

**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 and 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.

**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.

**Stream Box**



**DVD:**

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

**INSTRUCTOR PC:**

PC: Turn on the computer. Press INSTR PC on the Key Pad, then wait for the computer to load (mouse/keyboard are in the rack)

MAC: Turn on the computer. Press INSTR MAC on the Keypad then wait for the computer to load (USB Connection on Patch Panel)

**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 an S-video cord into the SVHS on the Patch Panel and the presenter.  
Press SVHS on the Key Pad. Be sure the presenter is turned on

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

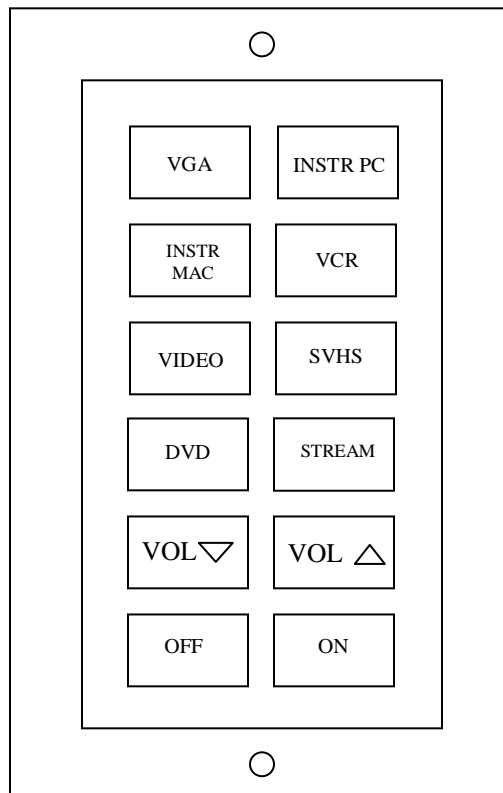
Plug the video cord in the Composite input on the Patch Panel  
Plug in Audio cords in the Left and Right inputs on the Patch Panel  
Press VIDEO on the Key Pad

**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 by going to START, SHUTDOWN on the screen
- ✓ 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 you are having problems requiring immediate assistance:**

1. Try reaching Lisa Weihl, CS Dept. System Administrator, Hayes 225, Phone 2 -0116
2. Contact CS Dept. Hayes 221 or phone 2-2337. They can find Lisa or send someone to assist.
3. If no one in CS can help call TSC at 2-0999. Be prepared that the first thing they'll ask is if you've contacted Lisa☺. Let them know that CS couldn't help.

**For non-urgent issues:**

1. Email [trouble@cs.bgsu.edu](mailto:trouble@cs.bgsu.edu) and I will direct your request. You must also use this email for all software requests as CS maintains the classroom software image.
2. Email TSC at [tsc@bgsu.edu](mailto:tsc@bgsu.edu) or call TSC at 2-0999
3. Email [ims-req@lists.bgsu.edu](mailto:ims-req@lists.bgsu.edu) for future AV equipment requests needed for a class.