

## Key User Information:

REMOTE CONTROLS AND ACCESSORY ITEMS are located in the IT/AV equipment cabinet drawer.

**An instructional technology/audio visual (IT/AV) equipment cabinet key (Z-4) is required to gain access to IT/AV cabinet resources.**

Keys are available to OU faculty and staff and must be secured in person by going to room 116 Varner Hall.

Call 370-2461 to schedule a conference room technology orientation session.

**PLEASE TURN OFF & SECURE ALL CONFERENCE ROOM IT/AV RESOURCES by LOCKING them in the IT/AV EQUIPMENT CABINET BEFORE LEAVING THE ROOM.**

**OAKLAND UNIVERSITY POLICE  
HELP NUMBER  
370-3331 or 911**

## TELEVISION MONITOR and DVD/VHS PLAYER OPERATION

### VHS THROUGH TV MONITOR ONLY

- 1) Turn on the master **POWER** switch located on the top of the cabinet (below the television). (see figure 1)
- 2) Turn on the television monitor.
- 3) Turn on the powered speaker (*power on* is indicated by an illuminated **RED** light). (see figure 2)
- 4) Press the **VHS** button located on the audio/video router. (see figure 3)
- 5) Press the **POWER** button on the VHS unit.
- 6) Place a tape in VCR.
- 7) Place the television in video mode by using the TV remote control: press the **VIDEO** button located on the bottom left corner of the remote. (see figure 4)

### DVD THROUGH TV MONITOR ONLY

- 1) Turn on the main **POWER** switch located on the top of the cabinet (below the television). (see figure 1)
- 2) Turn on the television monitor.
- 3) Turn on the powered speaker (*power on* is indicated by an illuminated **RED** light). (see figure 2)
- 4) Press the **DVD** button located on the audio/video router. (see figure 3)
- 5) Press the **POWER** button on the DVD unit.
- 6) Place a disk in DVD player.
- 7) Place the television in video mode by using the TV remote control: press the **VIDEO** button located on the bottom left corner of the remote. (see figure 4)

### VHS/DVD THROUGH BOTH TV & PROJECTOR

- 1) Follow step numbers 1-7 above for **VHS** or **DVD THROUGH TV MONITOR ONLY**, appropriately.
- 2) Turn on the projector using Sanyo remote control: press the red **POWER** button located on the top right of the remote (projector warms up for 30 seconds). (see figure 5)
- 3) After the projector warms-up, point the Sanyo remote at the projector and press the **VIDEO** button located on the top of the remote. (see figure 5)

### VHS/DVD- PROJECTOR ONLY

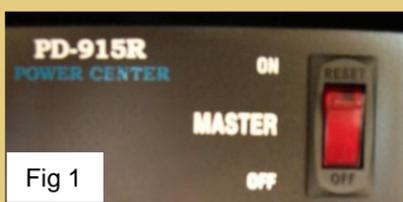
- 1) Follow step numbers 1-3 above for **VHS/DVD THROUGH BOTH TV & PROJECTOR**, then turn off the television monitor.



# COMPUTER WITH TV PROJECTOR

## COMPUTER THROUGH TV MONITOR ONLY

- 1) Turn on the main POWER switch located on top of the cabinet, right below the TV monitor



- 2) Turn on the television monitor
- 3) Turn on the powered speaker (On top of the cabinet)



- 4) Press the COMPUTER AUDIO button located on the Audio/Video Router



- 5) Press the power switch to turn on the computer



- 6) Press the VGA1 MODE button on the TV Remote control



- 7) Locate the wireless keyboard and begin use
- 8) When finished, use the start menu to shut down computer

## COMPUTER THROUGH BOTH TV & PROJECTOR

- 1) Follow steps 1-6 for "Computer Through TV Monitor"
- 2) Press the RED on/off button located on top of the SANYO remote control to turn on the projector (Aim at the projector located near ceiling)
- 3) Press the "COMPUTER" button located on top of the SANYO remote until the wall screen says "Computer 1"



## COMPUTER PROJECTOR ONLY

- 1) Follow steps 1 and 2 for "Computer Through Both TV and Projector," then turn off the television.

## DOCUMENT CAMERA

- 1) Plug power cable from portable cart into wall electrical outlet
- 2) Plug the cable labeled COMPUTER 2 into the corresponding port labeled COMPUTER 2



- 3) Turn on the main POWER switch located on top of the cabinet, right below the TV monitor (See Figure 1)
- 4) Turn on Power Switch on Document Camera so that the light shines amber



- 5) Press the RED on/off button located on top of the SANYO remote control to turn on the projector (Aim at the projector located near ceiling) See Figure 6
- 6) Press the "COMPUTER" button located on top of the SANYO remote until the wall screen says "Computer 2" (See figure 6)
- 7) Press the "INT/EXT" button located on the Document Camera until wall screen shows image.



## HITACHI STARBOARD

- 1) Plug power cable from portable cart into wall electrical outlet
- 2) Plug cables labeled "LCD Cable" and "USB Cable" into their corresponding ports



- 3) Turn on the main POWER switch located on top of the cabinet, right below the TV monitor (See Figure 1)
- 4) Press the power switch to turn on the computer (See fig 4)
- 5) Press the power button located on top of the HITACHI monitor (Light should shine green)
- 6) Press the RED on/off button located on top of the SANYO remote control to turn on the projector (Aim at the projector located near ceiling) See Figure 6
- 7) Press the "COMPUTER" button located on top of the SANYO remote until the wall screen says "Computer 1" (See figure 6)
- 8) When finished, use the start menu to shut down computer

## AUX VIDEO / AUDIO

- 1) Plug cables "Aux Video & Audio" into their corresponding ports on the patch panel
- 2) Turn on the main POWER switch located on top of the cabinet, right below the TV monitor (See Fig 1)
- 3) Press the COMPUTER AUDIO button located on the Audio/Video Router (See Fig3)
- 4) Turn on the TV and/or projector
- 5) Select the desired video mode using the TV remote control
- 6) Turn on the powered speaker (On top of the cabinet) (See Fig 2)
- 7) Turn on your auxiliary device