

**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)

Check that the "AV Switcher" volume knob on the Mixer is facing straight up

To adjust the volume turn the program audio volume knob on the switcher to the right until you hear sound. (You may have to turn the knob more than one time around)

Press the Vol ▼ / Vol ▲ on the Key Pad

If you want to playback a VHS tape:

Turn on the DVDVCR unit

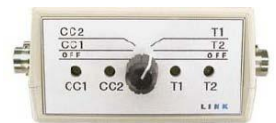
Press VCR on the Key Pad . Put your VHS tape into the VCR and press play

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.

Caption Box



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 (MAC):

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):

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

If you want to use a Wireless Computer: (You must have software installed on computer)

Go to <http://service.us.panasonic.com/OPERMANPDF/PTLB50NTU-ME3NETWK.PDF> for instructions.

Go to <ftp://ftp.panasonic.com/pub/Panasonic/Drivers/PBTS/software/WirelessManagerME3.exe> to download and install software

Press PC WRLSS on Key Pad

If you want to use a PRESENTER (SVHS, external DVD Player, etc.):

At the Rack: Plug one end of the S-video cord into the Patch Panel where it says SVHS

Then Press SVHS on the Key Pad and then manually select PATCH SVHS on the switcher.

Be sure the presenter is turned on

At the Front: Plug one end of the S-video cord into the Patch Panel on the floor

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

If you want to use the Plate Vid (Camcorder, Composite Video, external VCR, etc.):

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.

At the Front: Plug the video cord in the Composite input on the Patch Panel on the floor

Plug in Audio cords in the Left and Right inputs on the Patch Panel on the floor.

Press VIDEO on the Key Pad.

If you want to use the Plate Audio (CD Player, Boom box, MP3 player, etc):

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 Panel Press VIDEO on the keypad and then manually select PATCH VIDEO on the switcher. If using a mini cable (MP3 Player), plug the mini into the VGA audio on the patch and select VGA on the keypad. (See “To adjust Volume” above)

At the Front: Turn on the rack, you do not need the projector on if you are just using the audio Plug the Audio cable into Audio connections on the Patch Panel on the floor Press VIDEO on the keypad. (See “To adjust Volume” above)

If you want to use a Microphone:

Patch Mic: Plug the Microphone into the MIC jack on the Patch Panel Adjust the volume by turning the knob labeled “Patch Mic” on the Mixer

Wireless Mic: Turn on the Mic transmitter and receiver. Adjust the volume by turning the knob labeled “Wireless Mic” on the Mixer.

TO TURN OFF EQUIPMENT

- ✓ Turn off the computer
- ✓ 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

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 .

