

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:

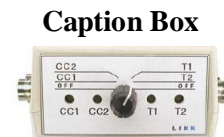
Select the input you are using if you have not already (ex: VCR, DVD)
Press the Vol▼ / Vol▲ on the Key Pad

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

Turn on the DVDVCR unit
Press VCR on the 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.



Stream Box



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
Press DVD on the Key Pad and put your DVD in the player and press Play

If you want to use the INSTRUCTOR PC:

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)

If you want to use the INSTRUCTOR MAC:

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

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

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, then press VGA on the Key Pad

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.
Then Press SVHS on the Key Pad. Be sure the presenter is turned on

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

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

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

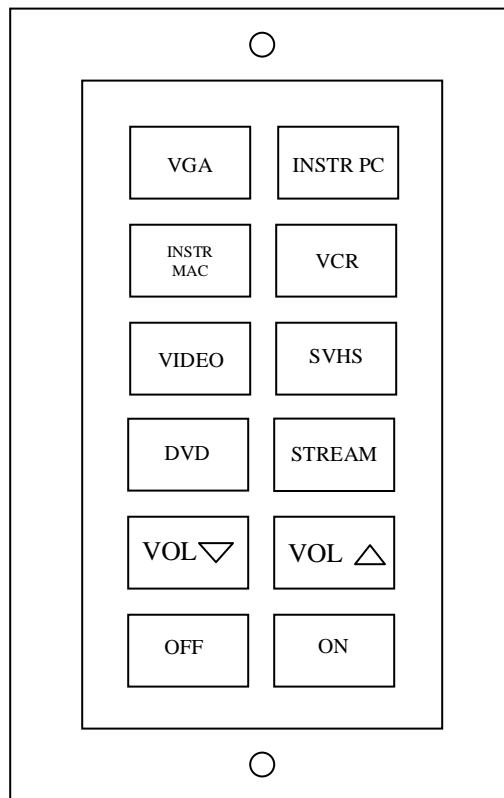
Turn on the rack, you do not need the projector on if you are just using the audio
Plug the Audio cable into L & R Audio on the Patch Plate
Press either VIDEO or SVHS.
If using a mini cable (ex: MP3 player), plug the mini into the VGA audio on the patch and select VGA on the Key Pad
(See "To adjust Volume" 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
- ✓ 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



PROBLEMS:

If having problems with the **rack equipment or video projector** 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 .

If you are having problems with the **Promethean Board** please contact Mitch Miller at 2-7392