

HOW TO OPERATE THE EQUIPMENT IN THIS CABINET

TO TURN ON VIDEO PROJECTOR:

Turn on Main Power Strip and Press PROJ, then ON, on the Smart Pad

*** Video Projector must be turned on first to use any of this equipment

To adjust volume

Turn the program audio volume knob on the switcher to the right until you hear sound. (You may have to turn the knob more than one time around)

If you want to playback a VHS tape:

Turn on the DVDVCR unit

Press PROJ, then VCRDVD VID

Put your VHS tape into the VCR and press play

If you want Streaming Video:

Press PROJ, then STREAM VID

Using the Pace remote press 'select', use the arrow keys to get to the correct Stream channel then press 'select' again on the remote.

If you want to play a DVD:

Turn on the DVDVCR unit

Press PROJ, then DVD VID

Put your DVD in the player and press play

If you want to use the RACK COMPUTER

Turn on the computer and press PROJ, then RACK COMPUTER on the Smart Pad

Wait for the computer to load, mouse and keyboard is in the cabinet

If you want to use an External Computer at the Rack

Use the VGA cord provided and plug it into the panel where it says COMPUTER IN VGA and your PC

Turn on the computer... FOR AUDIO use a mini to mini cord and plug into AUDIO

Press PROJ, then INSTR VGA on the Smart Pad, then manually press PATCH VGA on the Switcher

If you want to use an External Computer at the Podium:

Use the VGA cord provided and plug it into your PC and the VGA connector on the podium.

Turn on the computer... FOR AUDIO use a mini to mini cord and plug into AUDIO

Press PROJ, then INSTR VGA

If you want to use a PRESENTER:

Be sure the presenter is turned on

With the Patch Panel:

Plug one end of the S-video cord in the Panel that says SVHS and the other end in the presenter.

Press PROJ, and then PLATE SVHS on the Smart Pad, then manually select PATCH SVHS on the Extron Switcher.

With the Podium:

Plug one end of the S-video cable into the SVHS connector on the podium and the other end in the presenter.

Press PROJ, then PLATE SVHS on the Smart Pad

If you want to use the Plate Vid:

With the Patch Panel:

- Plug the video cord in the Composite input on the panel
- Plug in Audio cords in the Left and Right inputs on the Panel
- Press PROJ, then PLATE VID on the smart pad

With the Podium:

- Plug the video cord in the Composite input on the podium
- Plug in Audio cords in the Left and Right inputs on the podium
- Press PROJ, then PLATE VID on the smart pad, and then manually select INSTR VID on the Extron Switcher

If you want to use the Plate Audio:

- 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 PROJ, then PLATE VID or PLATE SVHS. If using a mini cable, plug mini into the VGA audio on the patch and select (Plate) VGA on the smart pad
- You can adjust the volume on the Switcher

If you want to use the 16mm in the Booth:

- Turn on the 16mm in the booth and turn on the rack by pressing the switch on the main power.
- Select PROJ, then BOOTH 16MM on the Smart Pad

If you want to use a Microphone:

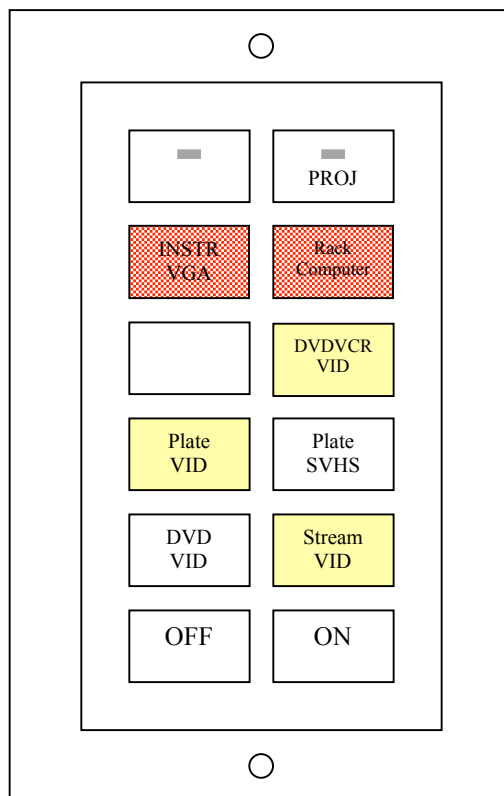
- Plug the Microphone into the MIC jack on the Patch Panel or the Podium

If you want to use the Wireless Microphone:

- Turn on the rack and the Wireless Microphone
- To adjust the volume, turn the volume knobs on the podium

TO TURN OFF EQUIPMENT

- To turn off Video Projector, Press PROJ, then OFF, then turn off Main Power Strip
- Turn off the computer by pushing the power button on the front of the computer or by going to START, SHUTDOWN on the screen
- 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:

2-6993 TO REACH IMS

Email ims-req@listproc.bgsu.edu for future requests or to report problems in the classrooms.