

Lentz Hall (LH)

How do I use the instructional technology in Lentz Hall 221?

LH 221 -- click here for [video instructions](#)

Equipment Rack Power - Make sure these power switches are on at all times! DO NOT TURN POWER OFF TO EQUIPMENT!!!!!!!!!!!!!!

Red Master Switch - Located at the top right of rack.

Green Switch - Located on the left side of the AV switcher.

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 (Lenovo Thinkpad)

(If you have a different make/model laptop please contact Media Services one full working day in advance for assistance (262) 551-5950).

Step 1. Assure the equipment rack is turned on, as outlined above.

Step 2. Turn on the data projector using the remote.

Step 3. Make sure the projector is set to HDMI (Press "Source Search" on the remote if you're having difficulty).

Step 4. Boot up your laptop COMPLETELY before connecting the VGA cable from the equipment rack. Then plug in the cable.

Step 5. Make sure that the audio cable is connected from your laptop to the equipment rack. In many cases, the audio plug on the equipment rack is located directly below the VGA plug on the equipment rack. Select "PC" on the audio/video switcher on the equipment rack. Volume is controlled through the program dial on the amplifier.

Step 6. Send the image to the projector:

- On Windows computers with newer operating systems, press your "Windows key" and your "P" key at the same time. Select "Duplicate" to send the image to the projector.
- On a Mac, click the Apple icon > System Preferences > Displays > Arrangement > Mirror Displays.
- For machines with older operating systems, please contact Media Services at least one full working day in advance of your presentation for assistance at (262) 551-5950.

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Using the DVD/VCR

Step 1. Turn on the data projector by using the remote.

Step 2. Make sure the projector is set to HDMI (Press "Source Search" on the remote if you're having difficulty).

Step 3. Make sure all power switches are turned on (see top of sheet).

Step 4. The audio switchbox must be set to DVD/VCR (Input 1).

Step 5. Turn on the VCR and play tape or DVD (You may have to select DVD/VCR button on the VCR).

Step 6. (Volume) Volume is controlled through the program dial on the amplifier.

Using the Blu-Ray Player

Step 1. Turn on the data projector by using the remote.

Step 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).

Step 3. Make sure all power switches are turned on (see top of sheet).

Step 4. The Kramer switchbox must be set to Blu-Ray (Input #6).

Step 5. Turn on the Blu-Ray player and play the Blu-Ray disk.

Step 6. (Volume) Volume is controlled through the program dial on the amplifier.

For classroom technology assistance, please contact Media Services at av@carthage.edu or (262-551-5950). To report problems, please call the same number or email media@help.carthage.edu.

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