Use the keypad to control the room

Control Options

PRESS to START

Turns on the TV
and selects Main PC

PRESS & HOLD for OFF

Adjust VOLUME

Touch or hold to change

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

Source Options

Display COMPUTER

Your first log-in takes time
Subsequent logins are faster

**Display your device:
LAPTOP, PHONE, TABLET**

Connect to AUX (HDMI) input
using cables and adapters

(see AUX on back)

Keypad buttons: Power On/Off, Main PC, Aux, Volume Up ▲, Volume Down ▼
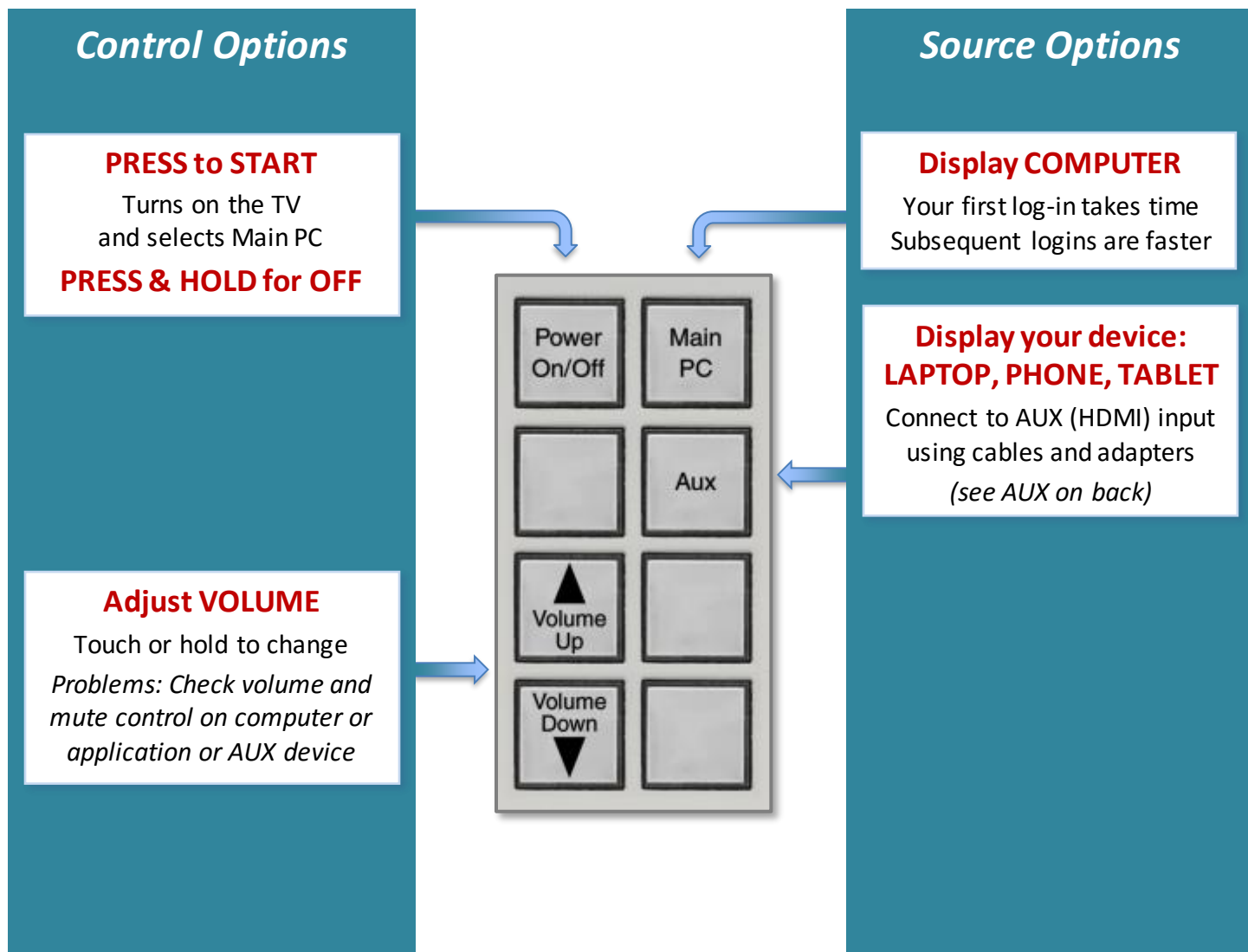
When leaving the classroom, please:

- **Turn system OFF – Press and HOLD Power On/Off button**
- **Log out of the room computer** (computer should always remain on)

(additional detail and help on reverse)

IMMEDIATE ASSISTANCE	REPORT A PROBLEM	QUESTIONS, SUGGESTIONS, TRAINING
call/text **254-307-1614**	**cts@baylor.edu**	**astc@baylor.edu**

AUX: 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. Common cables and adapters are available in the drawer to connect your device, though you may wish to purchase your own set. Network and audio cables are available if needed.

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

Kensington Remote: Provides remote control and laser pointer

Works with most programs (like PowerPoint) to control slides
- 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.

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

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www.baylor.edu/astc/classrooms	page 2 of 3	updated Summer 2016

Insight Classroom Control Software

The computers in this lab are equipped with the Insight classroom control software. Click the Insight icon (see image at right) in the Dock to launch the Insight teacher console.

Access Insight functions in one of these ways:
- Right-click the Insight icon in the system tray to access the most common features.
- Use the toolbar at the top of the teacher console to access a larger set of features.
- Use the menus above the toolbar to access all functions of Insight.

Features

Insight has many features that will enhance instruction. Several are listed below:

Display specific images on student monitors
- Blank student monitors and display a customizable message.
- Show the instructor's screen on student monitors (either full-screen or in a resizable window).
- Show a selected student's screen on all other monitors.
- Co-browse the web (open the same websites on instructor and student computers). This provides a higher-quality image when web browsing than the "show teacher's screen" feature.

Interact with the class or specific students
- View thumbnail images of student screens and save a snapshot image of any screen.
- Ask the class true/false and multiple choice questions and view and export results.
- Send a text message to students or chat with a specific student.
- Send files to students or collect files from students.

Control student computers
- Block all student access to the Internet (or allow/block specific sites).
- Limit student access to specified programs.
- Limit students' ability to print, use USB devices, and/or play sound.
- Run a specific application on student computers.
- Remotely control the mouse and keyboard of student computers.
- Log off, shut down, or restart student computers.

Most of these functions can be used with all student computers or only with selected students. Select the students you want to interact with in the computer list or thumbnail view. Then choose the feature you wish to use. If no students are selected when a feature is chosen, the program will automatically choose all students.

For more information and training on Insight:
- 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 an Insight quick start guide online: (http://www.baylor.edu/content/services/document.php/117629.pdf)

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