

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 Keypad

TO ADJUST VOLUME:

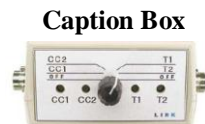
- 1) Select the input you are using if you have not already (ex: VCR, DVD)
Press the Vol▼ / Vol▲ on the Keypad (Mute light should be off on Switcher)
- 2) Turn the "AV Switcher" knob on the Mixer until the volume is at a good level

VCR:

Turn on the DVDVCR unit and press VCR on the Keypad
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.



STREAMING VIDEO:

Press STREAM on the Keypad
Press "Select" on STB or Pace remote (circle with dot), 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" (play button icon) on the Pace remote to start your video.



DVD:

Turn on the DVDVCR unit and press DVD on the Keypad.
Put your DVD in the player and press Play

INSTRUCTOR PC (in AV Rack):

Turn on the computer and press INSTR PC on the Keypad, then wait for the computer to load
(Check the mouse and keyboard to make sure they are turned on)

(Located on bottom of Mouse and Keyboard)



EXTERNAL COMPUTER (Laptop):

At the Teaching Station: Use the VGA w/ audio cord provided & plug it into COMPUTER IN VGA on the Patch Panel and your PC
Turn on the computer and then press TS VGA on the Keypad
At the AV Rack: Use the VGA w/ audio cord provided & plug it into COMPUTER IN VGA on the Patch Panel and your PC
Turn on the computer and then press VGA on the Keypad

PRESENTER (Document Camera):

Plug an S-Video cord into the SVHS input on the Patch Panel and the presenter.
At the Teaching Station: Press SVHS on the Keypad. Be sure the presenter is on
At the AV Rack: Press SVHS on the Keypad and then manually select PATCH SVHS on the Extron Switcher. Be sure the presenter is on.

PATCH PANEL VIDEO (Camcorder, external DVD/VCR):

At the Teaching Station: 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 Keypad
At the AV Rack: 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 Keypad and then manually select PATCH VIDEO on the Extron Switcher

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

- 1) Turn on the AV rack only (no Video Projector needed if only using audio)
- 2) Plug the Audio cable into L & R Audio on the Patch Panel at either the Teaching Station or inside the AV Rack

Teaching Station Audio Input: Press VIDEO on the Keypad
** For a mini cable (MP3player) plug the mini into the VGA audio on the Patch Panel and select TS VGA on the Keypad

OR

AV Rack Audio Input: Press VIDEO on the Keypad & then manually select PATCH VIDEO on the Extron Switcher
**For a mini cable (MP3 player) plug the mini into the VGA audio on the Patch Panel and select VGA on the Keypad
(See "To adjust Volume" above)

WIRELESS MICROPHONE:

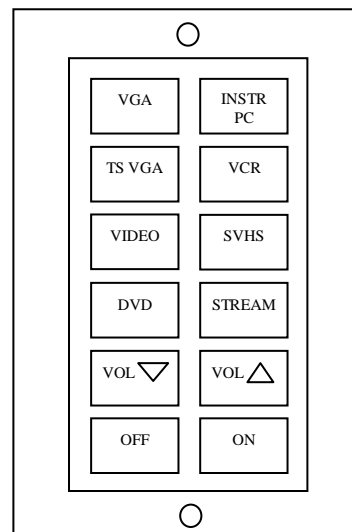
Turn on the rack and the Wireless Microphone
Adjust the volume by turning the knob labeled WIRELESS MIC on the Mixer

MICROPHONE AT THE PATCH PANEL (in the AV Rack):

Plug the Microphone into the MIC jack on the Patch Panel
Adjust the volume with the knob labeled PATCH MIC on the Mixer

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 Keypad
- ✓ 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 TSC at 2-9400 or email to tsc@bgsu.edu
Problems and future equipment requests can also be emailed to ims-req@lists.bgsu.edu