

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:

Lower the Projector (switch on wall) 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).
On the mixer BOOTH SWITCHER knob should be straight up.
The master volume is on the amp rack (old volume adjuster)

If you want to playback a VHS tape:

Turn on the VCR unit
Press PROJ, then BOOTH VCR VID
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 STREAMING VIDEO:

Press PROJ, then STREAM VID
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



If you want to play a DVD:

Turn on the VCR unit
Press PROJ, then DVD VID
Put your DVD in the player and press play

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 to your PC
Turn on the computer..... FOR AUDIO use a mini to mini cord and plug into AUDIO.
Press PROJ, then STAGE or BOOTH (PLATE) VGA depending on where the computer is being plugged in

If you want to use the CASSETTE:

Turn on the cassette player
Insert the cassette
Adjust volume by turning knob on mixer labeled CASSETTE
(You may have to adjust the master volume on the amp rack also)

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 BOOTH or STAGE PLATE SVHS (depending on where the presenter is). Be sure the presenter is turned on

If you want to use the Plate Vid:

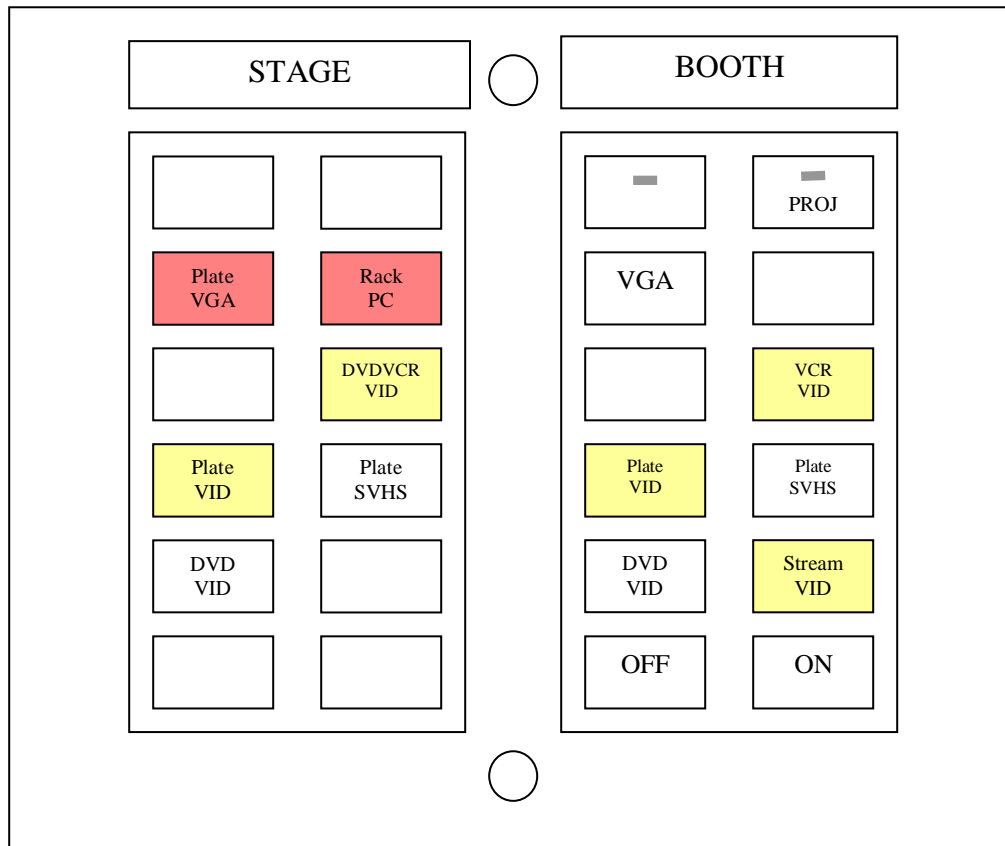
Plug the video cord in the Composite input on the panel
Plug in Audio cords in the Left and Right inputs on the Panel
Press PROJ, then PLATE VID on the smart pad

If you want to use 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, SHUT DOWN on the toolbar
- ✓ To turn off Video Projector, Press PROJ, then OFF, and then turn off Main Power (DO NOT TURN THE POWER OFF AT THE AMP, TURN OFF THE POWER IN THE RACK)
- ✓ 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
- ✓ Raise the projector (switch on front wall)



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 .