

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

*** Video Projector must be turned on first to use any of this equipment

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

Check the amp to be sure that the Bridge/Stereo button is not pushed. It should be set on "Stereo" not Bridge. If it is on Bridge the audio quality will not be good.

If you want to playback a VHS tape:

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.

If you want to play a DVD:

Turn on the DVDVCR unit

Press DVD on the Key Pad

Put your DVD in the player and press play

If you want to use the Instructor Computer

Turn on the computer

Press INSTR MAC on the Key Pad

Wait for the computer to load

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

Press VGA on the Key Pad

At the Teaching desk: Use the VGA cord provided

Plug it into the back of the laptop.

Turn on the computer

Press INSTR PC 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 Plate Vid:

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 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 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)

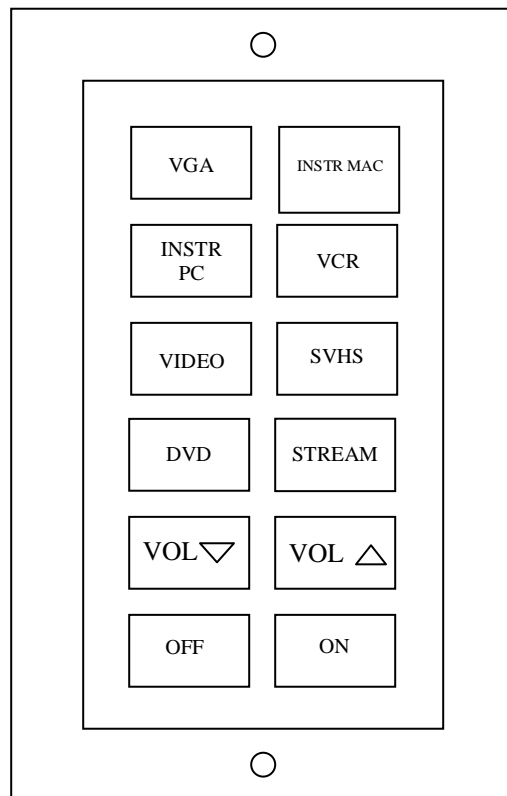
Adjust the volume with the MIC Volume knob

CAPTION BOX



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, 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



PROBLEMS:

If having problems with **the rack equipment or the 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