ILLINOIS HALL A/V INSTRUCTIONS

AUDIO/VIDEO EQUIPMENT KEY
➢ To access the audio/video equipment in this classroom, you need to rent a **C390A** key from the Instructional Media Center in Daniels Hall, room 111.

A/V EQUIPMENT: OVERVIEW

WHEN YOU FINISH USING THIS ROOM:

**PLEASE TURN OFF ALL USED A/V EQUIPMENT,**
**PUT THE TOUCH REMOTE BACK INTO THE A/V CABINET,**
**PLUG IN THE TOUCH REMOTE’S POWER CORD,**
**AND LOCK THE A/V CABINET.**

**DO NOT SHUT DOWN CLASS PC AND DO NOT UNPLUG ANY CABLES.**
OPERATING THE TOUCH REMOTE

The **Touch Remote**, located in the A/V Cabinet, controls most of the A/V equipment in this room; this includes the LCD Projector, the Projector Screen, Audio, and the VCR. The room’s lighting can also be controlled from the Touch Remote.

**USING THE LCD PROJECTOR**

- **To turn on the LCD projector**, select the icon labeled “PROJ” on the **Touch Remote** (see above) and then select the “PROJ ON” button which will appear at the center of the touch screen. This will also bring down the projection screen from the ceiling.

- **To temporarily display a blank image** on the projector screen, select the icon labeled “PROJ” and press the “PIC MUTE” button which is at the bottom-center of the touch display. 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 “PIC MUTE” button.

- **To switch the Projector’s input source**, press the corresponding **INPUT SELECTION** icon on the **Touch Remote** (see above).
**AUDIO CONTROLS**

- The **Main Audio Controls** for this room are accessed by selecting the “VOL” icon on the Touch Remote.

- Both Audio Controls apply to the general sound system but only the selected input device. The Microphones, when turned on, can be heard no matter what input device is selected.

**LIGHTING CONTROLS**

- In addition to the light switches on the wall, the lights in this room can be controlled with the Touch Remote. The light controls are accessed by selecting the icon labeled “LTS”.

- Each button in the Lighting Controls corresponds to preset lighting conditions. “PRE 1” is the brightest setting and “PRE 4” is the lowest light setting (PRE 4 = best for LCD presentations).
ACTIVATING/DISPLAYING INPUT DEVICES

(1) ROOM PC

- After selecting the PC input ("AUX 2" on the Touch 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.

(2) VCR

- Select the "VCR" input on the Touch Remote.

- To turn on the VCR, press the POWER BUTTON, located on the front of the VCR, which is in the A/V cabinet.

- CONTROLS for VCR:
  - Play, Stop, Eject Tape,
  - Rewind (turn outer dial counter-clockwise)
  - Fast Forward (turn outer dial clockwise)
**DVD PLAYER**

- Select the “DVD” input on the Touch Remote.

- To turn on the DVD Player, press the **POWER BUTTON** which is located on the front of the device.

- **CONTROLS** for DVD Player:
  - Play, Stop, Eject Disc,
  - Rewind (turn outer dial counter-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). The image on the screen is changed to the Laptop’s image by selecting “**COMP**” on the Touch 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.