BLUME BOARDROOM
A/V INSTRUCTIONS

AUDIO/VIDEO EQUIPMENT KEY
➢ To access the audio/video equipment in this room, you need to use the Key that is attached to the Blume Boardroom keychain, which is obtained from the Information Desk.

CLOSET A/V EQUIPMENT: OVERVIEW

When you finish using this room:
Please turn off all used A/V equipment, return all wireless equipment to the A/V closet and lock the door.
Do not shut down room PC and do not unplug any cables.
OPERATING THE LCD PROJECTOR

THE PROJECTOR SCREEN IN THIS ROOM DOUBLES AS THE COMPUTER MONITOR.

TO BRING DOWN THE PROJECTOR SCREEN, PUSH THE “SCREEN DOWN” BUTTON WHICH IS LOCATED ON THE WALL NEXT TO THE PODIUM.

PODIUM CONTROL PANEL:

- To turn on the LCD Projector and lower it from the ceiling, press the “Display ON” button on the Podium Control Panel.
- To change the projector’s INPUT SOURCE, push the corresponding button in the “INPUT SELECT” area of the control panel (i.e. DVD, VCR, Portable PC, or PC).
- To temporarily display a blank image on the projector screen, press the “PIC MUTE” button. This is useful when you want the projector image to go black for a period of time and then quickly display the original image again, which is done by pressing the “PIC MUTE” button once more.
- To turn off the projector, press the “Display OFF” button on the Podium control panel.
(1) **ROOM PC**
- After selecting the PC input (use **this button** on the Podium Control Panel), take the wireless keyboard and mouse out of the A/V Closet and place them on the table.
- Make sure the **Mouse's On/Off Switch** (located on the bottom of the wireless mouse) is switched to the “On” position.
- Wiggle the mouse back and forth until the computer's image appears on the projector screen. If no image appears, press the **PC POWER BUTTON** to turn the computer on.

(2) **DVD PLAYER**
- Switch to the **DVD** input by pushing **this button** on the Podium Control Panel.
- To turn on the DVD player, press the **POWER BUTTON** located on the front of the DVD player, which is in the black box in the A/V Closet.
- **CONTROLS** for DVD player: 
  - Play / Pause, Stop, 
  - Rewind (hold button down) / Fast Forward (hold button down), 
  - Skip Backward / Skip Forward, Eject Disc
- Once the DVD input is selected, the DVD Player can also be controlled from the **Podium Control Panel** (see previous page).
(3) **VCR**

- Switch to the VCR input by pushing **this button** on the Podium Control Panel.
- To turn on the VCR, press the **POWER BUTTON** ((Button), located on the front of the VCR, which is in the A/V Closet black box.
- **CONTROLS** for VCR:
  - Play, Stop, Eject Tape,
  - Rewind (turn outer dial counter-clockwise)
  - Fast Forward (turn outer dial clockwise)

- Once the VCR input is selected, the VCR can also be controlled from the Podium Control Panel (see page 2).

(4) **LAPTOP**

- **PC:** If you want to connect a personal laptop to the LCD projector, you must select the **Laptop** input on the Podium Control Panel and connect the **VGA cable** to the VGA socket on your laptop and the audio cable to the headphone jack on your laptop (see left). Both cable ends can be found on the Podium, near the Control Panel.

- **MAC:** In order to connect an Apple (Mac) laptop to the LCD projector you must first obtain a **Mac Adapter** (see left) from the Instructional Media Center in Daniels Hall, room 111.

**iPad OR iPhone 4:** If you want to connect an iPad or iPhone 4 to the LCD Projector, you must first obtain a **iPad/iPhone Adapter** from the Instructional Media Center in Daniels Hall, room 111.