

Presentation Classroom Instructions – CS 101

Instructions available online at www.baylor.edu/astc/instructions

Carroll Science 101 is equipped with a projector, computer, connections for a laptop, Kensington remote, and a lavalier microphone (available from the English office). The system is automated with an AMX keypad controller.

AMX Keypad

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

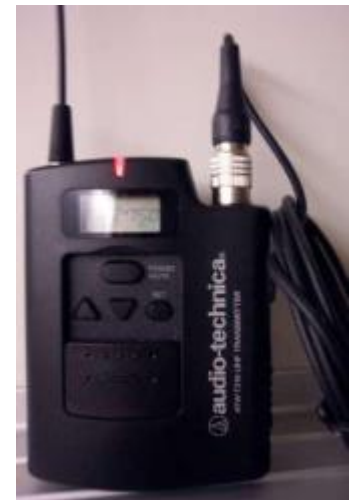
1. Press POWER ON/OFF to turn on the projector and lower the screen.
2. Choose the source to project.
3. Control volume from that source using the VOLUME UP / DOWN buttons on the keypad.
4. Select PICTURE BLANK to quickly black out the projection screen. Press again to release.



Lavalier Microphone

A lavalier microphone is available from the English office (Carroll Science 106) on a check-out basis.

1. This can be used when the presentation equipment is either on or off.
2. To power the transmitter on or off, press and hold the “Power Mute” button for two seconds. Attach microphone to shirt or lapel about 6 inches below the chin and the transmitter to the waistband or belt.
3. Control volume using the MIC UP / DN buttons on the keypad.
4. When finished, please return the device to the English office.



Computer

1. Press the CTRL-ALT-DELETE on the keyboard and log in with your BearID and password.
2. Press MAIN PC on the keypad.
3. Control volume using the VOLUME UP / DOWN buttons on the keypad.

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 keypad.
If the laptop image does not appear on the screen simultaneously press the FN and F8 keys to cycle through the laptop display settings (laptop screen only, projector only, or both).
4. Control volume using the VOLUME UP / DOWN buttons on the keypad.

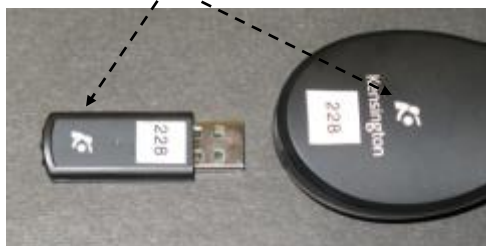
To Shut Down the System

1. Press and hold PROJECTOR ON/OFF on the AMX keypad.
2. Log out of the computer.

Kensington Wireless Presentation Remote

The Kensington wireless presentation remote serves as a laser pointer as well as a remote control for your PowerPoint presentations (and other applications) for up to 50 feet away.

*The remote has two pieces, the handheld unit and a USB receiver. The receiver is stored inside the handheld unit! **Always insert with the 2 logos facing the same direction.***



Please do not get this part confused with a USB drive; both pieces MUST stay together to work.

The remote works on two AAA alkaline batteries, normally available in the drawer. Removing the USB part turns the unit

ON. Please replace the USB receiver to turn the unit OFF.



Using the Remote Control

The remote is stored with the computer.

1. Remove the USB receiver from the handheld.
2. Plug the USB receiver into a computer USB port.
These USB ports may be found on front of the computer, on the keyboard or, in some cases, on the monitor. Any USB location should work.
3. The computer should indicate finding the device.
4. Continue with your PowerPoint presentation using the remote's buttons.



Buttons on the remote

This unit is used most often with PowerPoint but can also scroll screen pages up and down in other applications like Microsoft Word or on an Internet browser page.

1. The right button will advance to the next slide or page down.
2. The left button will return to the previous slide or page up.
3. The top button beams the laser pointer and has various effects on other programs.
The USB receiver must be removed for the laser pointer to function.
4. The button on the bottom will blank the screen. Click again to recover the screen.

*It is not necessary to shut down the computer before adding or removing the USB receiver. **Please take care to return the USB receiver into the handheld unit and store by the computer.***