



## Service Desk

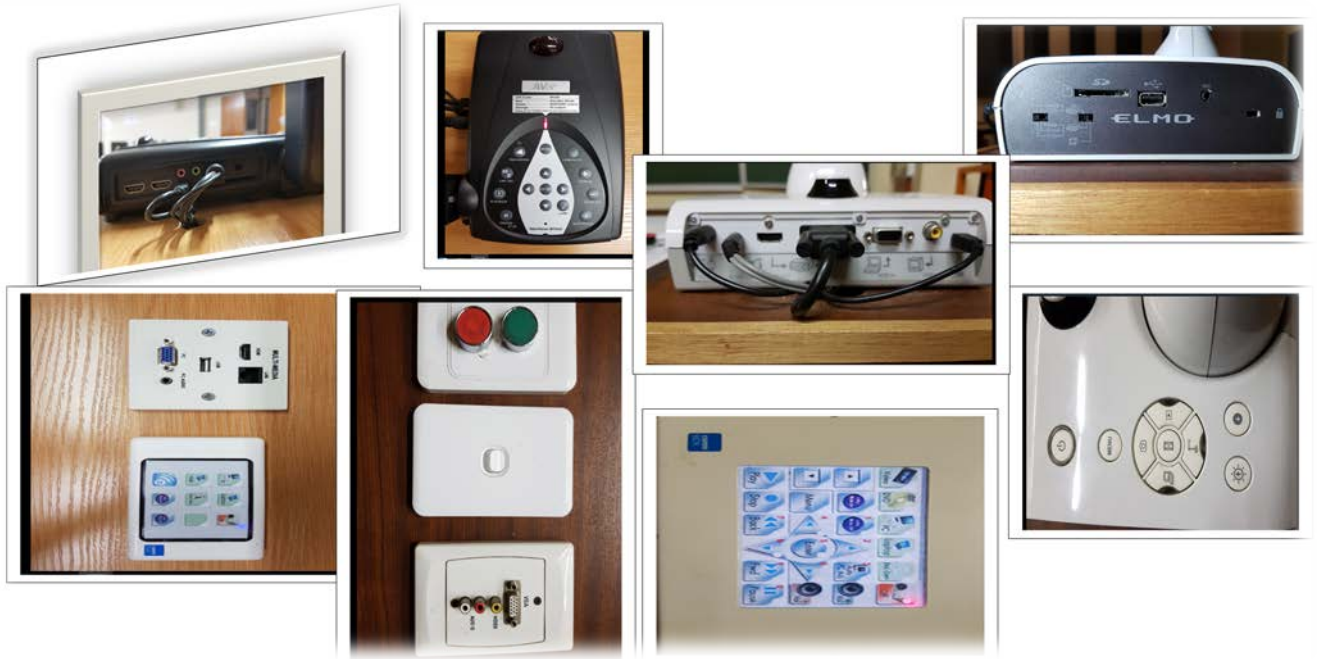
### BASIC INSTRUCTIONS ON LECTURE ROOM PODIUMS

In order to easily conduct your class sessions, please make sure that you follow the right procedure of using the podiums and all the available components such as the PC, document camera, laptop and even the microphones.

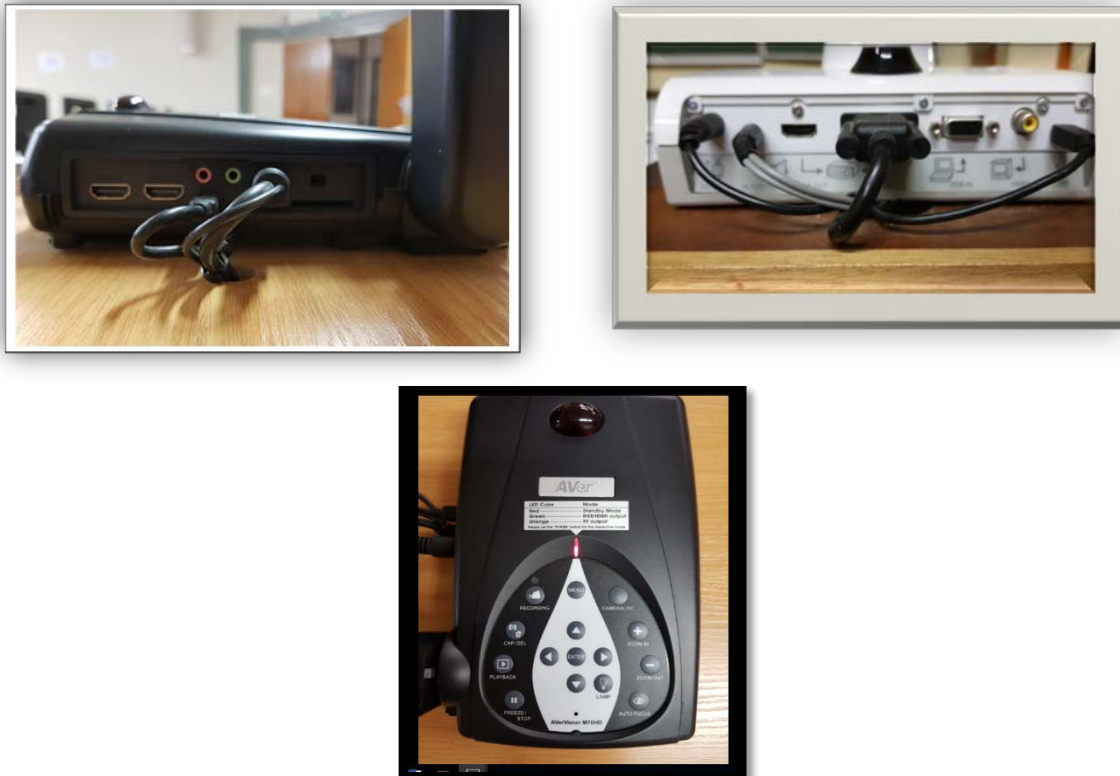
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## 1 Devices and equipment in lecture rooms



## 2 Document Camera

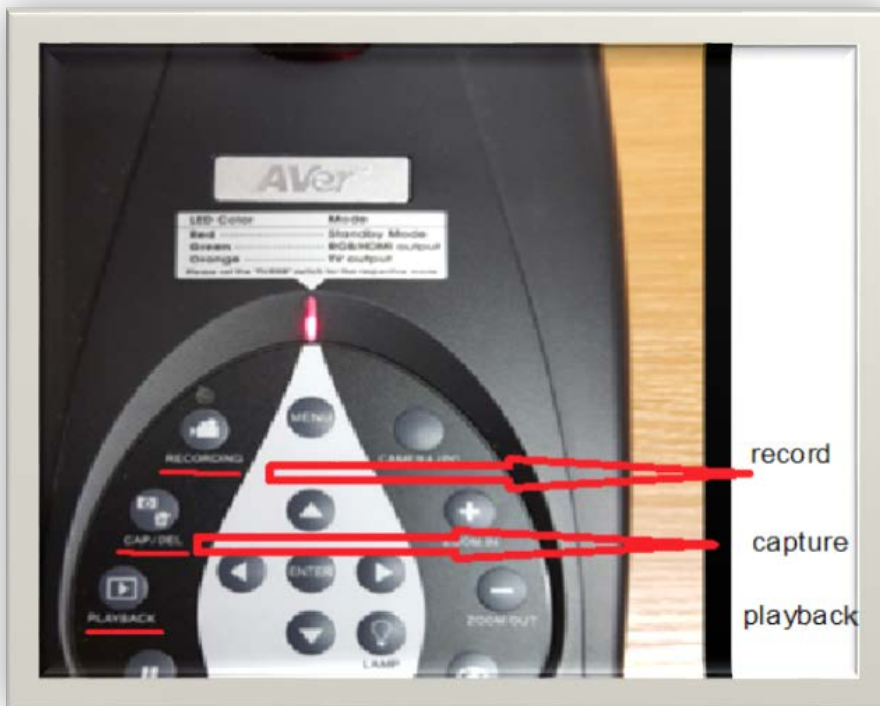


### 3 About the camera:

- The lecture room has the document camera for lecturers to use for: conducting lessons. (it must be manually switched ON until it has a green light indicator)



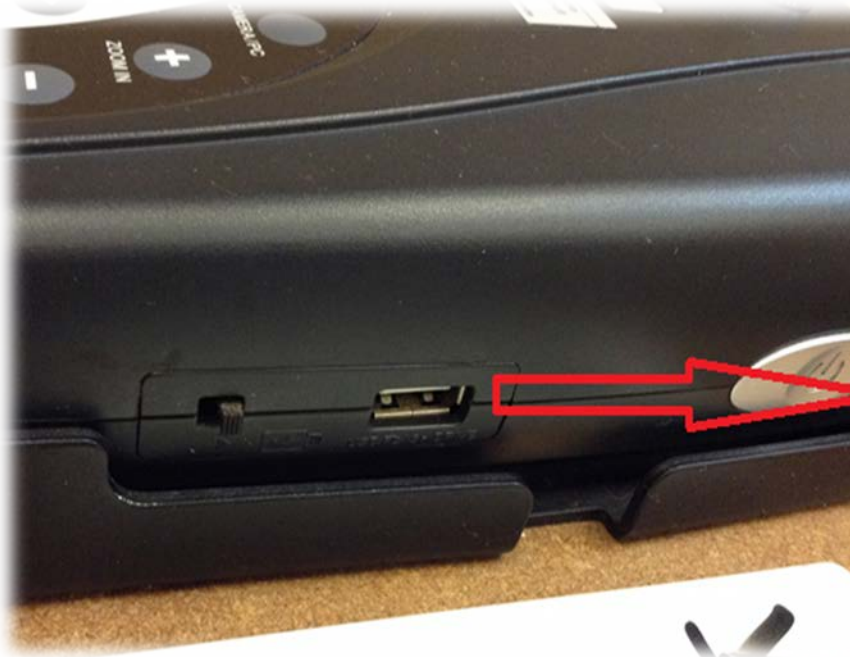
- The document camera is an equipment that can be used like the old overhead projector for practical sessions for example: mathematics and accounting classes.
- You have to manually switch on the Doc Cam on the power button.
- The document camera has this layout and gives you the functions to:
  - capture, record, playback, freeze/stop, zoom options, auto focus and all the options on the menu



button.

- The document camera has an SD Card slot (allows the user to save recordings or pictures taken).

- This switch allows you to choose the storage device at which you can save your work. (if switch is to the left then your work will be saved on the document camera memory and if it is to the right it will be saved to your SD card).



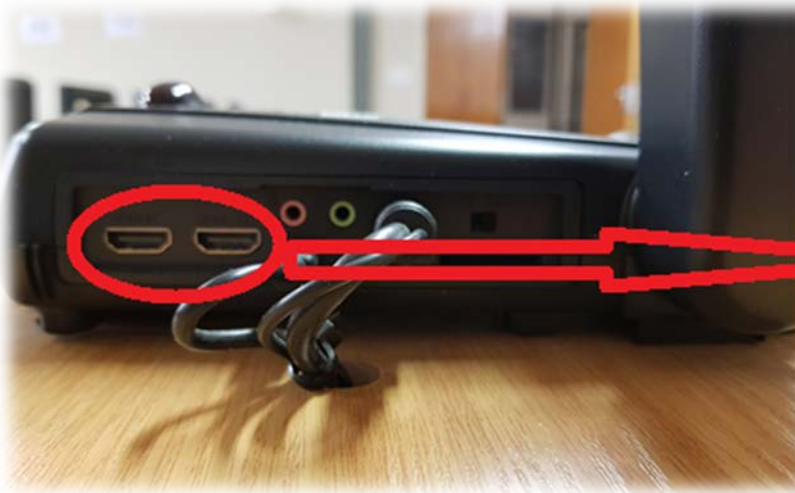
SD Card slot

- It allows you to insert headphones and microphone to listen to your recording through the document camera.



headphones and microphone

- The document camera has A USB slot (allows the user to save recordings or pictures taken.)



USB slot

**4 Procedures:**

- Switch on Doc Cam manually
- Joey with Patch Point



- This is the slot used to plug in an external USB device that you can use for your lessons and presentations, e.g. Power point slides, Videos, etc.



- You can use these slots to connect your external speakers or any audio device to have sound or play



sound.



## 5 Button Joey



## 6 About the Joey

- This is the button used to manually switch ON/ OFF the computer.



- You can also switch between PC and Laptop



## 7 Lights on/off

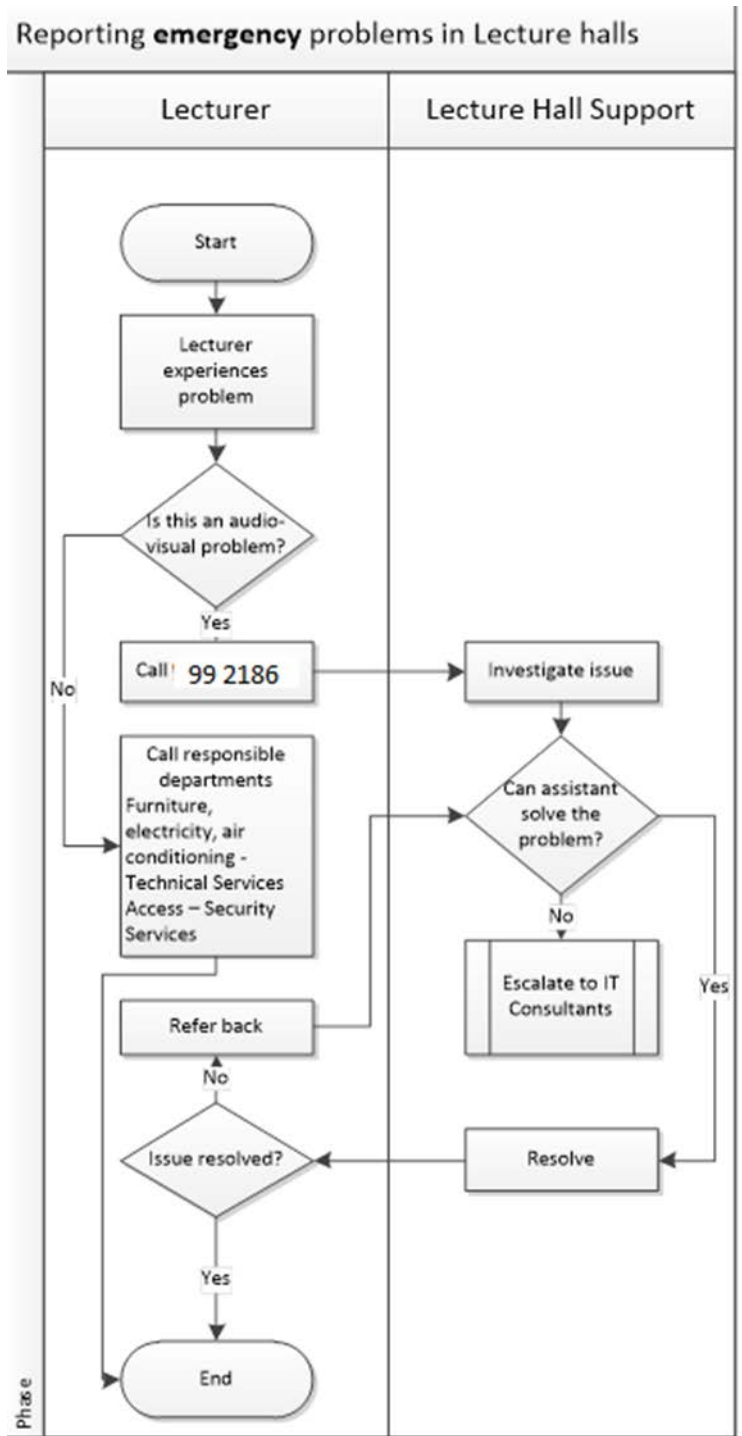
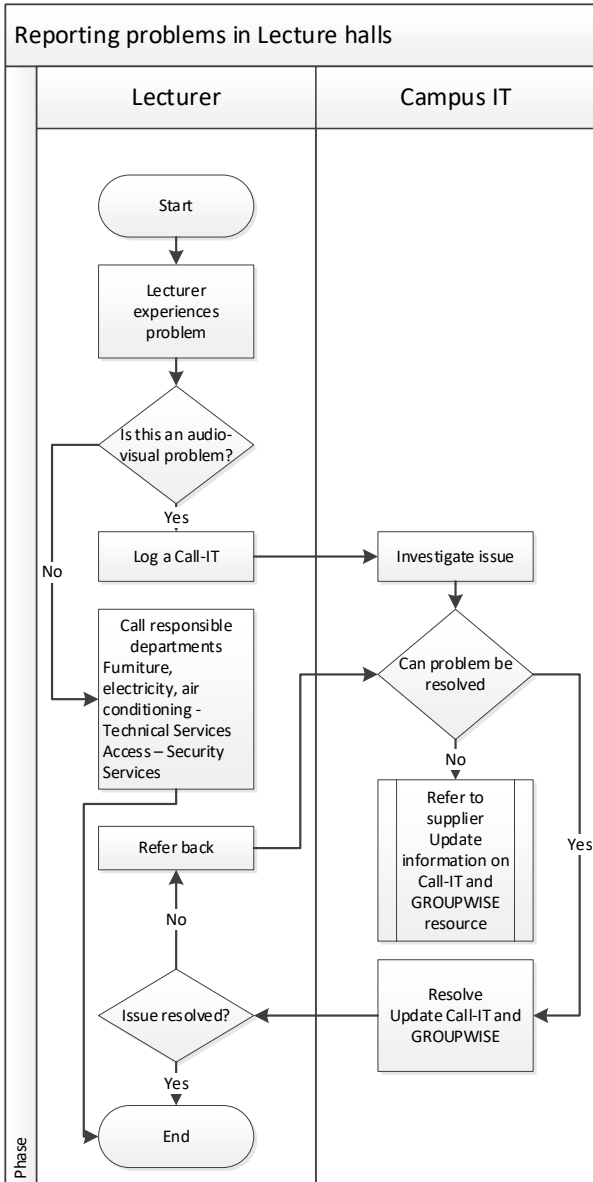


## 8 Procedures for Joey pannel

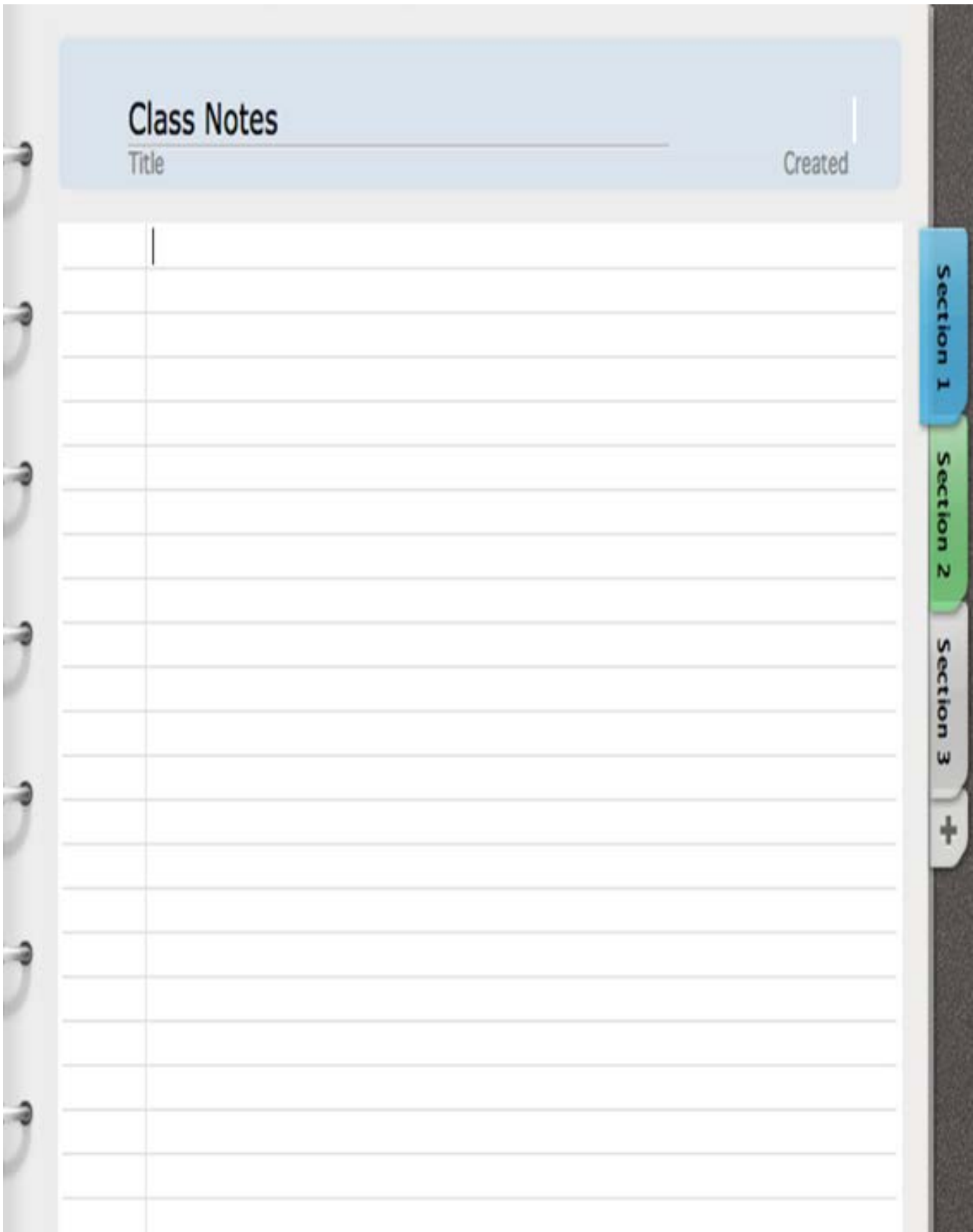
- To switch ON the projectors in the venue, you must press the PC button so that both projectors are ON at the same time.
- You must then choose the input that you would like to show on display 1 and 2 respectively by pressing either PC1 on the left or PC1 on the right.
- PC2 is used to connect an external laptop to the system when you want to make use of it for your presentations.
- You can press Doc Cam for the display 1 and Doc Cam for the display 2 at the same time.
- You can have Doc Cam on display 1 and PC on display 2 or visa verse.
- Display1 ON/Off or Display2 ON/OFF buttons are used to switch ON or OFF display 1 or 2. If you press Display1 ON/OFF button when you switch ON the system, only projector 1 will be switched ON to display the selected input. Display2 ON/OFF button also switches ON projector 2 only when pressed during system startup.
- PROJ OFF button switches OFF both projectors at the same.

**When you are done with your class, you have to shut down the PC, press the power button on the Doc Cam to switch it OFF then press on PROJ OFF button on the control panel. When all the equipment are OFF, you may then switch OFF the system power and the projectors.**

9 Appendix A: Graphical presentations of procedures







# Class Notes

Title \_\_\_\_\_

Created \_\_\_\_\_

Section 1

Section 2

Section 3

