## Kent Hall Standard Classroom Media Instructions

**Kent Classrooms 115, 212, 213, 222, 311, 312, 316, 317**

### Projector with Computer

*(you must supply your own VGA adapter for Mac laptop use)*

1. Turn Projector on and select “Computer 1” on the remote
2. If applicable, connect your laptop with VGA and sound cables - (Ethernet available in Calvert 004)
3. Set the switcher box for the dedicated Dell desktop (PC1) or your laptop (PC2)
4. Select the correct audio input based on the labels on the amplifier
5. Return to desktop configuration when finished - (Switcher box to top lights)

**TROUBLESHOOTING**

- Right-click the desktop, select “Graphics Properties…”, click “Multiple Displays” and select “Clone”
- On the switcher box, select top lights for the dedicated desktop, bottom lights for your laptop
- Check the laptop cable connections to ports for: VGA, sound, power and Ethernet or wireless

### Projector with DVD/VCR

*(leave video switcher on “Input 1”)*

1. Turn Projector on and select “Video” on the remote
2. Depending on the media, select “DVD” or “VCR” button on DVD/VCR remote
3. On the amplifier in the lectern or audio cabinet, select the correct audio input based on the labels
4. Load your DVD or VHS and control playback via the remote
5. Return to desktop configuration when finished - (Switcher box to “Computer 1”, Sound to “Computer”)

**TROUBLESHOOTING**

- Confirm which indicator on the player is lit (“DVD “or “VCR”) depending on your media
- Confirm that the Video Switcher is on “Input 1”

### TV with DVD/VCR or Cable TV

*(leave video switcher on “Input1”)*

1. Turn TV on and with “TV/Video” button, toggle “Video 1” for DVD/VHS or “TV” for Cable TV
2. Depending on the media, select “DVD” or “VCR” button on DVD/VCR remote
3. If full sound is desired for DVD/VCR, turn on the amplifier and select the DVD/VCR audio input
4. Load your DVD or VHS and control playback via its remote or select channels via the TV remote
5. Return to desktop configuration when finished - (Switcher box to “Computer 1”, Sound to “Computer”)

**TROUBLESHOOTING**

- Confirm which button on the player is lit (“DVD “or “VCR”) depending on your media
- Confirm that the Video Switcher is on “Input 1” and the TV is on the correct TV/Video setting
- Confirm that the TV remote’s TV/DVD toggle switch is set to “TV”

### Audio System

1. Turn the amplifier on manually or via remote
2. Select the correct audio input based on the labels on the amplifier

**TROUBLESHOOTING**

- Make sure the volume is adjusted and *not* muted on the laptop or the amplifier
- Make sure that Speakers A and Speakers B are turned on at the amplifier
- For laptop sound, confirm that the audio cable is plugged into the laptop’s headphone jack

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PLEASE REMEMBER TO REMOVE ALL MEDIA, POWER DOWN EQUIPMENT, AND LOG OFF!

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