

Detailed Instructions for Heritage Hall Single Projector Multi-Source Classrooms

1. Begin by touching "Start Class."



2. A warm-up screen will appear for about 20 seconds.
3. The main screen will appear.
 - Home: Use this button to return to the main screen at any time.
 - AutoSync: Detects pixel and formatting information and sizes images for display.
 - Master Volume Arrows: Use the up and down arrows to control the volume.
 - Mute: Mutes the audio from the source.
 - Video Mute: Displays a black screen from the projector so students will not see image from source.
 - Help: Displays the phone number to call if you are having problems with the equipment in the room.



4. Next, please log into the host computer with your BlazerID and strong password. If the screen is black you may need to open the cabinet and turn on the computer. To log in you will need to press the **Ctrl**, **Alt** and **Delete** keys at the same time, then enter your BlazerID and password when the login screen appears.

Source Controls

- **Source Selection:** Allows you to choose the source to display on the projector.
- **Room PC:** Selects the lectern's computer. This is selected automatically when the system is started.
- **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 Wi-Fi, which requires a BlazerID and password.
- **Document Camera:** Selects the Document Camera. This can be controlled completely from within the AMX control, or alternatively there are buttons on the document camera itself which can be used to adjust settings.
- **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.
- **Wall Plate 1 or 2 RGB:** this is an alternative jack for user-provided laptop connection. Note that cables are not provided.
- **Wall Plate 1 or 2 S-Video or Video:** this is an alternative jack for user-provided DVD or VCR connections. Note that cables are not provided.



Other Controls

1. **DVD Controls:** Displays typical DVD buttons.



2. **VCR Controls:** Displays typical VCR buttons.



3. **Document Camera:** This can be controlled completely from within the AMX control or use the buttons on the document camera itself which can also be used to adjust settings.



4. **Audio Controls:** Allows you to control volume for Podium Microphone, Program Audio, Host PC, Laptop and DVD/VCR.



If you are having difficulties with audio, you may use the “Reset All Audio” button to return to the original configuration. A pop up screen will require you to verify that you wish to reset all audio. Check the audio settings on the computer/laptop if resetting the audio has not resolved the issue.

5. **Utility Controls:** Allows you to control settings for the projector, screen, document camera and DVD/VCR.



6. **End Class:** This will shut the system down completely. Please keep in mind that it will take several minutes to restart should you change your mind. **When taking this step, please be sure to log out of the host computer.**



Additional Information

USB / Flash Drives: A cable is provided on the top of the lectern to connect USB devices and Flash drives.

Remote: The remote for PowerPoint presentations will be kept in the document camera drawer. The remote has four (4) buttons: the Forward, the Back, the Laser Pointer and the Blank Screen.

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

Screen Controls: If you need to use the screen with out powering up the room, there are manual controls on the wall close to the lectern or by the door. Otherwise please use the AMX console to control the screen.

Lighting Controls: Manual lighting controls are located on the wall.

Should you have any difficulty or questions, please call AskIT! This number is displayed when you touch the red "Help" button in the bottom right corner.

