Turning On the Media Console

Step 1: Press the screen control button usually located by the entrance of the classroom or by the media console. The screen controllers in rooms are labeled.

Step 2: Turn the projector ON by pressing the ON button on the switcher. When ON the button illuminates brightly.

Step 3: Check that audio power amp is on if you see the red color on the rocker switch and LEDs all lit then unit is on. Note some rooms have the amp built into the switcher unit, if so see Step 4.

Step 4: Check audio volume control knob on the switcher make sure audio is not muted all LEDs should be lit. The green LED window will indicate volume strength. Check external amp if appropriate (see Step 3)
To Display DVDs or VHS Tapes

**Step 1:** On the switcher press the appropriate input button (either DVD or VCR) for the media format you wish to display.

**Step 2:** Power up the VCR/DVD combo unit. The green LED display in front should be lit, insert your media.

**Step 3:** Check that the video combo unit’s DVD/VCR select switch is set to the appropriate media.

**Step 4:** Check audio volume control knob on the switcher. Make sure audio is not muted. All LEDs should be lit. The green LED window will indicate volume strength. Check external amp if appropriate (see Pg.1 Step 3)
To Display the Computer

Step 1: Check PC power button when ON its LED lights up green. If PC is already ON hit the space bar on the keyboard to release from sleep mode to display.

Step 2: Check that the switcher’s input is on the PC mode. If the PC is ON it will be displayed on the screen.

Step 3: Check that audio power amp is on if you see the red color on the rocker switch and LEDs all lit then unit is on. Note some rooms have the amp built into the switcher unit, if so see Step 4.

Step 4: Check audio volume control knob on the switcher make sure audio is not muted all LEDs should be lit. The green LED window will indicate volume strength. Check external amp if appropriate (see Step 3)
To Connect A Laptop

Step 1: Use a 15-pin VGA cable to connect laptop to console. If audio is needed connect a Mini-to Mini cable to laptop and console.

Step 2: Check that the laptop button on switcher is lit to display LAPTOP.

Step 3: Press the Function Key (FN) and corresponding F key (i.e. the F key at the top that’s labeled CTRL/LCD or has an image of a monitor) simultaneously to send laptop display to projector. If you have a MAC go to system Preferences, click on Displays, then click on Detect Displays.

Step 4: Check audio volume control knob on the switcher make sure audio is not muted all LEDs should be lit. The green LED window will indicate volume strength. Check external amp if appropriate (see Pg.1 Step 3)
PLEASE DO NOT TURN THIS CONSOLE OFF.
Please leave the PC and the console’s Main On/Off power switches in the ON position for the next user.

Please Remember to Remove Your Personal Media.
We are not responsible for CDs, DVDs, USB sticks, External hard-drives or other devices left in these racks.

Important To Display your Laptop:
You need a 15 pin VGA cable in order to connect your personal laptop to the media console. If your presentation has audio you would also need a Mini to Mini audio cable to connect to the console’s sound system. If you need a VGA cable please contact Media Services at x3822 or visit our offices at 60 Grace Dodge Hall.

Note Mac users will need an additional adapter for the VGA cable in order to connect to the media console. If you do not have the adapter please contact Media Services at x3822 or visit our offices at 60 Grace Dodge we have adapters to loan to users but you must have a valid TC ID card to acquire one.
TO SHUTDOWN UNIT

1. TO SHUTDOWN PC CLICK ON START MENU AND THEN CLICK ON SHUTDOWN.

2. PRESS THE PROJECTOR OFF BUTTON TO POWER DOWN THE UNIT.

PLEASE DO NOT POWER DOWN THE MAIN SWITCH
Please leave the console’s Main On/Off power switch in the ON position