

ARCH 120

01 The light switch is located at the entrance of the room in the center of the wall. To turn on the lights the light switch needs to be flipped down and to turn off the lights, flip the switch up.



switch
down
for on

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 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.

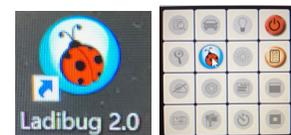


04 Power on the iPad/touch panel located at the podium. Make sure that Computer is highlighted. To turn on the projectors you can select Power On Projector for Projector 1 and Projector 2. You can also use the white remotes that are located on the desk. Please power off the projectors after you class is over.



Panel should
always look
like this

05 Open the ladybug app on the desktop computer. when it opens maximize the screen and if you need to adjust your preferences move the mouse over the ladybug icon to see the taskbar. If the screen is black, make sure the document camera is on. If the screen is black and the document camera is on, restart the computer and this should fix the problem.



Settings
Panel

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.

IF YOU NEED ASSISTANCE PLEASE CALL
405-744-5146 OR 405-744-5821