

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

TO TURN ON VIDEO PROJECTOR:

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

To adjust Volume on Large Speakers:

Turn the amp on at the bottom of the rack. For sound with the IMS equipment listed below,
Press the **AV SWITCHER** button on the amp.

In order to hear sound you must select the proper input on the Amp. If you are having problems with any of the equipment not listed here, please contact Recording Services at email recsrvs@bgsu.edu

Press the Vol ▼/ Vol ▲ on the Key Pad until you hear sound

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

If you want to playback a VHS tape:

Turn on the DVDVCR unit and press VCR on the key pad. Put your VHS tape into the VCR and press play




If you want to use CLOSED CAPTION: (only 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.*

If you want 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.

If you want to play a DVD:

Turn on the DVDVCR unit and press DVD on the key pad. Put your DVD in the player and press play

If you want to use the RACK MAC Computer:

Turn on the computer and press INSTR PC

Wait for the computer to load, mouse and keyboard is in the cabinet. (USB Connection on Patch Panel)

If you want to use an External Computer:

Plug the VGA cable provided into your PC and the panel where it says COMPUTER IN VGA

Turn on the computer... FOR AUDIO use a mini to mini cord and plug into AUDIO

Press VGA on the key pad

If you want to use a PRESENTER:

Turn on Presenter

Plug one end of the S-video cord in the Panel that says SVHS and the other end in the presenter. Press SVHS on the key pad.

If you want to use the Plate Vid:

Plug the video cord in the Composite input on the panel

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

Press VIDEO on the Key pad

If you want to use the Plate 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 either VIDEO or SVHS. If using a mini cable, plug mini into the VGA audio on the patch and select VGA on the Key pad

You can adjust the volume on the Switcher

If you want to use a Microphone:

Plug the Microphone into the MIC jack on the Patch Panel

Press the MIX button on the Switcher

(the LED by the MIX button will be lit when the mixer is on)

Adjust the volume with the MIC Volume knob

TO TURN OFF EQUIPMENT:

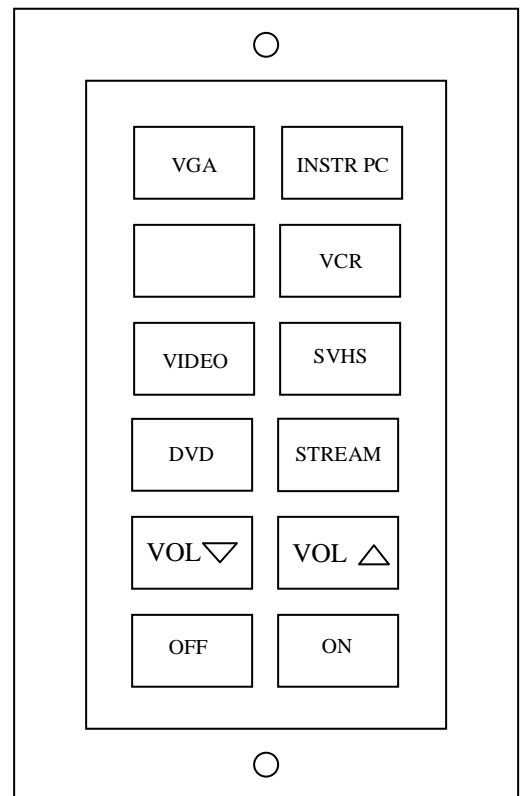
✓ To turn off Video Projector, Press OFF on the key pad,
then turn off the Main Power Strip

✓ Turn off the computer

✓ 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

ATTENTION: THERE IS ADDITIONAL EQUIPMENT IN THIS RACK THAT DOES NOT BELONG TO IMS. IF YOU NEED HELP USING THIS EQUIPMENT, PLEASE CONTACT RECORDING SERVICES AT EMAIL recsrvs@bgsu.edu



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