

Using Classroom Technology

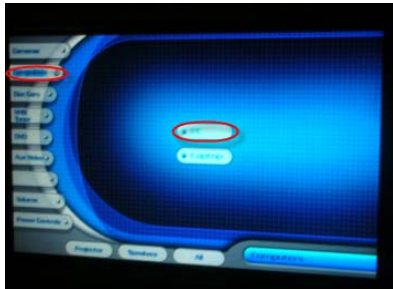


The AMX Touch Panel controls the screens, the projectors, the VCR, the DVD player, and volume in the classroom.

1. If you are using the computer in the classroom, log on using your Coastal Law user ID and password. The computer should already be on, but you may need to move the mouse to “wake it up.”
2. Touch the AMX Touch Panel (found to the right of the computer on the podium) anywhere to wake it up.
3. Pressing the System On button will lower the screens and turn on the projectors.



4. To project the computer on the screen, touch the Computers button and then touch the PC button. If there is more than one projector in the room, you may have to click on the All button at the bottom middle of the AMX panel.



5. Note, if you are using your laptop, touch the Computers button and then touch the Laptop button. You will need to ensure your laptop has been plugged into the cables to the left of the computer. You may also need to tell your laptop to project on the screen by pressing Fn+F5, F8, or some other key on your laptop.

6. To control the microphone or computer volume, touch the volume button on the AMX panel. Mute will turn the volume off or you can use the up and down arrows to control the volume level.

- a. Playback controls the computer volume.
- b. Lecturn Mic controls the podium microphone volume. There is no need to touch the actual microphone.
- c. Wireless Lav controls the wireless microphone volume.



7. You will find the DVD/VCR player in the podium cabinet. To play a DVD, insert your DVD in the proper space in the player and touch the DVD button on the AMX panel. The menu screen will appear on the AMX panel and you can use that to play your DVD.

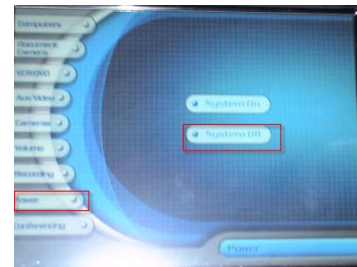


8. To play a VCR video, insert the video in the VCR in the podium cabinet. Touch the VHS Tuner button on the AMX panel. The VCR menu will appear on the AMX panel and you can use that to play your video.



When you finish

1. Be sure to log off of the computer.
2. On the AMX panel, touch the Power Controls and System Off buttons. In some rooms, you may be prompted with the question “Are you sure?” Just touch yes and the system will shut down. When you power off through the AMX panel, the screens will raise and the projectors will turn off.



If you need help

If the equipment is not working properly, contact the Help Desk at 680-7624.

If you need assistance or a refresher, please contact Susie Pontiff, Director of Academic Technology, at 256-1105.