

The Canisius College Media Center Presents

The Bouwhuis Library Conference Room Equipment Guide

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Bouwhuis Library Conference Room

DVD/VCR Projection Guide

Figure A: Raxxess Power Switch



Figure B: SMART Board Control Panel



Figure C: Equipment Rack



Figure D: Extron Switcher

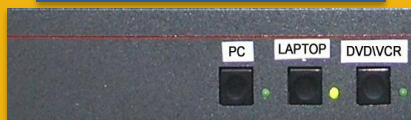
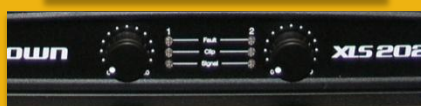


Figure E: Crown Amplifier



1. Make sure the **Raxxess Power Switch** (Figure A) is on. It is located at the top of the equipment rack.
2. Press the **POWER** button on the **SMART Board Control Panel** (Figure B).
3. The DVD/VCR combo unit is located in the **Equipment Rack** (Figure C) in the front corner of the room.
4. Allow the projector time to warm up (30 seconds) and then press the **DVD/VCR** button on the **Extron Switcher** (Figure D). The DVD/VCR image should appear on the projector. If not, make sure the projector is set to the correct input; it should always be set to **VGA-1**. Press the **INPUT** button on the SMART Board Control Panel until VGA-1 is displayed in the upper right corner of the projected image.
5. Insert your DVD or VHS tape into the DVD/VCR combo unit. Use the buttons on the front of the combo unit or the provided remote control to operate the DVD/VCR. The remote control should be located inside the drawer at the bottom of the equipment rack.
6. The audio level is adjusted by using the knobs on the **Crown Amplifier** (Figure D) located in the equipment rack.
7. At the end of the presentation, please remove your DVD or VHS tape from the DVD/VCR and shut off the projector by pressing the **POWER** button *TWICE* on the SMART Board Control Panel.



Bouwhuis Library Conference Room

Laptop Projection Guide

Figure A: Raxxess Power Switch



Figure B: SMART Board Control Panel



Figure C: VGA & Ethernet Cables



Figure D: Equipment Rack



Figure E: Extron Switcher

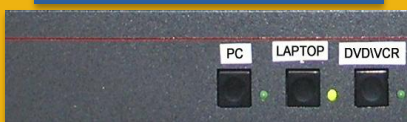
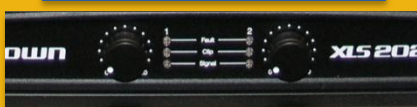


Figure F: Crown Amplifier



Please Note: If you wish to use the interactive features of the SMART Board you will need to use the room's resident computer.

1. Make sure the **Raxxess Power Switch** (Figure A) is on. It is located at the top of the equipment rack.
2. Plug the **15-pin VGA cable** (Figure C) found on the table into the matching monitor port on the laptop.
3. Plug the audio cable into the laptop's headphone jack, if desired.
4. If you need internet access, you should be able to connect to the Canisius wireless network. However, if you cannot access the wireless network, plug the **Ethernet cable** (Figure C) into the Ethernet jack on the laptop.
5. Plug the power supply for the laptop into the black extension cord located at the table, if needed.
6. Press the **POWER** button on the **SMART Board Control Panel** (Figure B).
7. Turn on the laptop computer.
8. Allow the projector time to warm up (30 seconds) and then press the **LAPTOP** button on the **Extron Switcher** (Figure E). The laptop image should appear on the projector. If not, make sure the projector is set to the correct input; it should always be set to **VGA-1**. Press the **INPUT** button on the SMART Board Control Panel until VGA-1 is displayed in the upper right corner of the projected image.
9. If an image appears on the laptop or projector only, try toggling the output of the laptop so that the image is mirrored on the laptop and projector.

Windows 7 / 8: Press the Windows logo key + P together until *Duplicate* is selected.

Mac OS: Click on *Displays* in *System Preferences* and then click on the *Arrangement* tab. Click on the *Mirror Displays* checkbox.
10. The audio level is adjusted by using the knobs on the **Crown Amplifier** (Figure F) located in the equipment rack.
11. At the end of the presentation, please shut down the laptop, unplug all necessary cables from the laptop, and shut off the projector by pressing the **POWER** button **TWICE** on the SMART Board Control Panel.

Bouwhuis Library Conference Room

Resident Computer Projection Guide

Figure A: Raxxess Power Switch



Figure B: SMART Board Control Panel



Figure C: Wireless Keyboard & Wireless Mouse



Figure D: Equipment Rack



Figure E: Extron Switcher

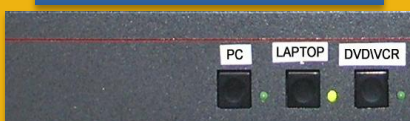



Figure F: Crown Amplifier



1. Make sure the **Raxxess Power Switch** (Figure A) is on. It is located at the top of the equipment rack.
2. Press the **POWER** button on the **SMART Board Control Panel** (Figure B).
3. The computer is located in the **Equipment Rack** (Figure D) in the front corner of the room. If the computer is off, press the power button to turn it. Four USB ports are available on the front of the computer.
 
4. Allow the projector time to warm up (30 seconds) and then press the **PC** button on the **Extron Switcher** (Figure E). The computer image should appear on the projector. If not, make sure the projector is set to the correct input; it should always be set to **VGA-1**. Press the **INPUT** button on the SMART Board Control Panel until VGA-1 is displayed in the upper right corner of the projected image.
5. A **wireless keyboard and wireless mouse** (Figure C), for use with resident computer, should be located inside the drawer at the bottom of the equipment rack. The power button for the keyboard is located near the upper right corner of the device, while the power button for the mouse is located on the bottom of the unit. Be sure to turn both off and return them to the drawer before exiting the room.
6. In addition to the provided wireless keyboard and wireless mouse, the resident computer is connected for use of the interactive features of the SMART Board Interactive Whiteboard.
7. The audio level is adjusted by using the knobs on the **Crown Amplifier** (Figure F) located in the equipment rack.
8. At the end of the presentation, please shut down the computer and then shut off the projector by pressing the **POWER** button **TWICE** on the SMART Board Control Panel.