Turning On Equipment

- Turn on Tech and Instructor Computers
  - Tech computer: no password
  - Instructor computer: instructor (password)
- Turn on Plasma Screen on the left and LCD on the right (each has a labeled remote)
- Wake up the Tandberg, should work by pressing any button on the Tandberg remote (the system is already on)

Turning Off Equipment

- Shut down the computers, LCD screen, plasma screen and document camera. DO NOT shut down the cameras!

Settings for LCD TV

The LCD TV has several inputs to choose from. When you hit “input” on the LCD remote, you can select several options. Below are the inputs that may be used during class:

- 1: TV—To display cable TV
- 5: S-Video/AV—To display the VCR/DVD combo
- 8: PC-RGB—To display the instructor’s computer
- 9: DVI—To display the Tandberg system

Settings for the Plasma TV

Generally we will use the LCD screen to display the video, and the Plasma TV to display the PC screen. You should not have to adjust anything. However, in case the PC screen does not display, here is how to troubleshoot:

The remote for the plasma screen has two input buttons: “PC/RGB” and “Video”. To display the instructor computer, you will use the “PC/RGB” input. To see a video view of the classroom or to adjust the camera when GMU is showing a video, you can also use the “Video” input. Each input has three different connections. Keep hitting the button until you get to the right one. The computer should be on “RGB 3” and the Video on “Video 3”.

Laptop

You can connect a laptop (and internet connection) to display directly to the LCD screen. There is an additional VGA cable and Ethernet cable located on the instructor’s table. The laptop
should automatically display on the LCD screen. If it does not, use the LCD remote to change the input to 8: PC-RGB.

Misc.

- Tandberg IP: 129.174.33.238
- Gatekeeper: 129.174.57.248

Teleconference Tips

- Do not need to turn on a computer for a teleconference.
- Camera is mounted above the LCD screen. It is usually on. Look for the green light. It may be “asleep” but will come on.

1. Turn on the LCD: by hand or with the remote labeled “LDC right/Tandberg System”
2. Select input with remote or by hand. Input 9 is for video conference.
3. Dial in:
   a. Gate keeper is set for most locations (VDOE for example)
   b. Use the number you were given.