

Glenn Auditorium Instructions

Dempster Hall 105

1. Waking Up the Room.

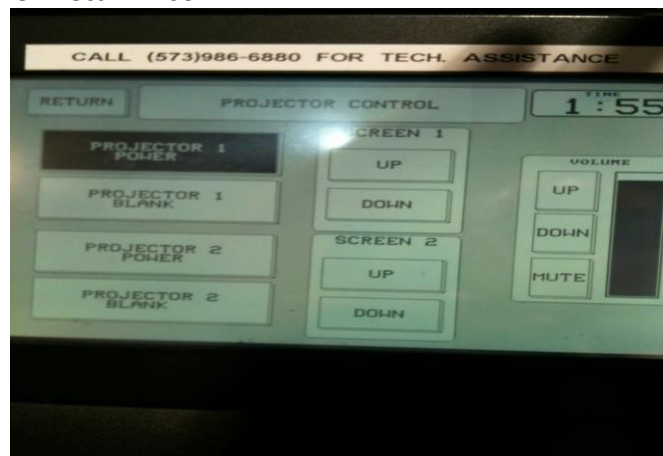
- Wake up the touch screen by tapping anywhere in the middle.
- Touch the “Welcome to Southeast” icon.
- This is the main screen that you go back to in order to get to other options.



(main screen)

2. Turning on the Projectors and Televisions.

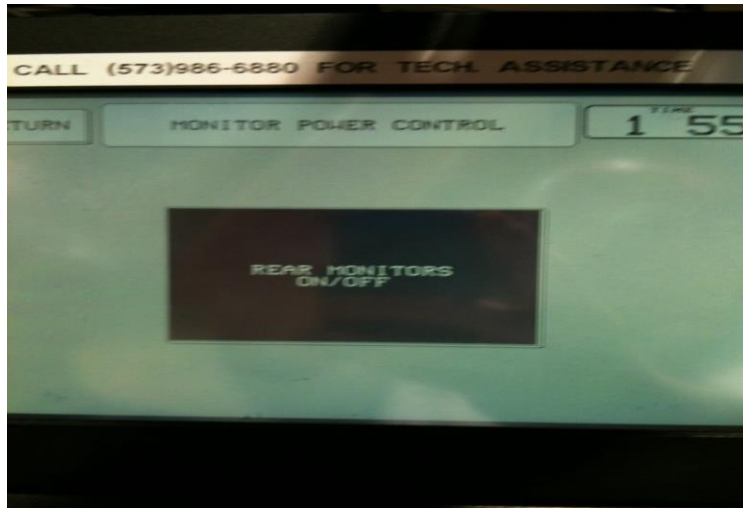
- To turn on the projectors and lower the screens, press the following sequence:
 - I. Press the “Video Projector” icon.
 - II. Press the “Projector 1 Power” icon.
 - III. Press the “Screen 1 Down” icon.
 - IV. Press the “Projector 2 Power” icon (if needed).
 - V. Press the “Screen 2 Down” icon (if needed).
 - VI. Press the “Return” icon.



(projector screen)

To turn on the televisions on near the back, press the following sequence.

- I. Press the “Monitor Power” icon.
- II. Touch the “Rear Monitors On/Off” icon.
 - You should see light through the back of the plasmas hanging. If not, press the button again.
- III. Press the “Return” icon to return to the main screen.



(monitor screen)

3. Selecting Your Source.

- Press the “Source Select” icon on the main screen.
- Select your source by pressing the appropriate icon.

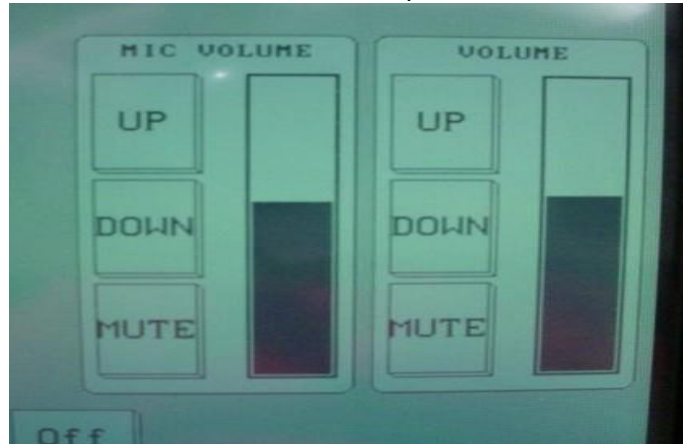


(source selection screen)

- Press the “Return” icon to return to the main screen

4. Adjusting the Volume of the Microphones and Input Audio.

- The microphone on the podium is always live.
- On the AMX Touch Panel, there are two volume columns; the one closest to the middle of the screen is the mic volume control.
 - The mic volume will only appear on the Main Screen. You will have to push “Return”
- Push the “Up” and “Down” icons to change the volume of mics. This applies to the wireless mic as well.
- Pushing the “Mute” icon will cut off all microphone sound.
- The rightmost volume column is the column you will use to change the volume of your inputs, such as the volume of the PC.
- Pushing the “Mute” icon will cut off all the input sound.



5. Using the DVD Player.

- There is a DVD/VCR player in the Tech Room.
- Insert the DVD or video tape into the player on the rack.
- Select DVD/VCR on the Selection Screen and use the touch panel for controls.

6. Connecting a Laptop.

- On the lecture stand you will find a VGA cable (looks like a monitor cable).
- Connect this to the back of your laptop.
- Connect the stereo jack to your laptop if you need audio.
- Select Laptop on the Selection Screen.
- NOTE: if you are using a MAC laptop, you will need to provide the appropriate adapters to allow for the VGA connection. MAC adapters are not provided.

7. Using a PowerPoint.

- There is a USB Hub located at the instructor’s station that you can use to plug in a flash drive.
- If you are planning on using a CD, you will need to insert your CD into the computer.
- The computer should recognize the device and pop up a screen.
- Select the file(s) you need and drag them to the desktop. This allows you to use the PowerPoint without having to keep the flash drive or CD in, thus providing for a smoother slide transition.
- Select PC on the Touch Panel.
- The wireless remote can be used to advance PowerPoint slides and also as a laser. The arrow keys advance and rewind slides, and the mouse buttons in the middle moves the cursor like the keyboard does. The “Laser” button activates the laser.
 - i. On the bottom of the remote is a button that will also advance slides in a PowerPoint.

8. You will leave the AMX panel on the main screen for the duration of the presentation. Use the appropriate icons to adjust mic volume and room volume as well as the icons across the bottom for the lights.

- If using a projector, do not use the “High” lighting setting as it will fade the screen.

9. Shutdown the Room.

- At the end of the event, simply press the “Shutdown” icon located in the upper left corner.
- Shut off all monitors on Podium.
- Lock Tech Room door.
- Turn off room lights at light switch by the door.

10. Troubleshooting.

- If the sound of the mics and/or inputs is off, check the volume level on the Touch Panel and if this does not fix it, check the red switch in the rack in the back room and make sure it is on.
- If your media does not appear on the projection screen, make sure you have selected the correct input.
- If the wireless mic will not turn on, check the batteries. There should be some extra batteries in the back room.
- If the screen does not come down when you touch the AMX Panel, check the switch on the wall by the back room door. It should be in the middle position. If it is not, set it to the middle and try the Touch Panel again.
 - You may need to press “Shutdown” and begin again for the change to take effect.
- If you try to go to the previous slide on a PowerPoint and the menu appears, contact tech support, as this is a PowerPoint program setting.

Numbers if you need assistance:

- ITV Tech Support: 986-6880
- IT HELP desk line: 651-4357
- DPS (Emergency Services): 651-2115