EN 450

01 Light Switch: To turn on the lights to full power push the light bulb with lines and to turn off push the light bulb without lines. If you would prefer to dim the lights push and hold the down arrow.

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 When you turn on the laptop, your document camera will automatically turn on because it is connected directly into the laptop. This document camera does not have a light but its camera captures quality images.


04 When you power on the touch panel, you will need to select the Advanced Technology Classroom. Then a new panel pops up and you will need to select single source and Laptop - HDMI. This will turn on all 7 stations/projectors in the room.
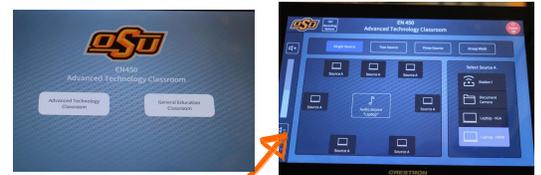
Panel should always look like this

05 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.
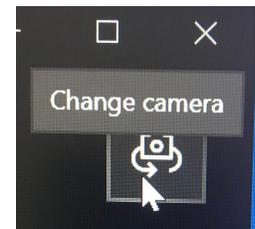
06 Time to Record: open up your preferred recording software and get it set up the way you need it. Before you begin your lecture, remember to hit record. When your lecture is complete, stop the recording before you shut down your PowerPoints and log out of the computer.

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.