# ATRC 102

01 Light Switch: To turn on the lights, click on the lightbulb with lines and to turn off, click on the lightbulb without lines. To dim the lights click and hold the up or down button until you get your desired light.

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.
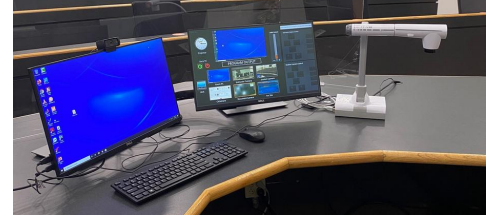
03 Power on the Document camera and adjust the light settings to your preference. To turn on the document camera push and hold the power button. To turn on/off or adjust the light, push and hold the light buttons.

power

light adjustment
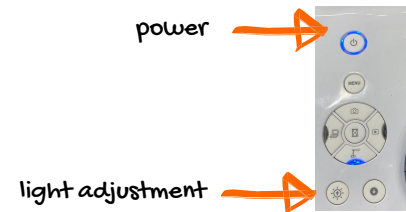
04 Touch Panel: Select Room PC and do not change this selection. If you are using your personal laptop, then you will select the ClickShare instead of Room PC. Do not switch once you begin your course or the recording equipment will not capture your lecture.

Panel should always look like this

05 Touch Panel: If the projector is off, click on the button to turn on the projector. The project switch is located on the touch panel underneath the clock. There is no need to turn on the back TV unless you are streaming from Tulsa.

06 Open Camera App on the desktop computer. To find the app, click on the start icon in the bottom left-hand corner. You can switch the camera between your web cam and document cam by clicking the "Change camera" icon in the top right hand corner of the camera app. If the camera icon does not appear, make sure that the document camera is on.
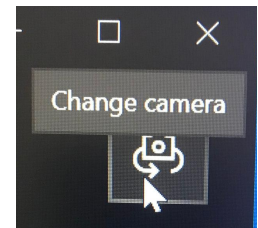
07 Time to Record: open up your preferred recording software and get it set up the way you need it. Before you begin your lecture, remember to hit record. When your lecture is complete, stop the recording before you shut down your PowerPoints and log out of the computer. If you are using your personal computer, you must set up the record on your computer.

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