# **AMX Panel**

1. Press **Start** on the screen (If the AMX is in use, press shutdown button to reboot it until you see the Start button on the screen)
2. Make sure both **Speaker** and **Microphone** are un-muted (from right hand side of the AMX screen)
3. From the **Right Display** (on your left), tap on PC
4. From the **Left Display** (on your right), tap on **Camera**, then the camera control screen will popup. Tap on **Presenter** then **Desk Area**. (Alternatively, you can tap on the **auto-tracking** button to let the camera follow you)
5. Advise the on-campus students to use **push-to-talk** button
6. You will repeat the **step 4** to change the camera view back to the presenter.



# **Presentation PC**

1. Log into the presentation PC
2. Plug in your USB drive which contains your PowerPoint file for the lecture.
3. Open **Skype for Business** from the all programs list (**Start** button – **All programs** – **Microsoft Office 2013**)
4. Open **Firefox**, then go to your CD site. Find the news that contains the **link of your Skype for Business Meeting session** and click on the link.
5. Now the Skype for Business will automatically dial into the meeting, click on **OK** to use the default join option (**Use skype for business full audio and video experience**)
6. Once joined, click on **present** button and select **Present PowerPoint file**. Choose the PPT file that you need to present in the lecture.



1. Make sure your **Mic** is **unmuted**.
2. Make sure **camera** is **enabled.**
3. Make sure **chat box** is **un-hiddened**.
4. **Maximize** your Skype for Business meeting window.

