

**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.

**TO TURN ON VIDEO PROJECTOR:**

Turn on Main Power Strip then 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 (Mute light should be off on Switcher)

**VCR:**

Turn on the DVDVCR unit  
Press VCR on the Key Pad  
Put your VHS tape into the VCR and press play

**CLOSED CAPTION: (only VCR and Composite Video)**

Please call IMS Distribution 372-6993 to set up Closed Captioning.

**DVD:**

Turn on the DVDVCR unit  
Press DVD on the Key Pad and put your DVD in the player and press Play

**INSTRUCTOR PC:**

Turn on the computer  
Press INSTR PC on the Key Pad, then wait for the computer to load (mouse and keyboard are in the cabinet)

**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, then press VGA on the Key Pad

**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

**PATCH PANEL VIDEO (Camcorder, external DVDVCR or VCR):**

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

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

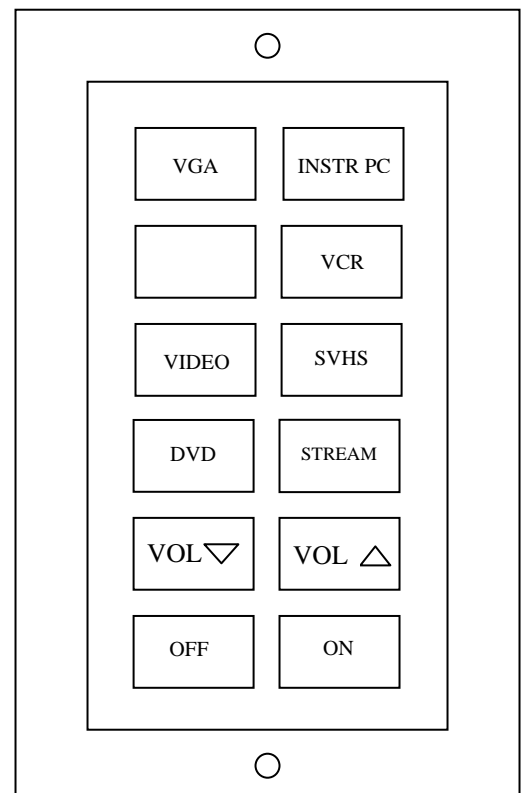
Turn on the rack, you do not need the projector on if you are just using the audio  
Plug the Audio cable into L & R Audio on the Patch Plate  
Press either VIDEO or SVHS.  
If using a mini cable (ex: MP3 player), plug the mini into the VGA audio on the patch and select VGA on the Key Pad  
(See "To adjust Volume" above)

**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*

**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
- ✓ 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](mailto:tsc@bgsu.edu) .  
Problems and future equipment requests can also be emailed to [ims-req@lists.bgsu.edu](mailto:ims-req@lists.bgsu.edu) .