ES 016

01 Light Switch: Flip every light switch to turn on all of the lights in the room. The switches are located at the entrance of the room.

02 Log into the computer: enter your username and password to open your desktop. This room cannot accommodate your personal computer due to the way the technology is set up.


03 Power on the Document camera and adjust the light settings to your preference. To turn on the document camera slide the button down until you see a green semi-circle. To adjust or turn on the light press the filled in sun to dim press the empty sun.

04 Power on the TVs: if you are the first in the classroom you will need to manually turn on the TVs. There are remotes stuck to the back of each monitor, all you need to do is turn it on and it will be set to mirror your computer.

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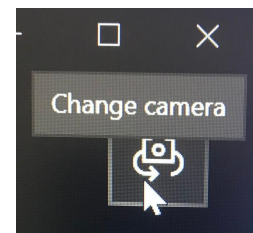
06 Time to Record: open up your preferred recording software and get it set up the way you need it. Before you begin your lecture, remember to hit record. When your lecture is complete, stop the recording before you shut down your PowerPoints and log out of the computer.

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.