

Presentation Classroom Instructions, Reynolds Suite, Alexander Hall

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

The touch panel screen (*Figure 1*), in the console, controls the devices in the room. To lower the screen and power on the projector:

1. Press the screen on the touch panel to activate. Turn System Power ‘On’
2. On the Main Menu under “Video Projector,” press “ON.”
3. Attach the VGA cable and the green network cable to the laptop.
4. A power cord is also readily available if power to the laptop is needed.
5. Select “COMPUTER” on the touch panel screen (*Figure 1*). Power on the laptop.
6. If there is no image displayed, press FN + F8 keys simultaneously to cycle through the laptop projection modes (CRT/LCD modes).

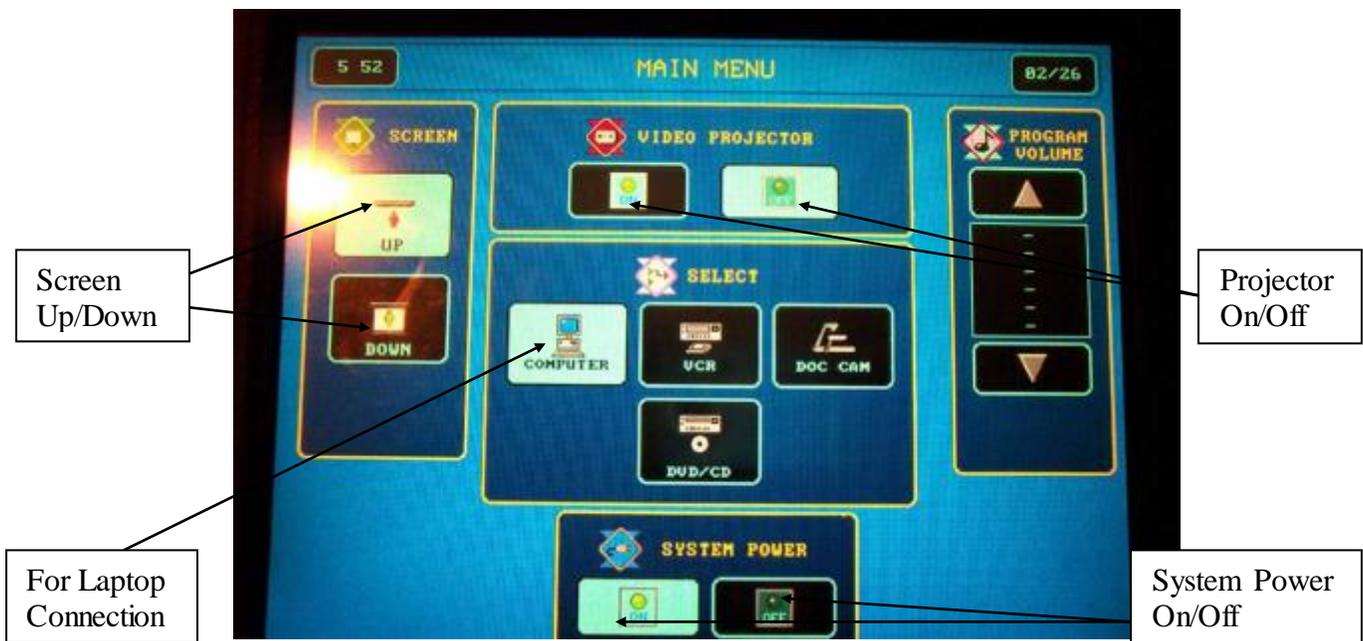


Figure 1



Figure 2

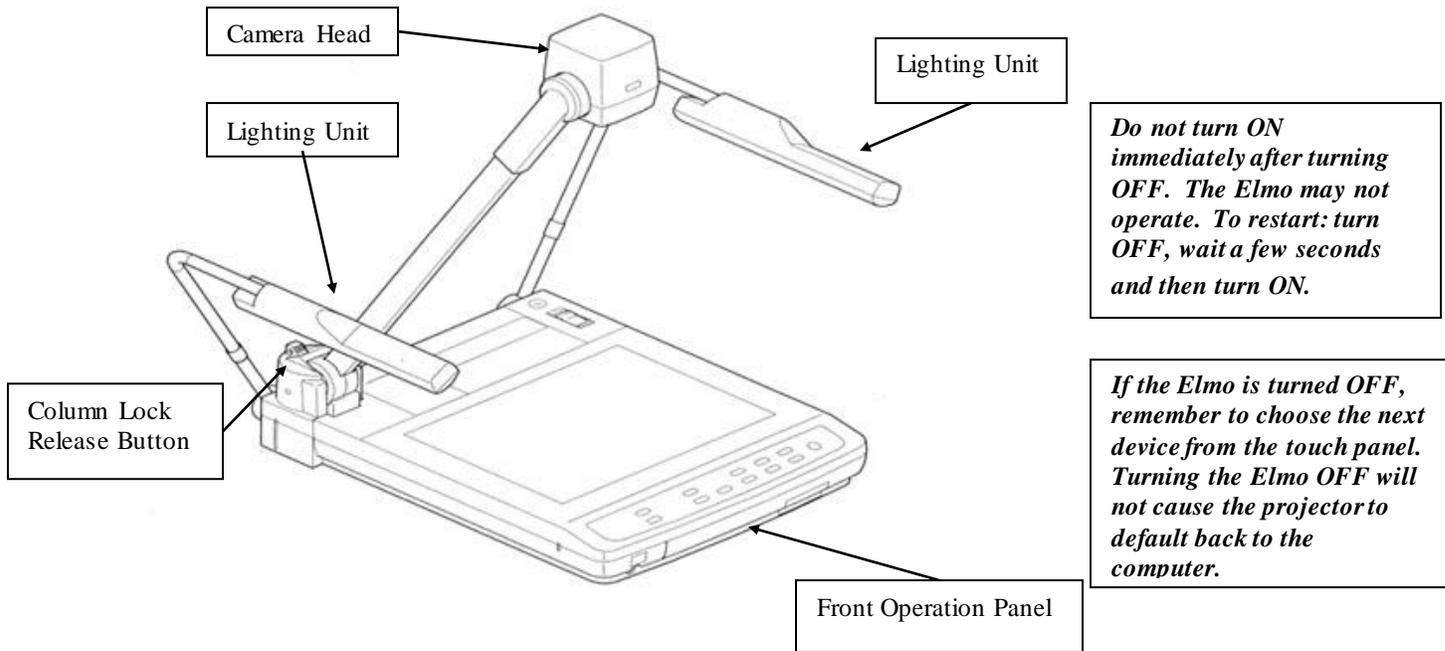


Fn + F8 keys to change modes

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).

Document Camera (“Elmo”)

The Elmo Document Camera is sometimes referred to as the “Elmo.”



The Elmo will project books, documents, magazines, photographs, and other printed material, as well as transparencies. There are two lighting units on each side of the camera. These simply swing up.

1. Press the camera head column lock release button to swing the camera head up.
2. Turn ON the Document Camera by pressing the power switch located on the top right side of the document camera.

Presenting Printed Material

1. On the Front Operation Panel of the Document Camera, choose “Upper.”
2. Adjust the camera according to the object size by using the “TELE” and “WIDE” buttons under the Zoom Heading.
3. Press the Auto Focus (AF) button

Presenting Transparencies

1. On the Front Operation Panel of lights, press “Base.”
2. Adjust the camera according to the object size by using the “TELE” and “WIDE” buttons under the Zoom Heading.
3. Press the Auto Focus (AF) button