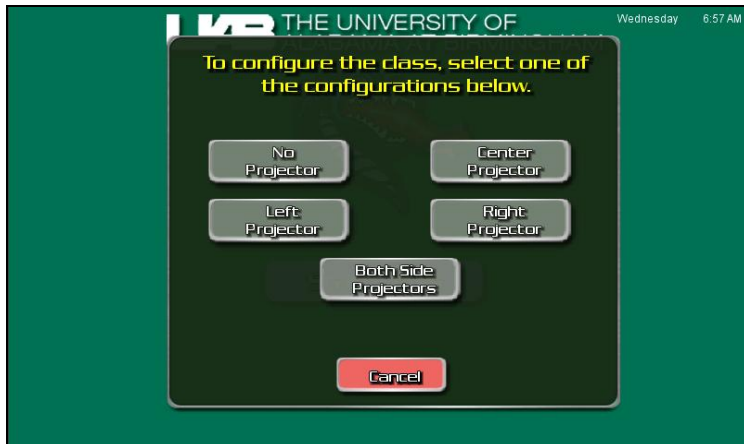


## Detailed Instructions for Heritage Hall Triple Projector Classrooms

1. Begin by touching "Start Class."



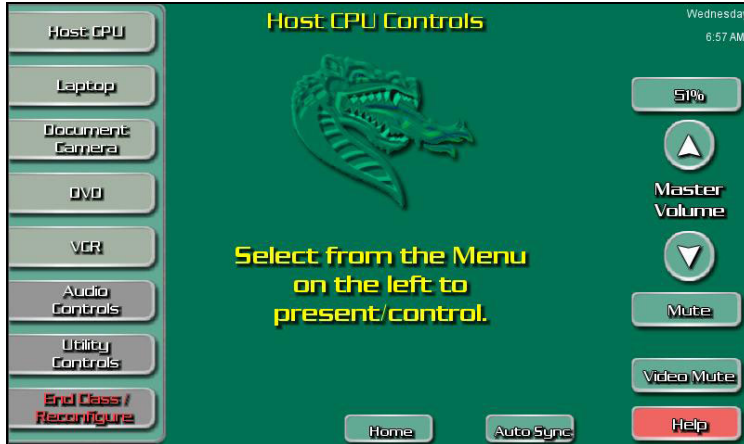
2. Choose the projector setting preferred. The center projector takes up the entire screen, and the side projectors each take up half of the screen. Remember that "left" refers to your left, not the audience's. You may reconfigure at any time; please refer to page five for reconfiguration instructions.



3. A warm-up screen will appear for about 20 seconds.
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.

5. 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.



6. 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 hold down the **Control**, **Alt** and **Delete** keys at the same time, then enter your BlazerID and password.

**Source Controls:** depending on the configuration you have chosen, when you click on any of these you will have the option to send to the projector (**Center Projector Configuration**) or to the left or right projector (**Both Side Projectors Configuration**); please keep in mind that “left” indicates your left, not the audience’s.

1. **Host CPU:** Selects the lectern’s computer. This is selected automatically when the system is started.

“Center Projector” Configuration



“Both Side Projectors” Configuration



2. **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.

Please be aware of the laptop's volume setting because the AMX control is not designed to adjust the settings on personal laptops.

**“Center Projector” Configuration**



**“Both Side Projectors” Configuration**



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.

**“Center Projector” Configuration**



**“Both Side Projectors” Configuration**



4. **DVD:** This selects the DVD player as the source of input. This can be controlled completely from within the AMX control.

**“Center Projector” Configuration**



**“Both Side Projectors” Configuration**



5. **VCR:** This selects the VCR as the source of input. This can be controlled completely from within the AMX control.

“Center Projector” Configuration



“Both Side Projectors” Configuration



Please note: The DVD player and VCR cannot run simultaneously; you must specify one or the other.

## Other Controls

1. **Audio Controls:** Allows you to control volume for microphones, host PC, laptop and DVD/VCR.



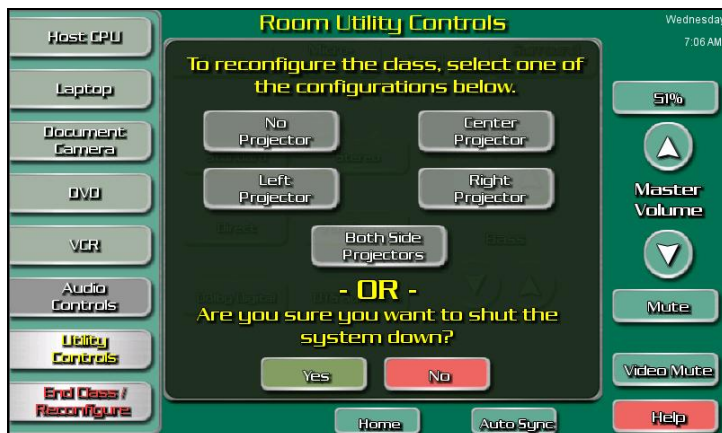
If you are having difficulties with audio, you may use the “Reset All Audio” button to return to the original configuration. A pop up screen will require you to verify that you wish to reset all audio. Check the audio settings on the computer/laptop if resetting the audio has not resolved the issue.

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

**NOTE: If you wish to change the Surround Sound Configuration, please contact AskIT at 996-9999 (6-9999 on campus).**



3. **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.**
4. **By pressing End Class, you also have the option to reconfigure the projector settings.**



## 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.

**Blind Controls:** Please use the control located on the wall to adjust the blinds; it consists of three buttons for up, stop and down.

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

**Wireless Microphones:** These should be stored at the lectern.

**Assisted Listening Devices:** These should be stored at the lectern.

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.

