Presentation Classroom Instructions – Sid Richardson 210

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

Sid Richardson 210 is equipped with a projector, computer, document camera, Kensington remote, and connections for a laptop. 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 PROJECTOR ON/OFF to turn on the projector and lower the screen.
2. Choose the source to project.
3. Select PICTURE BLANK to quickly black out the projection screen. 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 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.
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).

Presentation Remote

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

To Shut Down the System

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

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 (Arts & Sciences Technology Center).
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Document Camera – AVerVision SPB350+

The document camera is located in a drawer on the console side and offers a high resolution image with several nice features. To use:

1. Press POWER on the document camera.
2. Press CAMERA on the keypad.
3. Raise the camera arm fully and rotate the camera into position.

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

When folding the arms back down, be sure to rotate the camera back inside the arm so the drawer can slide back into the console.

Adjusting the Image

- Turn the shuttle wheel clockwise to zoom in and counter-clockwise to zoom out.
- Press AUTO IMAGE and AUTO FOCUS as needed to adjust brightness and focus.
- 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 LAMP on the control panel to turn on/off the overhead lamp.
- Press the LIGHT BOX button on the right side of the unit to turn on the illuminated window in the stage to display 35mm slides.

Advanced Features

The document camera can enhance lectures with several advanced features. Some are listed below:

- Capture a single still image to display later on the document camera.
- Capture a series of still images at a specified interval.
- Display a saved still image and a live image side-by-side.
- Export the saved images to a user-supplied SD card.

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)
- Send us your question using our online form:
  (www.baylor.edu/artsandsciences/technology/index.php?id=76041)
- Access the instruction manual online:
  (http://www.baylor.edu/content/services/document.php/191500.pdf)

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