

TO TURN ON RACK & VIDEO PROJECTOR:

- (1) **Turn on Main Power Strip** and then Press ON, on the Key Pad or PROJECTOR ON at the Touch Panel at the front of the room
- (2) To turn on the **Touch Panel** just press anywhere on the screen

To adjust VOLUME:

Select the input you are using if you have not already (ex: VCR, DVD) on the Key Pad or Touch Panel
Press the Vol▼/ Vol▲ on the Key Pad in the rack or the Touch Panel at the front of the room

If you want to playback a VHS TAPE (VCR):

At the Rack: Turn on the DVDVCR unit
Press VCR on the Key Pad
Put your VHS tape into the VCR and press play

Touch Panel at Front: Turn on the DVDVCR unit at rack
Put your VHS tape into the VCR
Press VCR on the Touch Panel
On the next screen you can control the VCR (Play, Stop, FFWD, REW, Pause) from the Touch Panel





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







If you want STREAMING VIDEO:

At the Rack: 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.

Stream Box



Touch Panel at Front: Press STRM on the Touch Panel
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:

At the Rack: Turn on the DVDVCR unit
Press DVD on the Key Pad and put your DVD in the player and press Play

Touch Panel at Front: Turn on the DVDVCR unit in the rack
Put your DVD in the DVD Player
Press DVD on the Touch Panel
On the next screen you can control the DVD (Play, Stop, FFWD, REW, Pause, etc.) from the Touch Panel

If you want to use the INSTRUCTOR COMPUTER:

At the Rack: Turn on the computer
Press INSTR PC on the Key Pad, then wait for the computer to load (mouse and keyboard is in the cabinet)

Touch Panel at Front: Turn on the computer in rack (mouse and keyboard is in the cabinet)
Press INSTR PC on the Touch Panel, then wait for the computer to load
Keyboard/Mouse can be plugged into the USB connection on the right side of the Touch Panel

If you want to use an EXTERNAL COMPUTER (Laptop):

At the 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, and then press VGA on the Key Pad
Manually select PATCH VGA on the Switcher

Touch Panel at Front: Plug laptop into the VGA/Audio connection below the Touch Panel at front of room.
Turn on the computer, and then press VGA on the Touch Panel

If you want to use a PRESENTER:

At the Rack: Plug one end of the S-video cord in the Panel that says SVHS and the other end in the presenter.
Be sure the presenter is turned on
Press SVHS on the Key Pad, and then manually select PATCH SVHS on the Switcher.

Touch Panel at Front: Plug the Presenter into the SVHS connection located below the Touch Panel at the front of the room
Then Press SVHS on the Touch Panel. Be sure the presenter is turned on

If you want to use the VIDEO input (Camcorder, external DVDVCR or VCR):

At the 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, and then manually select PATCH VIDEO on the Switcher

Touch Panel at Front: Plug the video cord into the Composite input at the front wall
Plug in Audio cords in the Left and Right inputs on the Patch Panel at the front of the room
Press VIDEO on the Touch Panel

If you want to use an EXTERNAL AUDIO SOURCE (CD player, tape player, MP3 player):

At the Rack: 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 on the Key Pad, and then manually select PATCH VIDEO on the Switcher.

**If using a mini cable (ex: MP3 player), plug the mini into the VGA audio on the patch and select VGA on the Key Pad, then manually select PATCH VGA on the Switcher
(See "To adjust Volume" above)

Touch Panel at Front: 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 on the Touch Panel

**If using a mini cable (ex: MP3 player), plug the mini into the VGA audio on the patch and select VGA on the Touch Panel
(See "To adjust Volume" above)

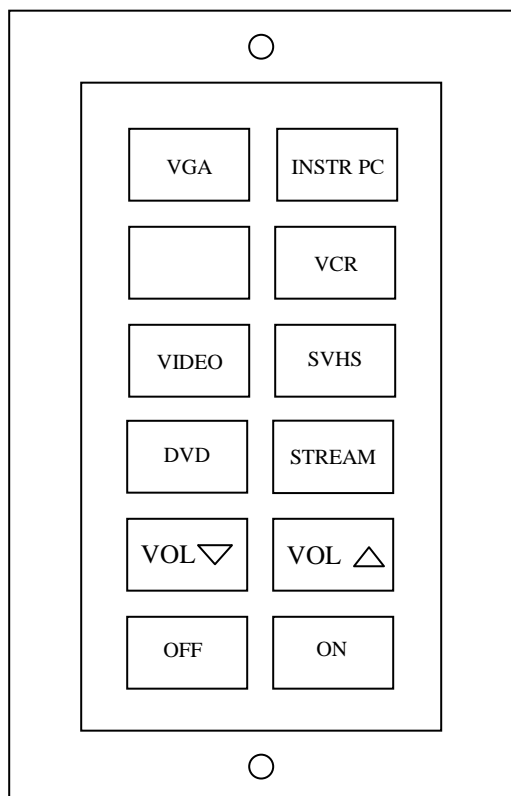
If you want to use a MICROPHONE:

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

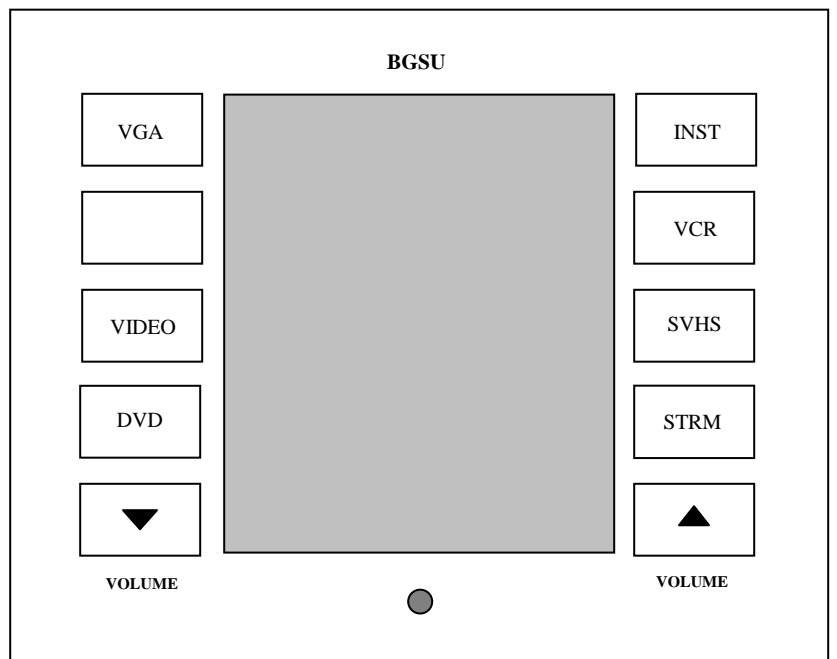
TO TURN OFF EQUIPMENT

- ✓ Turn off the computer by going to START, SHUTDOWN on the screen
- ✓ To turn off Video Projector, Press OFF on the Key Pad or PROJECTOR OFF on the Touch Panel
- ✓ Turn off Main Power Strip in the rack
- ✓ 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

Key Pad Layout



Touch Panel Layout



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