This presentation is designed to show you how to properly use the equipment in the Master Classrooms. Specifically, it will demonstrate how to project the PC on the screen, as well as use the VCR, DVD, Document Camera and Laptop Functions.

The College of Business encourages all teachers to become familiar with the equipment and enrich their lecture with the technology available.
Touch the AMX Touch Panel screen to start a session in the room. This welcome screen will appear; touch to continue.
Projecting the PC
Touch the Select Video or Computer button.
At this point, the projector will automatically turn on, the projection screen will lower and....
The “CHOOSE A SOURCE” menu will appear.

To display the PC screen on the overhead projector, **touch** the **PC** button. The **teacher’s PC** screen will be displayed on the projection screen.
Using the VCR Player
To show a video, place tape in the VCR/DVD combo.
Then, touch the VCR button on the AMX Touch Panel screen.
Touch **Play** to play the tape. You can control all VCR playback functions from the AMX touch Panel Menu. When you are finished press **Back** to return to the “CHOOSE A SOURCE” menu.
Using the DVD Player
To play a DVD, place disc in VCR/DVD combo.

Note: Do not insert a DVD and video tape in the VDR/DVD combo at the same time.
Then, touch the **DVD** button on the AMX Touch Panel screen
Touch Play to start the DVD. You can control all playback functions from the AMX touch Panel Menu. When you are finished press Back to return to the “CHOOSE A SOURCE” menu.
Touch the **DVD Menu** button to see the DVD’s menu
When you are done with the DVD Menu, press **Back** to return to the DVD playback controls.
Controlling the Volume
Volume may be adjusted through the Volume Control button.
Touch the controls to change the volume level
Using the Document Camera (Elmo)
Touch the Doc Cam button on the AMX Touch Panel screen.

The Document Camera should automatically turn on; however, on some older models, you must manually press the power button on the machine.
Next, place the object shown on the Document Camera.

Observe the image on the screen and adjust size, focus, and lights using the front panel buttons on the Document Camera.

The FULL/SCROLL feature of this unit is very useful in navigating through parts of a document.
Connecting a Laptop
You may also connect a laptop to the Document Camera and display the screen on the overhead projector.
First, locate the extra VGA cable on the back of the Document Camera.
Then plug the other end into the laptop’s VGA port.
The laptop must have a resolution of 1024 X 768 or lower.

On some laptops, you must press the external video output control.
To ensure the laptop is detected by the Document Camera, first touch the **Doc Cam** button. This turns on the Document Camera through which the input flows.
Finally, touch the Laptop button on the AMX Touch Panel Menu.
At the end of class, or when you are finished, touch Exit.
Touch **Yes** to turn off all equipment.

The overhead projector will turn off.
The screen will come up.
The computer will remain on.

The equipment must cool down for approximately 4 minutes before it can be used again.
If you need additional assistance, please contact the Business Computer Lab Help Desk at x4537