# **Presentation Classroom Instructions – MGJ 111**

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

MGJ 111 is equipped with an electric screen, projector, and computer.

#### **Screen Controls**

The screen is controlled by a switch on the wall near the instructor computer.

## The Projector

- 1. Point the projector remote toward the projector and press ON.
- 2. If you are not getting an image, make sure HDMI is selected on the remote.

## **Computer**

- 1. Log in with your BearID and password.
- 2. Control volume using the computer volume control.

#### **Presentation Remote**

- 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.
  - 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.

#### **Shutting Down**

- 1. Press the red STANDBY button on the projector remote control TWICE to turn off the projector.
- 2. Toggle the screen wall switch to the top position to raise the screen.
- 3. Log out of the computer.



