

HOW TO OPERATE THE EQUIPMENT IN THIS CABINET

TO TURN ON VIDEO PROJECTOR:

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

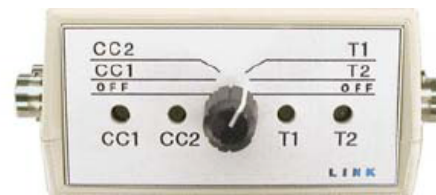
To adjust VOLUME:

Master Volume knob on Mixer should be turned up about half way.
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 (VCR):

Turn on the DVDVCR unit
Press VCR on the Keypad
Put your VHS tape into the VCR and press play

CLOSED CAPTION BOX



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 to use STREAMING VIDEO:

Press STREAM on the Keypad
Using the Pace remote press 'select', use the arrow keys to get to the correct Stream channel then press 'select' again on the remote.

If you want to play a DVD:

Turn on the DVDVCR unit
Press DVD on the Keypad
Put your DVD in the player and press play

If you want to use the RACK COMPUTER:

Turn on the computer
Press INSTR PC on the Keypad, then wait for the computer to load (keyboard and mouse are on the desk)
Monitor on desk is always connected to the computer

If you want to use an EXTERNAL COMPUTER at the FRONT:

Use the VGA cord provided and plug it into VGA2 on the panel on the front wall and into your PC
Turn on the computer...for AUDIO use a mini to mini cord and plug into the panel AUDIO under VGA2
Press VGA on the Keypad
Then manually select VGA2 on the Extron Switcher

If you want to use an EXTERNAL COMPUTER at RACK:

Plug it into the Patch Panel on where it says COMPUTER IN VGA and your PC
Turn on the computer..... FOR AUDIO use a mini to mini cord and plug into AUDIO on the Patch Panel
Press VGA on the Keypad

If you want to use a PRESENTER at the RACK:

Plug one end of the S-video cord in the Patch Panel that says SVHS and the other end in the presenter.
Then Press SVHS on the Keypad. Be sure the presenter is turned on

If you want to use a PRESENTER at the WEST WALL:

Plug one end of the S-video cord into "Wall SVHS" on the Panel and the other end into the presenter.
Be sure the presenter is turned on.
Press SVHS on the Keypad.
Then manually select WALL SVHS on Extron Switcher.

If you want to use the PATCH PANEL VIDEO at the RACK: (Camcorder, external DVDVCR etc.)

Plug the video cable in Composite input and audio cables in the Left/Right inputs on the Patch Panel
Press VIDEO on the Keypad

If you want to use VIDEO at the WEST WALL: (Camcorder, external DVDVCR etc.)

- Plug the video cord into 'Wall Video' on the panel
- Plug in Audio cords in the Left and Right inputs on the Panel
- Press VIDEO on the Key pad
- Then manually select WALL VID on Extron Switcher

If you want to use an EXTERNAL AUDIO SOURCE (CD player, Tape player)

- Turn on Main Power to rack.
- At **RACK**: Plug audio cable into Patch Panel Audio and press play on device you are using
- At **WEST WALL**: Plug audio cable into Panel Audio and press play on device you are using

If you want to use a MICROPHONE:

- 1) Plug the Microphone into the MIC jack on the Patch Panel
 - Turn on Main Power at rack
 - Turn on the microphone and adjust volume by turning knob labeled 'Patch Mic' on Mixer

OR

- 2) Wireless Lapel:
 - Turn on Main Power at rack
 - Turn on Wireless lapel and adjust volume by turning knob labeled 'Wireless Lapel' on Mixer

OR

- 3) Wireless Hand Held:
 - Turn on Main Power at rack
 - Turn on Wireless Hand Held and adjust volume by turning knob labeled 'Wireless HH' on Mixer

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 Keypad
- ✓ 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
Problems can be emailed to tsc@bgnnet.bgsu.edu .

Problems and future equipment requests can also be
emailed to ims-req@listproc.bgsu.edu



**TO PRINT OFF INSTRUCTIONS
FOR A SPECIFIC ROOM PLEASE GO TO
<http://www.bgsu.edu/offices/cio/page9632.html>**

