Goodpaster Hall Standard Classroom Media Instructions  
Classrooms 109, 184, 185, 186, 197, 198, 230, 237

These classrooms are equipped with the following equipment:

1) **Video Projector** (with screen)  
2) **Laptop** (with switcher box for second laptop)  
3) **DVD/VCR** (with remote)  
4) **Speaker System** (automatic sourcing and amplification)

### Projector with Laptop (you must supply your own VGA adapter for Mac use)

1) Locate the electronic switch plate inside the lectern or on the wall near the A/V closet  
2) On electronic switch plate, push the “On” button until solidly lit – then push the “PC” button  
3) If applicable, connect 2nd laptop with second VGA/sound cables and use Ethernet cable from Dell  
4) Set the switcher box in/on the lectern for the dedicated Dell laptop (PC1) or your 2nd laptop (PC2)  
5) Adjust the audio via the electronic switch plate with short-burst turns or slow continuous turning  
6) Return to Dell laptop configuration when finished: Switcher box to top light (PC1), Ethernet to Dell

**TROUBLESHOOTING**
• Right-click the desktop, select “Graphics Properties…”, click “Multiple Displays” and select “Clone”  
• On the switcher box in/on lectern, top light for the dedicated laptop, bottom light for 2nd laptop  
• Check the laptop cable connections to ports for: VGA (video), sound, Ethernet and power  
• On electronic switch plate, push the “DVD/VCR” button and then push the “PC” button

### Projector with DVD/VCR

1) Locate the electronic switch plate inside the lectern or on the wall near the A/V closet  
2) On electronic switch plate, push the “On” button until solidly lit – then push the “DVD/VCR” button  
3) Load your DVD or VHS and control playback via the remote  
4) Adjust the audio via the electronic switch plate with short-burst turns or slow continuous turning

**TROUBLESHOOTING**
• Confirm which button on the player is lit ("DVD "or “VCR”) depending on your media  
• On electronic switch plate, push the “PC” button and then push the “DVD/VCR” button

### Audio System

1) Audio sourcing and amplification is automatic and only requires desired volume adjustment  
2) Do *not* adjust anything on the amplifier in the A/V closet including volume and power

**TROUBLESHOOTING**
• Adjust audio with short-burst turns or slow continuous turning  
• Make sure the volume is adjusted and *not* muted on the laptop  
• For laptop sound, confirm that the audio cable is plugged into the laptop’s headphone jack

PLEASE REMEMBER TO REMOVE ALL MEDIA, POWER DOWN EQUIPMENT, AND LOG OFF!  
PROJECTOR – press the “Off” button on the electronic switch plate in the lectern or on the wall  
LAPTOP – select “Log Off” from the “Start” menu  
DVD/VCR – press the “Power” button manually or via remote

*If you require training, encounter problems or have questions, please call the HELP desk (ext. 4357)*