

**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 (Mac computer installed in AV rack):**

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)

**INSTRUCTOR MAC (Laptop at front):**

Turn on the computer (USB Connection on Patch Panel)

Press INSTR MAC on the Key Pad, then wait for the computer to load (wireless 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

✓ To turn off Video Projector, Press OFF on the Key Pad

✓ Turn off Main Power Strip

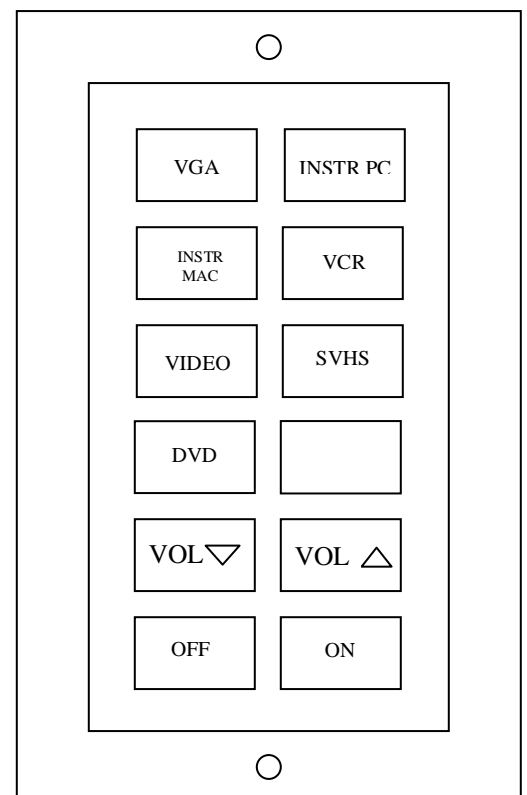
✓ Wait for the green light to turn red on the video projector to ensure the video projector is off or until the light in the lens turns off.

✓ 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) .**



**ATTENTION: THERE IS ADDITIONAL EQUIPMENT IN THIS ROOM THAT DOES NOT BELONG TO IMS. IF YOU NEED HELP USING THIS EQUIPMENT, PLEASE EMAIL RECORDING SERVICES AT**

**[recsrvs@bgsu.edu](mailto:recsrvs@bgsu.edu)**