



MUPRC 2017 Conference Classroom A/V Guide



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Standard Setup

Most classrooms in Kendall Hall are equipped with an AV projection and control system. For reference, below is a panoramic photo of a typical classroom layout in a Kendall Hall classroom from the instructor's vantage point.

Please note that the **AV Stack (zoomed image shown below)** is located toward the front corner of the room. This is where the Computer and media player are installed. Above the stack is a **Control Panel (zoomed image shown below)** for the AV system.

The standard equipment in AV equipped Kendall classrooms include:

- **Epson Projector** with manual pull down projector screen
- **Dell Computer** with Windows 7 and Microsoft Office 2013
- **A Media Player** (Either a DVD/VHS, DVD, or Blu-Ray Player)

Classroom Panorama



Control Panel



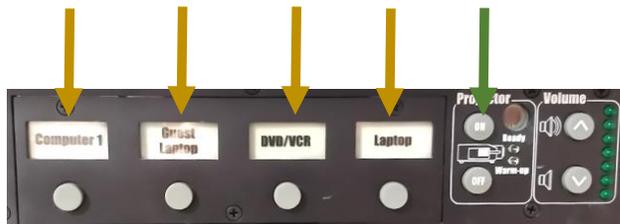
AV Stack



Turning on the AV System

To turn on and use the AV system in a classroom, please follow these steps:

1. Ensure the **Power** in the AV Stack is on.
2. Check to see that the **PC** is on *and awake*.
3. Using the control panel (below), press the **Projector On** button. It will take approximately 30-60 seconds for the projector to warm up.
4. Select your **Input**



IMPORTANT NOTE: If you are not an employee or student at Hillsdale College but are on campus to present for an event, please see your contact or event coordinator for guest login credentials prior to your presentation.

Powering Off the AV System

Once you are finished, please follow these steps to power down and log off the system:

1. Log off the computer (please do not power down).
2. Press the **Projector Off** button on the control panel
3. Please do not turn off the power in the AV stack. The power in the stack is left on intentionally.
4. Be sure to remember to remove any flash drives or other connected media/devices before you leave.



Conclusion

This concludes the overview/operational guide for Kendall Hall. If you have any questions about operation of the AV systems in these classrooms or about this manual, please contact the help desk by phone at x2566 or 517-607-2566, or by email at helpdesk@hillsdale.edu