

**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: VCR, DVD)  
Press the Vol ▼ / Vol ▲ on the Key Pad

**VCR (playback a VHS tape):**

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)**

Turn knob on Closed Caption box to desired setting  
\*\*If you see a black box it means the Closed Captioning is on, if you do not want closed captioning turn knob to off position.

**Caption Box**



**Stream Box**



**Streaming Video:**

Press STREAM on the Key Pad  
Press "Select" on STB or Pace remote (⊙), use the arrow keys ▲ ▼ to get to the correct Stream channel  
Press 'select' again on the STB or the Pace remote.  
Press 'Info' on the Pace remote to remove the Stream label  
Press "Play" (▶) on the Pace remote to start your video.

**DVD:**

Turn on the DVDVCR unit  
Press DVD on the Key Pad. Put your DVD in the player and press play

**Instructor Computer (Computer in Rack):**

Turn on the computer and press INSTR PC on the Key Pad  
Wait for the computer to load, mouse and keyboard is in the cabinet

**External Computer at the Teaching Station (Laptop):**

Plug computer into the VGA at the teaching station (VGA cable provided in drawer)  
Turn on computer and press TS VGA on keypad

**External Computer at the Rack (Laptop):**

Plug it into the Patch Panel in the rack where it says COMPUTER IN VGA and your PC  
Turn on the computer and press VGA on keypad

**Presenter (Document Camera):**

Plug one end of the S-video cord in the Patch Panel that says SVHS and the other end in the presenter.  
Press SVHS on the Key Pad. Be sure the presenter is turned on

**Video on the Patch Panel in rack (Camcorder, ext. 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

**Audio in the Rack (MP3 player, cassette 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 VIDEO on the Keypad  
If using a mini cable, plug the mini into the VGA audio on the Patch Panel  
Select VGA on the Keypad  
(See "To adjust Volume" above)

**Audio at the Teaching Station (MP3, cassette player):**

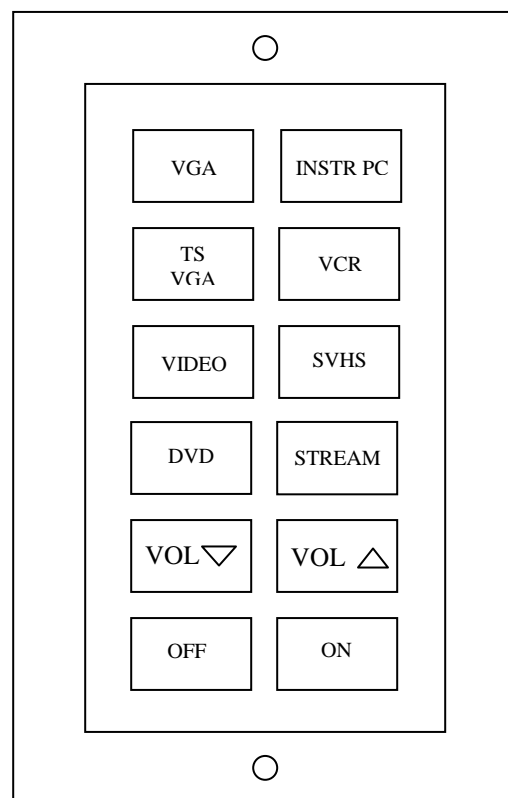
Turn on the rack, you do not need the projector on if you are just using the audio  
Plug the mini cable into the VGA audio on the patch panel at the Teaching Station  
Press TS VGA on the Key Pad

**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

**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 or email 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) .**