

You want to: USE your LAPTOP during your REMOTELY RECORDED PRESENTATION

BEFOREHAND

Set up a scheduled recording

Bring your laptop with you

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)

SPECIFIC

3. **Connect your laptop** to the main computer with the right umbilical cable (on the touch panel go to **Left screen > HDMI**)
4. Launch **Powerpoint** on your laptop. Your presentation will appear on the **left hand monitor**
5. In Powerpoint, go to the Slideshow menu and untick **Use Presenter View**
IF you want to open any other programme on the room PC make sure you leave your Powerpoint presentation on the **left hand monitor**
IF you want to open the document camera on the room PC, make sure you open it with **Ladybug** (before launching your PPT) and move it on the **right hand monitor**
6. Start your **Slideshow**
7. Deliver your presentation

BEFORE LEAVING

1. **Disconnect your laptop** from the main computer
2. **Reset** the room

HOT KEYS FOR SCHEDULED RECORDING

F8 TO START

F9 TO PAUSE/UNPAUSE

F10 TO STOP