

A/V Check List

Power



1) Projector

*Point the remote directly at the front of the projector. Press the power button on remote once. Fan in projector will come on. Lens cover will open. Projector will become visible on the screen.



Remember: The power button is green. Angles can be tricky, if the projector does not come on, step back and to the left.*

Projector Remote



Power button
Input button

2) Computer



Press **power** on front of Profile computer.

3) Speaker



Volume control

Press **power** on the back of the speaker.

3) VHS/DVD



Press **power** button on the front of the VHS/DVD player.

***Remember:** It is important that you turn the projector on before you turn on the rest of the equipment. The reason: The projector must locate its source inputs.*

Projector Input Switch



- 1. **Input A:** Computer
- 2. **MS:** Projector
- 3. **Video:** VHS/DVD
- 4. **S-Video:** No source

Press the **input button** in the upper left section of the remote to select the input from the source you wish to see.

***Remember:** If you want to see the VHS/DVD, you will have to select it with the remote. Point the remote directly at the projector, press the button once, turn and view top left quarter of the projection screen, and wait for the Input image to appear on the screen. If you continue to press the button without waiting for the source signal to display, the projector may become confused.*

Source Inputs



**Internet
To Computer
(Output)**

**Computer
to Projector
(Input)**

Video to projector

Remember: These inputs should remain fixed; however, if you have gone step-by-step through the above Check List and still have no image on the projection screen, a quick check of these input connections may remedy the situation.

Computer Outputs/Inputs

**(Output)
Computer to Projector** **(Input)
Internet to Computer**



**Mouse
(Input)**

**Keyboard
(Input)**

**Power Connection
(Input)**

Remember: These inputs/outputs should remain fixed; however, if you have gone step-by-step through the above Check List and the computer will not power up, there is no response from the mouse or keyboard, or no image on the projection screen, a quick check of these input/output connections may remedy the situation.

Audio Inputs/Outputs



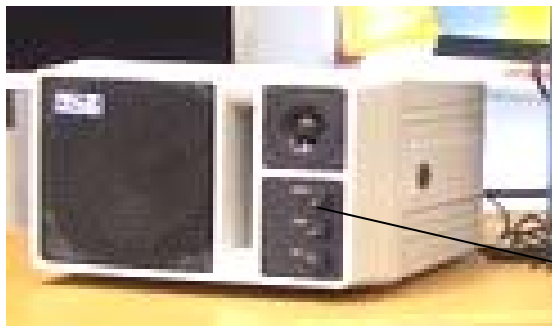
Power

Computer to Speaker

VHS/DVD to Speaker



Computer to Speaker



*Volume Knob

Remember: If there is no sound coming from the speaker, check the power, adjust the volume, and check the connections. *The volume will have to be adjusted whenever the source input is changed. The Computer may be louder than the VHS/DVD, and different Computer applications have different internal volume adjustments.

Log-in Procedure Profile Computer*

*If you want to reach the files that you have saved to the SERVER (G or H drive) follow these steps. Otherwise, you can just Log-In by using the Username "**faculty**" and the Password "**teach**". If the server is **down**, try checking the "Workstation Only" box – this will at least get you to the Internet and the hard drive (thumb drive, CD, etc).

1) Make sure you are **LOGGED OFF** of your computer in your office - most folks have only one Log-In opportunity at a time.

2) When you Log-In to the computer in the classroom, you'll get a dialog box that may say Username: "**faculty**" - change that to "**YOUR**" Novell or Netware Username and hit the Tab key.

3) Type in "**YOUR**" password like you do in your office and click "OK"...

4) ...then you'll get another box that is the **WINDOWS** Log-In that still says Username: "**faculty**". Type the Password: "**teach**" and click "OK". **PLEASE DO NOT CHANGE the Windows Username and Password to "YOUR" Username and Password.**

If you get an error message, click on the "Advanced" button on the Log-In screen and check the "Context" button to make sure you are trying to log-in to BRCC, or BRCCfaculty (NOT Technology and Development).

Remember: When the little dialog box asks you if you want to change the Windows Username and Password to "YOUR" Username and Password - DON'T - if you do, no one else will be able to login to that computer, the world will revolt into a state of anarchy, followed by a brief period of chaos and cannibalism, and subsequently, the total dissolution of western civilization as we know it.

5) Go to "My Computer" on the Desktop.

6) Scroll down to the bottom of the screen. Look for the heading "Network Drives." The drive "G:" should contain your server files.

7) If you do not know your server login or can't find your files after following these steps, please call the Help Desk at ext. 1895.

Remember: Do not change the Windows Log-In. Thank you.

Shut-Down Procedure

4) **Turn off power to VHS/DVD.**

3) **Turn off power to Speaker.**

2) **Shut down computer.** (*Remember: It will auto power down.*)

1) **Projector**

Press power button on remote once. The prompt on the bottom of the projection screen will read "**Power Off?**" Press the power button again once and the projector will power down.

Remember to aim directly up to the projector with the remote.

GOOD JOB! THANKS! (Call Brent Thompson at 1898 or Bill Curtis at 1897 for media support.)