

PLEASE DO NOT REMOVE INSTRUCTIONS!!

All classroom rack instructions can be found at <http://www.bgsu.edu/offices/cio/page9632.html> or visit My.BGSU.edu and select Classroom Technology from the Tools menu.

TURNING ON THE VIDEO PROJECTOR:

Press the "PC" button on the Control Center (*Please see the diagram below for a picture of the Control Center*)

If the system was just shut off you may have to wait 30 seconds after the Video projector fan shuts off to be able to turn the system back on again

To adjust VOLUME:

Select an input and turn the volume knob on the Control Center to the level of sound you want

COMPOSITE VIDEO (DVD, VCR, Camcorder, etc.)

Plug device into the Video and Audio jacks on the Patch Panel

Press the "VIDEO" button on the Control Center

INSTRUCTOR PC:

Turn on the computer

Press the "PC" on the Control Center, and wait for the computer to load

EXTERNAL COMPUTER (Laptop):

Use the VGA with Audio cord provided at the Teaching Station to plug into your laptop

Plug it into the Patch Panel where it says "PC" and your PC

Turn on the computer, and then press "PC" on the Control Center

Press the appropriate Function keys on your laptop to bring up the image on the Video Projector

EXTERNAL AUDIO SOURCE (CD player, tape player, MP3 player):

Plug the Audio cable into L & R Audio on the Patch Panel

Press "VIDEO" on the Control Center

If using a mini cable, plug the mini into the VGA (PC) Audio on the patch panel and select "PC" on the Control Center

(See "To adjust Volume" above)

TURNING OFF THE EQUIPMENT

- ✓ Turn off the computer by going to START, SHUTDOWN on the screen
- ✓ To turn off Video Projector, Press the "PC" button on the Control Center for approximately 5 seconds (When you see the LED light next to the "PC" button stop flashing you can release the button. The Video Projector should turn off)
- ✓ 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



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209 West Hall

Secure room at all times. No food or drink at any time.

(See standard Imedia Instructions located by keypad on east wall)

Video Projector: (Please do not touch the unit)

- To turn on the Video Projector press the PC button on the Keypad

Instructor Computer: (Located in the center of the first row and faces south. BEWARE of the floor plug.)

- Turn on the computer by pressing the white Power button located at the base on the left side of the stand.
- INTERNET connection is at the bottom of the screen
- CD ROM is the far right upper button
- Volume buttons are the upper right arrows
- Mute button is found between the Volume and CD buttons
- Go to the HARD DRIVE and then APPLICATIONS for Microsoft Word, Power Point, Photoshop, etc.

OR

- Got to HARD DRIVE and then APPLICATIONS OS9, QuarkXpress (until the new version arrives)
- Please turn off the computer at the end of class by going to the Start menu, Shut Down

DVDVCR:

- Press the power button on the front of the DVDVCR
- Press the VIDEO button on the Keypad
- Put VCR on L1 by pressing the Ch up and Ch down buttons on the VCR
- Insert a VHS tape or DVD and press PLAY on the DVDVCR.
- Volume knob is on the Keypad.

Streaming Video (STB, Set Top Box):

- Put VCR on Ch 3 by pressing the Ch up and Ch down buttons on the VCR

Presenter: (Elmo Document camera)

- Press the power button on the back of the unit, found to the left of the power cord
- Press the VIDEO button on the keypad
- Make your adjustments (Do not use transparencies)
- To return to the computer press the PC button on the Keypad

Keypad is located on the east wall. Remote controls are maintained in 302 West Hall SCS office, and must be signed out for usage.