

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

****TURN ON THE RACK IN THE BOOTH FIRST!**

TO TURN ON VIDEO PROJECTOR:

Lower the Video Projector (switch on wall in booth). **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 should be straight up. The master volume switch is on the amp rack (old volume adjuster). Master volume on amp rack may also have to be adjusted.

If you want to playback a VHS tape:

From the stage rack:

Turn on the DVDVCR unit
Press PROJ, then VCRDVD
Put your VHS tape into the VCR and press play

From the rack in the booth:

Must have the tape ready in the booth VCR and have the door on the VCR shut.
BRING THE REMOTE FROM THE BOOTH DRAWER TO THE STAGE (please put the remote back in the booth drawer when done)
Press PROJ, then BOOTH VCR
To operate use the remote by aiming it at the stage rack. (The sensor is on the patch panel)

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:

From the rack in the Booth:

You must set the channel before hand or use the remote at the stage. Point the remote at stage rack.
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 Streaming Video:

From the rack in the Booth:

You must set the channel before hand or use the remote at the stage. Point the remote at stage rack.
Press PROJ, then STREAM VID
Using the Pace remote press 'select', use the arrow keys to get to the correct Stream channel then press 'select' again on the remote.

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 RACK COMPUTER

Turn on the computer
Press PROJ, then RACK PC
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 and plug it into your PC and COMPUTER IN VGA on the Patch Panel.
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.
Press PROJ, and then PLATE SVHS. Be sure the presenter is turned on.

If you want to use the Plate Vid

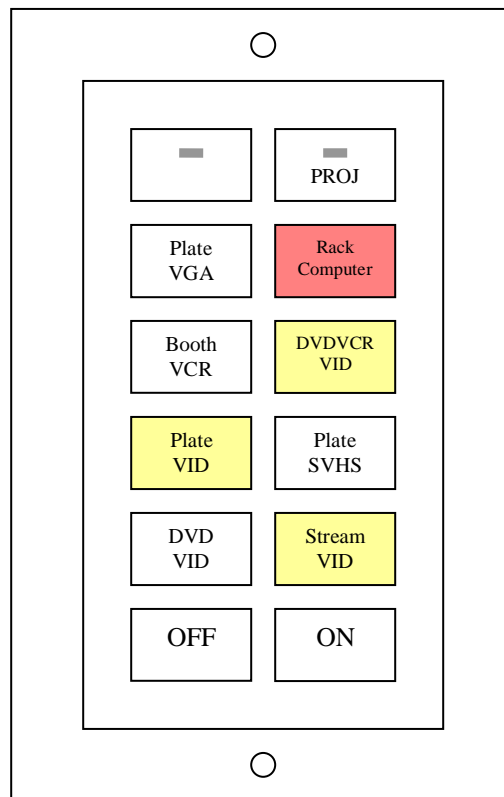
Plug the video cord in the Composite input on the panel
Plug in Audio cords in the Left and Right inputs on the Panel
Press PROJ, then PLATE VID on the smart pad

If you want to use 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

- ✓ To turn off Video Projector, Press PROJ, then OFF, then turn off Main Power (DO NOT TURN OFF THE POWER AT THE AMP, TURN OFF THE MAIN 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 Video Projector (switch on 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 .