AMX QUICK REFERENCE GUIDE

AMX Start Up

1. Touch the AMX screen

This will turn the system on and a new window will open where the operator can select an Audio Visual (AV) source i.e. Computer/DVD/VCR/CD/Aux In/Doc Camera, etc.

Open an AV Source

1. Press an AV source button on top of the AMX screen to open: Lighting, Computer, DVD/VCR, CD, AUX In, Doc Cam, Slides, Sys Off

Lectopia

The Lectopia Rec light will be on when a Lecture is being recorded. The Lectopia session will need to be booked before the session.

1. Press the Lectopia Rec button to pause the Lectopia session (red light will blink)
2. Press the Lectopia Rec button again to un-pause and continue recording.

Lighting

1. Press Lighting button on the AMX screen to display the Lighting controls
2. To adjust lighting, press:

Connect Room PC

1. Ensure the PC is turned on
2. Press Computer button on the AMX screen to display Computer controls
3. Press Room PC button to display Room PC
4. Move the mouse to wake the Room PC (ensure the PC is turned on)
5. Login with your staff number and NDS password

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Connect Laptop PC

Note: Before selecting the Laptop button, connect the VGA and Audio cable from the lectern into your laptop. Operators may need to change the display settings on the laptop to manage multiple displays (Fn+F4 or Fn+F5).

1. Press Computer button on the AMX screen to display Computer controls
2. Press Laptop button to display laptop computer.
3. Login using your staff number and NDS password

The computer screen will be displayed on the teaching space video screen.

Note: Press Picture Mute button to display blank screen or Audio Adjust to auto adjust picture.

DVD/VCR

Play a DVD & CD

1. Insert a DVD/VCR into the DVD/VCR player
2. Press DVD/VCR button on the AMX screen to display DVD/VCR controls
3. Press DVD button to display DVD controls
4. Press VCR button to display VCR controls
5. Press Picture Mute button to display blank screen

Note: When DVD/VCR is selected, controls; Play, Pause, Stop, Rewind, Fast Forward, Back-Skip, FWD-Skip Menu are displayed.

1. Insert a CD into the DVD player
2. Press CD button on the AMX screen to display CD controls.

Connect an AUX Device

1. Press AUX In button on the AMX screen to display the AUX In controls
2. Connect the Video cable to the Yellow input
3. Connect the Audio cables to the White and Red inputs
4. Press Use Video button if video is required.

**Note:** Aspect may be adjusted by pressing Normal or Widescreen.

Press Picture Mute button to display blank screen.

### Doc Camera

1. Ensure the Doc Camera is turned on
2. Press Doc Cam button on the AMX screen to display Doc Cam controls.

**Control Options:**
- Lamp Upper (turns the upper lamp on)
- Lamp Off (turns lamp off)
- Zoom in (zooms in on the image)
- Zoom out (zooms out of the image)
- Auto focus (auto focuses the image)
- Picture mute (displays blank image)
- Auto adjust (adjusts the image display)

**Note:** More controls (opens a new window with additional controls)

### Slides

**Note:** Operators may need to wait a minute or two for the slide projector to warm up before an image is projected.

1. Press Slides button on the AMX screen to display Slides controls
2. Press On button to turn projector on
3. Press Off button to turn projector off
4. Press Operating Separately for one projector
5. Press Operating Together for both projectors

6. Press Next button for the next slide
7. Press Prev button for the previous slide.
8. Press Lamp button to turn projector lamp off.

**Note:** Ensure slides are in the correct projector carousel

### Microphone/Audio

Microphone and Audio volume are adjustable on all AMX windows. Mics button controls microphone volume levels. Audio button controls speaker volume levels.

1. Press ▲ button to turn Audio/Mics volume up
2. Press ▼ button to turn Audio/Mics volume down
3. Press button to mute Audio.
4. Press ▼ button to un-mute Audio
5. Press ▲ button to mute Mics.
6. Press ▼ button to un-mute Mics.

**Note:** When wearing a lapel microphone, ensure the batteries are charged and the microphone is turned on.

### Turn System Off

**Note:** Remove any DVD, CD and Videos before turning the system off.

1. Press the Off button on the AMX screen to display Sys Off controls
2. Press Turn System Off button (shuts system down, ready for the next user)
3. Press Cancel (return) button to return to system.

**Note:** If no action is taken the system will turn off in 30 seconds.

### AMX Support/Troubleshooting

Service Desk **Tel:** 53316
Email: itservicedesk@rmit.edu.au
Press the Help button on the AMX panel to display help options

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