

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 then Press ON, on the Key Pad

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 (Mute light should be off on Switcher)

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.

STREAMING VIDEO:

Press STREAM on the Key Pad

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



DVD:

Turn on the DVDVCR unit and press DVD on the Key Pad and put your DVD in the player and press Play

INSTRUCTOR PC:

Turn on the computer and press INSTR PC on the Key Pad, then wait for the computer to load (mouse/ keyboard are in the cabinet)

EXTERNAL COMPUTER (Laptop):

At the Teaching station:

Use the VGA with Audio cord provided and plug it into the Patch Panel where it says COMPUTER IN VGA and your PC

Turn on the computer and then press TS VGA on the Key Pad

At the AV Rack:

Use the VGA with Audio cord provided and plug it into the Patch Panel where it says COMPUTER IN VGA and your PC

Turn on the computer and then press VGA on the Key Pad

PATCH PANEL SVHS/ PRESENTER (Document Camera):

At the Teaching Station:

Plug one end of the S-video cord in the Panel that says SVHS and the other end in the presenter.

Press SVHS on the Key Pad. Check that the presenter is turned on

At the AV Rack:

Plug one end of the S-video cord in the Panel that says SVHS and the other end in the presenter.

Press SVHS on the Key Pad and then manually select PATCH SVHS on the Extron Switcher in the rack.

PATCH PANEL VIDEO (Camcorder, external DVDVCR or VCR):

At the Teaching Station:

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

At the AV Rack:

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 and then manually select PATCH VIDEO on the Extron Switcher in the rack.

EXTERNAL AUDIO SOURCE (CD player, tape player, MP3 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 (ex: MP3 player), plug the mini into the VGA audio on the patch and select VGA on the Key Pad

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 on the Switcher

TO TURN OFF EQUIPMENT

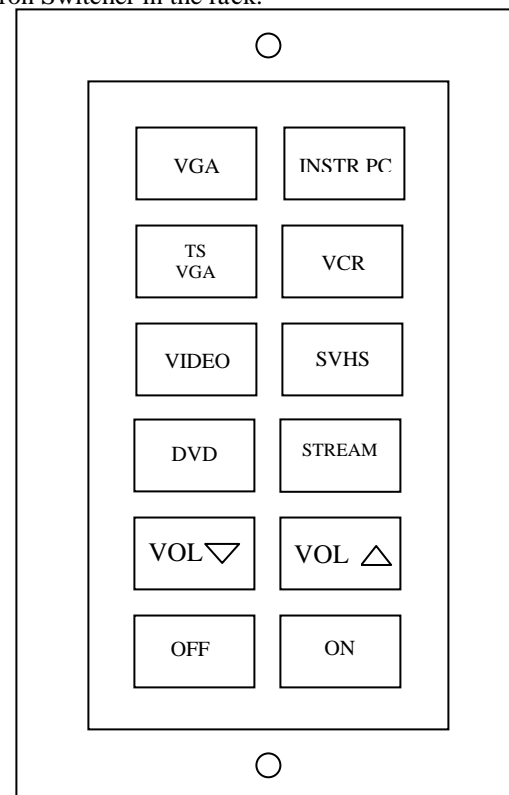
✓ Turn off the computer by going to START, SHUTDOWN on the screen

✓ To turn off Video Projector, Press OFF on the Key Pad

✓ 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 you are having problems please call TSC at 372-9400 or email tsc@bgsu.edu

Any future equipment requests can be emailed to ims-reg@lists.bgsu.edu