

# Presentation Classroom Instructions – MGJFCS 203

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

---

MGJFCS 203 is equipped with a projector, computer, DVD/VCR, Kensington remote, and connections for a laptop computer. The system is automated with an AMX keypad controller.

## AMX Keypad

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

1. To start the system press PROJECTOR ON/OFF to lower the screen and turn on the projector.
2. Choose the source to project. **Sound will follow your source selection.**
3. Control volume by pressing the volume buttons on the keypad.
4. Select PICTURE BLANK to quickly black out the projection screen and mute audio. Press again to release.



## Computer

1. If the computer is turned off, press the power button on the CPU.
2. Press the CTRL-ALT-DELETE keys simultaneously.
3. Log in with your BearID and password.
4. Select MAIN PC on the keypad (this is the default source selection).

## DVD/VCR

1. Select VIDEO on the keypad.
2. Insert a DVD or VHS tape in the unit.
3. Use the controls on the DVD/VCR to play/rewind/fast-forward.
4. The DVD player in the computer can alternatively be used (be sure to select MAIN PC on the keypad).

## Laptop

1. Connect the VGA (video), audio cable, and green network cable stored on top of the console to your laptop.
2. Power on the laptop.
3. Select LAPTOP on the keypad.
4. If the laptop image does not appear on the screen, simultaneously press the FN and F8 keys to cycle through the laptop display settings (laptop screen only, projector only, or both).

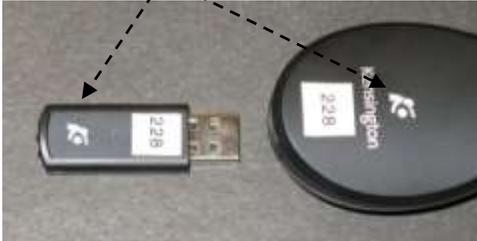
## To Shut Down the System

1. Press PROJECTOR ON/OFF on the AMX keypad for 1-2 seconds.
2. Log out of the computer.

## 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.***