

**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 amp on at the bottom of the rack. For sound with the IMS equipment listed below, Press the AV SWITCHER button on the amp.

*In order to hear sound you must select the proper input on the Amp. If you are having problems with any of the equipment not listed here, please contact Recording Services at email [recsrvs@bgsu.edu](mailto:recsrvs@bgsu.edu)*

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 and 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.

**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 DVDVCR unit and press PROJ, then DVD VID. Put your DVD in the player and press play

**If you want to use the RACK MAC Computer:**

Turn on the computer and press PROJ, then RACK COMPUTER

Wait for the computer to load, mouse and keyboard is in the cabinet (USB Connection on Patch Panel)

**If you want to use an External Computer:**

Plug the VGA cable provided into your PC and the panel where it says COMPUTER IN VGA

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, 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 mini into the VGA audio on the patch and 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

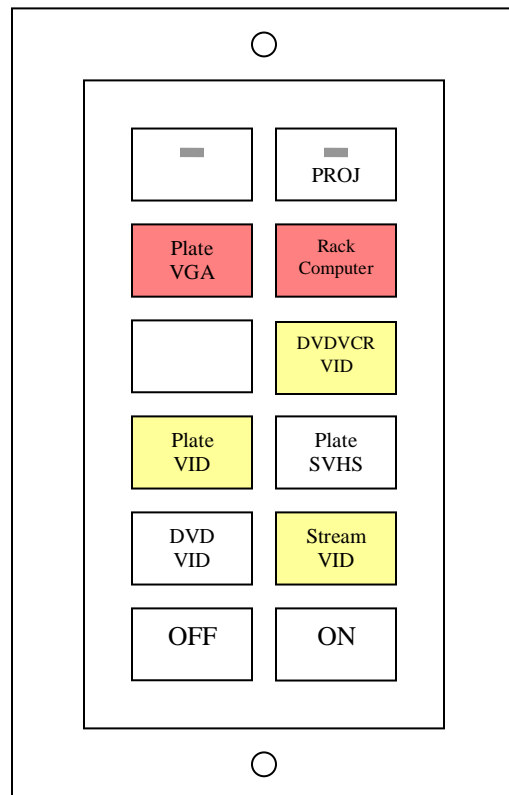
**TO TURN OFF EQUIPMENT:**

✓ To turn off Video Projector, Press PROJ, then OFF, then turn off the Main Power Strip

✓ Turn off the computer by going to START, SHUTDOWN

✓ 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



**ATTENTION: THERE IS ADDITIONAL EQUIPMENT IN THIS RACK THAT DOES NOT BELONG TO IMS. IF YOU NEED HELP USING THIS EQUIPMENT, PLEASE CONTACT RECORDING SERVICES AT EMAIL [recsrvs@bgsu.edu](mailto:recsrvs@bgsu.edu)**

If having problems please call:

Recording Services at email [recsrvs@bgsu.edu](mailto:recsrvs@bgsu.edu) or  
2-9400 TO REACH TSC or email to [tsc@bgsu.edu](mailto:tsc@bgsu.edu).

Email [ims-req@lists.bgsu.edu](mailto:ims-req@lists.bgsu.edu) for future requests or to report problems in the classrooms.