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.

AT THE END OF CLASS:

PLEASE TURN OFF ALL USED A/V EQUIPMENT, PUT ALL REMOTES BACK IN THE BLACK BOX DRAWER, AND LOCK THE BLACK BOX CABINET.

DO NOT SHUT DOWN CLASS PC AND DO NOT UNPLUG ANY CABLES.
To turn on the LCD projector, use the remote labeled “Projector”, found in the A/V Black Box drawer.

Aim the remote at the LCD projector and press the remote’s POWER button ( ).

To change the projector’s INPUT SOURCE:
1) Select the desired input on the A/V Source Switcher (see below).
2) Aim the projector remote at the projector and press the Source Search button (see right); the projector will now automatically switch to the input that was selected on the A/V Source Switcher.

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.

To turn off the projector, aim the remote at the projector and press POWER ( ) TWO TIMES.
OPERATING THE AUDIO CONTROLS

- To turn on the audio, press the **ON / OFF button**.
- **PC AND VCR/DVD PLAYER**
  - VOLUME CONTROLS
- **MASTER VOLUME CONTROL**

ACTIVATING/DISPLAYING INPUT DEVICES

(1) **CLASSROOM PC**

Switch the **A/V Source Switcher** to the computer input (labeled “COMP”) and the projector to the computer input by aiming the **projector remote** at the projector and pressing **Source Search**.

- To wake up the PC, 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 using the **MONITOR POWER BUTTON** (ﾎ). If no image appears on either screen, press the **PC POWER BUTTON** (ﾎ) to turn the computer on. The PC is located on the computer cart, below the monitor.

(2) **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 the **Laptop** input on the source switcher and **Source Search** 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.
(3) **VCR / DVD PLAYER**

- If you want to play a VHS or DVD you can use the VCR/DVD Player which is located in the A/V black box.
- To turn on the VCR/DVD Player, press the **POWER BUTTON (○)**, located on the front of the device.
- To switch the player to and from VCR or DVD mode, press the **VCR/DVD buttons**. The mode that the Player is in will be displayed on the black information screen which is located at the center face of the device.

**CONTROLS** for VCR/DVD Player:
- Play, Stop, Eject Tape or Eject DVD, Rewind, Fast Forward