

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.

**You can switch between any inputs by pressing the correct button of the input you want to use.  
(Example: To switch from DOC CAM to Laptop, press the "Select" button on the Laptop Control plate)**

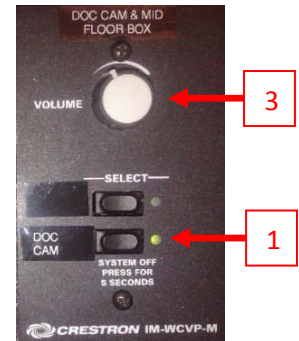
#### **ENook: LAPTOP**

- 1) Plug in your VGA and audio cable into the "Computer" and "Audio" input on the Laptop Control plate
- 2) Press the "Select" button on the Laptop Control plate to turn on the Video projector
- 3) Adjust the volume by turning the volume knob on the Laptop Control plate to desired level
- 4) Press and hold the Select button for 5 seconds to turn off the Video Projector  
(When the LED light by the button flashes release the button and the VP will shut off)



#### **ENook: DOCUMENT CAMERA**

- 1) Press the "DOC CAM" button on the Doc Cam Control plate to turn on the Video Projector
- 2) Use the Document Camera Remote to turn on and control the functions of the Document Camera  
**NOTE:** You must aim the **Vaddio** remote at the Document Camera in the ceiling.
- 3) Press and hold the "DOC CAM" button for 5 seconds to turn off the Video Projector  
(When the LED light by the button flashes release the button and the VP will shut off)

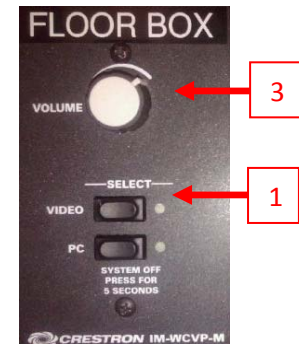


#### **Middle 102 103 FLOOR BOX: VGA (Computer)**

- 1) Press the "DOC CAM" button on the Doc Cam Control plate to turn on the Video Projector in both 102 and 103
- 2) The picture should automatically switch to computer connected to middle floor box.
- 3) Adjust the volume by turning the volume knob on the Doc Cam Control plate to desired level
- 4) Press and hold the "DOC CAM" button for 5 seconds to turn off the Video Projector  
(When the LED light by the button flashes release the button and the VP will shut off)

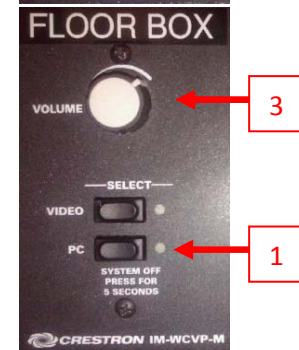
#### **FLOOR BOX: Video (DVD, VCR, Camcorder)**

- 1) Press the "Video" button on the Floor Box Control plate to turn on the Video Projector
- 2) Plug in the Video/Audio cable into the Video/Audio connection in the floor box
- 3) Adjust the volume by turning the volume knob on the Floor Box Control plate to desired level
- 4) Press and hold the "Video" button for 5 seconds to turn off the Video Projector  
(When the LED light by the button flashes release the button and the VP will shut off)



#### **FLOOR BOX: VGA (Computer)**

- 1) Press the "PC" button on the Floor Box Control plate to turn on the Video Projector
- 2) Plug in the VGA/Audio cable into the VGA/Audio connection in the floor box
- 3) Adjust the volume by turning the volume knob on the Floor Box Control plate to desired level
- 4) Press and hold the "PC" button for 5 seconds to turn off the Video Projector  
(When the LED light by the button flashes release the button and the VP will shut off)



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) .