

# Presentation Classroom Instructions – Morrison Hall 100

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

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Morrison Hall 100 is equipped with a projector, computer, VCR, document camera, and connections for a laptop. The system is automated with an AMX keypad controller.

## AMX Keypad

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

1. Press PROJECTOR ON/OFF to turn on the projector and lower the screen.
2. Choose the source to project.
3. Control volume from that source using the VOLUME UP / DOWN buttons on the keypad.
4. Select PICTURE BLANK to quickly black out the projection screen. 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. Press MAIN PC on the keypad.
5. Control volume using the VOLUME UP / DOWN buttons on the keypad.

## Laptop

1. Connect the VGA (video), audio, and network cables stored on the console to your laptop.
2. Power on the laptop.
3. Press LAPTOP on the keypad.
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 laptop display settings (laptop screen only, projector only, or both).
5. Control volume using the VOLUME UP / DOWN buttons on the keypad.

## VCR

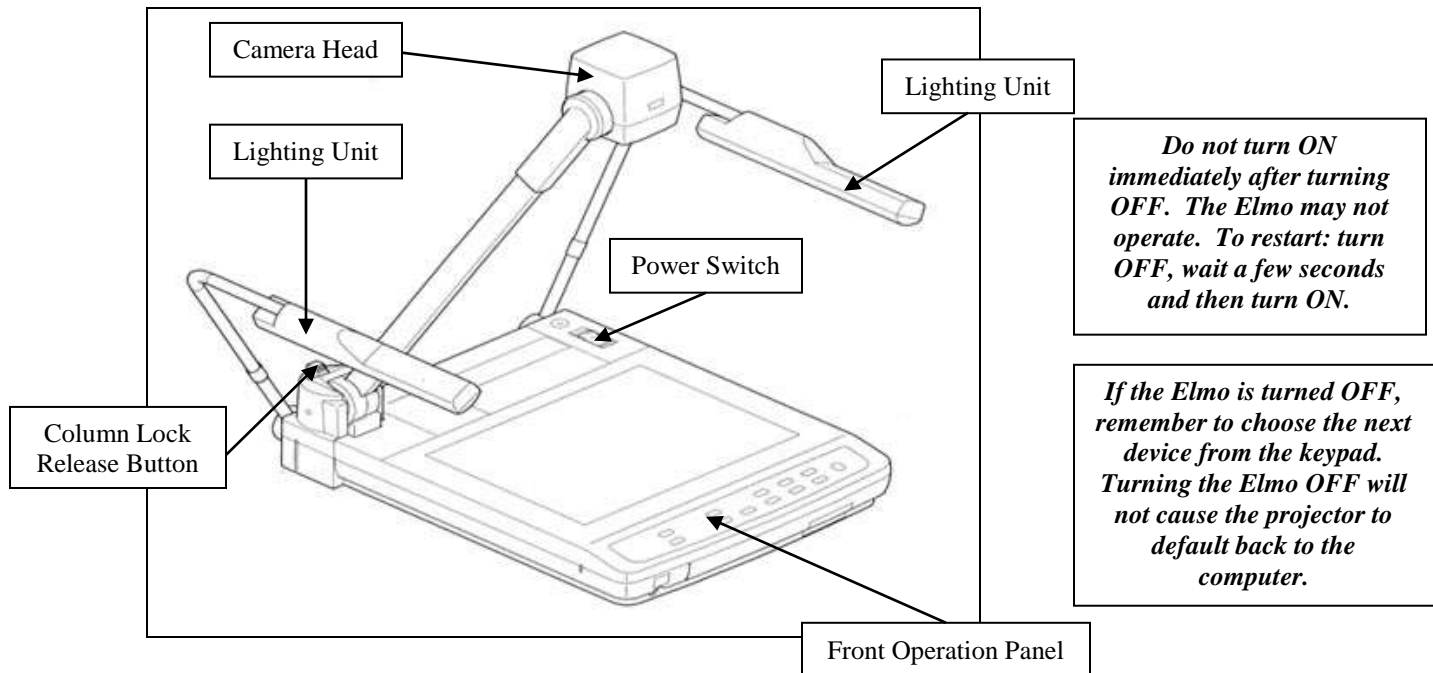
1. Insert a VHS tape in the unit.
2. Press VCR on the keypad.
3. Use the controls on the VCR to play/rewind/fast-forward.
4. Control volume using the VOLUME UP / DOWN buttons on the keypad.

## Microphones

Wireless microphones and/or a gooseneck microphone can be used in the classroom. The microphones are stored in the Morrison Hall 101 office suite. To control volume for either microphone, use the volume knob in the rack below the document camera.

## Document Camera

The Elmo Document Camera is sometimes referred to as the “Elmo.” It may be used to view both printed materials and transparencies.



### Getting Started

1. If folded down, swing both the left and right lighting units of the camera up and out of the way.
2. Press the unlock button and swing the camera head up until it locks again in the up position.
3. Turn ON the document camera by pressing the power switch located in the top right hand corner.
4. Press CAMERA on the keypad to switch to the document camera.

### Presenting Printed Material

1. On the front operation panel of the document camera, press UPPER.
2. Place the object on the stage.
3. Adjust the camera according to the object size by using the TELE and WIDE buttons under the zoom heading.
4. Press the Auto Focus (AF) button.

### Presenting Transparencies

1. On the front operation panel of the document camera, press BASE.
2. The stage will light up to show the transparency.
3. Adjust the camera according to the object size by using the TELE and WIDE buttons under the zoom heading.
4. Press the Auto Focus (AF) button.

### To Shut Down the System

1. Press and hold PROJECTOR ON/OFF on the AMX keypad.
2. Log out of the computer.
3. Power off the document camera.