How to use a Doc Cam in a College of Communication Classroom

Steps in this Helpsheet:

- Turn on the Projector
- Raise the Doc Cam
- Turn off the Projector
- Get Help
  - Emergencies
  - Technology and Classroom Equipment
  - Facility

Turn on the Projector

Touch the touch panel screen to wake it up.

Press the Source you want to use to begin. The Projector will power on automatically.

Once the projector is powered on, the DOC CAM screen will appear.
Raise the Doc Cam

In many of our rooms, the doc cam rests on the desk. Use the buttons on the touch panel to control the image.
Turn off the Projector

Touch the touch panel screen to wake it up, if needed.

Please note the Laptop screen is shown for example purposes only. You may press the OFF button from any page as the bottom menu persists across all screens.

From any screen, press the OFF text in the lower left-hand corner.
Confirm that you want to shut down the projector by pressing YES.

The projector will need to cool down for several minutes before it can be turned on again.

Get Help

**Emergencies**

Call **911** for all emergencies

Call **UT Police at 512-471-4441** for all other security concerns

**Technology and Classroom Equipment**

Contact College of Communication Technology Services for issues with classroom equipment, checkout equipment, and computing.

Call us at **512-471-1199**, e-mail us at **comm-help@austin.utexas.edu**, create a ticket in **Moody College Service Desk** or come see us at our walk-in helpdesk which is located in **CMA3.104**. When you get off the elevator on the 3rd floor of CMA, we're immediately to your right.

**Facility**

Contact John Kimbrough, College Facilities Manager, by creating a ticket in **Moody College Service Desk**.