

Lentz Hall (LH)

How do I use the instructional technology in Lentz Hall (LH) 233?

Equipment Rack Power

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

- Red Master Switch - Located at the top right of the rack.
- Amplifier - Power button is located on the lower right of the amp.
- Volume - Volume for all devices is controlled through the program dial on the amplifier.

Connecting Your Laptop

1. Turn on the data projector by using the Epson 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. The Kramer switcher must be set to **VGA** (Input #11).
4. Boot up your laptop COMPLETELY before connecting the VGA cable from the equipment rack. Then plug in the cable.
5. Send the image to the projector:
 - On Windows computers, press your "Windows key" and your "P" key at the same time. Select **Duplicate** to send the image to the projector.
 - On a Mac, navigate to **Apple menu () > System Preferences > Displays > Arrangement** tab > check **Mirror Displays**.
6. Volume is controlled through the program dial on the amplifier.
7. 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 VCR/DVD Player

1. Turn on the data projector by using the Epson 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 top of sheet).
4. The Kramer switcher must be set to **DVD/VCR** (Input #5).
5. Turn on the VCR/DVD player and insert your media to play it. To switch between DVD and VHS playback, press the large silver **OUTPUT** button near the middle of the VCR/DVD player.
6. Volume is controlled through the program dial on the amplifier.
7. 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 Blu-ray Player

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1. Turn on the data projector by using the Epson 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 top of sheet).
4. The Kramer switcher must be set to **Blu-ray** (Input #3).
5. Turn on the Blu-ray player using the **Sony BD** remote or using the power button located on the right of the player.
6. To insert/remove your Blu-ray disk, open the Blu-ray player's disk tray using the Open/Close button on the upper left corner of the Sony BD remote, or use the open/close button located on the right of the player.
7. Volume is controlled through the program dial on the amplifier.
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.

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 or call (262) 551-5950.

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