

# EN 310

**01** Light Switch: To turn on the lights to full power push the On/Off button. 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** 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.

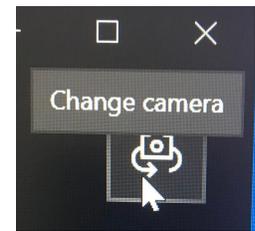


**04** Power on the iPad/touch panel. When it is on you will see four columns (Desk Monitor; Displays 1,3,5; Displays 2,4; Projector). Make sure that they are all set to EN-310 Room PC. Do not switch to any of the other options.



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.