

# Presentation Classroom Instructions – Mary Gibbs Jones 207

Instructions available online at [www.baylor.edu/astc/instructions](http://www.baylor.edu/astc/instructions)

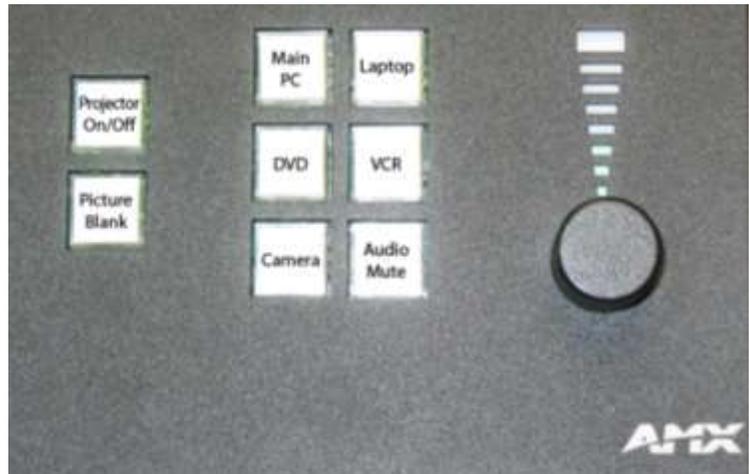
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Mary Gibbs Jones 207 is equipped with a projector, computer, DVD/VCR, document camera, and connections for a laptop. The system is automated with an AMX push-button controller.

## AMX Panel

The AMX panel controls the devices in the room. It is located on top of the console.

1. Press PROJECTOR ON/OFF to turn on the projector and lower the screen.
2. Choose the source to project.
3. Control volume from that source by turning the VOLUME KNOB.
  - Turn knob slowly for better response.
4. Select PICTURE BLANK to quickly black out the projection screen, or AUDIO MUTE to quickly turn off the sound from that source. Press again to release.



## Computer

1. If the computer is turned off, press the power button on the CPU.
2. Press the CTRL-ALT-DELETE keys simultaneously.
3. Log in with your BearID and password.
4. Press MAIN PC on the AMX panel.
5. Control volume by turning the VOLUME KNOB on the AMX panel.

## Laptop

1. Connect the VGA (video), audio, and network cables stored on the console to your laptop.
2. Power on the laptop.
3. Press LAPTOP on the AMX panel.
4. If the laptop image does not appear on the screen:
  - If using a Dell laptop, simultaneously press the FN and F8 keys to cycle through the laptop display settings (laptop screen only, projector only, or both).
5. Control volume by turning the VOLUME KNOB on the AMX panel.

## DVD/VCR

The DVD/VCR is in the console on the right side.

1. Insert a DVD or VHS tape in the unit.
2. Press DVD or VCR on the AMX panel.
3. Use the controls on the DVD/VCR to play/rewind/fast-forward.
4. Control volume by turning the VOLUME KNOB on the AMX panel.

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For immediate assistance or to report a problem, call/text 254-307-1614 (Classroom Technology Services).  
For other questions, suggestions, or training, email [ASTC@baylor.edu](mailto:ASTC@baylor.edu) (Arts & Sciences Technology Center).

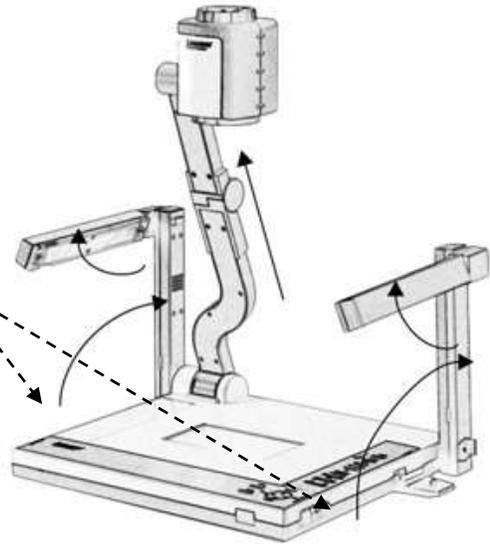
## Document Camera – Lumens PS660

The document camera is located in a drawer on the right side of the console. To use:

1. Press POWER on the document camera.
2. Press CAMERA on the AMX panel.
3. Raise the lamps using the release latch on each side.
4. Using two hands, hold the platform firmly and lift the camera arm. It is very tight but will lift into place.

The camera image will be displayed both to the instructor monitor and to the presentation screen.

When folding the arms back down, be sure the camera head is fully down, so the drawer can slide back into the console.



## Adjusting the Image

- Press ZOOM + / - to make the image larger or smaller.
- Press FREEZE to keep the current image on screen while you prepare the next document.
- Press ROTATE to turn the image on the screen 90°. Continue to press to rotate the image back to the starting position.
- Press PAN to quickly zoom to one part of the image. Use the arrow keys to move. Press PAN again to return to the full image.

## Advanced Features

The Lumens document camera can enhance lectures with several advanced features beyond just basic projection. Some are listed below:

### Capture images/video

- Capture a single still image to display later on the document camera.
- Capture a series of still images at a specified interval.
- Capture audio and video to archive or share online. (SD card required)
- Display a saved still image and a live image side-by-side.
- Export the saved images to a user-supplied SD card.

### Display other media

- Display 35mm slides using illuminated window in stage.
- Display microscope images (additional adapter required).

For more information and training on these advanced features:

- Contact the staff of the Arts & Sciences Technology Center: ([www.baylor.edu/artsandsciences/technology/index.php?id=68136](http://www.baylor.edu/artsandsciences/technology/index.php?id=68136))
- Send us your question using our online form: ([www.baylor.edu/artsandsciences/technology/index.php?id=76041](http://www.baylor.edu/artsandsciences/technology/index.php?id=76041))
- Access the Lumens instruction manual online: ([www.baylor.edu/content/services/document.php/109048.pdf](http://www.baylor.edu/content/services/document.php/109048.pdf))



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## Presentation Remote

The presentation remote serves as a laser pointer and a remote control for PowerPoint presentations.

1. Turn on the remote by removing the receiver from the remote.
2. Plug the receiver into a USB port on the computer.
3. Use the remote to control PowerPoint presentations (or scroll pages in other applications).
  - The right button advances to the next slide or page.
  - The left button returns to the previous slide or page.
  - The top button beams the laser pointer. (It has various effects on other programs.)
  - The bottom button blanks the screen. Press again to recover.
4. Insert the USB receiver into the remote with the logos facing the same direction. Both pieces must stay together for the remote to work.



## To Shut Down the System

1. Press PROJECTOR ON/OFF on the AMX panel.
2. Log out of the computer.
3. Power off the document camera and lock the drawer.