

# ARCH 250

**01** The light panel is located next to the projector screen. To turn on all the lights push "All On" and to turn off push "All Off."



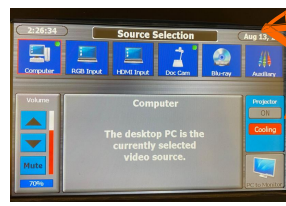
**02** Log into the computer: enter your username and password to open your desktop. We would encourage you to utilize the computer provided to ensure that there are not any technical difficulties while you are trying to teach.



**03** Power on the Document camera and adjust the light settings to your preference. To turn on the document camera press hold and wait for the blue light to appear. To adjust or turn on the light press the lamp button (for top & bottom lamps & off) and then use the BRIT- or BRIT+ to adjust the light.

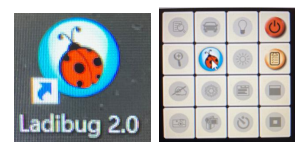


**04** Power on the iPad/touch panel is located on the wall next to the computer and document camera. Make sure that Computer is selected before you begin your lecture. If the projector is off, push the On button on the touch panel.



Panel should always look like this  
Turn the projector on/off here

**05** Open the ladybug app on the desktop computer. when it opens maximize the screen and if you need to adjust your preferences move the mouse over the ladybug icon to see the settings. If the screen is black, make sure the document camera is on. If the screen is black and the document camera is on, restart the computer and this should fix the problem.



Settings Panel

**06** Time to Record: open up your preferred recording software and get it set up the way you need it. Before you begin your lecture, remember to hit record. When your lecture is complete, stop the recording before you shut down your PowerPoints and log out of the computer.



**07** Shutting Down: Never shut down the computer or iPad/touch panel. If you are the last one to use the room for the day, please turn off the document camera and tv monitors.

IF YOU NEED ASSISTANCE PLEASE CALL  
405-744-5146 OR 405-744-5821