CIRCLE HALL 012 A/V INSTRUCTIONS

AUDIO/VIDEO EQUIPMENT KEY
➢ To access the audio/video equipment in this classroom, you need to rent a C390 key from the Instructional Media Center in Daniels Hall, room 111.

A/V EQUIPMENT: OVERVIEW

AT THE END OF CLASS:
PLEASE TURN OFF ALL USED A/V EQUIPMENT,
PUT ALL REMOTES BACK INTO THE DESK DRAWERS,
AND LOCK THE COMPUTER CABINET.

DO NOT SHUT DOWN THE CLASSROOM PC.
DO NOT UNPLUG ANY CABLES.
OPERATING THE LCD PROJECTOR

- To turn on the LCD projector, use the remote labeled “PROJECTOR”, found in the Instructor’s Desk.

- Aim the remote at the LCD projector and press the “POWER ON” button.

- To change the projector’s INPUT SOURCE, aim the remote at the projector again and press the corresponding source number in the Source Selection area of the remote (see below).

- To temporarily display a blank image on the projector screen, point the remote at the projector and press the “DISPLAY 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 “DISPLAY MUTE” button again.

- To turn off the projector, aim the remote at the projector and press the “POWER OFF” button two times.
ACTIVATING/DISPalyING INPUT DEVICE

(1) CLASSROOM PC

After selecting the PC input (source #6 via the projector remote), wiggle the computer's mouse and the computer's image should be displayed on the projector screen as well as the computer's monitor; if no image is displayed on the monitor, turn the monitor off and on again by pressing the MONITOR POWER BUTTON (●). If no image appears on either screen, press the PC POWER BUTTON (●) to turn the computer on. The PC is located in the left-hand cabinet of the instructor's desk, below the monitor.

(2) DVD PLAYER

- Switch to source #2 (via remote).
- To turn on the DVD player, press the POWER BUTTON (●) located on the front of the DVD player, which is in the A/V cabinet.

  CONTROLS for DVD player:
  - Play / Pause, Stop,
  - Rewind (hold button down) / Fast Forward (hold button down),
  - Skip Backward / Skip Forward, Eject Disc

(3) VCR

- Switch to source #3 (via projector remote).
- To turn on the VCR, press the POWER BUTTON (●), located on the front of the VCR, which is in the A/V cabinet.

  CONTROLS for VCR:
  - Play, Stop, Eject Tape
  - Rewind / Fast Forward
(4) **DOCUMENT CAMERA**

- To set up the Doc-Cam, move the “light arms” into the position shown in the photo; then, move the camera into its position by pressing down on the **locking switch** (located at the base of the “camera arm”) and moving the camera upward until it locks into place.
- To turn on the Doc-Cam, flip the **ON/OFF switch**, located at the back-right corner of the Doc-Cam’s surface, so that the depressed half of the switch is at the “ON” side.
- Switch to **source #4** using the **projector remote**.
- For a brighter picture, press the **Auto/Manual button** and adjust the **Iris**.

(5) **LAPTOP**

- **PC:**
  If you want to connect a personal laptop to the LCD projector, you must 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 the VGA and the Audio cables can be found next to the computer monitor.](image)

  Switch to the PC input (**source #6** via the **projector remote**). The image on the screen should automatically switch to the Laptop; if not, use the “connect to projector” function on your laptop.

- **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**.