

# Presentation Classroom Instructions – FCS 107

Instructions available online at [www.baylor.edu/astc/instructions](http://www.baylor.edu/astc/instructions)

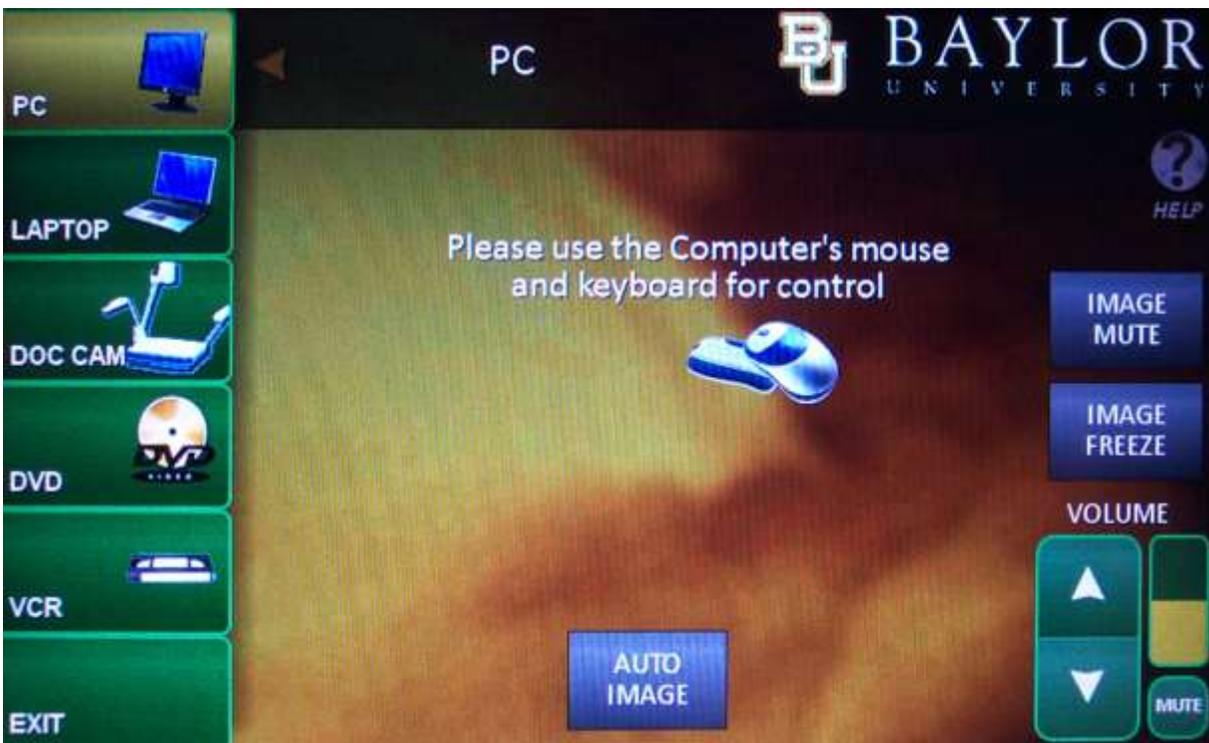
FCS 107 is equipped with a classroom presentation system where instructors can project images from a computer, document camera, DVD/VCR, or a laptop. The system is automated with an AMX touch screen controller.

## Touch Panel

The AMX touch screen controls the devices in the room. It is located on the top right of the console

To start the system:

1. Touch the screen anywhere on the touch panel to activate the system.
2. Touch START in the lower right hand corner of the screen.
3. The main menu appears with input icons on the left. Touch the icon for the desired device.

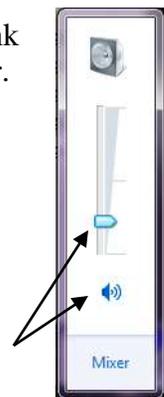


## Image Controls

- The IMAGE MUTE and IMAGE FREEZE buttons allow you to temporarily blank the screen or freeze the current image on the screen without affecting the monitor. Press again to release.

## Volume Controls

- The MUTE button under the volume meter will quickly turn off the sound. Press the MUTE button again to turn the sound back on.
- **If you are not getting sound when you should be:**
  - Check the mute button on the touch panel (flashes red when muted).
  - Check to see if the computer volume has been turned down or muted by clicking the volume icon in the computer taskbar.



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](mailto:ASTC@baylor.edu) (Arts & Sciences Technology Center).

## Computer

1. If the computer is turned off, press the power button on the CPU.
2. Press the CTRL-ALT-DELETE keys simultaneously to log in.
3. Enter your BearID and password.
4. Touch PC on the touch panel screen.
5. Control volume using the VOLUME arrows on the touch panel.

## Laptop

1. Connect the VGA (video), audio, and network cables stored on the table to your laptop. An electrical plug is provided on the top of the console if you need power.
2. Power on the laptop.
3. Touch LAPTOP on the touch panel screen.
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 three laptop display settings (laptop screen only, projector only, both).
5. Control volume using the VOLUME arrows on the touch panel.

## DVD/VCR

The DVD/VCR is in the console on the right side.

1. Insert either a DVD or VHS tape in the unit.
2. Touch DVD or VCR on the touch panel screen.
3. Control the DVD/VCR using the controls on the touch panel.
4. Control volume using the VOLUME arrows on the touch panel.
5. The DVD player in the computer can also be used (be sure to select PC on the touch screen).

## To Shut Down the Room:

1. Touch the EXIT button.
2. Touch OFF.
3. **Please ALWAYS log off your user account and lock the document camera drawer when leaving.**



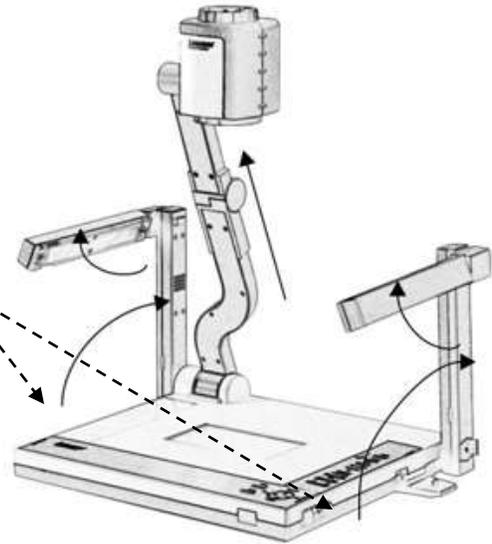
## Document Camera – Lumens PS660

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. Touch the DOC CAM icon on the touch screen.
2. Raise the lamps using the release latch on each side.
3. Using two hands, hold the platform firmly and lift the camera arm. It is very tight but will lift into place.

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

When folding the arms back down, be sure the camera head is fully down, so the drawer can slide back into the console.



## Adjusting the Image

- Press ZOOM + / - to make the image larger or smaller.
- 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 PAN to quickly zoom to one corner of the image. Continue to press to zoom to the other corners or display the full image again.

## Advanced Features

The Lumens document camera can enhance lectures with several advanced features beyond just basic projection. Some are listed below:

### Capture images/video

- Capture a single still image to display later on the document camera.
- Capture a series of still images at a specified interval.
- Capture audio and video to archive or share online. (SD card required)
- Display a saved still image and a live image side-by-side.
- Export the saved images to a user-supplied SD card.

### Display other media

- Display 35mm slides using illuminated window in stage.
- Display microscope images (additional adapter required).

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](http://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](http://www.baylor.edu/artsandsciences/technology/index.php?id=76041))
- Access the Lumens instruction manual online: ([www.baylor.edu/content/services/document.php/109048.pdf](http://www.baylor.edu/content/services/document.php/109048.pdf))

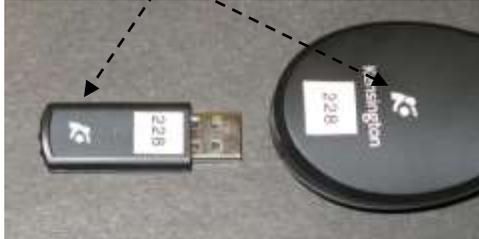


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## Kensington Wireless Presentation Remote

The Kensington wireless presentation remote serves as a laser pointer as well as a remote control for your PowerPoint presentations (and other applications) for up to 50 feet away.

*The remote has two pieces, the handheld unit and a USB receiver. The receiver is stored inside the handheld unit! Always insert with the 2 logos facing the same direction.*



***Please do not get this part confused with a USB drive; both pieces MUST stay together to work.***

*The remote works on two AAA alkaline batteries, normally available in the drawer. Removing the USB part turns the unit ON. Please replace the USB receiver to turn the unit OFF.*



## Using the Remote Control

The remote is stored with the computer.

1. Remove the USB receiver from the handheld.
2. Plug the USB receiver into a computer USB port.  
*These USB ports may be found on front of the computer, on the keyboard or, in some cases, on the monitor. Any USB location should work.*
3. The computer should indicate finding the device.
4. Continue with your PowerPoint presentation using the remote's buttons.



## Buttons on the remote

This unit is used most often with PowerPoint but can also scroll screen pages up and down in other applications like Microsoft Word or on an Internet browser page.

1. The right button will advance to the next slide or page down.
2. The left button will return to the previous slide or page up.
3. The top button beams the laser pointer and has various effects on other programs.  
The USB receiver must be removed for the laser pointer to function.
4. The button on the bottom will blank the screen. Click again to recover the screen.

*It is not necessary to shut down the computer before adding or removing the USB receiver. Please take care to return the USB receiver into the handheld unit and store by the computer.*