

AEB 135

Notes as you use the existing hardware!

1. Sanitary Wipes
 - a. Encourage you to wipe the mouse, stylus, and the keyboard before you begin
 - b. We expect you to do the same as you depart

2. The PA system
 - a. Power on the PA (switch near the power cord)
 - b. Power on the Switch on the microphone jack with the 3" antenna
 - c. Power on the Lapel microphone
 - d. This system uses batteries – I would consider caring these along!
 - i. 2 - AAA for the microphone jack
 - ii. 2 - AA for the lapel mike

3. Emergency Microphone for the PA System
 - a. This is in an orange bag under the podium
 - b. You will need to remove the wireless PA system from the PA system and move the PA system to the front of the room
 - c. Plug the regular microphone in and turn it on. Note: both the Microphone and the PA system amplifier must be on (2 switches)

4. Computer
 - a. Each person must sign out as we leave
 - i. If not, the system locks on its own and then you will need to reboot the computer to log in
 - b. If you have signed out, then the next person will see the "other user" login in the lower left-hand part of the screen

5. Laptop
 - a. Use the long HDMI cable on the table; plug the end near the podium into your laptop
 - b. Unplug the desktop from the HDMI port in the wall
 - c. Plug the end of the HDMI cable nearest the wall part into the now open wall port
 - d. Please return the desktop HDMI cable from the pc to the wall port as you leave

6. Panopto recording sequence
 - a. Log into Canvas
 - b. Go to your course
 - c. Launch Panopto with video link from Canvas
 - d. Open Panopto
 - e. Click the create button; Record a new session

 - f. Turn on the wireless microphone for class recording (note the on/off button) by pressing the on/off button. It should go orange when on

- g. Press the Panopto record button when you want to begin recording
 - h. Stop recording when finished
 - i. Save Panopto file and exit out of Panopto and Canvas as usual
 - j. Turn off the wireless microphone for class recording (note the on/off button) by pressing the on/off button.
7. The projector
- a. Note the SONY projector remote connected to the desktop computer
 - b. Quickly press the green on/off button one time (not a long press).
 - c. Turn off the projector in the same way as you depart
8. Stylus
- a. The pen has a clicker near the point and it works like a mouse with the computer
 - b. It acts like you have a touch screen while using the stylus (Note: you don't have a touch screen monitor)
 - c. It allows you to draw on your word / power point files so you can circle something to bring clarity to the presentation
9. Fans and Air Compressor
- a. I have turns off the Air compressor. The startup will not occur and mess up your presentation
 - b. The 6 ft fan near the sink at ½ speed moves a LOT of air. And at this speed you have little noise. The switch is on the back. Prop the doors open into rm 135 so you can pull cooled air from the hallway
 - c. I suggest that you NOT run the evaporative cooler during class but turn it on for the 10 min between each class. Each morning I will turn on the water and then you will need to turn on the fan switch and the pump switch between each class (on warm days)
 - d. On nice days, we could just open the overhead door some. But on days that are hot or cold this is not a good plan.
10. Heaters
- a. There are three heaters in this room that were under designed for the room. So opening any door on a cold day requires that everyone needs a jacket for the rest of the hour. This is why we are not exiting through the OH door or the small exit door.
 - b. The switches for these heaters can be turned off /on. But they can be a little noisy. I will show you where each switch is located.