

## Use the touch panel to control the room – press START to begin

### Select SOURCE to Display

**PC** - Your first log-in takes time; subsequent logins are faster

**AUXILIARY** - Connect your laptop, phone, tablet to AUX (HDMI) input using cables and adapters

**ANALOG ONLY** – Connect a device for audio only

**APPLE TV** - Display iPhone or iPad wirelessly using AirPlay

**DOC CAM** - Swivel the document camera arm toward you and lift

### Temporarily BLANK the projector display

Button will flash when active  
Press again to release

### Press POWER, then SYSTEM OFF to turn off

Please turn system off when leaving (do not use Picture Blank)

Call/Text (254) 307-1614 or Email [CTS@baylor.edu](mailto:CTS@baylor.edu)

### Adjust VOLUME or MUTE

Problems: Check volume and mute control on computer or application or AUX device

When leaving the classroom, please:

- **Turn system OFF** – Press **POWER** and select **SYSTEM OFF**  
(System will be non-responsive for 60-90 seconds as projector cools)
- **Log out of the room computer** (computer should always remain on)

*(additional detail and help on reverse)*

## AUXILIARY: 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. Adapters may be needed to connect your device, depending on its age and type.

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

## DOC CAM: Display the Document Camera

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



## APPLE TV: Display Instructor (or Student) iPad or iPhone Wirelessly

*Requires iPhone 4S, iPad 3 or newer (with iOS 7.1 or newer)*

1. Press APPLE TV on the touch panel. On your Apple device,
  - Confirm Bluetooth is on
  - Swipe up from the bottom of the screen and touch the AirPlay icon
  - Select the Apple TV for this classroom, enable mirroring, enter code from classroom monitor
    - ✓ Use Picture Blank to avoid displaying sensitive information, including passwords
2. Disconnect from AirPlay before leaving the room (same process as #1, but select iPad or iPhone)

*Apple TV in the classroom is a new feature – please email us with any questions, comments or suggestions.*

## Kensington Remote: Provides remote control and laser pointer

Works with most programs (like PowerPoint) to control slides

- Top button beams the laser pointer
- Right button advances to the next slide or page
- Left button returns to the previous slide or page
- Bottom button blanks the screen (PowerPoint) – press again to release

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

Spare batteries should be in the drawer or the office ... or call.

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



## MICROPHONES: Use **Lavalier** or **Handheld Microphone**

### **Lavalier Microphone:**

Attach the microphone about 6 inches below the chin. Position the microphone to avoid movements that may cause the microphone to rub against or be covered by clothing.

Press and hold the POWER/MUTE button under the sliding front cover to turn on the microphone. To mute, press this button once. Press again to unmute. You may also mute/unmute using Mic Mute on the lower left of the touch panel.

To turn off the microphone, press and hold the POWER/MUTE button until PWROFF shows on the display.

### **Handheld Microphone:**

Turn the microphone on by pressing the power button on the bottom of the microphone. To turn off the microphone, press and hold this button until PWROFF shows on the display.

Spare batteries for both microphones should be available in the console. If not, please call for assistance.

### **Adjusting Volume:**

Adjust volume for either microphone by pressing VOLUME on the touch panel and adjusting the appropriate volume slider.

