MEMORIAL HALL 101

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

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.
OPERATING THE LCD PROJECTOR

➢ 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:
  Turn on the desired input device, aim the projector remote at the projector and press the Source Search button (see above). The chosen source should be highlighted on the A/V list that appears on the projection screen; if not, press Source Search again until the correct input device is selected.

➢ 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.

➢ MASTER VOLUME CONTROL

➢ PC, VCR VOLUME CONTROLS
ACTIVATING/DISPLAYING INPUT DEVICES

(1) CLASSROOM PC

- After selecting the PC input (use “Source Search” 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.

(2) DVD PLAYER

- This room does not have a DVD Player. To play a DVD, please use the classroom computer and open the DVD with VLC Media Player or Windows Media Player.

(3) VCR

- Switch to the VCR output by pushing the black button labeled “VHS”, located at the center of the black box.

- Switch to the VCR input (press the “VIDEO” button on the projector remote or use the “Source Search” button).

- To turn on the VCR, press the POWER BUTTON (⚫), located on the front of the VCR, which is in the A/V Black Box.

- CONTROLS for VCR:
  - Play, Stop, Eject Tape,
  - Rewind (turn outer dial counter-clockwise)
  - Fast Forward (turn outer dial clockwise)
(4) **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 next to the PC on the computer cart.

  Switch to the PC input (**"Source Search"** on the projector remote). 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.