

PLEASE DO NOT REMOVE INSTRUCTIONS!! All classroom rack instructions can be found at <http://www.bgsu.edu/offices/cio/page9632.html>

The Booth Rack must be turned on FIRST in order to use any of this equipment

To Turn the Booth on: Flip the toggle switch on the podium (labeled Booth Power) to the ON position.

Notice: In the Booth, the ON/OFF toggle switch must be OFF for every day use. It is only flipped to ON for repair by a technician. Only use the toggle switch at the podium.

TO TURN ON VIDEO PROJECTOR:

Turn on Main Power Strip and Press ON, on the Key Pad

To adjust volume

Select the input you are using if you have not already (ex: VCR, DVD)

Press the Vol ▼ / Vol ▲ on the Key Pad

VCR (playing a VHS tape):




Turn on the DVDVCR unit

Press VCR on the Key Pad

Put your VHS tape into the VCR and press play

If you want STREAMING VIDEO: (Booth power at podium must be on)

Press STREAM VID on Keypad

Press "Select" on STB or Pace remote  , use the arrow keys   to get to the correct Stream channel

Press 'select' again on the STB or the Pace remote.

Press 'Info' on the Pace remote to remove the Stream label

Press "Play"  on the Pace remote to start your video.

Stream Box



DVD:

Turn on the DVDVCR unit

Press DVD on the Key Pad. Put your DVD in the player and press play

Instructor Computer (located in the front Teaching Station):

Turn on the computer and Press INSTR PC on the Key Pad

Wait for the computer to load, wireless mouse and keyboard is in the podium



(Make sure mouse and keyboard are turned on)

External Computer at Teaching Station (Laptop):

Use the VGA with Audio cord provided

Plug it into the Patch Panel where it says COMPUTER VIDEO and your PC

Turn on the computer & Press TS VGA on the Key Pad

**On the laptop press the appropriate Function keys to bring up the computer image if needed*

Presenter/Document Camera:

Turn on the Presenter and select TS VGA on the Keypad

At the Teaching Station manually flip the toggle switch on the patch panel to PRESENTER

Video at the Teaching Station (Camcorder, external VCR):

Plug the video cord in the Composite input on the Patch Panel

Plug in Audio cords in the Left and Right inputs on the Patch Panel

Press VIDEO on the Key Pad

Patch Panel Audio:

Turn on the rack; you do not need the projector on if you are just using the audio

Plug the Audio cable into L & R Audio on the Patch Plate, Press VIDEO on the Keypad

If using a mini cable, plug the mini into the VGA audio on the patch panel

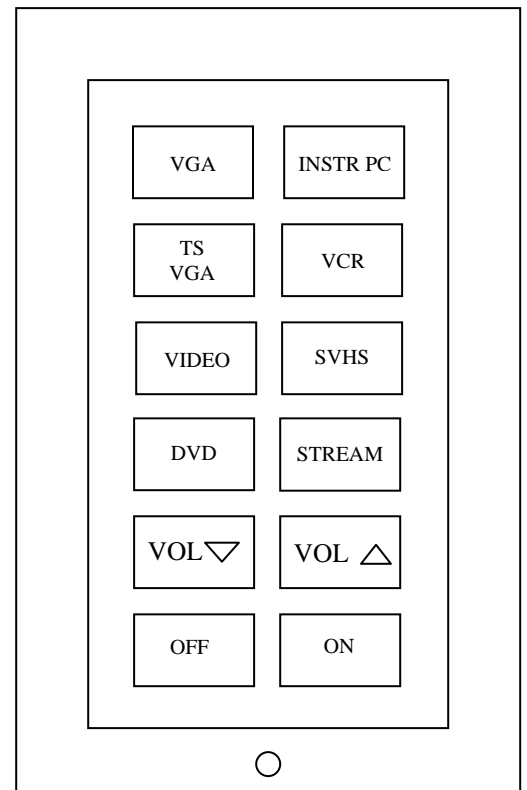
Select VGA on the Keypad, then manually flip the toggle switch on the patch panel at the teaching station to COMPUTER VIDEO

If you want to use a Wireless Microphone:

Turn on the Wireless Mic and adjust sound at the podium

TO TURN OFF EQUIPMENT

- ✓ Turn off the computer by going to START, SHUTDOWN on the screen.
- ✓ Turn off the keyboard/mouse (on/off switch located on the bottom side of each.)
- ✓ To turn off Video Projector, Press OFF on the Key Pad, then turn off Main Power Strip
- ✓ Wait for the green light to turn red on the video projector to ensure the video projector is off or until the light in the lens turns off.
- ✓ The fan will continue to run for 1-3 minutes after turning off the Video Projector



If having problems please call: 2-9400 TO REACH TSC or email to tsc@bgsu.edu .
Problems and future equipment requests can also be
emailed to ims-req@lists.bgsu.edu .