AUDIO/VIDEO EQUIPMENT KEY

➢ To access the audio/video equipment in this classroom, you need to rent a MK500 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 BLACK BOX,
AND LOCK THE A/V AND COMPUTER CABINETS.

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

- To turn on the LCD projector, use the remote labeled “PROJECTOR”, found in the “Black Box” A/V Cabinet.

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

- To change the projector’s INPUT SOURCE, aim the remote at the projector again and press the corresponding input button.

- To turn off the projector, aim the remote at the projector and press the “POWER” button two times.

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

OPERATING THE AUDIO CONTROLS

- To turn on the audio, press the ON / OFF button.

- MASTER VOLUME CONTROL

- PC, AUX, VCR VOLUME CONTROLS
ACTIVATING/DISPLAYING INPUT DEVICES

(1) **CLASSROOM PC**

- After selecting the PC input (input #1 on 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** (.cls). If no image appears on either screen, press the **PC POWER BUTTON** (cls) to turn the computer on. The PC is located on the computer cart below the monitor and keyboard.

(2) **DVD PLAYER**

- This room does not have a DVD Player; to play a DVD, please use the classroom computer and open the DVD with VLC Media Player or Windows Media Player.

(3) **VCR**

- Switch to the VHS input by pushing the **black button** labeled “VHS”, located at the center of the black box.

- Switch to the VCR input (press the **input #3 button** on the projector remote).

- To turn on the VCR, press the **POWER BUTTON** (cls), located on the front of the VCR, which is located in the A/V Black Box.

- **CONTROLS** for VCR:
  - Play, Stop, Eject Tape,
  - Rewind (turn outer dial counter-clockwise),
  - Fast Forward (turn outer dial clockwise)
**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 PC on the computer cart.**

  Switch to the PC input (input #1 on the projector remote). The image on the projector screen should automatically switch to the Laptop; if not, use the “connect to projector” function keys 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.