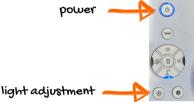# EN 107

01 Light Switch: Flip both switches to turn on all of the lights in the room. If you would like to dim the lights, slide the side button up or down to adjust to your preference.

dimming slide on side of each switch

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.
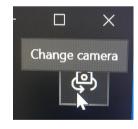
power

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 front TV is not on, select the power button on the "Front TV". 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.