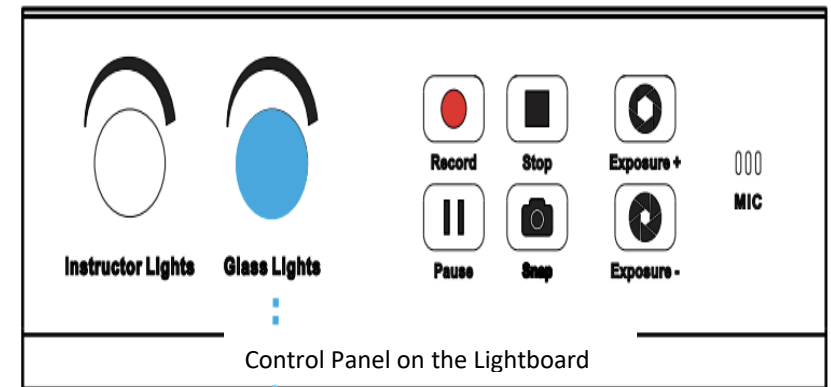


1. Setting up and Writing on the Board

- Power on the light board using the power button  on the left bottom side of the frame.
- **Always** use provided Neon Markers and no other markers on the lightboard
- Adjust the instructor lights and glass lights on the control panel to ensure **optimum lighting** for writing on the glass and for your face in the recording.
- Use the **Exposure +/- controls** in the control panel to balance brightness and contrast.



2. Using eGlass Software and Saving Your Videos

- Manually open CFE's laptop, located under the black hood behind the lightboard screen. Then log in with the provided ID and password (left of the lightboard) using the keyboard. Ensure the laptop is connected to OU Wi-Fi or Ethernet (bottom right of screen).
- Once logged in, open the eGlass Fusion software on the screen.
- Click on **Record**, choose **Camera Record** for recording your talk, **Screen Record** for capturing your screen, **Screen Record PIP** for recording your screen with PPT slides or PDF and your talk in a minimized window simultaneously.
- You can either use the control panel in the eGlass software or the control panel on the right side of the lightboard to record, pause, stop or snap (screenshot) your recordings. Wait for the beep or countdown before starting to record.
- Always do a test video first. When ready to record, turn off the room's light and close the door to have a dark and clean background for your video.

3. Saving Videos

- By default, video files are saved to the **Window Home** at the bottom left corner > **File Explorer** > **Downloads** > **Videos**. If you want to move your recorded video to your OneDrive,
 - Open a private/incognito browser window (e.g. Firefox).
 - Go to **office.com** and sign in with your OU email and password.
 - Navigate to **Apps**, then **OneDrive**.
 - Click **My Files** on the left side.
 - Drag and drop the recorded video from the Videos folder on the laptop to your OneDrive files. Wait for it to finish uploading.
 - Close out of the browser window.

If you want to save it to a flash drive, you can change it from Settings> Misc > Root Archive Folder

4. Wrapping Up

- Wipe off the writing on the lightboard and turn off the power of lightboard and log off CFE's laptop.