Classroom Instructor Station Operating Instructions

* The video/audio output of all equipment on the classroom instructor station is controlled by the AV Switch Box (figure 1 - below) located on top of the instructor station.

* All remote controls are located in the side pullout drawer of the instructor station. Fresh batteries can be obtained by calling the OUC IT Help Desk 740.774.7212.

* The Epson projector remote controls the ceiling projector, the output volume of all sources on the instructor station, and the classroom speaker volume.

* Please shut down the computer, DVD/VCR, Epson document camera, Epson interactive pens, and turn off the projector at the end of class. This will extend the life of the computer, projector bulb, and the battery life in the in interactive pens.

* If the audio from the DVD/VCR sounds garbled, verify that the RED 2CH/5.1CH audio lamp (Figure 1) is not illuminated. If the lamp is illuminated, use the AV Switch Box remote control located in the side pullout drawer of the instructor station and press the 2CH button the change the setting (figure 2).

Press the Select button on the AV Switch Box to select/change the source being sent to the Epson projector. A light will indicate the source (listed on the label above each light) and will change with each press of the Select button. Once source 4 (Laptop) is reached, the switch will cycle back to source 1

1. **Computer**
   To send output from the Computer to the projector:
   - Turn on the **Computer** and press the Select button (Red Arrow - figure 1) on the AV Switch Box until **Computer** (1) is selected.
   - If the computer video doesn’t appear on the screen, verify that the input source on the projector is set to HDMI.
   - Audio from the computer (not muted) and classroom speaker volume is controlled by using the Volume buttons on the Epson Projector remote.
   - When finished, turn off the **Computer** and projector.

2. **DVD/VCR**
   The **DVD/VCR** player is located inside the instructor station.
   - DVDs may also be played in the computer using the VLC Application located in the Accessories Folder.
   - To operate the **DVD/VCR** player, turn on the **DVD/VCR** player and press the Select button on the AV Switch Box (figure 1) until the **DVD/VCR** (2) is selected.
   - With the Funai remote, select either **DVD** or **VCR**. If the video from the player doesn’t appear on the screen, press the Select button on the AV Switch Box until the DVD/VCR is selected again.
   - Audio for the **DVD/VCR** player and classroom speaker volume is controlled by using the Volume buttons on the **Epson Projector remote** (see 2CH audio note above – Figure 2).
   - If video output from the **DVD/VCR** is poor or not viewable, verify that the HDMI setting is 1080 – NOT 1080i using the HDMI button on the **DVD/VCR** remote. It will cycle from 480, 720, 1080 and then 1080i.
   - When finished, turn off the **DVD/VCR**, close the cabinet, and turn off the projector.

3. **Elmo/Epson Document Camera**
   The **Elmo/Epson Document Camera** is located in the side pullout drawer of the instructor station.
   - To operate the **Elmo/Epson Document Camera** depress the power button on the document camera.
   - Press the Select button on the AV Switch Box (figure 1) until **Computer** (1) is selected.
• On the computer, go to the Start menu and select All Programs > Epson Projector > Epson Document Camera ArcSoft Software.
• If output from the Elmo/Epson Document Camera doesn’t appear on the Epson Projector screen, press the Select button on the AV Switch Box until Computer (1) is selected and verify that the HDMI cable is unplugged from the Epson Document Camera.
• To display unprocessed HDMI output from the Elmo/Epson Document Camera, unplug the USB cable from the document camera and press the Select button on the AV Switch Box until ELMO (3) is selected. True 1080 output will be displayed on the projector, BUT NOT on the computer.
• For detailed instructions on using the Epson DC-20 Document Camera and supporting software installed on the computer, please review the operating instructions (.PDF) located at: www.ohio.edu/chillicothe/facultystaff/classroominstructions.cfm
• When finished, turn off the Epson DC-20 Document Camera, close the drawer, turn off the Computer and turn off the projector.

4. Laptop
To send output from the Laptop to the projector:
• Connect the VGA and Audio cables on the located near the switch box to the laptop.
• Press the Select button on the AV Switch Box (figure 1) until Laptop (4) is selected. This will project Laptop video and audio. Laptop volume and classroom speaker volume is controlled by using the Volume buttons on the Epson Projector remote.
• When finished, disconnect the Laptop, coil and rewrap the cable with provided Velcro strap.
• When finished, turn off the projector.

5. Epson Interactive Pens
To use the projector’s interactive pens:
• Turn on the computer and press the Select button on the AV Switch Box (figure 1) until the Computer is selected.
• Turn on the Interactive Pens located in instructor station drawer by using the switch on the pen – a green light will illuminate and then turn off.
• Double click on the Epson Easy Interactive application located in the Start > Programs > Epson Projector folder. The application will open and menuing/controls will overlay the computer screen and be displayed on the Epson projector.
• For detailed instructions on using the Epson Easy Interactive software installed on the computer, please review the operating instructions (.PDF) located at: www.ohio.edu/chillicothe/facultystaff/classroominstructions.cfm
• When finished, turn off the Computer, projector and Interactive Pens.

If you experience problems with any equipment: PLEASE DO NOT ATTEMPT TO REPAIR OR CHANGE DEVICE SETTINGS OR PHYSICALLY ADJUST THE EPSON PROJECTOR (Other than outlined on this page)

PLEASE CONTACT:
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