

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

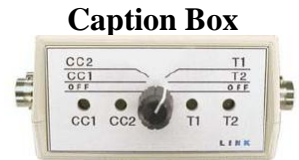
Press VCR on the Key Pad

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.



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.

Stream Box



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):

At the Rack: Use the VGA with Audio cord provided

Plug it into the Patch Panel where it says COMPUTER IN VGA

Turn on the computer, and then press VGA on the Key Pad

Manually select PATCH VGA on the Switcher

At the Front: Plug laptop into the VGA/Audio connection on the patch panel at front of room.

Turn on the computer, and then press VGA on the keypad in the rack

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.

At the Front: Plug the Presenter into the SVHS connection on the patch panel at the front of the room.

Then Press SVHS on the Keypad in the rack. 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 Video 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

At the Front: Plug the video cord into the Composite Video input on the patch panel at the front of the room.
Plug in Audio cords in the Left and Right inputs on the Patch Panel at the front of the room
Press VIDEO on the Keypad in the rack.

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 Switther
(See "To adjust Volume" above)

At the Front: Turn on the rack, you do not need the projector on if you are only using the audio
Plug the Audio cable into L & R Audio on the Patch Panel
Press either VIDEO or SVHS on the Keypad in the rack.

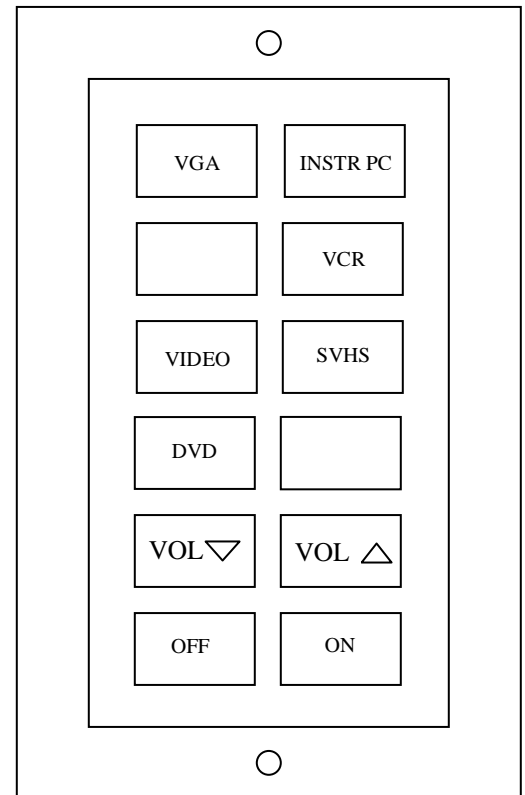
**If using a mini cable (ex: MP3 player), plug the mini into the VGA audio on the patch and select VGA on the Keypad in the rack.
(See "To adjust Volume" above)

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 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



PROBLEMS:

If having problems with **equipment in the rack or the Video Projector**

Please call: 2-9400 TO REACH TSC .

Email 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