

Pensacola Christian College

Classroom AV Guide

Operation and Troubleshooting Tips

White, William
9-11-2023

Table of Contents

1. Quick Troubleshooting Tips
2. Operation
 - 2.1. Epson Projector
 - 2.2. Epson Document Camera
 - 2.3. Amplifiers
 - 2.3.1. Bogen Amplifier
 - 2.3.2. Atlas and Toa Amplifiers
 - 2.4. Kramer Button Pad
 - 2.5. Kramer and Extron Switchers
 - 2.6. Media Players
 - 2.6.1. Sony Media Player
 - 2.6.2. Sony Blu-Ray Player
 - 2.6.3. Toshiba Media Player
 - 2.6.4. JVC Media Player
 - 2.7. TVs
 - 2.7.1. Samsung TV
 - 2.7.2. Sharp TV
 - 2.8. Epson Interactive Projector
 - 2.9. Smart Interactive Display

1. Quick Troubleshooting Tips

If you do not see an image on the projector screen, here are some suggestions:

- Check projector power:
 - In classrooms **without** a button pad, locate the remote and press the power button.
 - In classrooms **with** a button pad, press the power button on the button pad.
 - If no image appears, the button pad may have the “Blank” button highlighted, press it to allow the content to display.
 - In either case, the projector lamp should be lit (do not look directly into the lamp).
- Check connections:
 - If using a **larger laptop**, connect the HDMI cord to the HDMI port on your computer.
 - If using a **smaller laptop** (including Macs) or **tablet**, connect the HDMI cord to a HDMI-to-USB-C converter (you will need to provide your own) that will connect to a USB-C port on your device.
 - If the HDMI is **already connected** to your device, check beneath the credenza to ensure the HDMI is plugged into the floor box.
- Check the switcher:
 - In classrooms **with** a button pad, there is a device known as a “switcher” in the credenza: it has a row of buttons that should be lit. If none are lit, the switcher is off and should be turned on (there is a power switch on the right on most Kramer switchers).

If you do not hear any audio, here are some suggestions:

- Check if audio is muted:
 - In classrooms **without** a speaker system, if the projector is displaying a “muted” indicator, locate the remote and press the mute button to unmute it.
 - If the projector is still muted, check the volume level by pressing the volume buttons.
 - If the volume is at a high level, check your computer’s audio settings. Select the Epson projector as the output.
 - In classrooms **with** a sound system, check amplifier power and level:
 - Ensure the amplifier switch is in the on position.
 - If there is still no audio, check if the level for the speaker is turned up enough (clockwise rotation increases volume).
- Check connections:
 - In classrooms **without** a speaker system or **with** a speaker system but **no** switcher, only an HDMI connection is required for audio.
 - In classrooms with a **speaker system and switcher**, there will be an LTI block with a 3.5 mm speaker plug to connect to an audio jack. For laptops without a jack, you will need to provide a 3.5 mm-to-USB-C adapter.

2. Operation

2.1. Epson Projectors

- **Power:** Turn on the projector when beginning class and turn off the projector when finished.
 - In a classroom **without** a button pad, press the power button on the remote to turn on the projector.
 - To turn the projector off, press the power button on the remote twice. (If another teacher is about to use the classroom, leave the projector on.)
 - In a classroom **with** a button pad, press the on/off button on the button pad to turn on all projectors in the classroom. (Do **not** use the remote, as it will cause syncing issue).
 - To turn the projector off, press the on/off button on the button pad. (If another teacher is about to use the classroom, leave the projector(s) on.)
- **Volume:** Set the volume of the room to the desired level.
 - In classrooms **without** a speaker system, use the volume buttons on the remote.
 - In classrooms **with** a speaker system, use the correct amplifier level knob to adjust the volume (see amplifier sections).
- **Source:** Select the desired source to display on the projector.
 - In a classroom **without** a button pad, press the source search button on the remote provided in the podium to cycle through different sources (a classroom could have a HDMI input (laptop or tablet), desktop, document camera, and/or media player).
 - In a classroom **with** a button pad, press the appropriate source button on the button pad to switch to that source. (Do **not** use the remote because it will cause the program to get out of sync).



2.2. Epson Document Camera

- Power: Turn on the document camera when needed and off after use.
 - To power on the document camera, press the power button on the device.
 - To turn off the document camera, press the power button twice.
- Select Source: Make sure to select the document camera as the source on the projector.
 - In a classroom **without** a button pad, press the source search button on the remote provided in the podium to cycle through different sources.
 - If the document camera is connected to VGA, ensure that the document camera is selected as the source on the document camera itself.
 - In a classroom **with** a button pad, press the document camera (or possibly VGA) source button on the button pad to switch to the document camera.
 - If the document camera is connected to VGA, ensure that the document camera is selected as the source on the document camera itself.
- Focus: Focus the lens on the object to be displayed.
 - Aim the arm of the document camera at the object to be displayed.
 - Use the Zoom buttons to adjust the frame of the image.
 - Press the Focus button to let the camera automatically adjust the focus.
- Lighting: Light the object if the image has poor lighting.
 - Flip the light switch on the head of the camera to turn on the light.



2.3. Amplifiers

2.3.1. Bogen Amplifier

- Power: Turn on the amplifier when beginning class and turn off the amplifier when finished.
 - Flip the power switch on the right side of the amplifier to turn it on. The switch should be illuminated.
 - To turn off the amplifier, flip the switch back. The switch will become unilluminated.
- Audio Level: Adjust the volume to the appropriate level.
 - There are labeled knobs for each source. There are ones for the microphone, laptop, desktop, and/or media player.
 - Standard positions for the knobs are the 2 o'clock position for the mics, 10 o'clock position for computers, and the 9 o'clock position for media players.



2.3.2. Atlas and Toa Amplifiers

- **Power:** Turn on the amplifier when beginning class and turn off the amplifier when finished.
 - Press the power switch on the right side of the amplifier to turn it on. The switch should be depressed.
 - To turn off the amplifier, press the switch again. The switch should be relaxed.
- **Audio Level:** Adjust the volume to the appropriate level.
 - There are labeled knobs for each source. There are ones for the microphone, laptop, desktop, and/or media player.
 - Standard positions for the knobs are the 2 o'clock position for the mics, 10 o'clock position for computers, and the 9 o'clock position for media players.



2.4. Kramer Button Pad

- Projector Power: Turn on the projector(s) when beginning class and turn off the projector when finished.
 - Press the on/off button on the button pad to turn on all projectors in the classroom. (Do **not** use the remote, as it will cause syncing issue).
 - To turn the projector(s) off, press the on/off button on the button pad. (If another teacher is about to use the classroom, leave the projector(s) on.)
- Sources: Select the desired source to display on the projector screen(s).
 - Press the appropriate source button on the button pad to switch to that source. (Do **not** use the remote because it will cause the program to get out of sync). There could be buttons for HDMI, VGA, Computer(s), Document Camera, Media Player, and /or USB-C.
- Blank: Blank the screen if content needs to be hidden.
 - Press the Blank button on the button pad to blank the screen.
 - In classrooms **without** a speaker system, Blank will cause both an audio and video mute.
 - In classrooms **with** a speaker system, Blank will only blank the screen.



2.6. Media Players

2.6.1. Sony Media Player

- **Power:** Turn the media player on when in use and off after use.
 - Press the power button on the left side of the unit to turn on the player.
 - To turn off the player, press the power button again.
- **Inserting/Ejecting Media:** Insert the DVD/VHS when in use and eject it after use.
 - Insert a **VHS** directly into the VHS player slot.
 - To remove the tape, press the eject button on the right of the VHS tape slot.
 - Insert a **DVD** by pressing the open/close button to the right of the DVD slot and place the disc in the tray. Then press the open/close button again to insert the DVD.
 - To remove the disc, press the open/close button. Take the disc out of the tray and press the open/close button again to close the DVD slot.
- **Control Video:** Navigate, pause, and stop the media player.
 - Use the select buttons on the right side to choose between the DVD and VHS player.
 - Use the video control buttons on the right side of the player to play, pause, stop, fast forward, or rewind the video being played.



2.6.2. Sony Blu-Ray Player

- **Power:** Turn the Blu-Ray player on when in use and off after use.
 - Press the power button on the right side of the unit to turn on the player.
 - To turn off the player, press the power button again.
- **Inserting/Ejecting Media:** Insert the Blu-Ray disc/DVD when in use and eject it after use.
 - Insert a disc by pressing the open/close button to the right of the disc slot and place the disc in the tray. Then press the open/close button again to insert the disc.
 - To remove the disc, press the open/close button. Take the disc out of the tray and press the open/close button again to close the disc slot.
- **Control Video:** Navigate, pause, and stop the media player.
 - Use the video control buttons on the lower part of the remote to play, pause, stop, fast forward, or rewind the video being played.



2.6.3. Toshiba Media Player

- **Power:** Turn the media player on when in use and off after use.
 - Press the power button on the left side of the unit to turn on the player.
 - To turn off the player, press the power button again.
- **Inserting/Ejecting Media:** Insert the DVD/VHS when in use and eject it after use.
 - Insert a **VHS** directly into the VHS player slot.
 - To remove the tape, press the stop/eject button below the VHS tape slot.
 - Insert a **DVD** by pressing the open/close button to the left of the DVD slot and place the disc in the tray. Then press the open/close button again to insert the DVD.
 - To remove the disc, press the open/close button. Take the disc out of the tray and press the open/close button again to close the DVD slot.
- **Control Video:** Navigate, pause, and stop the media player.
 - Use the select buttons to choose between the DVD and VHS player.
 - Use the video control buttons that are respectively below the VHS or DVD player to play, stop, fast forward (VCR only), or rewind (VCR only) the video being played.



2.6.4. JVC Media Player

- **Power:** Turn the media player on when in use and off after use.
 - Press the power button on the left side of the unit to turn on the player.
 - To turn off the player, press the power button again.
- **Inserting/Ejecting Media:** Insert the DVD/VHS when in use and eject it after use.
 - Insert a **VHS** directly into the VHS player slot.
 - To remove the tape, press the eject button below the VHS tape slot.
 - Insert a **DVD** by pressing the open/close button below the DVD slot and place the disc in the tray. Then press the open/close button again to insert the DVD.
 - To remove the disc, press the open/close button. Take the disc out of the tray and press the open/close button again to close the DVD slot.
- **Control Video:** Navigate, pause, and stop the media player.
 - Use the VCR/DVD button to choose between the DVD and VHS player.
 - Use the video control buttons on the left side of the player to play, pause, stop, fast forward, or rewind the video being played.



2.7. TVs

2.7.1. Samsung TV

- Power: Turn on the monitor (TV) when beginning class and turn off the monitor when finished.
 - Press the power button on the remote to turn on the monitor.
 - To turn the monitor off, press the off button on the remote.
- Volume: Set the volume of the room to the desired level.
 - Use the volume buttons on the remote.
- Source: Select the desired source to display on the monitor.
 - Press the source button on the remote to bring up a list of inputs to select from.



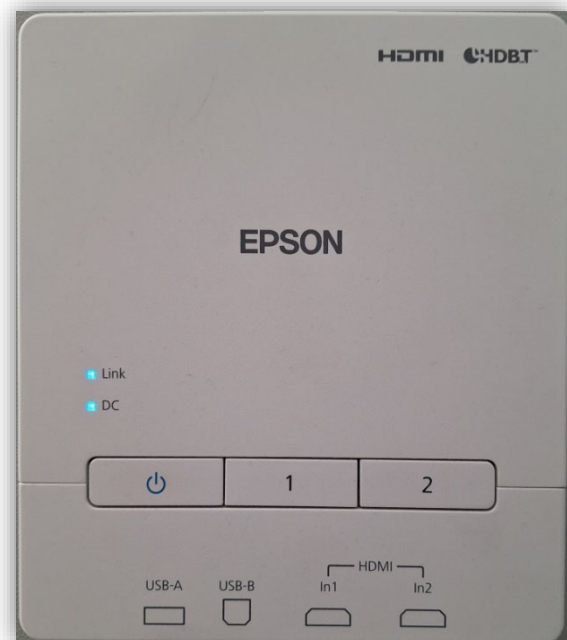
2.7.2. Sharp TV

- Power: Turn on the monitor (TV) when beginning class and turn off the monitor when finished.
 - Press the power button on the remote to turn on the monitor.
 - To turn the monitor off, press the power button on the remote.
- Volume: Set the volume of the room to the desired level.
 - Use the volume buttons on the remote.
- Source: Select the desired source to display on the monitor.
 - Press the input button on the remote to bring up a list of inputs to select from.



2.8. Epson Interactive Projector

- **Power:** Turn on the projector when beginning class and turn off the projector when finished.
 - Press the power button on the remote or control box to turn on the projector.
 - To turn the projector off, press the power button on the remote or control box twice. (If another teacher is about to use the classroom, leave the projector on.)
- **Volume:** Set the volume of the room to the desired level.
 - In classrooms **without** a speaker system, use the volume buttons on the remote.
 - In classrooms **with** a speaker system, use the correct amplifier level knob to adjust the volume (see amplifier sections).
- **Source:** Select the desired source to display on the projector.
 - Press the source search button on the remote provided in the podium to cycle through different sources (a classroom could have a HDMI input (laptop or tablet), desktop, document camera, and/or media player).
- **Interactive Function:** Draw over content or on a whiteboard.
 - Use the pens provided next to the screen or touch to draw over content.
 - To access whiteboard mode, press home on the remote and select whiteboard. Use provided pens or touch to draw.



2.9. Smart Interactive Display

- Power: Turn on the display when beginning class and turn off the display when finished.
 - Press the power button on the left side of the display to turn it on.
 - To turn off the display, press the power button on the side.
- Volume: Set the volume of the room to the desired level.
 - Use the volume buttons on the left side of the display to adjust volume.
- Source: Select the desired source to display on the projector.
 - Press the home button on the bottom of the display to open a screen of sources to select from. (If none are shown select Input at the bottom of the screen.)
- Interactive Function: Draw on a whiteboard.
 - Press the home button on the bottom of the display to open a screen of sources select from and choose whiteboard. (If not shown, select Apps at the bottom of the screen.)
 - Use provided pens or touch to draw.

