

# Getting Started

BBRB 170

## Starting Class

To turn the power on for the equipment, press the “Start Class” button on the AMX touch panel located on the lectern. (If the screen is blank, touch the screen to wake up the system.) Pressing the “Start Class” button will start the projector and lower the screen. The touch panel screen will display a screen that will say that the system is warming up and will display a countdown until the system is ready.

## AMX Touch Panel

The following are the buttons you will see on the AMX touch panel located on the lectern:

### **Source Controls:**

- Host PC: Selects the lectern’s computer.
- Laptop: Selects a user-provided laptop that can be connected to the cables (video and audio) located on the lectern. Internet connectivity is accessible for laptops only through UAB WiFi, which requires a BlazerID and password. Adaptors for Mac laptops can be found in the draw on the left side of the lectern.
- Document Camera: Selects the Document Camera. All the lights on the documents cameras control panel should be BLUE.
- DVD: Selects the DVD player. All controls for the DVD player will appear in the middle section on the touch panel. There will be a “Menu Control” button that will bring up a screen with navigation controls so that you can access different portions of the DVD. Select the “Play Back Control” to return to the regular controls.
- VCR: Selects the VCR. All controls for the VCR player will appear on the touch panel.

For each source there will be a “Send to Projector” button. This will send the source you have selected to the projector.

### **Other Controls:**

- Home: Clears the middle section of the touch panel.
- Help: Displays the phone number to call if you are having problems with the equipment in the room.
- Picture Mute: Displays a black screen from the projector so students will not see image from source.
- Volume Up: Turns up the volume from the source.
- Mute: Mutes the audio from the source.
- Volume Down: Turns down the volume from the source.

## Other Notes

**Dual Boot Computer**: A dual boot Mac Mini has been placed in this room. By default this computer is set to boot as Windows XP. To boot as a Mac OS X, press the Ctrl, Alt and Delete keys at the same time, then select the Restart option. Once the computer begins to restart, press and hold down the Alt key until the OS Boot option appears. Click on the Macintosh option and the system will boot as Mac OS X. When you are finished, please restart the computer and it will default back to Windows XP.

**USB / Flash Drives**: A cable is provided on the top of the lectern near the LCD monitor that may be used for USB / Flash drives.

**Volume:** All source volume is controlled by touch panel. Microphone volumes are preset and should not need to be adjusted.

For **laptop** users, a mini audio cable connected to system is provided, and is laid out on the right side of the lectern for hook up to the mic port on your computer. Please be aware of the laptop's volume setting.

**Document Camera:** After sending the Document Camera to the projector, the document camera should turn on and the lights on the front of the document camera should be BLUE. Also note the Zoom, Bright (light/dark settings), and Freeze (which freezes the display image until button is hit again) controls on the presenter.

For **Transparencies** there is a separate button located on the left edge of the transparency device on the top of the document camera.

Please remember to turn the transparency adaptor off when you are finished using it.

**Remote:** In the drawer on the right side of the lectern there is a remote that will control PowerPoint presentations. The remote has four (4) buttons: Forward, Back, a laser pointer and blank screen.

**Lectern:** The doors on the front of the lectern will remain unlocked for access to the computer's CD drive, DVD player and VCR.

**Screen Controls:** If you need to use the screen without powering up the room, there are manual controls on the wall to the right of the lectern.

**Lighting Controls:** Lighting controls are located on the wall to the right of the lectern. There are four light presets:

1. All On
2. Presentation (lights on lectern only)
3. Speaker/Note Taking 1 (lights on lectern and dim lights for audience)
4. Speaker/Note Taking 2 (lights on lectern, left whiteboard and dim lights for audience)

## **Ending Class**

When you are finished using the room, press the "END CLASS" button on the AMX touch panel. A confirmation screen will appear asking if you are sure that you want to power down the equipment. Press the GREEN "!ABORT! Continue Class" button to continue using the system. To end the class press the RED "System Off" button. This will raise the screen and turn off the projector, DVD player and VCR.

Please make sure to log off the Host CPU that is in the lectern and that the document camera is turned off (power button will turn from BLUE to RED.)

**NOTE:** Once the class has ended, the projector must cool down for two minutes. The system will not allow you to restart until this cool down has completed.

## **HELP**

If at any point you need assistance, please call AskIT at 6-9999.