

Turn on the Video Projector & AV Rack Equipment:

Turn on Main Power Strip then Press ON, on the Key Pad

Volume Adjustment: (Mute light should be “Off” on the Switcher)

Select the input you are using (Ex: Instr PC, VGA, Video, SVHS)

Press the Vol ▼ / Vol ▲ on the Key Pad (Mute light should be off on Switcher)

How to Operate the

Instructor PC (Located at Teaching Station):

Turn on the computer

Press INSTR PC on the Key Pad and wait for the computer to load

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 and press VGA on the Key Pad

Press the necessary “Function” keys on the laptop to bring up the display on the Video Projector

Patch Panel Video (Camcorder, external DVD, VCR, or DVDVCR):

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

Patch Panel Audio (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 Panel

Press VIDEO on the Key Pad

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 “Volume Adjustment” above)

Presenter:

Plug one end of the SVHS cord in the Patch 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

Microphone:

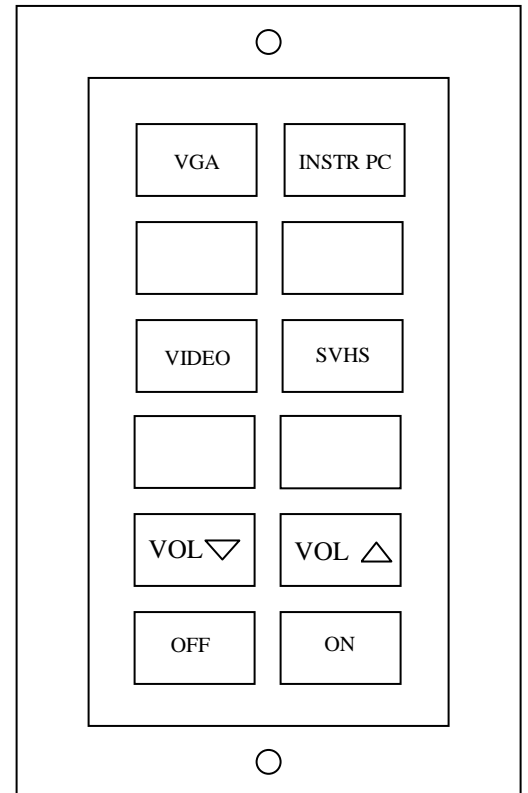
Plug the Microphone into the MIC jack on the Patch Panel

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 on the Switcher

TURNING 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



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 .