Lentz Hall (LH)

How do I use the instructional technology in Lentz Hall 231?

Equipment Rack Power

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

- **Kramer Switcher** - First unit in the equipment rack. Switches between various sources, sending audio to the amplifier and video to the projector. Controlled by pressing the buttons on its face. Power switch is located on the front left side of the unit.
- **DVD/VCR** - Second unit in the equipment rack. Plays DVDs, CDs, and VHS tapes. Controlled by a remote labelled **LH 231 DVD/VCR**.
- **Sony Blu-ray Player** - Third unit in the equipment rack. Plays Blu-ray disks, DVDs, and CDs. Controlled by a remote labelled **LH 231 Blu-ray**. Power button is a tiny pyramid button near the right corner of the Blu-ray player's face.
- **Power Supply** - Fourth unit in the equipment rack. Controls power to the entire equipment rack. To kill power to the entire rack, flip the power switch off.
- **Amplifier** Fifth unit in the equipment rack. Amplifier that sends sound from all sources to the speakers in the room. All audio is first routed to the **Input 1** volume knob on the left, and then goes to the master volume dial on the right.

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 1** (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 1 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. 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.
6. 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**.
7. Volume is controlled through the **Master Volume** 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.

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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 1** (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 1 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. 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.
6. 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**.
7. Volume is controlled via the **Master Volume** 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.

Using the VCR/DVD Player

1. Turn on the data projector using the remote.
2. Make sure the projector is set to **HDMI 1** (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 1 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 **DVD/VCR** (Input #3).
5. 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!
6. Volume is controlled via the **Master Volume** 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

1. Turn on the data projector using the remote.
2. Make sure the projector is set to **HDMI 1** (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 1 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 **Blu-ray** (Input #6).

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5. Insert your Blu-ray disk, and use the Blu-ray player remote to control Blu-ray playback. Don't forget your disk in the player when you're done!
6. Volume is controlled via the **Master Volume** 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 ELMO Document Camera

1. Turn on the data projector using the remote.
2. Make sure the projector is set to **HDMI 1** (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 1 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** (Input #1).
5. Plug the yellow RCA cable running from the front of the equipment rack into the ELMO Document Camera.
6. 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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