

# You want to: USE a DOCUMENT CAMERA and PPT during your REMOTELY RECORDED PRESENTATION

## BEFOREHAND

Set up a scheduled recording

## IN ROOM

### BASICS

1. **Reset room** (so you get back to the room's default settings)
2. Make sure the microphones you are intending on using are **on** (they should be by default)
3. Make sure the screens are set to **Split Screen** (Extended)

### SPECIFIC

4. (Turn on the **document camera**)
5. Open your **Powerpoint** presentation
6. In Powerpoint, go to the Slideshow menu and untick **Use Presenter View**
7. Move the Powerpoint window over to the **right hand monitor** (extended screen)
8. Put the document camera onto the left hand display (On the touch panel, go to **Display > Left Display** and choose **Document**)
9. Start your **Slideshow**
10. Deliver your presentation

## BEFORE LEAVING

1. **Turn off** the document cameras
2. **Reset** the room

HOT KEYS FOR SCHEDULED RECORDING

**F8 TO START**

**F9 TO PAUSE/UNPAUSE**

**F10 TO STOP**