Schaefer 134 Media Instructions

These classrooms are equipped with the following equipment:

1) **Video Projector** (with screen and remote)
2) **No Laptop** (cables for VGA/sound and HDMI)
3) **DVD/VCR** (with remote)
4) **Speaker System and Amplifier**

### Projector with Laptop

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

1) Turn Projector on and select “Computer 1” on the remote
2) Connect laptop with VGA/sound cable or HDMI cable provided
3) Connect laptop with Ethernet cable or use SMCM wireless network
4) Set the “CableToGo” switcher box (located above the DVD/VHS combo) to “VGA” if using VGA/sound cables or “HDMI” if using HDMI cable
5) Select the correct audio input based on the labels on the amplifier in the lectern or audio cabinet

**Troubleshooting**

- Right-click the desktop, select “Graphics Properties...”, click “Multiple Displays” and select “Clone”
- Ensure that switcher box is selected to correct input (either VGA or HDMI)
- Check the laptop cable connections to ports for: VGA (video), sound, Ethernet, and power

### Projector with DVD/VCR

1) Turn Projector on and select “Video” on the remote
2) Depending on the media, select “DVD” or “VCR” by pressing the applicable button at the top of the Samsung remote (if app.) or by pressing the DVD/VCR button on the DVD/VCR combo
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

**TROUBLESHOOTING**

- Confirm which button on the player is lit (“DVD” or “VCR”) depending on your media

### Audio System

1) Turn the amplifier on manually or via remote
2) Select the correct audio input based on the labels on the amplifier in the lectern or audio cabinet

**TROUBLESHOOTING**

- Make sure the volume is adjusted and **not** muted on the laptop and 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

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

- **PROJECTOR** – press the “Power” or “Off” button **twice** on the remote
- **LAPTOP** – select “Log Off” from the “Start” menu
- **DVD/VCR** – press the “Power” button
- **AMPLIFIER** – press the “Power” button

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