A/V 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

- MONITOR
- KEYBOARD
- AUDIO CONTROL
- VCR
- AUX/VCR SWITCHER
- CLASS PC
- MOUSE

AT THE END OF CLASS:

- PLEASE TURN OFF ALL USED A/V EQUIPMENT
- PUT ALL REMOTES BACK INTO THE BLACK BOX
- 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 “ON” button.

- To change the projector’s INPUT SOURCE, aim the remote at the projector again and press the corresponding input arrow button. “Computer 1” and “Video” are the two inputs that will be used.

- To turn off the projector, aim the remote at the projector and press the “STANDBY” button twice.

- 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.

OPERATING THE AUDIO CONTROLS

- To turn on the audio, press the ON / OFF button.

- MASTER VOLUME CONTROL

- PC, VCR, AUX VOLUME CONTROLS
ACTIVATING/DISPLAYING INPUT DEVICES

(1) **CLASSROOM PC**
- After selecting the PC input (source #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) **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 VHS input by pushing the black button labeled “VHS”, located at the center of the black box.
- Switch to source #3 (press the input #3 button on the projector remote).
- To turn on the VCR, press the POWER BUTTON (⌀), located on the front of the VCR, which is located 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).

  ![VGA and Audio Cables](image)

  Both the VGA and the Audio cables can be found next to the PC on the computer cart.

  Switch to the PC input (**source #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**.

  ![Mac Adapter](image)

- **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**.