

# AV Classrooms Equipment - Get Started

To reserve a classroom, contact Andrea Rogoza (Registrar's Office) by email (aragoza@registrar.umass.edu) or phone (545-4018). To obtain a cabinet key contact **Ginger Etinde** (Provost's Office) by email (getinde@provost.umass.edu) or phone (545-2554).

**Need training or help with this equipment? Call AIMS: (413) 545-5768.**

## To Set Up for Projection:

**Step 1:** Connect your laptop to the system before you power up the projector. This way, it is more likely that your laptop will recognize the projector. A drawer at the bottom of the equipment rack contains the wireless microphone, VGA cable (to connect your laptop) and the remote controls for the equipment.

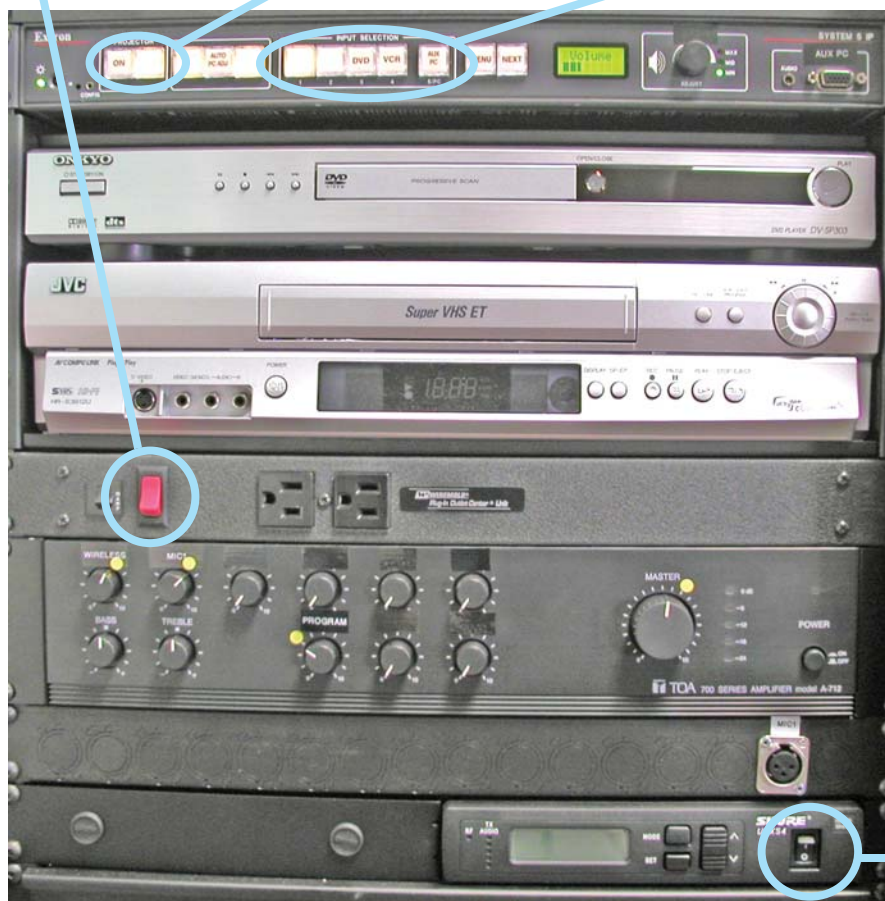
**Mac Users:** Be sure you bring the proper Macintosh to VGA adapter to connect your laptop to the system. Limited quantities are available through AIMS.



**Step 2:** Flip the red switch to power up the cabinet. There may be power outlets next to the switch, but these are not available in all classrooms.

**Step 3:** After you power up the cabinet, press and hold the **On** button for 2 seconds to power up the projector. It takes a few seconds to start.

**Step 4:** Press the proper component button to select what the monitor displays: Laptop, DVD, VCR or a second computer (AUX PC).



Yellow dots indicate the recommended volume settings for the equipment. Check that they are all set correctly before you begin.

See page 2 for details about additional equipment features.

**Note:** This image illustrates a typical equipment cabinet. Some cabinets will have slightly different configurations and some may even have additional specialized equipment, such as laserdisk players.

Make sure to turn on this unit's power button when using the wireless microphone.

## Before You Leave The Classroom:

**Step 1:** Disconnect your computer and put away the cables and remotes in the bottom drawer.

**Step 2:** Press and hold the **Off** button for 2 seconds to power down the projector. (The system must cool down for 5 minutes before it can be restarted.)

**Step 3:** Flip the **Red Switch** to power down the system then **close and lock** the cabinet door.

# AV Classrooms Equipment - Additional Features

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**Mute Display:** Press to make the projector go blank and mute the audio. Press again to return the display and the audio.

**AUTO PC ADJ:** Press to adjust the projector display. This may fix a blurred or offset screen.

**CC:** Press to display Closed Captions (subtitles) if they are available. Press again to hide them.

*Most cabinets have individual DVD and VCR units, but some might have a DVD/VCR Combo.*

The AUX PC ports let you connect a second computer to the system. You will need a VGA cable (video) and a headphone (3.5 mm, male - male) patch cable.

A wireless microphone is provided in the bottom drawer of the equipment cabinet. If you prefer a wired microphone, you can connect it here. Contact AIMS if you need to obtain one.

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### PRS Radio Frequency (RF) Receiver

Each cabinet contains a PRS receiver that is compatible with RF "clickers"\*. Simply connect the receiver's USB cable (in the drawer) to your computer and launch the PRS software.

For software and details see: [www.umass.edu/prs](http://www.umass.edu/prs)

\* Older Infra-Red (IR) clickers will require a separate IR receiver.



**Please remember to lock the cabinet before you leave the classroom!**