HAMMERSCHMIDT CHAPEL 006
A/V INSTRUCTIONS

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

*MASTER POWER*
THIS SWITCH MUST BE TURNED ON FOR THE A/V EQUIPMENT TO WORK.

AT THE END OF CLASS:
PLEASE TURN OFF ALL USED A/V EQUIPMENT, PUT ALL REMOTES BACK INTO THE BLACK BOX, 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/STANDBY”.

- **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 left); the projector will now automatically switch to the input that was selected on the A/V Source Switcher.

- To turn off the projector, aim the remote at the projector and press the “ON/STANDBY” button **two times**.

AUDIO CONTROLS

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

- **MASTER VOLUME CONTROL**

- **DVD/VHS/AUX and PC VOLUME CONTROL**
ACTIVATING/DISPLAYING INPUT DEVICES

(1) **CLASSROOM PC**

- After selecting the PC input ("COMPUTER 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 and keyboard.

(2) **DVD PLAYER**

- Switch to the VCR output by pushing the button on the A/V switcher labeled “DVD”.
- Switch to the **DVD input** (press the “VIDEO 2” button on the projector remote).
- To turn on the DVD Player, press the **POWER BUTTON** ( { }), located on the front of the device, which is in the Black Box.
- **CONTROLS**: Play, Pause, Stop, Eject Disc, Rewind, Fast Forward

(3) **VCR**

- Switch to the VCR output by pushing the button on the A/V switcher labeled “VHS”.
- Switch to the **VCR input** (press the “VIDEO 1” button on the projector remote).
- To turn on the VCR, press the **POWER BUTTON** ( { }), located on the front of the VCR, which is in the Black Box.
- **CONTROLS** for VCR:
  - Play, Stop, Eject Tape,
  - Rewind (turn dial counter-clockwise), Fast Forward (turn dial clockwise)
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 (“COMPUTER 1” on 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.