

# MEC Quick Start

## Showing presentation to class

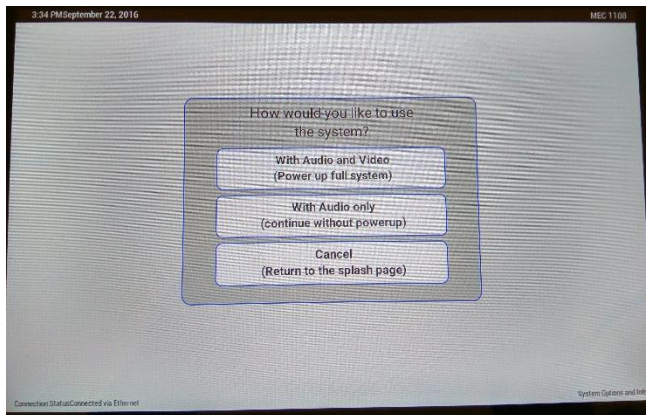
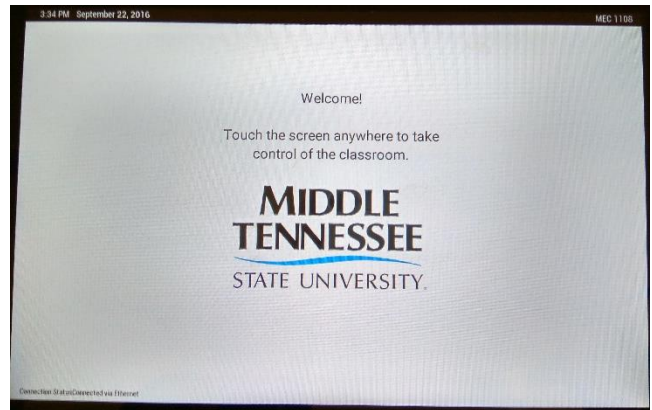
The two Jones College of Business Executive Education classrooms (**MEC 1108 and 1110**) are equipped with the latest presentation technologies.

To do a presentation in these classrooms follow the steps below:

- 1- Touch the AMX touchpad (see picture)
- 2- The three options below will appear:
  - **Audio/Video** – powers up the full system
  - **Audio Only** – continues without power up
  - **Cancel** – returns to splash page

Use **Audio/Video** to present using the projector, TVs, and large screen. This is the most common feature. After you select it, then you select what you want to show on the screens. This option will allow you to use the presenter's podium and lapel microphones.

Use **Audio Only** if you do not want to use the overhead projection screen. This option will also allow you to use the presenter's podium and lapel microphones.

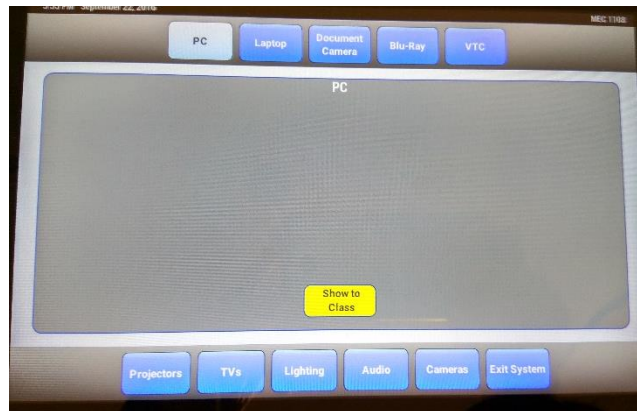


# MEC Quick Start

## Present using the Teacher PC

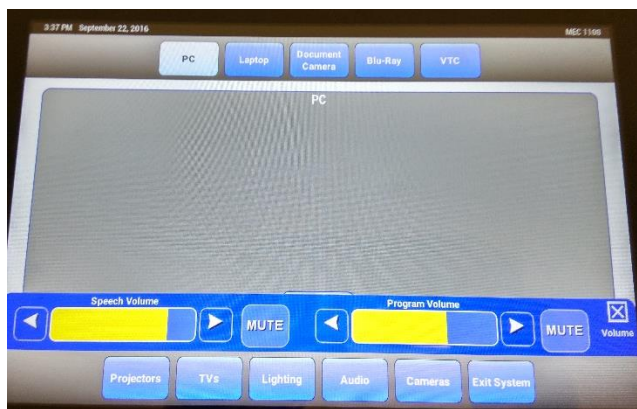
In order to present from the teacher PC, select **[PC]** and then select **[Show to class]**

This will show the image to both: the two displays in the back of the room and the main projection screen in the front of the room.



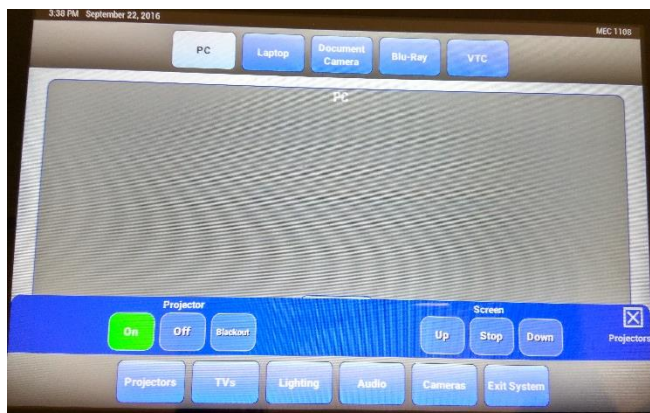
In order to control the audio, click on **[Audio]**. Then use the sliders to control:

- 1) the microphone(s) volume, **[Speech Volume]** or,
- 2) the teacher pc volume, **[Program Volume]**.



In order to control the overhead projector, select **[Projector]** and select one of the options: **[On]**, **[Off]** or **[Blackout]**.

In this window you can also control the projection screen individually. Just select the **[Up]**, **[Down]**, or **[Stop]** buttons.



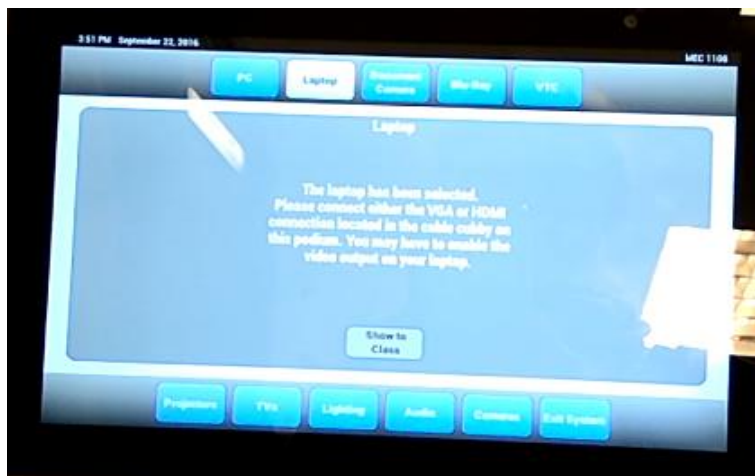
# MEC Quick Start

## Present using a laptop

To present using a laptop, connect the laptop to: the **VGA** or **HDMI** cables, available on the back of the teacher station.

Then, select [**Laptop**] and [**Show to Class**].

**Important!** If you need Internet connection, you can use an **Ethernet cable** to connect to the laptop.

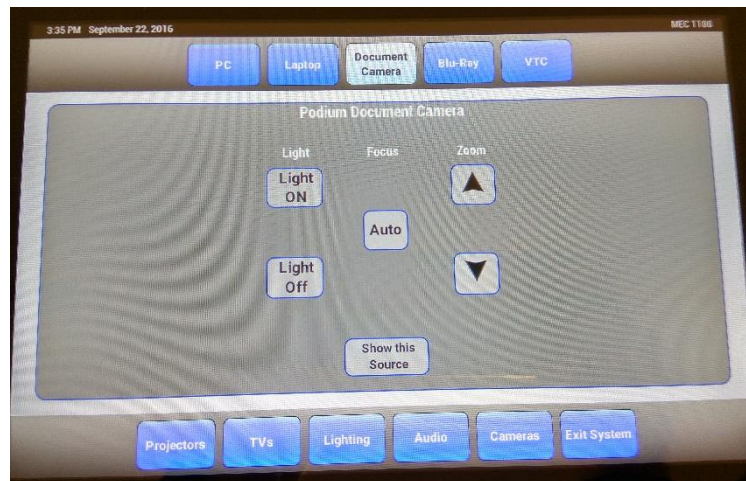


## Showing documents

To show a document through the document camera, select [**Document Camera**].

The Elmo document camera will come on automatically and you can start presenting.

Here you will also find controls for the document camera lights as well as the focus and zoom features of the device.

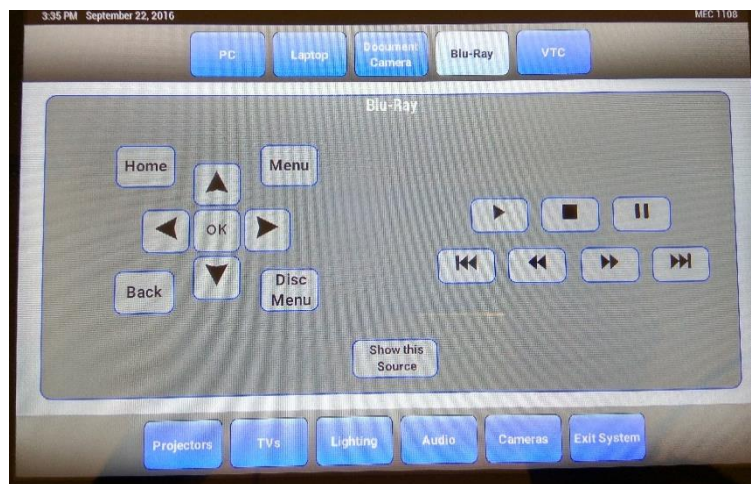


## Showing a Blue Ray/DVD video

To show a Blue Ray/DVD, insert the DVD in the player, then select [**Blue Ray**] on the AMX display.

Use the menu buttons to manage the video player.

*Note:* The Blue Ray DVD player is located on a shelf, inside the cabinet, above the teacher computer.





# MEC Quick Start

## Lighting control

The master classrooms have automatic lighting controls. The lights come on automatically when someone walks into the room.

To control the lighting in the room, touch on the **[Lighting]** button. There are several customized options:

- Preset # **1**, all 3 rows of lights are on.
- Preset # **2**, 2 rows of lights are on.
- Preset # **3**, only last row of lights are on. Suitable to display projection screen.
- Preset # **4**, only central row of lights are on.
- **Off** – turns off the lights completely.



## Camera control

The two classrooms come equipped with video recording cameras for lecture capture and video conferencing.

*Note.* Before using a camera, please make sure the teacher computer is on.

If you need to use a camera for lecture capture or a video conference, select which camera to use. To select the camera:

- Touch **[Cameras]**.
- The **Instructor** camera shows wide angle view of the classroom.
- The **Student** camera shows main presenter view.



## Exit

When you are done with the presentation, turn off the equipment:

- 1) Touch **[Exit System]**
- 2) Select **[Shut down]** the system.

# MEC Quick Start

## Breakout rooms

1. In order to present your laptop's screen, connect it to **HDMI or VGA** connection cable in the middle of the table.
2. Press **[On]** button and **[Laptop]** button in order to present it on the big screen.
3. Press **[TV]** button to see the TV channels. In order to switch channels, use **[Channel Up]** and **[Channel Down]** buttons.
4. In order to control the Volume use **[Volume Up]** and **[Volume Down]** buttons.



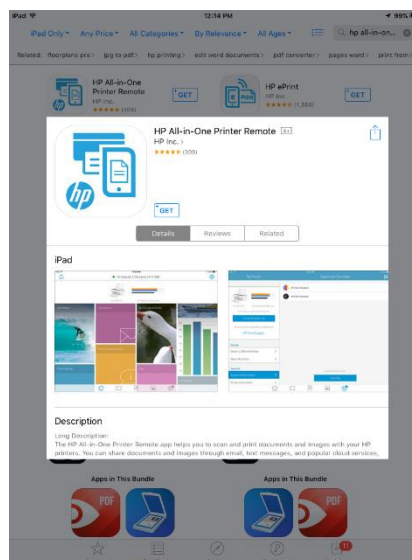
## Wireless internet connection

1. On your device, in the list of available wireless networks, connect to **WLANMTSU**.
2. A web page will open with a wireless sign up page. Or, open a browser and go to **www.mtsu.edu** page.
3. Select Guest access. For MTSU guests (those who are not students or employees), guest access is limited to one day after which the device needs to be registered again. To connect click the Guest button and register your device.



## Wireless Printing in Business Center from a mobile device

1. On your device go to Google Play or Apple App Store and install **HP All-in-One Printer Remote** app. Next, install **HP Print Service Plugin**.
2. Open All-in-one Printer Remote. On the tab **Find Network Printers** tap **[Skip]**.
3. Mark **[I have reviewed and accept the agreements and settings]**, then **[Continue]**
4. On the new page tap **[Select a printer]**, then **[Choose Wi-Fi direct Printers]** at the bottom.
5. Choose **Laser Jet Pro MEP** and tap **[Connect to the printer]**.
6. Go to the **Service Plugin** and enable **Wi-Fi Printing**. You should now be ready to print.



# MEC Quick Start

## Wireless internet connection

1. On your device, in the list of available wireless networks, connect to **WLANMTSU**.
2. A web page will open with a wireless sign up page. Or, open a browser and go to **www.mtsu.edu** page.
3. **Select Guest access.** For MTSU guests (those who are not students or employees), guest access is limited to one day after which the device needs to be registered again. To connect click the Guest button and register your device.

