then edit your recording if necessary, before publishing it to your course.

Opening and logging into the Universal Capture tool - Mac

To open and log into the Universal Capture tool:

1. Open the Universal Capture tool from either the dock, by searching for 'Echo360 Personal Capture' or by clicking on Echo360 Capture in the Applications Folder.
2. When the tool opens for the first time you will need to log in, click on the icon to log in to the application



3. A new web browser window/tab will open asking you to log into Media Hopper Replay. Enter your academic email address (uun@ed.ac.uk) and choose **Submit**.

4. Enter your **EASE Username** and **Password** and click **Login now**.

You will now be logged in and able to use Universal Capture.

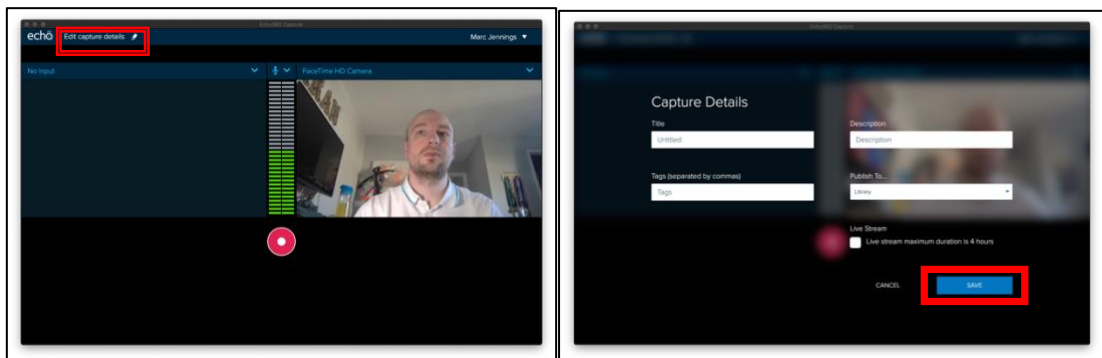
Recording, streaming, editing and publishing using Universal Capture

To record, stream, edit and publish using the Universal Capture tool:

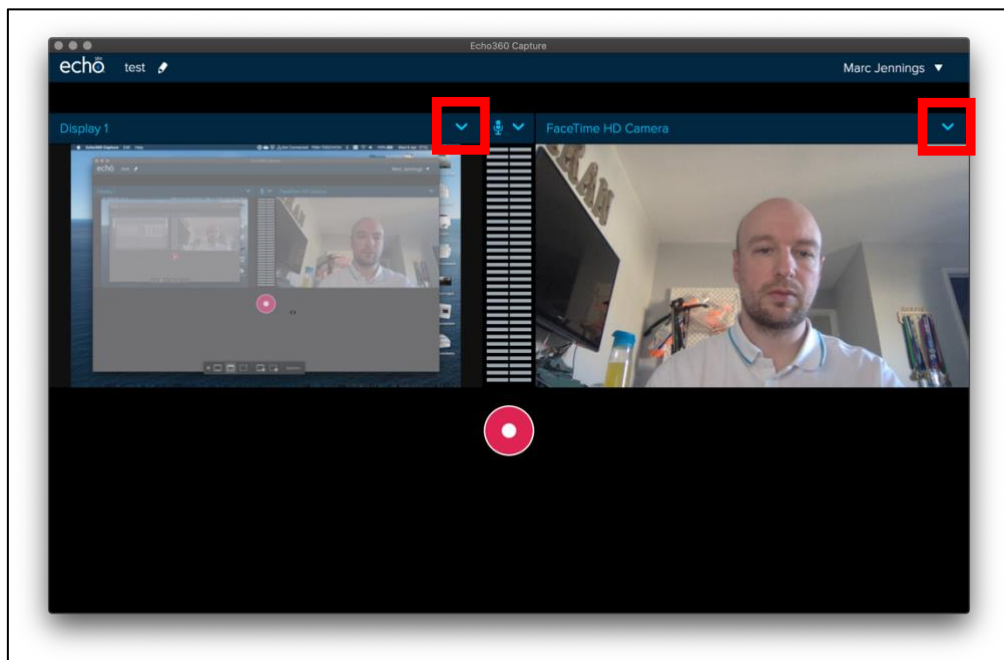
1. Open the Universal Capture tool.
2. If you are using any peripheral devices such as a webcam or microphone, plug them into your computer.
3. Click on the edit icon next to **Edit capture details** to modify the Title, Description, Tags and the location you wish to publish this recording to.
4. If you intend to also live stream this activity then ensure you click on the **Live Stream** checkbox.

Please note that in Universal Capture the default live stream length is 4 hours. When you start a live stream, Universal Capture will keep recording and streaming until you stop it, you close the application, or the 4-hour limit is reached.

5. Once you have updated all of this information click on **SAVE**

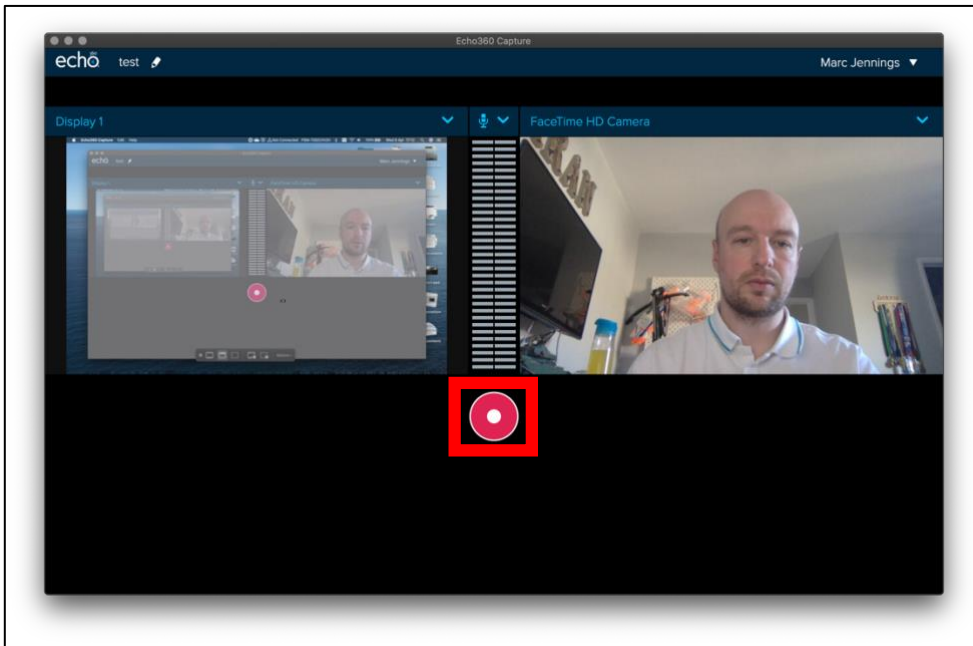


6. Select the inputs you wish to record by clicking on the dropdown arrow at the top of each input window. Audio is always required for a recording

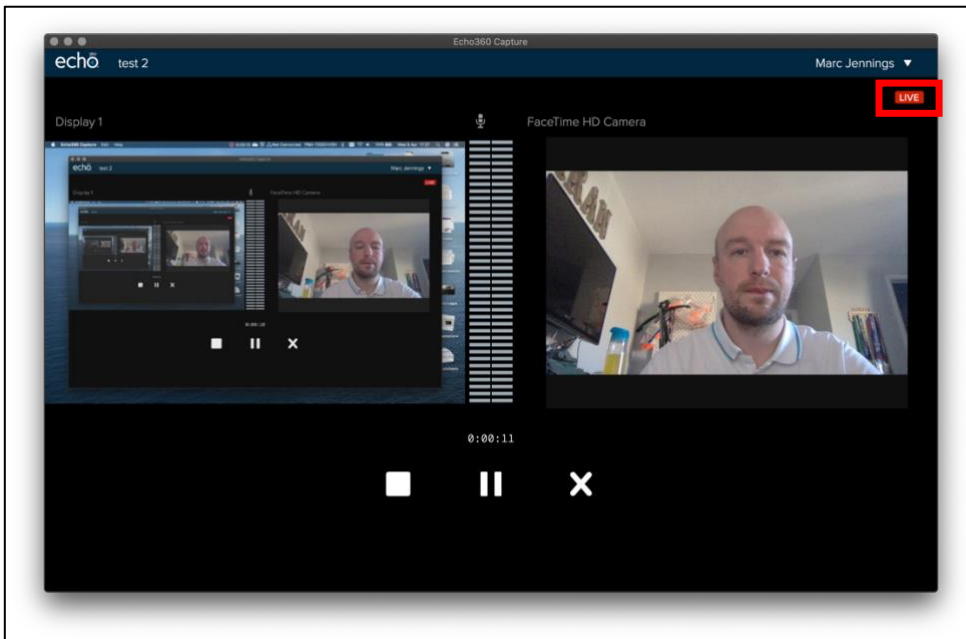


You can select to capture display and video, two display inputs, or two video inputs besides the audio. Universal Capture will initially preselect inputs for you based on any available devices and then remember the last inputs chosen.

7. Click on the **Record** button to begin. A short countdown timer will appear on screen.



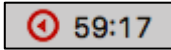
*If you are performing a live stream, then you will see a red **Live** in the top right-hand corner of the application when it is streaming.*



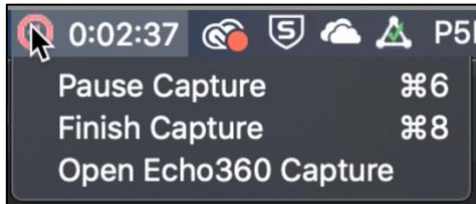
Stopping or Pausing a recording

To stop or pause a recording you can utilise the menu bar options or keyboard shortcuts.

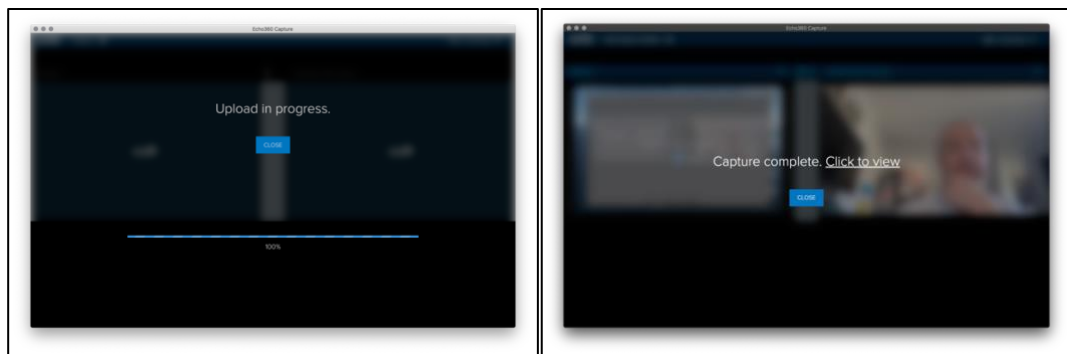
1. Locate and click on the Echo360 logo in the menu bar.



2. From there, you can click on **Pause Capture**, **Stop Capture** or the application window can be brought to the front by clicking **Open Echo360 Capture**



3. Once you have finished your recording the application window will come to the front and your recording will be processed and uploaded to Media Hopper Replay. During this you can click on **CLOSE**.



The recording is completed and finishes uploading to the Echo360 server to complete processing. Universal Capture recordings are available for viewing and editing while processing.