

# Lentz Hall (LH)

## How do I use the instructional technology in Lentz Hall 222?

### 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 VP-444 Switcher** - First 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 inside the equipment rack.
- **Sony Blu-ray Player** - Second unit in the equipment rack. Plays Blu-ray disks, DVDs, and CDs. Controlled by the buttons on its face. Power button is a small rectangular button on the upper-right hand of the player's face.
- **TOA GB-130 Amplifier** - Third unit in the equipment rack. Send audio to the speakers in the room. Volume is controlled by the knob labeled **Volume** on the front of the device. Power button is located on the right side of the face of the amplifier.

### 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 #11).
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 **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.

### 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

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- 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 #1).
  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 **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 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 #3).
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 **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 Document Camera (Doc Cam)

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 **Doc Cam** (Input #12).
5. Turn on the power switch for the document camera. The power switch is located on the left side of the document camera. The camera's controls are on the device.
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.

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## Using the Auxiliary Audio Jack

1. Make sure all power switches are turned on (see Equipment Rack Power section at the top of this document).
2. The Kramer switcher must be set to **Audio** (Input #5).
3. Plug one end of an aux cable (a.k.a. ministereoo, 3.5mm) into your audio playback device, and the other end into the jack labelled **Audio Player**.
4. Volume is controlled via the **Volume** dial on the amplifier.

## Using the Microphone Jack

1. Make sure all power switches are turned on (see Equipment Rack Power section at the top of this document).
2. The Kramer switcher must be set to **Audio Player** (Input #5).
3. Plug one end of an XLR cable into an XLR microphone, and the other end into the jack labelled **Microphone**.
4. Volume is controlled via the **Volume** dial on the amplifier.

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.

Reviewed/Approved 10/22/16 by Media Services

Unique solution ID: #1095  
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Last update: 2016-10-22 21:54