

PLEASE DO NOT REMOVE INSTRUCTIONS!! All classroom rack instructions can be found at <http://www.bgsu.edu/offices/cio/page9632.html> or visit My.BGSU.edu and select "Classroom Technology" from the Tools menu.

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

CLOSED CAPTION: (only works with VCR and Composite Video)

Turn knob on Closed Caption box to desired setting
**If you see a black box it means the Closed Captioning is on, if you do not want closed captioning turn knob to off position.





Caption Box



Stream Box



Streaming Video:

Press STREAM on the Key Pad
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.

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 AV Rack):

Turn on the computer and Press INSTR PC on the Key Pad
Wait for the computer to load, mouse and keyboard is in the rack



(Make sure the mouse and keyboard are turned on)

External Computer at Teaching Station (Laptop):

Teaching Station: 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
At the teaching Station, manually flip the toggle switch on the patch panel to COMPUTER VIDEO
**On the laptop press the appropriate Function keys to bring up the computer image if needed*

AV Rack: Use the VGA with Audio cord provided
Plug it into the Patch Panel where it says COMPUTER IN VGA and your PC
Turn on the computer & Press 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):

Teaching Station: 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

AV Rack: 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
Manually select RACK VIDEO on the Extron Switcher

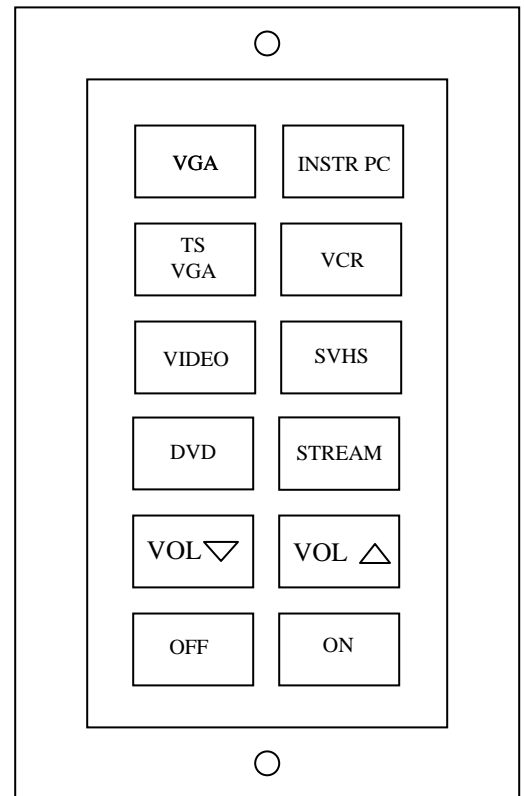
If you want to use the Plate Audio:

Teaching Station: 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

AV Rack: Follow same instructions for the Teaching Station Audio
After pressing VIDEO on the Keypad
Manually select RACK VIDEO on the Extron Switcher
For VGA Audio press VGA on the Keypad
Manually select RACK VGA on the Extron Switcher

If you want to use a Microphone:

Turn on main power in front AV rack
Turn on the wireless Mic and adjust volume at the Teaching Station
For other Mic needs call IMS Distribution at 2-6993



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-reg@lists.bgsu.edu .