SPWC 201

01 Light Switch: Flip every light switch to turn on all of the lights in the room. The switches are located in the middles of the room near the water fountains and boys restroom.

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. If you are using your personal laptop, you will need to plug it into the ORANGE HDMI cable.

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 When you power on the touch panel, you will need to first power on the projectors (if first in room). To do this select projector and then select on. Then touch the computer icon to connect the projectors to your desktop screen (if using a personal laptop, select the Laptop option). There is one TV on the side that will need to be turned on manually.
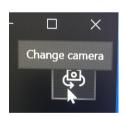

Projector options   computer needs to be highlighted

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.