

Using the Multimedia Classrooms [Rooms 200A, 200B, 200C]

This sequence assumes that as you enter the room the monitor is in the stored position, the projector is off and the projection screen is up.

It also assumes that you have checked a key for the system out from the main office.

If the AMX Touch Panel is blank, press the button at the bottom of the panel.

1. Go to the AMX Panel and press the “System On” icon in the upper right corner. Pressing this icon will immediately lower the projection screen and turn the projector on to warm up.



2. Carefully pull out the keyboard by grasping the two tabs on each end of the keyboard and push on the cabinet using your thumbs (A). This will also cause the monitor to rise from the cabinet (B).

A.



B.

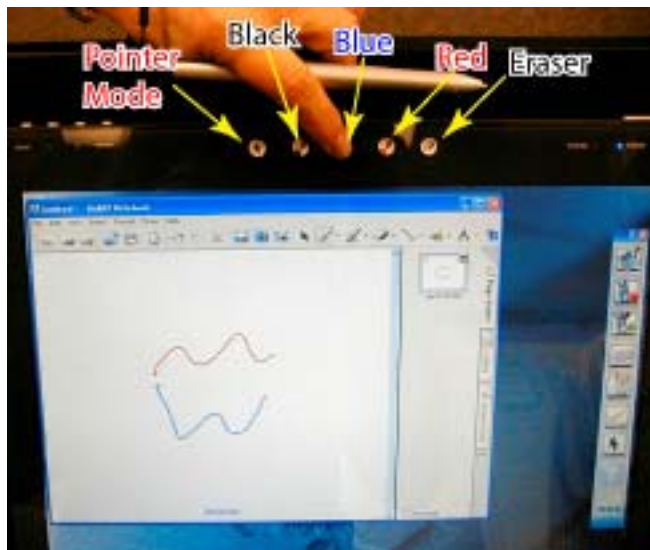


3. Unlock the cabinet door directly beneath the keyboard.
 - A. Turn the computer on by pressing the button on the front of the computer.
 - B. You will find the wireless mouse next to the computer.
 - C. You can now login and access your software and H: drive by logging in with your MyID, MyID password, and LABS on the third line.

NOTES:

1. If the computer goes into sleep mode, to wake it up, press the power button on the front of the computer. The new computers are similar to laptops in this regard. The sleep mode is important to keep the computer from over heating if it is left on and is locked in the cabinet.
2. If a computer has been locked because the last person has forgotten to log off, hold down the power button until the computer turns off, then turn back on. Hopefully, the person will remember to log off, though. The lock mode is to prevent access to the person personal files on H: drive if they forget to log themselves off.
3. If the computer power is on but the monitor is not displaying an image, the monitor may be turned off. The power button is on the top of the monitor on the right side.

4. Highlighting your presentation using the color pen options.
 - A. the pen is attached to the monitor (it may be in the storage area of the monitor).
 - B. Press the pen color button you wish to use in highlighting located at the top of the monitor.
 - C. Use the eraser tool to remove the highlight or simply go on to your next image.
 - D. You must stop using the pen tool before returning to a pointer mode. To do this, select the pointer button.



5. TO USE A LAPTOP:
 - A. Extract the VGA connector, sound jack, and network cable (assuming you wish to use sound and the network) from the panel in the upper right of the panel's surface and connect them to your laptop.
 - B. The power outlet is to the right of these cables.



- C. Press the Laptop icon on the Touch Panel Display
6. TO USE THE ELMO (DOCUMENT CAMERA):
- A. For Room 200C, check the Elmo out from the Geography Department Main Office (Room 204). [Room 200B has one permanently attached. However, when using a laptop, switch the VGA cable from the Elmo.]
 - B. Use the same VGA connector and power outlet as described in number 5 above.
7. TO USE THE DVD:
- A. Unlock the door on the right side of the panel next to the area housing the computer and insert your DVD.
 - B. Select the DVD icon on the left side of the AMX Touch Panel.
 - C. The operation controls are displayed on the panel.



8. TO USE THE TV OR VCR:
- A. If you want to use the VCR, unlock the door on the right side of the panel next to the area housing the computer to insert your cassette and select the VCR icon on the panel.
 - B. To use the TV, simply select the TV icon on the panel. The panel will display icons for controlling the channel (up/down) and sound (increase/decrease/mute).
9. SOUND:
- Note that there is a MUTE icon on the screen with the TV/VCR display.

10. **BLANK SCREEN:**

If you wish to have a blank screen at any time without turning the projector off, select the Display icon at the top of the Touch Panel and touch Blank Screen icon.

WHEN YOU ARE FINISHED:

1. Turn the projector off and raise the screen. This is accomplished using the same icon that you used originally to power the system up. The icon is in the upper right of the AMX Touch Panel.

The system will present a prompt asking if you are sure you wish to power the projector off.



2. Logoff and shut down the computer.
3. Return the wireless mouse to the shelf next to the computer.
4. Return the color pen to the monitor storage well.
5. With the keyboard pulled toward you, carefully lower the monitor back into its storage area. This will cause the keyboard to retract as well.
6. Lock the cabinet (both doors).
7. Return the key and any additional items check out to the Geography Main Office.