

PLEASE DO NOT REMOVE INSTRUCTIONS!! All classroom rack instructions can be found at
<http://www.bgsu.edu/offices/cio/page9632.html>

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
Put your VHS tape into the VCR and press play

If you want to use 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.

Caption Box



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 Instructor Computer

Turn on the computer
Press PROJ, then INSTR COMP
Wait for the computer to load, mouse and keyboard is in the cabinet

If you want to use an External Computer

Use the VGA cord provided
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 (PLATE) VGA

If you want to use a PRESENTER

Plug one end of the S-video cord in the Panel that says SVHS and the other end in the presenter.
Then Press PROJ, then PLATE SVHS. Be sure the presenter is turned on

If you want to use the Plate Vid:

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

If you want to use the Plate Audio:

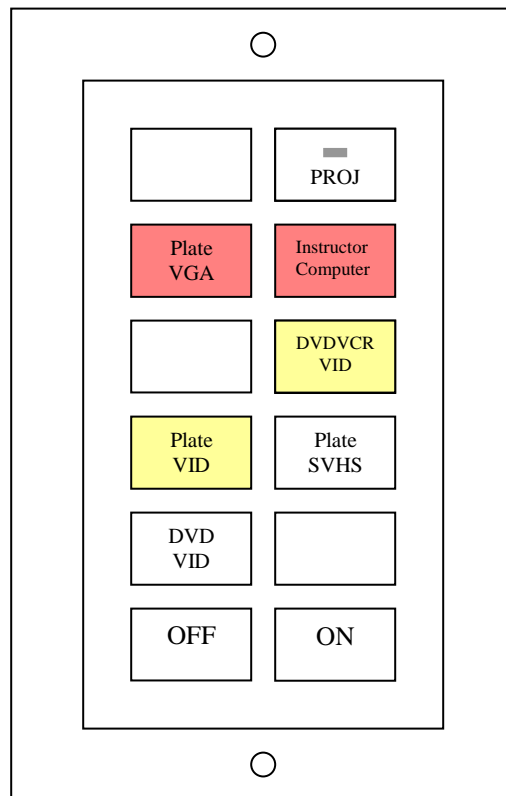
Turn on the rack, you do not need the projector on if you are just using the audio
Plug the Audio cable into L & R Audio on the Patch Plate
Press either PROJ, then PLATE VID or PLATE SVHS.
If using a mini cable, plug the mini into the VGA audio on the patch
Select (Plate) VGA on the smart pad
You can adjust the volume on the Switcher

If you want to use a 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

TO TURN OFF EQUIPMENT

- ✓ Turn off the computer by going to START, SHUTDOWN on the screen
- ✓ To turn off Video Projector, Press PROJ, then OFF, then 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 .

Problems and future equipment requests can also be emailed to ims-req@lists.bgsu.edu .