

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 and Press ON, on the Key Pad
*** Video Projector must be turned on first to use any of this equipment

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

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.

DVD:

Turn on the DVDVCR unit and press DVD on the Key Pad
Put your DVD in the player and press play

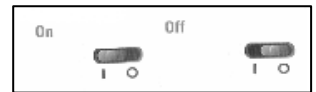
MAC Computer (at front):

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

INSTRUCTOR PC (in rack):

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 (*Turn on keyboard & mouse to use and turn off when finished*)

(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
Turn on the computer
Press VGA on the Key Pad

PRESENTER

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

PATCH PANEL VIDEO (Camcorder, External 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

PATCH PANEL AUDIO (MP3 player, CD Player):

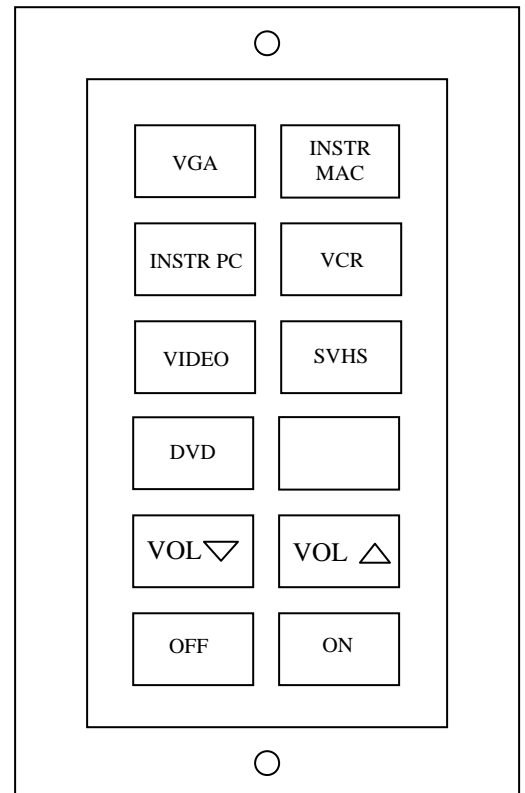
Turn on the rack, you do not need the projector on if you are just using the audio
Plug the Audio cable into L & R Audio on the Patch Plate
Press either VIDEO or SVHS.
If using a mini cable, plug the mini into the VGA audio on the patch and select VGA on the Key Pad
(See "To adjust Volume" above)

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

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, 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-reg@lists.bgsu.edu .