

Presentation Classroom Instructions – Old Main 170

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

Old Main 170 is equipped with a projector, computer, DVD/VCR, document camera, Kensington remote, and connections for a laptop. 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. 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 and turn off the sound. 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.

DVD/VCR

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

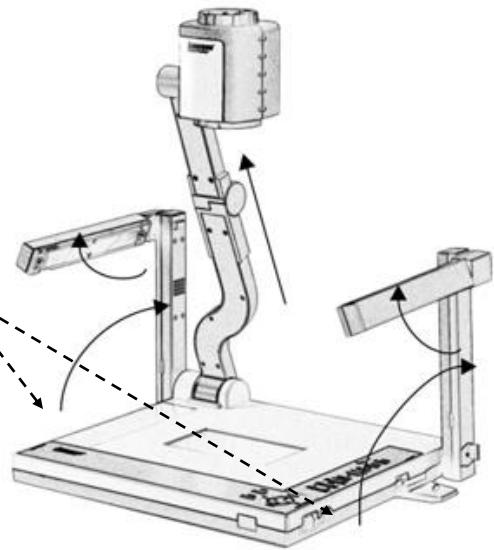
Document Camera – Lumens PS660

The document camera is located in a drawer on the right side of the console. To use:

1. Press POWER on the document camera.
2. Press CAMERA on the keypad.
3. Raise the lamps using the release latch on each side.
4. 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 part of the image. Use the arrow keys to move. Press PAN again to return to the full image.

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:

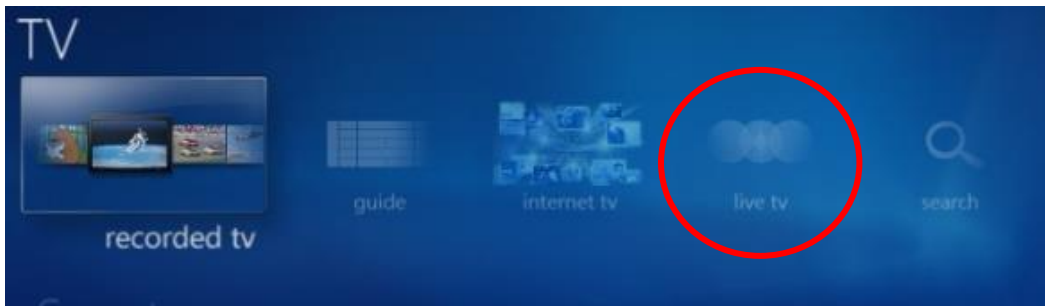
- Contact the staff of the Arts & Sciences Technology Center: (www.baylor.edu/artsandsciences/technology/index.php?id=68136)
- Send us your question using our online form: (www.baylor.edu/artsandsciences/technology/index.php?id=76041)
- Access the Lumens instruction manual online: (www.baylor.edu/content/services/document.php/109048.pdf)



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).

Cable TV

The computer in this room is equipped with a TV tuner to allow viewing of cable TV. The channel listing may be found by visiting Grande Communications website (www.mygrande.com). A list of foreign channels may be found at the LAC website > Multimedia Resources > [Satellite Broadcasts](#).



1. Press MAIN PC on the keypad.
2. Click the Windows Media Center icon on the desktop.
3. Click LIVE TV under the TV heading to watch TV or click GUIDE or SEARCH to find a specific channel.
4. Choose channels by clicking the plus and minus arrows on the controls at the bottom right of the screen or by entering the channel number using the keyboard.
5. Maximize the window using the controls at the top right to make the video fill up the screen. Also use these controls to return to a small window.
6. Control volume using the VOLUME UP / DOWN buttons on the keypad.



Presentation Remote

The presentation remote serves as a laser pointer and a remote control for PowerPoint presentations. Use the remote to control PowerPoint presentations (or scroll pages in other applications).

- The right button advances to the next slide or page.
- The left button returns to the previous slide or page.
- The top button beams the laser pointer. (It has various effects on other programs.)
- The bottom button blanks the screen. Press again to recover.



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 and lock the drawer.