MELANCTHON ROOM
A/V INSTRUCTIONS

A/V EQUIPMENT: OVERVIEW

THE PROJECTOR SCREEN IN THIS ROOM DOUBLES AS THE COMPUTER MONITOR.

TO BRING DOWN THE PROJECTOR SCREEN, PUSH THE “SCREEN DOWN” BUTTON WHICH IS LOCATED ON THE WALL TO THE RIGHT OF THE PROJECTOR SCREEN.

WHEN YOU FINISH USING THIS ROOM:

- PLEASE TURN OFF ALL USED A/V EQUIPMENT
- PUT ALL REMOTES BACK INTO THE BLACK BOX
- LOCK THE A/V AND COMPUTER CABINETS

DO NOT SHUT DOWN ROOM 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.

➢ Aim the remote at the LCD projector and press the remote’s POWER button (●).

➢ To change the projector’s INPUT SOURCE: 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 projector 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, AUX, VCR VOLUME CONTROLS**

ACTIVATING/DISPLAYING INPUT DEVICES

(1) **ROOM PC**
- After selecting the PC input (**Computer 1 on the projector remote**), take the wireless keyboard and mouse out of the Black Box and place them on the table.
- Make sure the **Mouse’s On/Off Switch** (located on the bottom of the wireless mouse) is switched to the “On” position.
- Wiggle the mouse back and forth until the computer’s image appears on the projector screen. If no image appears, press the **PC POWER BUTTON** (惫) to turn the computer on.

(2) **DVD PLAYER**
- Switch to the DVD output by pushing the **black button** labeled “DVD”, located in the center of the black box.
- Switch to the **Video 1** input (via **projector remote**).
- To turn on the DVD player, press the **POWER BUTTON** (惫) located on the front of the DVD player, which is in the right-hand cabinet of the instructor’s desk.
- **CONTROLS** for DVD player:
  - Play / Pause, Stop,
  - Rewind (hold button down) / Fast Forward (hold button down),
  - Skip Backward / Skip Forward, Eject Disc
(3) VCR
- Switch to the VCR output by pushing the black button labeled “VCR”, located at the center of the black box.
- Switch to the Video 2 input (press the input button on the projector remote until “VIDEO” is highlighted).
- 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 select the Laptop input ("Computer 1" on the projector remote) and connect the VGA cable to the VGA socket on your laptop and the audio cable to the headphone jack on your laptop (see below).
- MAC: In order to connect an Apple (Mac) laptop to the LCD Projector, you must first obtain a Mac Adapter (see below) from the Instructional Media Center in Daniels Hall, room 111.
- iPad or iPhone 4: If you would like to display an iPad’s or iPhone’s image on the projector screen, you must first obtain a iPad Adapter from the Instructional Media Center in Daniels Hall, room 111.