

# ENDV 340

**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. 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 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.



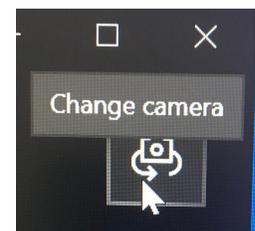
Green Means On

**04** Power on the iPad/touch panel located at the entrance of the classroom. When it is on you will see two columns. For END340 TV1, select Plate 1 and for END340 TV2, select Plate 2. Do not switch to any of the other options. There are two Roku TVs that will need to be turned on manually.



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.

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