How to Guide for Foster Flexible Classrooms

Flexible Classrooms

- 24 seats or less *(highlighted rooms are equipped with video conferencing capabilities)*
  - 109; 117; 122; 141; 331; 401; 423; 428; 429

- 25 – 40 seats *(highlighted rooms are equipped with video conferencing capabilities and lecture capabilities)*
  - 203; 302; 314; 316; 318; 402; 403; 404; 416

General Information about the Classroom

Each classroom has one (1) projector; 2 flat panel displays on the back walls; moveable white boards; AMX panel; a document camera and an instructor computer station.

For Help

- Call 254-710-3951
**Lighting Panel Buttons**

*Buttons:*
1. Suspended lights
2. Perimeter lights
3. Recessed cans
   - Turn this off when projecting so the screens are easier to see
4. Bottom button
   - Toggles lights - off then back to last setting
   - Double tap – turns it off and resets last setting
5. Dimmer – long button

**Classroom Equipment**

- PC Monitors (2)
  - Left monitor – primary; will be projected
  - Right monitor – cannot be projected

- Two TV Displays placed at each corner
• Projector – one centered in the middle of the room
• Document Camera (Doc Cam)
  o To turn it on:
    ▪ Pull it up
  o To turn it off:
    ▪ Push it back down

NOTE: You will need to select “Doc Cam” in the AMX panel startup screen (or in the “Advanced” tab) to project it.
**AMX Panel**

**Basic Options**

- Steps:
  1. Touch “Start”

2. Touch a device to display
   - Console PC
   - Laptop (for HDMI)
   - Doc Cam

3. The selected option will project on all screens & TVs.
**Advanced Options**

- **Purpose:** When you want to project different content on different screens or from other devices (e.g. AppleTv or ClickShare)

**NOTE:** To go back to the “basic” options, just touch the “Advanced” tab again.

- **Steps:**
  1. Touch “Advanced” tab on the bottom of the screen
  2. Select device in the displayed matrix to change what you want to project on each screen
     - For example, if you want to project your laptop on the right projector and let your laptop be the source for the audio, change it by touching “laptop” then “audio source”
3. Displays black screen on projector & flat panel TVs

4. Projector display freezes. Changes to the source may be made before unfreezing.

5. Touch “Power” button on the top, right corner

6. It will display several options:
   a. System off
   b. Back – displays previous screen
   c. Start Page – displays the startup screen

NOTE: Be sure to select “system off” to turn off the system
Sharing Devices

Connecting a Laptop

- You can connect your laptop via an HDMI cable only! (Note: you may need an adapter to connect HDMI)

NOTE: You will need to select “Laptop” in the AMX panel startup screen (or in the “Advanced” tab) to project it.

Connecting an iOS Device to AppleTV

Note: This doesn’t work on devices using older versions of iOS

- Steps:
  1. In the AMX panel, go to the “Advanced Tab”
2. Select “Console Monitor” (Note: often referred to as “PC Monitor”) to AppleTV

3. On your device (iPad/iPhone):
   - Turn on wireless & Bluetooth

4. Once your device has recognized the AppleTV:
   - Select the classroom (e.g. Foster 301)
   - The Console Monitor will display a code/pin
   - Enter the pin on your device
   - Your device should now display on the Console Monitor
   - Select “Apple” in the AMX panel’s “Advanced” tab to project it on the screen you want.
   - Select “audio source” for sound in the AMX panel
ClickShare

- Purpose: To project faculty and/or student’s device wirelessly via USB
- First, you will need to check out a ClickShare USB “button” from Josh Ward (josh_ward@baylor.edu or 254-710-4255). You may check it out for an entire semester.
- You may check out multiple buttons if you want students to be able to share content
- Steps:
  1. Select “laptop” then select “Click A” or “Click B” in the AMX panel’s “Advanced” tab to project it, then select an “audio source”

(Note: Select the device you want the “ClickShare” to display on)
2. Pair the ClickShare “button” with the device in the console by plugging it in.

Note: When the “button” stops blinking, it is ready to be removed.
Note: You should see this screen on all the displays

3. Attach ClickShare “button” to the faculty/student laptop device
4. Run the Clickshare software on the USB drive once it is recognized as a removable drive
5. Press the “button” to start showing your display
6. When finished just remove the “button”

Lecture Capture

- Available in certain classrooms with video conferencing capabilities
- Can record lectures and save them
• Contact **Josh Ward** ([josh_ward@baylor.edu](mailto:josh_ward@baylor.edu) or 254-710-4255) to schedule a capture or learn to do an adhoc capture

**Videoconferencing**

• Available in certain classrooms
• Contact **Josh Ward** ([josh_ward@baylor.edu](mailto:josh_ward@baylor.edu) or 254-710-4255) to schedule a videoconference