**TWU** technology

## Options

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| Connect Laptop | Plug your laptop into the VGA port on the wall. Then, change the projector source by pressing the **Computer button** on the projector remote until Computer2 is selected. |
| Document Camera | Document camera is located in the equipment rack drawer. Unfold document camera and place on the desk or countertop. Press the **Power button** and hold for 2 seconds. Log in to the computer. Double click the **Sphere 2** icon. Press the **Main menu** on document camera to zoom and autofocus. |
| Equipment Rack Drawer | You will find: AV & VGA (laptop hookup cables), document camera, microphone, pointer/presenter, spare batteries. |
| Input Panel | Input panel is located on the wall behind the monitor. The input panel contains: USB ports for flash drives, VGA port for laptop hook up, A/V inputs, and a power outlet. |
| Tegrity | Tegrity lecture capture software is installed on the computer. First you must request to have Tegrity (TWU's lecture capture system) enabled in Blackboard. From your Blackboard course, click **Tegrity Classes** on your course menu. Then, press the **Record a Class** button. |