**Step 1: Review the classroom.** Each space has been set up to maximize social distancing while still providing you with the needed technology to teach. Each student should follow college procedures and CDC guidelines.

Step 2: Turn on the projector. You will use the remote provided and then select the blue "On' button.


Step 3: Turn on the PC computer and login using your college credentials of firstname_lastname@daytonastate.edu and your standard College Password. This will load your personal desktop and connect you to any campus connected storage drives.
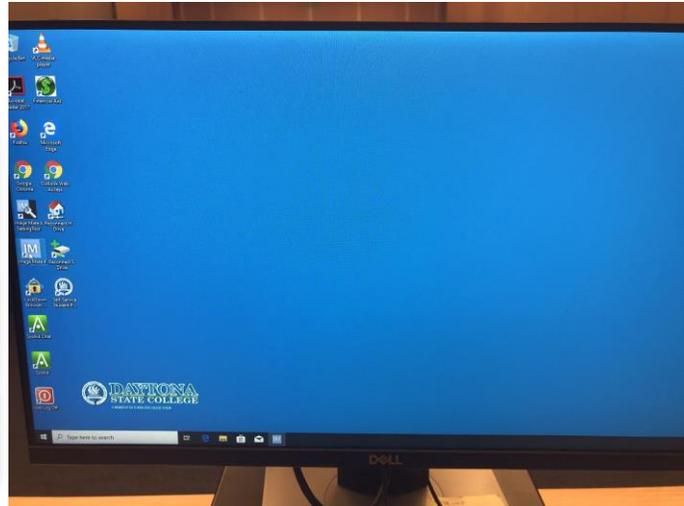
Step 4: Utilize the provided lectern. We have included a wireless mouse and keyboard to make it easier to control the PC computer from the lectern. We have also included a microphone at the lectern to help project your voice. Make sure to stand natural at the podium for the best audio pick up.

Step 5: Use the document camera when needed to present hard copy documents on the screen. You will Select the "Image Mate 4" icon on the desktop and then "MX-P2" on the Camera Selection screen to turn on the document camera. Also, you will need to unfold the document camera and use the controls on the device.
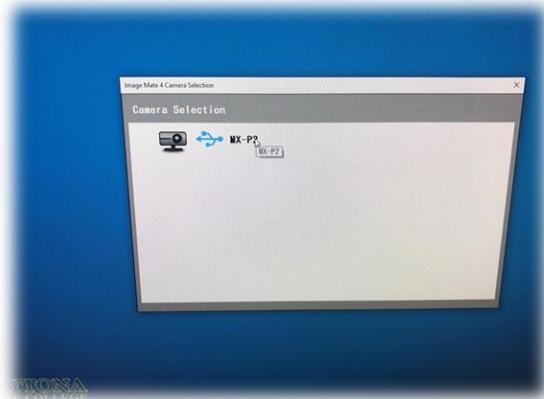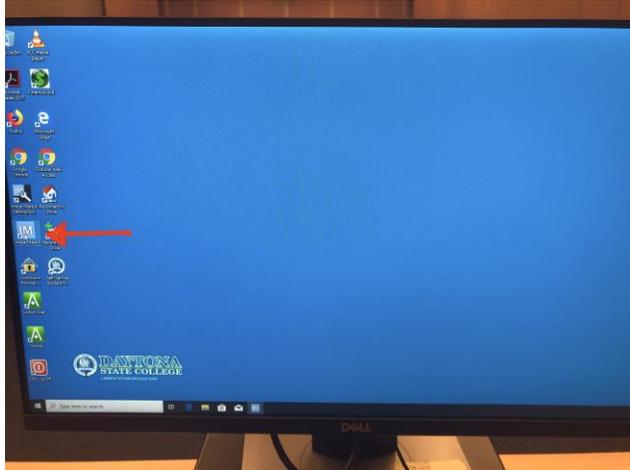
Step 6: Review the provided conference phone in each room. You can make calls to local numbers by dialing "9" first and then the phone number. You can also call the IT Helpdesk if needed at extension 3950.

Step 7: Review the provided mobile whiteboard or clear board. *Each faculty will need to bring their own dry erase markers*. These boards can be moved around the room where needed.

Step 8: When done Teaching make sure to shut down or log off the PC computer. Then put the projector on standby mode via the remote by selecting "Standby".

Step 9: Review the support numbers for the IT Helpdesk. We have staff on campus that can help. You can contact them via email at helpdesk@daytonastate.edu, by phone at 386-506-3950 and by chat at http://itchat.daytonastate.edu/.