A/V INSTRUCTIONS

A/V EQUIPMENT: OVERVIEW

NOTE: THE AUDIO CONTROL BOX’S POWER MUST BE TURNED ON FOR THE AUDIO IN THIS ROOM TO WORK.

AT THE END OF CLASS:
PLEASE TURN OFF ALL USED A/V EQUIPMENT AND LOCK THE A/V 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 **A/V Control Panel** which is located on the instructor’s desk. Press the “DISPLAY ON” button (see below).

➢ **To change the projector’s INPUT SOURCE:**
   Use the **A/V Control Panel** and press the corresponding **Source Select** button (see above). The chosen source should appear on the projection screen. The input that is currently being displayed by the projector will have its corresponding input button lit up on the control panel.

➢ **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**, press the “DISPLAY OFF” button.

➢ **AUDIO CONTROLS**
   This classroom’s **AUDIO** can be controlled using the **VOLUME CONTROL** dial on the **A/V Control Panel** (see above). The lights next to the volume control dial indicate the volume level; the more lights that are lit up, the higher the volume. If the red light is lit, the volume is at its max.
(1) **CLASSROOM PC**

- After selecting the PC input (press “PC” on the A/V Control Panel), 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** (Φ). If no image appears on either screen, press the **PC POWER BUTTON** (Φ) to turn the computer on. The PC is located on the computer cart, below the monitor.

(2) **VCR/DVD PLAYER**

- Switch to the VCR/DVD input (use the button labeled “DVD” on the A/V Control Panel).
- To turn on the VCR/DVD Player, press the **POWER BUTTON** (Φ), located on the front of the device.
- To switch the player to and from VCR or DVD mode, press the **DVD/VCR button**. 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) **DOCUMENT CAMERA**

- To set up the Doc-Cam, move the “light arms” into the position shown in the photo; then, move the camera into its position by pressing down on the **locking switch** (located at the base of the “camera arm”) and moving the camera upward until it locks into place.
- To turn on the Doc-Cam, flip the **ON/OFF switch**, located on the back of the Doc-Cam.
- Switch to the **Doc-Cam Input** using the **A/V Control Panel** on the instructor’s desk.

(4) **LAPTOP**

- **PC:**
  If you want to connect a personal laptop to the LCD projector, you must select the **Laptop Input** on the **A/V Control Panel** and connect the **VGA cable** to the VGA socket on your laptop and the **audio cable** to the headphone jack on your laptop (see left).

- **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**.