The AMX standard configuration is a six-button panel. One button controls the projector power. Another button controls the “black screen” function of the projector. One button toggles the PC input. One toggles the laptop. Finally, one button controls either a document camera or a VCR (if available). The last button is currently unused in most rooms, but if additional devices are available, functionality can be added as needed.

POWER UP

1. Turn on the computer if it is not already on. If a laptop needs to be connected to the projection system, a video cable is provided on top of the podium labeled for such use.  
   \textit{NOTE:} Mac users will need to supply their own VGA adapter.

2. Power on the projector by pressing the \textbf{POWER PROJ} button on the AMX control panel. It takes approximately 40-45 seconds for the projector to warm up.

3. Select the appropriate input on the AMX control panel.

- \textbf{BLACKSCREEN} - Shows a blank screen from the projector. This is useful for preparing a presentation before showing it to students. \textbf{WARNING:} Do NOT leave the projectors in the BLACKSCREEN state when leaving the room. If the projectors are left in the BLACKSCREEN state, this dramatically reduces the bulb life of the projector (since it is still on). Always POWER OFF the projectors!

- \textbf{PC} - The campus-standard Windows PC installed inside the podium.

- \textbf{LAPTOP} - The laptop connected through the VGA cable provided for that purpose.

- \textbf{Doc Cam} - Document camera (not available in all rooms).
**POWER DOWN**

1. Press **POWER PROJ** again. The projector requires a 1-minute cooling down period.

2. Log-off the computer, but do NOT select SHUT DOWN. **NOTE:** Leaving the computer on ensures that the computer will receive all important updates distributed by Microsoft through IT.

**TROUBLESHOOTING**

1. If nothing appears or the wrong image comes up on the projector, make sure that the proper device has been selected on the AMX control panel.

2. If having computer issues, try to restart the computer and if that is unsuccessful, contact the Help Desk at 573-341-HELP (or online at [help.mst.edu](http://help.mst.edu)).

3. If the AMX control panel does not switch feeds or turn on, please contact the Help Desk at 573-341-HELP or online at [help.mst.edu](http://help.mst.edu).