

**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

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

Press DVD on the Key Pad and put your DVD in the player and press Play

**INSTRUCTOR PC:**

Turn on the computer and press INSTR PC on the Key Pad. Wait for the computer to load

Mouse and keyboard are in the cabinet (*Check the mouse and keyboard to make sure they are turned on*)

(Located on bottom of Mouse and Keyboard)



**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

At Rack: Turn on the computer, then press VGA on the Key Pad

At Front Patch: Turn on the computer, then press TS VGA on the Key Pad (there is a USB connection on the front patch)

**PRESENTER:**

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

At Rack: Press SVHS on Key Pad, then manually select RACK SVHS on the Extron Switcher

At Front: Press SVHS on the Key Pad. Be sure the presenter is turned on

**PATCH PANEL VIDEO (Camcorder, external DVDVCR or VCR):**

1) Plug the video cord in the Composite input on the Patch Panel

2) Plug in Audio cords in the Left and Right inputs on the Patch Panel

At Rack: Press VIDEO on Key Pad, then manually select RACK VIDEO on the Extron Switcher

At Front Patch: Press VIDEO on the Key Pad

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

1) Turn on the rack, you do not need the projector on if you are just using the audio

2) Plug the Audio cable into L & R Audio on the Patch Panel

At Rack:

Press VIDEO on Keypad, then manually select RACK VIDEO on the Extron Switcher.

(MP3 player: plug the mini into the VGA audio on the patch

Select VGA on Key Pad, then manually select RACK VGA on Extron Switcher)

(See "To adjust Volume" above)

At Front Patch: Press VIDEO on the Keypad

(MP3 player: plug the mini into the VGA audio on the patch

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**

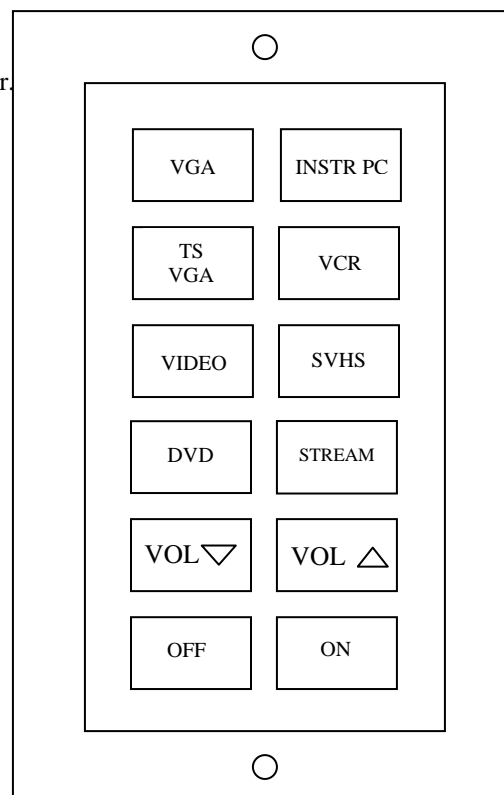
✓ Turn off the computer by going to START, SHUTDOWN on the screen

✓ 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 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) .**