

# Johnson Fine Arts Center (JAC)

## How do I use the instructional technology in the Johnson Arts Center (JAC) 253? Equipment Rack Power

Make sure these power switches are on at all times! DO NOT TURN POWER OFF TO EQUIPMENT IN THE EQUIPMENT RACK!

- **Master Power** - First unit in the equipment rack. Red switch is the master power switch for the equipment rack. Do not turn this switch off. There's an outlet on the front of the master power unit that you can plug into to charge your laptop or phone while presenting.
- **Kramer Switcher** - Second unit in the equipment rack. Switches between various audiovisual sources, sending audio to the amplifier below and sending video to the projector. Controlled by pressing the buttons on its face. Power switch is the green switcher located on the left of the Kramer switcher's face. Do not turn off this switch **unless you're experiencing projection issues**, in which case, turning this switch off for 15-30 seconds and then switching it back on may resolve your projection issue.
- **Onkyo Amplifier** - Third unit in the equipment rack. Switches between various sources, sending audio to the speakers and video to the projector. Controlled by pressing the buttons on its face. Power switch is located on the upper-left corner of the face of the amplifier.
- **Magnavox DVD/VCR** - Fourth unit in the equipment rack. Plays DVDs, CDs, and VHS tapes. Controlled by a remote labelled **JAC 253 DVD/VCR**.
- **TASCAM CD-A550 Player** - Fifth unit in the equipment rack. Plays CDs and cassette tapes. Controlled by the buttons on its face. Power button is a small rectangular button on the lower-left hand of the player's face.

## Connecting Your Laptop using a VGA Cable

1. Turn on the data projector using the remote.
2. Make sure the projector is set to **HDMI** (If the projector is on a different input, press the Source Search button on the Epson data projector remote and watch to make sure the HDMI input is selected).
3. Make sure all power switches are turned on (see Equipment Rack Power section at the top of this document).
4. The Kramer switcher must be set to **VGA** (Input #5).
5. The Onkyo amplifier must be set to **Switcher** (Input #3, labelled Tape-2 Monitor).
6. Boot up your laptop COMPLETELY before connecting the VGA cable from the equipment rack. Then plug in the cable.
  - If your computer requires you to use an adapter to project (for example, all MacBook Pros with VGA), first plug the cable into your adapter, then plug the adapter into your computer.
7. Send the image to the projector:
  - On Windows computers, press and hold the **Windows** key and **P** key. Select the **Duplicate** to send the image to the projector.

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- On a Mac, click the **Apple icon > System Preferences > Displays > Arrangement > Mirror Displays**.
8. Volume is controlled through the **Volume** dial on the amplifier.
    - If there's no sound at all, then the stereo is probably set to Speaker B. Hit the **Speaker A** located under the power button
    - The Onkyo amplifier must be set to **Tape-2 Monitor** in order to get sound from both speakers in the room. Hit the **Tape-2 Monitor** monitor again until you see **T-2 MONITOR** on the Onkyo amplifier's screen.
  9. When you're done with the projector, please turn it off. Hit the power button on the Epson remote twice to turn off the projector.

## Connecting Your Laptop using an HDMI Cable

1. Turn on the data projector using the remote.
2. Make sure the projector is set to **HDMI** (If the projector is on a different input, press the Source Search button on the Epson data projector remote and watch to make sure the HDMI input is selected).
3. Make sure all power switches are turned on (see Equipment Rack Power section at the top of this document).
4. The Kramer switcher must be set to **HDMI** (Input #7).
5. The Onkyo amplifier must be set to **Switcher** (Input #3, labelled Tape-2 Monitor).
6. Boot up your laptop COMPLETELY before connecting the HDMI cable from the equipment rack. Then plug in the cable.
  - If your computer requires you to use an adapter to project, first plug the cable into your adapter, then plug the adapter into your computer.
7. Send the image to the projector:
  - On Windows computers, press and hold the **Windows** key and **P** key. Select the **Duplicate** to send the image to the projector.
  - On a Mac, click the **Apple icon > System Preferences > Displays > Arrangement > Mirror Displays**.
8. Volume is controlled through the **Volume** dial on the amplifier.
  - If there's no sound at all, then the stereo is probably set to Speaker B. Hit the **Speaker A** located under the power button
  - The Onkyo amplifier must be set to **Tape-2 Monitor** in order to get sound from both speakers in the room. Hit the **Tape-2 Monitor** monitor again until you see **T-2 MONITOR** on the Onkyo amplifier's screen.
9. When you're done with the projector, please turn it off. Hit the power button on the Epson remote twice to turn off the projector.

## Using the DVD/VCR

1. Turn on the data projector using the remote.
2. Make sure the projector is set to **HDMI** (If the projector is on a different input, press the Source Search button on the Epson data projector remote

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and watch to make sure the HDMI input is selected).

3. Make sure all power switches are turned on (see Equipment Rack Power section at the top of this document).
4. The Kramer switcher must be set to **VGA** (Input #3).
5. The Onkyo amplifier must be set to **Switcher** (Input #3, labelled Tape-2 Monitor).
6. Insert your DVD disk or VHS tape, and use the DVD/VCR player remote to control playback. Don't forget your disk or tape in the player when you're done!
7. Volume is controlled via the **Volume** dial on the amplifier.
  - If there's no sound at all, then the stereo is probably set to Speaker B. Hit the **Speaker A** located under the power button
  - The Onkyo amplifier must be set to **Tape-2 Monitor** in order to get sound from both speakers in the room. Hit the **Tape-2 Monitor** monitor again until you see **T-2 MONITOR** on the Onkyo amplifier's screen.
8. When you're done with the projector, please turn it off. Hit the power button on the Epson remote twice to turn off the projector.

## Using the Phonograph, CD Player, or Cassette Player

1. Make sure all power switches are turned on (see Equipment Rack Power section at the top of this document).
2. The Onkyo amplifier must be set to the appropriate input.
  - For the phonograph, press **Phono** (Input #7, labelled Phono).
  - For the CD player, press **CD** (Input #8, labelled CD).
  - For the cassette player, press **Tape** (Input #4, labelled Tape-1).
3. Volume is controlled via the **Volume** dial on the amplifier.
  - If there's no sound at all, then the stereo is probably set to Speaker B. Hit the **Speaker A** located under the power button

## Using the "Auxiliary" RCA Inputs on the Plate

1. Make sure all power switches are turned on (see Equipment Rack Power section at the top of this document).
2. Make sure the projector is set to **HDMI** (If the projector is on a different input, press the Source Search button on the Epson data projector remote and watch to make sure the HDMI input is selected).
3. Make sure all power switches are turned on (see Equipment Rack Power section at the top of this document).
4. The Kramer switcher must be set to **Video (Aux)** (Input #1).
5. The Onkyo amplifier must be set to **Switcher** (Input #3, labelled Tape-2 Monitor).
6. Plug the RCA cables from your auxiliary input device into the RCA inputs on the equipment rack's input plate.
7. Volume is controlled via the **Volume** dial on the amplifier.
  - If there's no sound at all, then the stereo is probably set to Speaker B. Hit the **Speaker A** located under the power button

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- The Onkyo amplifier must be set to **Tape-2 Monitor** in order to get sound from both speakers in the room. Hit the **Tape-2 Monitor** monitor again until you see **T-2 MONITOR** on the Onkyo amplifier's screen.

Leaving the projector running for extended periods while it's not in use significantly shortens the life of the projector. To turn off the projector, push the power button on its remote twice.

For help with classroom technology, please email Media Services at [av@carthage.edu](mailto:av@carthage.edu) or call (262) 551-5950.

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Author: Richard LaHue

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