

## Overview

The AMX touchscreen allows you to control the AV equipment in CATS lecture and tutorial rooms. This guide will show you how to use the touchscreen to work with the internal PC, the document camera and a range of external devices (USB drives, laptops, flash drives etc), and how to project information onto the projector screen/s in your teaching space.

## Getting Started

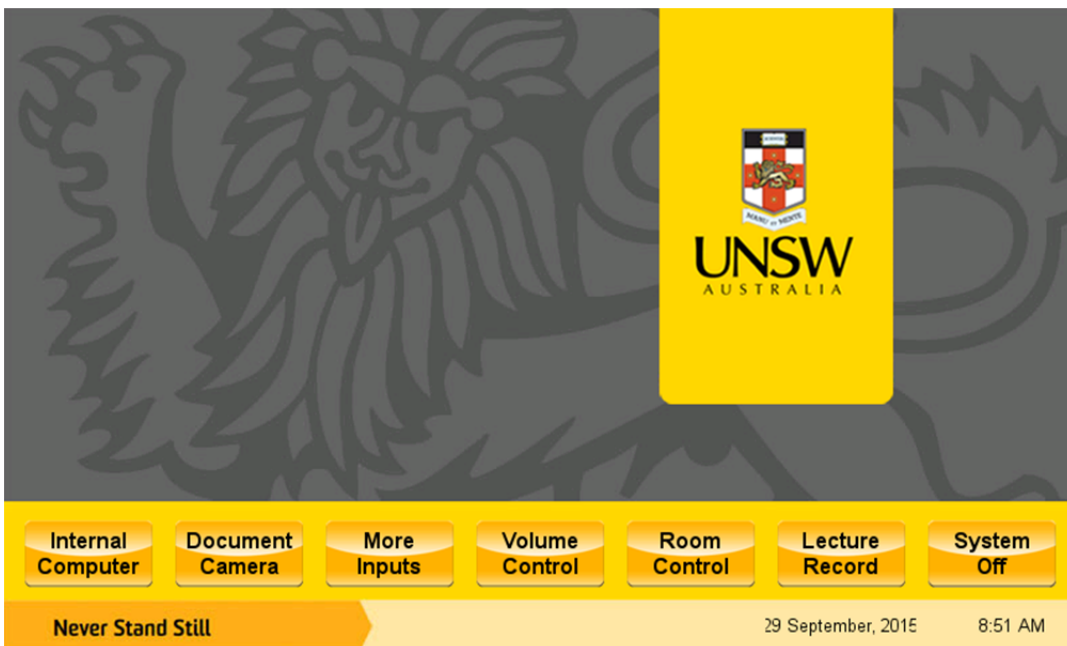
If the touchscreen is blank, touch it to turn it on. The touchscreen should wake to show:



Press the 'System On' button in the bottom right-hand corner. You will see the following screen while the system loads (this should take about 45 seconds):



Next, the main screen will appear. It should look like this:



Select from the following options:

## Internal computer



The internal computer, also known as the internal PC, will give you access to the UNSW network, and to access your UNSW home files via <https://myfiles.unsw.edu.au> (please note that you cannot edit and save your UNSW home files using this computer). You can project information from the internal PC to the projector screen at the front of the room.

When you select 'Internal Computer' from the main touchscreen menu, you will be prompted to enter your zID and zPass. Use the keyboard and mouse supplied on the lectern to do this.

Press 'Display on Projector 1' to send an image onto the projector screen. The projector screen will lower automatically.

**Please note that the projector may take approximately 20 seconds to warm up before it displays an image.**

You can toggle the projected image on and off using the 'Image is On/Image is Off' button. When you turn the image off, the projector screen will go black.

Freeze and un-freeze your projected image using the 'Freeze Image is On/Freeze Image is Off' button.

Press 'Auto Adjust' to resize the image to fit the projector screen.

## Document camera



The document camera allows you to project information onto the projector screen by placing an object (such as a textbook page or an image) under the camera lens.

Press 'Document Camera' on the touchscreen.

Press 'Display on Projector 1' to send an image onto the projector screen. The projector screen will lower automatically.

**Please note that the projector may take approximately 20 seconds to warm up before it displays an image.**

Place the item you want to display underneath the camera lens.

If the camera doesn't respond, check to see if the indicator light on the camera's base is on. If it's not, press and hold the power button on the document camera's keypad for 1-2 seconds.

Use the camera's gooseneck to adjust the lens until you're happy with what you can see on the projection screen in front of you. Keep the lens parallel and centred over the page. Press the 'Focus' buttons on either side of the camera lens to improve the resolution of your image.

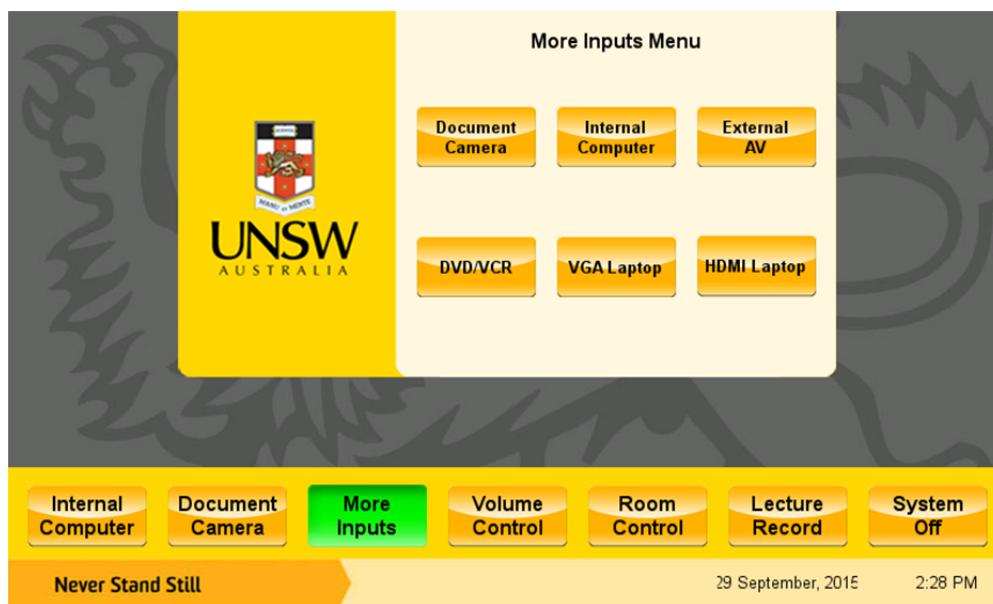
To zoom in or out, use the green zoom buttons on the camera control panel.

You can toggle the projected image on and off using the 'Image is On/Image is Off' button on the touchscreen. When you turn the image off, the projector screen will go black.

Freeze and un-freeze your projected image using the 'Freeze Image is On/Freeze Image is Off' button on the touchscreen.

Press 'Auto Adjust' on the touchscreen to resize the image to fit the projector screen.

## More inputs



The 'More Inputs' option allows you to access files on an external devices (such as the document camera, DVD players, VCRs or laptops).

Select the input device you want to use by pressing the corresponding button on the touchscreen. To use a USB or flash drive, use the 'Internal Computer' option.

Press 'Display on Projector 1' to send an image onto the projector screen. The projector screen will lower automatically.

**Please note that the projector may take approximately 20 seconds to warm up before it displays an image.**

You can toggle the projected image on and off using the 'Image is On/Image is Off' button. When you turn the image off, the projector screen will go black.

Freeze and un-freeze your projected image using the 'Freeze Image is On/Freeze Image is Off' button.

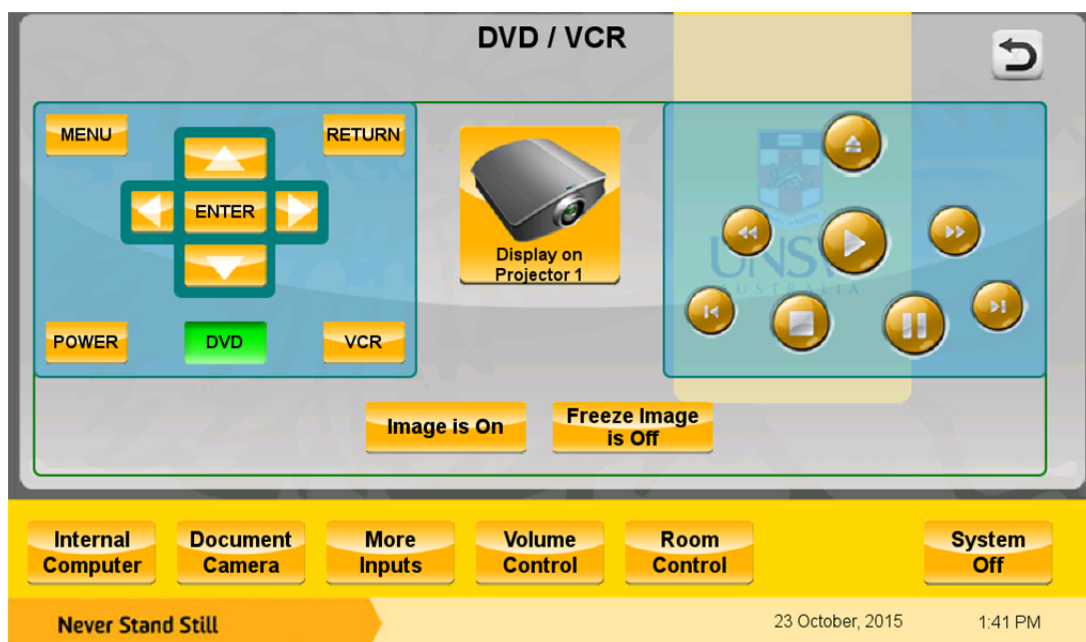
Press 'Auto Adjust' to resize the image to fit the projector screen.

## Using a laptop

Use the cables on the lectern to connect your laptop to the touchscreen system.

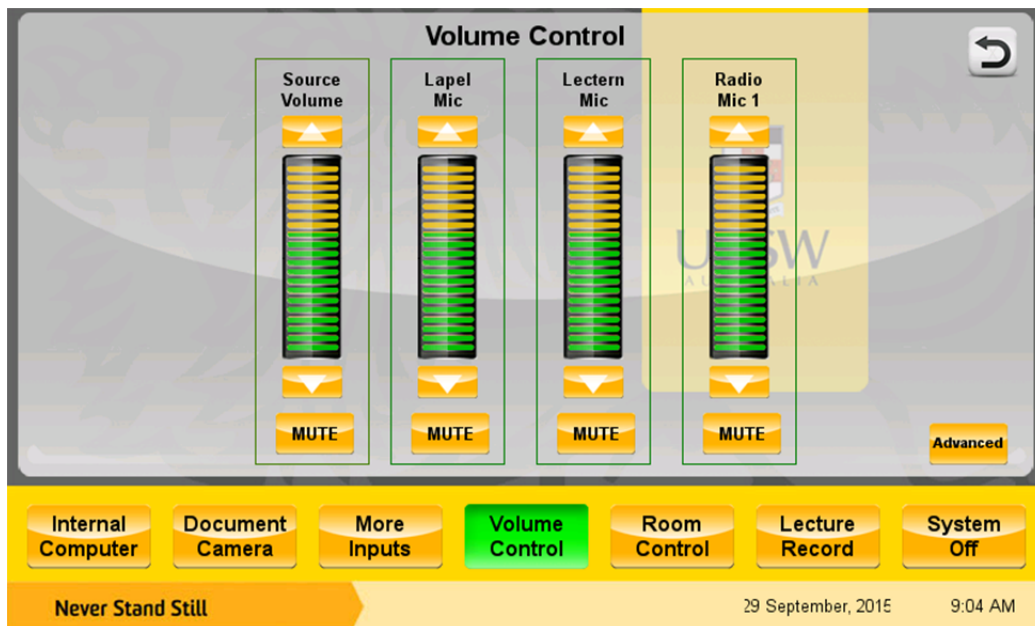
## Using DVD/VCR

Selecting the DVD/VCR option will bring up the following screen:





This screen will allow you to control your video content using the touch screen.

## Volume control

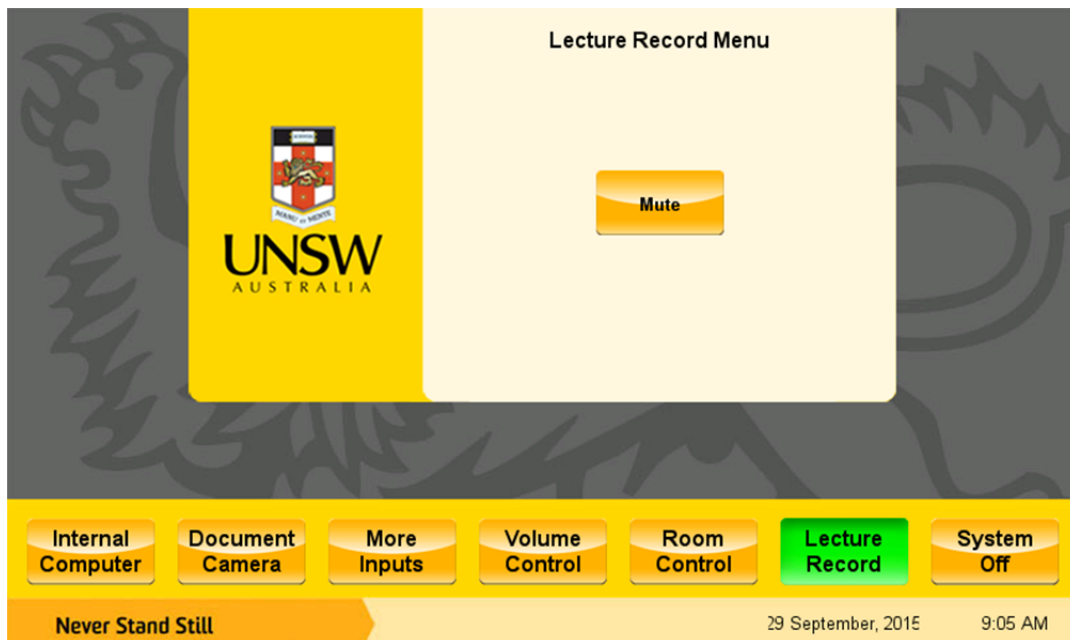


The 'Volume Control' option allows you to manage the volume of the DVD/VCR, computer, external AV devices, as well as lapel, lectern and radio microphones:

Use  or  to increase or decrease the levels

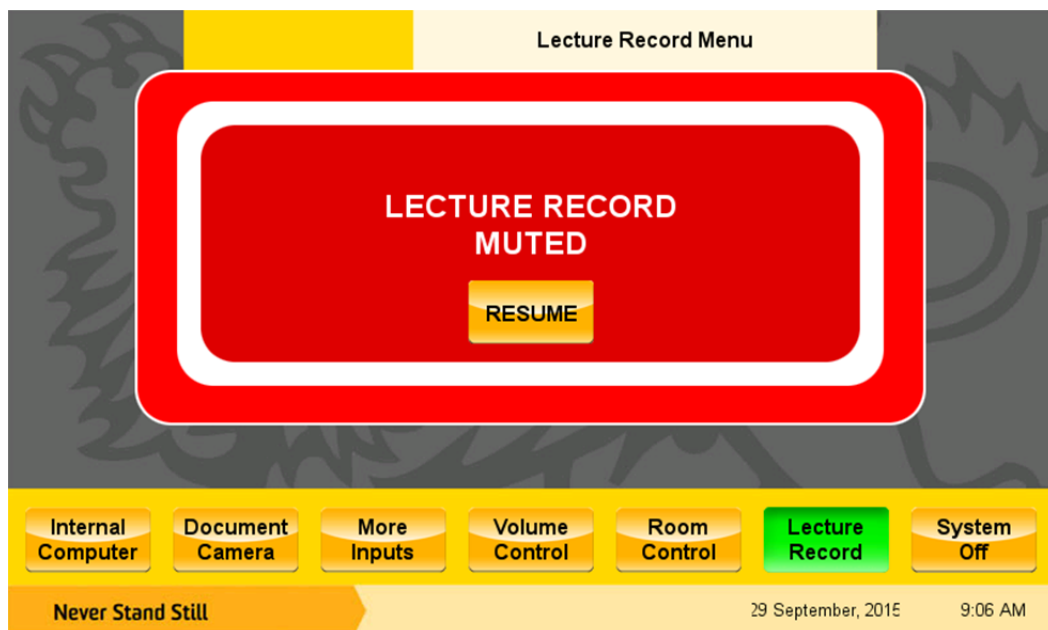
Please note that lowering the volume on the lapel, lectern and radio microphones does not lower the volume being captured by the Lecture Capture system. This can only be muted via the 'Lecture Capture' screen.

## Lecture capture



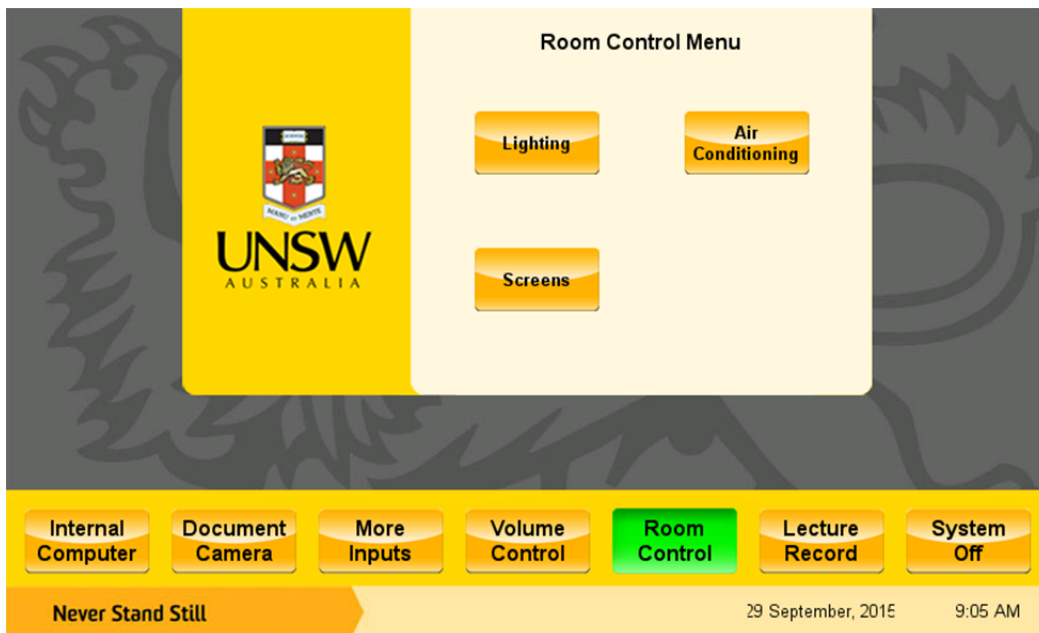
Lectures delivered using the lapel, lectern and radio microphones are automatically recorded in teaching spaces where Lecture Capture technology has been installed.

Pressing the 'Mute' button will silence the audio feed so it cannot be recorded by the Lecture Capture system. The red light on top of the lectern will flash to warn you that the mute function is on. To un-mute, press 'Resume' in the 'Lecture Capture' screen.



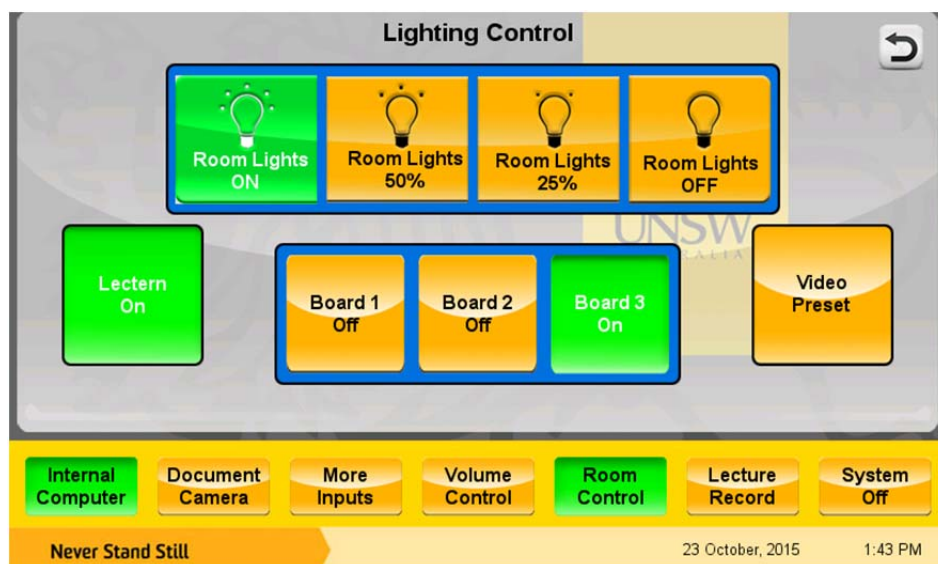


## Room control



The 'Room Control' option allows you to adjust the room's lighting, air conditioning, projector screens. In some teaching spaces you will also be able to control the blinds and shutters from this screen.

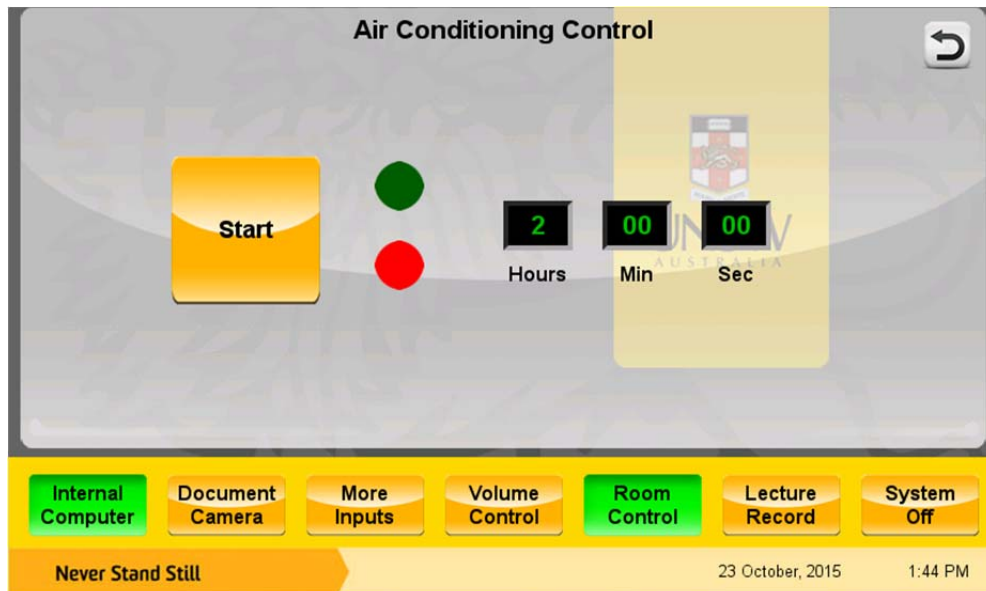
The 'Lighting' button will take you to the following screen:



You can turn the room lights on and off, adjust brightness levels and select a preset lighting mode for video playback

The 'Screen Control' button allows you to control the position of the projector screen.

The 'Air Conditioning' button will take you to the following screen:

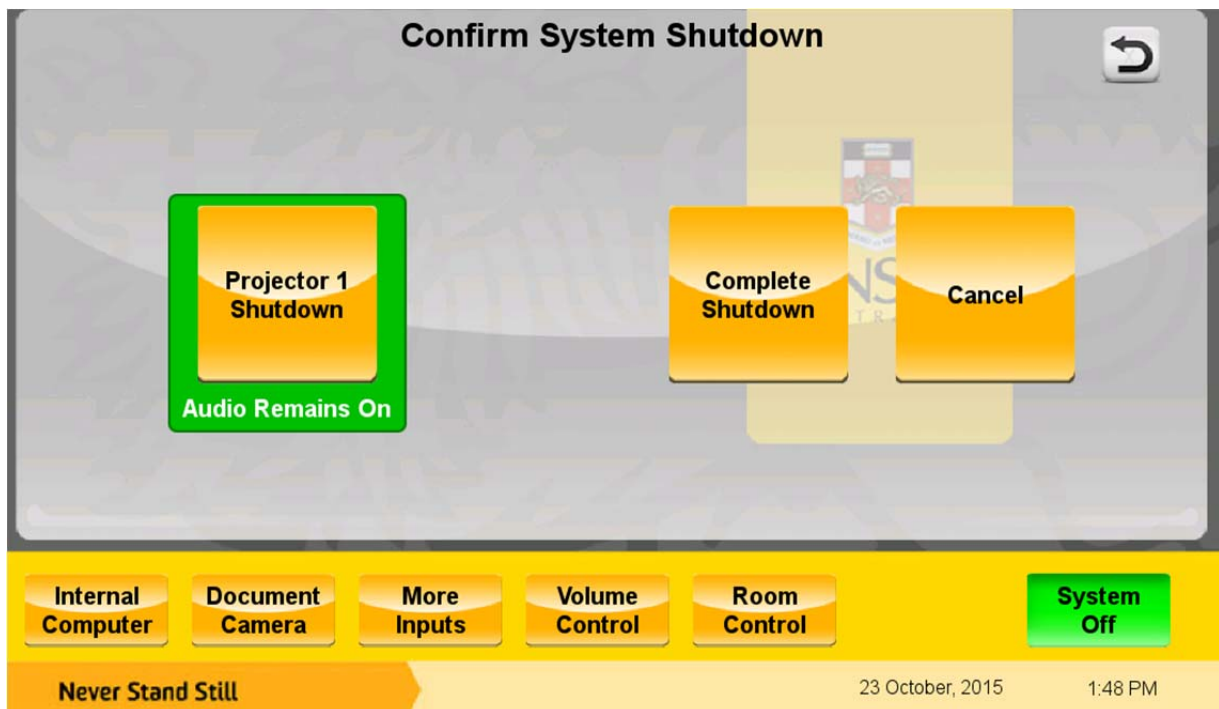


Here you can start a two-hour timer for the air conditioning system. The system will shut down once the timer runs out.

Please note that not all theatres have the air conditioning control on the touch screen. If you can't see the air conditioning option on the touchscreen in front of you, look for a control panel for the system on the wall.

## Turning the system off

Touching the 'System Off' button on the lower right-hand side of the main screen will bring up the following options:



Selecting 'Projector 1 Shutdown' will turn the projector off. The audio system will remain active.

Selecting 'Complete Shutdown' will turn the projector off, retract the projector screen and power the system down. Room lighting will remain on – you can turn it off using the switches near the door.