

ARCH 140

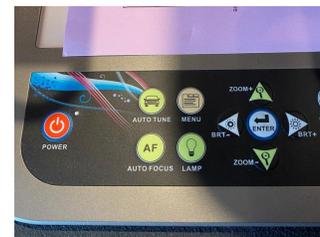
01 The light switch is located at the right side entrance. Push the On button to turn on all of the lights. The number are to turn on individual sections, so please only push on.



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 If the two TVs are turned off, the power button is on the back of the TV in the bottom right corner. To turn off the TVs you must hold the power button until the TV shuts off.



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.



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 laptop. 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