

## How to use the Document Camera:

1. Press **anywhere** on the AMX Touch Panel to turn on the Panel screen..
2. Touch **SOURCE** at the top-left corner of the screen.
3. Touch **DOC CAM**. The projector will automatically turn on. *Note: **Wait** for the projector to warm up.*
4. Make sure that the Document Camera is on and in position. The power switch is on the left-hand side. The release is found at the bottom of the Camera arm.
5. Press the buttons on the front of the Document Camera in order to adjust the view of your objects.



Control the Document Camera directly with detail, focus and zoom.



## Volume, Frequent Situations and Misc.:

- To control the podium volume when operating the computer, laptop or VCR/DVD player, use the Volume Section that appears at the bottom-right corner of the Touch Panel.
- If you still cannot hear sound, then check the sound settings on either the computer or laptop, depending on what you are using.
- The computer and laptop volume icon is located at the bottom right corner of the screen near the clock. Click on the icon to adjust the volume or un-mute the sound.
- To turn off the projector, Touch the red **POWER** button on the touch screen. Touch **YES** when it asks, "Are you sure you want to power off the system?" Give **ample** time for the projector to cool down before turning it on again.



Wireless Keyboard (left) and Wireless Mouse (right)

- Please make sure that all of the classroom equipment is turned off before leaving. However, do not turn off the surge protector. Also, make sure that the remote mouse and keyboard are in plain view for the next person who uses the room. Thank you!



## Classroom Technology Instructions

### Zug Classrooms



This brochure includes instruction on how to use the media equipment in Nicarry 201, including the **AMX Podium**, the **VCR/DVD** player, the **Podium's Computer**, the **Document Camera** and the **Volume Controller**. Also included is instruction on how to connect a **Laptop** if needed.

Please note that there is no projector remote control to control the sources.



Home Screen



Sources Screen

If you experience any problems or difficulties, please call the **Helpdesk** at ext. 3333 or e-mail us at [mediaservices@etown.edu](mailto:mediaservices@etown.edu).

**Information and Technology Services**

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## How to Connect a Laptop:

1. Begin with the laptop turned **OFF** in order to connect.
  2. Connect the **VGA** cable to the **blue** port, the **Ethernet** cable to the network jack and the **sound** cable to the headphone jack on your laptop. The cables are found in the cable box on top of the podium.
  3. Press **anywhere** on the AMX Touch Panel to turn on the panel screen.
  4. Touch **SOURCE** at the top-left corner of the screen. Touch the **Laptop** button on the screen. When you touch the Laptop option, the projector will automatically turn on. *Note: **Wait** a few moments for the projector to warm up.*
  5. Turn on the laptop by pressing its power button. If you need power, plug your power adapter into the outlet in the cable box.
  6. Press the appropriate keyboard combination to display the laptop image on the projection screen.\*\*
- \*\*Note:** All laptops have different settings that allow the two screens to match.



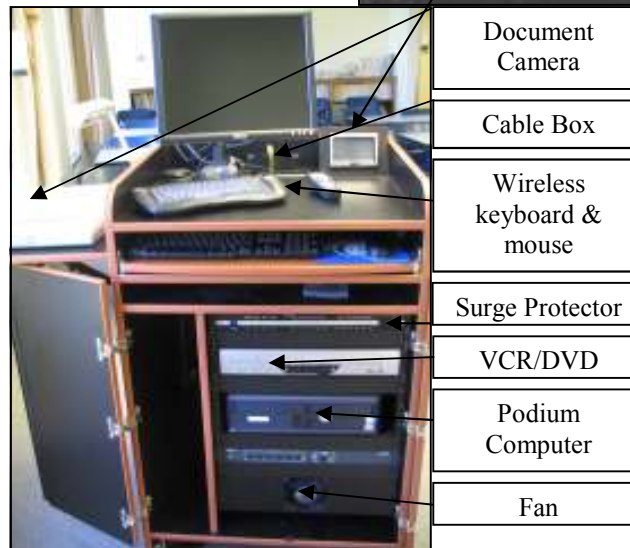
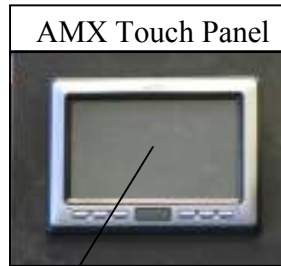
Here are some common settings:



## How to use the Podium and its computer:

1. Press **anywhere** on the AMX Touch Panel to turn on the panel screen.
  2. Touch **SOURCE** at the top-left corner of the screen.
  3. Touch **COMPUTER**. When you touch Computer, the projector will turn on automatically. *Note: **Wait** for the projector to warm up.*
  4. Press the power buttons located on the front of the computer if not already on. Log on with your network username and password.
  5. The computer screen image will appear on the projection screen.
- \*Warning: Computer resets upon restart and shut down. Save your files to the network or removable media only.**

\*\*Any button can be used to turn on the screen of the touch panel. The Center Button on the panel, though, can only turn off the screen. **NOTE:** This center button does not turn off the projector.



## How to use the VCR/DVD Player:

1. Press **anywhere** on the AMX Touch Panel to turn on the panel screen.
2. Touch **SOURCE** at the top-left corner of the screen.
3. Touch **DVD** for playing DVDs or **VCR** for playing VHS tapes. When you touch one, the projector will automatically turn on. *Note: **Wait** for the projector to warm up.*
- \*4. Press the power button on the left of the silver VCR/DVD player if not already on.
5. Place either a DVD in the left or a VHS tape in the right side of the VCR/DVD player.
6. Use the buttons on the touch screen to control the media.



\*4. Power Button



You can control the volume on the screen and on the volume adjuster.

The **POWER** button controls the projector. Touch this when you want to turn off the projector.

