



A/V Equipment Manual

Setup, Operation and Troubleshooting for the Audio-Visual Equipment

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This manual provides comprehensive instructions on how to setup, operate and troubleshoot the audio-visual equipment in the OLLI at WVU Classrooms and Computer Lab.

Contents

Introduction.....	2
How to Use These Instructions.....	2
What Equipment is Available	2
Basic Care Instructions	2
Audio-Video Receiver	3
Parts and Connections.....	3
Device Operation.....	3
Remote Control	4
Troubleshooting Advice.....	5
Wireless Lapel Microphone.....	6
Parts and Connections.....	6
Device Operation.....	6
Troubleshooting	7
Viewsonic DLP Projector.....	8
Parts and Connections.....	8
Device Operation.....	8
Viewsonic Pro 8200 DLP Control Panel	9
Viewsonic Pro 8200 DLP Remote Control	9
Troubleshooting Advice.....	10
Presenter Laptop.....	11
Parts and Connections.....	11
Device Operation.....	11
Presentation Help.....	11
Troubleshooting Advice for the Projected Display.....	12
Manually Configuring the Display Settings.....	12
Wireless Presenter Remote.....	13
Parts and Connections.....	13
Device Operation.....	13
Troubleshooting Advice.....	13
DVD/VCR Player.....	15
Parts and Connections.....	15
Device Operation.....	15
Step-by-Step: Playing VHS Tapes.....	16
Step-by-Step: Playing DVD Discs	17
Step-by-Step: Playing Music CD's	17
Records, Cassette Tapes and Other.....	18
Turning Off Equipment.....	19

Introduction

How to Use These Instructions

- Please always follow the Basic Care and Courtesy guidelines and make sure to follow instructions for turning off all the equipment.
- Look over the sections pertinent to your classroom needs ahead of time and refer back to the directions as necessary.
- The manuals for all the audio/visual equipment in the classroom are located in the top drawer of the presenter's desk. If problems occur you can refer to the trouble-shooting information in each manual. A copy of this manual is available in each classroom.

What Equipment is Available

- 8 HP TouchSmart Computers (Computer Lab)
- Wireless Lapel Microphone (Classrooms A & B)
- Multi-Media Projector (Classrooms A & B and Computer Lab)
- Slide Projector (moved between Classrooms A & B)
- Overhead Projector (Classrooms A & B)
- DVD/VCR Players (Classrooms A & B)
- Laptop (Classrooms A & B and Computer Lab)
- Internet (Classroom A & B and Computer Lab)
- Audio Video Receiver (Classrooms A & B)
- Cassette Tape Player (Classroom A)
- Record Player (Classroom A)

Basic Care Instructions

- Avoid touching the laptop screen or projector lens with your fingers. This will keep the picture bright and clear.
- Always turn the projector off when finished with it (by hitting the power button twice). This is to avoid burning up the expensive bulb.
- Close all programs and shut down from the Start Menu when finished with the laptop.
- Close the lid on the laptop after shutting down to minimize dust accumulation on the keyboard and screen.
- Leave equipment the way you found it, do not tamper with cable connections (except to connect the laptop or an MP3 device to the amplifier for sound).
- Turn off all equipment when finished with it.
- Do not clean laptop screen or projector lens without consulting the front desk (special cleaning products are needed).

Audio-Video Receiver

Parts and Connections

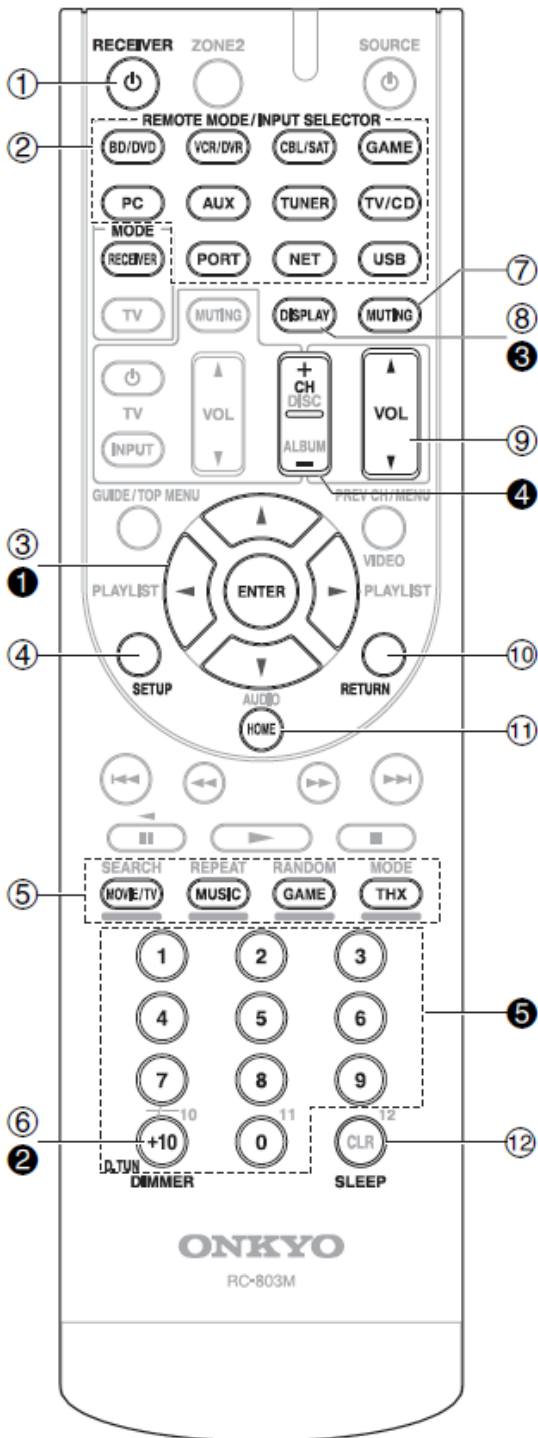
- The Audio-Video Receiver in each classroom is used to output video and sound via the projector and surround sound speakers.
- The receiver is located on an A/V cart in the front of each classroom and has two speakers in the front and two in the rear.
- It can be operated using the remote control or the buttons on the front of the unit.
- The receiver is connected to multiple devices including the DVD/VCR Player, the laptop and the wireless lapel microphone.
- The DVD output is connected via a component connection (Red, Green and Blue).
- The VCR output uses a composite connection (Red, White and Yellow).
- The Laptop is connected via an HDMI cable.
- The base for the wireless lapel microphone is connected to the receiver just for audio with red and white RCA cables.
- There is a spare VGA cable on the A/V cart to connect a personal laptop directly to the projector.
- There is a an extension cable on the A/V cart that extends the cable used to connect an MP3 device to the receiver, which could be used to play sound from a personal laptop.

Device Operation

- Press power on the receiver, or on the remote control, to turn it on.
- Adjust the volume using the volume control knob or the volume buttons on the remote.
- Tune to the right channel for the input device you are using:

Input Device/Media	A/V Channel
Wireless Lapel Microphone	MIC
DVD Disc	DVD
VHS Tape	VCR
Presenter Laptop	PC
USB Device	USB
Radio Tuner	TUNER
iPod/MP3 Player	MOBILE

Remote Control



Using the A/V Remote Control

To control the AV receiver, press **RECEIVER** to select Receiver mode

- 1) RECEIVER button
- 2) REMOTE MODE/INPUT SELECTOR buttons
- 3) Arrow ▲/▼/◀/▶ and ENTER buttons
- 4) SETUP button
- 5) Listening Mode buttons
- 6) DIMMER button
- 7) MUTING button
- 8) DISPLAY button
- 9) VOL ▲/▼ button (Receiver Button)
- 10) RETURN button
- 11) HOME button
- 12) SLEEP button

Controlling the tuner

To control the AV receiver's tuner, press **TUNER** (or **RECEIVER**).

You can select AM or FM by pressing **TUNER** repeatedly.

1. Arrow ▲/▼ buttons
2. D.TUN button
3. DISPLAY button
4. CH +/- button
5. Number buttons

Troubleshooting Advice

- Make sure the receiver is turned on.
- Make sure the receiver is on the right channel:

Device/Source	A/V Channel
Wireless Lapel Microphone	MIC
DVD Disc	DVD
VHS Tape	VCR
Presenter Laptop	PC
USB Device	USB
Radio Tuner	TUNER
iPod/MP3 Player	MOBILE

- Make sure the volume is turned up enough.
- Make sure the input device is working (visit the troubleshooting section for the device).

Wireless Lapel Microphone

Parts and Connections

- There are three basic parts to this system
 - The **lapel microphone**, which clips to your clothing.
 - The **transmitting belt pack** wired to the microphone which clips to your belt or pockets. This part requires batteries.
 - The **wireless base station**, which plugs into the back of the receiver. The receiver is always on in Classroom A, but may need to be turned on in Classroom B.



Device Operation

- Sound for the wireless microphone is transmitted thru the A/V Receiver.
- The lapel microphone is on the A/V cart.
- For use without video:
 - Turn on the receiver and select the MIC channel.
- For use **with video**:
 - Power on the A/V Receiver, projector and video device (laptop, DVD or VCR).
 - Select the channel for the video device you will be using (DVD, VCR or PC) on the A/V receiver
 - Select the MIC channel on the receiver.
 - Switch between the video channel (DVD, VCR or PC) and the MIC channel in order to play sound from each. Note: When you select MIC the video display stays on the last selected video source.
- In *classroom B only*, you must turn on the bases for both the lapel microphone **and** the handheld microphone to get sound from either.
- Set the belt pack to 'Talk' and test for sound.
- Adjust the volume using the volume knob on the A/V Receiver.
- Clip the microphone to your clothes somewhere near your throat/mouth.
- Put the belt pack in your pocket or clip to your belt.
- For silence, you can switch to 'Standby' mode or hold down the mute button.
- When finished, turn the belt pack 'Off' to conserve battery life.

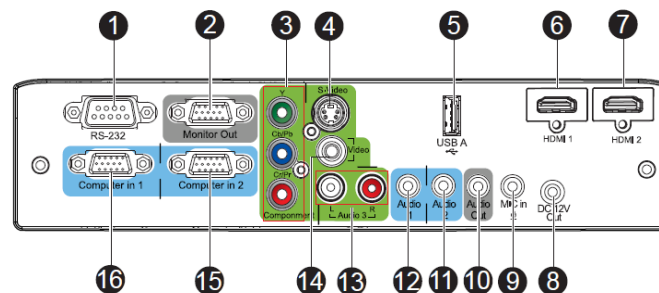
Troubleshooting

- Check for a red light on the *base station* and push in the power button if it is off.
- Check for a red light on the *belt pack* and make sure to set it to 'Talk'. If there is no red light, but it is on 'Talk' replace the batteries. There are spare batteries in the presenter desk.
- Check the *base station for a green light* when the *belt pack is set to 'Talk'*. Turn the belt pack off and on and replace batteries if it is still not working.
- Make sure the A/V Receiver is on and set to the MIC channel.
- Turn up the volume on the A/V Receiver with the volume knob.
- Change the batteries in the belt pack (spare batteries are in top drawer of the presenter desk).

Viewsonic DLP Projector

Parts and Connections

- The projector is plugged into an electrical outlet for power.
- When the projector is plugged in, a blue LED light flickers on and off periodically. Note that this does not indicate the projector is turned on. The LED becomes a solid blue when the projector is on.
- In both classrooms the projector is connected to the A/V Receiver via an HDMI cable plugged into the HDMI 1 port.

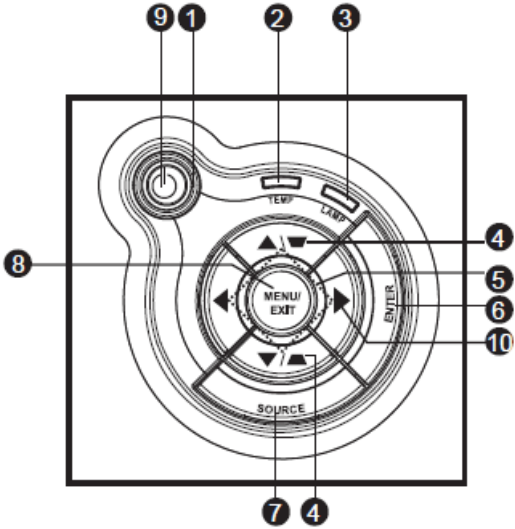


Device Operation

- Remove the lens cover.
- Turn on the projector by pressing power on top of the projector or on the remote control.
- The power indication light for the projector will become a solid blue once you have turned it on.
- Turn on the A/V Receiver and select the channel for the device you will be using.
- Turn on the input device (Laptop or DVD/VCR Player).
- The projector should be on the HDMI 1 input channel because that is how it is connected to the A/V Receiver.
- If the projector is not on the HDMI 1 channel you can use the HDMI 1 button on the projector remote to select the HDMI 1 channel. You can also change between video sources by pressing the “Source” button on top of the projector to bring up the Source Selection Bar, highlight the HDMI 1 input source, and press the enter button. *Please report it to the main office if the projector is switching between channels automatically looking for a signal or if it is not on HDMI 1 when you turn it on.*
- You can adjust the focus by rotating the ring around the edge of the lens (please avoid touching the glass of the lens to keep the picture clear).
- You can expand or contract the projected image by using the other ring around the lens.
- Turn off the lights in the front of the room for a brighter clearer picture.
- You can black out the screen by hitting the “Blank” button on the remote control.

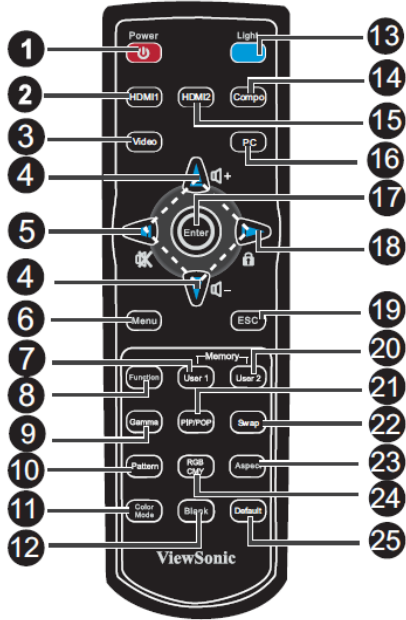
Viewsonic Pro 8200 DLP Control Panel

1. **Power LED Indicator**
2. **Temperature LED Indicator**
3. **Lamp LED Indicator**
4. **Keystone/Arrow keys** – Manually correct distorted images resulting from an angled projection.
5. **Four directional buttons** – Use four directional buttons to select items or make adjustments to your selection.
6. **ENTER** – Enter to sub-menu and confirm the menu selection.
7. **SOURCE** – Display the source selection bar.
8. **MENU/EXIT** – Display or exit the on-screen display menus.
9. **Power** – Turn the projector on or off.
10. **Right/Panel key** – Activate panel key lock.



Viewsonic Pro 8200 DLP Remote Control

1. **Power** - Turn the projector on or off.
2. **HDMI 1** - Display HDMI 1 signal.
3. **Video** - Switch input source to Composite/S-Video.
4. **Up/Volume +, Down/Volume -** - When the On-Screen Display (OSD) menu is not activated, adjust the projector's sound level.
5. **Left/Mute** - When the On-Screen Display (OSD) menu is not activated, this button is used as mute function.
6. **Menu** - Display on-screen display menus.
7. **User 1** - Recall the customized settings based on the current available settings.
8. **Function** - User definable key for customized function.
9. **Gamma** - Change the gamma setting.
10. **Pattern** - Display embedded test pattern.
11. **Color Mode** - Change the image mode setting by sequence.
12. **Blank** - Cut off the screen temporarily. Press again to cancel the Blank Screen function.
13. **Light** - Enable backlight functions of the remote control's buttons.
14. **Compo** - Display Component video (YPbPr/YCbCr) signal.
15. **HDMI 2** - Display HDMI 2 signal.
16. **PC** - Switch input source to Computer in 1/ Computer in 2 by sequence.
17. **Enter** - Confirmed selections.



18. **Right/ Lock** - When the On-Screen Display (OSD) menu is activated, the #4, #5, and #18 keys are used as directional arrows to select the desired menu items and to make adjustments. Activate panel key lock.
19. **ESC** - Leave current page or items or to close OSD.
20. **User 2** - Recall the customized settings based on the current available settings.
21. **PIP/POP** - Switch screen to PIP/POP by sequence.
22. **Swap** - Swap input source in PIP or POP image.
23. **Aspect** - Select the display aspect ratio.
24. **RGBCMY** - Change individual RGBCMY color (user color setting).
25. **Default** - Restore settings to factory default.

Troubleshooting Advice

- Make sure the projector lens cap is off.
- Check that the power light on the projector is a solid blue.
- Make sure the projector is on the HDMI 1 channel.
- Check that the connections are all solidly plugged into the back of the projector.
- Turn the projector off (press the power button twice) and then turn it back on again.
- It's possible the projector needs a new bulb. Notify the front desk if that is your suspicion.
- Follow the directions and trouble-shooting information in this manual for the input device.
- See ***Troubleshooting for Laptop Display Projection***, on page 12, if you have difficulty projecting the laptop display.

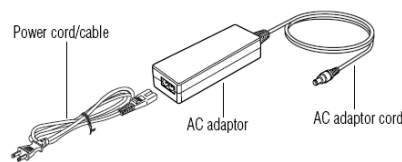
Presenter Laptop

Parts and Connections

- The laptop should be connected to the A/V Receiver via an HDMI cable, which will transmit sound and video to the projector.
- The laptop needs plugged into a power source during your presentation.
- Sound is amplified through the speaker system from the laptop.

Device Operation

- During presentations the laptop should be plugged into an electrical outlet.



- Pull up on the lid of the laptop to open it if it's closed.
- Turn on the A/V Receiver and press the PC button.
- Turn on the Projector (which should be on the HDMI 1 input channel).
- Press the power button (⏻), above the keyboard, to turn on the laptop
- Please Note: The LED light for the *wireless internet connection*, located above the keyboard, should be blue after the computer starts up. If it is amber, push the button, to turn the wireless card back on and allow the laptop to connect to the internet.
- *A username and password to access the system will be provided to you.*

Presentation Help

- Bring Presentation materials on a CD, DVD, or Flash Device (USB, SD, MS/PRO, MMC, or XD) and insert the media.
- Locate your presentation materials. Note: Any media inserted into the computer can be found under Computer.
- If class materials are stored on CD or DVD it's best to copy materials to the computer desktop to avoid reading delays.
- When using PowerPoint, if it is not saved as a slideshow file, open the PowerPoint file and Hit F5 to display in slideshow mode or click on the slideshow icon (🖥️).
- In PowerPoint you can advance to the next slide using the right arrow key on the wireless presenter remote or on the keyboard. You can also use the left arrow key wireless presenter remote or on the keyboard to go back a slide.
- At the end of a PowerPoint presentation hit Esc to end the slideshow.
- Close PowerPoint, close any open folders accessing your media and remove your media (CD/DVD/SD/USB Flash drive).
- How to safely remove flash storage devices:
 - Find the picture of the USB device with a green checkmark on the task bar.

- Click on the icon and choose to safely remove your USB storage device from the popup menu.
- You should receive a notification saying it's safe to remove the device.
- Then you can physically eject or remove the flash card/USB stick.

Troubleshooting for Laptop Display Projection

- If the projector is not projecting the display from the laptop:
 - Make sure the video input is set to 'HDMI 1' on the projector.
 - Unplug the HDMI cable from the laptop, wait 15 seconds, and plug it back in.
 - Hold down the '**FN**' button, on the keyboard, and press '**F4**'. If the projected display flickers wait a moment and if it didn't work try again. There are three display options it switches between.
 - Manually configure the external display (see the next section for instructions).
 - Revisit each trouble-shooting step and restart.
- Turn the A/V Stereo off and back on again.
- Turn to another channel, like MIC, and then back to PC on the A/V Stereo.

Manually Configuring the Display Settings

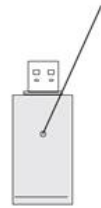
- Right-Click on the computer desktop after logging in.
- Select Personalize.
- Choose "Connect to a projector or other external display" (on the left pane).
- Choose "Connect display" button.
- Choose "Duplicate my desktop on all displays (mirrored)".
- Hit Apply and exit.
- After some flickering, the laptop's screen and projected image should be the same.

Wireless Presenter Remote

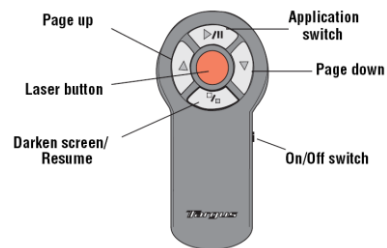
Parts and Connections

- There are two pieces to the wireless presentation remote:
 - The receiver/base, which plugs into a USB port on the laptop.
 - The remote control, which you hold in your hand, and requires AAA batteries.
- USB Base:

Connect button



- Wireless Controller:

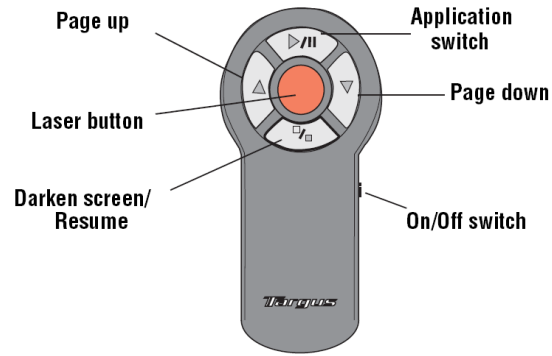


Device Operation

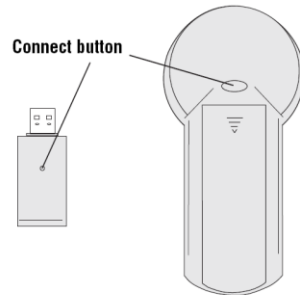
- This remote is for use with PowerPoint and/or Adobe Reader.
- It can be used to advance back and forth thru slides or pages in a document using the right and left arrow keys.
- It has a laser pointer, which is the center red button.
- It can blacken the projected screen by hitting the bottom button.

Troubleshooting Advice

- Once in a presentation if the remote is not working, check that it is on (test by hitting the red button and seeing whether the laser pointer shows up).



- If it is not on, move the On/Off switch on the side of the remote and test the laser pointer again. If you can't get laser pointer working no matter where the switch is change the battery.
- If you still cannot advance thru slides and the laser pointer is working use a pen to press down on the button on the remote's base and then hit the button on the back of the remote. That should establish a connection between the base and remote.



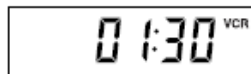
DVD/VCR Player

Parts and Connections

- We have a single player for DVD discs and VCR tapes.
- The DVD output is connected to the A/V Receiver via a red, green and blue *component cable*.
- The VCR output is connected to the projector via red, white and yellow *composite cable*.

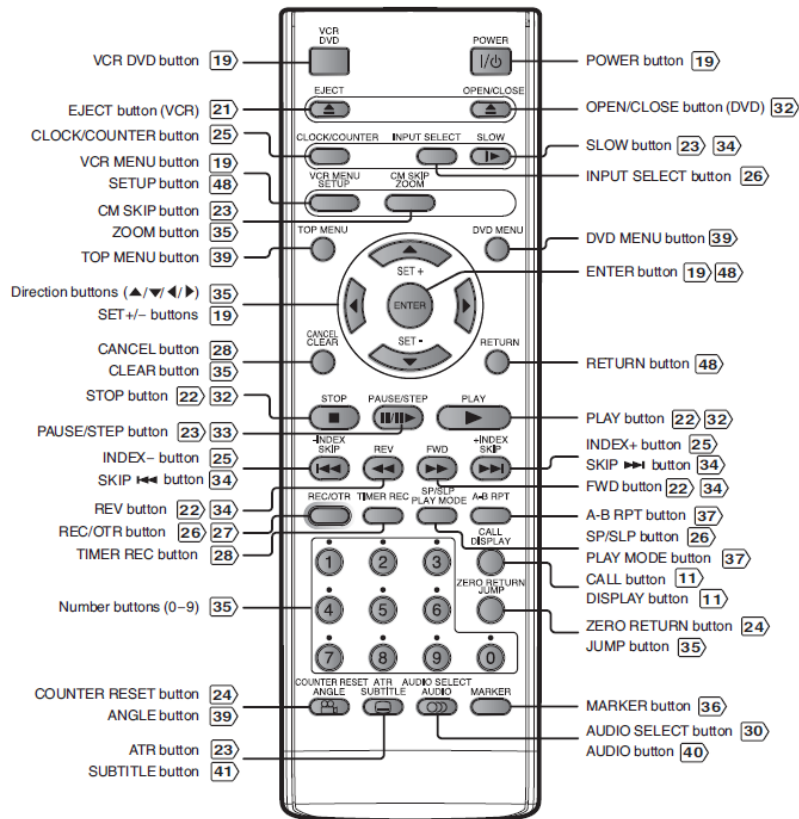
Device Operation

- Turn on the DVD/VCR player.
- The front panel on the unit will say DVD or VCR, indicating which one the player is ready to control.
- If you open the DVD tray the unit automatically switches to DVD controls.
- If you insert a VHS tape the unit automatically switches to VCR controls.
- Insert your media (a DVD disc or VHS tape).
- Use the VCR/DVD Select button to switch between VCR and DVD controls manually if the right one is not selected automatically. If you press the VCR/DVD Select button and it's on DVD then the unit will switch to VCR controls. If the unit is on VCR and you press the VCR/DVD Select button it will switch to DVD controls.



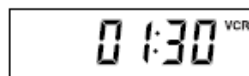
- Turn on the projector (which should always be on the HDMI 1 input channel).
- Turn on the A/V Receiver and press the DVD button or the VCR button accordingly.
- Use the controls on the front of the unit (Play, Pause, Fast-Forward, Rewind, etc), or on the remote control to operate your media.

DVD/VCR Remote Control




Step-by-Step: Playing VHS Tapes

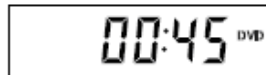
- Turn on the DVD/VCR player.
- Insert your tape into the VCR.
- Make sure VCR is displayed on the unit's screen. If DVD is displayed press the DVD/VCR button to switch.



- Turn on the projector, which should be set to the HDMI 1 input channel.
- Turn on the A/V Receiver and press the VCR button.
- Use the buttons on the front of the unit, or on the remote control, to control the VHS tape.

Step-by-Step: Playing DVD Discs

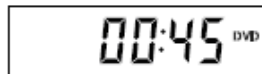
- Turn on the DVD/VCR player. 
- Push the Open/Close button to open DVD tray and insert your DVD.
- Use the Open/Close button to close the DVD tray.
- Make sure DVD is selected on the screen for the unit. If it is not, press the VCR/DVD Select button on the remote control or on the front of the unit to switch.



- Turn on the projector, which should be set to the HDMI 1 input channel.
- Turn on the A/V Receiver and press the DVD button.
- Use the buttons on the front of the unit or on the remote control to control the DVD disc.

Step-by-Step: Playing Music CD's

- You play CD's using the DVD player.
- Turn on the DVD/VCR player.
- Make sure DVD is selected (press the VCR/DVD Select button to switch if it isn't).



- Turn on the A/V Receiver and press the DVD button.
- Insert your CD into the DVD player.
- The controls for Play, Pause, Stop, Fast-forward and Rewind are on the DVD player, you need to use the Toshiba controller to skip to among different tracks on the CD.

Records, Cassette Tapes and Other

- You can play records and cassette tapes in Classroom A using the Pioneer Stereo CD Cassette Deck Receiver located next to the chalkboard.
- Sound will only be going thru the two speakers above the unit.
- Turn on the Pioneer Stereo, select CD to play a CD, Tape 1 or Tape 2 for Cassettes and Aux for the Record Player.
- If needed turn on the record player.
- Insert your media and press play.

Turning Off Equipment

- Generally, if you turned it on you turn it back off.
 - Projector
 - Laptop
 - Wireless Lapel MIC
 - A/V Receiver
 - DVD/VCR player
 - CD/Tape/Record player
- To turn off the laptop go to Shut Down on the Start Menu.
- Close the lid on the laptop once it's off to keep dust from building up on the keyboard.
- Turn off the projector by pressing the power button twice (the second time is to confirm).
- Put the cover on the projector lens to keep dust from accumulating on it.
- For all other equipment just press the power button once and it should go off.