Room C309/C303

Directions for using stereo sound system

Projector Screen Controls to the right of main audio cabinet

- **Using a laptop for a presentation with audio**
  - Make sure cabinet is powered on
  - Plug VGA cable into laptop and 1/8th in aux into audio jack
  - Power on the projector

- **Playing audio out of a phone or computer**
  - Plug green aux cable to the audio jack of your device
  - Power on cabinet using the “Main System Power” switch
  - Select Aux on the Stereo Preampifier
  - Turn the volume on your device (phone or laptop) all the way up
  - Turn the volume on the Stereo Preampifier to the desired level

- **Playing audio on a CD**
  - Power on cabinet using the “Main System Power” switch
  - Insert CD, to choose tracks, rotate the knob on the CD player to the right
  - Press CD on the Stereo Preampifier
  - Turn the Stereo Preampifier to the desired level

- **Playing audio on a cassette**
  - Power on cabinet using the “Main System Power” switch
  - Press eject on cassette player and insert tape
Directions for Wakefield Recital Hall

- Presentation on Laptop
  - Connect VGA cable into laptop and 1/8th inch aux into audio jack on computer
  - Power on the main audio cabinet
  - Power on the projector control unit
  - Click “Laptop” on control unit

- Presentation on Main Computer
  - Power on the main audio cabinet
  - Power on the projector control unit
  - Make sure the desktop monitor is on
  - Click “PC” on control unit

- Using a DVD through built in DVD Player (If playing through a laptop, follow directions for Presentation on Laptop)
  - Power on projector control unit
  - Select “DVD”
  - Power on main audio cabinet
  - Insert DVD

- Using a VCR/CD/Turntable/Cassette
  - Power on projector control unit
  - Select desired media
  - Power on main audio cabinet
  - Insert media into audio cabinet

- Troubleshooting
  - If your computer does not have a VGA input, you will need an adapter, Crane cannot guarantee there will be an adapter available
  - If PC option isn’t working, select Laptop. Remove the VGA cable from the MAC computer adapter and plug the VGA cable for laptops into the adapter on the MAC. When finished, put everything back where it was
  - If you have max volume on your device and there isn’t enough sound/no sound coming out of the speakers, make sure the digital preamplifier in the main audio cabinet is turned up
  - On the projector control unit;
    - Display mute makes the projector go black
    - Freeze keeps whatever image on the screen, at the moment you press freeze, to remain on the screen while you can still work on the computer
  - Do not turn any individual device on the main audio cabinet off, only use the main power switch
  - Do not turn the volume on the digital preamplifier down