CIRCLE HALL 304 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.

INSTRUCTOR DESK A/V EQUIPMENT: OVERVIEW

DO NOT SHUT DOWN CLASS PC.
DO NOT UNPLUG ANY CABLES.

AT THE END OF CLASS:
PLEASE TURN OFF ALL USED A/V EQUIPMENT,
PUT ALL REMOTES BACK INTO THE DESK DRAWERS,
AND LOCK THE A/V AND COMPUTER CABINETS.
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 “MUTE ON” 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 “MUTE OFF” button.
- To turn off the projector, aim the remote at the projector and press the “POWER OFF” button two times.

SMARTBOARD

- TO USE THE SMARTBOARD:
The LCD projector must be turned on and either the PC input (source #1) or the Laptop input (source #5) needs to be selected (via projector remote). Once the input is selected, the Smartboard can be activated by pressing one of the Smartboard control buttons, found on the black A/V panel on the instructor’s desk.
- FOR FURTHER SMARTBOARD INSTRUCTIONS: Ask the Instructional Media Center (ext. 3253) for any additional assistance with the Smartboard.

DO NOT USE REGULAR WHITEBOARD MARKERS ON THE SMARTBOARD.
ACTIVATING/DISPLAYING INPUT DEVICE

(1) CLASSROOM PC

- After selecting the PC input (source #1 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 projector remote).
- To turn on the DVD player, press the POWER BUTTON (●) located on the front of the DVD player, which is in the right-hand cabinet of the instructor’s desk.
- 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 right-hand cabinet of the instructor’s desk.
- 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). The image on the screen is changed to the Laptop’s image by selecting source #5 on the projector remote.
- **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.