

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 Equipment: (See Diagram A)

Turn on the Main Power

Press "ALL ON" on the Touch Panel

(This will turn on the Video Projector and 4 Plasmas and will automatically select Instr PC)

To Adjust Volume:

Each input screen will have a Volume Up and Volume Down buttons on the LCD display to adjust the volume.

Composite Video (VCR, DVD, Camcorder, etc) (See Diagram D)

Plug the device into the Composite Video and L&R Audio jacks on the Patch Panel

Turn on the device and press the VIDEO button on the Touch Panel

Press Play on the device

Instructor PC (See Diagram B)

Turn on the computer in the AV Rack

Press the INSTR PC button on the Touch Panel. Wait for the computer to load

Wireless mouse and keyboard are in the cabinet, monitor is at the Teaching Station

(Check the mouse and keyboard to make sure they are turned on)

External Computer (Laptop) (See Diagram C)

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

TO TURN OFF EQUIPMENT

- ✓ Turn off the computer by going to START, SHUTDOWN on the screen
- ✓ To turn off the Projector and Plasmas, Press the ALL OFF button on the Touch Panel
- ✓ 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

For assistance call TSC at 372-9400 or email problems to tsc@bgsu.edu .

Email Future equipment requests to IMS at ims-req@lists.bgsu.edu .

These instructions are temporary. They will be updated when the programming of the touch panel is complete. Thank you!

-IMS

Diagram A- All On



(Automatically Selects Instr PC)

(Located on bottom of Mouse and Keyboard)



Diagram B- Instr PC

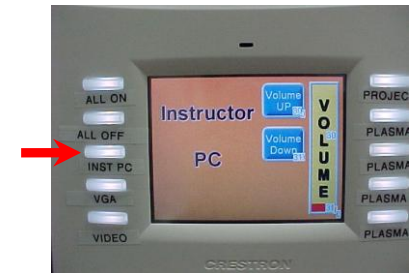


Diagram C- VGA (Laptop)

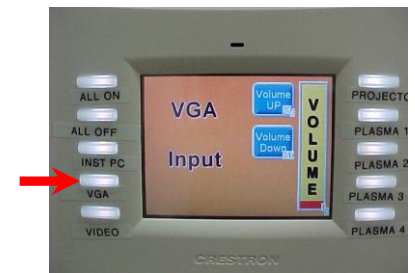


Diagram D- Video (VCR,etc.)

