

**TO TURN ON VIDEO PROJECTOR:**

Turn on Main Power Strip and Press PROJ, then ON, on the Smart Pad

**To Adjust Volume:**

All Volume adjustments can be made by turning the knob at the Mixer labeled Switcher Volume.

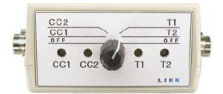
**To Play a VHS TAPE:**

Turn on the rack  
 On the Smart Pad press PROJ and then ON  
 When the projector is on, Press PROJ, VCR VID. Put the tape in 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.





**Caption Box**



**Stream Box**



**If you want STREAMING VIDEO:**

Press PROJ, then VCR VID  
 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.

**To Use the RACK COMPUTER**

Turn on the rack at the Main Power switch  
 Make sure the computer is turned on  
 Press PROJ , ON at the Smart Pad  
 Select VGA on the Smart Pad  
 Use the toggle switch on the Patch Panel to select Rack PC

**To Use and EXTERNAL COMPUTER :**

Turn on the rack at the Main Power switch  
 Make sure the computer is turned on  
 Press PROJ, ON at the Smart Pad  
 Select VGA on the Smart Pad  
 Use the toggle switch on the Patch Panel to select Plate VGA

**If you want to use a PRESENTER:**

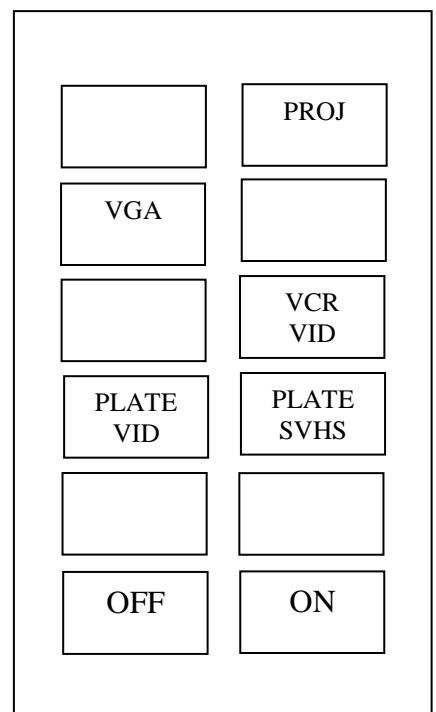
Plug one end of the S-video cord in the Panel that says SVHS and the other end in the presenter.  
 Press PROJ, then PLATE SVHS. Be sure the presenter is turned on

**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 PROJ, then PLATE VID. If using a mini cable, plug mini into the VGA audio on the patch and select VGA on the smart pad  
 You can adjust the volume on the Mixer

**TO TURN OFF EQUIPMENT**

- ✓ To turn off Video Projector, Press PROJ, OFF, then turn off Main Power Strip
- ✓ Turn off the computer by going to START, SHUTDOWN on the screen
- ✓ 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**

**Problems can be emailed to [tsc@bgsu.edu](mailto:tsc@bgsu.edu) .**

**Problems and future equipment requests can also be emailed to [ims-req@lists.bgsu.edu](mailto:ims-req@lists.bgsu.edu) .**