OLD MAIN 102 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

*MASTER POWER*
THIS SWITCH MUST BE TURNED ON FOR THE A/V EQUIPMENT TO WORK.

MONITOR

MOUSE

INPUT SWITCHER

VCR/DVD PLAYER

A/V DRAWER (REMTES)

AUDIO CONTROL

KEYBOARD

CLASS PC

AT THE END OF CLASS:

PLEASE TURN OFF ALL USED A/V EQUIPMENT,
PUT ALL REMOTES BACK INTO 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**.
OPERATING THE AUDIO CONTROLS

- To turn on the audio, press the **ON / OFF button**.
- **PC AND VCR/DVD PLAYER VOLUME CONTROLS**
- **MASTER VOLUME CONTROL**

ACTIVATING/DISPLAYING INPUT DEVICES

1. **CLASSROOM PC**

   - After selecting the PC input (**input #1 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. **VCR / DVD PLAYER**

   - If you want to play a VHS or DVD you can use the VCR/DVD Player which is located in the **black box** (**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**.
   - **CONTROLS** for VCR/DVD Player:
     - Play, Stop, Eject Tape or Eject DVD, Rewind, Fast Forward.
**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 (input 1 on the projector remote). The image on the screen should automatically switch to the Laptop; if not, use the “connect to projector” function 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.