

HOW TO OPERATE THE EQUIPMENT IN THIS CABINET

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 the IMS 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@bgnet.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 Streaming Video:

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 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.

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)

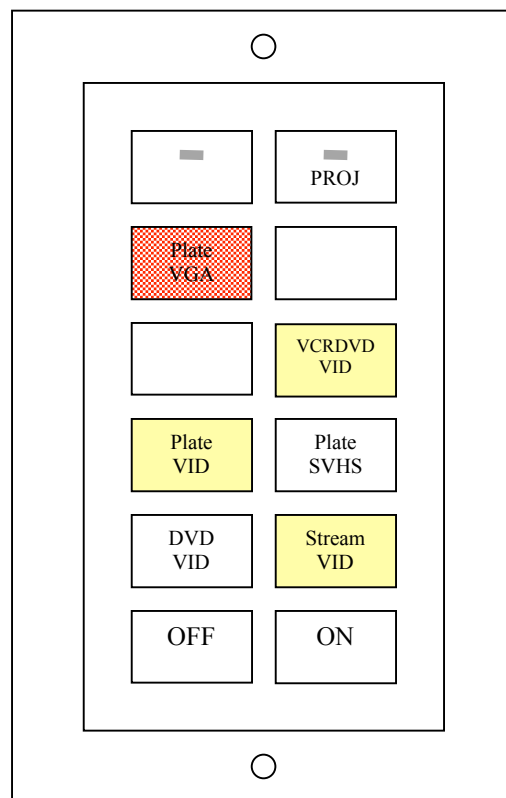
Adjust the volume with the MIC Volume knob

TO TURN OFF EQUIPMENT

To turn off Video Projector, Press PROJ, then OFF, then turn off 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

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@bgnet.bgsu.edu



If having problems please contact:

Recording Services at email recsrvs@bgnet.bgsu.edu or

Call 2-6993 to reach IMS Distribution or

Email ims-req@listproc.bgsu.edu for future requests or to report problems in the classrooms.