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

- INPUT SWITCHER
- *MASTER POWER*
  - This switch must be turned on for the A/V equipment to work.
- MONITOR
- MOUSE
- VCR/DVD PLAYER
- LAPTOP CABLE
- A/V DRAWER (REMTES)
- AUDIO CONTROL
- CLASS PC
- KEYBOARD

AT THE END OF CLASS:

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

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 button labeled “ON”.

- 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 corresponding input button (see right).

- 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 the “STANDBY” button 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**

- 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 (○)**.
- If no image appears on either screen, press the **PC POWER BUTTON (○)** to turn the computer on.
- The PC is located on the computer cart, below the monitor.
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 **Input 2** 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**.

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:
\(\square\) Play, \(\square\) Stop, \(\square\) Eject Tape or Eject DVD, \(\square\) Rewind, \(\square\) Fast Forward.