

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

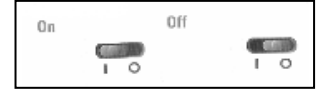
To adjust Volume

Select the input you are using if you have not already (ex: VGA, VIDEO, etc.)
Press the Vol ▼ / Vol ▲ on the Key Pad

Instructor Computer (in AV Rack)

Turn on the computer and the monitor
Press INSTR PC on the Key Pad
Wait for the computer to load, wireless mouse and keyboard is in the cabinet
(Check the mouse and keyboard to make sure they are turned on)

(Located on bottom of Mouse and Keyboard)



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

Video: (Camcorder, VCR, DVD, etc)

Plug the video cord in the Composite Video Input on the Patch Panel
Plug the Audio cords into the Left and Right inputs on the Patch Panel
Press VIDEO on the Key Pad

Audio: (CD Player, MP3 Player, etc)

Turn on the Main Power, 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
If using a mini cable, plug the mini into VGA audio on the patch.
Press VGA on the Key Pad
(See "To adjust Volume" above)

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, 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 .

