MEMORIAL HALL 005
A/V INSTRUCTIONS

AUDIO/VIDEO EQUIPMENT KEY
➢ To access the audio/video equipment in this room, you need to rent a MK500 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 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.
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**.
ACTIVATING/DISPLAYING INPUT DEVICES

(1) ROOM PC

- This room’s PC is turned on by pressing the **PC POWER BUTTON** (⚙).
- In order to display the computer’s image on the projection screen, the **PC input button**, located on the **A/V Source Switcher**, must be pushed in and then, on the projector remote, switch to **INPUT 1**.

(2) VCR / DVD PLAYER

- First, select the **VCR/DVD button** on the A/V Source Switcher (see previous page) and then switch to **INPUT 4** on the projector remote.
- 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.
### (3) **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 on top of the instructor desk.

  Switch to the Laptop input (“**Input 2**” on the projector remote and “**Laptop**” on the A/V Switcher). The image on the 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.