

AV Equipment Instructions for Classrooms 2300 and 2307

LCD Projector: Turn on the ceiling mounted LCD projector by pushing the ON button on the gray remote. In the upper right hand corner of the screen you will see an Input display. There are three Input signals. Input 1 must be selected for the PC or an attached laptop computer. Input 2 has no signal. The third is the Video Input and must be selected for the VCR or the Elmo.

PC Computer: Select MAIN on the switchbox located inside the podium. It is on top of the CPU. Power on the computer and verify that Input 1 is selected on LCD projector. Audio is adjusted by turning the amplifier knob labeled PC. The amplifier is located in the black box mounted on the classroom wall.

Laptop: To connect a laptop, select LAPTOP on the switchbox in the podium. Locate and connect the serial cable labeled LAPTOP on the top left of the podium. Power on your laptop and make sure the LCD projector is on INPUT 1. The projector should adjust to your laptop resolution automatically. A black audio cable may also be connected if you need audio. Also, a white network cable can be connected to access the network or Internet. A power outlet is also located on the top left of the podium.

Note: A Macintosh PowerBook G4 is available for checkout in Sanfra's office.

VCR and ELMO: Select one or the other by pushing the button labeled as VCR or ELMO on the podium. There are indicator lights. You must power on the VCR or the ELMO and select the VIDEO INPUT on the projector.

To access the ELMO, slide the top right cover of the podium over. The ELMO is on a counterbalance shelf that you **gently** lift and lower. Please take care in doing this so as not to damage the surrounding wood.

For the best image, zoom in on your document, focus, and then zoom out.

Microphones: The microphones are located inside the podium under the counterbalance shelf. There is a box that holds the microphones, batteries, spare podium lamp bulbs and laser pointer. Please return the equipment you use to this box and throw away used batteries. You may need to replace the batteries in the wireless microphones. They only last between three or four hours. For the Vega - Replace the 9volt battery when the red light remains on. For the TOA - Replace 9volt battery when orange light remains lit or flashes. **Please make sure the mics are turned off when you are not using them.**

There is also a back-up hardwired lav microphone located inside the podium in a pouch and must be connected to the audio cable on the side of the black box on the wall and labeled "hardwired mic". Make sure the volume knob is turned up on the amplifier inside the black box. Be careful not to step on the wire or crimp it in any way.

Overhead speaker system: Audio levels for the VCR, Microphones, PC and Laptop can be controlled through the amplifier located in the back box on the wall. **The amplifier power should remain on at all times.** The master knob as well as the designated equipment knob must be on in order to hear and adjust levels.

Please be kind to our equipment and each other by turning off the equipment that needs to be turned off and storing in the proper place. Ask for assistance when experiencing problems by contacting the relevant department below.

Audio/Visual Department:

Kim Thompson, Manager	x31744	email: kthompson@uh.edu
John Graves	x32051	email: jgraves@uh.edu
Sze Quan	x30979	email: squan@uh.edu

Computer Services Department:

Masood Haroon, Director	x31992	email: mharoon@uh.edu
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