# Old Main 370

## Use the keypad to control the room

### Control Options

**PRESS to START**
Turns on projector, lowers screen, selects Main PC
**PRESS & HOLD for OFF**

**Temporarily BLANK
the projector display**
Button will flash when active
Press again to release
*Please do not leave with this on
(turn system off when leaving)*

**Adjust VOLUME**
Touch or hold to change
*Problems: Check volume and
mute control on computer or
application or AUX device*

### Source Options

**Display COMPUTER**
Your first log-in takes time
Subsequent logins are faster

**Display your device:
LAPTOP, PHONE, TABLET**
Connect to AUX (HDMI) input
using cables and adapters
*(see AUX on back)*

**Display Document Camera**
Swivel the document camera
arm toward you and lift
*(see CAMERA on back)*

Keypad buttons:
- Projector On/Off
- Main PC
- Picture Blank
- Aux
- Volume Up ▲
- Volume Down ▼
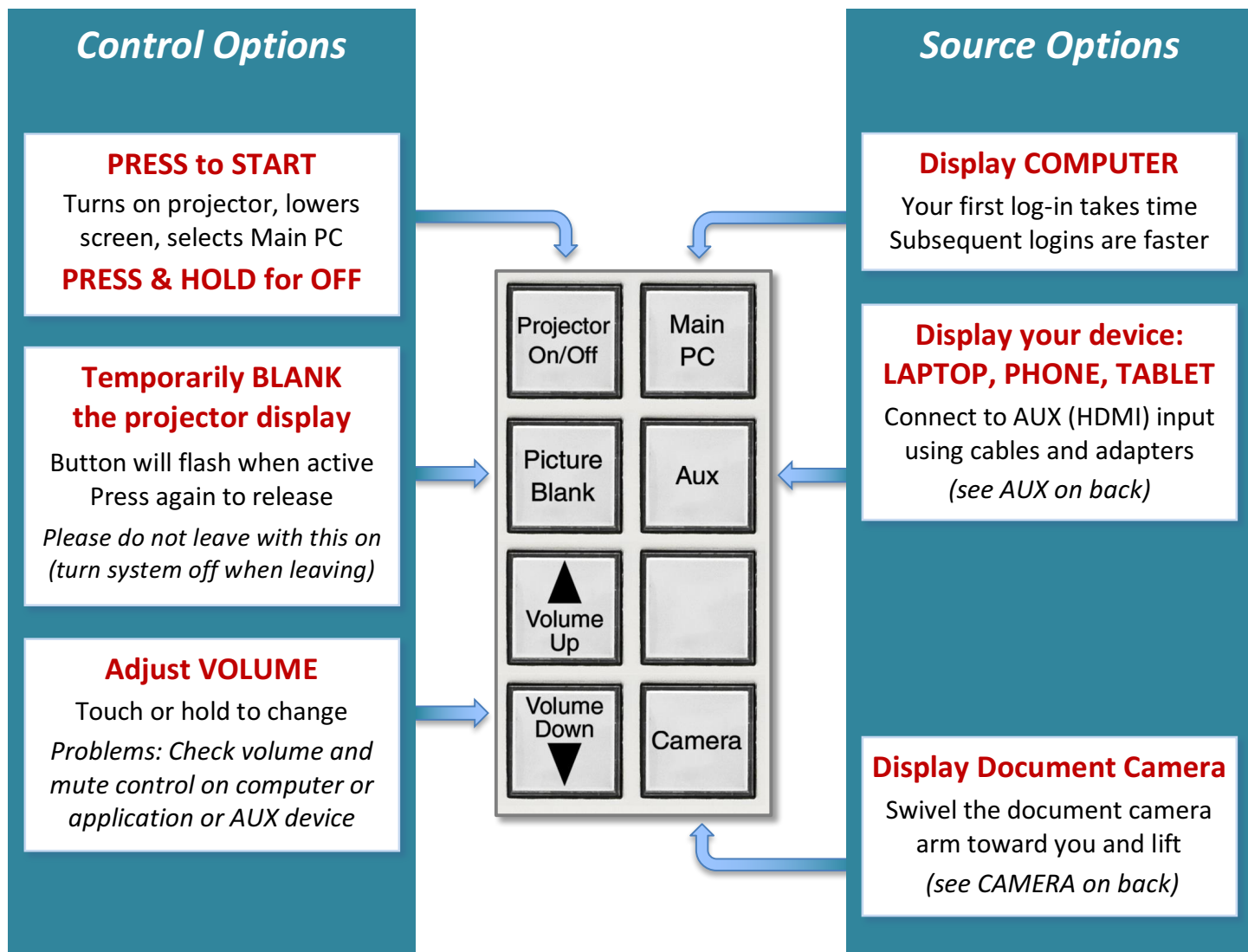- Camera

*When leaving the classroom, please:*

- **Turn system OFF – Press and HOLD Projector On/Off button**
  (System will be non-responsive for 60-90 seconds as projectors cool)
- **Log out of the room computer** (computer should always remain on)

*(additional detail and help on reverse)*

| IMMEDIATE ASSISTANCE | REPORT A PROBLEM | QUESTIONS, SUGGESTIONS, TRAINING |
|---|---|---|
| call/text 254-307-1614 | cts@baylor.edu | astc@baylor.edu |

# Old Main 370 – Details    *www.baylor.edu/astc/classrooms*

## AUX: Connect and Display your Laptop, Smartphone or Tablet

The **AUX input plate** allows the user to connect an HDMI-compatible device and/or analog audio source. Common cables and adapters are available in the room to connect your device, though you may wish to purchase your own set.

*We encourage you to **plan ahead** and be familiar with how your device connects to HDMI. Please feel free to call us for help.*

## CAMERA: Display the Document Camera

1. Swivel the document camera arm toward you
2. Raise the camera arm - camera will automatically turn on
3. Press CAMERA on keypad and adjust image as needed:
   o Rotate ZOOM wheel to zoom in and out
   o Press FREEZE to retain current image – press again to release
   o Press LIGHT to turn the lamp on/off
   o Press FOCUS to turn auto focus on/off
4. When finished, lower camera arm (turns OFF) and swivel away

## Kensington Remote: Provides remote control and laser pointer

Works with most programs (like PowerPoint) to control slides
   o Top button beams the laser pointer
   o Right button advances to the next slide or page
   o Left button returns to the previous slide or page
   o Bottom button blanks the screen (PowerPoint) – press again to release

Placing the USB receiver back in the unit turns unit off and saves batteries.

*This is not a flash drive; please do not walk off with the USB receiver.*

---

**IMMEDIATE ASSISTANCE**
call/text 254-307-1614

**REPORT A PROBLEM**
cts@baylor.edu

**QUESTIONS, SUGGESTIONS, TRAINING**
astc@baylor.edu

www.baylor.edu/astc/classrooms          page 2 of 2          updated 06/14/2016 by Stephen Rylander